

**AGENDA**  
**COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK**  
**April 24, 2018**  
**1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

1. Alberta Rockies South – Destination Management Organization
  - Presentation to Council, dated April 18, 2018

C. MINUTES

1. Council Committee Meeting Minutes
  - April 10, 2018
2. Council Meeting Minutes
  - April 10, 2018
3. Coffee with Council Notes
  - April 17, 2018

D. UNFINISHED BUSINESS

1. Airport Lease Agreement
  - Report from Director of Operations, dated April 18, 2018
  - Report from Director of Operations, dated April 3, 2018

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. Operations
  - a) 2018 Agricultural Service Board Summer Tour
    - Report from Director of Operations, dated April 17, 2018
  - b) Operations Report
    - Report from Director of Operations, dated April 19, 2018
    - Call Logs
2. Planning and Development  
Nil
3. Finance  
Nil
4. Municipal
  - a) Airport Advisory Committee Recommendation – PCES Chief Dave Cox Delegation Presentation
    - Report from Interim Chief Administrative Officer, dated April 19, 2018
  - b) 2018 RCMP Priorities for the MD of Pincher Creek
    - Report from Interim Chief Administrative Officer, dated April 16, 2018
  - c) Summer Council Meeting Cancellations
    - Report from Interim Chief Administrative Officer, dated April 13, 2018
  - d) Interim Chief Administrative Officer Report
    - Report from Interim Chief Administrative Officer, dated April 19, 2018
    - Administration Call Log

F. CORRESPONDENCE

1. For Action

- a) Seniors Service Awards
  - Letter from Alberta Seniors and Housing, dated April 6, 2018
- b) Alberta Historical Resources Foundation Heritage Awards 2018
  - Letter from Alberta Historical Resources Foundation
- c) Transboundary Weeds Water and Stewardship Tour
  - Tour Information
- d) 3<sup>rd</sup> Annual Archery Shoot
  - Letter from Pincher Archery Club, received April 16, 2018

2. For Information

- a) Beaver Mines Regional Water Supply
  - Letter from Alberta Transportation, dated March 21, 2018
- b) Grant Writer Initiative
  - Information from Pincher Creek Community Development Initiative, dated February 2018
- c) Thank You Letter
  - Letter from Windsor Heritage Drop-In Centre, received April 19, 2018
- d) National Public Works Week
  - Letter from Alberta Public Works Association, dated March 29, 2018
- e) Great Chautauqua Revival
  - Letter from Chautauqua Committee, received April 11, 2018

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1  
Absent

Councillor Rick Lemire – Division 2

Councillor Bev Everts– Division 3  
- Oldman River Regional Services Commission  
- Minutes of February 15, 2018

Councillor Brian Hammond - Division 4

Councillor Terry Yagos – Division 5  
Crowsnest / Pincher Creek Landfill Association  
- Minutes of March 23, 2018

H. IN-CAMERA

1. Labour – Personnel – FOIP Section 19

I. NEW BUSINESS

J. ADJOURNMENT

April 18, 2018

**Councils:**

- **Municipality of Crowsnest Pass**
- **Municipal District of Pincher Creek**
- **Town of Pincher Creek**

**Re: Alberta Rockies South, Destination Management Organization**

The southwest corner of Alberta is a long admired hidden gem of this province. An abundance of outdoor recreation opportunities, plethora of historical features, and a true mountain spirit embraced by the local populace make this a very special and attractive area to residents and visitors alike.

The announcement of the Castle Provincial Park & Castle Wilderness Area, work continuing on the South Saskatchewan Regional Plan with proposed changes to the Livingstone-Porcupine Areas, Castle Mountain Resort's area structure plan, and a change in back country usage have all been happening at a rapid pace. Municipality of Crowsnest Pass, Municipal District of Pincher Creek, Town of Pincher Creek, Piikani Nation & Castle Mountain Resort are all directly impacted by these changes.

Along with these changes a lack of a cohesive regional tourism voice has been identified. A proposed destination management organization can help to alleviate some of these concerns, providing a way to funnel matters through all levels of government and the communities while building regional capacity. In addition to helping us control some of the messaging, be directly involved with ongoing decisions, and give us a strong common identity, a regional DMO would give us:

- Tourism economic development agent
- Place/destination marketer, planner & builder
- Act as a tourism industry coordinator
- Public representative of the visitor and resident
- Custodian of the regional brand

Announcement of a new provincial tourism-based grant in late March 2018 has sped up the proposal of such an entity (deadline for application April 30). A coordinated effort between Marie Everts (Town of Pincher Creek) and Sacha Anderson (Community Futures Crowsnest Pass), along with discussions with Roland Milligan (MD of Pincher Creek), Jason Crawford (Castle Mountain Resort) and Bev Thornton (Alberta Southwest Regional Economic Development Alliance), have led to the creation of a grant submission for our region.

Included in the proposal to the Tourism Growth Innovation Fund for Destination Development will be:

- Establish Terms and References: what kind of structure will work sustainably for our communities, how does each municipal government tie in, how does industry tie in

- Community Engagement
- Develop Business Plan
- Develop Marketing Plan
- Brand Development, Marketing Materials, Website, Social Media plans

The TGIF grant will match up to 75% for a maximum of \$75,000 (with \$25,000 matching we will be looking at a \$100,000 project). This will be applied for through Community Futures as a non profit.

At this point we are looking for:

- Letters of Commitment of \$5,000 from each community (Municipality of Crowsnest Pass, MD of Pincher Creek, Town of Pincher Creek, Castle Mountain Resort) for the matching funding for this new initiative and grant application, by April 30<sup>th</sup>. This will only be applicable if the grant is successful (will need letters of commitment to regional project for grant submission).

Alberta Parks & Alberta Tourism are very excited about this possible collaboration and have committed their support if this initiative can get off the ground. The current focus on the Castle Region makes this a perfect opportunity for us to capitalize on building a strong partnership into something long lasting for our communities and businesses to benefit from.

**Ballpark Figures** (quotes will be included in grant application):

Terms of Reference and Structure of Organization Set Up \$25,000  
 Business Plan \$10,000  
 Online Presence (web/social etc) \$25,000  
 Community Consultations \$10,000  
 Branding/Merchandise & Collateral \$30,000

**Letters of Support (asks):**

Pincher Creek Chamber of Commerce  
 Crowsnest Pass Chamber of Commerce  
 Pincher Creek Economic Development Committee  
 Crowsnest Pass Economic Development Committee  
 Town of Pincher Creek  
 Municipal District of Pincher Creek  
 Municipality of Crowsnest Pass  
 Castle Mountain Resort  
 Piikani Resource Development  
 Alberta Southwest Regional Economic Development Alliance  
 Community Futures Crowsnest Pass  
 Community Futures Alberta Southwest

**Outcomes:**

Business Plan and Model  
 Funding Options for Sustainability  
 Creation of a DMO

Sacha Anderson

Community Economic Development Coordinator, Community Futures Crowsnest Pass

Marie Everts

Economic Development Officer, Town of Pincher Creek

Additional  
Info

**Tara Cryderman**

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**Subject:** FW: More Info to Share on DMO's

**From:** Sacha Anderson [mailto:SAnderson@albertacf.com]  
**Sent:** Thursday, April 19, 2018 5:23 PM  
**To:** Roland Milligan <AdminDirDev@mdpincercreek.ab.ca>  
**Subject:** More Info to Share on DMO's

Please keep in mind that a regional destination management organization is NOT intended to replace any local marketing (specific to each community - CNP, Pincher Creek, MD, Castle Mountain, etc) but is intended to enhance our regional offerings, leverage dollars and resources, and provide a common and strong voice for the local tourism industry and local governments to provincial and federal government agencies and be able to have a cohesive vision moving forward. Change is happening and we would like to have a say in these changes and how we grow as a region.

DMO's are funded differently all over the world and we would like to find what structure would work in our region. Here are a couple of links that quickly explain what a DMO can be. If you google DMO's you'll notice quite a few articles on how they're changing their roles in the communities.

- This is a quick and dirty on what a Destination Marketing/Management Organization is:  
<https://www.linkedin.com/pulse/role-function-destination-marketing-organizations-rosemary-dahlgren/>

- Little more in-depth, but explains it well:  
<http://pragueeventery.com/role-of-destination-management/>

- Link to the current tourism organizations in Alberta - some are more formally set up than others, dependent on the communities. We were previously serviced by Chinook Country (Southwest Alberta link) but they are currently undergoing massive changes and are not operating in the same capacity. As you can see there is a major gap in our area for a tourism organization:  
<https://industry.travelalberta.com/about-us/about-albertas-tourism-industry/tourism-organizations>

Please let me know if you have any questions/would like to see more information.

**Sacha Anderson**  
CED & Marketing Coordinator  
Community Futures Crowsnest Pass

[sanderson@albertacf.com](mailto:sanderson@albertacf.com)  
403.562.8858  
Room 180, 12501 20th Avenue Crowsnest Pass, AB

# ALBERTA ROCKIES SOUTH

## A Regional Tourism Initiative

Town & M.D. of Pincher Creek, Municipality of Crowsnest Pass  
& Piikani Nation

# CASTLE PARKS ARE HERE






# CASTLE REGION

AS IDENTIFIED BY ALBERTA CULTURE AND TOURISM



**Castle Tourism Strategy**

 Castle Study Area

Produced by Parks Division, Alberta Environment and Parks.  
Base data provided by the Government of Alberta under the Alberta Open Government License of November 2014.  
Cadastral boundaries data provided by Alberta Data Networks.  
Imagery from various sources including: SPOT 2.5m Imagery © (2007) CNRS. Licensed by GeoBlogs Geomatics.  
© GeoBlogs Geomatics  
Other features located on maps created by Space Imaging Ltd.  
and its imagery supplied by Government of Alberta and various imagery providers.

0 1 2 3 4 5 6 7 8 9 10  
1:600,000 Alberta

Base Data provided by Space Imaging Inc.  
Alberta Road Network data provided by TransAlta

# A Cohesive Local Regional Tourism Voice

- Tourism economic development
- Place/destination marketer/planner & builder
- Tourism Industry coordinator
- Public representative of the visitor and resident
- Custodian of the regional brand
- “The place to call for all things tourism”

Currently working on projects with:



In partnership with



# Tourism Growth Innovation Fund

Funding for non-profit organizations and communities to explore destination development opportunities and build new tourism experiences.

The Destination Development Support stream helps tourism organizations and Alberta municipalities create new tourism products and destination development opportunities.

**75% Matching dollars**

Grant announced: March 28 / Deadline: April 30

# Tourism Growth Innovation Fund

## **A successful grant outcome:**

- A structure specific to our region
- Sustainable model built to our regional needs
- Terms of reference
- Community Engagement
- Business Plan
- Marketing Plan
- Regional Brand Development including marketing materials (website, social media etc)

## **Dollars:**

Local funding request: \$25 000

Provincial funding request: \$75 000

**Total Project Cost \$100 000**

## WHAT WE ARE ASKING:

### A letter of Financial support:

\$5000 from Town of Pincher Creek

\$5000 from MD of Pincher Creek

\$5000 from Municipality of Crowsnest Pass

\$5000 from Castle Mountain Resort

\$5000 from other sources

Contingent on a successful grant application

**GRANT DEADLINE: APRIL 30<sup>th</sup>**



**MINUTES  
COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
APRIL 10, 2018**

- Present:** Reeve Quentin Stevick, Councillors Brian Hammond, Bev Everts, Rick Lemire and Terry Yagos
- Staff:** Interim Chief Administrative Officer/Director of Development and Community Services Roland Milligan, Director of Operations Leo Reedyk, and Executive Assistant Tara Cryderman
- Other:** RCMP Member Sgt. Mark Harrison  
AltaLink Representatives John Grove, Manager, Municipal Affairs, South and Hejdi Feick, Vice President, Government Relations

Reeve Quentin Stevick called the meeting to order, the time being 9:00 am.

1. Approval of Agenda

Councillor Terry Yagos

Moved that the Council Committee Agenda for Tuesday, April 10, 2018, be approved as presented.

Carried

2. In-Camera

Councillor Bev Everts

Moved that Council and Staff move In-Camera, the time being 9:01 am, to discuss the following:

Legal – Call Logs – FOIP Section 16

Carried

Councillor Rick Lemire

Moved that Council and Staff move out of In-Camera, the time being 9:25 am.

Carried

3. RCMP Year End Update (9:30 am)

Sgt. Mark Harrison attended the meeting to update Council on the 2017 activities and to set the 2018 policing priorities.

The upcoming events for 2018, and how these affect RCMP resources, were discussed.

Council Committee Meeting Minutes  
April 10, 2018

The creation of the Castle Provincial Park will draw on the resources that the RCMP currently have. These resources are dispatched through K Division. Specific calls from the Provincial Park will be monitored separately from the rest of the boundary, for more accurate stats.

The relationship between the RCMP and the Conservations Officers was discussed.

Marijuana Legislation was discussed.

The annual performance plan was discussed.

The violation tickets increased from 873 to 883, as well as the number of check stops increased in 2017.

The number of files for 2017 were down a bit.

The files generated by zone were discussed.

All calls were shared.

Direction and priorities was requested for the 2018/2019 year. Council was asked to have a discussion and establish their top three priorities.

The MD's priorities for 2017 were:

1. Increase in drug enforcement
2. Increase in traffic enforcement
3. Increase in community visibility

4. AltaLink Update (10:30 am)

John Grove and Hejdi Feick attended the meeting to update Council on AltaLink's activities within our area.

AltaLink is a regulated utility.

AltaLink's duty is to determine the less impactful route. All routes impact the general public, but the least impactful is the priority.

The infrastructure in general was explained.

The transmission fees were explained.

The Chapel Rock to Pincher Creek Area was discussed. This is a reiteration of the Castle Rock Project to Chapel Rock project.



Council Committee Meeting Minutes  
April 10, 2018

AESO has determined that there is a need for transmission within our area.

Transmission lines with relation to the wind generation lines was discussed.

The need for this project was approved in 2009. This need has not changed.

There is still a need in this area for more transmission.

It was suggested that AESO be invited to accompany John on his next visit.

Exporting and importing power was discussed.

All previous routes have been removed and this project is commencing again for the third time.

Chapel Rock to Pincher Creek Area connection could be Goose Lake, Fidler or Castle Rock Substations.

AltaLink does have the ability to traverse the one arm of the Reservoir.

The siting and consultation process was reviewed.

[www.letstalkchapelrock.com](http://www.letstalkchapelrock.com) was mentioned.

5. Roundtable Discussion

Reeve Stevick

- Less information during council meetings – more emails sent to Council.

Councillor Lemire

- Review the private driveway rate – it was suggested that our price is too high.

Councillor Everts

- What is the process of “revisiting” issues that have been brought up?

Councillor Hammond

- Nothing to discuss at this time

Councillor Yagos

- Nothing to discuss at this time

Council Committee Meeting Minutes  
April 10, 2018

6. Adjournment

Councillor Terry Yagos

Moved that the meeting be adjourned, the time being 12:03 pm.

Carried

DRAFT

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**COUNCIL MEETING**  
**APRIL 10, 2018**

8964

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, April 10, 2018, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

PRESENT Reeve Quentin Stevick, Councillors Brian Hammond, Terry Yagos, Bev Everts, and Rick Lemire

STAFF Interim Chief Administrative Officer/Director of Development and Community Services Roland Milligan, Director of Operations Leo Reedyk, Accounting Clerk III Brendan Schlossberger, and Executive Assistant Tara Cryderman

Reeve Quentin Stevick called the Council Meeting to order, the time being 1:00 pm.

A. ADOPTION OF AGENDA

Councillor Terry Yagos 18/216

Moved that the Council Agenda for April 10, 2018, be approved as presented.

Carried

B. DELEGATIONS

1. Consolidated Financial Statements

Darren Adamson with Avail CPA attended the meeting to present the Consolidated Financial Statements for the year ended December 31, 2017.

2. Pincher Creek Airport Presentation

Fire Chief Dave Cox attended the meeting to speak to Council regarding some concerns about accessing the airport.

The snow removal priority of the runway was mentioned.

The lighting along the runway was mentioned; if the power is out, the lights along the runway go out as well. Having an emergency generator at the airport would be beneficial.

Notice to Airmen (NOTAMS) was mentioned.

C. MINUTES

1. Meeting Minutes

Councillor Rick Lemire 18/217

Moved that the following:

- Special Council Meeting Minutes
  - March 26, 2018
- Council Committee Meeting Minutes
  - March 27, 2018
- Council Meeting Minutes
  - March 27, 2018

be approved as presented.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 April 10, 2018

D. UNFINISHED BUSINESS

1. Planning Bylaws

Bylaw No. 1285-18 – Development Authority and Municipal Planning Commission

Councillor Terry Yagos 18/218

Moved that Bylaw No. 1285-18, being the bylaw to establish a Development Authority and Municipal Planning Commission, be given third and final reading.

Carried

Bylaw No. 1286-18 – Municipal Subdivision Authority

Councillor Bev Everts 18/219

Moved that Bylaw No. 1286-18, being the bylaw to establish a Municipal Subdivision Authority, be given third and final reading.

Carried

Bylaw No. 1287-18 – Subdivision and Development Appeal Board

Councillor Brian Hammond 18/220

Moved that Bylaw No. 1287-18, being the bylaw to establish a Subdivision and Development Appeal Board, be given third and final reading.

Carried

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. Operations

a) Airport Lease Agreement

Councillor Terry Yagos 18/221

Moved that the report from the Director of Operations, dated April 3, 2018, regarding the Airport Lease Agreement, be received;

And that Council direct Administration to implement the new Airport Lease Agreement as leases come up for renewal;

And further that Policy C-FIN-27 include Airport Land Lease Rates at the rate of \$0.75 / square meter per year for hangar developments.

Defeated

Councillor Brian Hammond 18/222

Moved that this issue be referred to the Airport Advisory Committee for their consideration, with any recommendations being returned to Council.

Carried

b) Beaver Mines Water and Wastewater Project Briefing

Councillor Bev Everts 18/223

Moved that MPE Engineering Ltd. be invited to attend the Council Committee Meeting, scheduled for May 22, 2018, with the intent being to discuss the options for the Wastewater portion of the Beaver Mines Water and Wastewater Project.

Carried

Councillor Brian Hammond 18/224

Moved that the Beaver Mines Water and Wastewater Project Briefing, dated April 5, 2018, be received as information.

Carried

c) Operations Report

Councillor Bev Everts 18/225

Moved that the Operations report from the Director of Operations, for the period dated March 21, 2018 to April 5, 2018, as well as the Public Works Call Log and the Water Projects Updates, be received as information.

Carried

2. Planning and Development

Nil

3. Finance

a) 2017 Consolidated Financial Statements

Councillor Brian Hammond 18/226

Moved that the report from the Director of Finance, dated March 28, 2018, regarding the 2017 Consolidated Financial Statements, be received;

And that the 2017 Consolidated Financial Statements, prepared and audited by Avail CPA, for the year ended December 31, 2017, be approved.

Carried

b) Bylaw No. 1284-18 – Mill Rate Bylaw

Councillor Terry Yagos 18/227

Moved that the report from the Director of Finance, dated April 5, 2018, regarding Bylaw No. 1284-18, being the 2018 Mill Rate Bylaw, be received;

And that Bylaw No. 1284-18, being the Mill Rate Bylaw, be given first reading.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 April 10, 2018

Councillor Brian Hammond 18/228

Moved that Bylaw No. 1284-18, being the Mill Rate Bylaw, be given second reading.

Carried

Councillor Rick Lemire 18/229

Moved that Bylaw No. 1284-18, being the Mill Rate Bylaw, be presented for third reading.

Carried Unanimously

Councillor Bev Everts 18/230

Moved that Bylaw No. 1284-18, being the Mill Rate Bylaw, be given third and final reading.

Carried

Councillor Brian Hammond 18/231

Moved that Administration be directed to ensure that all information pertaining to the finances for the MD of Pincher Creek be accurate prior to being made public.

Carried

c) Statement of Cash Position

Councillor Terry Yagos 18/232

Moved that the Statement of Cash Position, for the month ended March 2018, be received as information.

Carried

4. Municipal

a) Regional Meeting – April 19, 2018

Councillor Brian Hammond 18/233

Moved that the email from the Town of Pincher Creek, dated March 27, 2018, regarding a Regional Meeting, be received;

And that the Town of Pincher Creek be advised that Council for the MD of Pincher Creek is available for the requested Regional Meeting, scheduled for Thursday, April 19, 2018;

And that the Regional Airport and Regional Collaboration be suggested as additions to the Agenda.

Carried

b) Governance Model Alternatives – Mr. George Cuff

Councillor Bev Everts 18/234

Moved that Council receive the MD of Pincher Creek; Governance Audit 2018 Executive Summary, supplied by George B Cuff and Associates, as information;

And that the comments and recommendations be utilized when making decisions for the future of the MD of Pincher Creek No. 9, when applicable and practical.

Carried

Councillor Bev Everts 18/235

Moved that Administration be directed to contact Mr. George Cuff, requesting that they supply an itemized Table of Contents, as well as the missing templates, as referenced within the Governance Audit 2018 Executive Summary.

Carried

c) Interim Chief Administrative Officer Report

Councillor Rick Lemire 18/236

Moved that Council receive for information, the Interim Chief Administrative Officer's report for the period of March 23, 2018 to April 5, 2018, as well as the RCMP Enhanced Policing Monthly Report for March 2018 and the Administration Call Log.

Carried

F. CORRESPONDENCE

1. Action

Nil

2. For Information

Councillor Bev Everts 18/237

Moved that, in recognition of the National Day of Mourning on April 28, 2018, this information be posted on the MD's Social Media Accounts.

Carried

Councillor Bev Everts 18/238

Moved that the MD supports the prevention of Quagga and Zebra Mussels;

And that the banner "*Alberta is committed to keeping their lakes Quagga and Zebra Mussels free. Please respect our Lakes and Border Crossing Patrols. STOP at the boat inspection stations*" be placed on the MD website and Social Media Accounts.

Carried

Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 April 10, 2018

Councillor Terry Yagos

18/239

Moved that the following be received as information:

- a) Provincial Education Requisition Credit
  - Letter from Municipal Affairs, dated March 15, 2018
- b) Alberta Community Partnership – Intermunicipal Collaboration Framework
  - Letter from Municipal Affairs, dated March 19, 2018 – Town of Pincher Creek
  - Letter from Municipal Affairs, dated March 19, 2018
- c) Municipal Accountability Program
  - Letter from Municipal Affairs, dated March 27, 2018
  - Letter from Municipal Affairs, dated March 29, 2018
- d) Municipal Sustainability Initiative
  - Letter from Municipal Affairs, dated March 29, 2018
- e) April 28 – National Day of Mourning
  - Letter from Workers' Compensation Board, dated March 21, 2018
- f) Chapel Rock to Pincher Creek Transmission Development
  - Letter from Livingstone Landowners' Group, dated March 24, 2018
  - Letter from Alberta Electric System Operator, dated March 27, 2018
- g) Prevention of Quagga and Zebra Mussels
  - Letter from Alberta Beach, dated March 21, 2018

Carried

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1

Alberta SouthWest

- Minutes of March 7, 2018
- Bulletin March 2018
- Bulletin April 2018

Chinook Arch Regional Library

Summer Ag Tour – July 2018

Councillor Rick Lemire – Division 2

Nothing to report at this time

Councillor Bev Everts – Division 3

Asset Management Plan

- Excerpts from the Asset Management Plan for the MD
- Town of Pincher Creek Community Information Evening
- Information Handout

Castle Mountain Community Association

- Email from CMCA, dated April 5, 2018

Beaver Mines Community Association

- Minutes of February 27, 2018

Agricultural Service Board

- Minutes of March 1, 2018

Councillor Brian Hammond - Division 4

Pincher Creek Foundation

- Financial Statement for year ending December 31, 2017



Minutes  
 Regular Council Meeting  
 Municipal District of Pincher Creek  
 April 10, 2018

Councillor Brian Hammond 18/240

Moved that Administration forward a letter of concern to the Minister of Environment and Parks, regarding the potential impact to the local policing resources with relation to the creation of the Castle Provincial and Wildland Provincial Parks.

Carried

Councillor Terry Yagos – Division 5  
 Crowsnest / Pincher Creek Landfill Association  
 - Minutes of February 21, 2018  
 - Financial Statements for year ending December 31, 2017  
 Emergency Services Commission  
 Lundbreck Citizens Council

Councillor Brian Hammond 18/241

Moved that the committee reports be received as information.

Carried

H. IN CAMERA

Councillor Brian Hammond 18/242

Moved that Council and Staff move In-Camera, the time being 4:36 pm, to discuss the following issues:

1. Legal – Financial Statement – FOIP Section 25
2. Legal – Recycling – FOIP Section 21
3. Labour – Personnel – FOIP Section 19
4. Labour – Personnel – FOIP Section 19

Carried

Councillor Brian Hammond 18/243

Moved that Council and Staff move out of In-Camera, the time being 5:13 pm.

Carried

I. NEW BUSINESS

1. 2017 Management Letter

Councillor Brian Hammond 18/244

Moved that the Management Letter from Avail CPA, dated April 10, 2018, regarding the audit of the financial statement of the Municipal District of Pincher Creek No. 9, for the year ending December 31, 2017, be received as information.

Carried

Minutes  
Regular Council Meeting  
Municipal District of Pincher Creek  
April 10, 2018

2. Use of Recycle Collection Site in Cowley

Councillor Rick Lemire 18/245

Moved that the Recycle Collection Site, within the Village of Cowley, be placed on the Joint Council Meeting with the Village of Cowley, scheduled for May 1, 2018 at 10:00 am, for further discuss and direction.

Carried

J. ADJOURNMENT

Councillor Terry Yagos 18/246

Moved that Council adjourn the meeting, the time being pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

**Coffee with Council Notes**  
**April 17, 2018; 6:30 pm**  
**Summerview Hall**

In attendance:

Councillors Rick Lemire, Bev Everts, Brian Hammond and Terry Yagos

Staff: Interim CAO Roland Milligan and Tara Cryderman

30 members of the public

Councillor Brian Hammond opened the meeting, thanked the audience for attending and provided a general concept of the evening.

Deputy Reeve Rick Lemire introduced Council and Staff Members and asked for the first question of the evening.

Concerns with Wildlife in the MD

- Concerns were expressed regarding the abundance of deer in the area
- Several deer were seen across the field eating from the hay bales
- Perhaps a deer fence would prevent this
- Several comments regarding incidents with wildlife being hit on the roads were shared
- Perhaps Council could propose a resolution to RMA, to assist with this issue

Kenow Fire

- What has happened post fire?
- Council has met with almost all agencies involved with the Kenow Fire regarding “lessons learned” during the event
- After Council has met with the last agency, it was proposed that some kind of report would be released
- Several initiatives have been started since the fire – Emergency Livestock Evacuation, updating mapping, contact information gathering, FireSmart prevention, evacuation plans, etc.

Beaver Mines Water and Wastewater Project

- When will this project be completed?
  - The water portion is scheduled for completion in 2018, however, there is no scheduled date for the wastewater portion of the project. Until the wastewater portion is complete, water cannot be turned on.
  - MPE is looking into options.
- Is there a possibility for a standpipe in the area?
  - MPE is searching for locations for this solution
- What about the Standpipe located by the MD Administration Office? Can this be updated?
  - It is quite dangerous when it is iced during the winter months or slippery when wet
  - Can a bottom feeding solution be investigated?
- Can a holding tank be installed as a temporary wastewater solution?

### Livingstone – Porcupine Hills Footprint and Recreation Planning

- Information was shared regarding the Land Footprint Management Plan and the Recreation Management Plan for this area
- The audience was encouraged to go online and fill out the survey

### Roads

- Kudos were given to the MD, as this was an extremely difficult winter
- Plowing snow on the roads was discussed
- Snow fences were discussed
- Do not push snow onto the West side of the road
- “The snow plow club” was mentioned
- Do not plow when there is less than 8 inches on the road
- Perhaps additional training for the operators would be beneficial
- Eliminating 2 x 6 gates on the west side of the roads would help with the drifting problems
- The chain of command was requested
- Calling the MD and being placed on the call log was discussed and explained. This allows the Councillors to know that calls are being recorded
- The roads are MD’s largest assets – they need to be a priority
- Clearing off approaches was discussed
- The lack of crowns on the roads was discussed
- There were a lot of lessons learned this winter, as it’s been one of the hardest for decades
- The roads are very wet right now
- The operators did the best they could with the conditions
- It takes at least 5 – 7 years to train properly; the MD is going through training phase
- Supervision of the operators was discussed
- The Summer and Winter Road policies will be reviewed in the near future
- The MD has the best equipment money can buy
- The roads are in the worst shape, but they will be getting better
- Should a bus route be designated for teachers? Everyone has to get to work, not just teachers
- The roads are at least 50 years old in some places. The use of the roads and the vehicles using the roads have changed significantly over the years.
- Clay base roads are the best
- Oiling the roads leading up to stop signs and on hills was discussed
- Roads should be a priority
- Emergency Services to Residences during the winter
- A senior program was discussed
- Emergency response was discussed and explained. Emergency Services has protocols for these situations
- Dust control was discussed
- The crown is removed during dust control
- Ridges on the roads were requested
- Hands on training of operators was suggested
- Having the road policies on our website was suggested
- Improving operator’s skills was suggested

### Roads Continued

- Road bans were discussed
- The enforcement of illegal or undesirable hauling was suggested
- Seeking information from other Municipalities was suggested

### Taxes

- There is a 4.5% increase this year; up from the 3% of the past
- Wind farm taxation was discussed, as well as depreciation

### Delegation Policy

- It was suggested that this policy be reviewed, especially the ability to discuss and ask questions of the audience, outside of the delegation period
- The Town of Pincher Creek's delegation process was preferred
- An open mike session, for members of the public, was suggested

### In-Camera Sessions

- The rationale of the in-camera sessions was discussed and explained
- The Cuff Governance Review was mentioned

### Grant Writer Position

- The grant writer position was explained and discussed

### Curling Club

- Where is the MD at the curling club?
- There are no funds allocated to the curling club in the 2018 budget
- The Town of Pincher Creek is the "lead"
- Recreation is part of the ICFs for municipalities; this will be discussed further
- The MD puts aside funds every year for recreation, not specifically for the curling rink
- The results of the recreation survey were discussed. 54% responded in favour of increased taxes to support new or renovated recreation facilities, with 34.5% indicating they would favour a 25-50 dollar increase for this support, however, 71% of respondents were not in favour of supporting the curling ring specifically
- The requirement for the MD to have their own recreation plan was mentioned

### Rural Crime

- Rural Crime watch was discussed
- The Citizens on Patrol were mentioned
- "Lock it or Lose it" was suggested

After no further questions, Deputy Reeve Rick Lemire thanked everyone for attending.

MD OF PINCHER CREEK

APRIL 18, 2018

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TO: Roland Milligan, Interim Chief Administrative Officer  
FROM: Leo Reedyk, Director of Operations  
SUBJECT: AIRPORT LEASE AGREEMENT - UPDATE

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**1. Origin:**

At their April 10, 2018 meeting Council reviewed the Airport Lease Agreement briefing and passed Resolution 18/222 which states:

“Moved that this issue be referred to the Airport Advisory Committee for their consideration with any recommendations being returned to Council.”

**2. Background:**

At their April 10, 2018 meeting, the Airport Advisory Committee reviewed the Council Briefing and recommended that the Airport Land Lease rate be increased to \$1.00 per square meter per year and that the term of the agreement be three years.

**3. Recommendation:**

THAT the report from the Director of Operations, dated April 18, 2018 regarding the Airport Lease Agreement – Update be received;

AND THAT Policy C-FIN-27 include Airport Land Lease Rates at the rate of \$1.00/square meter per year for hanger developments on a three year term.

Respectfully Submitted,



Leo Reedyk

Reviewed by: Roland Milligan, Interim Chief Administrative Officer



Date:

2018/04/19

## MD OF PINCHER CREEK

APRIL 3, 2018

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TO: Roland Milligan, Interim Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: AIRPORT LEASE AGREEMENT

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**1. Origin:**

The Municipal District leases properties at the Airport for private and commercial ventures. The historical Airport Lease Agreement is over 20 years old and requires updating. A lease rate for property at the airport is not included in our Policy C-FIN-27 Fees and Charges Policy except the notation that the lease rate varies by agreement. A new lease will be required to accommodate the sale of a private hanger.

**2. Background:**

In 2017 Administration requested an updated document template from Brownlee to accommodate future leases on the airport property. The attached document would replace the outdated one currently in use to protect the Municipality's interests.

In addition to the lease document, the rates charged by the Municipal District per square meter range from \$0.50 to \$0.75 per square meter per year. Rates charged per square meter at other Alberta Airports are:

Lethbridge	Red Deer	Grand Prairie	Lloydminster	Manning
\$2.96	\$3.07	\$2.75	\$1.40	\$1.25

The 90 day notice clause in the existing agreements could be used to get all tenants on the same lease rate.

**3. Recommendation:**

THAT the report from the Director of Operations, dated April 3, 2018 regarding the Airport Lease Agreement be received;

AND THAT Council direct administration to implement the new Airport Lease Agreement as leases come up for renewal;

AND FURTHER THAT Policy C-FIN-27 include Airport Land Lease Rates at the rate of \$0.75/square meter per year for hanger developments.

Respectfully Submitted,



Leo Reedyk

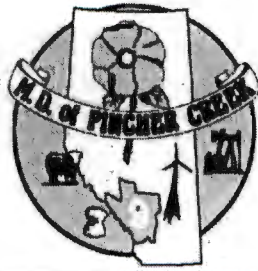
Attachments



Reviewed by: Roland Milligan, Interim Chief Administrative Officer

Date: *2018/04/04*





## AIRPORT LANDS LEASE

THIS LEASE AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

BETWEEN:

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
(hereinafter referred to as the "Landlord")

AND:

\_\_\_\_\_  
(hereinafter referred to as the "Tenant")

WHEREAS:

- A. The Landlord is the registered owner of the Pincher Creek Airport Lands;
- B. The Landlord and the Tenant desire to enter into a Lease of a portion of the Pincher Creek Airport Lands;

NOW THEREFORE in consideration of the grant of leasehold interest, rents payable, and the mutual covenants contained within this Lease, the parties hereby agree as follows:

### ARTICLE 1 – DEFINITIONS

#### 1.1 Definitions

In this Lease, and in addition to the defined parties to this Lease, the following words and expressions shall have the meanings herein set forth unless inconsistent with the subject matter or context:

- (a) **"Goods and Services Tax"** shall mean the Goods and Services Tax assessed under and pursuant to the *Excise Tax Act*, RSC 1985, Chapter E-15 and shall include any other tax imposed supplementary thereto or in substitution therefore;
- (b) **"Hangar"** means a shelter or structure placed or constructed upon the Leased Premises for the housing or repairing of aircraft;
- (c) **"Hazardous Substances"** means any substance which is hazardous to persons or property and includes, without limiting the generality of the foregoing, substances declared to be hazardous or toxic under any law or regulation now or hereafter enacted or promulgated by any governmental authority having jurisdiction over the Tenant and the Lands;
- (d) **"Lands"** means those lands known municipally as the Pincher Creek Airport and legally described as Community Airport Plan 761 0679;
- (e) **"Lease"** means this lease agreement, as from time to time amended in writing by agreement between the Landlord and the Tenant;
- (f) **"Leased Premises"** means all that portion of the Lands as is shown outlined in red upon the diagram or plan attached to this Lease as **Schedule "A"**.

- (g) **"Permitted Use"** means the Tenant's exclusive use of the Leased Premises for the following purpose(s):
  - 1. *To erect and maintain a private airplane Hangar;*
  - 2. [OPTIONAL]
- (h) **"Rent"** means the rent payable by the Tenant pursuant to Paragraph 5.1 of this Lease, together with any other sums, amounts, costs or charges as may be required to be paid by the Tenant to the Landlord pursuant to the terms of this Lease;
- (i) **[OPTIONAL] "Security Deposit"** means the sum of \$ \_\_\_\_\_, to be applied in accordance with the terms of this Lease;
- (j) **"Term"** means the term of this Lease as set out in Paragraph 3.1 of this Lease.

## ARTICLE 2 – GRANT

### 2.1 Demise of Lands

The Landlord hereby leases to the Tenant and the Tenant hereby leases from the Landlord the Leased Premises for the Term and upon and subject to the covenants, conditions and agreements herein expressed.

## ARTICLE 3 – TERM

### 3.1 Term

The term of this Lease shall be for \_\_\_\_\_ (\_\_\_\_) years commencing on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and expiring on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, subject always to earlier termination [or renewal] of this Lease and the Term as provided in this Lease.

### 3.2 [OPTIONAL] Renewal

Provided that the Tenant is not then in default of any of its obligations contained within this Lease, the Tenant may request in writing that the Landlord renew this Lease for \_\_\_\_ (\_\_\_\_) further term(s) of \_\_\_\_\_ (\_\_\_\_) [year(s)/months], upon the same terms, covenants and conditions contained within this Lease. The Landlord and the Tenant acknowledge and agree that there shall be no recurring right of renewal, and that the renewal term(s) contemplated within this Paragraph constitute the extent of the Tenant's renewal right. The Tenant may exercise its right of renewal contained within this Lease by delivering notice in writing to the Landlord no later than \_\_\_\_\_ (\_\_\_\_) [days/months] prior to the date of the expiration of the Term. The Landlord will provide notice of its consent or rejection of the renewal within \_\_\_\_\_ (\_\_\_\_) days of receiving the Tenant's written request.]

### 3.3 [OPTIONAL] Termination by Landlord

Notwithstanding any provisions contained within this Lease, the Landlord may terminate this Lease, together with all rights and privileges granted to the Tenant under this Lease, without cause or reason, at the Landlord's sole discretion, upon \_\_\_\_\_ (\_\_\_\_) days prior written notice to the Tenant.

## ARTICLE 4 – EXAMINATION OF LANDS

### 4.1 "As Is, Where Is"

The Landlord shall provide, and the Tenant shall accept, the Leased Premises in "as-is, where-is" condition.

#### **4.2 Satisfactory Condition**

Without limiting the foregoing, the Tenant agrees:

- (a) that there exists no promise or collateral agreement by the Landlord to alter, remodel, decorate or improve the Leased Premises or any property neighbouring or surrounding the Leased Premises;
- (b) that no warranties or representations whatsoever respecting the Leased Premises (including, without restriction, the condition or quality of the Leased Premises, or its suitability for the purposes and use intended by the Tenant) have been made by the Landlord or its agents or employees; and
- (c) that the Tenant has examined the Leased Premises and as at the date of this Lease the Leased Premises are in good order, ready for occupancy and in satisfactory condition.

### **ARTICLE 5 – RENT**

#### **5.1 Rent**

The rent payable by the Tenant to the Landlord for the Term of this Lease shall be the sum of [REDACTED] (\$ [REDACTED]) per year, plus applicable taxes such as the federal Goods and Services Tax, payable [In advance on or before January 1 [or such other date] of each year of the term/ monthly in advance, on the first day of each month, commencing on [REDACTED] (date)].

#### **5.2 Net Lease**

The Landlord and the Tenant hereby covenant and agree that for all purposes that this Lease shall be a net lease for the Landlord, and that save and except for as specifically set forth within this Lease, the Landlord shall not be responsible for any cost, charge, expense or outlay of any nature whatsoever arising from or relating to the Leased Premises, or any impositions, costs and expenses of every nature and kind relating to the Leased Premises whether or not specifically provided for within this Lease. All such costs shall be the responsibility of the Tenant to pay promptly when due. To the extent that any such costs are paid by the Landlord the Tenant shall reimburse the Landlord immediately upon demand, such sums being collectable in the same manner as Rent.

#### **5.3 [OPTIONAL] Security Deposit**

The Tenant shall pay the Security Deposit to the Landlord concurrently at the time of signing this Lease. The Security Deposit may be applied by the Landlord at its discretion to any amounts which may be owing to the Landlord by the Tenant pursuant to the terms of this Lease.

### **ARTICLE 6 – TAXES**

#### **6.1 Goods and Services Tax**

The Tenant shall pay promptly when due all Goods and Services Tax applicable to the payment of Rent or on any other amounts owed by the Tenant to the Landlord. In the event that such taxes are by statute, law, by-law, regulation or ordinance imposed upon or payable by the Landlord as recipient of the Rent, the Tenant shall pay to the Landlord as Rent the Goods and Services Tax.

#### **6.2 Utilities and Services**

The Tenant shall be responsible for the prompt payment, when due, of all costs (including installation charges) of all utilities consumed on or within the Leased Premises including, without restriction, all gas, water, electrical, and telephone rates and charges, and shall indemnify the Landlord against any and all

liability or damages pertaining thereto. Payments shall either be made directly to the supplier of the services or equipment, or shall be paid to the Landlord as reimbursement for payment of such costs if paid by the Landlord to the said supplier(s).

### **6.3 The Tenant's Taxes**

Subject to the availability of any exemption under the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended from time to time, the Tenant shall, pay when and if they shall become due and payable, all real estate taxes, assessments, rates and charges and other government impositions, general or special, ordinary or extraordinary, foreseen or unforeseen, of every kind, including assessments for local or public improvements and school taxes which may at any time during the Term be imposed, assessed or levied, in respect of the Leased Premises and Tenant's leasehold interest in the Lands and all fixtures and improvements from time to time located thereon, or which, howsoever imposed, might constitute a lien on the Leased Premises or any part thereof or a liability of the Landlord.

## **ARTICLE 7 – QUIET ENJOYMENT**

### **7.1 The Tenant's Quiet Enjoyment**

Subject to the terms, covenants and conditions contained in this Lease, the Landlord covenants that upon duly performing and observing all its covenants and obligations contained in this Lease the Tenant shall and may peaceably possess and enjoy the Leased Premises for the Term without any interruption or disturbance from the Landlord or any other person lawfully claiming by, from or under the Landlord.

## **ARTICLE 8 – ADDITIONAL TENANT OBLIGATIONS**

### **8.1 Use of Leased Premises**

The Leased Premises shall be used continuously during the Term for the Permitted Use, and for no other use. The Tenant shall not carry on nor permit to be carried on upon the Leased Premises or any property neighbouring or surrounding the Leased Premises any other trade, business or activity, without the prior written consent of the Landlord, which consent may be unreasonably withheld.

### **8.2 Evidence of Payments**

The Tenant shall produce upon the reasonable request of the Landlord, satisfactory evidence of the due payment by the Tenant of all payments required to be made by the Tenant under this Lease.

### **8.3 No Nuisance**

The Tenant shall not at any time during the Term, use, exercise or carry on or permit or suffer to be used, exercised or carried on, in, about or upon the Leased Premises or any part thereof any waste or any offensive act, trade, business, occupation or calling, and no act, matter or thing whatsoever shall at any time during the Term be done in, about or upon the Leased Premises or any part thereof which shall be inconsistent or incompatible with the Permitted Use of the Leased Premises, or which may be or grow to the annoyance, nuisance, damage or disturbance of the occupants and other users of the Leased Premises, as well as occupants of lands and property owners in the vicinity of the Leased Premises.

### **8.4 Compliance with Laws**

The Tenant shall comply promptly at its expense with all laws, by-laws, ordinances, regulations, requirements and recommendations of any and all federal, provincial, civic, municipal and other lawful authorities, which may be applicable to the Tenant, to the manner of use or operation of the Leased Premises, or the making by the Tenant of any repairs, alterations, changes or improvements to the Leased Premises.

**[OPTION 1 – If the Municipality wants the Tenant to remove any fixtures or improvements attached to the Leased Premises (e.g. structures, hangar, etc.) at the expiry or earlier termination of the Lease, then use Option 1 and Article 14, and delete Option 2 (Section 8.6)]**

### **8.5 Alterations**

The Tenant shall not without the prior written consent of the Landlord, which consent may not be unreasonably withheld, excavate, drill, install, erect, or permit to be excavated, drilled, installed or erected over, under or through the Leased Premises, any pit, foundation, pavement, building, fence, sidewalk, installation, addition, partition, sign, alteration, antenna or other structure or improvement.

**[OPTION 2 – if the Municipality wants the Tenant's fixtures or improvements to be left in place and subsequently owned by the Municipality at the expiry or earlier termination of the Lease then use Option 2 (Section 8.6), and delete Option 1 and Article 14, then re-adjust the numbering accordingly.]**

### **8.6 Improvements, Alterations, Fixtures**

- (a) The Tenant shall not without the prior written consent of the Landlord, which consent may not be unreasonably withheld, excavate, drill, install, erect, or permit to be excavated, drilled, installed or erected over, under or through the Leased Premises, any pit, foundation, pavement, building, fence, sidewalk, installation, addition, partition, sign, alteration, antenna or other structure or improvement.
- (b) Upon the expiration or other termination of this Lease, all alterations, additions, partitions, improvements or structures which may have been made or installed by the Tenant upon or within the Lands or Leased Premises, (whether with or without the Landlord's consent) and which are attached to the Lands shall remain upon and be surrendered with the Leased Premises as a part of the Leased Premises without disturbance, molestation or injury and such be and become the absolute property of the Landlord without compensation to the Tenant.
- (c) Notwithstanding Section 8.5(b), the Landlord may, by written notice to the Tenant prior to or after the termination or expiration of the Term, require the removal at the expense of the Tenant of any and all alterations, additions, partitions, improvements or structures on the Leased Premises and/or the restoration of the Leased Premises to the same condition that they were in before any alterations, additions, partitions, improvements or structures were made, erected or installed, such work to be done by or at the direction of the Landlord.
- (d) Notwithstanding Section 8.5(b), but subject to Section 8.5(a) and 8.5(c), and provided the Tenant has paid the Rent and performed and observed all the covenants and conditions contained in this Lease, the Tenant shall at the expiration or other sooner termination of this Lease have the right to remove its trade fixtures, but shall make good the damage caused to the Lands or Leased Premises which may result from such installation and removal including the restoration of the Lands or Leased Premises to the same condition that they were in before any improvement, alteration or fixture was made, erected or installed, such work to be done by or at the direction of the Landlord.

### **8.7 Signs**

Any signs placed by the Tenant on or around the Leased Premises shall be first approved in writing by the Landlord, such approval is not to be unreasonably withheld. The Tenant shall be responsible for the maintenance and repair of any signs to the sole satisfaction of the Landlord.

### **8.8 Tenant's Repairs**

The Tenant covenants to perform non-structural maintenance, repair, cleaning and caretaking to keep the Leased Premises in a first class condition (including without limiting the generality of the foregoing, replacing damaged glass, repairing damage caused by trespassers and repairing plumbing in the Leased Premises) as determined by the Landlord. The Tenant shall take all preventative measures and obey all operating instructions of the Landlord relative thereto, and shall not permit waste. The Tenant shall make all repairs and maintenance with all due diligence and at its sole cost.

### **8.9 Maintenance by Tenant**

The Tenant covenants that the Landlord or its authorized agents may enter the Leased Premises at all reasonable times to determine the condition or state of the Leased Premises. The Tenant will forthwith repair any damage or undertake that maintenance required, as directed by the Landlord. In the event that the Tenant fails to make such repair or maintenance, or repair or maintain to the satisfaction of the Landlord, the Landlord on not less than five (5) days notice to the Tenant or, in the event of any emergency forthwith without notice, may make the repairs or perform the maintenance without liability to the Tenant for any loss or damage that may occur to the Tenant's fixtures or other property, or the Tenant's business. Upon completion thereof, the Tenant will pay the Landlord's cost of the repair or maintenance, plus twenty per cent (20%) for overhead, on demand as rent. The Tenant agrees that the maintenance or repair by the Landlord pursuant to this paragraph is not re-entry nor a breach of quiet enjoyment contained in this Lease. Failure by the Landlord to give direction to repair or to maintain shall not relieve the Tenant from its obligation to repair or to maintain.

## **ARTICLE 9 – INSURANCE AND INDEMNITY**

### **9.1 Tenant's Insurance**

The Tenant shall purchase at its own expense and maintain in force during the Term and any renewal term the following insurance coverage satisfactory to the Landlord, acting reasonably:

- (a) during any periods of construction upon the Lands, property insurance in an amount not less than One Hundred (100%) percent of the replacement value of the improvements upon the Lands, providing coverage by way of a "Builder's All Risk" policy;
- (b) comprehensive general liability or commercial general liability insurance against, among other things, claims for personal injury, death, property damage, or third party or public liability claims arising from any one accident or occurrence upon, in or about the Leased Premises (as well as the balance of the Lands, to the extent that the Tenant's activities occur thereon) of and from any cause to an amount of not less than TWO MILLION (\$2,000,000.00) DOLLARS (or from time to time such greater amounts as are sufficient, as determined from time to time by the Landlord acting reasonably, to afford equivalent protection against all such claims) in respect of any one accident or occurrence;
- (c) where applicable, broad form comprehensive boiler and machinery insurance on a blanket repair and replacement basis with limits for each accident in an amount not less than the full replacement costs of all property owned by the Tenant and located in or upon the Leased Premises; and
- (d) insurance on the Leased Premises, the equipment, and all fixtures and improvements within the Leased Premises from loss or damage caused by:
  - (i) fire and other perils as may from time to time be included in fire insurance policies generally available to owners of commercial premises in the Province of Alberta; and

- (ii) risks normally insured against by owners of premises in the Province of Alberta for a Leased Premises of the construction, location and use similar to the Leased Premises.

Such insurance shall be for the full replacement value of the Leased Premises, the Equipment and all fixtures and improvements within the Leased Premises.

- (e) such further or other coverage as the Landlord may deem appropriate from time to time.

## **9.2 Additional Insured**

The insurance purchased and maintained by the Tenant pursuant to Paragraph 9.1 of this Lease shall, where applicable and available on a reciprocal basis, include the Tenant and the Landlord, as the case may be, as an additional insured such that the insurance coverage is to apply to the parties as their respective interests may appear from time to time.

## **9.3 Additional Terms of Insurance**

All such policies of insurance maintained by the Landlord and the Tenant may contain a waiver or waivers of subrogation against the other party and its insurers, provided that such waiver is reciprocal within the insurance coverage and is first approved by the Landlord's and the Tenant's insurer.

## **9.4 Copies of Policies**

The Landlord and the Tenant shall when requested, and no more often than on an annual basis, provide the other party with copies of each insurance policy purchased pursuant to the terms of this Lease.

## **9.5 Proceeds of Insurance**

Subject to the provisions contained within Article 10 of this Lease, the proceeds of any insurance which may become payable under any policy of insurance effected pursuant to this Lease shall be payable to the Landlord and the Tenant as their respective interests may appear.

## **9.6 Repair Obligations**

Subject to the provisions contained within Article 10 of this Lease, where repairs are necessary due to damage or destruction of the Leased Premises, the equipment, or any fixtures and improvements in or upon the Leased Premises, the Tenant shall promptly effect such repairs to the extent of the proceeds of insurance received.

## **9.7 Indemnity**

The Tenant shall indemnify and save harmless the Landlord from any and all liabilities, damages, expenses, costs, fees (including all legal and other professional costs on a solicitor and his own client full indemnity basis), claims, suits or actions arising out of or caused by the use and occupation of the Lands, the balance of the Lands, and the Leased Premises by the Tenant, and its respective employees, agents, and those for whose actions they are responsible for in law including, without restriction, such liabilities, damages, expenses, costs, fees, claims, suits or actions arising from:

- (a) any breach, violation, or non-performance of any covenant, condition or agreement in this Lease;
- (b) any damage to property; or injury to any person or persons including death;
- (c) any environmental damage and resulting clean up costs; and
- (d) all claims arising under the *Workers' Compensation Act*, *Occupational Health and Safety Act*, *Occupiers' Liability Act* or other statute that imposes liability upon the owners or occupiers of land or in relation to the operation of a worksite.

This indemnity shall specifically exclude any and all such claims, costs and expenses or portions thereof arising from the negligence of the party to be indemnified, or those for whose actions the party to be indemnified is legally responsible for. This indemnity shall survive the expiry or sooner termination of this Lease.

#### **9.8 [OPTIONAL] Additional Security**

As additional security for the performance of the Tenant's obligations under the terms of this Lease, the Tenant hereby mortgages and charges to the Landlord all of the Tenant's present and after acquired personal property and all proceeds thereof. The Tenant waives any requirement to receive verification statements or financing change statements in relation to the registration of any notice of the foregoing.

### **ARTICLE 10 – DAMAGE AND DESTRUCTION**

#### **10.1 Damage or Destruction of Leased Premises**

In the event that the Leased Premises is damaged or destroyed by any cause whatsoever, the Tenant shall promptly repair such damage subject to the following provisions:

- (a) if, in the reasonable opinion of the Tenant, the Leased Premises cannot be rebuilt or made fit for the purposes of the Tenant within one hundred and eighty (180) days of the damage or destruction;
- (b) if, in the reasonable opinion of the Tenant, no less than fifty (50%) percent of the Leased Premises requires repair or reconstruction; or
- (c) if, in the reasonable opinion of the Tenant, the repair or reconstruction of the Leased Premises is not financially reasonable given the age of the Hangar, the Equipment and improvements, or given the availability of alternative premises for Leased Premises and/or use by the Tenant;

then instead of being required to rebuild or make the Leased Premises fit for use by the Tenant, the Tenant may, at its option, terminate this Lease by giving the Landlord sixty (60) days' notice of termination and the Tenant shall deliver up possession of the Lands to the Landlord in the condition required under the terms of this Lease on or before the expiry of such sixty (60) days.

#### **10.2 Distribution of Insurance Proceeds**

Notwithstanding anything contained within this Lease, the proceeds of any insurance received by the Tenant as a result of the damage or destruction of the Leased Premises, or a portion thereof, shall be dealt with as follows:

- (a) subject to the provisions of Paragraph 10.1 of this Lease, applied to the costs of repairing, replacing, or reconstructing the Leased Premises; and
- (b) in the event of a termination pursuant to Paragraph 10.1 of this Lease, the proceeds shall be applied in the following order:
  - (i) the payment in full of any and all costs incurred in relation to the demolition of the Hangar and restoration of the Lands and Leased Premises in accordance with Paragraph 14.1(b) of this Lease; and
  - (ii) any remaining portion of the insurance proceeds shall be paid to the Tenant.



### **10.3 Notice of Accidents, Defects or Damages**

The Tenant shall immediately advise the Landlord, and promptly thereafter by notice in writing confirm such advice to the Landlord, of any accident to or defect in the Equipment, plumbing, gas pipes, water pipes, heating, ventilating, and air conditioning apparatus, electrical equipment, conduits, or wiring, or of any damage or injury to the Leased Premises, or any part thereof, howsoever caused. Provided, however, that in no way shall this provision be construed in such a manner as to obligate the Landlord to effect any repairs or replacement.

## **ARTICLE 11 – SUB-LETTING AND ASSIGNMENT**

### **11.1 Assignment and Subletting**

The Tenant shall not assign its interest in this Lease in whole or in part, nor sublet all or any part of the Leased Premises, nor part with or share possession of all or any portion of the Leased Premises, nor mortgage by either specific or floating charge or encumber in any way whatsoever this Lease or the Leased Premises, without the prior written consent of the Landlord.

## **ARTICLE 12 – DEFAULT**

### **12.1 Events of Default**

Each and every one of the following events shall constitute an event of default (hereinafter referred to as an "Event of Default"):

- (a) if the Tenant fails to make any payment, in whole or in part, of any amount payable to the Tenant as provided in this Lease;
- (b) if the Tenant ceases to carry on the Permitted Use;
- (c) if the Tenant is or becomes, insolvent or bankrupt or if the Tenant:
  - (i) makes any assignment for the benefit of creditors,
  - (ii) is declared bankrupt,
  - (iii) seeks the protection of the *Bankruptcy and Insolvency Act*, the *Companies Creditor's Arrangement Act* or like legislation,
  - (iv) disposes of all or substantially all of its assets without the consent of the Landlord, or
  - (v) commences proceedings to wind itself up or if winding up proceedings are commenced in respect of the Tenant; and
- (d) if the Landlord or the Tenant neglects or fails to observe, perform or comply with any of its obligations pursuant to this Lease, howsoever arising, and fails to remedy such default within fifteen (15) days from the date of receipt of written notice from the Landlord requiring that the curing the default.

### **12.2 Termination**

Upon the occurrence of an Event of Default, in addition to any and all other rights and remedies available to landlords the Landlord may terminate this Lease by delivery of notice in writing to that effect to the party in default. Such termination shall not limit in any way the Landlord's recourse to any remedies available to it at law, equity or otherwise.

### **12.3 Collection of Costs**

In addition to any other rights available to the Landlord or the Tenant pursuant to this Lease, the Landlord or the Tenant shall be entitled to collect from the party in default:

- (a) all payments made by the party not in default or costs incurred by the party not in default which ought to have been paid or incurred by the party in default, or for which the party not in default is entitled to be paid or to be reimbursed pursuant to the terms of this Lease;
- (b) all disbursements and costs (including legal and other professional costs on a solicitor and his own client full indemnity basis) and all fees and costs related to recovery or collection of such sums or the enforcement of the terms of this Lease generally; and
- (c) interest at the Stipulated Rate on all outstanding amounts owed by the party in default to the party in default, from the 31st day following the date they are invoiced to the date of payment in full.

### **12.4 Set-Off**

In the event that either the Landlord or the Tenant fails to make any payment or provide any sum to the other party as required under the terms of this Lease, at the election of the Landlord or the Tenant, as the case may be, that amount may be set off against and applied to any sum of money owed by the defaulting party to the party not in default from time to time until all amounts owing to the party not in default are set-off in full. Exercise of such right of set-off by either the Landlord or the Tenant shall not limit or waive any right or remedy against the other party under this Lease.

## **ARTICLE 13 – PERFORMANCE & REMEDIES**

### **13.1 Right to Perform**

In addition to any other rights or remedies available under this Lease, in law or in equity, if the Landlord shall fail to perform or cause to be performed any of the covenants or obligations owed by the Tenant under the terms of this Lease, the Landlord shall have the right, but shall not be obligated, upon Ten (10) days notice in writing to perform or cause the same to be performed, and to do or cause not to be done such things as may be necessary or incidental thereto (including without limiting the foregoing, the right to make repairs, installations, erections and expend monies). All payments, expenses, costs, charges, fees, including all legal fees on a solicitor and his own client full indemnity basis, and disbursements incurred or paid by or on behalf of the Tenant in default in respect thereof shall be immediately due and payable by the Tenant.

### **13.2 Overlooking and Condoning**

Any condoning, excusing or overlooking by the Landlord or the Tenant of any default, breach or non-observance by the other party at any time or times in respect of any covenant, proviso or condition contained in this Lease shall not operate as a waiver of the Landlord's or the Tenant's respective rights under this Lease in respect of any subsequent default, breach or non-observance nor so as to defeat or affect in any way the rights of the Landlord or the Tenant in respect of any subsequent default, breach or non-observance.

### **13.3 Remedies Generally**

Mention in this Lease of any particular remedy of the Landlord or the Tenant does not preclude the Landlord or the Tenant from any other remedy in respect of any such default, whether available at law or in equity or by statute or expressly provided for in this Lease. No remedy shall be exclusive or dependent upon any other remedy, all such remedies being cumulative and not alternative.

**[OPTIONAL – only keep Article 14 if you choose to keep and use Section 8.5 (Option 1) above]**

## ARTICLE 14 – REMOVAL AND RESTORATION

### 14.1 Removal and Restoration

Prior to or upon the expiration of the Term or renewal term, as the case may be, or upon the earlier termination of this Lease (excluding termination pursuant to Paragraph 10.1):

- (a) the Tenant shall remove the Hangar and any and all buildings, shelters, structures, alterations and improvements whatsoever constructed upon the Lands and restore the Leased Premises to substantially the same condition that existed prior to the commencement of this Lease;
- (b) in the event that the Tenant fails to remove from the Leased Premises, the Hangar, buildings, shelters, structures, alterations and improvements whatsoever the Landlord may take possession and ownership of the Hangar, any buildings, shelters, structures, alterations and improvements without any liability for compensation to the Tenant whatsoever, and without prejudice to the Landlord's rights and remedies under this Lease including, without restriction, damages for breach of the Tenant's obligations to remove the Hangar and restore the Lands;
- (c) the Tenant agrees that it shall remove all tanks, pipes, apparatus and equipments whether above ground or under ground and undertake an environmental assessment in accordance with the requirements of any provincial laws and regulations to determine whether there is any contamination by any materials as aforesaid, and if so, the Tenant shall restore the soil and underground under the Leased Premises to satisfy the Alberta Government guidelines (or the then current provincial regulations), and restore the paving and/or other improvements, as the case may be, as may reasonable be required by the Landlord as a result of such remediation. If the contamination has migrated off-site, the Tenant agrees to indemnify and hold harmless the Landlord with regard to off-site assessment and remediation, including any costs, damages, causes of action, claims or demands which may arise from such contamination and/or the assessment and remediation.

### 14.2 Removal of Chattels

Within sixty (60) days after the expiration or other termination of this Lease, the Tenant may remove all his chattels and buildings from the Leased Premises, but thereafter the Tenant may not remove or dismantle any chattels or buildings without the prior written consent of the Landlord. Notwithstanding the foregoing, if the Tenant has not removed all the chattels or buildings within sixty (60) days after the expiration or termination of this Lease, the Landlord, at its sole discretion, may declare the said chattels, buildings or parts thereof remaining on the Leased Premises, to be the absolute property of the Landlord. The Landlord may remove or have removed the said chattels, buildings or parts thereof from the Leased Premises and charge all costs of removal thereof to the Tenant, and the cost shall be deemed a debt due, owing and payable by the Tenant to the Landlord forthwith on demand.

## ARTICLE 15 – GENERAL

### 15.1 Grants of Interests

Provided always that the Tenant's use and enjoyment of the Leased Premises is not significantly interrupted or prevented, the Tenant's leasehold interest in the Leased Premises is and shall be subject to any and all grants of easements, utility right of ways, or other similar interests in the Lands by the Landlord, whether presently existing or to be granted in the future. In this regard, the Tenant acknowledges that the Landlord may deem it necessary or appropriate from time to time to cause or allow third parties, or the Landlord itself, to construct and install permanent underground or above-ground utility lines, pipeline facilities and transmission lines which will cross the Leased Premises. The Tenant acknowledges and agrees that it shall in no way interfere or hinder the construction, installation, repair or maintenance of such lines or facilities

undertaken by the Landlord or any person to whom the Landlord has granted such permission, and shall execute such further documentation as deemed appropriate in the sole discretion of the Landlord for purposes of expediting or permitting any such utility lines, pipeline facilities and transmission lines to be constructed, installed, repaired or maintained within the Leased Premises by the Landlord or other authorized persons.

## **15.2 Overholding**

If at the expiration of the Term or renewal term, as the case may be, the Tenant shall hold over with the consent of the Landlord, the tenancy of the Tenant thereafter shall, in the absence of written agreement to the contrary, be from month to month only and shall be subject to all other terms and conditions of this Lease except as to duration.

## **15.3 Notices**

Whether or not stipulated in this Lease, all notices, communication, requests and statements (the "Notice") required or permitted under this Lease shall be in writing. Notice shall be served by one of the following means:

- (a) personally, by delivering it to the party on whom it is to be served at the address set out in this Lease, provided such delivery shall be during normal business hours. Personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- (b) by facsimile or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out in this Lease. Notice so served shall be deemed received on the earlier of:
  - (i) upon transmission with answer back confirmation if received within the normal working hours of the business day; or
  - (ii) at the commencement of the next ensuing business day following transmission with answer back confirmation of delivery; or
- (c) by mailing via first class registered post, postage prepaid, to the party on whom it is served; or
- (d) by prepaid courier.

A Notice shall be deemed to have been received by the party to whom the Notice is addressed upon the same date as sending the Notice by delivery, facsimile, or prepaid courier, or on that day which is five (5) business days following the date that the Notice was mailed if sent by prepaid registered mail. If at the time of mailing there is an actual or apprehended interruption in mail service by labour dispute or otherwise, force majeure or other cause, then all Notices shall be delivered or sent by facsimile or prepaid courier.

- (a) to the Landlord as follows:           Municipal District of Pincher Creek No. 9  
1037 Herron Avenue  
P.O. Box 279  
Pincher Creek, AB T0K 1W0  
Facsimile: (403) 627-5070

**Attention:** \_\_\_\_\_

(b) to the Tenant as follows:

Facsimile: ( ) -

Attention:

or such other address as either party may appoint for all future notices by notice in writing.

#### **15.4 Governing Law**

This Lease shall be construed and governed by the laws of the Province of Alberta. All of the provisions of this Lease are to be construed as covenants and agreements as though the words importing such covenants and agreements were used in each separate article, paragraph and sub-paragraph of this Lease, and all of such covenants and agreements shall be deemed to run with the Land and the reversion therein. Should any provision of this Lease be illegal or not enforceable they shall be considered separate and several from the Lease and its remaining provisions shall remain in force and be binding upon the parties as though the illegal or unenforceable provisions had never been included. The schedules shall form part of this Lease.

#### **15.5 Time of Essence**

Time shall be of the essence throughout this Lease.

#### **15.6 Captions**

The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Lease or any provisions of this Lease.

#### **15.7 Relationship Between Parties**

Nothing contained herein shall be deemed or construed by the Landlord or the Tenant, nor by any third party, as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the Landlord and the Tenant, it being understood and agreed that none of the provisions contained in this Lease nor any act of the parties shall be deemed to create any relationship between the Landlord and the Tenant other than the relationship of a landlord and tenant.

#### **15.8 Lease Entire Agreement**

The Tenant acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Lease save as expressly set out in this Lease and that this Lease constitutes the entire agreement between the Landlord and the Tenant and may not be modified except by subsequent agreement in writing of equal formality executed by the Landlord and the Tenant.

#### **15.9 Binding Effect**

This Lease and everything contained within this Lease shall enure to the benefit of and be binding upon the heirs, executors, administrators, successors, permitted assigns and other legal representatives, as the case may be, of each of the Landlord and the Tenant, subject to the granting of consent by the Landlord as provided to any assignment or sublease. Where the Tenant is more than one person/entity/corporation, all persons/entities/corporations designated as being part of the Tenant shall be jointly and severally bound by the terms, covenants and agreements contained in the Lease.

**15.10 Independent Legal Advice**

The parties hereby acknowledge and confirm that each was advised by the other to obtain independent legal or other professional advice, and that each has had an opportunity to read, review and understand the nature and effect of the provisions of this Lease prior by executing this Lease. Each hereby confirms that it has had the opportunity to seek independent legal or professional advice prior to executing this Lease and has either:

- (a) obtained such legal or other professional advice; or
- (b) waived the right to obtain such independent legal or other professional advice.

**IN WITNESS WHEREOF** the parties have hereto executed this Lease on the day and year first written above.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**

Per: \_\_\_\_\_

Per: \_\_\_\_\_ (c/s)

**[TENANT'S FULL NAME OR CORPORATION]**

Per: \_\_\_\_\_

Per: \_\_\_\_\_ [(c/s)]\*

**[OPTIONAL - (c/s) means "Corporate Seal", to be used as applicable]**

**SCHEDULE "A"**

The Leased Premises

**[MUNICIPALITY TO ADD AIR PHOTO OF  
LEASED PREMISES OUTLINED WITH RED BORDER]**

**AFFIDAVIT OF EXECUTION**

***[If Tenant is an Individual, not a corporation]***

**CANADA**

**PROVINCE OF ALBERTA**

**TO WIT:**

)  
)  
)  
)  
)  
)  
)

I, \_\_\_\_\_ of the  
\_\_\_\_\_ of \_\_\_\_\_, in  
the Province of Alberta, MAKE OATH AND SAY  
THAT:

**MAKE OATH AND SAY:**

1. I was personally present and did see \_\_\_\_\_ and named in the within (or annexed) instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.

2. the same was executed at \_\_\_\_\_, in the Province of Alberta, and that I am the subscribing witness thereto.

3. I know the said \_\_\_\_\_ and he/she is, in my belief, of the full age of eighteen years.

**SWORN BEFORE ME** at the \_\_\_\_\_ of \_\_\_\_\_, in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**[Name of Witness]**

**A COMMISSIONER FOR OATHS IN AND FOR THE PROVINCE OF ALBERTA**



**AFFIDAVIT OF CORPORATE SIGNING AUTHORITY**

**[If Tenant is an a corporation and does not have a corporate seal to sign, with use this affidavit]**

<b>CANADA</b>	)	
	)	I, _____ of the
<b>PROVINCE OF ALBERTA</b>	)	_____ of _____, in
<b>TO WIT:</b>	)	the Province of Alberta, MAKE OATH AND SAY
	)	THAT:
	)	

**MAKE OATH AND SAY:**

1. I am the owner and principal of \_\_\_\_\_ named in the within or annexed instrument.
2. I am authorized by \_\_\_\_\_ to execute the instrument without affixing a corporate seal.

<b>SWORN BEFORE ME</b> at the _____ of	)	
_____ in the Province of	)	
Alberta, this _____ day of _____,	)	
20____.	)	
	)	_____
	)	[Name of Witness]

**A COMMISSIONER FOR OATHS IN AND FOR  
THE PROVINCE OF ALBERTA**

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-FIN-27

FEEES AND CHARGES

SCHEDULE 1

All Items GST Extra Except  
 \* GST Included  
 \*\* GST Exempt

Approved by Council  
 Revised by Council  
 Revised by Council  
 Revised by Council

Date: August 25, 2015  
 Date: October 11, 2016  
 Date: January 10, 2017  
 Date: July 11, 2017

Administration

Assessment

Appeals	Commercial	\$50.00 Parcel	**
	Farmland	\$20.00 Parcel	**
	Industrial	\$500.00 Parcel	**
	Residential	\$20.00 Parcel	**
Assessment Details	Taxpayer or Agent	No Charge	
	Non Taxpayer	\$10.00 per Parcel **	
Assessment Roll Viewing	Taxpayer or Agent	No Charge	
	Non Taxpayer	\$10.00 per Parcel **	

G.I.S.

Aerial Photography	8 ½" X 11"	Taxpayer or Agent	\$2.50 each
		Non Taxpayer	\$5.00 each
	11" X 17"	Taxpayer or Agent	\$5.00 each
		Non Taxpayer	\$10.00 each
	Greater than 11" X 17"	Taxpayer or Agent	\$25.00 each
		Non Taxpayer	\$50.00 each
	Digital	Taxpayer or Agent	\$5.00 per Section Plus \$30.00 per Hour Admin. Costs plus Media Costs
		Non Taxpayer	\$10.00 per Section plus \$30.00 per Hour Admin. Costs plus Media Costs

Administration Cont'd Next Page

M.D. OF PINCHER CREEK NO. 9

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	Custom G.I.S. Work	Taxpayer or Agent	\$50.00 plus \$30.00 per Hour plus Media Costs
		Non Taxpayer	\$100.00 plus \$30.00 per Hour plus Media Costs
<b>Information Requests</b>	Less than 15 Minutes of Staff Time	Taxpayer or Agent	No Charge
		Non Taxpayer	\$25.00
	Greater than 15 Minutes of Staff Time	Taxpayer or Agent	\$25.00 plus \$25.00 per Hour After First Hour
		Non Taxpayer	\$50.00 plus \$25.00 per Hour After First Hour
<b>Leases M.D. Property</b>		By Agreement	Varies
	Road Allowance	for Each ½ Mile or Less	\$20.00 year *
<b>Maps</b>	Paper Map	Museum	\$9.00 each *
		Picked Up	\$10.00 each *
		Folded and Mailed	\$12.50 each *
		Rolled and Mailed	\$25.00 each *
	Laminated Map	Picked Up	\$20.00 each *
		Rolled and Mailed	\$35.00 each *
	Map Books	Picked Up	\$20.00 each *
		Mailed	\$30.00 each *

Administration Cont'd Next Page

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

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	Digital		\$10.00 plus Media Costs
<b>Photocopies</b>			
	Non-Profit Organizations	at CAO's Discretion	No Charge
	M.D. Bylaws		\$0.25 per Page **
	Council/Committee Minutes	Up to 6 Months Old One Set	No Charge
		More than One Set	\$0.50 per Page **
		Minutes Older than 6 Months	\$0.50 per Page **
	Miscellaneous Information		\$0.25 per page **
	Complete Agenda Packages	Current	\$10.00 per Package **
		Previous	\$15.00 per Package **
<b>Promotional Merchandise</b>		Lapel Pins	\$2.00 each
		Caps	\$20.00 each
	Miscellaneous Merchandise	Promotional Material	Cost plus 20%
<b>Taxes</b>	Tax Certificates		\$25.00 Parcel **
	Tax Notification	Registration	\$25.00 Parcel ** Applied to Tax Account
	Tax Receipts	Current Year	Taxpayer or Agent No Charge
		Prior Years	Non Taxpayer Not for Sale
			Taxpayer or Agent \$2.00 each **
			Non Taxpayer Not for Sale
	Tax Sale	Fees and Charges	Cost Recovery Plus \$25.00 Parcel ** Applied to Tax Account

## CORPORATE POLICY

## FEES AND CHARGES

## SCHEDULE 1

All Items GST Extra Except

\* GST Included

\*\* GST Exempt

Approved by Council

Date: August 25, 2015

Revised by Council

Date: October 11, 2016

Revised by Council

Date: January 10, 2017

Revised by Council

Date: July 11, 2017

## Agricultural and Environmental Services

## Products

Herbicide	Premix 2,4D/Banvel	\$10.00 10L Jug *
	Roundup	\$10.00 10L Jug *

## Rentals

Live Skunk Traps	Returned Within a Month	No Charge
	Returned After One Month	\$60.00 each

## Livestock Equipment

Weekend Considered as One Day

Electronic Scale	\$40.00 day Plus \$20.00 Damage Deposit **
------------------	---

Hoof Trimming Table	\$40.00 day Plus \$20.00 Damage Deposit **
---------------------	---

Loading Chute	\$40.00 day Plus \$20.00 Damage Deposit **
---------------	---

Panels	\$40.00 day Plus \$20.00 Damage Deposit **
--------	---

Squeeze	\$40.00 day Plus \$20.00 Damage Deposit **
---------	---

Solar Watering System	Demo Unit	\$150.00 Damage Deposit Only **
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M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

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<b>Services</b>	Weed Spraying Equipment	Mule (side by side UTV)	\$100.00 per Hour
		Quad (ATV)	\$75.00 per Hour
		Roadside Sprayer	\$150.00 per Hour
		Small Boom Truck	\$125.00 per Hour
		Truck and Spot Sprayer	\$125.00 per Hour

**Planning and Development**

**Publications**

Area Structure Plans	Burmis Lundbreck	\$20.00 each	**
	Castle Mountain Resort	\$20.00 each	**
	Oldman River Reservoir	\$20.00 each	**
	Intermunicipal		
	Development Plan	\$15.00 each	**
	Land Use Bylaw	\$30.00 each	**
	Municipal Development Plan	\$15.00 each	**

**Services**

Amendments	Area Structure Plans	\$600.00 each	**
	Intermunicipal Dev. Plan	\$600.00 each	**
	Land Use Bylaw	\$600.00 each	**
	Municipal Dev. Plan	\$600.00 each	**

Appeal Fees	Development	\$600.00 each	**
	Subdivision	\$600.00 each	**

Cash in Lieu of Land	Subdivision	Market Value of Land
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Planning and Development Cont'd Next Page

M.D. OF PINCHER CREEK NO. 9

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Compliance Certificates		\$50.00 each **
Development Permits	Permitted Use	\$100.00 each **
	Discretionary Use	\$150.00 each **
	WECS Category 1	\$100.00 per Titled Parcel **
	WECS Category 2	\$200.00 per Titled Parcel **
	WECS Category 3	\$500.00 per Titled Parcel **
	MET Towers	\$100.00 each **
	After Development Commences	Double Regular Fee **
<i>Utility Permits</i>		\$25.00 **
Rezoning/Redesignation	Fee	\$600.00 each **
Road Closures	Application	\$600.00 each **

**Public Works**

<b>Services</b>	Grader Work	Roads and Driveways Alberta Road Builders Rate plus 20% **
	Oil, Gas and Seismic Activities	Approaches \$200.00 each ** Pipeline Crossings \$200.00 each Seismic Approvals \$200.00 each Rig Moves – Pre Inspec. \$450.00 each Rig Moves – Post Inspec. \$450.00 each
	Snow Plowing	Up To 15 minutes \$80.00 ** Up To 30 minutes \$160.00 ** Full Hour Alberta Road Builders Rate plus 20% **

Public Works Cont'd Next Page

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-FIN-27

FEES AND CHARGES

SCHEDULE 1

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---

	Overweight / Over Dimension Permit Fee		\$22.50
	Land/ Crop Disturbance		\$250/ acre**
<b>Products</b>	Dust Control	Individual Taxpayers	\$250.00 per 100 Meters **
		Commercial	\$600.00 per 100 Meters **
	¾" Crushed Gravel	Taxpayer or Agent	Cost Plus 20% Plus \$0.50 Yard if MD Loaded Council Resolution
		Non Taxpayer	
	Pit Run Gravel	Taxpayer or Agent	Cost Plus 20% Plus \$0.50 Yard if MD Loaded Council Resolution
		Non Taxpayer	
	Water Standpipe	Cowley	\$1.00 100 gallons **
		Pincher Creek	\$1.00 100 gallons **



## MD OF PINCHER CREEK

APRIL 17, 2018

---

TO: Roland Milligan, Interim Chief Administrative Officer

FROM: Leo Reedyk, Director of Operations

SUBJECT: 2018 AGRICULTURAL SERVICE BOARD SUMMER TOUR

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**1. Origin:**

Annually, the Association of Alberta Agricultural Fieldmen host a tour of various agricultural operations at locations around the province. In 2018, the tour will be held in Strathcona County.

**2. Background:**

At their April 5, 2018 meeting the Agricultural Service Board passed Resolution 18/026 that reads:

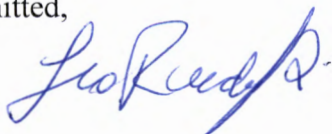
“Moved to support any Agricultural Service Board members wishing to attend the 2018 ASB Summer Tour on July 10-13, 2018 in Strathcona County.”

**3. Recommendation:**

THAT the report from the Director of Operations, dated April 17, 2018 regarding the 2018 Agricultural Service Board Summer Tour be received;

AND THAT Council authorize any Councillor wishing to attend the 2018 Agricultural Service Board Summer Tour, to do so.

Respectfully Submitted,



Leo Reedyk

Attachments

Reviewed by: Roland Milligan, Interim Chief Administrative Officer

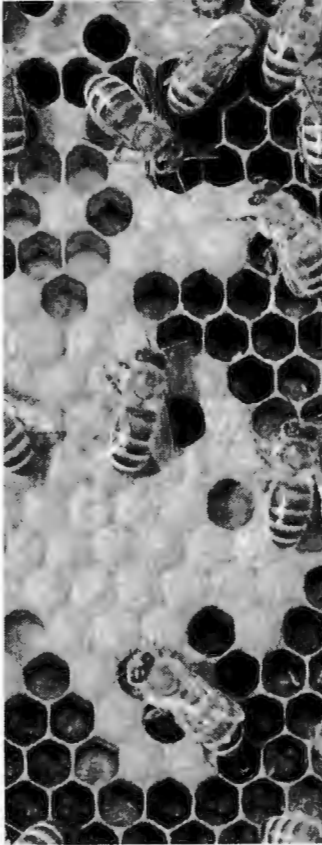


Date: 2018/04/19

# Delegate Tour

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Below are just some of the interesting locations we have in store for you.



## **Molenkamp Farms**   **Elk Island Spirits**

This family owned and operated bee farm started as a hobby and has grown into a full-time beekeeping farm with 2,000 hives.

Tour the distillery where premium hand-crafted small-batch spirits are made using the finest quality locally grown grains. Experience the fine art of Alberta made rye, whiskey, and vodka.

**A tasting will be provided.**

[Visit website](#)





## Stal VDW Show Jumping and Saddlebred

Tour this state-of-the-art full-service Hunter / Jumper / Equestrian show facility. They offer quality horses and years; Galloway Seeds grow, training for all levels of riders, from beginners to Grand Prix. crops and varieties to customers all over Alberta, British Columbia and Saskatchewan. There will be much to see, with a new seed cleaning plant built in 2017 and plenty of machinery [Visit website](#)

[Visit website](#)



## Bev Facey Delaney Community Veterinary Services

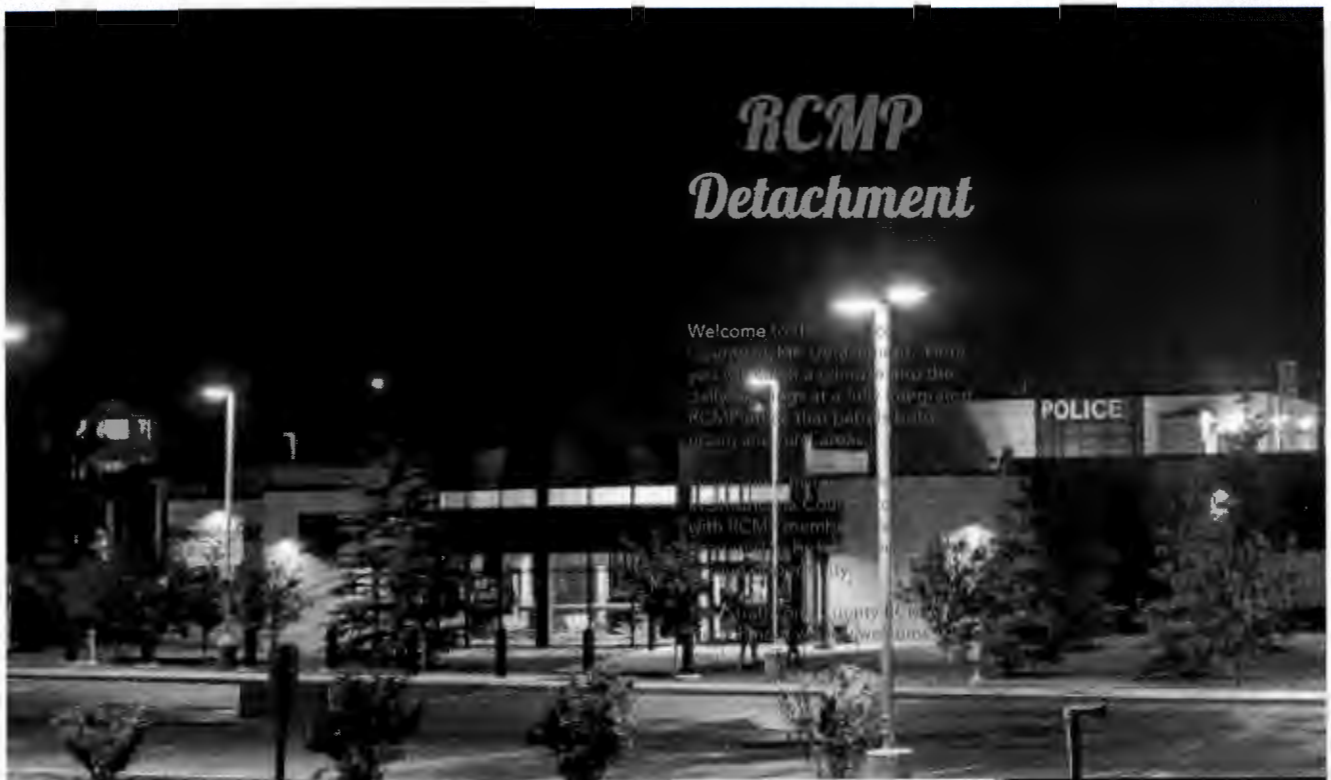
### High School

Tour the school's greenhouse where you will learn about their Horticulture Program. This program is only one of two in the province that specializes in gardening, landscaping, greenhouse crop production and designing with plants and flowers. The program provides students the opportunity to plant, harvest and eat the vegetables and fruit from the schools gardens.

A leading equine veterinary facility with state-of-the-art, full-service medical, reproductive and surgical services. Delegates will be invited to view a surgery, witness artificial insemination, and inspect various specimens up close and personal.

[Visit website](#)





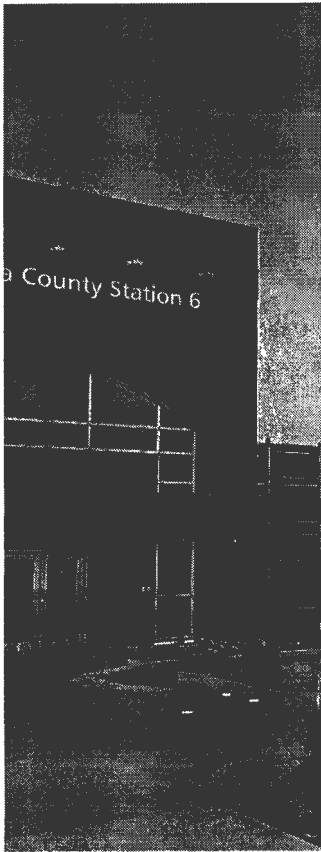
Welcome to the  
 Casper RCMP Detachment. You  
 get to work a calm and easy  
 daily life at a fully equipped  
 RCMP unit that patrol into  
 many areas of Canada.  
 We have a good  
 with RCMP members.



## Agri-Trade Show

A variety of top-of-the-line agricultural equipment and demonstrations from dealers known province-wide. View displays of specialty livestock genetics from local producers. Showcasing local youth in agriculture.





## *Station #6*

Strathcona County Emergency Services is proud of its fully integrated emergency service. We provide fire, rescue and emergency medical service (EMs) response 24 hours a day, seven days a week. The department has expanded its scope of accountability in recent years and is also responsible for emergency communications (9-1-1), emergency management, fire investigation, inspection, prevention and community safety education programs.

[Back to top](#)

## Director of Operations Report April 19, 2018

### **Operations Activity Includes:**

- April 10, Council meetings;
- April 11, Joint Worksite Health and Safety meeting;
- April 12, Staff meeting;
- April 12, Airport Committee meeting;
- April 12, Regional Water Projects Status update meeting;
- April 12, Gravel Haul Tender Close;
- April 17, Beaver Mines Store water servicing meeting;
- April 18, Landfill Association - Landfill Road meeting;
- April 19, Safety Audit Action Plan meeting.

### **Agricultural and Environmental Services Activity Includes:**

- April 9 – 13, Resumes, Interviews, Hiring;
- April 9, AES Departmental Meeting;
- April 10, Transboundary Tour Planning Meeting;
- April 10, Southern Alberta Grazing School for Women Conference Call;
- April 11, Biocontrol Meeting;
- April 12, Producer Meeting, Environmental Farm Plan;
- April 12, Interviews for AES Summer staff;
- April 13, Transboundary Tour Registration Package finalization;
- April 16-17, Dam Management;
- April 17, New CFIA Permit Application;
- April 17, Environmental Farm Plan Review and Approval;
- April 18, Producer meeting, site evaluation for stewardship project;
- April 19, South West Invasive Managers Workshop.

### **Public Works Activity Includes:**

- Plowing Snow off roads and the Airport;
- Open plugged culverts;
- Gravel road repairs as able;
- Monitor overland flooding;
- Monitor temporary snow fence for removal.

### **Upcoming:**

- April 20, Emergency Management Agency Overland Flooding meeting;
- April 23, Patton Park meeting;
- April 24, Council meetings;
- April 25, Beaver Mines Pipeline New Year Start up meeting.

**Project Update:**

- Community Resilience Program
  - Regional Raw Water Intake, construction ongoing.
  
- Capital Projects
  - Beaver Mines Water Supply, Pipeline - Pipe installation waiting for better weather, Mechanical Contractor working on raw water pump house and Water Treatment Plant;
  - Beaver Mines Water Distribution and Waste Water Collection, detailed design and land negotiation ongoing;
  - Beaver Mines Wastewater Treatment, looking at options as requested by Council;
  - Castle Servicing, detailed design ongoing;

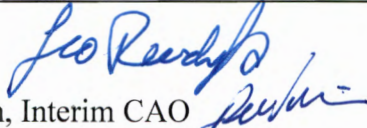
**Call Logs – attached.**

**Recommendation:**

That the Operations report for the period April 5, 2018 to April 19, 2018 and the call log be received as information.

---

Prepared by: Leo Reedyk



Date: April 19, 2018

Reviewed by: Roland Milligan, Interim CAO



Date: *APRIL 19, 2018*

Submitted to: Council

Date: April 24, 2018

## PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
670	Division 3	SW16 T6 R30 W4	RQ to have approach widened	Stu Weber	Deferred to 2018	14-Dec-16	
939	Division 4	SW15 T7 R29 W4	RQ to have cattle guard cleaned out #29218 TWP 7-2	Bob Millar	Deferred to 2018	13-Jul-17	
965	Division 1	SE4 T4 R29 W4 SE34 T3 R29 W4	RQ Approach information	Stu Weber	Land Owner to reply	31-Aug-17	
979	Division 3	NE18 T5 R2 W5	Buckhorn Road trees need to be cut on blind corners	Jared Pitcher	2018 Brushing Plan	18-Oct-17	
989	Division 2		Snow fence blown down between SE&SW 35/36 RR2-5	Tony Naumczyk	On the list	31-Oct-17	
1135	Division 1	NE17T4 R28 W4	RQ 10' extention to culvert that crosses RR28-4 re cattle issues	Jared Pitcher	In contact	16-Nov-17	
1526	Division 4	NW28T8R29W4	RQ Driveway	Tim Occkowski	Completed	09April 2018	10-Apr-18
1527	Division 4	SE22T7R30W4	Terrible MD road conditions Need help	Brad Barbaro	Completed with Kudos	09-Apr-18	09-Apr-18
1528	Multiple		First Student road in bad shape for a week or more	Jared Pitcher		09-Apr-18	10-Apr-18
1529	Division 3		Christie Mines road getting beat up	Jared Pitcher	Looked after	11-Apr-18	11-Apr-18
1530	Multiple		Concerned about the road conditions of Bus Routes	Jared Pitcher	Looked after	11-Apr-18	11-Apr-18
1531	Division 4	SE24 T8 R1 W5	Ditch needs cleaning	Tim	Done	11-Apr-18	11-Apr-18
1532	Division 2	NE17 T6 R29 W4	RR29-4 Tower Rd Flooding	Brad Barbaro	Done	11-Apr-18	11-Apr-18
1533	Division 2	NE36 T4 R29 W4	Road flooding North of Waterton Dam	Tony N	Done	11-Apr-18	11-Apr-18
1534	Division 2		RR28-2 Not happy with their grader operator	Tony T	Done	11-Apr-18	11-Apr-18
1535	Division 2		S. of Crook across XX track to east need a plow	Tony T	Will do later/needs to dry	12-Apr-18	
1536	Division 4	NW28 T7 R1 W5	Flooding	Leo	Looked after	12-Apr-18	12-Apr-18
1537	Division 2	SW20 T5 R29 W4	Flooding needs a trench	Tony T	Done	12-Apr-18	12-Apr-18
1538	Division 3	SE5 T7 R1 W5	#7002 Culvert Plugged / Called to say a big Thanks	Tony N	Done	12-Apr-18	19-Apr-18





WORK ORDER	DIV. #	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1	2	Therriault Dam	Significant amount of runoff caused water level to increase, erosion damage and overland flooding resulted	Lindsey/Shane	Dam will be opened to attempt to make more room for anticipated runoff. Downstream users advised	17-Apr-18	17-Apr-18
2	2	Therriault Dam	same concern as about	Lindsey/Shane	as above	17-Apr-18	17-Apr-18
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**MUNICIPAL DISTRICT OF PINCHER CREEK**

April 19, 2018

---

TO: Reeve and Council

FROM: Roland Milligan, Interim Chief Administrative Officer

SUBJECT: Airport Advisory Committee Recommendations -  
PCES Chief Dave Cox Delegation Presentation

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**1.0 Origin**

Issues of concern were raised by Pincher Creek Emergency Services Chief Dave Cox regarding the Pincher Creek Airport.

**2.0 Background**

At their regularly scheduled Council meeting on April 10, 2018, Council heard a delegation presentation from Chief Dave Cox raising his concerns regarding the Pincher Creek Airport.

His top three concerns were landing strip availability due to snow removal issues in the winter months, lack of lighting in the event of a power outage (no backup generator), and the timely provision of Notice to Airmen (NOTAMs).

Chief Cox's presentation was supplied to the Airport Advisory Committee at their April 12, 2018 meeting. After review and discussion of the information, the Airport Committee made the following recommendation:

*It was recommended, by the Airport Advisory Committee, that the following actions be taken, with regards to the Pincher Creek Airport:*

- 1. That NOTAMS are provided according to Policy.*
- 2. That snow clearing for the runway be discussed, and taken into consideration, when reviewing the Snow Removal priorities are reviewed.*
- 3. That the purchase of a generator, specifically for the airport, be investigated.*
- 4. That the possibility of the snow clearing of the runway fall under the umbrella of either the Emergency Services Commission or that a multijurisdictional approach be investigated.*
- 5. That the provision of water, wastewater, and other services to the airport, continue to be pursued.*

**3.0 Recommendation**

That Council receive the report from the Interim Chief Administrative Officer, dated April 19, 2018, regarding the recommendations put forth by the Airport Advisory Committee, as information;

And that the five (5) recommendation be taken into consideration when appropriate and practical.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Roland Milligan', with a horizontal flourish extending to the right.

Roland Milligan

Attachment:

- Delegation Presentation from Chief Cox
- Minutes of Airport Advisory Committee Meeting, April 12, 2018

## Pincher Creek Airport Presentation

By David Cox

Pincher Creek Emergency Services Commission

To Pincher Creek MD Council  
April 10, 2018

### Airport Use

Pincher Creek Airport is the only fixed wing facility in the area serving the MD, the Town, Cowley, and CNP

- \*Used by private aircraft owners
- \*Used by companies such as Shell Wateron
- \*Used by the Canadian Military occasionally
- \*Used by GOA and RCMP
  
- \*Used by fixed wing ambulance on an as needed basis
  - Fixed wing ambulance is sometimes the only air option due to load limits on helicopters
  - May be day or night
  - Between Pincher Creek and CNP, 15 to 20 flights/ year
  
- \*Summer, the airport is the Primary tanker base for A+ F (longer runway than Springback which limits that airport's the tanker aircraft capability)
  - Tankers respond to all of southern Alberta, Southeastern BC, and US if needed

### Airport Availability

Challenges to availability

Winter

- \*Snow plowing maintenance a low priority

All year

- \*Run way lights are vulnerable to power outages
  - System wired for backup power, but no generator
  - Bringing an auxiliary generator out not feasible due to time involved to set up and fuel limits of circling aircraft

NOTAM (Notice to Airmen) required any time airport is out of service

- Without a NOTAM airport is open for service

### Request to Improve Availability

- \*Change snow plowing to a higher priority
- \*Install Auxiliary powerplant at airport wired to start automatically when power goes out
- \*While water is not needed for air tanker operations, potable water at the airport would be an asset to its potential growth

Airport Advisory Committee Notes  
April 12, 2018

Present: Councillor Brian Hammond, Councillor Rick Lemire and Member Gordon Berturelli

Staff: Interim Chief Administrative Officer Roland Milligan, Director of Operations Leo Reedyk, and Executive Assistant Tara Cryderman

Also Present: Marie Everts, Marketing, Events & Economic Development Officer,  
Town of Pincher Creek  
Sacha Anderson, CED & Marketing Coordinator, Community Futures  
Crowsnest Pass

Councillor Rick Lemire chaired the meeting and called the meeting to order at 10:04 am.

1. There was nothing added to the agenda.
2. There were no changes suggested to the notes from June 20, 2017.
3. Whenever Marie and Sacha are available, Gordon will arrange meetings in Calgary with the main three companies to investigate the possibility of flying employees up to Fort McMurray.

WestJet is now offering flights from Cranbrook, with Lethbridge services occurring very soon. This may compete negatively against this service here, or it could be used to further promote the service.

Pilot shortage was discussed. This is a worldwide issue.

Definitive numbers of potential employees will be required, hopefully prior to meeting with the companies.

Marie did find some numbers from 2011 but they included numbers from Calgary South to each border, which is outside our catchment area.

Perhaps calling the individual companies and speaking to them personally to obtain more accurate numbers is required.

The safety aspect of flying from Pincher Creek, straight up to Fort McMurray, instead of driving to Calgary, is ideal.

Based on the timing of the season, and the fact that there is a major Aviation event in Calgary at the beginning of June, the meeting with the executives should occur during the Aviation event.

A Flight Training School was discussed. What does the MD need to do at this time? Are there other MD/Counties utilizing their airports in a way that could be approached for advice?

More discussion, decisions and studies are needed.

There are grants, especially Regional grants that are available for airport projects.

Again, the numbers were discussed. Is there a high enough demand in this area?

Having a Regional aspect to the airport and to this type of project would be beneficial.

Speaking to the companies themselves, and having their requirements provided is beneficial.

Perhaps Lethbridge County / City of Lethbridge could be contacted to get further information, regarding process and numbers. As each airport provides different services, there is no competition between the two.

The flight school was discussed further. Perhaps a Request for Proposals could be issued to see if there is an interest.

Perhaps inviting existing flight schools to expand into our area is a possibility.

A strong business case, including an action plan, is required.

#### ACTION ITEMS:

1. Sacha and Marie to attend a meeting in Calgary, with Gordon, to meet with executives of the companies that could potential use the services, to determine if there is any interest and to see what they would require. This meeting to occur during the first part of June.
  2. A Regional Meeting should be scheduled for further discussion and to determine the interest of the surrounding municipalities.
  3. Once hired, the Regional Grant Writer to be approached to investigate and apply for any grants that would fit into this project.
  4. Leo to contact Lethbridge County to get further information.
  5. Leo to send out a Request for Proposals inviting proposals for our airport, including the extension of a flight school.
4. Fire Chief Dave Cox attending the Council meeting on April 10, 2018, to express concerns regarding the airport.

The airport is currently a Priority 3 for snow removal.

NOTAMS should be issued daily and then again once the runway has been cleared.

The flight supplement information for the Pincher Creek airport was shared and discussed.



There is a requirement, from the supplement, to provide a 2 hour notice when landing in our airport, however, it takes approximately 4 hours of staff time to clear the runway.

This becomes a staffing / available resource issue.

The MD does have an emergency generator at the MD shop that could possibly be housed at the airport to provide emergency lighting in the event of power loss.

The landing pads for STARS was discussed.

It was recommended, by the Airport Advisory Committee, that the following actions be taken, with regards to the Pincher Creek Airport:

1. That NOTAMS are provided according to Policy.
2. That snow clearing for the runway be discussed, and taken into consideration, when reviewing the Snow Removal priorities are reviewed.
3. That the purchase of a generator, specifically for the airport, be investigated.
4. That the possibility of snow clearing of the runway fall under the umbrellas of the Emergency Services Commission or that a multijurisdictional approach be investigated.
5. That the provision of water, wastewater, and other services to the airport, continue to be pursued.

5. The Airport Lease Rate was discussed.

This rate has not increased in 20 years.

Landing fees were discussed. Currently, the MD does not have landing fees, however, there is an agreement for the air tanker base.

It was recommended, by the Airport Advisory Committee that the Airport Rate Lease be increased to \$1 per square meter, and that the term of the agreement be set for 3 years.

6. There was no new business to discuss.
7. Next Meeting was scheduled for June 14, 2018 at 10:00 am.
8. The meeting adjourned at 11:58 am.

MUNICIPAL DISTRICT OF PINCHER CREEK

April 16, 2018

---

TO: Reeve and Council

FROM: Roland Milligan, Interim Chief Administrative Officer

SUBJECT: 2018 Policing Priorities for the MD of Pincher Creek

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**1.0 Origin**

Policing Priorities for the MD of Pincher Creek are to be established every year, to provide direction to the RCMP.

**2.0 Background**

At their regularly scheduled Council Committee Meeting on April 10, 2018, Sgt. Mark Harrison, with the RCMP attended the meeting to provide Council with an update for 2017 and to request some direction with regards to the 2018 Policing Priorities.

The MD's priorities for 2017 were:

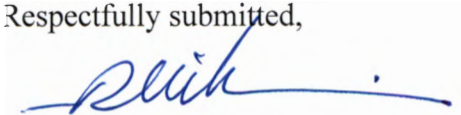
1. Increase in drug enforcement
2. Increase in traffic enforcement
3. Increase in community visibility

**3.0 Recommendation**

That Council receive the report from the Interim Chief Administrative Officer, dated April 16, 2018, regarding the 2018 Policing Priorities for the MD of Pincher Creek, as information;

And that Council provide their 2018 Policing Priorities.

Respectfully submitted,



Roland Milligan

Attachment:

- Delegation Presentation from Sgt. Mark Harrison

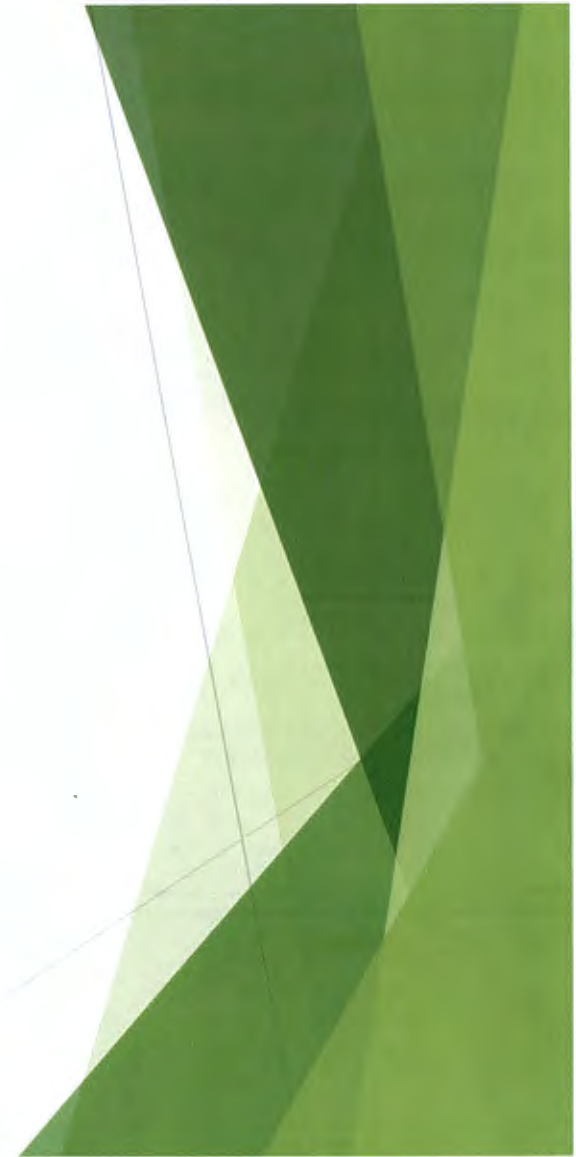
## 2018/ 2019

- ▶ Creation of the Castle Provincial Park, Policing Resources.
- ▶ MD/RCMP MOU **renewed**
- ▶ Annual Performance Plan-April 2018
- ▶ Emergency Operations/planning
- ▶ Rural crime education/information
- ▶ Marijuana Legislation



# Annual Performance Plan

- ▶ Increase in Drug enforcement
- ▶ Increase in Traffic enforcement
- ▶ Increase in Community Visibility



# Community Participation

- ▶ 2017-04-21 Pincher Creek volunteer appreciation lunch, celebrated over 140 volunteers in community.
- ▶ 2017 05 04 Presentation to the Pincher Creek Rotary Club
- ▶ 2017 05 11 Emergency Management Table top exercise
- ▶ 2017 05 19 Multi agency check stops in MD for May long weekend
- ▶ 2017 05 Lundbreck Citizens Council
- ▶ 2017 06 15 Citizens on Patrol appreciation BBQ
- ▶ 2017 06 21 Members participated in First Nations day
- ▶ 2017 07 01 Members participated in Canada Day Parade Waterton
- ▶ 2017 07 15<sup>th</sup> Members at the mud bog
- ▶ 2017 07 20 Members assisted with Cattle drive
- ▶ 2017 08 19 Members participated in Rodeo parade, pancake breakfast
- ▶ 2017 08 26 Lundbreck Parade
- ▶ 2017 08 30 Meeting with school bus drivers
- ▶ 2017 11 11 Six Members participated in Remembrance Day
- ▶ 2017 12 08 COP Christmas Check stop kick off Beaver mines
- ▶ 2018 02 10 Emergency Services Community Ball.
- ▶ 2018 03 17 Beaver mines check stops
  
- ▶ Castle Skil Hill liaison position, members attended Ski events, Ski patrols, check stops.



# Traffic Enforcement/Education

- ▶ Increase in violation tickets from 873 in 2016 to 883 in 2017
- ▶ Increase in checks stops during holiday periods
- ▶ Joint RCMP Citizen on Patrol impaired driving check stops, information to public.
- ▶ Regular Beaver mines check stops during peak ski season

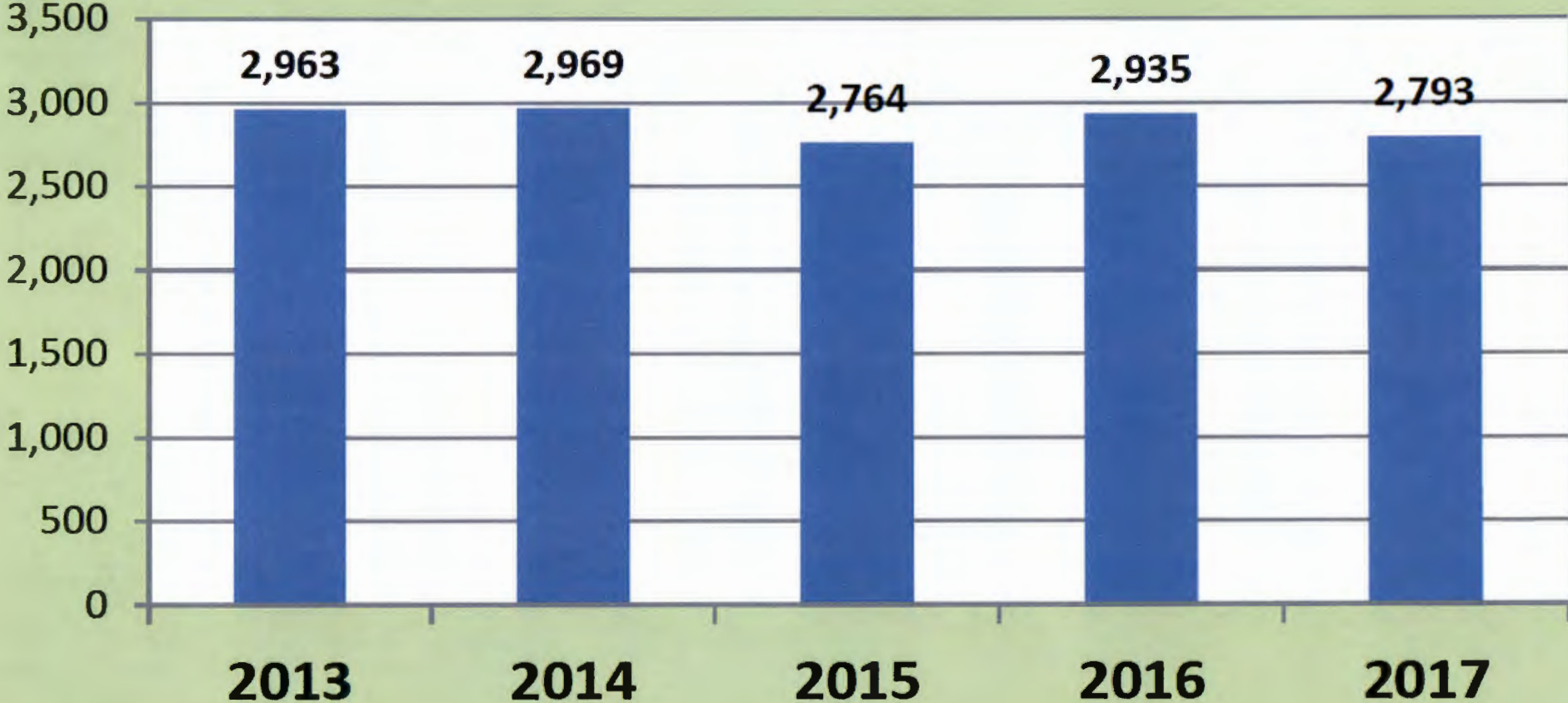


# Drug Enforcement/Education

- ▶ Working with newly formed Crime Reduction Units/ ALERT
- ▶ Fentanyl presentation Lundbreck Hall

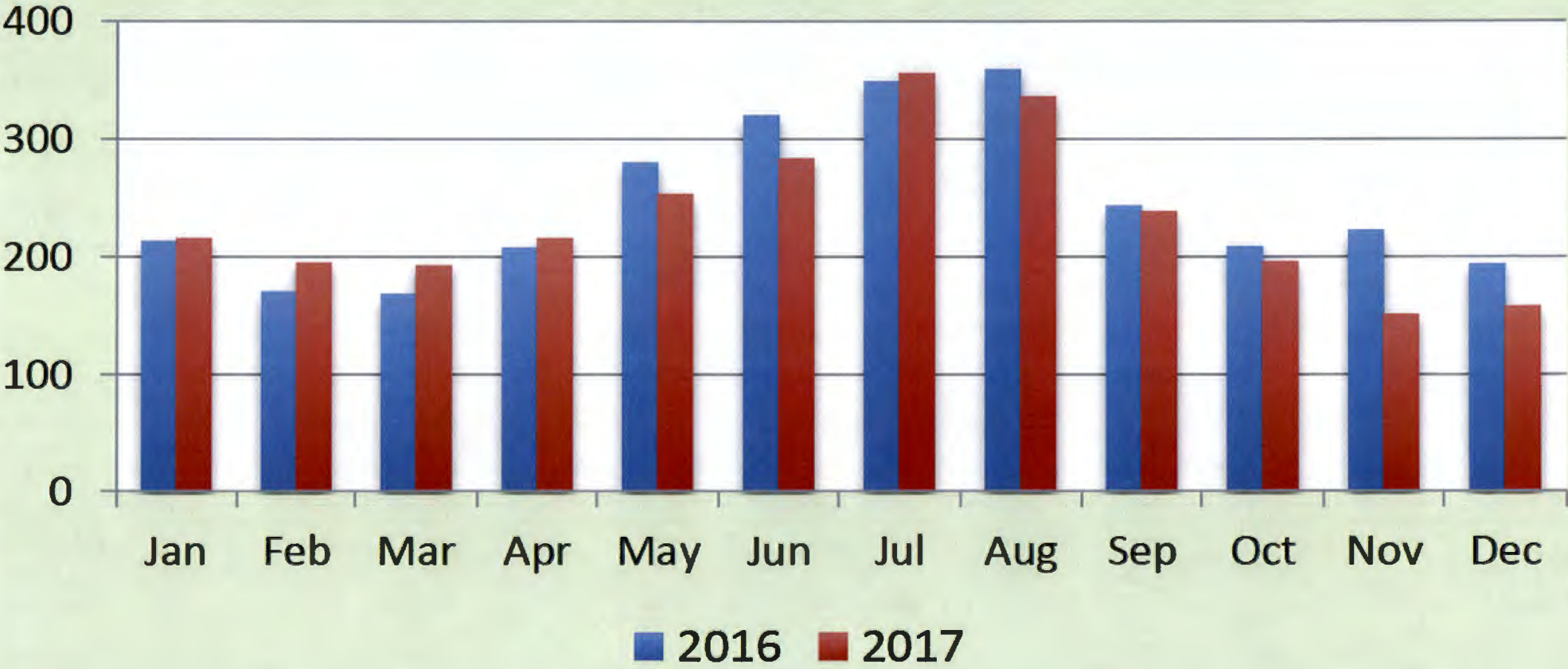


# Pincher Creek Provincial Detachment - PROS Files by Year

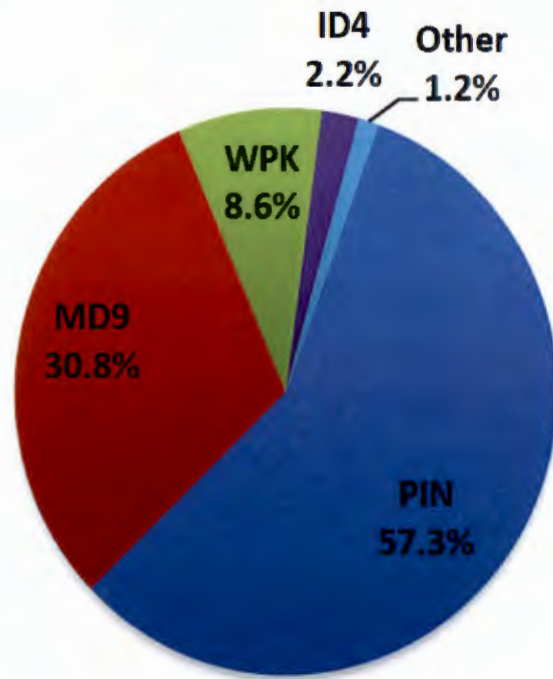




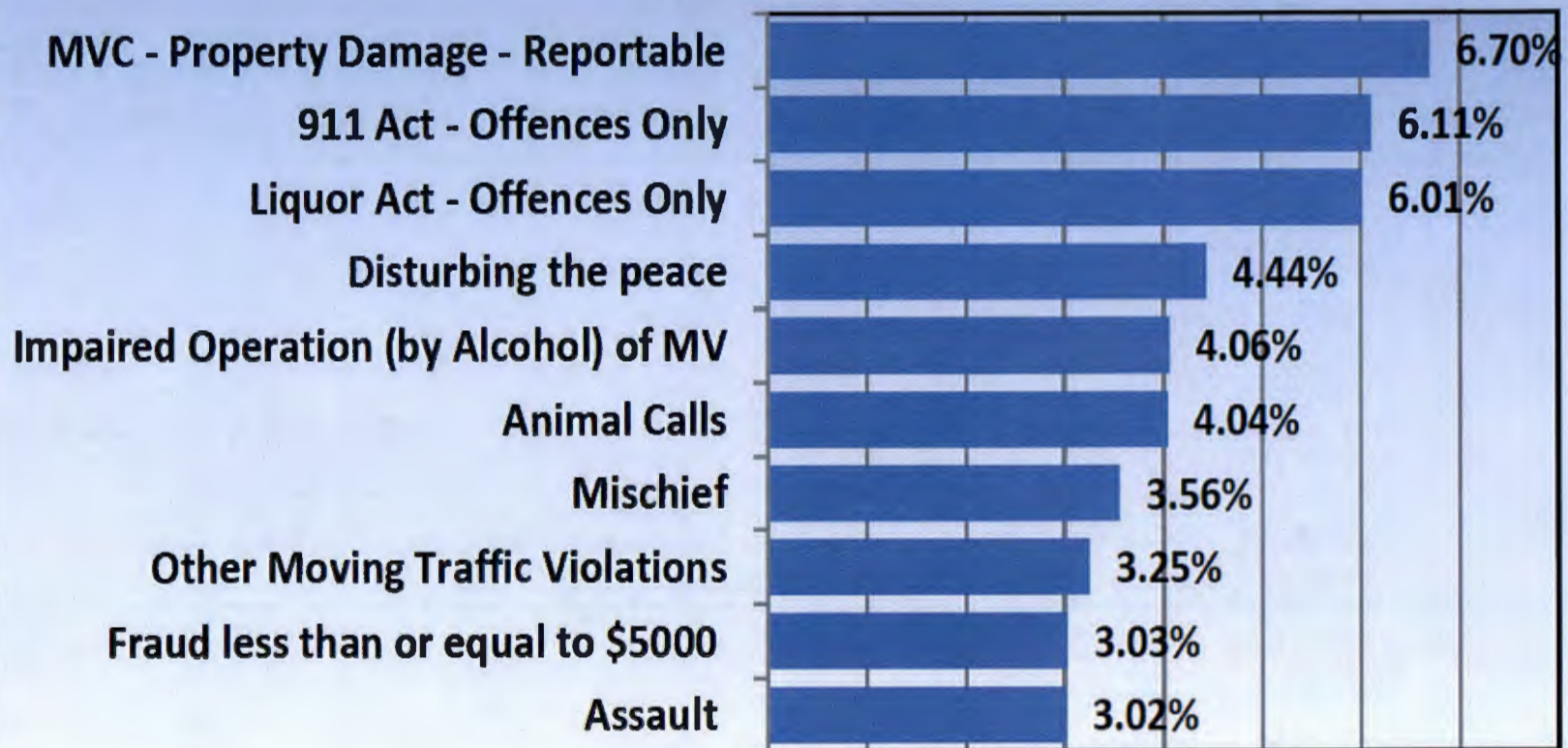
# Pincher Creek Provincial Detachment - PROS Files by Month



**Pincher Creek Provincial Detachment - PROS  
Files by Zone - 2017**



### Pincher Creek Provincial Detachment - Top Ten File Types by Workload (2017)



MD of Pincher Creek - Pincher Creek Detachment  
 Crime Statistics  
 January - December, 2014 - 2017

CATEGORY	Trend	January-09-18			
		2014	2015	2016	2017
Homicides & Offences Related to Death		0	0	0	0
Robbery		0	0	0	0
Sexual Assaults		1	0	3	0
Other Sexual Offences		2	0	0	0
Assault		12	15	16	8
Kidnapping/Hostage/Abduction		0	0	0	0
Extortion		0	0	0	0
Criminal Harassment		2	1	2	3
Uttering Threats		3	6	7	5
Other Persons		0	1	1	0
<b>TOTAL PERSONS</b>		<b>20</b>	<b>23</b>	<b>29</b>	<b>16</b>
Break & Enter		4	7	8	15
Theft of Motor Vehicle		5	0	2	9
Theft Over \$5,000		2	4	1	4
Theft Under \$5,000		13	11	23	24
Possn Stn Goods		3	3	5	2
Fraud		2	3	9	10
Arson		2	0	0	3
Mischief To Property		20	23	25	25
<b>TOTAL PROPERTY</b>		<b>51</b>	<b>51</b>	<b>73</b>	<b>92</b>
Offensive Weapons		2	4	4	1
Public Order		0	0	0	0
Disturbing the peace		8	5	5	7
<b>OTHER CRIMINAL CODE</b>		<b>14</b>	<b>10</b>	<b>22</b>	<b>15</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>24</b>	<b>19</b>	<b>31</b>	<b>23</b>
<b>TOTAL CRIMINAL CODE</b>		<b>95</b>	<b>93</b>	<b>133</b>	<b>131</b>



MD of Pincher Creek - Pincher Creek Detachment  
 Crime Statistics  
 January - December, 2014 - 2017

CATEGORY	Trend	2014	2015	2016	2017
Drug Enforcement - Production		0	0	0	0
Drug Enforcement - Possession		4	5	9	2
Drug Enforcement - Trafficking		0	0	10	1
Drug Enforcement - Other		0	0	0	0
<b>Total Drugs</b>		<b>4</b>	<b>5</b>	<b>19</b>	<b>3</b>
Federal - General		2	3	2	0
<b>TOTAL FEDERAL</b>		<b>6</b>	<b>8</b>	<b>21</b>	<b>3</b>
Liquor Act		10	17	9	3
Other Provincial Stats		17	19	27	16
<b>Total Provincial Stats</b>		<b>27</b>	<b>36</b>	<b>36</b>	<b>19</b>
Municipal By-laws Traffic		0	2	0	0
Municipal By-laws		2	13	14	1
<b>Total Municipal</b>		<b>2</b>	<b>15</b>	<b>14</b>	<b>1</b>
Fatals		3	2	2	0
Injury MVC		22	15	22	18
Property Damage MVC (Reportable)		154	162	201	159
Property Damage MVC (Non Reportable)		27	19	23	31
<b>TOTAL MVC</b>		<b>206</b>	<b>198</b>	<b>248</b>	<b>208</b>
Provincial Traffic		673	481	873	883
Other Traffic		9	2	7	4
Criminal Code Traffic		36	37	37	37



**MD OF PINCHER CREEK**

April 13, 2018

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TO: Reeve and Council

FROM: Roland Milligan, Interim Chief Administrative Officer

SUBJECT: Summer Council Meetings – July 24 and August 14, 2018  
Subdivision Authority and Municipal Planning Commission – August 7, 2018  
Agricultural Service Board – August 2, 2018

---

**1. Origin**

Scheduled Council meetings, Subdivision Authority and Municipal Planning Commission meeting, and Agricultural Service Board meeting for summer 2018.

**2. Background**

Historically MD Council has taken a break during the summer months from holding Regular Council Meetings, and regularly scheduled Committee and Board Meetings.

It is being suggested that Regular Council Meetings scheduled to be held on July 24 and August 7, 2018, be cancelled.

Further to Regular Council Meetings being cancelled during the summer months, traditionally the Subdivision Authority and Municipal Planning Commission meetings for the month of August are also cancelled, these meetings fall on August 7, 2018.

Administration is further suggesting that the Agricultural Service Board meeting, scheduled for August 2, 2018, also be cancelled.

**3. Recommendation**

That the report from the Interim Chief Administrative Officer, regarding Summer Council Meetings – July 24 and August 14, 2018, Subdivision Authority and Municipal Planning Commission meetings – August 7, 2018, and Agricultural Service Board meeting – August 2, 2018, dated April 13, 2018, be received;

And that the regularly scheduled Council Meetings of July 24 and August 14, 2018, be cancelled;

AND THAT the Subdivision Authority and Municipal Planning Commission meetings scheduled for August 7, 2018, be cancelled;

AND THAT the Agricultural Service Board meeting scheduled for August 2, 2018, be cancelled;

AND FURTHER THAT if there is an emergent need to have a meeting during this time that an appropriate date and time be set.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Roland Milligan", with a long horizontal flourish extending to the right.

Roland Milligan

INTERIM CHIEF ADMINISTRATIVE OFFICER'S REPORT

E4d

April 6, 2018 to April 19, 2018

**DISCUSSION:**

- April 6, 2018 Municipal Elected Official Training, AEMA
- April 10, 2018 Council Committee
- April 10, 2018 Regular Council
- April 11, 2018 Joint Health and Safety Committee Meeting
- April 12, 2018 Staff Meeting
- April 12, 2018 Airport Committee Meeting
- April 13, 2018 Meeting with Council, CAO Hiring Process
- April 16, 2018 Meeting with Marie Everts and Sacha Anderson
- April 17, 2018 Coffee with Council, Summerview Hall

**UPCOMING:**

- April 24, 2018 Council Committee
- April 24, 2018 Regular Council
- May 1, 2018 Joint Council with Cowley
- May 1, 2018 Planning Session
- May 1, 2018 Subdivision Authority

**OTHER**

**RECOMMENDATION:**

That Council receive for information, the Interim Chief Administrative Officer's report for the period of April 6, 2018 to April 19, 2018.

---

Prepared by: Interim CAO, Roland Milligan  Date: April 19, 2018

Presented to: Council Date: April 24, 2018



Administration Call Log

	Division	Location	Concern / Request	Assigned To	Action Taken	Request Date	Completion Date
76	3	NW 13-05-01-W5	Inquiring regarding permits for outdoor storage.	Roland	In discussions. Letter being sent to property owner. Registered letter was sent to the landowner. Received a letter from the landowner on February 14, 2017 with some enquiries. In the process of responding to the landowner's enquiries. September 7, 2017 Landowner has contacted the office to inform us that he is actively removing debris and will continue to clean the site further. Had a meeting with the landowner regarding the storage issue. Landowner has agreed to start clean-up on the site. A plan to monitor and confirm clean-up is being prepared.	November 17, 2016	
79	2	NW 35-05-30-W5	Industrial use of building. Blowing Materials	Roland	An email was sent to the President of the company that is utilizing the building, enquiring as to the current use.	May 19, 2017	
83							
84							
85							

INFO - Section

RECEIVED

APR 12 2018

F1a

M.D. OF PINCHER GREEN



ALBERTA  
SENIORS AND HOUSING

Office of the Minister  
MLA, Edmonton-Riverview

AR 44927

April 6, 2018

Dear Stakeholder:

The Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors in Alberta each year. To date the awards program has honoured 136 recipients.

Attached is a poster and nomination booklet for the 2018 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help us promote the awards by displaying the poster and spreading the word. The deadline for nominations is April 23, 2018.

Nominees will be recognized at community celebrations taking place across Alberta this summer, and award recipients will be recognized at a ceremony in the fall. Additional information will be provided closer to the event date.

Please visit my ministry website <http://www.seniors-housing.alberta.ca> for more information or email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) to request a nomination package.

Thank you for supporting seniors in Alberta.

Sincerely,

A handwritten signature in black ink that reads "Lori Sigurdson".

Lori Sigurdson  
Minister of Seniors and Housing

Attachment

INFO - Action



Working with Albertans to preserve and interpret our heritage

F1b

RECEIVED

APR 12 2018

M.D. OF PINCHER CREEK

March 15, 2018

Dear Sir/Madam:

**Re: ALBERTA HISTORICAL RESOURCES FOUNDATION'S  
HERITAGE AWARDS 2018**

The Alberta Historical Resources Foundation, the principal heritage support agency of the Government of Alberta, is now accepting nominations to the 2018 Heritage Awards. Help us honour and celebrate the contributions of Albertans to the promotion and preservation of Alberta's heritage.

Submitting a nomination is a great opportunity to recognize individuals and organizations who have demonstrated excellence and commitment in preserving and promoting appreciation of our province's rich heritage.

The Foundation is accepting nominations until July 15, 2018.

Awards will be presented in the **Heritage Conservation**, **Heritage Awareness** and **Outstanding Achievement** categories. In addition, the Foundation is introducing the **Indigenous Heritage** and **Youth Heritage Awards** this year. Awards will be presented during an awards ceremony on October 12.

Enclosed is a copy of the guidelines and nomination form. These are also available at [www.alberta.ca/heritage-awards.aspx](http://www.alberta.ca/heritage-awards.aspx). If you have any questions, please contact the Program Coordinator, Carina Naranjilla, at 780-431-2305 (toll-free by first dialing at 310-0000) or [carina.naranjilla@gov.ab.ca](mailto:carina.naranjilla@gov.ab.ca).

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Jmaki Motapanyane".

Dr. J. Maki Motapanyane  
Chair  
Alberta Historical Resources Foundation

# HERITAGE AWARDS 2018 *Alberta Historical Resources Foundation*

The **Alberta Historical Resources Foundation** is soliciting nominations for **Heritage Awards 2018**. These awards honor and celebrate the contributions of Albertans (individuals, organizations) to the protection, preservation and promotion of Alberta's heritage.

The **Heritage Conservation Award** recognizes projects that demonstrate excellence in:

- the conservation of Provincial or Municipal Historic Resources; or
- the identification, protection and management of historic places; or
- the protection and management of palaeontological and archaeological resources.

The **Heritage Awareness Award** recognizes research, publications or public engagement projects that have deepened our understanding and promoted greater awareness of Alberta's heritage.

The **Outstanding Achievement Award** recognizes an individual's exemplary long-term leadership and contribution to the preservation and presentation of Alberta's history.

The **Indigenous Heritage Award** recognizes projects that demonstrate excellence in identifying, protecting and promoting Alberta's rich Indigenous heritage through research, publication, and/or collaboration or public engagement with Indigenous individuals or communities.

The **Youth Heritage Award** recognizes the volunteer contributions of students to the preservation and presentation of Alberta's heritage, at any point in the course of their studies between elementary and high school.

Nominations will be accepted between  
**March 15 and July 15, 2018**

Submit nominations to:

**Heritage Awards**  
**Alberta Historical Resources Foundation**  
8820-112 Street  
Edmonton AB T6G 2P8

Guidelines and nomination forms are available at:  
[www.alberta.ca/heritage-awards.aspx](http://www.alberta.ca/heritage-awards.aspx).

For more information, contact  
Program Coordinator at **780-431-2305**.



*Alberta*



## Alberta Historical Resources Foundation Heritage Awards 2018 GUIDELINES



The Alberta Historical Resources Foundation's Heritage Awards Program recognizes and celebrates the contributions of Albertans to the protection, preservation and promotion of Alberta's heritage. Nominations for 2018 must be received by July 15, 2018.

### AWARD CATEGORIES

The **Heritage Conservation Award** recognizes projects that demonstrate excellence in:

- the conservation of Provincial or Municipal Historic Resources; or
- the identification, protection and management of historic places; or
- the protection and management of palaeontological and archaeological resources.

Projects must have been completed within the last three years.

The **Heritage Awareness Award** recognizes research, publications or public engagement projects that have deepened our understanding and promoted greater awareness of Alberta's heritage. Projects must have been completed within the last three years.

The **Outstanding Achievement Award** recognizes an individual's exemplary long-term leadership and contribution to the preservation and presentation of Alberta's history. Nominees should have a minimum of 10 years involvement with heritage in the province and have made personal contributions to the field well beyond the responsibilities of any heritage related employment.

The **Indigenous Heritage Award** recognizes projects that demonstrate excellence in identifying, protecting and promoting Alberta's rich Indigenous heritage through research, publication, and/or collaboration or public engagement with Indigenous individuals or communities. Nominations must demonstrate Indigenous community support.

The **Youth Heritage Award** recognizes the volunteer contributions of students to the preservation and presentation of Alberta's heritage. Award will be presented to a student or group of students who have made outstanding contributions to the heritage field at any point in the course of their studies between elementary and high school. Their contributions must extend beyond the responsibilities of any paid employment. Projects must have been completed in the last two years.

### ELIGIBILITY

#### Eligible Nominees

- individuals residing in Alberta
- Alberta-based organizations including: non-profit organizations, corporations, churches, schools, municipalities, First Nations and Métis Settlements and others deemed eligible by the Foundation's Board of Directors
- self-nominations

### **Ineligible Nominees**

- posthumous awards
- nominees who are unaware of or who disapprove of the nomination
- Alberta Historical Resources Foundation board members and their immediate families
- Alberta Culture and Tourism staff and its agencies
- nominees nominated in more than one category

### **Ineligible Nominators**

- Alberta Historical Resources Foundation board members and their immediate families

### **SUBMITTING NOMINATIONS**

The nomination package must include the following:

- completed nomination form
- letter of nomination signed by the nominator
- why this project, individual or organization is being nominated
- biography/profile of the individual(s) or organization involved
- press clippings, letters of support, or any other pertinent materials
- photographs illustrating project, where applicable

Nominations to the Indigenous Heritage Award must demonstrate Indigenous community support.

It is the responsibility of the nominator to provide sufficient and relevant materials to support the nomination. Incomplete submissions may be considered ineligible for consideration by the jury.

Nomination submissions and supporting materials will be retained by the Foundation.

The personal information provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Heritage Awards Program, which includes selecting and publicizing the achievements of the award recipients.

Submit nominations by mail, courier or in person at the Alberta Historical Resources Foundation's program office:

Alberta Historical Resources Foundation  
Heritage Awards Program  
Old St. Stephen's College Building  
8820 112 Street  
Edmonton AB T6G 2P8

### **SELECTION AND PRESENTATION OF AWARDS**

The Heritage Awards Review Committee of the Alberta Historical Resources Foundation will review and evaluate the nominations.

The Foundation's Board of Directors will make the final decision. Up to two awards may be presented in each category. The Foundation reserves the right not to present any award in any of the categories.

Award recipients will be notified in September. Awards will be presented in mid-October.

### **Contact Information**

For more information, contact the Program Coordinator at 780-431-2305 (toll-free by first dialing 310-0000) or [carina.naranjilla@gov.ab.ca](mailto:carina.naranjilla@gov.ab.ca).



# Alberta Historical Resources Foundation Heritage Awards 2018 NOMINATION FORM



Please read the Guidelines before completing this form. Submission deadline is July 15, 2018.

For office use only

File No: \_\_\_\_\_

## NOMINEE

Check the award category and identify who/what you are nominating

<input type="checkbox"/> Heritage Conservation Award	Name of project
<input type="checkbox"/> Heritage Awareness Award	Name of project
<input type="checkbox"/> Outstanding Achievement Award	Name of individual
<input type="checkbox"/> Indigenous Heritage Award	Name of project
<input type="checkbox"/> Youth Heritage Award	Name of individual / individuals

Name Mr./Mrs./Ms. \_\_\_\_\_

Position/Title (if applicable) \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_  
Street / P.O. Box No.
City / Town
Postal Code

Bus. Ph. (     ) \_\_\_\_\_ Res. Ph. (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

## NOMINATOR

Are you nominating as an individual or organization?      Nominating as an individual      Nominating as an organization  
 Place a check mark.

Name Mr./Mrs./Ms. \_\_\_\_\_

Position/Title (if nominating as an organization) \_\_\_\_\_

Organization (if nominating as an organization) \_\_\_\_\_

Address (of individual / organization) \_\_\_\_\_  
Street / P.O. Box No.
City / Town
Postal Code

Bus. Ph. (     ) \_\_\_\_\_ Res. Ph. (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

## SUPPORTING DOCUMENTS

Submit the following with this nomination form. Please provide sufficient and relevant materials to support your nomination.

- covering letter signed by the nominator
- Why are you nominating this project/individual/organization? Explain how the nominee(s) demonstrates excellence in the protection, preservation and promotion of Alberta's heritage.
- biography/profile of the individual(s), team or organization involved
- press clippings, letters of support, or any other pertinent material
- Indigenous Heritage Award: must demonstrate Indigenous community support.
- photographs illustrating project, where applicable

## DECLARATION STATEMENT OF NOMINEE

I am the nominee or authorized representative of the nominee(s). I have read the complete nomination submission and to the best of my knowledge and belief, the information herein is true and correct. I agree that it may be provided by the nominator to the Alberta Historical Resources Foundation so that I / my organization may be considered for the Heritage Awards. Should I / my organization be selected for the Award, I consent to the use and disclosure of my personal information (including photographs and videos) as necessary, without compensation for awards-related publicity.

If the nominee(s) is under the age of 18 at the time of nomination, a parent or legal guardian must sign this form.

---

Signature of nominee

Printed Name

Date

The personal information provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Heritage Awards Program, which includes selecting and publicizing the achievements of the award recipients.

**Submit nomination form and supporting materials to**

Heritage Awards  
Alberta Historical Resources Foundation  
8820 - 112 St. Edmonton AB T6G 2P8





# Transboundary Weeds Water and Stewardship Tour

**August 7<sup>th</sup> – 9<sup>th</sup>, 2018**

Tour with us by coach bus from Waterton Lakes National Park through the Municipal District of Pincher Creek, Municipality of Crowsnest Pass and the Regional District of East Kootenay in British Columbia.

The primary objectives of our tour will be to illustrate the connectivity of the landscape despite political borders, highlighting the need for effective, proactive, and collaborative management processes.

Learn about successes and challenges in managing invasive species while balancing industrial, agricultural, and recreational land uses. See firsthand the impacts and recovery of the Kenow and Lost Creek Wildfires and related watersheds. On the west side of the Rockies, understand the Elk River water management concerns, conservation property successes, and other interesting on-the-ground initiatives.

Be a part of the conversation as we learn from our neighbours and foster opportunities to work collectively, share and adopt successful practices, and become better stewards of the land.

Cost: \$275 (includes bussing and meals)

Various accommodations available at Castle Mountain Resort

Hosted by:





Transboundary  
Weeds Water and  
Stewardship Tour

Tuesday, August 7 <sup>th</sup> , 2018	
12:00 pm	Meet at Castle Mountain Resort <i>*Light snacks provided, please have lunch</i>
12:30 pm to 4:30 pm	Board Buses CMR/West Castle Wetlands/New Castle Provincial Park Lost Creek Fire Impacts & Legacies Water and Fisheries Management Forestry/Hawkweed Management
4:30 pm to 8:00 pm	Return to CMR Networking Opportunities and Catered BBQ Reception at CMR
Wednesday, August 8 <sup>th</sup> , 2018	
7:30 am	Breakfast at CMR
8:15 am	Board Buses for Waterton Lakes National Park
9:15 am to 11:50 am	Arrive at Waterton Lakes National Park WLNP: Weed program/AIS inspections/Kenow Fire recovery
12:15 pm to 1:15 pm	Arrive at Twin Butte Hall for Catered Lunch Waterton Biosphere Reserve Association Projects Nature Conservancy Of Canada Natural Area Management Shell Canada Resources Conservation & Invasive Species Initiatives Board Buses For Highway 3 Corridor West
2:15 pm to 4:00 pm	Highway 3 Corridor West Aquatic Invasive Species (AIS) Boat Inspection at Burmis Scales Challenges to native fish populations MD of Pincher Creek and Municipality of Crowsnest Pass Invasive Management Successes and Challenges Board Buses For CMR
5:00 pm to 7:00 pm	Arrive at CMR Catered Supper at CMR Networking Opportunities Oldman Watershed Council Presentation

Detailed itinerary subject to change

Thursday, August 9 <sup>th</sup> , 2018	
7:30 am	Breakfast at CMR
8:30 am	Board Buses
9:45 am to 11:00 am	Arrive at AB/BC Border - Island Lake / Summit Lake Crownsnest Corridor Weed Management challenges/successes (FortisBC, BC Hydro, CPR, TransCanada Pipelines, BC Ministry of Transportation, Alberta Transportation) Municipality of Crownsnest Pass East Kootenay Invasive Species Council Regional District of East Kootenay
11:00 am	Board Buses to Fernie
11:45 am	Water and Fisheries Successes and Challenges (Whirling disease in BC, Elk River selenium)
12:15 pm	Box lunch near Fernie
1:00 pm to 2:20 pm	Invasive Management Successes & Challenges in the East Kootenays Conservation Properties in the Elk Valley (Teck Resources, Nature Conservancy Of Canada, The Nature Trust of British Columbia, Other Elk Valley Stakeholders) Board Buses For CMR
4:00 pm	Return to CMR – Tour Wrap-up

Detailed itinerary subject to change.





Castle Mountain Central Operations owns and operates the Castle Mountain Ski Lodge and Hostel, in addition to facilitating rentals of some two dozen privately owned vacation home and condo properties, all within the Castle Mountain base area.

Summer 2018 rates are as follows:

***Book under the group "Transboundary Tour 2018" to receive 20% off hotel/hostel accommodation and 10% off vacation homes/condos.***

**Hotel Accommodation:**

- Choose between a room with 2 Queen beds **or** 1 Queen bed and 1 bunk bed (double bed on bottom and single on top)
- \$115 per room per night (+GST) for double occupancy and \$5.00 for each additional person over 12 years old.

**Hostel Accommodation:**

- Hostel rooms have 3 bunk beds (sleep 6) **or** have 4 bunk beds (sleeps 8).
- \$27.00 per person per night (+GST)
- Guests enjoy access to our common room including a full kitchen and seating area as well as to our outdoor BBQ with fire pit and wood burning sauna.

**Vacation Homes/Condos:**

- Minimum 2 night stay applies - please contact us for rate options
- Vacation home/condo rate information for summer 2018 pending
- View detailed information and pictures at [www.staycastle.ca](http://www.staycastle.ca)

Sincerely,

Mariko Belle  
Castle Mountain Central Accommodation  
403-627-5121  
[info@castlerental.ca](mailto:info@castlerental.ca)



**Camping:**

- Approximately 24 campsites available
- \$25 per night (+GST)
- Power and access to wash house

Camping reservations handled through Castle Mountain Resort General Office.

[www.skicastle.ca](http://www.skicastle.ca)

403-627-5101

[info@skicastle.ca](mailto:info@skicastle.ca)



# Transboundary Weeds Water and Stewardship Tour

**August 7<sup>th</sup> – 9<sup>th</sup>, 2018, Castle Mountain Resort**

Please return registration form by email to [ldavidson@mdpincercreek.ab.ca](mailto:ldavidson@mdpincercreek.ab.ca)  
An invoice will be issued to you as soon as your registration form has been accepted.

Full payment will need to be received by May 31, 2018.

Registration **DEADLINE**: May 15<sup>th</sup>, 2018

This registration form is for *invited* participants only at this time. General admission may become available after May 15<sup>th</sup>, 2018.

Organization:		Contact Name:	
Address:		City/Town:	Postal Code:
Phone:		Email:	

#### Delegate Information:

Name:	Email:	Tour Fee: \$275	Dietary Restrictions:
1.)			
2.)			
3.)			
4.)			

**Cancellations: no tour refund requests will be accepted**

Please contact Lindsey Davidson at the MD of Pincher Creek with any questions/concerns. (403)627-3130

*Info - Action*

RECEIVED

APR 15 2018

F1d

M.D. OF PINCHER GREEN

To whom it may concern:

Pincher Archery Club is having our second annual 3d archery shoot, July 1, 2018 long weekend at Castle Mountain.

We are asking if your company would like to donate a raffle prize or buy a 3d animal target which comes with a sign with your company logo. You could also buy advertising sign that hangs on the wall in the club.

We would appreciate your donation by may 1, 2018

Thank you,

Steve Milan  
President, Pincher Archery Club

Darren Yakabowski  
Vice President, Pincher Archery Club

New  
Information



Environment and Parks

**Operations Infrastructure**  
2<sup>nd</sup> Floor, Provincial Building  
200-5 Avenue South Lethbridge,  
Alberta T1J 4L1  
Telephone: 403-381-5300  
Fax: 403-381-5969

February 28, 2018

Dear Sir or Madam,

**Re: 2018 Oldman Dam Emergency Preparedness Plan**

Alberta Environment & Parks (AEP), following the Canadian Dam Association (CDA) Guidelines and Alberta Regulatory Requirements, require AEP - Operations Infrastructure Branch (OIB) to maintain and update an Emergency Preparedness Plan (EPP) for the management of the dam site in the event of an unplanned dam breach or flood emergency.

Impacted individuals and organizations are provided a current copy of the EPP documentation. These individuals are named in the EPP document in *Section 9.0 – Record of Manual Holders*.

Please see attached the current EPP document that details the processes and procedures that AEP would follow in the event of either a potential or an imminent flood event, as well as the projected flood flow mapping should a dam breach occur.

A **Stakeholder Open House** will be held at the **Oldman Dam Site Office** at the Oldman Dam, located 11 kilometres northwest of the town of Pincher Creek on Highway 785 (NW 17-7-29-4) on **Tuesday, May 1<sup>st</sup> from 1:00 to 3:00 p.m.** The intent of this open house is to provide more information, receive feedback, answer questions and provide clarification relating to this Emergency Preparedness Plan.

Please contact me if you have questions or require clarification.

Best Regards,

A handwritten signature in black ink that reads "Dennis Matis".

Dennis Matis, B.Sc., CET  
Operations and Infrastructure Manager  
Operations Division – Southern Region  
403-381-5973  
[dennis.matis@gov.ab.ca](mailto:dennis.matis@gov.ab.ca)



*New  
Information*

**MDInfo**

---

**From:** Versant 180 Press <poffice@shaw.ca>  
**Sent:** Friday, April 20, 2018 11:38 AM  
**To:** MDInfo  
**Subject:** HABITAT  
**Attachments:** 04202018113747-0001.pdf

Thank You for your consideration of a load of gravel for the live auction

Number of Images: 1  
Attachment File Type: PDF

Device Name: Versant 180 Press  
Device Location:

Pincher Office Product (2000) Ltd.  
750 Main Street Pincher Creek Alberta



Building strength, stability and independence.

Box 1318, Pincher Creek, AB T0K 1W0

MD Of Pincher Creek #9  
Pincher Creek Alberta

April 20, 2018

Dear Reeve Stevick and Councilors Yagos, Hammond, Everts, and Lemire,

The Community of Pincher Creek is building the first Habitat for Humanity homes to sell to two working families in 2019. Part of that commitment is to raise \$120,000 in cash and gifts in kind. Local Service Clubs and Community Groups including The PC Elks Lodge, Pincher Creek Lions, Rotary Club, Angels within Us, The Royal Canadian Legion, Pincher-Cowley Roaring Lions, Chinook Spitzie, and Cowley Lions are all part of this fund-raising team.

We are hosting a **Barn Dance on Saturday May 12 at Heritage Acres** and are approaching local businesses and individuals for support with a donation for the live and silent auctions or a monetary donation towards the PC Build. We would like to extend an invitation to you and your staff to attend the event in support of the project

Habitat for Humanity Southern Alberta is a non-profit organization working towards building strength, stability and independence through affordable home ownership. Rents are often high and families sometimes move from place to place, which has a devastating impact on children. When families feel safe and secure in their homes, everyone benefits. Habitat for Humanity offers no down-payment, interest-free mortgages to hard-working families who struggle to save enough for a down payment or qualify for a traditional bank mortgage. We have supported over 270 families since 1990.

We would really appreciate your support with a donation for our live or silent auction at the Barn Dance. Please contact Bonnie Gaetz-Simpson: 403-651-0277 [bonnie.gaetz-simpson@shaw.ca](mailto:bonnie.gaetz-simpson@shaw.ca) or Nancy Schatz [eschatz@irtwave.com](mailto:eschatz@irtwave.com) 403-627- 3801 for more information on picking up or dropping off your contribution.

Thank you in advance for your support of the Habitat Pincher Creek Build.

Pincher Creek Habitat Build Group

A handwritten signature in black ink, appearing to be a stylized name, possibly "Bonnie Gaetz-Simpson".



INFO

F2a

RECEIVED

APR - 9 2018

M.D. OF PINCHER CREEK

March 21, 2018

AR 72576

Mr. Quinton Stevick  
Reeve  
Municipal District of Pincher Creek  
PO Box 279  
Pincher Creek, AB T0K 1W0

Dear Reeve Stevick:

Thank you for the update on costs associated with the Beaver Mines Regional Water Supply provided by your consultant, MPE Engineering Ltd.

The project is approved under the Water for Life Strategy and Clean Water/Wastewater Fund for 88.26 per cent of the estimated costs of \$5,335,340, or up to \$4,708,971 in grant funding. The update includes costs associated with the additional capacity requirements that are part of this contract and relate to the waterline extension from Beaver Mines to Castle Mountain Resort.

As I communicated on March 31, 2017, Alberta Transportation will fund 100 per cent of the costs associated with these additional capacity requirements. I am pleased to approve revisions to the grant funding for this extra work. The project is approved for a cost increase of \$5,857,073. The associated grant will be 91.44 per cent, or up to \$5,355,708 in grant funding. Regional staff will contact you shortly to arrange for an addendum to the funding agreement.

Should you have any questions, please contact Mr. Darren Davidson, Regional Director. Mr. Davidson can be reached toll-free at 310-0000, then 403-381-5533, or at [darren.davidson@gov.ab.ca](mailto:darren.davidson@gov.ab.ca).

Sincerely,

Brian Mason  
Minister

cc: Darren Davidson  
Regional Director, Alberta Transportation

# PCCDI

## Grant Writer Initiative

This document has been prepared for prospective funders and partners.

**Feb 2018**



# table of contents

About PCCDI 03

Business Plan 04

Job Description 13

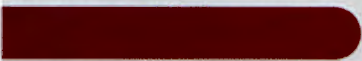
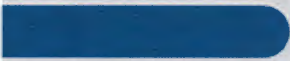
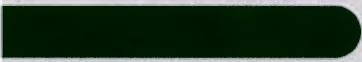
Model Contract 16

# about

## PCCDI

Pincher Creek Community Development Initiative (PCCDI) is a volunteer task group representing Community Service Organizations (CSOs) in the town and district of Pincher Creek. PCCDI is working to establish a full-time contract position for a Grant Writer to serve our community. The position will support local CSOs, governments and businesses in recognizing and responding to emerging and ongoing community service needs, separately and collaboratively. The objective of the initiative is to improve community development by improving discovery, coordination and strategic leveraging of financial, intellectual, organizational and other resources. The desired impact of the initiative is sustained improvement of community resilience and prosperity.

# Business Plan



## Business Plan for Pincher Creek Grant Writer Initiative

### Executive Summary

A volunteer task group representing Community Service Organizations (CSOs) in the town and district of Pincher Creek is working to establish a full-time contract position for a Grant Writer. The position would support local CSOs, governments and businesses in recognizing and responding to emerging and ongoing community service needs, separately and collaboratively. The objective of the initiative is to improve community development through better location, coordination, collaboration and strategic leveraging of financial, intellectual, organizational and other resources. The key impact will be improvement in community resilience and prosperity.

The task group is securing funding and administrative support to employ a contractor for a period of three years starting April 2, 2018, with the goal of developing a permanent position. Local CSOs have thus far committed a total of \$15,000 to Year One of the initiative. Local governments have committed \$40,000 to support the first year of business, pending submission of an acceptable business plan and a model contract for the Grant Writer position.

The Grant Writer's primary responsibility will be to help local CSOs locate and leverage public, private and philanthropic sources of funding and other support for their operations, programs and projects. The Grant Writer position will be established and governed through a partnership with the Southwest Alberta Sustainable Community Initiative (SASCI). The position will be managed by a Steering Committee of volunteers selected for their depth and breadth of interest and experience in supporting community development.

### The Opportunity

Community service organizations (CSOs) play increasingly important roles in building and maintaining resilience and prosperity in rural communities, especially in times of accelerating economic and social change. A community's capacities to leverage and adapt to change depend in large measure on the capacities of local CSOs to respond efficiently and effectively to emerging and ongoing community service needs.

A pressing challenge facing many rural CSOs is declining capacity to generate well-prepared applications for grant funding, as a result of ongoing erosion of demographic vibrancy and wealth generating capacity in rural communities. Pools of local funding and volunteer support that enable CSOs to operate sustainably and effectively are evaporating, driving increasing oversubscription of funding sources and overtaxing of volunteers.

The most serious costs of this trend are stasis and decline in the range, accessibility and efficacy of development opportunities and services for children, youth and businesses in rural communities. These conditions incentivize rural youth and businesses to leave their communities for greener pastures in larger population centers, creating a self-reinforcing cycle that accelerates erosion of rural demographic vibrancy and wealth generating capacity.

The Grant Writer will help local CSOs and governments to reverse this cycle by building their capacities to locate and leverage sources of funding within and outside of the community. The desired impact of the Community Grant Writer is to help reverse the trends mentioned above, and drive steady improvement in community resilience and prosperity.



Organizations that have expressed written or verbal support for the Grant Writer Initiative are listed in Appendix A. Benefits of the initiative to community cohorts are summarized as follows.

### **COMMUNITY SERVICE ORGANIZATIONS**

- Improved capacity to prepare grant applications that clearly communicate their merits to the public, private or philanthropic sources they will be submitted to (quality);
- Improved capacity to prepare and submit more grant applications to more sources (quantity);
- Improved capacity to collaborate with other local CSOs on projects, programs and operations, and realize greater returns from secured funding (impact).

### **YOUTH AND CHILDREN**

Child and youth development is critical to long-term community resilience and prosperity, but is often relatively under-resourced in aging communities with competing demands to meet the needs of adults and seniors. With improved funding and partnership, several CSOs in Pincher Creek & District will build community capacities to provide youth and children with significantly greater breadth and benefit of development opportunity. These CSOs include:

- Member organizations of the Pincher Creek Early Childhood Coalition
- The Allied Arts Council of Pincher Creek
- Group Group Youth
- Local sports clubs for hockey, football, baseball, soccer, golf, curling, rodeo, etc.
- Parent Councils for local schools
- Kootenai Brown Pioneer Village and Heritage Acres

### **ADULTS AND SENIORS**

- More and better opportunities for social engagement and personal development through local service clubs, seniors clubs, Allied Arts, the Adult Learning Council and other CSOs.
- More and better services delivered to shut-ins and residents of extended care facilities.

### **COMMUNITY ASSOCIATIONS**

- Greater capacities to maintain, upgrade and promote community halls and other facilities.

### **LOCAL GOVERNMENTS**

- Access to Community Grant Writer services.
- Improved returns on community investment through FCSS and Joint Council Fund.
- Reduced oversubscription of FCSS and Joint Council funding.

### **LOCAL BUSINESSES**

- Access to Community Grant Writer services.
- Improved effectiveness of the Pincher Creek & District Chamber of Commerce.

# Execution Plan

## 1. Partner with Southwest Alberta Sustainable Community Initiative (SASCI)

(mid February 2018)

The Grant Writer position will be established and governed by way of a partnership with the Southwest Alberta Sustainable Community Initiative (SASCI). Over 15+ years of operation, SASCI has provided administration and facilitation for a wide range of community-based initiatives focused on local community and economic development. As an incorporated non-profit organization with charitable status, and a mandate to support community engagement and community development, SASCI is the best suited partner to host and support the Grant Writer initiative.

*“The Southwest Alberta Sustainable Community Initiative (SASCI) is a not-for-profit multi-stakeholder community-driven synergy group dedicated to the promotion of sustainable economic, environmental, and social development in southwest Alberta.*

*SASCI was established in 2002 to foster community sustainability by improving the community’s knowledge and by building engagement, collaboration, and decision-making capacity. Through our unique multi-stakeholder, yet neutral, structure and approach, SASCI has succeeded in building a reputation as a source of sound information and a respected facilitator of community dialogue.*

*SASCI’s boundaries are issues-based, rather than municipal or geographical. Working where needed, SASCI provides information and education, facilitates public dialogue, and offers capacity-building programs for the sustainable economic, environmental, and social future of southwestern Alberta.”*

Learn more about SASCI at <http://www.sasci.ca>.

## 2. Establish the Pincher Creek Community Development Initiative (PCCDI)

(late February 2018)

Working with SASCI, the Task Group will convene a Steering Committee comprising no more than seven volunteers selected for their depth and breadth of interest and experience in supporting community development in the town and district of Pincher Creek. The Task Group will be absorbed into this Steering Committee, which will work under the auspices of SASCI to oversee the **Pincher Creek Community Development Initiative (PCCDI)**.

The inaugural mandate of the PCCDI will be to establish and oversee a permanent full-time position for a Grant Writer, whose primary responsibility will be to support local Community Service Organizations (CSOs), local governments and local businesses in locating and leveraging sources of funding and other support for operations, programs and projects.

The Task Group is presently developing Terms of Reference for the PCCDI, along with an employment contract for the Grant Writer position. Under its Terms of Reference, the PCCDI will have a mandate to identify further needs and opportunities relating to local community development, and to take initiative to meet these needs and opportunities at the discretion of the Steering Committee.



### 3. Fill the Grant Writer position

PCCDI will begin advertising a one-year contract position for a Grant Writer at the end of February 2018, assuming it has secured all funding required to meet the terms of the contract.

Candidate interviews will begin in the first week of March, and the position will be offered to the preferred candidate on Friday, March 16 2018. The contract period will begin Monday April 2 2018, unless the contractor requires a later start. Extension of the contract for Year Two and possibly Year Three will be discussed and negotiated in early 2019.

### 4. Establish regular business operations

The first year of operation will focus principally on improving the net impact of the PCCDI on community development in the town and district of Pincher Creek. A priority goal will be to define the Key Performance Indicators (KPIs) that provide the most efficient and effective assessment of performance for the Grant Writer, for the Steering Committee and for PCCDI.

Once clearly defined, the KPIs for the Grant Writer will likely be assessed quarterly and the KPIs for the Steering Committee and PCCDI will be assessed quarterly or semiannually.

#### Key Roles of the Steering Committee

- Liaising and coordinating with SASCI
- Securing longer-term financial support for the Grant Writer position
- Managing the Grant Writer contract
- Governing, advising and supporting the Grant Writer
- Assessing the performance of the Grant Writer
- Assessing the performance of the Steering Committee
- Assessing and improving the impact of PCCDI on local community development

#### Key Roles of the Grant Writer

- Liaising with and reporting to the Steering Committee
- Locating and researching sources of financial and in-kind support
- Researching local community development needs and opportunities
- Coordinating local CSOs/governments/businesses to meet needs and opportunities
- Educating and advising local CSOs/governments/businesses
- Helping local CSOs/governments/businesses to secure grant funding and other support
- Helping local CSOs/governments/businesses to meet reporting obligations

### 5. Convene a *Community Development Foundation (CDF)* Task Group

Soon after the Grant Writer is in place, the PCCDI will convene a task group to establish a charitable philanthropic foundation to support community development in the town and district. This Community Development Foundation is presently envisioned as a scaled-down version of the Community Foundation of Lethbridge and Southwest Alberta (CFLSA), which may be engaged to partner in the initiative if there is a sound business case for both PCCDI and CFLSA.

A key purpose of the proposed Foundation would be to generate income to support the Grant Writer position over the long term. This will enable to PCCDI to reduce financial burdens to local CSOs, local government and local industry and business.

## Financial Plan

The Task Group's detailed spreadsheet for financial planning can be found in Appendix B. The following is a summary of the financial plan for the Grant Writer Initiative.

### Planning Objectives

The principal objective in financial planning for the Grant Writer position is to develop a plan that represents a credible path to long-term financial sustainability for the position.

The Task Group has planned for the first five years of business operation, with a goal of achieving financial stability and sustainability for the Grant Writer position by the end of Year Three. The Task Group expects that this goal will move within reach as the value of the Grant Writer position becomes clear to the community over the first two years of the initiative. The financial plan provides for accumulation of a contingency operating reserve over the first three years of business, with a goal of maintaining one full year of operating budget in reserve.

A secondary objective in financial planning is to eliminate the need for gifts and grants from local CSOs, local governments and local businesses to support the Grant Writer position. Assuming more reliable sources of operating income can be developed to support the position, progress towards this objective will enhance sustainability of the position by reducing vulnerability to year-to-year variations in financial support available from CSOs, governments and businesses. It will also leave CSOs, governments and businesses with more 'seed capital' that can be leveraged to secure grant funding for operations, programs and projects.

### Operating Expenses

As detailed in the financial planning spreadsheet in Appendix B, the projected operating budget for the Grant Writer position increases from \$81,500 in Year One to \$98,000 in Year Five. Most of this budget increase comes from increasing the base amount paid to the Grant Writer from \$60,000 in Year One to \$70,000 in Year Five (\$2,500 annually). The base amount for Year One comes from an assessment of current conditions in the market for grant writer services, with modest discounting to reflect rural fiscal realities and to mitigate the risk of 'sticker shock' among prospective sources of financial support for the Grant Writer position.

The remainder of the budget increase over five years is from increasing performance bonuses that might be paid to the Grant Writer at the discretion of the Steering Committee. These performance incentives will likely be necessary to attract and retain a higher calibre of talent for the Grant Writer position, given that competition for such talent is likely to increase over time.

### Operating Income

The Grant Writer position will depend heavily on financial sponsorship from local CSOs, local governments and local businesses for the first three years. The Task Group has secured the following financial commitments to date:

- Local CSOs have committed \$15,000 to supporting Year One;
- The M.D. of Pincher Creek has committed \$20,000 to supporting Year One;
- The Town of Pincher Creek has committed \$20,000/year for three years, pending submission of a sound business plan and draft contract for the position.

The Task Group is presently working to secure a further \$25,000 in commitments from local businesses and CSOs to meet projected operating needs for Year One. Securing financial commitments will likely become easier in Year Two and Year Three, as the value of the Grant Writer position steadily becomes more clear throughout the community.

Two internal streams of operating income will be developed over the first three years of business operation, for the purpose of reducing dependency on gifts and grants from local CSOs, governments and businesses. The first stream will be a 4% service fee charged on all grant funding that is secured with the assistance of the Grant Writer. The second internal income stream will be generated from investments in the charitable philanthropic foundation described in Step 5 of the Execution Plan (the *Community Development Foundation*).

Over the first three years of business operation, most of the income from these two internal streams will be committed to building a one-year operating reserve. Thereafter, internal income will be committed to covering operating expenses. Under the financial plan detailed in Appendix B, the Grant Writer position will be supported entirely by internal income after five years of business operation.

## The Team

### Current members of the Grant Writer Task Group

Page Murphy	Coordinator, Early Childhood Development Coalition
Claren Copp-Larocque	Director, Twin Butte Community Association
Sam Schofield	President, Pincher Creek & District Chamber of Commerce
James Van Leeuwen	President, Allied Arts Council of Pincher Creek

### Future members of the PCCDI Steering Committee (confirmed)

Page Murphy	Coordinator, Early Childhood Development Coalition
Claren Copp-Larocque	Director, Twin Butte Community Association
Sam Schofield	President, Pincher Creek & District Chamber of Commerce
James Van Leeuwen	President, Allied Arts Council of Pincher Creek
Celesa Horvath	Chairperson, Southwest Alberta Sustainable Community Initiative

### Potential members of the PCCDI Steering Committee (invited)

Marie Everts	As a representative of local governments
David Green	As a representative of Family & Community Support Services

### Grant Writer

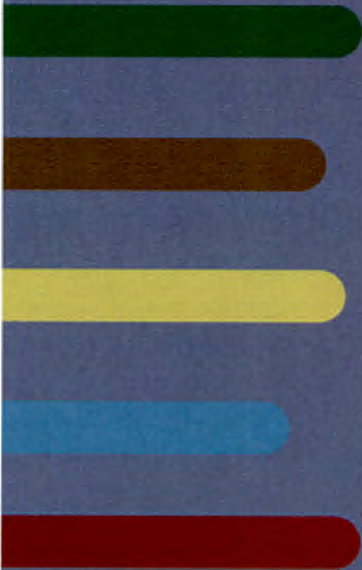
See draft contract for the qualifications and qualities that will be sought in the Grant Writer.

## Appendix A: Community Support for Grant Writer Initiative

The following CSOs and local governments have expressed support for the Community Grant Writer Initiative, verbally or in writing.

- The Associate Clinic
- Pincher Creek Agricultural Society
- Allied Arts Council of Pincher Creek
- Archery Club
- Beaver Mines Community Association
- Brighter Futures
- Canyon Booster Club
- Canyon Cubs Preschool
- Canyon Daycare
- Castle Community Association
- Castle Mountain Resort
- Pincher Creek & District Chamber of Commerce
- Chinook Multi 4-H
- Pincher Creek Community Adult Learning Council
- Pincher Creek Curling Association
- Pincher Creek & Area Early Childhood Coalition
- Pincher Creek Family Centre
- Pincher Creek Family & Community Support Services
- Group Group Youth
- Heritage Acres
- Kootenai Brown Pioneer Village
- Livingstone Ski Academy Society
- Lundbreck Citizens on Patrol
- Lundbreck Citizens Council
- Metis Nation Association - Local Council Chinook 1880
- Napi Friendship Centre
- Oldman Gun Club
- Pincher Creek Library
- Pincher Creek Rodeo Committee
- Southwest Alberta Sustainable Community Initiative
- Town of Pincher Creek
- Twin Butte Community Hall Society
- Waterton Biosphere Reserve

# Job Description





## Job Description

### Background

The Pincher Creek Community Development Initiative (PCCDI) is working to build our community's capacities to access and leverage sources of financial and in-kind support. We require the services of a professional grant writer to help Community Service Organizations (CSOs), local governments and local businesses recognize opportunities to access grant funding, and improve the quality and quantity of their funding applications.

### Position Summary

The Community Grant Writer will provide Community Service Organizations ("CSOs"), the Town of Pincher Creek ("the Town") and the Municipal District of Pincher Creek ("the M.D.") with comprehensive service and support in meeting their grant writing needs, at their request. The Community Grant Writer will also coordinate and deliver an education program to help CSOs and local governments build their internal capacities to meet their grant writing needs.

### Responsibilities

- Researching and recommending competitive grant funding opportunities for CSOs, the Town and the M.D., from a broad range of funding sources.
- Collaborating with CSOs, the Town and the M.D. to prepare grant funding applications in draft and final form for foundations, corporations, governments, individual donors and other sources of grant funding.
- Assisting CSOs, the Town and the M.D. in meeting requirements for reporting on grant funding that they have received.
- Helping CSOs, the Town and the M.D. collaborate and coordinate to improve funding eligibility for projects with 'grant stacking' opportunities.
- Ensuring that all requirements for a grant funding application are fulfilled, e.g., proof of incorporation, financial statements, reports on past grants.
- Create and distribute monthly Grants e-Newsletter to CSOs, Town and MD with information on upcoming deadlines and new funding opportunities
- Reviewing and analyzing unsuccessful grant funding applications with applicants and granting agencies, if requested. Coordinating and delivering a capacity building program that provides:
  - Workshops, seminars and in-house consultations on grant research, grant-stacking, grant writing and grant reporting.
  - Mentoring of volunteers and staff members who play roles in securing grant funding for CSOs, the Town and the M.D.
  - Quarterly e-Newsletters with details on upcoming grant application deadlines and new grant funding opportunities.



- Collaborating with PCCDI to improve the effectiveness and sustainability of the Grant Writer position.
- Developing and routinely revising a set of priorities, decisions, and actions that culminate in a grant writing strategy; Working with PCCDI to refine the strategy; Testing the strategy with ongoing work, and adjusting it based on the circumstances that are discovered and determined.

## **Core Skills and Abilities**

- Critical thinking and problem solving
- Building positive and productive relationships with diverse individuals groups
- Writing proposals and reports to a professional standard, for lay audiences
- Coordinating and managing projects
- Prioritizing and coordinating multiple projects to meet diverse needs, timelines
- Maintaining confidentiality of sensitive information
- Operating a personal automobile
- Lifting and carrying lighter objects and materials
- Working occasionally on evenings and weekends

## **Education and Experience**

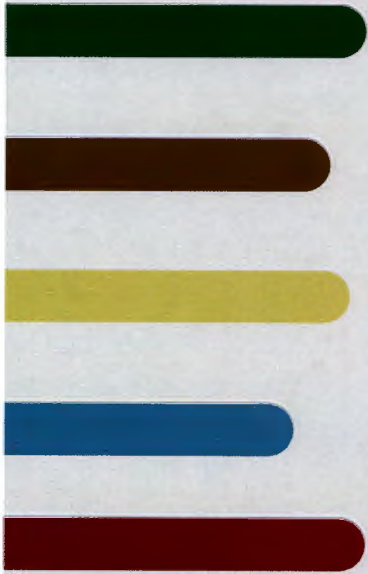
- Bachelor's degree in communications, marketing, finance or other liberal arts
- Three years of experience in professional grant writing and/or sales and marketing
- Track record of success in securing funds from government, philanthropic sources
- Track record of working effectively with diverse individuals and groups
- Strong competency with computer and web platforms for word processing, spreadsheets, databases, project management and publishing, preferably Word, Excel, Access, Outlook, InDesign, Photoshop and Illustrator.

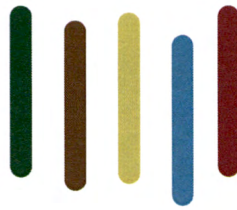
## **Personal Attributes**

- Requires minimal guidance or supervision
- Creative in problem solving and decision making
- Collaborates effectively
- Strong attention to detail, takes pride in work
- Communicates clearly, concisely and confidently in person and in writing
- Maintains professional demeanor and appearance

# Contract

## Example





PCCDI  
PINCHER CREEK

COMMUNITY DEVELOPMENT INITIATIVE

## CONTRACT FOR COMMUNITY GRANT WRITING SERVICES

- I. This is an agreement between the Pincher Creek Community Development Initiative (herein after referred to as “the Client”) and \_\_\_\_\_ (hereinafter referred to as “the Contractor”).
  
- II. **Scope of Services:** On behalf of the Client, the Contractor agrees to provide the following services to Community Service Organizations serving the Pincher Creek area (hereinafter referred to as “CSOs”); the Town of Pincher Creek (hereinafter referred to as “the Town”); and the Municipal District of Pincher Creek (hereinafter referred to as “the M.D.”):
  - a. Research and recommend competitive grant funding opportunities for CSOs, the Town and the M.D., from a broad range of funding sources;
  - b. Collaborate with CSOs, the Town and the M.D. to prepare grant funding applications in draft and final form to foundations, corporations, governments, individual donors and other sources of grant funding;
  - c. Assist CSOs, the Town and the M.D. in meeting requirements for reporting on grant funding that they have received;
  - d. Help CSOs, the Town and the M.D. coordinate and collaborate to improve funding eligibility for projects with ‘grant stacking’ opportunities;
  - e. Ensure that all requirements for grant funding applications are fulfilled, e.g. proof of incorporation, financial statements, reports on past grants;
  - f. Review and analyze unsuccessful grant funding applications with applicants and granting agencies, if requested;
  - g. Coordinate and deliver a capacity building program that provides:
    - i. Workshops, seminars and in-house consultations on grant research, grant-stacking, proposal-writing and grant reporting;
    - ii. Mentoring of volunteers and staff members who play roles in securing grant funding for CSOs, the Town and the M.D.;
    - iii. Quarterly e-Newsletters with details on upcoming grant application deadlines and new grant funding opportunities;
  - h. Collaborate with the Client to improve effectiveness and long-term sustainability of the Grant Writer position.
  - i. Develop and routinely revise a set of priorities, decisions, and actions that culminate in a grant writing strategy, working with the Client to refine the strategy. Test the strategy with ongoing work, and adjust it based on the circumstances that are discovered and determined.



- III. **Compensation:** The Client agrees to pay the Contractor \$5,000 monthly, on a mutually agreeable schedule. The Client also agrees to reimburse the Contractor for costs of work-related travel outside of the M.D. of Pincher Creek, up to a maximum of \$5,000 annually. The Contractor agrees to keep an accurate record of their time, work and expenses, and to submitting a detailed report to the Client every three months.
- IV. **Independent Contractor:** The Contractor acknowledges that they will render services under this agreement as an independent contractor, and that the Contractor is responsible for meeting all federal and provincial tax obligations.
- V. **Confidentiality:** Both parties agree to adhere to generally accepted confidentiality practices, and to provide each other with their best efforts in fulfillment of this contract. The Contractor agrees not to disclose private information about the Client or any organization served on behalf of the Client.
- VI. **Period of Performance:** This contract will be valid for a period of one calendar year commencing \_\_\_\_\_.
- VII. **Guarantees:** The Contractor shall perform all duties requested and agreed to by both parties and shall submit work in good faith. However, the Contractor does not imply or promise any guarantee that grant funding applications they have helped to prepare and submit will be successful. Payment is due to the Contractor even if grant funding applications are not submitted or successful.
- VIII. **Changing the Contract:** If the Client or the Contractor wishes to amend this contract, amendments must be made in writing and signed by both parties as an addendum to this contract.
- IX. **Terminating the Contract:** This contract may be terminated with 14 days of written notice at the request of either party.

Contractor:  
Address:

Client:  
Address:

Signature

Signature

Date:

Date:





PCCDI  
PINCHER CREEK

COMMUNITY DEVELOPMENT INITIATIVE

403 632 6030  
info@pccdi.ca

**Windsor Heritage Drop-In Centre**

100 Breckenridge Ave.  
Box 281  
Lundbreck, AB T0K1H0

M.D. of Pincher Creek No. 9  
Box 279  
1037 Herron Avenue  
Pincher Creek, AB T0K 1W0

RECEIVED  
APR 19 2018  
M.D. OF PINCHER CREEK

Attention: Council

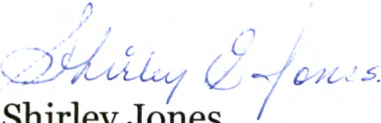
Dear Sirs/Madams


Since our beginning, the M.D. of Pincher Creek No. 9 has been generous in waiving our taxes and water/sewer/garbage fees. Your continued support of our society has meant a lot not only to our membership, but to the community at large.

We thank you for enabling us to continue providing a place where seniors and the local populous can gather for contact with others, enjoy the camaraderie during games or coffee, get involved with crafts, participate with our music club, just come out to see and hear some live entertainment provided by national and international musicians.

Please note that we appreciate and acknowledge your generosity.

Sincerely,

  
Shirley Jones  
President

  
Harry Clark  
Vice-president



RECEIVED  
APR - 5 2018  
M.D. OF PINCHER CREEK

March 29, 2018

Attention: Honourable Mayors,  
Members of Council and  
Chief Administrative Officers

**Re: National Public Works Week, May 20-26, 2018 – "The Power of Public Works"**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 20-26, 2018 as National Public Works Week in your community. This year's theme is "The Power of Public Works."

National Public Works Week is observed each year during the third full week of May and this is the 58th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to [office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:  
APWA Alberta Chapter  
44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,

Joline McFarlane, APWA President



APWA Alberta Chapter 44095 Garside Postal Outlet Edmonton AB T5V 1N6  
[www.publicworks.ca](http://www.publicworks.ca)



**PROCLAMATION**  
*"Public Works Connects Us"*  
**PUBLIC WORKS WEEK**  
MAY 20-26, 2018

**WHEREAS:** *public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of (Enter your city/municipality/town/etc name); and*

**WHEREAS:** *such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and*

**WHEREAS:** *the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and*

**WHEREAS:** *it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;*

**WHEREAS:** *Public Works Week also recognizes the contributions of public works professionals.*

**NOW THEREFORE, I, (Enter Mayor's Name), Mayor of the (Enter your city/municipality/town/etc name), do hereby proclaim the week of **May 20-26, 2018**, as **Public Works Week** in Enter your municipality.**

Dated this day of \_\_\_\_\_, 2018.

---

(Enter Mayor's Name), Mayor





## Celebrate Public Works Week May 20-26, 2018

### Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation [www.publicworks.ca](http://www.publicworks.ca)

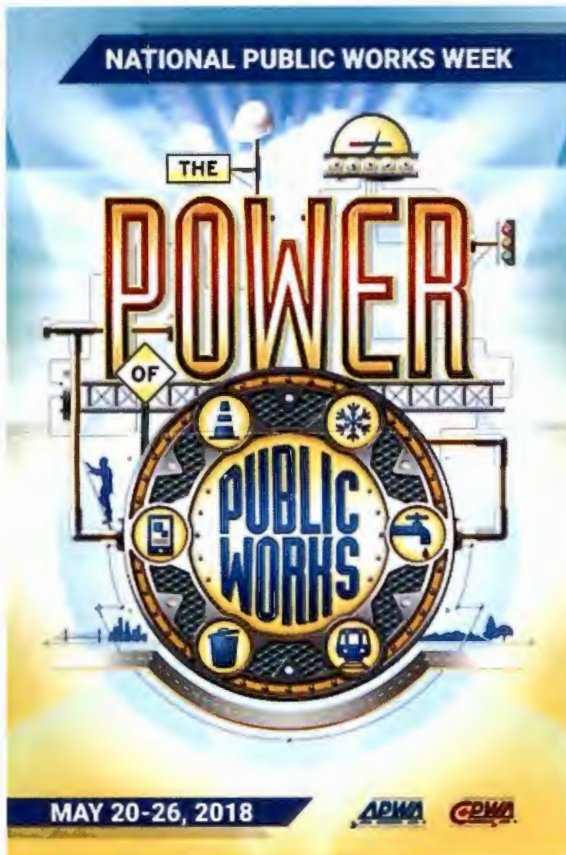
## What You Can Do

### Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

#### Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project, or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.



### Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### Thought starters:

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.

- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.

### **Open House or Tour**

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

#### **Thought starters:**

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

### **Employee Appreciation Day**

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### **Thought starters:**

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

### **Sporting Event**

Healthy people are happy people. Promote healthful living by sponsoring a sporting event.

#### **Thought starters:**

- Plan the route of a race to end at a facility or project you believe deserves attention.
- Sponsor a golf tournament and arrange for the proceeds to be dedicated to a public works project, such as the purchase of playground equipment in a community park.
- Sponsor a public works night at an organized or professional sporting event. Arrange for a message about public works to be announced during the game.

**For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)**

**Or contact Jeannette Austin**

**Executive Director**

**[admin@publicworks.ca](mailto:admin@publicworks.ca)**



EXPERIENCE COUNTRY CULTURE

INFO

F2e

RECEIVED

APR 11 2018

M.D. OF PINCHER CREEK

MD of Pincher Creek  
1037 Herron Avenue  
Pincher Creek, AB  
T0K 1W0

Attention: Reeve & Council

Alberta Chautauqua communities are pleased to extend this invitation for you to experience our Great Chautauqua Revival. Inspired by the Chautauqua travelling roadshows of the late 1800's, this event will take place June 15 and 16 in the southern Alberta communities of Cardston and Magrath. Based on the four pillars of Education, Cultural Arts, Recreation and Religion (Spiritual Exploration), the Chautauqua was a much-anticipated event where people gathered to learn from experts of the day, engage in lively conversation, enjoy musical acts and performances, discover new friendships and make lasting memories.

Building on our inaugural event in 2016, this year's event will have a historically accurate theatrical production written specifically for the Chautauqua. Moreover, Cardston and Magrath are offering their own variety of entertaining and informative speakers, artists, entertainers, interactive activities and delicious cultural food offerings that will allow visitors to experience the feeling on an old-time Chautauqua while discovering the history and welcoming character of our communities.

Please join us with your family and friends for an enriching Chautauqua experience. You are invited to visit our Facebook event page at Alberta Chautauqua or our website at <https://albertachq.ca> for more information, including the dates, times and updates regarding scheduling of events. We look forward to seeing you at Chautauqua!

Yours sincerely,

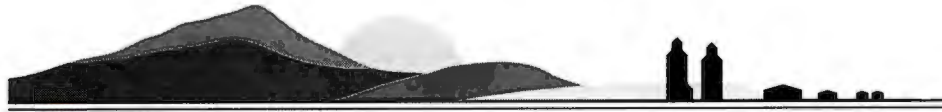
Sandra Nelson, Chair  
Chautauqua Committee

Town of Cardston  
Box 280  
Cardston, Alberta  
T0K 0K0  
(403) 653-3366

Town of Magrath  
Box 520  
Magrath, Alberta  
T0K 1J0  
(403) 758-3212

Town of Raymond  
Box 629  
Raymond, Alberta  
T0K 2S0  
(403) 752-3322

Village of Stirling  
Box 360  
Stirling, Alberta  
T0K 2E0  
(403) 756-3379



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2018)
EXECUTIVE COMMITTEE MEETING
Thursday, February 15, 2018 at 6:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Jim Bester - Vice-Chair
Don Anderberg
Doug MacPherson

Ian Sundquist
Greg Robinson (absent)
Morris Zeinstra

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - February 15, 2018
2. Approval of Minutes - January 11, 2018 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Minister's Awards for Municipal Excellence (attachment)
(b) CPAA Conference in Red Deer - April 30 - May 2, 2018 (attachment)
(c) Organization Flow Chart and Area Assignments (attachment)
(d) Subdivision Activity 2018 (attachment)
(e) Fee For Service - Current Projects 2018 (attachment)
(f) In-Camera
5. Accounts
(a) Office Accounts - December 2017 (attachment)
(b) Financial Statements - January 1 - December 31, 2017 (attachment)
6. Director's Report
7. Executive Report
8. Adjournment

---

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:00 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Jim Bester**

THAT the Executive Committee approve the agenda, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Ian Sundquist**

THAT the Executive Committee approve the minutes of January 11, 2018, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) Minister's Awards for Municipal Excellence**

- Municipal Affairs sent a letter inviting ORRSC to provide submissions for the 17<sup>th</sup> annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments in Alberta in the following six categories (submission deadline March 31, 2018):
  - Innovation
  - Partnership
  - Safe Communities
  - Smaller Municipalities
  - Larger Municipalities
  - Outstanding Achievement
- In 2004, the ORRSC Urban GIS Project received this award in the 'Partnership' category. We could possibly submit one of our rural-to-rural IDP projects for consideration, if the M.D. of Willow Creek or Vulcan County has not done so last year. The Director will follow up on this.

**(b) CPAA Conference in Red Deer – April 30 - May 2, 2018**

- Three Executive Committee members expressed interest in attending the 2018 CPAA Conference in Red Deer on April 30 - May 2, 2018 on behalf of ORRSC: Gordon Wolstenholme, Jim Bester, and Ian Sundquist. Morris Zeinstra will also attend sponsored by Lethbridge County.

**Moved by: Don Anderberg**

THAT Executive Committee members Gordon Wolstenholme, Jim Bester and Ian Sundquist attend the CPAA Conference in Red Deer on April 30 - May 2, 2018, with registration fee, mileage and accommodations at the expense of ORRSC. **CARRIED**

**(c) Organization Flow Chart and Area Assignments**

- As requested by the Executive at the last meeting, an Organizational Chart and Area Assignments list were provided in the agenda. Nineteen current staff members are divided into the following categories: Administration (4), GIS/Drafting (5), Planners (8), and Assistant Planners (2 contract). One Assistant Planner position is currently vacant. Planner municipal responsibilities have been made by trying to balance the size of municipalities and not mixing urban municipalities with their rural counterparts (in most cases). These area assignments may change from time to time as the Director deems necessary. The need for a succession plan was discussed, as three long-term staff are within 2-4 years of retirement.

**Moved by: Morris Zeinstra**

THAT the Executive Committee receive the Organization Flow Chart and Area Assignments, as information. **CARRIED**

**(d) Subdivision Activity 2018**

- In January 2018, 18 new subdivision applications were processed and \$25,700 was collected in total fees. This amount represents a slight increase over January last year and is on track of the 2018 budget.

**Moved by: Doug MacPherson**

THAT the Executive Committee receive the Subdivision Activity 2018 report, as information.

**CARRIED**

**(e) Fee For Service – Current Projects 2018**

- The Fee For Service 2018 included in the agenda lists the payment schedule for all projects that are currently underway or just beginning. The Director also has a list of grants that have been applied for awaiting government approval, as well as a list of projects that have been quoted and awaiting municipal approval. Committee members asked that these two additional lists be included in the agenda package for the next meeting.

**Moved by: Ian Sundquist**

THAT the Executive Committee receive the Fee For Service – Current Projects 2018, as information. **CARRIED**

**(f) In-Camera**

**Moved by: Doug MacPherson**

THAT the Executive Committee go in-camera (6:25 p.m.).

**CARRIED**

**Moved by: Doug MacPherson**

THAT the Executive Committee come out of camera (7:05 p.m.).

**CARRIED**

**Moved by: Doug MacPherson**

THAT the Executive Committee authorize the Director to have the ORRSC lawyer investigate a possible breach of copyright and intellectual property matter and advise. **CARRIED**

**Moved by: Jim Bester**

THAT Director Lenze Kuiper, Executive Committee Chair Gordon Wolstenholme and Executive member Don Anderberg meet with County of Newell Reeve Molly Douglass to discuss the County's ongoing relationship with ORRSC and report back to the Executive Committee. **CARRIED**

## 5. ACCOUNTS

### (a) Office Accounts – December 2017

5150	Staff Mileage .....	S. Johnson (Sept. - Nov.) .....	132.50
5320	General Office Supplies .....	S. Johnson (Sept. - Nov.) .....	19.98
5520	Meetings .....	S. Johnson (Sept. - Nov.) .....	108.74
5530	Coffee & Supplies .....	S. Johnson (Sept. - Nov.) .....	191.56
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5310	Telephone .....	DRC Communication .....	90.00
5320	General Office Supplies .....	Desjardin Card Services .....	42.23
5330	Dues & Subscriptions .....	APPI .....	1,120.72
5390	Graphic & Drafting Supplies .....	Digitex .....	421.50
5490	Consultants .....	Digitex .....	5,775.00
5570	Equipment Repairs & Maintenance .....	Digitex .....	1,240.00
5440	Land Titles Office .....	Minister of Finance .....	238.00
5460	Public Relations .....	Costco Wholesale .....	316.20
5460	Public Relations .....	The Engravers .....	30.00
5500	Subdivision Notification .....	Lethbridge Herald .....	486.64
5570	Equipment Repairs & Maintenance .....	Xerox Canada .....	1,347.67
5580	Equipment & Furniture Rental .....	Pitney Bowes .....	297.12
1160	GST Receivable .....	GST Receivable .....	569.93
		<b>TOTAL</b>	<b><u>\$12,902.79</u></b>

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Office Accounts of December 2017 (\$12,902.79), as presented. **CARRIED**

### (b) Financial Statements – January 1 - December 31, 2017

- The unaudited financial statements report a net income of approximately \$230,000 for 2017. In consultation with the auditor, additional funds may be allocated to reserve accounts.

**Moved by: Ian Sundquist**

THAT the Executive Committee approve the unaudited financial statements for January 1 - December 31, 2017. **CARRIED**

**6. DIRECTOR'S REPORT**

- The Director attended the Brownlee Emerging Trends in Calgary on February 8 along with 3 other staff members.
- Discussed the possibility of having Kelly Fisk from Brownlee come to our office to do a Development Officer Workshop in the future.
- Sent an email to all CAOs to ask if their municipality would be interested in participating in a regional Subdivision and Development Appeal Board. Approximately 25 municipalities have expressed interest to date.

**7. EXECUTIVE REPORT**

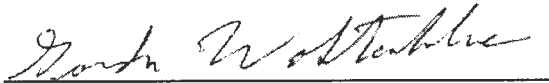
- Committee members reported on various projects and activities in their respective municipalities.

**8. ADJOURNMENT**

**Moved by: Morris Zeinstra**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:45 p.m. until **Thursday, March 8, 2018 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 



New  
Information



April 16, 2018

To whom it may concern,

***RE: Support for Nomination of Alberta SouthWest and Castle Parks in the Crown of the Continent to 2018 Top 100 Green Destinations***

The Southern Alberta Land Trust Society (SALTS) is writing to highlight that in addition to the incredible parks located on public land in southwest Alberta, the region contains one of the province's greatest concentrations of conservation on private land as well. Between SALTS and the Nature Conservancy of Canada there is almost 50,000 acres protected through conservation easements and fee simple conservation lands. Together, these protected private lands cover more than 90 square miles.

This private land conservation work has focused on this region both because of its incredibly high ecological value but also its recreation and tourism value. The extent of private land conservation also shows the community's commitment to conservation.

Some specific examples of how private land conservation enhances the region as a green destination include:

- Conservation easements protect significant portions of some of the best known fly fishing rivers in the area including the Crowsnest and Oldman Rivers. People from all over Canada and the world come to fish these rivers and with conservation easements they do so in a natural environment rather than with houses all along the river valleys.
- Conservation easements have protected a significant amount of the land outside Waterton Lakes National Park and the new Castle Provincial Park which means that as people drive to these parks and even as they hike within them and look outside, they see beautiful open spaces rather than rural residential development. It also means they experience more wildlife as the habitat on private land is some of the best in the region.

To summarize, southwest Alberta is a visually stunning place to visit but it is also one of the most ecologically rich and diverse areas of Alberta. This healthy landscape and the clean water and wildlife that it supports is a significant factor in making the area one of the top 100 green destinations in the Crown of the Continent.

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Thompson", written in a cursive style.

Justin Thompson  
Executive Director

**THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION  
MINUTES  
March 23, 2018**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Wednesday, March 23, 2018 at 9:30 a.m. at the Landfill administration office.

Present: Terry Yagos, Municipal District of Pincher Creek #9  
Quentin Stevick, Municipal District of Pincher Creek #9  
Dean Ward, Municipality of Crowsnest Pass  
Dave Filipuzzi, Municipality of Crowsnest Pass  
Gord Lundy, Municipality of Crowsnest Pass  
Mark Barber, Town of Pincher Creek  
Emile Saindon, Landfill Manager  
Jean Waldner, Office Administrator

**AGENDA**

Gord Lundy

Moved the agenda be adopted as presented.

Carried. 03.23.18-1020

**MINUTES**

Dean Ward

Moved the minutes of February 21, 2018 be adopted as circulated

Carried. 03.23.18-1021

**MANAGER'S REPORT**

1. MSW volumes steady.
2. The Industrial cell has been steady with small contracts.
3. Annual AEP has been completed and will be sent out March 26, 2018.
4. AEP responses for the Incinerator application have been answered and further information is being prepared.
5. Online Training moving forward with staff.
6. Development permit application submitted to MD of Pincher Creek as part of the incinerator Application.
7. Resume's coming in for operator position to replace retiring staff member.
8. Dealing with spring weather and soft ground conditions.
9. Groundwater and Landfill Gas monitoring reports have been completed and received. Will be sent to AEP next week.
10. The Tervita contract has been renewed at an 80 / 20 split. Last contract was 75 / 25. This will give us an extra 5% on all Industrial waste.

Dave Filipuzzi

Moved that the Manager's report be accepted for information.

Carried. 03.23.18-1022

**FINANCIAL REPORT**

The Income Statement and Balance sheet to March 21st, 2018 was reviewed. The Meyers Norris & Penny accountant went over the 2017 financial statement early this morning at our AGM. He explained that we had a small profit in 2017. Administration expressed concerns on the Carbon tax that is now being added to our dyed diesel and utilities. These additions will put our budget projections out. Dean asked for a spreadsheet to be made showing the increases. Administration will present the spreadsheet at our next meeting.

Dave Filipuzzi

Moved that the financial reports be accepted for information. Carried. 03.23.18-1023

**REVISED EMPLOYEE POLICY HANDBOOK**

The revised Employee Policy Handbook has been approved this meeting.

Dean Ward

Moved the Employee Handbook is ready for Employee distribution. Management will Schedule a staff meeting to present the changes to Employees. Carried. 03.23.18-1024

**LETTER TO SHANNON PHILLIPS SENT FROM THE TOWN OF PINCHER CREEK**

Terry Yagos stated some concerns with this letter. Some of the information is incorrect, And speculation.

Dean Ward

Moved the letter be accepted as information. Carried. 03.23.18-1025

**DONATION REQUEST**

A Donation request from the Habitat for Humanity Southern Alberta. For their special needs Housing project in Pincher Creek

Dean Ward

Moved to donate \$500.00 towards their Pincher Housing Project. Carried. 03.23.18-1026

**DONATION REQUEST**

A Donation request from The Derek Sharp Fundraiser Dinner. To raise funds for his operation.

Dave Filipuzzi

Moved to donate \$250.00 towards Derek's operation. Carried. 03.23.18-1027

**DONATION REQUEST**

A Donation request from Brighter Futures & CNP Early Childhood Coalition. For their Nature Learning Play Space.

Gord Lundy

Moved to donate \$250.00 toward their Nature Learning Play Space. Carried. 03.23.18-1028

**DONATION REQUEST**

A Donation request from The Pincher Creek District Citizens on Patrol Group. For safety patrol supplies for their volunteers.

Dave Filipuzzi

Moved to donate \$250.00 for their safety supplies.

Carried. 03.23.18-1029

**DONATION REQUEST**

A Donation request from The Kidsport – CNP Branch for sports funding for under privileged Children.

Gord Lundy

Moved to donate \$500.00 for their sports program.

Carried. 03.23.18-1030

**Correspondence:**

Thank you cards distributed from Mitchell Zoratti, The KRA, and Wintervention.

**NEXT MEETING DATES**

April 18, 2018

September 19, 2018

May 16, 2018

October 17, 2018

June 20, 2018

November 21, 2018

July 18, 2018

December 19, 2018

August 15, 2018

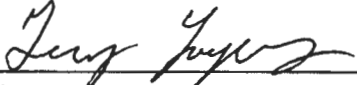
**Tabled Items**

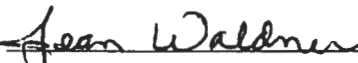
**ADJOURNMENT**

Mark Barber

Moved the meeting adjourn at 10:00. a.m.

Carried. 03.23.18-1031

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
SECRETARY