

AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
June 26, 2018
1:00 pm

A. ADOPTION OF AGENDA

B. DELEGATIONS

1. RhPap Rural Community Development and Engagement
 - Email, with supporting documentation, from Rural Health Professions Action Plan, dated June 12, 2018

C. MINUTES

1. Council Committee Meeting Minutes
 - June 12, 2018
2. Council Meeting Minutes
 - June 12, 2018
3. Coffee with Council Notes
 - June 19, 2018

D. UNFINISHED BUSINESS

1. Grant Writer Update
 - Email from Pincher Creek & Area Early Childhood Coalition, dated May 30, 2018
2. Lundbreck Mobile Home Estates
 - Report from Director of Development and Community Services, dated June 19, 2018

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. Operations
 - a) Airport House
 - Report from Director of Operations, dated June 19, 2018
 - b) Lundbreck Patton Park Playground Equipment and Sports Field
 - Report from Director of Operations, dated June 18, 2018
 - c) Policy C-PW-307 – Dust Control
 - Report from Director of Operations, dated June 21, 2018
 - d) Operations Report
 - Report from Director of Operations, dated June 20, 2018
 - Call Log
2. Planning and Development
 - a) Regional Subdivision and Development Appeal Board
 - Report from Director of Development and Community Services, dated June 20, 2018
3. Finance

Nil
4. Municipal
 - a) Code of Conduct Bylaw No. 1281-17
 - Report from Interim Chief Administrative Officer, dated June 20, 2018
 - b) Interim Chief Administrative Officer Report
 - Report from Interim Chief Administrative Officer, dated June 20, 2018
 - Call Log

F. CORRESPONDENCE

1. For Action

a) Canadian Mountain Network Letter of Intent

- Email from Canadian Mountain Network, dated June 20, 2018

2. For Information

a) Tax Increase

- Letter from G.K. Nichol, received June 11, 2018

b) Beaver Mines Sewer and Water Meeting at MD Office

- Email from Mary May, dated June 20, 2018

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1

Councillor Rick Lemire – Division 2

Councillor Bev Everts– Division 3

Oldman River Regional Services Commission

- Minutes of March 1, 2018

Councillor Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

Crowsnest / Pincher Creek Landfill Association

- Minutes of May 16, 2018

H. IN-CAMERA

1. Legal – Road Acquisition Agreement – FOIP Section 16

2. Labour – CAO Task List – FOIP Section 19

I. NEW BUSINESS

J. ADJOURNMENT

Tara Cryderman

From: Julie Davis <julie.davis@rhpap.ca>
Sent: Tuesday, June 12, 2018 4:07 PM
To: Tara Cryderman
Cc: 'Scott Korbett'; Jeff Brockmann; Gavin Parker; Jordan Koch; Dick Burnham
Subject: June 26- Attraction & Retention Committee Council Presentation
Attachments: RhPAP_community_consultant_flyer.pdf

Hi Tara,

Many thanks for providing further details on the presentation format/process as well as the opportunity to present at your **June 26th** meeting at 1pm.

Presentation Topic:

Development of a Rural Health Professions Attraction & Retention Committee: Rationale and Community Support.

Description: The Rural Health Professions Action Plan (RhPAP) rural community consultant for south zone; Julie Davis, will provide a short overview of RhPAP's role in providing tools, resources, and network opportunities for rural communities attraction and retention committees to build their capacity to attract, support and retain healthcare providers in their community. Followed by input and discussion from interested community members in developing a regional attraction and retention committee.

Resources for Council Members:

RhPAP Rural Community Consultant Information Sheet (attached)

Pincher Creek High School Health Career day Video (3 minute)

<https://www.youtube.com/watch?v=15D9-IPKf44&feature=em-uploademail>

RhPAP Blog <https://www.rhpap.ca/rhpap-news-plus/2018/may/23/first-ever-pincher-creek-high-school-skills-day>

I will bring presentation handouts and the attached information sheet on the day to distribute to council members.

Q: I will bring my slide deck on a usb stick on the day, or would you prefer to have a copy of the presentation sent by **June 20th**?

Q: Can you confirm the meeting location/address?

Warm regards,
Julie



Julie Davis RM(NZ) PGDip

Rural Community Health Professions Consultant- **South Zone: West**

Rural Health Professions Action Plan (RhPAP)

Tel **1.587.220.6644** | www.rhpap.ca | @AlbertaRhPAP



RhPAP Rural Community Development and Engagement Consultant Team

Who are we?

The team members' skills and experiences include:

- International and domestic community development
- Rural community engagement
- Communications
- AHS resource planning
- PCN development and support
- Early childhood development
- Teaching (secondary and post-secondary)
- International health delivery
- Cross-cultural sensitivities

What guides our work?

Our team is guided by a community development and engagement philosophy.

What do we offer rural community attraction and retention (A&R) committees?

We offer a range of A&R supports including handy tools and techniques and the opportunity to take advantage of promising practices and success stories from other rural Alberta communities.

What resources do we have available to support committee work?

- Rural community A&R toolkit
- A&R grants to support community-based and community-led work
- Webinars on topics of interest
- Regional dialogues to enhance A&R work in the geographical area
- Provincial A&R conferences

What else do we do?

- We support community-driven rural events that expose local high school students to health-care career skills and help communities grow their own health professionals.
- In conjunction with rural A&R committees, we coordinate rural skills weekends where post-secondary health-care students explore work and lifestyle options available in rural Alberta.

With whom do we partner?

We partner with a range of provincial organizations and institutions including:

- AHS: Medical Affairs, Community Engagement, and Student Placements
- Rural Municipalities of Alberta (RMA) and AUMA Small Communities Committee
- Northern Alberta Development Council (NADC)
- Post-secondary institutions including the University of Alberta and the University of Calgary, regional colleges, and technical institutions

The Rural Health Professions Action Plan supports the efforts of rural Albertans to maintain an accessible health workforce close to home. For more information on RhPAP, please visit rhpap.ca.

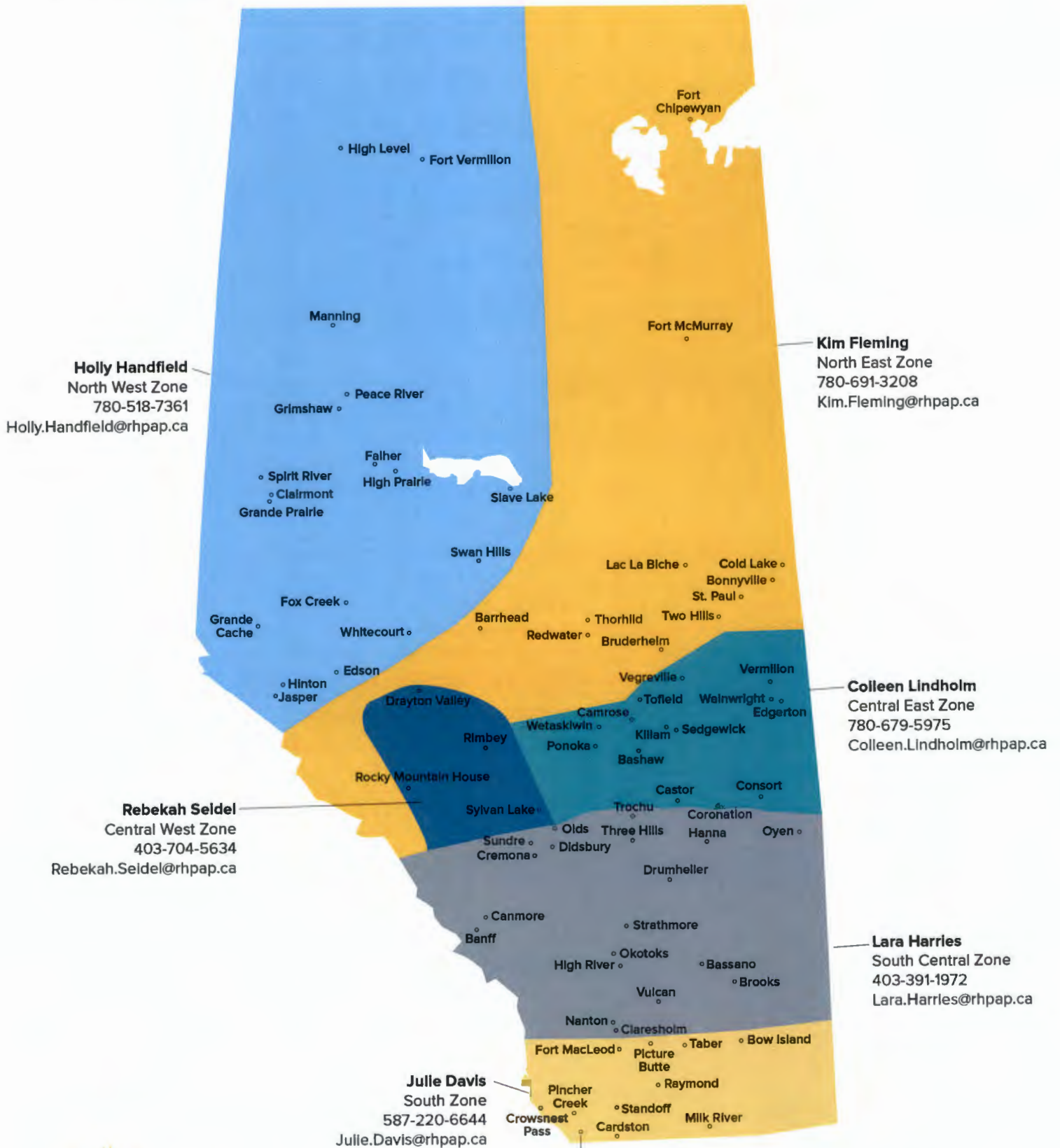


RhPAP can help with your community's health-care goals.
Contact us at:

P. 1-866-423-9911 F. 1-780-423-9917 E. info@rhpap.ca W. rhpap.ca

Follow us on     @AlbertaRhPAP

RhPAP Rural Community Consultants In Your Community



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**MINUTES
COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
June 12, 2018**

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

Staff: Chief Administrative Officer Sheldon Steinke, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, Public Works Superintendent Stu Weber, Assistant Public Works Superintendent Jared Pitcher, and Executive Assistant Tara Cryderman

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

Reeve Stevick welcomed Sheldon Steinke as the new Chief Administrative Officer.

Council gave Roland Milligan a standing ovation, recognizing him for the efforts and dedication he showed as the Interim Chief Administrative Officer.

1. Approval of Agenda

Councillor Rick Lemire

Moved that the Council Committee Agenda for Tuesday, June 12, 2018, be amended, the amendment as follows:

Readjust the agenda to move the In-Camera Session before the Roundtable Discussion;

And that the agenda be approved, as amended.

Carried

2. Summer 2018 – Policy C-PW-004 Review

The Road Maintenance, Policy C-PW-004, was discussed.

The road classifications were discussed.

Review deadlines were discussed.

Traffic counts on the roads, to assist with the classifications of the roads, was discussed. Perhaps these could be included in the definitions of the classifications.

School bus routes were discussed. The difficulty is that often these routes aren't determined until later in the summer, when it is determined if there are children on the route.

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The classification of the roads was explained further. The classification is based on the design on the road, not the use of the road itself. If the classifications are determined by use, the design of the road will need to be improved to meet the use of the road.

Development agreements were explained, in relation to the upgrading / constructing of the road.

Road priorities were discussed.

The linkage between the Winter and Summer Maintenance policy was discussed.

Perhaps rebuilding roads needs to become a priority from Council.

If a plan is constructed, with regards to the roads, it needs to be followed.

The consensus from Council was to instruct Public Works to draft a plan for Council's consideration.

Safety concerns on hard surfaces are the priority.

Crowning on the roads were discussed.

All roads should have shoulders pulled.

All additional work that is required to update the roads will require additional funding and priority setting.

Road bans were discussed. Enforcement was discussed.

Perhaps 4.4 Roadside Vegetation Control could be amended to include drainage, firesmart, and wildfire collision reduction statements. Typically there is only one mow per year.

The plan is to accomplish approximately 10 km of brush control, this will be determined by the budget allotted for this use. Perhaps adding that comment about spraying the cleared brushing area after about 2-3 years would be beneficial.

Perhaps there should be two designations of the amount of snow needed prior to plowing. The amount of snow on a gravel road versus the amount of snow on a paved road requires separate response.

The numbering of the policy indicated requires amending.

School bus priorities were discussed.

Snow fencing was discussed.

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This will be a budget item for the upcoming year.

Traffic signs were discussed.

Texas gates were discussed.

Service frequencies were discussed.

Railway crossings and the statements in the policy were discussed. Perhaps these should be included in the service frequency table, same bridge deck inspection.

Railways crossings were discussed.

3. 2018 Pubic Works Summer Plan

The summer plan was explained and discussed.

This plan is approximately one month behind, due to weather and scheduling.

4. In-Camera

Councillor Terry Yagos

Moved that Council and Staff move In-Camera, the time being 11:25 am, to discuss the following:

Legal – Call Logs – FOIP Section 16

Carried

Councillor Terry Yagos

Moved that Council and Staff move out of In-Camera, the time being 11:38 am.

Carried

5. Roundtable Discussion

Division 2

Kenow Fire Debriefing Follow Up

Cuff Report Follow Up

Division 4

Nothing to report

Division 5

Nothing to report

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Division 3
Executive Summary – Castle Management Plan

Division 1
Nothing to report

6. Adjournment

Councillor Rick Lemire

Moved to adjourn the meeting, the time being 11:45 am.

Carried

DRAFT

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
COUNCIL MEETING
JUNE 12, 2018

8993

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, June 12, 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 Chief Administrative Officer Sheldon Steinke, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, 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 18/327

Moved that the Council Agenda for June 12, 2018, be approved as presented.

Carried

B. DELEGATIONS

1. Community Grant Writer Position Update

Sam Schofield, with the Pincher Creek Community Development Initiative, attended the meeting as a delegation to update Council on the Community Grant Writer position.

Liza Dawber, the Community Grant Writer, spoke at this time, indicating her eagerness to support the community.

C. MINUTES

1. Council Committee Meeting Minutes

Councillor Bev Everts 18/328

Moved that the Council Committee Meeting Minutes of May 22, 2018, be amended, the amendment is as follows:

Correction to Reeve Quentin Stevick's name;

And that the Council Committee Meeting Minutes, be approved as amended.

Carried

2. Council Meeting Minutes

Councillor Rick Lemire 18/329

Moved that the Council Meeting Minutes of May 22, 2018, be amended, the amendment is as follows:

Correction to Resolution 18/299 to read "be approved as presented";

And that the Council Meeting Minutes be approved as amended. .

Carried

D. UNFINISHED BUSINESS

1. Landfill Road Maintenance Agreement Reply

Councillor Brian Hammond 18/330

Moved that the report from the Director of Operations, dated June 6, 2018, regarding the Landfill Road Maintenance Agreement Reply, be received;

And that an annual increase of three (3) percent, over a five year period, be approved;

And that this be reviewed after a timeline of two years.

Councillor Terry Yagos 18/331

Moved that the Landfill Road Maintenance Agreement Reply be postponed until the June 26, 2018 Council Meeting, pending further information.

Carried

Councillor Terry Yagos 18/332

Moved that confirmation be requested from the Crowsnest / Pincher Creek Landfill Association that they are willing to support, the Capital Project improvements from the roadway known as the Old Highway 3A to the Range Road 2-0 intersection.

Defeated

Councillor Rick Lemire 18/333

Moved that confirmation be requested from the Crowsnest / Pincher Creek Landfill Association that they are willing to support the Capital Improvement Project (West along Township Road 7-4 to the intersection of Range Road 2-0) and maintenance on roadways described as:

South along Range Road 2-0 to the intersection of Township Road 7-2;
 East along Township Road 7-2 to the intersection of Range Road 1-5;
 South along Range Road 1-5 to Township Road 7-0.

Carried

E. CHIEF ADMINISTRATOR OFFICER'S (CAO) REPORTS

1. Operations

a) Spring Road Tour

Councillor Brian Hammond 18/334

Moved that the Annual Road Tour be scheduled for Friday, August, 31, 2018.

Carried

b) Cowley Lions Club – Request for Gravel

Councillor Rick Lemire 18/335

Moved that the report from the Director of Operations, dated June 6, 2018, regarding the Cowley Lions Club – Request for Gravel, be received;

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And Council approve the Cowley Lions Club request for gravel to be sourced from the closest gravel pit.

Carried

c) Beaver Mines Water and Wastewater Project Briefing

Councillor Bev Everts 18/336

Moved that the Beaver Mines Water and Wastewater Project Briefing, dated June 7, 2018, be received as information.

Carried

d) Operations Report

Councillor Terry Yagos 18/337

Moved that the Operations report from the Director of Operations, for the period dated May 16, 2018 to June 6, 2018, as well as the Call Logs, be received as information.

Carried

2. Planning and Development

a) Beaver Mines Community Association Request for Subdivision Moratorium

Councillor Terry Yagos 18/338

Moved that the report from the Director of Development and Community Services, dated June 6, 2018, regarding the Beaver Mines Community Association Request for Subdivision Moratorium, be received;

And that Council directs Administration to take the required steps to amend the planning documents regarding Beaver Mines pending servicing. The intent of which being ending the ability to do septic system subdivisions within its current boundary;

And that, any proposed subdivisions for serviced lots should be processed, but not registered until the servicing is completed. To be done by holding back on signing the development agreement until the services are installed, with each proposed subdivision being reviewed against the service engineering to ensure design capacity of the system is not exceeded.

And further that Council directs Administration to begin a redesignation process for urban fringe zoning around Beaver Mines.

Carried

b) Event License – Mud Bog, SW 7-6-28 W4M

Councillor Terry Yagos 18/339

Moved that the report from the Director of Development and Community Services, dated June 6, 2017, be received;

And that Council, acting in their capacity as the Licensing Officer, pursuant to Bylaw No. 918A, grants the applicant a license for the mud racing event planned for July 14, 2018.

Carried

3. Finance

a) Public Auction – Conditions and Reserve Bids

Councillor Rick Lemire 18/340

Moved that the report from the Director of Finance, dated June 1, 2018, regarding the Public Auction – Conditions and Reserve Bids, be received;

And that Council approve the attached Terms and Conditions for the 2018 Public Auction as presented;

And that, Council set Wednesday, November 7, 2018 at 9:00am as the public auction date;

And further that, Council establish the following reserve bids for the properties currently being offered for sale at the 2018 Public Auction. The bid amounts are the opinion of the M.D.’s assessor.

Roll number	Legal Description	Reserve Bid
0258.000	328 Robinson Ave	\$ 200,000
0384.000	464 Patton Ave	\$ 190,000

Carried

b) Statement of Cash Position

Councillor Brian Hammond left the meeting, the time being 3:40 pm.

Councillor Bev Everts 18/341

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

Carried

Councillor Brian Hammond returned to the meeting, the time being 3:43 pm.

4. Municipal

a) Interim Chief Administrative Officer Report

Councillor Brian Hammond 18/342

Moved that Council receive for information, the Interim Chief Administrative Officer’s report for the period of May 23, 2018 to June 7, 2018, as well as the Administration Call Log.

Carried

F. CORRESPONDENCE

1. Action

a) Special Advocacy Fund

Councillor 18/343

Moved that the Brochure and Funding Request from Federation of Canadian Municipalities, received May 22, 2018, regarding the Special Advocacy Fund, be received;

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And that Council approve the funding request from the Federation of Canadian Municipalities, and provide funding in the amount of \$105.00, with the funds coming from Council Memberships and Subscriptions (Account Number 2-11-0-238-2238)

Carried

b) Affordable Housing Options

Councillor Brian Hammond 18/344

Moved that the letter from Alberta Rural Development Network (ARDN), dated May 23, 2018, regarding Affordable Housing Options, be received;

And that the Municipal District of Pincher Creek endorses the Memorandum of Understanding, as presented;

And that Councillor Hammond and Councillor Everts be appointed to the Advisory Committee.

Carried

c) Emergency Management Act Engagement Session Invitation

Councillor Terry Yagos 18/345

Moved that the email from Alberta Emergency Management Agency, dated June 6, 2018, regarding the Emergency Management Act Engagement Session invitation, be received;

And that any Councillors wishing to attend the session, scheduled for June 25, 2018, in Lethbridge, AB, be authorized to do so.

Carried

d) Project Funding Considerations and Funding Requests

Councillor Bev Everts 18/346

Moved that the letter from the Town of Pincher Creek, dated May 17, 2018, regarding Project Funding Considerations, and the letter from the Town of Pincher Creek, dated May 23, 2018, regarding Funding Requests, be received;

And that a letter of support be provided, specifically towards the Lebel Mansion Elevator Project, be provided.

Carried

Councillor Rick Lemire 18/347

Moved that \$250.00 be provided to the Town of Pincher Creek, in support of the Wear the Gear Event, with funding coming from Grants to Groups and Organizations (Account 2-75-0-770-2765).

Carried

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Councillor Rick Lemire 18/348

Moved that \$500.00 be provided to the Town of Pincher Creek, in support of the WILDR Rough Runner, with funding coming from Grants to Groups and Organizations (Account 2-75-0-770-2765).

Defeated

e) Joint Council Meetings

Councillor Bev Everts 18/349

Moved that the letter from Town of Pincher Creek, dated May 28, 2018, regarding Joint Council Meetings, be received;

And that Council agrees to the March and November meeting dates, as proposed;

And that a meeting date of the third Thursday in August, be requested.

Carried

f) Proposal for Outdoor Play Program Partnership

Councillor Rick Lemire 18/350

Moved that the email from Pincher Creek & Area Early Childhood Coalition, dated June 4, 2018, regarding the proposal for outdoor play program partnership, be received;

And that the request to utilize the MD lands for the outdoor play program be approved, pending the receipt of private liability insurance.

Carried

g) 2nd Annual Car and Motorcycle Show

Councillor Bev Everts 18/351

Moved that the letter from Pincher Creek and District Historical Society, dated May 18, 2018, regarding the 2nd Annual Car and Motorcycle Show, be received;

And that \$100 be provided, with funding coming from Grants to Groups and Organizations (Account 2-75-0-770-2765).

Carried

h) Summer Rodeo Parade

Councillor Rick Lemire 18/352

Moved that the letter from Pincher Creek and District Chamber of Commerce, dated June 4, 2018, regarding the Summer Rodeo Parade, be received;

And that Council participate in the Summer Rodeo Parade;

And that the Chamber of Commerce be requested to invite the Mayor of Lethbridge, Chris Spearman to participate in the Parade as well.

Carried

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i) Blackfoot Word Challenge

Councillor Brian Hammond 18/353

Moved that the invitation, received June 7, 2018, regarding the Blackfoot Word Challenge, be received;

And that any Councillors wishing to attend the Blackfoot Word Challenge, scheduled for June 21, 2018, be authorized to do so.

Carried

j) Tax Arrears Auction – Tax Roll 0258.000

Councillor Rick Lemire 18/354

Moved that the letter from Jody Glen, dated May 29, 2018, regarding the Tax Arrears Auction – Tax Roll 0258.000, be received as information;

And that information be provided to Ms. Glen, which may assist with her financial obligations.

Carried

2. For Information

Councillor Terry Yagos 18/355

Moved that the following be received as information:

- a) Castle Region
 - Letter from Alberta Culture and Tourism, dated May 17, 2018
- b) Municipal Sustainability Initiative
 - Letter from Alberta Municipal Affairs, dated May 29, 2018
- c) Bridge Culvert Replacement
 - Letter from Alberta Transportation, dated May 31, 2018
- d) 2018 Alberta Recreation & Parks Association Annual Conference & Energize Workshop
 - Letter from Alberta Recreation and Parks Association, dated May 22, 2018
- e) Alberta Recreation and Parks Association and the Government of Alberta Honour Outstanding Work in Your Community
 - Letter from Alberta Recreation and Parks Association, dated May 22, 2018
- f) Volunteer Luncheon
 - Letter from Town of Pincher Creek, dated May 14, 2018
- g) Regional Council Meeting Minutes
 - Minutes of May 10, 2018
- h) Patton Park Trees / Irrigation
 - Email from Rose Olson, dated May 29, 2018
- i) Community Matters
 - Spring / Summer 2018 Newsletter from Community Foundation
- j) AltaLink Chapel Rock to Pincher Creek Area Transmission Project
 - Email from AltaLink, dated June 4, 2018
- k) Riverview Wind Power Plant
 - Letter from ENEL, dated May 25, 2018
- l) Castle Rock Ridge Phase II Wind Power Project
 - Letter from ENEL, dated May 25, 2018
- m) Need for Riverview Wind Power Plant Connection in the Pincher Creek Area
 - Letter from AESO, dated May 2018
- n) 2017 Report to Stakeholders
 - Letter from Plains Midstream, dated May 4, 2018

Carried

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G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1
 Agricultural Service Board
 - Minutes of May 3, 2018
 Alberta SouthWest
 McMann Youth Services
 FCM Conference

Councillor Rick Lemire – Division 2
 Facilities Steering Committee

Councillor Bev Everts– Division 3
 Waste Management Meeting
 - Email and notes, dated June 6, 2018
 Castle Crown Wildness Coalition
 - Executive Summary Castle Management Plan
 Agricultural Service Board
 FCSS
 Oldman River Reginal Services Commission

Councillor Brian Hammond - Division 4
 Recycling Committee

Councillor Terry Yagos – Division 5
 Lundbreck Citizens Council

Councillor Terry Yagos 18/356

Moved that the committee reports be received as information.

Carried

H. IN CAMERA

Councillor Terry Yagos 18/357

Moved that Council and Staff move In-Camera, the time being 5:11 pm to discuss the following issues:

1. Legal – Gravel Agreement – FOIP Section 16

Carried

Councillor Terry Yagos 18/358

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

Carried

I. NEW BUSINESS

1. Gravel Pit Agreement – Livingstone Colony

Councillor Bev Everts 18/359

Moved that the report from the Director of Operations, dated June 6, 2018, regarding Gravel Pit Agreement – Livingstone Colony, be received;

And that Council direct the Reeve and Chief Administrative Officer to sign the Gravel Pit Agreement with the Livingstone Colony.

Carried

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J. ADJOURNMENT

Councillor Terry Yagos

18/360

Moved that Council adjourn the meeting, the time being 5:14 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

DRAFT

Coffee with Council Notes
June 19, 2018; 6:30 pm
Coalfields School

In attendance:

Reeve Quentin Stevick, Councillors Rick Lemire, Bev Everts, Brian Hammond and Terry Yagos
Staff: CAO Sheldon Steinke and Tara Cryderman
26 members of the public

Councillor Bev Everts opened the meeting, the time being 6:35 pm.

Introductions of Council and Staff occurred, followed by introductions of the members of the audience.

Reeve Quentin Stevick chaired the meeting and called for questions from the audience.

Livingstone - Porcupines Hills Recreation Plans

- The recent adoption of the Livingstone - Porcupine Hills Recreation Plans were mentioned.
- This is significant to the protection of the Eastern Slopes, and to the residents within that area, as OHVs are no longer permitted in some areas of the region.
- Council was thanked for their support in protecting the Eastern Slopes and the Heritage Sites within their area.

Beaver Mines Water and Wastewater Project

- Water Systems
 - Who is paying for the operating costs associated with this project, as well as the operating costs for the water system for the Village of Cowley and the Hamlet of Lundbreck?
 - These costs should be covered by the users of the system, and not subsidized by the entire MD.
 - The operating costs versus capital costs were discussed. The users should cover the operating costs; the MD should cover the capital costs.
 - The accounting system for determining the actual operating costs for the water systems was discussed. It was felt by one resident that this accounting system was lacking in the ability to determine actual costs.
 - The trucking of potable water last summer, during low water events, was discussed and explained.
 - The arrangement and agreement with the Village of Cowley was shared and explained.
 - Water metering was discussed.
 - The difficulty of recovering actual operating costs from the users was discussed. The general public does not want service fees increased to cover actual costs.

- Timeline of
 - When do we realistically think this project will be completed?
 - The timeline for the water project portion of the Beaver Mines Water and Wastewater Project is scheduled to be completed in 2018. Water lines will be installed to the perimeter of the Hamlet, however, water cannot be connected to the residences until wastewater is also connected.
 - A question was asked regarding the self-sufficient residents that have functioning holding tanks already and do not require wastewater lines. Could water be installed to these houses? It was suggested to ask MPE at the June 26 Question and Answer Period.
 - It was suggested that specific questions regarding this project be submitted to the MD, via our website or email, prior to the June 26 meeting.
 - It was suggested that a Citizen Technical Advisory Committee would be beneficial with regards to the impact to the community. This would allow citizens to make suggestions to the consultants throughout the project.
 - Further engagement with the community was requested.
 - The proposed plans were discussed. Are these plans “written in stone?”.

- Wastewater Portion
 - The wastewater portion and the sewer lines to the Town of Pincher Creek and to Castle Mountain were discussed.
 - The wastewater portion is still to be determined. Several options, including a pipeline to Pincher Creek, pipeline to Cowley/Lundbreck and locating a suitable site for a lagoon system are all still being investigated. Preliminary costs have been provided, however, no final plans have been determined.
 - Future growth of the area was discussed, with relation to the proposed pipeline size.
 - The chemicals required for this process were mentioned.

- Penalties
 - The timeline for the water portion of the project was discussed.
 - There are penalty clauses within the contracts to address the timelines.

- Future Development / Ability to Tie into Waterline
 - The ability to tie into the waterline to Castle Mountain was discussed
 - Future development along the Buckhorn Road was discussed. What about condominiums in the area?
 - Could the Waterline be planned for the Buckhorn Road?

- Communication to Residents regarding the Project
 - Communication between the MD and the residents of Beaver Mines was discussed.
 - Can information regarding the project be communicated with the Hamlet, not just the Community Association?
 - Updates are posted to our webpage when available,
 - Communication solutions were discussed.

- There was discussion about Direct Email from the MD to BM residents versus the Web Site to help with the information process about the utility system.
- Location of Sewer Lines
 - The location of the sewer lines were discussed. Are the lines going along Second Avenue? This is not a preferred location.
 - The cost of the installation of the lines from the curb stop to the residence was discussed.
 - The MD will install the lines to the curb stop; it will be the responsibility of the ratepayer for costs associated with installation after this location. Similar to any other new development.
 - Who will complete this work, which company will be responsible for this, how will ratepayers determine which company, etc were all discussed.
 - Will the location of the curb stop installation be discussed with the landowner?
 - The best form of communication to the ratepayers was discussed.
- FireSmart
 - The firesmart plan around the Hamlet of Beaver Mines was discussed.
 - Firesmart between neighbours was discussed.

Paving of 774

- The contract has been awarded for this project.
- The timeline has been determined for July 15 – October 31.
- The cost of the project came in under the engineered costs.
- Fencing along Highway 774 was discussed.
- Alberta Transportation does not fence highways; this would fall under Alberta Parks' jurisdiction.
- Could Council lobby and support fencing along Highway 774?

Open Range Concept with the Castle Parks

- The liability on the producers that have livestock within the Castle and Wilderness Parks was discussed.
- The future of this program is undetermined.
- Safety was discussed. Now that the highway is to be paved, speeds could potentially increase, putting livestock and citizens in increased danger.
- Could Council speak to the appropriate Ministers regarding this to determine the future of the program?

Castle and Wilderness Park Access

- Access to the newly created parks is down Gladstone Road.
- The increase in dust, speed of vehicles and road maintenance was discussed.
- Speed signs posted along this road was discussed.

Zoning within the Urban Fringe Land Use District

- Approval authority within the Urban Fringe Land Use District was discussed.
- The MD has approval authority; the Town of Pincher Creek is consulted when necessary, based on stated regulations.

Development within the Hamlet of Beaver Mines

- Development within the Hamlet of Beaver Mines and the installation of a sign was discussed.

WiFi / Cell Service within the Castle Area

- Cell service and WiFi in the Castle Area were discussed.
- This is an essential service, as well as a safety concern.
- It was suggested to contact Alberta SouthWest for assistance with lobbying for this service.
- It was also suggested that the community associations for both Beaver Mines and Castle Mountain lobby both the Federal and Provincial governments.

Subdivision / Growth Study of the Hamlet of Beaver Mines

- Future subdivision and the growth study of the hamlet was discussed.
- Amendments to the planning documents require public engagement in the form of Public Hearings, providing the public an opportunity to comment and be engaged in the decision.
- It was requested that a growth study occur sooner than waiting for an update to the Municipal Development Plan.

Taxation

- What can residents see from the MD as a result of the increase in taxation this year?
- What do the residents of the MD get for their taxes?
- What was the rationale for the increase this year?
- The relationship between taxation, assessment and services requested and provided were discussed.
- Revenues versus assessment was discussed. The revenues, assessment and linear taxation were all down from last year, while the requisitions from the Schools, Pincher Creek Foundation and the Emergency Services Commission were increased.
- Residents were encouraged to review their tax statements to determine if their actual MD taxes increased or if the increase was from other sources. Also, a review of assessment was encouraged. If the resident determined that their assessment was not accurate, they were encouraged to contact the Assessor.
- Roads and road maintenance were discussed, as well as emergency services response on the roads.

Buried Utilities Lines / Invasive Weeds

- The installation of utility poles above ground were mentioned.
- Invasive weeds were mentioned.

Priorities

- Reeve Stevick was requested to provide his top three proudest moments.
- The forward movement of the new council, the working relationship with the Province and with the Town of Pincher Creek were mentioned.
- Priorities of Council were discussed.
- Infrastructure / Roads/ Bridges, upgrades and other monetary requests were mentioned and discussed.

Road Maintenance

- Snow fencing installation was mentioned.
- The benefits of living within the MD were shared. It was felt that we are very fortunate to live here. The increase in the request for services will increase taxation levels.
- What is a reasonable timeline for grading a road?
- The summer and winter policies were discussed.
- The call log was discussed. Residents are encouraged to call the Administration Office and have their request entered into the log. This allows Council to track requests and response times for completion of the request.
- Grading and plowing of roads were discussed further.

Wind Power / Linear Generation

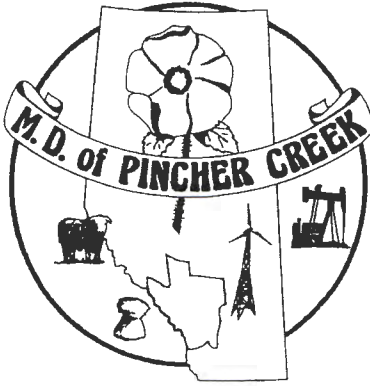
- Revenues generated from the wind turbines was discussed.
- Transmission lines, as a result of the wind farms, were discussed.
- Depreciation of wind towers were explained.
- The impact on the community once the Shell Plant is decommissioned was discussed.
- SASCI is doing an assessment on the potential impact of Shell's departure from the community. This will leave a potential gap in the area and how to fill this gap is being investigated.
- Taxation was discussed further, including the relationship of the School Requisition, the Pincher Creek Emergency Services Commission and the Pincher Creek Foundation to the final tax bill.
- Expenditures versus revenue was discussed.

Budget Discussion

- The budget was discussed.
- The requirements of ratepayers was discussed. Council needs to know what their ratepayers want in terms of services.
- The monetary obligations and requirement that are considered when drafting a budget was explained.
- The demographics of ratepayers was discussed.
- Assets of the MD and Asset Management was mentioned.

It was determined that no more questions were forthcoming and Council was thanked for the opportunity provided to the ratepayers for provide their comments and feedback.

After no further questions, Reeve Stevick thanked everyone for attending the session and bid everyone good night, the time being 8:49 pm.



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www.mdpincercreek.ab.ca

June 18, 2018

Mr. Pete Falkenberg, President
Beaver Mines Community Association
PO Box 1896
Pincher Creek, AB T0K 1W0

Dear Mr. Falkenberg:

RE: Defer Beaver Mines Subdivision until Growth Study Approved

Thank you for your letter, dated May 10, 2018, requested that subdivision within the Hamlet of Beaver Mines be deferred until the completion of the Growth Study for the Hamlet.

Council, at their meeting held on Tuesday, June 12, 2018, discussed your request and passed the following resolution:

“Moved that the report from the Director of Development and Community Services, dated June 6, 2018, regarding the Beaver Mines Community Association Request for Subdivision Moratorium, be received;

And that Council directs Administration to take the required steps to amend the planning documents regarding Beaver Mines pending servicing. The intent of which being ending the ability to do septic system subdivisions within its current boundary;

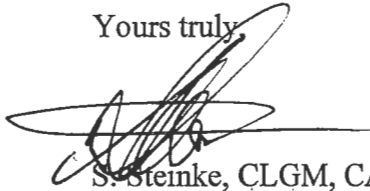
And that, any proposed subdivisions for serviced lots should be processed, but not registered until the servicing is completed. To be done by holding back on signing the development agreement until the services are installed, with each proposed subdivision being reviewed against the service engineering to ensure design capacity of the system is not exceeded.

And further that Council directs Administration to begin a redesignation process for urban fringe zoning around Beaver Mines.”

Page 2

This is provided for your information

Yours truly,

A handwritten signature in black ink, appearing to be 'S. Steinke', written over a horizontal line. The signature is stylized and somewhat cursive.

S. Steinke, CLGM, CAO

cc: Roland Milligan, Director of Development and Community Services
Gavin Scott, Planning Advisor
Subdivision Authority

Beaver Mines Water and Wastewater Project Briefing

June 7, 2018 updates in Bold

The Beaver Mines Water and Wastewater project is broken into three components for tracking and discussion purposes, water supply, water distribution and wastewater collection, and wastewater treatment.

Further capacity study was required following the Provincial Governments announcement of supplying water for Castle Parks and Castle Mountain Resort through the Regional Water System.

A project information meeting was held September 27, 2017 in the Coalfields Hall from 4:00 to 7:00 pm.

- 1) The water supply project includes water treatment plant upgrades, piping to the Hamlet including a booster pump station along the route, and a reservoir and re-chlorination unit.
 - a. Council has commissioned MPE Engineering to do the detailed design and tender of this project.
 - b. The project is in the detailed design phase in order to prepare a tender to go out in the spring of 2017. A prequalification tender for contractors has been initiated, and will close on June 26, 2017, to be followed by a tender for the pipeline and mechanical components. 15 pipeline contractors and 7 mechanical contractors responded to the prequalification processes.
 - c. MPE Engineering is doing a detailed survey of the Hamlet to confirm elevations of homes. A letter of introduction from the MD is being supplied to residents requesting the surveyors be allowed onto private property. Ongoing.
 - d. Negotiations with landowners is continuing and we will know in June the pipeline route. Legal documents are being prepared for signatures. Completed.
 - e. Confirmation of the reservoir site layout has been finalized.
 - f. Construction for this component of the project is tentatively scheduled for completion in the spring of 2018.
 - g. Location of Booster Pump Station is finalized.
 - h. Capacity issues with the Regional Water System infrastructure from the Oldman dam reservoir to Beaver Mines resulting from the Castle Area Servicing were identified and have now been incorporated into the systems design.
 - i. Prequalification of Pipeline and Mechanical contractors is complete. The pipeline contract tender documents have been distributed to pipeline contractors. The mechanical tender documents will be distributed in September/October.
 - j. The Pipeline Tender closed on August 30, 2017 with 6 tenders being submitted. The low tender was L.W. Dennis Contracting Ltd with a tender of \$2,384,110.58.
 - k. A pre-construction meeting was held with LW Dennis Contracting Ltd to go over project issues that had been identified. They will be mobilizing on October 30th, starting to fuse pipe on October 31, and starting pipeline boring soon after that.
 - l. Prequalified Mechanical Contractors received copies of the Mechanical Tender for review. A pre-tender site meeting was held on November 1, 2017 to give contractors an opportunity to see the site conditions for the mechanical portion of the contract. The tender close date for the Mechanical contract is November 21, 2017. The tender close date was extended by 2 days to accommodate contractor requests for more time to prepare.

Beaver Mines Water and Wastewater Project Briefing

- m. The Mechanical Tender closed on November 23, 2107 with 4 tenders being submitted. DMT Mechanical Ltd was the low tender with a tender of \$4,816,322.70.
 - n. The Mechanical Contractor noted that casings into the Oldman Dam Reservoir are complete.
 - o. Following a winter shutdown, the pipeline contractor is looking to resume construction of the pipeline.
 - p. The basement vault for the raw water intake building is installed.
 - q. Changes to the piping requirements inside the water treatment plant have been initiated.
 - r. As of May 17, 2018 both the mechanical and pipeline contractors are working on the project.
 - s. **Work on the reservoir site in Beaver Mines has commenced.**
- 2) The water distribution and wastewater collection component of the project includes the installation of pipes in the Hamlet to connect residents to the water reservoir and to connect to the wastewater treatment force main.
- a. Council has commissioned MPE Engineering to do the detailed design and tender of this project.
 - b. At project start up meeting with MPE Engineering, options that provided fire flow water capacity and gravity waste water collection for all sites were chosen. These options were also noted as preferred at meetings held with local residents.
 - c. The detailed design phase of the project is expected to take most of 2017 with the tender happening once a wastewater treatment option is chosen.
 - d. It is not expected to be constructed until 2018 or later, as in addition to being able to tie into the reservoir, connection to a wastewater system for residents requires, that a wastewater treatment system is operational as well.
 - e. Where required, easements for utility crossings on private land are being identified. Consultation with land owners has been initiated.
 - f. Piping options that provide full fire flow and a fire smart community are being reviewed.
 - g. Meetings with Atco Gas have identified areas where their upgrades in the Hamlet and the water/wastewater systems have conflicts. The conflict areas have been reviewed and proposed solutions found.
 - h. Detailed design and land easements are nearing completion.
- 3) The wastewater treatment system component of the project includes a force main to the wastewater treatment lagoon system from the Hamlet.
- a. The Municipal District is awaiting word in the spring of 2017 on a grant application for this component of the project. On May 29, 2017 the Province announced the AMWWP grant funded projects, no grant was received for this project in 2017.
 - b. Land negotiations for an easement for a wastewater force main are ongoing.
 - c. Council has commissioned MPE Engineering to do a detailed design of this component of the project.
 - d. Council has requested additional information on the Mill Creek site access.
 - e. Meetings with area residents were held to discuss preliminary details of the project and to listen to their concerns.

Beaver Mines Water and Wastewater Project Briefing

- f. A meeting to discuss access to the Mill Creek site was held with the local landowner and MPE engineering. Options on access have been developed and are awaiting review and comment.
 - g. A Historical Resources Assessment of the site will be initiated in October 2017. An informal walkabout with local landowners and Arrow Archaeology Ltd. occurred on the proposed site on Saturday October 21, 2107.
 - h. Boreholes and test pits to accommodate Historical Resource Impact Assessment and Geotechnical investigation are completed. Awaiting reports before determining next steps.
 - i. Following the determination that the Mill Creek site was not a viable site for a wastewater lagoon, Council directed MPE Engineering to look at other sites and options, as well as enter into communications with the Town of Pincher Creek to determine if using their lagoon at Pincher Station is a viable option.
 - j. Meetings with the Town of Pincher Creek were held to look at the viability of using the Town's lagoon system.
 - k. A request for proposals is being developed to look for alternate sites for a wastewater treatment system.
 - l. The request for proposals for land closed on May 10, 2018. No responses were received.
 - m. Letters have been sent to landowners whose land met criteria for further investigation.**
- 4) The Castle Servicing component of the project integrates the Castle requirements into the Beaver Mines Servicing and Beaver Mines Water Distribution components of the project. As well the pipeline from Beaver Mines to the Castle Parks and Castle Mountain Resort.
- a. A meeting was held with Alberta Environment and Parks, Alberta Tourism, Alberta Transportation, MPE Engineering and the MD to discuss some of the technical issues associated with supplying water to Castle Parks and Castle Mountain Resort. A meeting with Castle Mountain Resort staff identified historical use and provided insight into the long term development requirements for water, excluding water for making snow. Note: The water line to the Castle Mountain Resort is not intended to supply water for snow making. The final report of the Castle Area Servicing Study was provided on August 4, 2017.
 - b. MPE was commissioned to do the detailed design of the Castle Servicing project.
 - c. On November 1, 2017, the pipeline route to Castle Mountain Resort was toured to determine the best route and any impediments to the project.
 - d. Castle Mountain Staff provided a tour of their facilities to familiarize MPE Engineering with their equipment as the pipeline termination will need to be coordinated.
 - e. On November 22, 2017 a meeting with Alberta Transportation, Alberta Environment and Parks, MPE Engineering and Municipal District staff identified project requirements for dispositions, regulatory reporting, routing, plan review and probable timelines.
 - f. Detailed design of the project is underway and requirements for environmental assessments are being identified to allow for spring and summer assessment work.
 - g. Land negotiations are ongoing.**



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May 28, 2018

Mr. Pete Falkenberg, President
Beaver Mines Community Association
PO Box 331
Pincher Creek, AB T0K 1W0

Dear Mr. Falkenberg:

Reference: Water and Wastewater Technical, Schedule, and Cost Information Session

Council, at their meeting held Tuesday, May 22, 2018, discussed your letter, dated May 10, 2018, regarding the Beaver Mines Water and Wastewater Project.

After careful deliberation, Council passed the following resolution:

“Moved that the letter from Beaver Mines Community Association, dated May 10, 2018, regarding the Beaver Mines Water and Wastewater Project, be received;

And that a letter of response be drafted, containing the known answers to the posed questions;

And that once the answers to the posed questions become available, this information be provided to the Beaver Mines Community Association;

And that the Beaver Mines Community Association be invited to the June 26, 2018 Council Committee Meeting, commencing at 9:00 am;

And further that a public question and answer period be scheduled during that same meeting.”

The MD is pleased to provide you with the following information in response to the specific points outlined within the letter.

- ***Progress on the waterline pipeline and reservoir contracts***
 - The water pipeline contractor is making good progress on the south side of the Castle River working towards Beaver Mines. The Contractor has skipped over the Castle River and will deploy back once the pipeline is completed into the community. The pipeline contractor will also repurpose the existing raw water line from the Castle River to the treatment plant north of Cowley once the new raw water intake is complete. This project should be completed later this summer.
 - Of the three sites involved, the mechanical contractor has made the most progress on the raw water intake component of the project. It is estimated to be completed by mid-June. The contractor has initiated changes inside the water treatment plant and is starting to work on the booster station north of the Castle River. Work is expected to start on the access into the reservoir site in the next week to ensure access for construction is along the new access alignment. The reservoir and re-chlorination structure will be built over the summer.
- ***The reservoir site layout and access***
 - Attached is a copy of the site layout and access.
- ***Water distribution and wastewater collection layout***
 - Attached are current detailed design sheets for the water distribution and wastewater collection layout.
- ***Fire Hydrant Locations***
 - Fire hydrant locations are identified in the water distribution detailed design sheet.
- ***Options for wastewater***
 - As directed by Council, additional effort to identify suitable lands for a wastewater treatment option is ongoing.
- ***The possibility of using a wastewater holding tank to accelerate the water distribution and wastewater collection project***
 - This question is being posed to Alberta Environment and Parks. Once an answer is received, the message will be passed along.
- ***The Castle water supply pipeline***
 - The detailed design of the pipeline is ongoing, including environmental assessments.
- ***Location of a water standpipe.***
 - Determining a suitable location for a water standpipe has been problematic. Water transmission line pumps are low flow high pressure whereas pumps for a large volume outlet like a standpipe require high flow and low pressure. Locations, once identified will be brought forward to Council for consideration.

- ***The current schedule for the above items***
 - Water pipeline and mechanical contracts as stated. Water distribution and wastewater collection will commence once approval from Alberta Environment and Parks is received. As we currently understand, this will happen once a wastewater option is identified and approved. The Castle water line is expected to be tendered later this summer or early fall.
- ***Expected Cost, funding sources and potential impact on MD/Beaver Mines residents***
 - The expected cost of the complete project is still evolving and is subject to options chosen on wastewater treatment and contractor tenders. Funding sources to date include Federal - Small Community Fund, Federal - Canadian Water Wastewater Fund, Provincial - Water for Life Grants, Provincial funding for the Castle component of the project and Municipal debentures. The impact to Beaver Mines residents include potable water, wastewater treatment, and a probable reduction in fire insurance.
 - If the question is targeted at the potential cost of the service to the resident, there are a number of factors to consider including the possible cost of tying the home into the system across private property and the possible costs associated with the ongoing utility. The cost of tying in is dependent on the configuration of the utility adjacent to the property and the contractor cost. The cost of the utility to the resident for the service is something Council will determine in the review of the utility bylaw.

In response to your request for a meeting, Council is inviting the Beaver Mines Community Association to the June 26, 2018 Council Committee Meeting, commencing at 9:00 am. An update on the project from the project manager will be presented, with a public question and answer period scheduled during that same meeting.

It is hoped that many answers to your questions will become available during this meeting.

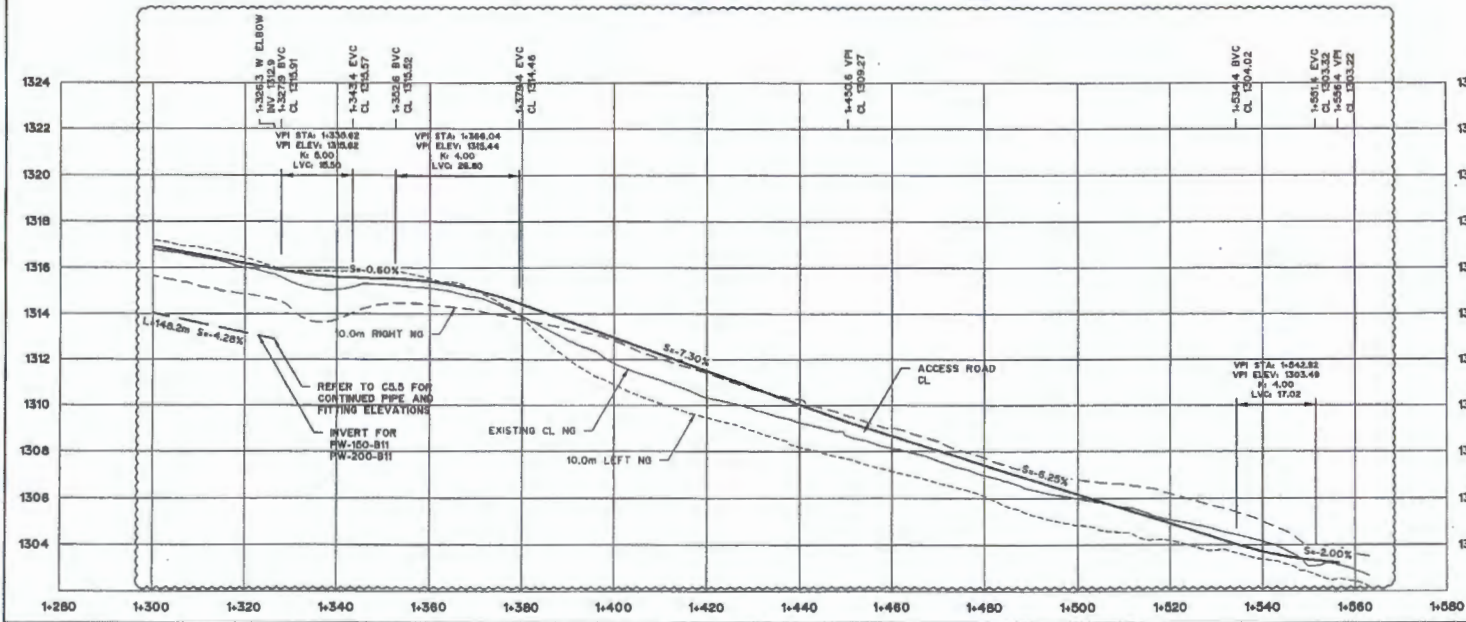
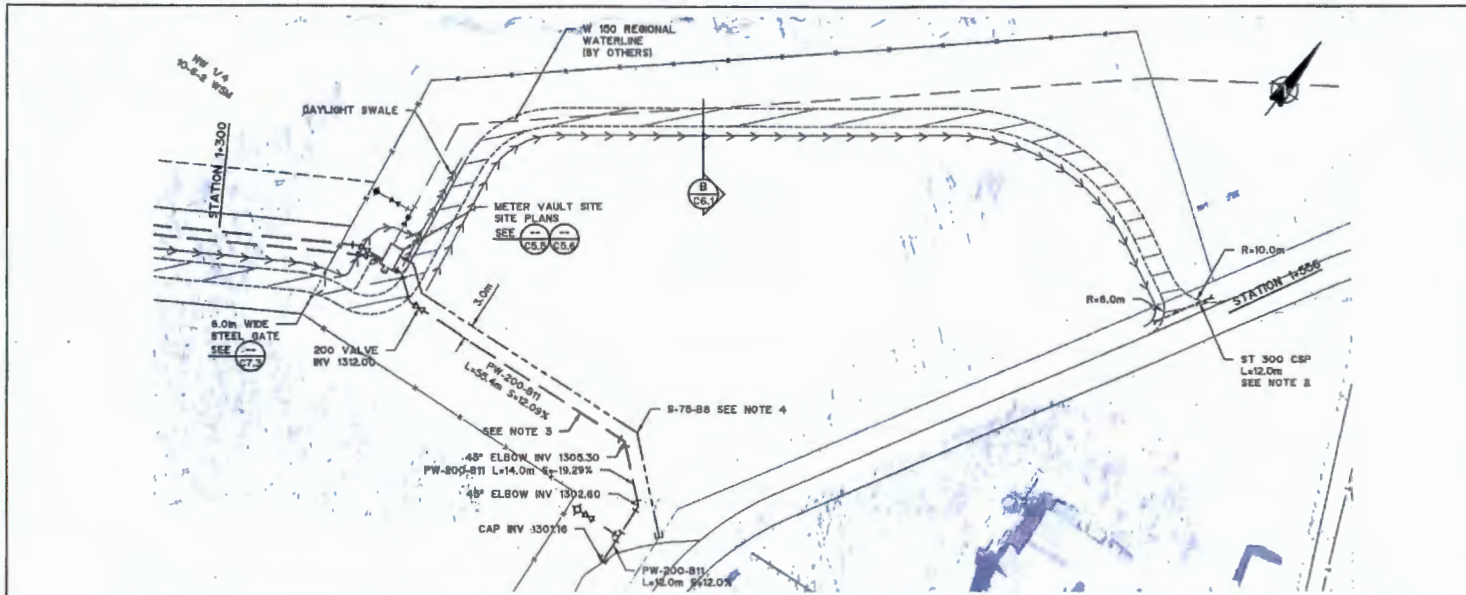
We look forward to seeing you on June 26, 2018.

Regards,



Roland Milligan
Interim Chief Administrative Officer

Enclosures



- NOTES:
- FOR INFORMATION REGARDING GENERAL NOTES, SYMBOLS AND ABBREVIATIONS, REFER TO THE LEGEND AND ABBREVIATIONS DRAWINGS.
 - INSTALL CULVERT WITH MINIMUM 0.3m COVER FROM FINISHED GROUND.
 - MAINTAIN MINIMUM 2.5m COVER ON WATER MAINS. CONFIRM FITTING INVERTS IN FIELD.
 - 2 100 PVC TO FOLLOW SAME GRADES AND ELEVATIONS AS W 200 PVC. CAP SANITARY AT PROPERTY LINE FOR FUTURE SERVICE TIE-IN.
 - ACCESS ROAD CONSTRUCTION TO BE PAID AS A LUMP SUM BID ITEM. TO ASSIST WITH BIDDING, THE FOLLOWING IS THE ESTIMATED EARTHWORK QUANTITIES:
 - TOPSOIL STRIPPING/PLACEMENT: 2750m³
 - COMMON EXCAVATION: 270m³
 - SUB-GRADE PREPARATION AND GEOTEXTILE FABRIC: 1500m³
 - SUB-BASE GRANULAR: 1350m³
 - BASE GRANULAR: 1050m³
- THE OWNER AND ENGINEER ASSUME NO RESPONSIBILITY FOR THESE QUANTITIES. ESTIMATED QUANTITIES ARE PROVIDED FOR INFORMATION ONLY.

THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED ARE BASED ON 11"x17" FORMAT DRAWINGS

1	16-01-18	FOR CONSTRUCTION
1	17-10-23	FOR TENDER
ISSUE	YY-MM-DD	REVISION

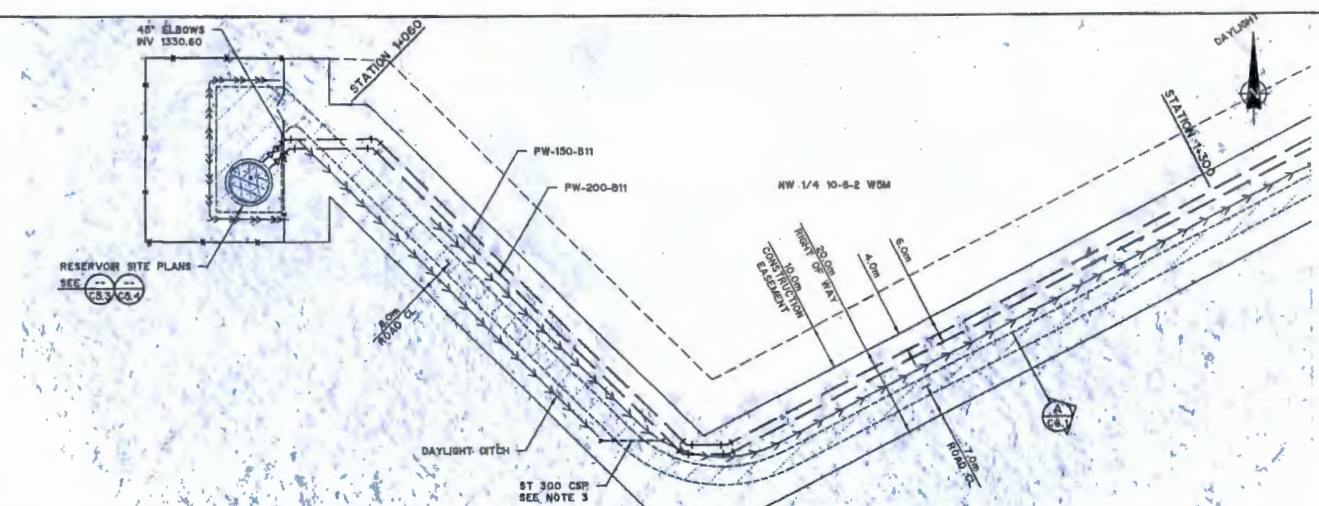
PERMIT TO PRACTICE
MPE ENGINEERING LTD.
PERMIT NUMBER: P 3680
The Association of Professional Engineers and Geoscientists of Alberta



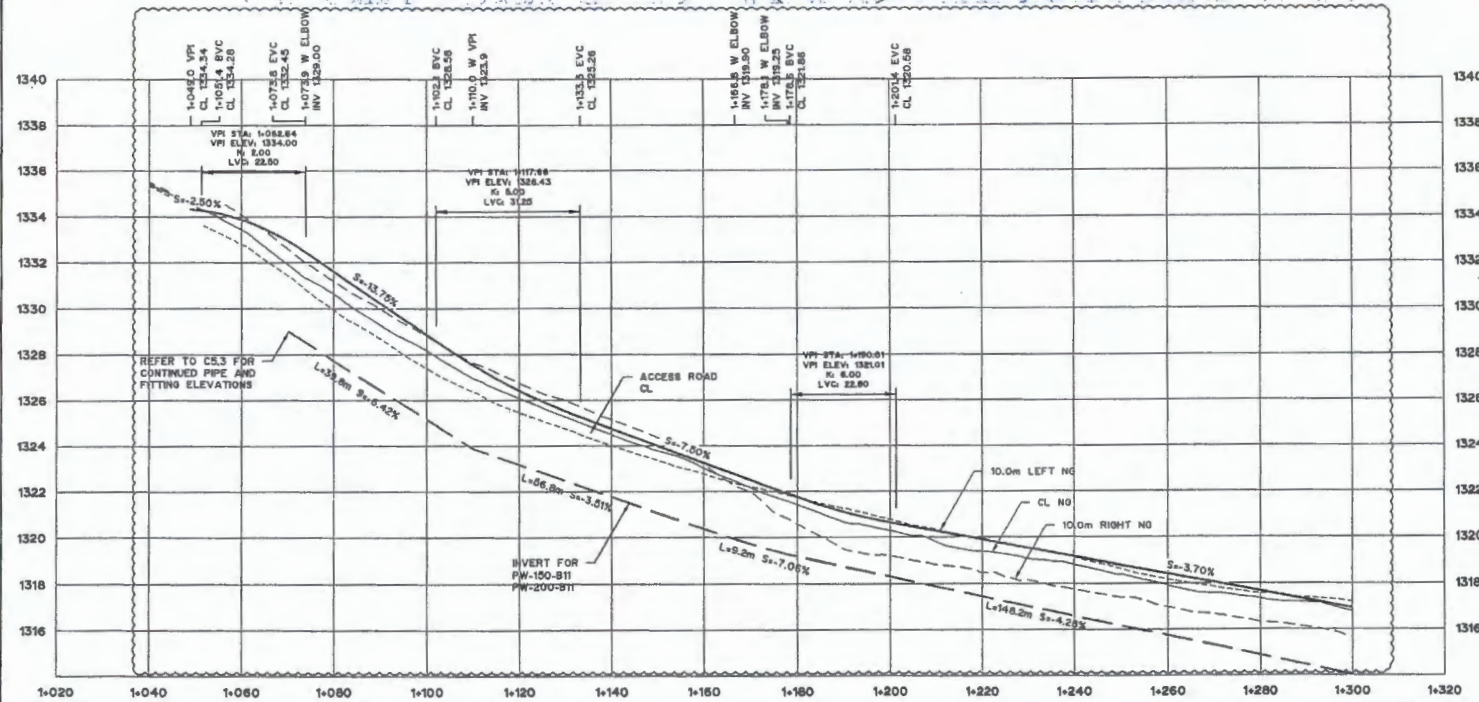
MUNICIPAL DISTRICT OF PINCHER CREEK

BEAVER MINES
REGIONAL WATER SUPPLY
CONTRACT 2 - MECHANICAL
CIVIL
ACCESS ROAD PLAN PROFILE
STATION 1+300 TO STATION 1+556.4

DESIGNED	T.J.S. G.L.S.	JOB	1770-010-00
DRAWN	T.J.S.	SCALE	H 1000 V 1200
DATE	OCTOBER 2017	DRAWING	C5.2



- NOTES:**
- FOR INFORMATION REGARDING GENERAL NOTES, SYMBOLS AND ABBREVIATIONS, REFER TO THE LEGEND AND ABBREVIATIONS DRAWINGS.
 - MAINTAIN MINIMUM 2.5m COVER ON WATER MAINS. CONFIRM FITTING INVERTS IN FIELD.
 - ST 300 CSP L=12.0m S=5.8%
- E INV=1322.7 W INV=1323.4
- ACCESS ROAD CONSTRUCTION TO BE PAID AS A LUMP SUM BID ITEM TO ASSIST WITH BIDDING, THE FOLLOWING IS THE **ESTIMATED** EARTHWORK QUANTITIES:
 - TOPSOIL STRIPPING/PLACEMENT: 3000m³
 - COMMON EXCAVATION: 150m³
 - BORROW EXCAVATION: 900m³
 - SUB-GRADE PREPARATION AND GEOTEXTILE FABRIC: 1800m³
 - SUB-BASE GRANULAR: 1050m³
 - BASE GRANULAR: 1300m³
 - THE OWNER AND ENGINEER ASSUME NO RESPONSIBILITY FOR THESE QUANTITIES. **ESTIMATED QUANTITIES ARE PROVIDED FOR INFORMATION ONLY.**



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16-01-16	FOR CONSTRUCTION
17-10-23	FOR TENDER
YY-MM-DD	REVISION

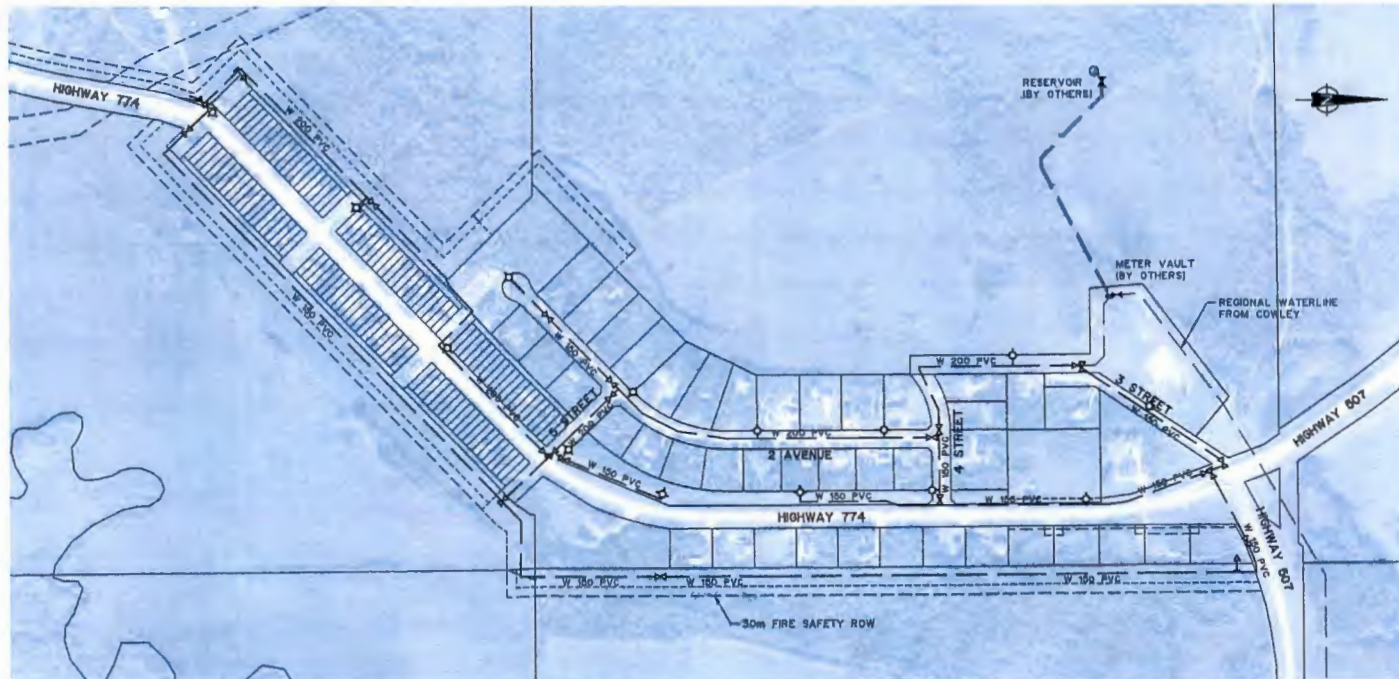
PERMIT TO PRACTICE
 MPE ENGINEERING LTD.
 PERMIT NUMBER: P 3680
 The Association of Professional Engineers and Geoscientists of Alberta



MUNICIPAL DISTRICT OF PINCHER CREEK

BEAVER MINES
 REGIONAL WATER SUPPLY
 CONTRACT 2 - MECHANICAL
 CIVIL
 ACCESS ROAD PLAN PROFILE
 STATION 1+049 TO STATION 1+300

DESIGNED T.J.S., Q.L.S.	JOB 1770-010-00
DRAWN T.J.S.	SCALE H 1:1000 V 1:200
DATE OCTOBER 2017	DRAWING CS.1



- NOTES:
1. FOR INFORMATION REGARDING GENERAL NOTES, UTILITIES, SYMBOLS AND ABBREVIATIONS REFER TO THE LEGEND AND ABBREVIATION DRAWINGS.
 - 2.

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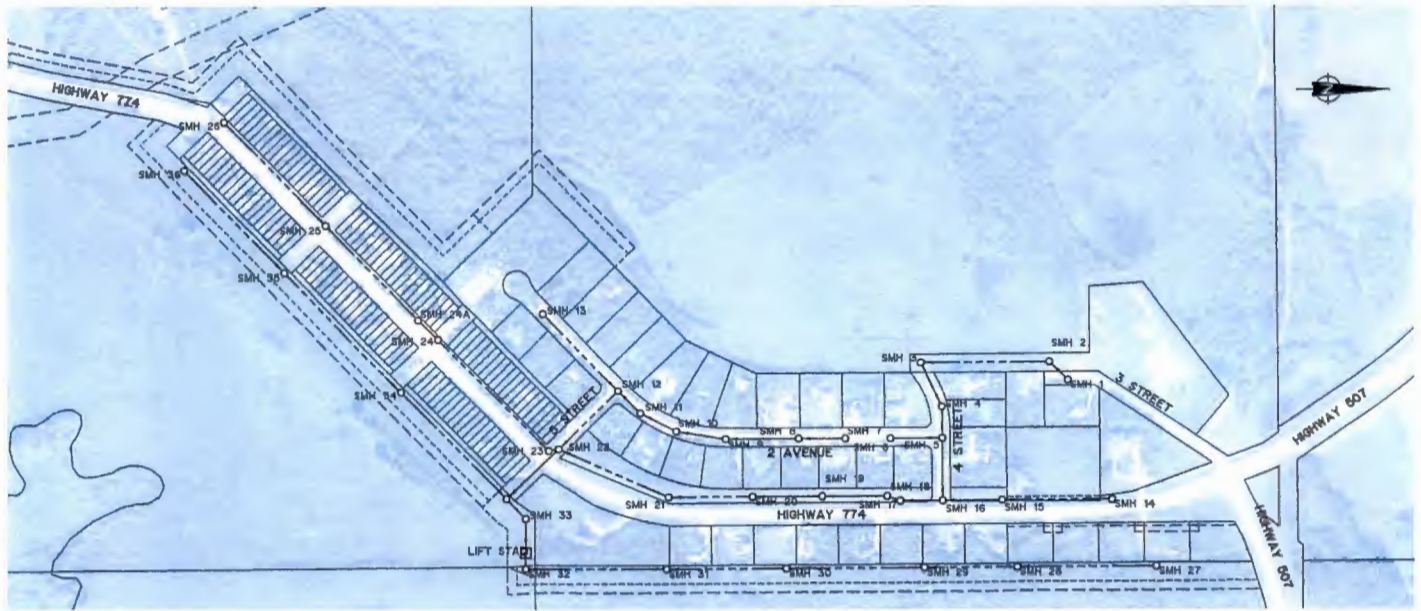
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ISSUE	YY-MM-DD	REVISION



M.D. OF PINCHER CREEK

BEAVER MINES DISTRIBUTION AND COLLECTION
CIVIL
WATER DISTRIBUTION SITE PLAN

DESIGNED	T.J.S., M.S.H.	JOB	1770-012-00
DRAWN	T.J.S.	SCALE	1:5000
DATE	FEBRUARY 2016	DRAWING	CL2



- NOTES:
1. FOR INFORMATION REGARDING GENERAL NOTES, UTILITIES, SYMBOLS AND ABBREVIATIONS REFER TO THE LEGEND AND ABBREVIATION DRAWINGS.
 2. ALL SANITARY SERVICE LOCATIONS TO BE CONFIRMED IN THE FIELD WITH THE HOME OWNER AND OWNER'S REPRESENTATIVE.

THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED (i.e. 1:1000 etc) ARE BASED ON 11"x17" FORMAT DRAWINGS.

1	18-02-22	FOR PRELIMINARY APPROVAL
ISSUE	YY-MM-DD	REVISION



M.D. OF PINCHER CREEK

BEAVER MINES DISTRIBUTION AND COLLECTION
CIVIL
SANITARY COLLECTION SITE PLAN

DESIGNED	T.J.S., M.S.H.	JOB	1770-012-00
DRAWN	T.J.S.	SCALE	1:5000
DATE	FEBRUARY 2018	DRAWING	C1.1

Tara Cryderman

Subject: FW: Delegation - Pincher Creek Community Development Initiative - Grant Writer Update

From: Page Murphy - Early Childhood Coalition <pcearlychildhood@gmail.com>
Date: 2018-05-30 9:38 PM (GMT-07:00)
To: Tara Cryderman <AdminExecAsst@mdpincercreek.ab.ca>
Subject: Delegation - Pincher Creek Community Development Initiative - Grant Writer Update

Hello Tara,

If possible, could the Pincher Creek Community Development Initiative (PCCDI) present an update and extend appreciation to Council regarding the community grant writer position at the next council meeting?

Page

Page Murphy
Coordinator
Pincher Creek & Area Early Childhood Coalition
Provincial Building - 782 Main Street - Room 220
FB@pcearlychildhood

MD OF PINCHER CREEK

June 19, 2018

TO: Sheldon Steinke, CAO
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Lundbreck Mobile Home Estates**

1. Origin

- At the July 11, 2017 Council meeting, Council considered a report (*Enclosure No. 1*) from the Director of Finance regarding the issues with collecting taxes from mobile homes located within the Lundbreck Mobile Estates manufactured home park (the Park).
- Bylaw No. 1277-17 (the Bylaw) was presented to Council at that meeting.
- The purpose of the bylaw was to give the MD's assessor the ability to assess the entire property (land and improvements, the park) in the name of the park's owner rather than the individual mobile homes. The MD would then only collect taxes from the park owner.
- The bylaw received first reading on July 11, 2017, and the required second and third readings on August 22, 2017.
- Upon learning that the MD passed the bylaw, the park owners wrote a letter that was presented to Council at the November 7, 2017 meeting (*Enclosure No. 2*).
- The park owners requested that the MD review the decision to limit the number of units in the park to 28 versus the 30 fully serviced lots. There are 34 sites in the full plan. It is not known if these further lots are serviced.

2. Background/Comment

- In 2007, restrictions were placed on the number of lots that could be utilized within the park due to a residential fire that had occurred (*Park History, Enclosure No. 3*).
- At the meeting on November 7, 2017, Council did not have any updated information on the firefighting plan for the park and passed the following resolution:

Moved that the letter from Lundbreck Estates, dated October 27, 2017, be received;

And that Pincher Creek Emergency Services be requested to investigate that the original rationale that limited the number of mobile homes placed within the Mobile Home Park within the Hamlet of Lundbreck, still remains in place, with this report being returned to Council.

- The MD received a letter (*Enclosure No. 4*) from the Pincher Creek Emergency Services Commission on April 19, 2018 concluding that "*While there have been some changes it is the feeling of Pincher Creek Emergency Services that the development restriction remains in place.*"

Recommendation No. 1

- That Council pass the following resolution:

That Council directs administration to forward a copy of the April 18, 2018 Pincher Creek Emergency Services Commission (PCESC) letter to the owners of Lundbreck Mobile Estates, and further:

That administration inform the park owners that the current development restrictions will remain in place.

Respectfully Submitted,



Roland Milligan

Enclosure(s): 1) July 11, 2017 Report to Council – Bylaw 1277-17
2) October 27, 2017 Letter from Park Owners
3) Park History
4) April 18, 2018 Letter from PCESC



20 June 18

MD OF PINCHER CREEK

July 4, 2017

TO: Wendy Kay, CAO
FROM: Janene Felker, Director of Finance
SUBJECT: Bylaw 1277-17

1. Origin

Administration continues to have issues with collecting taxes from mobile homes located within the mobile home park in Lundbreck. This Bylaw would give the MD's assessor the ability to assess the entire property (land and improvements) in the name of the mobile home park's owner rather than individual mobile homes. In turn, the MD would only collect taxes from the park owner.

2. Background/Comment

The *Municipal Government Act* provides a specialized section regarding tax recovery related to manufactured homes where a lien can be placed on each unit that is in tax arrears. The MD along with the collection agency Taxervice has been trying to obtain the required information in order to register a lien for over a year. These efforts have not been successful and likely will continue not to be in the future.

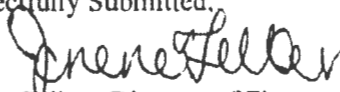
The proposed Bylaw hopes to avoid this situation in the upcoming years by using Section 304(1)(j) in the *Act* that allows the municipality to switch the assessed person for manufactured homes within a manufactured home community from the owner of the manufactured home to the owner of the manufactured home community. The Bylaw would come into effect December 31, 2017 in order to be in place for 2018 property tax notices.


3. Recommendation

That the report from the Director of Finance, dated July 4, 2017, regarding the Taxation of Mobile Units in Manufactured Home Parks Bylaw 1277-17 be received;

And that Council gives Taxation of Mobile Units in Manufactured Home Parks Bylaw 1277-17 1st reading.

Respectfully Submitted,


Janene Felker, Director of Finance

Reviewed By: Wendy Kay, CAO 

Date: July 4, 2017

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1277-17

A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO.9, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ASSESSMENT AND TAXATION OF MOBILE UNITS LOCATED IN THE MANUFACTURED HOME PARKS TO THE OWNERS OF THE MANUFACTURED HOME PARKS.

WHEREAS, Section 304(1)(j)(ii) of the *Municipal Government Act*, permits a Council of a municipality to pass a bylaw authorizing assessing the owner of a manufactured home park for all designated manufactured homes in a given park;

AND WHEREAS the Municipal District must prepare annually an assessment roll for assessed property in the Municipal District and the name of the assessed person is the person liable to pay property tax;

AND WHEREAS certain properties designated as manufactured home parks are situated in the Municipal District, upon which more than three (3) designated manufactured homes are located, and which are subject to assessment by the Municipal District for the purposes of property taxation.

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Municipal District of Pincher Creek No. 9, in the Province of Alberta, ENACTS AS FOLLOWS:

Bylaw Title

1. This Bylaw may be cited as "Taxation of Mobile Units in Manufactured Home Parks Bylaw".

Definitions

2. The terms "manufactured home community," "manufactured home park," "designated manufactured home," "assessed property" and "improvement" shall have the meaning as defined in Part 9 of the *Municipal Government Act (Act)* and all other terms shall be interpreted with reference to the *Act*.

Interpretation

3. When the Municipal District assesses a designated manufactured home and any other improvements on a site in a manufactured home park within the Municipal District, the registered owner of the manufactured home park shall be the assessed person with respect to each designated manufactured home within the particular manufactured home park and that owner shall be responsible for payment of taxes as the assessed person.

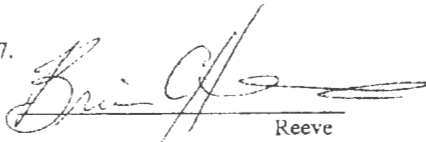
Effective Date

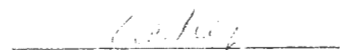
4. This bylaw shall come into force effective on January 1 in the year that is at least twelve (12) months following the date the bylaw was passed.

READ a first time on this 11th day of July, 2017.

READ a second time on this 22nd day of August, 2017.

READ a third and final time on this 22nd day of August, 2017.


Reeve


Chief Administrative Officer

Council
Enclosure No. 2
Copy - Action

RECEIVED

OCT 27 2017

M.D. OF PINCHER CREEK

October 27, 2017

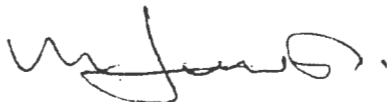
Janene Felker, Wendy Kay, Reeve Brian Hammond
And Members of Council
M.D. Pincher Creek #9 Alberta

We were extremely dismayed to hear of your eventual passing of Bylaw 1277 - 17. Even though you are allowed to do this under the Municipal Government Act, it still doesn't make the decision morally right or satisfactory on grounds of compassion. In communication with the Manufactured Housing Association, it has been revealed that very few municipalities have chosen to take this type of action due to the simple fact that it imposes an extremely onerous and punitive hard-ship upon the targeted landlord being directed to pay and eventually try and collect taxes upon property they do not own. When you consider the very few benefits a mobile home park receives from the property taxes paid to the M. D., we feel the very least the M. D. can do is collect their own taxes.

If you are not willing to retract the decision to pass By-law 1277 - 17, then perhaps you can show some compassion and responsibility in a different matter. For what ever reason we (Lundbreck Mobile Estates) are still restricted to rent out only 28 pads out of a total of 30 fully serviced lots. We are requesting that you review this decision as conditions within the Hamlet of Lundbreck have changed since that particular decision was made. It would be a great benefit to us to be able to fill all 30 sites. We feel this would help compensate us for the added burden of tax collection and associated record keeping etc. associated with it.

We look forward to your reply, and thank you for your time in reviewing this response to recent By-law 1277 - 17.

Regards,



Ken and Marcia Jewett
964053 Alberta Ltd.
O/A Lundbreck Estates
Lundbreck Alberta

MD OF PINCHER CREEK

November 2, 2017

TO: Reeve and Council
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Lundbreck Mobile Estates – Background Information**

• **2007**

Due to concerns raised by the events of a fire within the Lundbreck Mobile Estates manufactured home park (the Park), the Municipal Planning Commission (MPC) for the MD reviewed the Park development at their meeting of November 6, 2007.

Tom Harnos, Fire Chief for Pincher Creek Emergency Services was also invited to the meeting to take part in the discussions.

After review of the information provided the MPC passed resolution 2007/150.

Moved that the owners of Lundbreck Mobile Estates submit to the MD an accurate site plan for the Lundbreck Mobile Estates Park to include but not be limited to lot dimensions, fire hydrant(s) and utility easement(s) prior to the approval of any further development permits.

At the same meeting, the MPC passed resolution 2007/149;

Moved that Pincher Creek Emergency Services prepare a Fire Fighting / Emergency Response Plan to include but not be limited to fire suppression and hydrant recommendations for the Lundbreck Mobile Estates Park, for timely submission to MPC.

At the following MPC meeting, December 5, 2007, the site plan supplied by the owners and the Fire Fighting /Emergency Response Plan were reviewed by the MPC. Based on the information supplied, the MPC passed resolution 2007/158;

Moved that no development permits be approved until the property owner(s) install, within the Lundbreck Mobile Estates Park (Ptn. SE 26-7-2 W5M; Lot 16, Block 17, Plan 7610822), to the satisfaction of the Pincher Creek Emergency Services Fire Chief, an adequate fire hydrant.

• **2009**

On June 30, 2009, the MD received a letter from the Park owners requesting that because of upgrades to the Lundbreck water system, that the MPC reconsider the requirement for another hydrant at the rear of the park, and lift the freeze on development permit applications. After review of the information available at the time. MPC passed resolution 2009/102;

Moved that a letter be sent to the owners of the Lundbreck Mobile Estates advising that the MPC reaffirms their original position and that they (the park owners) consult with Public Works with regards to the upgrades to the infrastructure occurring in Lundbreck.

- **2010**

In 2010 a request was made to review the park and firefighting capability with the intent to allow development permits be issued to replace trailers that had been removed.

After reviewing the file a recommendation was made to allow development permits be issued on limited basis.

A revised Fire Fighting /Emergency Response Plan was prepared by Fire Chief Dave Cox. The plan was submitted in request for an updated emergency plan prior to allowing a change in issuing development permits.

The MPC relaxed on the development restriction somewhat with the passing of resolution 2011/07;

Moved that the Municipal District of Pincher Creek No. 9 shall only issue development permits within the Lundbreck Mobile Estates Park (Ptn. SE 26-7-2 W5M; Lot 16, Block 17, Plan 761 0822) for the 28 manufactured home lots on the attached map, provided that the replacement home meets the development criteria as outlined in the Land Use Bylaw. No increase in the amount of homes will be allowed from the December 1, 2007 number (28 lots).

This allowed the Park to contain the number of homes that were in place at the time of the commencement of the restrictions.

- **2012**

In February of 2102, the MPC considered a request from the Park owners to allow for the swapping of development rights from one lot to another within the Park.

The MPC granted the transfer the development rights from Lot 10 to Lot 27

- **2017**

In July of 2017, the MPC considered another request from the Park owners to swap development rights once again, to allow the placement of a home on Lot 10 because of the building restrictions on Lot 30. At that meeting the MPC granted the applicants request to swap development rights from Lot 30 to Lot 10.



Pincher Creek Emergency Services Commission
P.O. Box 1086
655 Charlotte Street
Pincher Creek, Alberta T0K 1W0
Ph. 403-627-5333
Fax 403-627-3502

April 18, 2018

Municipal District of Pincher Creek
Development Officer

Re: Lundbreck Mobile Estates

A re assessment of the mobile home park was conducted at the end of March and previous documentation relating to the development and fire suppression requirements was reviewed. The following changes have been noted. The Lundbreck station now contains High Volume line which was a previous recommendation this will increase water flow but still relies on hydrant capacity. Waterline upgrades around the community have been undertaken but have not increased the supply capacity in the area of the park. Fire hydrants remain in the same locations as previously noted. While changing locations or adding hydrants would not solve the issue, increasing waterline size to existing hydrants would help with available water supply.

While there have been some changes it is the feeling of Pincher Creek Emergency Services that the development restriction remains in place. If you should have further questions regarding the above please give me a call.

Pat Neumann Deputy Chief Fire

Pincher Creek Emergency Service Commission

(403) 627-5333

(403) 627-7734 (c)

Pat.neumann@pincherfire.com

MD OF PINCHER CREEK

JUNE 19, 2018

TO: Sheldon Steinke, CAO
FROM: Leo Reedyk, Director of Operations
SUBJECT: AIRPORT HOUSE

1. Origin:

The Airport house transferred to the Municipal District with the Airport in 1995. The Municipal District has contracted Cralyn Property Management to manage the rental of the house to tenants.

2. Background:

On May 31, 2018, the house was vacated by the last tenant. Following the notice from Cralyn Property Management, staff were toured through the house to determine if work on the home would be required prior to renting to new tenants.

The tour revealed a number of issues including:

- Remove mold in the main floor bathroom;
- New vanity sink and fan in bathroom;
- Close in bathroom window;
- 2 large windows require replacement;
- Replace Range hood;
- Fix broken cupboards;
- Repair all holes in the drywall;
- Remove all rug and replace with laminate.

A quote from Hilbert Construction to repair the above noted issues, estimated the cost at \$6,429.41, excluding painting the interior. Also noted on the tour was the cistern would require cleaning, a water pressure system is required, new keys are required, the exterior of the home is not properly sealed including the remaining windows and the septic system is not operating properly. The Septic system failure has resulted in wastewater infiltration in the basement.

The occupancy of the home over the years has promoted airport security as an appearance of someone being home may have deterred individuals from causing problems. The current rental has netted the Municipality \$300 per month. Cralyn Property Management

has indicated they have someone interested in renting the home. If Council feels that security of that airport is required, a fence or video surveillance project could be initiated.

Given the age of the home, the repairs required and the mold and wastewater issues, ensuring a safe home for rental purposes may not be feasible.

Options include:

- Repair the house for rental;
- Auction the house for removal;
- Demolish the house and level the site;
- Donate the house to Emergency Services for fire practice.

3. Recommendation:

THAT the report from the Director of Operations, dated June 19, 2018 regarding the Airport House be received;

AND THAT Council provide administration direction on how to proceed with the airport house.

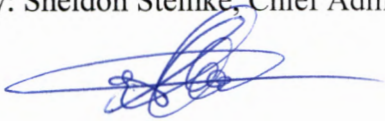
Respectfully Submitted,



Leo Reedyk

Attachments

Reviewed by: Sheldon Steinke, Chief Administrative Officer



Date: 20 June 18

RECEIVED

JUN 12 2018

M.D. OF PINCHER CREEK

Hilbert Construction

Box 531
Lundbreck, Alberta
T0K 1H0

Phone: 403-627-0013

FOR: M.D. Pincher Creek

JOB ESTIMATE

Date <u>June 12.</u>	Ph. _____
Job Name - Location <u>Airport house</u>	
<u>Calya Property Management</u>	

QUANTITY	DESCRIPTION	COST UNIT	AMOUNT
	Go through house TO Repair holes in Drywall, fix Lights that Don't work. Remove Blinds, Replace, fix Cupboards that are Broken. change Hood range.		
	Remove old Bath Tub Surround + Drywall TO check for moisture, close in window. Replace with moisture Drywall new Tub Surround. new Vanity Sink. + fan. Remove all Rug and Replace with Laminate. fix 2 Bay window in Dining RM + Living RM.		
	Material	3183.25	
	Labour	2950.00	
			6123.25
	GST 854522.33		306.16
*	Does not include painting house		6429.41

Estimated Job Cost Total

Estimated by: Randy Hilbert

MD OF PINCHER CREEK

JUNE 18, 2018

TO: Sheldon Steinke, CAO

FROM: Leo Reedyk, Director of Operations

SUBJECT: LUNDBRECK PATTON PARK PLAYGROUND EQUIPMENT AND SPORTS FIELD

1. Origin:

The Patton Park Society purchased playground equipment from the Livingstone Range School Division to be reinstalled in Patton Park. At their August 23, 2016 meeting Council approved up to \$21,904 to reinstall the equipment in Patton Park to CSA standards.

2. Background:

Patton Park Society, working with volunteers has installed the playground equipment in Patton Park. To date expenses incurred are \$10,003 with the CSA inspection due to be completed in the near future. An initial inspection noted a few items that would not pass a CSA inspection that are being corrected.

This spring, 60 loads of topsoil were moved from the stockpile at the Lundbreck wastewater lagoons to the sports field in Patton Park. Patton Park Society had intended on using volunteers and in kind contributors to level the top soil and reseed the field.

Their field expert is now committed to other work and a request of Council for a contract to hire Scenic Landscaping to level and seed the sports field for a cost of \$8,284.50 including GST. The request is coming to Council as there was a significant savings in the playground equipment installation process and now an unplanned requirement to level and seed the sports field.

At their June 12, 2018 meeting, item F2h Patton Park Trees / Irrigation information item shows the trees and irrigation in the foreground with the playground equipment in the background.

3. Recommendation:

THAT the report from the Director of Operations, dated June 18, 2018 regarding Lundbreck Patton Park Playground Equipment and Sports Field be received;

AND THAT Council direct administration reply positively to the Patton Park Society, with \$8,284.50 in funds from the Public Reserve Trust Fund (6-12-0-690-6690).

Respectfully Submitted,

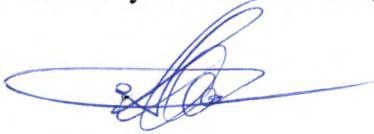


Leo Reedyk

Attachments

Reviewed by: Sheldon Steinke, Chief Administrative Officer

Date: 20/June/18



June 15, 2018

Dear Honorable council members:

I am pleased to update you on the progress of Patton Park. Thanks to assistance from the MD, Patton Park Society and many volunteers we have irrigation installed for the track and field, top soil has been hauled to the site for the final top dressing and seeding, the playground is installed and has had a preliminary inspection, assorted trees and shrubs have been planted around the playground, and new irrigation has been installed around the playground for the new trees and grass. Last summer one of the dugouts was rebuilt by volunteers and the society paid for the materials. We have also acquired six bleachers free of charge from the ball diamonds in Cowley. The Society has received monies from Shell to purchase new moveable soccer nets and the Sports Booster Club has committed to spend \$1000 on liners and paint for the track and field. Livingstone School just sent 45 elementary athletes to the Livingstone Range School Division elementary track meet held at St. Mikes. We certainly have some excitement growing in Lundbreck!

We are in the final stages of finishing the track and field and this work was going to be done by a volunteer, who now has become very busy with summer work and will not be able to get this done this summer. Scenic Landscaping (who installed the irrigation) has given us a quote (see attached) to finish this work and will be able to start the work on July 5th pending council approval. We have been looking at the numbers and hope that you will find this a worthy project to get finished.

Below are funds just from this spring that the society has put forth:

Patton Park Society

\$2908.50 : Playground Irrigation Installation

4838.14: Purchase of Trees and accessories

Total: \$7746.64

Leo Reedyk did a summary of funds allocated by the MD to the playground installation. It is shown below:

\$21,900 approved by Council on August 23, 2016.

Funds used to date:

Hurlburt Rock Products \$4,422.49

Pincher Creek COOP –Timbers \$1,705.05

Center Peak Ground Repairs \$1,352.37 (concrete, etc)

Rebar and accessories \$1522.10

Playground purchase \$1,001

Total: \$10003.01

Unused funds: \$11896.99 (21,900-10003.01)

Estimated cost of Certification: **\$1500**

Funds available with council permission: \$10396.99

We would like to request that the MD cover the cost of finishing the track and field as outlined in the attached quote.

Thank you for your time and consideration on this time-sensitive matter.

Sincerely,

Kathy Rast (President, Patton Park Society)

Scenic Landscaping Ltd.

Box 351
Coaldale, Alberta
T1M 1M4

Quote

Date	Estimate #
6/11/2018	243

Name / Address
patton park

Project

Description	Qty	Rate	Total
Re: Patton park field inside of track-level topsoil piles		1,600.00	1,600.00
fine grade and seed		5,120.00	5,120.00
mobilization and travel		1,170.00	1,170.00
GST On Sales		5.00%	394.50
Total			\$8,284.50

MD OF PINCHER CREEK

JUNE 21, 2018

TO: Sheldon Steinke, CAO

FROM: Leo Reedyk, Director of Operations

SUBJECT: POLICY C-PW-307 – DUST CONTROL

1. Origin

Annually, Council reviews and updates Policy 307 – Dust Control and Schedule 307A to provide direction to Public Works as well as Policy C-FIN-27 Fees and Charges if required.

2. Background:

In 2018, the dust control program will be completed using two crews, one contracted and one made up of Public Works employees. The intent is to complete the program sooner to allow residents additional benefit from the dust control and allow Public Works additional time to complete other projects.

Council annually requests that Public Works apply Dust Control to roads that are considered by Council to be required without need for the resident to pay. These locations are approved by Council annually and are for a number of reasons including; roads that access parks or locations where a high amount of traffic regularly travels, locations where inclines or traffic patterns generate wash board where the application of dust control product lessens the wash board and/or for other reasons.

It is recommended that Public Works proceed to apply dust suppression to roads in the MD with the intent of applying product to the Council approved list prior to doing private requests. This will ensure that the Council approved list is done with some haste.

Administration received a request from Melinda French (SE 2-4-29-W4M) for Council to apply effective dust control to TR 4-0, west toward Twin Butte to control dust on the arterial road. Public Works is pulling shoulders on the South end of the Snake Trail in 2018 and will not be applying dust control until the road stabilizes, possibly not until 2019.

Residents looking to have dust suppression applied must fill out an agreement to purchase materials or service form prior to the dust suppression being applied. Residents and

commercial entities have indicated that the cost for dust suppression is too high. The current rate charged to residents in Policy C-FIN-27 Fees and Charges is at \$250.00 per 100 meters for residents and \$600.00 per 100 meters for commercial applications.

Schedule "A" to Policy 307 could be amended to include segments of road that Council feels should be included or segments of road that Council feels could be removed. Administration has no recommended changes for 2018 for Policy C-PW-307, Schedule A to Policy C-PW-307 or to Policy C-FIN-27 Fees and Charges.

3. Recommendation:

THAT the report from the Director of Operations, dated June 21, 2018 regarding Policy 307 – Dust Control be received;

AND THAT Council approve Policy C-PW-307 and Schedule 307A – Dust Control as presented;

AND FURTHER THAT Council approve the 2018 rate for dust control posted in Policy C-FIN-27, to remain the same at \$250.00 for residential and \$600,00 for commercial;

Respectfully Submitted,

Leo Reedyk



Attachments:

Reviewed by: Sheldon Steinke, Chief Administrative Officer

Date:

MUNICIPAL DISTRICT OF PINCHER CREEK

POLICY

C-PW-307

TITLE: DUST CONTROL

Approved by Council:

Date: February 22, 2011

Revised by Council:

Date: May 24, 2016

Upon request, the Municipal District of Pincher Creek No. 9 may apply dust control product on municipal roads, adjacent to a residence to suppress dust. No warranty is provided for dust control. The person requesting the service shall be charged a fee, as per Policy 5.3.2.1, each time the dust control product is applied on the road.

There are areas where, for safety and other reasons, the M.D. applies dust control product at their cost. These areas are included in Schedule "A" of this Policy, and are approved annually, by Council.

The MD will not apply dust suppression product to private property and will only apply dust suppression product for commercial entities with Council approval.

Dust suppression on roads using water only is at the discretion of the Public Works Superintendent.

Companies having a road use agreement will be required to control dust with water as and when required. The Public Works Superintendent will monitor their activities and dust levels.

Lignosulfonate is the primary dust control product of the MD and is the only product used on public roads within the MD by Public Works, alternate products approved for use include MG30 (magnesium) and Calcium Chloride.

Testing of new products will be conducted annually to determine if they provide a more durable surface, or are more cost effective.

Public Works will apply dust control to the Roads in Schedule "A" to Policy 307 as approved by Council prior to doing the MD's arterial roads, private requests and other areas to ensure the roads with the most traffic are done prior to lower use roads.

Residents who are looking to have their dust suppression done prior to the MD completing the roads identified in Schedule "A" can contract approved service providers to apply one of the

approved products. Prior to residential dust control being applied, the resident must fill out and sign an agreement to purchase materials or services form.

Approved service providers include:

- Grumpy's Landscaping Ltd.
- Sinnott Farm Services Ltd.

Schedule "A" to Policy 307

	Road Name	Location	Km's
1	Burmis Mountain Hill	7-7-2-W5	0.50
2	Castle River Rodeo Grounds	27-6-2-W5	1.40
3	Catonio Road Hill	24-7-2-W5	0.30
4	Christy Mines Road	5513 RR 1-1 South to the bridge at Pincher Creek	2.50
5	Crook Road on hill to prevent washboard	East from Hwy 6	0.50
6	Gerald Lewis	NW 32-7-29-W4	0.10
7	Glen Road	Entire Road	2.10
8	Hochstein Hill	26-5-29-W4	1.00
9	South Landfill Road	SW 5-7-1-W5 - Intersection, ,	0.50
10	South Landfill Road	SW 3-7-1-W5 - Residents	0.50
11	South Landfill Road	SW 8-7-1-W5 - Gun Club	0.50
12	Sandeman (Subdivision traffic)	SW 6-8-30-W4 north of Hwy 510	1.50
13	Kerr Road	West of Hwy6	0.20
14	Kerr Road	East of Hwy 6	0.50
15	Lundbreck Falls Road	21-7-2-W5	1.10
16	Old Cook place	5-7-1-W5	0.30
17	Old Cook place (going north on road past Crayford's)	6-7-1-W5	0.10
18	Pincher Colony jug handle	27-6-30-W4	0.50
19	Summerview Road	11-7-29-W4	2.00
20	Talon Peak	13-7-3-W5	0.20
21	Upper Tennessee	36-7-30-W4	0.40
22	Waterton Colony Hill	3-4-28-W4	1.00
23	Willow Valley - Hwy 22	11-9-2-W5	0.20
24	Twp Rd East of Hwy 6		0.30
25	Twp Rd West of Hwy 6		0.20
26	Twp Rd 8-2 East of Hwy 785		0.30
27	Twp Rd 8-2 West of Hwy 785		0.20
28	RR 29-1 South of Hwy 785		0.20
29	RR 29-1 North of Hwy 785		0.30
30	Snake Trail North Hwy 510		0.20
31	Lank Bridge Hill		1.50
32	Old Airport Road west of Hwy 510		0.20
33	Ashvale Hill North of Hwy 510		0.90
34	Waldron Flats east of Hwy 22		0.40
35	Chapel Rock west of Hwy 22		0.20
36	Welsch Rd north of Hwy 510		0.20
37	Connelly Rd west of Hwy 22		0.20
38	Parker Rd East of Hwy 22		0.20
39	Lundbreck East Street		0.40
40	Tony Bruder Hill		1.00
41	Twin Butte Rd east of Hwy 6		0.20
42	Alberta Ranch Rd west of Hwy 6		0.20
43	Jenkins Rd south of Hwy 507		0.20
44	Wood Avenue South of 3A to Reservoir		0.45
45	Miscellaneous PW discretion		7.00
	Total		32.85

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
 Revised by Council
 Revised by Council

Date: August 25, 2015
 Date: October 11, 2016
 Date: January 10, 2017
 Date: July 11, 2017
 Date: April 24, 2018
 Date: May 22, 2018

Public Works

Services	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
		<i>Snow Plowing</i>	<i>\$200 per hour, prorated</i>
	Overweight / Over Dimension Permit Fee		\$22.50
	Land/ Crop Disturbance		\$250/ acre**
	Products	Dust Control	Individual Taxpayers
Commercial			\$600.00 per 100 Meters **
¾" Crushed Gravel		Taxpayer or Agent	Cost Plus 20% Plus \$0.50 Yard if MD Loaded
		Non Taxpayer	Council Resolution
Pit Run Gravel		Taxpayer or Agent	Cost Plus 20% Plus \$0.50 Yard if MD Loaded
	Non Taxpayer	Council Resolution	
Water Standpipe	Cowley	\$1.00 100 gallons **	
	Pincher Creek	\$1.00 100 gallons **	

Director of Operations Report June 20, 2018

Operations Activity Includes:

- June 7, Agricultural Service Board meeting;
- June 11, Meeting with new CAO Sheldon Steinke;
- June 12, Council meetings;
- June 13, Occupational Health and Safety meeting;
- June 13, Beaver Mines Water Servicing Construction meeting;
- June 14, Staff meeting;
- June 14, Airport Advisory Committee meeting;
- June 14, Bridge File 461 Tender Close;
- June 14, Developer - Subdivision Design meeting;
- June 18, Landowner Road Acquisition meeting;
- June 19, Emergency Management meeting with DEM.

Agricultural and Environmental Services Activity Includes:

- June 7, final Dalmation Toadflax biocontrol releases and monitoring with Ag Canada crew;
- June 7, ASB Meeting;
- June 8, crews doing HC, DR and Wild Caraway;
- June 11, Staff Meeting to introduce new CAO;
- June 11 – 14, CPR inspection and Weed Notices;
- June 12, Crop Report;
- June 13, JHS Committee meeting;
- June 13, 14, taking Crew #1 for Hoary Cress inspections in Division #4, #5
- June 13, finishing up on Wild Caraway in Division #1 & 2 with Crew #2
- June 14, AES Safety Meeting
- June 14, two crews doing gophers in Patton Park for morning
- June 14, 15, Gladstone Valley Wild Caraway with Crew #2
- June 15, one crew for half day doing gophers in Patton Park
- June 18, Gravel Pits/Burmis/Lundbreck Corridor
- June 18, Orientation for new crew member
- June 19, Rainy day shop work, seeded construction site in Willow Valley
- June 20, Crews back in Burmis/Lundbreck corridor
- June 20, Division #1 Ox-eye Daisy inspections, contractor orientation for Roadside Spraying
- June 21, GIS Meeting
- June 21, Dames Rocket focus for crews.

Public Works Activity Includes:

- Gravel Crew currently in Div 3.
- Crack sealing on Southfork Hill completed
- Snake Trail shoulder pull ongoing

- Cold mix repair as required
- Weed whack around lights at airport
- Dust control started
- Fence repair on slide by Poulsen's
- Maintenance as usual.

Upcoming:

- June 25, Health and Safety Committee Webinar;
- June 26, Council meetings;
- June 27, Beaver Mines Water Servicing Construction meeting;
- July 5, Public Works Safety meeting.

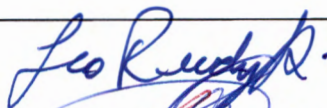

Project Update:

- Community Resilience Program
 - Regional Raw Water Intake, construction ongoing, all of the work in the Oldman Reservoir is complete, contractor is still behind schedule.
- Capital Projects
 - Beaver Mines Water Supply, Pipeline - Pipe installation resumed on the south side of the Castle River, Mechanical Contractor working on raw water pump house, Water Treatment Plant, Booster Station and Reservoir site;
 - 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.
 - Bridge Tender 70423, 6909, and 479 closed, Contract out for signature.
 - Bridge File 671, tender closed June 14, 2018. Contract sent to Contractor for Signatures.

Call Logs – attached.

Recommendation:

That the Operations report for the period June 6, 2018 to June 20, 2018 and the call log be received as information.

Prepared by: Leo Reedyk		Date: June 20, 2018
Reviewed by: Sheldon Steinke, CAO		Date:
Submitted to: Council		Date: June 26, 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	Completed	14-Dec-16	18-Jun-18
939	Division 4	SW15 T7 R29 W4	RQ to have cattle guard cleaned out #29218 TWP 7-2	Bob Millar	Completed	13-Jul-17	15-Jun-18
979	Division 3	NE18 T5 R2 W5	Buckhorn Road trees need to be cut on blind corners	Jared Pitcher	Contractor lined up	18-Oct-17	
1135	Division 1	NE17T4 R28 W4	RQ 10' extention to culvert that crosses RR28-4 re cattle issues	Jared Pitcher	Advised this is a Private	16-Nov-17	
1543		Pincher Stn	426 Station Ave Needs to put in another approach	Stu Weber	Completed	12-Apr-18	07-Jun-18
1544	Division 4	SE15 T7 R29 W4	Post at cattleguard needs welding	Bob Millar	Work to be done	12-Apr-18	
1558			Re getting an approach built	Jared Pitcher	Awaiting landowner reply	18-Apr-18	
1581	Division 5	Talon Peaks	Re Dust Control / wants to talk to Stu	Stu Weber	Contact has been made	30-Apr-18	
1584	Division 1	NE7 T3 R29 W4	#29501 TWP3-2 RQ driveway when it dries up	Rod Nelson	On the list	01-May	
1586	Division 1	NE17 T4 R28 W4	#28411 TWP4-3 Needs brushing done on bushes	Stu Weber	Contractor lined up	02-May	
1599	Division 4	SW6 T8 R29 W4	#29518 TWP8-0 RQ Driveway to be done	Tim Oczkowski	Needs Gravel	09-May-18	
1600	Division 2	NE26 T5 R28 W4	#5431 RQ driveway to be done	Tony Tuckwood	On the list	09-May-18	
1601	Lundbreck	400 Breckenridge	Culvert needs repairing & RQ gravel for alley	Bob Millar	Completed	09-May-18	17-May-18
1602	Pincher Stn	305 Yonge St	Water not draining	Bob Millar	Completed	11-May-18	14-Jun-18
1603	Division 5	SW6 T9 R2 W5	#2527 TWP8-5A Culvet needs work	Bob Millar	One Call Placed	14-May-18	
1605	Division 1	SE22 T4 R30 W4	#30212 Plow piled up snow damaging the fence Shell road north across RR Tracks	Stu Weber	Completed	15-May-18	07-Jun-18
1609	Division 5	SW14 T9 R2 W5	#9218 Would like driveway done	Dave Sekella	On the list	18-May-18	
1615	Division 3	NE18 T5 R2 W5	Has a section of fence that was damaged by snowplowing	Stu Weber	Posts delivered	29-May-18	13-Jun-18
1616	Divison 5	NW13 T8 R3 W5	RQ Driveway	Dave Sekella	On the list	29-May-18	
1617	Division 1		Trees on the west side of Kerr road need cut back and Kerr road has lots of potholes	Rod Nelson	To have a look	30-May-18	

PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1619	Division 2	SW24 T5 R1 W5	#5311 RR1-0A Need an approach	Jared Pitcher	On the list	04-Jun-18	
1620	Lundbreck	220 Hamilton	2nd Street full of potholes	Stu Weber	On the list	04-Jun-18	
1621	Division 2	5325 Crook Rd	RQ to have driveway graded	Don Jackson	Completed	11-Jun-18	12-Jun-18
1622	Division 5		A big Thank You Re Gravel	Stu Weber	Completed	13-Jun-18	13-Jun-18
1623	Division 2	NE30 T5 R27 W4	#5424 RR27-5 Road need repair RR27-4 & 27-5	Don Jackson	Completed	13-Jun-18	18-Jun-18
1624	Lundbreck	321 Robinson	Asking to have branches picked up off Blvd	Stu Weber	Completed	14-Jun-18	19-Jun-18
1625	Lundbreck	Trailer Park	Please grade trailer park	Dave Sekella	To be done	14-Jun-18	
1626	Division 1	SE15 T4 R29 W4	Cattleguard needs cleaning	Jared / Bob Millar	On the list	15-Jun-18	
1626	Division 1	SE15 T4 R29 W4	Permanent Snow Fence is in bad shape	Jared /Tony N	On the list	15-Jun-18	
1627	Division 2	NW16 T6 R28 W4	#6223 RR28-4 RQ to have driveway graded	Don Jackson	On the list	15-Jun-18	
1628	Division 4	SW10 T7 R29 W4	#7106 RR29-2 RQ Driveway to be graded	Tony Tuckwood	On the list	15-Jun-18	
1629	Division 5	SW28 T8 R1 W5	Fence needs to be repaired	Stu Weber	Completed	18-Jun-18	19-Jun-18
1630	Division 3	#2531 TWP5-3A	Inquiring when we will repair damaged fence from plowing last winter End of the Buckhorn Rd	Stu Weber	See 1615 Done	12-Jun-18	13-Jun-18
1631	Division 2	Tony Drive to/AlvinRoberts	Reports a Texas gate ahead sign down SH775	Stu Weber	To be done	12-Jun-18	
1632	Division 1	SE24 T4 R29 W4	To call Can Dust Control be extended Road is very dusty and lots of traffic	Stu Weber	Council decision	12-Jun-18	
1633	Division 1	NW30 T4 R28 W4	#4421 RR29-0 RQ Driveway	Rod Nelson	On the list	19-Jun-18	
1634	Division 4		Demanding we do something re Olin/Heath Creek Rd	Joe J.	Completed	19-Jun-18	20-Jun-18

MD OF PINCHER CREEK

June 20, 2018

TO: Sheldon Steinke, CAO
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Regional Subdivision and Development Appeal Board**

1. Origin

- The following information is from a Municipal Affairs Fact Sheet issued as a result of recent changes to the MGA.
- Prior to the recent amendments to the MGA, Subdivision and Development Appeal Board (SDAB) members were able to voluntarily access training when available, however, were not required to do so.
- SDAB members and clerks are now required to undergo mandatory training based on a standard training program to be approved by the Minister of Municipal Affairs. Training may be delivered locally, regionally or by the province.
- The Province states that SDAB training will ensure that hearing practices are consistent across the province, and board members have a complete understanding of their role and the appeal process.
- More information on new requirements for SDABs can be found in the enclosed SDAB Training Requirements Implementation Fact Sheet and the Impartiality of Appeal Boards Implementation Fact Sheet (*Enclosure Nos. 1 and 2*).

2. Background/Comment

- In light of these recent MGA changes and increasing complexity of a municipality finding and keeping enough member to maintain a SDAB, the Oldman Regional Services Commission (ORRSC) members requested that ORRSC investigate the option of providing a Regional Subdivision & Development Appeal Board (SDAB) service.
- With that in mind, ORRSC held a Municipal CAO Exploratory Meeting on Friday, March 23, 2018.
- The meeting entailed a review of the Modernized MGA SDAB requirements, review of the ORRSC Regional Assessment Review Board model, and discussion on the issues and benefits of the regional model.
- After an afternoon of discussion, ORRSC suggested that the next step would be to get a resolution from participating Councils identifying what option they wish to pursue for SDAB.
- The three options suggested are;
 1. Local SDAB managed by municipality
 2. Local/Regional SDAB with ORRSC acting only as Clerk
 3. Regional SDAB managed & Clerked by ORRSC

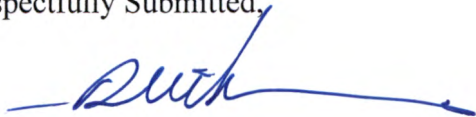
- Option 1 is how the MD currently operates. Due to our size and level of subdivision and development, the MD's SDAB rarely meets. The MD also has some difficulty getting enough interest in filling the five positions as outlined in our SDAB Bylaw No. 1287-18 (*Enclosure No. 3*). The bylaw states not more than five (5) person appointed by Council. There are currently four (4) members, with a quorum constituted by three (3).
- The MD does not currently have a Clerk appointed either.
- ORRSC is currently drafting up Agreements and a Bylaw for all interested Councils to review.

Recommendation No. 1

- That Council pass the following resolution:

Council directs administration to notify the Oldman Regional Services Commission (ORRSC) that the MD would like to pursue participation in a Regional Subdivision and Development Appeal Board managed and Clerked by ORRSC.

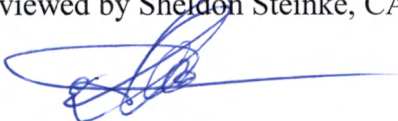
Respectfully Submitted,



Roland Milligan

Enclosure(s): 1) SDAB Training Requirements Implementation Fact Sheet
2) Impartiality of Appeal Boards Implementation Fact Sheet
3) SDAB Bylaw No. 1287-18

Reviewed by Sheldon Steinke, CAO



June 21, 2108

Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17

Subdivision and Development Appeal Board (SDAB) Training Requirements

Legislation	Municipal Government Act (MGA)
Regulation	Subdivision and Development Appeal Board Regulation 
Category	Planning and Development
Section Numbers	s. 627.1, s. 627.2 and s.627.3

Previous MGA requirement:

Prior to the recent amendments to the MGA, SDAB members were able to voluntarily access training when available, however, were not required to do so.

What's changed?

SDAB members and clerks will be required to undergo mandatory training based on a standard training program to be approved by the Minister of Municipal Affairs. Training may be delivered locally, regionally or by the province.

SDAB training will ensure that hearing practices are consistent across the province, and board members have a complete understanding of their role and the appeal process.

What do municipalities need to know?

SDAB Clerk

- A council that establishes an SDAB must appoint one or more clerks. Clerks of an SDAB or an intermunicipal SDAB must be appointed as a designated officer, and they are not eligible for appointment if the training requirements are not successfully met. [s.627.1\(1\)](#), [s.627.1\(4\)](#)
- A clerk can serve as both the clerk of an SDAB and the clerk of an Assessment Review Board. [s.627.1\(3\)](#)
- The SDAB clerk role is different from that of an SDAB member. The SDAB clerk administers and oversees the scheduling and recording of SDAB hearings. The training requirements and qualifications for SDAB clerks differ from the training requirements for SDAB members based on their different roles. SDAB clerks must take a refresher on the SDAB training every three (3) years to stay current with the roles and responsibilities of the position.
- The training for SDAB clerks may address topics such as the clerk's roles and administrative responsibilities.

SDAB Member

- A member of any SDAB must not participate in a hearing unless the member has successfully completed a training program. [s.627.2](#)
- SDAB members must take a refresher course every three (3) years to stay current on appeal matters (such as changes in law, planning and/or administration).
- The training for SDAB members may address matters such as the board member's roles and responsibilities, and hearing processes.

Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17



Municipal Affairs

Reporting

- Each municipality must submit an annual report containing information on the number of SDAB clerks and members they have appointed, and those who have completed and enrolled in the required SDAB training.

When does this change take place?

- These sections come into force April 1, 2018
- All SDAB members and clerks must successfully complete the SDAB training as approved by the Minister by April 1, 2019 (one (1) year from the sections coming into force).

What resources are/will there be available to assist?

- Curriculum development and certification tracking.
- [Municipal Planning Hub](#) (AUMA)
- [Municipal Affairs Regional Training Session](#).
- [Municipal Government Amendment Act, 2015](#)



For more information:

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Document information:

Title: Implementation Fact Sheet: Subdivision and Development Appeal Board (SDAB) Training Requirements

Date of publication: October 2017

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Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17

Impartiality of Appeal Boards

Legislation	Municipal Government Act (MGA) ^o
Regulation	None
Category	Planning and Development, and Assessment and Taxation
Section Numbers	s. 1(f), s. 454, s. 454.1, s. 454.1.1, s. 454.11, s. 454.2, s. 454.21, s. 454.3, s. 527, s. 627 and s. 628.

Previous *MGA* requirement:

- Under the previous *MGA*, rules about councillor representation on local appeal boards differed between Assessment Review Boards (ARBs) and Subdivision and Development Appeal Boards (SDABs).
 - A municipal council could form a majority on local assessment appeal boards ruling on those appeal decisions.
 - A municipal council could not form a majority on SDABs.

What's changed?

Under the amended *MGA*, rules around councillor representation on assessment appeal boards will be aligned with the existing rules for council representation on SDABs. Municipal councillors are no longer able to form the majority of any legislated appeal board hearing panel. [s.454.11\(2.1\)](#), [s.454.21\(2.1\)](#), [s.627\(3\)](#)

Clarification was also added that ARBs and SDABs are not considered council committees, in order to ensure councils can continue to create and form a majority on council committees. Provisions were also added to clarify that SDAB members are not liable for decisions made in good faith to ensure that SDAB decisions are not influenced by potential legal action. [s.1\(f\)](#), [s.628\(2\)](#), [s.628.1](#)

What do municipalities need to know?

Assessment Review Board Changes

- In order to facilitate the change in ARB membership structures, the following process updates were made:
 - Where a hearing is to be held in respect of an assessment complaint, the chair of the local assessment review board must convene a panel of three (3) of its members, only one of whom may be a councillor to hear the complaint. [s.454.11](#)
 - A local assessment review board may consist of only one (1) member, provided that member is not a councillor. [s.454.11\(2\)](#), [s.454.11\(2.1\)\(b\)](#)
 - When a panel consists of three (3) members, the panel members must choose a presiding officer. [s.454.11\(3\)](#)
 - When the panel only has one member, that member is the presiding officer. [s.454.11\(4\)](#)
 - The Minister may issue an order that the one councillor restriction does not apply (e.g. for some municipalities it is very challenging to get panel members who are not municipal councillors).
- To avoid affecting complaint hearings that are midway through completion, a transition clause specifies that the new legislative changes do not apply to existing hearing panels.

Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17

SDAB Changes

- The MGA was clarified to ensure:
 - Members of an SDAB are not personally liable for anything done or omitted to be done in good faith in the exercise or purported exercise of a power, duty or function. [s.628.1\(1\)](#)
 - No member of an SDAB is liable for costs because or in respect of an application for permission to appeal or an appeal under Part 17. [s.628.1\(2\)](#)

When does this change take place?

- These sections come into force January 1, 2018

What resources are/will there be available to assist?

- [Modernized Municipal Government Act, 2016](#) 



For more information:

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Document information:

Title: Implementation Fact Sheet: Impartiality of Appeal Boards
Date of publication: October 2017
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MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1287-18

A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 IN THE PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments hereto, requires the municipality to adopt a bylaw to establish a municipal subdivision and development appeal board;

AND WHEREAS the subdivision and development appeal board is authorized to render decisions on appeals resulting from decisions of a subdivision authority or a development authority in accordance with the South Saskatchewan Regional Plan, the Subdivision and Development Regulation, the local land use bylaw and statutory plans;

AND WHEREAS the purpose of this bylaw is to establish the authority of the subdivision and development appeal board;

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipal District of Pincher Creek No. 9, in the Province of Alberta, duly assembled does hereby enact the following:

1. This bylaw may be cited as the MD of Pincher Creek No. 9 "Subdivision and Development Appeal Board Bylaw".
2. Definitions:
 - a. **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
 - b. **Clerk** means the person or persons authorized to act as clerk for the Subdivision and Development Appeal Board by the Council.
 - c. **Council** means the Municipal District of Pincher Creek No.9 Council.
 - d. **Member** means a panel member of the Subdivision and Development Appeal Board appointed in accordance with this bylaw.
 - e. **Regulation** means the Subdivision and Development Appeal Board Regulation.
 - f. **Subdivision and Development Appeal Board** means the board established by agreement to act as the municipal appeal board.
 - g. All other terms used in this bylaw shall have the meaning as is assigned to them in the *Municipal Government Act*, as amended from time to time.
3. For the purpose of this bylaw, the Subdivision and Development Appeal Board shall be composed of not more than five (5) persons who are appointed by the Council.
4. Appointments to the Subdivision and Development Appeal Board shall be made by resolution of the Council and shall consist of five (5) adult resident from the municipality.
5. Three (3) members of the Subdivision and Development Appeal Board panel constitute a quorum.
6. Appointments to the Subdivision and Development Appeal Board shall be made for a term of two years and the municipality must report to the minister the members of the Subdivision and Development Appeal Board and their training status in accordance with the Regulation.

7. The council may remove an appointed member of the Subdivision and Development Appeal Board if:
 - a. in the opinion of Council, a member is not performing his/her duties satisfactorily in accordance with the Act, this bylaw, or in consideration of the principles of judicial fairness and natural justice; or
 - b. a member is absent for more than three (3) consecutive hearings of the Board without reason; or
 - c. the member has not fulfilled or maintained their training and certification in accordance with the Regulation; or
 - d. in the opinion of Council, a member is reasonably unable to fulfil his/her duties.
8. When a person ceases to be a member of the Subdivision and Development Appeal Board before the expiration of his/her term the applicable council may, by resolution, appoint another person for the unexpired portion of that term.
9. The members of the Subdivision and Development Appeal Board panel shall elect one of themselves as chair for the purpose of a hearing.
10. An order, decision, approval, notice or other thing made, given or issued by the panel shall be signed by the chair or a person authorized to do so.
11. In the absence or unavailability of the chair to sign an appeal panel decision, another panel member shall be designated and authorized by the panel to do so.
12. Each member of the Subdivision and Development Appeal Board shall be entitled to such remuneration, travelling and living expenses as may be fixed from time to time by the council.
13. The council may, by resolution, appoint a Clerk or Clerks who shall attend all hearings or meetings of the Subdivision and Development Appeal Board, but shall not vote on any matter before Board. The Clerk must complete the required training in accordance with the Regulation and the municipality shall report to the minister a list of all clerks and the status of their training.
14. The Clerk shall receive, on behalf of the Board, appeals which have been served upon the Board and shall notify the appropriate board members to constitute a panel to hear the appeal.
15. The Clerk of the Subdivision and Development Appeal Board shall keep the following records of appeals with respect to:
 - a. the minutes of all hearings in accordance with the Act;
 - b. records of all notices of meetings and of persons to whom they were sent;
 - c. copies of all written representations to the Subdivision and Development Appeal Board;
 - d. notes as to each representation;
 - e. the names of those making representations at the meeting;
 - f. the decision of the Subdivision and Development Appeal Board;
 - g. the reasons for the decision;
 - h. records of all notices of decision and of persons to whom they were sent;
 - i. all notices, decisions and orders made on appeal from the decision of the Subdivision and Development Appeal Board;
 - j. such other matters as the Subdivision and Development Appeal Board may direct.
16. The Subdivision and Development Appeal Board shall hold hearings as required pursuant to the Act on a date to be determined by the panel members.
17. The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole Subdivision and Development Appeal Board.


Enclosure No. 3

18. The Subdivision and Development Appeal Board may make its orders, decisions, development permits, and subdivision approvals; and may issue notices with or without conditions.
19. The Subdivision and Development Appeal Board may make rules to govern its hearings.
20. Members of the Subdivision and Development Appeal Board shall not be members of a municipal subdivision authority or development authority.
21. This bylaw comes into effect upon third and final reading thereof.
22. Bylaw No. 1052-01, and amending Bylaw No. 1101-05, thereto are hereby repealed.

READ a first time this 27th day of March, 2018.

READ a second time this 27th day of March, 2018.

READ a third time and finally PASSED this 10th day of April, 2018.



Reeve



Chief Administrative Officer

MD OF PINCHER CREEK

June 20, 2018

TO: Reeve and Council

FROM: Sheldon Steinke, Chief Administrative Officer

SUBJECT: Code of Conduct Bylaw No. 1281-17

1. Origin

Requirement for a Code of Conduct for Councillors.

2. Background

With the changes to the *Municipal Government Act*, Municipalities must establish a code of conduct bylaw that governs the conduct of Councillors.

Bylaw No. 1281-17 presented to Council at the September 25, 2017 Policy and Plans meeting, where the direction was provided to postpone discussions until after the election.

At the April 24, 2018 Council Committee meeting, Bylaw No. 1281-17 was presented again for Council's consideration. Comments made at that time were to make Bylaw No. 1281-17 more personal to the MD, however, no direction was provided indicating what changes Council wanted to accomplish this request.

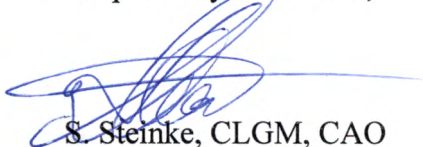
It should be noted that both the County of Lethbridge and the MD of Willow Creek have adopted this bylaw for their own as it fulfills the requirements of the MGA.

3. Recommendation

That the report from the Chief Administrative Officer, dated June 20, 2018 regarding Bylaw No. 1281-17, being the Code of Conduct Bylaw, be received;

And that Council adopt Bylaw No. 1281-17, being the Code of Conduct Bylaw, by giving all three readings.

Respectfully Submitted,



S. Steinke, CLGM, CAO

Attachment: Bylaw No. 1281-17

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1281-17**

A Bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, to establish Councillor Code of Conduct.

WHEREAS the citizens and the taxpayers of the municipality have the right to be served by a Council committed to conducting its service in an ethical and professional manner. It is important that there not be, nor appear to be, any conflict between the private interests of each Councillor and his/her duty to the public;

AND WHEREAS the purpose of this Code of Conduct shall be to uphold these principles governing the conduct of Councillors, so Councillors maintain the highest standards while faithfully discharging their duties.

NOW THEREFORE, the Council of the Municipal District of Pincher Creek No. 9, duly assembled, ENACTS AS FOLLOWS:

1. **THIS BYLAW MAY BE CITED AS “COUNCILLOR CODE OF CONDUCT BYLAW NO. 1281-17”.**
2. **CONDUCT OF COUNCILLORS**

The Councillors of the municipality, when acting as a Councillor, shall abide and adhere to the following principles that form this Code of Conduct, by signing Schedule “A” attached to this bylaw, and shall:

- a. govern individual conduct in accordance with the requirements set out in the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, and the bylaws and policies approved by the Councillors of the municipality;
- b. treat fellow Councillors, administration and the public with respect, concern, and courtesy;
- c. demonstrate the highest standards of personal integrity and honesty in order to foster the public trust and confidence in the municipality;
- d. communicate and work with fellow Councillors in an open and honest manner promoting a spirit of cooperation by listening and respecting those opinions that may differ;
- e. recognize when interacting with the public, no individual authority exists except where explicitly authorized by a Council resolution, bylaw, or policy;
- f. recognize when interacting with the press, individual Councillors do not speak for the municipality except where explicitly authorized by a Council resolution, bylaw or policy;
- g. recognize an individual Councillor cannot exercise individual authority over the municipality;
- h. recognize, when interacting with the Chief Administrative Officer, the lack of authority vested in a Councillor to direct the Chief Administrative Officer, except where explicitly authorized by a Council resolution, bylaw, or policy;
- i. direct any comments regarding staff performance, to the Reeve who shall communicate those matters to the Chief Administrative Officer, recognizing that the Chief Administrative Officer is the only employee of the Council;
- j. not use the position of Councillor to benefit one’s self or any other individual apart from the interest of the municipality, and avoid placing one’s self in a position where there may be a real, or perceived conflict of interest or apprehension of bias;
- k. not use or attempt to use the municipality’s funds, property, or information, for the personal benefit of the Councillor, or for the personal gain or benefit of any other individual;
- l. not accessing municipal buildings, other than for the purpose of picking up a Council or committee package, or download same. Access to Council members is limited to the South end of the Administration Building;
- m. devote time, thought, and attention to the duties of a Councillor so effective and knowledgeable decisions can be made on behalf of the citizens and taxpayers;

- n. develop and evaluate goals and policies through Council, to meet the needs and expectations of the public;
- o. attend Council orientation and ongoing training to foster a better understanding of a Councillor's duties and obligations;
- p. protect privileged information learned during the course of the duties of a Councillor, and preserve the confidentiality of information provided to them, concerning confidential matters of the municipality;
- q. not use confidential information to advance the personal, financial, or private interests of one's self or any other individual;
- r. not surrender the responsibilities and obligations of a Councillor to any other person, group, or organization;
- s. disclose to Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or conflict of interest as identified by the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, or the bylaws and policies of the municipality;
- t. the Council will endeavor to make decisions based on objective criteria and information available regarding an allegation made under this bylaw;
- u. the Council shall fully disclose the nature and applicable information regarding an allegation of a breach of this bylaw to the Councillor, in question, in a timely manner.

3. **HEARING PROCESS**

The Council, when considering an alleged breach of this bylaw shall provide sufficient opportunity for the Councillor, who is the subject of the allegation, to address Council.

4. **BREACH OF BYLAW NO. 1281-17**

If, in the opinion of a majority of the members of Council, a Councillor breaches any of the principles found in this Code of Conduct, courses of action taken by Council, may include, but are not limited to:

- a. requiring the Councillor to provide a verbal apology to the impacted individual, organization, or Council as a whole; and/or
- b. requiring the Councillor to provide a written apology provided to the impacted individual, organization, or Council as a whole, and in any case, placed in the personnel file of the Councillor; and/or
- c. removing the Councillor from Council Committees; and/or
- d. dismissing the Councillor from a position of Reeve, Deputy Reeve or Chairperson of a Council Committee; and/or
- e. issuing a directive to the Councillor to attend 3rd party educational training on ethical and respectful conduct, at the expense of the municipality.

A decision to apply one or more of the actions detailed above requires a simple majority of Council directing the Councillor to do all or some of those actions.

All discussions surrounding allegations and substantiated violations of this bylaw shall be conducted at an In Camera meeting of Council only, with the information being kept in confidence under the appropriate sections of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

Read a first time this _____ day of _____, 20__

Read a second time this _____ day of _____, 20__

Read a third time and finally passed this _____ day of _____, 20__

Reeve

Chief Administrative Officer

Schedule "A"
Bylaw 1281-17

I recognize that I have a responsibility to assure that ethical standards are understood and met so that the public will have confidence in the integrity of the Council. In recognition of my commitment as a Councillor of the Municipal District of Pincher Creek No. 9, I promise that I will:

- a. govern my conduct in accordance with the requirements set out in the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and/or any other Act of the Government of Canada or the Province of Alberta, as well as the bylaws and policies duly approved by the Council of the municipality;
- b. treat fellow Councillors, administration and the public with respect, concern, and courtesy;
- c. demonstrate the highest standards of personal integrity and honesty in order to foster the public trust and confidence in the municipality;
- d. communicate and work with fellow Councillors in an open and honest manner promoting a spirit of cooperation by listening and respecting those opinions that may differ with mine;
- e. recognize, when interacting with the public, no individual authority exists except where explicitly authorized by a Council resolution, bylaw, or policy;
- f. recognize when interacting with the press, individual Councillors do not speak for the municipality except where explicitly authorized by a Council resolution, bylaw or policy;
- g. make no attempt to exercise individual authority over the municipality;
- h. recognize, when interacting with the Chief Administrative Officer, the lack of authority vested in a Councillor to direct the Chief Administrative Officer, except when explicitly authorized by a Council resolution, bylaw or policy;
- i. direct any comments regarding staff performance to the Reeve who shall communicate those matters to the Chief Administrative Officer, recognizing that the Chief Administrative Officer is the only employee of the Council;
- j. not use the position of Councillor to benefit myself or any other individual apart from the interest of the municipality, and avoid placing myself in a position where there may be a real, or perceived conflict of interest, or apprehension of bias;
- k. not use or attempt to use the municipality's funds, property, or information, for my personal gain or benefit, or for the personal gain or benefit of any other individual;
- l. not access the municipal buildings, other than to pick up my Council or Committee Agenda Package, or to download the same.
- m. devote time, thought, and attention to the duties of a Councillor so effective and knowledgeable decisions can be made on behalf of the citizens and taxpayers;
- n. develop and evaluate goals and policies, through Council to meet the needs and expectations of the public;
- o. attend Council orientation and training;
- p. protect privileged information learned during the course of my duties as Councillor, and preserve the confidentiality of information provided to me concerning confidential matters of the municipality;
- q. not use confidential information to advance the personal, financial, or private interests of myself or any other individual;
- r. not surrender the responsibilities and obligations of a Councillor to any other person, group or organization;
- s. disclose to Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or conflict of interest as identified by the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, or the bylaws and policies of the municipality;
- t. recognize that any allegation that may be made against me in my capacity as a Councillor does not remove my right to a fair and unbiased hearing before Council.

Witness to the Signature of Councillor

Councillor

Signed this ___ day of _____, 20__

INTERIM CHIEF ADMINISTRATIVE OFFICER'S REPORT

June 11, 2018 to June 21, 2018

DISCUSSION:

- June 11, 2018 First Day on the Ground
- June 12, 2018 Regular Council
- June 13, 2018 Joint Health and Safety Committee Meeting. (Safety Officer??)
- June 13, 2018 Meeting with David Cox Emergency Services Commission.
- June 14, 2018 Alberta Municipal Affairs Training (High River). (FOIPP, Act)
- June 19, 2018 Coffee with Council (Coalfields) Session
- June 20, 2018 Senior Management Team (SMT).
- June 20, 2018 Gavin Scott (ORRSC) Inter-Municipal Development Plans (IDP) and Inter-Municipal Collaboration Plans (ICF)
- June 21, 2018 PM out of Office

UPCOMING:

- June 25, 2018 Alberta Emergency Management Agency at Lethbridge.
- June 26, 2018 Council Committee/Regular Council.

OTHER

Safety Officer Position Reviewing current delegation of duties for the position responsibilities.

RECOMMENDATION:

That Council receive for information, the Interim Chief Administrative Officer's report for the period of June 11, 2018 to June 21, 2018.

Prepared by:	Interim CAO, S. Steinke	Date: June 20, 2018
Presented to:	Council	Date: June 26, 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							

Tara Cryderman

Subject: FW: Update - Canadian Mountain Network Mountain Municipalities Consortium
Attachments: Proposal - Mountain Municipalities Consortium - June 12 2018.docx; Canadian Mountain Network NCE Letter of Intent - For Distribution.pdf

From: Matthew Berry [<mailto:mberry@ualberta.ca>]
Sent: Wednesday, June 20, 2018 9:43 AM
To: Roland Milligan <AdminDirDev@mdpincercreek.ab.ca>
Subject: Fwd: Update - Canadian Mountain Network Mountain Municipalities Consortium

Hello Roland,

I hope all is well and you are having a great start to the summer! Based on the referral to you folks from the Town of Pincher Creek, I think you had left me a voicemail and then I had in turn left a voicemail a couple weeks back but I'm afraid I haven't been able to follow up due to some international travel.

Please find attached an updated proposal for the Mountain Municipalities Consortium as part of the Canadian Mountain Network's application to the federal Networks of Centres of Excellence funding competition. I have also attached our Letter of Intent to the competition from November 2019 as a reminder.

I have adjusted the proposal since I presented to the Town of Pincher Creek last fall to respond to feedback from prospective members. Specifically, we have tried to reduce the level of commitment required at this stage when CMN's own funding is not yet confirmed. That means both suggesting a relatively low cap on annual member fees (\$2,500) relative to the proposed annual CMN contribution (\$200,000), as well as making it clear that we will only ask municipalities to make funding commitments once the CMN funding is confirmed (expected November 2018) and a detailed business plan is developed that reflects the interests and priorities of those municipalities interested in participating at that time.

I have met with Martin Buckley the CAO of MD of Bighorn and based on our discussion I think this would be important to keep the potential focus areas more flexible so that they can respond to the membership we can round up next year, which could include more rural municipalities.

I hope that all makes sense and please let me know if you have any questions or concerns. Happy to set a call if you would like me to walk you through it as well.

We would like to have signatories confirmed by July 6 so that we can circulate a letter for digital signature.

Cheers,

Matthew

--

Matthew Berry
Director - Partnership Development, Canadian Mountain Network
Coordinator, Knowledge Mobilization Initiative for Canadian Protected and Conserved Areas
Office of the Dean - Faculty of Science
University of Alberta
(403) 700 2822

Proposal: Mountain Municipalities Consortium



The Canadian Mountain Network

The [Canadian Mountain Network](#) (CMN) is a voluntary alliance of diverse members and partners from across Canada and around the world committed to collaborating on world-class and societally-relevant research, training and knowledge mobilization with the shared goal of promoting the environmental, social and economic prosperity of mountain regions.

Hosted by the University of Alberta, the CMN is developing a proposal to the federal [Networks of Centres of Excellence](#) (NCE) funding competition to enable its ambitious agenda. The goal of the competition is to mobilize Canada's research talent in the academic, private, public, and not-for-profit sectors and apply it to the task of developing the economy and improving the quality of life of Canadians.

The CMN was one of 11 applications advanced to the second and final stage of the competition (out of 70 proposals) and is seeking \$25 million over five years, with the opportunity to extend for an additional two five-year terms (\$75 million over 15 years). The Full Application is due in July 2019, the competition results will be announced in November, and, if successful, the CMN would ramp up operations over the first half of 2019.

For more information on the CMN proposal, please refer to the [Letter of Intent](#) submitted in November 2017, as well as the draft Logic Model for the Full Application (see **Annex A**).

Mountain Municipalities Consortium

The proposed Mountain Municipalities Consortium is an initiative developed under the umbrella of the CMN and based on the success of the Canadian Municipal Water Consortium, an initiative of the NCE-funded [Canadian Water Network](#) based at the University of Waterloo.

In alignment with the five broad research themes of the CMN (Cultural Landscapes; Ecosystems; Hazards; Livelihoods; Governance and Land Management), the Mountain Municipalities Consortium is an opportunity for knowledge end users to play a leading role in agenda-setting for the Network in order to ensure relevant outputs that will inform decision-making.

In 2017, nine mountain municipalities from three provinces and territories endorsed this concept and it was incorporated into the CMN's Letter of Intent to the NCE funding competition. Those municipalities were the Municipality of Jasper, Town of Canmore, Town of Banff, Town of Pincher Creek, Town of Golden, City of Revelstoke, Village of Fruitvale, District of Squamish, and Village of Haines Junction. With dozens more municipalities across Canada facing the same distinctive context, we expect the prospective membership to grow over time.

Potential Themes and Activities

An important aspect of the CMN is that it is not limited to any single discipline. Mountain municipalities deal with challenges and opportunities, not academic silos. The following potential focus areas for research, training, and knowledge mobilization projects were identified as priorities by our initial survey of prospective members and are relevant to the social sciences, humanities, natural sciences, and engineering:

- 1) Building the tourism economy through destination development;
- 2) Providing innovative recreation opportunities for locals and tourists; and,
- 3) Preparing for emergencies and dealing with mountain hazards (e.g. wildfire, flooding, landslide, avalanche).

Additional areas of interest included human-wildlife coexistence, drinking water quality, and affordable housing. Although these potential themes are meant to illustrate the areas in which mountain communities may have shared interests, a detailed priorities report and work plan will be developed only once the competition results are announced and prospective members reaffirm their participation to ensure that committed members approve the final strategy. (See this [sample priorities report](#) from the Canadian Municipal Water Consortium).

Four activities that the Consortium could fund were identified in our initial survey of prospective members, which will also be confirmed by committed members once the NCE competition result is announced:

- 1) Mountain-related research designed to inform decision-making and meet the distinctive needs of municipal leaders ([examples from the Canadian Municipal Water Consortium](#));

- 2) Workshops or webinars to bring together municipal leaders with Canadian and international experts to explore a particular challenge or opportunity;
- 3) Research internships for Master's students; and,
- 4) State-of-the-knowledge assessments that synthesize knowledge and best practices on a specific topic.

Commitment and Operations

Provided at least ten members can be recruited to participate in the Consortium in the CMN's first year of operations (2019), the Network will provide an annual grant of \$200,000 to support projects selected by Consortium members. The CMN will also provide an in-kind contribution of staff support from its Administrative Centre, as well as human resource and financial management for the Consortium.

As partnerships are a key evaluation criterion for the NCE funding competition, it is expected that the CMN will be able to leverage partner contributions toward its activities; as a result, Consortium Members will be required to contribute an annual cash member fee. Non-voting Associate Members (e.g., companies, provincial/territorial governments, foundations) will be recruited and approved by Members to make cash or in-kind contributions in support of the Consortium's work broadly, or in support of specific projects. This model also offers the opportunity for the Consortium to develop into a self-sustaining initiative beyond the potential 15 years of NCE funding. Collectively, Member and Associate Member contributions will be used to contract a Consortium Coordinator based in the CMN Administrative Centre, for travel and administrative expenses, and to organize an annual meeting of mountain municipal leaders alongside the CMN Annual Conference (see the [Blue Cities event](#) of the Canadian Municipal Water Consortium), which will be held in a different province or territory each year in October or November. Our goal for combined Member and Associate Member contributions for 2019 is \$75,000. Our suggested membership fee would be based on a per capita formula with a maximum annual fee of \$2,500. This model and amount is suggested based on consultations with prospective members and will be negotiated in 2019 based on the number of municipalities that confirm their interest in participating at that time.

With regard to time commitments, we anticipate that each member's designated representative will be required to participate in two or three coordinating teleconferences each year, along with an additional two hours per month for email and document review. This work will focus on the drafting of a Shared Priorities Report and development of a Call for Proposals to allocate the Consortium's funding from the CMN. In addition, attendance at the one-day Annual Meeting, which will be aligned with the CMN's two-day Annual Conference, will offer the opportunity to share best practices, hear from guest speakers, review outcomes from projects funded by the Consortium the previous year, and select proposals for funding the following year. Here it should be noted that although the Consortium's Members will select projects for funding, all proposals must first be reviewed by the CMN's Research Management Committee to ensure their academic rigor (in the case of research projects) and eligibility for funding through the NCE grant (in all cases). Projects must also be formally approved by the CMN Board of Directors.

Consortium Members will also nominate a representative to sit on the CMN's Research Management Committee to ensure open communication and alignment of efforts within the Network. There will be further opportunities for municipal leaders to be nominated for roles on the CMN's Board of Directors and Support Teams, as well as for their municipalities to participate in CMN's national celebrations of UN International Mountain Day (December 11).

Next Steps

Municipalities interested in participating in the Consortium can sign the joint Letter of Support that will be submitted with the CMN's Full Application (see draft text in **Annex B**). Suggestions on the content of this letter are welcome (deadline: **June 21, 2018**).

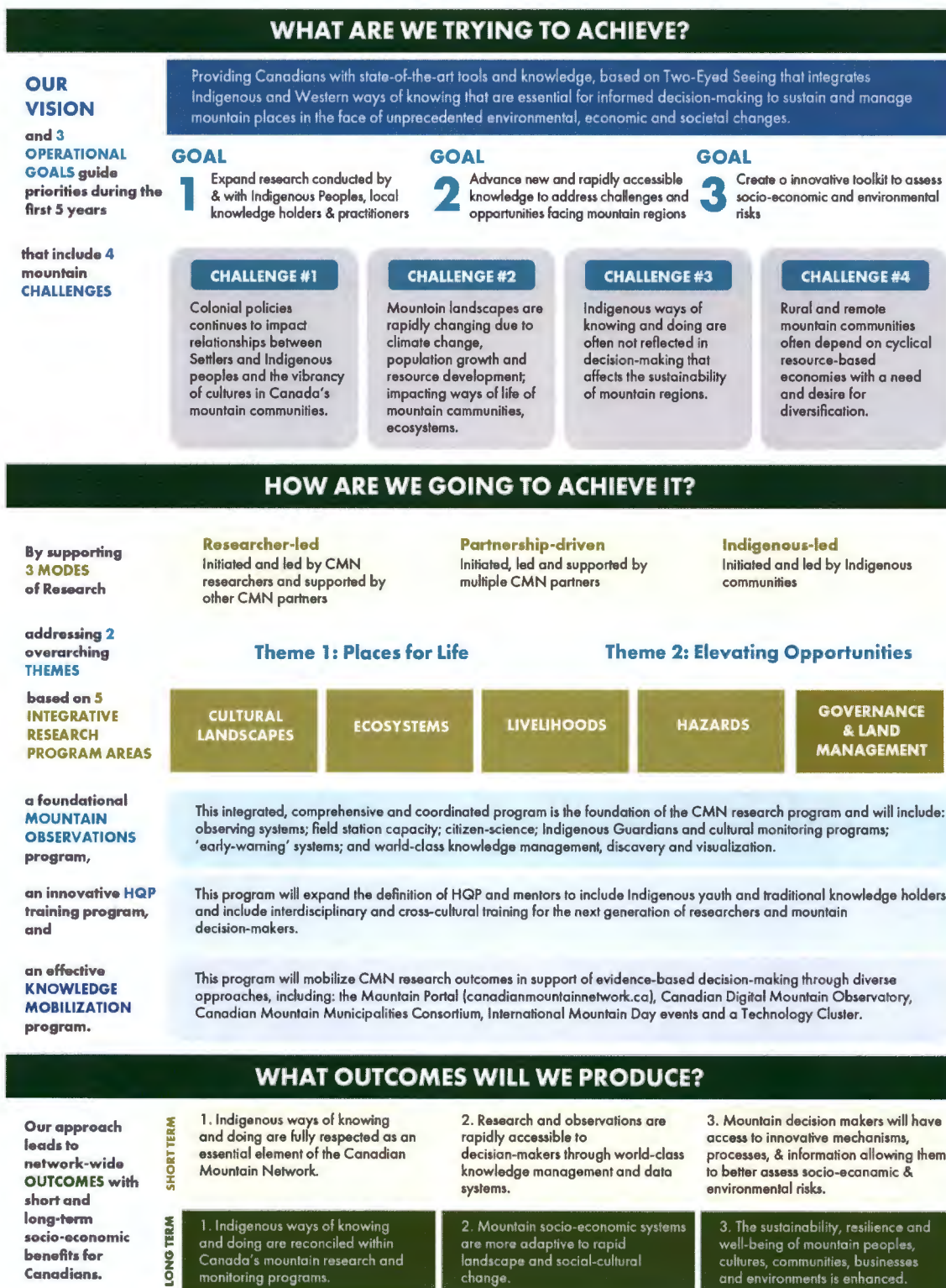
Signing this letter does not represent a contract or confirmed financial commitment, but rather is an endorsement of the concept and a commitment to further discussion.

We request that you indicate your interest in signing the joint Letter of Support as soon as possible to facilitate the signature process. We aim to have a finalized version by **July 6, 2018**.

Following the announcement of the competition's results in November, the CMN will be able to confirm its financial contribution and will develop a detailed business case and work plan that prospective members can submit to leadership for approval (e.g., Mayor or CAO/SAO and/or Council).

The CMN Director of Partnership Development will be reaching out to answer any questions and is also available to brief leadership as required. His contact information is mberry@ualberta.ca and 403-700-2822 (mobile).

Annex A: Draft Logic Model

**WHAT OUTCOMES WILL WE PRODUCE?**

Our approach leads to **network-wide OUTCOMES** with short and long-term **socio-economic benefits** for Canadians.

SHORT TERM	<p>1. Indigenous ways of knowing and doing are fully respected as an essential element of the Canadian Mountain Network.</p>	<p>2. Research and observations are rapidly accessible to decision-makers through world-class knowledge management and data systems.</p>	<p>3. Mountain decision makers will have access to innovative mechanisms, processes, & information allowing them to better assess socio-economic & environmental risks.</p>
LONG TERM	<p>1. Indigenous ways of knowing and doing are reconciled within Canada’s mountain research and monitoring programs.</p>	<p>2. Mountain socio-economic systems are more adaptive to rapid landscape and social-cultural change.</p>	<p>3. The sustainability, resilience and well-being of mountain peoples, cultures, communities, businesses and environments is enhanced.</p>

Annex B: Joint Letter of Support

[Date]

To the Networks of Centres of Excellence Standing Selection Committee:

The signatories of this letter represent the residents of diverse mountain municipalities from across Canada. In that capacity, we are proud to offer our support to Canadian Mountain Network (CMN) in its application to the Networks of Centres of Excellence (NCE) competition.

As leaders of municipalities working in a distinctive mountain context, every day we face a wide array of opportunities and challenges that benefit from evidence-based decision making. The Mountain Municipalities Consortium is a timely proposal to enhance the capacity of its Members by promoting collaboration both among municipalities and between municipalities and the mountain research community. By funding research, training, and knowledge mobilization projects aligned with the CMN's five broad research themes, the Consortium will ensure that end users play a leading role in agenda-setting in the CMN and that outputs offer practical value.

Supporting the CMN's emphasis on interdisciplinary collaboration, prospective Consortium Members have identified potential focus areas that are relevant to the social sciences, humanities, natural sciences, and engineering. Examples include the tourism economy, mountain hazards, human-wildlife coexistence, water quality, and affordable housing. These issues would be addressed through four types of activities and supported by \$200,000 in annual funding from the CMN: 1) Call for Proposals for academic-led or partnership-based research; 2) workshops or webinars to bring together municipal leaders with Canadian and international experts; 3) research internships for Master's students; and, 4) state-of-the-knowledge assessments that synthesize research and best practices on a specific topic. The CMN Administrative Centre staff will provide further support to the Consortium through human resource and financial management.

In alignment with the NCE program's focus on knowledge end user partnerships, Consortium Members and Associate Members collectively aim to contribute \$75,000 to this initiative, along with committing staff time toward its effective governance. These contributions will be allocated to contracting a part-time Consortium Coordinator, a travel budget, administrative costs, and organization and member participation in an annual meeting of mountain municipal leaders alongside the CMN Annual Conference. Our organizations will also benefit from the proposed linkage to the CMN Research Management Committee and the opportunity to participate on the CMN's Support Teams or in contributing to local events in support of UN International Mountain Day.

We look forward to the success of the CMN proposal and to this exciting opportunity to build collaboration among mountain municipalities and between mountain municipalities and the mountain research community.

[Signatures – page 2]



**NETWORKS OF CENTRES OF EXCELLENCE COMPETITION
LETTER OF INTENT**

Host Institution: University of Alberta

Co-Research Director: Norma Kassi

Co-Research Director: Dr. David Hik





A. NETWORK VISION

The vision for the **Canadian Mountain Network (CMN)** reflects both the urgency and ambition of the challenges we will address: *Providing Canadians with state-of-the-art tools and knowledge, based on multiple ways of knowing, that are essential for informed decision-making to sustain and manage mountain places in the face of unprecedented environmental, economic and societal changes.*

Canada is a country of mountains. They watch over a quarter of our landmass and are essential for the environmental, economic, social, spiritual, and cultural well-being of Canadians living in, near and far from these elevated places. However, mountain landscapes, communities, and places downstream are facing numerous changes, pressured by climate and other environmental processes; local or globally driven shifts in industrial, economic or recreational activities; and the increased movement of people within and through mountains. The CMN, a collaborative alliance of researchers, governments, communities and other diverse organizations from across Canada, will coordinate world-class expertise to discover, share, and apply new knowledge required to ensure that Canada's mountain environments and communities remain vibrant and resilient in the face of rapid and uncertain change. Importantly, these efforts have been planned and will be conducted in close partnership with mountains communities and Indigenous Peoples, and serve as a meaningful contribution to the ongoing process of Reconciliation in Canada. The CMN will focus on four immediate **Challenges** that are described in more detail below:

1. Expose the **socio-cultural, economic and ecological relationships** between people and mountain places that have shaped Canada's settler and Indigenous cultures and communities, in order to provide a larger context for making decisions about future planning and investments;
2. Revolutionize our understanding of the role of mountains in providing **essential ecosystem services** (e.g., water, biodiversity, forests, recreation, hazard mitigation) so that they are fully accounted for and appropriately valued in future development of Canadian mountain communities and economies;
3. Accelerate the development of innovative solutions and strategies to support **sustainable community development** and strengthen the resilience of local economies and cultures in mountain regions; and
4. Create an accessible toolkit of technologies, policies and best practices to enable new **multi-jurisdictional partnerships** that connect people and communities across Canada's mountain regions, promote and inform new investment in mountain infrastructure, and educate and train the next generation of interdisciplinary mountain researchers, practitioners and leaders.

Two years of consultations have resulted in this focused research agenda, with partners committed to transforming research into meaningful actions. Initial CMN members include five provincial and territorial governments; three Indigenous Organizations; 25 universities and colleges; and numerous businesses, non-profits and foundations, mountain municipalities, and international partners. New collaborations fostered by the CMN will immediately add significant value to decades of investments in mountain research, and maximize the impact of future research by building effective, respectful, and long-term partnerships. Within the first five years of NCE funding, CMN will become the partner of choice for addressing and solving complex social-environmental and economic challenges in Canada's mountain regions, by embracing multiple ways of knowing through robust interdisciplinary research and cross-sectoral partnerships.

B. MANAGEMENT OF THE NETWORK

The CMN management and governance structure (*Figure 1*), informed by the NCE experience of our many partners, is based on four principles: 1) Equity, diversity, and inclusion in the selection of network leadership, governance, management and participants; 2) Innovative research, training, and knowledge mobilization



that addresses local needs; 3) Broad and inclusive decision-making and engagement; and 4) Integration of Indigenous world views and knowledge, ensuring inclusionary research and outcomes.

The *Board of Directors* will direct strategic planning, finance/audit and human resource functions; approve the research program and annual reports; and support linkages to (inter)national opportunities and partners. Meeting three times per year, the ~15 members will represent a balance of post-secondary, government, business, non-profit, Indigenous partners, and geographic regions. The Board will be served by the *Finance & Audit Committee* - a majority of the 3 to 6 members will be independent – and the *Ethics & Conflict of Interest Committee*, responsible for resolving potential conflicts of interest and implementing a code of ethics and research principles. The *Indigenous Advisory Council* will provide a majority-Indigenous voice to advise on strategic planning and CMN communications.

Two *co-Research Directors*, reporting to the Board, will lead and develop CMN's strategy. Dr. David Hik will foster interdisciplinary research programs and collaborations across Canada and internationally. He was previously CRC in Northern Ecology, led Canada's International Polar Year Secretariat, and has 30 years of mountain research experience. Norma Kassi will develop protocols and processes to incorporate Indigenous research methodologies, create partnership agreements, and engage Indigenous representatives in the Network's governance and activities. She served as a Yukon MLA, Chief of the Vuntut Gwitchin First Nation, and co-founded the Arctic Institute of Community-Based Research.

Hik and Kassi will co-chair the 20-seat *Research Management Committee (RMC)*, which will include Theme Leaders, Support Team chairs, and Indigenous knowledge holders. It will meet at least three times per year to guide strategy and calls for proposals, monitor projects, and foster research linkages. Eminent arms-length national and international experts will be integrated into the RMC, eliminating the requirement for an Expert Advisory Committee. *Theme Leaders* (see *Figure 1*) have been recruited to help develop the initial call for proposals. **Theme 1** (Places for Life – Ways of Being) is co-led by Dr. Lael Parrott, Professor in Sustainability at UBCO and Director of the Okanagan Institute for Biodiversity, Resilience and Ecosystem Services; and William Snow, Consultation Manager for the Stoney Tribal Administration in Morley, AB, with extensive experience building Indigenous-led environmental projects. **Theme 2** (Elevating Opportunities – Ways of Doing) is co-led by Dr. Courtney Mason, CRC in Rural Livelihoods and Sustainable Communities, Thompson Rivers University; and Dr. Laurent Bourdeau, Chaire de recherche sur l'attractivité et l'innovation en tourisme (Québec-Charlevoix), Département de géographie, Université Laval.

The RMC will also oversee five *Support Teams*: 1) *Training and Education*: academic and non-academic capacity building; 2) *Research Data Management*: design, create and manage CMN's information platforms; 3) *Knowledge Translation & Mobilization*: develop collaborations that facilitate awareness and practical application of mountain research; 4) *Canadian Mountain Municipalities Consortium*: connect municipal officials to researchers and identify priorities for co-funded projects; 5) *Mountain Observations*: develop new field station capacity, new instrumentation, enhanced citizen-science, and assist with the integration of Indigenous Guardians and cultural monitoring programs.

During the initial call for proposals, additional project and activity leaders/co-leaders will be identified, with emphasis on continuing to ensure diversity of gender, knowledge systems, and career stages.

The third member of the leadership team is current Executive Director, Christy Urban. She leads the Network's *Administrative Centre (AC)* and will report to the Board. The AC will coordinate day-to-day operations, schedules, administration, communications and events; develop and manage budgets and partnerships; and track Network progress and reporting. CMN will be incorporated as a federal non-profit, with the AC staff based in a mountain community (see Town of Canmore letter), at UofA, and hosted by regional partners (Regional Liaison positions).

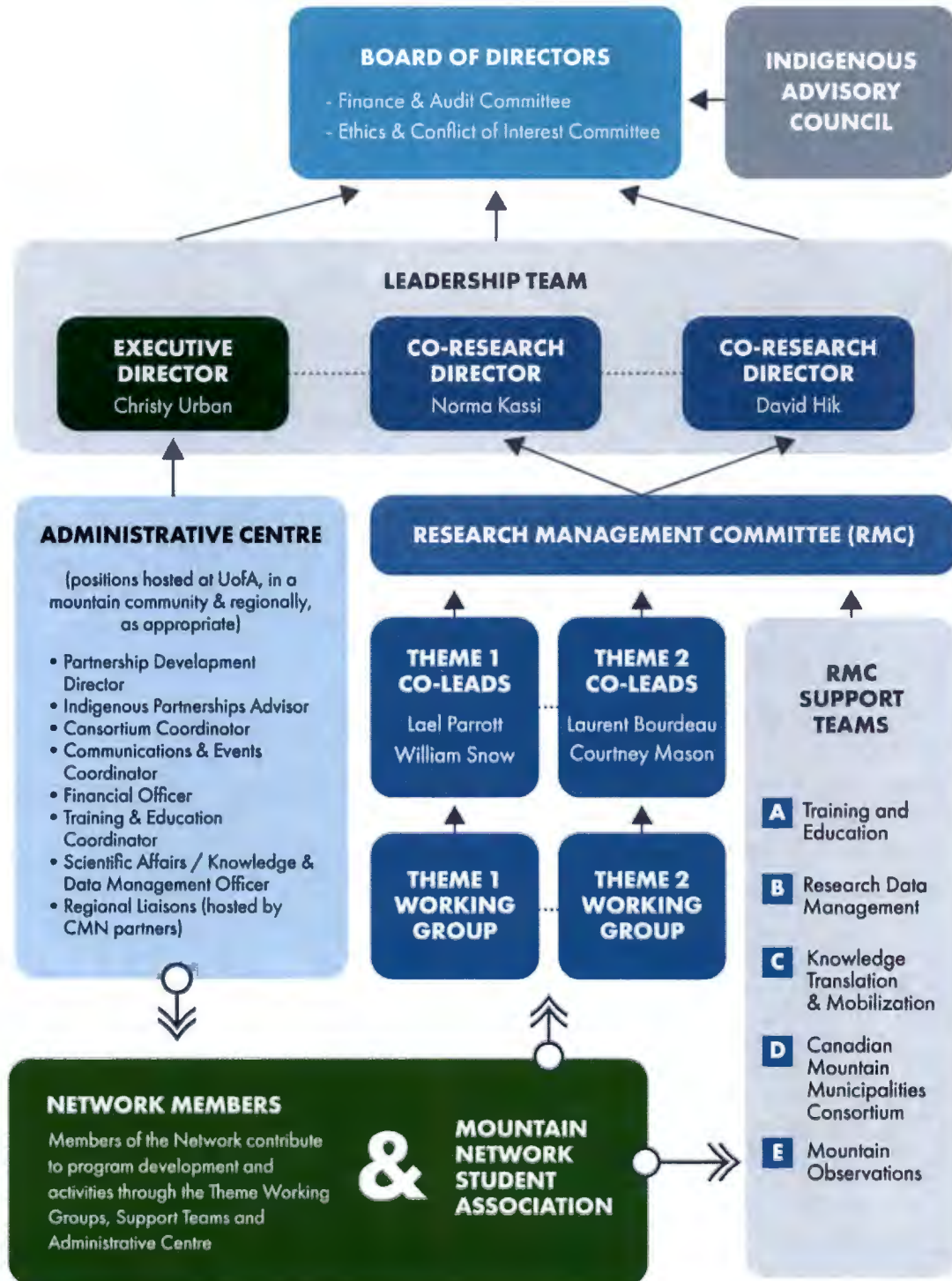


Figure 1. Schematic description of the CMN governance model once incorporated as an NCE. Members of the Network (researchers, practitioners, trainees, partners organizations) contribute to program development and activities through the Theme Working Groups and Support Teams, and with access to resources provided by the CMN Administrative Centre (represented by double arrows).

C. EXCELLENCE OF THE RESEARCH PROGRAM

I. CURRENT STATE OF KNOWLEDGE IN MOUNTAIN RESEARCH

Mountain ranges in Canada cover more than 1.5 million km², seven times the area of the European Alps (Figure 2). People living in, near and distant from mountains depend on them for livelihoods and a wide range of critical ecosystem services, including water, energy, forestry, mining, the maintenance of biodiversity, recreation opportunities, and spiritual connection. Mountains are also homelands for many Indigenous Peoples and places where traditional activities have been conducted for generations.

Canada's extensive mountain ranges are experiencing rapid and often worrying changes. However, our capacity to comprehensively observe, study, forecast and ultimately adapt to sudden and diverse socio-economic, cultural and environmental change remains limited. There is insufficient baseline observing information and research capacity in almost every region, and the knowledge required to respond to these changes is largely lacking or difficult to access. Recent estimates suggest that over 80% of mountain glaciers, the source of many of Canada's great prairie, Pacific, and northern rivers, will disappear this century. Globally, mountain glaciers are contributing over 30% of the volume of current sea level rise. There is also growing evidence that rates of climate warming will increase with elevation, so mountain ecosystems will experience longer snow-free periods, warmer summer temperatures, and shifts in the elevational distribution of species (e.g., rising treeline), with unknown consequences. How society uses mountains is changing too, with more and more people and goods traveling to and through mountains in Canada: for example, over the past decade traffic volume on the Trans-Canada highway through Rogers Pass, BC has grown by 25% over the past decade, and the number of visitors to Banff National Park increased 23% to over 3.8 million people in 2016. There is a pressing need to better understand options for diversifying local economic opportunities in many mountain communities beyond activities based on natural resources, such as mining, forestry, hydro generation, or as transportation hubs (road, rail, pipelines). Looking forward, mountains are places where the next generations of Canadian leaders are emerging. Both Indigenous and non-Indigenous youth require opportunities to develop and receive new skills and knowledge, especially as Indigenous governments and communities become full partners in Canada's governance and economic and social growth. Simply put, mountains affect everyone, everywhere.



Figure 2: Map of major Canadian mountain ranges and highlands; prairie and northern rivers with headwaters in mountains; and partner institutions, organizations or jurisdictions involved in the CMN NCE application: universities and colleges (red), municipalities (pink), Indigenous communities (green), cultural organizations (white). Some other CMN partners are listed if not geographically specific. More than 38 Partner Letters of Support can be found at: cmn-nce.ca

II. RESEARCH THEMES AND CHALLENGES

The CMN Research Program is built on the foundation of existing excellence in mountain research across Canada. The current academic members of the Network (see *Figure 2*) include numerous Centres, Institutes, and individuals at universities and colleges that share a strong commitment and capacity to expand and lead CMN activities. Over 200 researchers, including 20 Canada Research Chairs, 8 Provincial Chairs and several industry chairs have participated in CMN planning. The entire Research Program has been co-designed, through an open and inclusive dialogue, in partnership with provincial and territorial governments, Indigenous communities and organizations, NGO and private sector partners, and international collaborators. Partners associated with specific research activities are referenced below.

The initial 5-year integrated CMN Research Program (*Figure 3*) is structured under two core Research Themes, four initial Challenges and nine Research Program Areas (RPAs). Existing programs will be enhanced through stronger collaboration, and new knowledge about Canada's mountains will be applied through CMN-supported initiatives to deliver socio-economic benefits for Canadians.

THEME 1: Places for Life – Ways of Being

Research will seek to understand how peoples live in and with mountains: as homelands, transportation corridors, spaces of recreation and labor, sacred places, and sources of inspiration. Research outcomes will provide baseline knowledge and an understanding of dynamic relationships among mountain people, plants, animals and landscapes, enabling CMN partners to identify and define values that underlie the characteristics of resilience in the face of change and uncertainty.

Challenge #1: Expose how changing socio-cultural, economic, and ecological relationships between people and mountain places have shaped settler and Indigenous cultures, histories, and communities in Canada.

(RPA -1) Mountains as a source of Canadian identity: Humanities researchers will critically examine the wealth of historical and contemporary literature, music, film, and art that tell the stories of Canada's mountains from divergent perspectives. They will consider interpretations of how Canada's colonial past has remade mountain places (as parks and protected areas, sites of intensive resource activity, and natural playgrounds), while subordinating historical Indigenous relationships with these places. The persistence and reassertion of Indigenous lifeways in the mountains as a step towards Reconciliation will be considered in different regions. Key partners include the UofA Mountain Initiative, Banff Centre, and Whyte Museum of the Canadian Rockies. *Outcome: Enhanced understanding of the historic and contemporary role of mountains in the development of Canadian identity and the process of Reconciliation.*

(RPA -2) Mountains as the foundation of vibrant cultures: Indigenous and non-Indigenous mountain communities have interrelationships with dynamic mountain ecosystems (plants, animals, waters, forests) that sustain both local and distant economies and communities. Research questions will emphasize factors leading to the preservation of cultural values in changing mountain environments, for example: How can historically resource-dependent communities reinvent themselves in response to external economic changes? What factors strengthen processes for restoring Indigenous geographical place names? New methodologies for improving the mobilization of Indigenous knowledge will be developed based on approaches adopted by the Arctic Institute of Community-Based Research (AICBR), Indigenous Communities Engagement Initiative (Mitacs), Labrador Institute (Memorial U), the Sahtu Renewable Resources Board (SRRB), Aurora College, Yukon College, and other partners. *Outcome: Transform our understanding of mountains in sustaining Indigenous ways of knowing and being, and the diversity of connections that non-Indigenous residents have with mountain environments.*

2 Overarching THEMES

Theme 1: Places for Life
(Ways of Being)

Theme 2: Elevating Opportunities
(Ways of Doing)

↓
4 Mountain CHALLENGES

↓
9 Core RESEARCH PROGRAM AREAS

↓
CMN VISION
guides our priorities

↓
3 OPERATIONAL GOALS
guide our Research Plan during the first 5 years

↓
Research Program Areas are supported through 5
INTEGRATED ACTIVITIES

↓
Examples of Network-wide
OUTCOMES
leading to short and long-term socio-economic benefits

CHALLENGE #1	CHALLENGE #2	CHALLENGE #3	CHALLENGE #4
Expose Canada's rich historical, cultural & environmental mountain heritage	Revolutionize understanding of mountains in providing essential ecosystem services	Accelerate the development of innovative solutions for sustainable community development	Enable multi-jurisdictional partnerships and policies to connect mountain people & communities
<ul style="list-style-type: none"> • IDENTITY • VIBRANT CULTURES 	<ul style="list-style-type: none"> • BIODIVERSITY • CORRIDORS • WATER TOWERS 	<ul style="list-style-type: none"> • ECONOMIC DIVERSIFICATION • HAZARDS 	<ul style="list-style-type: none"> • INDIGENOUS KNOWLEDGE • RESILIENCE

Providing Canadians with state-of-the-art tools and knowledge, based on multiple ways of knowing, that are essential for informed decision-making to sustain and manage mountain places in the face of unprecedented environmental, economic and societal changes

<p>GOAL 1 Research conducted by and with Indigenous peoples, local knowledge holders, & practitioners</p>	<p>GOAL 2 New and rapidly accessible knowledge for addressing challenges facing mountain regions</p>	<p>GOAL 3 An innovative toolkit for assessing socio-economic and environmental risks & opportunities</p>
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1. Support three modes of research & discovery
2. Optimize and develop observing data systems and infrastructure
3. Encourage cross-sectoral partnerships within research teams
4. Establish innovative HQP training opportunities
5. Prioritize Knowledge and Technology Exchange and Mobilization mechanisms

Research: launch nine new, inclusive, co-designed, and interdisciplinary solution-oriented research areas

Integrated Monitoring: design a comprehensive observing network that functions as an 'early-warning' system

KTEM: establish the Canadian Digital Mountain Observatory as a hub for access to mountain knowledge

Decision-Support: enable integrated planning across competing sectors and supporting policies that enhance resilience for mountain communities

HQP: creating and expanding interdisciplinary and cross-cultural programs for training the next generation of mountain researchers and decision-makers

Figure 3: The CMN Research Program is driven by four Challenges that will be addressed through nine core research program areas (RPA's), supported by integrated activities for implementing innovative Network processes, that will realize tangible outcomes with social and economic benefits for Canadians.

Challenge #2: Catalyze research that revolutionizes our understanding of the role of mountains in providing essential ecosystem services that support Canadian communities and economies.

(RPA - 3) Mountains as cradles of biodiversity: Mountains are home to diverse ecosystems and species adapted to harsh conditions. Issues of concern include changes in ecosystem functions (nutrient cycling, carbon sequestration) in response to climate drivers and extreme events; detection of biodiversity hotspots; and identification of invasive species. A “*Canadian Mountain Biodiversity Mission*” coordinated by the Centre for Biodiversity Genomics (UGuelph CFREF) will provide access and training for low-cost, high throughput sequencing resources. Other partners include UBC (Biodiversity Research Centre), Alberta Biodiversity Monitoring Institute, UNBC (Natural Resources and Environmental Studies Institute), UCalgary (Biogeoscience Institute), Yukon College (Yukon Research Centre), NWT Government, and the Canadian Museum of Nature. *Outcomes: Establish a world-class mountain biodiversity and biosurveillance system and characterize the dynamics of unique mountain food web interactions - knowledge essential for developing local food security and conservation strategies.*

(RPA - 4) Mountains as dynamic and complex landscapes: The topography and climate of mountain landscapes means that these ecosystems are naturally fragmented. Humans and wildlife tend to concentrate in the same areas, leading to cumulative effects on landscape structure from recreation, transportation, natural resource development, and forest management. This activity affects wildlife and traditional economies. Research efforts will be coordinated by the UBC Okanagan Institute for Resilience, Biodiversity & Ecosystem Services (co-Theme 1 Lead Dr. Lael Parrott), in collaboration with provincial and territorial departments (BC Ministry of Forests, Lands, and Natural Resource Operations; Alberta Environment and Parks; Parks Canada; Miistakis Institute (Mount Royal); our Indigenous partners, and NGOs. *Outcomes: Development of new dynamic models across spatial scales, to inform natural resource and human-use management and policy decisions, and quantification of ecological-social-economic trade-offs.*

(RPA - 5) Mountains as water towers: Unprecedented warming is changing the amount and quality of water that mountain landscapes provide to downstream communities, with consequences for health, safety, and livelihoods. CMN is working with Global Water Futures (GWF - USaskatchewan CFREF) and other research groups (e.g., Campus Alberta Innovates Chair; Future Water of the Mountain West Initiative) to identify opportunities for complementary studies. For example, by mobilizing resources at the Canadian Ice Core Archive (UofA) and the Water Institute (UWaterloo), CMN researchers will examine fluxes of contaminants from the atmosphere, glaciers and water into mountain and downstream food webs. CMN will also catalyze the expansion of water-related research into the Mackenzie Mountains in collaboration with Northern Water Futures (WLU), the SRRB, Aurora College and NWT Government. *Outcomes: Integrating a comprehensive understanding of changing water resources across all CMN-supported activities.*

THEME 2: Elevating Opportunities – Ways of Doing

This theme is focused on research to identify new opportunities for mountain communities and businesses to respond to future change and support local sustainable development, innovation and well-being.

Challenge #3: Accelerate the development and implementation of solutions that will lead to sustainable development and increased resilience of mountain communities.

(RPA - 6) Mountains as complex socio-ecological systems: Canada’s mountain parks, protected areas, and resorts are growing (inter)national tourism destinations. Hiking, biking, skiing, and adventure tourism are economic drivers that also impact distinctive and potentially fragile elements of the mountain landscape. An understanding of the likely trajectories of environmental and socio-economic changes is required to

guide strategies that support the adaptation and resilience of mountain communities. Partners with world-class expertise to conduct this work include the Chaire de recherche en partenariat sur l'attractivité et l'innovation en tourisme (Québec-Charlevoix) (ULaval), Centre for Tourism Policy & Research (SFU), Faculty of Adventure, Culinary Arts & Tourism (TRU), and expertise at other institutions. *Outcomes: An integrated understanding of the evolution of mountain socio-ecological systems, including the economic, cultural and social impacts of tourism, infrastructure needs, and other land uses.*

(RPA - 7) Mountains as hazardous places: Communities and infrastructure are exposed to natural hazards such as landslides, snow avalanches, earthquakes, fires, and flooding. The ability to anticipate and respond to catastrophic events is restricted by remoteness and limited local capacity to monitor, assess and mitigate mountain hazards. CMN partners will develop a new approach to risk management that is community-based, harnesses local knowledge and builds capacity in communities. Existing geotechnical science perspectives will be integrated with Indigenous and non-Indigenous local knowledge, citizen-science monitoring initiatives, and modern technology to develop a multifaceted perspective on mountain hazards. An interactive Mountain Risk Database (integrated with other CMN data systems) will be developed by the Centre for Natural Hazards Research (SFU & Natural Resources Canada), and supported by existing world-class capacity (GWF, Avalanche Canada, Avalanche Québec). *Outcomes: Guidance to small communities and industry for recognizing mountain hazards, engaging professional support, and communicating risk awareness to reduce costs of exposure to mountain hazards.*

Challenge #4: Strengthen multi-jurisdictional partnerships and development of policies that benefit and connect communities and economies across Canada's mountain regions.

(RPA - 8) Mountain peoples as keepers of traditional land management practices: Canada's mountains are homelands of Indigenous Peoples, who have historically been displaced to facilitate park and resource developments. The ability to create and access the knowledge required to manage, conserve or develop resources is a central aspect of nationhood. The Indigenous Leadership Initiative and other CMN partners will collaborate on research focused on management of traditional lands, building on recent success stories (e.g., the Dehcho First Nations contributions to expanding the Nahanni National Park Reserve). *Outcomes: New mechanisms for Indigenous communities to lead land use planning and conservation, and the impact of conservation policies on the design of future protected areas, including Indigenous Protected Areas.*

(RPA - 9) Mountains as the foundation of local economies: Mountain regions attract diverse industries and skilled labor that benefit from their landscapes and distinctive business opportunities. Sustainable and resilient economies bring prosperity and a high quality of life to mountain communities and residents. However, the relationship between communities and their economic drivers can change over time, due to both local and external influences (e.g., rapid population growth in Whistler, BC or Mt. Tremblant, PQ, compared with population decline in Grande Cache, AB). Mountain communities are especially challenged by issues related to access, control, and jurisdiction over the landscape and natural resource base upon which many communities depend, or upon which they could build more diversified economies. Existing world-class capacity includes the Alberta Centre for Sustainable Rural Communities (UofA), the Community Development Institute (UNBC), the Columbia Basin Rural Development Institute (Selkirk College), and the Centre for Northern Innovation & Mining (Yukon College). *Outcomes: Strategies for rural and remote communities to enhance their quality of life (in the context of local aspirations) and creatively repositioning themselves in a global economy.*

III. INTEGRATIVE ACTIVITIES SUPPORTING THE CMN RESEARCH PROGRAM

Five Integrative Activities across the CMN provide common elements for facilitating interdisciplinary and inter-epistemological research, knowledge synthesis, training, and decision-making (*Figure 3*).



1) **Three research modes:** CMN will allow for funding to be accessed by a diversity of partners: (*Mode 1*) Academic and institution-based researcher-led projects may be co-designed or implemented with partners; (*Mode 2*) Partners outside universities initiate projects that are co-designed and jointly implemented; and (*Mode 3*) Indigenous and/or community partners design and implement projects, increasing local capacity and respect for Indigenous and local knowledge and research methodologies, as well as uptake of locally relevant solutions. CMN partners already have experience implementing Mode 3 research. For example, the Stoney Nakoda First Nations (AB) are leading studies of grizzly bear management through cultural monitoring; and the Kluane First Nation (Yukon) has invested in community-based monitoring of headwater lakes to understand climate change impacts on fish and contaminants.

2) **Observing data systems and infrastructure:** Mountains are places for observing and assessing the state, predictability, and associated uncertainties of environmental and socio-economic conditions. CMN will work with partners to optimize approaches for quantifying the drivers of change that influence mountain environments, including socio-economic factors (urbanization, land-use), government policies, population demography and lifestyle, and biophysical conditions, including the underlying challenge of climate change. Additional monitoring and observing infrastructure will be co-developed through future funding opportunities (e.g., CFI) with partners that have made significant investments, including two recent CFREF programs (Global Water Futures [USask, McMaster, WLU, Waterloo]) and Biodiversity (UGuelph), the Alberta Environmental Monitoring and Science Division, the Pacific Climate Impacts Consortium, UNBC Geospatial Hub, and the US NSF-funded National Ecological Observatory Network (NEON). Priority will also be placed on responding to objectives of the Indigenous Guardians programs' objectives for monitoring ecological health, protecting cultural sites and species, leading land-use planning, and promoting intergenerational sharing of Indigenous Knowledge. New technologies will be developed for improving observations, including next-generation autonomous platforms (coordinated by Campus Alberta Innovates Chair in Terrestrial Ecosystem Remote Sensing [Chris Hopkinson, ULeithbridge] and industry partners such as TECTERRA, Lightship, and Campbell Scientific). A key goal of this investment in monitoring infrastructure will be to identify ecosystem and social indicators that reveal early warning of significant systemic state change, and to evaluate their scientific, management, and communication potential. The *Canadian Digital Mountain Observatory* will be established as a hub for access to knowledge (Section 2F).

The three remaining Integrative Activities include 3) **Cross-sectoral Partnerships** (Section 2D); 4) **Innovative HQP Training** (Section 2E); and 5) **Knowledge Translation - KTEM** (Section 2F).

IV. CONTRIBUTIONS TO CANADA'S REPUTATION AS AN INTERNATIONAL LEADER

Among the world's mountain nations, Canada is conspicuously absent from international initiatives focused on sustainable mountain research, such as the UN Mountain Partnership. Over the past 25 years, mountains have been increasingly recognized as critical elements of the planet's life support systems, from the Rio Earth Summit in 1992 to the adoption of the UN Sustainable Development Goals in 2016. CMN will position Canada among the leading partners in global mountain research and has already attracted the interest of international partners, in Asia, Europe, and the USA (see Letters of Support).

V. ANTICIPATED INCREMENTAL VALUE OF THE NETWORK

Investment in research infrastructure, programs and people to address critical social, economic and environmental issues is lacking for most of Canada's mountain regions. Current observational networks in mountains are limited, and provide further reason to incorporate place-based local and Indigenous knowledge to understand change. Many separate initiatives study pieces of the mountain landscape, but these investments will have a greater impact through the Network, which will also maximize future



investments. CMN specifically leverages investment in two CFREF consortia (Global Water Futures, Centre for Biodiversity Genomics) and several provincially-funded Chairs in BC, Alberta, and Quebec. This network approach to support mountain research can reduce the risks to individual projects and accelerate the application of knowledge to meet diverse requirements.

VI. SOCIAL AND ECONOMIC CONTEXT AND BENEFITS FOR CANADIANS

Canada's commitment to mountain research has not matched the scale and importance of its mountain regions. Challenges related to environmental change, Reconciliation with Indigenous Peoples, and sustainable development demand a change. Ecosystems, economies, and communities are in transition, and finding solutions to a range of problems requires innovative approaches with a national scope. The Canadian economy derives significant benefits from ecosystem services derived from mountains. In some cases we have a good estimate of the impacts - for example, over 4.5 million people visit the Canadian Rockies each year, and spend almost \$2 billion on tourism-related activities. But in most cases the value of these ecosystem services (e.g., water, wildlife, cultural values) are unknown. A key outcome of the first 5-year term is an initial accounting of the ecosystem services (provisioning, regulating, cultural and supporting activities) in Canada's mountains as a foundation for making better decisions for land-use and to guide socio-economic investments. CMN will deliver new resources to document natural hazards, biodiversity, and strategies for economic diversification. Another set of social and economic benefits will focus on strengthening Indigenous leadership and capacity through cultural monitoring and application of Indigenous research methodologies. See *Figure 3* for Network-wide objectives during the first 5-years.

D. NETWORKING AND PARTNERSHIPS

The CMN facilitates effective collaboration between diverse partners to apply knowledge through evidence-based management and policy decisions. Key partners in these efforts include:

1) **Provincial/Territorial and Municipal Governments:** Yukon, NWT, Alberta, BC, and Québec governments have provided Letters of Support and will contribute to governance, administrative, and support local HQP and research. Municipalities will commission projects and gather annually as the Canadian Mountain Municipalities Consortium. Informed policy development by governments in mountain regions is a key CMN objective. These governments also offer access to diverse local and regional networks.

2) **Indigenous Governments and Representative Organizations:** The Sahtú Renewable Resources Board (NWT) and the Stoney Tribal Administration (AB) have participated in the CMN since January 2016 and sit on our Steering Group. They will contribute to community-led research, policy development, and ensure knowledge mobilization is inclusive of multiple knowledge systems. In addition, we have partnered with the Indigenous Leadership Initiative to help empower Indigenous governments, communities, and Nations to fulfill their cultural responsibility to the land.

3) **Mitacs:** CMN will collaborate with Mitacs on their Indigenous Communities Engagement initiative to support research projects based on the self-identified needs of community partners (see Letter of Support). CMN's private sector partners will co-fund eligible research projects/internships through the Mitacs Accelerate program. Mitacs will share its best practices as a former NCE and leader in HQP development.

4) **Businesses and Non-Profits:** Blue chip companies (CP Rail, Teck Resources) and networks (TECTERRA, National Ski Council) have provided Letters of Support, and will be key CMN partners to inform business decisions and processes, and technology commercialization. Non-profits, such as the Yellowstone to Yukon Conservation Initiative, will bring research assets, networks of policymakers, and public engagement to the Network's efforts to facilitate research and knowledge exchange and mobilization.



5) **International Partnerships:** CMN will collaborate internationally to leverage additional funding and knowledge mobilization (e.g., Mountain Research Initiative, Bern; Mountain Sentinels, U Colorado). For example, collaboration with the University of Central Asia may enable co-funding from Aga Khan Foundation, Global Affairs Canada, and the Government of Alberta International Development Office.

History and growth of existing partnerships and the development of new linkages: The CMN team, including a full-time partnership development officer, and network partners will develop new connections with sectors currently under-represented, including Indigenous organizations, businesses, community foundations and professional associations. Partnership development strategies include proactive outreach, webinars, and mobilizing existing connections. We plan to secure partner contributions of \$2.77M (cash/in-kind) in Year 1 and a 1:1 NCE to partner contribution ratio over 5 years (\$20M).

E. DEVELOPMENT OF HIGHLY QUALIFIED PERSONNEL (HQP)

The CMN's partners have identified a variety of innovative training opportunities that will expose HQP to the full range of the Network's activities from fundamental research to its practical applications. The CMN has adopted a broadened definition of HQP and mentors that builds on NCE precedent and federal recommendations for academic research to be inclusive of Indigenous youth and work with elders and traditional knowledge holders. This braiding of different knowledge systems and methodologies is possible by leveraging the diversity and structure of the CMN. The Network will develop training opportunities that will enhance HQP capacity and career options and address current knowledge and experience gaps.

1) **Reconciliation & Research Partnerships Courses:** Available to all HQP and co-developed by Indigenous and non-Indigenous academic partners, these courses will cover the cultural histories of Canada's mountain people and places and the role of strong research partnerships in supporting Reconciliation. CMN will also develop Massive Open Online Courses (MOOC's), available to global audiences, focused on mountain society, culture, and environments. These courses will build on the success of UofA's *Mountains 101* (ranked as the #1 science MOOC in the world) and *Indigenous Canada*.

2) The CMN's Orientation Program will provide funding for local liaisons to orient academic HQP to the communities where research occurs, better connecting them with people and services and encouraging the multi-directional flow of knowledge that builds local capacity and trust.

3) Internships will enable HQP to work directly with Network partners in government, industry, and local agencies to apply research. These investments build skills, networks, and employability for mountain-related careers. A key partner for CMN internships will be the Mitacs Accelerate program.

4) A series of portable Mobile Research and Teaching Labs will be developed during the first five years. These will include applications of leading-edge technologies (e.g., hazard mapping, biodiversity assessment, analytical methods), summer and winter field schools, a 3-D Map of Canada's Mountains (produced with the Royal Canadian Geographic Society and Alpine Club of Canada), and a Multi-Media Storytelling Lab to share their knowledge and experiences among CMN partners and the public.

5) **Grants for Training & Certification Programs.** Courses will offer essential skills necessary for participation in CMN projects and subsequent employment. Topics include field safety, mountaineering, backcountry first aid, data management, GIS & remote sensing, museum curation, and communication.

6) **The Network AGM and Students Association.** HQP will have opportunities to organize and participate in workshops and symposia, to learn from experts and peers, and develop connections to projects, employers, and mentors. CMN will also provide resources to support a student-led association where HQP can acquire additional leadership skills and interact closely with CMN leadership and mentors.

F. KNOWLEDGE AND TECHNOLOGY EXCHANGE AND MOBILIZATION (KTEM)

Effectively mobilizing research outcomes through diverse approaches is essential to provide social and economic benefits to Canada through informed access to data and analysis, risk management, and evidence-based decision making. Where required, CMN partners will establish formal benefits and data sharing agreements informed by OCAP (Ownership, Control, Access and Possession) principles that recognize the rights of Indigenous Peoples, who own and control their data and the knowledge derived from it. The priority that CMN places on KTEM activities is reflected in the proposed budget allocations.

1) The Mountain Portal (www.canadianmountainnetwork.ca) is Canada's first bilingual mountain research network and information exchange service. This website already offers mountain research news and plain-language research summaries; leverages social media and a newsletter to share content; co-produces podcasts and other digital material; and hosts a Directory of researchers and organizations.

2) The Canadian Digital Mountain Observatory (CDMO) will be Canada's first major effort to bring together decades worth of mountain research. Building on the UVictoria-based Mountain Legacy Project (mountainlegacy.ca) and inspired by the Neptune and Venus observatories of Ocean Networks Canada, it will: integrate temporal and spatial data; provide access to raw and processed data sets; link knowledge across scales (from individual projects to national and international initiatives); work across sectors; and provide access to research, training and knowledge mobilization resources by offering access to customized analytic outputs. Visual and data-based modules will make research and analysis publicly available. The CMN Research Data Management (RDM) Committee has articulated a Statement of Data Principles and started to develop a CMN RDM Toolkit. The CMN is also developing its relationships with existing data centres and resources, including the Portage Network (Canadian Association of Research Libraries), Research Data Canada (RDC), Polar Data Catalogue; Compute Canada and other existing state-of-art research data management infrastructure (e.g., GWF, NEON).

3) The Canadian Mountain Municipalities Consortium will address local capacity gaps and put knowledge into active service through evidence-based decision making. Priorities for research identified by these partners include tourism destination development and mountain hazards mitigation. We have Letters of Support from Haines Junction, Golden, Revelstoke, Squamish, Fruitvale, Jasper, Banff, Pincher Creek, and Canmore. Many more communities have indicated their interest in joining during the Full Application process.

4) Facilitate annual knowledge exchange events, including the AGM/Annual Conference that will engage CMN partners through workshops, presentations/panel discussions, and networking events. CMN will also continue to work with the UN-sponsored Mountain Partnership to support knowledge exchange events across Canada for International Mountain Day (11 December). In 2016, the CMN worked with six communities to facilitate events that connected over 2,735 participants.

5) The CMN's leadership and other partners (e.g., Arctic Institute of Community-Based Research) will create formal research policy and processes to respect knowledge ownership and empower mountain peoples and communities. Academic knowledge will be translated into appropriate language and consider every level within a community, including schools, youth out of school, elders and leaders. Local activities that encourage knowledge sharing approaches will include storytelling, beading, and on-the-land camps.

6) New sensing technologies and modeling/forecasting software that offer an improved understanding of mountain environments will be commercialized through the development of a Technology Cluster that facilitates collaboration between the CMN's academic partners, companies and networks such as Campbell Scientific, Lightship, and TECTERRA, and government economic development agencies. CMN partners (e.g. Water Institute, UWaterloo) will support technology development by providing resources for incubators and/or crowd-sourcing approaches (e.g., mountain data synthesis hackathons) for driving innovation.

3. EXPLANATION OF OVERLAP

CMN is Canada's first interdisciplinary mountain research network, focused initially on connecting independently-inspired mountain research initiatives across Canada into a broad and supportive Network of expertise, partners, and information. CMN will serve as the connective tissue that brings together researchers and partner organizations to build new multi- and trans-disciplinary initiatives. This coalition building is the main ingredient for our approach to fostering innovation. CMN will also directly co-fund efforts to broker knowledge between researchers and knowledge end-users (e.g., mountain municipalities).

During the Network's planning stage, we have attempted to ensure CMN activities will complement, rather than overlap with, existing mountain-related investments and programs. This complementarity will be achieved through direct collaboration, as well as by enhancing the interface between different initiatives. Many of these relationships have been confirmed through Letters of Support (see cmn-nce.ca), and we will detail specific collaborations in greater length as part of our full application. Current initiatives that will directly or indirectly complement CMN priorities and capabilities include:

1) The Mountain Legacy Project (UVictoria) is fully integrated into the CMN. This SSHRC-funded project is the foundation of the Canadian Digital Mountain Observatory, led by Dr. Eric Higgs (Professor and past-Director, School of Environmental Studies, and Chair, CMN Research Data Management Committee).

2) The Canadian Water Network (NCE), Global Water Futures (CFREF), and the Water-Climate Impacts Consortium (Environment Canada-UVictoria partnership) are focused on diverse aspects of the changes taking place in mountain watersheds. However, they also have larger mandates and only a limited capacity to directly support mountain-related research and knowledge mobilization. We have already identified several areas where GWF can support CMN (hydrological models, data management) and where CMN can extend opportunities for collaborative water research in Canada's mountains.

3) Canada has provided nearly \$100M to build the Centre for Biodiversity Genomics (UGuelph) research infrastructure and personnel. This CFREF investment has created an unrivaled capacity for biosurveillance, augmented by new high-throughput sequencing platforms with low analytical costs. This capacity to evaluate biotic change through space and time in mountain ecosystems will allow CMN researchers to open up new ecological dimensions by accessing world-class genomics tools and expertise.

4) The University of Waterloo and Ouranos (Consortium on Regional Climatology & Adaptation, Quebec) are leading the development of an NCE proposal focused on Climate Adaptation from a range of perspectives spanning social science, natural science and engineering, and health science. This NCE would complement work included in the CMN proposal, and we anticipate extensive collaboration if both NCEs are funded. Several researchers involved in both NCE groups will assist with developing these partnerships.

5) The ArcticNet NCE is a model for environmental research in Canada, focused on coastal and marine issues in the Arctic. The CMN has and will continue to benefit from the experiences of ArcticNet and its partners, as well as the expertise within Arctic communities located in the mountains of Nunavut, Nunavik and Nunatsiavut. These will be connected into CMN in the future, but we have not yet fully engaged these eastern Arctic regions given their present relationship with ArcticNet programs.

6) Several groups are focused on Indigenous and community-based environmental leadership and research program development. For example, the Government of Canada included an initial investment of \$25M over 5 years in the 2017-18 federal budget to support the creation of a National Indigenous Guardians Network in response to a proposal from the Indigenous Leadership Initiative (ILI - see Letter of Support). The ILI is working closely with Indigenous Nations and communities, and the Government of Canada to implement the vision of a National Indigenous Guardians Network. CMN will seek opportunities to collaborate with ILI and other groups with shared goals (e.g., Community-Based Research Canada).

Addition
to Council

Bill 8, *Emergency Management Amendment Act Engagement*

The Government of Alberta is proposing changes to Alberta's emergency management legislative framework. Bill 8, the Emergency Management Amendment Act, was introduced in the legislature on April 3, 2018, with debate held over until the fall sitting of the legislature.

The proposed changes would update rules and regulations to help communities improve their response to disasters. It would also provide the ability to create a new Local Authority Emergency Management Regulation that would give clear direction on emergency management practices for municipalities to follow.

During the summer, the Alberta Emergency Management Agency will engage with stakeholders on the proposed changes.

How to Provide Your Input

Municipal stakeholders can provide input by either:

- Completing the [Alberta Emergency Management Framework Review Discussion Guide](#). The discussion guide can be completed as a PDF and submitted to ma.aemabill8input@gov.ab.ca no later than **July 3, 2018**. Members of the public are welcome to complete the discussion guide.
- Attending one of the engagement sessions scheduled for late June. Municipal stakeholders planning to attend the engagement sessions are encouraged to [review the discussion guide](#) so that time can be used effectively during the sessions. [Register for the engagement sessions](#).

Alberta Emergency Management Framework Review

About this Discussion Guide

This Discussion Guide gives an overview of proposed changes to Alberta’s emergency management framework and solicits feedback on the proposed changes. Please use this guide as information on the changes and to provide feedback on the proposed changes to the *Emergency Management Act* and the proposed regulation, the Local Authority Emergency Management Regulation.

The proposed changes will address identified gaps in the framework, and help partners adapt to the changing risk landscape. The goal of this review is to better enable Alberta to address the increasing frequency and severity of disasters.

The Discussion Guide is intended to gain input from municipal emergency management stakeholders including elected officials, senior municipal administration, and directors of emergency management. Engagement with communities is necessary to ensure that the final legislation and regulation are sustainable for both the province and communities.

You will be able to review and discuss the changes to the *Emergency Management Act* and provide feedback to help finalize the Local Authority Emergency Management Regulation in-person at an engagement session or by submitting an email with the completed PDF of this Discussion Guide.

We will be holding in-person engagement sessions across the province in the following locations:

Fort McMurray	June 18
Grande Prairie	June 20
Lethbridge	June 25
Calgary	June 26
Edmonton	June 28

It is recommended that you review the Discussion Guide before attending these sessions. The Discussion Guide can also be used to provide input after you attend an engagement session.

To provide input outside of the sessions, even if you have not attended a session, please submit your completed Discussion Guide PDF to ma.aemabill8input@gov.ab.ca by July 3, 2018.

If you have questions, please email us at ma.aemabill8input@gov.ab.ca.

Alberta Emergency Management Framework Review

Overview

In the past 10 years, Alberta has seen an increasing number of natural disasters. Proposed changes to the *Emergency Management Act* would provide more comprehensive direction to help the Government of Alberta and communities improve their preparedness for and response to disasters. The proposed changes would also create a new Local Authority Emergency Management Regulation to give clear direction on emergency management practices for municipalities.

Emergency management is the organization and management of resources and responsibilities for dealing with emergencies, and includes: prevention and mitigation, preparedness, response, and recovery.

Alberta's emergency management legislative framework currently consists of:

- The *Emergency Management Act*, which provides the legislative basis for local and provincial management and co-ordination of emergencies and disasters, and outlines the broad roles and responsibilities for the Government of Alberta and municipalities.
- The Disaster Recovery Regulation, which gives the authority to provide disaster financial assistance to municipalities, small business, residents, not-for-profit organizations, and Government of Alberta departments for uninsurable loss and damages caused by emergencies and disasters.
- The Government Emergency Management Regulation, which assigns roles and responsibilities for emergency management to Government of Alberta departments.

Sections of the emergency management framework have been identified for updating through post-incident assessment reports, cross-jurisdictional scans of legislation and regulations, and in the course of working with communities.

Bill 8, the *Emergency Management Amendment Act*, was introduced into the Alberta Legislature on April 3, 2018, and contained the following changes:

- Create authority to establish a regulation governing municipal emergency management;
- Clarify evacuation order provisions and limits to liability of first responders;
- Clarify municipal and provincial roles and responsibilities;
- Clarify arbitration provisions;
- Update definitions;
- Clarify delegation of authority during states of emergency and delegation to council committees; and
- Implement clarifying technical amendments.

Bill 8 will undergo debate in the Fall 2018 sitting of the Legislature. The regulation will come into force sometime after debate on Bill 8 has concluded. To view Bill 8, click [here](#).

To view the version of the *Emergency Management Act* currently in force, click [here](#).

Alberta Emergency Management Framework Review

Demographics

Please indicate which of the following groups you represent:

- | | |
|--|--|
| <input type="checkbox"/> Municipal employee | <input type="checkbox"/> Non-Profit Organization |
| <input type="checkbox"/> Municipal Elected Official | <input type="checkbox"/> Métis Settlements |
| <input type="checkbox"/> First Nations | |
| <input type="checkbox"/> First Responder (please specify type): _____ | |
| <input type="checkbox"/> Emergency Social Services (please specify): _____ | |
| <input type="checkbox"/> Other (please specify): _____ | |

Received information will be kept confidential and used only for its intended purposes, in accordance with the *Freedom of Information and Protection of Privacy Act*.

Personal information is being collected for the purpose of the Alberta Emergency Management Framework Review and is authorized under Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. All personal information collected during this review will be managed in accordance with the privacy provisions in the *FOIP Act*. Please direct questions about the collection and use of this information to the Manager of Legislation and Operational Policy, Alberta Emergency Management Agency, 3rd Floor, Park Plaza Building, 780-427-1878.

Alberta Emergency Management Framework Review

1.0 Evacuations

During a provincially declared state of emergency or a state of local emergency, the Minister of Municipal Affairs or the local authority may use extraordinary powers provided under the *Emergency Management Act*.

One of these powers allows the Minister or a local authority to evacuate people and remove property from areas that are, or could become, affected by a disaster. This power can be difficult for local and provincial authorities to implement and enforce, in cases where people refuse to leave areas under an evacuation order.

Stakeholder input is being requested on proposed changes that address the current lack of clarity surrounding these provisions.

Proposed Amendments Bill 8:

- Clearly state that ignoring an evacuation order is in contravention of the *Emergency Management Act* and those that ignore evacuation orders may be subject to a fine and/or prison time.
- Clearly set out that first responders are not liable for actions taken, or not taken, in good faith while enforcing evacuation orders.

Key considerations:

1. Has your community issued an evacuation order in the past 5 years?

Yes

No

o Were people compliant with the order?

Yes

No

o Were there difficulties in enforcing the evacuation order?

Yes

No

Alberta Emergency Management Framework Review

- What were the specific difficulties with enforcing the order?

2. In your opinion, does the updated legislation clearly outline the mandatory nature of evacuation orders?

Yes

No

- Is any further clarification needed that is not captured in Bill 8?

Yes

No

- If yes, what clarification is needed?

Alberta Emergency Management Framework Review

3. Should communities be required to prepare plans that account for the safety of all emergency services personnel who are required to remain behind in an evacuated area?

Yes

No

- o Are there special concerns or considerations that should be captured for emergency services personnel who remain behind following an evacuation?

4. Do you feel that clearly stated offence provisions, with potential fines and jail time for non-compliance that would be actioned after the event, will result in greater compliance with evacuation orders?

Yes

No

Alberta Emergency Management Framework Review

5. In your opinion, does the proposed clarification of liability protections provide adequate protection for first responders?

Yes

No

o If no, please explain why.

6. Do you have any other comments or concerns regarding evacuations orders?

Alberta Emergency Management Framework Review

2.0 Creating the Local Authority Emergency Management Regulation

The importance of clear roles and responsibilities within an emergency management framework has been identified across Canada. British Columbia, Manitoba, and Ontario already have local authority emergency management regulations in place.

The *Emergency Management Act* gives high-level requirements for local authorities. However, it does not provide any detailed guidance or measurable expectations for these requirements. More clearly outlined provincial and local roles, responsibilities, and authorities are needed in order to ensure:

- Clear expectations and understanding of emergency management roles, responsibilities, and authorities.
- Emergency management at the local level will more cohesively fit within the provincial emergency management framework.
- Requests from local authorities and their staff for increased direction for emergency management activities are addressed.
- Conditions exist that foster more effective partnerships and collaboration for preparedness and response activities.

In response to this, a new regulation will be introduced that will outline emergency management roles and responsibilities for local authorities. Areas that we are seeking input from stakeholders on include:

1. Emergency advisory committee requirements, duties, and functions;
2. Emergency management agency requirements, duties, and functions;
3. Mechanisms to support regional collaboration;
4. Training requirements for elected officials and employees who work in emergency management;
5. Requirements for emergency management plans; and
6. Requirements for the exercise and maintenance of emergency management plans.

Alberta Emergency Management Framework Review

2.1 Emergency Advisory Committees

Local authorities are already required under the *Emergency Management Act* to have an emergency advisory committee consisting of a member or members of council.

Proposed Requirements:

- The emergency advisory committee must be established by bylaw so that its role in the community's emergency management program is clearly laid out and publicly available.
- Establish a minimum meeting frequency requirement.
- The bylaw creating the emergency advisory committee must:
 - State the functional purpose of the emergency advisory committee both during and outside of emergencies;
 - Establish that the emergency advisory committee provides guidance and direction to the emergency management agency;
 - Establish procedures that relate to the declaration of a state of local emergency;
 - Name the committee membership and chair by position title; and
 - Outline emergency advisory committee quorum and procedure requirements, unless quorum and procedure requirements are set out in another bylaw.

Key considerations:

1. In your opinion, are the roles and responsibilities of your community's emergency advisory committee clear?

Yes

No

- If no, what is unclear?

Alberta Emergency Management Framework Review

2. Is your emergency advisory committee established through bylaw?

Yes

No

o If no, how is it established?

3. How often does your emergency advisory committee meet?

4. How often does your emergency advisory committee review and approve your community's emergency management plan?

5. Has your community established clear procedures, in writing, for the declaration of a state of local emergency?

Yes

No

Alberta Emergency Management Framework Review

6. Has your council delegated powers under the *Emergency Management Act*, including the power to declare a state of local emergency, to the emergency advisory committee, other council committee, a member of council, or a member of the administration?

Yes

No

- o If yes, what powers have been delegated?

7. Who should council be able to delegate the extraordinary powers provided under the *Emergency Management Act* to (i.e. only elected officials, chief administrative officer, director of emergency management etc.)?

8. Do you have any other comments or concerns regarding emergency advisory committees?

Alberta Emergency Management Framework Review

2.2 Local Authority Emergency Management Agencies

Local authorities are required to have an emergency management agency to act as the agent of the local authority in exercising their powers and duties under the *Emergency Management Act*. This agency must have a director of emergency management who is responsible for the agency. The agency is typically comprised of municipal employees.

In the current *Emergency Management Act*, the director of emergency management is tasked with:

- Preparing and co-ordinating emergency plans and programs,
- Acting as director of emergency operations on behalf of the agency,
- Co-ordinating emergency services and other resources in an emergency, and
- Performing other duties as required by council.

A requirement that all communities use the Incident Command System in their emergency management operations is being considered. The Incident Command System is an internationally-accepted standard of command and control used during emergency incidents and planned events. The Government of Alberta has adopted the Incident Command System as the organizational model for its incident management and emergency response, and encourages first responders, local authorities, Métis Settlements, First Nations, and industry to do the same. Doing so will increase the ability of all parties to communicate and work together effectively during large scale emergencies and disasters. AEMA provides free Incident Command System training, with the ICS 100 and 200 courses offered online.

Proposed Requirements:

- The emergency management agency will be responsible for:
 - The coordination of emergency services during an emergency; and
 - The development and review of emergency management plans.
- The emergency management agency must be established by bylaw.
- The bylaw creating the emergency management agency must:
 - Include the responsibilities of the agency;
 - Indicate that a director of emergency management must be appointed to lead the agency; and
 - Indicate that the emergency management agency is administratively responsible for the local authority's emergency management program.
- The emergency management agency shall report to the emergency advisory committee on a regular basis to provide updates on agency activities.
- Emergency management agencies must use the Incident Command System, including implementing all Incident Command System Canada principles and training standards before and during their emergency response efforts, and in their emergency operation centres or emergency coordination centres.

Alberta Emergency Management Framework Review

Key considerations:

1. How often should emergency management agencies be required to report on agency activities to the emergency advisory committee?

2. Is your community's emergency management agency established through bylaw?

Yes

No

- o If no, how is it established?

3. Does your community currently use the Incident Command System?

Yes

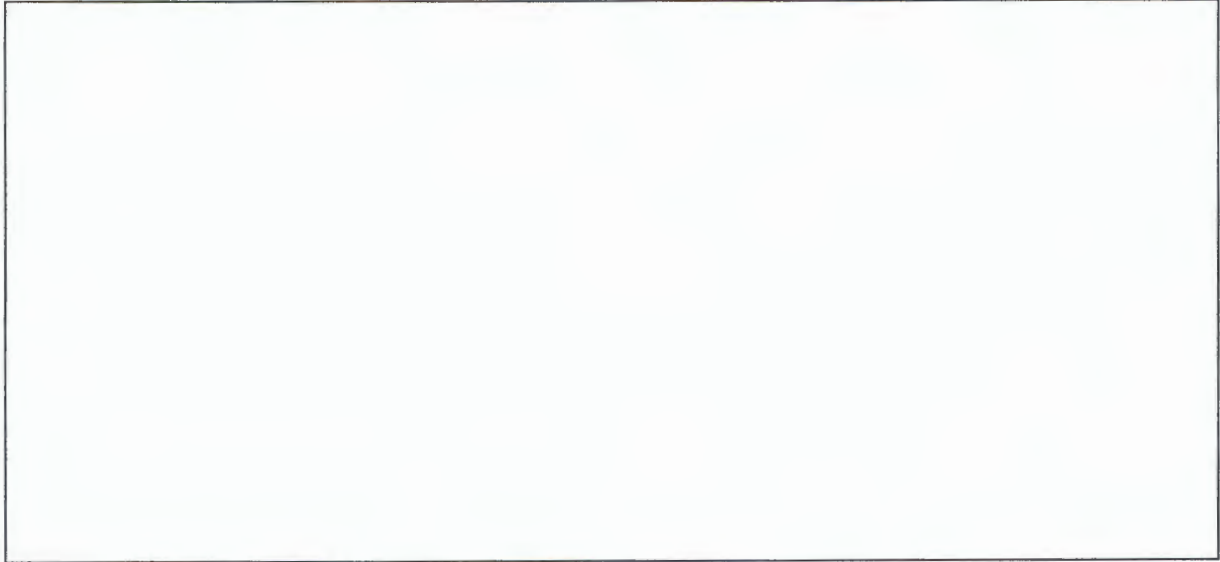
No

- o If no, what system is used and why do you use it?

4. How long would your community need to fully implement Incident Command System in your emergency management program?

Alberta Emergency Management Framework Review

5. What barriers are there to implementing the Incident Command System in your emergency management program?



6. Do you have any other comments or concerns regarding emergency management agencies?



Alberta Emergency Management Framework Review

2.3 Mechanisms to Support Regional Collaboration

There are several mechanisms available to local authorities that wish to pursue regional collaboration for emergency management. These options include:

- Allowing summer villages to delegate authorities and duties to another municipality;
- Creating a joint emergency management agency and/or committee; and
- Creating a regional services commission.

Additionally, the Alberta Emergency Management Agency encourages local authorities to develop regional mutual aid agreements, with grant funding available through the Alberta Community Partnership, Municipal Sustainability Initiative, the Emergency Management Preparedness Program, and Fire Service Emergency Preparedness Program to support development of these agreements.

Proposed Requirements:

- Joint committees shall be created through bylaws enacted by each partner community.
- When summer villages delegate their responsibilities under the Act to another local authority, the local authority accepting the summer village's delegation may delegate the powers to a council committee.

Key considerations:

1. Does your local authority currently have regional collaboration measures in place for emergency management, such as a mutual aid agreement or one of the examples above?

Yes

No

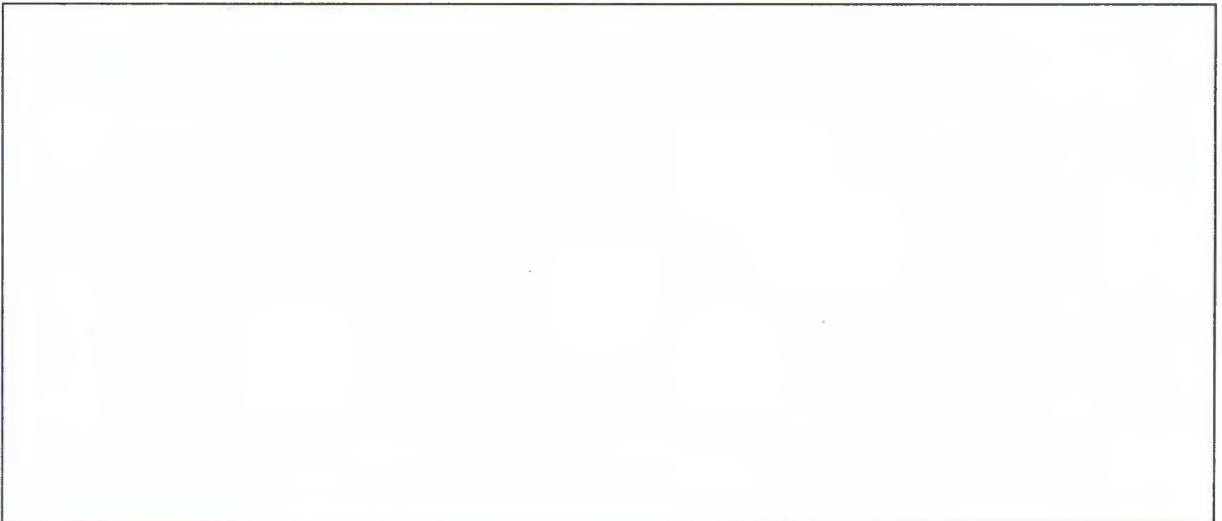
- If yes, what regional collaboration measures are in place?

Alberta Emergency Management Framework Review

2. What type of support does your community need to make regional collaboration easier and more effective?



3. What are the barriers that may prevent your community from participating in regional collaboration for emergency management?



Alberta Emergency Management Framework Review

4. Is your community considering other governance structures for emergency management?

Yes

No

o If yes, what governance structures are being considered?

5. Do you have any other comments or concerns regarding regional collaboration mechanisms?

Alberta Emergency Management Framework Review

2.4 Training Requirements for Elected Officials and Administration

There are no current emergency management training requirements for elected officials and administration. However, Alberta Emergency Management Agency offers emergency management courses designed for elected officials and administration staff. It is proposed that the new regulation will set out training requirements to ensure those involved in emergency management are able to fulfill their responsibilities in their communities. The proposed training requirements are intended to give everyone involved in emergency management a basic understanding of emergency management, the Incident Command System, and what their own role is in the event of an emergency.

Mandated emergency management training requirements also exist in other provinces. Both Ontario and Manitoba list required training for directors of emergency management.

Alberta Emergency Management Agency currently provides the following free training (* indicates online version available):

- Basic Emergency Management*
- Incident Command System 100*
- Incident Command System 200*
- Incident Command System 300
- Incident Command System 400
- Municipal Elected Officials*
- Emergency Social Services*
- Emergency Public Information
- Emergency Coordination Centre
- Scribing for Emergency Management
- Director of Emergency Management
- Exercise Design 100*

Proposed Requirements:

- Elected officials will be required to complete the following courses currently offered by Alberta Emergency Management Agency:
 - Basic Emergency Management;
 - Incident Command System 100, as a minimum; and
 - The Municipal Elected Officials Course.
 - Identified training must be completed within 90 days of the elected official taking their official oath, including after re-election.
- Directors of emergency management will be required to complete the following courses currently offered by Alberta Emergency Management Agency:
 - Basic Emergency Management;
 - Incident Command System 100, 200, and 300 as a minimum; and
 - The Director of Emergency Management course, of which Incident Command System 200 is a prerequisite.
 - The provisions will require that the identified training be completed within an 18 month period of being appointed as director of emergency management, or the introduction of the regulation.

Alberta Emergency Management Framework Review

- Municipal employees who work in emergency management and have been identified for roles in their community's emergency operations/coordination centre will be required to complete the following courses currently offered by Alberta Emergency Management Agency:
 - Basic Emergency Management; and
 - Incident Command System 100, as a minimum.
 - Identified training must be completed within 6 months of being selected for this role.

Key considerations:

1. What is a reasonable amount of emergency management training that the following groups should be expected to have and maintain:

Elected officials?

Directors of emergency management?

Municipal employees identified for roles in emergency management?

2. How much time should be allowed to complete the required training for each of these groups?

Alberta Emergency Management Framework Review

3. If emergency management training has not been supported in your municipality, why not? (e.g., time constraints, limited funding, low priority etc.)

4. Do you agree with the proposed training requirements for each role as they are outlined above?

Yes

No

- o If no, how would you change these requirements?

Alberta Emergency Management Framework Review

5. Are there other training requirements you think should be considered?

Yes

No

o If yes, what additional requirements should be considered?

6. Do you have any other comments or concerns regarding training requirements?

Alberta Emergency Management Framework Review

2.5 Emergency Management Plans

Although local authorities are required to have an emergency management plan in place, there are no requirements as to what a plan must contain, nor is there a requirement to update or exercise that plan. The proposed regulation will address this lack of direction to ensure Alberta's communities have consistent, robust, and relevant emergency management plans in place.

Both Manitoba and Ontario require that municipal emergency management plans be reviewed annually, and set out requirements for what emergency plans must address.

Proposed Requirements:

- Local authorities will submit plans to Alberta Emergency Management Agency for review and comment annually.
- Plans must address:
 - Overview of emergency management program administration, implementation, and evaluation;
 - Program exercises and mechanisms to implement lessons learned from exercises and responses to actual emergencies and disasters;
 - Training plan for emergency management staff;
 - Hazard and risk assessment;
 - Preparedness, response, and recovery;
 - Organizational structure and a staff contact list;
 - Training, communications, and alerting/public notification;
 - Emergency social services; and
 - Management of the emergency plan, including maintenance and regular review.
- Local authorities will have one year to bring their emergency management plans into compliance with the regulation.

Key considerations:

1. How often is your community's plan reviewed and updated?

Alberta Emergency Management Framework Review

2. If your plan hasn't been reviewed in more than two years, what barriers are preventing you from doing so?

3. Have hazard assessments been used to build or update the plan in your community?

Yes

No

4. How often should your community's emergency management agency be required to review and update the plan?

5. What role should the Alberta Emergency Management Agency have in the review of, and comment on, community emergency management plans?

Alberta Emergency Management Framework Review

6. Are you aware of assistance currently offered by the province such as the Field Officer Program and the Community Emergency Management Program?

Yes

No

7. Have you activated your emergency management plan in the last 4 years?

Yes

No

o If yes, was the plan updated or reviewed following the activation?

8. Do you have any other comments or concerns regarding emergency management plans?

Alberta Emergency Management Framework Review

2.6 Emergency Management Exercises

Regular emergency management exercises ensure that plans are up-to-date and relevant, and that staff understand their roles during emergency response. While the *Emergency Management Act* tasks the director of emergency management with preparing and coordinating emergency management plans and programs, there are no requirements to exercise those plans. The proposed regulation will establish requirements for municipalities to exercise their emergency management plans to ensure their community is prepared for emergency and disaster events.

There are different types of emergency management exercises:

- Table-top exercises are a paper exercise where participants work through a simulated response to a major emergency or a disaster situation and then discuss actions they would take.
- Functional exercises have participants carry out role-playing actions but there are no first responders or emergency officials responding in real time.
- In a full-scale exercise, participants carry out role-playing actions in real time as if a major emergency or disaster was actually occurring.

Manitoba requires that local authorities complete a full-scale exercise, approved by the province, every four years, and a table top exercise any year that a full-scale exercise is not completed. Ontario requires that a practice exercise for a simulated emergency incident be conducted annually.

Proposed Requirements:

- Local authorities must hold annual table-top exercises;
- Local authorities must conduct or participate in full-scale exercises once every 4 years, unless a live emergency event was experienced which exercised the local authority's emergency management plan and resulted in a post-incident assessment;
- Local authorities must submit their full-scale exercise design to Alberta Emergency Management Agency at least 3 months prior to holding the exercise.

Key considerations:

1. How often does your community conduct table-top emergency management exercises?

Alberta Emergency Management Framework Review

2. How often does your community conduct functional emergency management exercises?

3. How often does your community conduct full-scale emergency management exercises?

4. How often does your community participate in regional emergency management exercises?

5. What would be a reasonable frequency for conducting each of the different types of emergency management exercise in your community?

Alberta Emergency Management Framework Review

6. Would your community face barriers to conducting regular emergency management exercises?

Yes

No

o If yes, what barriers would you face?

7. Do you have any other comments or concerns regarding emergency management exercises?

Alberta Emergency Management Framework Review

Other Comments

- Do you have any other comments or concerns regarding changes to the emergency management legislative framework that were not captured in the above sections?

A large, empty rectangular box with a thin black border, intended for users to provide their comments or concerns regarding changes to the emergency management legislative framework.

Alberta Emergency Management Framework Review

Next Steps

Thank you for taking the time to review and complete this Discussion Guide.

We will be holding in-person engagement sessions across the province from June 18 to June 28 in the following locations:

Fort McMurray	June 18
Grande Prairie	June 20
Lethbridge	June 25
Calgary	June 26
Edmonton	June 28

At these sessions, you will be able to review and discuss the changes to the *Emergency Management Act* and provide feedback to help finalize the Local Authority Emergency Management Regulation.

If you would like to provide feedback and are unable to attend one of the sessions, please submit your completed discussion guide PDF to ma.aemabill8input@gov.ab.ca. Please ensure electronic feedback is emailed by July 3, 2018.

The Minister of Municipal Affairs will provide updates at the Rural Municipalities of Alberta Convention, the Alberta Urban Municipalities Association Convention, and Alberta Emergency Management Agency Stakeholder Summit in fall 2018.

Bill 8 will be debated during the Fall 2018 sitting of the Legislature. The Local Authority Emergency Management Regulation will be brought into force after Bill 8 is passed and has received royal assent.

If you have questions, please email us at ma.aemabill8input@gov.ab.ca.

RECEIVED
 JUN 11 2018
 M.D. OF PINCHER CREEK

Roland Milligan
 c/o MD Pincher Creek
 Pincher Creek AB

Thank-you for your reply to my email to Council, I am however disappointed in your response. There is absolutely nothing in your letter that can or does justify an increase of nearly 10%.

Since I moved to the MD of Pincher Creek I have seen my tax liability increase by nearly 63% and I can guarantee you the services provided have not equalled the same percentage.

As we are forced to pay the taxes I will be doing so with much reluctance and considerable anger. I am a senior relying on my pensions to make ends meet and do not have any new income to help off set the increases that come our way. In order to meet the costs I will have to reduce expenses, "what a novel idea one that seems to escape the budget deliberations of The MD". In order for my to reduce my expenses I will have to make changes, but I have no where to pass these costs on. In order to meet my commitments I have only one place where I can reduce and that is to eliminate or cut back on the things I worked a life time for "My retirement years" and the things that make it enjoyable. As an example of what we face my OAS for 2018 increased by \$1.17 per month. Not much of an increase to help ensure some quality of life.

I am sure that you have a great deal of angry ratepayers and I know for sure the ones I have been in contact with are less than impressed with the manner the MD has, and is treating the very people who live in this County with the large tax increases.

I am greatly concerned about the future and what Council has in store for the coming years and if it is your mandate to keep these massive increases going forward. Then I think it is time for you to stop and take a good look at the detrimental effect this is having on a great portion of the residents of the MD of Pincher Creek.

If this is what the future hold then "Shame, Shame on council", I know for a fact that I am not alone in finding these increases massive and hope that you have heard from them as well.

When is Government going to realize that there is only one tax payer and we are at the limits of what we can afford to pay?

The old saying has never been truer "Born free and Taxed to Death"


 G.K. NICHOL
 Lundbreck AB

CC Shooting the Breeze editorial
 CC Alberta Tax payer Ombudsman
 CC Canadian Tax Payers Federation



P.O. BOX 279
PINCHER CREEK, ALBERTA
T0K 1W0
phone 403-627-3130 • fax 403-627-5070
email: info@mdpincercreek.ab.ca
www.mdpincercreek.ab.ca

May 18, 2018

Gerry Nichol

Dear Mr. Nichol:

Reference: 2018 Taxes

Thank you for your email to Councillor Terry Yagos, providing your comments and concerns regarding your 2018 taxes.

Please be advised that Council, at their meeting held Tuesday, May 8, 2018, discussed your email, dated April 29, 2018, and received it for information.

Council appreciates the time you took in providing your feedback and for bringing this financial impact to their attention. Council knows that they have the responsibility of providing services to their residents, while being aware of the potential financial impact this may cause. Your comments and concerns are duly noted and certainly will be considered in future service provision and budget discussions.

If it is of interest to you, please find enclosed information regarding Seniors Property Tax Deferral. Should you require assistance with this process, or have any further questions, please do not hesitate to contact us.

Regards,

Roland Milligan
Interim Chief Administrative Officer

Enclosures

Tara Cryderman

From: Bev Everts
Sent: Wednesday, June 20, 2018 10:12 AM
To: Mary and ken May
Cc: Sheldon Steinke; Tara Cryderman
Subject: Re: Beaver Mines Sewer and Water Meeting at MD Office

Good morning Mary

I'm glad you contacted BMCA secretary Breanne to distribute June 26 meeting information. I've cced both your & Shannons messages to Sheldon & Tara & am requesting they be added as an information item on Councils June 26 agenda. This will ensure that all of my fellow councillors hear your concern.

It was good we heard from so many residents last night.

Thanks for being there,

Bev

Sent from my iPhone

On Jun 20, 2018, at 8:08 AM, Mary and ken May <[redacted]> wrote:

Hi Bev!

I texted Breanne last night to ask her to send out info to the Beaver Mines community re the meeting on Tuesday, June 26. I still feel that the MD should be contacting all residents re any meetings to do with water and sewage. We are all interested, even those who don't live here full time. Maybe you could mention this comment from Shannon to your council.

Thanks!

Mary

Sent from my iPad

Begin forwarded message:

From: "Shannon MacMillan" <[redacted]>
Date: June 19, 2018 at 9:14:28 PM MDT
To: "'Beaver Mines Community'" <beaverminescommunity@gmail.com>
Cc: "'MacMillan, Keith'" <[redacted]>, "'Ken and Mary May'" <[redacted]>

Subject: RE: Beaver Mines Sewer and Water Meeting at MD Office

Hi Breanne,

Is there any way that feedback can be provided that 9am on a Tuesday is not convenient at all for those who work and especially those who are weekenders.

I don't have Pete's email address but perhaps he can raise that point with the MD.

Thanks!

Shannon & Keith MacMillan

From: Beaver Mines Community [<mailto:beaverminescommunity@gmail.com>]

Sent: Tuesday, June 19, 2018 8:46 PM

To: undisclosed-recipients:

Subject: Beaver Mines Sewer and Water Meeting at MD Office

Hello everyone,

This is just a quick reminder there is a meeting about sewer and water at the MD Office June 26 at 9AM.

Thank you,

Breanne



MINUTES – 1 (2018)
GENERAL BOARD OF DIRECTORS' MEETING
Thursday, March 1, 2018 – 7:00 p.m.
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Kevyn Stevenson (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Delbert Bodnarek	Village of Barnwell	Richard Van Ee	Town of Magrath
Ed Weistra	Village of Barons	Peggy Losey	Town of Milk River
Tom Rose (absent)	Town of Bassano	Louis Myers (absent)	Village of Milo
Norman Gerestein	City of Brooks	Dan McLelland (absent)	Town of Nanton
Jim Bester	Cardston County	Clarence Amulung	County of Newell
Richard Bengry	Town of Cardston	Pete Pelley (absent)	Village of Nobleford
Peggy Hovde	Village of Carmangay	Henry de Kok	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Bev Everts	M.D. of Pincher Creek
Brad Schlossberger - alternate	Town of Claresholm	Don Anderberg (absent)	Town Pincher Creek
Butch Pauls (absent)	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Heather Caldwell (absent)	Town of Coalhurst	Greg Robinson (absent)	Town of Raymond
Tanya Smith	Village of Coutts	Don Norby	Town of Stavely
Warren Mickels (absent)	Village of Cowley	Matthew Foss	Village of Stirling
Dave Filipuzzi	Mun. Crowsnest Pass	Jennifer Crowson	M.D. of Taber
Dean Ward	Mun. Crowsnest Pass	Margaret Plumtree (absent)	Town of Vauxhall
Gordon Wolstenholme	Town of Fort Macleod	Jason Schneider	Vulcan County
David Rolfsen	Village of Glenwood	Lyle Magnuson	Town of Vulcan
Barin Beresford	Town of Granum	David Cody	County of Warner
Suzanne French (absent)	Village of Hill Spring	Eric Burns	Village of Warner
Morris Zeinstra (absent)	County of Lethbridge	Ian Sundquist	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Ian MacDougall	Planner
Mike Burla	Senior Planner	Cameron Mills	Planner
Steve Harty	Senior Planner	Jennifer Maxwell	Subdivision Technician
Diane Horvath	Senior Planner	Barb Johnson	Executive Secretary
Gavin Scott	Senior Planner		

AGENDA:

1. **Approval of Agenda** – March 1, 2018
2. **Approval of Minutes** – December 7, 2017 (attachment)

3. **Business Arising from the Minutes**.....
4. **GUEST SPEAKER –**

Justin Thompson – Southern Alberta Land Trust Society (SALTS)
"Can Private Land Conservation Maintain Biodiversity & Healthy Watersheds in Alberta's Foothills?"
5. **Reports**
 (a) Executive Committee Report..... (attachment)
 (b) GIS Update.....
6. **Business**
 (a) Regional Subdivision and Development Appeal Board.....
 (b) Recreational Cannabis Update
7. **Accounts**
 (a) Summary of Balance Sheet and Statement of Income for the 12-month period:
 January 1 - December 31, 2017 (attachment)
8. **Adjournment – June 7, 2018**.....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Richard Bengry

THAT the Board of Directors approve the agenda of March 1, 2018, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Richard Van Ee

THAT the Board of Directors approves the minutes of December 7, 2017, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. GUEST SPEAKER

Justin Thompson – Southern Alberta Land Trust Society (SALTS)
*"Can Private Land Conservation Maintain Biodiversity & Healthy Watersheds in
 Alberta's Foothills?"*

Justin Thompson is the Executive Director of Southern Alberta Land Trust Society (SALTS). He spent much of his childhood and youth exploring the foothills of southern Alberta, including his family's ranchland west of Pincher Creek. This clearly influenced his decision to pursue a B.Sc. in Biology and a Masters in Public Administration, with an eye to influencing a change in environmental practices. Justin got to know SALTS when he started looking for options to preserve wildlife habitat and watersheds on his own land. Justin, his family, and several of their neighbours ended up doing conservation easements with SALTS. His positive experience with SALTS and his passion for preserving Alberta's natural landscapes led to him working full time on private land conservation.

Started by ranchers and landowners in 1998, SALTS has a unique, community-grounded approach to conservation. Since that time, the organization has protected over 20,000 acres through more than 40 agreements with landowners in southwest Alberta from Red Deer River south. They are focused on preserving ecologically valuable private lands and helping them stay in ranching, resulting in little or no negative ecological effects. SALTS uses a voluntary tool called a 'conservation easement' which limits development. Some financial incentives are provided to landowners through provincial and federal programs.

Private lands often see a permanent conversion to uses that have little or negative ecological function. Land values in many areas are no longer based on agricultural economics. Each transfer of land ownership can move towards a non-agricultural land use and often reduces the size of parcel ownership, resulting in an increasing human footprint on the land. For conservation purposes, ranching is better than the alternative because landscape evolved with grazing can actually maintain/increase biodiversity and carbon storage. Well managed ranching supports a host of ecosystem goods and services, wildlife populations and watershed health.

Why do Private Lands Matter?

- many ecoregions aren't well represented on public land;
- many areas of high biodiversity and habitat for species at risk are on private land;
- many key wildlife corridors and riparian areas can only be protected through private land;
- private land can provide important buffers to parks and support the ecological integrity of the park;
- private lands are often at greater threat of permanent conversion to uses with reduced ecological function.

In southwest Alberta, approximately 70 percent of the remaining native grasslands are on private land, and many of these lands include areas of very high biodiversity. The role of municipalities is critical. Municipal planning and development decisions will have a huge impact on whether we keep these valuable ecosystem services or if they decline over time. In supporting the regional outcomes established in the South Saskatchewan Regional Plan, municipal decisions should aim to:

- make efficient use of land, infrastructure, public services and public facilities to establish land-use patterns that influence human activity, facilitate health and well-being, and promote social interaction and inclusion;
- promote resource conservation;
- protect, enhance and promote the historic and cultural integrity of an area;
- minimize environmental impacts on land, air and water;
- protect significant natural environments.

For more information contact: Justin Thompson, Executive Director, Southern Alberta Land Trust Society, Cell: (403) 819-1633, Main Office: (403) 652-9998, www.salts.land.

5. REPORTS

(a) Executive Committee Report(attachment)

Moved by: Eric Burns

THAT the Board of Directors receive the Executive Committee Report for the meeting of January 11, 2018, as information. **CARRIED**

(b) GIS Update

- No update tonight — a GIS focused September Board Meeting is being planned.

6. BUSINESS

(a) Regional Subdivision and Development Appeal Board

- Currently, Subdivision and Development Appeal Board (SDAB) members can voluntarily access training, but are not required to do so. The new *Municipal Government Act (MGA)* changes coming into force April 1, 2018 will require SDAB members and clerks to undergo mandatory training based on a standard curriculum. Training may be delivered locally, regionally or by the province and must be completed within one year of the regulation coming into force (April 1, 2019).
- Section 627 of the *MGA* states, “A council must by bylaw establish a subdivision and development appeal board, or authorize the municipality to **enter into an agreement** with one or more municipalities to establish an intermunicipal subdivision and development appeal board, or both.” It also states “a panel of a subdivision and development appeal board hearing an appeal **must not have more than one councilor as a member.**” In addition, the following persons may not be appointed as members of a subdivision and development appeal board:
 - an employee of the municipality;
 - a person who carried out subdivision or development powers, duties and functions on behalf of the municipality;
 - a member of a municipal planning commission.
- We recently approached our member municipalities to gauge interest in creating a Regional Intermunicipal Subdivision and Development Appeal Board and the majority were in favour or wanted more information.
- ORRSC proposes a voluntary **Regional Intermunicipal Subdivision and Development Appeal Board**:
 - Combination of councilors and lay-persons geographically represented
 - ORRSC provides clerks and administrative services as a fee-for-service
 - Municipal meeting to discuss options, structure and roll-out
 - Agreements and Bylaws to be prepared for council endorsement
- Municipal CAOs will be invited to an exploratory meeting sometime within the next few weeks to work out the details.

(b) Recreational Cannabis Update

- The tentative date for legalizing cannabis is July 1, 2018 although this could be changed to later this year. The provinces will be responsible for legal production, distribution and sale of

cannabis for recreation, in close collaboration with municipalities. Potential impacts on municipalities include: business incensing, building code, workplace safety, land use zoning and enforcement of regulations (nuisance complaints, police resources). In Alberta, overseeing recreational cannabis will be the responsibility of the Alberta Gaming and Liquor Commission.

- The legislation will focus on the implementation, distribution, production and retail sale. Sale of edibles will not be legalized at this time.
 - Minimum age for purchase is 18 in Alberta
 - No consumption where cigarette smoking is prohibited
 - No consumption on any hospital, school or child care facility property
 - Online sales using the Alberta Gaming and Liquor website
 - A 100 metre buffer is required between cannabis retail stores and schools, school reserves, and provincial health care facilities
- Regulations for licensed producers include security clearance, 24/7 visual monitoring, restricted access where cannabis is present, physical barriers and ventilation requirements.
- Land Use Bylaws will need updating to address definitions specific to the retail sale of cannabis, appropriate land use districts, permitted vs discretionary use, etc. Specific regulations regarding buffer or separation distances, signage, parking, site design and time limit on development permits will also be required.
- The federal government will give the provinces and territories a 75 percent share of tax revenues from the sale of legalized cannabis. A portion of provincial money will be given to cities and towns to help defray the cost of making cannabis legal. The federal government will retain 25 percent up to a maximum of 100 million dollars. Any monies greater than 100 million dollars will be distributed to the provinces and territories.

7. ACCOUNTS

(a) Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 - December 31, 2017

Moved by: Peggy Hovde

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 - December 31, 2017, as information. **CARRIED**

8. ADJOURNMENT

Moved by: Tanya Smith

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:50 p.m. until **Thursday, June 7, 2018 at 7:00 p.m.** **CARRIED**

/bj

CHAIR:



**THE CROWNEST/PINCHER CREEK LANDFILL ASSOCIATION
MINUTES
May 16, 2018**

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Wednesday, May 16, 2018 at 9:00 a.m. at the Landfill administration office.

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

AGENDA

Dave Filipuzzi

Moved the agenda be adopted as presented with the addition of Incineration Alternatives.

Carried. 05.16.18-1042

MINUTES

Mark Barber

Moved the minutes of April 18, 2018 be adopted as circulated

Carried. 05.16.18-1043

MANAGER'S REPORT

1. MSW volumes have increased over the last few weeks with spring clean ups.
2. The Industrial cell has been steady with small contracts.
3. Completed a site audit for Exxon Mobil and we have another one booked for July 24, 2018.
4. Interviews for staff went well and we have hired 2 new replacement workers for the 2 Staff that are retiring.
5. Waterton Lakes National Park has increased and Eden Valley has been steady.
6. Working on getting storm water pond sites ready for construction.
7. Spring cleanup well under way and communities are getting ready for their dates.
8. Industrial waste projects are starting to ramp up with good volumes for this summer.

Dave Filipuzzi

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

Carried. 05.16.18-1044

FINANCIAL REPORT

The Income Statement and Balance sheet to May 10, 2018 was reviewed.

Dean Ward

Moved that the financial reports be accepted for information. Carried. 05.16.18-1045

A REVIEW OF THE ROLLS AND RESPONSIBILITIES FOR ALL BOARD MEMBERS OF THE LANDFILL, DISCUSSION ON THE REGIONAL MEETING HELD MAY 10, 2018, AND POSSIBLE INCINERATION ALTERNATIVES.

-A copy of the document that was made in 2015 by Brown and Lee the Landfills Lawyer's on the rolls and responsibilities of the Directors, Regional Members, and Management of the Crowsnest/Pincher Creek landfill Association was distributed to all Directors. Dean just wanted all the new and returning directors to have a copy and understand their rolls and responsibilities to always act in what is the best interest of the landfill.

-Directors thought the May 10th Regional meeting was mostly positive, the spreadsheet on Carcass's in 2017 was valuable information. Unfortunately, there is still a lot of misinformation out there on our proposed incinerator. Obviously, we need to think of new ways to get the correct information to councillors and the general public.

- Mark Barber brought up his concerns for our staff on the Landfills handing of deadstock. He suggested that we talk to West Coast Rendering Ltd and look into the possibility and costs of having bins placed at the Landfill for pick ups here for all deadstock. Management said placing the bins at the landfill wouldn't work for us. We can't leave bins of deadstock sitting around, our mandate says we must bury all deadstock as soon as possible. The remaining directors said placing bins around in the towns doesn't sound like a good alternative because of smell in the summer months, and all residential complaints it will cause. Admin will talk to West Coast Rendering Ltd and see if they would be willing to even place bins and how much it will cost if they did. She will report back to the Directors.

Gord Lundy

Moved these reviews be accepted for information, and to continue with the MPC permit and proposed amendment to our Landfill Operator Licence. Carried. 05.16.18-1046

LANDFILL ROAD MAINTENANCE AGREEMENT DRAFT FROM THE MD OF PINCHER CREEK.

Director's went over the new draft proposal and discussed the previous proposal. Management had some concerns with the proposed increase dollar amount. Admin presented some spreadsheets with breakdown on usage and tonnage from all regions. It was decided that the Landfill paying 90% of the road maintenance costs isn't a fair proposal. Directors instructed Management to renegotiate with the MD of Pincher Creek.

Dean Ward

Moved management renegotiated this proposal to a maximum of \$25,000.00 per year.

Carried. 05.16.18-1047

DONATION REQUEST

A Donation request from the Pincher Creek Dolphins Swim Club for their swim meet.

Mark Barber

Moved to donate \$200.00 towards their swim meet. Carried. 05.16.18-1048

DONATION REQUEST

A Donation request from The Crowsnest Community Choir for their 2018 Spring Concert.

Dave Filipuzzi

Moved to donate \$150.00 towards their 2018 Spring Concert. Carried. 05.16.18-1049

DONATION REQUEST

A Donation request from the Bellecrest Community Association for the 2018 Bellecrest Days.

Dave Filipuzzi

Moved to donate \$200.00 toward the Canada Day Parade. Carried. 05.16.18-1050

Correspondence:

Thank you cards were distributed from C.O.P Pincher Creek, KRA Rodeo Assc, and Habitat for Humanity.

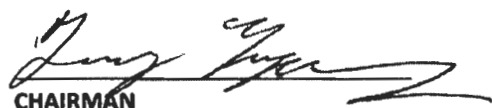
NEXT MEETING DATES

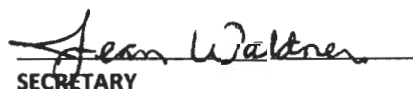
June 20, 2018	October 17, 2018
July 18, 2018	November 21, 2018
August 15, 2018	December 19, 2018
September 19, 2018	

ADJOURNMENT

Mark Barber

Moved the meeting adjourn at 10:35 a.m. Carried. 05.16.18-1051


CHAIRMAN


SECRETARY