

AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
March 10, 2020
1:00pm

- A. ADOPTION OF AGENDA
- B. DELEGATIONS
- C. MINUTES/NOTES
1. Council Committee Meeting Minutes
 - February 25, 2020
 2. Council Meeting Minutes
 - February 25, 2020
- D. BUSINESS ARISING FROM THE MINUTES
- E. UNFINISHED BUSINESS
- F. COMMITTEE REPORTS / DIVISIONAL CONCERNS
1. Councillor Quentin Stevick – Division 1
 - Pincher Creek Library
 - Southern Alberta Library Conference
 - Cardston County Bylaw Public Hearing
 - EMS
 - ASB
 - Cardston County Bylaw Public Hearing
 2. Councillor Rick Lemire – Division 2
 3. Councillor Bev Everts– Division 3
 - RMA Telus Invitation During RMA
 - Sturgeon County Invitation to Partner on Event
 - ASB February Minutes
 4. Reeve Brian Hammond - Division 4
 - Crowsnest Pincher Creek Landfill Association Minutes January 2020
 - EMS
 5. Councillor Terry Yagos – Division 5
 - Alberta Southwest
 - ASB
- G. ADMINISTRATION REPORTS
1. Operations
 - a) Operations Report
 - Capital Budget Summary, dated March 5, 2020
 - PW Call Log, dated March 4, 2020
 2. Development and Community Services
 - a) AES Report for February 2020
 - Report from Agricultural Fieldman for February 2020
 - b) Assessment Appeal Board Training
 - Report from Director of Development and Community Services dated March 3, 2020
 3. Finance

4. Municipal

- a) Chief Administrative Officer Report
 - Report from CAO, dated March 4, 2020
- b) Council Engagement 2020
 - Report from Executive Assistant dated February 27, 2020
- c) Corporate Policy A-ADMIN-003
 - Report from Executive Assistant dated February 27, 2020

H. CORRESPONDENCE

1. For Action

- a) Alberta Southwest Award
 - Email from Bev Thornton dated February 27, 2020
- b) Notice of AGM & Call for Nominations, Highway 3 Twinning Association
 - Information Received from Highway 3 March 3, 2020

2. For Information

Recommendation to Council, dated March 5, 2020

- ORRSC Minutes January 2020
- Vitae Grand Opening Invitation
- News Articles on Rural Policing
- \$100M for Surgical Suites, Equipment, Rural Hospitals
- 2019 Annual Audit of MD of Pincher Creek by Avail

I. CLOSED MEETING SESSION

- a) Crushing at McRae Pit – FOIP Section 23

J. NEW BUSINESS

- a) Corporate Policy A-ADMIN-002 MD Owned Vehicle and Equipment Usage
 - Report from Executive Assistant dated March 5, 2020

K. ADJOURNMENT

MINUTES
COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
Tuesday, February 25, 2020 9:00 am

DRAFT

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

Staff: CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, 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 9:02 am. Brian Millis, Health and Safety Specialist for the MD, and Maureen Webster, Human Resources/Payroll Specialist, attended the meeting at this time.

1. Approval of Agenda

Councillor Quentin Stevick

Moved that the agenda for February 25, 2020 be approved as presented.

Carried

2. Violence and Harassment Workshop

Brian Millis and Maureen Webster provided Council with the internal training on Violence and Harassment in the workplace. They left the meeting at 11:07 am.

3. Closed Session:

Councillor Bev Everts

Moved that Council move into closed session to discuss the following, the time being 11:19 am:

- a. Intermunicipal Collaboration Framework with Village of Cowley – FOIP Section 21
- b. Intermunicipal Collaboration Framework with ID #4 – FOIP Section 21
- c. Intermunicipal Collaboration Framework with MD of Ranchland – FOIP Section 21
- d. C-PW-003 Winter Maintenance of Municipal Roads and Airport Services – FOIP Section 23
- e. A-ADMIN-002 MD Owned Vehicle and Equipment Use – FOIP Section 23

Carried

Councillor Quentin Stevick

Moved that Council open the Committee Meeting to the public, the time being 11:59 am

Carried

4. Adjournment

Councillor Bev Everts

Moved that the Committee Meeting adjourn, the time being 12:00 pm.

Carried

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
REGULAR COUNCIL MEETING
FEBRUARY 25, 2020

9254

DRAFT

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, February 25, 2020, at 1:00 pm, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

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

STAFF CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, Director of Finance Meghan Dobie, Director of Operations Aaron Benson and Executive Assistant Jessica McClelland

a) **ADOPTION OF AGENDA**

Councillor Terry Yagos 20/070

Moved that the Council Agenda for February 25, 2020 be amended to include:

Correspondence Action:

- b) Actual Police Numbers – Email from MLA Roger Reid

New Business:

- a) ICF with Village of Cowley
 b) ICF with ID #4 (Waterton)
 c) ICF with MD of Ranchland
 d) C-PW-003 Winter Maintenance of Municipal Roads and Airport Services

And that the agenda be approved as amended.

Carried

B. DELEGATIONS

C. MINUTES

1. Council Committee Meeting

Councillor Bev Everts 20/071

Moved that the Minutes for Council Committee Meeting on February 11, 2020 be approved as presented.

Carried

2. Council Meeting Minutes

Councillor Rick Lemire 20/072

Moved that the Minutes for the Council Meeting on February 11, 2020 be amended to include:

- Page 9249, correcting date of return for Council from RMA to Wednesday March 18, 2020
- Resolution 20/060, change “denied” to “defeated”

AND THAT the minutes be approved as amended.

Carried

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
 February 25, 2020

D. BUSINESS ARISING FROM THE MINUTES

1. Land Lease Request

Councillor Terry Yagos 20/073

Moved that Council grant the applicants request, and that the MD enter into a lease with the applicant for a portion of Lot 1, Block 18, Plan 811 1307, within the Hamlet of Lundbreck for the purpose outlined in the proposal.

Carried

2. Pincher Creek Trade Show Discussion

Councillor Quentin Stevick 20/074

Moved that the MD of Pincher Creek participate by renting a booth in the Pincher Creek Chambers 2020 Trade Show;

AND THAT administration be directed to try to obtain a booth next to the Town of Pincher Creek.

Carried

E. UNFINISHED BUSINESS

a) Highway 3 Twinning Development Association Membership

Councillor Bev Everts 20/075

Moved that the MD of Pincher Creek becoming members in the Highway 3 Twinning Development Association for 2020.

Councillor Quentin Stevick requested a recorded vote:

For:	Against:
Brian Hammond	Rick Lemire
Bev Everts	Quentin Stevick
Terry Yagos	

Carried

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Councillor Bev Everts 20/076

Moved that administration be directed to send a letter to REMO expressing Councils appreciation for the time commitment and teamwork displayed during the incident in the Town of Pincher Creek.

Carried

1. Councillor Quentin Stevick – Division 1
2. Councillor Rick Lemire – Division 2
 - a) ICF
 - b) Applauded staff and REMO on their activation during the past incident
3. Councillor Bev Everts– Division 3
 - a) Beaver Mines Community Association
 - b) Castle Mountain Community Association
 - c) Family and Community Support Services

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- d) ORRSC – unable to attend March 5, 2020 and is requesting a Councillor attend
- 4. Reeve Brian Hammond - Division 4
 - a) Crowsnest/Pincher Creek Landfill Association
 - a) Castle/Livingstone/Porcupine Hills Recreation Advisory Group (Roland Milligan attended in absence of Reeve Hammond)
- 5. Councillor Terry Yagos – Division 5
 - a) Lundbreck Citizens Council

Councillor Rick Lemire 20/077

Moved to accept the Committee Reports and information.

Carried

Eric Blanchard attended the meeting at this time to discuss the Public Works Call Log, and left the meeting at 2:14 pm.

G. ADMINISTRATION REPORTS

1. Operations

a) Operations Report

Councillor Quentin Stevick 20/078

Moved that Council receive for information the following Operations documents.

- Capital Budget Summary, dated February 19, 2020
- Public Works Call Log, dated February 19, 2020

Carried

2. Development and Community Services

a) Proposed Cardston County Land Use Bylaw Amendment

Councillor Terry Yagos 20/079

Moved that Council respond to Cardston County's correspondence stating that the Municipal District of Pincher Creek No. 9 has no concerns regarding proposed Bylaw No. 734.2020, and thank them for considering the MD of Pincher Creek's input towards their planning.

Carried

b) AES Report for February 2020

Councillor Terry Yagos 20/80

Moved that Council accept the AES Report for February 2020 as information.

Carried

3. Finance

4. Municipal

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a) Chief Administrative Officer Report

Councillor Rick Lemire 20/081

Moved that Council receive for information, the Chief Administrative Officer's report dated February 19, 2020.

Carried

H. CORRESPONDENCE

1. For Action

a) Group Group Youth Request for Sponsorship

Councillor Bev Everts 20/082

Moved that John Quigley, Project Coordinator with Partners in Safety, be invited to attend a Council meeting to discuss his project and how the MD could become involved.

Carried

b) Actual Police Numbers – Email from MLA Roger Reid

Councillor Terry Yago 20/083

Moved that Council direct administration to respond to MLA Roger Reid in regards to actual police numbers in our area.

Carried

2. For Information

Councillor Terry Yagos 20/084

Moved to receive the following as information:
 Recommendation to Council, dated February 20, 2020

- Thank You Letter from Minister Jason Nixon
- Castle Rock Ridge Phase II Wind Power Project Update January 27, 2020
- Castle Rock Ridge Phase II Wind Power Project Update February 10, 2020
- Riverview Wind Power Plant Update January 27, 2020
- Riverview Wind Power Plant Update February 10, 2020
- Draft Regional Council Meeting Minutes from February 13, 2020

Carried

I. CLOSED SESSION

Councillor Bev Everts 20/085

Moved that Council move into closed session, the time being 3:28 pm, for the purpose of discussing:

- a) Beaver Mines Water Servicing and Wastewater Collection Budget Update – FOIP Section 16

Carried

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 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
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Councillor Terry Yagos 20/086

Moved that Council move out of closed session, the time being 4:58 pm.

Carried

J. NEW BUSINESS

a) ICF with Village of Cowley

Councillor Terry Yagos 20/087

Moved that the MD of Pincher Creek No. 9 enter into the Intermunicipal Collaboration Framework with the Village of Cowley.

Carried

b) ICF with ID #4 (Waterton)

Councillor Quentin Stevick 20/088

Moved that the MD of Pincher Creek No. 9 enter into the Intermunicipal Collaboration Framework with ID #4 (Waterton).

Carried

c) ICF with MD of Ranchland No. 66

Councillor Bev Everts 20/089

Moved that the MD of Pincher Creek No. 9 enter into the Intermunicipal Collaboration Framework with the Municipal District of Ranchland No. 66.

Carried

d) C-PW-003 Winter Maintenance of Municipal Roads and Airport Services

Councillor Terry Yagos 20/090

Moved that Policy C-PW-003 Winter Maintenance of Municipal Roads and Airport Services, be approved as presented.

Carried

I. ADJOURNMENT

Councillor Terry Yagos 20/091

Moved that Council adjourn the meeting, the time being 5:00 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

Learn About 5G and the Future of Connectivity in Alberta at the TELUS Edmonton Innovation Centre

February 24, 2020



Theresa Lynn, a member of the TELUS team

Event Information

TELUS would like to formally invite you, council, and administration to a meet and greet on Monday March 16, 2020 from 4:30 - 8:30pm. Drinks and appetizers will be served. Based on feedback from our last RMA open house in November 2019, we will be providing information, planning, deployment, and demonstrations of 5G technology capabilities along with an open forum for questions and feedback with the TELUS team. These forums exist as a way for municipal leaders to connect with our TELUS General Managers who operate as the regional CEO's for Northern and Southern Alberta and allow municipal leaders to learn more about the continued deployment of connectivity for your local communities.

Innovation at TELUS is enabled by its technology laboratories, innovation centres and support for research and development activities. The Centre showcases TELUS' current and potential future 5G networks and services and allow you to see real life solutions in action. For this event, we have reconfigured our lab for a specific showcase of 5G capabilities. Using the latest technology, the Centre will give you an up-close look at the convergence of voice, video and data and offers a glimpse into the future of data and IP communications technology.

We will also be offering 15 minute group tours, please send your request to Karen Walls at Karen.Walls@TELUS.com with your preferred time slot.

Date: Wednesday November 13, 2019
Time: 4:30 – 8:30pm
Location: TELUS Tower
10020 100 St NW, Floor 31
Edmonton AB T5J 0N5



Mayor Alanna Hnatiw
Sturgeon County

Sturgeon County Centre
9613-100 Street
Morinville, AB, Canada T8R 1L9
T: 780-939-8327
E: ahnatiw@sturgeoncounty.ca

March 2, 2020

Dear Alberta Municipalities:

Alberta is currently in a time of crisis. We are facing ongoing challenges in our Province's energy and agriculture sectors; tensions are rising, and western alienation continues to grow. Alberta is a place of innovation and opportunity—our Province has so much to offer to Canada and the world. Now is the time to make that clear.

Our municipality believes there is an opportunity at the upcoming Federation of Canadian Municipalities (FCM) Convention to promote Alberta to a national audience while contributing to improve inter-provincial relationships and enhanced prosperity.

We want to propose setting the stage to tell a truly Albertan story. Each municipality in our great province is unique and brings strengths to the collective table. This June, at the FCM Convention, let us showcase to the rest of Canada, the high level of competitiveness and diversity that flourishes in Alberta. We know Alberta as a destination for unique tourism, agriculture, and machine learning. Our Alberta is home to world-class post-secondary institutions and advanced manufacturing. We are a place of aviation, renewable energy, a highly skilled workforce, and solutions-based thinking. We are proud to say Alberta is also home to the most ethically-sourced traditional energy extraction projects in the world that help fuel our modern times. Let's tell our story.

We are reaching out to our fellow municipalities to gauge interest in being involved in an Alberta-focused reception at FCM. The purpose of the reception is to reframe the perspective others throughout our Country may have about Alberta.

This event will be held on **June 6, 2020 from 5:00 p.m. to 9:00 p.m.** where brief educational presentations and entertainment would be available. Currently working towards having a keynote speaker who will entertain and potentially moderate a panel. We envision having notable Albertans attend the reception to share, from their perspectives, what makes this Province the most desirable place to be. Each participating municipality may also have the opportunity to showcase their community in a one-two minute video loop.

Sturgeon County, MD of Greenview and the Municipality of Wood Buffalo's Councils recently passed motions to fund portions of this event, up to \$10,000. ***The Imperial Room at the Fairmont, Toronto has been secured.*** We understand that these are tough economic times and that monetary contributions to this initiative will vary from municipality-to-municipality. We are of the firm belief, however, that this opportunity can be a success if we all band together.

With June quickly approaching, we are actively looking for partners. Sturgeon County respectfully requests that your municipality reply to this call-to-action, with details on how you may be able to participate in the planning and/or funding of the event. In addition to support from other municipalities, we are also turning to industry and the Government of Alberta to help progress this important initiative.

When indicating interest please reply to: **Deputy Mayor Neal Comeau**, Sturgeon County:

Email: ncomeau@sturgeoncounty.ca or

Cell: 587 986 5035

A small shift in one person's perspective can lead to significant change. Under one unified action, we can achieve our goal.

Sincerely,



Alanna Hnatiw,
Mayor, Sturgeon County

Cc: Dane Lloyd, MP Sturgeon River-Parkland
Honourable Dale Nally, Associate Minister of Natural Gas
Shane Getson, MLA, Lac Ste. Anne-Parkland
Council, Sturgeon County
Reegan McCullough, CAO Sturgeon County

Meeting Minutes
of the
Agricultural Service Board – Municipal District of Pincher Creek No. 9
February 5, 2020 – MD Council Chambers

Present: Councillors Bev Everts, and Terry Yagos and Members Anna Welsch, David Robbins, and Martin Puch.

Also Present: Director of Development and Community Services Roland Milligan, Agricultural Fieldman Shane Poulson, and Executive Assistant Jessica McClelland.

Absent: Frank Welsch

Martin Puch, as Vice Chair, called the meeting to order at 1:30 pm.

Roland Milligan advised the board that Environmental Services Technician Lindsey Davidson is no longer with the MD of Pincher Creek.

A. ADOPTION OF AGENDA

Councillor Terry Yagos 20/020

Moved that agenda be adopted as presented.

Carried

B. MINUTES

Martin Puch 20/021

Moved that the minutes of January 8, 2020 be amended to remove the name of the nominees for the Calgary Stampede Farm Family Award, as the Stampede would like to make the official announcement;

AND THAT the minutes be approved as amended.

Carried.

C. BUSINESS ARISING FROM THE MINUTES

D. ASB KEY CONTACT REPORT

Councillor Bev Everts 20/022

Moved that administration contact our key contact Bradley Smith to see how we can facilitate his attendance at the ASB as we find his information important to the board.

Carried

E. UNFINISHED BUSINESS

1. ALUS Community Expression of Interest

Anna Welsch 20/023

Moved that due to change in staffing, the ALUS Community Expression of Interest be tabled pending availability of staff to undertake this initiative.

Carried

F. 2020 Provincial ASB Conference

David Robbins 20/024

Moved to receive the 2020 Provincial ASB Conference synopsis as information.

Carried

G. 2019 AES DEPARTMENT REPORT

Councillor Bev Everts 20/025

Moved to accept the departmental reports from Environmental Services for January 2020 as information.

Carried

K. CORRESPONDENCE

1. FOR ACTION

a) Southern Alberta Weed Coordinator – 2019 Year End

David Robbins 20/026

Moved that administration contact the Southern Alberta Weed Coordinator to discuss the possibility of putting on a weed workshop for Castle Mountain Resort.

Carried

b) Farm Safety Center 2020 Request for Funding

Councillor Bev Everts 20/027

Moved that the ASB contribute \$1000 towards the Farm Safety Center 2020 request.

Carried

2. FOR INFORMATION

Councillor Bev Everts 20/028

Moved that the following be accepted as information:

- a. If You Can't Beat It, Eat It -summarized evaluation results
- b. Alberta Agriculture and Forestry-Farmer Led Research Handout
- c. 2019 Insect Surveys -MD of Pincher Creek
- d. 2% Liquid Strychnine Product Registration

Carried

L. NEW BUSINESS

Appreciation Gift for Outgoing Environmental Services Technician

Anna Welsch 20/029

Moved that the board send a gift certificate in the amount of \$75, and a card, to Lindsey Davidson to thank her for her years of service with the board.

Carried

M. NEXT MEETING

Moved that the next ASB meeting is on Wednesday, March 4, 2020 at 1:30 pm.

N. ADJOURNMENT

Councillor Terry Yagos 20/030

Moved to adjourn the meeting, the time being 3:08 pm.

Carried

ASB Chairperson

ASB Secretary

THE CROWNEST/PINCHER CREEK LANDFILL ASSOCIATION
MINUTES
January 15, 2020

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held on Wednesday January 15, 2020 at 9:30 a.m. at the Landfill administration office.

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

AGENDA

Dave Filipuzzi

Moved the agenda be adopted with the addition of 5 a Bylaw update. Carried. 01.15.20-1261

MINUTES

Brian Hammond

Moved the minutes of December 11, 2019 be adopted as circulated. Carried. 01.15.20-1262

MANAGER'S REPORT

1. MSW steady has been steady.
2. Industrial cell has seen a few jobs signed off and waiting delivery.
3. Wood and Metal pile areas have been cleaned up and organized.
4. Annual inspections and repairs to equipment on-going.
5. Preparing for year end and Annual report to AEP.
6. Looking into possible cardboard shipments.

Dave Filipuzzi

Moved that the Manager's report be accepted for information. Carried. 01.15.20-1263

FINANCIAL REPORT

The Income Statement and Balance sheet to January 9, 2020 was reviewed. Administration Went over the tentative 2019 yearend balances. Meyers Norris Penny will be here on January 20th to start the 2019 fiscal audit which will be presented at the March 25th, 2020 AGM.

Gord Lundy

Moved the financial statements be accepted as information. Carried. 01.15.20-1264

UPDATE ON THE NEW BYLAW'S

Chairman Dean Ward announced that the new Bylaw's have been sent to the Lawyer's for final review. They will be brought to the February 19th, meeting for the board to review the changes.

Mary Kittlaus

Moved this bylaw update be accepted as information.

Carried. 01.15.20-1265

VILLAGE OF COWLEY CHANGE IN THEIR WASTE DISPOSAL REGULATIONS.

Administration distributed an e-mail received from the Village of Cowley stating that the Landfill is now to charge all their residents for all waste being brought to the Landfill.

The previous 500 Kilogram allowance is no longer in effect starting January 1st, 2020.

Management explained our concerns that in the summer months it will slow down our scale considerably because the residents will now have to come in and pay for all waste loads. We

might have to implement our \$5.00 minimum use rate for the Village of Cowley. Also, our concerns that the hide away bin that is placed in Cowley may have to be exchanged for a larger bin or we may have to increase our pick up schedule for the Village of Cowley. Brian Hammond from the MD of Pincher Creek asked us to let them know all changes in the waste bin pick ups for Cowley because they pay for that service. Mary Kittlaus said she would bring our concerns to their next meeting and will let us know if anything changes.

Dave Filipuzzi

Moved that this concern be tabled for a future meeting.

Carried. 01.15.20-1266

DONATION REQUEST FROM THE CROWSNEST CONSOLIDATED HIGHT SCHOOL

A donation request from the Crowsnest Consolidated High School for financial help with the 2020 Graduation Ceremony.

Gord Lundy

Moved \$250.00 be donated toward the 2020 Graduation Ceremony.

Carried. 01.15.20-1267

CLOSED SESSION

Brian Hammond moved the meeting go into a closed session at 9:59 am.

Gord Lundy moved the meeting come out of its closed session at 10:02 am.

Dave Filipuzzi moved that this topic be tabled for discussion by the Director's only at the February 19th, 2020 meeting.

Carried. 01.15.20-1268

Correspondence:

Thank you and donation receipt from Stars Lottery was distributed.

NEXT MEETING DATES

February 19, 2020	August 19, 2020
March 25, 2020	September 16, 2020
April 15, 2020	October 21, 2020
May 20, 2020	November 18, 2020
June 17, 2020	December 16, 2020
July 15, 2020	

Tabled Items

Closed Session Meeting for the Board of Director's February 19, 2020.

ADJOURNMENT


Mary Kittlaus

Moved the meeting adjourn 10:08 a.m.

Carried. 01.15.20-1269



CHAIRMAN



SECRETARY



M.D. OF PINCHER CREEK NO. 9 OPERATIONS REPORT

1.0 Operations Activity Includes:

- 1.1 Beaver Mines and Capital Projects.
- 1.2 C-PW-30 Vehicle Policy.
- 1.3 Review the agreement to purchase gravel at McRae pit.
- 1.4 Policy review of C-PW-009 Dust Control.
- 1.5 Pieridae Energy meeting.
- 1.6 Canfor Canadian Forest Products meeting for Gladstone.

2.0 Upcoming:

- 2.1 Beaver Mines and Capital Projects.
- 2.2 Lethbridge County meeting.

3.0 Public Works Activity Includes:

3.1 Bridge Maintenance, Inspections and Texas Gates

3.1.1 Public Works is compiling information on its bridge files (169 bridge files, of these, 106 are bridge sized culverts, 45 are standard bridges, and 18 are major bridges, taken from WSP 2014 Infrastructure Master Plan). We are working on finalizing this information as some of the 169 bridge files are now the responsibility of Alberta Parks.

3.2 Cold Mix Asphalt Applications for minor repairs

3.2.1 Public Works is reviewing outsourcing the cold mix. The MD will only do potholes this year. Assessment of all cold mix roads shall be in early springtime. – In Progress

3.3 Permanent & Temporary Snow Fence Repairs

3.3.1 Permanent snow fencing assessments have now been documented and completed in Divisions No. 1 and Divisions No. 2. The public works staff are currently working on the remaining Divisions and where this information will be presented to Council in June 2020.

3.4 Continuous Dust Suppression Program

3.4.1 Public Works had a meeting with Pieridae Energy on March 4, 2020, regarding purchasing dust suppression. Pieridae Energy will need 2.8 kilometer of dust control for their areas this year.

3.5 Signage Repairs

3.5.1 There is nothing to report.

3.6 Road Works, Miscellaneous & Monitoring Road Works, Miscellaneous & Monitoring

3.6.1 Operations have started to blade some of the Divisions where gravel roads are no longer frozen. This work will continue until weather conditions changes.

3.6.2 Public Works reviewed damages on Gladstone Road with the Canfor Canadian Forest Products on March 3, 2020.

- (a) A road use agreement dated on November 20, 2019, was signed by the MD and Canfor Canadian Forest Products; and
- (b) Canfor Canadian Forest Products will pay damages on Gladstone made by hauling logs;
- (c) The MD is getting pricing on the total costs of damages; and
- (d) Logging on Gladstone Road was completed on March 2, 2020.

4.0 Capital Projects Update:

4.1.1 Bridges & Miscellaneous

4.1.2 **Bridge File 6613 Status:** WSP Engineering is still waiting for the DFO signature of approval to construct the work. – In Progress

- Bridge File: 6613 (SW 3-9-1-W5)
- Location: Cabin Creek
- Scope of Work: Replacement of bridge sized culvert
- Consultant: WSP Engineering
- Contractor: Ossa Terra Ltd.
- Funding: Local Roads and Bridges (STIP) or MSI

4.1.3 **Bridge File 7235 Status:** WSP Engineering has started on the tender package with the proposed construction is to take place from August 15 through September 1, 2020.

- Bridge File: 7235
- Location: Scottons (NW 5 - 9-1-W5M)
- Scope of Work: Replacement of bridge sized culvert
- Consultant: WSP Engineering
- Contractor: TBD
- Funding: Local Roads and Bridges (STIP) or MSI

4.1.4 **Bridge File 76293 Status:** WSP Engineering has started on the tender package where the proposed construction completion is in September 2020.

- Bridge File: 76293 (NE 3-6-2-W5M)
- Location: Grumpy Road NE 3 -6 -W5M
- Scope of Work: Replacement of bridge sized culvert
- Consultant: WSP Engineering
- Contractor: N/A
- Funding: Provincial Gas Tax

4.1.5 **Bridge File 8860 Status:** The proposed construction of this project will be from August 15 through September 1, 2020. – In Progress

- Bridge File: 8860 (NW 11-6-2-W5)
- Location: Beaver Mines Creek
- Scope of Work: Repair selected piles and replace all caps
- Consultant: Roseske Engineering
- Contractor: TBD
- Funding: Reserve under the bridge repair, replacement

4.1.6 **Bridge File 13957 Status:** The proposed construction completion of this project will be in September 2020. – in Progress

- Bridge File: 13957 (NE 5-8-2-W5)
- Location: Connelly Creek
- Scope of Work: Replacement of abutement caps
- Consultant: Roseke Engineering
- Contractor: TBD
- Funding: Reserve under the bridge repair, replacement

4.1.7 **Bridge File 75009 Status:** The project is only to do the culvert bridge design with the Engineering Company. The preliminary design will be done by March 2020. – In Progress

- Bridge File: 75009 (NE 9-9-2-W5)
- Location: Wild Cat Ranch
- Scope of Work: Replacement of bridge sized culvert
- Consultant: Roseke Engineering
- Contractor: N/A
- Funding: Reserve under the bridge repair, replacement

4.1.8 **Bridge File 75377 Status:** The project is only to do the bridge design with the Engineering Company with completion by August 2020. – In Progress

- Bridge File: 75377 (NW 8-6-2-W5)
- Location: Local Road over Screwdriver Creek
- Scope of Work: Replacement of bridge sized culvert
- Consultant: Roseke Engineering
- Contractor: N/A
- Funding: Reserve under the bridge repair, replacement

4.2 Road & Miscellaneous

4.2.1 **Lundbreck Road Status:** The Consultant is working on drawings and the tender package. The proposed tender package will be sent out for contract pricing in April 2020. – In progress

- Roads: 3rd Street
- Location: Lundbreck
- Scope of Work: New asphalt & drainage improvements
- Consultant: WSP Engineering
- Contractor: TBD
- Funding: MSI

4.2.2 **RR29-3 Road Status:** The Public Works has taken three random soil samples for the soil stabilizer on RR29-3. The test samples came back with high clay content. Therefore, the soil stabilizer is supposed to work well for the gravel road. DCP testing will be done on the gravel road before work begins and after to monitor the strength of the subgrade of the road.

- Roads: North of 507 East, to Tower Road
- Location: RR29-3
- Scope of Work: Add new soil stabilizer in gravel road
- Consultant: N/A
- Contractor: Public Works
- Funding: MSI

4.2.3 **Range Road 1-0 Road Status:** The Consultant will do geotechnical work to indicate no issues are below the asphalt pavement of Southfork Road from Range Road 1-0 to the Castle Valley Campground. The proposed work is in the spring of this year. – In Progress

- Roads: Range Road 1-0 to Campground
- Location: Southfork Hill
- Scope of Work: Geotechnical work
- Consultant: ISL Engineering
- Contractor: N/A
- Funding: MSI

4.3 Facilities

4.3.1 **Camera Security Status:** The Consultant is working on the design of the project. The proposed completion of the design and tender package is expected by May 2020 with a construction completion date of September 2020. – In Progress

- Location: Administration and Public Works Buildings
- Scope of Work: Camera security system
- Consultant: SMP Engineering
- Contractor: N/A
- Funding: MSI

5.0 Beaver Mines Water Servicing & Waste Water Collection

- 5.1.1 Project to extend sewer, water and cul-de-sac on 2nd Avenue into the Beavermines Park will not be required after residents discussed this at the last Beaver Mines Community Association meeting. *Clarification:* The Beaver Mines board agreed that there would be no cul-de-sac which would go into the park, but a stub end, that would limit traffic into the park, yet provide a couple of parking stalls as a service.
- 5.1.2 The project is in the preliminary design stage, with a proposed construction start date to be in the spring of 2021.

6.0 Beaver Mines Lift Station and ForceMain

- 6.1.1 Geotechnical work in Beaver Mines is completed for the lift station and force main.
- (a) MPE Engineering will have their information sent to Banner Environmental Consultants Ltd. as the project will only require one application submittal for Environmental Approval by the Province.

7.0 Beaver Mines Waste Water Treatment System

- 7.1.1 The design of the waste water treatment system at SE 16-6-2-W5M is approximately 60 percent completed.
- (a) Banner Environmental is determining the price for reseeded of grass and removal of small slash piles for the springtime, where geotechnical work has caused soil disturbance on the land.
- (a) Once site suitability and development permits have been secured, the next step will be Environmental Approval with the Province.

8.0 Castle Area Regional Water Supply Contracts 1:

- 8.1.1 There is nothing to report.

9.0 Castle Area Regional Water Supply Contracts 2:

- 9.1.1 Booster Station at Castle Park and Beaver Mines:
- (a) The epoxy coating for each booster station floor is completed.
- (b) A site walkthrough for commissioning for each booster station is expected in the middle of March 2020.

Attachments

Program Capital Projects Status
Call Logs

Recommendation:

That the Operations report, Capital Budget Summary, and the call log, as of March 5, 2020 are received as information.

Prepared by: Aaron Benson

Date: March 5, 2020

Reviewed by: Troy MacCulloch



Date: March 5, 2020

Submitted to: Council

Date: March 5, 2020

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	1,076,000	860,000		216,000	1,076,000	
PW-R-2	Roads	Lundbreck Pave and Drainage (3rd street)	195,000	195,000			195,000	
PW-R-4	Roads	RR29-3 (North of 507 East, to Tower Road)	150,000	150,000			150,000	
PW-R-3	Roads	Southfork Hill	40,000	40,000			40,000	
PW-BF-1	Bridges	Bridge File # 6613 Cabin Creek	698,000	698,000			698,000	
PW-BF-2	Bridges	Bridge File #7235 Scottons	948,000	948,000			948,000	
PW-BF-3	Bridges	Bridge File #76293 Grumpy Road	440,000	440,000			440,000	
PW-BF-4	Bridges	Bridge File #8860 Beaver Mines Creek	181,500			181,500	181,500	
PW-BF-5	Bridges	Bridge File #13957 Connelly Creek	43,500			43,500	43,500	
PW-BF-6	Bridges	Bridge File #75009 Wild Cat Ranch	60,000			60,000	60,000	
PW-BF-7	Bridges	Bridge File #75377 Local Road over Screwdriver Creek	50,000			50,000	50,000	
RWCAST	Water/Wastewater	Castle Area Water Servicing	3,105,000	3,105,000			3,105,000	
BMDC	Water/Wastewater	Beaver Mines water servicing & wastewater collection	4,715,000	3,143,334	1,571,666		4,715,000	
BMLSF	Water/Wastewater	Beaver Mines Lift Station and Forcemain	2,750,000	1,833,334	916,666		2,750,000	
BML	Water/Wastewater	Beaver Mines Waste Water Treatment System	40,000	26,666	-	13,334	40,000	
Infrastructure Total			14,492,000	11,439,334	2,488,332	564,334	0	14,492,000
Equipment								
	Public Works	Steamer Unit	25,000			25,000	25,000	
	Public Works	6 Way Plow Attachment	30,000			30,000	30,000	
	Water	Standby Generator	60,000			60,000	60,000	
Equipment Total			115,000	0	0	115,000	0	115,000
Fleet								
Fleet Total			0	0	0	0	0	0
Information Services								
Information Services Total			0	0	0	0	0	0
Facilities								
ADMIN-SEC-1	Public Works/Admin	Security Camera for Admin and PW Buildings	85,000	85,000			85,000	
Facilities Total			85,000	85,000	0	0	0	85,000
Grand Total			14,692,000	11,524,334	2,488,332	679,334	0	14,692,000

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 March 5, 2020

AES, February 16 – 29, 2020

February 16 – 29, 2020 (happening now)

- February 17, STAT
- February 18, job descriptions, meeting with CNP Fieldman
- February 19, deadstock, scale calibration
- February 20, SWIM conference call
- February 21, NCC Eat & Greet
- February 24, SWIM Meeting
- February 25, ASB Agenda prep
- February 26, shop and equipment work
- February 27, meeting with CFIA
- February 28, day off


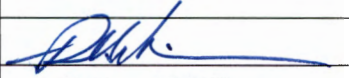
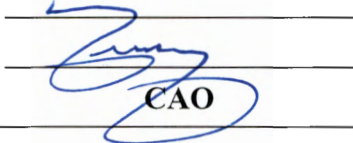
March 1 – 15, 2020 (coming up)

- March 2, visit dams, safety
- March 3, budget, Strychnine conference call
- March 4, PW Safety meeting, ASB Meeting
- March 5, rental equipment, reporting
- March 6, hiring & job descriptions
- March 9, deadstock bin repairs, cleaning
- March 10 – 13, Strategic Plan & provincial funding
- March 11, JWHSC meeting
- March 12, Patton Park gophers
- March 13, write Landscape Certification test (Lethbridge)

Sincerely,

Shane Poulsen,
Agricultural Fieldman

Recommendation to Council

TITLE: ASSESSMENT APPEAL BOARD TRAINING			
PREPARED BY: Roland Milligan		DATE: March 3, 2020	
DEPARTMENT: Development and Community Services			
Department Supervisor		Date	ATTACHMENTS: 1. Bylaw 1273-17 2. MGB Training Dates
APPROVALS:			
 Roland Milligan	<u>2020/03/05</u>	 CAO	<u>05 Mar. 2020</u>
Department Director	Date	CAO	Date

RECOMMENDATION:

That Council authorize the required Assessment Review Board training for any Council members interested in either training or recertification, and further;

That Council appoint a qualified member for the Regional Assessment Review Board.

BACKGROUND:

In April of 2017, the M.D. entered into an agreement with the Oldman River Regional Services Commission to partner with other municipalities in southern Alberta in a Regional Assessment Review Board. As required by the agreement the M.D. passed Bylaw 1273-17 (the Bylaw) to establish a regional assessment review board (*Attachment No. 1*).

Ministerial Order No. M:001/14 requires members of an RARB to take training specific to the role as an ARB board member. Two M.D. Councillors have received the required training. Both Councillor Stevick and Councillor Yagos received the training three years ago. The training is valid for only three years. Both Councillors, if they wish to continue, will have to take recertification training offered by the Municipal Government Board this year. ORRSC has provided the dates and locations of the training sessions offered in 2020 (*Attachment No. 2*).

The bylaw states that each member municipality ‘may’ appoint one individual to the Board and ‘may’ appoint one alternate member. The M.D. has not appointed either of our trained Councillors to the Board. This requires a Council Resolution.

Recommendation to Council

ORRSC states that each municipality can participate regardless of having appointed a Board Member, although, for the RARB to be successful they ideally need about 20 members to provide the service. ORRSC does encourage everyone to try and put forward a member (Councillor or Lay member that are interested) but they understand when some municipalities have change etc. and cannot appoint someone.

FINANCIAL IMPLICATIONS:

Cost for travel and training.

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
BYLAW NO. 1273-17

BEING A BYLAW OF THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9, IN
THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL ASSESSMENT
REVIEW BOARD

WHEREAS, Section 456 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

AND WHEREAS Oldman River Regional Services Commission and Municipalities within the region jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality;

AND WHEREAS Oldman River Regional Services Commission will pay for the costs associated with the establishment and operations of the Regional Assessment Review Board and each Member Municipality will pay the Commission their portions of those costs.

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

1. **Title**

The title of this Bylaw shall be the "Regional Assessment Review Board Bylaw No. 1273-17".

2. **Definitions**

- a. Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in Section 453 of the MGA.
- b. In this bylaw, the following terms shall have the meanings shown:
 - (1) "Alternate" means a person who is available to perform the duties of a member in the event the member is unable to fulfil Board duties;
 - (2) "Board" means the Regional Assessment Review Board;
 - (3) "CARB" means the Composite Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
 - (4) "Citizen-at-large" means a person who does not represent a specific organization and is a resident of the Member Municipality;
 - (5) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the *Municipal Government Act*;
 - (6) "LARB" means the Local Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
 - (7) "Member" means a member of the Regional Assessment Review Board;
 - (8) "MGA" means the *Municipal Government Act* of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act;
 - (9) "Regional Member Municipality" means those municipalities who enter into an agreement with the Commission to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

3. Appointment of Board Members

- a. Each Member Municipality may appoint one individual to the Board and may appoint an individual as an alternate to the Board.
- b. The Board shall consist of a minimum of twenty members who may be a Citizen-at-large who is a resident of the Member Municipality or a Council member.
- c. In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.

4. Terms of Appointment

- a. Unless otherwise stated, all Members are appointed for three-year terms, except in the initial year where up to three are appointed for three-year terms and up to four are appointed for two-year terms.
- b. If a vacancy on the Board occurs the Member Municipality who made the appointment may appoint a new person to fill the vacancy for the remainder of the term.
- c. A Member may be re-appointed to the Board at the expiration of his/her term.
- d. A Member may resign from the Board at any time on written notice to the Designated Officer and to the Member Municipality to that effect.
- e. The Member Municipality may remove their designated Member at any time.

5. Panels of the Board

- a. The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels are to consist of:
 - three persons selected by the Designated Officer when the Board is acting as a Composite Assessment Review Board or a Local Assessment Review Board; or
 - a single member selected by the Designated Officer when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- b. The Designated Officer may select any member to sit on a panel and shall designate the Chairperson for each panel, provided however that:
 - the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
 - the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board;
 - where possible, the Designated Officer shall include on a three-person panel a member who is from the municipality under whose jurisdiction the complaint arises.

6. Chairperson

The Chairperson of a panel:

- will preside over and be responsible for the conduct of meetings;
- may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
- will vote on matters submitted to the panel unless otherwise disqualified.

7. Jurisdiction of the Board

The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

8. Designated Officer(s) of the Board

- a. The Designated Officer(s) of the Board shall be a person designated by the Oldman River Regional Services Commission's Director.
- b. The Designated Officer shall:
 - shall assist the Board in fulfilling its mandate; and
 - prescribe the remuneration and expenses payable to each member of the Assessment Review Board.

9. Meetings

- a. Meetings will be held at such time and place as determined by the Board.
- b. The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

10. Quorum and Voting

- a. The quorum for panels of the Board shall be as established by the MGA, namely:
 - two members of a panel acting as a local assessment review board; and
 - one member and the provincial member of a panel acting as a composite assessment review board.
- b. All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- c. The majority vote of those Members present and voting constitutes the decision of the Board.
- d. Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

11. Conflict of Interest

- a. Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - declares that he or she has a conflict of interest; and
 - describes in general terms the nature of the conflict of interest.
- b. The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- c. For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

12. Pecuniary Interest

- a. The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- b. A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

13. Commencement of Appeals

- a. A taxpayer may commence an assessment complaint by:
 - mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the ‘Matters Relating to Assessment Complaints’ regulation and within the time specified in the MGA; and
 - paying the applicable fee.

14. Rules of Order

- a. The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

15. Adjournments

- a. The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - allowing the Board to obtain a legal opinion or other professional guidance; or
 - to allow a viewing by the Board of the site in respect of which the appeal is being made.
- b. Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by e-mail) without the need to convene a formal meeting. In such a case, the Board is deemed to have convened and the hearing is deemed to have commenced as of the date of such consultation.

16. Notice of Decisions & Record of Hearing

- a. After the hearing of a complaint, the Designated Officer shall:
 - under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
 - arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the MGA.
- b. The Designated Officer will maintain a record of the hearing.

17. Delegation of Authority

- a. In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
 - its authority under the MGA to prescribe an appeal fee schedule and the remuneration and expenses payable to each member of the Regional Assessment Review Board and to the Designated Officer who will follow the Oldman River Regional Services Commission policy.


18. Reimbursement of Costs

- a. The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.

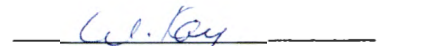
Read a First Time in Council this 28th day of March, 2017.

Read a Second Time in Council this 28th day of March, 2017.

Read a Third and Final Time in Council this 28th day of March, 2017



Brian Hammond, Reeve



Wendy Kay, Chief Administrative Officer

Assessment Review Board Training Dates 2020

Registration is required. Please visit our website for registration information or call 780-427-4864.

<http://www.municipalaffairs.gov.ab.ca/assessment-review-board-member-and-clerk-training>

Course Date	Course	City
January		
28	New Clerk/Clerk Refresher	Calgary
February		
4-6	New Member	Calgary
20	New Clerk/Clerk Refresher	Edmonton
26-27	Member Refresher	Edmonton
March		
5	New Clerk/Clerk Refresher	Red Deer
10-12	New Member	Edmonton
19-20	Member Refresher	Edmonton
31	New Clerk/Clerk Refresher	Grande Prairie
April		
7-8	Member Refresher	Red Deer
15	New Clerk/Clerk Refresher	Edmonton
21-23	New Member	Lethbridge
28	New Clerk/Clerk Refresher	Calgary
29-30	Member Refresher	Calgary
May		
5-7	New Member	Edmonton
20-21	Member Refresher	Edmonton
21	New Clerk/Clerk Refresher	Red Deer
26-28	New Member	Red Deer

CHIEF ADMINISTRATIVE OFFICER'S REPORT

February 26, 2020 – March 10, 2020

DISCUSSION:

Feb 26	Post Council action items and letters with Executive Assistant McClelland Meeting with Mayor Anderberg re REMO Contract
Feb 27	ICF with Crowsnest Pass CUPE Meeting: LOU (letter of understanding) re: Water Plant
Feb 28	PW Meeting: Vehicle Policy RMA Conference Call: Alberta Budget 2020
Mar 02	Senior Mgmt Team Meeting Staff Meetings with Admin and Public Works Tradeshow Prep meeting PW Organizational review
Mar 03	ICF Town Meeting with Alberta Transportation Regional Director
Mar 04	PW Monthly Safety Meeting AG Services Board Meeting
Mar 05	Meeting with new Ex.Dir. for Heritage Acres Administration Building Inspection
Mar 06	ICF Town PCREMO Post Incident Review
Mar 09	South Region CAO's Meeting in Lethbridge Lundbreck Lease Agreement for Patton Park Society
Mar 10	Council and Committee Meetings

Upcoming Meetings

Mar 11	JHSC Meeting Vitae Open House
Mar 12	PCREMO EAC (Emergency Advisory Cmte) Meeting MD Open House at the MD office re: the PC Comm. Early Learning Centres
Mar 13	Special Joint Meeting of Town and MD Councils: Draft ICF Agreement

Points of Interest

Survey for PCCELC Open House has been posted on-line as well as submitted to both newspapers. Thankfully numerous other outlets have agreed to display our poster for this event to encourage dialogue with our Community regarding this project.


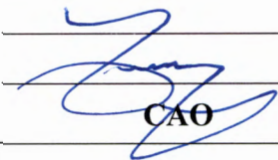
RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period February 26, 2020 – March 10, 2020.

Prepared by: Troy MacCulloch, CAO  Date: Mar 05, 2020

Respectfully presented to: Council Date: Mar 10, 2020

Administration Guidance Request

TITLE: Council Engagement 2020		
PREPARED BY: Jessica McClelland		DATE: February 27, 2020
DEPARTMENT:		
		ATTACHMENTS:
Department Supervisor	Date	
APPROVALS:		
_____	_____	
Department Director	Date	CAO
		<i>05 Mar 2020</i> Date

REQUEST:

To allow for proper planning, that Council schedule dates for the following pre-agreed on Coffee with Council events:

*Lundbreck (May) *Summerview (June) *MD Office (September)

BACKGROUND:

Council agreed in November 2019 to host 3 (three) Coffee with Council events. Below are additional engagement events that Council has agreed to/been invited to:

- Volunteer Appreciation Lunch (April 22) **official invitation forthcoming*
- Beaver Mines Clean up (May 9) **more information coming forward regarding BBQ*
- Pincher Creek Trade Show (May 1 & 2)
- Rodeo Parade (August 15) **official invitation forthcoming*
- Foothills BBQ was cancelled last year due to weather – no new date has been proposed
- Lundbreck Corn Fest ** do we know if this is happening this year?*

FINANCIAL IMPLICATIONS:

Coffee with Council - None, amounts for these events we already budgeted for 2020
 Additional Events – Council has a budget line for engagement events

Recommendation to Council

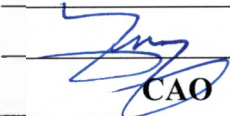
TITLE: Corporate Policy A-ADMIN-003	
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PREPARED BY: Jessica McClelland	DATE: February 27, 2020
--	--------------------------------

DEPARTMENT: Administration

			ATTACHMENTS: 1. A-ADMIN-003 (updated 2019) 2. Draft A-ADMIN-003
Department Supervisor		Date	

APPROVALS:

		 CAO	<i>05 Mar. 2020</i> Date
Department Director	Date		

RECOMMENDATION:

That Council approve Corporate Policy A-ADMIN-003 Organizational Chart.

BACKGROUND:

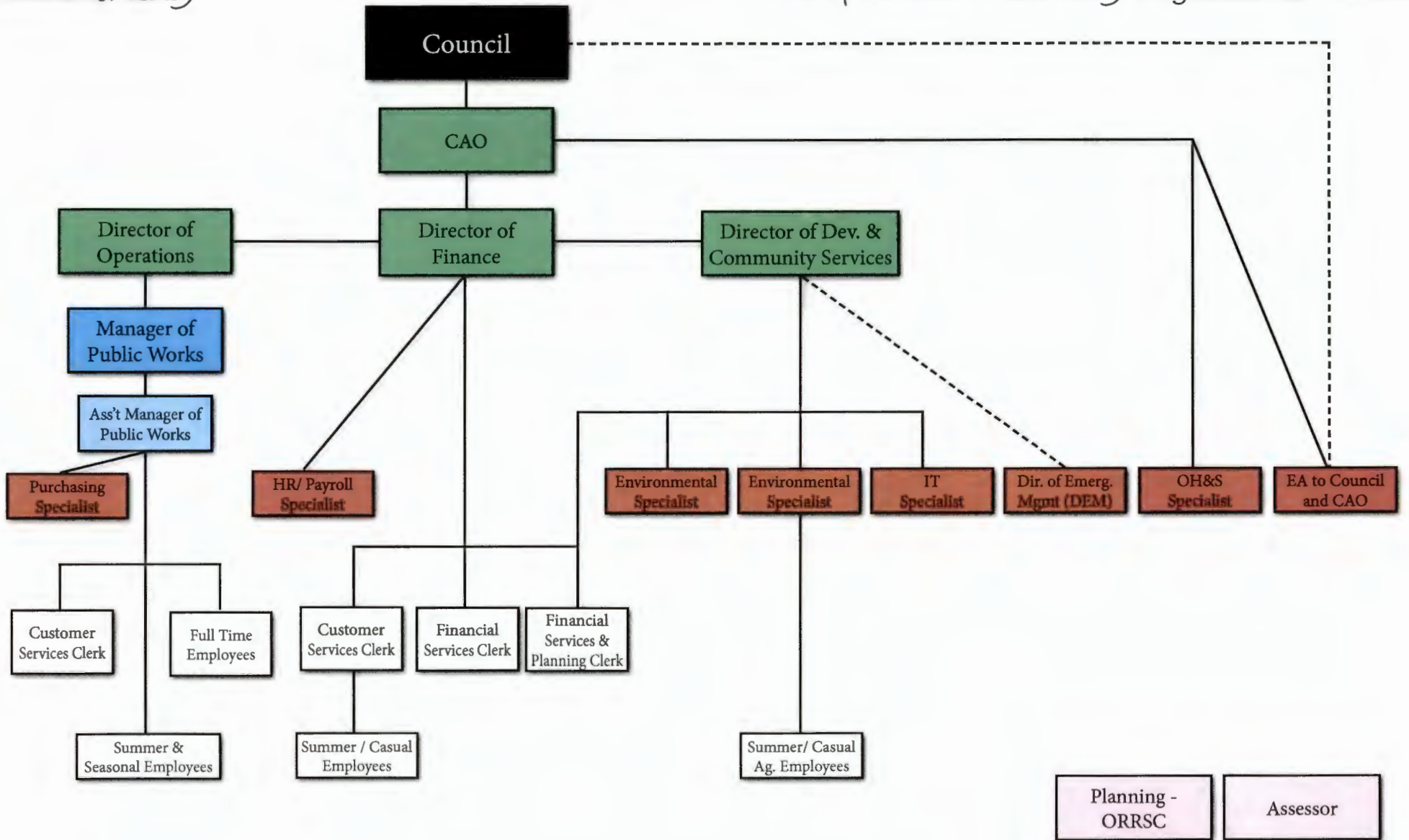
Administration has been directed to continue the process of updating the Corporate Policy Manual. Attached is the last revised organizational chart, along with the draft of the updated one to capture the change in staff positions.

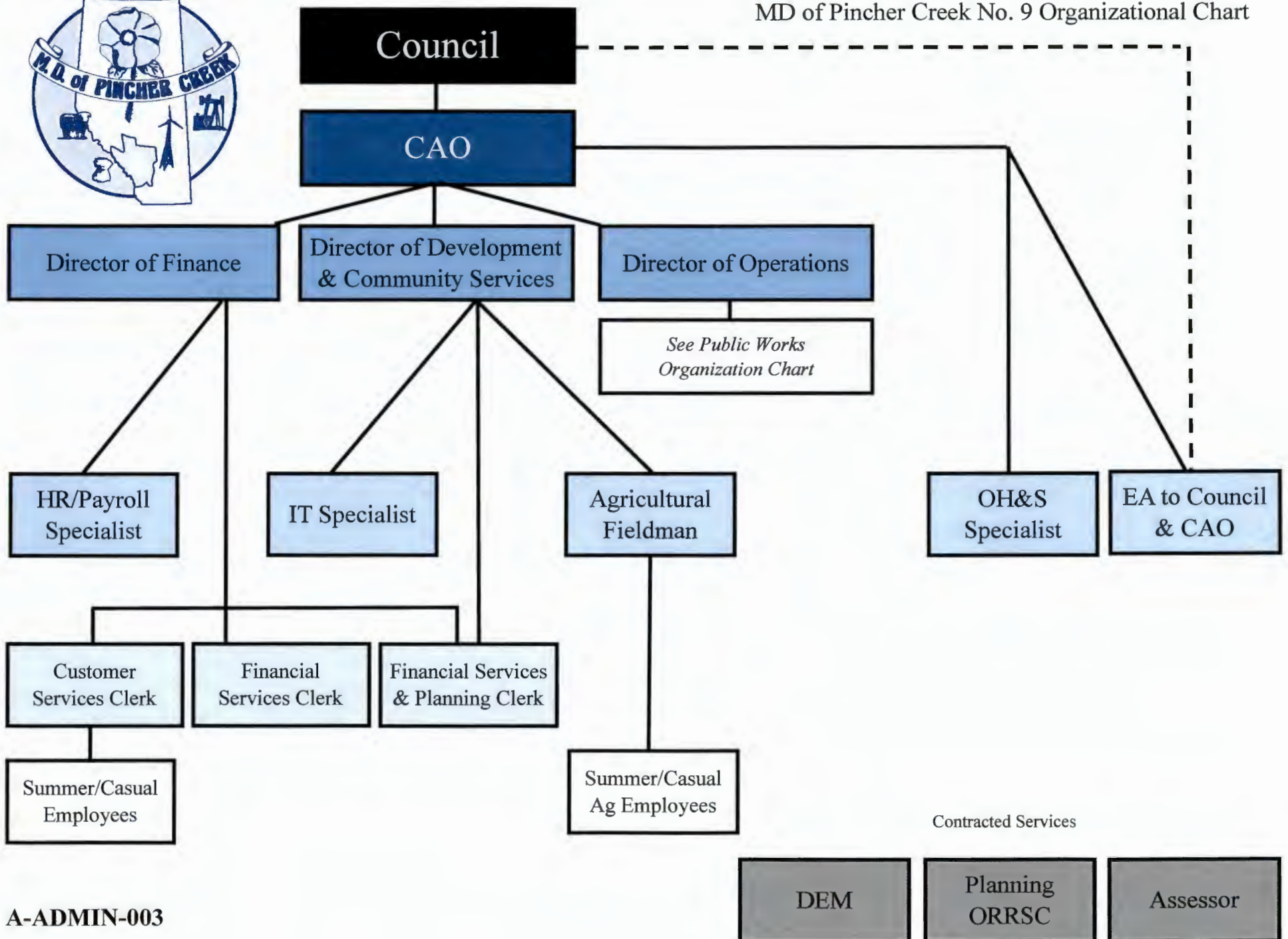
FINANCIAL IMPLICATIONS:

None.

Summer 2019

MD of Pincher Creek No. 9 Organization Chart





From: Bev Everts <CouncilDiv3@mdpincercreek.ab.ca>
Sent: February 27, 2020 1:26 PM
To: Bev Thornton <bev@albertasouthwest.com>
Cc: Terry Yagos <CouncilDiv5@mdpincercreek.ab.ca>; Troy MacCulloch <CAO@mdpincercreek.ab.ca>
Subject: Re: International Award....

Hi Bev

Congratulations to ABSW on being a finalist (top 3) in the “Best of America’s” award. Great news & fingers crossed for the win! Councillor Terry Yagos will be our MD of Pincher Creek rep in Stavelly. I’ve forwarded him the meeting notice.

Cheers, Bev E

Sent from my iPhone - privacy limitations apply.

On Feb 26, 2020, at 7:50 PM, Bev Thornton <bev@albertasouthwest.com> wrote:

Well Here is the news for today!

Dear AlbertaSW Board,

As you know, AlbertaSW Crown of the Continent achieved “Global Top 100 Sustainable Destination” recognition, in line with UN sustainability goals and Global Sustainable Tourism Council standards.

That was a 178 page report outlining all the things we do to preserve history, culture, landscapes, etc and celebrate the character of place ...

<http://sustainabletop100.org/>

If you click the Alberta dot on the map, that is us!

We have now received notice that we are also a top 3 finalist for the “Best of Americas” Award.

<https://greendestinations.org/2020-sustainable-destination-awards-and-tourism2030-itb-berlin/>

Ceremony is on March 4th at the ITB conference in Berlin next week; I will not be heading over there.

However, Travel Alberta does attend and will represent us, as needed.

From: [Victoria Chester](#)
To: [Victoria Chester](#)
Subject: Notice of AGM & Call for Nominations; Highway 3 Twinning Development Association
Date: March 2, 2020 6:56:01 PM
Attachments: [Outlook-uwfbhoyf.png](#)
[Notice & Call for Nominations H3TDA AGM .pdf](#)
[Agenda Hwy 3 AGM April 3rd.pdf](#)
[Revised H3TDA Bylaws.pdf](#)
[H3TDA 2019 Year-end Audit.pdf](#)

Members & Stakeholders,

Please **NOTE** our Annual General Meeting will be held
Friday April 3rd
9:30 to 12:30
Coast Hotel, Lethbridge

LUNCH will be served at 11:45, **please RSVP by March 26th.**

Attached are:

- Notice of AGM
- Call for Nominations for the positions of Director & Officer
- Agenda
- Revised Bylaws (for approval)
- 2019 Year-end internal Audit

We ask that, if at all possible, each member have a representative attend the AGM to cast your vote.

Join us for an exciting Presentation by **Debbie Hammond, Executive Director - Coalition for Safer Alberta Roads: “Hwy 63 Twinning; How we were successful”**

Victoria Chester

Director of Advancement
Highway 3 Twinning Development Association
403-929-3593
admin@twin3.ca

SIGN THE PETITION AT: www.twin3.ca





Highway 3 Twinning Development Association

NOTICE OF ANNUAL GENERAL MEETING

April 3, 2020

9:30am to 12:30pm

Coast Hotel & Conference Centre, Lethbridge AB

Southern Room (located on the lower level)

We invite you (or your representative) to attend. Lunch will be provided.

Please RSVP by March 26th to admin@twin3.ca

CALL FOR NOMINATIONS: **Board of Directors** **Executive Committee**

An important part of each Annual Meeting of the Highway 3 Twinning Development Association is election of the **Board of Directors**, and subsequently, the **Executive Committee (Board Officers)**.

In accordance with the bylaws; Each year at the annual general meeting of the Association membership shall elect a Board of Directors. Any individual who is appointed as a representative of a member pursuant to Article III is eligible to be a member of the Board of Directors of the Association. Each Officer or Director, whenever elected, shall hold office for a term of two years. *Please NOTE: In order to provide for future succession, 30% of 2020 Board of Directors shall have a one-year term and the remaining 70% will have a two-year term.

The Board of Directors shall be comprised of a minimum of eight (8) and maximum of (15) members and represent:

Municipal Government (minimum of 4 and maximum of 8) two shall hold a 1-year term

Business/Industry Stakeholder (minimum of 1) 2-year term

Directors-at-Large (up to 6, with up to 3 of these non-voting advisory reciprocal members) two shall hold a 1-year term

Subsequently from those members elected to the Board of Directors, an election of the Executive Committee (Officers) shall be comprised of five (5) voting members (advisory reciprocal members are not eligible to stand as an Officer):

President
Vice-President
Treasurer
Secretary
Director-at-large

To ensure adequate time to prepare for the AGM, Nominations must be emailed to the Highway 3 Twinning Development Association at admin@twin3.ca **no later than Thursday, March 26, 2020**. Nominations may also be made from the floor during the Annual General Meeting.

Commitment of Directors and Executive Committee (Officers):

The **Board of Directors** meet approximately 6 times per year, 5 in Lethbridge and 1 in Taber, from 10am to Noon the first Friday of the month (always prior to Mayor's and Reeves meeting). Directors are asked to commit to Board meeting attendance and represent Highway 3 Twinning Development Association at potential meetings, activities or presentations within your region.

Meeting dates for the remainder of 2020 are:

June 5 – Friday - Taber
September 11 – Friday - Lethbridge
November 6 – Friday - Lethbridge

Meeting preparation requires 30-60 minutes of pre-reading, depending on the agenda. A meeting package is provided prior to the meeting.

The **Executive Committee (Officers)** meet approximately 9 times per year in addition to approximately 6 Board meetings, in locations between Fort MacLeod and Bow Island (as selected by the Officers) from Noon to 2pm the Forth Monday of the month (unless a holiday, at which time it will be a Tuesday). Officers are asked to commit to Board meeting attendance and represent Highway 3 Twinning Development Association at potential meetings, activities or presentations. Officers are responsible to represent the membership in the operational oversight of the Association, and report to the Board and general membership.

Meeting dates proposed for the remainder of 2020 are:

April 20 – Monday – Lethbridge
May 25 – Monday – Bow Island
August 31 – Monday - Taber
September 21 – Monday - Lethbridge
October 26 – Fort MacLeod
November 23 - Taber

Meeting preparation requires 30-60 minutes of pre-reading, depending on the agenda. A meeting package is provided prior to the meeting.

Directors and Executive Committee members provide support to and advocate on behalf of H3TDA membership, as well as educate others about the current activities of the Highway 3 Twinning Development Association and importance of twinning Highway 3.



Highway 3 Twinning Development Association

Annual General Meeting Agenda

Friday April 3, 2020

9:30 AM to 12:30pm

Coast Hotel, lower level-Southern Room, Lethbridge AB

1. Call to order – President Bill Chapman
2. Introductions and welcome
3. Approval/Additions to the Agenda
4. **Presentation: Debbie Hammond, Executive Director - Coalition for Safer Alberta Roads
“Hwy 63 Twinning; How we were successful”**
5. Approval of AGM Minutes of April 5, 2019, and Board Minutes of February 7, 2020
6. Business Arising from the Minutes of 2019 AGM
 - 6.1 Report on Strategic Plan progress Victoria Chester
7. Reports
 - 7.1. Presidents Report Bill Chapman
 - 7.2. Finance Report Jack Brewin
2019 signed Financials and Auditors selection for 2020
 - 7.3. Alberta Transportation Report Darren Davidson
 - 7.4. MLA Report/s
 - 7.5. MP Report/s
 - 7.6. Other Reports
8. New Business
 - 8.1 Meeting with Minister McIver Feb 27th
 - 8.2 SouthGrow Contract extended additional year, for Ratification
 - 8.3 H3TDA Bylaws revised, for approval
9. Election of Directors
10. Election of Executive Committee (Officers)
11. Other Information Items from members
12. Next *regular* Board Meeting, Friday June 5th, 2020 - same location as Mayors & Reeves, Taber AB
13. Adjournment



BYLAWS

Of The

Highway 3 Twinning Development Association

Revised: February 2020

ARTICLE I – Name

- 1.01** The original name of the Society was the "Highway #3 Economic Development Association". In 2016, the name was changed to "Highway 3 Twinning Development Association" to better reflect our mission.

ARTICLE II – Interpretation

- 2.01** In these Bylaws, unless the context otherwise requires, words importing the singular number or the masculine gender, shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.
- 2.02** "Association" shall mean the Highway 3 Twinning Development Association.
- 2.03** "Member" shall mean any **entity or representative of said entity ~~person-qualified and~~** whose application has been approved by the Executive Committee in accordance with these Bylaws.
- 2.04** "Executive Committee" shall include the President, Vice-President, **Secretary, Treasurer, one (1) Director-at-large,** and the **Director of Advancement ~~Chief Executive Officer~~**
- 2.05** **"Ad-hoc Committee" shall mean a Committee mandated by the Board of Directors and/or the Executive Committee for a specific function or task.**
- 2.06** "Officers" shall include all members of the Executive Committee.
- 2.07** "Director" shall mean a member of the Board of Directors of the Association elected in accordance with these Bylaws.
- 2.08** **"Director-at-large" shall mean an Executive Committee member selected by and from the Directors.**
- 2.09** **"Honorary member" shall mean a person who may be bestowed a lifetime membership by the Board of Directors for their monumental contribution to the Association.**
- 2.10** **"Reciprocal membership" shall mean an Agency, Society, Association, or Chamber of Commerce, who has entered onto a no-fee exchange, non-voting membership agreement between itself and the Highway 3 Twinning Development Association.**
- 2.11** "Societies Act" shall mean the Societies Act of Alberta.
- 2.12** "Registered Address" of a member shall mean the member's email address as recorded from the application for membership, or any subsequent change conveyed in writing to the Association.
- 2.13** **"Robert's Rules of Order" shall be the manual of parliamentary procedure that governs the Association.**



ARTICLE III – Membership

- 3.01** The members of the Association are ~~the applicants for incorporation of the Association and~~ those persons who subsequently become members in accordance with these Bylaws and, in either case, have not ceased to become members.
- 3.02** Membership shall be open to any person, which shall include municipalities, cities, towns, associations, school districts, chambers of commerce, boards of trade, tourism regions or authorities, businesses, attractions and other groups or individuals with an expressed interest in promoting improvements ~~and Twinning and increased traffic on of~~ Highway # 3 in the Province of Alberta.
- 3.03** Applications for membership in the Association shall be submitted in writing to the Executive Committee, two of whom must approve the membership. ~~Upon election of a Board of Directors at the first annual general meeting held thereafter.~~ At the following meeting of the Board of Directors, such applications shall be ~~approved ratified~~ by a vote of the majority of the Directors present at the meeting ~~at which such decision is taken.~~
- 3.04** A “member in good standing” shall mean a person (defined in 3.02) who adheres to the objectives of the Association and has paid the prescribed membership fee (if applicable). Members must be residents of Alberta and of the full age of 18 years. Any person under the age of 18 may become a member upon approval of their application and payment of half of the membership fee.
- 3.05** A person shall cease to be a member of the Association:
- a. by delivering a written resignation to the ~~email address for the Association or to the~~ registered office of the Association;
 - b. by non-payment of membership fees for a period of six months following the date on which such fee is due and payable: or,
 - c. by his death, or in the case of a corporation, on dissolution.
- 3.06** Membership may be refused or cancelled for cause by vote of the majority of the Directors present at the meeting at which such decision is taken.
- 3.07** ~~The Directors~~ Executive Committee may approve ~~the appointment~~ applications of ~~stakeholder reciprocal members patrons~~ and honorary members, but as such these ~~members~~ will not be entitled to vote at meetings of the Association or ~~hold a position as Officer.~~
- 3.08** ~~Every member having paid their membership and is a member in good standing,~~ shall have the right to assign a representative to vote on the member’s behalf, and hold elective office as a Board of Director and/or Executive Committee Officer. Such votes must be made in person and not by proxy ~~or otherwise~~



ARTICLE IV – Directors

- 4.01** The affairs of the Association shall be governed by a Board of Directors ~~first to be elected at an annual general meeting following incorporation, and to be elected~~ annually ~~thereafter~~ in accordance with the rotation defined herein.
- 4.02** The Board of Directors ~~may~~ delegate, ~~by resolution,~~ certain powers, such as the day-to-day operational and oversight decisions, to the Executive Committee, and have the power to hire fee-for-service contracted positions, as approved by the Board.
- 4.03** No person shall be eligible for election as a Director who is neither a member of the Association nor a nominated representative of a member of the Association ~~and who at all times shall be a member in good standing.~~
- 4.04** The Board of Directors shall comprise a minimum of ~~seven (7)~~ eight (8) and a maximum of fifteen (15) members and shall include:
- A minimum of four (4) and a maximum of eight (8) Directors shall represent municipal governments. Municipal government representation shall always constitute the majority of ~~the Board of Directors.~~ ~~board membership.~~
 - A minimum of one (1) Board member representing a business stakeholder ~~school division~~ in the region.
 - Up to six (6) Directors at Large, ~~which can include;~~
 - Up to three (3) non-voting advisory stakeholder advocate reciprocal members.
- 4.05** The term of office of all Directors shall be two years, ~~with rotation of a minimum of four (4) members annually.~~ In the event of a resignation, death, or retirement of a Director, the Executive Committee may designate a member of the Association to serve out the remainder of the term of office of that Director.
- 4.06** Nominations for Directors to be elected shall be made in writing, which writing bears the signature of acceptance of the nominee, to be received at the ~~email address for the Association or to the~~ office of record of the Association no less than ~~fifteen (15)~~ five (5) working days before the date of the annual ~~general~~ meeting. Nominations will be received from the floor during the Annual General Meeting, provided that the nominee ~~member~~ is present and consents to the nomination. ****30 days notice of meeting with 15 days to Nomination deadline does not provide much time for communities or businesses to deliberate and approve.*
- 4.07** A Director who fails to attend 3 successive meetings of the Board of Directors without just cause, may be required to resign from the Board forthwith.
- 4.08** Any ~~d~~Director or Officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the Society may deem reasonable.
- 4.09** Directors retiring from Office shall be deemed to hold office until the conclusion of the meeting at which they retire, ~~specifically in the case of the Annual General Meeting.~~



ARTICLE V – Meetings

- 5.01** The Annual General Meeting of the Association may be held in rotation in communities along Highway #3 in the Province of Alberta, at a time, date and place to be fixed approved by the ~~Board of Directors~~ Executive Committee. Such meeting shall require thirty (30) days notice in writing to the members at their Registered Address, stating the time, date and place of the meeting.
- 5.02** The Annual General Meeting of the Association shall be held at a date no later than April 30th of each year. At this meeting, there shall be elected the Directors first, and subsequently the Officers from within those Directors ~~a President, Vice-President, Secretary-Treasurer and dDirectors~~. The Officers and Directors so elected shall serve until their successors are elected and installed. ~~Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the Association.~~
- 5.03** The first Annual General Meeting shall be held within fifteen (15) months of the date of incorporation and thereafter an Annual General Meeting shall be held each year.
- 5.04** Other meetings of the membership, whether special or emergency, may be convened by order of the Board of Directors at any time and at any place within the province of Alberta. Such meetings shall be called on the written request setting forth the reasons for calling such meeting, of at least six (6) Directors or on the written request of thirty-three (33) per cent of the members in good standing of the Association which shall be by letter notice to the Registered Address of each member. At least ten (10) days notice shall be given before such special or emergency meeting, and the notice shall state the business to be transacted at the meeting. Each member in attendance is entitled to one (1) vote, with the majority making the decision.
- 5.05** The quorum shall constitute 10% of the members in good standing of the Association at any meeting.
- 5.06** The Board of Directors shall meet at least two (2) times each year. Meetings of the Board of Directors shall be called at the discretion of the President or acting-President upon fourteen (14) days written notice to the Directors at their Registered Address, except that a Board-approved schedule of dates, times and locations of future meetings shall be deemed proper notice thereof.
- 5.07** The quorum for a meeting of the Board of Directors shall be a simple majority of Directors in good standing. Each member in attendance is entitled to one (1) vote, with the majority making the decision.
- 5.08** Voting at all meetings of the Board of Directors or the membership shall be by show of hands or by secret ballot at the discretion of the majority of those present Executive Committee.
- 5.09** Robert's Rules of Order shall be the parliamentary procedure for decision-making.



ARTICLE VI – Executive Committee

- 6.01** The Executive Committee shall be made up of a President, Vice-President, Treasurer, Secretary, one (1) voting Director-at-Large, and non-voting contracted Director of Advancement (if applicable).
- 6.02** The Executive Committee shall be responsible for the day-to-day ~~business~~ direction, oversight and operations ~~and oversight of the Board and~~ of the Association, and direct the efforts of the Association toward the achievement of its objectives and the enforcement of its Bylaws.
- 6.03** The Executive shall seek ratification from the Board of Directors for substantive acts required of it at the next Board meeting. The Executive Committee may delegate duties for day-to-day ~~business operations~~ of the Association to a ~~Chief Executive Officer~~ contracted Director of Advancement.
- 6.04** The Executive Committee shall meet at least six (6) times per year, ~~but in any case~~, at the call of the President, requiring fourteen (14) days written notice to the Officers at their Registered Address. A quorum of the Executive Committee shall be three (3) of its members.
- 6.05** The members of the Executive Committee shall be elected for two-year terms, ~~with rotation of a minimum of one (1) member annually~~, by and from the Board of Directors. *SEE 4.05*
- 6.06** A member of the Executive Committee may, by resolution of the Board, be removed before the expiration of his or her term, for cause.
- 6.07** Each member in attendance is entitled to one (1) vote, with the majority making the decision.

ARTICLE VII – Officers

- 7.01** The President shall:
- preside at all meetings of the Board of Directors, the Executive Committee and at annual general meetings of the Association;
 - exercise general supervision ~~of any contracted Director of Advancement and direction of the business of the Association;~~
 - ~~Speak and/or sign and/or seal on behalf of the Association, unless the President has recommended an alternate. direct the efforts of the Association toward the achievement of its objectives and the enforcement of its Bylaws;~~ and
 - be ex-officio member of all Committees of the Association.
- 7.02** The Vice-President shall:
- act in the absence of the President ~~or any other Officer;~~
 - attend to such other duties as may be delegated from time to time by the President or the ~~Executive Committee Board of Directors.~~



7.03 The Treasurer shall:

- a. receive all monies of the Association, and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union, or Treasury Branch the Board may order;
- b. keep~~ing~~ financial records and prepar~~ing~~ statements required by the Executive Committee and the Board of Directors; and
- c. ~~make financial recommendations to the Executive Committee and Board, and~~ arrang~~ing~~ for audits of the financial records of the Association in accordance with requirements of the Societies Act, ~~Association Bylaws~~, and the Board of Directors.
- d. any or all of which may be assigned to the ~~Director of Advancement Chief Executive Officer~~ or other ~~staff contracted~~ persons for implementation, ~~with oversight of accuracy and timely delivery.~~

7.04 The Secretary shall:

- a. issue notices of all Association meetings;
- b. keep~~ing~~ and distribut~~ing~~ minutes of all Association meetings;
- c. custody of all Association records, documents and corporate seal;
- d. maintain~~ing~~ a register of Association members;
- e. any or all of which may be assigned to the ~~Director of Advancement Chief Executive Officer~~ or other ~~staff contracted~~ persons for implementation, ~~with oversight of accuracy and timely delivery.~~

7.05 A ~~Director of Advancement Chief Executive Officer (CEO)~~ ~~can~~ may be appointed, employed or contracted by Board of Directors, through the President, and shall be responsible for:

- a. Any, or all of the duties outlined in Article VII, as assigned;
- b. ~~additional duties, as assigned~~, and,
- c. managing, supervising, and directing the business affairs of the Association, except in matters which, under the Bylaws and the Societies Act must be dealt with by the Executive Committee, the Board of Directors, or the members in ~~an Annual General Meeting~~.

7.06 Any officer, upon a majority vote of all members in good standing, may be removed from ~~Office~~ for any cause which the ~~Society~~ may deem reasonable.

ARTICLE VIII – Committees

8.01 The President ~~shall~~ may designate ~~standing Ad-hoc~~ Committees of the Association, members of which ~~Committees~~ shall be approved by the Executive Committee, to conduct such business and perform such duties as may be from time to time determined. Committee members may be appointed ~~annually to and~~ ~~shall~~ serve until discharged, or their successors shall be appointed, ~~or when the Committee disbands~~



having completed its mission. The type, number and size of the standing Committees shall be determined by the President from time to time

- 8.02** ~~The President shall select, from among the Directors, a chairperson of each Committee. Ad-hoc Committees may appoint a Chair from among the Committee members.~~
- 8.03** Each ~~standing~~ Committee shall keep a written record of its meetings and activities, and shall report to the ~~Board or~~ Executive Committee, upon the request of the latter.
- 8.04** No member of a ~~standing~~ Committee shall receive remuneration for duties performed on behalf of the Association, but may be reimbursed for reasonable expenses incurred while performing such duties, with the ~~prior~~ approval of the Board of Directors.
- 8.05** ~~No committee shall act on behalf of the Association without explicit consent of the Executive Committee or Board.~~

ARTICLE IX – Corporate Seal

- 9.01** The Board of Directors shall adopt a seal, which shall become the common seal of the Association.
- 9.02** The common seal of the Association shall be under the control of the President, and applied to documents only with the approval of the Executive Committee or Board of Directors.

ARTICLE X – Execution of Documents

- 10.01** All documents required to be executed by or on behalf of the Association, shall be authorized by resolution of the Directors, and be executed by such Officers as are designated in the authorizing resolution, and those documents shall be binding upon the Association only when properly executed on behalf of the Association as aforesaid.
- 10.02** Contracts in the ordinary course of business of the Association, including banking documents and cheques, may be signed on behalf of the Association by the President or the Vice-President, and one of the Officers to be named by the Association. In the absence of the President, any two (2) Officers of the Association (named by the Association) may sign banking documents and cheques in the ordinary course of business, provided that the sole signature of the named official shall suffice where the expenditure does not exceed the sum of \$1,000.00.
- 10.03** ~~Executive Committee may delegate bookkeeping and check signing authority to a third-party who has been approved in advance by the Board.~~



ARTICLE XI – Bylaws

- 11.01** The Bylaws of the Association shall not be rescinded, altered or amended, except by special resolution of the Association, at a duly constituted **Annual General Meeting**.
- 11.02** The Association shall give no less than thirty (30) days clear notice to all members, specifying the time and place of the **Annual General Meeting**, at which the special resolution will be proposed, specifying the intention to propose the ~~resolution as a~~ special resolution, and providing a copy of the text of the resolution to be proposed.
- 11.03** A special resolution for the purpose of this Article, and where not otherwise inconsistent with the provisions of the Societies Act or these Bylaws, shall be passed by a majority of not less than three-quarters (3/4) of the members in attendance who are in good standing and entitled to vote.

ARTICLE XII – Fiscal Year

- 12.01** The fiscal year of the Association shall be a twelve-month period **commencing on January 1st**.

ARTICLE XIII – Audit

- 13.01** Auditors for the Association shall be appointed at the **Annual General Meeting** ~~and shall hold office~~ from year to year.
- 13.02** The accounts of the Association shall be audited by the auditors annually, in advance of each **Annual General Meeting**, and an audited statement of the affairs of the Association shall be circulated to all members no ~~l~~ess than fifteen (15) days before the **Annual General Meeting**.

ARTICLE XIV – Banking and Investments

- 14.01** Bank accounts of the Association shall be maintained at a chartered bank or credit union approved by the Executive Committee **and Board of Directors**.
- 14.02** Funds of the Association may be invested in term deposits or treasury bills, provided that **investment is approved in advance by the Executive Committee and Board of Directors, and** no funds shall be placed at risk beyond the fully insured limits of the depository.
- 14.03** The books of ~~account~~ **the Association** shall be kept at the registered office and shall be, at all times during business hours, open to reasonable inspection by members of the Association. In like manner, minutes of general, **Standing Committee, Board of Directors, and Executive meetings,** shall also be maintained and kept at the registered office and available for inspection at reasonable times.



14.04 Every Director and ~~employee~~ **contracted person** of the Association, his ~~or her~~ heirs, executors, administrators and estates respectively, shall, at all times be indemnified and saved harmless out of the funds of the Association from and against:

- a. all costs, charges and expenses whatsoever that he or she sustains or incurs from any action, suit or proceeding brought against him or her in respect of any act, deed, matter or thing done, made or permitted by him or her in the proper execution of the duties of his or her office; and,
- b. all other costs, charges and expenses that he or she sustains or incurs in the conduct of the affairs of the Association; except if such costs, charges and expenses are occasioned by the willful neglect, default, misconduct or when acting in excess of his or her proper authority.

ARTICLE XV – Borrowing

15.01 For the purposes of carrying out the objectives of the Association, the Association may borrow or raise money and secure repayment on assets of the Association in such manner as the Directors may authorize by resolution.

ARTICLE XVI – Remuneration

16.01 No Director ~~or~~ Officer, other than the ~~Chief Executive Officer~~ **fee-for-service contracted positions**, shall receive remuneration for services to the Association as a Director or Officer, but may receive indemnification for expenses incurred or advances made on behalf of the Association as a Director or Officer and reasonable remuneration and expenses for services to the Association in any other capacity, **as approved in advance by the Executive Committee or the Board**. Such Director or Officer shall not be entitled to vote on any resolution of the Board with respect to such remuneration or expenses.

ARTICLE XVII - Privacy and Freedom of Information

17.01 The Association operations shall comply with the Personal Information Protection & Electronic Documents Act, and the Freedom of Information & Protection of Privacy Act of Canada (FOIPP).

ARTICLE XVIII - Place of Business

18.01 The Association may maintain and process day-to-day operations as a virtual office, with its Registered Office at a named and separate location.

ARTICLE XVIII – ~~Winding Up~~ Dissolution

19.01 In the event of the dissolution of the Association, its property and assets shall, after payment of all liabilities; be distributed to its member communities, or to an organization or organizations with a similar mandate.



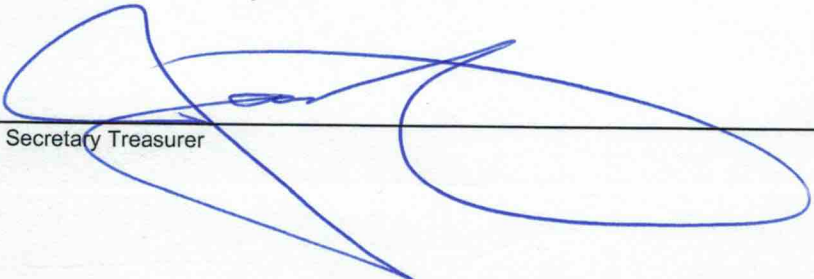
Balance Sheet**Statement of Financial Position**
Year-end for December 31, 2019
(Unaudited)

	31-Dec 2019	31-Dec 2018
Financial assets		
Cash and equivalent	\$38,524	\$11,044
Short Term Investments	\$0	\$10,612
Prepaid Expenses	\$0	\$0
Total Assets	\$38,524	\$21,656
Liabilities		
Deferred Memberships	\$8,750	\$0
Accounts payable	\$0	\$0
Total Liabilities	\$8,750	\$0
Net financial assets	\$29,774	\$21,656
Accumulated surplus	\$29,774	\$21,656

Approved by the Board



President



Secretary Treasurer

Profit & Loss

Statement of Operations and Accumulated Surplus


Year-end for December 31, 2019

(Unaudited)

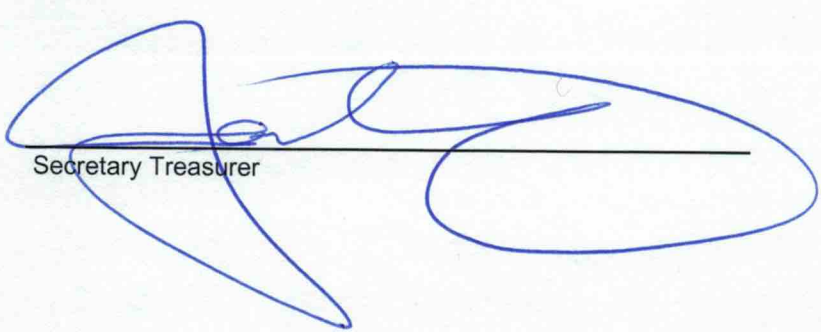
	31-Dec 2019	31-Dec 2018
Revenues		
Investment Income	\$10,612	\$150
Project Matching	\$517	\$0
Memberships	\$29,020	\$9,964
GST Rebate	\$2,638	\$0
Total Revenues	\$42,787	\$10,114
Expenses		
Recruiting/Advertising	\$245	\$0
Supplies/Licenses/Cell Phone	\$603	\$0
Administrative Contracts	\$20,475	\$0
Stakeholder Meetings & Memberships	\$449	\$0
Mileage & Accommodation	\$1,509	\$0
GST Paid	\$2,638	\$0
Other Expenses	\$0	\$13,991
Total Expenses	\$25,919	\$13,991
Excess (deficiency) of revenue over expenses	\$16,868	-\$3,877
Accumulated surplus, beginning of year	\$21,656	\$25,533
Accumulated surplus, end of year	\$38,524	\$21,656

**2018 accumulated surplus, end of year, included deferred membership fees for 2019

Approved by the Board



President



Secretary Treasurer



MINUTES - 1 (2020)
EXECUTIVE COMMITTEE MEETING
Thursday, January 9, 2020 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Ian Sundquist
 Jennifer Crowson
 Margaret Plumtree

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – January 9, 2020.....
2. **Approval of Minutes** – November 21, 2019..... (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Member Update.....
 - (b) Review of ORRSC Membership and GIS Fees Ceilings and Floors..... (attachment)
 - (c) APPI Conference – Lethbridge.....
 - (d) Minister of Red Tape Reduction Meeting.....
 - (e) Municipal Borrowing Bylaw – ATB Financial.....
 - (f) Subdivision Statistics..... (attachment)
 - (g) Fee For Service Update..... (attachment)
5. **Accounts**
 - (a) Office Accounts –
 - (i) November 2019..... (attachment)
 - (ii) December 2019..... (handout)
 - (b) Financial Statements –
 - (i) January 1 - November 30, 2019..... (attachment)
 - (ii) January 1 - December 31, 2019..... (handout)

- 6. Director’s Report
 - 7. Executive Report.....
 - 8. Adjournment
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:08 P.M.

1. APPROVAL OF AGENDA

Moved by: Jennifer Crowson

THAT the Executive Committee approve the agenda, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Doug MacPherson

THAT the Executive Committee approve the minutes of November 21, 2019, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Member Update

- ORRSC is in receipt of a letter dated December 19, 2019 from the Town of Coaldale giving one-year notice to terminate their planning services contract effective January 1, 2021 while wishing to maintain GIS services. This decision is not due to dissatisfaction with the service ORRSC provides, but they have reached a point where they feel planning and development services are best brought in-house. The County of Newell gave notice in September 2019 that they may terminate their contract as well. The Executive is preparing to appear as a delegation before each of their councils to discuss options and solutions.

Moved by: Don Anderberg

THAT the Director contact both the Town of Coaldale and County of Newell to have ORRSC Executive representatives appear as a delegation before each of their Councils.

CARRIED

(b) Review of ORRSC Membership and GIS Fees Ceilings and Floors

- A motion by Matthew Foss (Stirling) directing administration and the Executive Committee to review the fee ceiling for both Planning and GIS services was passed at the December 5, 2019 Board of Directors' meeting. Planning fees are based on Total Equalized Assessment and GIS fees are calculated on a per capita basis. A fee ceiling prevents overstatement of the value of our services and is required to recognize the large fees that municipalities with large total equalized assessments would pay as being exorbitant and out of line with the level of service being provided. Also, beyond a certain price point these municipalities would lose any financial advantage inherent to belonging in a shared service.
- Due to the large turnover in Board membership since the ORRSC Finance Strategy was adopted in 2013, the Director will explain the rationale behind our fee structure using current numbers at the March 5, 2020 Board of Directors' meeting and leave the decision regarding fee ceilings up to the entire Board.

(c) APPI Conference – Lethbridge

- The Alberta Professional Planners Institute (APPI) Conference is being held in Lethbridge on September 20-22 this year, so Executive members may prefer to attend this rather than the CPAA Conference in Red Deer. All we have so far is the date; further information will be provided as it becomes available.

(d) Minister of Red Tape Reduction Meeting

- On January 6, 2020, the Director attended a meeting in Edmonton between senior bureaucrats and regional services commission representatives to discuss red tape reduction. Topics included: requirements of cabinet for oversight of commissions, disposal of assets, procurement of work, etc. Consensus was that although processes could be streamlined a bit, the current system is working. Changes to the regional services commission section of the Municipal Government Act will be forthcoming.

(e) Municipal Borrowing Bylaw

- ORRSC maintains a \$500,000 revolving line of credit for risk management purposes (which currently has a \$0 balance). In order to maintain the line of credit, ATB Financial requires the Chair and Director to sign a municipal borrowing bylaw and record its approval by the Executive Committee in the minutes of the first meeting of each year.

Moved by: Margaret Plumtree

THAT the Executive Committee authorize the Chair and Director to endorse the 2020 Municipal Borrowing Bylaw Form (Revolving Line of Credit) for ATB Financial. **CARRIED**

(f) Subdivision Statistics

- Year-to-date subdivision revenue was \$264,642.50 on November 30 and \$276,180.00 on December 31, 2019. This is a new low and falls short of the \$315,000 budgeted.

(g) Fee For Service Update

- The current status of Fee For Service projects was reviewed.

5. ACCOUNTS

(a) Office Accounts –

(i) November 2019

5150	Staff Mileage	M. Burla	\$ 154.00
5280	Janitorial Services	Madison Ave Business Services	\$ 425.00
5320	General Office Supplies	Madison Ave Business Services	11.69
5285	Building Maintenance	Westburne	91.20
5285	Building Maintenance	Westburne	21.24
5310	Telephone	Shaw Business	180.90
5320	General Office Supplies	Desjardin Card Services	166.96
5320	General Office Supplies	Desjardin Card Services	37.99
5380	Printing & Printing Supplies	Desjardin Card Services	173.94
5330	Dues & Subscriptions	Temple City Star	42.00
5330	Dues & Subscriptions	Vulcan Advocate	68.00
5350	Postage & Petty Cash	Postage by Phone	3,000.00
5380	Printing & Printing Supplies	Peak Vocational Services	114.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	386.00
5460	Public Relations	M. Burla	400.00
5460	Public Relations	D. Horvath	200.00
5500	Subdivision Notification	Lethbridge Herald	521.64
5570	Equipment Repairs & Maintenance	Xerox	928.32
5570	Equipment Repairs & Maintenance	Digitex	880.00
5570	Equipment Repairs & Maintenance	Whipcord	1,262.80
5534	Chinook Intermunicipal SDAB	Lorne Jackson	466.00
5534	Chinook Intermunicipal SDAB	Richard Bengry	235.00
5534	Chinook Intermunicipal SDAB	Lloyd Kearl	235.00
5534	Chinook Intermunicipal SDAB	Maggie Kronen	190.00
5534	Chinook Intermunicipal SDAB	Wayne Elliott	115.00
1160	GST Receivable	GST Receivable	396.46
		TOTAL	<u>\$10,726.14</u>

(ii) December 2019

5150	Staff Mileage	Bonnie Brunner	\$ 87.50
5160	Staff Field Expense	Bonnie Brunner	17.40
5150	Staff Mileage	Sherry Johnson	48.00
5320	General Office Supplies	Max Kelly	65.38
4140	Approval Fees	Village of Stirling	1,125.00
5151	Vehicle Gas & Maintenance	Petty Cash	4.29

5160	Staff Field Expense	Petty Cash	29.64
5285	Building Maintenance	Petty Cash	10.00
5320	General Office Supplies	Petty Cash	67.79
5460	Public Relations	Petty Cash	10.50
5280	Janitorial Services	Madison Ave Business Services	525.00
5320	General Office Supplies	Madison Ave Business Services	15.99
5285	Building Maintenance	Wild Rose Horticultural	900.00
5285	Building Maintenance	Wild Rose Horticultural	1,200.00
5285	Building Maintenance	Kost Fire Equipment	84.00
5310	Telephone	Bell Mobility	590.84
5310	Telephone	Shaw Business	180.90
5320	General Office Supplies	Desjardin Card Services	57.64
5320	General Office Supplies	Desjardin Card Services	405.51
5380	Printing & Printing Supplies	Desjardin Card Services	251.53
5330	Dues & Subscriptions	APPI	1,798.38
5330	Dues & Subscriptions	APPI	599.46
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5380	Printing & Printing Supplies	Paramount Printers	110.00
5440	Land Titles Office	Minister of Finance	218.00
5500	Subdivision Notification	Lethbridge Herald	521.64
5534	Chinook Intermunicipal SDAB	Norm Wilde	302.34
5534	Chinook Intermunicipal SDAB	Gaven Moore	246.30
5534	Chinook Intermunicipal SDAB	Lloyd Kearl	251.50
5534	Chinook Intermunicipal SDAB	Alan Vaughan	192.92
5534	Chinook Intermunicipal SDAB	Lois Johnston	183.64
5534	Chinook Intermunicipal SDAB	Norm Wilde	161.60
5534	Chinook Intermunicipal SDAB	Clay Leavitt	225.40
5534	Chinook Intermunicipal SDAB	Phil Jensen	150.00
5534	Chinook Intermunicipal SDAB	Tom Golden	1,878.18
5534	Chinook Intermunicipal SDAB	Doug Kemery	862.00
5534	Chinook Intermunicipal SDAB	John Willms	709.00
5534	Chinook Intermunicipal SDAB	Georgia-Lee Debolt	237.00
5534	Chinook Intermunicipal SDAB	Dexter Bezooyen	250.00
5534	Chinook Intermunicipal SDAB	Leroy Pavan	173.20
5534	Chinook Intermunicipal SDAB	Jack Van Rijn	270.88
5570	Equipment Repairs & Maintenance	Digitex	700.00
5570	Equipment Repairs & Maintenance	Whipcord	1,262.80
5500	Subdivision Notification	Lethbridge Herald	521.64
5570	Equipment Repairs & Maintenance	Xerox	983.96
5580	Equipment & Furniture Rental	Pitney Bowes	297.12
1160	GST Receivable	GST Receivable	491.64
		TOTAL	<u>\$19,298.51</u>

Moved by: Ian Sundquist

THAT the Executive Committee approve the Office Accounts of November (\$10,726.14) and December (\$19,298.51) 2019, as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - November 30, 2019**
- (ii) January 1 - December 31, 2019**

Moved by: Jim Bester

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

- January 1 - November 30, 2019
- January 1 - December 31, 2019

CARRIED

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.
- ORRSC plans to host both Subdivision and Development Appeal Board and Assessment Review Board training sessions in 2020 – dates to be announced.

7. EXECUTIVE REPORT

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

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:15 p.m. until **Thursday, February 13, 2020 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 

Vitæ Environmental
Construction Ltd.

GRAND OPENING INVITE

WEDNESDAY, MARCH 11

5 TO 7 P.M.

COMMUNITY PRESENTATIONS AT 6 P.M.
ENTER TO WIN A FREE TREE AND INSTALLATION

Vitæ Environmental
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Let there be life.

835 Waterton Ave, Pincher Creek



H2b

Rural areas tackling police costs

Trevor Busch
TABER TIMES

Rural municipalities are struggling to come up with the necessary funds to foot the bill for the province's planned 300-member expansion of the RCMP complement.

Announced in late 2019, additional RCMP members will be added to the province's current complement in detachments and specialized RCMP units as a key component in tackling rural crime issues. The UCP has committed \$286 million over five years to add officers across the province.

The RCMP expansion will be funded in part by municipalities after the province moved to alter the current police funding arrangement. Small and rural communities in the province under a population of 5,000 which previously didn't contribute to policing costs will be taking on the added expense involved in the initiative, expected to total \$200 million over the next five years under a new provincial policing model.

"The policing side of it works for us, but a lot of the smaller municipalities are really struggling with that, and how to deal with that," said Mayor Andrew Prokop, who pointed out that Taber maintains its own municipal police service, but the RCMP has jurisdiction in the Municipal District of Taber.

"Right now, they're only asking for the 10 per cent requirement for 2020-2021, up to 30 per cent for 2022. It's impactive, all right, but it's been around for awhile — the notion that it was coming — and it was just a matter of how it was going to be implemented."

By April 2020, small municipalities will be expected to kick in 10 per cent of their annual policing costs, followed by a scheduled rise to 30 per cent by 2023. Based on an escalating model, municipalities are required to contribute \$15.4 million for policing costs this year, followed by \$60.3 million by 2023.

The extra provincial cash raised will trigger a federal spending increase for the RCMP in Alberta, totaling \$86 million by April 1, 2024.

"It's just something you have to be able to deal with, just like us with our shortfalls in different areas. We're just going to deal

with it accordingly," said Prokop.

"In their case (small municipalities), policing is an essential service. You have to have it.

"So in this case, the UCP's platform and methods of how to deal with it, putting extra officers on the road — particularly in the rural areas, to deal with the rural crime issues — there's a cost to it, and somebody has to pay for it. That's just the bottom line. If you're going to attack that properly — deal with those issues properly — you have to be prepared to cover the bills, plain and simple. As harsh as that might sound, that's just the reality."

With the new policing cost model, the M.D. is scheduled to pay \$194,241 in year one, \$291,570 in year two, \$388,481 in year three, and \$583,139 in years four and five.

Elsewhere in the region, the Village of Barnwell and Town of Vauxhall will now be required to pay for their policing. For Vauxhall, year one sees them paying \$20,787, \$31,203 in year two, \$41,574 in year three and \$62,406 in years four and five. Barnwell will see a cost of \$16,721 in year one, \$25,100 in year two, \$33,443 in year three and \$50,200 in years four and five.

"With what they've come up with, I think it is a fairly reasonable solution on how to adjust that," said Prokop. "Anywhere else that was more than 5,000 population were paying for policing. That just doesn't seem to be fair and reasonable to me overall, without adding new membership, that because you're in smaller community you don't pay at all but still get the benefit of policing? That has never really sat well with me, and in all fairness, it's not right. You're getting the benefit like we are, so why wouldn't you think you have to pay for that? It's really down to common sense and fairness for an end result. But because they haven't had to in the past, it becomes difficult now that you have to come up with this money. They haven't had to in the past, so that's a bonus. But that's behind us, you have to look ahead and plan accordingly."

In 2020, the budget for the Taber Police Service will nearly top \$4 million, at \$3,929,651. Of that figure, salaries, wages and benefits make up \$3,128,400.

"Our policing costs go up, too, every year," said Prokop. "But we budget for that, we prepare for that, we expect that, and we live in a very safe community because of it.

There's certainly a need for policing in whatever capacity is suitable. The federal government assesses that — through Edmonton — but it's under federal control when you're dealing with RCMP numbers, how many you're going to get, what kinds of shifts are going to work, et cetera. Anyone living in those municipalities has zero control over that. Here, at least you've got a police commission that can have some input — we have council on that — so there's some input available that way. But we (council) certainly don't control that. The police commission recommends or they don't, and council approves the budget or they don't."

How the new officers will be distributed will be decided by new police advisory boards in consultation with the RCMP, Alberta Urban Municipalities Association, and the Rural Municipalities of Alberta.

"We have some input. But with the RCMP, you have nothing," said Prokop. "It's all Ottawa or Edmonton. They've got to realize, if they don't know it already — I think there's some thought that they have a say in this — but they really don't. They can suggest, and ask, and offer input, absolutely — I would recommend and encourage that. But at the end of the day it's a federally-related decision. We're fortunate to have a lot more involvement with our municipality, where a municipal police force is policing the community."

Roughly 1,600 RCMP members make up the province's current complement. Under the existing 70-30 funding model, Alberta pays \$262.4 million for policing while the federal government coughs up \$112.4 million.

Not exactly a sympathetic ear, Prokop argues rural municipalities need to tighten their belts or consider project postponement in order to pay for an essential service.

"I don't have all the answers, but I'm a realist. You have to look at it that way. You can't just say, 'how are we going to pay for this?' Well, I don't know how exactly, but plan, prioritize. Is not policing a priority? Absolutely. It's an essential service, so you need to prioritize. Maybe that project needs to be on hold for a year, or don't buy that new dump truck, whatever you had on the books. What's a priority? What's essential? This is an essential service, and you have to have it."

Taber gets report card

Trevor Busch
TABER TIMES

Local municipalities compare favourably with their Alberta neighbours in a recent study of operational spending numbers from the Canadian Federation of Independent Business (CFIB).

In their Alberta Municipal Spending Watch Report released in late 2019 which tracks trends between 2007 and 2017, the CFIB's analysts determined Alberta's municipal real operating spending has grown by 56.1 per cent, while population grew by an average of only 22.6 per cent.

In Taber, population growth grew by 11 per cent between 2007 and 2017, while real operating spending grew by 45 per cent. In the M.D. of Taber during the same time period, population grew by 14 per cent while real operating spending also grew by a corresponding 14 per cent. Taber shows per capita spending at \$2,239, while the M.D. is slightly higher at \$2,346.

"I'm just looking a little beyond that as far as where the rankings come in," said Mayor Andrew Prokop.

"We ended up 71st out of 182, on the better side of average. To me, if you're in the average or better you're doing alright, all things considered."

Cochrane, Okotoks, and Lloydminster were the three best performing municipalities in terms of sustainable spending patterns, while the Regional Municipality of Wood Buffalo (Fort McMurray), Strathcona County, and Grande Prairie were the worst performers.

Many factors have contributed to the town's growth in overall operational spending since 2007, contends Prokop, while highlighting a need to strike the right balance.

"Sometimes things like that are hard to monitor throughout, as any council does their due diligence, and does their best to maintain their spending restrictions and responsible spending for different things that are required. Obviously going forward we'll see priority-related items, and try to find a balance on how to spend those required funds, some of which are provincial grant involved and some are not, some are tax based. But overall, it's one continuous process that requires balances, and requires some fiscal responsibility and money management to deal with all that. And there's a lot of areas that are involved there, and this report is over a 10-year period as well. I think if nothing else it shows some consistency for us as the Town of Taber, as our municipality. To me, I'm happy to say that we're on the upside of average. I think that's definitely a positive."

Prokop took issue with the comparative nature of the CFIB's study and the complexities involved in attempting to compare diverse municipalities in the province on an even keel. In Taber, Prokop highlighted the existence of the Taber Police Service as a significant component involved in municipal spending figures which would be difficult to compare evenly with other municipalities of a similar size that don't maintain their own force.

From: [Livingstone-Macleod](#)
To: [Livingstone-Macleod](#)
Subject: \$100M for surgical suites, equipment, rural hospitals
Date: March 4, 2020 3:17:05 PM

Good afternoon,

We are please to share with you, that a \$100-million government investment will help hospitals across the province upgrade their operating rooms to provide thousands more surgeries to Albertans.

Key Messages:

- This \$100 million Surgical Capital Investment will enable our major hospitals to perform more complex surgeries per year and it will free up rural and private surgical facilities to provide lower-risk surgeries more quickly.
- All of these efforts will help us reach our goals to provide 17,000 more surgeries across Alberta by the end of the next fiscal year and 80,000 over the next three years.
- Albertans want, expect and deserve the highest-quality healthcare their hard-earned tax dollars can buy.
- Under the Alberta Surgical Wait Times Initiative, we will spend \$500 million over the next three years to substantively reduce wait times.

The \$100 million in capital funding will be spent on surgical infrastructure and equipment, including:

- Upgrades to 12 operating rooms at Calgary's Foothills Medical Centre. Low-risk surgeries will be moved out of the Foothills hospital and offered in Canmore, High River and independent surgical facilities in Calgary, relieving pressures on city hospitals with long wait lists.
- A fit-out of an operating room in Grande Prairie and converting space in the Edson Health Centre into a second operating room.
- Renovations at the Rocky Mountain House Health Centre so it can perform more endoscopy procedures and create more space in the Red Deer hospital to focus on more complex surgeries. Low-risk surgeries will also be moved out of the Red Deer Hospital to be offered in Innisfail, Stettler, Ponoka and Olds.
- Renovations to operating departments at the Royal Alexandra Hospital and the University of Alberta Hospital, including the addition of one new operating room. Lower risk procedures will be moved to the Fort Saskatchewan Health Centre, the Grey Nuns Community Hospital and the Sturgeon Community Hospital in St. Albert.
- Renovations at the Medicine Hat Regional Hospital.
- Combining two smaller operating rooms into one larger space for more complex surgeries at Lethbridge's Chinook Regional Hospital.

Kind Regards,

Office of Roger Reid, MLA
Livingstone-Macleod

[Jody Maull](#)

Constituency Manager for
Livingstone-Macleod
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High River, AB
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livingstone.macleod@assembly.ab.ca



March 2, 2020

To the Reeve and Council
Municipal District of Pincher Creek No. 9
PO Box 279
Pincher Creek, Alberta T0K 1W0

Ladies and Gentlemen:

RE: 2019 ANNUAL AUDIT OF MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

We have been engaged to provide the following services for the Municipal District of Pincher Creek No. 9 for the year ending December 31, 2019:

- Audit the consolidated statement of financial position and the related consolidated statement of operations, change in net financial assets (debt), and cash flow
- Prepare the income tax returns and associated schedules
- Audit and assist in the preparation of the Financial Information Return (FIR)

We are pleased to provide the following report relating to our audit of the financial statements for the Municipal District of Pincher Creek No. 9. The matters identified are included in this report which has been prepared solely for the information of the Council and is not intended for any other purpose. As such we accept no responsibility to a third party who uses this report. Our report is intended to assist the Council in fulfilling its obligation with respect to the 2019 financial statements. We would be pleased to further discuss any of the issues addressed in the report or any other issue which may be of interest or concern.

Yours truly,

AVAIL LLP

Darren Adamson, CPA, CA
Enclosure



403.382.6800



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I. Purpose and Scope of Examination

Management, with the oversight of those charged with governance, is responsible for the preparation of the financial statements and accompanying notes. Avail LLP will advise management about appropriate accounting principles and their application and assist in the preparation of the financial statements, but the responsibility for the financial statements remains with management. This includes responsibilities related to internal control, such as designing and maintaining accounting records, selecting and applying accounting policies, safeguarding assets and preventing and detecting fraud and error.

Our responsibility as auditors is to report to the Council whether these financial statements present fairly, in all material respects, the financial position and results of operations and cash flows in accordance with Canadian public sector accounting standards. This audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatements. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole; and
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

As part of our audit, we will obtain a sufficient understanding of the business and the internal control structure of Municipal District of Pincher Creek No. 9 to plan the audit. This will include management's assessment of:

- The risk that the financial statements may be materially misstated as a result of fraud and error; and,
- The internal controls put in place by management to address such risks.

Since our audit does not involve a detailed examination of all transactions, it could not necessarily be expected to detect all misstatements, particularly intentional misstatements concealed through collusion. The discovery of such irregularities may, of course, result from our examination and, if so, we will report on any such significant matters to you.

Audit Committee (or Equivalent) Members' Responsibilities

The audit committee's (or equivalent) role is to act in an objective, independent capacity as a liaison between the auditors, management and the Reeve and Council, to ensure the auditors have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The audit committee's (or equivalent) responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditors as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;

- Where necessary, reviewing matters raised by the auditors with appropriate levels of management, and reporting back to the auditors their findings;
- Making known to the auditors any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or auditor's report;
- Providing guidance and direction to the auditors on any additional work they feel should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditors with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls; and
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and approve same to be passed to the Council for approval.

II. Communication with the Council

In accordance with the auditing standard "communications with those having oversight responsibility for the financial reporting process", the following matters are recommended to be communicated to the Council prior to the completion of the audit.

Matters to be Communicated	Reference/Comment
1. Management and the Auditors' Responsibility Under Generally Accepted Auditing Standards	Discussed under the heading "Purpose and scope of examination."
2. Planning	<p>Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.</p> <p>Materiality in an audit is used to:</p> <ul style="list-style-type: none"> • Guide planning decisions on the nature and extent of our audit procedures; • Assess the sufficiency of the audit evidence gathered; and • Evaluate any misstatements found during our audit. <p>Materiality is defined as: Materiality is the term used to described the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgment in the particular circumstances.</p> <p>We plan to use a materiality of \$450,000. The materiality for last year's audit was \$450,000.</p> <p>In responding to our risk management, we will use a combination of tests of controls, tests of details and substantive analytical</p>

	<p>procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.</p>
3. Timing of the Audit Engagements	<ul style="list-style-type: none"> • March 3-4, 2020 - Fieldwork at your location • April 14, 2020- Council meeting to approve statements • May 1, 2020 - deadline for submission to Municipal Affairs
4. Illegal Acts, Intentional Misstatements, Fraud and Errors	<p>Our auditing procedures, including tests of your accounting records, are limited to those considered necessary in the circumstances and would not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under Canadian generally accepted auditing standards (GAAS), which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.</p> <p>These procedures are not designed to test for fraudulent or illegal acts, nor would they necessarily detect such acts or recognize them as such, even if the effect of their consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to the audit committee (or equivalent).</p> <p>It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or audit committee members become aware of circumstances under which the Municipal District of Pincher Creek No. 9 may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.</p>
5. Major Issues Discussed with Management that Influence Audit Appointment	<p>No major issues were discussed with management prior to our appointment as auditors.</p>
6. Written Representations from Management	<p>At the conclusion of the audit, prior to the release of our auditors' report, we will request that management provide us with written representation that it has fulfilled its responsibility for the preparation of the financial statements and that it has provided us with the required information for us to complete our audit. We will not be able to provide an audit opinion if management does not provide this written representation.</p>

7. Auditors' Independence	<p>We provide you with the following to assist in your assessment of our independence:</p> <ul style="list-style-type: none">• All partners and senior staff have confirmed that they do not hold any investment in the Municipal District of Pincher Creek No. 9.• Financial statements issued by Avail LLP are subject to a partner review process. This process requires that a partner review items significant to the audit such as planning, materiality, application of GAAP and financial statement items and disclosure.• We are aware of no relationship between the Municipal District of Pincher Creek No. 9 and Avail LLP that, in our professional judgment, may reasonably be thought to bear on our independence.
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Recommendation to Council



TITLE: Corporate Policy A-ADMIN-002

PREPARED BY: Jessica McClelland **DATE: March 5, 2020**

DEPARTMENT: Administration

			ATTACHMENTS: 1. Draft A-ADMIN-002 (with amendments) 2. Final Draft A-ADMIN-002
Department Supervisor	Date	Date	

APPROVALS:

Department Director	Date	CAO	Date

05 Mar - 2020

RECOMMENDATION:

That Council approve Corporate Policy A-ADMIN-002 MD Owned Vehicle and Equipment Usage.

BACKGROUND:
 Administration has been directed to continue the process of updating the Corporate Policy Manual. Attached is the draft policy on MD Owned Vehicle and Equipment Usage.

FINANCIAL IMPLICATIONS:

None.



TITLE: MD OWNED VEHICLE AND EQUIPMENT USAGE

Approved by Council

Date:

Revised by Council

Date:

PURPOSE OF POLICY

The MD of Pincher Creek recognizes that vehicles and equipment play an essential role in the provision of services within the municipality. It is also clear that in order to carry out their duties in an efficient and effective manner, staff must have reasonable access to MD vehicles and equipment. It should be emphasized that these vehicles and equipment are public assets and must be used appropriately.

POLICY STATEMENT

1. This policy applies to the operation of all MD Equipment and Vehicles by an Employee who use MD vehicles for any reason, as well as rental cars when they are being used to conduct MD business. This policy is subject to periodic audit and review to ensure applicability and compliance.
2. Each Department Head is responsible and accountable for the actions of his or her supervised employees covered under this policy.
3. Drivers of MD vehicles are responsible to operate MD vehicles according to this policy and must obey all Federal, Provincial, and Local laws and regulations. In the event of a conflict, these laws shall take precedence over any MD policy, guideline, or procedure, including this Policy.
4. This policy provides a framework of requirements to which all personnel must adhere but does not attempt to account for every possible scenario associated with MD vehicle use.

DEFINITIONS

5. For the purpose of this policy, the following definitions shall apply:
 - a. "MD" shall mean and refer to the Municipal District of Pincher Creek No. 9.
 - b. "Employer" shall mean and refer to the Municipal District of Pincher Creek No. 9.
 - c. "Employee" shall mean any employee of the MD of Pincher Creek No. 9.

- d. “Department Heads” shall mean and refer to the following positions:
- Chief Administrative Officer
 - Director of Finance
 - Director of Development and Community Services
 - Director of Operations
 - Superintendent of Public Works
 - Road Foreman
- e. “Regular Business Hours” means the hours of normal working hours established by consistent business practices and/or as outlined in employment agreements.
- f. “After Hours” shall mean and refer to the hours that fall outside of regular business hours.

VEHICLE ASSIGNMENTS

6. Municipal vehicles shall only be used during regular business hours and only for Municipal business. When not being used, MD vehicles should be parked and locked at:
- Public Works yard located at 1038 Herron Avenue in Pincher Creek,
 - Administration Building located at 1037 Herron Ave in Pincher Creek,
 - Pincher Creek Airport/Agricultural Environmental Services shop located at 1001 Twp 7-0
- a. Employees requiring Municipal vehicles after hours shall be authorized by their Department Head, and adhere to the same usage rules applied during regular business hours.
- b. Provided approval is received from their Department Head, all Employees authorized to attend courses and conventions shall have the option, to use municipal vehicles and only for municipal business.
- e. Upon the approval of the Director of Operations; the Superintendent of Public Works, the Public Works Road Foreman, and the Water Plant Operator have the option to use M.D. vehicles to travel to and from their personal residence. As warranted, they shall be issued T-4's at year end as per Revenue Canada regulations.
- d. Personal use of M.D. vehicles and equipment is not permitted.
- e. To verify that MD personnel have a history of safe vehicle operation, drivers must hold a valid vehicle operator's license for the class of vehicle being driven; Drivers Abstract shall be obtained and reviewed on an annual basis.
- f. Employees who are not assigned vehicles may obtain a fleet vehicle when business requires vehicle transportation. Fleet vehicles are not subject to CRA guidelines and must be used exclusively for MD business.
- g. Upon termination of employment, the employee must return the vehicle keys and all documentation to their department head.

VEHICLE MAINTENANCE AND OPERATION

7. The department of public works shall provide appropriate maintenance of its vehicles to ensure the safety of its employees.
 - a. Employees are not to operate vehicles they consider mechanically unsafe to drive until certified to be safe by an approved mechanic. Any condition which renders the operation of the vehicle unsafe shall be reported immediately.
 - b. Decals, photographs, labels, or stickers shall not be attached to any part of the vehicle unless they have been approved by management or applied by the manufacturer for safety or operational purposes. Company logos are to be kept in good repair and placed per corporate standards.
 - c. Fleet vehicles are equipped with a GPS tracking device and an online administration system. The GPS cellular modem can track vehicle location, and if the vehicle is on or off its speed. Information for the modem is saved, and daily reports may be forwarded to the booked driver of the vehicle.

VEHICLE SAFETY AND REGULATIONS

8. Drivers must drive with headlights on at all times.
9. Department of Public Works shall maintain individual MD vehicle records. Each fleet vehicle shall have the following equipment for emergency preparedness:
 - First aid kit
 - Flashlight
 - Snowbrush
 - Fire extinguisher
 - Hazard materials identification information (emergency response/first response vehicles only).
10. Speed - Speed and speed variance (sudden and unsafe increases or decreases in speed) are critical safety issues that contribute to motor vehicle deaths, injuries, and property damage. A worker driving unduly fast may place the safety of co-workers or members of the public, his or her job performance, or the safe and efficient operation of the vehicle at risk. Speeding is not acceptable and adversely affects the MD's reputation in the community. The speed driven must be appropriate to existing conditions and the maximum speed per posted speed limits. Drivers found to be speeding shall be disciplined according to Policy 170 (Progressive Discipline).
11. Seat Belt Use – The MD recognizes that seat belt use is an essential and effective means of protection for our workers. While traveling on MD business, drivers and passengers must use seat belts correctly at all times. The driver shall operate the vehicle only after others are buckled up. Drivers and employees, as passengers, found to be not wearing a seatbelt shall be disciplined according to Policy 170 (Progressive Discipline).
12. Distracted Driving - Operating a motor vehicle requires the driver's full attention at all times and readiness to deal with any emergency. Workers of MD who are driving for work should not engage in any activity that results in them being distracted, including, but not limited to, reading, writing, grooming, using cellular phones, and manually entering information into computers or navigation systems. When it is safe to do so, workers should pull over and park the vehicle in a safe and legal location before using an electronic device.

Drivers found to be distracted driving shall be disciplined according to Policy 170 (Progressive Discipline).

13. Pre-Trip Inspection – When traveling, drivers must perform a pre-trip inspection. If you are unfamiliar with the vehicle or have not driven it in some time, a more thorough review is warranted. Ensure that all loads and miscellaneous articles are adequately secured, all equipment is set and appropriately adjusted (i.e., mirrors, head restraints).
14. Members of the public are not permitted in MD vehicles without express permission from the Department Head.
15. It is strictly prohibited to transport, consume, or be under the influence while operating an MD vehicle. This includes:
 - a. Alcohol;
 - b. prescription/over the counter medication that could impair a driver;
 - c. legal or illegal drugs;
16. It is strictly prohibited to smoke or vapeing in an MD vehicle or equipment.

TRAFFIC VIOLATIONS, OFFENSES, AND PENALTIES

17. Employees are responsible for paying any traffic, parking, or other penalties incurred while operating any MD vehicle or their personal vehicle on MD business. It is the responsibility of that Employee's Department Head to ensure these violations are paid.
 - a. If an employee is found to be responsible for ongoing abuse, neglect or willful damage to an MD Vehicle or Equipment, they shall receive discipline up to and including terminations as per policy 170 (Progressive Discipline).



SIGN OFF

I, _____ have read and understand the above conditions of the Vehicle Use Agreement and by signing below acknowledge that I shall operate the MD Vehicle in accordance with this agreement.

Employee Name

Witness

Employee Signature

Date



APPENDIX 1

Employee/Employer Authorization — Personal Use

Taking a vehicle home to and from your 'regular place of employment' constitutes as personal use and shall be subject to CRA guidelines for commuting. A taxable benefit shall be noted on the employees' annual T4. Employees are required to keep records on the usage of the vehicle so that the MD can appropriately adhere to CRA standards to identify the business and personal use amounts of the total kilometers driven in a calendar. Should regular work assignments require an employee to have multiple work locations during the day, only the trip from an employee's home to the first work location and the trip home from the last work location is personal.

I, _____ understand that the only personal use allowed is to drive back and forth to work and that a taxable benefit for this personal use shall be added to my annual income in accordance with Canada Revenue Agency regulations.

I, _____ understand I am solely responsible for keeping adequate records on the usage of the vehicle.

Employee Name

CAO

Employee Signature

Date



APPENDIX 2
Employee Authorization — Drivers' Abstract/Record

I, _____, authorize my employer, MD of Pincher Creek No. 9, to request and obtain a copy of my drivers' abstract from an authorized agent of Alberta Registries. I hereby consent to the disclosure of my driver abstract/record, which is made from personal information in the Motor Vehicle Registry of the Province of Alberta to my employer. I further authorize my employer to make further requests and obtain copies of my driver abstract in the future at its discretion and as it sees fit and appropriate. I authorize my employer to do so without the necessity of providing notice to me or obtaining any subsequent authorization from me.

I confirm the following information is correct:

Name: _____

Date of birth: _____

Driver's license number: _____

Address: _____

I shall advise my employer within seven (7) days of any change or changes to the information noted above. Finally, I understand that this information is required by my employer in accordance with this Vehicle Use Agreement and that the requests shall be at the cost of the employer. Should I cease to be employed with MD of Pincher Creek or cease to hold a position with MD of Pincher Creek which may require me to drive a vehicle; this authorization shall automatically terminate at that time.

Employee Name

Witness

Employee Signature

Date



TITLE: MD OWNED VEHICLE AND EQUIPMENT USAGE

Approved by Council

Date: March 10, 2020

Revised by Council

Date:

PURPOSE OF POLICY

The MD of Pincher Creek recognizes that vehicles and equipment play an essential role in the provision of services within the municipality. It is also clear that in order to carry out their duties in an efficient and effective manner, staff must have reasonable access to MD vehicles and equipment. It should be emphasized that these vehicles and equipment are public assets and must be used appropriately.

POLICY STATEMENT

1. This policy applies to the operation of all MD Equipment and Vehicles by an Employee who use MD vehicles for any reason, as well as rental cars when they are being used to conduct MD business. This policy is subject to periodic audit and review to ensure applicability and compliance.
2. Each Department Head is responsible and accountable for the actions of his or her supervised employees covered under this policy.
3. Drivers of MD vehicles are responsible to operate MD vehicles according to this policy and must obey all Federal, Provincial, and Local laws and regulations. In the event of a conflict, these laws shall take precedence over any MD policy, guideline, or procedure, including this Policy.
4. This policy provides a framework of requirements to which all personnel must adhere but does not attempt to account for every possible scenario associated with MD vehicle use.

DEFINITIONS

5. For the purpose of this policy, the following definitions shall apply:
 - a. "MD" shall mean and refer to the Municipal District of Pincher Creek No. 9.
 - b. "Employer" shall mean and refer to the Municipal District of Pincher Creek No. 9.
 - c. "Employee" shall mean any employee of the MD of Pincher Creek No. 9.

- d. “Department Heads” shall mean and refer to the following positions:
- Chief Administrative Officer
 - Director of Finance
 - Director of Development and Community Services
 - Director of Operations
 - Superintendent of Public Works
 - Road Foreman
- e. “Regular Business Hours” means the hours of normal working hours.
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Brian Hammond
Reeve

Troy A. MacCulloch
Chief Administrative Officer



SIGN OFF

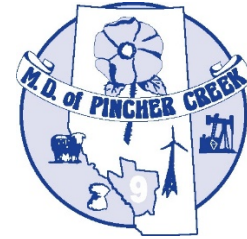
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Employee Signature

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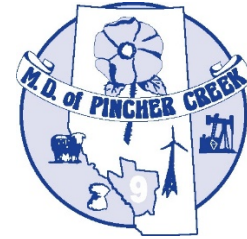
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CAO

Employee Signature

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I confirm the following information is correct:

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Driver's license number: _____

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