

**AGENDA  
COUNCIL MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
March 12, 2019  
1:00 pm**

A. ADOPTION OF AGENDA

B. DELEGATIONS

1. Hamlet of Beaver Mines Waste Water Option
  - Email from Tom Judd, dated March 5, 2019

C. MINUTES/NOTES

1. Council Committee Meeting Minutes
  - February 26, 2019
2. Council Meeting Minutes
  - February 26, 2019
3. Special Council Meeting Minutes
  - March 5, 2019

D. BUSINESS ARISING FROM THE MINUTES

E. UNFINISHED BUSINESS

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
  - a) Agriculture Service Board
    - Minutes of February 7, 2019
2. Councillor Rick Lemire – Division 2
3. Councillor Bev Everts– Division 3
  - a) Family and Community Support Services (FCSS)
    - Minutes of February 19, 2019
4. Reeve Brian Hammond - Division 4
5. Councillor Terry Yagos – Division 5

G. CHIEF ADMINISTRATIVE OFFICER'S (CAO) REPORTS

1. Operations
  - a) Operations Report
    - Report from Operations, dated March 7, 2019
2. Planning and Development
  - a) Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw No. 1302-19
    - Recommendation to Council from Director of Development and Community Services, dated March 4, 2019
  - b) Agreement for Chinook Intermunicipal Subdivision and Development Appeal Board
    - Recommendation to Council from Director of Development and Community Services, dated March 6, 2019
  - c) Continued Participation in Alberta Utilities Commission (AUC) Proceeding 23377
    - Recommendation to Council from Director of Development and Community Services, dated March 6, 2019
  - d) Town of Pincher Creek Notice of Municipal Development and Subdivision Authority Meeting – Application # 19-D006
    - Recommendation to Council from Director of Development and Community Services, dated March 7, 2019

3. Finance

Nil

4. Municipal

a) Administration Staff Policy

- Recommendation to Council from Chief Administrative Officer, dated March 5, 2019

b) Invitation to Host Winter or Summer Games

- Administration Guidance Request from Chief Administrative Officer, dated March 6, 2019

c) Invitation to Attend Regional Transportation Visioning Workshop

- Administration Guidance Request from Chief Administrative Officer, dated March 6, 2019

d) Federation of Canadian Municipalities (FCM) Conference

- Administration Guidance Request from Chief Administrative Officer, dated March 6, 2019

e) Chief Administrative Officer Report

- Report from Chief Administrative Officer, dated March 7, 2019

H. CORRESPONDENCE

1. For Information

a) Informational Correspondence

- Recommendation to Council from Chief Administrative Officer, dated March 6, 2019, covering:
  - Letter from Town of Pincher Creek, dated February 20, 2019
  - Email from Rural Municipalities of Alberta (RMA), dated February 26, 2019
  - Highway #3 Twinning Development Association, Minutes of February 1, 2019
  - Email from Land Solutions, dated March 4, 2019, with accompanying letter
  - Letter from Alberta Electrical System Operator (AESO), dated February 25, 2019, with newsletter
  - Drywood Expansion Power Plant Connection information, from AESO, dated February 2019
  - Welsch Wind Farm Connection Project Cancellation from AltaLink, dated February 19, 2019
  - Project Update from AltaLink, dated March 6, 2019

I. CLOSED MEETING SESSION

1. Letter of Demand – FOIP Section 17 and FOIP Section 24

J. NEW BUSINESS

K. ADJOURNMENT

**MDInfo**

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**From:** Judd, Adam (Calgary) <  
**Sent:** Tuesday, March 5, 2019 10:44 AM  
**To:** MDInfo;  
**Subject:** Request to Present to MD

Attention: Tara Cryderman

To: Municipal District of Pincher Creek Council

I, Tom Judd, am requesting time with Council to present an alternate opportunity for further investigation, for the Hamlet of Beaver Mines Waste Water options.

My proposal is that a septic tank and field system would be of higher value than current options being investigated. The following points should be considered:

- A closed subsurface distribution system treats the required effluent constituents more efficiently due to significantly lower total volumes of (no rain or snow melt to treat) and lower cost to operate
- Lower initial capital investment in way of less land base (less total acres)and construction costs (14 000 gallons/day treated in approximately 1 acre (40 000sq. feet) of suitable level, soil types. Lagoon versus septic field costs savings of potentially 25% (to be validated by certified personal)
- Modularization of this design allows for easy expansion (add legs and surface area to the septic field) of the system as populations grow with further benefits of:
  - Cost to user relationship (those using it pay for installation now, those requiring it in the future pay for expansion)
- Potentially suitable land available SW 24-6-2-W5
- Lower risk exposure with subsurface closed system vs. lagoon and irrigation treatment (limits exposure to human and environmental interface) or breach of lagoon

Respectfully,

Tom Judd

MD Resident

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**MINUTES**  
**COUNCIL COMMITTEE MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**Tuesday, February 26, 2019; 9:00 am**

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

Staff: Interim Chief Administrative Officer Sheldon Steinke, Chief Administrative Officer Nominee Troy MacCulloch, Assistant Public Works Superintendent Jared Pitcher, Director of Development and Community Services Roland Milligan, Director of Finance Meghan Dobie, and Executive Assistant Tara Cryderman

Also: Fast4ward Learning: Mary Thompson  
MPE Engineering Ltd: Tom Leavitt and Gavin Nummi

Reeve Brian Hammond called the meeting to order, the time being 9:00 am.

Reeve Brian Hammond read a welcome speech and welcomed Troy MacCulloch to the Municipal District of Pincher Creek No. 9.

1. Approval of Agenda

Councillor Terry Yagos

Moved that the agenda for February 26, 2019, be approved as presented.

Carried

2. Closed Meeting Session

Councillor Bev Everts

Moved that Council close the Council Committee Meeting to the public for discussions regarding the following, the time being 9:09 am:

- Public Works Call Log – FOIP Section 17
- Year End Financial Discussions – FOIP Section 25
- Non-Union Staff Policy - FOIP Section 19
- Beaver Mines Water / Wastewater Project – FOIP Section 16

Carried

Mr. Pitcher, Mr. Milligan, Ms Dobie, and Ms. Cryderman left the meeting, the time being 10:05 am.

Mary Thompson, with Fast4ward Learning, attended the meeting, the time being 10:10 am.

Mary Thompson left the meeting, the time being 11:10 am.

MPE Engineering Ltd. representatives Tom Leavitt and Gavin Nummi attended the meeting, the time being 11:15 am.

Mr. Milligan, Ms Dobie, and Ms. Cryderman returned to the meeting, the time being 11:20 am.

Councillor Rick Lemire

Moved that Council open the Committee Meeting to the public, the time being 12:04 pm.

Carried

MPE representatives left the meeting, the time being 12:05 pm.

3. Round Table Discussion

There was no round table discussions.

4. Adjournment

Councillor Terry Yagos

Moved that the Committee Meeting adjourn, the time being 12:06 pm.

Carried

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**COUNCIL MEETING**  
**FEBRUARY 26, 2019**

9101

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, February 26, 2019, immediately following the Public Hearing for Bylaw No. 1298-19, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

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

**STAFF** Interim Chief Administrative Officer Sheldon Steinke, Chief Administrative Officer Nominee Troy MacCulloch, Director of Development and Community Services Roland Milligan, Director of Finance Meghan Dobie, and Executive Assistant Tara Cryderman

Reeve Brian Hammond called the Council Meeting to order, the time being 1:04 pm.

**A. ADOPTION OF AGENDA**

Councillor Terry Yagos 19/083

Moved that the Council Agenda for February 26, 2019, be amended, the amendment as follows:

Addition to New Business (J1) – Bylaw No. 1298-19 - Small Business Tax Bylaw;

And that the agenda be approved, as amended.

Carried

**B. DELEGATIONS**

There were no delegation presentations scheduled.

**C. MINUTES**

**1. Council Committee Meeting Minutes**

Councillor Bev Everts 19/084

Moved that the Council Committee Meeting Minutes of February 12, 2019, be approved as presented.

Carried

**2. Public Hearing Minutes –Bylaw No. 1295-18**

Councillor Terry Yagos 19/085

Moved that the Public Hearing Meeting Minutes for Bylaw No. 1295-18, of February 12, 2019, be amended, the amendment as follows:

- Page 2 of 2 – first paragraph – add the word “subdivision” so the sentence now reads “The rural landowner is granted the same subdivision policies as the agricultural zoning”;

And that the minutes be approved, as amended.

Carried

**3. Council Meeting Minutes**

Councillor Bev Everts 19/086

Moved that the Council Meeting Minutes of February 12, 2019, be amended, the amendments as follows:

- Amendment to Resolution No. 19/058 to read “Moved that Council authorize the purchase of ...”

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 Regular Council Meeting  
 Municipal District of Pincher Creek No. 9  
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- Amendment to Resolution No. 19/059 to read “Moved that Council authorize the purchase of ...”
- Amendment to Committee Report – Division 3 – 3(b) to read “Beaver Mines Community Wastewater Concerns”;

And that the minutes be approved, as amended.

Carried

D. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes to discuss.

E. UNFINISHED BUSINESS

1. Road Closure Bylaw No. 1299-19

Councillor Rick Lemire declared a potential conflict of interest, as he is an employee for Alberta Transportation, and left the meeting, the time being 1:11 pm.

Councillor Terry Yagos 19/087

Moved that Bylaw No. 1299-19, being the Road Closure Bylaw for SE 4-7-2 W5M, be given first reading;

And that the required Public Hearing be scheduled for 1:00 pm, on March 26, 2019, in the Council Chambers of the Administration Building.

Carried

Councillor Rick Lemire returned to the meeting, the time being 1:13 pm.

2. Fishburn Municipal Park Signage Request

Councillor Bev Everts 19/088

Moved that Council approve the purchasing of the ¼ inch Aluminum Fishburn Municipal Park Sign, at the quoted price at \$266.81, with installation provided from Public Works Department;

And that funding for the sign come from the Public Reserve Trust Fund (Account No. 6- 12-0- 690- 6690).

Carried

3. Art Committee

Councillor Bev Everts 19/089

Moved that Council approve the establishment of an Art Committee for the MD of Pincher Creek.

Carried

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
  - a) Agricultural Service Board
    - Minutes of January 3, 2019
  - b) Nature Conservancy Eat and Greet
  - c) Intermunicipal Development Plan Meeting with Cardston County
  - d) Deadstock Initiative Meeting

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- 2. Councillor Rick Lemire – Division 2
  - a) Intermunicipal Development Plan Meeting with Cardston County
  - b) Economic Development Meeting
    - ENEL Green Power – Community Support
    - March 28, 2019 – Town of Pincher Creek Information Meeting
    - Town of Pincher Creek Bus / Bus Routes
    - Housing Sales
- 3. Councillor Bev Everts– Division 3
  - a) Family and Community Support Services (FCSS)
    - Certificate of Good Standing
    - Social Needs Assessment
- 4. Reeve Brian Hammond - Division 4
  - a) Crestview Lodge / Pincher Creek Foundation Meeting
- 5. Councillor Terry Yagos – Division 5
  - Nothing to report

Councillor Terry Yagos 19/090

Moved that the committee reports be received as information.

Carried

G. CHIEF ADMINISTRATIVE OFFICER’S (CAO) REPORTS

- 1. Operations
  - a) Operations Report

Councillor Quentin Stevick 19/091

Moved that the Operations report for the period dated February 7, 2019 to February 21, 2019, as well as the Call Logs, be received as information.

Carried

2. Planning and Development

Nil

3. Finance

- a) Letter of Engagement – AVAIL LLP

Councillor Rick Lemire 19/092

Moved that Council accept the engagement letter from Avail LLP.

Carried

4. Municipal

- a) Proposed Operational Agreement for Beaver Mines Park and Gazebo

Councillor Quentin Stevick 19/093

Moved that the Facility Rental Agreement, and the Community Facility Operating Agreement be approved, as amended, the amendments as follows:



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- Amend Schedule “A” of the Community Facility Operating Agreement:
  - Article 3 – Fundraising – delete Section 3.1(b) entirely
- Amend Schedule “B” of the Community Facility Operating Agreement:
  - Within 4 – Snow Removal for Parking Areas – remove “Parking Area”
  - Delete 12. Snow Removal entirely
- Amend Facility Rental Agreement:
  - Delete Section 5(f) entirely,

And that the Agreements be approved, as amended.

Carried

b) Funding Request from Town of Pincher Creek

Councillor Terry Yagos 19/094

Moved that Council deny the supplementary funding for the Handi-Bus request, in the approximate amount of \$4,000, from the Town of Pincher Creek.

Carried

c) Bylaw No. 1301-19 - Amendment to Procedural Bylaw No. 1276-17

Councillor Quentin Stevick 19/095

Moved that Bylaw No. 1301-19, being the bylaw to amend Procedural Bylaw No. 1276-17, be given first reading.

Carried

Councillor Rick Lemire 19/096

Moved that Bylaw No. 1301-19, being the bylaw to amend Procedural Bylaw No. 1276-17, be given second reading.

Carried

Councillor Quentin Stevick 19/097

Moved that Bylaw No. 1301-19, being the bylaw to amend Procedural Bylaw No. 1276-17, be presented for third reading.

Carried Unanimously

Councillor Bev Everts 19/098

Moved that Bylaw No. 1301-19, being the bylaw to amend Procedural Bylaw No. 1276-17, be given third and final reading.

Carried

d) Board Leadership - Lethbridge

Councillor Rick Lemire 19/099

Moved that the information regarding the Board Leadership – Lethbridge event, scheduled for April 27, 2019, be received as information.

Carried

e) Interim Chief Administrative Officer Report

Councillor Terry Yagos 19/100

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Municipal District of Pincher Creek No. 9  
February 26, 2019

Moved that Council receive for information, the Interim Chief Administrative Officer’s report for the period of February 7, 2019 to February 21, 2019, as information.

Carried

H. CORRESPONDENCE

1. For Information

a) Informational Correspondence

Councillor Terry Yagos 19/101

Moved that Council receive the following documents as information:

- Email from Strathcona County, dated February 21, 2019, with resolution
- Foothills Little Bow Municipal Association, Minutes of January 18, 2019
- Letter from Alberta Utilities Commission (AUC), received February 19, 2019
- Update from Alberta Electrical System Operator (AESO), dated February 19, 2019
- Email from Land Solutions, dated February 7, 2019

Carried

I. CLOSED MEETING SESSION

There was no closed meeting session.

J. NEW BUSINESS

1. Bylaw No. 1298-19 – Small Business Tax Bylaw

Councillor Quentin Stevick 19/102

Moved that Bylaw No. 1298-19, being the Small Business Tax Bylaw, be given second reading.

Carried

Councillor Rick Lemire 19/103

Moved that Bylaw No. 1298-19, being the Small Business Tax Bylaw, be given third and final reading.

Carried

K. ADJOURNMENT

Councillor Terry Yagos 19/104

Moved that Council adjourn the meeting, the time being 2:37 pm.

Carried

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**MINUTES  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
SPECIAL COUNCIL MEETING  
MARCH 5, 2019**

9106

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, March 5, 2019, at 9:40 am, in the Council Chambers of the Administration Building, in the Town of Pincher Creek, Alberta.

Notice of the meeting was given by person to each Councillor and a signed Waiver of Notice Form is attached to and forms part of these minutes.

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

**STAFF** Chief Administrative Officer Troy MacCulloch and Sheldon Steinke

**ALSO** Mary Thompson, Fast4ward Learning

Reeve Brian Hammond called the Special Council Meeting to order, the time being 9:40 am.

**A. ADOPTION OF AGENDA**

Councillor Quentin Stevick 19/105

Moved that the Special Council Meeting Agenda, for March 5, 2019, be approved.

Carried

**B. CLOSED MEETING SESSION**

Councillor Rick Lemire 19/106

Moved that Council close the Council Meeting to the public for discussions regarding the following, the time being 9:41 am:

- Closed Meeting Session - Non-Union Staff Policy - FOIP Section 19
- Closed Meeting Session – Chief Administrative Officer Probation Period Assigned Tasks – FOIP Section 19

Carried

Councillor Terry Yagos 19/107

Moved that Council open the Council Meeting to the public, the time being 11:32 am.

Carried

**C. NEW BUSINESS**

Nil

**D. ADJOURNMENT**

Councillor Terry Yagos 19/108

Moved that Council adjourn the meeting, the time being 11:33 am.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

Meeting Minutes  
of the  
Agricultural Service Board – Municipal District of Pincher Creek No. 9  
February 7, 2019 – MD Council Chambers

Present: Chair John Lawson, Vice Chair Martin Puch, Councillor Bev Everts,  
Members Frank Welsch, and David Robbins.

Also Present: Provincial Key Contact Bradley Smith, Agricultural Services Manager  
Shane Poulsen, Environmental Services Technician Lindsey Davidson  
and Receptionist Jessica McClelland.

Absent: Councillor Quentin Stevick

Chair John Lawson, called the meeting to order at 9:43 am.

A. ADOPTION OF AGENDA

Martin Puch 19/013

Moved that additions to the agenda include:

New Business:

- Email from Dennis Lastuka regarding potential Alternative Land Use Services (ALUS) funding in our area

Information:

- Waterton Biosphere Meeting
- Nature Conservancy Canada (NCC) invitation to an Eat and Greet
- Foothills Forage and Grazing Association (FFGA) Annual General Meeting information

And that the agenda be accepted as amended.

Carried.

B. MINUTES

Frank Welsch 19/014

Moved that the minutes from January 3, 2019 be accepted as presented.

Carried.

C. BUSINESS ARISING FROM THE MINUTES

D. ASB KEY CONTACT REPORT

Councillor Everts 19/015

Moved that the oral report from ASB Key Contact, Bradley Smith, be received as information.

Carried

David Robbins arrived at the meeting, the time being 10:03 am

E. UNFINISHED BUSINESS

1. Eradicable Weed Policy

Frank Welsch 19/016

Moved that the Eradicable Weed Policy be brought back to the meeting in March with changes as discussed.

Carried.

2. Deadstock Collection and Removal

Councillor Everts 19/017

Moved that the regional meeting synopsis and plan be received as information.

Carried.

F. 2019 PROVINCIAL ASB CONFERENCE

Frank Welsh 19/018

Moved that the 2019 Provincial ASB Conference agenda be received as information.

Carried

G. ASB FUNDING PROGRAM REVIEW COMMITTEE

Frank Welsch 19/019

Moved that the ASB Funding Program Review Committee discussion be tabled to the meeting in March pending further information.

Carried

#### H. 2019 AES DEPARTMENT REPORT

1.) Environmental Services Technician January 2019

Councillor Everts 19/020

Moved to accept the Environmental Services Technicians departmental report for January 2019 as information.

Carried.

2.) Agricultural Services Manager January 2019

Councillor Everts 19/021

Moved to accept the Agricultural Services Manager departmental report for January 2019 as information.

Carried

#### I. CORRESPONDENCE

1. For Action

a) Foothills ~~Forest~~ **Forage** and Grazing Association 2019 Request for Funding

Martin Puch 19/022

Moved that the ASB grant Foothills ~~Forest~~ **Forage** and Grazing Association \$2000 for their core funding with **up to** an additional \$3000 for individual events, for the 2019 year.

Carried

b) Farm Safety 2019 Request for Funding

Councillor Everts 19/023

Moved that the ASB grant the Farm Safety request for funding and increase the funding to \$1000 for the 2019 year.

Carried

2. For Information

David Robbins 19/024

Moved that the following be received as information;

- a) 2019 Insect Forecast Maps/2018 Survey Maps
- b) Porcine Epidemic Diarrhea
- c) Plastics in Alberta
- d) Southern Alberta Weed Coordinator Report
- e) Waterton Biosphere
- f) NCC Eat and Greet
- g) FFGA AGM

Carried.

J. NEW BUSINESS

Potential ALUS Project

Councillor Everts 19/025

Moved that the discussion on potential Alternative Land Use Services (ALUS) projects in the area be tabled pending further information.

Carried

K. NEXT MEETING

Next ASB meeting is on Thursday March 7, 2019

L. ADJOURNMENT

Martin Puch 19/026

Moved to adjourn the meeting, the time being 12:40 pm.

Carried.

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ASB Chairperson

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ASB Secretary

## Pincher Creek and District



**FCSS** Family and Community  
Support Services

Box 2841, Pincher Creek, Alberta, T0K 1W0 Telephone 403-627-3156 - fcss@pinchercreek.ca

### **FCSS Board Meeting, February 19, 2019 - Council Chambers Minutes – DRAFT**

**Board members present:** Sussanne O'Rourke, Kathy Verhagen, Bonnie Scott, Kellie Leblanc, Bev Everts

**Absent with regret:** Marie Meckelborg, Mary Kittlaus

**Staff present:** David Green

- 1.) **Call to order:** Kathy Verhagen called the meeting to order at 6:30 PM.

Confirmation of Quorum: a quorum was present

- 2.) **Approval of Agenda**

#### **Motion 12 / 200 Everts**

**That the Agenda be approved as circulated.**

**Carried**

- 3.) **Approval of Minutes December 17, 2018**

#### **Motion 12 / 201 O'Rourke**

**That the Minutes of the December 17 meeting be approved as circulated.**

**Carried**

- 4.) **Presentation: Ranchlands Victim Services:** Christine Wagenaar-Van Huffel was present to provide information about Ranchlands Victim Services. She was accompanied by Wicket, the Trauma Dog. The Board appreciated the detail Christine provided about the RVS service in the region.

Christine was thanked for her presentation.



**5.) Financial:**

- a) 2019 Grant Contracts – Signatures (3 remaining to be signed): Woops! Forgot!!!
- b) 2019 Funding Year (1<sup>st</sup> quarter disbursements):  
The Board reviewed the 1<sup>st</sup> quarter grant disbursement summary.
- c) Grant fund unallocated: the Board reviewed the 2019 Grant Funding summary which confirmed a balance of \$27,325.00.
- d) 2018 Audit: The Audit package is being prepared as per the request of the Town Auditors. The board reviewed the document request list.

**6.) Correspondence**

- a) Pincher Creek Family Centre Materials Budget: The Board reviewed the program materials request for 2019 funding. (The Board had requested this detail when the Family Centre Grant Application was reviewed in October of 2018.)

**Motion 12 / 202 Everts**

**That the Family Centre Program Materials budget discussion be tabled until the March 18<sup>th</sup> meeting.**

**Carried**

**NOTE: 7 d) Inserted into the agenda**

**Social Needs Assessment – Quotation and Terms of Reference:**

The Board briefly discussed the proposed Nichols Applied Management Inc “Social Needs Assessment” (copies were distributed). Following discussion, the following motion was made:

**Motion 12 / 203 Scott**

**That FCSS seek two more bids for the Social Needs Assessment project.**

**Carried .**

**7.) New Business**

- a.) Review of FCSS Funding Application: The funding application will be changed only to make entering text easier. The structure of the application is used extensively across the province.
- b.) Review of Budget Template: The Board reviewed and discussed the proposed Funding Application Budget Template. Changes were recommended and the proposal is attached to and forms part of these minutes. ( In the interim, a copy of proposed changes will be sent to the Board Members ).
- c.) Meeting with United Way of Lethbridge and South Western Alberta: Representatives of the United Way of Lethbridge and South Western Alberta visited Pincher Creek recently

and attended two separate meetings with community members. As a result, the Pincher Creek Community Development Initiative (PCCDI) is considering options for the establishment of a foundation in Pincher Creek.

- d.) Social Needs Assessment – Quotation, TOR and Eligibility: SEE in item 6
- e.) Presentations to Councils: David will present a full FCSS update to all three partner Councils and take the opportunity to discuss the District FCSS Admin Agreement (signed in 2008).
- f.) Recruitment for new Board Member: Board Member Marie Meckelborg has offered to resign because of the difficulty of scheduling meetings with her work timetable. The Board agreed to request her resignation and to begin advertising for her replacement at the appropriate time.

**8.) Project Coordination**

- a.) Housing (Lethbridge conference and Phase II Affordable Housing) March 8<sup>th</sup>. The Board received information related to this Regional Housing Conference.
- b.) Early Learning Centre planning: The Board received update information on the progress of planning for the new Early Learning Centres.
- c.) Transportation: The Board was advised of the new route and timing schedule implemented on Feb 19<sup>th</sup>. Ridership continues to be very low.
- d.) Strategic Planning Review: Feb 22: David will facilitate Council’s Strategic Plan Review on Friday, February 22.

**9.) Date for Next Board Meeting – March 18<sup>th</sup>, 2019**

**10.) Adjournment: There being no further business, Bonnie Scott declared the meeting adjourned at 8:38 PM**

**Read and approved this 18th day of March 2019**

\_\_\_\_\_  
**Coordinator**

\_\_\_\_\_  
**Director**

## Operations Report March 7, 2019

### Operations Activity Includes:

#### Agricultural and Environmental Services Activity Includes:

- Feb 21                 Deadstock Disposal Meeting
- Feb 21-22            Vacation (Shane)
- Feb 25                 SWIM (South West Invasive Managers) Meeting
- Feb 26                 Agenda preparation
- Feb 27-March 6      Vacation (Lindsey)
- Feb 27                 Staff and Budgeting

#### Public Works Activity Includes:

- Daily regular Plowing of roads when needed
- Early morning start-up to clear bus routes
- Regular road maintenance and driveway plowing
- Culvert clean outs
- 2-day Pre water course for two workers
- Certified Municipal Management and Leadership 3 day course for Jared

#### Upcoming:

- Mar 6                 Safety inspection / safety meeting
- Mar 7                 Agricultural Service Board meeting
- Mar 8                 Vacation (Shane)
- Mar 13                Joint Health and Safety
- Mar 14                Staff Meeting
- Mar 15                AAAF Meeting

#### Project Update:

- Director of Operations discussions ongoing

#### Call Logs – attached.

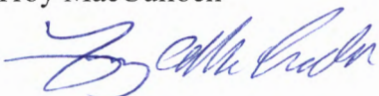
#### Recommendation:

That the Operations report for the period February 21, 2019 to March 7, 2019, and the call log be received as information.

Prepared by: Troy MacCulloch

Date: March 7, 2019

Reviewed by:



Date:

07 Mar, 2019


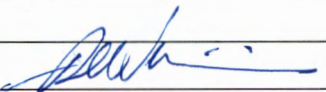
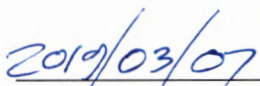

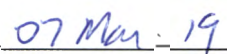
Submitted to: Council

Date: March 12, 2019

WORK ORDER	DIVISION	LOCATION	Approach Number	CONCERN/REQUEST	PUBLIC WORKS	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1558	Division 1	SW36 T4 R30 W4		Re getting an approach built		Jared Pitcher	waiting on agreement with Development Officer	Wednesday, April 18, 2018	
1617	Division 1	West Kerr		Trees on the west side of Kerr road need cut back		Stu Weber	add to 2019 brushing plan	Wednesday, May 30, 2018	
1643	Division 4	SW22 T7 R1 W5		Would like a culvert put in to solve water problem		Bob Millar	Defered to 2019	Tuesday, June 26, 2018	
1709	Division 1	SE 33-3-29 W4M		breaking the SE 33-3-29-W4M and will be hauling crop out next year. He suggested we look at the road as there		Stu Weber	Defered to 2019	Thursday, September 6, 2018	
1725	Division 4	NW4 T8 R1 W5	#8017 RR1-3A By glider strip	Caragana Bush in ditch needs to be removed		Jared Pitcher	add to 2019 brushing plan	Monday, October 1, 2018	
1750	Division 3	NE23 T6 R1 W5	#1101 TWP6-4	Would like Caragana Shubs cut down		Jared Pitcher	add to 2019 brushing plan	Monday, October 22, 2018	
1761	Lundbreck	End of old Hwy	walkway by track	fence post is down		Jared Pitcher	On list	Thursday, January 17, 2019	
1762	Division 3	SW21 T5 R2 W5	#3130/2330 TWP5-3	Doesn't mind assisting the school bus (often in trouble) but would like a load of gravel to use when very slippery		Stu Weber	Declined giving gravel	Monday, January 21, 2019	February 27, 2019
1767	Division 2	SW5 T16 R28 W4	#6015	RQ Driveway to be plowed		Don Jackson	Completed	Monday, February 18, 2019	Wednesday, February 27, 2019
1773	Division 5	SW35 T7 R3 W5		RQ Driveway to be plowed		Dave Sekella	Completed	February 20, 2019	Tuesday, February 26, 2019
1774	Division 2	NW32 T5 R29 W4	#5511 Cyr Rd.	two requests Driveway to be plowed both times had already been done privately when operator got there		Don Jackson	Cancelled twice	Wednesday, February 20, 2019	Tuesday, February 26, 2019
1775	Division 1	NE9 T4 R29 W4		RQ Driveway to be plowed		Rod Nelson	Completed	Wednesday, February 20, 2019	March 06,2019
1776	Division 4	SW7 T8 R29 W4	Rock Museum	RQ Driveway to be plowed		Tony Naumczyk	Completed	February 21, 2019	March 01,2019
1777	Division 3	NE30 T5 R2 W5	#5418 RR2-5	RQ to plow approach to driveway		Tony Tuckwood	Completed	Thursday, February 21, 2019	Friday, February 22, 2019
1778	Division 3	SW21 T5 R2 W5	#2330	RQ to wing the ridge off on driveway		Tony Tuckwood	Completed	Thursday, February 21, 2019	Wednesday, March 6, 2019
1779	Division 3	NW12 T6 R1 W5	#6125	RQ Driveway to be plowed		Tony Tuckwood	Completed	Thursday, February 21, 2019	February 22. 2019
1780	Division 1	NE24 T4 R30 W4	#4328	RQ Driveway to be plowed		Rod Nelson	Completed	Thursday, February 21, 2019	March 05,2019
1781	Division 1	SE21 TR4 R29 W4		RQ Driveway to be plowed		Brad Barbero	Completed	Thursday, February 21, 2019	Monday, February 25, 2019
1782	Division 1	SW21 T4 R29 W4	#4315	RQ Driveway to be plowed		Brad Barbero	Completed	Thursday, February 21, 2019	Monday, February 25, 2019
1783	Division 5	NW21 T9 R2 W5	#9317 RR2-4	Frozen up Culvert with further issues		Stu Weber	A real problem and solution not easy	Friday, February 22, 2019	
1784	Division 3	NE6 T6 R2 W5	#6032 RR2-5	RQ Driveway to be plowed		Tony Tuckwood	Completed	February 22. 2019	February 25. 2019
1785	Division 3	Beaver Mines	7th street	Kudos to the operators Feb 14 & 22 good Job		Kent/Mike/Tony	Completed	February 22. 2019	Friday, February 22, 2019
1786	Division 5	NW29 T7 R2 W5	#7428	RQ driveway up to corrals (Off Rock Creek Rd)		Dave Sekella	Completed	Monday, February 25, 2019	Monday, February 25, 2019
1787	Division 4			??Snake Trail/Beaver Creek/Tennessee/Ashvale RDS		Brian Layton	Completed	Monday, February 25, 2019	February 25. 2019
1788	Division 2	NW32 T5 R29 W4		Formal written complaint about road conditions		Don Jackson	Completed	Monday, February 25, 2019	Tuesday, February 26, 2019
1789	Division 4	SE13 T7 R29 W4	RR29-0	RQ road to be plowed		Tony Naumczyk	Completed	February 25. 2019	Tuesday, February 26, 2019
1790		Lundbreck		Re Frozen hydrants at Lundbreck		Stu Weber	In progress	February 25. 2019	



## Recommendation to Council

<b>TITLE: CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD BYLAW BYLAW No. 1302-19</b>			
<b>PREPARED BY: Roland Milligan</b>		<b>DATE: March 4, 2019</b>	
<b>DEPARTMENT: Development and Community Services</b>			
		<b>ATTACHMENTS:</b> 1. Bylaw No. 1302-19	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
 <b>Roland Milligan</b>	 <b>2019/03/07</b>	 <b>CAO</b>	 <b>07 Mar. 19</b>
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council adopt Bylaw No. 1302-19, being the Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw.**

**BACKGROUND:**

In light of MGA changes and the increasing complexity of a municipality finding and keeping enough members 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.

At the June 26, 2018 Council meeting, administration was directed to notify the ORRSC that the MD would like to pursue participation in a Regional Subdivision and Development Appeal Board managed and Clerked by ORRSC.

As another required step in the process, at the November 13, 2018 Council meeting, Council appointed a staff member from ORRSC, as the Designated Officer for the Municipal District of Pincher Creek No. 9, as Clerk to the Regional Subdivision and Development Appeal Board.

Pursuant to Section 627(1)(b) of the MGA:

*A council must by bylaw authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board.*

Bylaw No. 1302-19 (**Attachment No. 1**), being the Chinook Intermunicipal Subdivision and Appeal Board bylaw is being presented for Council's consideration.

## Recommendation to Council

The MD's current SDAB Bylaw No. 1287-18 will have to be rescinded. There is currently a development appeal underway using the current bylaw. Planner Gavin Scott states that the MD can have two bylaws running simultaneously. However, to allow for the current appeal to continue, the wording in Section 11(b) of the proposed bylaw has been modified to have the proposed bylaw rescind Bylaw No. 1287-18, being the current SDAB bylaw, effective December 31, 2019.

### FINANCIAL IMPLICATIONS:

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BYLAW NO. 1302-19

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

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WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* as amended from time to time requires the municipality to adopt a bylaw to establish a Municipal Subdivision and Development Appeal Board or an Intermunicipal Subdivision and Development Appeal Board; and,

WHEREAS the Council of the Municipal District of Pincher Creek No. 9 wishes to join other area municipalities to establish the Chinook Intermunicipal Subdivision and Development Appeal Board; and,

WHEREAS the Chinook Intermunicipal 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 (SSRP), the *Municipal Government Act (MGA)*, the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans;

NOW THEREFORE, the Council of the Municipal District of Pincher Creek No. 9 in the Province of Alberta duly assembled, enacts as follows:

**1. TITLE**

This Bylaw may be cited as the Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw.

**2. AUTHORIZATION**

Pursuant to section 627(1)(b) of the *MGA*, this bylaw hereby authorizes the municipality to enter an agreement with the other participating municipalities to establish the Chinook Intermunicipal Subdivision and Development Appeal Board.

**3. DEFINITIONS**

**Appellant** means the person who may file an appeal to the Board from decisions of a Subdivision Authority or a Development Authority in accordance with the *MGA*.

**Board** means the Chinook Intermunicipal Subdivision and Development Appeal Board established pursuant to this bylaw.



**Board Member** means an appointed member of the Chinook Intermunicipal Subdivision and Development Appeal Board appointed in accordance with this bylaw and who has obtained provincial training and certification.

**Board Panel** means the group of appointed Board Members actively sitting to hear and decide on an appeal at an appeal hearing.

**Chair** means the person elected from the Board panel members sitting to hear an appeal to act as the person who presides over the hearing and the procedures.

**Chief Administrative Officer (CAO)** means the individual appointed to the position for the municipality in accordance with the *MGA*.

**Clerk** means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board by the member municipality within which the appeal is held.

**Conflict of Interest** means both Common Law Bias and Pecuniary Interest.

**Council** means the Council of the Municipal District of Pincher Creek No. 9.

**Development Authority** has the same meaning as in the *MGA*.

**Hearing** means a public meeting convened before the Board acting as a quasi-judicial body to hear evidence and determine the facts relating to an appeal of decisions of a Subdivision Authority or a Development Authority, prior to the Board making a decision on the matter subject to the appeal.

**Municipality** means the municipal corporation of the Municipal District of Pincher Creek No. 9 together with its jurisdictional boundaries, as the context requires.

**Panel Member** means an individual Board member participating in the group panel to hear an appeal.

**Participating municipality** means a municipality in the Province of Alberta who has entered into an agreement with other municipalities, as referred to in Section 2 of this bylaw, to establish the Chinook Intermunicipal Subdivision and Development Appeal Board.

**Procedural guidelines** means the policies, processes and administrative matters applicable to the filing of an appeal and conducting a hearing, and the roles, duties and conduct of Board members and Clerks.

**Subdivision Authority** has the same meaning as in the *MGA*.

**Subdivision and Development Appeal Board** has the same meaning as in the *MGA*.

**Quorum** means the minimum number of Board panel members required to hear an appeal.

**Municipal Government Act (MGA)** means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended from time to time.

**Chinook Intermunicipal Subdivision and Development Appeal Board** means the Board established by agreement to act as the Subdivision and Development Appeal Board.

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.

#### **4. APPOINTMENT OF THE BOARD**

- a. The Board is comprised of the member representative(s) as appointed by the participating municipalities.
- b. A municipality may participate in the Chinook Intermunicipal Subdivision and Development Appeal Board without appointing individual representative(s) by utilizing the appointed Board Members of the other participating member municipalities to act on the municipality's behalf as its appeal body.
- c. For each member municipality appointing individual Board Member representative(s) to the Chinook Intermunicipal Subdivision and Development Appeal Board, the appointment shall be made by resolution of Council. Appointed Board Members from a municipality shall consist of no more than three (3) members, with no more than one (1) being an elected official and the other two (2) being non-elected officials who are persons at large. If two (2) or less persons are appointed as members, they must be non-elected persons at large.
- d. For those member municipalities appointing individual representative(s) to the Board, the remaining composition of the Board Panel Members shall be the appointed members from the other municipalities of the Chinook Intermunicipal Subdivision and Development Appeal Board.
- e. Appointments to the Chinook Intermunicipal Subdivision and Development Appeal Board shall be made for a term of not more than three years. Reappointments must coincide with the successful completion of the mandatory provincial refresher training course to be taken every three (3) years.
- f. Board Members may be appointed for a two (2) or three (3) year term, at the discretion of the municipality, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- g. A Board Member may resign from the Chinook Intermunicipal Subdivision and Development Appeal Board at any time by providing written notice to the municipality to that effect.
- h. Where Council has appointed a Board Member representative(s) for the municipality, Council may remove its individual appointed Board Member representative(s) at any time if:
  - 1) in the opinion of Council, a Board Member is not performing his/her duties in accordance with the MGA, this Bylaw or the rules of natural justice.

- 2) a Board Member is absent for more than three (3) consecutive hearings to which he/she has been assigned to sit on the Board Panel without reasonable cause, or
- 3) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.

**5. COMPOSITION**

- a. The Board Members of the Chinook Intermunicipal Subdivision and Development Appeal Board shall meet in Panels, and two (2) or more Panels may meet simultaneously. The Panels have all the powers, duties and responsibilities of the Subdivision and Development Appeal Board.
- b. For the purpose of this Bylaw, the Board Panel formed from the appointed members of the Chinook Intermunicipal Subdivision and Development Appeal Board to hear an appeal, shall normally be composed of not less than five (5) persons, with no more than one (1) being an elected official.
- c. Three (3) Board Members constitute a quorum of the Board Panel.
- d. If a vacancy of an appointed Board member representative from a municipality shall occur at any time, the municipality may appoint another person to fill the vacancy by resolution of Council.
- e. In the absence of the municipal appointed member representative(s) of the municipality in which the appeal originates being available to sit on a Panel, then the appointed Panel Member representative(s) from the other municipalities of the Chinook Intermunicipal Subdivision and Development Appeal Board shall form the composition of the Board Panel to hear and decide on a matter of appeal on behalf of the municipality.
- f. Board Panel Members of the Chinook Intermunicipal Subdivision and Development Appeal Board shall not be members of a Municipal Subdivision Authority or Development Authority or municipal employees of the municipality in which the appeal is located.
- g. A person appointed as a Board Member in accordance with this Bylaw must successfully complete and maintain the mandatory provincial training and certification prior to sitting on a Panel to hear an appeal.

**6. COSTS AND REMUNERATION**

- a. Board Members may be entitled to reasonable remuneration for time and expenses relating to participating on a Board Panel.
- b. Costs related to appeal hearings and the remuneration to Board Members shall be provided as specified in the intermunicipal agreement of the participating members of the Chinook Intermunicipal Subdivision and Development Appeal Board.

**7. DUTIES OF THE INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

- a. The Chinook Intermunicipal Subdivision and Development Appeal Board shall hold hearings as required pursuant to the *Municipal Government Act* on a date to be determined by the Board.
- b. The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined in the Procedural Guidelines.
- c. A Board Member may only participate in an appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.
- d. The Board Panel may, at its discretion, agree to adjournments in respect of the processes and procedures as outlined in the Procedural Guidelines.
- e. A Board Panel hearing an appeal shall appoint a Chair to preside over the proceedings prior to the commencement of the hearing.
- f. An order, decision or approval made, given or issued by the Board Panel and under the signature of the Chair, or a Board Member acting as a designate, is the decision of the Board.
- g. The Board Members shall conduct themselves in a professional, impartial and ethical manner and apply the principles of administrative justice and judicial fairness.
- h. The Board Members shall consider and act in respect of the Chinook Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines.
- i. The Board does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any persons, entity or organization involved in an appeal.

**8. APPEAL FILING**

- a. An appeal shall be filed in writing by an appellant, in accordance and in the manner prescribed in the *MGA*, to the municipality and include the payment of the applicable municipal appeal fee.
- b. If there is a question about the validity of an appeal being filed, the Board Panel must convene the appeal hearing in accordance with the *MGA* to establish jurisdiction and then it may decide on the matter of validity. It shall be the responsibility of the Board Panel to make the determination of whether the appeal is valid.
- c. In the event an appeal is abandoned or withdrawn in writing by the appellant, the Board Panel shall not be obliged to hold the appeal hearing referred to in the *MGA* unless another notice of appeal has been served upon the Board in accordance with the *MGA*.

**9. CLERK RESPONSIBILITIES AND DUTIES**

- a. Council shall by resolution appoint a Clerk as a designated officer, or sub-delegate to its CAO the authority to appoint a Clerk or Clerks, for the specific purposes of providing administrative assistance to the Board in fulfilling its legislative duties.

- b. The appointed Clerk shall attend all meetings and hearings of the Chinook Intermunicipal Subdivision and Development Appeal Board held in that member municipality, but shall not vote on any matter before the Board.
- c. A person appointed as a Clerk to assist the Chinook Intermunicipal Subdivision and Development Appeal Board in accordance with this bylaw must have successfully completed the mandatory provincial training prior to assisting the Board in its legislative duties.
- d. The Clerk, acting for the Board, shall accept on behalf of the Board appeals which have been filed with the municipality in relation to a decision of the Subdivision Authority or the Development Authority.
- e. The Clerk of the Board shall keep records of appeals and proceedings for the municipality in which the appeal has been filed, as outlined in the Procedural Guidelines.

**10. ADMINISTRATIVE**

- a. **Singular and Masculine** – Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Bylaw shall include all genders and words importing parties or persons in this Bylaw shall include individuals, partnerships, corporations, and other entities, legal or otherwise.
- b. **Severability** – Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**11. ENACTMENT**

- a. This bylaw shall come into effect upon third and final reading thereof.
- b. This Bylaw rescinds Bylaw No. 1287-18, being the municipal Subdivision and Development Appeal Board Bylaw, and any amendments thereto, effective December 31, 2019.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.


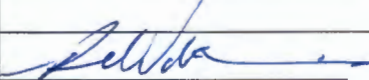

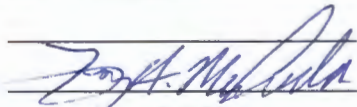
Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# Recommendation to Council

G2b

<b>TITLE:           AGREEMENT FOR CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD</b>			
<b>PREPARED BY:   Roland Milligan</b>		<b>DATE:   March 6, 2019</b>	
<b>DEPARTMENT:   Development and Community Services</b>			
			<b>ATTACHMENTS:</b> 1. Draft Agreement for Chinook Intermunicipal SDAB 2. Chinook Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines 3. Fee Schedule
			<b>Department Supervisor</b>
			<b>Date</b>
<b>APPROVALS:</b>			
			
<b>Roland Milligan</b>			
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council authorize the municipality to enter into an agreement with the Oldman River Regional Services Commission to participate in the Chinook Intermunicipal Subdivision and Development Appeal Board.**

**BACKGROUND:**

For Council’s consideration the Regional Subdivision and Development Appeal Board Agreement is presented (*Attachment No. 1*).

Also for review are the regional SDAB Procedural Guidelines (*Attachment No. 2*) and the Schedule of Fees (*Attachment No. 3*)

**FINANCIAL IMPLICATIONS:**

Annual Fee for Service of \$500  
 All other costs were previously covered by the MD as fee for service

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

**AGREEMENT FOR CHINOOK INTERMUNICIPAL  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

Between

**Oldman River Regional Services Commission**  
("Coordinator")

– and –

**Municipal District of Pincher Creek No. 9**  
("Municipality")

**BACKGROUND**

WHEREAS, the *Municipal Government Act, RSA 2000, C M-26 (MGA)*, as amended, requires the establishment of a Subdivision and Development Appeal Board and authorizes two or more Councils to jointly establish an Intermunicipal Subdivision and Development Appeal Board to exercise that function within their municipalities;

- A. The Member Municipality wishes to partner to create one Intermunicipal Subdivision and Development Appeal Board;
- B. The Oldman River Regional Services Commission is the Coordinator for the Intermunicipal Subdivision and Development Appeal Board;
- C. The Municipality is willing to join the Chinook Intermunicipal Subdivision and Development Appeal Board.

The Parties agree as follows:

**1. BYLAW, PROCEDURES AND FEES**

- 1.1 The Municipality shall pass a Bylaw establishing the Intermunicipal Subdivision and Development Appeal Board and authorize the Municipality to enter into this Agreement.
- 1.2 The Municipality agrees that the "Chinook Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines" document shall govern the rules and procedures of the Intermunicipal Subdivision and Development Appeal Board, which may be amended, from time to time.
- 1.3 The Municipality agrees to pay the costs associated with the Board which shall be determined by the ORRSC Executive and published in an Annual Schedule of Fees.

**2. DEFINITIONS**

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

“**Appellant**” means the person who may file an appeal to the Board from decisions of a Subdivision Authority or Development Authority in accordance with the *Municipal Government Act*.

“**Board**” means the Chinook Intermunicipal Subdivision and Development Appeal Board established by bylaw.

“**Board Member**” means an appointed member of the Chinook Intermunicipal Subdivision and Development Appeal Board appointed by Council and who has obtained provincial training and certification.

“**Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB)**” means the Board appointed to hear appeals on subdivision and development established in accordance with *Municipal Government Act* s. 627 (1)(b).

“**Clerk**” means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board by the member municipality within which the appeal is held.

“**Coordinator**” means the Oldman River Regional Services Commission (ORRSC).

“**Municipality**” means is a municipality who has signed this Agreement.

**3. MUNICIPALITY RESPONSIBILITIES**

- 3.1 The Municipality shall be entitled to participate in the Intermunicipal Subdivision and Development Appeal Board once it enters into the Agreement and passes a Bylaw in the form attached as Schedule “A”.
- 3.2 The Municipality will pay a yearly fee to ORRSC for administering the Intermunicipal Subdivision and Development Appeal Board which shall be determined by the ORRSC Executive and published in an Annual Schedule of Fees.
- 3.3 The Municipality may select and appoint individual(s) to be a Board member(s) to be available to sit on a Panel for the Intermunicipal Subdivision and Development Appeal Board. If a vacancy on the Board occurs at any time, the Municipality who appointed the individual may appoint a new individual to fill the vacancy for the remainder of that term.
- 3.4 Any costs incurred to advertise and select a Board member(s) are the responsibility of the Municipality.



## Attachment No. 1

- 3.5 If the Municipality is required to hold an Appeal Hearing, the Municipality is responsible to pay all costs related to the hearing, including both Board member costs and hearing costs. The fees for the Board member costs shall be determined by the ORRSC Executive and published in an Annual Schedule of Fees. Board member costs include but are not limited to:
- a) Board member per diems,
  - b) mileage, meal allowance, etc.
- 3.6 The Municipality is responsible to provide a Clerk for the appeal hearing, which may be municipal staff or an ORRSC SDAB Clerk. In addition to Clerk costs, the Municipality shall be responsible for hearing costs including but are not limited to:
- a) materials,
  - b) postage,
  - c) facility and /or equipment rental,
  - d) meal allowance,
  - e) mileage, etc.
- 3.7 If legal services are required for issues that relate to a specific appeal, the Municipality is responsible for engaging legal counsel of behalf of the SDAB Panel and are responsible for paying all costs associated with the legal services required.
- 3.8 The Municipality will make every reasonable effort to ensure information will be or is intended to be used to make a decision on an appeal is both complete and accurate, as per the Procedural Guidelines approved for the Appeal Board.

### 4. COORDINATOR RESPONSIBILITIES

- 4.1 The Coordinator will coordinate services for the Municipality and may assign any responsibilities to an ORRSC Clerk as deemed necessary.
- 4.2 The Coordinator shall keep a master list of all qualified Board members, their contact information and training.
- 4.3 The Coordinator is responsible for ensuring the Intermunicipal Subdivision and Development Appeal Board members receive training in accordance with the *Municipal Government Act* and associated regulations.
- 4.4 The Coordinator is responsible to assign a Panel of Board members (in consultation with the affected Municipality) to the SDAB, as described in the *Municipal Government Act* and in the Municipality's Intermunicipal Subdivision and Development Authority Bylaw.
- 4.5 The Coordinator will be responsible to manage the payment of Board member costs related to the Intermunicipal Subdivision and Development Appeal Board and will invoice the Municipality in accordance with the Annual Schedule of Fees.

**5. TERM**

- 5.1 The term of this Agreement shall be deemed as indefinite, provided, however, this Agreement may be terminated as follows:
- a) by mutual consent, in which case, this Agreement will be terminated effective the date of the mutual consent and ORRSC will be entitled to payment of fees, on a pro rata basis, to the effective date of termination;
  - b) without cause or mutual consent, by delivery of a ONE (1) year notice of termination by either party, in which case ORRSC will be entitled to payment of fees and expenses.

**6. DISPUTE RESOLUTION**

- 6.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:
- a) Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
  - b) Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the *Arbitration Act*, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen’s Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the *Arbitration Act* of Alberta.

**7. INDEMNIFICATION**

- 7.1 The Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Oldman River Regional Services Commission, its Board, Executive, Director and Employees against all damages, liabilities or costs arising out of the coordination of an appeal, an appeal or disputes related an appeal.
- 7.2 The Municipality is solely responsible for the Appeal and compliance with the outcome of the Appeal.
- 7.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

**8. NOTICES**

- 8.1 Any notices or other correspondence required to be given to any party to this agreement shall be deemed to be adequately given if delivered to the Municipality.

**9. FORCE MAJEURE**

9.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

**10. SINGULAR AND MASCULINE**

10.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

**11. GOVERNING LAW**

11.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

**12. INTERPRETATION**

12.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

**13. SUCCESSORS**

13.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

**14. ENTIRE AGREEMENT**

14.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

**15. COUNTERPART**

15.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

**16. EFFECTIVE DATE**

16.1 This Agreement becomes effective April 1, 2019.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers.

OLDMAN RIVER REGIONAL SERVICES  
COMMISSION

PER: \_\_\_\_\_  
Director

PER: \_\_\_\_\_  
Chair

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9"

PER: \_\_\_\_\_  
Chief Administrative Officer

PER: \_\_\_\_\_  
Mayor/Reeve

**Schedule "A"**  
**Subdivision and Development Appeal Board Bylaw**

Chinook Intermunicipal  
Subdivision and Development  
Appeal Board

**PROCEDURAL  
GUIDELINES**

*April 2019*

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## PART A: THE BOARD & PANELS

### General

1. The Board is an independent quasi-judicial tribunal. Within the mandate of the *Municipal Government Act, RSA 2000, c M-26*, as amended and the Intermunicipal Subdivision and Development Appeal Board (SDAB) Bylaw, as amended, the Board controls its own process and procedure at all times.
2. The Board has established a process as set out in these Guidelines that will better enable the Board to effectively and efficiently decide appeals. The Board may, however, deviate from these Guidelines when hearing a particular appeal with or without notice to the parties.
3. All proper names/references shall have the same meaning as defined in the Intermunicipal Subdivision and Development Appeal Board Bylaw.
4. The municipalities may establish an Advisory Committee to review this Procedures Guideline and other matters pertinent to the Board's function.

### Intermunicipal SDAB Composition

1. The SDAB Members shall be comprised of persons from the participating municipalities.
2. Appointments to the SDAB shall be made by resolution approved from time to time by the Councils of the participating municipalities. All resolutions shall be submitted to the Oldman River Regional Services Commission (ORRSC), who will maintain a SDAB Member register with current contact information.
3. If a participating municipality decides not to appoint their own individual member to the Board, the municipality may still access the SDAB Members to assemble a panel for a hearing.
4. If a vacancy occurs, the SDAB will continue to operate with the existing appointed Board members until such time as a new person is appointed to the SDAB.

### Bias and Pecuniary Interest

1. All Board members must consider perceived influence or bias and conduct themselves in an impartial manner based on the principles of judicial fairness.
2. If a Board member's presence may affect the deliberations on the appeal or affect the outcome in any way, the member should consider making a declaration and excluding themselves from further discussion. This declaration should be noted for the record.
3. A Board member must listen to the appeal with an open mind and without being influenced by factors outside of the evidence and arguments of the parties participating in the appeal.
4. A Board member with a financial interest in the appeal should also declare this interest and exclude him or herself from the hearing. The conflict of interest rules under section 172 of the *Municipal Government Act* should be used as a guideline for a SDAB member.



5. If a Board member is challenged prior to or at a hearing, the panel will recess to consider the information in closed session and will make a determination regarding the Board member's ability to participate in the hearing and the reason for or against shall be recorded for the record.

### **The Panel**

1. The Board hears appeals in groups called Panels. A decision of the Panel is a decision of the Board.
2. Panels of the Board have a minimum number of members. This minimum number of members is called the "quorum".
3. More than one Panel may be convened at any one time and Board Members of the SDAB may participate as a member of more than one Panel at the same time.
4. Members of the Board will be listed on the ORRSC website ([www.orrsc.com](http://www.orrsc.com)) and participating municipalities may list the Board member names on their web or social media sites.
5. Any concern about the makeup of a Panel for a particular appeal must be raised as soon as possible or at the beginning of the hearing.
6. A Panel, in consultation with the Coordinator/Clerk, will set the date for the hearing to continue or provide some procedural directions. Once a Panel starts hearing the merits of an appeal, that Panel will remain the same throughout the hearing.
7. Where possible, a Panel convened for a hearing should consist of the appointed members from the municipality in which the appeal is held and with the remainder of the Panel to be from the regional pool.
8. No more than one elected official may sit on a Panel to hear an appeal.
9. If for any reason a member of the Panel cannot continue to participate in a hearing, the hearing may proceed without that member but only if enough other members are present to still achieve quorum. If not, the hearing will be adjourned and may be re-heard by a new Panel.
10. The deliberation by a panel regarding the decision are to be held in closed session.

### **The Panel Chair**

1. The Panel members shall elect one of themselves as Panel Chair (Chair) for the purpose of a hearing. The Chair may be a member from the municipality in which the appeal is located.
2. The Chair shall be responsible to ensure the Panel carries out the responsibilities in accordance with the provision of the *Municipal Government Act* and the SDAB bylaw.
3. The Chair has the authority to conduct a hearing as they determine suitable, but shall act on the principles of unbiasedness, impartiality, and judicial fairness.
4. The Chair may call a recess to allow members to read materials, rest after a long series of presentations, take time for meals or personal needs of the Panel, or to settle down the meeting participants after a contentious presentation or if someone must be removed from the hearing.

5. Prior to adjourning, the Chair should ensure that the other members of the Panel have adequate facts to develop the reasons for their decisions and to formulate the decision.
6. The chair or his designate is responsible for signing the decision of the Panel.

### **Roles of the Panel**

1. Panel members should be careful not to speak out of turn and shall speak at the direction of the Chair.
2. All Panel members need to be aware of their potential for or perception of conflict of interest and bias. If the impression is created that the member might benefit directly or indirectly from the ruling of the SDAB or that there has been a previous association with a party to the appeal, the member should not participate in the hearing.
3. The Panel should not see itself as solving people's problems. It is not an advocate and should not be perceived as such. This restriction also applies to providing any advice that may relate to the issues of the case. Any advisory function should be handled by informed professionals, which may include the municipal staff.
4. The role of any SDAB member is to participate in the hearing process and to help ensure that decisions are made in a fair, impartial, and timely manner.

### **Responsibilities of the Panel**

1. Before the hearing, Panel members **must be**:
  - a) informed about their legislative and quasi-judicial responsibilities;
  - b) familiar with the relevant provincial legislation and policy including but not limited to the Alberta Land Stewardship Act, South Saskatchewan Regional Plan, Municipal Government Act and the Subdivision and Development Regulation;
  - c) familiar with the applicable municipal plans, policies and bylaws including but not limited to the municipal development plan, area structure plans, area redevelopment plans, land use bylaw and the SDAB bylaw; and
  - d) familiar with exhibit package as circulated before the hearing, and review the material to become familiar with the circumstances of the case.
2. Before the hearing, Panel members **must not**:
  - a) speak with the appellant or any other parties prior to the appeal (the SDAB member may only advise people contact the clerk and to attend the hearing in order to make their views known);
  - b) discuss the item being appealed with anyone, including other SDAB members, outside the hearing;
  - c) conduct independent research including site visits; or
  - d) form a conclusion prior to attending the hearing.
3. Panel members should refrain from discussing appeals with municipal staff except within the context of the open hearing.
4. The Panel members must be present for the entire hearing of a specific appeal. Members cannot be substituted for other members during the hearing. Members should ensure that they do not leave

the hearing room during the hearing and any member who leaves during the hearing may not return or participate in the decision in any way, if the hearing has continued without the member.

5. Only those Panel members present during the entire length of the discussion, pertaining to a matter being considered at a hearing, shall participate in the decision deliberations.
6. The decision of the majority of the Panel members present at a meeting shall be deemed to be the decision of the whole Subdivision and Development Appeal Board.
7. The Panel members participating in an appeal decision will try to reach a decision by consensus, and in the case where consensus cannot be reached, a decision shall be made in favor of the majority of the members.

### **Panel Conduct at the Hearing**

1. Panel members must be respectful and yield the operation of the hearing to the Panel Chair and may ask questions during the hearing only with the permission of the Chair.
2. At the hearing, Panel members should:
  - a) follow fair procedure and act in accordance with the rules of natural justice;
  - b) take notes to ensure that issues or evidence provided in the hearing is addressed in findings of fact, the reasons for the decision, or the decision; and
  - c) hear from all parties in a hearing in a fair, open, and objective manner.
3. Panel members are expected to listen attentively to each individual case and to understand the perspective presented.
4. The Panel shall attempt to create an atmosphere where all parties feel they have been dealt with in a considerate and respectful manner.

### **Communications with the Panel**

1. All submissions and other communications with the Panel before the hearing shall be directed to the Clerk.
2. The Clerk shall contact Panel members as necessary before, during and after a hearing.
3. The Panel shall not communicate with the parties involved regarding the merits of an appeal outside of the hearing.
4. After the hearing closes, the Panel shall not accept any further submissions.
5. Parties should ensure that any submissions made to the Panel are copied to all of the parties involved in the appeal. Any response from the Panel through the Clerk will be shared with all other parties and will be made available to the public.
6. Panel members must not discuss an appeal outside of the hearing. All inquiries shall be directed to the Clerk and any response provided by the Clerk is informational only, is not a decision of the Panel, and is not legal or other advice.

## PART B: COORDINATOR

### Role of the Appeal Coordinator

1. Oldman River Regional Services Commission will assign a Coordinator to the Board to handle administrative duties of the Board.
2. The Coordinator shall assign a Clerk(s) to a specific appeal.
3. The Coordinator shall keep a master list of all qualified Board members, their contact information and training status.
4. The Coordinator shall monitor the activity of the Board in the form of a yearly report to the ORRS Executive and upon establishment to an Advisory Committee. The report should include, but is not limited to:
  - a) the number of appeals,
  - b) the Board members participating in appeals,
  - c) Board members not able to attend hearings, and
  - d) Board members who fail to attend hearings.
5. The Coordinator is responsible for preparing the final invoicing and master file for the municipality. The master file shall include a copy of the appeal letter/form, the notice(s), the complete exhibit package, the decision and the record of proceedings.
6. Where the municipality is providing their own Clerk, the Coordinator will contact the municipality regarding the hearing and invoice the municipality for Panel costs.

## PART C: CLERKS

### Assembling a Panel to Hear an Appeal

1. The authority to assemble a Panel to hear a particular appeal may be designated to either Coordinator or Clerk assigned to a particular appeal.
2. The Clerk is to choose duly appointed members from the SDAB for hearings with the following guidelines for composition of a Panel:
  - a) as a first step, if there is a Board member(s) from the municipality in which the appeal originates, the Clerk shall contact and confirm their availability to participate in the hearing. If they are unavailable, subsection 2(b) applies;
  - b) as a second step, the Clerk shall contact Board members who live in closest physical proximity to the municipality in which the appeal originates, expanding the distance until the Panel is filled.
3. Each participating municipality through their SDAB bylaw will have determined the number of SDAB members that constitutes a Panel and its quorum. The Clerk shall have regard to Chart 1 which summarizes this information across the participating municipalities.



**Responsibilities of the Clerk**

1. The Clerk is responsible to report any changes in Board member contact information to the Coordinator.
2. The duties of the Clerk before the hearing include:
  - a) ensure that the appeal has been properly filed;
  - b) coordinate the date, time and venue of the hearing;
  - c) contact members to ensure quorum;
  - d) prepare a notice of hearing and ensure that the appropriate people are informed of appeal (including the appellant, affected persons, and anyone else identified in the land use bylaw and Subdivision and Development Regulation) at least 5 days prior to hearing;
  - e) prepare an exhibit package;
  - f) prepare an agenda for the hearing;
  - g) ensure that all relevant documents and materials are available for public inspection;
  - h) answer any questions of the applicant, appellant, Panel, municipality or public; and
  - i) set up any equipment/materials needed in the SDAB meeting room.
3. The duties of the Clerk at the hearing include:
  - a) circulate a sign in sheet among the gallery;
  - b) provide administrative assistance to the Panel;
  - c) assist the Chair and Panel in the organization and function of the hearing;
  - d) ensure quorum of the SDAB for the hearing;
  - e) announce the appeal at the commencement of the hearing;
  - f) record names of speakers;
  - g) mark submitted exhibits;
  - h) take notes of the appeal; and
  - i) record the attendance and absences of SDAB Panel members.
4. The duties of the Clerk after the hearing include:
  - a) prepare a draft SDAB's decision(s) for the Panel review, edits, and Chair signature;
  - b) circulate the decision in accordance with the notice of hearing and ensure that the appropriate people are informed of the decision (including the appellant, affected persons, municipality, referral agencies, those that spoke at the hearing etc.); and
  - c) prepare and sign a record of proceedings for the appeal file.
5. The Clerk is responsible for keeping track of all expenses related to the appeal and submitting an invoice to the municipality in which the appeal originates.

## PART D: HEARING PROCEDURES

### Commencing Appeals

1. An appeal is commenced by filing a notice of appeal form or letter and paying the applicable filing fee of the municipality in which the appeal originates.
2. There are strict timelines for launching an appeal. Appeals must be submitted within 21 days, for stop orders, subdivision or development appeals, and notice or deemed refusal by the Subdivision or Development Authority. Appellants are encouraged to file as soon as possible within the appeal period.
3. The notice of appeal form should be filled out completely, including a summary of the reasons for the appeal.
4. A person can file an appeal on their own behalf or can authorize an agent, lawyer or other representative to do so on their behalf.
5. If a person is filing an appeal on behalf of someone else, this must be stated in the notice of appeal form. The “appellant” in the notice of appeal form is the person who has the right to appeal, and the “agent” in that form is the person filing on the appellant’s behalf.
6. If a person is representing someone else, they may be asked to provide written authorization from the person they represent. This applies to any person acting as a representative of an individual, company, society, community association or any other organization.
7. The municipality shall stamp the letter or notice of appeal as being received on the date it is delivered.
8. Appeals received by the municipality will then either:
  - a) request a list of SDAB Members from the Coordinator, so the municipality may Clerk the hearing themselves; or
  - b) request that Appeal Coordinator provide ORRSC Clerk services.

### Withdrawing an Appeal

1. An appellant may withdraw an appeal at any time before the Panel issues its decision. A withdrawal of an appeal must be explicit and unconditional.
2. If the appellant withdraws the appeal before the hearing begins or after the close of the hearing, but before the Panel issues its decision, the withdrawal must be in writing. An appellant may withdraw an appeal verbally at the hearing.
3. If an appeal is withdrawn before the hearing begins, any refunds of the municipal appeal fee shall be at the discretion of the municipality in which the appeal originates.

### Scheduling a Hearing

1. The municipality, in which the appeal originates, is responsible to contact the Coordinator within 2 working days when an appeal is received in their municipality.



2. Once an appeal has been received, the assigned Clerk will schedule the hearing to begin within 30 days of the receipt date. The Clerk shall consult with the municipality regarding dates, times and location for the hearing. Once the details are determined, the Clerk will convene a Panel in accordance with Part C: Clerks.
3. The Clerk is responsible for requesting and receiving pertinent information from the municipality in which the appeal originates which includes, but is not limited to:
  - a) the decision under appeal and notice of decision;
  - b) a listed of persons and agencies/departments notified of the application and decision;
  - c) the original application, diagrams, drawings and all other information which was submitted in support of the application which was used to render the decision;
  - d) any correspondence from government departments, utility companies, required referrals, affected or adjacent landowners;
  - e) relevant information from agenda packages and minutes of the meeting (approved or unapproved); and
  - f) any relevant plans, studies, or drawings that are considered by the municipality to be relevant to the matter.
4. The Clerk shall prepare and issue a notice of appeal with the location, date and time of the hearing.

**Preliminary Matters:**

1. Parties are encouraged to send written notice to the other parties to an appeal and to the Clerk of any preliminary matters such as:
  - a) requests for procedural directions,
  - b) notice of jurisdictional matters,
  - c) request for adjournments (with alternative dates).

This should be done as soon as possible, so that the Panel can be made aware of preliminary matters that require attention prior to the hearing.

**Adjournments**

2. The Panel may adjourn (suspend) hearings to continue on a later date. This may be on the Panel's own initiative or in response to a request by a party.
3. Adjournments are discretionary. When considering whether to grant an adjournment request, the Panel may consider a number of factors, including the reason for the request and the impact an adjournment might have on any of the parties involved in the appeal.
4. If a party is requesting an adjournment, that request must be made at the earliest opportunity and reasons must be provided. If the request is made before the hearing begins, it should be in writing.
5. If a party is opposing an adjournment request, reasons must be provided.

**Jurisdictional Issues**

6. The Panel may consider whether it has the authority to hear an appeal ("jurisdictional issues"). Examples of jurisdictional issues include:
  - a) whether the appeal was started in time, and

- b) whether the person who filed the appeal was entitled to do so.
- 7. The Panel may dedicate a time at the beginning of the hearing to determine jurisdictional issues.
- 8. The Panel may decide jurisdictional issues at any time during the appeal.

**Evidence**

- 1. There are rules of evidence which typically apply to court processes. The Panel is not bound by these rules of evidence. During the course of the proceedings, the Panel will determine what it considers as relevant evidence.
- 2. The Panel does not seek evidence nor advocate for any party to an appeal. The Panel relies on the evidence submitted by the parties. Each party is responsible for assembling and presenting evidence to support that party's case.
- 3. Despite the preceding clause, the Panel may request that parties submit relevant documents and materials respecting the appeal.

**The Appeal Exhibit Package**

- 1. All materials submitted to the Panel will be included in a document called the Exhibit Package.
- 2. Relevant hearing materials shall be included in the Exhibit package and will include:
  - a) the appeal letter,
  - b) the decision subject to the appeal,
  - c) the application,
  - d) the notice of appeal including a location diagram, and
  - e) other submissions as received.
- 3. The Exhibit Package will be forwarded by the Clerk to the applicant, appellant, members of the Panel, municipal officials, and a counter copy for the municipality prior to the hearing.
- 4. Additional submissions received after the distribution of the Exhibit Package will be made available to the parties noted in above section during the hearing.
- 5. Any submissions at the hearing should be made in a quantity as specified in the notice of appeal or copies will be provided to the Panel members only.

**Requirements for Materials being Submitted**

- 1. Materials filed with the Panel, whether in hard copy or electronic format, should be sequentially page numbered. Hard copy materials should be tabbed where appropriate. In the case of materials submitted electronically, sections of materials may be separated by a page containing a tab letter or number in large font where appropriate instead of tabs.
- 2. Documents that contain multiple parts, such as legal briefs and expert reports with appendices or schedules, should also be bound if they are being submitted in hard copy format in a quantity as specified in the notice of appeal.

3. All materials filed for the hearing should be clearly printed and legible. Parties are encouraged to highlight relevant passages or sections.
4. Applicants for development permits or subdivision approvals should provide legible copies of the plans on which the Development Authority or Subdivision Authority based its decision. The Panel may request that larger copies of plans be submitted for the purposes of legibility.
5. Some plans, maps or drawings are “to scale”, meaning that the size of an item on the page represents its actual size. If any plans, maps or drawings are to scale, hard copy printouts to this scale should be provided.
6. Parties are encouraged to submit their materials electronically. Electronic submissions must be in a printable format and in a format that is compatible with the Clerk’s computer systems.
7. The Exhibit Package is printed in black and white. Any materials which are in colour, such as coloured maps, plans, drawings, or photographs, should also be submitted as hard copies at the hearing.
8. At the discretion of the Clerk, large volume document submissions can be requested to be provided in printed form.

**Submissions at the Hearing**

1. Multiple copies of all materials provided at the hearing (including written presentations) are required. They are distributed to the Panel and other participants.
2. A minimum of 12 copies of materials provided at the hearing will be required.
3. The Panel may require additional copies of materials (beyond the 12 discussed above) to be provided, at the party’s expense.
4. All presentation materials, including written presentations, photographs, PowerPoint and other slide presentations, and any materials placed on the overhead projector or otherwise presented during the hearing, must be left with the Panel.
5. If a PowerPoint or other type of digital media presentation is made to the Panel, hard copies of the presentation must be provided at the hearing.

**Participating in a Hearing**

1. The usual order of presentation in a hearing when a development permit or subdivision decision is being appealed is:
  - a) Introduction by the Panel Chair,
  - b) Preliminary matters (if any),
  - c) Presentation by the Development Authority or Subdivision Authority,
  - d) Presentation by the appellant/applicant,
  - e) Presentation by the appellant,
  - f) Presentation by Government agencies,
  - g) Presentations from public gallery,
  - h) Rebuttal by the Development Authority or Subdivision Authority, and
  - i) Rebuttal by the appellant and other parties.

“Rebuttal” is the opportunity to respond to new issues which came up during the hearing and which could not have been reasonably anticipated. It is not an opportunity to raise new issues or repeat evidence and arguments that have already been made.

2. The usual order of presentation in a hearing when an enforcement order is being appealed is:
  - a) Introduction by the Panel Chair,
  - b) Preliminary matters (if any),
  - c) Presentation by the Development Authority,
  - d) Presentations in favour of the enforcement order (against the appeal),
  - e) Presentations in favour of the appeal (against the enforcement order),
  - f) Rebuttal by the Development Authority, and
  - g) Rebuttal by the appellant and other parties.
3. The Chair may decide to outline a difference order of presentation if they believe there is a logical reason for doing so.
4. Panel members may ask questions of the parties at any time during the hearing.
5. Only those parties who made written or verbal submissions to the Panel before or during the hearing will be allowed to present a rebuttal.
6. There are limits on who is entitled to participate in a Panel hearing. Persons who want to participate in an appeal on the basis that they are affected by its outcome must be prepared to explain why they are affected, including providing their addresses and land locations.
7. Appeals to the Panel are hearings *de novo*. This means that the Panel can consider new evidence and arguments the Development Authority or Subdivision Authority did not consider in reaching its decision.
8. Parties are encouraged to be prepared to speak to all aspects of the proposed development or subdivision or other matter before the Panel, not just those aspects identified in the notice of appeal.
9. The Panel’s hearings are public and conducted in person in the municipality in which the appeal originates.
10. The Panel’s hearings are conducted in English. The Panel does not provide interpreters. Parties may provide their own interpreters at their own expense.
11. If a person fails to attend a scheduled hearing, the Panel may decide the appeal in that person’s absence.
12. Any concerns about the Panel’s hearing processes should be drawn to the Panel’s attention as soon as possible.
13. Only one person should speak at a time during the Panel’s hearing. The Chair will provide directions about the order of the speakers or presenters.
13. The Panel may give other directions to parties presenting during the hearing to facilitate the hearing process. These directions may include advising parties that their submissions or arguments are outside of the scope of the things the Panel can consider in the appeal.

**The Public Nature of the Hearing**

1. The Panel's hearings are open to the public, but are not a forum for public debate.
2. The Panel's hearings are summarized in a record of proceedings and are not recorded or transcribed.
3. No one is permitted to record, videotape, photograph or otherwise record the Panel's hearings or the Panel's hearing room without the prior permission of the Chair.
4. At the end of the parties' submissions, and at any time during the hearing, the Panel may meet privately to discuss the appeal. The Panel's discussions or deliberations regarding the outcome of the appeal are done during a private meeting.
5. The Panel may call the appeal parties back at any time before it issues its written decision, within the prescribed 15 days, to seek clarification from the parties. This will be done with notice to all of the parties in the hearing.
6. All documents, submissions, and other materials submitted to the Panel by the parties, as well as the Panel's decision, will be available to the public.

**Conduct During the Hearing**

1. All persons participating in the Panel's processes are required to conduct themselves with courtesy and respect. Disruptive, disrespectful or threatening behaviour will not be tolerated.
2. The Chair may direct that a person be removed from the hearing if they display disruptive, disrespectful or threatening behaviour.
3. If the person(s) refuse to leave, the Chair may call a recess and call for the proper authorities to remove the person(s) from the hearing venue.

## PART E: AFTER THE HEARING

### Decisions of the Panel

1. The Panel may consider its previous decisions, but it is not bound by them. Each appeal is decided based on its own merits and on the evidence, arguments, and circumstances of the case.
2. The Panel's role is to review decisions of the Development Authority or Subdivision Authority by way of a hearing *de novo*. It may uphold these decisions, reverse these decisions, or change these decisions in part.
3. The Panel's decision will be issued as soon as possible after the hearing is over, but within the required 15 days as per the *Municipal Government Act*.
4. The Panel's decision is final when it is in writing, signed, and issued. Once this has happened, the Panel has no more authority over the subject matter of the appeal.
5. The Panel does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any person, entity or organization involved in an appeal.

### Retention of Evidence

1. The Coordinator/Clerk retains all documents and electronic submissions for a particular hearing and a complete copy is provided to the municipality.
2. The Panel retains physical evidence such as samples and models for at least 60 days after the decision is issued, or longer if the Panel's decision is appealed. These materials will not be returned unless a request is made at the time they are submitted.

### Distribution of Panel Decisions

1. The Clerk shall send copies of Panel's decisions by mail to the appellant, the applicant, the Development Authority or Subdivision Authority, parties originally notified of the hearing and participants in the hearing who have requested a copy of the decision.

### Appeal of Panel Decisions

1. The Panel's decisions may be appealed to the Alberta Court of Appeal on a question of law or jurisdiction in accordance with the *Municipal Government Act*.
2. Upon request, the Coordinator will according to FOIPP provide an electronic copy of the exhibit package and decision to the interested party.

# ANNUAL SCHEDULE OF FEES 2019

## CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

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**Annual fee:**

\$500 administrative fee

**Board Remuneration:**

Board Members shall receive honorariums for adjudicating at formally scheduled hearings or taking appropriate training.

Board Members shall receive compensation for travel based on the most current published Canadian Revenue Agency (CRA) Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

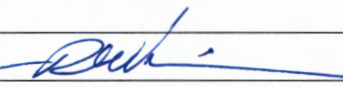
If necessary, a reasonable meal for Board members will be organized and authorized by the Clerk and will be paid for by the municipality in which the appeal originates.

If necessary, Board Members shall receive reimbursement for any lodging accommodations required while taking appropriate training which shall be paid by the Municipality who has appointed the member.

Table 1

Board Members Per diems	Preparation time – Two (2) hours block	\$50.00
	Half day – Four (4) hour block	\$100.00
	Full day – Four plus (4+) hour block	\$200.00
Mileage	Home to Venue – round trip (CRA Rate)	\$0.58 per km

## Recommendation to Council

<b>TITLE: CONTINUED PARTICIPATION IN ALBERTA UTILITES COMMISSION PROCEEDING 23377 (WINDY POINT WIND FARM)</b>			
<b>PREPARED BY: Roland Milligan</b>		<b>DATE: March 6, 2019</b>	
<b>DEPARTMENT: Development and Community Services</b>			
<b>Department Supervisor</b>		<b>ATTACHMENTS:</b> 1. AUC letter dated October 12, 2018 2. MD letter to the AUC dated May 23, 2018	
<b>Date</b>		<b>APPROVALS:</b>	
 Roland Milligan		 CAO	
2019/03/06		06 Mar - 19	
<b>Department Director</b>		<b>Date</b>	

### RECOMMENDATION:

That Council direct administration to register as an Observer in Alberta Utilities Commission Proceeding No. 23377, being the Windy Point Wind Park Amendment, to reiterate the concerns regarding synchronized flash tower lighting.

### BACKGROUND:

The Livingstone Landowners Group has contacted the MD enquiring as to the MD's status on the Alberta Utilities Commission's file for Proceeding No. 23377, being the Windy Point Wind Park power plant application.

After an initial review of the AUC website, it seemed that the MD was a Registered Intervener. However, I contacted the AUC and confirmed, as the LLG had suggested, that after the developer amended their application, the MD did not confirm their intention to continue to participate in the proceeding.

The MD was registered as an intervener in Proceeding 23377, and our registration remains on the AUC website. The MD gets regular updates on the Proceeding. However, as indicated, a letter was received by myself on October 12, 2018 (*Attachment No. 1*). The AUC asked the MD to confirm their intention to continue to participate in the proceeding. It was assumed that this letter was an update for the project and no response was submitted.

The MD's previous submission (*Attachment No 2*) regarding Turbine Lighting remains on file and can be considered when the AUC rules on the amended application.



## Recommendation to Council

In discussion with Danielle Glover of the AUC, she states that the MD would be able to register again and submit a letter stating that we wish to have our previous concerns remain valid. The MD does not have standing in an oral hearing.

I feel that reiterating the MD's original concerns is valid but I feel we are off base in submitting our MPC information.

The MPC does not speak for Council. Council sets the guidelines and makes the rules on how the MPC makes its decisions. That decision has been made and is under appeal.

All information that the MD requires the developer to submit for the development permit is also submitted to the AUC for their decision. Affected landowners are asked for their concerns by the MD during the development permit process. The MD uses the same distance as the AUC in circulating the information and requesting feedback. All the same landowners are informed of the AUC process.

### **From Rule 007: Applications for Power Plants, Substations, Transmission Lines, Industrial System Designations and Hydro Developments**

#### *3.2 Information Requirements (PP stands for Power Plant)*

*PP5) Provide details and outcome of consultation with local jurisdictions (e.g., municipal districts, counties).*

This is the where the developer is required to supply the MD's development permit if it was received. If none has been received, then the developer has to explain why.

### **FINANCIAL IMPLICATIONS:**

None



October 12, 2018

Roland Milligan  
Director of Development and Community Services  
M.D. of Pincher Creek  
P.O. Box 279  
Pincher Creek, Alberta T0K 1W0

Dear Mr. Milligan:

**Windy Point Wind Park Ltd.  
Windy Point Wind Park Amendment  
Proceeding 23377  
Applications 23377-A001 to 23377-A003**

**Participation in the Windy Point Wind Park proceeding**

1. The Alberta Utilities Commission recently merged Proceeding 21868 into Proceeding 23377. The Commission also previously merged Proceeding 3485 into Proceeding 23377. Proceeding 23377 now contains applications for the Windy Point Wind Park power plant amendment, substation and time extension. When the Commission merged these proceedings, it transferred the submissions from interested persons on the applications. Further, Proceeding 23377 featured a process to assess the cumulative impacts of multiple projects in the Pincher Creek area and the Commission received submissions in response to this process.

2. Given that some of these proceedings have been on hold for a considerable time, and some of the information in those original proceedings may be outdated or superseded by the power plant amendment application, the Commission is seeking confirmation from interested persons on their continued participation in Proceeding 23377. If you want to continue to participate in this proceeding, please confirm your intention to do so, indicate where you reside or have an interest in land in relation to the wind power plant, and explain how your rights may be directly and adversely affected by the Commission's decision on the applications.

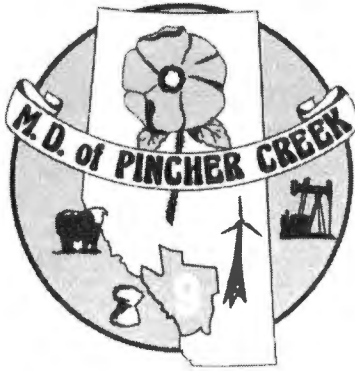
3. The Commission requests that interested persons submit the necessary information by **October 30, 2018**.

4. Please contact me at 403-592-4503 or by email at [giuseppa.bentivegna@auc.ab.ca](mailto:giuseppa.bentivegna@auc.ab.ca) if you have any questions with respect to this letter.

Sincerely yours,

Giuseppa Bentivegna  
Commission Counsel

## Attachment No. 2



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 23, 2018

Alberta Utilities Commission  
1400, 600 Third Avenue S.W.  
Calgary, AB  
T2P 0G5

To Whom It May Concern:

**RE: Proceedings 21483, 23377, and 22579 – Technical Meeting  
Synchronized Flash Tower Lighting**

The Municipal District of Pincher Creek No. 9 (the MD) thanks the Alberta Utilities Commission (AUC) for the opportunity to participate in the above Proceedings.

The MD has a long history of wind power plant development within the Province of Alberta. As a result, the MD and our residents have experienced some the issues with the development of wind power plants within close proximity to each other. Regarding the cumulative impacts of wind farms on each other, the MD would like the AUC to consider the cumulative effect of the wind turbine lighting and how this negatively impacts the residents of the community.

The MD understands that the tower lighting requirements fall under the jurisdiction of Transport Canada. However, this is a negative aspect of a power plant approved and regulated by the AUC that increases as large wind power plants are developed in close proximity to each other.


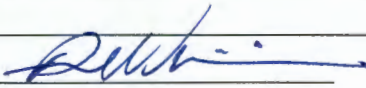
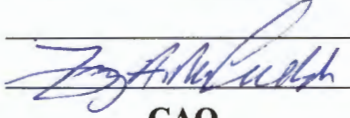
The MD is asking the AUC to assist our municipality by requiring applicants to consider the cumulative effects of the synchronized flash tower lighting that is the option that has been currently chosen by the applicants. There are other options available that would comply with Transport Canada requirements. Radar or pilot activated lighting to name a couple. Also, as the regulator of wind power generation for the Province, can the AUC work with Transport Canada to reduce this cumulative effect?

Thank you for the opportunity to participate in the proceedings.

Regards,

Roland Milligan  
Director of Development and Community Services

## Recommendation to Council

<b>TITLE:</b> <b>TOWN OF PINCHER CREEK NOTICE OF MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY MEETING APPLICATION #19-D006</b>			
<b>PREPARED BY:</b> Roland Milligan		<b>DATE:</b> March 7, 2019	
<b>DEPARTMENT:</b> Planning and Development			
		<b>ATTACHMENTS:</b>	
		1. Notice from Town of Pincher Creek, 2019-03-06	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
			
Roland Milligan	2019/03/07		07 Mar. 19
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

<b>RECOMMENDATION:</b>
That Council receive the notice as information.

<b>BACKGROUND:</b>
<p>On March 6, 2019, the MD received a notice from the Town on Pincher Creek indicating that the Town's Municipal Development and Subdivision Authority (MDSA) will be meeting on March 19, 2019 at 9:30 am to consider Application No. 19-0006 (<i>Attachment No. 1</i>).</p> <p>The proposed development is for a duplex on Lots 52 and 53, Plan 5690S, 995 Dupuy Street. The location is directly west of the MD Administration Building, on the west side of Highway No. 6.</p> <p>The reason the application is before the MDSA is because Duplex Dwelling is a Discretionary Use within the Residential – R1 land use district.</p> <p>The proposed duplex is being developed for Habitat for Humanity.</p> <p>The MD's Planner has no concerns with the proposed development.</p>

<b>FINANCIAL IMPLICATIONS:</b>
None

MAR - 6 2019

M.D. OF PINCHER CREEK

**Town of Pincher Creek**

**NOTICE OF  
MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY MEETING  
APPLICATION # 19-D0006**

**APPLICANT:** Maricris Ussher, BRZ Partnership Architecture  
Suite 202, 1215 – 13 Street SE  
Calgary, AB T2G 3J4

**Copies to:** Adjacent Land Owners

Notice is hereby given that an application has been made for a development permit with regards to the following:

**TYPE OF DEVELOPMENT:**

Application for a Development Permit – Discretionary Uses: Duplex dwellings - New Duplex (2 Units).

**LEGAL LAND DESCRIPTION OF SITE:** Plan 5690S, Lots 52-53  
995 Dupuy Street  
Pincher Creek, Alberta T0K 1W0

**LAND USE DISTRICT:** Residential – R1

**PLACE OF MEETING:** Town Council Chambers at 962 St. John Avenue Pincher Creek

**DATE AND TIME OF MEETING:** March 19<sup>th</sup>, 2019 @ 9:30 AM

If you lease or rent your property to another person, it's recommended that you share this notice with them.

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Any person(s) affected by the proposed development have the right to submit a written brief prior to the meeting and/or to be present and be heard at the meeting.

Persons requesting to be heard at the meeting shall submit a written request to be heard to the Town of Pincher Creek not later than 8:30 a.m. Tuesday March 19<sup>th</sup>, 2019.

Any person(s) have 17 days from the date of the meeting to appeal the decision rendered at the MDSA meeting. Appeals must be submitted in writing with the applicable \$300 appeal fee.

Date: March 4, 2019

Signed:   
Laurie Wilgosh, C.A.O.

# HABITAT FOR HUMANITY

995 DUPUY STREET  
PINCHER CREEK, AB

ISSUED FOR DEVELOPMENT PERMIT  
FEBRUARY 28, 2019

### PROJECT TEAM



CLIENT  
Habitat for Humanity

PRIME CONSULTANT

**BRZ Partnership Architecture Inc.**

202 - 1215, 13th Street SE  
Calgary, Alberta T2G 3J4

Telephone: 403.532.5980  
Fax: 403.532.5984

PROJECT  
LOCATION



**LOCATION PLAN**  
S.C.A.

### ARCHITECTURAL

- DP-00 COVER SHEET
- DP-01 PROJECT INFORMATION & PLANT SCHEDULE
- DP-02 VICINITY PLAN AND SITE PHOTOS
- DP-03 ABANDONED WELL MAP
- DP-04 SITE PLAN - DEMOLITION
- DP-05 SURVEY PLAN
- DP-06 SITE SERVICING PLAN
- DP-07 SITE PLAN
- DP-08 BASEMENT FLOOR PLAN
- DP-09 MAIN FLOOR PLAN
- DP-10 SECOND FLOOR PLAN
- DP-11 ROOF PLAN
- DP-12 NORTH AND SOUTH EXTERIOR BUILDING ELEVATIONS
- DP-13 EAST AND WEST EXTERIOR BUILDING ELEVATIONS
- DP-14 BUILDING SECTIONS
- DP-15 BUILDING SECTION
- DP-16 ELECTRICAL LAYOUT

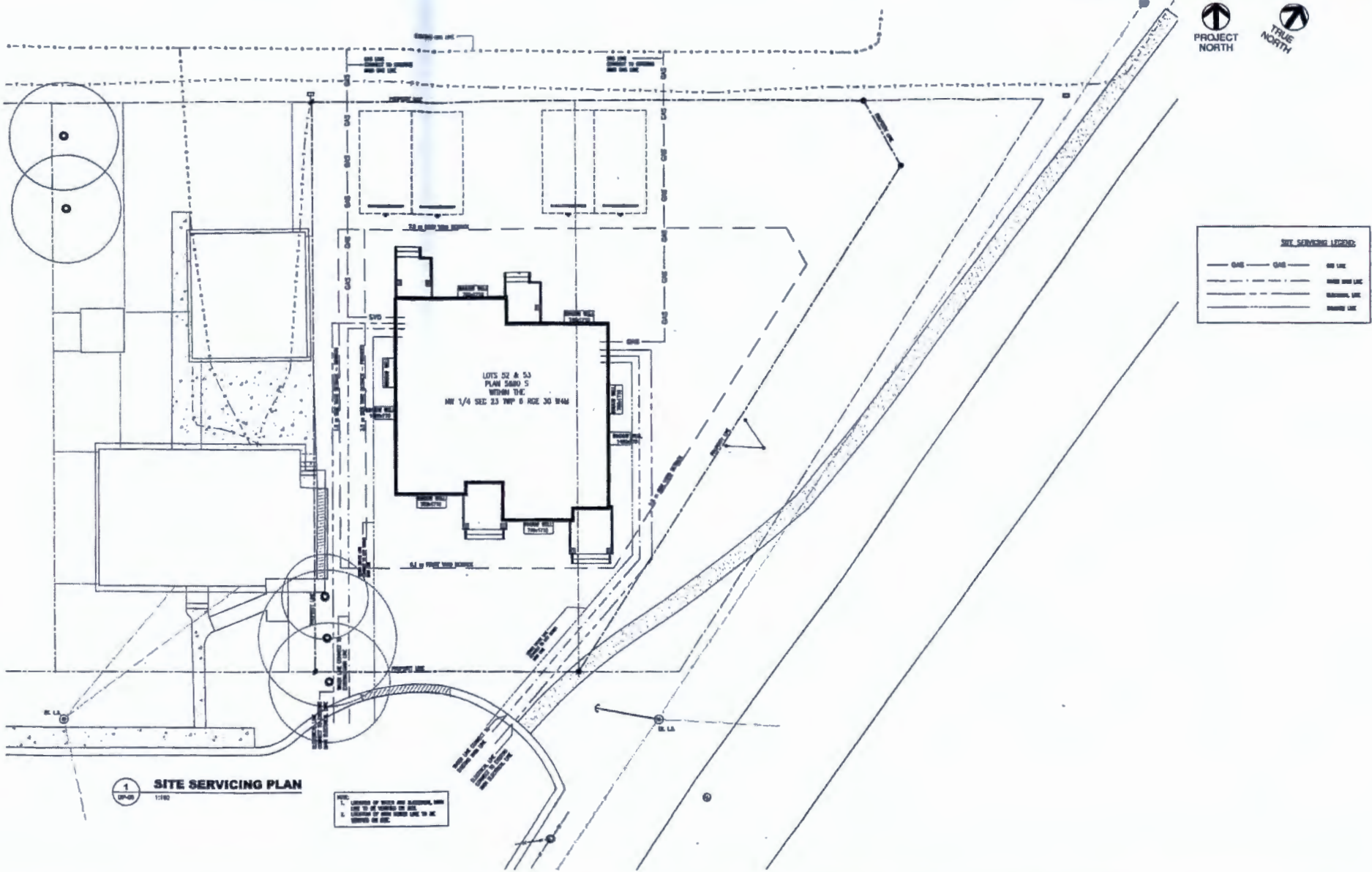


**CONCEPT RENDERING**  
S.C.A.

PROJECT #: 219-030  
DATE: 2019-02-28  
SCALE: N/A  
REVISION #:

## HABITAT FOR HUMANITY - PINCHER CREEK COVER SHEET

**BRZ Partnership Architecture Inc.**  
202 - 1215, 13th Street SE, Calgary, AB T2G 3J4



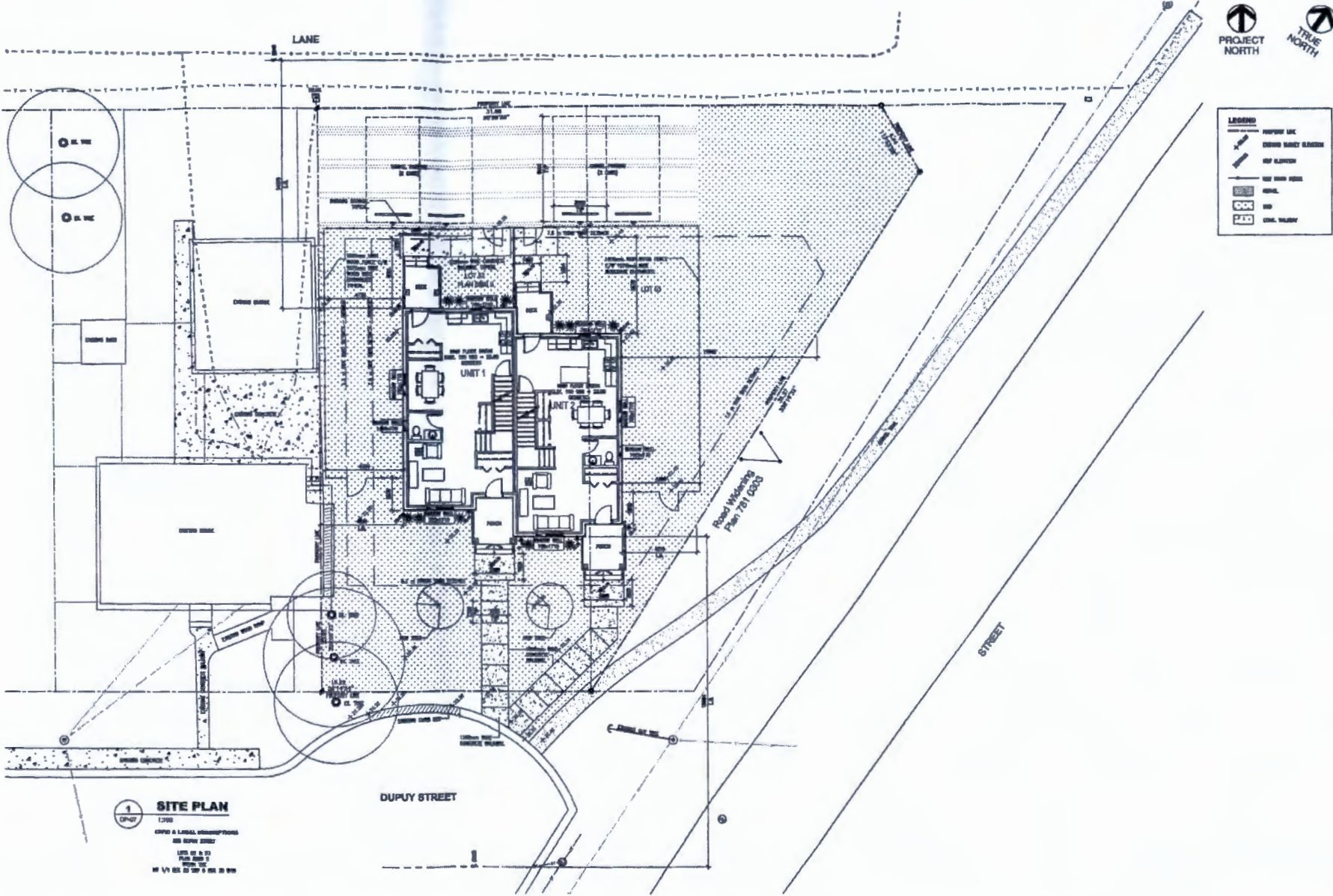
**1 SITE SERVICING PLAN**  
DP-06 1:100

NOTE:  
1. LOCATIONS OF UTILITY AND EASEMENTS, WHEN  
APPLICABLE, ARE SHOWN ON THIS PLAN.  
2. LOCATIONS OF UTILITY TRENCHES TO BE  
INSTALLED ARE SHOWN.

PROJECT #: 218-030  
DATE: 2019-02-28  
SCALE: 1:100  
REVISION #:

**HABITAT FOR HUMANITY - PINCHER CREEK**  
**SITE SERVICING PLAN**

**BRZ Partnership Architecture Inc.**  
PROFESSIONAL ARCHITECTS



**1 SITE PLAN**  
 1/200  
 CIVIL & LANDSCAPE ARCHITECTURE  
 2018-02-28  
 LOTS 20 & 21  
 TOWN OF PINCHER CREEK  
 2018-02-28


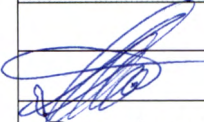
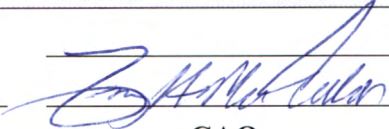
PROJECT #: 218-030  
 DATE: 2018-02-28  
 SCALE: 1:100  
 REVISION #:

**HABITAT FOR HUMANITY - PINCHER CREEK**  
**SITE PLAN**

**BRZ Partnership Architecture Inc.**



## Recommendation to Council

<b>TITLE: ADMINISTRATION STAFF POLICY</b>			
<b>PREPARED BY: S. Steinke</b>		<b>DATE: March 05, 2019</b>	
<b>DEPARTMENT:</b>			
		<b>ATTACHMENTS:</b>	
<b>Department Supervisor</b>	<b>Date</b>	<ol style="list-style-type: none"> <li>1. Compensation Philosophy.</li> <li>2. 2019 Salary Grid for Administrative Staff Compensation.</li> </ol>	
<b>APPROVALS:</b>			
			07 Mar. 19
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**  
**That Council adopt the attached.**

**BACKGROUND:**

In the process of creating a 2019 salary grid for administrative positions, senior management noted that the governance policy providing guidance on compensation practices and values needed updating to inform the grid design and content. Because it is key process control documentation, governance policy must regularly be examined for concurrence with trends and conditions of the external environment in which the Municipal District of Pincher Creek No. 9 operates, and prevailing standards for the internal activities that provide service excellence to stakeholders.

Council was apprised of the situation and a Compensation Philosophy was developed by senior management that is consistent with contemporary hiring, training and retention practices relating to this important tier of employees while also being responsive to annual and longer-term fiscal planning and the strategic objectives of Council. The first operating level application of the philosophy is the creation of an internally consistent Administrative Salary Grid for calendar 2019 that is based on applied organizational research principles. The salary grid has been honed by field testing on executive level hiring and specifying annual cost of living increases for administrative employees.

Two items are respectfully submitted to Council for consideration.  
 First, the Compensation Philosophy document is before Council as governance policy.  
 Second, the proposed Administrative Salary Grid for 2019 is before Council for an operating document derived from the governance policy.

## Recommendation to Council

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### **FINANCIAL IMPLICATIONS:**

The projected impact of the Compensation Philosophy and proposed Administrative Salary Grid for 2019 are within the budget parameters set by Council at budget deliberations. The 2019 Operating Budget contains a guideline of no more than 2.5 percent increase overall. A concrete example of the impact of the proposed Administrative Salary Grid for 2019 is available by noting that the annual salary increment was calculated by using the figure of 2.4 percent: the forecast for cost of living increase in the Province of Alberta in 2019 used by a number of large institutions.

# Recommendation to Council

Attachment #1

## MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 COMPENSATION PHILOSOPHY

The Municipal District is committed to attracting, retaining and motivating staff by providing a fair and competitive total compensation system that fosters and supports high performance and exceptional services for our citizens.

A total compensation system consists of direct pay for assigned work done, benefits and services required by statute, additional benefits and services to enhance the workplace experience and governance policy that supports a safe and caring workplace.

The compensation system shall follow the following eight guiding principles:

1. Strategic alignment with Council's stated mission, objectives and values;
2. Full adherence to the Alberta Employment Standards Act, Alberta's Occupational Health and Safety Act and the Alberta Human Rights Act;
3. Flexibility of the compensation system such that changes in the Municipal District's immediate environment, the provincial environment and the compensation management practices will be factored into the system in a timely manner;
4. Sustainability of the compensation program shall be achieved by meeting the needs of the present without compromising the ability of the Municipal District to meet future needs that arise from culture, social, economic and ecological change;
5. Internal equity shall be maintained through a job evaluation system that ensures similar jobs are paid equitably across the organization on the basis of responsibility, competency and working conditions. Internal equity will be monitored not less than every three years
6. Market competitiveness created by staying current with salaries, benefits and performance expectations that reflect the current labour market economic conditions within the municipal government sector and within the subsector of rural municipalities. Monitoring shall occur not less than every three years;
7. The right to an annual performance review conducted according to current performance review practices and standards in human resource management;
8. Opportunities to increase one's competencies through internal and external learning to enhance one's job effectiveness and potential promotability.

## Recommendation to Council

Attachment #2.

### MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 2019 SALARY GRID FOR ADMINISTRATIVE STAFF

2018 Annual Salary Information	2019 estimated Alberta Consumer Price Index	2019 Salaries Bands
2018 Salary	Plus 2.4% CMI	= 2019 Salary Midpoint
\$ 128,731	\$ 3,090	\$ 131,821
\$ 111,996	\$ 2,688	\$ 114,684
\$ 125,372	\$ 3,008	\$ 128,380
\$ 111,996	\$ 2,687	\$ 114,683
\$ 108,702	\$ 2,609	\$ 111,311
\$ 97,436	\$ 2,338	\$ 99,774
\$ 89,163	\$ 2,140	\$ 91,303
\$ 84,769	\$ 2,034	\$ 86,803
\$ 84,769	\$ 2,034	\$ 86,803
\$ 73,749	\$ 1,770	\$ 75,519
\$ 74,749	\$ 1,770	\$ 75,519
\$ 73,749	\$ 1,770	\$ 75,519
\$ 73,749	\$ 1,770	\$ 75,519
\$ 73,749	\$ 1,770	\$ 75,519
\$ 73,749	\$ 1,770	\$ 75,519
\$ 64,162	\$ 1,540	\$ 65,702
\$ 55,820	\$ 1,340	\$ 57,160
\$ 48,564	\$ 1,166	\$ 49,730
\$ 42,250	\$ 1,014	\$ 43,264
\$ 64,162	\$ 1,540	\$ 65,702
\$ 55,820	\$ 1,340	\$ 57,160
\$ 48,564	\$ 1,166	\$ 49,730
\$ 42,250	\$ 1,014	\$ 43,264

## Administration Guidance Request

<b>TITLE: INVITATION TO HOST WINTER OR SUMMER GAMES</b>		
<b>PREPARED BY: Troy MacCulloch</b>		<b>DATE: March 6, 2019</b>
<b>DEPARTMENT: Administration</b>		
		<b>ATTACHMENTS:</b>
<b>Department Supervisor</b>	<b>Date</b>	1. Letter, from Alberta Culture and Tourism, received March 4, 2019
<b>APPROVALS:</b>		
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>
		
		07 Mar. 19

**REQUEST:**

That Council determine if they wish to host either the 2022 Alberta Summer or Alberta Winter Games.

**BACKGROUND:**

On March 4, 2019, the MD received the attached letter from Minister Ricardo Miranda, inviting the MD to be the host community for either the Alberta Summer or Alberta Winter Games in 2022.

**FINANCIAL IMPLICATIONS:**

Budget implications would occur.



ALBERTA  
CULTURE AND TOURISM

*Office of the Minister  
MLA, Calgary-Cross*

**RECEIVED**

**MAR - 4 2019**

**M.D. OF PINCHER CREEK**

Reeve Brian Hammond  
Reeve  
Municipal District of Pincher Creek  
PO Box 279  
Pincher Creek AB, T0K 1W0

Dear Reeve Hammond:

As Minister of Culture and Tourism responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games. A brochure with background information and details on how to apply is enclosed.

I encourage your community to strongly consider this invitation and the many benefits that can result from hosting this event. The economic benefits associated with hosting the Alberta Winter or Summer Games, along with the legacy of developing an experienced base of volunteers, has proven to be outstanding. The successful host municipality is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded a 2022 Alberta Games will receive base financial support for operational, cultural, and legacy aspects of the Games. A Guidelines for Communities Bidding to host the 2022 Alberta Winter or Summer Games document is available from the Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll-free by first dialing 310-0000 or email [suzanne.becker@albertasport.ca](mailto:suzanne.becker@albertasport.ca).

Best regards,

Ricardo Miranda  
Minister

Enclosure

# 2022 ALBERTA WINTER & SUMMER GAMES



## FOR BID GUIDELINES

Please contact

Alberta Sport Connection  
620 – 615 Macleod Trail SE  
Calgary, AB T2G 4T8

T 403.297.2909 F 403.297.6669  
E [suzanne.becker@albertasport.ca](mailto:suzanne.becker@albertasport.ca)



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

Alberta Government

Alberta Sport Connection supports the delivery of sport programs  
and services on behalf of the Government of Alberta

# 2022 ALBERTA WINTER & SUMMER GAMES



The Honourable  
**RICARDO MIRANDA**  
Minister of Culture & Tourism  
Responsible for Sport

extends an invitation  
to communities in Alberta  
to bid to host the

**2022 ALBERTA  
WINTER GAMES  
FEBRUARY 2022**  
&  
**2022 ALBERTA  
SUMMER GAMES  
JULY 2022**

The Alberta Games are a significant amateur sport and cultural event in our province, providing many benefits to both the host community and to the thousands of Albertans who participate at the local, zone and provincial level.

The Alberta Games have been awarded to communities of all sizes, located throughout the province. Interested communities must be capable of feeding and accommodating approximately 3,000 athletes, coaches and technical officials. Municipalities with populations less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

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For more information visit [www.albertasport.ca](http://www.albertasport.ca)

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## **GRANT FUNDING**

Operating Grant	\$ 300,000
Cultural Grant	\$ 70,000
Legacy Grant	\$ 50,000
	<b>\$ 420,000</b>

## **IMPORTANT DEADLINES**

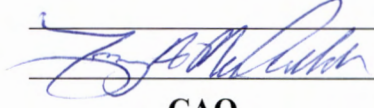
A letter of interest to host the 2022 Summer Games, together with a letter of support from Municipal or Band council must be received by **April 12, 2019**.

Completed bids must be received by the Alberta Sport Connection no later than **June 3, 2019**.





## Administration Guidance Request

<b>TITLE:</b> INVITATION TO ATTEND REGIONAL TRANSPORTATION VISIONING WORKSHOP			
<b>PREPARED BY:</b> Troy MacCulloch		<b>DATE:</b> March 6, 2019	
<b>DEPARTMENT:</b> Administration			
<b>Department Supervisor</b>	<b>Date</b>	<b>ATTACHMENTS:</b> 1. Email, dated February 27, 2019	
<b>APPROVALS:</b>			
			27 Mar. 19
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>
<b>REQUEST:</b>  That Council determine their attendance to the Annual General Meeting for the Pincher Creek Chamber of Commerce, scheduled for March 27, 2019.			
<b>BACKGROUND:</b>  On February 1, 2019, the MD received the attached email, inviting the Reeve and Council to attend the AGM for the Pincher Creek Chamber of Commerce.			
<b><u>FINANCIAL IMPLICATIONS:</u></b>  Meeting per diems would be applied.			

## **Tara Cryderman**

---

**From:** FCSS <fcss@pinchercreek.ca>  
**Sent:** Wednesday, February 27, 2019 3:20 PM  
**To:** Tara Cryderman  
**Subject:** Invitation to attend a Regional Transportation Visioning Workshop  
**Attachments:** MD No 9.pdf

Hi Tara;

Attached is an invitation for MD Council to attend a Regional Transportation Visioning workshop on March 22, 2019. I would appreciate it if you could send this along to the Reeve and Councillors.

Thanks,

*David Green*  
*Coordinator*  
*Pincher Creek and District FCSS*  
*Project Coordinator*  
*Transportation*



## TOWN OF PINCHER CREEK

962 St. John Ave. (BOX 159), PINCHER CREEK, AB. T0K 1W0  
PHONE: 403-627-3156 FAX: 403-627-4784  
e-mail: [reception@pinchercreek.ca](mailto:reception@pinchercreek.ca)  
web page: [www.pinchercreek.ca](http://www.pinchercreek.ca)



February 27, 2019

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

**Attention: Reeve and Councillors**  
**Re: Intermunicipal Transportation System "Visioning Workshop"**

Dear Reeve and Councillors;

Once again, the matter of Intermunicipal Transportation Service has arisen during discussion at the Pincher Creek Transportation Committee table. As the Town of Pincher Creek works to improve its new, scheduled transit system, the matter of regional transportation has become an extended part of each discussion. The history of this matter is extensive but the need does not disappear.

In 2013, a "Feasibility Study of Regional Partnership and Service Sharing Opportunities" was conducted by the Municipality of Crowsnest Pass, the Town of Pincher Creek, the Municipal District of Pincher Creek No. 9, and the Village of Cowley. The study assessed key opportunities for regional transportation services, including public transportation (regional transit, full-service dial-a-bus, demand responsive handicapped/seniors service utilizing taxis, and a recreational bus service). At the time, only the Town of Pincher Creek and Fort Macleod decided to collaborate and pursue further work. This initiative failed to gain the necessary momentum and was "tabled".

In 2016, the matter was studied extensively by the Medically At-Risk Driver Centre (see Alberta Provincial Transportation Needs Assessment – South Zone – 2016-2017).

In late 2016, the Town of Pincher Creek commissioned a Regional Transportation Business Plan focused on Pincher Creek, Piikani Nation and Fort Macleod. The goal of that Business Plan was to "improve mobility and quality of life in those communities in a way that is financially efficient, feasible and sustainable". The group involved in this Business Plan established five transportation goals (\*NOTE: The plan was focused on Pincher Creek, Piikani Nation and Fort Macleod):

1. Provide a non-ambulance transfer service for medically stable patients, between healthcare facilities in the region.
2. Provide inter-community transportation between communities in the region
3. Provide a regularly scheduled transit service within the Town of Pincher Creek
4. Provide a transportation option for school-aged children who do not presently have access to school bus service
5. Provide an accessible door-to-door, on-demand transportation option for seniors and persons with limited mobility within the community

The difficulties presented by inadequate interregional transportation have not gone away and have been exacerbated, in part, by the demise of Greyhound. While the invaluable service provided by organizations like the Handi Bus Societies, volunteer agencies (such as the Care Bears group) will and must continue, intermunicipal transportation collaboration appears more critical now than ever before.

This new initiative seeks greater inclusion. The Mayor and Council of the Town of Pincher Creek would like to invite you to participate in a "Regional Transportation Visioning Workshop" to review present transportation conditions and future needs. We are proposing the following location, date and time:

Location: Town Council Chambers; 962 St. John's Ave, Pincher Creek

Date: March 22, 2019

Time: 1:30 PM

Host: Town of Pincher Creek

Sincerely,


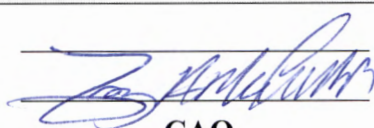


For Don Anderberg

Mayor, Town of Pincher Creek

Cc/ Pincher Creek Transportation Committee

## Administration Guidance Request

<b>TITLE: FEDERATION OF CANADIAN MUNICIPALITIES (FCM) CONFERENCE</b>			
<b>PREPARED BY: Troy MacCulloch</b>		<b>DATE: March 6, 2019</b>	
<b>DEPARTMENT: Administration</b>			
		<b>ATTACHMENTS:</b> 1. Corporate Policy – C-CO-001 – Council Remuneration and Expenses	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
			<u>07 Mar. 19</u>
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**REQUEST:**

**That Council determine their attendance to the FCM Conference, scheduled for May 30 - June 2, 2019 in Quebec City.**

**BACKGROUND:**

There was brief discussions regarding attendance to the Annual FCM Conference and Trade Show, and direction was provided to place this item on the Council Agenda for further discussion and direction to Administration.

Policy C-CO-001 does indicate the Reeve and two (2) Councillor are authorized to attend this conference.

In speaking with the Director of Finance, the budget line for Council Travel is \$15,000.

Approximately \$3,000 has been expensed for 2019 already. This includes the Emerging Trends session in Calgary, and the Spring RMA Convention.

Attendance for the Fall Convention, in Edmonton, has yet to be determined. The approximate cost per Councillor to attend the Edmonton Convention is \$1,000, including travel and accommodations.

**FINANCIAL IMPLICATIONS:**

None at this time.

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**TITLE: COUNCIL REMUNERATION AND EXPENSES**

Approved by Council  
Revised by Council  
Revised by Council

Date: June 28, 2016  
Date: November 7, 2017  
Date: February 12, 2019

---

**Applicable Provincial Legislation**

*Municipal Government Act*  
Section 275.1

**Policy Statement**

Council members shall be reimbursed for attendance at meetings and related expenses, as set out below.

**1.0 COUNCIL HONORARIUM**

Council honorariums are set by Council resolution, prior to each election.

A monthly honorarium will be paid each Councillor in recognition of their commitment to attend to issues, above and beyond regular Councillor duties, excluding travel, meetings and meeting related expenses.

In addition to the Councillor honorarium, the Reeve will receive an additional amount in recognition of additional responsibilities attached to the office.

**2.0 COUNCIL EXPENSE CLAIMS**

Council members appointed to Council approved Boards and Committees are entitled to submit per diem, and other eligible expense claims to the municipality for reimbursement. Per diems and mileage paid to Councillors' by Committees or Boards of which they are members, are to be paid directly to the MD of Pincher Creek.

**OUT OF TOWN CONVENTIONS / CONFERENCES**

All Councillors are authorized to attend both Spring and Fall *Rural Municipalities of Alberta (RMA)* Conventions.

Two Councillors plus the Reeve are authorized to attend the annual FCM Convention, with the intention of the Councillors rotating from one year to the next.

**M.D. OF PINCHER CREEK NO. 9**

**CORPORATE POLICY**

**C-CO-001**

---

**TITLE: COUNCIL REMUNERATION AND EXPENSES**

Approved by Council  
Revised by Council  
Revised by Council

Date: June 28, 2016  
Date: November 7, 2017  
Date: February 12, 2019

---

Any additional conventions that Councillors wish to attend are to be approved by Council.

**PER DIEMS**

Per Diem rates are set by Council resolution, prior to each election.

Per Diem claims will be accepted in accordance with the following rate schedule:

Half Day attendance at any combination of meetings up to four (4) hours duration including travel time

Full Day attendance at any combination of meetings exceeding four (4) hours and up to eight (8) hours duration including travel time

Day and a Half any combination of meetings exceeding eight (8) hours duration including travel time

**MILEAGE**

The MD pays mileage if your personal vehicle is used on MD business. This includes travel to and from meetings, conventions and/or work related activities in town and out.

When an appropriate MD vehicle is available, it is preferable that it be used by Council members for travel on MD business of two or less days. If an MD vehicle is not available or is not a practical alternative in a particular circumstance, a private vehicle may be used and a claim made for the full prescribed mileage rate. When a private vehicle is used to travel on MD business but also to accommodate personal uses, mileage claims will be paid only at 50% of the prescribed mileage rate.

**OUT OF TOWN EXPENSES**

Council members attending out of town meetings or conferences, as members of a Council Committee or Board require Council approval, if per diems and expenses are to be claimed.

M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-CO-001

---

**TITLE: COUNCIL REMUNERATION AND EXPENSES**

Approved by Council  
Revised by Council  
Revised by Council

Date: June 28, 2016  
Date: November 7, 2017  
Date: February 12, 2019

---

Councillor claims for attendance at out of town meetings or conventions will be based on the following criteria unless otherwise approved:

Accommodation      total cost

Accommodation costs will be taken care of by the CAO, or designate, where possible.

Telephone calls may be claimed if they are related to the operation of your business. Personal services such as movie rentals are not claimable.

If Administration staff are not available to cover these costs, Council is to use their MD issued credit card.

Per Diem              equal to Councillor full day rate of pay for the total number of days that the Council is away

Other Costs        the actual cost of transportation

Meals                the cost of meals incurred while out of town on MD business can be claimed to a total of a maximum of \$100.00 per day.

When attending meetings locally, only when such meetings are interrupted by lunch or supper hours, are the costs of meals claimable.

Spouses' meals are not paid by the MD.

Registrations      Cost of registrations will be handled internally by administration.



## INTERIM CHIEF ADMINISTRATIVE OFFICER'S REPORT

February 22, 2019 – March 7, 2019

### DISCUSSION:

- Feb 25 Chief Administrative Officer Nominee
- Feb 26 Council Committee / Public Hearing / Council Meeting
- Feb 27 Intermunicipal Development Plan Meeting – Crowsnest Pass
- Feb 28 Staff Meeting
- Feb 28 Meeting with Leo R. to review current projects
- Feb 28 Meetings with David Cox (Fire), Mark Henderson (RCMP) and Laurie Wilgosh (Town of Pincher Creek)
- March 1 Meet and Greet with Staff
- March 4 First Official Day as Chief Administrative Officer
- March 5 Special Council Meeting
- March 5 Planning Session
- March 6 PW Safety Meeting
- March 6 MDPC Projects with MPE
- March 6 Treatment Plant, Land Purchase Meeting
- March 7 Agricultural Service Board

### UPCOMING:

- March 12 Council Committee / Council Meeting
- March 13 Joint Health and Safety Meeting
- March 18-20 RMA Convention in Edmonton

### OTHER

Director Position                      Director of Operations Position Discussions Ongoing

### RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of February 22, 2019 to March 7, 2019.

Prepared by:                      Troy MacCulloch, CAO

Date:    March 7, 2019

Respectfully presented to:    Council

Date:    March 12, 2019

## Recommendation to Council



**TITLE: INFORMATIONAL CORRESPONDENCE**

**PREPARED BY: Troy MacCulloch**

**DATE: March 6, 2019**

**DEPARTMENT: Administration**

**Department  
Supervisor**

**ATTACHMENTS:**

1. Letter from Town of Pincher Creek, dated February 20, 2019
2. Email from Rural Municipalities of Alberta (RMA), dated February 26, 2019
3. Highway #3 Twinning Development Association, Minutes of February 1, 2019
4. Email from Land Solutions, dated March 4, 2019, with accompanying letter
5. Letter from Alberta Electrical System Operator (AESO), dated February 25, 2019, with newsletter
6. Drywood Expansion Power Plant Connection information, from AESO, dated February 2019
7. Welsch Wind Farm Connection Project Cancellation from AltaLink, dated February 19, 2019
8. Project Update from AltaLink, dated March 6, 2019

**APPROVALS:**

\_\_\_\_\_  
**Department Director**

\_\_\_\_\_  
**Date**

*Troy MacCulloch*  
\_\_\_\_\_  
**CAO**

07 Mar 19  
\_\_\_\_\_  
**Date**

**RECOMMENDATION:**

**That Council receive the following documentation as information:**

1. Letter from Town of Pincher Creek, dated February 20, 2019
2. Email from Rural Municipalities of Alberta (RMA), dated February 26, 2019
3. Highway #3 Twinning Development Association, Minutes of February 1, 2019
4. Email from Land Solutions, dated March 4, 2019, with accompanying letter

## **Recommendation to Council**

- 5. Letter from Alberta Electrical System Operator (AESO), dated February 25, 2019, with newsletter**
- 6. Drywood Expansion Power Plant Connection information, from AESO, dated February 2019**
- 7. Welsch Wind Farm Connection Project Cancellation from AltaLink, dated February 19, 2019**
- 8. Project Update from AltaLink, dated March 6, 2019**

### **BACKGROUND:**

Informational correspondence was received.

### **FINANCIAL IMPLICATIONS:**

None at this time.



**TOWN OF PINCHER CREEK**  
962 St. John Ave. (BOX 159), PINCHER CREEK, AB. T0K 1W0  
PHONE: 403-627-3156 FAX: 403-627-4784  
e-mail: [reception@pinchercreek.ca](mailto:reception@pinchercreek.ca)  
web page: [www.pinchercreek.ca](http://www.pinchercreek.ca)



February 20, 2019

Brett Wuth  
[pcremo-dem@mdpincercreek.ab.ca](mailto:pcremo-dem@mdpincercreek.ab.ca)

**Re: Regional Emergency Management Organization Appointment**

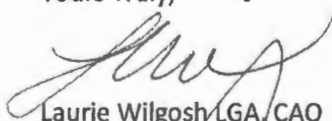
Pleased be advised that Council for the Town of Pincher Creek passed the following resolutions at their February 11, 2019 regular meeting of Council;

*That Council for the Town of Pincher Creek adopts the recommendation of the Regional Emergency Management Organization Advisory Committee and appoint Brett Wuth, of Wildsoft Consulting as Director of Emergency Management, as per the Term contract with the REMO partners.*

*That Council for the Town of Pincher Creek appoint Al Roth as Deputy Director of Emergency Management to the Regional Emergency Management Organization, on behalf of the Town of Pincher Creek.*

Trusting this information to be satisfactory.

Yours Truly,

  
Laurie Wilgosh LGA/CAO  
Town of Pincher Creek

/lg

Cc: Municipal District of Pincher Creek #9  
[info@mdpincercreek.ab.ca](mailto:info@mdpincercreek.ab.ca)

## Tara Cryderman

---

**From:** Sheldon Steinke  
**Sent:** Tuesday, February 26, 2019 4:42 PM  
**To:** Tara Cryderman  
**Subject:** FW: Resource Communities of Canada Coalition

Tara  
An FYI for the Reeve and Council.  
Sheldon

**From:** Tasha Blumenthal <tasha@RMAAlberta.com>  
**Sent:** February 26, 2019 12:02 PM  
**Cc:** RMA Board Dist <AAMDCBoardDist@aamdc.com>; Policy Analysts <PolicyAnalysts@ADMCCA.onmicrosoft.com>  
**Subject:** Resource Communities of Canada Coalition

RMA Mayors and Reeves,

On behalf of President Al Kemmere, we wanted to share information regarding an important initiative that is underway.

Responsible resource development is essential for the future of Canadian municipalities. After talking to many municipal partners, there is a lot of momentum around coordinating our Canadian municipal voice to:

- 1) Advocate for responsible resource development.
- 2) Ensure municipal perspectives are being heard on issues impacting resource development.
- 3) Share factual information regarding resource development interests.

The RMA met with our sister municipal associations across Western Canada last week to discuss forming a Resource Communities of Canada (RCC) coalition to unify activities and key messages that will help us achieve these objectives. As a coordinated effort between municipalities and municipal associations, the RCC will also liaise with industry experts to share information. We look forward to engaging our members as we work on this coordinated effort.

Some of our first activities will include further discussion on the impacts of Bill C-69, and a potential coordinated submission to Senate. The RCC will also be working on an awareness campaign at the Quebec City FCM Conference at the end of May.

There is great power in a structured and coordinated approach to represent municipal resource development interests across the country. We will continue to keep you apprised of information regarding the RCC and how you can be engaged to support this initiative.

### **Tasha Blumenthal, MBA**

*Director of External Relations & Advocacy*



Office: 780.955.4094  
Cell: 780.716.5190  
[RMAAlberta.com](http://RMAAlberta.com)

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639



## HIGHWAY #3 TWINNING DEVELOPMENT ASSOCIATION

February 1, 2019 Meeting Minutes

Culver Room, Lethbridge City Hall

### In attendance:

Peter Casurella	Southgrow
Brent Feyter	Town of Fort Macleod
Gordon Reynolds	Town of Bow Island
Merrill Harris	MD of Taber
Shane Hok	Cypress County
Blair Painter	Crowsnest Pass
Robert Horvath	Lethbridge County
Zamr Ali	Lethbridge Chamber of Commerce
Chantel Timmons	County of Forty Mile
Bill Chapman	Town of Coaldale
Jack Brewin	Town of Taber
Barney Reeves	ID4 Waterton
Marie Logan	Horizon School Division
Don Anderburg	Town of Pincher Creek
Arie de Valois	Lethbridge East Constituency Office
David Schneider	MLA Little Bow
Pat Stier	MLA Livingston Macleod

### Recorder

Leslie Warren

Interim Administrator

---

### 1. Call to order

Meeting called to order at 11:00 am

## **2. Introductions**

Introductions were made

## **3. Approval /Additions to the Agenda**

**MOTION: Merrill Harris**

*To accept the January 4, 2019 meeting agenda with addition of 12.1. UofL Chancellor and 13.1 Blair Painter information.*

**CARRIED**

## **4. Adoption of Minutes**

**MOTION: Gordon Reynolds**

*That the minutes of the January 4, 2019 minutes be approved with the location correction (Culver Room).*

**CARRIED**

## **5. Business Arising from the Minutes**

**5.1 – Invoices – Due by March 15/19.**

**5.2 RFP for Administrative Support**

**MOTION: Brent Feyter**

**WHEREAS** the Highway 3 Twinning Development Association Executive has received 2 proposals for administrative support

**It is therefore resolved that** the Executive will interview representatives for each RFP submission and hire Administrative Support up to \$35,000.00.

**CARRIED** with two abstentions (Peter Casurella and Jack Brewin)

## **6. Alberta Transportation – Darren Davidson sent his regrets on not attending**

## **7. MLA Report**

David Schneider – thanked the group for the invitation to attend the meetings and their commitment to the Association. He has tried to keep Highway 3 Twinning at the forefront.

Pat Stier – Thought this Association has always been important. Has always tried to support the group and bring information forward.

Both Pat and David indicated this may be their last meeting.

Airie de Valois – thanked MLAs Schneider and Stier for their service.

## **8. MP Report**

None this month.

## **9. Presidents Report**

The Executive has been meeting to work through the RFP proposals.

## **10. Administrator Report**

Information and studies have been sent to respective political parties. Suggested that this be brought forward locally.

Last meeting for the Interim Administrator – wished the group good luck in their future pursuits.

## **11. Finance Report**

Approximately \$21,000 in cash and short term investment.

Membership fees received to date \$22,042.50

### **MOTION: Jack Brewin**

*That the financial report as presented be accepted.*

**CARRIED**

## **12. New Business**

### **12.1 U of L Chancellor**

Charles Weaselhead has been elected as the first Indigenous Chancellor at the U of L (second in Canada)

### **MOTION: Blair Painter**

*That a letter of congratulations be sent to Mr Weaselhead, cc. Board of Governors and the President, U of L.*

**CARRIED**

## **13. Information Items**



### **13.1 Update on Crowsnest Pass – Blair Painter**

Has been more apparent that there are serious concerns with the routing of Highway 3.

1. Going through Frank – loss of 30 businesses and residents
2. Interchange locations – rerouting on a street that was not designed to have the increased traffic
3. How Highway 3 will cross the river to the south of the community

Not sure if Council will approve based on these concerns.

Improvements may be considered – widening in some areas and lights vs. twinning the whole highway.

Once the MD of Crowsnest Pass has made their decision, the Association will revisit the priorities that have been set as to twinning location.

### **Next Meeting**

Friday, March 1, 2019 at **10:30am** at Lethbridge City Hall, Culver Room

### **13. Adjournment**

**MOTION: Barney Reeves**

*The motion to adjourn was made at 11:51am.*

**CARRIED**



## Highway 3 Twinning Development Association

### Agenda

Friday March 1, 2019 – 10:30 AM  
Lethbridge City Hall, Culver Room

1. Call to order – President Bill Chapman (Recorder – Peter Casurella)
2. Introductions
3. Approval/ Additions to the Agenda
4. Adoption of Minutes – Regular Meeting Minutes – February 4, 2019
  
5. Business Arising from Minutes Bill Chapman
  - 5.1 Invoices for membership
  - 5.2 RFP for Administrative Support
  
6. Alberta Transportation Report Darren Davidson
7. MLA Report
8. MP Report
9. Presidents Report Bill Chapman
10. Administrator Report Leslie Warren
11. Finance Report Jack Brewin
  
12. New Business
  - 12.1 AGM Update – April 5th Bill Chapman
  - 12.2 Hiring for Part-time Position Bill Chapman
  
13. Information Items
  
14. Next Meeting – Friday, April 5th, 2019, at 10:30 AM, Lethbridge City Hall, Culver Room
  
15. Adjournment

## MDInfo

---

**From:** Laura McKinnon <LauraM@landsolutions.ca>  
**Sent:** Monday, March 4, 2019 1:48 PM  
**To:** MDInfo  
**Subject:** FW: S18-38381 - Shell Waterton 4-25 to 15-23 & 15-23 to 11-23-3-1 W5M Pipeline Notification  
**Attachments:** AER\_EnerFAQs07\_Landowner.pdf; AER\_EnerFAQs11\_StatementsOfConcern.pdf; Directive056\_Brochure[1].pdf; Letter from the CEO of the AER.pdf; Waterton pipelines 04-25-03-01 to 11-23-03-01 D56-Final.pdf; WTR\_PipelineLicensing.pdf; Update\_Letter\_D56 - FINAL.PDF

Good afternoon,


Further to the below email, please find the attached update to the original notification letter for your review. Let us know if you have any questions or require additional information.

Thank you,

**Laura McKinnon**  
LAND ANALYST

T: 780-414-0008 | F: 780-466-3064

This message is intended only for the named recipients and may contain information that is confidential, privileged, or exempt from disclosure under applicable law. Any distribution, use, or copying of this message by anyone other than the named recipients is strictly prohibited.

 Please consider the environment before printing this email message.

**From:** Laura McKinnon  
**Sent:** February 7, 2019 11:10 AM  
**To:** 'info@mdpincercreek.ab.ca' <info@mdpincercreek.ab.ca>  
**Subject:** S18-38381 - Shell Waterton 4-25 to 15-23 & 15-23 to 11-23-3-1 W5M Pipeline Notification

Good morning,

Please find the attached notification on behalf of Shell Canada Limited.

Let us know if you have any questions or require additional information.

Thank you,

**Laura McKinnon**  
LAND ANALYST

T: 780-414-0008 | F: 780-466-3064



Shell Canada Limited  
400 – 4th Avenue S.W.  
P.O. Box 100, Station M  
Calgary, Alberta T2P 2H5  
Tel (403) 691-3111  
Internet www.shell.ca

March 4, 2019

**SHELL CANADA  
WATERTON PIPELINES FROM  
04-25-03-01W5M to 15-23-03-01W5M (segment 1)  
15-23-03-01W5M to 11-23-03-01W5M (segment 2)**

Hello,

Further to our correspondence from February 7<sup>th</sup>, 2019, please find below a correction to the pipeline segment information.

In the prior correspondence, we detailed the Shell Canada Limited (Shell) plan to apply to the Alberta Energy Regulator (AER) for approval for the licensing of two segments of existing pipeline and infrastructure, constructed in the area in 1963, from 04-25-03-01W5M to 15-23-03-01W5M (segment 1) as well as from 15-23-03-01W5M to 11-23-03-01W5M (segment 2). As a reminder, these pipelines provide fuel gas through Junction V at 15-23-03-1 W5M to wellsites WT-20, 23, 32, and two additional junction sites, Junction Z at 06-23-03-01 W5M and Junction X at 15-23-03-1 W5M.

The correction information is with respect to the distances listed in the previous correspondence. It should have read the following with respect to each segment:

FROM 04-25-03-01W5M to 15-23-03-01W5M (segment 1): **0.76** KM  
FROM 15-23-03-01W5M to 11-23-03-01W5M (segment 2): **0.93** KM

There was also a clerical error in the date listed in the previous correspondence. It should have read February 7<sup>th</sup>, **2019** whereas the letter said 2018.

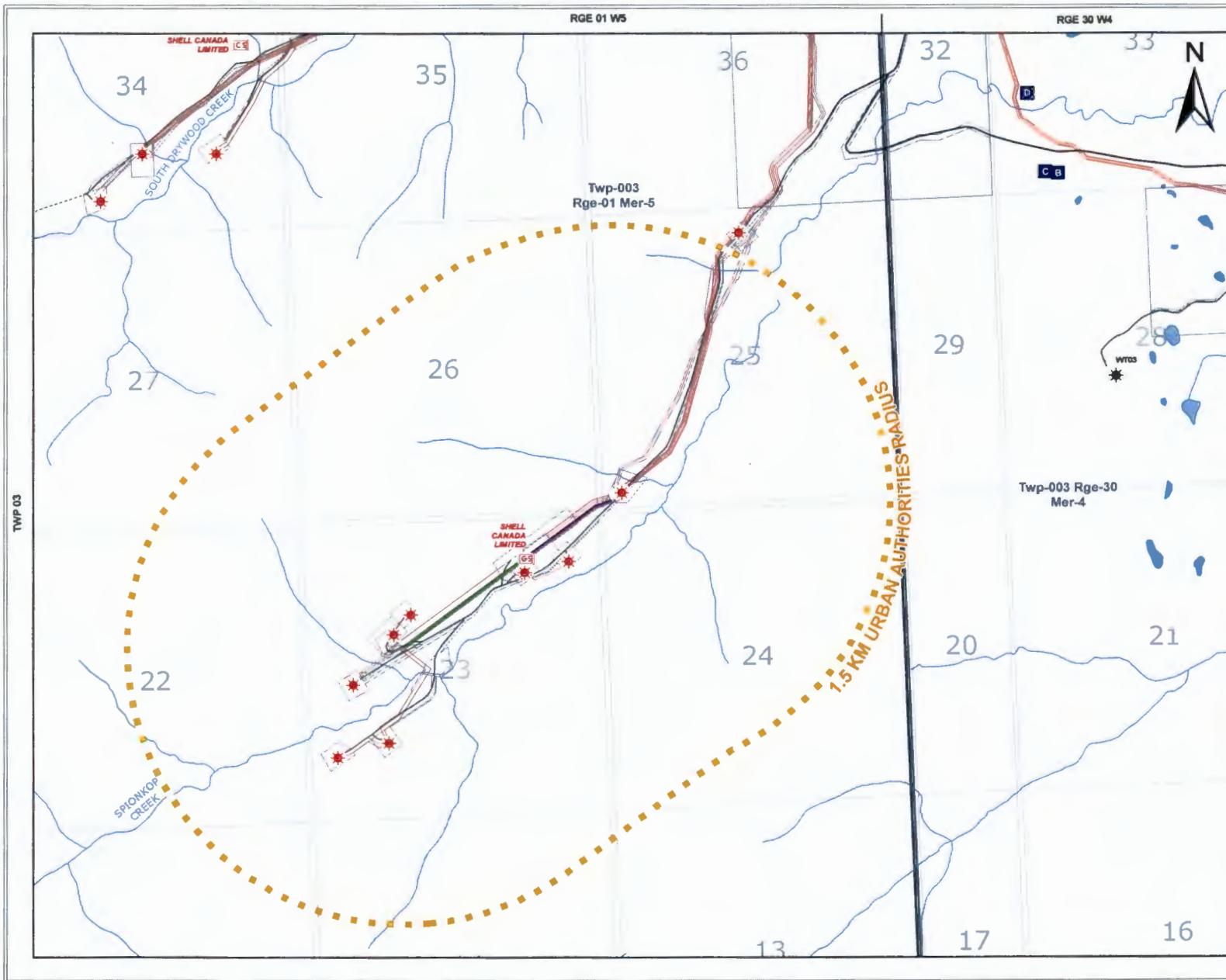
All other information remains unchanged.

We apologize for any confusion this may have caused. Thank you for taking the time to review our corrections. Should you require further information or clarification regarding this proposed license application, or have comments or concerns, please contact us using the information provided below.

Kind regards,

Thalia E Aspeslet, BSc.  
External Relations Advisor  
Phone: (403) 722-7049  
Email: [Thalia.Aspeslet@shell.com](mailto:Thalia.Aspeslet@shell.com)

Kali Larson  
Community Liaison Officer  
Phone: (403) 932-8227  
Email: [K.Larson@shell.com](mailto:K.Larson@shell.com)



- FUEL LINE SEGMENT**
- FUEL LINE SEGMENT 1
  - FUEL LINE SEGMENT 2
  - GAS PLANT
  - CS COMPRESSOR STATION
  - RESIDENCE / BUILDING
  - ★ SHELL WELLS
  - SECONDARY ROAD
  - SECONDARY / ACCESS ROAD
  - TRAIL
  - SHELL PIPELINES
  - PIPELINES - FOREIGN
  - URBAN AUTHORITIES BUFFER ZONE 1.5KM
  - EXISTING DISPOSITION

**LOCAL INFORMATION**  
 MUNICIPAL DISTRICT/REGIONAL AUTHORITY: PINCHER CREEK  
 AER BOUNDARY: MIDNAPORE  
 RCMP: PINCHER CREEK  
 ALBERTA HEALTH SERVICES: SOUTH ZONE 1



**Waterton Pipeline Licensing**  
**4-25-3-1W5 to 15-23-3-1 W5**  
**15-23-3-1W5 to 11-23-3-1W5**

1:20,000  
 MAP SCALE ACCURATE FOR 1:17 PRINT ONLY

DATE: 21 NOVEMBER 2018  
 SHELL CANADA - SHEENA RYALL  
 PROJECTION: NAD 1983 UTM Zone 11N

The information contained herein is compiled from various government and industry sources, subject to copyright, and includes but is not limited to: © Government of Alberta 2018. © Department of Natural Resources Canada, 2018. All rights reserved. Shell Canada Limited and its staff assume no liability regarding the accuracy or completeness of the information, and assume no liability for the interpretation or use thereof.



Shell Canada Limited  
400 – 4th Avenue S.W.  
P.O. Box 100, Station M  
Calgary, Alberta T2P 2H5  
Tel (403) 691-3111  
Internet [www.shell.ca](http://www.shell.ca)

February 7th, 2018

**SHELL CANADA  
WATERTON PIPELINES FROM  
04-25-03-01W5M to 15-23-03-01W5M (segment 1)  
15-23-03-01W5M to 11-23-03-01W5M (segment 2)**

Hello,

Please find below information on a notification regarding our Shell Waterton area.

Shell Canada Limited (Shell) is planning to apply to the Alberta Energy Regulator (AER) for approval for the licensing of two segments of existing pipeline and infrastructure from 04-25-03-01W5M to 15-23-03-01W5M as well as from 15-23-03-01W5M to 11-23-03-01W5M. Shell constructed the above-mentioned pipeline in the area in 1963. These pipelines provide fuel gas through Junction V at 15-23-03-1 W5M to wellsites WT-20, 23, 32, and two additional junction sites, Junction Z at 06-23-03-01 W5M and Junction X at 15-23-03-1 W5M.

Please reference the attached fact sheet and maps for project details.

Included with this letter are:

- ✓ A map, showing the two existing pipeline segments
- ✓ A fact sheet providing details on the existing pipeline segments
- ✓ An Alberta Energy Regulator (AER) information package
- ✓ A Shell Privacy Information Card

Thank you for taking the time to review our plans. Should you require further information or clarification regarding this notification, or have comments or concerns, please contact us using the information provided on the next page.

Kind regards,

Thalia Aspeslet  
Consultation Advisor

Monday, February 25, 2019

Re: **Update - Information about potential options for the Chapel Rock-to-Pincher Creek Transmission Development**

In September 2018, the Alberta Electric System Operator (AESO) sent you the attached newsletter about the need for transmission development in the Pincher Creek area. We appreciate and value the feedback we have received to date and want to make you aware of our ongoing work.

As a result of feedback received from stakeholders, we have asked AltaLink to look into the possibility of replacing the existing 412L 138 kV line, and a section of the 170L 138 kV line (as shown on the map below), with a 240 kV line to meet the AESO's identified need. This potential option would also require modifications at the existing Goose Lake, Pincher Creek, Russell and Coleman substations. The map below provides further details on the location of the lines and substations mentioned above. In the coming months, AltaLink will be consulting with area residents to provide more information on the transmission facilities planned in the area and we look forward to meeting with stakeholders during the next round of AltaLink open houses this summer.

The Alberta-British Columbia intertie project remains unchanged from the last newsletter.

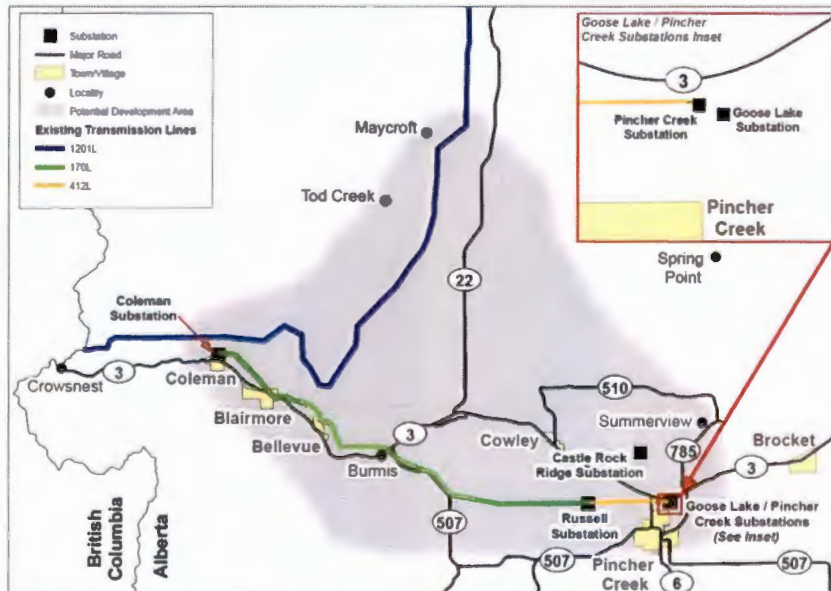
If you have any questions or feedback on the Chapel Rock-to-Pincher Creek project, please contact us at 1-888-866-2959 or [stakeholder.relations@aeso.ca](mailto:stakeholder.relations@aeso.ca)

Questions regarding the routing or siting of potential transmission facilities can be directed to AltaLink at 1-877-269-5903 or [stakeholderrelations@altalink.ca](mailto:stakeholderrelations@altalink.ca)

Yours truly,



Mike Deising  
Director, Corporate Communication





# Chapel Rock–to–Pincher Creek Transmission Development Update

➤ *Thank you to everyone who has participated in a dialogue with the Alberta Electric System Operator (AESO) throughout 2018; we value your input. We would like to share that we have adjusted our plans for transmission development in your area.*

As part of our ongoing planning process and taking stakeholder feedback into consideration, we have directed AltaLink Management Ltd. (AltaLink) to explore potential routes for **only one** of the two 240 kV transmission lines we shared information about earlier this year.

While the second 240 kV transmission line remains part of the AESO's long-term plans in the area, we do not anticipate the second 240 kV line being required within the next five to 10 years. We will engage with stakeholders about the need for this development closer to the time we anticipate it will be required. This will better enable us, as the organization accountable to all Albertans to ensure the right amount of transmission is built at the right time and in the right place, to pursue appropriate approvals with more certainty about the renewable generation development in the Pincher Creek area.

We will be in attendance at AltaLink's future public events to share information, answer your questions and listen to your concerns.

## TRANSMISSION FACILITIES REQUIRED IN YOUR AREA

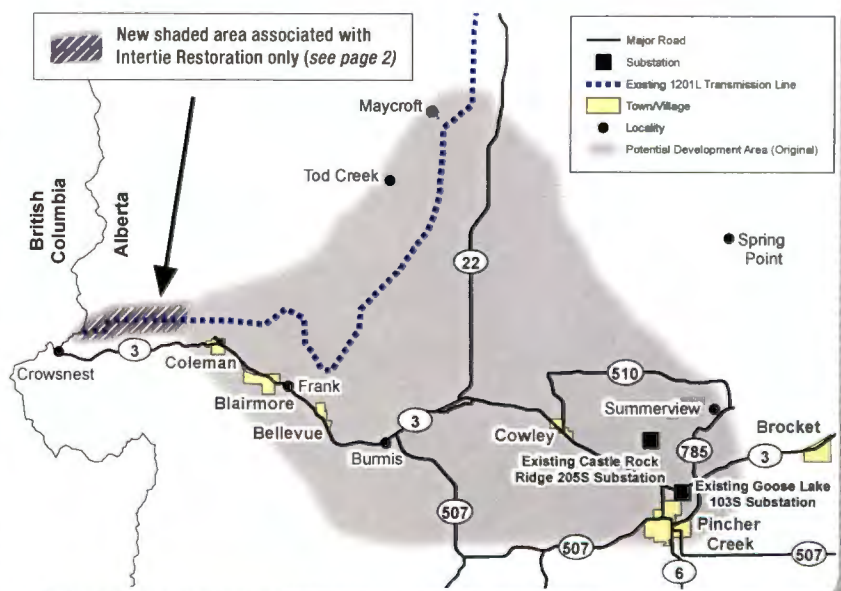
Renewable generation development in the Pincher Creek area continues to grow and the existing transmission system in the area is not capable of transferring the anticipated electricity to where it can be used. New transmission development is required to efficiently integrate it onto Alberta's grid. This includes:

- A planned Chapel Rock substation connecting directly to the existing 500 kV intertie between Alberta and B.C. and associated equipment within it;
- One 240 kV transmission circuit from the planned Chapel Rock substation to one of two equally viable technical solutions for where the line could end. These potential end points include the existing Castle Rock Ridge substation OR the existing Goose Lake substation. AltaLink will be preparing detailed studies and consulting with stakeholders to determine the most appropriate end point for these required facilities; and
- New voltage support equipment at the existing Goose Lake substation.

## POTENTIAL LOCATIONS OF TRANSMISSION FACILITIES

If you are receiving this information, you live in an area where new transmission facilities could potentially be located, or have previously received information about this project from the AESO.

AltaLink Management Ltd., the transmission facility owner in the area, will be consulting with stakeholders in the coming months to develop and determine potential solutions, routes and sites for the required facilities described above.







# Restoring Alberta's Interconnection with British Columbia

➤ *The information below was previously shared with stakeholders in early 2018. The AESO has extended the area where facilities may be located up to the B.C. border (see map on page 1).*

The Chapel Rock—to—Pincher Creek Transmission Development also contributes to the restoration of the Alberta—British Columbia intertie to its full path rating. In addition to the planned 240 kV transmission line, additional equipment in close proximity to the existing 500 kV transmission line, called transmission line 1201L, is required, along with clearance mitigation work on specific portions of the existing 1201L line and upgrades to the 500/240 kV transformation capacity at the existing Bennett substation, near Langdon. Restoring the intertie in conjunction with the Chapel Rock—to—Pincher Creek Transmission Development will minimize costs and disruptions to landowners.

The AESO plans to file a separate application with the Alberta Utilities Commission (AUC), in conjunction with AltaLink's facilities application for this project, in fall 2019. Once filed, the Needs Identification Document (NID) and related documents will be shared on our website at [www.aeso.ca/grid/projects/Intertie-Restoration](http://www.aeso.ca/grid/projects/Intertie-Restoration)



## BACKGROUND

In early 2018, we sent you information about the need for transmission development in the Pincher Creek area to efficiently integrate generation from renewable resources onto Alberta's grid.

AltaLink hosted information sessions in April 2018, which we also attended to hear from stakeholders and to discuss the proposed transmission development within your area.

We shared information and responded to questions about the need for transmission and the best potential technical solution to serve Alberta's electricity demands. Based on further consideration and feedback received at these events and over the past several months, we have adjusted our plans for the Chapel Rock—to—Pincher Creek Transmission Development.

## NEXT STEPS

Following completion of AltaLink's evaluation and consultation with stakeholders, in fall 2019 the AESO intends to file an application with the AUC regarding the ongoing need for transmission development. This application will be filed in conjunction with AltaLink's facilities application for approval of the locations of the transmission facilities.

Once filed, the AESO's application and related documents will be shared on our website at [www.aeso.ca/grid/projects/SATR-CRPC](http://www.aeso.ca/grid/projects/SATR-CRPC)

## QUESTIONS?

The AESO will join AltaLink at their public events, such as open houses, to be available to discuss the need for transmission development in southwest Alberta. We are also available to discuss these plans with you directly.

**Please contact AESO Stakeholder Relations at [stakeholder.relations@aeso.ca](mailto:stakeholder.relations@aeso.ca) or 1-888-866-2959**

If you have any questions about the routing or siting of potential transmission facilities, please contact AltaLink at [stakeholderrelations@altalink.ca](mailto:stakeholderrelations@altalink.ca) or 1-877-269-5903

### The AESO is committed to protecting your privacy.

*The feedback, comments and contact information you choose to submit is being collected by the AESO to respond to your inquiries and/or to provide you with further information. This information is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact the Manager, FOIP and Records Management, 2500, 330 – 5th Ave. SW, Calgary, Alberta, T2P 0L4 or by telephone at 403-539-2528. If you choose to communicate by email, please note that email is not a secure form of communication. Security of your communication while in transit cannot be guaranteed.*

# Need for the Drywood Expansion Power Plant Connection in the hamlet of Twin Butte area

*BowArk Energy Ltd. (BowArk) has applied to the Alberta Electric System Operator (AESO) for transmission system access to connect its proposed Drywood Expansion Power Plant (Facility) in the hamlet of Twin Butte area. BowArk's request can be met by the following solution:*

## PROPOSED SOLUTION

- Add a 138 kilovolt (kV) transmission line to connect the Facility to the existing 138 kV transmission line 164L.
- Add or modify associated equipment as required for the above transmission development.

## NEXT STEPS

- The AESO intends to apply to the Alberta Utilities Commission (AUC) for approval of the need in mid-2019.
- The AESO's needs identification document (NID) application will be available on the AESO's website at [www.aeso.ca/grid/projects](http://www.aeso.ca/grid/projects) at the time of its application to the AUC.

*The following organizations have key roles and responsibilities in providing access to the transmission system:*

## THE AESO

- Must plan the transmission system and enable access to it for generators and other qualified customers.
- Is regulated by the AUC and must apply to the AUC for approval of its NID.

## ALTALINK

- Is the transmission facility owner in the Twin Butte area.
- Is responsible for detailed siting and routing, constructing, operating and maintaining the transmission facilities.
- Is regulated by the AUC and must apply to the AUC for approval of its transmission facilities applications.

## WHO IS THE AESO?

The Alberta Electric System Operator (AESO) plans and operates Alberta's electricity grid and wholesale electricity market safely, reliably and in the public interest of all Albertans. We are a not-for-profit organization with no financial interest or investment of any kind in the power industry.

We appreciate your views, both on the need for transmission system development and proposed transmission plans. If you have any questions or comments, please contact us directly.

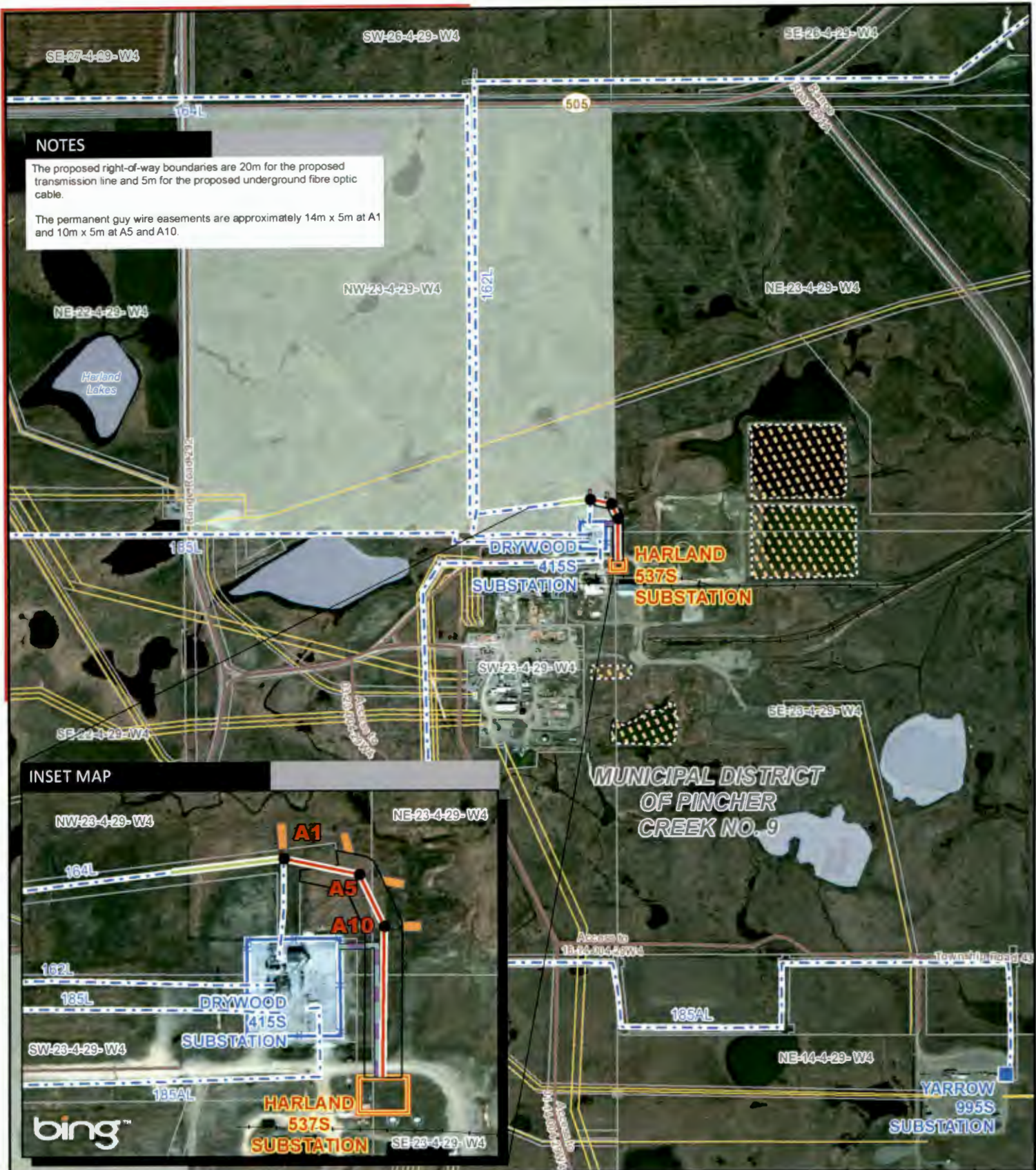
## CONTACT US

### Alberta Electric System Operator

AESO Stakeholder Relations  
[stakeholder.relations@aes0.ca](mailto:stakeholder.relations@aes0.ca)  
1-888-866-2959

2500, 330-5th Avenue SW  
Calgary, AB T2P 0L4  
Phone: 403-539-2450

[www.aeso.ca](http://www.aeso.ca) | [@theaes0](https://twitter.com/theaes0)



**NOTES**

The proposed right-of-way boundaries are 20m for the proposed transmission line and 5m for the proposed underground fibre optic cable.

The permanent guy wire easements are approximately 14m x 5m at A1 and 10m x 5m at A5 and A10.

**INSET MAP**



**LEGEND**

- Point Designation
- Existing Substation
- Proposed 164BL Transmission Line
- Proposed Modification to Existing Transmission Line
- Proposed Underground Fibre Optic Cable
- Existing Transmission Line
- Right of Way Boundary
- Proposed Customer Substation
- Existing Substation Fenceline
- Proposed Guy Anchor Easement
- Pipeline
- Railway
- Road
- Environmentally Significant Area
- Tailing Pile
- Water Body

REVISED  
DATE: 2019-01-17

DATE: 2019-01-17



**DETAIL PHOTO DP1**



**PROPOSED**  
BowArk Drywood Gas  
Generation Connection

## Electric system improvements near you

### BowArk Drywood Gas Generation Connection

AltaLink's transmission system efficiently delivers electricity to 85 per cent of Albertans. Dedicated to meeting the growing need for electricity, AltaLink connects Albertans to renewable, reliable and low-cost power. With a commitment to community and environment, AltaLink is ensuring the transmission system will support Albertans' quality of life for years to come. Learn more at [www.altalink.ca](http://www.altalink.ca).

You are receiving this newsletter because you are near the proposed BowArk Drywood Gas Generation Connection and we want your input.

BowArk Energy Ltd. has requested a connection to the transmission system for their proposed Harland Substation, which is part of the BowArk Drywood Expansion Power Plant Facility.

AltaLink is proposing to connect BowArk's Harland substation to the transmission system by connecting it to an existing AltaLink transmission line in the area. The proposed project is located approximately six kilometers northwest of Twin Butte and will be operated and maintained by AltaLink.

We are providing you with:

- project details
- a map of the proposed project area
- information about how you can provide your input
- the project schedule

If you have questions about the proposed Harland Substation, please see BowArk's contact information at the back of this newsletter.

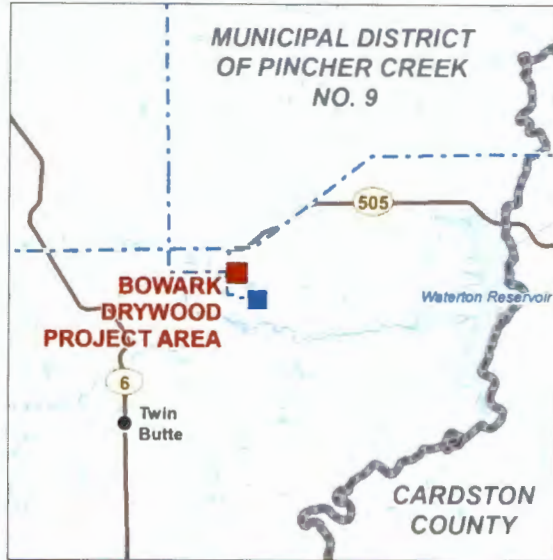
#### DEFINITION:

#### **Transmission**

Transmission lines make up Alberta's electric highway, linking the places where power is generated to your community where power is used. Transmission lines transport large amounts of power over long distances from power plants across the province. The transmission system connects diverse sources of power generation including wind, high-efficiency coal, natural gas and more.

#### **Contact Us**

1-877-267-1453  
[stakeholderrelations@altalink.ca](mailto:stakeholderrelations@altalink.ca)  
[www.altalink.ca/projects](http://www.altalink.ca/projects)



**LEGEND**

- BowArk Drywood Project Area
- Existing Substation
- Existing Transmission Line
- Hamlet or Locality
- Municipal or County Boundary
- Road
- Water Body



*Single-pole structure similar to the proposed*



*Steel H-frame structure with airbreak similar to the proposed*



*H-frame structure similar to the proposed*

## Project details

AltaLink’s proposed project involves building approximately 150 metres of new 138 kV (kilovolt) transmission line (called 164BL) to connect BowArk’s proposed Harland Substation to AltaLink’s existing 164L transmission line.

The new transmission structures will:

- be made of wood or steel
- be single-pole or H-frame
- be single circuit
- be approximately 14 to 25 metres tall
- have a right-of-way width of 20 metres

An H-frame structure with an airbreak will also be required. An airbreak is a piece of equipment that isolates portions of a transmission line so that future maintenance can be performed without the need for outages.

All proposed structure types are shown on the left.

The 164L transmission line will be modified to accommodate the connection, which may include adding new structures.

Communications equipment upgrades are required as part of this project to ensure the safe and reliable operation of the transmission system. AltaLink is proposing to install an underground fibre optic cable between the two substations. A portion of the fibre will be buried within the proposed transmission line right-of-way, and a small segment will be buried on private land and will require a right-of-way of five metres.

Please see the attached map for an overview of the project area, including the location of the proposed transmission line and fibre optic cable.

## Electric and Magnetic Fields (EMF)

AltaLink recognizes that people have concerns about exposure to Electric and Magnetic Fields (EMF) and we take those concerns seriously. Everyone in our society is exposed to EMF from many sources, including:

- power lines and other electrical facilities
- electrical appliances in your home
- building wiring

National and international organizations such as Health Canada and the World Health Organization have been conducting and reviewing research about EMF for more than 40 years. Based on this research, these organizations have not recommended the general public take steps to limit their everyday exposure to EMF from electrical facilities. If you have any questions about EMF, please contact us.

Toll-free phone number: 1-866-451-7817

Email: [emfdialogue@altalink.ca](mailto:emfdialogue@altalink.ca)

Website: [www.altalink.ca/emf](http://www.altalink.ca/emf)

## Providing your input

We will contact landowners, residents and occupants near the proposed transmission line project to gather input and address questions or concerns.

After the consultation process is complete, we will file an application with the Alberta Utilities Commission (AUC). The AUC will review the application through a process in which stakeholders can participate.

We will notify stakeholders when we file the application and again once the AUC has reached a decision about the project. To learn more about the AUC process and how you can become involved, please refer to the brochure included in this package titled *Public involvement in a proposed utility development*.

## Anticipated project schedule

Notify and consult with stakeholders	Winter 2019
File application with Alberta Utilities Commission (AUC)	Spring 2019
Start construction if project is approved	October 2019
Construction completed	January 2020

*Although we attempt to follow the anticipated project schedule, it is subject to change. We will continue to provide you with updated schedule information if required as the project progresses.*

## Contact us

*To learn more about the proposed project, please contact:*

### **ALTALINK**

1-877-267-1453 (toll-free)

Email: [stakeholderrelations@altalink.ca](mailto:stakeholderrelations@altalink.ca)

Website: [www.altalink.ca/projects](http://www.altalink.ca/projects)

*To learn more about BowArk Energy Ltd.'s proposed project, please contact:*

### **BOWARK ENERGY LTD.**

Pat Bowes, VP Development

403-582-4755

Email: [pbowes@bowark.com](mailto:pbowes@bowark.com)

Website: [www.bowark.com](http://www.bowark.com)

*To learn more about Alberta's electric system and the need for the project, please contact:*

### **ALBERTA ELECTRIC SYSTEM OPERATOR (AESO)**

1-888-866-2959 (toll-free)

Email: [stakeholder.relations@aeso.ca](mailto:stakeholder.relations@aeso.ca)

*The AESO is an independent, not-for-profit organization responsible for the safe, reliable and economic planning and operation of the provincial transmission grid. For more information about why this project is needed, please refer to the AESO's Need Overview included with this package, or visit [www.aeso.ca](http://www.aeso.ca). If you have any questions or concerns about the need for this project or the proposed transmission development to meet the need you may contact the AESO directly. You can make your questions or concerns known to a transmission facility owner representative who will collect your personal information for the purpose of addressing your questions and/or concerns to the AESO. This process may include disclosure of your personal information to the AESO.*

*To learn more about the application and review process, please contact:*

### **ALBERTA UTILITIES COMMISSION (AUC)**

780-427-4903 (toll-free by dialing 310-0000 before the number)

Email: [consumer-relations@auc.ab.ca](mailto:consumer-relations@auc.ab.ca)

*The Alberta Utilities Commission (AUC) ensures the fair and responsible delivery of Alberta's utility services. AltaLink submits applications for new transmission projects to the AUC and the AUC reviews them in a public process.*

### **PRIVACY COMMITMENT**

AltaLink is committed to protecting your privacy. Collected personal information will be protected under AltaLink's Privacy Policy and Alberta's Personal Information Protection Act. As part of the regulatory process for new transmission projects, AltaLink may provide your personal information to Alberta Utilities Commission (AUC). For more information about how AltaLink protects your personal information, visit our website at [www.altalink.ca/privacy](http://www.altalink.ca/privacy) or contact us directly via email [privacy@altalink.ca](mailto:privacy@altalink.ca) or phone at 1-877-267-6760.

## INCLUDED IN THIS INFORMATION PACKAGE:

- Project map
- AESO Need Overview
- AUC brochure: *Public involvement in a proposed utility development*

## SUBSCRIBE TO THIS PROJECT

- 1) Visit: [altalink.ca/projects](http://altalink.ca/projects)
- 2) Search for the project title
- 3) Click **Subscribe to Updates**

## LET'S TALK TRANSMISSION



[www.twitter.com/altalink](http://www.twitter.com/altalink)



[www.facebook.com/altalinktransmission](http://www.facebook.com/altalinktransmission)



2611 3rd AVE SE, CALGARY, ALBERTA, T2A 7W7  
WWW.ALTALINK.CA

February 19, 2019

### **Welsch Wind Farm Connection Project Cancellation**

Thank you for your participation in the Welsch Wind Farm Connection Project. You may have received information regarding this project in September 2016 and/or February 2017. This letter is to inform you that the system access service request for the Welsh Wind Farm Connection Project has been cancelled.

If you have questions about the project cancellation, please contact the AESO at 1-888-866-2959 or at [stakeholder.relations@aeso.ca](mailto:stakeholder.relations@aeso.ca).

### **Project background**


Welsch Wind Power had requested a connection to the transmission system for their approved Welsch Wind Farm.

The proposed transmission project involved constructing approximately 6 to 10.5 kilometres of single circuit 138 kilovolt (kV) transmission line from Welsch Wind Power's approved Welsch Substation to the existing 624L transmission line in the area.

### **Contact us**

We are available to address any questions or concerns you may have. Please contact us at [stakeholderrelations@altalink.ca](mailto:stakeholderrelations@altalink.ca) or 1-877-267-1453. You can also view more information about the project at <http://www.altalink.ca/projects/view/251/welsch-wind-farm-connection>.

Sincerely,

  
Dave Lee  
Manager, Consultation



# Welsch Energy Connection Stakeholder Update – Project Cancellation

February 2019



## Project Cancellation

The purpose of this update is to inform stakeholders that the Welsch Wind Power Inc. request for system access service to connect its approved Welsch wind generating facility (Facility) in the Pincher Creek area has been cancelled.

As a result, the Alberta Electric System Operator (AESO) no longer intends to apply to the Alberta Utilities Commission for approval of the need for the following transmission development:

- Add approximately 10 kilometres of 138 kV transmission line to connect the Facility to the existing 138 kV transmission line 624L.
- Add or modify associated equipment as required for the above transmission development.

## Project Background

In September 2016, AltaLink Management Ltd. began distributing information packages that included the AESO Need Overview, *Welsch Energy Connection in the Pincher Creek area*. In addition, the AESO posted the Need Overview to its project-specific webpage <https://www.aeso.ca/grid/projects/welsch-energy-connection/>.

On January 25, 2019, the Welsch Wind Power Inc. system access service request to connect the Facility was cancelled.

## Who is the AESO?

The AESO plans and operates Alberta's electricity grid and wholesale electricity market safely, reliably and in the public interest of all Albertans. We are a not-for-profit organization with no financial interest or investment of any kind in the power industry.

We appreciate your views. If you have any questions or comments, please contact us directly.

## For Further Information

Please contact the AESO through [stakeholder.relations@aeso.ca](mailto:stakeholder.relations@aeso.ca) or call our stakeholder relations toll-free line at 1-888-866-2959 if you have any questions.

March 6, 2019

**Chapel Rock to Pincher Creek Area Transmission Development  
Project update – new potential options**

You are receiving this letter because you are either an existing stakeholder on the proposed Chapel Rock to Pincher Creek Area Transmission Development or you have the potential to be impacted by recent changes to the project.

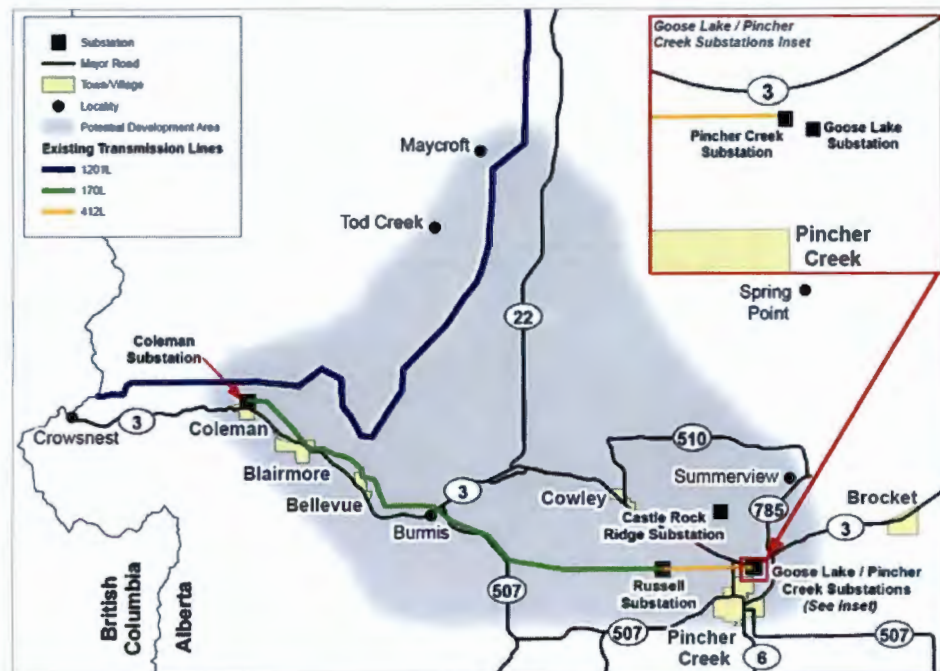
We want to let you know what the changes mean, what our next steps are in the process and how you can provide your input.

**New option being considered**

Recently, you should have received a notification from the Alberta Electric System Operator (AESO) about an update they have made to the project. As a result of feedback received from stakeholders, the AESO has asked AltaLink to look into the possibility of a new option to meet the identified transmission needs in the area.

This new option includes using existing transmission line rights-of-way in the area by replacing the existing 412L line and a section of the 170L line (both 138 kV) with one 240 kV line. This option would also require modifications at the existing Goose Lake, Pincher Creek, Russell and Coleman substations. You can see these lines and the associated substations in the map provided by the AESO below.

We understand this update impacts new stakeholders that have not been involved in this project over the last several months. We want you to know there will be ample time and opportunities for stakeholders to provide feedback on any new transmission line routes and substation locations.



Map provided by the AESO

## **Project background**

The proposed Chapel Rock to Pincher Creek Area Transmission Development includes:

- A new 240 kV transmission line, between 35 and 47 km long, that will connect to an existing substation north of Pincher Creek and to a proposed new substation, to be called Chapel Rock Substation
- The proposed Chapel Rock Substation will connect the new transmission line to the existing 1201L transmission line, a 500 kV line which is the Alberta/British Columbia intertie
- To connect the Chapel Rock Substation to the 1201L transmission line, some modifications to the existing 500 kV structures or a new 500 kV line up to 13 km long may be required

## **What we have done so far**

We've been consulting with stakeholders throughout 2018, and most recently in September we mailed project information packages to everyone within 800 metres of the potential transmission line routes and substation sites that we identified for this project.

Since then we have been having one-on-one consultations with stakeholders in the area, held public events in Pincher Creek, Cowley and Lundbreck and hosted two information sessions in Blairmore to gather feedback to help us refine the proposed routes and substation site options.

## **Next steps**

As we continue to analyze the existing options that we are already consulting on, we will also study this new option with the same considerations we apply to all of our route options. We'll use all of this information to help us refine our transmission line route and substation site options for the project.

We anticipate being able to provide an update on the refined options in late spring. We'll gather stakeholder input on the refined options through additional public events and one-on-one consultations before filing an application for the proposed project at the end of the year.

## **How to provide your input**

Stakeholder input is critical to identifying the lowest overall impact solution for this project. You can contact us at 1-877-267-1453 (toll-free) or by email at [stakeholderrelations@altalink.ca](mailto:stakeholderrelations@altalink.ca). Visit [www.altalink.ca/chapelrock](http://www.altalink.ca/chapelrock) to see all of the information that has been communicated about this project until now. You can also subscribe to receive project updates.

If you have any questions regarding the need for this project, please contact the AESO directly at [stakeholder.relations@aeso.ca](mailto:stakeholder.relations@aeso.ca) or 1-888-866-2959.

Sincerely,

Darcy Fedorchuk, P. Eng.  
Vice President, Project Development