

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

A. ADOPTION OF AGENDA

B. DELEGATIONS

C. MINUTES/NOTES

1. Council Committee Meeting Minutes
 - June 25, 2019
2. Council Meeting Minutes
 - June 25, 2019
3. Public Hearing Minutes – Bylaw 1300-19
 - June 25, 2019

D. BUSINESS ARISING FROM THE MINUTES

E. UNFINISHED BUSINESS

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
 - ASB Minutes June 6, 2019
2. Councillor Rick Lemire – Division 2
3. Councillor Bev Everts– Division 3
 - ASB Minutes June 6, 2019
4. Reeve Brian Hammond - Division 4
5. Councillor Terry Yagos – Division 5

G. ADMINISTRATION REPORTS

1. Operations

a) Operations Report

- Report from Operations, dated July 4, 2019
- Capital Budget Summary
- Public Works Call Log, dated July 4, 2019

2. Development and Community Services

a) Agricultural and Environmental Services Activity Report

- Report from AES Technician, dated July 2, 2019
- Report from AES Manager, dated July 4, 2019
- AES Call Logs, dated July 4, 2019

b) Rural to Rural Intermunicipal Development Plan Process

- a) Cardston County IDP
- b) Crowsnest Pass IDP
- c) Willow Creek IDP
- d) Ranchland IDP

c) RCMP Enhanced Policing Stats for June 2019

- Report from RCMP for June

3. Finance
 - a) Q2 Report
 - Information from Director of Finance, dated July 4, 2019
4. Municipal
 - a) Chief Administrative Officer Report
 - Report from CAO, dated July 4, 2019
 - b) Bylaw 1307-19 Regional Emergency Management Organization
 - Report to Council, dated July 2, 2019
- c) Bylaw 1306-19 Appointing a Bylaw Officer
 - Report to Council, dated July 2, 2019

H. CORRESPONDENCE

1. For Action
 - a) Foothills Little Bow Municipal Association – Received June 24, 2019
 - b) Pincher Creek Fair & Rodeo – Invitation from Town dated June 24, 2019
 - c) Heritage Acres – Invitation for Reeve dated June 26, 2019
 - d) Concerns Regarding MD Dumpsters – Letter from resident dated June 25, 2019
 - e) Shell Sale of Foothills Gas Assets – Received July 2, 2019 from Doug Glass
 - f) Meeting Request with Lac Ste. Anne County – Received July 3, 2019
 - g) Crowsnest/Pincher Creek Landfill Association – Letter received July 2, 2019
2. For Information
 - a) Informational Correspondence

Recommendation to Council, dated July 4, 2019, covering:

 - Early Childhood Center – letter dated June 25, 2019 from Town of Pincher Creek
 - Chinook Arch Library Board – package dated June 26, 2019 from CARLS

I. CLOSED MEETING SESSION

- a) Request to Purchase Airport House – FOIP Section 25

J. NEW BUSINESS

K. ADJOURNMENT

DRAFT

**MINUTES
COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
Tuesday, June 25, 2019; 11:00 am**

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

Staff: Chief Administrative Officer Troy MacCulloch, Director of Operations Aaron Benson, Director of Finance Meghan Dobie, and Executive Assistant Jessica McClelland

Reeve Brian Hammond called the meeting to order, the time being 11:00 am.

1. Approval of Agenda

Councillor Quentin Stevick

Moved that the agenda for June 25, 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 11:01 am:

- Pincher Creek Early Learning Center – FOIP Section 21 Sub 1 Sub b

Carried

Councillor Terry Yagos

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

Carried

3. Adjournment

Councillor Quentin Stevick

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

DRAFT

**MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
COUNCIL MEETING
JUNE 25, 2019**

9149

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, June 25, 2019, at 1:00 pm, 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 Chief Administrative Officer Troy MacCulloch, Director of Operations Aaron Benson, Director of Finance Meghan Dobie, and Executive Assistant Jessica McClelland

Reeve Brian Hammond called the Council Meeting to order, the time being 1:05 pm.

A. ADOPTION OF AGENDA

Councillor Quentin Stevick 19/276

Moved that the Council Agenda for June 25, 2019 be approved as presented.

Carried

B. DELEGATIONS

Youth Forum Representation

Dalton Bonertz, Mya Citrigno, Nathan Tanner and Amanjot Sran attended the meeting at this time to update Council on the progress and future plans following the Youth Forum. They presented a Summary Report and Recommendations to the M.D. of Pincher Creek. The Youth Forum occurred on April 13, 2019 and they are looking at in achieving its goal to build a ‘youth friendly’ community through various opportunities.

LaVonne Rideout, with the Town of Pincher Creek, spoke on the plans moving forward with the Youths.

Dalton Bonertz, Mya Citrigno, Nathan Tanner and Amanjot Sran and LaVonne Rideout left the meeting at this time, the time being 1:45 pm.

Pincher Creek Watershed Group

Caitlin McKenzie attended the meeting at this time to update Council on the activities with the Pincher Creek Watershed Group. The group consists of local landowners and people interested in protecting Pincher Creeks watershed. They host events, such as the Blueweed Blitz, and have been instrumental in 16 years of removing Blueweed from the landscape. The event takes place on July 13, 2019 this year, Caitlin invited any interested parties to attend and thanked the MD for the continued support of this annual event.

Caitlin McKenzie left the meeting at this time, the time being 2:00 pm.

Public Works Manager Jared Pitcher and Public Works Assistant Manager Eric Blanchard attended the meeting at this time.

Council was introduced to Eric and he provided some background of his previous work history.

C. MINUTES

1. Council Committee Meeting Minutes

Councillor Quentin Stevick 19/277

Moved that the Council Committee Meeting Minutes of June 11, 2019 be approved as presented.

Carried

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
 June 25, 2019

2. Council Meeting Minutes

Councillor Rick Lemire 19/278

Moved that the Council Meeting Minutes of June 11, 2019 be approved as presented.

Carried

3. Coffee with Council

Councillor Bev Everts 19/279

Moved that the Coffee with Council notes of June 18, 2019 be approved as presented.

Carried

1. Operations

a) Operations Report

Public Works Manager Jared Pitcher and Public Works Assistant Manager Eric Blanchard discussed the call log and left the meeting at this time, the time being 2:17 pm.

D. BUSINESS ARISING FROM THE MINUTES

Nil

E. UNFINISHED BUSINESS

Nil

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1

- a) Landfill Board Meetings May 15, 2019 and June 19, 2019
- b) Commercial Vehicles on Unimproved Roads
- c) Municipal Climate Change Action Center
- d) CARLS
- e) Municipal Library
- f) Habitat for Humanity Build
- g) Regional Transportation

2. Councillor Rick Lemire – Division 2

- a) Regional Transportation
- b) AHS
- c) ICF Open House
- d) FCSS – Social Needs Assessment

3. Councillor Bev Everts– Division 3

- a) ORRSC
- b) Reminder for Summer Games BBQ for June 26, 2019

4. Reeve Brian Hammond - Division 4

- a) EMS – Approach Numbers

5. Councillor Terry Yagos – Division 5

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
 June 25, 2019

Councillor Rick Lemire 19/280

Moved that the committee reports be received as information.

Carried

G. ADMINISTRATION REPORTS

1. Operations

b) Operations Report

Councillor Terry Yagos 19/281

Moved that Council receive for information the following Operations documents:

- Operations report for the period of June 5, 2019 to June 19, 2019
- Projects status update
- MPE Engineering Castle Area progress plan
- Public Works Call Log

Carried

2. Development and Community Services

a) Agricultural and Environmental Services Activity Report

Councillor Terry Yagos 19/282

Moved that Council receive for information, the Agricultural and Environmental Services Activity Reports for the period of June 1, 2019, to June 15, 2019, as well as the call logs.

Carried

b) Adoption of Updated Agricultural and Environmental Services Policies

Councillor Quentin Stevick 19/283

Moved that Council adopt updated the following updated Agriculture and Environmental Policies:

- Policy C-AES-601 Weed Control Policy
- Policy C-AES-601A Eradicable Weed Policy
- Policy C-AES-603 Landowners Assuming Responsibility for Weed Control on Municipal Right-of-Ways Adjacent to the Their Property
- Policy C-AES-608 Weed Free Gravel/ Aggregate Policy

Carried

3. Finance

NIL

4. Municipal

a) Chief Administrative Officer Report

Councillor Terry Yagos 19/284

Moved that Council receive for information, the Chief Administrative Officer's report for the period of June 12, 2019, to June 25, 2019.

Carried

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
 June 25, 2019

b) Corporate Policy A-ADMIN-003 Organizational Chart

Councillor Quentin Stevick 19/285

Moved that Corporate Policy A-ADMIN-003 Organizational Chart be approved as presented.

Carried

H. CORRESPONDENCE

1. For Action

a) Royal Canadian Legion Request for Letter of Support

Councillor Terry Yagos 19/286

Moved that Council provide a letter of support for the Royal Canadian Legion towards their application to host the Dominion Command 2021 Dart Championship.

Carried

2. For Information

a) Informational Correspondence

Councillor Rick Lemire 19/287

Moved that Council receive the following documents as information:

- a. Crowsnest Community Market Poster
- b. Hancock Prospecting PTY LTD Letter regarding Riversdale Resources
- c. Beaver Mines Community Association Minutes – June 8, 2019

Carried

I. CLOSED MEETING SESSION

J. NEW BUSINESS

There was no new business presented for discussion.

K. ADJOURNMENT

Councillor Terry Yagos 19/288

Moved that Council adjourn the meeting, the time being 4:42 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

DRAFT

**MINUTES
PUBLIC HEARING
Municipal District of Pincher Creek No. 9
Bylaw No. 1300-19
Tuesday, June 25, 2019**

In order to receive public input on proposed Bylaw No. 1300-19, a Public Hearing, conducted by the Council of the Municipal District of Pincher Creek No. 9, was held on Tuesday, June 25, 2019, in the Council Chambers of the Administration Building.

In attendance:

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

Staff: Chief Administrative Officer Troy MacCulloch, Director of Operations Aaron Benson, Director of Finance Meghan Dobie, and Executive Assistant Jessica McClelland

1. Call Public Hearing to Order

The Public Hearing was called to order, the time being 1:00 pm.

Councillor Rick Lemire declared a potential conflict of interest and left the meeting at 1:01 pm.

2. Advertising Requirement

This Public Hearing was advertised in accordance with Section 606 of the Municipal Government Act. This Public Hearing was advertised in the Pincher Creek Echo on June 12, 2019 and June 19, 2019, as well as the MD website and MD Social Media pages.

3. Purpose of Public Hearing

The purpose of this Public Hearing is to receive public input on proposed Bylaw No. 1300-19. The purpose of Bylaw No. 1300-19 is for the purpose of closing a road to public travel, and creating title to and disposing of, portions of a public highway in accordance with Section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended. The portion of the road is described as followed:

ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE LYING ADJACENT TO S ½ SEC. 21-8-30-4 AND FORMING PART OF LOT 1, BLOCK 1, PLAN __ CONTAINING 1.57 HECTARES (3.88 ACRES) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS

Overview of Bylaw No. 1300-19

CAO Troy MacCulloch provided an overview of Bylaw No. 1300-19.

4. Correspondence and Presentations

a. Verbal

No verbal presentations were received.

b. Written

No written submissions were received.

5. Closing Comments / Further Questions

There was no further discussion.

6. Adjournment

Councillor Terry Yagos moved to adjourn the Public Hearing, the time being 1:04 pm.

Meeting Minutes
of the
Agricultural Service Board – Municipal District of Pincher Creek No. 9
June 6, 2019 – MD Council Chambers

Present: Chair John Lawson, Vice Chair Martin Puch, Councillors Terry Yagos, and Quentin Stevick, and Member David Robbins.

Also Present: Provincial Key Contact Bradley Smith, Director of Development and Community Services Roland Milligan, Agricultural Services Manager Shane Poulsen, Environmental Services Technician Lindsey Davidson and Receptionist Jessica McClelland.

Absent: Councillor Bev Everts, Member Frank Welsch.

Chair John Lawson, called the meeting to order at 9:34 am.

A. ADOPTION OF AGENDA

David Robbins

19/068

Moved that agenda be amended to include:

- New Business – Waterton Lakes National Park Update
- Correspondence For Action – 1a) M.D. of Ranchlands Letter of Concern, received June 3, 2019

And that the agenda be approved as amended.

Carried.

B. DELEGATION

Cst. Laurence Harvey with the RCMP and Kimberly Hurst with Rural Crime Watch/Citizens on Patrol attended the meeting at this time to discuss rural crime.

Cst. Harvey presented information on rural crime statistics as well as crime reduction and unit highlights. Rural Crime Watch was discussed and it was explained that for the future, they would like to have a key contact in each division to spearhead a group for this program. Kimberly stated that there is a \$500 startup fee for Rural Crime Watch on the provincial level, these funds cover insurance and licensing fees for the group for that year. There would be annual fees for the organization expected to be between \$400 and \$500 annually.

Citizens on Patrol was discussed, they cover the entire M.D as well as the Town. The volunteers are in contact with the RCMP during their shifts and given certain areas that the RCMP may be watching. The volunteers focus on safety for the community using educating the public, prevention and patrolling. Currently, there are 22 active members in the organization.

Cst. Harvey and Kimberly Hurst left the meeting at this time, the time being 10:23am.

Councillor Stevick

19/069

Moved that the ASB recommend to Council that they support the initiative of starting a Rural Crime Watch organization within the M.D. of Pincher Creek.

Carried

C. MINUTES

Martin Puch

19/070

Moved that resolution 19/063 of minutes on May 2, 2019, be amended to include “for a 2 week period”;

AND THAT the minutes be approved as amended.

Carried.

D. BUSINESS ARISING FROM THE MINUTES

E. ASB KEY CONTACT REPORT

Councillor Yagos

19/071

Moved that the oral report, and handout on Livestock Identification Program, from ASB Key Contact, Bradley Smith, be received as information.

Carried

David Robbins

19/072

Moved that a letter of concern be written by the ASB to the Canadian Food Inspection Agency expressing their concerns on the new Livestock Identification Program.

Carried

F. UNFINISHED BUSINESS

1. ALUS Canada Program Discussion

Martin Puch

19/073

Moved to table the discussion on the ALUS Canada Program Discussion to the meeting in July.

Carried

2. (a) Landowners Being Responsible for Weed Control on Municipal Right-of-Ways

Councillor Stevick

19/074

Moved that draft policy 603 Landowners Being Responsible for Weed Control on Municipal Right-of-Ways, be forwarded to Council for their consideration and approval.

Carried.

G. DEADSTOCK COLLECTION AND DISPOSAL UPDATE

Martin Puch

19/075

Moved that the report on the deadstock collection and disposal update be received as information.

Carried

H. BLUEWEED BLITZ

Councillor Stevick

19/076

Moved that the ASB approved the in-kind support of the M.D. AES Staff (which includes picking gloves, weed bags, water tank for use by Butcher Creek, Ag Fieldman for 2 hours and AES crew members with backpacks and spray for 6 hours) for the use during the Blueweed Blitz.

Carried

I. 2018 ASB GRANT REPORTING

Councillor Yagos

19/077

Moved that the portion of the 2018 ASB Grant Reporting be received as information.

Carried

J. 2019 AES DEPARTMENT REPORT

Martin Puch

19/078

Moved to accept the departmental reports from Environmental Services Technician and Agricultural Services Manager for May 2019 as information.

Carried

K. CANCELLATION OF SUMMER MEETING

Council canceled the ASB meeting in August 2019.

L. CORRESPONDENCE

1. FOR ACTION

a. M.D. OF RANGLAND LETTER OF CONCERN

Marin Puch

19/079

Moved that administration responds to the letter of concern from the M.D. of Ranchlands stating that ASB welcomes a meeting between staff and board members to discuss their concerns with regards to weeds within the M.D. boundaries;

AND THAT administration investigates possible dates for this meeting to occur.

Carried.

2. FOR INFORMATION

David Robbins

19/080

Moved that the following be accepted as information:

- a) Alberta Agriculture Report
- b) Letter from Alberta Agriculture and Forestry RE: Weed Control Act Appeal Process, dated April 16, 2019
- c) Letter from Brazeau County RE: MELT Exemption for Producers, dated May 15, 2019
- d) Spring Pest Update from Alan Hampton, AAAP Pest Committee Chair
- e) Prairie Cereal Rust Risk
- f) SWIM Workday Calendar for 2019

Carried.

J. NEW BUSINESS

Waterton Lakes National Park Update

Councillor Stevick gave a verbal update on Waterton Lakes National Park meeting from June 5, 2019.

K. NEXT MEETING

Next ASB meeting is on Thursday, July 4, 2019

L. ADJOURNMENT

Councillor Yagos

19/081

Moved to adjourn the meeting, the time being 12:02 pm.

Carried.

ASB Chairperson

ASB Secretary

Operations Report July 4, 2019

Operations Activity Includes:

- July 2, 2019 Hired Mechanic RAP student for summer employment at Public Works.
- July 3, 2019 Provide Program Capital Projects Status update.
- July 3, 2019 Addition of shredded bark mulch to enhance the appearance of MD property.
- June 24, 2019 Signed Master Service Agreement

Public Works Activity Includes:

Gravel Hauling and Crushing Gravel

- Divisions No. 3, 4, and 5 are completed.
- Division No. 2 is underway with a completion date by July 10, 2019.
- Gravel hauling is still required in Division No. 1 with completion date by the end of August 2019.

Dust Control

- Division No. 4 started on June 24, 2019 with a completion date by July 18, 2019.
- Division No. 5 will start after Division No. 4 with completion date by August 1, 2019.
- Sinnott Farms will be contracted out in division No. 1 and Division No. 2 with a start date on July 15, 2019. Proposed completion date will be by August 1, 2019.
- Division No. 3 will be by the MD and contractor forces with a completion date by August 29, 2019.

Texas gate / Bridge / Culvert Inspections and Maintenance

- Supply and install new Texas gate located on Snake Trail Road in Division No. 4 will be completed on June 20, 2019.
- Texas Gate inspections by MD inspector are 75% completed with a completion date by July 10, 2019.
- Minor repair work by the MD inspector for culverts, and Texas gates are being fixed in all the divisions.
- Class B Bridge inspections by Public Works Department are in progress. 46 bridge inspections are to be completed by the end of August 2019 for Bridge Maintenance Program budget.

Mowing and maintenance

- Lundbreck maintenance is in progress
- Patton Park triple jump and long jump pits are scheduled to be complete by July 4, 2019.
- Mowing is in progress for Airport, Beaver Mines, Admin Bldg, Public Works Shop, Lundbreck lagoons, Dukaborough cemetery, and Cowley water plant.
- Mowing operations have started on MD bridge structures with a completion date by the end of August 29, 2019.

Road Works

- Slide repair work located in Division No. 4 at Higginbothams road is in progress with a completion date on July 4, 2019.

Capital Projects Update:

Beaver Mines Regional Water Supply Contracts 1 & Contracts 2:

Beaver Mines RWS Contract 1 (Pipeline)

- During operation of the pipeline and facilities for commissioning, pressures and flow indicate a leak on a portion of the repurposed raw water line. LW Dennis is working to locate and resolve the leak.
 - The leak repair will be considered a warranty item if is located on work completed by LW Dennis to repurpose the raw water line. If the leak is located on an existing portion of the pipeline, LW Dennis will need to be compensated for the repair. There is sufficient contingency for this work (\$56,270 spent of \$201,416.50).
- LW Dennis will be provided with a contemplated change notice for additional work on snow fence and removal of brush at the Metering Station and Reservoir sites.

Beaver Mines RWS Contract 2 (Mechanical)

- All facilities have been commissioned and are ready for their intended use.
- Access road to Metering Station and Reservoir sites are completed.
- DMT will be on-site correcting deficiencies as required to meet total completion deadline of July 15.

Beaver Mines Water & Waste Water Collection

- Land negotiations are ongoing and once finalized we can proceed with finalizing a tender or quote package for the initial phase of the project.

Beaver Mines Waste Water Treatment

- Land negotiations are ongoing and once finalized we can proceed with finalizing a tender or quote package for the initial phase of the project.

Castle Area Regional Water Supply Contracts 1 Pipeline & Contracts 2 Mechanical:

- LW Dennis has completed approx. 3000 m of pipeline installation. Another crew with LW Dennis will be starting on July 5, 2019 to help with production
 - Adverse ground conditions have continued to slow progress.
- Alberta Transportation will be attending meetings this week to review possible installation methods to increase production.
- Nitro Construction has begun construction at the Castle Mountain Booster Station site.
 - Concrete pours have been completed for pad footings and concrete piles
 - Land negotiations for the Beaver Mines Booster Station site are ongoing.

Attachments


Program Capital Projects Status
Call Logs

Recommendation:

That the Operations report for the period of June 19, 2019 to July 4, 2019 will receive Program Capital Projects Status update and the call log, be received as information.

Prepared by: Aaron Benson

Date: July 4, 2019

Reviewed by: Troy 

Date: July 4, 2019

Submitted to: Council

Date: July 4, 2019

Capital Budget Summary

Project #	Service Area	Description	Total Cost	Sources of Project Funding				Total Revenue
				Grants	Debt	Reserves	Operations	
Infrastructure								
PW-R-1	Roads	Highway 3A - Landfill road repairs	1,070,000			1,070,000		1,070,000
PW-R-2	Roads	Summerview road surface treatment (4.4 km)	550,000	550,000				550,000
PW-R-3	Roads	Kerr road surface treatment (4.8 km)	600,000	600,000				600,000
PW-R-4	Roads	Lundbreck pave and drainage (1st & 3rd Street)	400,000	400,000				400,000
PW-R-5	Roads	Willow Valley road culvert	500,000	500,000				500,000
PW-BF-1	Bridges	BF 1744 Pincher Creek (Crook Road)	1,081,000			1,081,000		1,081,000
PW-BF-2	Bridges	BF 6613 Cabin Creek	982,000			982,000		982,000
PW-BF-3	Bridges	BF 70175 Spread Eagle deck	100,000			100,000		100,000
PW-BF-4	Bridges	BF 7235 Scottons	30,000			30,000		30,000
PW-BF-5	Bridges	BF 76293 Grumpy Road	30,000			30,000		30,000
PW-BF-6	Bridges	BF 70177 Upper Tennessee overflow	15,000			15,000		15,000
PW-BF-7	Bridges	BF 8860 Beaver Mines Creek	20,000			20,000		20,000
PW-BF-8	Bridges	BF 13957 Connelly Creek	18,000			18,000		18,000
RWCAST	Water	Castle Area water servicing	10,572,000	10,572,000				10,572,000
BMDC	Water/Wastewater	Beaver Mines water servicing & wastewater collection	5,000,000	3,333,332	1,666,668			5,000,000
BML	Water/Wastewater	Beaver Mines waste water treatment system	5,360,000	4,020,000	1,340,000			5,360,000
PW-P-1	Parks	Patton Park shelterbelt	28,000			28,000		28,000
Infrastructure Total			26,356,000	19,975,332	3,006,668	3,374,000	0	26,356,000
Equipment								
	Public works	Grader	565,000			565,000		565,000
	Public works	Tandem axle truck with snow plow	500,000			500,000		500,000
	Water	Water meter reader	14,000			14,000		14,000
AG-01	Agriculture	Sprayer truck with tank/sprayer boom	131,500			131,500		131,500
	Administration	Postscript printer	8,000			8,000		8,000
Equipment Total			1,218,500	0	0	1,218,500	0	1,218,500
Fleet								
Fleet Total			0	0	0	0	0	0
Information Services								
		GPS/GIS Upgrade	53,000	53,000				53,000
Information Services Total			53,000	53,000	0	0	0	53,000
Facilities								
ADMIN-SEC-1	Public works/Admin	Security camera system	30,000	30,000				30,000
PW-O-1	Public works	Electric sliding gate at Public Works yard	75,000	2,500			72,500	75,000
Facilities Total			105,000					
Grand Total			27,732,500					

LEGEND

- Projects on Hold
- Projects in Planning & Design Stage
- Projects in Tender Stage
- Projects in Construction Stage
- Projects in Close Out Stage
- Proposed Preliminary Engineering Costs

Progress Report for Projects as of July 3, 2019

WORK ORDER	DIVISION	LOCATION	Approach Number	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE	G1c
1558	Division 1	SW36 T4 R30 W4		Re getting an <u>approach</u> built	Jared Pitcher	waiting on agreement with Development	Wednesday, April 18, 2018		
1617	Division 1	West Kerr		Trees on the west side of Kerr road need cut back	Jared Pitcher	Fall Project/Contractor	Wednesday, May 30, 2018		
1643	Division 4	SW22 T7 R1 W5		Would like a culvert put in to solve water problem	Jared Pitcher	To be actioned	Tuesday, June 26, 2018		
1709	Division 1	SE 33-3-29 W4M		portion of RR 29-3 south of TR 4-0. Culvert needs repaired	Jared Pitcher	To be actioned	06-09-2018		
1725	Division 4	NW4 T8 R1 W5	#8017 RR1-3A By glider strip	Caragana Bush in ditch needs to be removed	Jared Pitcher	Fall project/Contractor	Monday, October 1, 2018		
1750	Division 3	NE23 T6 R1 W5	#1101 TWP6-4	Would like Caragana Shubs cut down	Jared Pitcher	Fall Project/Contractor	Monday, October 22, 2018		
1878	Division 3	SE11 T6 R2 W5		Wants to build a new <u>approach</u>	Jared Pitcher	To be actioned	Monday, March 25, 2019		
1880	Division 2	NW32 T5 R29 W4		Would like an <u>approach</u> put in	Jared Pitcher	To be actioned	Tuesday, March 26, 2019		
1884	Division 1	NE11 T4 R29 W4	Home location * NW21 T5 R29 W4	#29319 TWP5-4 /RQ undeveloped road upgrade to allow grain truck access to field - 2 miles from road	Eric Blanchard	Completed	Thursday, March 28, 2019	Friday, June 28, 2019	
1885	Division 2	NE17 T6 R30 W4	#30332 TWP6-2A	Grader took out fence and left lawn damaged/we need to check also neighbors Chrapco	Jared Pitcher	In progress	Friday, March 22, 2019		
1913	Division 5	SW29 T7 R2 W5 ?		Needs <u>approach</u> widened Moving house - Need 21' added to approach	Jared Pitcher	On list to do	Tuesday, April 23, 2019		
1922	Division 3	Beaver Mines	Park	Trees are marked (floressent Paint) for cutting down	Eric Blanchard	Contractor required	Thursday, May 2, 2019		
1923	Division 4	NE33 T8 R29 W4		Wanting a culvert put in	Jared Pitcher	On list to do	Wednesday, May 1, 2019		
1934	Division 5	313 Robinson Ave Lundbreck		RQ tree trimming problem with neighbor (301) yard, an eye sore and realtors are saying it is deterring the sale. Needs below office	Eric Blanchard	Contractor required	Friday, May 10, 2019		
1939	Division 5	33 Railway Street Lundbreck		Lawn was damaged with snowplow & would like grass replaced	Eric Blanchard	Now on list to do	Wednesday, May 15, 2019		
1942	Division 1	SE17 T4 R28 W4	#4216 RR28-4	Wants a new <u>approach</u> onto 1/4 section that has no access	Jared Pitcher	To be actioned	May 17 2019		
	Division 1	SE21 T4 R28 W4 SW16 T4 R28 W4		w/ Latuka			Tuesday, June 11, 2019		
1947	Division 1	RR 30-3		Unhappy with road maintenance done on unimproved Road 30-3, and states it needs repair.	Jared Pitcher	Need management ok	May 21 2019		
1959	Division 3	NW12 T6 R1 W5	#1018	Looking at getting a sign "Slow Children Playing"	Jared Pitcher	to be actioned	Sunday, June 2, 2019		
1967	Division 1	SE34 T4 R30 W5		Building a new house RQ ? Road Maintenance	Jared Pitcher	Need to talk w/Roland	Tuesday, June 11, 2019		
1971	Driveway	Bobby Burns Pond		Fence got cut down & items taken can the MD fix the fence	Eric Blanchard	Has been patched up not sure how	June 13. 2019		
1972	Division 3	NE23 T7 R2 W5		Hole and a mess at the culvert needs fixing	Tony Tuckwood	will fix	Friday, June 14, 2019		
1974	Division 5	39 Villa Vega		Wants to have a road allowance access to his property Has spoken to Leo in the past	Eric Blanchard	Has been looked at	Monday, June 17, 2019		
1978	Division 1	NE28 3 29 W4		Would like an <u>approach</u> put in by gate TWP4-0 not living there yet (in Lethbridge) but will meet up	Jared/Eric	Needs approval	June 18,2019		
1979	Division 1	SE10 T5 R29 W4		RQ gravel on 2 approaches +Children at Play sign	Jared Pitcher	On the list	Wednesday, June 19, 2019		

Environmental Services Technician June 16th – 31st 2019

June 16th – 30th, 2019

- SWIM meeting – June 17
- Canadian Agricultural Partnership grant application, producer assistance – June 18
- Field Tour and discussion with MD of Ranchland – June 19
- Canadian Agricultural Partnership grant application, producer assistance – June 19
- Summer safety event planning meeting – June 19
- ASB Agenda package prep – June 20 – 21
- Vacation – June 24 – 28

July 1st – 15th, 2019

- Canada Day holiday – July 1
- ASB meeting prep, post-vacation emails – July 2
- CFIA SRM permits – July 2 – ongoing (renewals)
- Southern Alberta Summer Games volunteer – July 3
- ASB Meeting – July 4
- Southern Alberta Summer Games volunteer – July 5
- Jim Gerrish Grazing School prep meeting – July 6
- BMO Farm Family Award, Calgary Stampede – July 8
- SWIM Field Day agenda package/logistics – July 10
- SWIM Field Day Tour – July 11
- Jim Gerrish Grazing School – July 15 – 17

Sincerely,

Lindsey Davidson,
Environmental Services Technician

Ag Services, June 15 – 30, 2019

Happening Now, June 16 – 30, 2019

- June 17, SWIM meeting, deadstock, Division #3 inspection, Summerview inspection
- June 18, equipment, reporting, CPR, dams
- June 19, meeting and tour with Ranchlands ASB & Waldron
- June 20, reporting, policies for council, staff & safety, fire extinguishers, ASB package, admin building weeds
- June 24 – 27, watercourses inspections (including Summerview, depending on weather)
- June 24 – 27, Oldman River Recreation Area weed control
- June 24, billing, reporting, emergency procedures training, highways training & work
- June 25, Wild Caraway, Hoary Cress & Dame's Rocket inspections (with crew)
- June 26, Spotted Knapweed & Blueweed sites start
- June 27, Roadside spraying, fire extinguisher inspections

Coming Up, July 1 – 15, 2019

- July 2 – 15, rental equipment, Premix sales, mowing around airport
- July 2 – 15, Leafy Spurge (LS) Biocontrol
- July 2 – 15, spraying of all Prohibited Noxious & Noxious weeds
- July 2 – 15, Alberta Parks inspections and control, watercourses inspections and control
- July 3, PW Safety Meeting, crew meeting, reporting, call logs,
- July 4, ASB Meeting, reporting, MRF & records, safety, general office
- July 8, AES Safety Meeting, AES Shop inspection, PW Shop inspections, First Aid kit inspections, fire extinguisher inspections
- July 9, divisional inspections (all day)
- July 10, JHS meeting, Pincher Creek inspections, visits and control, Dame's Rocket inspections and talks with town
- July 11, SWIM Tour (all day)
- July 13, Blueweed Blitz

Sincerely,

Shane Poulsen,
Agricultural Services Manager

WOID	Request Date	Caller /Phone	Division	Location	Description	Assigned To	Action Taken	Status	Actual Completion Date
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	20-Jun-19		1		Was in the office to pay taxes and wanted to pay for the premix that she had picked up in May. Had not received an invoice. Joyce had not received any information.	Shane			
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	21-Jun-19		2		Concerned about wild caraway. Currently spending \$8k to have property sprayed - out of control infestations on neighbours property and to her knowledge, no control work has been done in ROWs yet this season. Would like to see WC elevated to noxious status within the municipality so that control becomes mandatory	Lindsey	Encouraged her to write letter/email to ASB to outline concerns. Concern forwarded to Ag Fieldman		
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Recommendation to Council

TITLE: Rural to Rural Intermunicipal Development Plan Process		
PREPARED BY: Roland Milligan		DATE: July 3, 2019
DEPARTMENT: Planning and Development		
Department Supervisor	Date	ATTACHMENTS: Draft Plans are included with Council Package.
APPROVALS:		
	<u>2019/07/03</u>	
Department Director	Date	CAO
		<u>04 July 2019</u> Date

RECOMMENDATION:

That Council approve of the Draft Intermunicipal Development Plans and by doing so, hereby provides direction to the Oldman River Regional Services Commission to proceed with the public consultation process required for the plans.

BACKGROUND:

The Oldman River Regional Services Commission has supplied the MD with the Final Drafts of the four Intermunicipal Plans that have been prepared with our rural neighbors over the last couple of months.

ORRSC is requesting that Council review the Draft Plans and determine if Council is prepared to move forward to Public Consultation.

FINANCIAL IMPLICATIONS:

Municipal District of
Pincher Creek No. 9
&
Cardston County

Intermunicipal Development Plan

Bylaw No. XXXX-19 & Bylaw No. XXXX-19

Final Draft June 2019





OLDMAN RIVER REGIONAL SERVICES COMMISSION



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Prepared for the Municipal District of Pincher Creek No. 9 and Cardston County**

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APPENDIX A | MAPS

Municipal District of Pincher Creek No. 9 & Cardston County

Intermunicipal Development Plan

1 | INTRODUCTION

1.1 Purpose of the Plan

The purpose of the Municipal District of Pincher Creek No. 9 (MD of Pincher Creek) and Cardston County Intermunicipal Development Plan (IDP or the Plan) is to foster ongoing collaboration and cooperation regarding planning matters and issues of mutual interest and address and clarify land use expectations within the agreed upon intermunicipal development plan area (Plan Area).

This IDP serves as a planning tool providing guidance to decision-makers through the agreed upon planning policies that apply to the land within the Plan Area. The IDP contains policy that is to be used as a framework for working cooperatively, communicating and making decisions in each municipality. Each municipality is ultimately responsible for making decisions within their own municipal jurisdiction.

The intended goals of the IDP are:

- To promote consultation, coordination and cooperation regarding planning matters of joint interest within the Plan Area.
- To provide a framework for addressing land use concerns with regard to joint planning matters within the Plan Area.
- To provide a clear policy framework that serves to guide future planning decisions for land located within the Plan Area, affording enhanced coordination of development within the Plan Area.

The preparation and implementation of an IDP can result in many benefits to both municipalities including, but not limited to, the following:

- To establish an approach to identify possible joint ventures for infrastructure and service sharing to promote efficient planning and potential delivery of services.
- To reinforce and protect each municipality's development philosophies and goals while minimizing the potential for future intermunicipal conflict.
- To provide policy addressing plan administration, amendment and dispute resolution procedures.

1.2 Plan Preparation and Shared Values

The formation of the Plan was guided by the IDP Review Committee which was composed of two Council members from each municipality. Senior administration and ORRSC Planners from both municipalities were also involved throughout the process as technical advisors. With respect to committee decision making, both parties agreed at the outset of the process that their chosen decision-making model would be based on reaching consensus on the issues discussed.

A background analysis was undertaken which served as the foundation from which both municipalities could review the existing land use conditions and determine the relevant issues, goals and objectives. Through thoughtful discussion, it was determined that a series of fundamental shared values would inform and guide the document. These values are the foundation from which the policy of the IDP has been developed and will inform municipal decision making going forward in the Plan Area. The shared values include:

- Shared Stewardship
- Transportation Linkages
- Protection of Water Resources – both surface and groundwater
- Supporting a Healthy Agricultural Economy

A draft document was prepared with input from the IDP Review Committee and presented to each municipal Council for review prior to consultation with affected landowners, stakeholders and the general public. Upon completing the consultation phase, a refined document was prepared and a final draft forwarded to each Council for approval through the bylaw process. As required by the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended (MGA)*, separate public hearings were held by each Council and subsequent to the public hearings, the IDP was adopted by each municipality.

1.3 Municipal Profiles

Municipal District of Pincher Creek No. 9

The MD of Pincher Creek encompasses an area of approximately 352,000 hectares (869,000 acres) with a population of 2,965 (Alberta Municipal Affairs, 2018). The Municipal District surrounds two urban municipalities, contains five hamlets, and is bordered by three rural municipalities, a specialized municipality, national park and a First Nations Reserve. The economy is largely agricultural, with ranching predominant in the eastern slopes. Alternative energy developments, particularly wind turbine development has been locating in the municipality in the past several decades. The MD of Pincher Creek is home to the Oldman Dam and Reservoir, an on-stream storage facility operated by the Government of Alberta.

Cardston County

Cardston County encompasses an area of approximately 341,500 hectares (843,865 acres) with a population of 4,481 (Alberta Municipal Affairs, 2018). The County surrounds eleven hamlets, two villages, two towns and is bordered by four municipalities, one First Nations Reserve, Waterton Lakes National Park and the United States. Agriculture is a prime economic force in the County which includes a combination of dryland and irrigation farming in addition to ranching.

1.4 Legislative Requirements

This Plan has been prepared in accordance with the requirements of the *MGA*, and complies with the South Saskatchewan Regional Plan (SSRP).

Specifically the *MGA* requires:

631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in Section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with Sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

631(2) An intermunicipal development plan

a) must address

- i. the future land use within the area,*
- ii. the manner of and the proposals for future development in the area,*
- iii. the provision of transportation systems for the area, either generally or specifically,*
- iv. the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- v. environmental matters within the area, either generally or specifically, and*
- vi. any other matter related to the physical, social or economic development of the area that the councils consider necessary.*

and

b) must include

- i. a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- ii. a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- iii. provisions relating to the administration of the plan.*

The South Saskatchewan Regional Plan came into effect September 1, 2014. The SSRP uses a cumulative effects management approach to set policy direction for municipalities to achieve environmental, economic and social outcomes within the South Saskatchewan Region through 2024. Pursuant to section 13 of the *Alberta Land Stewardship Act*, regional plans are legislative instruments. The SSRP has four key parts including the Introduction, Strategic Plan, Implementation Plan and Regulatory Details Plan. Pursuant to section 15(1) of *ALSA*, the Regulatory Details of the SSRP are enforceable as law and bind the

Crown, decision-makers, local governments and all other persons while the remaining portions are statements of policy to inform and are not intended to have binding legal effect.

The Regional Plan is guided by the vision, outcomes and intended directions set by the Strategic Plan portion of the SSRP, while the Implementation Plan establishes the objectives and the strategies that will be implemented to achieve the regional vision. As part of the Implementation Plan, Section 8: Community Development, includes guidance regarding Plan Cooperation and Integration between municipalities with the intention to foster cooperation and coordination between neighbouring municipalities and between municipalities and provincial departments, boards and agencies. Section 8 contains the following broad objectives and strategies.

Objectives

- *Cooperation and coordination are fostered among all land use planners and decision-makers involved in preparing and implementing land plans and strategies.*
- *Knowledge sharing among communities is encouraged to promote the use of planning tools and the principles of efficient use of land to address community development in the region.*

Strategies

- 8.1** *Work together to achieve the shared environmental, economic, and social outcomes in the South Saskatchewan Regional Plan and minimize negative environmental cumulative effects.*
- 8.2** *Address common planning issues, especially where valued natural features and historic resources are of interests to more than one stakeholder and where the possible effect of development transcends jurisdictional boundaries.*
- 8.3** *Coordinate and work with each other in their respective planning activities (such as in the development of plans and policies) and development approval process to address issues of mutual interest.*
- 8.4** *Work together to anticipate, plan and set aside adequate land with the physical infrastructure and services required to accommodate future population growth and accompanying community development needs.*
- 8.5** *Build awareness regarding the application of land-use planning tools that reduce the impact of residential, commercial and industrial developments on the land, including approaches and best practices for promoting the efficient use of private and public lands.*
- 8.6** *Pursue joint use agreements, regional services commissions and any other joint cooperative arrangements that contribute specifically to intermunicipal land use planning.*
- 8.7** *Consider the value of intermunicipal development planning to address land use on fringe areas, airport vicinity protection plan or other areas of mutual interest.*
- 8.8** *Coordinate land use planning activities with First Nations, irrigation districts, school boards, health authorities and other agencies on areas of mutual interest.*

The above strategies were considered by both municipalities when developing policy within this IDP and will be considered when rendering land use decisions pertaining to development within the Plan Area. Other strategies contained in the SSRP should be considered in the context of each municipality's Municipal Development Plan, Land Use Bylaw or through policies found within the IDP.

2 | PLAN AREA

2.1 Study Area Analysis

Given the vast size of the municipalities, in order to focus on the border area and potential impacts, a series of maps was developed, with emphasis on the area adjacent to the shared border. The purpose was to identify opportunities and constraints, as well as influences which may affect land use planning in proximity of the boundary between the two municipalities.

The following features were displayed on the maps and considered by the IDP Review Committee:

- Residences and Urban Areas
- Transportation Corridors
- Land Use and Natural Characteristics
- Agricultural uses and Confined Feeding Operations (CFOs)
- Surface Materials Extraction and Energy Development
- Natural Environment and Water
- Environmentally Significant Areas (ESAs)
- Historical Resource Value (HRV) Sites

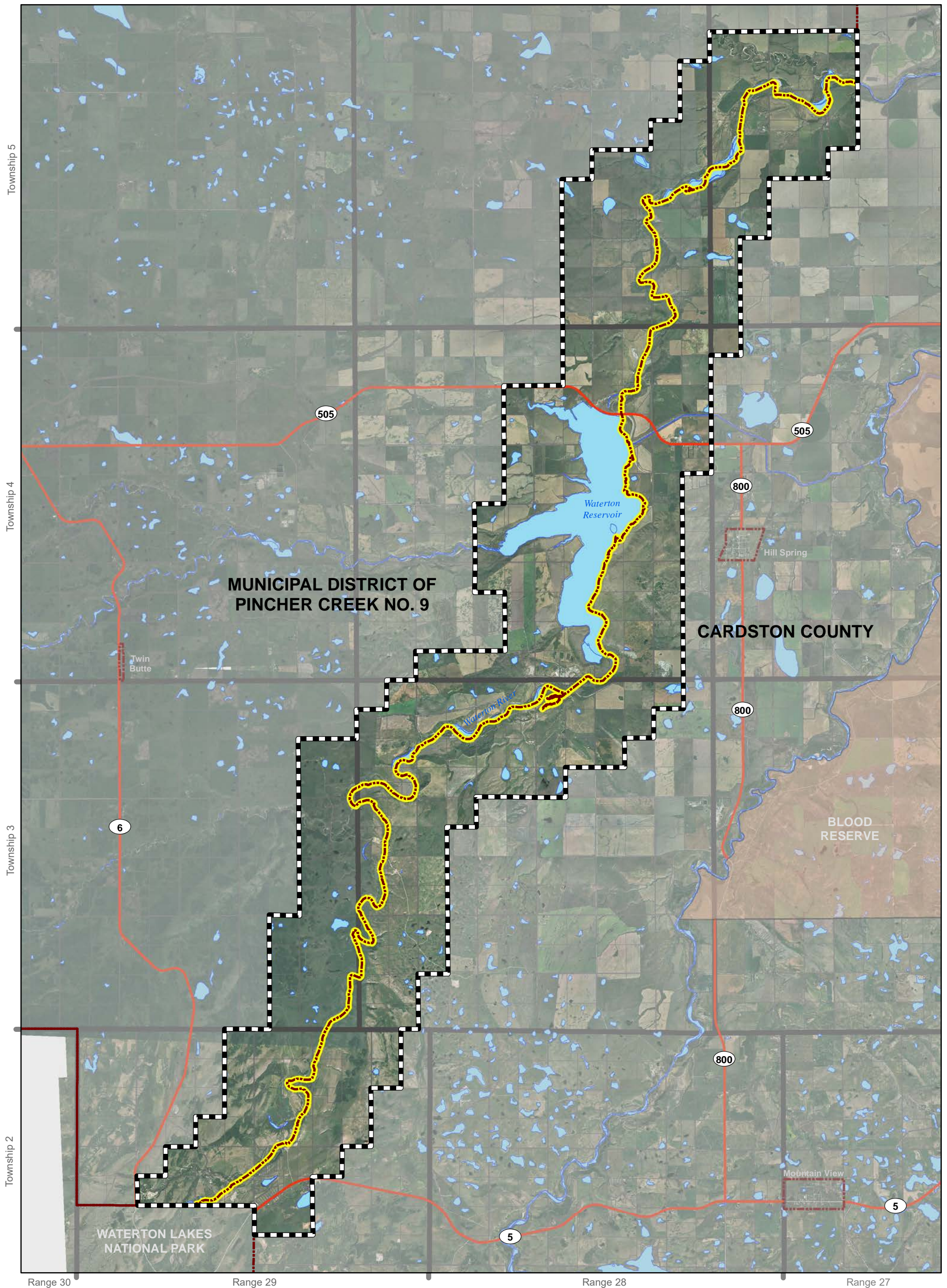
After consideration of social, economic and physical features listed below, it was determined that a Plan Area of approximately 1.6 km (1 mile) on each side of the municipal boundary was adequate (refer to Map 1 for illustration of the Plan Area). Additional lands have been included in the Plan Area to ensure that a minimum of a full 1.6 km (1 mile) on each side of the border was captured due to the meandering of the Waterton River.

2.2 Key Characteristics of the Plan Area

The MD of Pincher Creek and Cardston County Intermunicipal Plan Area encompasses approximately 17,197 hectares (42,494 acres). Key characteristics of the Plan Area include the following, some of which are illustrated on Maps 2-4 in Appendix A.

Waterton River Valley

- The Waterton River defines the border between the two municipalities.
- In some places the river valley creates topographic challenges.
- The Waterton Reservoir, owned and operated by the Province of Alberta, is a key feature within the Plan Area and the Plan Boundary was expanded to encompass the reservoir and adjacent lands.



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

CARDSTON COUNTY

BLOOD RESERVE

**WATERTON LAKES
NATIONAL PARK**

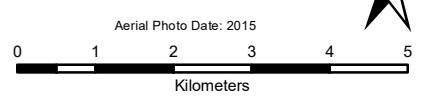
**Municipal District of Pincher Creek and Cardston County
Intermunicipal Development Plan**

Map 1

Plan Area Boundary

- Plan Area
- M.D. of Pincher Creek/Cardston County Border
- Provincial Highway
- Waterbodies
- Reserve

Municipal District of Pincher Creek
(Bylaw No. _____) &
Cardston County
(Bylaw No. _____)



Land Use and Residential Development

- Agriculture is the primary land use of the area, with a mix of farming and ranching agricultural operations. The Waterton Colony confined feeding operation is located within the Plan Area. Soil classes 2 through 6 are present, resulting in a diversity of agricultural practices.
- A small amount of land within the Plan Area is under control and ownership of the Province of Alberta.
- The Nature Conservancy of Canada (NCC) and Southern Alberta Land Trust Society (SALTS) have conservation easements on lands located within the Plan Area.
- No urban municipalities exist within the Plan Area, but the Village of Hill Spring is situated ½ mile east of the plan boundary. Farmsteads are found throughout with a cluster of country residences located near the border of Waterton National Park in Cardston County.

Transportation Infrastructure

- Highway 505 runs east and west and links the two municipalities north of the Waterton Reservoir. Highway 5 and Highway 6 are located within the southerly portion of the Plan Area.
- One municipal road, Township Road 4-0 in the MD of Pincher Creek and Township Road 40 in Cardston County, connects the two municipalities south of the Waterton Reservoir.

Natural Environment and Historic Resources

- A substantial portion of land within the Plan Area is identified as environmentally significant which includes water bodies, riparian and natural habitats that function as wildlife corridors adjacent to the Waterton River.
- HRV sites ranking 4 and 5, which have the potential to contain historic resources are mainly concentrated along the Waterton River and Reservoir within the Plan Area. Lands with the higher ranking HRV 3 value are located adjacent to the Waterton Reservoir, which contain resources that require avoidance of disturbance.

Natural Resource Extraction and Energy Development

- Sand and gravel potential has been assumed in the northerly and southerly portions of the Plan Area along the Waterton River.
- The BA (Gulf) Pincher Creek Gas Plant is located in the MD of Pincher Creek west of the 1 mile Plan Area.
- Several oil and gas pipelines connect the two municipalities and both active and abandoned gas wells are located within the Plan Area.
- A 69 KV transmission line is located north of the Waterton Reservoir.

3 | POLICIES

The land use policies contained in this Plan are intended to provide direction to the MD of Pincher Creek and Cardston County Councils, subdivision and development authorities and administrations to encourage and manage the future development of lands contained within the Plan Area as displayed in Map 1.

3.1 General

INTENT

To provide administrative policies within the Plan Area which foster intermunicipal communication, consultation and cooperation.

POLICIES

- 3.1.1 The MD of Pincher Creek and Cardston County shall strive to engage in effective dialogue when considering land use, while still maintaining jurisdiction on lands within their own boundaries.
- 3.1.2 The municipalities will continue to build partnerships and foster a collaborative relationship with the adjacent municipality to promote regional interests, where deemed appropriate, including the support of mutually beneficial service agreements and shared environmental, economic and social outcomes.
- 3.1.3 Both municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.
- 3.1.4 The MD of Pincher Creek and Cardston County shall strive, to the best of their ability and knowledge, to refer notices of government projects to each other.
- 3.1.5 Both municipalities are encouraged to share with the adjacent municipality, the results of all publicly available technical analyses required by a Subdivision and Development Authority as part of an application, where there is the potential for impacts on lands and bodies of water within the adjacent municipality.

3.2 Land Use

INTENT

To provide policies on land use within the Plan Area which reflect the development philosophies of both municipalities.

POLICIES

Agriculture

- 3.2.1 Agriculture will continue to be the predominant land use in the Plan Area. The impact on agricultural uses should be a consideration when determining suitability of non-agricultural land uses in the Plan Area.
- 3.2.2 Both municipalities will strive to work cooperatively to encourage good neighbour farming practices, such as dust, soil erosion, weed and insect control, adjacent to developed areas through best management practices and Alberta Agriculture guidelines.
- 3.2.3 If disputes or complaints in either municipality should arise between landowners and agricultural operators, the municipality receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever necessary.

Confined Feeding Operations (CFOs)

- 3.2.4 Existing permitted CFOs will be allowed to continue to operate under acceptable operating practices and within the requirements of the *Agricultural Operation Practices Act and Regulations*.
- 3.2.5 If either the MD of Pincher Creek or Cardston County are in receipt of a notice of application from the Natural Resources Conservation Board (NRCB) for new or expanded CFOs, they will forward a copy of the notification to the other municipality.
- 3.2.6 Both municipalities recognize the importance of the CFO exclusion/restricted areas identified within the Plan Area. New CFOs will be prohibited or restricted in accordance with the respective municipality's Municipal Development Plan policies.
- 3.2.7 Cardston County recognizes the importance of the CFO exclusion area around the Village of Hill Spring and along the Waterton River and has agreed to establish a complementary confined feeding operation restricted area within their jurisdiction.
- 3.2.8 If either municipality proposes an amendment to a CFO exclusion/restricted area within the Plan Area or proposes additional CFO exclusion/restricted areas within the Plan Area, the proposal will be circulated to the other municipality for comment in accordance with this Plan.
- 3.2.9 Prior to issuing comment on a notice of application to the NRCB for a new or expanded CFO within the Plan Area, the municipalities will consult with one another regarding the applicant's proposed haul routes to and from the CFO.

Rural Recreational and Grouped Country Residential

- 3.2.10 Proposals to designate or develop land within the Plan Area for rural recreational use will be referred to the other municipality for comment in accordance with this Plan.
- 3.2.11 Any proposal to designate land, adopt an Area Structure Plan, or approve a conceptual design scheme within the Plan Area for grouped country residential use will be referred to the other municipality for comment in accordance with this Plan.
- 3.2.12 The MD of Pincher Creek and Cardston County acknowledge that their municipal land use policies differ regarding land use and agree that municipal autonomy on land use matters within this area will continue.
- 3.2.13 With respect to grouped country residential development and rural recreational use in the vicinity of the Waterton River and Reservoir, both municipalities agree to consider the potential impacts and cumulative effects of such development on the area prior to designation of land, adoption of an Area Structure Plan, or approval of a conceptual design.
- 3.2.14 Applicants proposing grouped country residential and rural recreational developments adjacent to the Waterton River or Waterton Reservoir should consult with Alberta Environment and Parks during preparation of their proposal.

Resource Extraction

- 3.2.15 The municipalities will consider the effects of visual intrusion, dust, noise, traffic, and air and water pollution when evaluating applications for new gravel pits, or other extractive activities, where they maintain jurisdiction.
- 3.2.16 Either municipality may require an agreement regarding the construction, repair, and maintenance of any municipal roads which may be impacted by resource development, when the development requires access from the other municipality's road.
- 3.2.17 If either the MD of Pincher Creek or Cardston County are in receipt of a notice or application for a new or expanded public or privately owned gravel pit within the Plan Area, they shall forward a copy of the notice to the other municipality.

Industry and Energy Development

- 3.2.18 The municipalities may consider the location of renewable energy developments and other industrial development where compatible with existing land uses and each municipality's planning documents.

- 3.2.19 The municipalities may consider renewable energy developments (e.g. solar, wind, water, biofuel, etc.) and other industrial development where deemed compatible with existing land uses and will circulate development applications to one another in accordance with this Plan.
- 3.2.20 If an application is received for a renewable energy project that transcends a municipal boundary, both municipalities agree to consult and coordinate with each other regarding the proposal, wherever possible. In such a circumstance, the applicant of the development is required:
- a) to apply to each municipality separately for development approval and is subject to the respective development processes, fee schedules, and requirements of each municipality;
 - b) to report the findings to both municipalities of any public consultation activity, such as an open house or other public consultation meeting, conducted with respect to the proposal.

Utilities / Telecommunications Towers

- 3.2.21 When providing comments to provincial and federal departments regarding utility development, the MD of Pincher Creek and Cardston County will request that consideration be given to the establishment of utility corridors with multiple users.
- 3.2.22 Where there is an application for a new, expanded or retrofitted telecommunications tower within the Plan Area, the MD of Pincher Creek and Cardston County will notify the other municipality to seek their comments.
- 3.2.23 It is the preference of both municipalities that co-location of telecommunication facilities be undertaken where technically feasible.

3.3 Transportation and Road Networks

INTENT

The two municipalities are connected via Highway 505, an essential agricultural transportation corridor between the MD of Pincher and Cardston County. Highways 5 and 6 are also located in the southerly portion of the Plan Area and serve as important transportation corridors for both municipalities. Road infrastructure is limited due to the Waterton River which marks the boundary line between municipalities. It is important that both municipalities take into consideration the impact of development on municipal and provincial road infrastructure within the Plan Area.

POLICIES

- 3.3.1 Each municipality shall be notified of any subdivision or development proposal in the other municipality that will result in access being required from a road under its control or management. The affected municipality must give its approval in writing prior to the application being considered as complete by the other municipality.
- 3.3.2 When required by Alberta Transportation, developers shall conduct traffic studies with respect to the impact and access onto the highway. Any upgrading identified by a traffic study conducted by a developer with respect to a highway shall be implemented by the developer at its sole cost and to the satisfaction of Alberta Transportation.
- 3.3.3 Both municipalities agree to consult and work with Alberta Transportation regarding the implementation of this Plan and consider how development may impact the highways within the Plan Area.
- 3.3.4 The municipalities should endeavor to maintain open dialogue with Alberta Transportation regarding the provincial highways in the Plan Area, including any changes to the highways that may have impacts on the municipalities.
- 3.3.5 The municipalities may explore negotiating road use agreements as necessary for the maintenance and upkeep of local roads connecting the municipalities.

3.4 Natural Environment

INTENT

Both municipalities recognize the connection between the natural environment and quality of life and strive to protect, preserve and enhance natural systems and environmentally significant areas, while promoting appropriate development.

POLICIES

- 3.4.1 When making land use decisions, each municipality will:
 - a) utilize and incorporate measures which minimize possible impacts to the Waterton River and Waterton Reservoir;
 - b) determine appropriate land use patterns in the vicinity of significant water resources and other water features;
 - c) establish appropriate setbacks to maintain water quality, flood water conveyance and storage, bank stability and habitat.

- 3.4.2 Lands that have been identified that may contain an environmentally significant site may be required to conduct an environmental impact assessment (EIA) and the proponent should contact Alberta Environment and Parks.
- 3.4.3 Lands that have been identified that may contain a historic resource may be required to conduct a historical resource impact assessment (HRIA) and the proponent should consult the *Historical Resources Act* and Alberta Culture and Tourism.
- 3.4.4 Both municipalities should consider the provincial Water for Life Strategy and Wetland Policy when making land use decisions with the goal of sustaining environment and economic benefits.

3.5 Interpretation

INTENT

To ensure the policies and language within this Plan are communicated in the proper context to ensure the intent of the Plan is as clear and concise as possible.

POLICIES

- 3.5.1 Unless otherwise required by the context, words used in the present tense include the future tense, words used in the singular include the plural, and the word person includes a corporation as well as an individual. Unless otherwise stipulated, the *Interpretation Act, Chapter 1-8, RSA 2000* as amended, shall be used in the interpretation of this bylaw. Words have the same meaning whether they are capitalized or not.
- 3.5.2 All references to a specific agency, body, or department were accurate at the time of writing. It is understood that agency, body and department names change from time to time. All references throughout the Plan shall therefore be considered to be applicable to the current relevant agency, body or department.
- 3.5.3 The geographical or relative boundaries or any variable presented on the maps contained in this Plan, with the exception of the boundaries of the Plan Area, shall be interpreted as a rough approximation and not an accurate depiction of its actual or full extension.

4 | PLAN ADMINISTRATION & IMPLEMENTATION

4.1 Intermunicipal Development Plan Committee Policies

INTENT

The implementation of this Plan is intended to be an ongoing process to ensure it is maintained and remains applicable. An Intermunicipal Development Plan Committee with joint representation will ensure continued dialogue and cooperation, as the purpose of this committee is to promote active cooperation and conflict resolution through a consensus-based approach.

POLICIES

- 4.1.1 For the purposes of administering and monitoring the IDP, the MD of Pincher Creek and Cardston County establish the Intermunicipal Development Plan Committee (the Committee).
- 4.1.2 Both Councils agree the Intermunicipal Development Plan Committee will be an advisory body and may make comments or recommendations to the MD of Pincher Creek and Cardston County. In its advisory capacity, the Committee does not have decision making authority or powers with respect to planning matters in either municipality.
- 4.1.3 The Committee will be comprised of two (2) members of Council from both the MD of Pincher Creek and Cardston County. Each municipality may appoint an alternate Committee member in the event a regular member cannot attend a scheduled meeting. Alternate Committee members shall have standing. Quorum shall consist of four (4) voting members.
- 4.1.4 Members of the Committee shall be appointed by their respective Councils at the Organizational Meeting. If a Council wishes to appoint a new member to the Committee (including the alternate), they must do so by motion of Council at a regular Council meeting. The municipalities shall notify one another upon appointing members and alternate members to the Committee.
- 4.1.5 The municipalities agree that the purpose of the Committee is to:
 - a) provide a forum for discussion of land use matters within the Plan Area,
 - b) provide recommendation(s) for proposed amendments to the Plan,
 - c) discuss and address issues regarding Plan implementation,
 - d) review and provide comment on referrals under Section 4.2 and any other matters referred to the Committee,
 - e) provide recommendation(s) regarding intermunicipal issues in an effort to avoid a dispute, and

- f) provide a forum for discussion of any other matter of joint interest identified by either municipality.
- 4.1.6 Meetings of the Committee may be held at the request of either municipality to discuss land use or other planning matters, dispute resolution, or any other matter of intermunicipal importance and may be closed to the public in accordance with Section 197 of the *MGA*. Additionally, any matter in Section 4.2 may be referred by either municipality to the Committee for comment prior to a decision being rendered.
- 4.1.7 A municipality may call a meeting of the Committee at any time upon not less than five (5) days' notice of the meeting being given to all members of the Committee and support personnel, stating the date, the time, purpose and the place of the proposed meeting. The five (5) days' notice may be waived with $\frac{3}{4}$ of the Committee members' agreement noted.
- 4.1.8 The municipality that called the meeting of the Committee shall host and chair the meeting and is responsible for preparing and distributing agendas and minutes.
- 4.1.9 At least one (1) member of each municipality's administrative staff shall attend each meeting in the capacity of technical, non-voting advisor.
- 4.1.10 Any changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either municipality.
- 4.1.11 Where a matter has been referred to the Committee and a resolution cannot be found, the Dispute Resolution process in Section 5 of this Plan should be adhered to.

4.2 Referral Policies

INTENT

To establish a process for consistent and transparent sharing of information necessary to make decisions in accordance with the intent of the Plan.

POLICIES

General

- 4.2.1 Where an intermunicipal referral is required by the *MGA* or the policies contained in this Plan, both municipalities agree to share mailing address and property ownership information for circulation purposes with the adjacent municipality, and where applicable, the municipality's processing agency.

- 4.2.2 Where a plan or bylaw, including amendments, or application, requires notifications to be sent to a municipality that is external to this IDP, the referring municipality shall follow the referral requirements outlined in the *MGA*, and where applicable, those contained in a relevant Intermunicipal Development Plan.
- 4.2.3 Administrative staff or representatives for the MD of Pincher Creek and Cardston County are encouraged to discuss with one another forthcoming Statutory Plans and Land Use Bylaws, including amendments, which may impact the Plan Area.
- 4.2.4 Administrative staff or representatives for the MD of Pincher Creek and Cardston County are encouraged to discuss with one another forthcoming subdivision and development applications that may impact lands within the Plan Area.
- 4.2.5 The municipalities are encouraged to refer to each other for comment on major land use or planning matters that have the potential to impact the other jurisdiction, even if it involves lands that may not be located within the Plan Area.

Municipal Development Plans

- 4.2.6 A newly proposed Cardston County Municipal Development Plan or amendment shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.7 A newly proposed MD of Pincher Creek Municipal Development Plan or amendment shall be referred to Cardston County for comment prior to a public hearing.

Other Statutory Plans

- 4.2.8 A newly proposed Cardston County statutory plan (excluding a Municipal Development Plan) or amendment that will have an impact on the Plan Area shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.9 A newly proposed MD of Pincher Creek statutory plan (excluding a Municipal Development Plan) or amendment that will have an impact on the Plan Area shall be referred to Cardston County for comment prior to a public hearing.

Land Use Bylaws

- 4.2.10 All Land Use Bylaw amendments in Cardston County that affect lands in the Plan Area shall be referred to the MD. of Pincher Creek for comment prior to a public hearing.
- 4.2.11 All Land Use Bylaw amendments in the MD of Pincher Creek that affect lands in the Plan Area shall be referred to Cardston County for comment prior to a public hearing.

4.2.12 All redesignation applications affecting the Plan Area shall be referred to the other municipality for comment prior to a public hearing.

4.2.13 A newly proposed Land Use Bylaw from either municipality shall be referred to the other for comment prior to a public hearing.

Design Concepts

4.2.14 All design concepts in support of a subdivision or development in Cardston County that will affect lands in the Plan Area shall be referred to the MD of Pincher Creek for comment prior to Council resolution.

4.2.15 All design concepts in support of a subdivision or development in the MD of Pincher Creek that will affect lands in the Plan Area shall be referred to Cardston County for comment prior to Council resolution.

Subdivision and Development

4.2.16 All subdivision applications for lands within the Plan Area shall be referred to the other municipality for comment prior to a decision being rendered.

4.2.17 Cardston County shall refer all discretionary use development applications within the Plan Area to the MD of Pincher Creek for comment prior to a decision being rendered.

4.2.18 The MD of Pincher Creek shall refer all discretionary use development applications within the Plan Area to Cardston County for comment prior to a decision being rendered.

Response Timelines

4.2.19 The responding municipality shall, from the date of mailing, have the following timelines to review and provide comment on intermunicipal referrals:

- a) 15 calendar days for all development applications,
- b) 19 calendar days for subdivision applications, and
- c) 30 calendar days for all other intermunicipal referrals.

4.2.20 In the event that either municipality or the Committee does not reply within, or request an extension by, the response time for intermunicipal referrals stipulated in this Section, it is presumed that the responding municipality and/or Committee has no comment or objection to the referred planning application or matter.

Consideration of Responses

- 4.2.21 Comments from the responding municipality and/or the Committee regarding proposed Municipal Development Plans, other statutory plans, and Land Use Bylaws, or amendments to any of those documents, shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered.
- 4.2.22 Comments from the responding municipality and/or the Committee regarding subdivision and development applications shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered on the application.

4.3 Plan Validity and Amendment Policies

INTENT

This Plan may require amendments from time to time to accommodate unforeseen situations, and to keep the Plan relevant.

POLICIES

- 4.3.1 This Plan comes into effect on the date it is adopted by both municipalities.
- 4.3.2 Amendments shall be adopted by both Councils using the procedures outlined in the *MGA*. No amendment shall come into force until such time as both municipalities adopt the amending bylaw.
- 4.3.3 Applications for amendments to this Plan by parties other than the MD of Pincher Creek and Cardston County (e.g. landowners and developers) shall be made to both municipalities along with the applicable fee as established by each municipality for processing amendments to a statutory plan.
- 4.3.4 Administrative staff should review the policies of the Plan annually and discuss land use matters, issues and concerns on an on-going basis. Administrative staff may make recommendations to their respective Councils for amendment to the Plan to ensure the policies remain relevant and continue to meet the needs of both municipalities.
- 4.3.5 A formal review of the Plan will occur within 10 years from the date the IDP is adopted by both municipalities.

5 | DISPUTE RESOLUTION POLICIES

5.1 General Dispute Process

INTENT

The intent of the dispute resolution process is to maximize opportunities for discussion and review in order to resolve areas of disagreement early in the process. Despite the best efforts of both municipalities, it is understood that disputes may arise from time to time affecting land use within the Plan boundary. The following process is intended to settle disputes through consensus and minimize the need for formal mediation.

POLICIES

General Agreement

The municipalities agree that:

- 5.1.1 It is important to avoid dispute by ensuring that the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality as required in the Plan and prompt enforcement of the Plan policies.
- 5.1.2 Prior to the meeting of the Committee, each municipality through its administration will ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.
- 5.1.3 The Committee should discuss the issue or dispute with the intent to seek a recommended solution by consensus.

Dispute Resolution

In the case of a dispute, the following process will be followed to arrive at a solution:

- 5.1.4 When a potential intermunicipal issue comes to the attention of either municipality relating to a technical or procedural matter, such as inadequate notification or prescribed timelines, misinterpretation of Plan policies, or a clerical error regarding the policies of this Plan, either municipality's Land Use Bylaw, or any other plan affecting lands in the Plan Area, it will be directed to the administrators of each municipality. The administrators will review the technical or procedural matter and if both administrators are in agreement, take action to rectify the matter.

- 5.1.5 Should either municipality identify an issue related to this Plan that may result in a dispute that cannot be administratively resolved under Section 5.1.4 or any other issue that may result in a dispute, the municipality should contact the other and request that an Intermunicipal Development Plan Committee meeting be scheduled to discuss the issue. The Committee will review the issue and attempt to resolve the matter by consensus.
- 5.1.6 Should the Intermunicipal Development Plan Committee be unable to arrive at a consensus, the administration of each municipality will schedule a joint meeting of the two Councils to discuss possible solutions and attempt to reach consensus on the issue.
- 5.1.7 Should the Councils be unable to resolve the matter, either municipality may initiate a formal mediation process to facilitate resolution of the issue.

Filing an Intermunicipal Dispute under the Municipal Government Act

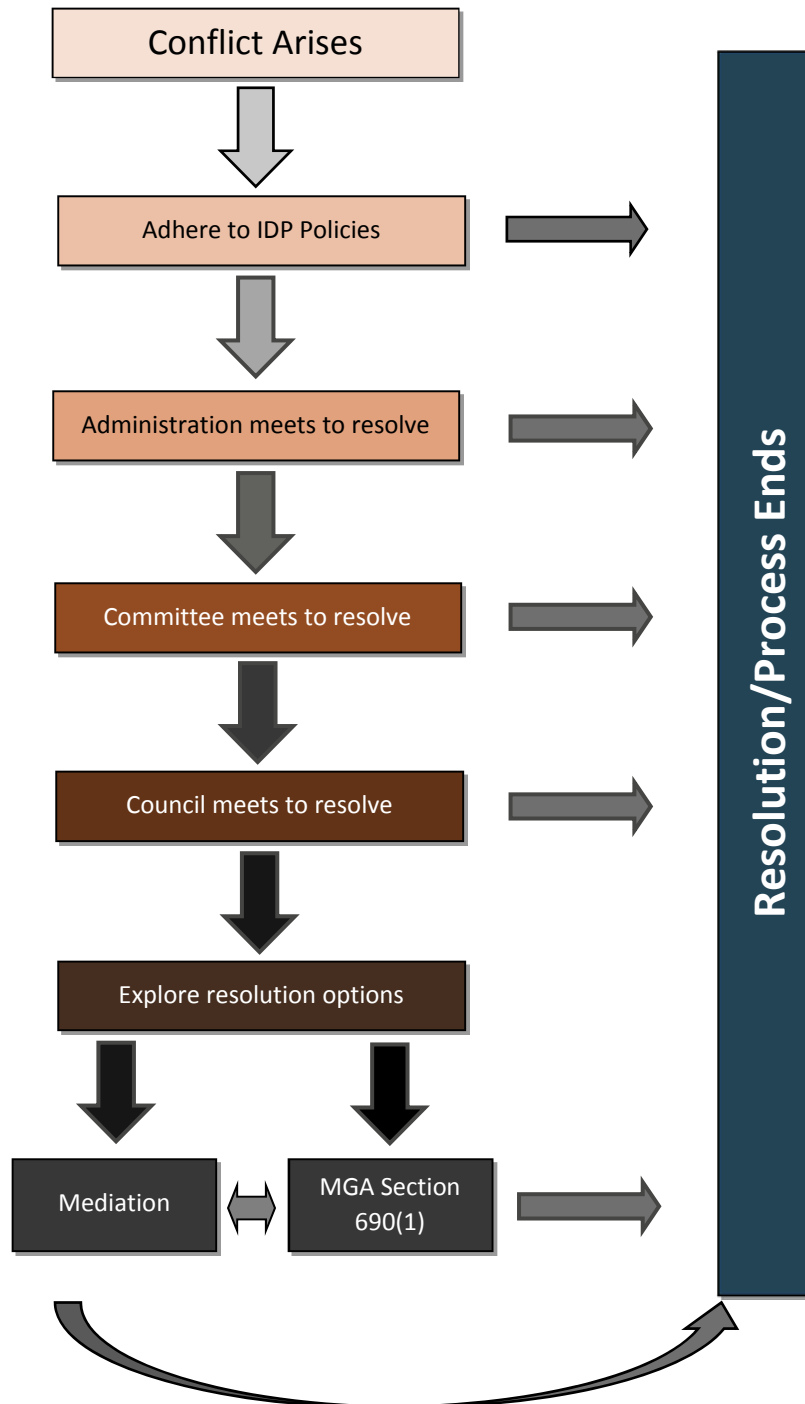
- 5.1.8 In the case of a dispute involving the adoption of a statutory plan, Land Use Bylaw or amendment to such, within 30 days of adoption, the municipality initiating the dispute may, without prejudice, file an appeal to the Municipal Government Board under section 690(1) of the *MGA* so that the provincial statutory right and timeframe to file an appeal is not lost.
- 5.1.9 The appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two municipalities prior to the Municipal Government Board meeting. This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30 day appeal filing process as outlined in the *MGA*.

Note: *Using section 690(1) of the MGA is the final stage of dispute settlement, where the municipalities request the Municipal Government Board to intercede and resolve the issue.*

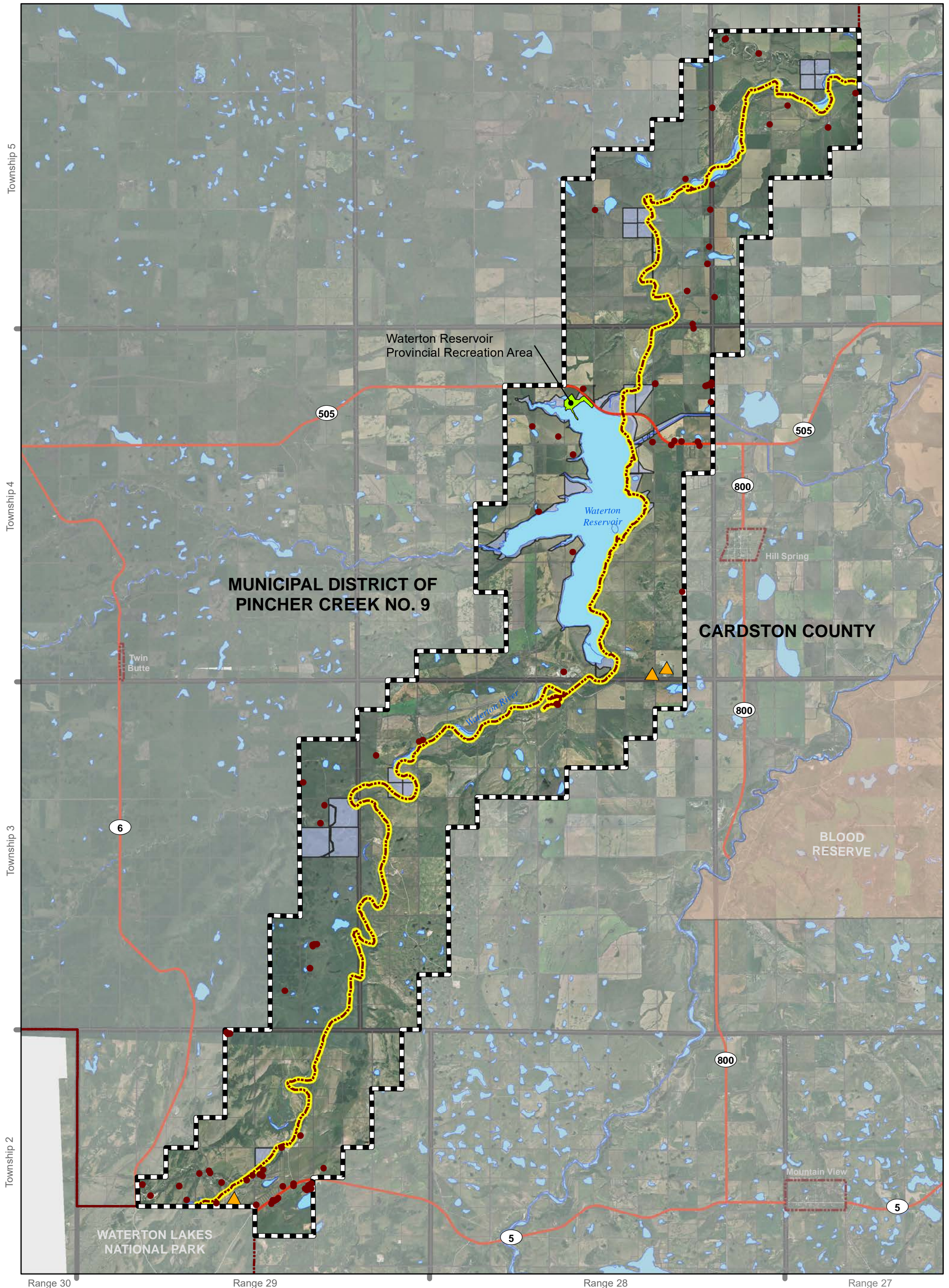


Dispute Resolution Flow Chart

The dispute resolution flow chart presented here is for demonstration purposes only and shall not limit the ability of either municipality to explore other methods of resolution or to choose one method in place of another.



APPENDIX A | MAPS



MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

CARDSTON COUNTY

Waterton Reservoir
Provincial Recreation Area

WATERTON LAKES
NATIONAL PARK

BLOOD
RESERVE

**Municipal District of Pincher Creek and Cardston County
Intermunicipal Development Plan
Physical Characteristics & Ownership**

Map 2

- Plan Area Boundary
- M.D. of Pincher Creek/Cardston County Border
- Provincial Highway
- Waterbodies
- Reserve
- Residences or Other Addressed Parcels^{1,2}
- Crown Land^{3,4}
- Provincial Recreation Area⁵
- Gravel Pit

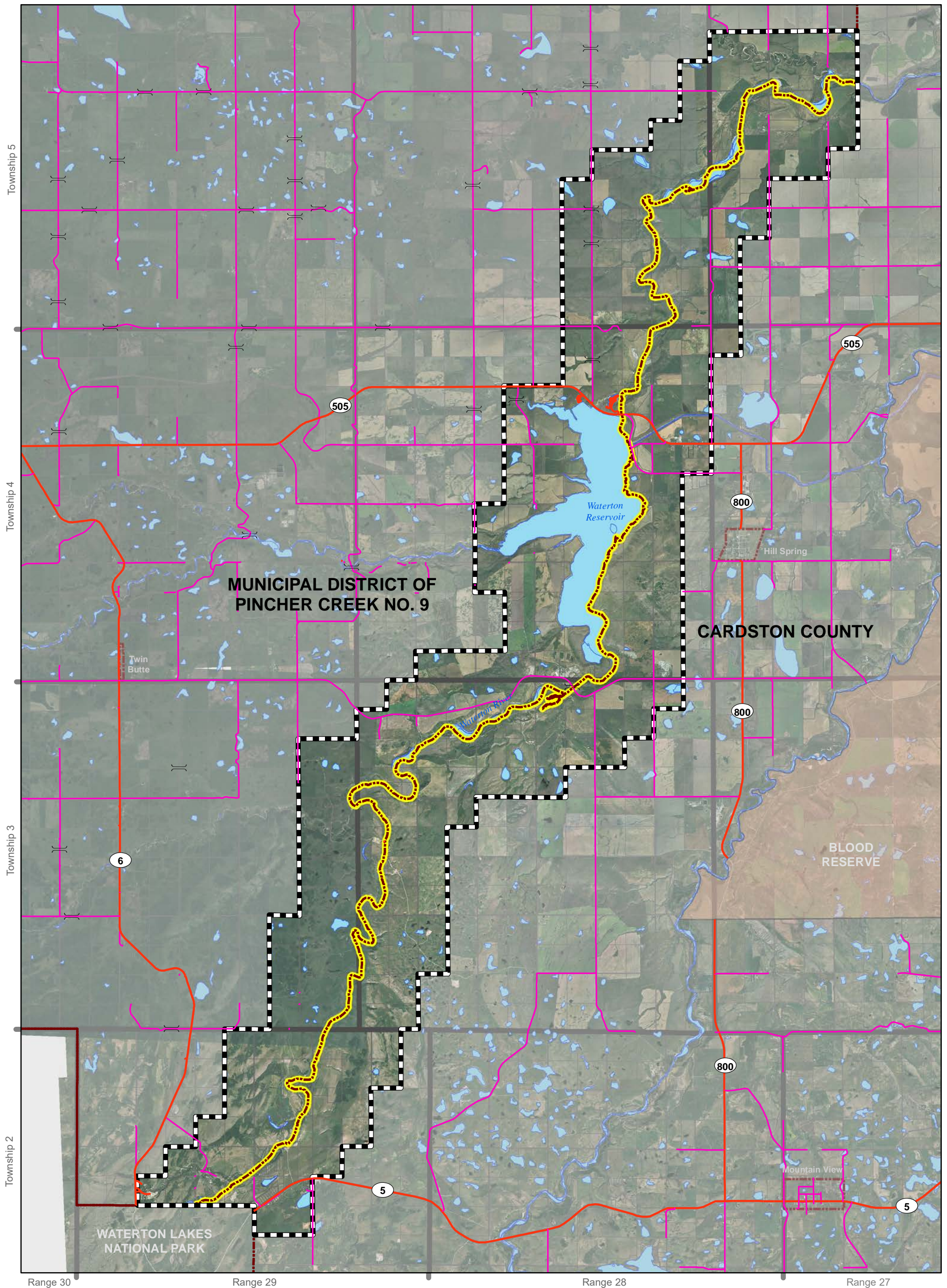
Source:
¹ Alberta Municipal Data Sharing Partnership, April 2018
² M.D. of Pincher Creek, from 2015 Aerial Photo
³ For Cardston County - ORRSC, July 2018
⁴ For MD of Pincher Creek - Altalis, June 2018
⁵ Altalis, March 2018

Aerial Photo Date: 2015

0 1 2 3 4 5
Kilometers

Municipal District of Pincher Creek
(Bylaw No. _____) &
Cardston County
(Bylaw No. _____)





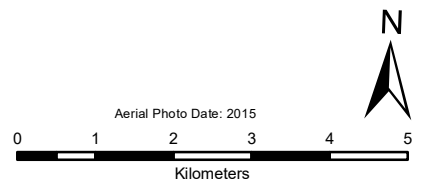
**Municipal District of Pincher Creek and Cardston County
Intermunicipal Development Plan**

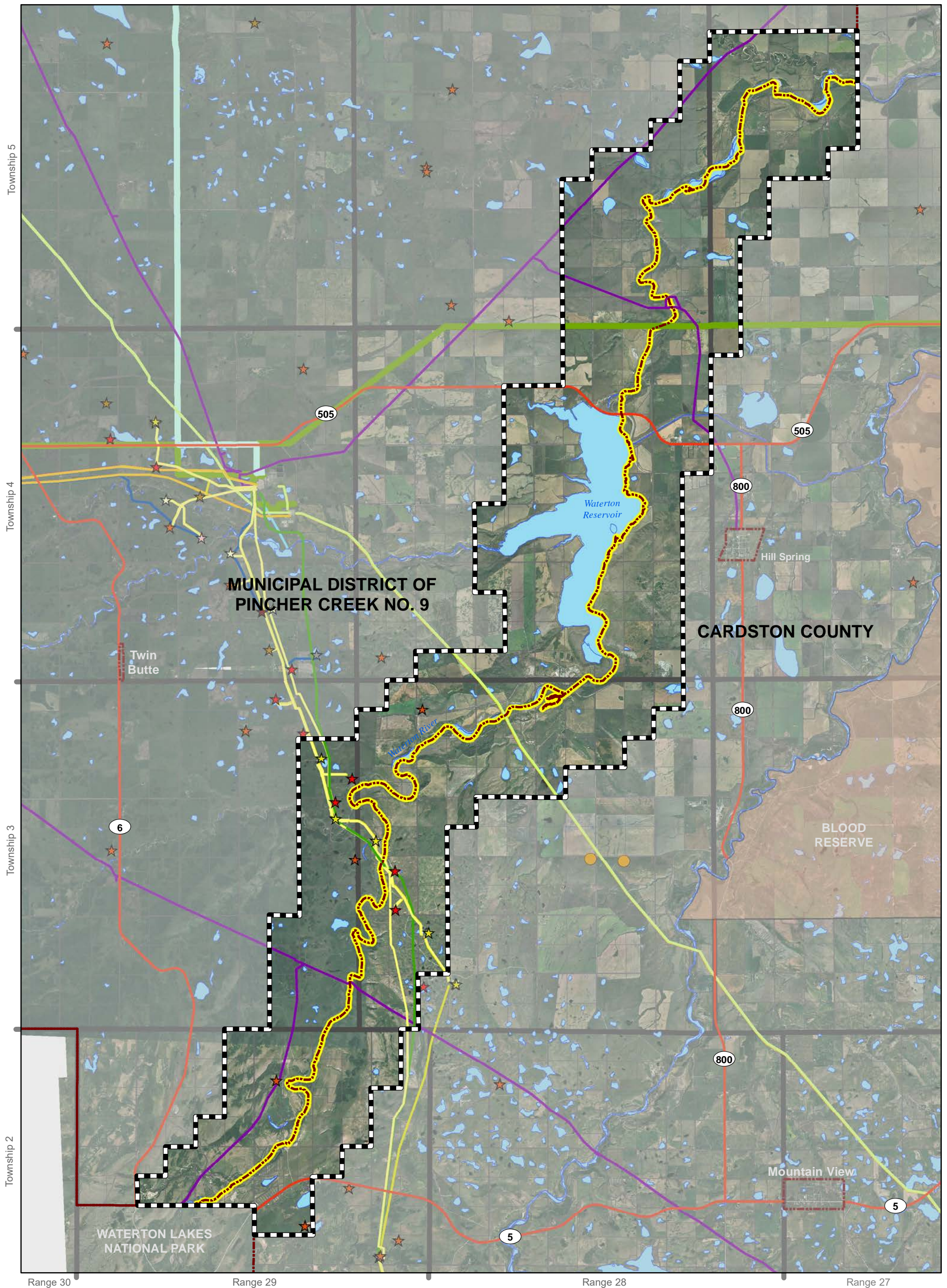
Map 3

Transportation Network

- | | |
|--|-------------|
| Plan Area Boundary | Bridge |
| M.D. of Pincher Creek/Cardston County Border | Waterbodies |
| Provincial Road | Reserve |
| Municipal Road | |

Municipal District of Pincher Creek
(Bylaw No. _____) &
Cardston County
(Bylaw No. _____)





**Municipal District of Pincher Creek and Cardston County
Intermunicipal Development Plan
Energy Infrastructure**

Map 4

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> Plan Area Boundary M.D. of Pincher Creek/Cardston County Border Provincial Highway Waterbodies Reserve Wind Turbine | <p>Transmission Lines¹</p> <ul style="list-style-type: none"> 69 kv 138 kv <p>Pipelines - Substance²</p> <ul style="list-style-type: none"> Condensate Crude Oil Fresh Water Fuel Gas HV Other HVP Products LVP Products Natural Gas Oil-Well Effluent Salt Water Sour Natural Gas | <p>Well - Status²</p> <ul style="list-style-type: none"> Abandoned Abandoned Gas Abandoned Oil Disposal Drilled and Cased Gas Injection Suspended Gas Suspended Oil Undefined |
|--|--|---|

Municipal District of Pincher Creek
(Bylaw No. _____) &
Cardston County
(Bylaw No. _____)

Source:
¹ Digitized by ORRSC, 2018
² Alberta Energy Regulator, 2016

Aerial Photo Date: 2015

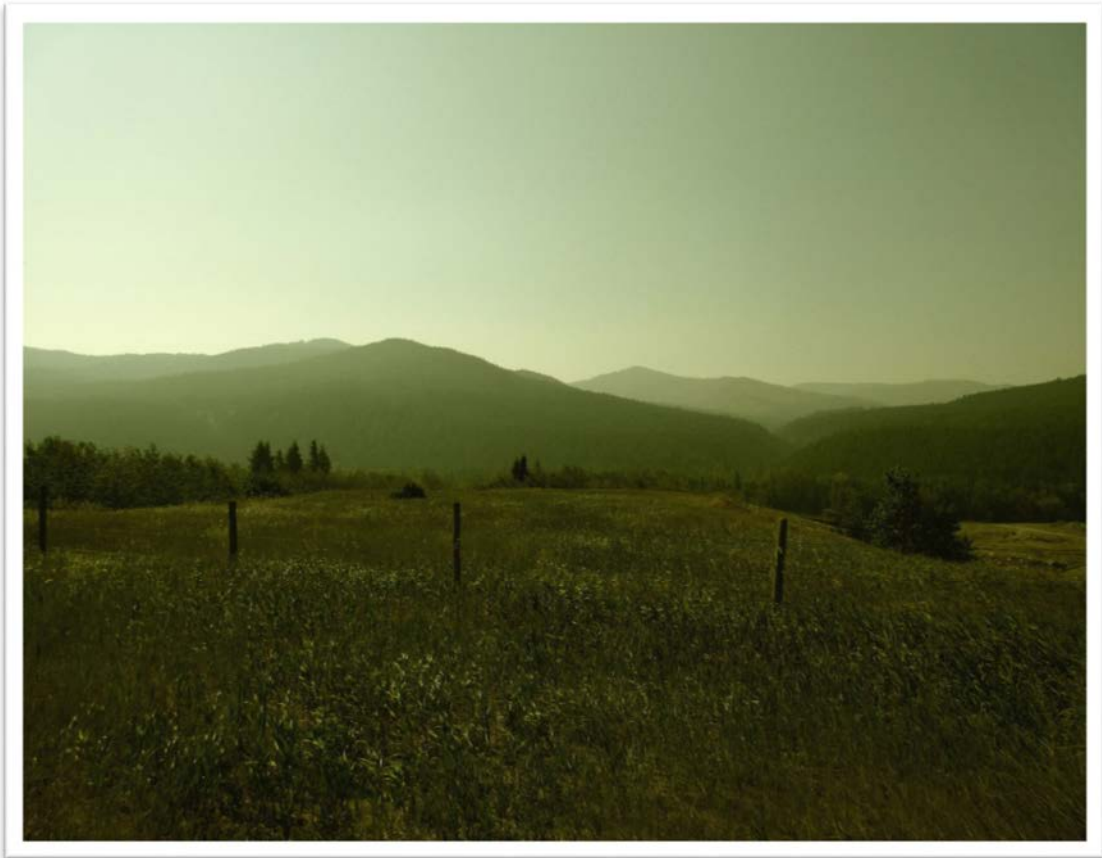
Municipal District of
Pincher Creek No. 9
&
Municipality of
Crowsnest Pass

**Intermunicipal
Development Plan**

Bylaw No. XXXX-19 & Bylaw No. XXXX-19

Draft May 2019





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Prepared for the Municipal District of Pincher Creek No. 9 and Municipality of Crowsnest Pass

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APPENDIX A | MAPS

Municipal District of Pincher Creek No. 9 & Municipality of Crowsnest Pass

Intermunicipal Development Plan

1 | INTRODUCTION

1.1 Purpose of the Plan

The purpose of the Municipal District of Pincher Creek No. 9 (MD of Pincher Creek) and Municipality of Crowsnest Pass (Crowsnest Pass) Intermunicipal Development Plan (IDP or the Plan) is to foster ongoing collaboration and cooperation regarding planning matters and issues of mutual interest and address and clarify land use expectations within the agreed upon intermunicipal development plan area (Plan Area).

This IDP serves as a planning tool providing guidance to decision-makers through the agreed upon planning policies that apply to the land within the Plan Area. The IDP contains policy that is to be used as a framework for working cooperatively, communicating and making decisions in each municipality. Each municipality is ultimately responsible for making decisions within their own municipal jurisdiction.

The intended goals of the IDP are:

- To promote consultation, coordination and cooperation regarding planning matters of joint interest within the Plan Area.
- To provide a framework for addressing land use concerns with regard to joint planning matters within the Plan Area.
- To provide a clear policy framework that serves to guide future planning decisions for land located within the Plan Area, affording enhanced coordination of development within the Plan Area.

The preparation and implementation of an IDP can result in many benefits to both municipalities including, but not limited to, the following:

- To establish an approach to identify possible joint ventures for infrastructure and service sharing to promote efficient planning and potential delivery of services.
- To reinforce and protect each municipality's development philosophies and goals while minimizing the potential for future intermunicipal conflict.
- To provide policy addressing plan administration, amendment and dispute resolution procedures.

1.2 Plan Preparation

The formation of the Plan was guided by the IDP Review Committee which was composed of two Council members from each municipality. Senior administration and ORRSC planners from both municipalities were also involved throughout the process as technical advisors. With respect to committee decision making, both parties agreed at the outset of the process that their chosen decision-making model would be based on reaching consensus on the issues discussed.

A background analysis was undertaken which served as the foundation from which both municipalities could review the existing land use conditions and determine the relevant issues, goals and objectives. Through thoughtful discussion, it was determined that a series of fundamental shared values would inform and guide the document. These values are the foundation from which the policy of the IDP has been developed and will inform municipal decision making going forward in the Plan Area. The shared values include:

- Shared Stewardship
- Protecting the Watershed – both surface and groundwater resources
- Fostering On-going Dialogue.

A draft document was prepared with input from the IDP Review Committee and presented to each municipal Council for review prior to consultation with affected landowners, stakeholders and the general public. Upon completing the consultation phase, a refined document was prepared and a final draft forwarded to each Council for approval through the bylaw process. As required by the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended (MGA)*, separate public hearings were held by each Council and subsequent to the public hearings, the IDP was adopted by each municipality.

1.3 Municipal Profiles

Municipal District of Pincher Creek No. 9

The Municipal District of Pincher Creek No. 9 covers an area of approximately 352,000 hectares (869,000 acres) with a 2018 population of 2,965 (Alberta Municipal Affairs, 2018). The MD surrounds two urban municipalities, contains five hamlets, and is bordered by three rural municipalities, a specialized municipality, national park and a First Nations. The economy of the MD is largely agricultural, with ranching predominant in the eastern slopes. Alternative energy developments, particularly wind turbine development has been locating in the municipality in the past several decades. The MD is home to the Oldman Dam and Reservoir, an on-stream storage facility operated by the Government of Alberta.

Municipality of Crowsnest Pass

Located in the heart of the Rocky Mountains, the Municipality of Crowsnest Pass encompasses approximately 37, 919 hectares (93,697 acres) with a population 2018 population of 5,589 (Alberta Municipal Affairs, 2018). Five urban communities are located within the Municipality of Crowsnest Pass including Blairmore, Coleman, Hillcrest, Bellevue and Frank. Highway 3 connects the municipalities in the Crowsnest Pass and is a major transportation route to British Columbia. The municipality has many historic attractions such as Frank Slide, Bellevue mining tours, and the Leitch Collieries. The economy of the municipality primarily includes coal mining and tourism.

1.4 Legislative Requirements

This Plan has been prepared in accordance with the requirements of the *MGA*, and complies with the South Saskatchewan Regional Plan (SSRP).

Specifically the *MGA* requires:

631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in Section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with Sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

631(2) An intermunicipal development plan

a) must address

- i. the future land use within the area,*
- ii. the manner of and the proposals for future development in the area,*
- iii. the provision of transportation systems for the area, either generally or specifically,*
- iv. the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- v. environmental matters within the area, either generally or specifically, and*
- vi. any other matter related to the physical, social or economic development of the area that the councils consider necessary.*

and

b) must include

- i. a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- ii. a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- iii. provisions relating to the administration of the plan.*

The South Saskatchewan Regional Plan came into effect September 1, 2014. The SSRP uses a cumulative effects management approach to set policy direction for municipalities to achieve environmental, economic and social outcomes within the South Saskatchewan Region through 2024. Pursuant to section

13 of the *Alberta Land Stewardship Act (ALSA)*, regional plans are legislative instruments. The SSRP has four key parts including the Introduction, Strategic Plan, Implementation Plan and Regulatory Details Plan. Pursuant to section 15(1) of ALSA, the Regulatory Details of the SSRP are enforceable as law and bind the Crown, decision-makers, local governments and all other persons while the remaining portions are statements of policy to inform and are not intended to have binding legal effect.

The Regional Plan is guided by the vision, outcomes and intended directions set by the Strategic Plan portion of the SSRP while the Implementation Plan establishes the objectives and the strategies that will be implemented to achieve the regional vision. As part of the Implementation Plan, Section 8: Community Development includes guidance regarding Planning Cooperation and Integration between municipalities with the intention to foster cooperation and coordination between neighbouring municipalities and between municipalities and provincial departments, boards and agencies. Section 8 contains the following broad objectives and strategies.

Objectives

- *Cooperation and coordination are fostered among all land use planners and decision-makers involved in preparing and implementing land plans and strategies.*
- *Knowledge sharing among communities is encouraged to promote the use of planning tools and the principles of efficient use of land to address community development in the region.*

Strategies

- 8.1** *Work together to achieve the shared environmental, economic, and social outcomes in the South Saskatchewan Regional Plan and minimize negative environmental cumulative effects.*
- 8.2** *Address common planning issues, especially where valued natural features and historic resources are of interests to more than one stakeholder and where the possible effect of development transcends jurisdictional boundaries.*
- 8.3** *Coordinate and work with each other in their respective planning activities (such as in the development of plans and policies) and development approval process to address issues of mutual interest.*
- 8.4** *Work together to anticipate, plan and set aside adequate land with the physical infrastructure and services required to accommodate future population growth and accompanying community development needs.*
- 8.5** *Build awareness regarding the application of land-use planning tools that reduce the impact of residential, commercial and industrial developments on the land, including approaches and best practices for promoting the efficient use of private and public lands.*
- 8.6** *Pursue joint use agreements, regional services commissions and any other joint cooperative arrangements that contribute specifically to intermunicipal land use planning.*
- 8.7** *Consider the value of intermunicipal development planning to address land use on fringe areas, airport vicinity protection plan or other areas of mutual interest.*
- 8.8** *Coordinate land use planning activities with First Nations, irrigation districts, school boards, health authorities and other agencies on areas of mutual interest.*

The above strategies were considered by both municipalities when developing policy within this IDP and will be considered when rendering land use decisions pertaining to development within the Plan Area. Other strategies contained in the SSRP should be considered in the context of each municipality's Municipal Development Plan, Land Use Bylaw or through policies found within the IDP.

1.5 Other Statutory Documents and Plans

One area structure plan has been adopted by the MD of Pincher Creek for specific lands within the Plan Area. The development of the plan policies must consider these more detailed plans when formulating a land use strategy for the larger area. As development occurs, additional ASPs or design schemes may be prepared to support site-specific development and must conform to the policies outlined in this IDP.

As this plan affects some land within the Plan Area boundary, the policies of this IDP must be congruent with the current land use.

Burmis Lundbreck Corridor Area Structure Plan (ASP)

The Burmis Lundbreck Corridor Area Structure Plan was prepared to provide a guideline for future planning and development in the Burmis Lundbreck corridor with a balance of various human activities and the natural landscape. Focused on the area along Highway 3 between the Hamlet of Lundbreck to the boundary with the Municipality of Crowsnest Pass, the Burmis Lundbreck Corridor ASP outlines a development strategy, in addition to compatible land uses, existing land uses, land characteristics, growth trends and infrastructure needs.



2 | PLAN AREA

2.1 Study Area Analysis

Given the vast size of the municipalities, in order to focus on the border area and potential impacts, a series of maps was developed, with emphasis on the area adjacent to the shared border. The purpose was to identify opportunities and constraints, as well as influences which may affect land use planning in proximity of the boundary between the two municipalities. The following features were displayed on the maps and considered by the IDP Review Committee:

- Residences and Urban Areas
- Transportation Corridors
- Land Use and Natural Characteristics
- Agricultural uses and Confined Feeding Operations (CFOs)
- Surface Materials Extraction and Energy Development
- Natural Environment and Water
- Environmentally Significant Areas (ESAs)
- Historical Resource Value (HRV) Sites

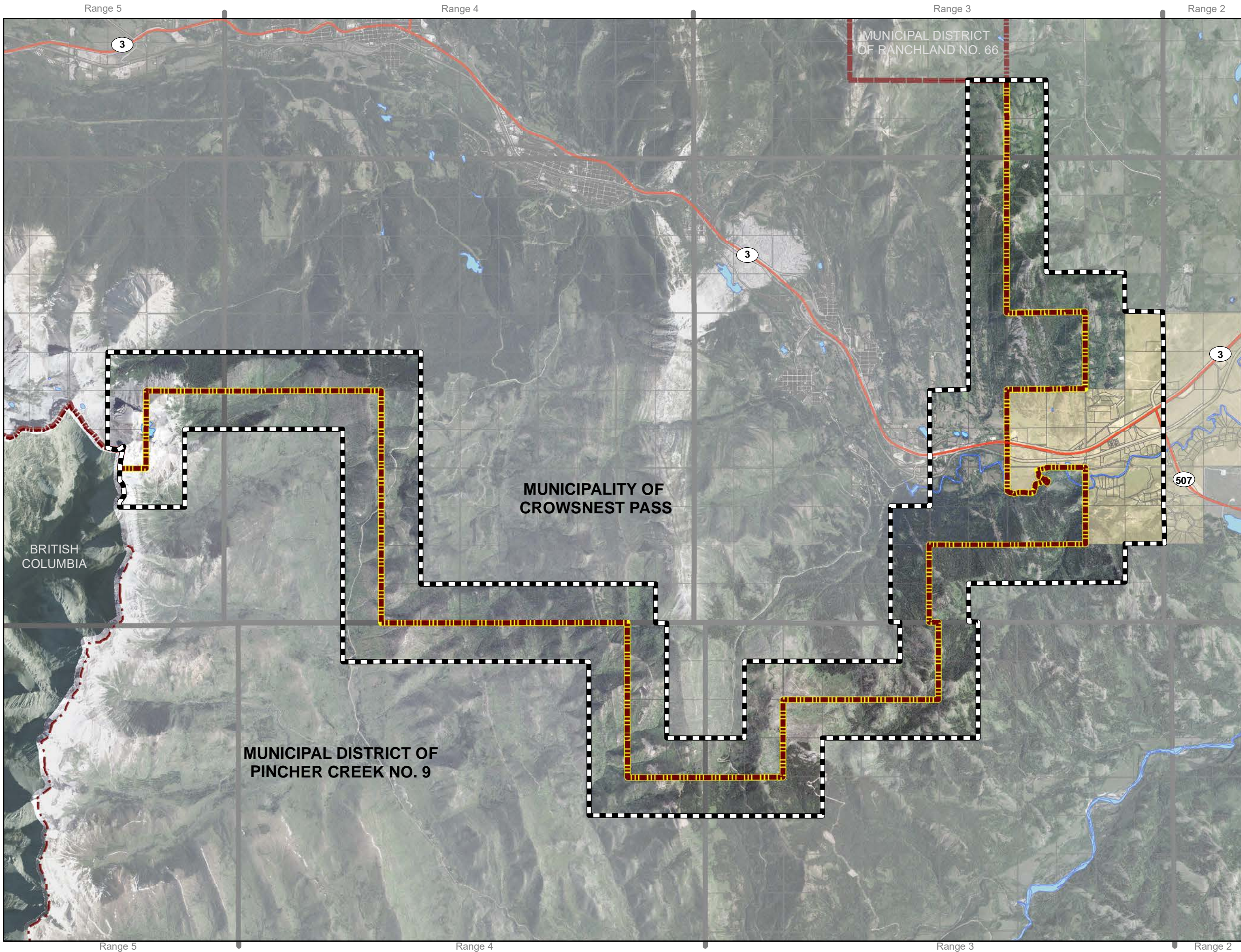
After consideration of social, economic and physical features listed below, it was determined that a Plan Area of approximately 0.8 km (½ mile) on each side of the municipal boundary was adequate for the greater part of the shared border with additional lands included near the Highway 3 Corridor (refer to Map 1 for illustration of the Plan Area).

2.2 Key Characteristics of the Plan Area

The MD of Pincher Creek and Municipality of Crowsnest Pass Intermunicipal Plan Area (Map 1) encompasses approximately 8,614 hectares (21,285 acres). Key characteristics of the Plan Area include the following, some of which are illustrated on Maps 2-4 in Appendix A.

Land Use and Residential Development

- The Rocky Mountains are the predominant land characteristic within the Plan Area and diverse vegetation and wildlife are prevalent in the natural landscape.
- A substantial amount of the land is under control and ownership of the Province of Alberta and the Castle Provincial Park, Castle Wildland Park, Livingstone Public Land Use Zone (PLUZ) comprise a large portion of land within the Plan Area.



Municipal District of Pincher Creek and Municipality of Crowsnest Pass Intermunicipal Development Plan

Plan Area Boundary

Map 1

- Plan Area Boundary
- M.D. of Pincher Creek/Crowsnest Pass Border
- Provincial Highway
- Waterbodies
- Burmis Lundbreck Corridor ASP

Aerial Photo Date: 2012

Municipal District of Pincher Creek (Bylaw No. _____) & Municipality of Crowsnest Pass (Bylaw No. _____)

Kilometers

- Few residences are situated in the area along Highway 3 and no substantial urban settlements exist within the Plan boundary.

Transportation Infrastructure

- Provincial Highway 3 runs east and west and links the two municipalities and Highway 507 connects with Highway 3 in the MD of Pincher Creek.
- Road infrastructure is limited due to the mountain ranges and varying terrain within the Plan Area but two public roads (Satoris and Adanac Roads) link the municipalities in the southern portion of the Plan Area.

Natural Environment and Historic Resources

- The adjacent mountains and valleys form the headwaters of many of the Province's major rivers systems. They are an important natural resource and have been identified as environmentally significant.
- Fire hazard in the area ranges from low fuel to high fuel, with the majority of the southwest portion being identified as a high fuel area.
- A substantial amount of land in the northern portion of the Plan Area has the potential to contain historic resources.

Natural Resource Extractions and Energy Development

- Oil and gas pipelines are present within the Plan Area and both active and abandoned gas wells are located within the Plan Area.
- The lower slopes and valley bottoms consist of gravelly alluvial material associated with watercourses. Sand and gravel potential has been assumed along the Crowsnest River primarily south of Highway 3.
- A 138 KV transmission line runs along Highway 3 through the Plan Area and a 500 KV line runs north of Highway 3 near the MD of Ranchland border.

3 | POLICIES

The land use policies contained in this Plan are intended to provide direction to the MD of Pincher Creek and Municipality of Crowsnest Pass administrations, subdivision and development authorities and Councils to encourage and manage the future development of lands contained within the Plan Area as displayed in Map 1.

3.1 General

INTENT

The general land use policies are not intended for specific areas within the Plan, but rather are general policies that pertain to the entire Plan Area with the purpose of fostering intermunicipal communication, cooperation, and consultation.

POLICIES

- 3.1.1 The MD of Pincher Creek and Municipality of Crowsnest Pass will strive to engage in effective dialogue when considering land use, while maintaining jurisdiction on lands within their own boundaries.
- 3.1.2 The municipalities will continue to build partnerships and foster a collaborative relationship with the adjacent municipality to promote regional interests, where deemed appropriate, including the support of mutually beneficial service agreements and shared environmental, economic and social outcomes.
- 3.1.3 Both municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.
- 3.1.4 The MD of Pincher Creek and Municipality of Crowsnest Pass will strive, to the best of their ability and knowledge, to refer notices of government projects to each other.
- 3.1.5 Both municipalities are encouraged to share with each other the results of all publicly available technical analyses required by a Subdivision and Development Authority as part of an application, where there is the potential for impacts on lands and bodies of water.

Burmis Lundbreck Corridor Area Structure Plan

- 3.1.6 The policies outlined in the Burmis Lundbreck Corridor Area Structure Plan apply exclusively to lands that fall within the Burmis Lundbreck Corridor Area Structure Plan (ASP) boundary as displayed in Map 1. If there is any discrepancy between the IDP policies and the policies within the Burmis Lundbreck Corridor ASP, the Burmis Lundbreck ASP will prevail.

3.2 Land Use

INTENT

To provide policies on land use within the Plan Area which reflect the development philosophies of both municipalities.

POLICIES

Agriculture

- 3.2.1 Although agriculture practices are limited within the Plan Area, both municipalities will strive to work cooperatively to encourage good neighbour farming practices, such as dust, weed and insect control through best management practices and Alberta Agriculture guidelines.
- 3.2.2 If disputes or complaints in either municipality should arise between ratepayers and agricultural operators, the municipality receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever necessary.
- 3.2.3 If either the MD of Pincher Creek or Municipality of Crowsnest Pass are in receipt of an application for new or expanded Confined Feeding Operation from the Natural Resources Conservation Board (NRCB) within the Plan Area, they shall forward a copy of the application to the other municipality.

Rural Recreational and Grouped Country Residential

- 3.2.4 Any proposal to designate or develop land within the Plan Area for rural recreational use will be referred to the other municipality for comment in accordance with this Plan.
- 3.2.5 Any proposal to designate land, adopt an Area Structure Plan, or approve a conceptual design scheme within the Plan Area for grouped country residential use will be referred to the other municipality for comment in accordance with this Plan.
- 3.2.6 The MD of Pincher Creek and Municipality of Crowsnest Pass acknowledge that their municipal land use policies differ regarding development of rural recreational and grouped country residential development and agree that municipal autonomy on land use matters within this area will continue.
- 3.2.7 With respect to grouped country residential development and rural recreational use in the Highway 3 and Crowsnest River corridor, both municipalities agree to consider the potential impacts and cumulative effects of such development on the area prior to adopting an Area Structure Plan or approving a conceptual design scheme.

- 3.2.8 Applicants proposing grouped country residential and rural recreational developments should consult with Alberta Transportation and Alberta Environment and Parks during preparation of their proposal.

Commercial and Industrial Development

- 3.2.9 Any proposal to designate or develop land within the Plan Area for commercial or industrial use will be referred to the other municipality for comment in accordance with this Plan.
- 3.2.10 The municipalities may consider the location of commercial or industrial development where compatible with existing land uses and each municipality's planning documents.

Resource Extraction and Energy Development

- 3.2.11 The municipalities will consider the effects of visual intrusion, dust, noise, traffic, and air and water pollution when evaluating applications for extractive activities, where they maintain jurisdiction.
- 3.2.12 Either municipality may require an agreement regarding the construction, repair, and maintenance of any municipal roads which may be impacted by resource development, when the development requires access to come from the other municipality's road.
- 3.2.13 If either the MD of Pincher Creek or Municipality of Crowsnest Pass are in receipt of a notice or application for a new or expanded public or privately owned gravel pit, they will forward a copy of the notice to the other municipality.
- 3.2.14 The municipalities may consider the location of renewable energy developments where compatible with existing land uses and each municipality's planning documents.

Utilities / Telecommunications Towers

- 3.2.15 When providing comments to provincial and federal departments regarding utility development, the MD of Pincher Creek and Municipality of Crowsnest Pass will request that consideration be given to the establishment of utility corridors with multiple users.
- 3.2.16 Where there is an application for a new, expanded or retrofitted telecommunications tower within the Plan Area, the MD of Pincher Creek and Municipality of Crowsnest Pass will notify the other municipality to seek their comments.
- 3.2.17 It is the preference of both municipalities that co-location of telecommunication facilities be undertaken where technically feasible.

3.3 Transportation and Road Networks

INTENT

The two municipalities are connected via Highway 3 and two public roads. Highway 507 connects to Highway 3 within the Plan Area in the MD of Pincher Creek. It is important that the municipalities take into consideration the impact of development on municipal and provincial road infrastructure.

POLICIES

- 3.3.1 Both municipalities agree to consult and work with Alberta Transportation regarding the implementation of this Plan and, at the time of subdivision and development, consider how development may impact Highway 3 and Highway 507, as applicable.
- 3.3.2 When required by Alberta Transportation, developers shall conduct traffic studies with respect to the impact and access on the Highways. Any upgrading identified by a traffic study conducted by a developer with respect to the Highway shall be implemented by the developer at its sole cost and to the satisfaction of Alberta Transportation.
- 3.3.3 The municipalities should endeavor to maintain open dialogue with Alberta Transportation regarding Highway 3 and Highway 507, including any changes to the highways that may have important impacts on the municipalities.
- 3.3.4 The municipalities may explore negotiating road use agreements as necessary for the maintenance and upkeep of local roads connecting the municipalities.

3.4 Natural Environment

INTENT

Both municipalities recognize the connection between the natural environment and quality of life and strive to protect, preserve and enhance natural systems and environmentally significant areas.

POLICIES

- 3.4.1 When making land use decisions, each municipality will:
 - a) utilize and incorporate measures which minimize possible impacts to important water resources;
 - b) determine appropriate land use patterns in the vicinity of any water resources or water features;
 - c) establish appropriate setbacks to maintain water quality, flood water conveyance and storage, bank stability and habitat.

- 3.4.2 Lands that have been identified that may contain an environmentally sensitive feature may be required to conduct an environmental impact assessment (EIA) and the proponent should contact Alberta Environment and Parks.
- 3.4.3 Lands that have been identified that may contain a historic resource may be required to conduct a historical resource impact assessment (HRIA) and the proponent should consult the *Historical Resources Act* and Alberta Culture and Tourism.
- 3.4.4 Both municipalities should consider the provincial Water for Life Strategy and Wetland Policy when making land use decisions with the goal of sustaining environment and economic benefits.
- 3.4.5 Both municipalities should consider making compatible land use decisions on lands adjacent to the existing Provincial Parks and Public Land Use Zone (PLUZ).

3.5 Interpretation

INTENT

To ensure the policies and language within this Plan are communicated in the proper context to ensure the intent of the Plan is as clear and concise as possible.

POLICIES

- 3.5.1 Unless otherwise required by the context, words used in the present tense include the future tense, words used in the singular include the plural, and the word person includes a corporation as well as an individual. Unless otherwise stipulated, the *Interpretation Act, Chapter I-8, RSA 2000* as amended, shall be used in the interpretation of this bylaw. Words have the same meaning whether they are capitalized or not.
- 3.5.2 All references to a specific agency, body, or department were accurate at the time of writing. It is understood that agency, body and department names change from time to time. All references throughout the Plan shall therefore be considered to be applicable to the current relevant agency, body or department.
- 3.5.3 The geographical or relative boundaries or any variable presented on the maps contained in this Plan, with the exception of the boundaries of the Plan Area, shall be interpreted as a rough approximation and not an accurate depiction of its actual or full extension.

4 | PLAN ADMINISTRATION & IMPLEMENTATION

4.1 Intermunicipal Development Plan Committee Policies

INTENT

The implementation of this Plan is intended to be an ongoing process to ensure it is maintained and remains applicable. An Intermunicipal Development Plan Committee with joint representation will ensure continued dialogue and cooperation, as the purpose of this committee is to promote active cooperation and conflict resolution through a consensus-based approach.

POLICIES

- 4.1.1 For the purposes of administering and monitoring the IDP, the MD of Pincher Creek and Municipality of Crowsnest Pass establish the Intermunicipal Development Plan Committee (the Committee).
- 4.1.2 Both Councils agree the Intermunicipal Development Plan Committee will be an advisory body and may make comments or recommendations to the MD of Pincher Creek and Municipality of Crowsnest Pass. In its advisory capacity, the Committee does not have decision making authority or powers with respect to planning matters in either municipality.
- 4.1.3 The Committee will be comprised of two (2) members of Council from both the MD of Pincher Creek and Municipality of Crowsnest Pass. Each municipality may appoint an alternate Committee member in the event a regular member cannot attend a scheduled meeting. Alternate Committee members shall have standing. Quorum shall consist of four (4) voting members.
- 4.1.4 Members of the Committee shall be appointed by their respective Councils at the Organizational Meeting. If a Council wishes to appoint a new member to the Committee (including the alternate), they must do so by motion of Council at a regular Council meeting. The municipalities shall notify one another upon appointing members and alternate members to the Committee.
- 4.1.5 The municipalities agree that the purpose of the Committee is to:
 - a) provide a forum for discussion of land use matters within the Plan Area,
 - b) provide recommendation(s) for proposed amendments to the Plan,
 - c) discuss and address issues regarding Plan implementation,
 - d) review and provide comment on referrals under Section 4.2 and any other matters referred to the Committee,

- e) provide recommendation(s) regarding intermunicipal issues in an effort to avoid a dispute, and
 - f) provide a forum for discussion of any other matter of joint interest identified by either municipality.
- 4.1.6 Meetings of the Committee may be held at the request of either municipality to discuss land use or other planning matters, dispute resolution, or any other matter of intermunicipal importance. Additionally, any matter in Section 4.2 may be referred by either municipality to the Committee for comment prior to a decision being rendered.
- 4.1.7 A municipality may call a meeting of the Committee at any time upon not less than five (5) days' notice of the meeting being given to all members of the Committee and support personnel, stating the date, the time, purpose and the place of the proposed meeting. The five (5) days' notice may be waived with $\frac{3}{4}$ of the Committee members' agreement noted.
- 4.1.8 The municipality that called the meeting of the Committee shall host and chair the meeting and is responsible for preparing and distributing agendas and minutes.
- 4.1.9 At least one (1) member of each municipality's administrative staff shall attend each meeting in the capacity of technical, non-voting advisor.
- 4.1.10 Any changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either municipality.
- 4.1.11 Where a matter has been referred to the Committee and a resolution cannot be found, the Dispute Resolution process in Section 5 of this Plan should be adhered to.

4.2 Referral Policies

INTENT

To establish a process for consistent and transparent sharing of information necessary to make decisions in accordance with the intent of the Plan.

POLICIES

General

- 4.2.1 Where an intermunicipal referral is required by the *MGA* or the policies contained in this Plan, both municipalities agree to share mailing address and property ownership information for circulation purposes with the adjacent municipality, and where applicable, the municipality's processing agency.

- 4.2.2 Where a plan or bylaw, including amendments, or application, requires notifications to be sent to a municipality that is external to this IDP, the referring municipality shall follow the referral requirements outlined in the *MGA*, and where applicable, those contained in a relevant Intermunicipal Development Plan.
- 4.2.3 Administrative staff or representatives for the MD of Pincher Creek and Municipality of Crowsnest Pass are encouraged to discuss with one another forthcoming Statutory Plans and Land Use Bylaws, including amendments, which may impact the Plan Area.
- 4.2.4 Administrative staff or representatives for the MD of Pincher Creek and Municipality of Crowsnest Pass are encouraged to discuss with one another forthcoming subdivision and development applications that may impact lands within the Plan Area.
- 4.2.5 The municipalities are encouraged to refer to each other for comment on major land use or planning matters that have the potential to impact the other jurisdiction, even if it involves lands that may not be located within the Plan Area.

Municipal Development Plans

- 4.2.6 A newly proposed Municipality of Crowsnest Pass Municipal Development Plan or amendment shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.7 A newly proposed MD of Pincher Creek Municipal Development Plan or amendment shall be referred to the Municipality of Crowsnest Pass for comment prior to a public hearing.

Other Statutory Plans

- 4.2.8 A newly proposed Municipality of Crowsnest Pass statutory plan (excluding a Municipal Development Plan) or amendment that will have an impact on the Plan Area shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.9 A newly proposed MD of Pincher Creek statutory plan (excluding a Municipal Development Plan) or amendment that will have an impact on the Plan Area shall be referred to the Municipality of Crowsnest Pass for comment prior to a public hearing.

Land Use Bylaws

- 4.2.10 All Land Use Bylaw amendments in the Municipality of Crowsnest Pass that affect lands in the Plan Area shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.11 All Land Use Bylaw amendments in the MD of Pincher Creek that affect lands in the Plan Area shall be referred to the Municipality of Crowsnest Pass for comment prior to a public hearing.

4.2.12 All redesignation applications affecting the Plan Area shall be referred to the other municipality for comment prior to a public hearing.

4.2.13 A newly proposed Land Use Bylaw from either municipality shall be referred to the other for comment prior to a public hearing.

Design Concepts

4.2.14 All design concepts in support of a subdivision or development in the Municipality of Crowsnest Pass that will affect lands in the Plan Area shall be referred to the MD of Pincher Creek for comment prior to Council resolution.

4.2.15 All design concepts in support of a subdivision or development in the MD of Pincher Creek that will affect lands in the Plan Area shall be referred to the Municipality of Crowsnest Pass for comment prior to Council resolution.

Subdivision and Development

4.2.16 All subdivision applications for lands within the Plan Area shall be referred to the other municipality for comment prior to a decision being rendered.

4.2.17 The Municipality of Crowsnest Pass shall refer all discretionary use development applications within the Plan Area to the MD of Pincher Creek for comment prior to a decision being rendered.

4.2.18 The MD of Pincher Creek shall refer all discretionary use development applications within the Plan Area to the Municipality of Crowsnest Pass for comment prior to a decision being rendered.

Response Timelines

4.2.19 The responding municipality shall, from the date of mailing, have the following timelines to review and provide comment on intermunicipal referrals:

- a) 15 calendar days for all development applications,
- b) 19 calendar days for subdivision applications, and
- c) 30 calendar days for all other intermunicipal referrals.

4.2.20 In the event that either municipality or the Committee does not reply within, or request an extension by, the response time for intermunicipal referrals stipulated in this Section, it is presumed that the responding municipality and/or Committee has no comment or objection to the referred planning application or matter.

Consideration of Responses

- 4.2.21 Comments from the responding municipality and/or the Committee regarding proposed Municipal Development Plans, other statutory plans, and Land Use Bylaws, or amendments to any of those documents, shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered.
- 4.2.22 Comments from the responding municipality and/or the Committee regarding subdivision and development applications shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered on the application.

4.3 Plan Validity and Amendment Policies

INTENT

This Plan may require amendments from time to time to accommodate unforeseen situations, and to keep the Plan relevant.

POLICIES

- 4.3.1 This Plan comes into effect on the date it is adopted by both municipalities.
- 4.3.2 Amendments shall be adopted by both Councils using the procedures outlined in the *MGA*. No amendment shall come into force until such time as both municipalities adopt the amending bylaw.
- 4.3.3 Applications for amendments to this Plan by parties other than the MD of Pincher Creek and Municipality of Crowsnest Pass (e.g. landowners and developers) shall be made to both municipalities along with the applicable fee as established by each municipality for processing amendments to a statutory plan.
- 4.3.4 Administrative staff should review the policies of the Plan annually and discuss land use matters, issues and concerns on an on-going basis. Administrative staff may make recommendations to their respective Councils for amendment to the Plan to ensure the policies remain relevant and continue to meet the needs of both municipalities.
- 4.3.5 A formal review of the Plan will occur within 10 years from the date the IDP is adopted by both municipalities.

5 | DISPUTE RESOLUTION POLICIES

5.1 General Dispute Process

INTENT

The intent of the dispute resolution process is to maximize opportunities for discussion and review in order to resolve areas of disagreement early in the process. Despite the best efforts of both municipalities, it is understood that disputes may arise from time to time affecting land use within the Plan boundary. The following process is intended to settle disputes through consensus and minimize the need for formal mediation.

POLICIES

General Agreement

The municipalities agree that:

- 5.1.1 It is important to avoid dispute by ensuring that the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality as required in the Plan and prompt enforcement of the Plan policies.
- 5.1.2 Prior to the meeting of the Committee, each municipality through its administration, will ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.
- 5.1.3 The Committee should discuss the issue or dispute with the intent to seek a recommended solution by consensus.

Dispute Resolution

In the case of a dispute, the following process will be followed to arrive at a solution:

- 5.1.4 When a potential intermunicipal issue comes to the attention of either municipality relating to a technical or procedural matter, such as inadequate notification or prescribed timelines, misinterpretation of Plan policies, or a clerical error regarding the policies of this Plan, either municipality's Land Use Bylaw, or any other plan affecting lands in the Plan Area, it will be directed to the administrators of each municipality. The administrators will review the technical or procedural matter and if both administrators are in agreement, take action to rectify the matter.

- 5.1.5 Should either municipality identify an issue related to this Plan that may result in a dispute that cannot be administratively resolved under Section 5.1.4 or any other issue that may result in a dispute, the municipality should contact the other and request that an Intermunicipal Development Plan Committee meeting be scheduled to discuss the issue. The Committee will review the issue and attempt to resolve the matter by consensus.
- 5.1.6 Should the Intermunicipal Development Plan Committee be unable to arrive at a consensus, the administration of each municipality will schedule a joint meeting of the two Councils to discuss possible solutions and attempt to reach consensus on the issue.
- 5.1.7 Should the Councils be unable to resolve the matter, either municipality may initiate a formal mediation process to facilitate resolution of the issue.

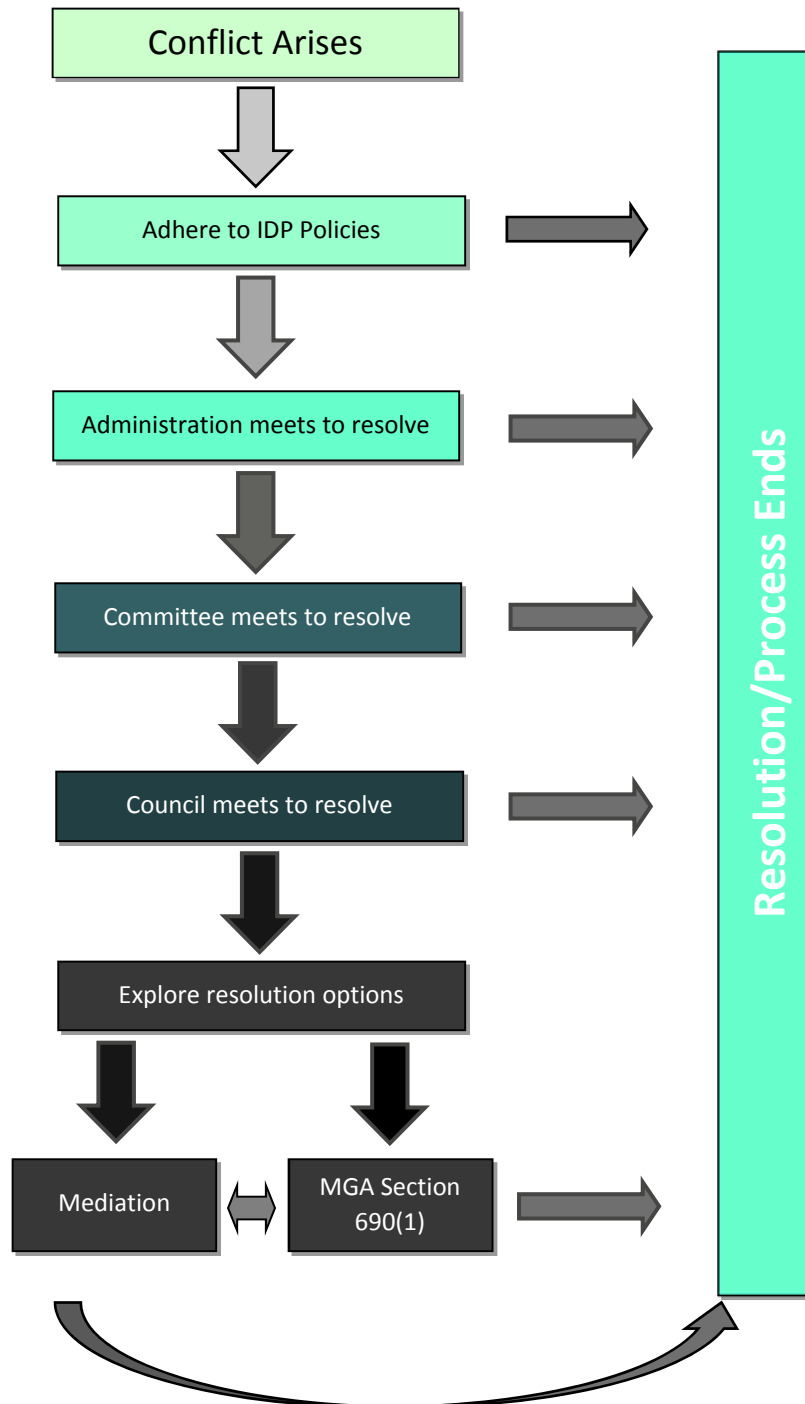
Filing an Intermunicipal Dispute under the Municipal Government Act

- 5.1.8 In the case of a dispute involving the adoption of a statutory plan, Land Use Bylaw or amendment to such, within 30 days of adoption, the municipality initiating the dispute may, without prejudice, file an appeal to the Municipal Government Board under section 690(1) of the *MGA* so that the provincial statutory right and timeframe to file an appeal is not lost.
- 5.1.9 The appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two municipalities prior to the Municipal Government Board meeting. This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30 day appeal filing process as outlined in the *MGA*.

Note: *Using section 690(1) of the MGA is the final stage of dispute settlement, where the municipalities request the Municipal Government Board to intercede and resolve the issue.*

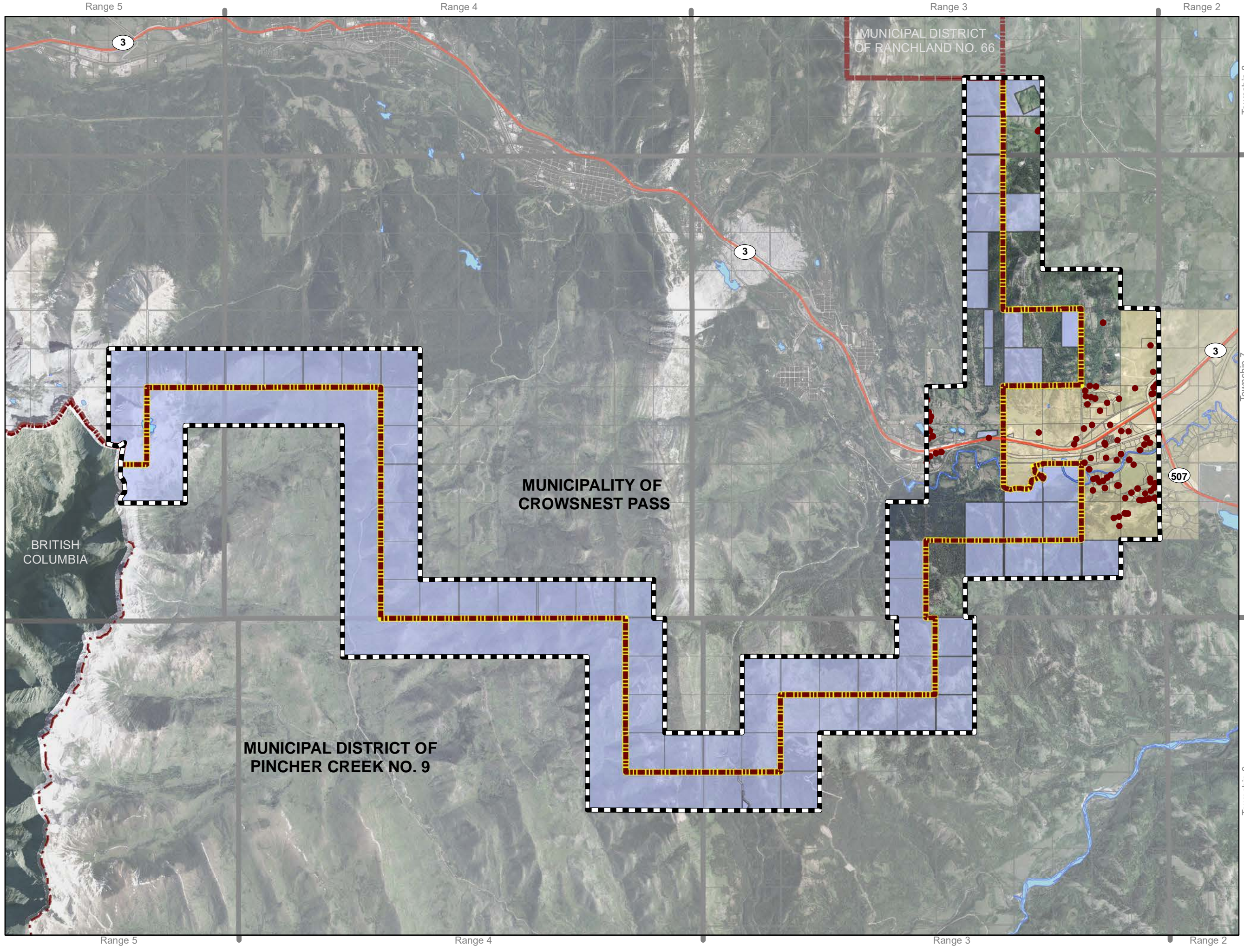
Dispute Resolution Flow Chart

The dispute resolution flow chart presented here is for demonstration purposes only and shall not limit the ability of either municipality to explore other methods of resolution or to choose one method in place of another.









APPENDIX A | MAPS





Municipal District of Pincher Creek and Municipality of Crowsnest Pass Intermunicipal Development Plan

Physical Characteristics and Ownership Map 2

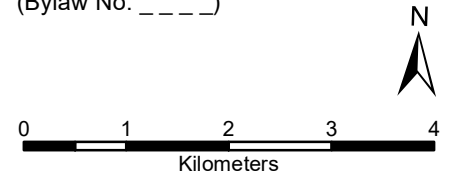
-  Plan Area
-  M.D. of Pincher Creek/Crowsnest Pass Border
-  Provincial Highway
-  Waterbodies
-  Burmis Lundbreck Corridor
-  Residences or Other Addressed Parcels^{1,2}
-  Crown Land^{3,4}

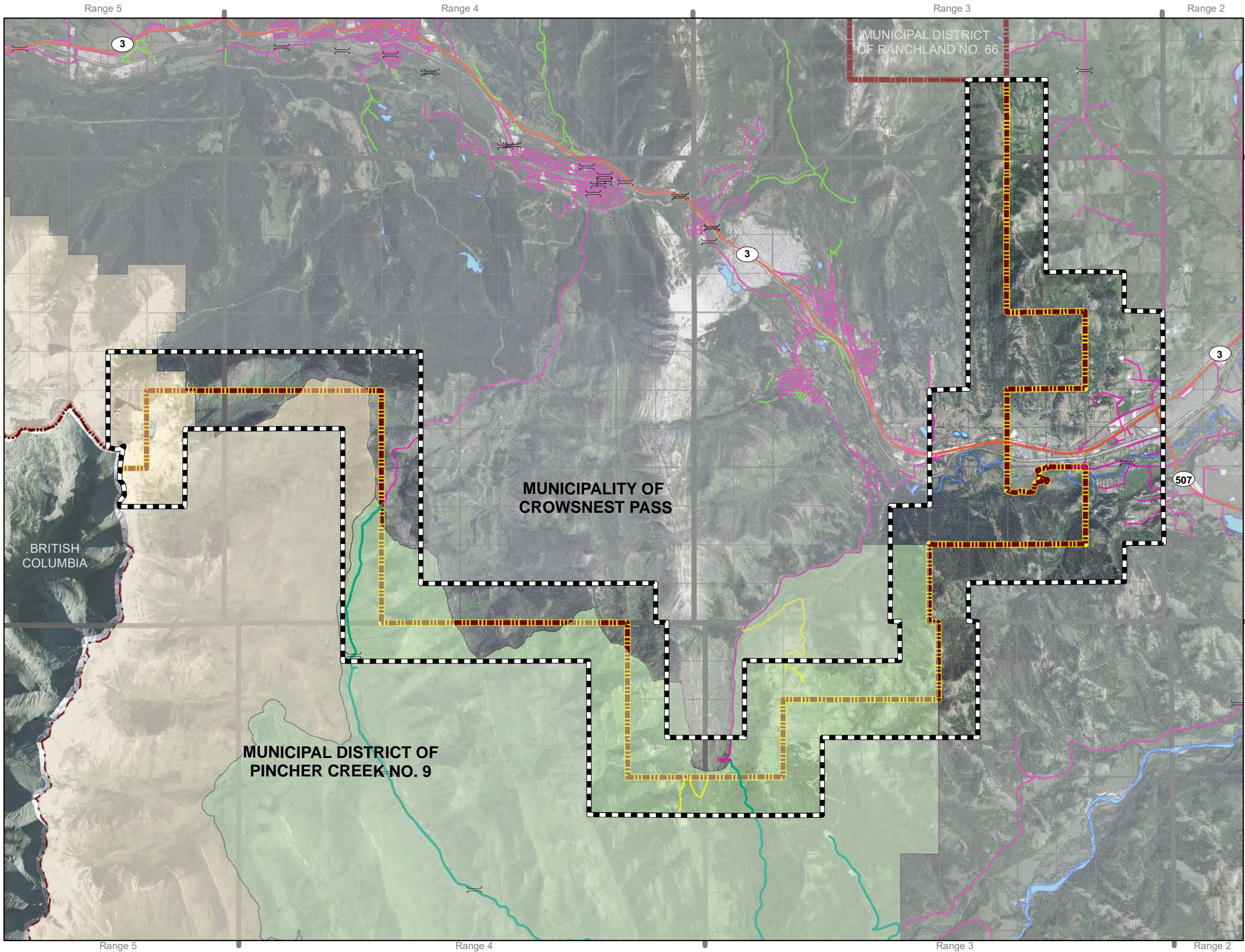
Source:

- ¹ Alberta Municipal Data Sharing Partnership, December 2017
- ² M.D. of Pincher Creek, From 2015 Aerial Photo
- ³ For Crowsnest Pass - ORRSC, July 2018
- ⁴ For MD of Pincher Creek - Altalis, June 2018

Aerial Photo Date: 2012

Municipal District of Pincher Creek (Bylaw No. _____) & Municipality of Crowsnest Pass (Bylaw No. _____)





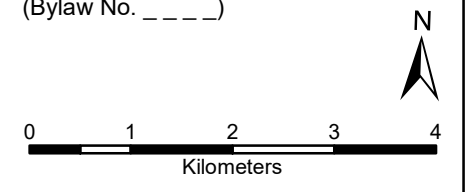
Municipal District of Pincher Creek and Municipality of Crowsnest Pass Intermunicipal Development Plan

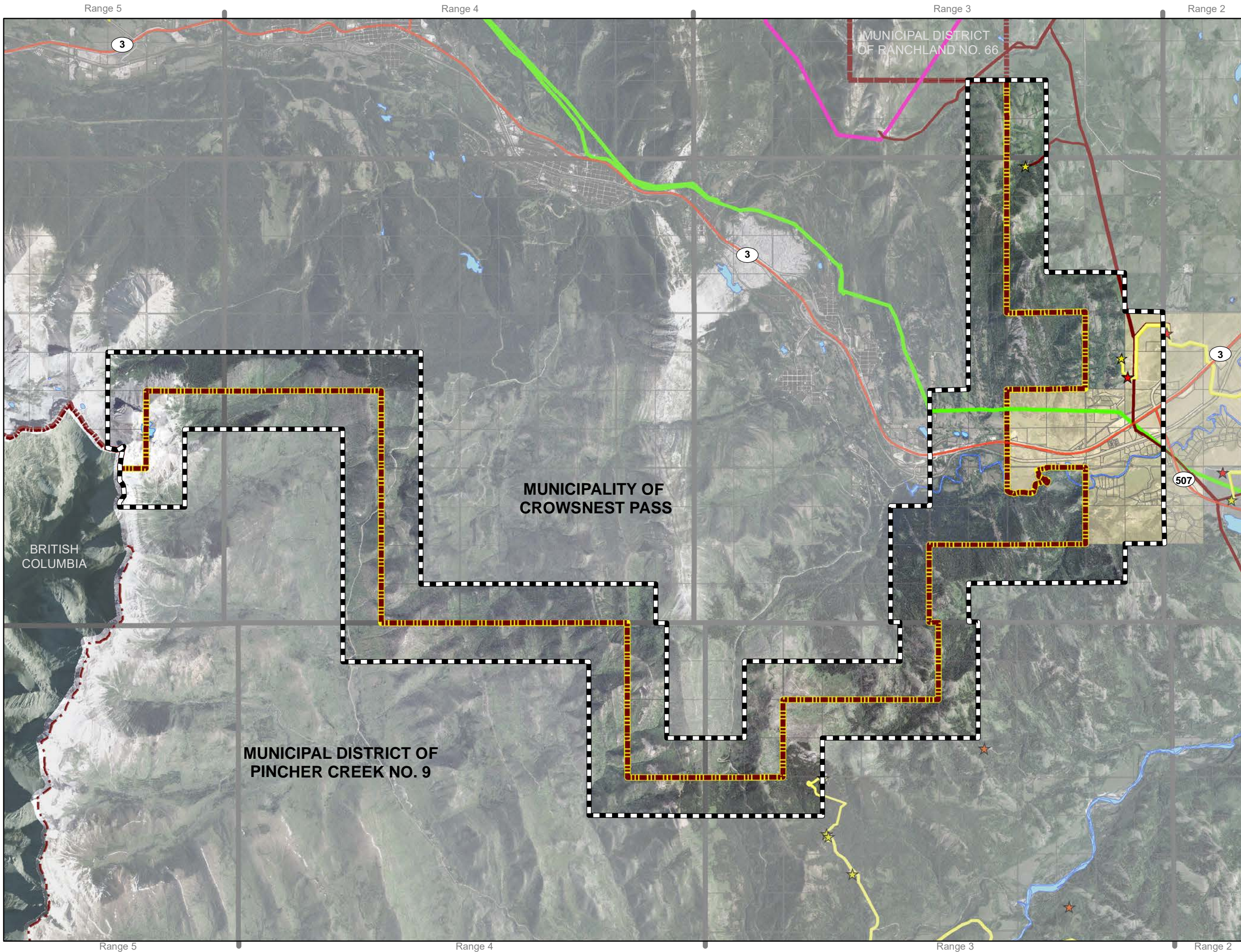
Road Network Map 3

- Plan Area Boundary
- M.D. of Pincher Creek/Crowsnest Pass Border
- Roads**
- Provincial Highway
- Municipal Roads
- Private Roads
- Public Roads
- Provincial Roads
- Bridge
- Waterbodies
- Castle Provincial Park
- Castle Wildland

Aerial Photo Date: 2012

Municipal District of Pincher Creek (Bylaw No. _____) & Municipality of Crowsnest Pass (Bylaw No. _____)





Municipal District of Pincher Creek and Municipality of Crowsnest Pass Intermunicipal Development Plan

Energy Infrastructure

Map 4

- Plan Area Boundary
- M.D. of Pincher Creek/Crowsnest Pass Border
- Provincial Highway
- Waterbodies
- Burmis Lundbreck Corridor ASP

Transmission Lines¹

- 138 kv
- 500 kv

Pipelines - Substance²

- Fuel Gas
- Natural Gas
- Sour Natural Gas

Well - Status²

- Abandoned
- Abandoned Gas
- Gas
- Suspended Gas

Source:
¹ Digitized by ORRSC, 2018
² Alberta Energy Regulator, 2016

Aerial Photo Date: 2012

Municipal District of Pincher Creek (Bylaw No. _____) & Municipality of Crowsnest Pass (Bylaw No. _____)

0 1 2 3 4
Kilometers

Municipal District of
Pincher Creek No. 9
&
Municipal District of
Willow Creek No. 26

Intermunicipal Development Plan

Bylaw No. XXXX-19 & Bylaw No. XXXX-19

Final Draft June 2019





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Prepared for the Municipal District of Pincher Creek No. 9 and Municipal District of Willow Creek No. 26

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APPENDIX A | MAPS

Municipal District of Pincher Creek No. 9 & Municipal District of Willow Creek No. 26

Intermunicipal Development Plan

1 | INTRODUCTION

1.1 Purpose of the Plan

The purpose of the Municipal District of Pincher Creek No. 9 (MD of Pincher Creek) and Municipal District of Willow Creek No. 26 (MD of Willow Creek) Intermunicipal Development Plan (IDP or the Plan) is to foster ongoing collaboration and cooperation regarding planning matters and issues of mutual interest and address and clarify land use expectations within the agreed upon intermunicipal development plan area (Plan Area).

This IDP serves as a planning tool providing guidance to decision-makers through the agreed upon planning policies that apply to the land within the Plan Area. The IDP contains policy that is to be used as a framework for working cooperatively, communicating and making decisions in each municipality. Each municipality is ultimately responsible for making decisions within their own municipal jurisdiction.

The intended goals of the IDP are:

- To promote consultation, coordination and cooperation regarding planning matters of joint interest within the Plan Area.
- To provide a framework for addressing land use concerns with regard to joint planning matters within the Plan Area.
- To provide a clear policy framework that serves to guide future planning decisions for land located within the Plan Area, affording enhanced coordination of development within the Plan Area.

The preparation and implementation of an IDP can result in many benefits to both municipalities including, but not limited to, the following:

- To establish an approach to identify possible joint ventures for infrastructure and service sharing to promote efficient planning and potential delivery of services.
- To reinforce and protect each municipality’s development philosophies and goals while minimizing the potential for future intermunicipal conflict.
- To provide policy addressing plan administration, amendment and dispute resolution procedures.

1.2 Plan Preparation and Shared Values

The formation of the Plan was guided by the IDP Review Committee which was composed of two Council members from each municipality. Senior administration and ORRSC Planners from both municipalities were also involved throughout the process as technical advisors. With respect to committee decision making, both parties agreed at the outset of the process that their chosen decision-making model would be based on reaching consensus on the issues discussed.

A background analysis was undertaken which served as the foundation from which both municipalities could review the existing land use conditions and determine the relevant issues, goals and objectives. Through thoughtful discussion, it was determined that a series of fundamental shared values would inform and guide the document. These values are the foundation from which the policy of the IDP has been developed and will inform municipal decision making going forward in the Plan Area. The shared values include:

- Supporting a Healthy Agricultural Economy
- Protecting the Watershed – both surface and groundwater resources
- Fostering On-going Dialogue

A draft document was prepared with input from the IDP Review Committee and presented to each municipal Council for review prior to consultation with affected landowners, stakeholders and the general public. Upon completing the consultation phase, a refined document was prepared and a final draft forwarded to each Council for approval through the bylaw process. As required by the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended (MGA)*, separate public hearings were held by each Council and subsequent to the public hearings, the IDP was adopted by each municipality.

1.3 Municipal Profiles

Municipal District of Pincher Creek No. 9

The Municipal District of Pincher Creek No. 9 covers an area of approximately 352,000 hectares (869,000 acres) with a 2018 population of 2,965 (Alberta Municipal Affairs, 2018). The MD surrounds two urban municipalities, contains five hamlets, and is bordered by three rural municipalities, a specialized municipality, national park and a First Nations. The economy of the MD is largely agricultural, with ranching predominant in the eastern slopes. Alternative energy developments, particularly wind turbine development has been locating in the municipality in the past several decades. The MD is home to the Oldman Dam and Reservoir, an on-stream storage facility operated by the Government of Alberta.

Municipal District of Willow Creek No. 26

The Municipal District of Willow Creek No. 26 covers an area of approximately 450,000 hectares (1.1 million acres) with a 2018 population of 5,179 (Alberta Municipal Affairs, 2018). The MD surrounds five urban municipalities, contains four hamlets, and is bordered by six rural municipalities and two First Nations. The economy of the MD is primarily agricultural, with ranching towards the eastern slopes. Natural resource, utility, and alternative energy developments have begun to provide non-agricultural land use pressures. The MD contains several large reservoirs including Twin Valley, Clear Lake and Pine Coulee.

1.4 Legislative Requirements

This Plan has been prepared in accordance with the requirements of the *MGA*, and complies with the South Saskatchewan Regional Plan (SSRP).

Specifically the *MGA* requires:

631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in Section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with Sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

631(2) An intermunicipal development plan

a) must address

- i. the future land use within the area,*
- ii. the manner of and the proposals for future development in the area,*
- iii. the provision of transportation systems for the area, either generally or specifically,*
- iv. the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- v. environmental matters within the area, either generally or specifically, and*
- vi. any other matter related to the physical, social or economic development of the area that the councils consider necessary.*

and

b) must include

- i. a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- ii. a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- iii. provisions relating to the administration of the plan.*

The South Saskatchewan Regional Plan came into effect September 1, 2014. The SSRP uses a cumulative effects management approach to set policy direction for municipalities to achieve environmental, economic and social outcomes within the South Saskatchewan Region through 2024. Pursuant to section

13 of the *Alberta Land Stewardship Act (ALSA)*, regional plans are legislative instruments. The SSRP has four key parts including the Introduction, Strategic Plan, Implementation Plan and Regulatory Details Plan. Pursuant to section 15(1) of *ALSA*, the Regulatory Details of the SSRP are enforceable as law and bind the Crown, decision-makers, local governments and all other persons while the remaining portions are statements of policy to inform and are not intended to have binding legal effect.

The Regional Plan is guided by the vision, outcomes and intended directions set by the Strategic Plan portion of the SSRP while the Implementation Plan establishes the objectives and the strategies that will be implemented to achieve the regional vision. As part of the Implementation Plan, Section 8: Community Development includes guidance regarding Planning Cooperation and Integration between municipalities with the intention to foster cooperation and coordination between neighbouring municipalities and between municipalities and provincial departments, boards and agencies. Section 8 contains the following broad objectives and strategies.

Objectives

- *Cooperation and coordination are fostered among all land use planners and decision-makers involved in preparing and implementing land plans and strategies.*
- *Knowledge sharing among communities is encouraged to promote the use of planning tools and the principles of efficient use of land to address community development in the region.*

Strategies

- 8.1** *Work together to achieve the shared environmental, economic, and social outcomes in the South Saskatchewan Regional Plan and minimize negative environmental cumulative effects.*
- 8.2** *Address common planning issues, especially where valued natural features and historic resources are of interests to more than one stakeholder and where the possible effect of development transcends jurisdictional boundaries.*
- 8.3** *Coordinate and work with each other in their respective planning activities (such as in the development of plans and policies) and development approval process to address issues of mutual interest.*
- 8.4** *Work together to anticipate, plan and set aside adequate land with the physical infrastructure and services required to accommodate future population growth and accompanying community development needs.*
- 8.5** *Build awareness regarding the application of land-use planning tools that reduce the impact of residential, commercial and industrial developments on the land, including approaches and best practices for promoting the efficient use of private and public lands.*
- 8.6** *Pursue joint use agreements, regional services commissions and any other joint cooperative arrangements that contribute specifically to intermunicipal land use planning.*
- 8.7** *Consider the value of intermunicipal development planning to address land use on fringe areas, airport vicinity protection plan or other areas of mutual interest.*
- 8.8** *Coordinate land use planning activities with First Nations, irrigation districts, school boards, health authorities and other agencies on areas of mutual interest.*

The above strategies were considered by both municipalities when developing policy within this IDP and will be considered when rendering land use decisions pertaining to development within the Plan Area. Other strategies contained in the SSRP should be considered in the context of each municipality's Municipal Development Plan, Land Use Bylaw or through policies found within the IDP.

2 | PLAN AREA

2.1 Study Area Analysis

Given the vast size of the municipalities, in order to focus on the border area and potential impacts, a series of maps was developed, with emphasis on the area adjacent to the shared border. The purpose was to identify opportunities and constraints, as well as influences which may affect land use planning in proximity of the boundary between the two municipalities.

The following features were displayed on the maps and considered by the IDP Review Committee:

- Residences and Urban Areas
- Transportation Corridors
- Land Use and Natural Characteristics
- Agricultural uses and Confined Feeding Operations (CFOs)
- Surface Materials Extraction and Energy Development
- Natural Environment and Water
- Environmentally Significant Areas (ESAs)
- Historical Resource Value (HRV) Sites

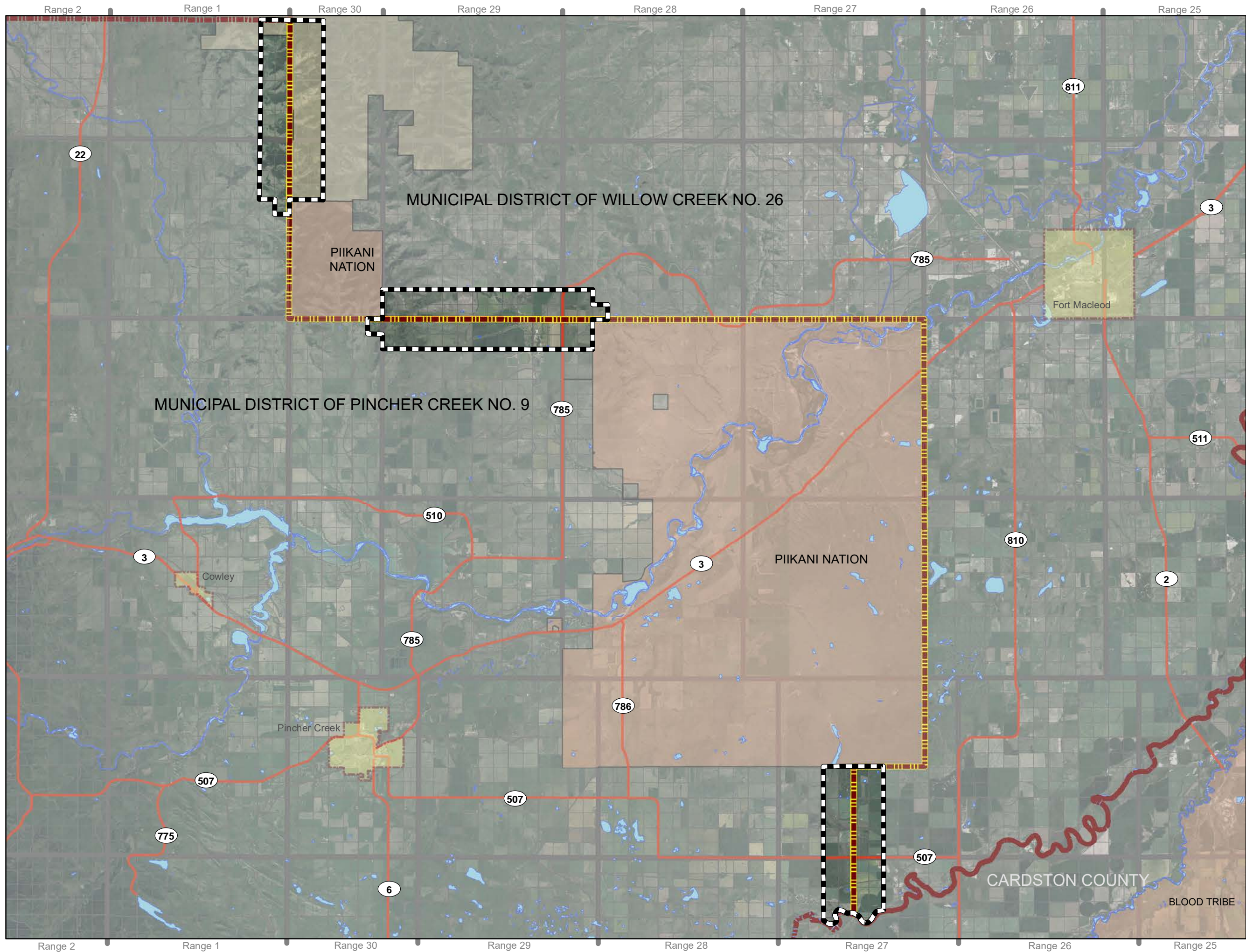
After consideration of social, economic and physical features listed below, the Plan Area was determined to consist of three separate areas which include only shared borders between the two municipalities. The Piikani Reserve buffers a considerable amount of land between the two municipalities. The Plan Area is approximately 1.6 km (1 mile) on each side of the joint municipal boundary.

2.2 Key Characteristics of the Plan Area

The MD of Pincher Creek and MD of Willow Creek Intermunicipal Plan Area (Map 1) encompasses approximately 9,848 hectares (24,336 acres). Key characteristics of the Plan Area include the following, some of which are illustrated on Maps 2-4 in Appendix A.


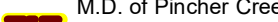



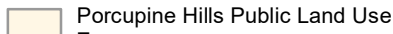

Land Use and Residential Development

- Agriculture is the primary land use of the area, with a mix of dryland and irrigated farming as well as ranching. One confined feeding operation is located within the Plan Area.
- A small portion of land within the Plan Area is under control and ownership of the Province of Alberta.
- The Porcupine Hills Public Land Use Zone (PLUZ) encompasses a small portion of land within the Plan Area.



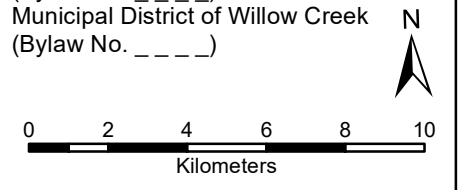
Municipal District of Pincher Creek and Municipal District of Willow Creek Intermunicipal Development Plan

Plan Area Boundary Map 1

-  Plan Area Boundary
-  M.D. of Pincher Creek/M.D. of Willow Creek Border
-  Provincial Highway
-  Waterbodies
-  Reserve
-  Porcupine Hills Public Land Use Zone
-  Town/Village

Aerial Photo Date: 2012/2015

Municipal District of Pincher Creek (Bylaw No. _____) & Municipal District of Willow Creek (Bylaw No. _____)



- Approximately six dwellings are located within the Plan Area boundary and no urban municipalities exist.

Transportation Infrastructure

- Road infrastructure is limited in the northern portion of the area due to the rolling topography of land in both municipalities.
- Highways 3, 507 and 785 provide connectivity between the two municipalities.
- Two municipal roads found within the Plan Area link the municipalities which are primarily used by rural residents and agricultural operations.

Natural Environment and Historic Resources

- A large portion of land within the Plan Area has the potential to contain historic resources, either archaeological or paleontological as well as a substantial amount of the Plan Area consists of environmentally significant land.
- No protected areas or provincial parks are located within the Plan Area.

Natural Resource Extraction and Energy Development

- Sand and gravel potential has been assumed through the Alberta Geological Survey in the southerly portion of the Plan Area along the Cardston County border.
- Two natural gas pipelines run through both municipalities in the southerly portion of the Plan Area.

3 | POLICIES

The land use policies contained in this Plan are intended to provide direction to the MD of Pincher Creek and MD of Willow Creek Councils, subdivision and development authorities and administrations to manage the lands contained within the Plan Area. The policies of this Plan apply to all land within the Plan Area boundary delineated in Map 1.

3.1 General

INTENT

To provide administrative policies within the Plan Area which foster intermunicipal communication, consultation and cooperation.

POLICIES

- 3.1.1 The MD of Pincher Creek and MD of Willow Creek will strive to engage in effective dialogue when considering land use, while still maintaining complete jurisdiction on lands within their own boundaries.
- 3.1.2 The municipalities will collaborate and foster partnerships with the adjacent municipality to promote regional interests, support projects that may mutually benefit and enhance the quality of life of residents from both municipalities. This could be in the form of mutually beneficial service agreements or shared economic, environmental, and social outcomes.
- 3.1.3 Both municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.
- 3.1.4 The MD of Pincher Creek and MD of Willow Creek shall strive, to the best of their ability and knowledge, to refer notices of government projects to each other.
- 3.1.5 Both municipalities are encouraged to share with the adjacent municipality, the results of all publicly available technical analyses required by a Subdivision and Development Authority as part of an application, where there is the potential for impacts on lands and bodies of water within the adjacent municipality.

3.2 Land Use

INTENT

To provide policies on land use within the Plan Area which reflect the development philosophies of both municipalities.

POLICIES

Agriculture

- 3.2.1 Agriculture will continue to be the predominant land use in the Plan Area. The impact on agricultural uses should be a consideration when determining suitability of non-agricultural land uses in the Plan Area.
- 3.2.2 Both municipalities will strive to work cooperatively to encourage good neighbour farming practices, such as dust, soil erosion, weed and insect control, through best management practices and Alberta Agriculture guidelines.
- 3.2.3 If disputes or complaints in either municipality arise between ratepayers and agricultural operators, the municipality receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever necessary.

Confined Feeding Operations (CFOs)

- 3.2.4 Existing CFOs will be allowed to continue to operate under acceptable operating practices and within the requirements of the *Agricultural Operation Practices Act and Regulations*.
- 3.2.5 If either the MD of Pincher Creek or MD of Willow Creek are in receipt of a notice of application from the Natural Resources Conservation Board (NRCB) for new or expanded CFOs, they will forward a copy of the notification to the other municipality.
- 3.2.6 If either municipality proposes an amendment to a CFO exclusion/restricted area within the Plan Area or proposes additional CFO exclusion/restricted areas within the Plan Area, the proposal will be circulated to the other municipality for comment in accordance with this Plan.

Resource Extraction

- 3.2.7 The municipalities will consider the effects of visual intrusion, dust, noise, traffic, and air and water pollution when evaluating applications for new or expanded gravel pits, or other extractive activities, where they maintain jurisdiction.

- 3.2.8 Either municipality may require an agreement regarding the construction, repair, and maintenance of any municipal roads which may be impacted by resource development, when the development requires access from the other municipality's road.
- 3.2.9 If either municipality is in receipt of a notice or application for a new or expanded public or privately owned gravel pit, they will forward a copy of the notice to the other municipality.

Industry and Energy Development

- 3.2.10 The municipalities may consider the location of renewable energy developments and other industrial development where compatible with existing land uses and each municipality's planning documents.
- 3.2.11 The municipalities may consider renewable energy developments (e.g. solar, wind, water, biofuel, etc.) and other industrial development where deemed compatible with existing land uses and will circulate redesignation, subdivision or development applications to one another in accordance with this Plan.
- 3.2.12 If an application is received for a renewable energy project that transcends a municipal boundary, both municipalities agree to consult and coordinate with each other regarding the proposal, wherever possible. In such a circumstance, the applicant of the development is required:
- a) to apply to each municipality separately for development approval and is subject to the respective development processes, fee schedules, and requirements of each municipality;
 - b) to report the findings to both municipalities of any public consultation activity, such as an open house or other public consultation meeting, conducted with respect to the proposal.

Utilities / Telecommunications Towers

- 3.2.13 When providing comments to provincial and federal departments regarding utility development, the MD of Pincher Creek and MD of Willow Creek will request that consideration be given to the establishment of utility corridors with multiple users.
- 3.2.14 Where there is an application for a new, expanded or retrofitted telecommunications tower within the Plan Area, the MD of Pincher Creek and MD of Willow Creek will notify the other municipality to seek their comments.
- 3.2.15 It is the preference of both municipalities that co-location of telecommunication facilities be undertaken where technically feasible.

3.3 Transportation and Road Networks

INTENT

Highways 3, 507, 785 and two municipal roads link the two municipalities. It is important that the municipalities take into consideration the impact of development on municipal and provincial road infrastructure.

POLICIES

- 3.3.1 Both municipalities agree to consult and work with Alberta Transportation regarding the implementation of this Plan and consider how development may impact Highway 507 and Highway 785, as applicable.
- 3.3.2 When required by Alberta Transportation, developers shall conduct traffic studies with respect to the impact and access onto the highway. Any upgrading identified by a traffic study conducted by a developer with respect to a highway shall be implemented by the developer at its sole cost and to the satisfaction of Alberta Transportation.
- 3.3.3 The municipalities should endeavor to maintain open dialogue with Alberta Transportation regarding Highway 507 and Highway 785, including any changes to the highways that may have important impacts on the municipalities.
- 3.3.4 The municipalities may explore negotiating road use agreements as necessary for the maintenance and upkeep of local roads connecting the municipalities.

3.4 Natural Environment

INTENT

Both municipalities recognize the connection between the natural environment and quality of life and strive to protect, preserve and enhance natural systems and environmentally significant areas.

POLICIES

- 3.4.1 When making land use decisions, each municipality will:
 - a) utilize and incorporate measures which minimize possible impacts important water resources;
 - b) determine appropriate land use patterns in the vicinity of significant water resources and other water features;
 - c) establish appropriate setbacks to maintain water quality, flood water conveyance and storage, bank stability and habitat.

- 3.4.2 Lands that have been identified that may contain an environmentally significant area (ESA) may be required to conduct an environmental impact assessment (EIA) and the proponent should contact Alberta Environment and Parks.
- 3.4.3 Lands that have been identified that may contain a historic resource value (HRV) may be required to conduct a historical resource impact assessment (HRIA) and the proponent should consult the *Historical Resources Act* and Alberta Culture and Tourism.
- 3.4.4 Both municipalities should consider the provincial Water for Life Strategy and the Wetland Policy when making land use decisions with the goal of sustaining environment and economic benefits.
- 3.4.5 Both municipalities should consider making compatible land use decisions on lands adjacent to the Public Land Use Zone (PLUZ).

3.5 Interpretation

INTENT

To ensure the policies and language within this Plan are communicated in the proper context to ensure the intent of the Plan is as clear and concise as possible.

POLICIES

- 3.5.1 Unless otherwise required by the context, words used in the present tense include the future tense, words used in the singular include the plural, and the word person includes a corporation as well as an individual. Unless otherwise stipulated, the *Interpretation Act, Chapter I-8, RSA 2000* as amended, shall be used in the interpretation of this bylaw. Words have the same meaning whether they are capitalized or not.
- 3.5.2 All references to a specific agency, body, or department were accurate at the time of writing. It is understood that agency, body and department names change from time to time. All references throughout the Plan shall therefore be considered to be applicable to the current relevant agency, body or department.
- 3.5.3 The geographical or relative boundaries or any variable presented on the maps contained in this Plan, with the exception of the boundaries of the Plan Area, shall be interpreted as a rough approximation and not an accurate depiction of its actual or full extension.

4 | PLAN ADMINISTRATION & IMPLEMENTATION

4.1 Intermunicipal Development Plan Committee Policies

INTENT

The implementation of this Plan is intended to be an ongoing process to ensure it is maintained and remains applicable. An Intermunicipal Development Plan Committee with joint representation will ensure continued dialogue and cooperation, as the purpose of this committee is to promote active cooperation and conflict resolution through a consensus-based approach.

POLICIES

- 4.1.1 For the purposes of administering and monitoring the IDP, the MD of Pincher Creek and MD of Willow Creek establish the Intermunicipal Development Plan Committee (the Committee).
- 4.1.2 Both Councils agree the Intermunicipal Development Plan Committee will be an advisory body and may make comments or recommendations to the MD of Pincher Creek and MD of Willow Creek. In its advisory capacity, the Committee does not have decision making authority or powers with respect to planning matters in either municipality.
- 4.1.3 The Committee will be comprised of two (2) members of Council from both the MD of Pincher Creek and MD of Willow Creek. Each municipality may appoint an alternate Committee member in the event a regular member cannot attend a scheduled meeting. Alternate Committee members shall have standing. Quorum shall consist of four (4) voting members.
- 4.1.4 Members of the Committee shall be appointed by their respective Councils at the Organizational Meeting. If a Council wishes to appoint a new member to the Committee (including the alternate), they must do so by motion of Council at a regular Council meeting. The municipalities shall notify one another upon appointing members and alternate members to the Committee.
- 4.1.5 The municipalities agree that the purpose of the Committee is to:
 - a) provide a forum for discussion of land use matters within the Plan Area,
 - b) provide recommendation(s) for proposed amendments to the Plan,
 - c) discuss and address issues regarding Plan implementation,
 - d) review and provide comment on referrals under Section 4.2 and any other matters referred to the Committee,
 - e) provide recommendation(s) regarding intermunicipal issues in an effort to avoid a dispute, and
 - f) provide a forum for discussion of any other matter of joint interest identified by either municipality.

- 4.1.6 Meetings of the Committee may be held at the request of either municipality to discuss land use or other planning matters, dispute resolution, or any other matter of intermunicipal importance. Additionally, any matter in Section 4.2 may be referred by either municipality to the Committee for comment prior to a decision being rendered.
- 4.1.7 A municipality may call a meeting of the Committee at any time upon not less than five (5) days' notice of the meeting being given to all members of the Committee and support personnel, stating the date, the time, purpose and the place of the proposed meeting. The five (5) days' notice may be waived with $\frac{3}{4}$ of the Committee members' agreement noted.
- 4.1.8 The municipality that called the meeting of the Committee shall host and chair the meeting and is responsible for preparing and distributing agendas and minutes.
- 4.1.9 At least one (1) member of each municipality's administrative staff shall attend each meeting in the capacity of technical, non-voting advisor.
- 4.1.10 Any changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either municipality.
- 4.1.11 Where a matter has been referred to the Committee and a resolution cannot be found, the Dispute Resolution process in Section 5 of this Plan shall be adhered to.

4.2 Referral Policies

INTENT

To establish a process for consistent and transparent sharing of information necessary to make decisions in accordance with the intent of the Plan.

POLICIES

General

- 4.2.1 Where an intermunicipal referral is required by the *MGA* or the policies contained in this Plan, both municipalities agree to share mailing address and property ownership information for circulation purposes with the adjacent municipality, and where applicable, the municipality's processing agency.
- 4.2.2 Where a plan or bylaw, including amendments, or application, requires notifications to be sent to a municipality that is external to this IDP, the referring municipality shall follow the referral requirements outlined in the *MGA*, and where applicable, those contained in a relevant Intermunicipal Development Plan.

- 4.2.3 Administrative staff or representatives for the MD of Pincher Creek and MD of Willow Creek are encouraged to discuss with one another forthcoming Statutory Plans and Land Use Bylaws, including amendments, which may impact the Plan Area.
- 4.2.4 Administrative staff or representatives for the MD of Pincher Creek and MD of Willow Creek are encouraged to discuss with one another forthcoming subdivision and development applications that may impact lands within the Plan Area.
- 4.2.5 The municipalities are encouraged to refer to each other for comment major land use or planning matters that have the potential to impact the other jurisdiction, even if it involves lands that may not be located within the Plan Area.

Municipal Development Plans

- 4.2.6 A newly proposed MD of Willow Creek Municipal Development Plan or amendment shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.7 A newly proposed MD of Pincher Creek Municipal Development Plan or amendment shall be referred to MD of Willow Creek for comment prior to a public hearing.

Other Statutory Plans

- 4.2.8 A newly proposed MD of Willow Creek statutory plan (excluding a Municipal Development Plan) or amendment that will have an impact on the Plan Area shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.9 A newly proposed MD of Pincher Creek statutory plan (excluding a Municipal Development Plan) or amendment that will have an impact on the Plan Area shall be referred to the MD of Willow Creek for comment prior to a public hearing.

Land Use Bylaws

- 4.2.10 All Land Use Bylaw amendments in the MD of Willow Creek that affect lands in the Plan Area, shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.11 All Land Use Bylaw amendments in the MD of Pincher Creek that affect lands in the Plan Area, shall be referred to MD of Willow Creek for comment prior to a public hearing.
- 4.2.12 All redesignation applications affecting the Plan Area shall be referred to the other municipality for comment prior to a public hearing.
- 4.2.13 A newly proposed Land Use Bylaw from either municipality shall be referred to the other for comment prior to a public hearing.

Design Concepts

- 4.2.14 All design concepts in support of a subdivision or development in the MD of Willow Creek that will affect lands in the Plan Area shall be referred to the MD of Pincher Creek for comment prior to Council resolution.
- 4.2.15 All design concepts in support of a subdivision or development in the MD of Pincher Creek that will affect lands in the Plan Area shall be referred to the MD of Willow Creek for comment prior to Council resolution.

Subdivision and Development

- 4.2.16 All subdivision applications for lands within the Plan Area shall be referred to the other municipality for comment prior to a decision being rendered.
- 4.2.17 The MD of Willow Creek shall refer all discretionary use development applications within the Plan Area to the MD of Pincher Creek for comment prior to a decision being rendered.
- 4.2.18 The MD of Pincher Creek shall refer all discretionary use development applications within the Plan Area to the MD of Willow Creek for comment prior to a decision being rendered.

Response Timelines

- 4.2.19 The responding municipality shall, from the date of mailing, have the following timelines to review and provide comment on intermunicipal referrals:
 - a) 15 calendar days for all development applications,
 - b) 19 calendar days for subdivision applications, and
 - c) 30 calendar days for all other intermunicipal referrals.
- 4.2.20 In the event that either municipality or the Committee does not reply within, or request an extension by, the response time for intermunicipal referrals stipulated in this Section, it is presumed that the responding municipality and/or Committee has no comment or objection to the referred planning application or matter.

Consideration of Responses

- 4.2.21 Comments from the responding municipality and/or the Committee regarding proposed Municipal Development Plans, other statutory plans, and Land Use Bylaws, or amendments to any of those documents, shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered.
- 4.2.22 Comments from the responding municipality and/or the Committee regarding subdivision and development applications shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered on the application.

4.3 Plan Validity and Amendment Policies

INTENT

This Plan may require amendments from time to time to accommodate unforeseen situations, and to keep the Plan relevant.

POLICIES

- 4.3.1 This Plan comes into effect on the date it is adopted by both municipalities.
- 4.3.2 Amendments shall be adopted by both Councils using the procedures outlined in the *MGA*. No amendment shall come into force until such time as both municipalities adopt the amending bylaw.
- 4.3.3 Applications for amendments to this Plan by parties other than the MD of Pincher Creek and MD of Willow Creek (e.g. landowners and developers) shall be made to both municipalities along with the applicable fee as established by each municipality for processing amendments to a statutory plan.
- 4.3.4 Administrative staff should review the policies of the Plan annually and discuss land use matters, issues and concerns on an on-going basis. Administrative staff may make recommendations to their respective Councils for amendment to the Plan to ensure the policies remain relevant and continue to meet the needs of both municipalities.
- 4.3.5 A formal review of the Plan will occur within 10 years from the date the IDP is adopted by both municipalities.

5 | DISPUTE RESOLUTION POLICIES

5.1 General Dispute Process

INTENT

The intent of the dispute resolution process is to maximize opportunities for discussion and review in order to resolve areas of disagreement early in the process. Despite the best efforts of both municipalities, it is understood that disputes may arise from time to time affecting land use within the Plan boundary. The following process is intended to settle disputes through consensus and minimize the need for formal mediation.

POLICIES

General Agreement

The municipalities agree that:

- 5.1.1 It is important to avoid dispute by ensuring that the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality as required in the Plan and prompt enforcement of the Plan policies.
- 5.1.2 Prior to the meeting of the Committee, each municipality through its administration, will ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.
- 5.1.3 The Committee should discuss the issue or dispute with the intent to seek a recommended solution by consensus.

Dispute Resolution

In the case of a dispute, the following process will be followed to arrive at a solution:

- 5.1.4 When a potential intermunicipal issue comes to the attention of either municipality relating to a technical or procedural matter, such as inadequate notification or prescribed timelines, misinterpretation of Plan policies, or a clerical error regarding the policies of this Plan, either municipality's Land Use Bylaw, or any other plan affecting lands in the Plan Area, it will be directed to the administrators of each municipality. The administrators will review the technical or procedural matter and if both administrators are in agreement, take action to rectify the matter.

- 5.1.5 Should either municipality identify an issue related to this Plan that may result in a dispute that cannot be administratively resolved under Section 5.1.4 or any other issue that may result in a dispute, the municipality should contact the other and request that an Intermunicipal Development Plan Committee meeting be scheduled to discuss the issue. The Committee will review the issue and attempt to resolve the matter by consensus.
- 5.1.6 Should the Intermunicipal Development Plan Committee be unable to arrive at a consensus, the administration of each municipality will schedule a joint meeting of the two Councils to discuss possible solutions and attempt to reach consensus on the issue.
- 5.1.7 Should the Councils be unable to resolve the matter, either municipality shall initiate a formal mediation process to facilitate resolution of the issue.

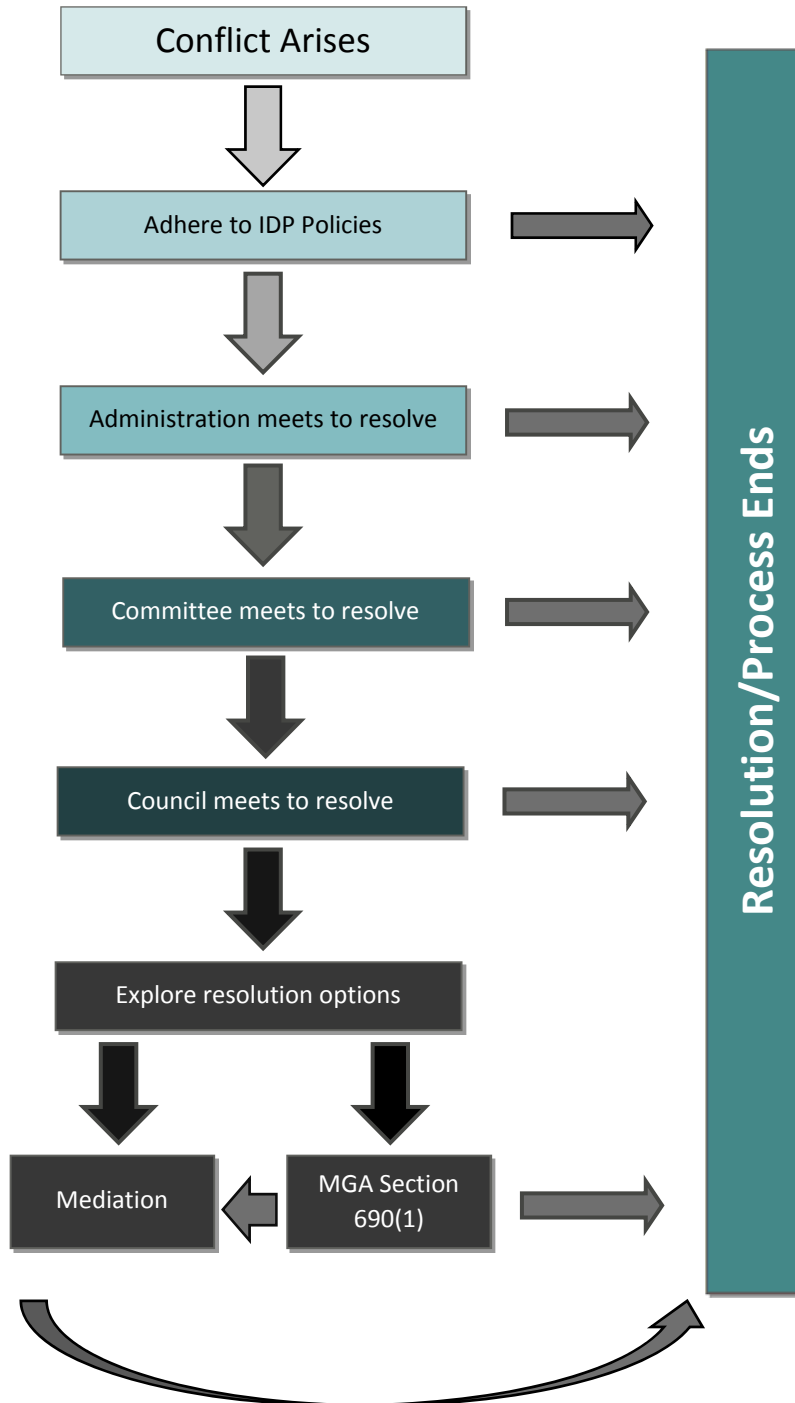
Filing an Intermunicipal Dispute under the Municipal Government Act

- 5.1.8 In the case of a dispute involving the adoption of a statutory plan, Land Use Bylaw or amendment to such, within 30 days of adoption, the municipality initiating the dispute may, without prejudice, file an appeal to the Municipal Government Board under section 690(1) of the *MGA* so that the provincial statutory right and timeframe to file an appeal is not lost.
- 5.1.9 The appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two municipalities prior to the Municipal Government Board meeting. This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30 day appeal filing process as outlined in the *MGA*.

Note: *Using section 690(1) of the MGA is the final stage of dispute settlement, where the municipalities request the Municipal Government Board to intercede and resolve the issue.*

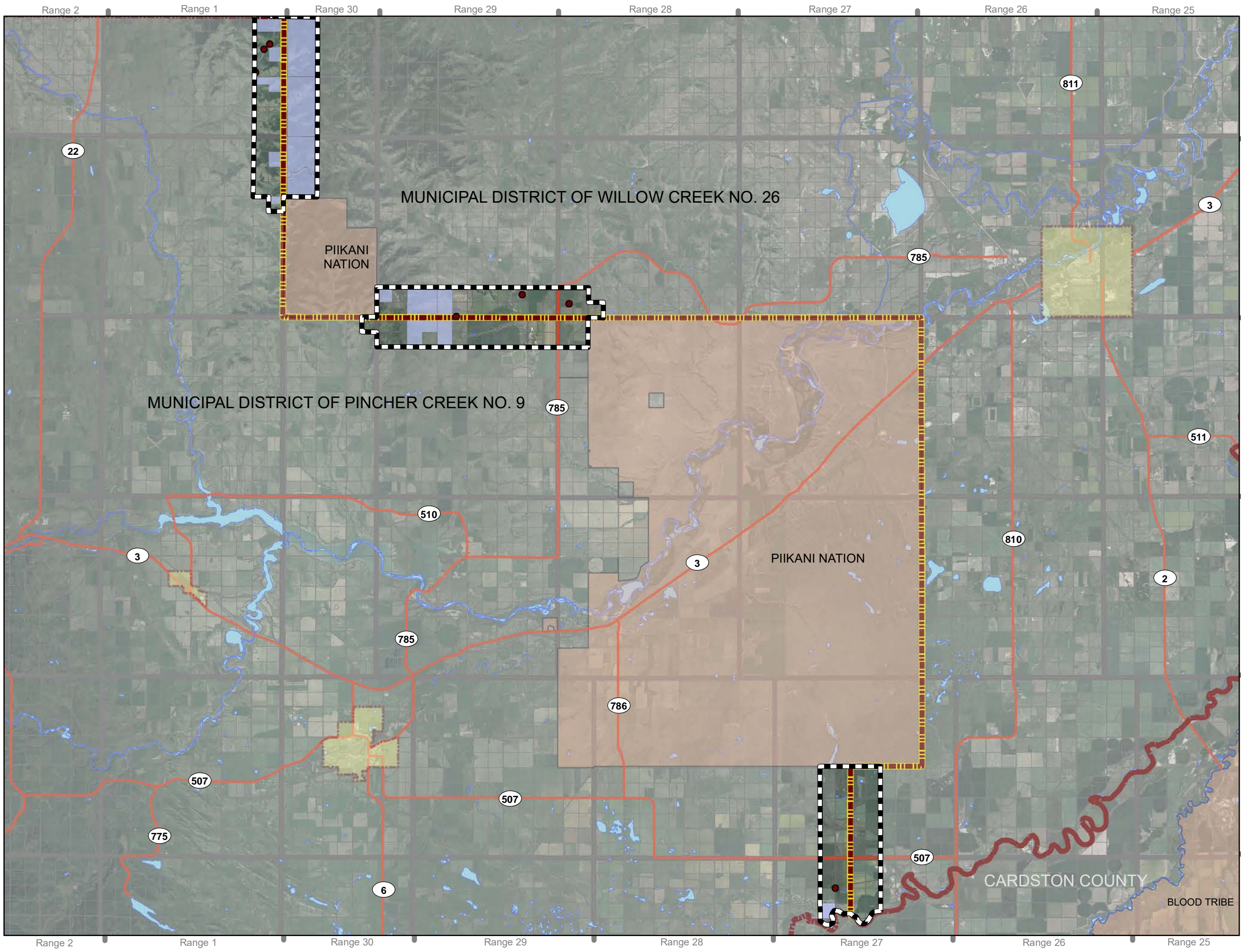
Dispute Resolution Flow Chart

The dispute resolution flow chart presented here is for demonstration purposes only and shall not limit the ability of either municipality to explore other methods of resolution or to choose one method in place of another.



APPENDIX A | MAPS





Municipal District of Pincher Creek and Municipal District of Willow Creek Intermunicipal Development Plan

Physical Characteristics and Ownership

Map 2

- Plan Area Boundary
- M.D. of Pincher Creek/M.D. of Willow Creek Border
- Provincial Highway
- Reserve
- Waterbodies
- Town/Village
- Residences or other Addressed Parcels^{1 2}
- Crown Land²

Source:

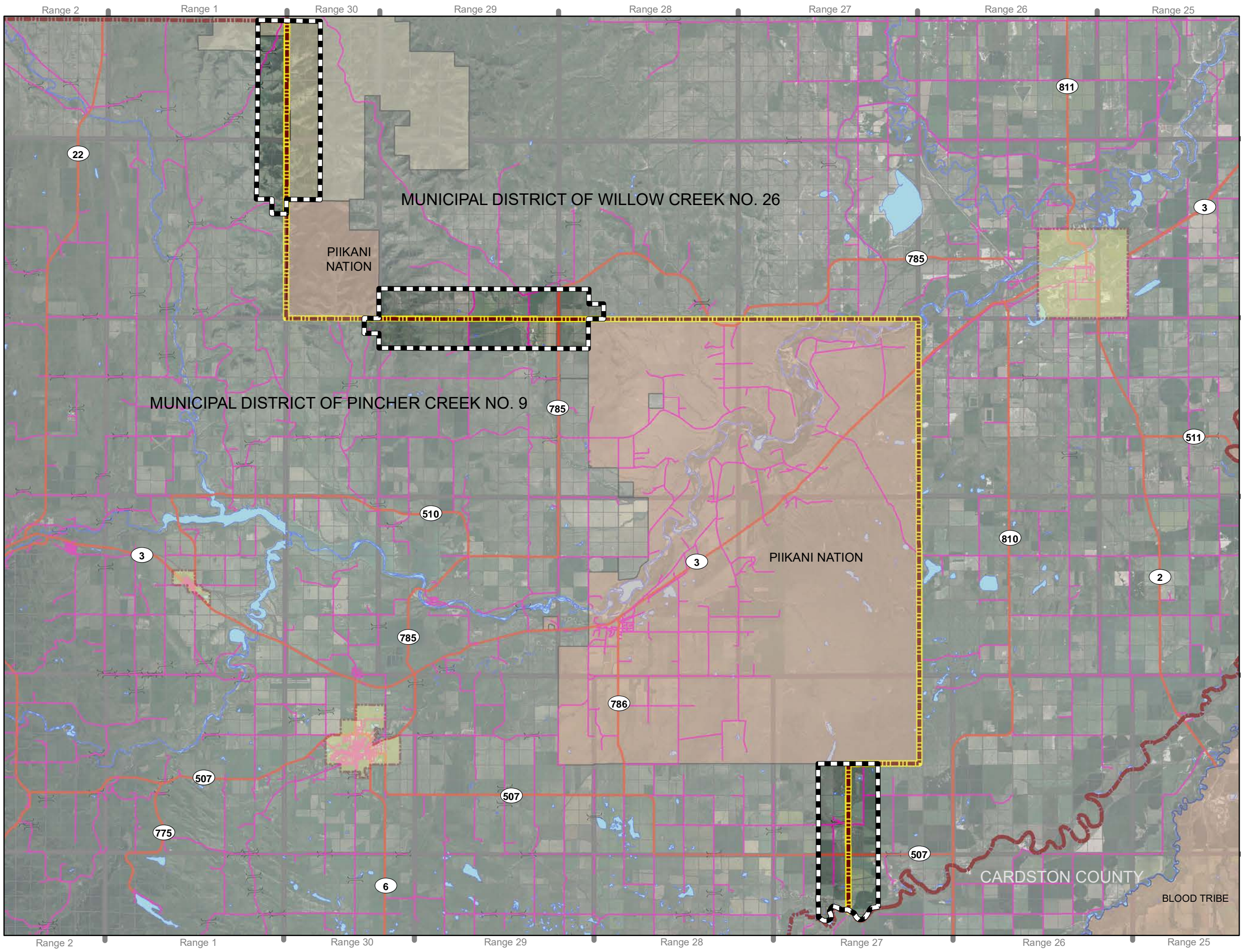
¹ Alberta Municipal Data Sharing Partnership, April 2018

² M.D. of Pincher Creek - Altalis, June 2018
Willow Creek - Altalis, May 2017

Aerial Photo Date: 2012/2015

Municipal District of Pincher Creek (Bylaw No. _____) & Municipal District of Willow Creek (Bylaw No. _____)

0 2 4 6 8 10
Kilometers



Municipal District of Pincher Creek and Municipal District of Willow Creek Intermunicipal Development Plan

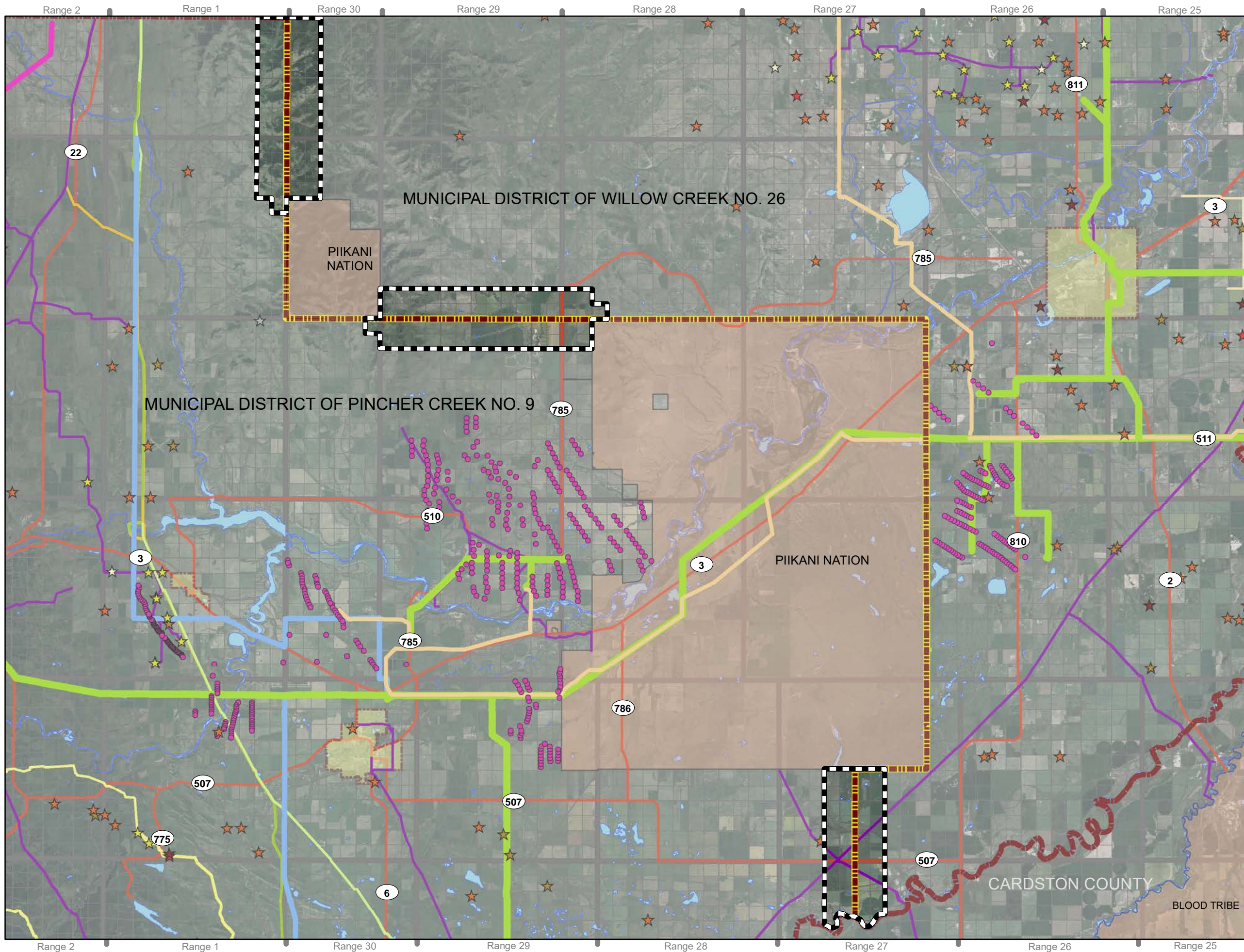
Road Network Map 3

- Plan Area Boundary
- M.D. of Pincher Creek/M.D. of Willow Creek Border
- Provincial Highway
- Municipal Roads
- Bridge
- Waterbodies
- Town/Village
- Reserve
- Porcupine Hills Public Land Use Zone

Source:
Aerial Photo Date: 2012/2015

Municipal District of Pincher Creek (Bylaw No. _____) & Municipal District of Willow Creek (Bylaw No. _____)

0 2 4 6 8 10
Kilometers



Municipal District of Pincher Creek and Municipal District of Willow Creek Intermunicipal Development Plan

Energy Infrastructure

Map 4

- Plan Area Boundary
- M.D. of Pincher Creek/M.D. of Willow Creek Border
- Provincial Highway
- Reserve
- Waterbodies
- Town/Village
- Windmills

Transmission Lines¹

- 69 kv
- 138 kv
- 240 kv
- 500 kv

Pipelines - Substance²

Crude Oil	LVP Products
Fuel Gas	Natural Gas
HV Other	Oil-Well Effluent
HVP Products	Sour Natural Gas

Well - Status²

Gas	Suspended Gas
Abandoned Gas	Suspended Oil
Abandoned Oil	Undefined
Drilled and Cased	

Source:
¹ Digitized by ORRSC, 2018
² Alberta Energy Regulator, 2016

Aerial Photo Date: 2012/2015

Municipal District of Pincher Creek (Bylaw No. ____) & Municipal District of Willow Creek (Bylaw No. ____)

0 2 4 6 8 10
Kilometers

Municipal District
of Pincher Creek No. 9
&
Municipal District
of Ranchland No. 66

Intermunicipal Development Plan

Bylaw No. XXXX-19 & Bylaw No. XXXX-19

Draft June 2019





OLDMAN RIVER REGIONAL SERVICES COMMISSION

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Prepared for the Municipal District of Pincher Creek No. 9 and Municipal District of Ranchland No. 66

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APPENDIX A | MAPS

Municipal District of Pincher Creek No. 9 & Municipal District of Ranchland No. 66

Intermunicipal Development Plan

1 | INTRODUCTION

1.1 Purpose of the Plan

The purpose of the Municipal District of Pincher Creek No. 9 (MD of Pincher Creek) and Municipal District of Ranchland No. 66 (MD of Ranchland) Intermunicipal Development Plan (IDP or the Plan) is to foster ongoing collaboration and cooperation regarding planning matters and issues of mutual interest and address and clarify land use expectations within the agreed upon intermunicipal development plan area (Plan Area).

This IDP serves as a planning tool providing guidance to decision-makers through the agreed upon planning policies that apply to the land within the Plan Area. The IDP contains policy that is to be used as a framework for working cooperatively, communicating and making decisions in each municipality. Each municipality is ultimately responsible for making decisions within their own municipal jurisdiction.

The intended goals of the IDP are:

- To promote consultation, coordination and cooperation regarding planning matters of joint interest within the Plan Area.
- To provide a framework for addressing land use concerns with regard to joint planning matters within the Plan Area.
- To provide a clear policy framework that serves to guide future planning decisions for land located within the Plan Area, affording enhanced coordination of development within the Plan Area.

The preparation and implementation of an IDP can result in many benefits to both municipalities including, but not limited to, the following:

- To establish an approach to identify possible joint ventures for infrastructure and service sharing to promote efficient planning and potential delivery of services.
- To reinforce and protect each municipality's development philosophies and goals while minimizing the potential for future intermunicipal conflict.
- To provide policy addressing plan administration, amendment and dispute resolution procedures.

1.2 Plan Preparation and Shared Values

The formation of the Plan was guided by the IDP Review Committee which was composed of two Council members from each municipality. Senior administration and ORRSC Planners from both municipalities were also involved throughout the process as technical advisors. With respect to committee decision making, both parties agreed at the outset of the process that their chosen decision-making model would be based on reaching consensus on the issues discussed.

A background analysis was undertaken which served as the foundation from which both municipalities could review the existing land use conditions and determine the relevant issues, goals and objectives. Through thoughtful discussion, it was determined that a series of fundamental shared values would inform and guide the document. These values are the foundation from which the policy of the IDP has been developed and will inform municipal decision making going forward in the Plan Area. The shared values include:

- Shared Stewardship
- Protecting the Watershed – both surface and groundwater resources
- Supporting a Healthy Agricultural Economy

A draft document was prepared with input from the IDP Review Committee and presented to each municipal Council for review prior to consultation with affected landowners, stakeholders and the general public. Upon completing the consultation phase, a refined document was prepared and a final draft forwarded to each Council for approval through the bylaw process. As required by the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended (MGA)*, separate public hearings were held by each Council and subsequent to the public hearings, the IDP was adopted by each municipality.

1.3 Municipal Profiles

Municipal District of Pincher Creek No. 9

The Municipal District of Pincher Creek covers an area of approximately 352,000 hectares (869,000 acres) with a 2018 population of 2,965 (Alberta Municipal Affairs, 2018). The MD surrounds two urban municipalities, contains five hamlets, and is bordered by three rural municipalities, a specialized municipality, national park and a First Nations. The economy of the MD is largely agricultural, with ranching predominant in the eastern slopes. Alternative energy developments, particularly wind turbine development has been locating in the municipality in the past several decades. The MD is home to the Oldman Dam and Reservoir, an on-stream storage facility operated by the Government of Alberta.

Municipal District of Ranchland No. 66

The Municipal District of Ranchland covers an area of approximately 250,000 hectares (617,763 acres) with a 2018 population of 92 (Alberta Municipal Affairs, 2018). The MD of Ranchland contains no designated Urban Areas, but rather encompasses vast lands of forest reserve, protected areas and open rangeland that are intended to be used for agricultural purposes and conservation. The MD of Ranchland is bordered by three rural municipalities, one improvement district and the Municipality of Crowsnest Pass.

1.4 Legislative Requirements

This Plan has been prepared in accordance with the requirements of the *MGA*, and complies with the South Saskatchewan Regional Plan (SSRP).

Specifically the *MGA* requires:

631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in Section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with Sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

631(2) An intermunicipal development plan

a) must address

- i. the future land use within the area,*
- ii. the manner of and the proposals for future development in the area,*
- iii. the provision of transportation systems for the area, either generally or specifically,*
- iv. the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- v. environmental matters within the area, either generally or specifically, and*
- vi. any other matter related to the physical, social or economic development of the area that the councils consider necessary.*

and

b) must include

- i. a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- ii. a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- iii. provisions relating to the administration of the plan.*

The South Saskatchewan Regional Plan came into effect September 1, 2014. The SSRP uses a cumulative effects management approach to set policy direction for municipalities to achieve environmental, economic and social outcomes within the South Saskatchewan Region through 2024. Pursuant to section 13 of the *Alberta Land Stewardship Act (ALSA)*, regional plans are legislative instruments. The SSRP has four key parts including the Introduction, Strategic Plan, Implementation Plan and Regulatory Details Plan. Pursuant to section 15(1) of ALSA, the Regulatory Details of the SSRP are enforceable as law and bind the Crown, decision-makers, local governments and all other persons while the remaining portions are statements of policy to inform and are not intended to have binding legal effect.

The Regional Plan is guided by the vision, outcomes and intended directions set by the Strategic Plan portion of the SSRP while the Implementation Plan establishes the objectives and the strategies that will be implemented to achieve the regional vision. As part of the Implementation Plan, Section 8: Community Development includes guidance regarding Planning Cooperation and Integration between municipalities with the intention to foster cooperation and coordination between neighbouring municipalities and between municipalities and provincial departments, boards and agencies. Section 8 contains the following broad objectives and strategies.

Objectives

- *Cooperation and coordination are fostered among all land use planners and decision-makers involved in preparing and implementing land plans and strategies.*
- *Knowledge sharing among communities is encouraged to promote the use of planning tools and the principles of efficient use of land to address community development in the region.*

Strategies

- 8.1** *Work together to achieve the shared environmental, economic, and social outcomes in the South Saskatchewan Regional Plan and minimize negative environmental cumulative effects.*
- 8.2** *Address common planning issues, especially where valued natural features and historic resources are of interest to more than one stakeholder and where the possible effect of development transcends jurisdictional boundaries.*
- 8.3** *Coordinate and work with each other in their respective planning activities (such as in the development of plan and policies) and development approval process to address issues of mutual interest.*
- 8.4** *Work together to anticipate, plan and set aside adequate land with the physical infrastructure and services required to accommodate future population growth and accompanying community development needs.*
- 8.5** *Build awareness regarding the application of land-use planning tools that reduce the impact of residential, commercial and industrial developments on the land, including approaches and best practices for promoting the efficient use of private and public lands.*
- 8.6** *Pursue joint use agreements, regional services commissions and any other joint cooperative arrangements that contribute specifically to intermunicipal land use planning.*
- 8.7** *Consider the value of intermunicipal development planning to address land use on fringe areas, airport vicinity protection plan or other areas of mutual interest.*

8.8 *Coordinate land use planning activities with First Nations, irrigation districts, school boards, health authorities and other agencies on areas of mutual interest.*

The above strategies were considered by both municipalities when developing policy within this IDP and will be considered when rendering land use decisions pertaining to development within the Plan Area. Other strategies contained in the SSRP should be considered in the context of each municipality's Municipal Development Plan, Land Use Bylaw or through policies found within the IDP.

2 | PLAN AREA

2.1 Study Area Analysis

Given the vast size of the municipalities, in order to focus on the border area and potential impacts, a series of maps was developed, with emphasis on the area approximately 1.6 km (1 mile) on each side of the shared border. The purpose was to identify opportunities and constraints which may affect land use planning as well as influences beyond the 1.6 km (1 mile) area of the shared border.

The following features were displayed on the maps and considered by the IDP Review Committee:

- Residences and Urban Areas
- Transportation Corridors
- Land Use and Natural Characteristics
- Agricultural uses and Confined Feeding Operations (CFOs)
- Surface Materials Extraction and Energy Development
- Natural Environment and Water
- Environmentally Significant Areas (ESAs)
- Historical Resource Value (HRV) Sites

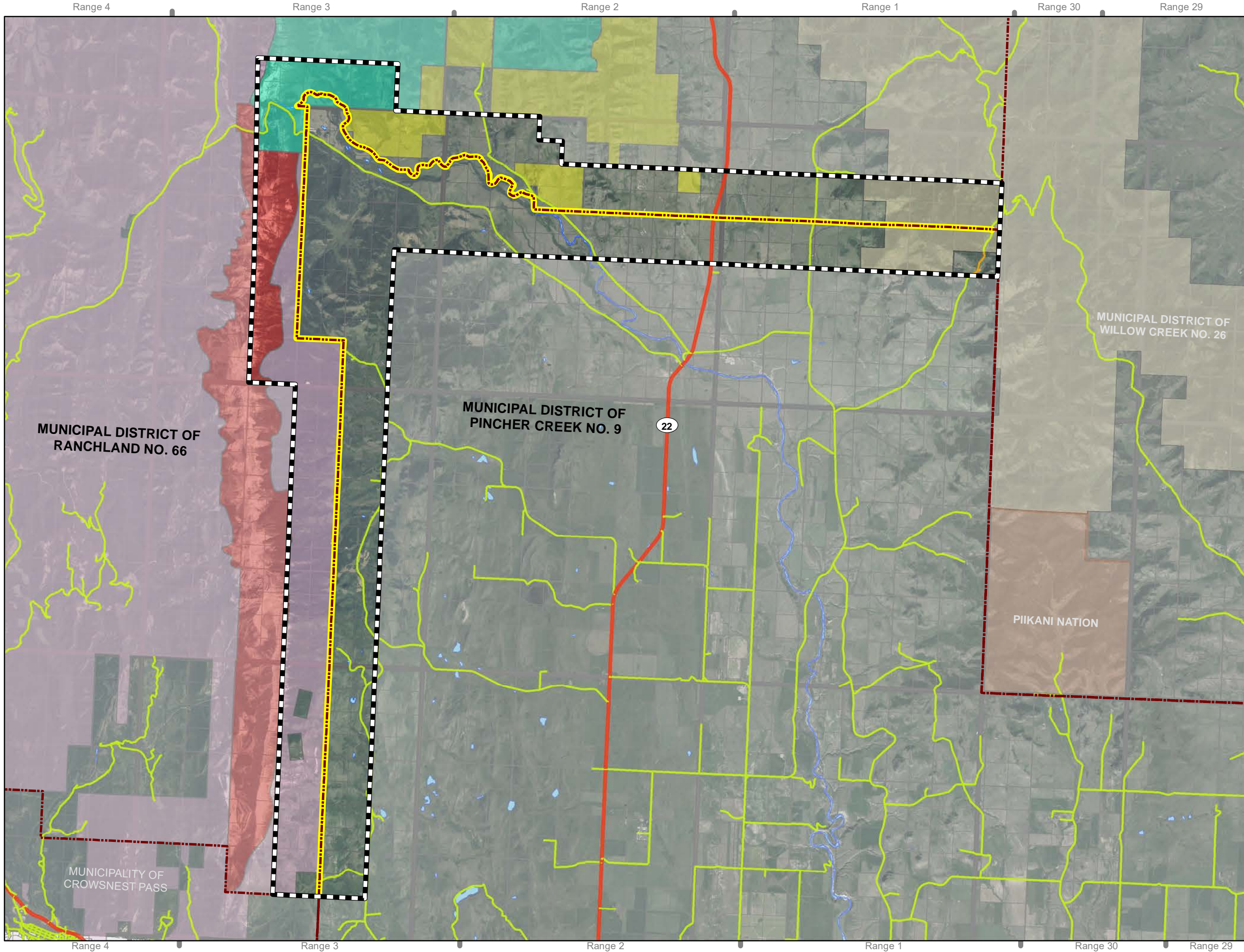
After consideration of social, economic and physical features listed below, it was determined that a Plan Area of approximately 1.6 km (1 mile) on each side of the municipal boundary was adequate (refer to Map 1 for illustration of the Plan Area).

2.2 Key Characteristics of the Plan Area

The MD of Pincher Creek and MD of Ranchland Intermunicipal Plan Area encompasses approximately 19,015 hectares (46,986 acres). Key characteristics of the Plan Area include the following, some of which are illustrated on Maps 2-4 in Appendix A.

Land Use and Residential Development

- Agriculture is the primary land use of the area, with a mix of agricultural operations including farming and ranching. There are no confined feeding operations located within the Plan Area.
- A significant amount of land within the Plan Area is under control and ownership of the Province of Alberta.
- The Livingstone Public Land Use Zone (PLUZ), Bob Creek Wildland, and Black Creek Heritage Rangeland encompass a significant portion of land within the Plan Area.
- Few residences, approximately 14 dwellings, are located within the Plan Area boundary and no hamlets or other urban municipalities exist.



- The land in the eastern slopes of the Rockies has been the focus of conservation groups and conservation easements have been registered on lands within the Plan Area.

Transportation Infrastructure

- Road infrastructure is limited due to the mountain range that runs north and south close to the border between the two municipalities.
- Highway 22 runs north and south and connects the two municipalities.
- Several municipal roads travel to the west of Highway 22 towards the Bob Creek Wildland Provincial Park. Two municipal roads are situated east of Highway 22 and provide access north into the MD of Ranchland, with one containing a portion of a private road in the MD of Pincher Creek which crosses the border and travels into the MD of Willow Creek.

Natural Environment and Historic Resources

- Within the Plan Area, the mountains and valleys form the headwaters of many of the Province's major rivers, which are provincially significant and an important natural resource.
- Portions of the Livingstone Range Public Land Use Zone (PLUZ) and the Porcupine Hills PLUZ are found within the Plan Area, which are managed by the Province.
- The majority of the land is identified as environmentally significant.
- Almost all of the land has the potential to contain historic resources, either archaeological or paleontological, and the DU Ranch Cabin is located within in the MD of Pincher Creek.

Natural Resource Extraction and Energy Development

- The lower slopes and valley bottoms consist of gravely alluvial material associated with watercourses. Sand and gravel potential has been confirmed along the Oldman River with the majority of the deposits located in the MD of Pincher Creek.
- Several oil and gas pipelines connect the municipalities and both active and abandoned gas wells are located within the Plan Area.
- A 500 KV transmission line is located in the southerly portion of the Plan Area near the border of the Municipality of Crowsnest Pass and runs through the northern portion of the Plan Area. A 69 KV line is also located east of Highway 22 within the MD of Pincher Creek.
- Renewable energy projects, wind or solar, are not currently located within the Plan Area.

Soil Characteristics

- The Canada Land Inventory (CLI) indicates moderate to severe crop limitations for most of the land.
- Soil classes 1 through 7 are present, resulting in a diversity of agricultural practices.

3 | POLICIES

The policies contained in this Plan are intended to provide direction to the MD of Pincher Creek and Municipal District of Ranchland Councils, subdivision and development authorities and administrations to manage the lands contained within the Plan Area. The policies of this Plan apply to all land within the Plan Area boundary delineated in Map 1.

3.1 General

INTENT

To provide administrative policies within the Plan Area which foster intermunicipal communication, consultation and cooperation.

POLICIES

- 3.1.1 The MD of Pincher Creek and MD of Ranchland will strive to engage in effective dialogue when considering land use, while maintaining jurisdiction on lands within their own boundaries.
- 3.1.2 The municipalities will continue to build partnerships and foster a collaborative relationship with the adjacent municipality to promote regional interests, where deemed appropriate, including the support of mutually beneficial service agreements and shared environmental, economic and social outcomes.
- 3.1.3 Both municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.
- 3.1.4 The MD of Pincher Creek and MD of Ranchland will strive, to the best of their ability and knowledge, to refer notices of government projects to each other.
- 3.1.5 Both municipalities shall share with each other the results of all publicly available technical analyses required by a Subdivision and Development Authority as part of an application, where there is the potential for impacts on lands and bodies of water.
- 3.1.6 Both municipalities will endeavor to work together with conservation organizations and government agencies on lands within the Plan Area containing conservation easements that may impact critical infrastructure.

3.2 Land Use

INTENT

To provide policies on land use within the Plan Area which reflect the development philosophies of both municipalities.

POLICIES

Agriculture

- 3.2.1 Agriculture will continue to be the predominant land use in the Plan Area. The impact on agricultural uses should be a consideration when determining suitability of non-agricultural land uses in the Plan Area.
- 3.2.2 Both municipalities will strive to work cooperatively to encourage good neighbour agricultural practices, such as dust, weed and insect control, through best management practices and Alberta Agriculture guidelines.
- 3.2.3 If disputes or complaints in either municipality arise between ratepayers and agricultural operators, the municipality receiving the complaint will direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever necessary.

Confined Feeding Operations (CFOs)

- 3.2.4 If either the MD of Pincher Creek or MD of Ranchland are in receipt of a notice of application from the Natural Resources Conservation Board for new or expanded CFOs, they will forward a copy of the notification to the other municipality.

Resource Extraction

- 3.2.5 The municipalities will consider the effects of visual intrusion, dust, noise, traffic, and air and water pollution when evaluating applications for new gravel pits, or other extractive activities, where they maintain jurisdiction.
- 3.2.6 Either municipality may require an agreement regarding the construction, repair, and maintenance of any municipal roads which may be impacted by resource development when the development requires access to come from the other municipality's road.
- 3.2.7 If either the MD of Pincher Creek or MD of Ranchland are in receipt of a notice or application for a new or expanded public or privately owned gravel pit, they will forward a copy of the notice to the other municipality.

Industry and Energy Development

- 3.2.8 The municipalities may consider the location of renewable energy developments and other industrial development where compatible with existing land uses and each municipality's planning documents.

Utilities / Telecommunications Towers

- 3.2.9 When providing comments to provincial and federal departments regarding utility development, the MD of Pincher Creek and MD of Ranchland will request that consideration be given to the establishment of utility corridors with multiple users.
- 3.2.10 Where there is an application for a new, expanded or retrofitted telecommunications tower within the Plan Area, the MD of Pincher Creek and MD of Ranchland will notify the other municipality to seek their comments.
- 3.2.11 It is the preference of both municipalities that co-location of telecommunication facilities be undertaken where technically feasible.

3.3 Transportation and Road Networks

INTENT

The two municipalities are connected via Highway 22, as well as local roads including the Maycroft Road, Bob Creek Road, West Burmis Road and West Sharples Road. It is important that the municipalities take into consideration the impact of development on municipal and provincial road infrastructure.

POLICIES

- 3.3.1 Both municipalities agree to consult and work with Alberta Transportation regarding the implementation of this Plan and, at the time of subdivision and development, consider how development may impact Highway 22, as applicable.
- 3.3.2 When required by Alberta Transportation, developers shall conduct traffic studies with respect to the impact and access on the Highway. Any upgrading identified by a traffic study conducted by a developer with respect to the Highway shall be implemented by the developer at its sole cost and to the satisfaction of Alberta Transportation.
- 3.3.3 The municipalities should endeavor to maintain open dialogue with Alberta Transportation regarding Highway 22, including any changes to the highway that may have important impacts on the municipalities.

- 3.3.4 Current agreements are in place regarding the maintenance and upkeep of the local roads connecting the municipalities. The municipalities will continue to work together regarding these roads and will negotiate road use agreements as necessary.
- 3.3.5 Both municipalities should engage with the Municipal District of Willow Creek and the Government of Alberta regarding future access and maintenance of the privately owned portion of the Beaver Creek/Heath Creek road.

3.4 Natural Environment

INTENT

Both municipalities recognize the connection between the natural environment and quality of life and strive to protect, preserve and enhance natural systems and environmentally significant areas.

POLICIES

- 3.4.1 When making land use decisions, each municipality will:
- a) utilize and incorporate measures which minimize possible impacts to important water resources;
 - b) determine appropriate land use patterns in the vicinity of significant water resources and other water features;
 - c) establish appropriate setbacks to maintain water quality, flood water conveyance and storage, bank stability and habitat.
- 3.4.2 Lands that have been identified that may contain an environmentally significant site may be required to conduct an environmental impact assessment (EIA) and the proponent should contact Alberta Environment and Parks.
- 3.4.3 Lands that have been identified that may contain a historic resource may be required to conduct a historical resource impact assessment (HRIA) and the proponent should consult the *Historical Resources Act* and Alberta Culture and Tourism.
- 3.4.4 Both municipalities should consider the provincial Water for Life Strategy and Wetland Policy when making land use decisions with the goal of sustaining environment and economic benefits.

3.5 Interpretation

INTENT

To ensure the policies and language within this Plan are communicated in the proper context to ensure the intent of the Plan is as clear and concise as possible.

POLICIES

- 3.5.1 Unless otherwise required by the context, words used in the present tense include the future tense, words used in the singular include the plural, and the word person includes a corporation as well as an individual. Unless otherwise stipulated, the *Interpretation Act, Chapter 1-8, RSA 2000* as amended, shall be used in the interpretation of this bylaw. Words have the same meaning whether they are capitalized or not.
- 3.5.2 All references to a specific agency, body, or department were accurate at the time of writing. It is understood that agency, body and department names change from time to time. All references throughout the Plan shall therefore be considered to be applicable to the relevant agency, body or department.
- 3.5.3 The geographical or relative boundaries or any variable presented on the maps contained in this Plan, with the exception of the boundaries of the Plan Area, shall be interpreted as a rough approximation and not an accurate depiction of its actual or full extension.

4 | PLAN ADMINISTRATION & IMPLEMENTATION

4.1 Intermunicipal Development Plan Committee Policies

INTENT

The implementation of this Plan is intended to be an ongoing process to ensure it is maintained and remains applicable. An Intermunicipal Development Plan Committee with joint representation will ensure continued dialogue and cooperation, as the purpose of this committee is to promote active cooperation and conflict resolution through a consensus-based approach.

POLICIES

- 4.1.1 For the purposes of administering and monitoring the IDP, the MD of Pincher Creek and the MD of Ranchland establish the Intermunicipal Development Plan Committee (the Committee).
- 4.1.2 Both Councils agree the Intermunicipal Development Plan Committee will be an advisory body and may make comments or recommendations to the MD of Pincher Creek and MD of Ranchland. In its advisory capacity, the Committee does not have decision making authority or powers with respect to planning matters in either municipality.
- 4.1.3 The Committee will be comprised of two (2) members of Council from both the MD of Pincher Creek and MD of Ranchland. Each municipality may appoint an alternate Committee member in the event a regular member cannot attend a scheduled meeting. Alternate Committee members shall have standing. Quorum shall consist of four (4) voting members.
- 4.1.4 Members of the Committee shall be appointed by their respective Councils at the Organizational Meeting. If a Council wishes to appoint a new member to the Committee (including the alternate), they must do so by motion of Council at a regular Council meeting. The municipalities shall notify one another upon appointing members and alternate members to the Committee.
- 4.1.5 The municipalities agree that the purpose of the Committee is to:
 - a) provide a forum for discussion of land use matters within the Plan Area,
 - b) provide recommendation(s) for proposed amendments to the Plan,
 - c) discuss and address issues regarding Plan implementation,
 - d) review and provide comment on referrals under section 4.2 and any other matters referred to the Committee,
 - e) provide recommendation(s) regarding intermunicipal issues in an effort to avoid a dispute, and

- f) provide a forum for discussion of any other matter of joint interest identified by either municipality.
- 4.1.6 Meetings of the Committee may be held at the request of either municipality to discuss land use or other planning matters, dispute resolution, or any other matter of intermunicipal importance. Additionally, any matter in Section 4.2 may be referred by either municipality to the Committee for comment prior to a decision being rendered.
- 4.1.7 A municipality may call a meeting of the Committee at any time upon not less than five (5) days' notice of the meeting being given to all members of the Committee and support personnel, stating the date, the time, purpose and the place of the proposed meeting. The five (5) days' notice may be waived with $\frac{3}{4}$ of the Committee members' agreement noted.
- 4.1.8 The municipality that called the meeting of the Committee shall host and chair the meeting and is responsible for preparing and distributing agendas and minutes.
- 4.1.9 At least one (1) member of each municipality's administrative staff shall attend each meeting in the capacity of technical, non-voting advisor.
- 4.1.10 Any changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either municipality.
- 4.1.11 Where a matter has been referred to the Committee and a resolution cannot be found, the Dispute Resolution process in Section 5 of this Plan should be adhered to.

4.2 Referral Policies

INTENT

To establish a process for consistent and transparent sharing of information necessary to make decisions in accordance with the intent of the Plan.

POLICIES

General

- 4.2.1 Where an intermunicipal referral is required by the *MGA* or the policies contained in this Plan, both municipalities agree to share mailing address and property ownership information for circulation purposes with the adjacent municipality and, where applicable, the municipality's processing agency.
- 4.2.2 Where a plan or bylaw, including amendments, or application, requires notifications to be sent to a municipality that is external to this IDP, the referring municipality shall follow the

referral requirements outlined in the *MGA*, and where applicable, those contained in a relevant Intermunicipal Development Plan.

- 4.2.3 Administrative staff or representatives for the MD of Pincher Creek and MD of Ranchland are encouraged to discuss with one another forthcoming Statutory Plans and Land Use Bylaws, including amendments, which may impact the Plan Area.
- 4.2.4 Administrative staff or representatives for the MD of Pincher Creek and MD of Ranchland are encouraged to discuss with one another forthcoming subdivision and development applications that may impact lands within the Plan Area.
- 4.2.5 The municipalities are encouraged to refer to each other for comment major land use or planning matters that have the potential to impact the other jurisdiction, even if it involves lands that may not be located within the Plan Area.

Municipal Development Plans

- 4.2.6 A newly proposed MD of Ranchland Municipal Development Plan or amendment shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.7 A newly proposed MD of Pincher Creek Municipal Development Plan or amendment shall be referred to MD of Ranchland for comment prior to a public hearing.

Other Statutory Plans

- 4.2.8 A newly proposed MD of Ranchland statutory plan (excluding a Municipal Development Plan) or amendment that will have an impact on the Plan Area shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.9 A newly proposed MD of Pincher Creek statutory plan (excluding a Municipal Development Plan) or amendment that will have an impact on the Plan Area shall be referred to the MD of Ranchland for comment prior to a public hearing.

Land Use Bylaws

- 4.2.10 All Land Use Bylaw amendments in the MD of Ranchland that affect lands in the Plan Area shall be referred to the MD of Pincher Creek for comment prior to a public hearing.
- 4.2.11 All Land Use Bylaw amendments in the MD of Pincher Creek that affect lands in the Plan Area shall be referred to MD of Ranchland for comment prior to a public hearing.
- 4.2.12 All redesignation applications affecting the Plan Area shall be referred to the other municipality for comment prior to a public hearing.

- 4.2.13 A newly proposed Land Use Bylaw from either municipality shall be referred to the other for comment prior to a public hearing.

Design Concepts

- 4.2.14 All design concepts in support of a subdivision or development in the MD of Ranchland that will affect lands in the Plan Area shall be referred to the MD of Pincher Creek for comment prior to Council resolution.
- 4.2.15 All design concepts in support of a subdivision or development in the MD of Pincher Creek that will affect lands in the Plan Area shall be referred to the MD of Ranchland for comment prior to Council resolution.

Subdivision and Development

- 4.2.16 All subdivision applications for lands within the Plan Area shall be referred to the other municipality for comment prior to a decision being rendered.
- 4.2.17 The MD of Ranchland shall refer all discretionary use development applications within the Plan Area to the MD of Pincher Creek for comment prior to a decision being rendered.
- 4.2.18 The MD of Pincher Creek shall refer all discretionary use development applications within the Plan Area to the MD of Ranchland for comment prior to a decision being rendered.

Response Timelines

- 4.2.19 The responding municipality shall, from the date of mailing, have the following timelines to review and provide comment on intermunicipal referrals:
- a) 15 calendar days for all development applications,
 - b) 19 calendar days for subdivision applications, and
 - c) 30 calendar days for all other intermunicipal referrals.
- 4.2.20 In the event that either municipality or the Committee does not reply within, or request an extension by, the response time for intermunicipal referrals stipulated in this Section, it is presumed that the responding municipality and/or Committee has no comment or objection to the referred planning application or matter.

Consideration of Responses

- 4.2.21 Comments from the responding municipality and/or the Committee regarding proposed Municipal Development Plans, other statutory plans, and Land Use Bylaws, or amendments to any of those documents, shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered.

- 4.2.22 Comments from the responding municipality and/or the Committee regarding subdivision and development applications shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered on the application.

4.3 Plan Validity and Amendment Policies

INTENT

This Plan may require amendments from time to time to accommodate unforeseen situations, and to keep the Plan relevant.

POLICIES

- 4.3.1 This Plan comes into effect on the date it is adopted by both municipalities.
- 4.3.2 Amendments shall be adopted by both Councils using the procedures outlined in the *MGA*. No amendment shall come into force until such time as both municipalities adopt the amending bylaw.
- 4.3.3 Applications for amendments to this Plan by parties other than the MD of Pincher Creek and the MD of Ranchland (e.g. landowners and developers) shall be made to both municipalities along with the applicable fee as established by each municipality for processing amendments to a statutory plan.
- 4.3.4 Administrative staff should review the policies of the Plan annually and discuss land use matters, issues and concerns on an on-going basis. Administrative staff may make recommendations to their respective Councils for amendment to the Plan to ensure the policies remain relevant and continue to meet the needs of both municipalities.
- 4.3.5 A formal review of the Plan will occur within 10 years from the date the IDP is adopted by both municipalities.

5 | DISPUTE RESOLUTION POLICIES

5.1 General Dispute Process

INTENT

The intent of the dispute resolution process is to maximize opportunities for discussion and review in order to resolve areas of disagreement early in the process. Despite the best efforts of both municipalities, it is understood that disputes may arise from time to time affecting land use within the Plan boundary. The following process is intended to settle disputes through consensus and minimize the need for formal mediation.

POLICIES

General Agreement

The municipalities agree that:

- 5.1.1 It is important to avoid dispute by ensuring that the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality as required in the Plan and prompt enforcement of the Plan policies.
- 5.1.2 Prior to the meeting of the Committee, each municipality through its administration will ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.
- 5.1.3 The Committee should discuss the issue or dispute with the intent to seek a recommended solution by consensus.

Dispute Resolution

In the case of a dispute, the following process will be followed to arrive at a solution:

- 5.1.4 When a potential intermunicipal issue comes to the attention of either municipality relating to a technical or procedural matter, such as inadequate notification or prescribed timelines, misinterpretation of Plan policies, or a clerical error regarding the policies of this Plan, either municipality's Land Use Bylaw, or any other plan affecting lands in the Plan Area, it will be directed to the administrators of each municipality. The administrators will review the technical or procedural matter and if both administrators are in agreement, take action to rectify the matter.

- 5.1.5 Should either municipality identify an issue related to this Plan that may result in a dispute that cannot be administratively resolved under Section 5.1.4 or any other issue that may result in a dispute, the municipality shall contact the other and request that an Intermunicipal Development Plan Committee meeting be scheduled to discuss the issue. The Committee will review the issue and attempt to resolve the matter by consensus.
- 5.1.6 Should the Intermunicipal Development Plan Committee be unable to arrive at a consensus, the administration of each municipality will schedule a joint meeting of the two Councils to discuss possible solutions and attempt to reach consensus on the issue.
- 5.1.7 Should the Councils be unable to resolve the matter, either municipality shall initiate a formal mediation process to facilitate resolution of the issue.

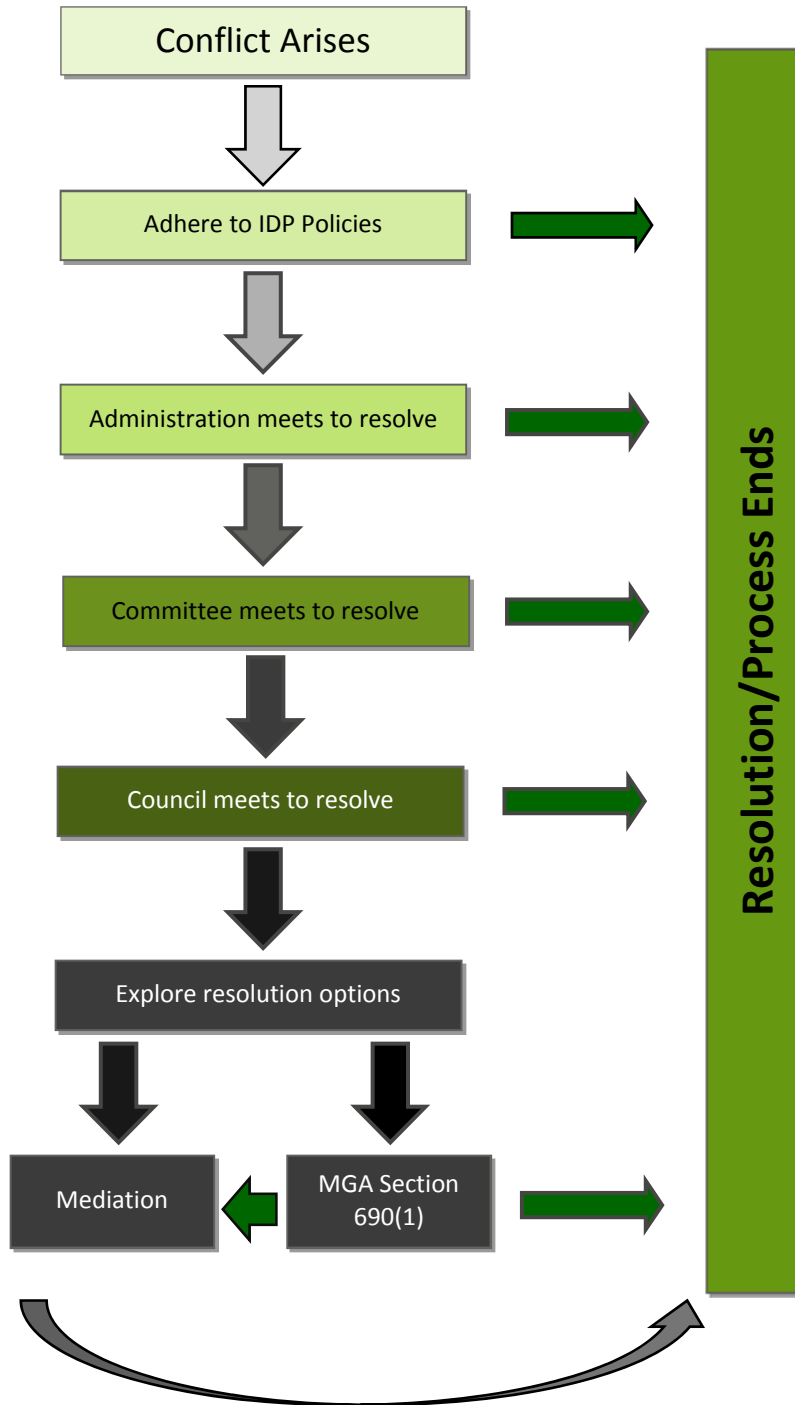
Filing an Intermunicipal Dispute under the Municipal Government Act

- 5.1.8 In the case of a dispute involving the adoption of a statutory plan, Land Use Bylaw or amendment to such, within 30 days of adoption, the municipality initiating the dispute may, without prejudice, file an appeal to the Municipal Government Board under section 690(1) of the *MGA* so that the provincial statutory right and timeframe to file an appeal is not lost.
- 5.1.9 The appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two municipalities prior to the Municipal Government Board meeting. This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30 day appeal filing process as outlined in the *MGA*.

Note: *Using section 690(1) of the MGA is the final stage of dispute settlement, where the municipalities request the Municipal Government Board to intercede and resolve the issue.*

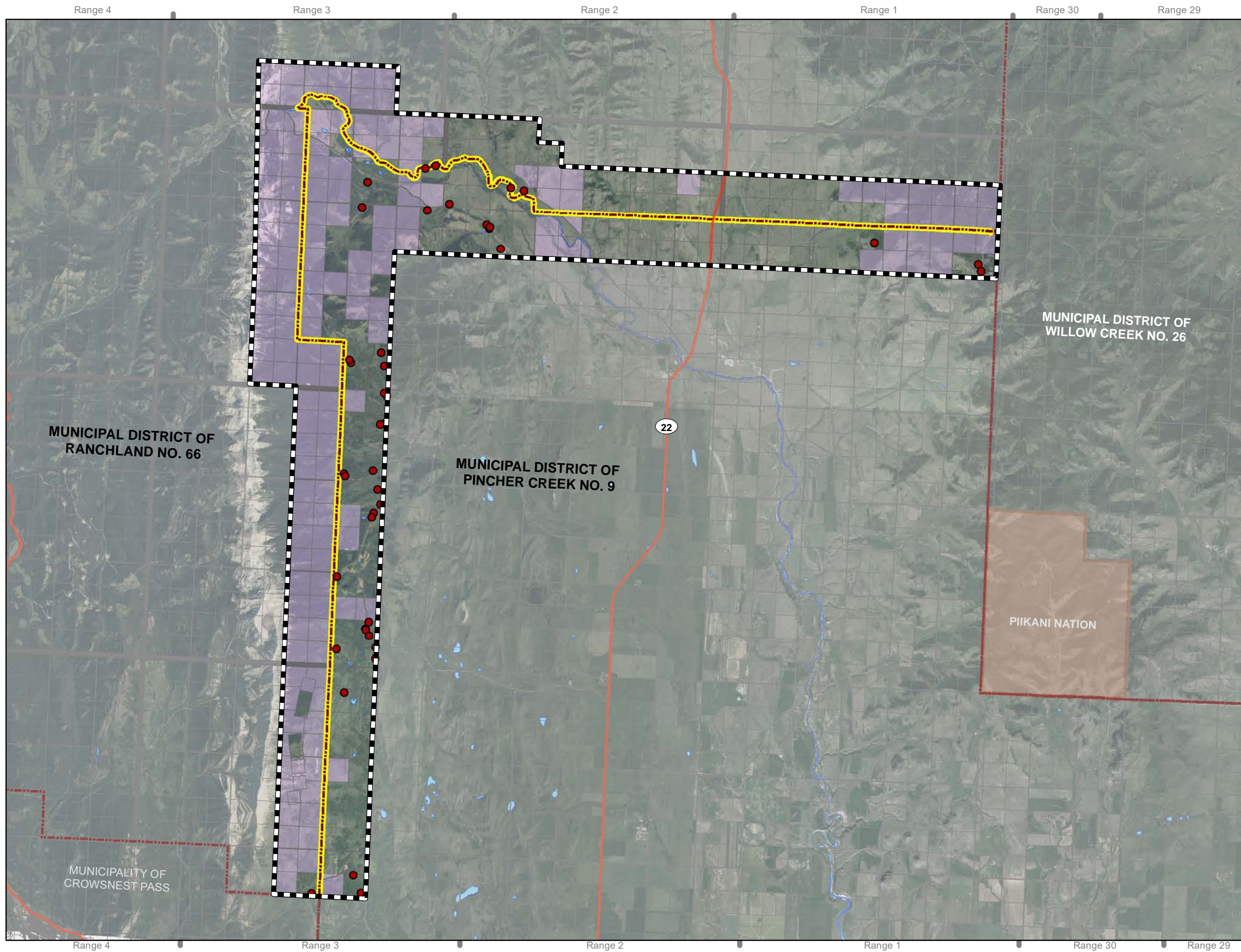
Dispute Resolution Flow Chart

The dispute resolution flow chart presented here is for demonstration purposes only and shall not limit the ability of either municipality to explore other methods of resolution or to choose one method in place of another.



APPENDIX A | MAPS





Municipal District of Pincher Creek and Municipal District of Ranchland Intermunicipal Development Plan

Physical Characteristics Map 2

- Plan Area Boundary
- M.D. of Pincher Creek/M.D. of Ranchland Border
- Provincial Highway
- Waterbodies
- Residences & Other Addressed Parcels ^{1 2}
- Land Ownership^{2 3}**
 - Crown Land

Source:

¹ MD of Ranchland - Alberta Municipal Data Sharing Partnership, April 2018
 MD of Pincher Creek - Digitized from 2015 Aerial Photo

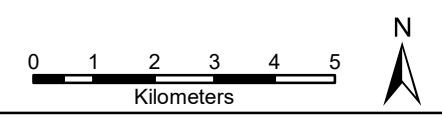
² M.D. of Pincher Creek - Altalis, June 2018
 Willow Creek - Altalis, May 2017

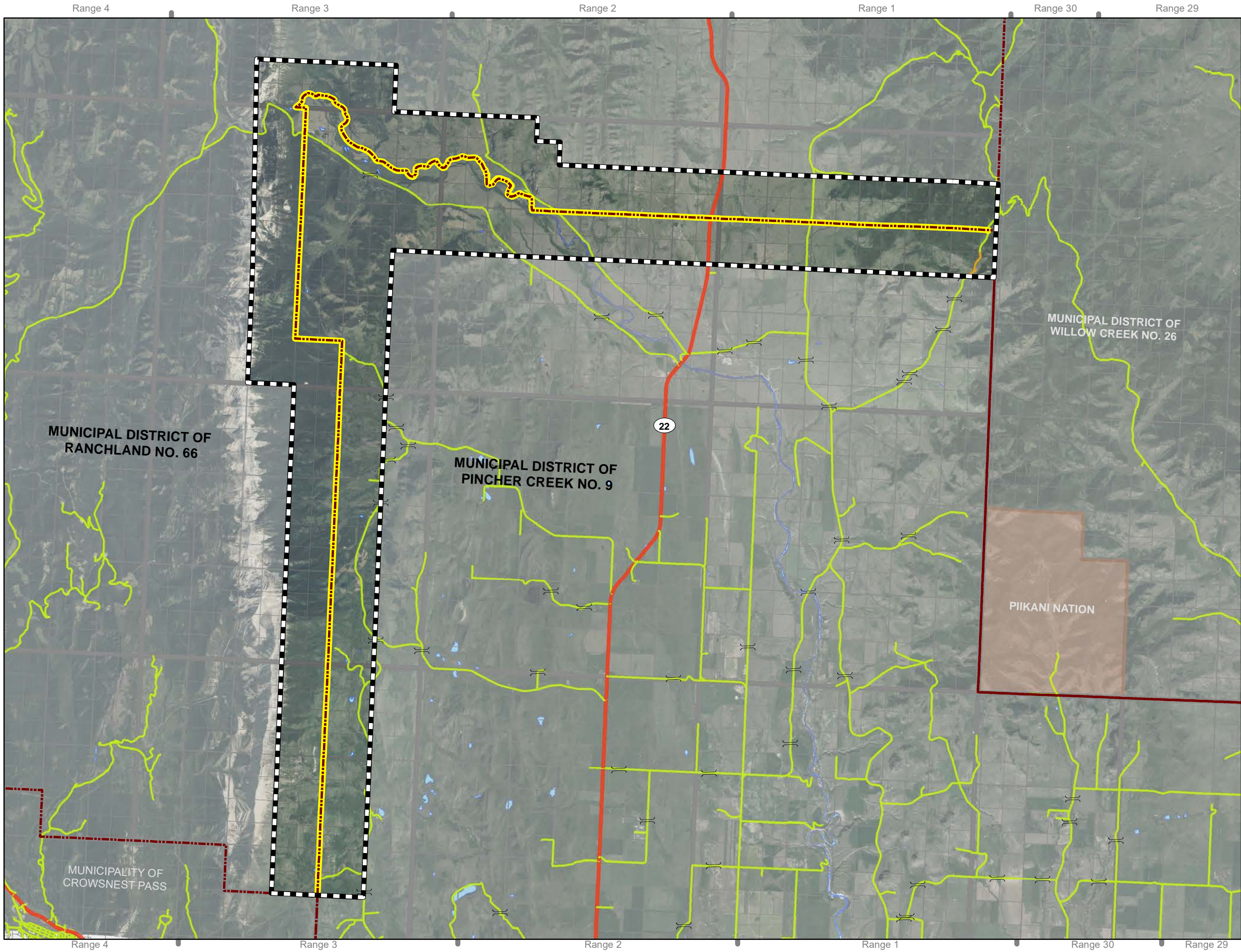
³ Altalis, July 2018

⁴ Alberta Environment and Parks
 Government of Alberta, October 2018

Aerial Photo Date: 2015

Municipal District of Pincher Creek
 (Bylaw No. ____) &
 Municipal District of Ranchland
 (Bylaw No. ____)





Municipal District of Pincher Creek and Municipal District of Ranchland Intermunicipal Development Plan

Road Network Map 3

- Plan Area Boundary
- M.D. of Pincher Creek/M.D. of Ranchland Border
- Provincial Highway
- Municipal Roads
- Private Roads (No Road Plan)
- Bridge
- Waterbodies

Source:

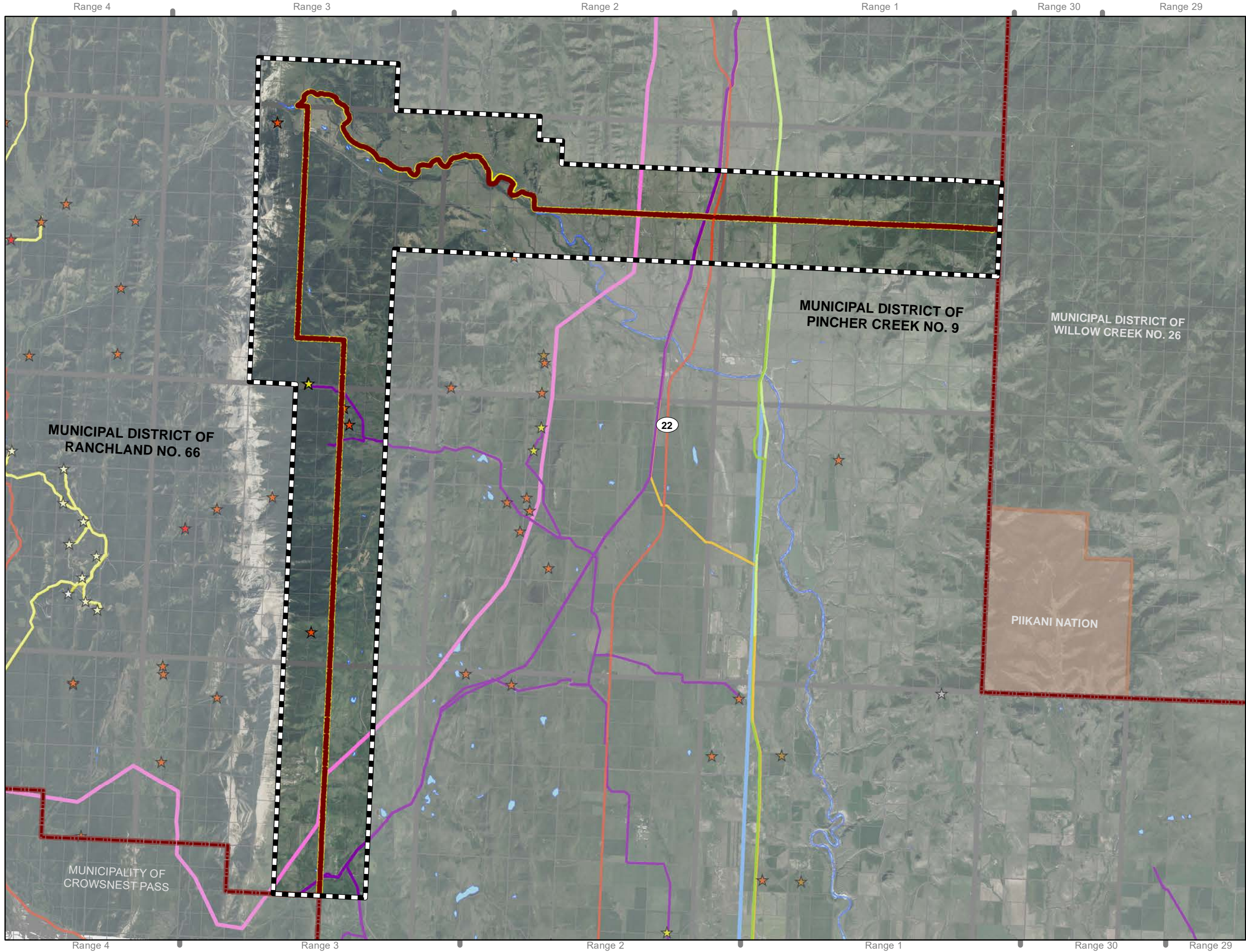
¹ Altalis, March 2018

² Alberta Environment and Parks
Government of Alberta, October 2018

Aerial Photo Date: 2015

Municipal District of Pincher Creek
(Bylaw No. ____) &
Municipal District of Ranchland
(Bylaw No. ____)

0 1 2 3 4 5
Kilometers



Municipal District of Pincher Creek and Municipal District of Ranchland Intermunicipal Development Plan

Energy Infrastructure Map 4

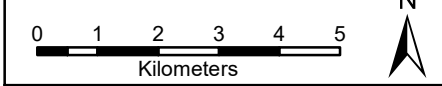
- Plan Area Boundary
 - M.D. of Pincher Creek/M.D. of Ranchland Border
 - Provincial Highway
 - Waterbodies
- Transmission Lines¹**
- 69 kv
 - 500 kv
- Pipelines - Substance²**
- Crude Oil
 - HV Other
 - HVP Products
 - LVP Products
 - Natural Gas
- Well - Status²**
- Abandoned
 - Abandoned Gas
 - Drilled and Cased
 - Gas
 - Suspended Gas
 - Undefined

Source:

¹ Digitized by ORRSC, 2018
² Alberta Energy Regulator, 2016
³ Altalis March 2018

Aerial Photo Date: 2015

Municipal District of Pincher Creek (Bylaw No. _____) & Municipal District of Ranchland (Bylaw No. _____)



**MD OF PINCHER CREEK ENHANCED POLICING
MONTHLY REPORT JUNE 2019**

Cst. Laurence Harvey
RCMP Pincher Creek

Shifts worked :11

Monthly Traffic Ticket Summary

MD Hamlet Patrols

Speeding 24

Stop Sign Violations 1

Administrative Violations

Equipment Violations

Other 1

Warnings Given 2

Beaver Mines: 5

Lundbreck:8

Castle Mountain & provincial Parks: 5

Twin Butte: 3

Monthly Total:

Distance Driven: 2050 km

Number of Violation Tickets Issued:

Violation ticket location:

Beaver Mines:
Hwy 3/6/507:11
Hwy 22: 17

Public Meetings/Events/Training:

Training in Edmonton

Patrolled Provincial Parks, snake trails area, Old man Dam

Organized Bike Rodeo (June 06th 2019)

Beaver Mines citizen counsel meeting

Presentation to the AG Board

Citizen on patrols Board meeting

Citizen on patrol appreciation BBQ

Check stop with Citizen on patrol in Beaver Mines

Annual leave from June 13h to June 25th

Municipal District of Pincher Creek No 9.
Actual vs Budget
Segmented Net Income
June 30, 2019

G3a

	2019 Actual	2019 Budget	Variance	% of Budget Remaining	
Wages					
Council	(79,169)	(172,310)	93,141	54.1%	
Administration	(731,324)	(1,459,550)	728,226	49.9%	
AES	(142,022)	(329,070)	187,048	56.8%	
Public Works	(1,103,761)	(2,468,580)	1,364,819	55.3%	
Taxes and Requisitions	13,796,685	11,734,510	2,062,175	-17.6%	Timing - Tax Revenue is recorded in Q2; however the M.D. has not made Q3 and Q4 requisition payments (approx. \$2.1M)
Investment Income	1,440	265,000	(263,560)	99.5%	Investment income for bonds is a year end entry
Council	(29,427)	(82,210)	52,783	64.2%	AB Southwest and Q3/Q4 RMA membership have not yet been paid (approx. 10k), 35k remaining in travel and subsistence - on track to fully spend mileage allowance, hotels and accommodations on track to be fully spent with RMA conference, meeting meals were over budgeted as 2k of the 15k is spent.
Administration	(651,606)	(1,074,820)	423,214	39.4%	IT, audit, and other administration expenses are heavier during the first 6 months. 2019 Prepaid insurance fully expensed in Q2 2019 for full year. Other expenses such as legal and janitorial are on track to be fully spent
Fire	(15,553)	(11,500)	(4,053)	-35.2%	Immaterial
Emergency Management	(32,472)	(56,000)	23,528	42.0%	PC REMO is shared between the Town (49%) MD (49%) and Cowley (2%). MD is the Administer and invoices semi-annually. Invoice has not yet been sent. Therefore MD portion is currently \$16,732.
Bylaw	(47,022)	(186,520)	139,498	74.8%	Timing as result of RCMP Contract. Invoice received for Q1 only, approx. 120k to be expensed for the remainder of the year.
Public Works	(2,522,023)	(4,054,480)	1,532,457	37.8%	See note (A) below
Lundbreck	(43,694)	(186,810)	143,116	76.6%	Labour allocation from PW done at year end (budget 75k), remaining debenture payments (35k)
Airport	(21,191)	(26,590)	5,399	20.3%	AC Unit for Airport, budgeted in 2019 expensed in 2020
WasteWater	(18,518)	(41,380)	22,862	55.2%	Scheduled repair and maintenance are not yet complete; remaining debenture payments
Waste Management	(125,102)	(335,280)	210,178	62.7%	Seasonal landfill charges, currently favorable landfill fees (tipping fees) of 123k
Regional Water	(313,840)	(568,460)	254,620	44.8%	Labour allocation from PW done at year end (budget 115k), remaining debenture payments
Cemetery - Town of Pincher Creek	(45,960)	(45,960)	-	0.0%	
Planning	(32,993)	(145,000)	112,007	77.2%	Received an intermunicipal grant of 148k, however it is sitting on the balance sheet (deferred revenue) until expenses have been incurred. Grant is seen as revenue in the 2019 budget
Agricultural and Environmental Services	(18,856)	40,040	(58,896)	147.1%	Have not yet received the budgeted Ag Services provincial grant for 183k; Expenses are seasonal. The majority of expenses will be incurred during Q2 and Q3.
Recreation	(427,214)	(483,130)	55,916	11.6%	Have not yet received invoice from the Town for Summer Games (58k)
Comm. Services	(345,981)	(311,900)	(34,081)	-10.9%	Second half of the Provincial F.C.S.S Grant not yet received.
Recycle EMA	(22,493) -	- -	(22,493) -	100.0%	
Surplus (Deficiency) Before Depreciation	7,027,907	-	7,027,907		

* Transfers to and from reserves are not recorded on the statement of operations under Generally Accepted Accounting Principles (GAAP) until the expense is incurred. For tracking purposes they are included in the above summary.
** Q1: Jan - Mar; Q2: Apr- Jun; Q3: Jul - Sep; Q4: Oct - Dec

(A) Labour Allocation to other segments (entry done at YE)	(251,000)
Sale of Gravel and Dust Control (seasonal Q3)	(121,500)
Sale of Equipment - Unit 413 (plow)	56,000
Favorable Gravel Crushing invoice not yet received	502,000
Favorable Dust Control Products (Seasonal Q2/Q3)	400,000
Favorable Fuel and Grease (on track to fully spend)	240,000
Contracted Gravel Trucks (Seasonal Q2/Q3)	170,000
Budgeted transfer to reserves not yet booked as based on actuals (thus booked at YE)	250,000
Debenture payment not yet recorded	90,000
	<u>1,335,500</u>

GL ACCOUNT STRING	Restricted Surplus	Opening Balance	Transfer To Reserves	Transfer From Reserve	Ending Balance	Notes
6-12-0-735-6735	Tax (Mill) Rate Stabilization	1,156,383	164,880	(10,000)	1,311,263	(A) Transfer to: Budget Amendment Res 19/177
6-12-0-740-6740	Airport	329,771	-	-	329,771	(B) Transfer to: Budgeted transfer 220k + Budget Amendment Res 19/177 15k + LRB Grant Funding 221k
6-12-0-742-6740	Bridge Repair and Replacement	2,552,521	456,921	(48,459)	2,960,983	
6-12-0-744-6740	Seniors Housing	200,000	-	-	200,000	
6-12-0-746-6740	Emergency Management	47,622	-	-	47,622	(C) Transfer to: done at year end - gravel reclamation adjustment
6-12-0-748-6740	GravelPit StrippingReclamation	912,461	-	-	912,461	
6-12-0-751-6740	M.D. Buildings	200,000	-	-	200,000	(D) Transfer to: Budgeted transfer 878K + Budget Amendment Res 19/177 15k
6-12-0-752-6740	Equipment Replacement	2,337,570	893,420	(6,950)	3,224,041	(E)
6-12-0-753-6740	Next Year Completions	273,136	20,000	(64,562)	228,574	(F) Transfer to: budgeted transfer. Transfer from: Town of Pincher Creek curling rink compressor
6-12-0-754-6740	Town Recreation Facilities	464,213	133,430	(7,599)	590,044	(G) Transfer to: budgeted transfer
6-12-0-755-6740	Recycle Equipment M.D.	89,388	-	-	89,388	(H) Transfer to: budgeted transfer
6-12-0-757-6740	Road Construction	2,320,532	50,000	(7,689)	2,362,843	
6-12-0-758-6740	Water Infrastructure	373,181	28,140	(77,582)	323,739	
6-12-0-759-6740	Wastewater Infrastructure	685,970	-	(54,930)	631,040	(I)
		11,942,749	1,746,791	(277,770)	13,411,769	

Transfers

(A) Res 16/052 Watertonfront Broadband Infra Project

10,000

(B) Bridge Files

Completed	Open	Total
BF 1744	17,711	17,711
BF 6613	16,811	16,811
BF 70177	-	-
BF 70175	6,155	6,155
BF 7235	3,027	3,027
BF 76293	4,756	4,756
	-	-
	48,459	48,459

(D) Purchases

Postscript Printer

Purchase Price
6,950

(E)

REMO Surplus

Admin Artwork

Admin Webpage Redesign

Admin Safety Vests

AES Conservation Projects

Bylaw RCMP Contract

Planning Documents

Planning Superior Safety Codes

PW Gravel Crushing & Royalties

PW Line Painting

Recreation - Ag Society Roof

Airport AC Unit

Maycroft Road

Rounding

Opening Balance	Transfer To Reserves	Transfer From Reserve	Ending Balance	
16,698			16,698	Carryforward surplus for EMA committee - Request for use of funds sent to EMA Committee
10,000		(140)	9,860	Carryforward - Art Committee
3,500			3,500	Carryforward - new host for 2018
1,970			1,970	Carryforward -
32,536			32,536	Carryforward -
39,700		(39,500)	200	
47,500			47,500	
59,614		(17,815)	41,798	Carry Forward - MD Review and Development Plans 2019/2020 Timing with Superior - 75% of revenue received, but not billed until permit is closed
22,620			22,620	Carryforward -
-	20,000		20,000	Project was incorrectly budgeted for in 2019, will be complete in 2020.
5,000			5,000	Res: 17/435 Contribution to Ag Society for roof repairs, 2018 - MD Supports Grant Application for new roof. Keep reserve if grant not given
4,000		(4,000)	-	Airport AC work complete in 2019
30,000		(3,106)	26,894	Maycroft Road- Legal fees 3k
(2)			(2)	
273,136	20,000	(64,562)	228,574	

(G) Project Name

Highway 3A

Transfers Out
7,689

(H) Project Name

Raw Water Intake (CP-WS-RWIN)

Beaver Mines Water Servicing (BMWS)

Beaver Mines Distribution & Collection (BMDC)

Transfers Out
11,731 Arrow Archaeology Invoice - Too late to capitalize Res 19/151
57,135
8,716 Hookups to pipe
77,582

(I) Project Name

Waste Water Solution

Transfers Out
54,930

CHIEF ADMINISTRATIVE OFFICER'S REPORT

June 26 – July 9, 2019

DISCUSSION:

- June 26 Fire Structure Meeting with Chief Cox and Laurie Wilgosh
Emergency Advisory Committee (REMO)
Resident Meeting - Hochstein, L.
Resident Meeting - Patrick's, S & K
Resident Call - MacGarva, S
RCMP Meeting - re Civil resident issue
- June 27 Staff Meeting
AUMA Meeting – MD Office
Follow up RCMP Meeting – warnings issued by RCMP
- June 28 PCECLC financial options for consideration for Council
Legal, Land and Project discussions with Dir.Ops. and Banner Engineering
- July 02 Safety PSA with Mike, Jessica and Brian Millis
SMT (Sr. Mgmt Team) meeting for Council Meeting Prep
Review of four draft IDP's for Council consideration
- July 03 PW Safety Meeting
Banner Engineering on site and in Beaver Mines at proposed site
Volunteering with Summer Games
- July 04 ASB Meeting
Council Meeting Prep
- July 05 Day off
- July 08 PW Shop Inspection with Joint Health and Safety Board
- July 09 Committee and Council Meetings

Upcoming Meetings

- July 10 Joint Health and Safety
Post Council Meeting with Reeve
- July 15 PC REMO
- July 18 Castle Mt Project Meeting Update, on site with MPE

**** Please note – Safety BBQ is tentatively set for August 29th from 1130 – 1300 hrs. ****

RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period of June 26, 2019 to July 09, 2019.

Prepared by: Troy MacCulloch, CAO



Date: July 4, 2019

Respectfully presented to: Council

Date: July 9, 2019

Recommendation to Council

G4b

TITLE: Bylaw 1307-19 Regional Emergency Management Organization		
PREPARED BY: Jessica McClelland		DATE: July 2, 2019
DEPARTMENT: Administration		
		ATTACHMENT:
Department Supervisor	Date	<ol style="list-style-type: none"> 1. Background on Bylaw 1307-19 from Director of Emergency Management 2. Bylaw 1307-19 Regional Emergency Management Organization
APPROVALS:		
Department Director	Date	<div style="display: flex; align-items: center; justify-content: center;">  <div style="text-align: center;"> <p>CAO</p> </div> </div>
		<div style="display: flex; align-items: center; justify-content: flex-end;"> <p style="margin-right: 10px;">02 July 2019</p> <p>Date</p> </div>

RECOMMENDATION:

That Council give Bylaw 1307-19, being the Regional Emergency Management Organization Bylaw, first reading.

BACKGROUND:

On June 26, 2019 the EAC performed a second review of the bylaws and passed a motion to present this version to Council for the Town, Cowley and M.D.

FINANCIAL IMPLICATIONS:

Nothing further than what was budgeted for at this time.

**Pincher Creek Regional Emergency Management Organization
Emergency Management Agency**

**2019 Bylaw Update
Issue Analysis and Draft Bylaws
Version 2019-06-26**

Status of this Document

Draft/Recommended. On June 26 the EAC passed a motion to present the attached bylaw to the respective Councils for review and acceptance.

Summary

This document contains the draft recommended emergency management bylaw and an accompanying issue analysis.

The CAOs and DEM met on May 8 and agreed on wording to include in the bylaws to address each of the identified issues. These issues were identified from a checklist provided by the provincial government and a detailed analysis of the existing bylaws, act and regulations.

This proposed bylaw combines all the ideas discussed. It draws on text from each of the existing bylaws of the three municipalities. Source material was also provided by the City of Lethbridge which was nearing completion of its bylaw update, and the County of Warner which was in the midst of forming a regional partnership through a ministerial order and based their work in part on our bylaws. It also draws from earlier model bylaws provided by the province. The province has decided not to update these model/sample bylaws to reflect the new requirements of the act and regulations.

The first draft bylaw was reviewed by the CAOs and then presented on May 29 to the EAC. The EACs feedback has been incorporated.

Initial comments from the AEMA have been addressed.

A final refinement of definitions and clean up of formatting has been applied.

On June 26 the EAC performed a second review of the bylaws and passed a motion to present this version to Councils.

Changes from May 29 Draft

From EAC:

- Add 28(f) for federal and provincial business units being part of Agency (e.g. Alberta Transportation)
- Expand Director's role to coordinating required (not just "used") resources and services 39(c)

From CAOs:

- Add table of contents

From AEMA:

- don't explicitly list all of the powers under sole (see new Issue 31)

Other:

- Adjust wording of 20(c) to reflect the wording of the Act
- describe FCSS by emergency management function in 29(d)(v)
- Section 11 reword to not imply there is necessarily a meeting every year of the Joint Emergency Management Committee
- reorder section 20 for clarity
- remove "signed into force from signature block". See Issue 2
- Refine definitions and use these terms consistently
- corrections to grammar
- formatting

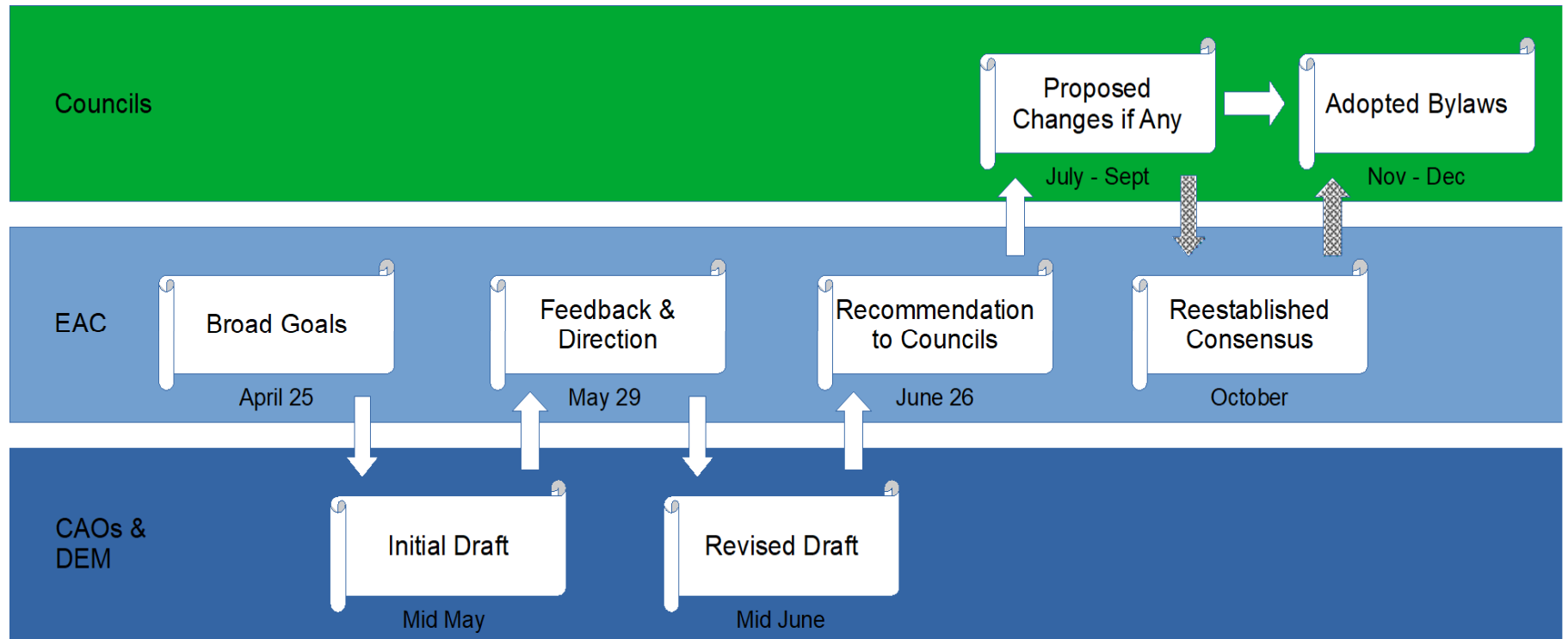
Two new issues (31 & 32) were identified and addressed.

Future Changes

Feedback from AEMA for the purposes of a ministerial order for a joint emergency advisory committee. Key personnel are heavily involved in fires in northern Alberta. It's not know when feedback will be available. There may be requirements for further changes to meet the requirements of a ministerial order.

Pincher Creek Regional Emergency Management Organization

2019 Bylaw Update Process



**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1307-19**

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**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1307-19**

**A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 IN THE PROVINCE
OF ALBERTA TO PROVIDE FOR EMERGENCY MANAGEMENT.**

WHEREAS the Council of the Municipal District of Pincher Creek No. 9 There is hereby established the Pincher Creek Regional Emergency Advisory Committee, that shall be the emergency advisory committee of *the Partnering Municipalities* under section 11.1(1) of *the Act*. is responsible for the direction and control of its emergency response and is required, under the *Act*, to appoint an emergency advisory committee and to establish and maintain an emergency management agency and appoint a director of the emergency management agency;

AND WHEREAS it is recognized that an *Emergency* or *Disaster* of a jurisdictional or multi-jurisdictional nature could affect any or all of the *Partnering Municipalities* to such a degree that local resources would be inadequate to cope with the situation;

AND WHEREAS *Council* wishes to maintain a regional emergency management partnership between the *Partnering Municipalities* for the purpose of integrated emergency management planning and operations;

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

**PART I:
CITATION, PURPOSE AND DEFINITIONS**

Citation

1. This bylaw may be cited as the “Emergency Management Bylaw”.

Purpose

2. The purposes of this bylaw is to provide for the direction and control of emergency operations under the *Act* in the *Municipality*.

Definitions

3. In this bylaw, unless the context otherwise requires:
 - (a) “**Act**” means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8 and the regulations thereto, as amended or replaced from time to time;
 - (b) “**Agency**” (*Emergency Management Agency*) means the agency established under section 28;
 - (c) “**Council**” means the municipal council of the *Municipality*;
 - (d) “**Councils**” means each municipal council of the *Partnering Municipalities*;
 - (e) “**Deputy Directors**” and “**Deputy Regional Directors of Emergency Management**” mean each person appointed as a Deputy Regional Director of Emergency Management under section 36;
 - (f) “**Director**” and “**Director of Emergency Management**” mean the person appointed Regional Director of Emergency Management under section 36 and the director of emergency management and the director of the emergency management agency under section 37;
 - (g) “**Disaster**” means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment;
 - (h) “**Emergency**” means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;

- (i) **“Emergency Advisory Committee”** means the committee established under section 14;
- (j) **“Emergency Declaration Committee”** means the committee established under section 44;
- (k) **“Emergency Management Agency”** (*Agency*) means the agency established under section 28;
- (l) **“Emergency Management Program”** means those activities authorized or required by this bylaw and includes the emergency management program referenced in the *Regulations*;
- (m) **“Emergency Plan”** means the plan of the *Partnering Municipalities* prepared to coordinate response to an *Emergency* or *Disaster* and includes any material required by the *Regulations* for a municipality’s emergency plan;
- (n) **“Emergency Plans and Programs”** means
 - (i) the *Emergency Plan*,
 - (ii) the *Emergency Management Program*,
 - and
 - (iii) any other emergency plan or program under the *Act* related to the *Partnering Municipalities*.
- (o) **“Joint Emergency Management Committee”** means the committee established under section 4;
- (p) **“Municipal Government Act”** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and the regulations thereto, as amended or replaced from time to time;
- (q) **“Minister”** means the minister responsible for the *Act*;
- (r) **“Municipality”** means Municipal District of Pincher Creek No. 9;
- (s) **“Partnering Municipalities”** means each of the municipalities listed in Schedule “A”;
- (t) **“Regional Director of Emergency Management”** (“*Director*” or “*Director of Emergency Management*”) means the person appointed Regional Director of Emergency Management under section 36;
- (u) **“Regulations”** means the regulations under the *Act*,
and
- (v) **“State of Local Emergency”** means a state of local emergency declared in accordance with the *Act* and this bylaw.

**PART II:
JOINT EMERGENCY MANAGEMENT COMMITTEE**

Establishment

4. There is hereby established the Pincher Creek Joint Emergency Management Committee, that shall be a joint committee of the *Partnering Municipalities* under section 11.3(1)(b)(ii) of the *Act*.

Membership and Quorum

5. Each of the *Partnering Municipalities* shall appoint to the committee the number of voting members listed in Schedule “A” from the members of council of their municipality.
6. Each of the *Partnering Municipalities* may designate one or more alternates for the voting members it has appointed to the committee.
7. In the absence of a voting member for which they were designated as an alternate, the alternate may participate in the committee as a voting member.
8. Quorum for the committee is a majority of voting members.

Functions and Duties

9. Upon a ministerial order under section 11.3(1)(b)(ii) of the *Act* so authorizing, the committee is delegated the power and duty under section 11.1(1) of the *Act* to appoint the *Emergency Advisory Committee* as established under section 14 of this bylaw.
10. Upon a ministerial order under section 11.3(1)(b)(ii) of the *Act* so authorizing, the committee is delegated the power and duty under section 11.3(1)(a) of the *Act* to delegate to the *Emergency Advisory Committee* the powers to declare, renew and terminate a *State of Local Emergency* according to section 21 of this bylaw.

Committee Chair

11. At the first meeting of each year, the committee shall appoint a chair from its members.

Meetings

12. The committee will meet upon
 - (a) the appointment or change of appointment of its members,
or
 - (b) the receipt or change of a ministerial order under section 11.3(1)(b)(ii) of the *Act*.

Member Expenses

13. The *Municipality* shall provide for the payment of expenses of the members of the committee in accordance to the funding formula listed in Schedule "A".

PART III: EMERGENCY ADVISORY COMMITTEE

Establishment

14. There is hereby established the Pincher Creek Regional Emergency Advisory Committee, that shall be the emergency advisory committee of the *Partnering Municipalities* under section 11.1(1) of the *Act*.

Membership and Quorum

15. Each voting member of the *Joint Emergency Management Committee* designated under section 5 shall be appointed a voting member of the *Emergency Advisory Committee*.
16. Each alternate designated under section 6 may act as an alternate on the committee for the same person they were designated an alternate for on the *Joint Emergency Management Committee*.
17. In the absence of a voting member for which they were designated an alternate, the alternate may participate in the committee as a voting member.
18. Quorum for the committee is
 - (a) any two voting members, when meeting for the sole purpose of declaring, renewing or terminating a *State of Local Emergency*,
or
 - (b) a majority of voting members, in any other circumstances.

Purpose

19. During an emergency or disaster, the purpose of the committee is to carry out the functions and duties of section 21 and when those events are not occurring, the purpose of the committee is to carry out the functions and duties of section 20.

Functions and Duties

20. The committee shall:
 - (a) provide governance, guidance and direction to the *Emergency Management Agency*;
 - (b) review the *Emergency Plans and Programs* on a regular basis;

- (c) advise *Councils*, on the status and development of the *Emergency Plans and Programs* at least once each year;
- (d) recommend to *Councils*, an annual budget to carry out approved *Emergency Plans and Programs*, develop and update *Emergency Plans and Programs*, and fund the expenses of the *Joint Emergency Management Committee*, the *Emergency Advisory Committee* and the *Emergency Management Agency*;
- (e) ensure the *Emergency Management Agency* performs all duties and functions in sections 30 to 31;
and
- (f) ensure the *Director* and *Deputy Directors* perform all duties and functions in sections 39 to 41.

Declare, Renew or Terminate a SOLE

- 21. The committee may declare, renew or terminate a *State of Local Emergency* for any of the *Partnering Municipalities* by resolution in accordance with sections 53 to 60.
- 22. For greater certainty, a resolution under section 21 may be for any of the *Partnering Municipalities* regardless of whether any of the voting members present are from the council of the affected municipality.

Committee Chair

- 23. The committee annually shall appoint a chair from its members.

Meetings

- 24. The committee shall meet a minimum of two times per year.
- 25. All decisions of the committee shall be by resolution.
- 26. When meeting for the sole purpose of declaring, renewing or terminating a *State of Local Emergency*,
 - (a) the committee shall meet at the request of the *Director of Emergency Management* or delegate or any member of the committee;
 - (b) meetings do not require notice;
and
 - (c) meetings may be held in person, by telephone or other means of communications or combination thereof.

Member Expenses

- 27. The *Municipality* shall provide for the payment of expenses of the members of the committee in accordance to the funding formula listed in Schedule "A".

PART IV: EMERGENCY MANAGEMENT AGENCY

Establishment

- 28. There is hereby established the Pincher Creek Regional Emergency Management Agency, that shall be the emergency management agency of each of the *Partnering Municipalities* under section 11.2(1) of the *Act*.

Membership

- 29. The *Agency* shall consist of:
 - (a) the *Director* and *Deputy Directors*;
 - (b) the Chief Administrative Officers of each of the *Partnering Municipalities*;

- (c) the administrative head of the following departments of each of the *Partnering Municipalities*:
 - (i) Operations,
 - (ii) Public Works,
 - (iii) Community Services,
 - (iv) Finance,and
 - (v) Information Technology;
- (d) the identified representative for emergency management purposes of each agency or organization that serves the following purposes in all or a part of the *Partnering Municipalities*:
 - (i) fire response,
 - (ii) policing,
 - (iii) emergency medical services,
 - (iv) public health,
 - (v) disaster social services,and
 - (vi) provincial emergency management agency;
- (e) the identified representative for emergency management purposes of each federal or provincial business unit that is responsible for the following matters in the *Partnering Municipalities*:
 - (i) transportation,
 - (ii) parks,and
 - (iii) streams, rivers and water bodies;
- (f) upon the invitation of the *Director*, the identified representative for emergency management purposes of each agency, organization, or company that serves the following purposes in all or a part of the *Partnering Municipalities*:
 - (i) search and rescue,
 - (ii) health care facilities,
 - (iii) school boards,
 - (iv) dam operations,
 - (v) energy, utility or environmental regulation,
 - (vi) utility companies,
 - (vii) energy transport companies,
 - (viii) major industry,
 - (ix) animal care,and
 - (x) neighbouring emergency management agencies;
- (g) all others deemed necessary by the *Director* to assist in the preparation or implementation of *Emergency Plans and Programs*.

Functions and Duties

30. The *Agency* shall act as the agent of each of the *Councils* to carry out all of their powers and duties under the *Act*. This does not include the power to declare, renew or terminate a *State of Local Emergency*.

31. The *Agency* shall
- (a) provide assistance and guidance to the *Director*;
 - (b) be responsible for the administration of the *Emergency Management Program* of the *Partnering Municipalities*;
 - (c) report to the *Emergency Advisory Committee* at least two times a year to provide updates on *Agency* activities, which shall include an update of the *Agency's* review of the *Emergency Plan* of the *Partnering Municipalities*;
 - (d) use a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency or in absence of such a prescription, the Incident Command System;
 - (e) provide advice to the *Emergency Advisory Committee* as required;
 - (f) review all *Emergency Plans and Programs* of the *Partnering Municipalities* on an annual basis and ensure their accuracy;
 - (g) cause the *Emergency Plan* to be activated when required;
 - (h) provide training on the *Emergency Plan* for *Agency* members, elected officials, municipal staff, mutual aid responders, volunteers and public;
 - (i) keep training records;
 - (j) plan and execute exercises to validate the *Emergency Plan*;
 - (k) review all exercises conducted;
 - (l) review the impact of incidents on the system;
 - (m) conduct public information programs relating to emergency preparedness;
 - (n) share public information, as necessary, on the *Emergency Plan* with:
 - (i) municipal departments,
and
 - (ii) industrial and municipal neighbours;
 - (o) ensure the *Partnering Municipalities* have appropriate resources and equipment available;
and
 - (p) perform any other functions and duties as required by this bylaw or by *Councils*.

Director

32. The *Director of Emergency Management* shall be the director of the *Agency*.

Meetings

33. The *Agency* shall meet in plenary at least once annually.
34. The *Director* may form working groups from the *Agency*, which may meet as needed, to carry out those functions and duties of the *Agency* designated by the *Director*.

Expenses

35. The *Municipality* shall provide for the payment of expenses of the *Agency*, the *Emergency Management Program* and the development and updating of *Emergency Plans and Programs* in accordance to the funding formula listed in Schedule "A".

PART V: DIRECTOR AND DEPUTIES

Appointment

36. Upon the recommendation of the *Emergency Advisory Committee*, *Council* shall appoint by resolution a *Regional Director of Emergency Management* and one or more *Deputy Regional Directors of Emergency Management*.

37. The *Regional Director of Emergency Management* shall be, under the *Act and Regulations*, the director of emergency management for all *Partnering Municipalities* and the director of the emergency management agency.
38. Each of the *Deputy Regional Directors of Emergency Management* shall be a deputy director of emergency management for all *Partnering Municipalities* and a deputy director of the emergency management agency.

Functions and Duties

39. The *Director* with the advice and assistance of the *Agency* shall
 - (a) prepare and co-ordinate *Emergency Plans and Programs* for the *Partnering Municipalities*;
 - (b) act as director of emergency operations on behalf of the *Emergency Management Agency*;
 - (c) co-ordinate all emergency services and other resources used or required in an *Emergency*;
 - (d) perform other duties as prescribed by the *Emergency Advisory Committee* or *Councils*;
 - (e) implement and follow the *Emergency Plan* when the criteria for it are met;
 - (f) act as the director as described in the *Emergency Plan* or ensure someone is designated to so act;
 - (g) report on an annual basis to the *Emergency Advisory Committee* on all activities of the *Emergency Management Agency* and provide an update on the review of the *Emergency Plans and Programs*;
 - (h) liaise with external agencies and surrounding municipalities who have a role in emergency response at regional facilities;
 - (i) submit to *Councils* annually through the *Emergency Advisory Committee*, a report on the status of the *Emergency Management Program* in the *Partnering Municipalities*;
 - (j) ensure the *Emergency Management Agency* performs all duties and functions in sections 30 to 31;
 - (k) or ensure that someone is designated to discharge the responsibilities specified in subsections 39(a) to 39(j).
40. *Deputy Directors* shall have the powers, duties and functions of the *Director* in the *Director's* absence or inability to act or as time to time delegated by the *Director*.
41. The *Director* is authorized to delegate and authorize further delegations of any powers, duties, and functions delegated to the *Director* under this bylaw.

PART VI: EMERGENCY PLANS AND PROGRAMS

Approval

42. Upon the recommendation of the *Emergency Advisory Committee*, *Council* shall approve the *Emergency Plans and Programs*.
43. Amendments to the *Emergency Plans and Programs* that are
 - (a) required by legislation or regulations,
 - (b) housekeeping,
 - or
 - (c) non-substantivemay be approved by the *Director* and ratified by *Emergency Advisory Committee*, and upon the recommendation of the *Emergency Advisory Committee* by *Councils*.

**PART VII:
EMERGENCY DECLARATION COMMITTEE**

Establishment

- 44. There is hereby established the Emergency Declaration Committee for the *Municipality*.
- 45. For greater certainty, the committee shall act independently of the similar committees for the other *Partnering Municipalities*.

Membership and Quorum

- 46. Every member of *Council* shall be a member of the committee.
- 47. Quorum shall be any two members of the committee.

Functions and Duties

- 48. The committee is authorized to declare, renew or terminate a *State of Local Emergency* by resolution in accordance to sections 53 to 60.

Meetings

- 49. The committee shall meet at the request of the *Director of Emergency Management* or delegate, the Chief Administrative Officer of the *Municipality*, or any member of the committee.
- 50. Meetings do not require notice.
- 51. Meetings may be held in person, by telephone or other means of communications or combination thereof.

Member Expenses

- 52. The *Municipality* shall provide for the payment of expenses of the members of the committee.

**PART VIII:
STATE OF LOCAL EMERGENCY**

Each Municipality

- 53. A declaration, renewal or termination of a *State of Local Emergency* shall
 - (a) be processed separately for each of the *Partnering Municipalities* affected;
and
 - (b) address only the *Municipality* upon whose behalf it is made.

Declaration or Renewal of a SOLE

- 54. By resolution
 - (a) the *Emergency Declaration Committee* authorized under section 48,
or
 - (b) in situations where the *Emergency Declaration Committee* is unable to meet on a timely basis, the *Emergency Advisory Committee* authorized under section 21may make a declaration or renewal of a *State of Local Emergency*, at any time when it is satisfied that an *Emergency* exists or may exist.
- 55. Any declaration or renewal shall be accompanied by a recommendation from the *Director of Emergency Management* or delegate.
- 56. When a *State of Local Emergency* is declared or renewed, the committee making the declaration shall:
 - (a) ensure the declaration or renewal identifies the nature of the *Emergency* and the area of the municipality in which it exists;
 - (b) cause the details of the declaration or renewal to be published immediately by such means of communication considered most likely to notify the population of the area affected;
 - (c) notify the Alberta Emergency Management Agency as soon as reasonably practicable;

and

- (d) forward a copy of the declaration or renewal to the *Minister* forthwith.

Termination of SOLE

- 57. A declaration or renewal of a *State of Local Emergency* is considered terminated and ceases to be of any force or effect when:
 - (a) a resolution is passed under section 58;
 - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - (c) the Lieutenant Governor in Council makes an order for a State of Emergency under the *Act*, relating to the same area;or
 - (d) the Minister cancels the *State of Local Emergency*.
- 58. By resolution,
 - (a) the *Emergency Declaration Committee* authorized under section 48,or
 - (b) in situations where the *Emergency Declaration Committee* is unable to meet on a timely basis, the *Emergency Advisory Committee* authorized under section 21,shall terminate a current declaration or renewal of a *State of Local Emergency* when in the opinion of the committee, an *Emergency* no longer exists in relation to which the declaration was made.
- 59. Any termination shall be accompanied by a recommendation from the *Director of Emergency Management* or delegate.
- 60. When a *State of Local Emergency* has been terminated, the committee doing so shall:
 - (a) cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected;
 - (b) notify the Alberta Emergency Management Agency as soon as reasonably practicable; and
 - (c) forward a copy of the termination to the *Minister* forthwith.

Powers

- 61. Subject to section 57, upon declaration or renewal of a *State of Local Emergency* and for the duration of the *State of Local Emergency*, the *Emergency Management Agency* under the direction of the *Director* may perform all powers and duties given to the *Municipality* in section 24(1) of the *Act*.
- 62. *Council* may, during or within 60 days after the *State of Local Emergency*, by bylaw that is not advertised but is approved by the minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the *Emergency* including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the *Municipality*.

Protection from Liability

- 63. No action lies against the *Municipality*, the *Council*, the *Emergency Declaration Committee*, the *Joint Emergency Management Committee*, the *Emergency Advisory Committee*, the *Emergency Management Agency*, the *Director*, the *Deputy Directors* and any person acting under the direction or authorization of these entities for anything done or omitted to be done in good faith while carrying out a power or duty under this bylaw during a *State of Local Emergency*.
- 64. In accordance with section 535(2) of the *Municipal Government Act*, councillors, council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended

performance of their functions, duties, or powers under the *Municipal Government Act* or and other enactment.

**PART IX:
GENERAL PROVISIONS**

- 65. *Council* may:
 - (a) by bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the *Emergency Management Agency*,
and
 - (b) enter into agreements with and make payments or grants, or both, to persons, or organizations for the provision of services in the development or implementation of *Emergency Plans and Programs*, including mutual aid plans and programs.
- 66. Bylaw 1254-14 and amendments thereto are repealed.
- 67. This bylaw comes into force upon third and final reading and the subsequent signing by the chief elected official and Chief Administrative Officer of the *Municipality*.

READ A FIRST TIME THIS DAY OF , 2019

Reeve

Chief Administrative Officer

READ A SECOND TIME THIS DAY OF , 2019

Reeve

Chief Administrative Officer

READ A THIRD TIME THIS DAY OF , 2019

Reeve

Chief Administrative Officer

Attachment: Schedule "A"

Schedule "A"
Partnering Municipalities

<u>Municipality</u>	<u>Number of Voting Members</u>	<u>Funding Percentage</u>
Municipal District of Pincher Creek No. 9	2	49%
Town of Pincher Creek	2	49%
Village of Cowley	1	2%

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
COUNCIL MEETING
JUNE 25, 2019

9149

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, June 25, 2019, at 1:00 pm, 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 Chief Administrative Officer Troy MacCulloch, Director of Operations Aaron Benson, Director of Finance Meghan Dobie, and Executive Assistant Jessica McClelland

Reeve Brian Hammond called the Council Meeting to order, the time being 1:05 pm.

A. ADOPTION OF AGENDA

Councillor Quentin Stevick 19/276

Moved that the Council Agenda for June 25, 2019 be approved as presented.

Carried

B. DELEGATIONS

Youth Forum Representation

Dalton Bonertz, Mya Citrigno, Nathan Tanner and Amanjot Sran attended the meeting at this time to update Council on the progress and future plans following the Youth Forum. They presented a Summary Report and Recommendations to the M.D. of Pincher Creek. The Youth Forum occurred on April 13, 2019 and they are looking at in achieving its goal to build a ‘youth friendly’ community through various opportunities.

LaVonne Rideout, with the Town of Pincher Creek, spoke on the plans moving forward with the Youths.

Dalton Bonertz, Mya Citrigno, Nathan Tanner and Amanjot Sran and LaVonne Rideout left the meeting at this time, the time being 1:45 pm.

Pincher Creek Watershed Group

Caitlin McKenzie attended the meeting at this time to update Council on the activities with the Pincher Creek Watershed Group. The group consists of local landowners and people interested in protecting Pincher Creeks watershed. They host events, such as the Blueweed Blitz, and have been instrumental in 16 years of removing Blueweed from the landscape. The event takes place on July 13, 2019 this year, Caitlin invited any interested parties to attend and thanked the MD for the continued support of this annual event.

Caitlin McKenzie left the meeting at this time, the time being 2:00 pm.

Public Works Manager Jared Pitcher and Public Works Assistant Manager Eric Blanchard attended the meeting at this time.

Council was introduced to Eric and he provided some background of his previous work history.

C. MINUTES

1. Council Committee Meeting Minutes

Councillor Quentin Stevick 19/277

Moved that the Council Committee Meeting Minutes of June 11, 2019 be approved as presented.

Carried

Recommendation to Council

G4c



TITLE: Bylaw 1306-19 Appointing a Bylaw Officer		
PREPARED BY: Jessica McClelland		DATE: July 2, 2019
DEPARTMENT: Administration		
		ATTACHMENT: 1. Bylaw 1306-19 Appointing a Bylaw Officer
Department Supervisor	Date	
APPROVALS:		
Department Director	Date	 CAO
		02 July 2019 Date

RECOMMENDATION:

That Council give Bylaw 1306-19, being the Bylaw to Appoint a Bylaw Officer, first reading.

BACKGROUND:

During the Municipal Accountability Program, the M.D. of Pincher Creek was found to not have a Bylaw Enforcement Officer, which is a legislative requirement through the MGA sections 555-556. By appointing CAO Troy MacCulloch as a Bylaw Officer, the M.D. can start the process of updating bylaws to include fines and charges.

FINANCIAL IMPLICATIONS:

Nothing further at this time.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1306-19**

**A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 IN THE
PROVINCE OF ALBERTA, FOR THE PURPOSE OF APPOINTING A BYLAW
ENFORCEMENT OFFICER**

WHEREAS pursuant to Section 556 of the *Municipal Government Act*, RSA 2000, Chapter M-26, a Council must, by bylaw, specify the powers and duties of bylaw enforcement.

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

1. For the purpose of this bylaw, the expression:
 - a. "Council" means the Council of the Municipal District of Pincher Creek No. 9; and
 - b. "Municipality" means the Municipal District of Pincher Creek No. 9.
2. Council hereby appoints Troy MacCulloch as the Bylaw Enforcement Officer for the Municipality.
3. The appointment shall commence upon third reading of the Bylaw and shall continue throughout his employment with the Municipality.
4. The appointment may be terminated by Council or by the Bylaw Enforcement Officer giving 90 days written notice.
5. The duties of the Bylaw Enforcement Officer shall be:
 - a. To enforce all municipal bylaws as per attached Schedule "A" enacted by the Council of the Municipality;
 - b. To represent the Municipality before a justice of the peace or provincial court judge in the prosecution of anyone who is charged with contravention of a bylaw; and
 - c. Other duties as may be assigned by Council.
6. This bylaw comes into force on the final passing thereof.

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

Bylaw 1306-19
Schedule A

Bylaws to be enforced:

1289-18	Land Use
1272-17	Animal Control (Chickens)
1198-10	Animal Control
1261-15	Unsightly Premis
1256-14	Noise
1192-10	Curfew (Lundbreck)



Foothills Little Bow Municipal Association

c/o County of Newell
Box 130
Brooks, AB
T1R 1B2

June 24, 2019

Re: Regular Fall Meeting of the Foothills Little Bow Municipal Association

Date of Meeting: Friday, September 20, 2019
Time: Registration – 9:30 a.m. Roll Call – 10:00 a.m.
Where: 1717 Mayor Magrath Drive - Country Kitchen Catering
(lower level of The Keg restaurant), Lethbridge Alberta

Please consider this letter as a Notice of the fall meeting of the Foothills Little Bow Municipal Association.

The fall meeting of the Foothills Little Bow Municipal Association will include updates from local Members of the Legislative Assembly, the Rural Municipalities of Alberta (RMA), and Alberta Transportation.

Municipalities are encouraged to bring forward issues on any topic which are currently an issue of concern to your community and in doing so may educate and inform the association membership. Please contact me by August 9, if you wish to make a presentation and the amount of time required.

If presentations are not brought forward the Municipal Association will select local presenters or experts from the Rural Municipal Association.

Thank you in advance for your anticipated contributions.

Yours truly,

Brian de Jong
Chair



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

web page: www.pinchercreek.ca

H1b



RECEIVED

JUN 24 2019

M.D. OF PINCHER CREEK

June 19, 2019

Dear Mayor & Council:

RE: PINCHER CREEK FAIR & RODEO – AUGUST 17, 2019

The Town of Pincher Creek Mayor & Council cordially invites you to enter your float and/or have a Council representative(s) participate in the 2019 parade.

The Parade staging area is located at Canyon Elementary School, 408 Victoria Crescent, located at the west end of Main Street. Parade assembly starts at 9:00am, judging at 10:00am and the parade is to begin at 11:00 am sharp! Immediately following the parade, the Town of Pincher Creek will host a dignitary Luncheon at the Kootenai Brown Pioneer Village (1037 Beverley McLachalin Drive) for all visiting Mayors, Councilor's, dignitaries and their guests.

We are requesting your RSVP by August 9, 2019 at 403-627-4322 or email rec@pinchercreek.ca. If you have any questions, please feel free to contact the Town of Pincher Creek. We look forward to your participation and hope you enjoy the day.

Best Regards,

Rhonda Oczkowski
rec@pinchercreek.ca
403-627-4322

HERITAGE
Acres
Farm Museum

H1c
RECEIVED

JUN 26 2019

M.D. OF PINCHER CREEK

June 15, 2019

Reeve Brian Hammond
MD of Pincher Creek
Box 279
Pincher Creek, Alberta
T0K 1W0

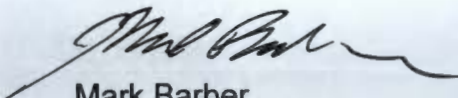
Dear Reeve Hammond:

Our annual show will run from July 26th to July 28th of 2019. This year we are celebrating the significant contribution of Massey Harris farm equipment to early prairie agriculture. We are also welcoming the RCMP Musical Ride.

We would like to invite you and your spouse to this year's show to participate as a dignitary during the RCMP Musical Ride at either 2:00 PM or 7:00 PM on Saturday, July 27th. We are also hopeful that you would be able to participate in our "Parade of Power."

Further, we would like to thank you and the Municipality of Pincher Creek for your continuing support. It is this kind of support that allows our Museum to preserve and share our heritage with our current and future generations.

Sincerely,



Mark Barber
Executive Director

Heritage Acres
Box 2496
Pincher Creek, Alberta
T0K 1W0

Phone: 403-627-2082

H1d

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JUN 25 2019

M.D. OF PINCHER CREEK

June 25, 2019

To whom it may concern (M.D. Council and Staff).

I am writing this letter with a concern I and I am sure many other M.D. residents share the same concern.

The concern is with the misuse of the dumpster located near the M.D. facility. It is for M.D. residents only however I have to say any time I use the facility town residents are also using it. Also, people are dumping anything and everything and leaving garbage on the ground. My feeling is if they can haul it to the dumpster (large objects, beds, mattresses, TVs etc.) they can surely haul it to the damp. A total lack of respect.

I am afraid we as M.D. residents could loose this privilege .

Firstly a couple of questions:

1. Are the cameras installed at the M.D. dumpster site active?
2. Are the camera tapes reviewed?
3. Is there any follow up with respect to offenders.?

I myself hate it when people complain and do not offer any solutions. I hope the M.D. realizes I am not complaining, just addressing a concern with possible solutions.

Possible solutions:

1. Request the town locate a dumpster at or near the town lot for town residents to use.
2. Have a couple of M.D. employees periodically sit at the dumpster site and take license numbers, ask the people if they are town or M.D. residents(I appreciate the safety issue with doing this that is why I suggest two people).

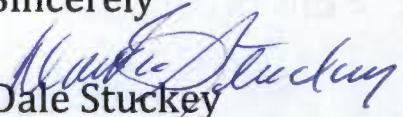
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MAY 2 2013
PUNCHER CREEK

3. Lock the area on weekends when it seems a lot of the misuse occurs.
4. Publicize in the local papers the BY Law (if one exists) indicating the site is for M.D. residents only. (A friendly reminder)
5. If a non-M.D. person uses the facility they should be subject to a fine of some sort. As well if anyone is dumping beds, tvs couches etc. They could be subject to a fine.

I feel sorry for the employees that have to pick up someone else's garbage.

I look forward to hearing from you and if necessary I could be willing to meet with staff or council.

Sincerely


Dale Stuckey

Shell Sale of Foothills Gas Assets

On June 26, 2019, Shell Canada (a wholly owned subsidiary of Royal Dutch Shell) announced an agreement for the sale of all of its foothills gas assets in southern and central Alberta to Pieridae Energy Limited (<https://www.dailyoilbulletin.com/article/2019/6/26/pieridae-to-purchase-shell-canadas-foothills-area/>). The agreement includes the sale of three gas plants (Waterton, Jumping Pound and Caroline) as well as all of the wells, pipelines, gathering facilities, roads, and other infrastructure which now exist in the municipalities of Clearwater, Bighorn, Rockyview, Foothills, Ranchlands and Pincher Creek.

Other articles describing this sale can be found by Googling “Shell foothills gas sale”. The Shell Canada website (https://www.shell.ca/en_ca/about-us/projects-and-sites.html) contains info about the 3 gas plant complexes that are included in the sale.

The sale price is to be \$175million in cash and \$15million in Pieridea shares for a total of \$190million.

This sale is contingent on regulatory approval.

Pieridae Energy is a Canadian energy company founded in 2011. On June 30, 2011, its stock price was valued at \$30.24. Presently its stock trades at \$0.86 per share (June 24, 2019). At the present stock price Pieridae Energy is worth approximately \$55 million.

At the present valuation, Pieridae Energy is financially incapable of covering the cost of closure and reclamation of even a small percentage of the facilities and assets in this sale.

If Pieridea should continue to suffer their downward trend in stock price (\$30/share to less than \$1/share in eight years) or become insolvent, not only would the 6 municipal districts and the provincial government lose some or all of the tax revenue presently paid on the pipelines and surface facilities but they will also be left with the costs for reclamation and the costs to take over some existing infrastructure such as Shell roads.

I agree with you that it is important to alert the other Bighorn councillors as well as the other 5 MDs about the potentially huge financial impacts this sale could have. Those impacts include:

- The write-down or even write-off of existing surface facilities such as well sites, compressors, pipelines and junctions. The MDs of Clearwater, Pincher Creek and Rockyview will be especially hard hit because they have the existing gas plants. The Caroline plant cost over a billion dollars to build. I don't know what it is presently assessed at by the MD but since the entire Shell foothill gas system (including those three plants) is being sold for only \$190million, you can easily imagine the scale of the possible decrease in the tax base to all six MDs. If I may respectfully suggest, at the very least, the six MDs need to review their tax rolls and determine the sum of assessed values of all Shell holdings within each of their jurisdictions so that they can appreciate the magnitude of the likely impact.
- Reclamation costs unloaded to the various governments if Pieridae abandons portions of the existing gas network or goes under.

Shell (Shell Canada and their parent Royal Dutch Shell) have been producing gas in central and southern Alberta for over 50 years. Through its extraction of Alberta's resources, Shell has made profits of billions and billions of dollars. They have also created an infrastructure of aging facilities and equipment that sooner rather than later will need to be cleaned up. This sale appears to be Shell's attempt to unload its environmental liability onto a company financially incapable of covering even a small percentage of those requirements. If this happens, Alberta taxpayers will be left with the billions of dollars of reclamation costs. (Please also remember that virtually all of this foothills gas production is highly sour gas. The costs to abandon wells, pipelines and processing facilities will be an order of magnitude more than for conventional gas facilities.) Since I talked with you, I have learned that there have been past instances where, when major oil companies sell their assets to smaller companies, the majors continue (as a condition) to retain their long term liabilities and the smaller companies only take on go-forward liabilities. Since we are not privy to the sale documents and conditions of this sale, we have no way of knowing if this is a condition included in this Shell sale. However, even if it is, it does not lessen the potential impact of write downs.

Sale of assets from one company to another, even at devalued prices is nothing new. It happens all of the time. But the scale of this Shell sale dwarfs anything we have ever experienced. Shell has been producing gas in the foothills for over 50 years. They have created a huge infrastructure of facilities from Caroline all the way down to the US border and in doing so become an integral component of the tax base of the municipalities. The potential impacts of this sale need to be examined before it is permitted to close.

As I mentioned above, this sale is contingent on "regulatory approval". To tell the truth, I don't know what that actually means or who (what government agency) actually does the approval. Considering that the announcement says the sale is expected to be completed in Q3, it seems imperative that we find out quickly. Perhaps the 6 MDs can request a delay while they review. At the very minimum, perhaps there is some way that this "regulatory approval" includes the condition that Shell retain their environmental liability for their existing facilities.

Thank you for your time. Please let me know what kind of response you get as you let your peers know about it.

Doug Glass

JUL - 3 2019

M.D. OF PINCHER CREEK

H1f

LAC STE. ANNE COUNTY



June 27th, 2019

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

Dear Reeve:

Re: Meeting Request

I hope all is well.

After discussions with many of our peers from Northern Alberta, I think it would be beneficial for us to have a meeting together to discuss what we believe the roles of our rural MLA's should be regarding the municipal issues we face.

It has been a long time since we have had a strong united rural caucus and I think that we need to act quickly and together to drive forward our issues from Infrastructure to Health care and the social needs of rural Alberta.

You can tell by the Minister's appointed that there is a strong urban representation out there and we need to remind the Premier and his Minister's that without the solid blue in rural Alberta the sitting arrangements at the legislature would be quite different.

Rural Albertan's many times have the joy of being first; first to pay, first to be cut; first to be ignored, when the big cities are at the trough.

In no way do I mean to circumvent RMA in a harmful matter however we should run in parallel with them as I believe we need to strategize together and take forward to rural caucus the direction that rural Alberta needs to take.

With that note I am proposing a meeting inviting all rural Counties and M.D.'s with a maximum of two (2) attendees per municipality to get a strategy together and get ready for a fall meeting with rural caucus. I propose two meetings; one hosted by our Southern municipalities in southern Alberta, the second hosted by Northern Alberta. Northern Alberta would comprise of any municipality north of Red Deer but including Red Deer. I would suggest a late August or early September meeting.

And someplace central depending on response. I am totally open to suggestions.

We need to help our MLA's understand what our position is and to make sure they drive it forward.

Regards,

Joe Blakeman
Reeve
Lac Ste. Anne County

JB/cs

cc: Lac Ste. Anne County Council
Mike Primeau, County Manager



**THE CROWSNEST/PINCHER CREEK
LANDFILL ASSOCIATION**

Box 668
Pincher Creek, AB T0K 1W0
(403) 628-3849 Fax (403) 628-2258
www.crowsnestpincherlandfill.com

H1g

MD of Pincher Creek
Box 279
Pincher Creek, AB
T0K 1W0

To: Council of the MD of Pincher Creek No.9

Re: Response to MD of Pincher Creek No.9 letter of June 9th, 2019

We are in receipt of your letter dated June 9, 2019. Our Board of Directors reviewed the letter at a special Board meeting July 19th, 2019 convened for that purpose.

After careful consideration and discussion, the Members of the Crowsnest/Pincher Creek Board of Directors passed a motion to not extend the deadline for the Crowsnest/Pincher Creek Landfill Association to accept animal carcass items.

The reason for this decision is as follows:

- The Crowsnest/Pincher Creek Landfill endeavored to assist the community with a safe and efficient method of animal carcass disposal and submitted a process for the MD of Pincher Creek No.9 to agree and approve.
- The letter from the MD of Pincher Creek No.9 dated June 9, 2019 cited a large number of issues which were stated as requiring clarification and answers posed to the Crowsnest/Pincher Creek Landfill.
- The Crowsnest/Pincher Creek Landfill Board of Directors reviewed the submitted issues and concluded the majority of the cited issues were beyond the scope of the Crowsnest/Pincher Creek Landfill and would require resolution by the MD of Pincher Creek No.9.

Yours truly,

Dean Ward
Chairman
Crowsnest/Pincher Creek Landfill Board of Directors.



June 25, 2019

Municipal District of Pincher Creek No.9
Box 279
Pincher Creek, AB T0K 1W0

Attention: Reeve and Councillors
Re: Pincher Creek Community Early Learning Centre facilities

Reeve and Councillors are aware of the Town of Pincher Creek initiative to construct two new Early Learning Centre facilities. In August of 2018, the Town provided an update to the M. D. Council regarding Early Childcare Services in the Region (attached). Subsequent to that, La Vonne Rideout, the Town's Early Learning Consultant, presented new information to the M.D. Council. In March of 2019, the information was updated once again at a Joint Council Meeting.

We welcome this opportunity to share specific details of our history with and vision for this important initiative. Below we have included milestones on our journey toward the establishment of a world-class early learning environment.

Historically:

Children's World Day Care had been functioning out of the Town Hall and St. Michael's School locations for over thirty years. In early 2017, the existing Children's World Day Care Society (CWDC) approached the Town for financial assistance and administrative guidance. In June, the Board of Directors of CWDC announced that it would close at the end of August. That closure meant the demise of what the Town realized was an essential service.

Moving into the future:

The Town engaged the services of a consultant and proceeded to guide CWDC through a smooth closure process. The Town also provided assurance to the community that

Pincher Creek Community Early Learning Centre

864 Christie, Ave (Box 2067)

Pincher Creek, Alberta T0K 1W0

403 632 6539 | info@pincherchildcare.ca | www.PincherChildCare.ca



the transition to continued service delivery would be seamless. The following steps illustrate Town commitment and success to date:

1. Negotiation of a new lease at St. Michael's for two full classrooms, with lease beginning on September 1, 2018 and renewed to August 31, 2020.
2. Made the decision to proceed with plans for two new Early Learning Centre facilities (one at St. Michael's School and one at Canyon School)
3. Established a Town-owned not-for-profit corporation called the Pincher Creek Community Early Learning Centre Ltd.(PCCELC) to carry on all such business activities as may directly or indirectly relate to the operation of childcare, before and after school care and early learning centre facilities in the Town of Pincher Creek. The Town of Pincher Creek is the sole shareholder of the corporation, with four elected officials and three members at large serving as the Board of Directors. The Board of the Corporation will be community-driven and have proper checks and balances.
4. The corporation facilitated the transition of the temporary day care function to a single location at St. Michael's School.
5. Worked with consultant to develop job descriptions, and wage rates, screened applicants, interviewed and trained potential staff, coordinated liaison with families, (and assisted with the long-term planning for the development of new Early Learning Centre facilities in the community).
6. Budgeted \$100,000.00 for staffing, furnishings, contractual management, professional fees, advertising and IT equipment for the St. Michael's location.
7. September 5, 2018, the Board met with representatives from both School Boards, members from Alberta Children's Services senior staff, and members of both Councils to discuss the importance of collaboration in the development of a world class, early- learning environment in our community.
8. Hired an experienced Child Care business manager to oversee operations and coordinate family registrations at the St. Michael's site.
9. Hired a new on-site Director and a full staff.
10. Enrolled 46 families in the PCCELC facility at St. Michael's (with a capacity of 54).
11. Researched and completed preliminary Architectural concepts for new facilities at St. Michael's and Canyon Schools



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12. Negotiated and completed the land acquisition at both sites.
13. Completed preliminary engineered site and floor plans for the two proposed facilities.
14. Preliminary site survey completed on April 30th, 2019
15. Geotechnical and Environmental Assessments completed on May 3rd, 2019
16. Capital cost estimates reviewed and revised to draft form (included)
17. Four-year operating cost forecast reviewed and completed
18. Town of Pincher Creek Borrowing Bylaws First Reading
19. Construction documents completed June 6, 2019
20. Tenders issued June 13, 2019
 - a. Site Work Tenders opened June 26, 2019.
 - b. Building Tenders to be opened on July 8th, 2019
 - c. Bid analysis in process
21. Subdivision and legal processes underway.

Rationale:

The establishment of a new facility at each of St. Michael's and Canyon School, will offer families the option of a one-stop solution to daycare, and before and after school programs at the school site of their choice.

At the present time the PCCELC St. Michael's site has a current enrollment of 48 children. Livingstone Range School Division, with its own day care operation at Canyon School (presently functioning under a \$25/day grant), has current enrollment of 34 children in its day care program and 21 in the before-and-after school program.

Collaborative Model:

A co-operative model with School Boards, the Government of Alberta and Municipal government will ensure depth in a world-class Early Learning Centre experience for children and families.

World Class Early Learning facilities:

Early Learning programs must be sustainable, affordable and professionally delivered in state-of-the-art facilities. The programs currently available in our community are



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functioning well and provide a much-needed service but growth of the programs is essential to the social and economic well-being of the community.

The Board is planning to meet with the Minister of Children's Services as soon as possible to discuss capital funding and program delivery options. Council for the Town of Pincher Creek recognizes that child-care is an essential service and that the need for that service extends into the surrounding area.

Once again, our sincere thanks for your interest in this vital project. We look forward to continued discussion.

Yours truly,



for
Don Anderberg
Mayor, Town of Pincher Creek
Chair, Pincher Creek Community Early Learning Centre Ltd.

Cc/ The Board of Directors – PCCELC Ltd

**Chinook Arch Library Board
Executive Committee Meeting
June 26, 2019**

**Dinner 5:30
Meeting 6:00pm**

Agenda

1) Approval of Agenda

2) Consent Agenda:

Note: Any item on the Consent Agenda may be moved to the Decision/Discussion portion of the Agenda on the request of a Committee member. If you wish to discuss any of the reports in this section please request that the report be removed from the Consent Agenda and moved to the Items for Decision/Discussion section of the Agenda. If an item is not removed from the Consent Agenda there will be no discussion on that topic.

- a) Minutes of the March 27, 2019 Executive Committee Meeting
- b) Finance and Personnel Committee Report
- c) Planning and Facilities Committee Report
- d) Marketing/Communications Committee Report

Proposed Motion: To accept the items on the Consent Agenda as distributed

3) Items for Decision:

- a. Financial Statements – Review (L. Kearl)
- b. Policy Review:
 - i. Cheque Signing (L. Kearl)
 - ii. Continuing Education: Board (L. Kearl)
 - iii. Personal Use of Equipment (L. Kearl)
 - iv. Personnel Files (L. Kearl)
 - v. Personnel Policy (L. Kearl)
 - vi. Organizational Meeting (K. Davies)
 - vii. Executive Officers (K. Davies)
- c. Online Registration

4) Items for Discussion:

- a. 2019 – 2022 Plan of Service Update
- b. Waterton Book Locker Update

5) Items for Information

- a. Building Project Update (verbal)

6) Other Business

7) Next Meetings

Executive Committee: September 2019

System Board: December 5, 2019

8) Adjournment

**Chinook Arch Library Board
Executive Committee Meeting
March 27, 2019**



Minutes

Present: DeVar Dahl, Doug Logan, Marie Logan, Kathy Davies, Quentin Stevick, Wendy Kalkan, Christopher Northcott, Lloyd Kearl, Howard Paulsen

Staff: Robin Hepher, Yanet Grajeda, Lisa Weekes, Kerby Elfring

1. Approval of the Agenda

R. Hepher wished to add Board Room Dedication to replace the duplicate Agenda Item 5

M. Logan wished to add Casino to Other Business

Motion: V. Mensch moved to adopt the agenda as amended. **CARRIED**

2. Approval of the Consent Agenda

Motion: H. Paulsen moved to accept the items on the consent agenda as distributed.

CARRIED

3. Items for Decision

a. 2018 Draft Audited Financial Statements

The Committee reviewed the 2018 Draft Audited Financial Statements.

Motion: C. Northcott moved to recommend the 2018 Draft Audited Financial Statements to the Board. **Carried**

b. 2019 Financial Statements – Review

The Committee reviewed the 2019 Financial Statements as of March 7, 2019.

Motion: D. Logan moved to receive the Financial Statements for Information.

CARRIED

c. 2019 Capital/Project Budget

In order to keep the Chinook Arch facility and services up to date and in good repair, it is necessary to periodically replace or upgrade them. Such projects are often identified as being funded by reserves, since they are often significant expenditures made on a one-time basis or at intervals. Not all reserve funded projects are added to the capital assets schedule, as they may be below the threshold for assigning. Proposed technology related projects for 2019 include an office phone system upgrade, Microsoft datacenter licensing, and a book locker in Waterton, totaling \$75,000. Proposed vehicle related projects include passenger vehicle upgrades, and a delivery van upgrade, totaling \$87,000, or \$43,500 with CIP support.

Capital/Project items are normally funded from either a restricted reserve, or from operating equity at the end of the year. At the end of the 2018 Fiscal Year, the status of the Technology Reserve was \$281,740 while the status of Vehicle Reserve was \$131,457.

K. Davies asked if there was a way for member libraries to integrate into Chinook Arche's phone system upgrade to help with member library phone system costs. R. Hepher will investigate with IT Staff. Q. Stevick inquired about the delivery van depreciation rates. R. Hepher explained that the delivery vans are being run a bit longer than before.

Motion: W. Kalkan moved that the proposed 2019 Capital/Project Budget be recommended to the Board for approval. **CARRIED**

d. Policy Review

i. Finance and Personnel Committee Mandate

The committee reviewed the Mandate. Minor grammatical changes were made. Since changes were not substantive, the Committee opted to include the Mandate in the Consent Agenda for the Board Meeting.

ii. Finance & Personnel Committee Timeline

The committee reviewed the Timeline and Work Plan for 2019.

Motion: K. Davies moved to recommend the Finance & Personnel Committee Timeline and Work plan to the Board. **CARRIED**

iii. Marketing/Communications Timeline and Workplan

The ALC Theme was removed from the Timeline as it is no longer relevant. There was some discussion surrounding Information Packages for Library Boards. It was decided to leave them on the Timeline for the M/C Committee to periodically review.

Motion: M. Logan moved to recommend the Marketing/Communications Timeline and Work Plan to the Board. **CARRIED**

iv. Planning and Facilities Timeline/Workplan

The committee reviewed the Planning and Facilities Timeline/Workplan.

Motion: K. Davies moved to recommend the Planning and Facilities Timeline/Work Plan to the Board. **CARRIED**

v. Belief Statement

The Belief Statement is a rarely-used document that outlines the fundamental values and beliefs that are embodied by Chinook Arch. The Canadian Library Association has dissolved, and stewardship of its various position papers and statements has been taken over by its successor, the Canadian Federation of Library Associations. The belief statement has been updated to reflect this, and a link to the CFLA statement on Intellectual Freedom and Libraries has been added. The Committee also recommends that the title of the policy be changed to "Value Statement." It was suggested that the term "believes" be changed to "affirms"

Motion: K. Davies moved that the revised Belief Statement as amended be recommended to the Board for approval. **CARRIED**

vi. Committees and Committee Mandates

This policy lays out the basic guidelines for the formation of the Board's standing committees, along with their composition, powers and their main activities. At the December Nodes and Chairs meeting in Edmonton, staff at the Public Library Services Branch mentioned that the Interpretation Act states that for any corporate body established by an enactment (eg. a library board incorporated under the Libraries Act), the quorum for a decision-making body is a majority of members.

Chinook Arch has always considered the quorum for standing committees to be "those present," though there was no language to that effect in any policy. The standing committees are considered "advisory," so this may be an appropriate practice. The Executive Committee, on the other hand, is empowered to make significant decisions on behalf of the board. For that reason it was recommended that the Executive Committee have a majority quorum. Wording was also added to include procedures for electing Chairs to the M/C and Planning & Facilities Committees.

Motion: K. Davies moved that the revised Committees and Committee Mandates policy as amended be recommended to the Board for approval.

CARRIED

e. Annual Reports

The Committee reviewed the annual reports for Chinook Arch, Wrentham, and Kainai. Chinook Arch is the Board of record for Wrentham and Kainai.

Motion: Q. Stevick moved to recommend the annual reports for Chinook Arch, Wrentham, and Kainai to the Board for approval. **CARRIED**

f. Ministerial Appointment

The Libraries Regulation section 33(1) allows for the Minister responsible for public libraries to appoint additional members to a library system board "if the Minister considers it necessary for the effective management of the board."

Chinook Arch has, since time immemorial, had a Ministerial appointee on its board. The position is currently occupied by Vic Mensch, who was reappointed in 2018 for a three-year term. At the January 30, 2019 Executive Committee meeting, Management was instructed to research practices at other library systems, and consult with the Public Library Services Branch. No other Alberta library system has a Ministerial Appointment on their board. Shortgrass had one at one point: because of its small size, it did not have enough local members to make up a 10-member board. An email to Maggie Macdonald revealed that the Chinook Arch Ministerial Appointment goes back to the day when the City of Lethbridge made up about 66% of the population served. Today that number is 49%. M. Macdonald would work with the LPL CEO and Board Chair to identify a suitable candidate, and then M. Macdonald would write the letter. At the time, it was about providing Lethbridge with additional representation on the Chinook Arch Board. There were only 22 members in the System, so the board was significantly smaller. Discussions were had regarding the importance of having a Ministerial appointee to

the Chinook Arch Board. It was noted that Ministerial appointments can be requested again at any time.

Motion: H. Paulsen moved that the Executive Committee recommend to the Board that the Chinook Arch Library Board not pursue the reappointment of a Ministerial Appointee after the expiry of the current Appointee's term in April 2021. **CARRIED**

4. Items for Discussion

a. Board/ Staff Function

For many years, Chinook Arch held an annual staff/board Christmas party that was eventually cancelled due to spotty attendance by both board member and staff. A survey of staff indicated at that time that they would prefer to have a Christmas party that was held during work hours (or in the early evening), that was off-site, and that did not include spouses/partners. This has been the arrangement for the past few years, and staff appear to be satisfied with it.

However, it still seems important to have an opportunity for staff and board to mingle in an informal social setting, and Board members have expressed a desire to have some kind of social event where spouses are welcome. The Marketing/Communications Committee recommended that the Board be polled at the April meeting on the timing/nature of a staff/board event. Two or three possible dates and formats will be brought forward.

b. Quorum and Absentee Voting

At the January 30, 2019 meeting of the Chinook Arch Executive Committee, there was considerable discussion around meeting quorum for the Chinook Arch Library Board and its standing committees, and whether the existing policy (which requires 11 members for a quorum) is appropriate and/or legal. The Interpretation Act suggests that a quorum of "at least ½ of the number of members" is required for quorum. There was also discussion about videoconference, teleconference, or electronic voting. Staff were instructed to research common practices on these items and to return to the Committee with recommendations. The average attendance at board meetings over the past 3 years is 26. Lowest attendance appears to be the August meetings. If Chinook Arch had a majority quorum, those meetings would have been adjourned without any action being taken. In the absence of some kind of electronic voting, this would be a problematic situation if there was something significant on the agenda (budget approval, annual report approval, elections, etc.). The Standard Code of Parliamentary Procedure, which is the Rule of Order for the Chinook Arch Library Board, states that "the bylaws of an organization should state the number or proportion of members that constitutes a quorum. In the absence of such a provision, parliamentary law fixes the quorum at a majority of members. This quorum requirement is often too high, and most organizations have a more realistic provision. "The number [...] should be small enough to ensure that a quorum will usually be present but large enough to protect the organization against decisions being made by a small majority of the members." (4th ed., p. 111). Peace, Marigold, and Parkland Library Systems have quorum set less than majority while both Shortgrass & Northern Lights Library Systems' quorum is a majority of members. Currently, Chinook Arch quorum is 11 members. The Public

Library Services Branch has indicated that they are not in a position to enforce the Interpretation Act, as it is not their legislation. Their main concern is that a Board's decision could be challenged if it was made at a meeting where there was less than a majority of members present. There is no evidence that this has ever occurred. The Committee felt that quorum should be increased to 14.

Motion: H. Paulsen moved to recommend to the Board that quorum be increased to 14. **CARRIED**

In terms of absentee voting, Parkland Regional Library has no policy on absentee vote/remote meeting attendance, but does not disallow it. Marigold has the following procedural language in its policies: "An electronic vote may be conducted by the Executive Committee when timing is critical. Communication in the email should relate only to the business of the motion. The motion is passed by a simple majority of the ratifying Committee members. The motion must be ratified at the next regular meeting. The motion must include the number of votes in favor, the date the motion was sent to the Committee, and the date that it was carried. Marigold staff will administer the e-mail voting process." Marigold also allows teleconference and videoconference attendance at meetings, provided the technology is available (Marigold board meetings are held at various venues around the system on a rotating basis). Peace Library System does not have a policy of telephone/videoconference attendance at meetings, but those who join remotely are considered present at the meeting. Northern Lights has no provision for proxy voting or teleconference attendance at board meetings. The Committee felt that wording to current policy should be added to indicate that remote attendance (tele/videoconference) is considered as regular attendance. The Committee also recommended wording be added regarding email voting in certain circumstances. Staff will draft something for the next meeting.

5. Board Room Dedication

It was proposed that the new Chinook Arch Board Room be named after Donna Dietrich, the first Chair of the Chinook Arch Library Board. Donna Dietrich's family would be consulted. The dedication would be announced at the Grand Reopening.

Motion: W. Kalkan moved that the Executive Committee recommend to the Board that the new Board Room be dedicated to Donna Dietrich. **CARRIED**

6. Building Project Update (verbal)

Movers are booked for Wednesday April 3 to move staff from the Board room into their new offices.

A Building Committee meeting will likely be held on the same day as the last deficiencies walk through on April 17th.

7. Other Business

The next Chinook Arch Casino will be held August 5th and 6th. August 5th is the Monday of the long weekend and may be difficult to fill with volunteers. M. Logan will be soliciting volunteers at the next Board Meeting.

8. Next Meetings

- Executive Committee: June 26, 2019
- System Board: April 4, 2019

9. Adjournment

Motion: Q. Stevick moved that the meeting adjourn. **CARRIED**

Signature: _____

Agenda Item 2b - Finance and Personnel Committee Report

Committee Members:

Lloyd Kearl (Chair), Howard Paulsen, Gordon Given, Vic Mensch, Jim Monteith, Mark Barber, Dennis Barnes, Maryanne Sandberg, Christopher Northcott, DeVar Dahl, Wendy Kalkan, Heather Woodruff

Staff: Robin Hepher, Yanet Grajeda, Lisa Weekes, Amy Genesis

2019 Financial Statements

The Committee reviewed the financial statements. It was noted that the 2018 YE Actual column on the Statement of Operations did not match the Audited Financial Statements. Staff will correct for Executive Meeting. This item is included in the “Items for Decision” section of the agenda.

Policy Review

The Committee reviewed the following policies:

Cheque Signing

Policy is changed to include procedures for ETF payments. Chinook Arch is increasingly using EFTs instead of traditional cheques. This item is included in the “Items for Decision” section of the agenda.

Expenses

The Committee reviewed the policy. No changes are recommended. A copy of the policy is appended to this report.

Continuing Education: Staff

The Committee reviewed the policy. No changes are recommended. A copy of the policy is appended to this report.

Continuing Education: Board

Proposed changes include removing the redundant background statement, and deleting the reference to the now-defunct Netspeed Conference. This item is included in the “Items for Decision” section of the agenda.

Personal Use of Equipment

The word “reasonable” is added to the policy. This item is included in the “Items for Decision” section of the agenda.

Personnel Files

A number of proposed updates are made to the policy. This item is included in the “Items for Decision” section of the agenda.

Building Project: Final Update/Accounting

The building project is materially complete; crews are working on correcting deficiencies. Work on the parking lot will be completed in June or July. It is expected that there will be about \$144,000 in surplus funds from the project, and it is hoped that these funds will be added to the Building Reserve, which was depleted somewhat prior to the start of the project to address water intrusion issues.

Online Registration

Chinook Arch staff have been investigating a means to allow patrons to register for a borrowing card online. Lethbridge Public Library is very interested in this service and has indicated its willingness to pay for half of the cost. This item is included in the "Items for Decision" section of the agenda.

Lloyd Kearn, Chair
Finance and Personnel Committee

Expenses

Travel

Board members may apply for reimbursement for travel expenses for travel to Board and Committee meetings, at the current Alberta government mileage rates. The per kilometer rate shall also apply to staff and Board member travel on System business, with the exception of travel to the Alberta Library Conference in Jasper.

In order to allow a maximum number of attendees at the Alberta Library Conference, travel to the annual conference shall be reimbursed at a flat rate of \$250.00 and staff and board members shall be encouraged to travel together when possible.

Meals

Meetings commencing between 4 pm and 6 pm shall be considered supper meetings at which a light meal shall be provided.

When attendance at Board and Committee meetings requires travel during normal meal hours, reasonable expenses for meals shall be reimbursed based on receipts provided or current Alberta government rates for employees.

Staff and Board members who travel on System business will be reimbursed at the current Alberta government rates for meals for employees.

Approval

Board members' attendance at other activities on behalf of the System Board other than Board and Committee meetings shall be authorized by the Executive Committee.

Staff attendance at functions on behalf of the Library System shall be authorized by the CEO.

Electronic Technology Expenses

Chinook Arch Library Board members who are participating on Board committees may claim a monthly expense allowance up to \$25 for technology expenses such as cell phone or internet charges.

Guidelines

1. Receipts are required for all expenses claimed, with the exception of meals and the accommodation allowance.
2. Meals without receipts shall be reimbursed at the same rate as current Government of Alberta Guidelines.
3. Alcoholic beverages will not normally be reimbursed.
4. An accommodation allowance shall be granted at current Government of Alberta rates when an individual makes use of non-commercial accommodations while traveling on Chinook Arch Library

Expenses

System business. The intent of this allowance is to reimburse one's host for expenses incurred in providing such accommodation.

5. Board and Committee members who are reimbursed by their municipalities for expenses may not claim the same expenses from Chinook Arch.

Last Reviewed:	26 June 2019
Last Revised:	4 August 2016

Continuing Education Staff

Background

The Chinook Arch Library Board recognizes the necessity for informed, well-trained employees. Attendance at library or job-related courses, workshops, and conferences enriches employee work experience and increases employee knowledge of library concerns and services.

Policy

The Chinook Arch Library Board encourages and supports employee attendance at library or job-related courses, workshops, and conferences.

Guidelines

1. Subject to budget guidelines, employee attendance at courses, workshops, and conferences shall be at the discretion of the CEO.
2. Employees will be reimbursed in the following manner subject to satisfactory attendance and approval by the CEO:
 - a. Courses, workshops and conferences related to the employee's job: The System will pay the full costs of registration, as well as approved travel and accommodation expenses.
 - b. Other courses an employee wishes to take will be judged on their own merits. The CEO will determine the proportion of financial assistance.
3. On those occasions when an employee attends a course or conference at the request of the CEO, and the course occurs during evening or weekend hours, the employee may be allowed time-off-in-lieu equivalent to the course attendance hours.

Last Reviewed:	26 June 2019
Last Revised:	2 December 2010

Agenda Item 2c – Planning and Facilities Committee Report

Committee Members:

Kathy Davies (Chair), Morgan Rockenbach, Howard Paulsen, DeVar Dahl, Vic Mensch, Wendy Kalkan, Briane Simpson.

Staff: Robin Hepher, Lisa Weekes, Pat Wauters

Policy Review

Organizational Meeting

The policy is amended to correct the name of the “Committees and Committee Mandates” policy. In addition, minor wording changes are recommended, for clarity. This item is included in the “Items for Decision” section of the agenda.

Executive Officers

Recommended changes to the policy include dropping the word “Secretary” from “Secretary-Treasurer.” In addition, language from the Alberta Libraries Act is added to the “Meetings” section of the policy. This item is included in the “Items for Decision” section of the agenda.

Building Project Update

Staff provided the Committee with a verbal update on the progress of the building renovation project. The Grand Re-Opening celebration is scheduled for May 30, 2019.

2019 - 2022 Plan of Service Update

Staff provided an update on the implementation of the 2019 – 2022 Plan of Service. This item is included in the “Items for Discussion” section of the agenda.

Kathy Davies, Chair
Planning and Facilities Committee

Agenda Item 2d - Marketing/Communications Committee Report

Committee Members

Marie Logan (Chair), DeVar Dahl, Margaret McCanna, Howard Paulsen, David Rolfson, Heather Caldwell, Teresa Feist, Quentin Stevick, Joan Harker

Staff

Robin Hepher, Joey Going, Jane Edmundson, Lisa Weekes

Newsletter for Librarians

Chinook Arch has long published a newsletter aimed at member library staff. It has had various titles (Chinook Arch e-News, Horizons Newsletter, etc.) and a variety of publication intervals. The current publication is called the *Page Turner*, and it is available in digital form on the Chinook Arch website <http://www.chinookarch.ca/about-us/news>. Chinook Arch staff uses MailChimp for the design of the newsletter, and it is circulated to member library staff and boards, the Chinook Arch board, and other partners via email with a hyperlink to the MailChimp site. The email also includes an attached .pdf version of the newsletter.

Marketing/Communications Plan

Chinook Arch has long had a Marketing/Communications Plan helps guide and monitor marketing activities at Chinook Arch. The latest version of the plan expired at the end of 2018. The Committee discussed the role of Chinook Arch in marketing and communications, which is: advocacy at the municipal council level, and giving member libraries promotional tools to reach their own patrons. This direction consistent with the 2019 – 2022 Plan of Service.

The Committee also discussed the 2019 Promotional Plan, which is comprised of monthly themes aimed at helping member libraries promote their programs and services. Chinook Arch shares content with member libraries that they can share in their libraries and their communities, including posters, social media posts, Bibliocommons' lists, and links to specific e-resources.

Casino Update

The Friends of Chinook Arch Society will be hosting a casino on August 5-6.

Advocacy

Chinook Arch participated in the writing of a group letter to the new Minister of Municipal Affairs, the Hon. Kaycee Madu. It was signed by the chairs of the Node libraries (the 14 large libraries/library systems in Alberta). No response has been received yet. Chinook Arch is developing a press release around this letter. A copy of the letter is appended to this report.

Fundraising

- I. Chinook Arch will be applying for a CIP Grant to help fund the Waterton Book Locker Project, with a total project budget of ~\$40,000.
- II. Chinook Arch successfully applied for a wage subsidy from Community Futures Treaty 7 that will subsidize one of our Summer Reading Program Coordinator salaries for \$5/hr, for a total subsidy of \$3,000.
- III. The committee reviewed the Chinook Arch Fundraising Summary 1993-2019 spreadsheet. Chinook Arch has fundraised nearly \$7,900,000 since its inception. A copy of the spreadsheet follows this report.

Review Marketing Budget

The Committee discussed the marketing budget. It was noted that there are additional funds over the usual \$15,000 annual budget for 2019-2021 due to the Digital Literacy Exchange Program grant that includes a significant amount for promotion and marketing.

READ Awards

The Committee discussed streamlining and standardizing the READ Awards nomination and selection process. It was suggested that the application format could be simpler, and that committee members submit their scorings prior to the Marketing Committee meeting, so staff can compile them for presentation at the committee meeting. It was also suggested that the monetary awards be the same each year. The Committee also discussed creating award categories that are specific to library size, to help encourage smaller libraries to apply. Staff will draft a proposed process for the READ Awards, and bring it to the committee for review at the fall meeting.

Marie Logan, Chair
Marketing/Communications Committee



May 1, 2019

The Honourable Kaycee Madu, MLA
 Minister of Municipal Affairs
 Alberta Legislature Building
 132-10800 97 Ave NW
 Edmonton, AB T5K 2B6

(sent via email)

Dear Minister Madu:

Congratulations on your appointment as Minister of Municipal Affairs.

The Alberta Government's goals of **strengthening our economy, seeking a smarter approach to innovation, welcoming and supporting newcomers and creating a better place for Albertans to raise their families** are supported through the work of public libraries across Alberta.

Public libraries are vital to Alberta communities, providing a neighborhood hub where everyone is welcome, demonstrating a return on investment, connecting, educating and inspiring citizens to build a strong Alberta.

- **Libraries strengthen our economy by:**
 - Enabling job seekers to create resumes, prepare for interviews and find jobs.
 - Preparing children for school with early literacy programs, services and collections.
 - Providing spaces outside of school hours for children to support healthy childhood development.
 - Offering life-propelling skills training, allowing Albertans to develop new competencies.
 - Assisting entrepreneurs with business startup information, resources and advice.
- **Libraries support innovation by:**
 - Reducing the digital divide by providing access to high speed internet, free public computing and access to millions of digital resources including online classes. For many Albertans their local library is their only access to the internet.
 - Preparing Albertans for the digital economy with digital literacy training and access to IT tools, resources and expertise. Alberta libraries have digital labs and recording studios and offer classes in 3D modelling, podcasting and coding.
 - Working as a network across Alberta to provide all Albertans, wherever they live, with access to quality information, knowledge, technology and expertise.
- **Libraries welcome and support newcomers by:**
 - Facilitating newcomers' language training, conversation circles and literacy and ESL support.
 - Offering digital literacy programs to ensure everyone has an equal opportunity to thrive.
 - Providing connections to agencies and businesses through settlement services workers.
- **Libraries create a better place for Albertans to raise their families by:**
 - Providing spaces where people can connect with neighbours – combatting social isolation.
 - Supporting seniors with outreach services, materials in accessible formats, and programs.
 - Supporting lifelong learning and literacy in all forms, from print literacy to financial literacy to media literacy to wellness literacy to digital literacy.
 - Filling gaps in services that support mental health, housing and addiction.
 - Supporting vulnerable people by providing connections to local social services agencies.

Libraries are one of the most effective and impactful uses of public funding. Working in partnership, municipalities provide the majority of the funding, but Provincial operating grants are critical. The Provincial investment of under \$35 million dollars a year enables hundreds of libraries in large and small communities across Alberta to offer

services needed in their communities as well as supports resource sharing between public libraries to ensure equitable access to all Albertans to public library resources.

Together we can help ensure that all Albertans have access to the information, technology, tools and services needed to help our province thrive. Wishing you success in your position.

Yours sincerely,

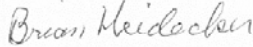
The Libraries of the Alberta Provincial Public Library Network:

Avnish Mehta

Chair Avnish Mehta, Calgary Public Library



Chair DeVar Dahl, Chinook Arch Regional Library System



Chair Brian Heidecker, Edmonton Public Library

Mark Evans

Chair Mark Evans, Grande Prairie Public Library

Allan Quinton

Chair Allan Quinton, Lethbridge Public Library



Chair Lynda Lyster, Marigold Library System



Chair Rick Redmond, Medicine Hat Public Library

Larry Tiedemann

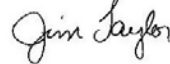
Chair Larry Tiedemann, Northern Lights Library System



Chair Debra Smith, Parkland Regional Library



Chair Carolyn Kolebaba, Peace Library System



Chair Jim Taylor, Red Deer Public Library

Dwight Kilpatrick

Chair Dwight Kilpatrick, Shortgrass Library System

Janice Marschner

Chair Janice Marschner, St. Albert Public Library



Chair Anna Pandos, Strathcona County Library

Amanda MacPherson

Chair Amanda MacPherson, Wood Buffalo Regional Library



Chair Hendrik Smit, Yellowhead Regional Library

FUNDRAISING SUMMARY 1993-2017

Source	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
ACD Project Grant											\$200,000
AFA Grant											\$6,400
Alberta Human Rights Grant											\$4,516
Alberta Real Estate Foundation											\$14,000
Alberta Rural Development Network									\$5,000		\$5,000
Alberta Traffic Safety Fund									\$14,840		\$14,840
Anonymous Donor											\$453,322
APLEN											\$523,493
APLEN Local Library Participation grant											\$20,000
APLEN Prov. Resource Sharing											\$57,200
APLEN Capacity grant	\$48,656										\$48,656
Auction											\$4,759
Better World Books							\$63				\$63
CAP Grants	\$49,355	\$49,733	\$47,882								\$633,260
Capacity and Training Grant											\$47,857
Career Corners Grant											\$11,868
CEIC Grant (RECON Project)											\$42,281
CFEP Grant				\$117,418							\$117,418
Chair disposal											\$415
CHRA - Better Beginnings Program					\$1,500						\$1,700
CIP Lottery Funding		\$49,882			\$54,710		\$42,862				\$570,317
Community Foundation of Lethbridge and Southern Alberta			\$5,000					\$7,500	\$26,000		\$38,500
Community Futures Treaty 7										\$3,000	\$3,000
Contracts											\$712,056
Database Development Grant											\$19,000
DLEP Program Grant										\$438,000	\$438,000
Employment Programs	\$15,015	\$20,210	\$9,320	\$4,948	\$5,050	\$5,100	\$3,651		\$3,000	\$3,000	\$293,774
Establishment grant - Rural services			\$79,346	\$386							\$79,732
Friends Casino	\$33,899			\$31,700	\$30,467			\$30,000			\$209,766

FUNDRAISING SUMMARY 1993-2017

Source	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
Gates Foundation											\$80,692
General Donations							\$200				\$4,973
Grow Grant											\$5,000
Headquarters Grant											\$250,000
IGA BBQ											\$945
Kahanoff Foundation											\$142,008
Lethbridge Business Development											\$6,800
Lethbridge Community Lottery Board											\$86,755
Lethbridge Foundation											\$17,070
Lion's Club											\$250
Municipal Affairs Building Grant				\$25,000				\$2,120,000			\$2,145,000
Murder Mystery Theater											\$306
Nickel Foundation											\$10,000
Promotional Materials											\$14,856
Public Library Services Grants											\$15,333
Raffle											\$13,901
Seniors Intergenerational Program Grant										\$50,000	\$50,000
Society of International Nature and Environment Writers											\$2,000
Supplementary Operating Grant											\$30,000
SRP Donations											\$450
Taber Conference grant											\$13,540
TAL Network Development Grant											\$105,142
TAL Supernet Build Fund											\$36,817
TAL Capacity Grant											\$43,193
Wild Cards Advertising	\$540	\$540	\$840	\$840	\$740	\$610	\$900				\$20,013
Writer in Residence Grant		\$4,100									\$4,100
Total	\$147,465	\$124,465	\$142,388	\$180,292	\$92,467	\$5,710	\$47,676	\$2,157,500	\$48,840	\$494,000	\$7,670,336
CEIC Recon Staff*											\$224,826

FUNDRAISING SUMMARY 1993-2017

Source	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
Total	\$147,465	\$124,465	\$142,388	\$180,292	\$92,467	\$5,710	\$47,676	\$2,157,500	\$48,840	\$494,000	\$7,895,162

Chinook Arch Library Board
Statement of Operations as at June 4, 2019 - Summary

Line	2018 YE ACTUAL	2019 Revised Budget	2019 Actual to Date	2019 YE Projection	Variance 2018 YE/2019 YE Proj.	Variance 2019 Budget/2019 YE Proj.	% Rec'd/ Spent to Date	
REVENUE								
1	Local Contributions	\$ 2,231,668	\$ 2,293,150	\$ 1,148,596	\$ 2,295,651	\$ 63,983	\$ 2,501	50%
2	Rural Municipal Service fees	66,633	67,818	34,054	68,474	1,841	656	50%
3	Grants	1,178,568	1,291,290	50,000	1,341,550	162,982	50,260	4%
4	Contracts & Other Services	415,017	298,220	100,849	182,520	(232,497)	(115,700)	55%
5	Other Income	376,570	352,000	298,964	382,000	5,430	30,000	78%
6	TOTAL REVENUE	\$ 4,268,457	\$ 4,302,478	\$ 1,632,463	\$ 4,270,195	1,738	\$ (32,282)	38%
7								
8	EXPENSES							
9	Materials & Collections	\$ 889,789	\$ 930,624	\$ 411,999	\$ 960,624	\$ 70,835	\$ 30,000	43%
10	Shipping & Delivery	54,005	51,000	21,194	60,500	6,495	9,500	35%
11	Network Services	283,007	268,000	135,680	167,000	(116,007)	(101,000)	81%
12	Bibliographic Services	90,584	92,500	38,435	94,200	3,616	1,700	41%
13	Programs and Services	345,823	367,400	231,844	478,000	132,177	110,600	49%
14	Training & Development	108,133	102,250	64,101	97,250	(10,883)	(5,000)	66%
15	Salaries & Benefits	1,951,012	2,101,200	779,990	2,043,000	91,988	(58,200)	38%
16	Administration	40,508	43,150	31,381	41,800	1,292	(1,350)	75%
17	Bldg & Maintenance	49,955	42,000	23,370	44,500	(5,455)	2,500	53%
18	Board Expenses	34,023	30,700	25,147	36,700	2,677	6,000	69%
19	Contract & Other Services	292,820	176,633	124,106	146,363	(146,457)	(30,270)	85%
20	Subtotal Expenses	\$ 4,139,659	\$ 4,205,457	\$ 1,887,249	\$ 4,169,937	30,278	\$ (35,520)	45%
21	Amortization	100,304	96,000	-	100,000	(304)	4,000	0%
22	TOTAL EXPENSES	\$ 4,239,963	\$ 4,301,457	\$ 1,887,249	\$ 4,269,937	\$ 29,974	\$ (31,520)	44%
23								
24	Operating Surplus/Deficit	\$ 28,494	\$ 1,020	\$ (254,786)	\$ 258	\$ (28,236)	\$ (762)	

Chinook Arch Library Board
Statement of Financial Position As of June 4, 2019

	YE Dec 31, 2018	YTD June 4, 2019	Projection: Year End 2019	Projected Difference 2018 - 2019	
ASSETS					
CURRENT ASSETS					
1	Cash and Temporary investments	\$ 1,059,497	\$ 835,189	\$ 1,100,000	\$ 40,503
2	Restricted Cash	1,267,121	443,053	100,000	(1,167,121)
3	Accounts Receivable	140,064	128,369	58,000	(82,064)
4	Prepaid expenses	157,105	102,860	165,000	7,895
5	TOTAL CURRENT ASSETS	2,623,787	1,509,472	1,423,000	(1,200,787)
LONG TERM ASSETS					
7	Capital Assets	782,374	782,374	800,000	17,626
8	TOTAL LONG TERM ASSETS	782,374	782,374	800,000	17,626
9	TOTAL ASSETS	3,406,161	2,291,846	2,223,000	(1,183,161)
LIABILITIES					
CURRENT LIABILITIES					
12	Accounts Payable & Accrued Liabilities	57,376	65,431	50,000	(7,376)
13	Deferred Revenue	1,267,121	435,974	20,000	(1,247,121)
14	Employee Benefit Obligations	150,948	150,947	150,000	(948)
15	TOTAL CURRENT LIABILITIES	1,475,444	652,352	220,000	(1,255,444)
16	TOTAL LIABILITIES	1,475,444	652,352	220,000	(1,255,444)
NET ASSETS					
18	Restricted surplus	1,147,002	1,147,002	1,202,100	55,098
19	Invested in Property and equipment	782,374	1,628,936	800,000	17,626
20	Excess of income over distribution	-	(1,137,485)	-	-
21	Externally restricted surplus	1,041	1,042	900	(141)
22	TOTAL NET ASSETS	\$ 1,930,417	\$ 1,639,494	\$ 2,003,000	72,583
23	LIABILITIES AND NET ASSETS	\$ 3,405,861	\$ 2,291,846	\$ 2,223,000	(1,182,861)

Agenda Item 3b i – Cheque Signing

Background

The Cheque Signing policy is a control that helps to prevent fraud and unauthorized transactions.

Proposed Changes

Chinook Arch has started to use Electronic Fund Transfers (EFTs) for many of its transactions. EFTs are much more secure and much faster than traditional cheques.

With EFTs, the procedure needs to be adjusted slightly. It is proposed that for payments of over \$3,000, the second authorized signer sign the invoice prior to making the payment. This ensures that appropriate controls remain in place despite there being no cheques to sign.

Other proposed changes are minor and related to wording.

Proposed Motion

That the revised Cheque Signing Policy be recommended to the Board for approval.

Cheque Signing

Policy

Two signatures of designated signing officers are required for items approved in the Chinook Arch Regional Library System Board Budget.

The persons holding the following positions are designated signing officers:

- the Chief Executive Officer (CEO) or other member of senior management as designated by the CEO AND
- the Board Chair or the Board Treasurer

To ensure prompt payment of invoices, one other Executive officer of the Board who resides in or near Lethbridge ~~will~~may have signing authority if neither of the two other designated Board officers are from ~~Lethbridge~~ or near~~by~~ Lethbridge.

A stamp representing the signature of the Board Chair may be used on cheques or Electronic Fund Transfers (EFTs) under \$3,000.00. ~~Cheques for~~Payments of more than \$3,000.00 must be reviewed and signed by two signers, with the exception of cheques for:

- a. Revenue Canada
- b. Employment Benefit Plans
- c. Publishers or Wholesale Suppliers of library materials
- d. Utilities and phone bills

The second signer, usually the CEO or designate, applies the stamp. The CEO is responsible for all use made of the stamp.

Last Reviewed:	6 April 2017 <u>26 June 2019</u>
Last Revised:	6 April 2017 <u>26 June 2019</u>

Agenda Item 3b ii – Continuing Education, Board Members

Background

Chinook Arch recognizes the value continuing education and development for its board members. This policy provides the parameters for supporting ongoing development for Chinook Arch trustees.

Proposed Changes

- Reference to Netspeed Library Conference is removed (Netspeed no longer exists)
- The background is removed, as it is redundant

Proposed Motion

That the revised Continuing Education, Board Members policy be recommended to the Board for approval.

Continuing Education Board Members

Policy

The Chinook Arch Regional Library System supports Board members' attendance at library conferences, workshops and other library related events which will enhance their effectiveness as board members.

Guidelines

1. The System will remain a member in good standing of ALTA (Alberta Library Trustees Association).
2. The System will provide Board members with information pertaining to workshops, seminars and conferences related to library issues.
3. The System will initiate programs and workshops for Board members and member library trustees.
4. The System encourages Board members to attend the Southern Alberta library Conference, the ~~annual~~ Alberta Library Conference, ~~and the Netspeed Annual Conference~~ or other appropriate conferences or workshops.
5. Reimbursement for attendance at the Alberta Library Conference is prioritized as follows subject to budget guidelines:
 - 5.1. The Chair of the System Board;
 - 5.2. Board members who are asked to speak or who have a specific purpose for attending;
 - 5.3. Board members who are active on Board committees;
 - 5.4. As budget guidelines allow, representatives from the System Board may be sent to other regional or national conferences.

Background

~~The Chinook Arch Library Board encourages the development of Board members.~~

Last Reviewed:	1 August 2013 <u>26 June 2019</u>
Last Revised:	1 August 2013 <u>26 June 2019</u>

Agenda Item 3b iii – Personal Use of Equipment

Background

Chinook Arch allows staff to make use of office equipment (such as photocopier, paper cutter, laminator, etc.) on their own time. If the substantial use of consumables (eg. paper, laminating film) is involved, costs may be billed back to staff.

Proposed Changes

The word “reasonable” is added to the policy. It is hoped that this would discourage staff from using Chinook Arch equipment in a manner that goes beyond what this policy allows for (i.e. printing multiple copies of a book, making 200 buttons to promote a non-work-related event, etc.).

Proposed Motion

That the revised Personal Use of Equipment Policy be recommended to the Board for approval.

Personal Use of Equipment

Policy

Staff may make reasonable personal use of office equipment on their own time. At the discretion of the CEO a cost recovery fee may be levied.

Last Reviewed:	2 August 2012 <u>26 June 2019</u>
Last Revised:	2 August 2012 <u>26 June 2019</u>

Agenda Item 3b iv – Personnel Files

Background

This policy governs how personnel files are handled, and who may access them and under what circumstances.

Proposed Changes

- The policy is updated to reflect the new title of the position who manages the personnel files
- Language is added specifying that personnel files are to be kept in a locked cabinet
- Other minor wording changes

Proposed Motion

That the revised Personnel Files policy be recommended to the Board for approval.

Personnel Files

Policy

A confidential Personnel File will be maintained ~~at the System Headquarters~~ for each Chinook Arch employee. Employees are to be informed in writing by their supervisor of any changes or additions to their individual file, and are allowed supervised access to their own File during normal working hours.

Guidelines

1. Employees may make arrangements with the ~~Office Manager~~Corporate Services Manager to view their Personnel File.
2. Files shall be viewed in the presence of the ~~Office Manager~~Corporate Services Manager or CEO.
3. Employee files shall not be removed from the ~~Office Manager~~Corporate Services Manager's office.
4. Employees may express any concerns about their own File to their supervisors.
5. If concerns are not resolved at the supervisor level, established grievance procedures must be followed.
6. Chinook Arch complies with the Freedom of Information and Protection of Privacy (FOIP) laws and regulations of Alberta.
- ~~6-7.~~ Files will be securely stored in a locked cabinet in office of the Corporate Services Manager.
- ~~7-8.~~ The retention schedule for personnel records is contained in the Records Retention Policy.

Last Reviewed:	1 August 2013 <u>26 June 2019</u>
Last Revised:	1 August 2013 <u>26 June 2019</u>

Agenda Item 3b v – Personnel Policy

Background

The Personnel Policy outlines the Committee’s responsibilities with regard to personnel issues and policies at Chinook Arch.

Proposed Changes

- A couple of policies were missing from the policies list
- A rescinded policy was still on the list (Probationary Period, rescinded in 2016)
- Minor wording change, for clarity

Proposed Motion

That the revised Personnel Policy be recommended to the Board for approval.

Personnel

Policy

The Chinook Arch Library Board is responsible for the provision of qualified staff to deliver services to member libraries. Chinook Arch provides all staff with good working conditions and fair remuneration, competitive with the local market and with other libraries in the province. All employees and prospective employees are treated fairly.

The Finance and Personnel committee develops a classification scheme and salary grid for recommendation to the Executive Committee for approval.

The Committee develops and reviews the following personnel policies with the CEO:

- Annual Vacation
- Continuing Education – Board
- ~~Continuing Education – Staff~~
- Drugs, Alcohol, and Medication
- Employee Benefits Package
- Employee Health and Safety Policy
- ~~Employee Leave Policies~~
- Grievance Procedures
- Holidays
- Hours of Work and Overtime
- Memberships
- New Employee Orientation
- Performance Management
- Personal Use of Equipment
- ~~Personnel Files~~
- ~~Probationary Period~~
- Salary Increments
- Violence and Harassment in the Workplace
- Working Alone

The CEO is responsible for developing job descriptions and assigning classifications to jobs within the categories approved by the Finance and Personnel Committee and Executive Committee

Last Reviewed:	3-December-2015 <u>26 June 2019</u>
Last Revised:	3-December-2015 <u>26 June 2019</u>

Agenda Item 3b vi – Organizational Meetings

Background

This policy sets the date for the annual organizational meeting of the Board.

Proposed Changes

The policy is updated to reflect the correct title of the Committees and Committee Mandates policy.

Proposed Motion

That the revised Organizational Meetings policy be recommended to the Board for approval.

Organizational Meetings

Policy

The regular business meeting in December each year will be an annual Organizational Meeting at which time the Executive Officers will be elected in accordance with the Executive Officers Policy and members assigned to Committees in accordance with the [Committees and Committee Mandates](#) Policy. Elected Officers shall assume their duties following the Annual Organizational Meeting.

Guidelines

1. Board members are encouraged to serve on committees.
2. [Board](#) Members may express a preference for serving on a specific committee.
3. Every effort will be made to fill all positions at the time of the annual Organizational Meeting.
4. The Board has the following Standing Committees:
 - a. Executive
 - b. Finance and Personnel
 - c. Marketing/Communications
 - d. Planning and Facilities

Last Reviewed:	4 August 2016 <u>26 June 2019</u>
Last Revised:	4 August 2016 <u>26 June 2019</u>

Agenda Item 3b vii – Executive Officers Policy

Background

The Executive Officers policy lays out the purpose and composition of the Executive Committee, as well as the means of election and term.

Proposed Changes

- Change the position of “Secretary-Treasurer” to simply “Treasurer.” The role of Secretary-Treasurer, as it currently exists, does not carry any of the duties of a secretary, which would normally be to:
 - Ensure that accurate minutes are taken at each meeting
 - Sign minutes after they are approved by the Board
 - Ensure that minutes and other documents are stored according to relevant laws and the organization’s records management policies
- Remove redundant phrase under “Executive Committee Mandate.” (This phrase appears in the “Policy” section as well)
- Update the “Meetings” section of the policy to reflect the wording in the Libraries Act. It has been made clear to the Chinook Arch Library Board that meetings of the Executive Committee cannot be held more than three months apart.

Proposed Motion

That the revised Executive Officers policy be recommended to the Board for approval.

Executive Officers

Policy

The Board's Executive Committee shall be comprised of nine to ten Directors. Executive Officers of the Board shall include three table officers: Chair, Vice-Chair, and ~~Secretary~~-Treasurer. Additional Executive officers may also include: immediate Past-Chair and Officers-at-large. At least one Executive Committee Member shall represent the Resource Centre, Lethbridge Public Library. **Executive Officers form the Executive Committee of the Board.** The Executive Committee of the Chinook Arch Board is created by the Board under the Library Regulation Section 25(1) (e) and according to Clause 10 of the System Agreement for Chinook Arch Library Board.

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Executive Officer Duties

- The Chair shall preside at all meetings, authorize calls for special meetings and generally perform the duties of a presiding officer. The Chair is a member of all Standing Committees.
- The Vice-Chair shall assist the Chair and preside in the absence of the Chair.
- The ~~Secretary~~-Treasurer shall be responsible for an accounting of Library System funds and assets, and shall provide a financial report at each Board meeting. The ~~Secretary~~-Treasurer shall Chair the Finance & Personnel Standing Committee.
- The Past-Chair shall act as an Officer-at-large.
- Officers-at-large shall be appointed to chair standing and ad hoc committees in accordance with the Committees Policy.

Term

Term of office for the Chair and Vice Chair table officer positions shall normally be two years. The table officer positions of Chair and Vice Chair may not be held by the same person for more than two consecutive terms. The ~~Secretary~~-Treasurer table officer position and Officers-at-large shall have no term limit.

Elections

Officers shall be elected at the annual Organizational Meeting. Elections for the Chair and Vice Chair table officer positions shall be staggered. Elections to officer positions shall be effective following the organizational meeting each year. Should a vacancy occur, an election may be held at the discretion of the Chair.

The Chairs of Standing Committees shall form a nominating committee to identify candidates for the Executive Committee following the August Board meeting. Nominations may also be made from the floor at the organizational meeting with the prior consent of the nominee.

If an election is necessary, Elections to the Executive shall be by secret ballot.

Executive Officers

Executive Committee Mandate

The Executive Committee is empowered to act on behalf of the Board between Chinook Arch Library Board meetings, within the Board's policies and approved budget. The Chief Executive Officer reports to the Executive Committee.

The Executive Committee serves and acts only on authority approved by the Board of Directors. ~~Executive Officers form the Executive Committee of the Board.~~

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Responsibilities

1. Review Policies and actions recommended by standing committees before their presentation by the standing committees to the full Board.
2. Set the Agenda for the Board meetings.
3. Recommend the establishment of committees as necessary.
4. Report to the Chinook Arch Library Board at every Board meeting.
5. Review the performance of the Chief Executive Officer.
6. Recruit and hire the CEO.

Meetings

~~The Committee shall meet a minimum of four times per year. Per the Libraries Act Section 33(2), the Executive Committee shall meet at least once every three months and at any other times it considers necessary.~~

Last Reviewed:	1 December 2016 <u>26 June 2019</u>
Last Revised:	7 April 2016 <u>26 June 2019</u>

Agenda Item 3c – Online Registration

Background

At the moment, library patrons in the Chinook Arch region must visit a library to renew their borrowing card. Recent changes to our circulation policies permit libraries to renew cards on behalf of other libraries' patrons, but people must still visit a library to renew a card, which is not in line with our increasing emphasis on online services and borrowing. Patrons have requested online registration/renewal in their comments, and some member libraries have requested it as well, including Lethbridge Public Library.

Proposed Project

Chinook Arch staff have looked at various options for online registration. Some exploratory work with our website developers showed it to be a very complicated problem to solve, since it involves:

- Making sure that the person resides in the Chinook Arch region
- Making sure that the patron is not already in the database
- Preventing the creation of multiple/spam accounts
- Collecting payment for membership fees, which vary according to library and patron type
- Etc.

After considerable research, it appears that the best option is to work with an established vendor. One such vendor, Quipu, offers a service that meets most of the needs identified in our exploratory phase. The service entails a one-time setup fee of \$USD 18,000, and an annual subscription fee of \$USD 4,500.

Lethbridge Public Library has agreed to pay for half of the cost of the initial setup fee. Chinook Arch would assume the ongoing fees on behalf of all members.

Benefit to Patrons and Libraries

The anticipated benefits of online registration include:

- Immediate access for patrons to digital/online resources
- An effective outreach tool for libraries (people unable/unwilling to visit the library do not need to do so to access library materials)
- Potential membership growth
- Meets the expectations of modern library patrons
- Revenue from memberships sold online would be collected by Chinook Arch and returned to the patron's home library

Project Funding

As mentioned, Lethbridge Public Library would contribute 50% of the initial setup cost of \$USD 18,000. It is recommended that the Chinook Arch share be funded from the Technology Reserve.

Proposed Motion

That funds from the Technology Reserve be used to fund the Online Registration project, and that the Board be informed of the decision and of the results of the new service.

Agenda Item 4a – Plan of Service Update

Thriving Libraries! Chinook Arch 2019-2022 Plan of Service

Theme 1 – Marketing and Advocacy

Key Activities	
Recruit Communications Expert	<ul style="list-style-type: none"> Joey Going was hired as the Chinook Arch Communications Specialist
Develop Communications strategies to assist libraries in promoting services	<ul style="list-style-type: none"> Site visits to 33 member libraries Themed monthly promotional materials for library use Creation of marketing material on request Social media training available on request Book Fairies marketing campaign: 22 libraries hid 88 books across the region
Partner with other library systems to develop/deliver advocacy training and support	<ul style="list-style-type: none"> Helped to draft a joint letter to incoming Minister of Municipal Affairs Kaycee Madu, on behalf of all public library network nodes
Develop a mobile services unit that will attend community events	<ul style="list-style-type: none"> Co-op Community Spaces grant applied for (twice): grant application not successful

Theme 2 – Collection Development

Key Activities	
Explore centralized purchasing of high-demand items	
Develop collection support initiatives, including automated release plans (ARPs), weeding support	<ul style="list-style-type: none"> ARPs in place or in development for several libraries. LPL, LPLW, and BKMB expanding their use for ARPs across genres
Identify regional collection development specialist/consultant/team	<ul style="list-style-type: none"> In process. Job description is in development
Deliver reports and data that are relevant and easy for library staff to act on	<ul style="list-style-type: none"> Weeding and collection reports provided on as-needed basis; recent lists generated for Cardston, Warner, LPL. Monthly “Items with lots of holds” lists provided to libraries to help with ordering CollectionHQ software shows that overall collection health is improving

Theme 3 – Programming Support

Key Activities	

Develop programming kits/materials for library use	<ul style="list-style-type: none"> • Additional Learn-to-Drive kits purchased for libraries, using grant money • DLEP participants receive a kit
Explore provision of programming staff (contract and/or partner organization staff)	<ul style="list-style-type: none"> • Elizabeth Linville was hired on a three-year contract to deliver the Digital Literacy Exchange Program • Charlene Fletcher was hired on a two-year contract to deliver the Aging Well in Community program
Cultivate partnerships with third-party organizations for in-library program delivery	<ul style="list-style-type: none"> • Chinook Arch is working with Teconnect to connect rural residents with entrepreneurial trainers over the RISE network
Identify regional programming consultant/expert/team to assist libraries with program planning	<ul style="list-style-type: none"> • Aging Well in Community program has a train-the-trainer element that will empower libraries to offer intergenerational programming in their libraries • DLEP program also serving as professional development for library staff
Explore mobile service to deliver programs at events and in non-traditional library venues and under-served communities	

Theme 4 - Technology

Key Activities	
Explore purchase of additional Supernet bandwidth for libraries	<ul style="list-style-type: none"> • Awaiting news from new Supernet contract with Service Alberta
Explore assisting libraries with the purchase of public access computers and devices	
Explore the creation of a Digital Literacy Librarian	<ul style="list-style-type: none"> • Elizabeth Linville was hired for a three-year contract to deliver digital literacy programming in the libraries

Theme 5 – Library Administrative Support

Key Activities	
Identify HR and Board Governance expertise or in the community	
Host at least one Board Basics workshop every year	<ul style="list-style-type: none"> • Application was unsuccessful for a 2019 Board Basics workshop. Closest local workshop will be in Coaldale on June 15.
Create templates for documents such as reports, budgets, financial statements, etc.	

Explore “Library in a Box” model of local service delivery	
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Theme 6 – Extend Services to all Residents of the Chinook Arch Region

Key Activities	
Explore opportunities to welcome non-member municipalities into the System	

Agenda Item 4b – Waterton Book Locker Update

Background

As part of the 2019 Capital/Project Budget, the Board approved the purchase of a book locker, to be installed in the townsite at Waterton Lakes National Park. The locker would allow residents, visitors, and seasonal workers to access library materials without having to travel to Pincher Creek or Cardston, etc.

Update

A site has been identified for the service: a dedicated vestibule in the Post Office/Parks Canada interim office (see attached schematics)

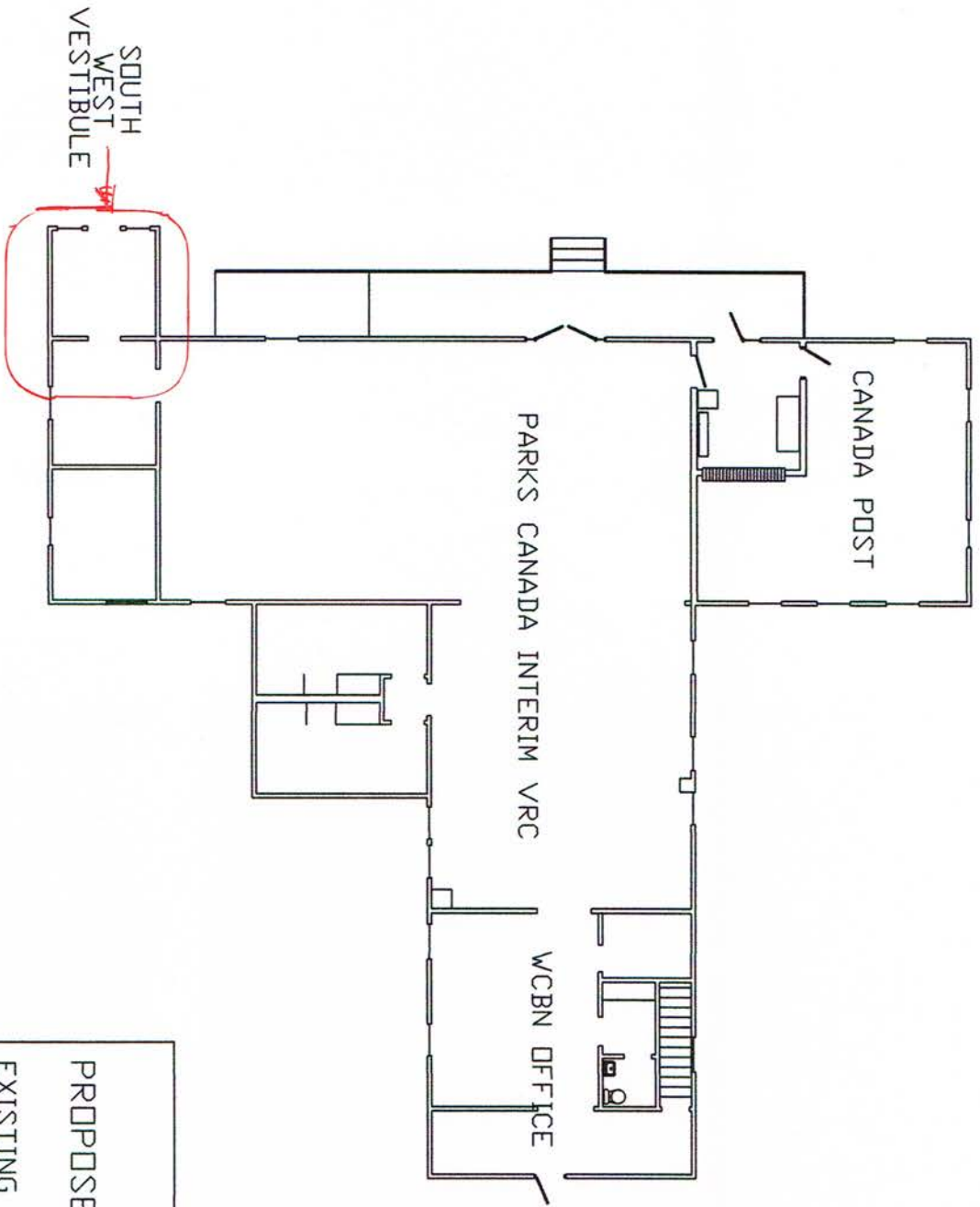
Chinook Arch staff is currently working with Waterton representatives on an agreement that will cover all aspects of the service, including:

- Site access
- Site maintenance
- Equipment ownership and maintenance
- Troubleshooting/repair
- Power and heat
- Internet connectivity
- Hours of service
- Delivery schedule
- Collection (if applicable)

The book locker vendor will soon be offering a book “vending” module that could potentially house a small browsing collection that patrons could borrow. This would add considerable value to the service, making it much more than a simple hold pickup location. Short-term campers, for instance, could readily access a small collection of high-interest items for pleasure reading while staying in Waterton. The collection would be owned and managed by Chinook Arch.

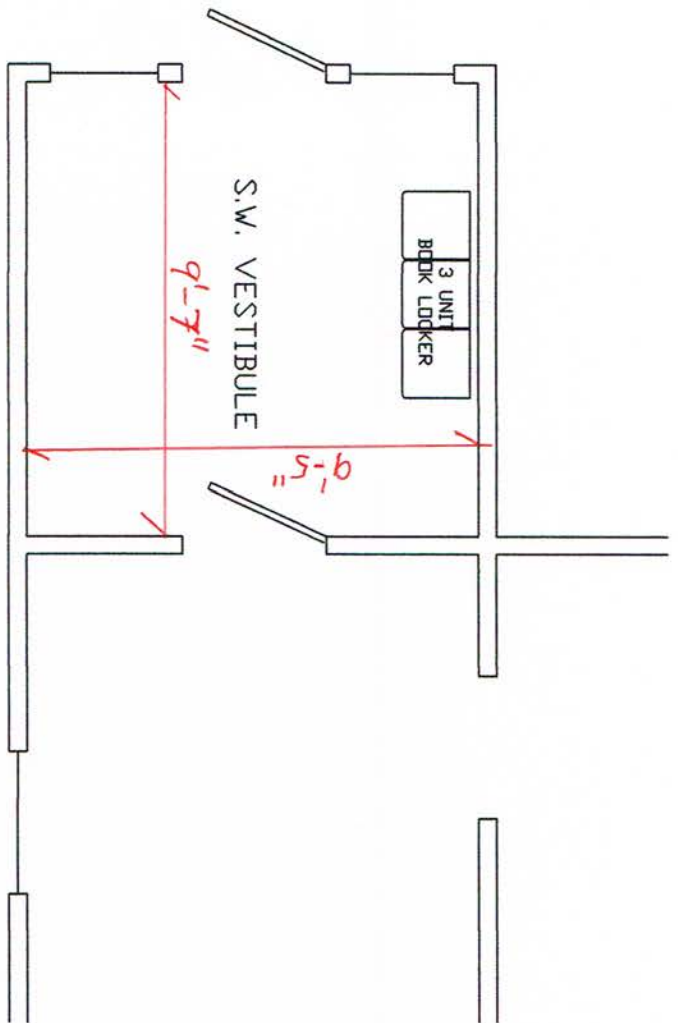
Timeline

The site and the agreement should be ready by July. The book vending module will be available from the vendor in August. At this time we are aiming for an install date in mid-late August.



PROPOSED WATERTON BOOK LOCKER
 EXISTING LIONS HALL BUILDING

SCALE 1/16" = 1'-0" (1:192)



PROPOSED WATERTON BOOK LOCKER
 S.W. VESTIBULE WITH 3 UNIT BOOK LOCKER
 LOCATION "D"

SCALE 1/4" = 1'-0" (1:48)