

AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
September 22, 2020
1:00pm

A. ADOPTION OF AGENDA

B. DELEGATIONS

1. 1:00 pm – 1:20 pm – Kootenai Brown Pioneer Village

C. MINUTES/NOTES

1. Council Committee Meeting Minutes
 - September 9, 2020
2. Council Meeting Minutes
 - September 9, 2020

D. BUSINESS ARISING FROM THE MINUTES

E. UNFINISHED BUSINESS

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
2. Councillor Rick Lemire – Division 2
3. Councillor Bev Everts– Division 3
 - Family and Community Support Services
 - Agricultural Service Board
 - LPRAG
 - Beaver Mines Community Association
 - Intermunicipal Collaboration Framework
4. Reeve Brian Hammond - Division 4
 - Crowsnest Pincher Creek Landfill Association
 - Minutes July 15, 2020
 - Approval of new road use agreement
 - Landfill donation
5. Councillor Terry Yagos – Division 5

G. ADMINISTRATION REPORTS

1. Operations
 - a) Operations Report
 - Capital Budget Summary, dated September 17, 2020
 - Program Capital Projects Status, dated September 17, 2020
 - PW Call Log, dated September 17, 2020
 2. Development and Community Services
 - a) AES Departmental Update
 - Report from Agricultural Fieldman September, 2020
 - b) Draft C-AES002 Landowners Assuming Responsibility for Weed Control on Municipal Right-of-Ways Adjacent to their Property
 - Report from Administration, dated September 16, 2020
 - c) Draft C-AES-001 License of Occupation
 - Report from Administration, dated September 16, 2020
3. Finance

4. Municipal

- a) Chief Administrative Officer Report
 - Report from CAO, dated September 17, 2020
- b) Draft C-CO-004 Donations
 - Report from Administration, dated September 17, 2020

H. CORRESPONDENCE

1. For Action

- a) AHS Decision to Consolidate EMS Dispatch Service
 - Urgent request for letters of opposition
- b) RMA Fall Convention - Potential Meeting Opportunity with Minister Allard
 - Email from Municipal Affairs
- c) TELUS COVID-19 Update - Supporting Our Communities and Helping Them Stay Connected
 - Draft letter of support
- d) Resident Concern Beaver Mines
 - Email from Isabelle Gavey

2. For Information

- a) 2019 Annual Report ORRSC
- b) DoMoreAg - Our Mental Health Awareness Program is a success because of you!
- c) Town of Pincher Creek letter re: Impacts of Assessment Model Changes on Municipalities
- d) ORRSC Minutes March 5, 2020
- e) 2019 Annual Internal Review – Joint Municipal Accreditation
- f) Community Connection Partnership Thank you

I. NEW BUSINESS

J. CLOSED MEETING SESSION

- 1)ICF –Town – FOIP Section 17
- 2)Personnel Letter – FOIP Section 17

K. ADJOURNMENT

MINUTES
COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
Tuesday, September 8, 2020 9:00 am

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

Staff: CAO Troy MacCulloch, Director of Development and Community Services Roland Milligan, and Executive Assistant Jessica McClelland.

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

1. Approval of Agenda

Councillor Terry Yagos

Moved that the agenda for September 8, 2020 be approved as presented.

Carried

2. Discussion on Meeting for Joint Funding

2020/2021 Joint Funding for community groups was discussed, it was decided that administration plan for a joint meeting, with physical distancing measures, for discussion on joint funding with the Town of Pincher Creek.

3. Municipal Land Use Suitability Tool (MLUST) for Municipal District of Pincher Creek Presentation

Gavin Scott with ORRSC attended the meeting at this time for the virtual presentation on the Municipal Land Use Suitability Tool.

4. Adjournment

Councillor Terry Yagos

Moved that the Committee Meeting adjourn, the time being 11:37 am.

Carried

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
REGULAR COUNCIL MEETING
SEPTEMBER 8, 2020

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, September 8, 2020, at 1:00 pm, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

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

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

Reeve Brian Hammond called the meeting to order, the time being 1:00 pm.

A. ADOPTION OF AGENDA

Councillor Terry Yagos 20/314

Moved that the Council Agenda for September 8, 2020 be amended to include:

- Delegation b) Certificate Presentation
- Moving Closed Session item b) MPS Funding for Capital Projects to New Business

And that the agenda be approved as amended.

Carried

B. DELEGATION

1) Certificate Presentation

Director of Emergency Management Brett Wuth and Executive Officer/ Public Health Inspector II Mike Swystun attended the meeting at this time. Reeve Hammond, on behalf of the Municipal District Council and citizens, presented Mr. Swystun a certificate of appreciation for his leadership and unwavering commitment during the COVID-19 pandemic.

Brett Wuth and Mike Swystun left the meeting at this time, the time being 1:05 pm.

2) Pincher Creek Emergency Services – Fire Chief Dave Cox

Fire Chief Dave Cox attended the meeting at this time to discuss the current fire season. With the hot, dry weather and seasonal curing has created an extreme fire hazard in our area. Accidental starts are occurring. Pincher Creek Emergency Services has been very busy with fires in the area. Fire Chief also discussed how fires are billed and insurance for cost of fire fighting costs.

Dave Cox left the meeting at this time, the time being 1:39 pm.

C. MINUTES

1. Council Committee Meeting

Councillor Quentin Stevick 20/315

Moved that the Minutes for Council Committee Meeting on August 25, 2020 be approved as presented.

Carried

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
 September 8, 2020

2. Council Meeting Minutes

Councillor Bev Everts 20/316

Moved that the Minutes for the Council Meeting on August 25, 2020 be amended to include:

- Resolution 20/299 change “and” to “any”

AND THAT the minutes be approved as amended.

Carried

3. Special Meeting Minutes

Councillor Terry Yagos 20/317

Moved that the Minutes of the Special Council Meeting on September 1, 2020 be approved as presented.

Carried

D. BUSINESS ARISING FROM THE MINUTES

a) Criminal Code Amendment

Councillor Terry Yagos 20/318

Moved that the Letter from City of Cold Lake on the amendment to the Criminal Code, and Follow-up from RMA, be received as information.

Carried

E. UNFINISHED BUSINESS

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Quentin Stevick – Division 1
 - a) EMS
 - b) Pine Ridge Lookout
 - c) OHV on MD Roads
2. Councillor Rick Lemire – Division 2
3. Councillor Bev Everts– Division 3
 - a) Livingstone Porcupine Regional Advisory Group (LPRAG)
 - b) Alberta Southwest
 - c) Oldman River Regional Services Commission (ORRSC)
4. Reeve Brian Hammond - Division 4
 - a) Emergency Services Meeting
 - b) Minister of Municipal Affairs
 - c) Rural Crime
 - d) Public Works Safety Meeting
5. Councillor Terry Yagos – Division 5
 - a) Regional Emergency Management Agency

Minutes
 Regular Council Meeting
 Municipal District of Pincher Creek No. 9
 September 8, 2020

Councillor Rick Lemire 20/319

Moved to accept the Committee Reports and information.

Carried

G. ADMINISTRATION REPORTS

Director of Operations Aaron Benson and Public Works Superintendent Eric Blanchard attended the meeting at this time to discuss the Operations Report.

1. Operations

a) Operations Report

Councillor Terry Yagos 20/320

Moved that Council receive for information the following Operations documents.

- Capital Budget Summary, dated September 3, 2020
- Program Capital Budget Projects Status, dated September 3, 2020
- Call Logs, dated September 3, 2020

Carried

Eric Blanchard left the meeting at this time, the time being 3:02 pm.

2. Development and Community Services

3. Finance

a) Property Tax Write-Offs – Lexin Resources Ltd. And Questfire Energy Corp

Councillor Terry Yagos 20/321

Moved that Council write off the property taxes owing from Lexin Resources Ltd. in the amount of \$1706.43 and Questfire Energy Corp. in the amount of \$301.75 through the Tax Rate Stabilization Reserve (6-12-0-735-6735).

Carried

4. Municipal

a) Chief Administrative Officer Report

Councillor Bev Everts 20/322

Moved that Council receive for information, the Chief Administrative Officer's report for the period of August 31, 2020 – September 8, 2020.

Carried

b) Changes to Scheduled Event

Councillor Quentin Stevick 20/323

Moved that to keep with proper social distancing, and recommendations from the Province on numbers of people in groups that Council cancel previously arranged Coffee with Council date for September 24, 2020.

Carried

Minutes
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H. CORRESPONDENCE

1. For Action

2. For Information

Councillor Bev Everts 20/324

Moved to receive the following as information:

a) Investment Readiness Program – Community Foundation

Carried

I. NEW BUSINESS

a) MSP Funding for Capital Projects

Councillor Rick Lemire 20/325

Moved that Council accept option 2: Bridge Work, for use with our MSP Funding in the total estimated cost of \$368,500.

- Bridge File 74119: (SW 04-07-29-W4) Major Bridge and Engineering Fees
- Bridge File 2224: (SW 16-09-01-WS) Major Bridge and Engineering Fees

Carried

J. CLOSED SESSION

Councillor Quentin Stevick 20/326

Moved that Council move in to closed session to discuss the following, the time being 3:43 pm:

- a) DRAFT 2021 PCEMS Operational and Capital Budget – FOIP Sec 17
 b) Personnel Issue – FOIP Sec 17

Councillor Quentin Stevick left the meeting at 4:35 pm and returned at 5:38 pm.

Councillor Bev Everts 20/327

Moved that Council open the Council meeting to the public, the time being 5:42 pm.

Carried

Councillor Rick Lemire 20/328

Moved that regarding a Formal Complaint filed under Section 18 of the MD of Pincher Creek Code of Conduct Bylaw C-1281-17 and acted on as per the provisions of the same Bylaw, MD Council finds that Councillor Quentin Stevick has breached the Code of Conduct Section 5.1, by releasing information to an outside party not authorized by MD Council to receive such information and Section 8.6 involving yourself in matters of Administration, which fall within the jurisdiction of the CAO.

MD Council hereby censures and places the following sanctions on Councillor Stevick in regards to the found breach:

- 1) Councillor Stevick shall receive a formal letter of reprimand;
- 2) Councillor Stevick shall apologize for the breach of the Code of Conduct as stated above and shall issue a letter of apology to the affected party;
- 3) Councillor Stevick shall be removed from all Council Committees and bodies to which Council has the right to appoint members, until the regular scheduled meeting of Council on March 23, 2021, or at Council's discretion.

Carried

Minutes
Regular Council Meeting
Municipal District of Pincher Creek No. 9
September 8, 2020

ADJOURNMENT

Councillor Terry Yagos

20/329

Moved that Council adjourn the meeting, the time being 5:42 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION
MINUTES
July 15, 2020

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held at 9:00 am Wednesday July 15, 2020 at 1037 Heron Ave the MD of Pincher Creek Council Chambers.

Present: Brain Hammond, Municipal District of Pincher Creek #9
 Dean Ward, Municipality of Crowsnest Pass
 Dave Filipuzzi, Municipality of Crowsnest Pass
 Doreen Glavin, Municipality of Crowsnest Pass
 Brian McGillivray, Town of Pincher Creek
 Mary Kittlaus, Village of Cowley
 Emile Saindon, Landfill Manager
 Dean Bennett, Landfill Foreman
 Jean Waldner, Landfill Office Administration

AGENDA

Dave Filipuzzi

Moved the agenda be adopted with additions d. AGM Minutes e. Service Canada Filing
 f. Recycling Concerns. Carried. 07.15.20-1293

MINUTES

Brian McGillivray

Moved the minutes of June 1, 2020 be adopted as circulated. Carried. 07.15.20-1294

MANAGER'S REPORT

1. MSW steady with Construction and Demolition material increasing.
2. Industrial cell has been steady with Cargill material and looking to start with Old Devon Plant reclamation material in July.
3. Holiday schedule in full swing with staff away over the summer months.
4. Finishing off MSW cell tie in of old to new cell this week.
5. Working with Teck Coal on some new waste handling contracts.
6. Working with Alberta Care for the September conference in Pincher Creek.

Mary Kittlaus

Moved that the Manager's report be accepted as information. Carried. 07.15.20-1295

FINANCIAL REPORT

The Income Statement and Balance sheet to July 9, 2020 was reviewed. Administration gave an updated report on the CEBA Loan and the TEWS Programs. A report on The Landfill's 2020 Service Plus Program was presented by Administration.

Dave Filipuzzi

Moved the financial statements be accepted as information. Carried. 07.15.20-1296

ALBERTA CARE CONFERENCE

Administration and Management of the Landfill asked the Director's to ask their council If their local fire departments would like to take part in the SWANA Landfill Fire Training Course Being offered on September 8th, 2020. It is in collaboration with the Alberta Care Conference. Also, a registration form was handed out to all Director's if they would like to take part in the 2020 Alberta Care Conference, activities etc.

Terry Yagos

Moved to the correspondence for the 2020 Alberta Care Conference be accepted as information. Carried. 07.15.20-1297

COVID 19 LANDFILL PROTOCOL UPDATE

The Landfill Manger went over the recent changes in our Covid- 19 protocols here at the Landfill.

He explained that all surfaces are still being sanitized, our staff is social distancing as much as possible, and the Landfill office door is still locked and the public is still being served through the window in the door. We have opened up the reuse center with limited access, also we are now accepting clean cardboard for recycling again.

Brian McGillivray

Moved this Covid-19 protocol update be accepted as information. Carried. 07.15.20-1298

DONATION REQUEST FROM CANYON SCHOOL

A donation request from The Canyon School in Pincher Creek to support a Literacy Workshop.

Brian McGillivray

Moved that a Donation of \$500.00 be presented for this Literacy Workshop. Carried. 07.15.20-1299

SCHOLARSHIP REQUESTS

A Scholarship requests from Kyler Olsen from CCHS High School He is pursuing a degree in Renewable Resource Management.

Dave Filipuzzi

Moved that this Scholarship request be accepted because it does meet our criteria. Carried. 07.15.20-1300

AGM MINUTES

Brian McGillivray wanted to see the AGM Minutes, Administration brought a copy to the meeting to show the Chairman, but didn't put them on this Agenda. In the past the AGM minutes are passed at the following years AGM Meeting. The Chairman said he would look at them at this meeting and requested administration to put a copy of the minutes in the next agenda Package.

Moved that the AGM minutes be presented in the next regular board meeting for review.

Carried. 07.15.20-1301

SERVICE CANADA FILING OF BYLAWS

Brain McGillivray was concerned if the new Bylaws were being sent to Alberta Registries to be Registered. This Administration assured Brian that when the new Bylaws are received from BrownLee LLP They will be registered properly.

Moved this request be moved as information.

Carried. 07.15.20-1302

RECYCLING CONCERNS

Brain McGillivray brought up concerns with Recycling in our regions. He would like each Director to take back the concerns to their council, and the Landfill to help think of ways to alleviate this problem. This topic was asked to be tabled on the August Landfill Board Meeting.

Moved that recycling concerns and possible solutions be tabled to the August Landfill Board Meeting.

Carried. 07-15-20-1303

CLOSED SESSION REQUESTED BY LANDFILL MANAGER

Brian Hammond moved the meeting go into closed session at 10:00 am.

Brain Hammond moved the meeting come out of closed session at 10:10 am

Carried. 07.15.20-1304

CLOSED SESSION REQUESTED BY CHAIRMAN DEAN WARD

Mary Kittlaus moved the meeting go into closed session at 10:12 am.

Mary Kittlaus moved the meeting come out of closed session at 10:25 am.

Carried. 07.15.20-1305

Correspondence:

Thank you e-mail from the Pass Dance Society.

TABLED ITEMS

Review of our Scholarship Policy / Recycling Concerns.

NEXT MEETING DATES

August 26, 2020
September 16, 2020
October 21, 2020
November 18, 2020
December 16, 2020

ADJOURNMENT

Mary Kittlaus

Moved the meeting adjourn 10:30 a.m.

Carried. 07.15.20-1306

CHAIRMAN

ADMINISTRATION



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

1.0 Upcoming Meetings:

- MPE and Banner Engineering on BM W & WW project.
- Banner Engineering on road construction.
- Capital Project review.
- Dust Control with supplier.

2.0 Discussion:

- Meeting with Gravelock supplier.
- Meeting with Castle Area Regional Water project.
- Meeting with Public Works Superintendent and Road Foreman on Capital Project review.

2.0 Public Works Activity Includes:

- Mowing – 65 percent completed, mowing has resumed.
- Fencing – Permanent snow fence repair is in progress; and temporary fencing for the first call has started.
- Bridge inspections – On going.
- Lundbreck – Reviewing odor issues from the lagoon site with the Public Works plant operator and the consultant.

• 3.0 Capital Projects Update:

- Bridge File – 7235 Scotton's. Completion is to be at the end of October 15, 2020.
- Bridge File 6613 – Cabin Creek. The project is 95 percent completed.
- Bridge File 8860 – Beavermines Creek. Completion will be at the end of October, 2020.
- Ridge File 13957 – Connelly Creek. Completion will be in the end of October, 2020.
- Castle Area Regional Water Supply Contracts 1 (Pipeline) & Contracts 2 (Mechanical)
- Contract 1 – Pipeline:
 - LW Dennis will be focused on completing the pipeline;
 - 23,350 meters of water pipeline are laid out of the 25,400 meters from the original contract installed as of September 16, 2020; but
 - The work doesn't include the change order of the 1850 meters to be laid out in Beaver Mines.
- Contract 2 – Mechanical:
 - No new updates
 - MPE beginning to work on record drawings and O&M manual reviews
- Beaver Mines Water Distribution, Collection and Wastewater Treatment System.
 - Meeting to be held on September 24, 2020, with MPE and Banner Environmental Consultants.

- MPE has begun preparation of contract documents. Will be issued to MD for review once complete.
 - The MD is reviewing the prequalification list of contractors provided by MPE.
- Per recent direction from the MD:
 - MPE will be removing the replacement of all culverts from the drawings. Only culverts impacted by construction will be replaced.
 - MPE will not be proceeding with a stormwater plan for the Hamlet.
- Public notice of the application for the Beaver Mines Waste Water Treatment System closed on August 14, 2020;
 - Four statements of concern were filed for the AEP Wastewater System Application;
 - The project can expect to receive a letter with direction from AEP after September 9, 2020;
 - The project is still waiting for AEP to provide an update of the statements of concerns to the MD and Banner Engineering;
 - An update will be provided to Council when the project receives the information.
- Beaver Mines Forcemain
 - The wastewater forcemain will be incorporated into the Beaver Mines Water Distribution and Wastewater Collection project for tendering and construction.
 - Updated drawings will be provided at next weeks meeting for the MD to review
- Beaver Mines Lift Station
 - Process design is complete, structural, and electrical and HVAC designs are underway.
 - MPE will look to finalize approved contractors for tender with the MD over the next week based on submissions received in the RFQ process.

Attachments

Program Capital Projects Status
Call Logs

Recommendation:

That the Operations report for the period September 9, 2020 to September 17, 2020, which includes the Program Capital Projects Status update and the call log, is received as information.

Prepared by: Aaron Benson

Date: September 17, 2020

Reviewed by: Troy MacCulloch 

Date: September 17, 2020

Submitted to: Council

Date: September 22, 2020

Capital Budget Summary

Project #	Service Area	Description	Total Cost	Sources of Project Funding					Total Revenue
				MSI	Gas Tax	Other Grants	Debt	Reserves	
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 near Schewitt River 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	2,031,000	440,000	8,968,334	2,488,332	564,334	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					115,000	115,000
Fleet									
Fleet Total			0	0	0	0	0	0	0
Information Services									
Information Services Total			0	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					85,000
Grand Total			14,692,000	2,116,000	440,000	8,968,334	2,488,332	679,334	14,692,000

*The M.D. has submitted an application for grant funding under the Local Roads & Bridges Program under STIP (AB Transportation). For budget purposes this project will flow through the guaranteed MSI funding.

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 September 17, 2020

AES, September, 2020

- September 1 – 30, Fall spraying time. We call it that even though it's still summer because it is the time for these invasives to put down roots for winter, and we can get herbicide into those roots! Weather (wind) is the big limiting factor, but this year has been very cooperative so far! A quick overview;
 - Hoary Cress, fall spraying on some patches
 - Leafy Spurge, a couple of smaller patches without biocontrol to be sprayed
 - Wild Caraway, will check areas for any regrowth
 - Dame's Rocket, check one patch, it's usually 'fall' sprayed earlier
 - Spotted Knapweed, are seeing a lot of regrowth after the rain
 - Diffuse Knapweed, still pickable, just have to find it!
 - Hawkweed, nothing visible, no regrowth on any known patches
 - Scentless Chamomile, one patch coming up as water levels go down!
 - Field Scabious, all areas done, no new regrowth yet
 - Oxeye Daisy, some fall spraying on mapped areas
 - Tall Buttercup, done
 - Perennial Sowthistle, will be done with roadside unit and crews on roadsides and highways
 - Canada Thistle, regrowth had started in late August due to plant stress, is full on regrowing after September 8 rain, will be spraying with every opportunity (weather permitting)
 - Black Henbane, one patch already 'fall' sprayed
 - Dalmatian Toadflax, only small patches checked, most has biocontrol applied
 - Common Mullein, first year plants in areas missed on riversides, regrowth in gravel pit
 - Blueweed, all patches revisited and sprayed
 - Nodding Thistle, will spray Canada Thistle in area to make sure we don't miss any plants in the future, as well as spraying and inspecting anything that pops up in area.
 - Plumeless Thistle, couple of plants seen starting to grow will keep monitoring
- September 1 – 30, records & mapping
- September 1 – 30, rental units activity picking up
- September 1 – 30, spraying roadsides with roadside unit (weather permitting)
- September 1 – 30, Canada Thistle and Perennial Sow Thistle Spraying whenever weather and time allow
- September 1, budget
- September 2, 3, Canola Field Inspections (Blackleg, Clubroot informal inspections, Verticillium Wilt [new] formal inspection)
- September 3, AES facility safety inspection
- September 4 – 11, Gravel Pits
- September 7, STAT
- September 8, crop report, AES Safety meeting
- September 9, JHS meeting, prep for
- September 9, 10, roadside and spot spraying
- September 14, back to eight hour days, staff meeting
- September 14 – 25, Safety Program focus with safety audit coming up at months end
- September 16, ASB meeting, reporting
- September 17, take new roadside unit to Strathmore to get injection system installed


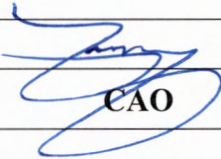
- September 18, one crew member last day
- September 21, contractor meeting
- September 22 – 25, work with Kelly Cooley on South Region AAAF Conference in Pincher
- September 23, budget, first aid course (online portion)
- September 24, South Region AAAF meeting in Brooks
- September 28, SWIM Meeting
- September 29, First Aid course
- September 28 – 30, dams
- September 28 – 30, preparation of items for ASB Meeting October 7
- September, weather dependant, grass seeding/re-seeding/fertilizing areas after a rain
- September, weather dependant, equipment/shop prep for winter

Sincerely,

Shane Poulsen,
Agricultural Fieldman

Recommendation to Council

G2b

TITLE: Corporate Policy C-AES-002 Landowners Assuming Responsibility for Weed Control on Municipal Right-of-Ways Adjacent to the Property			
PREPARED BY: Jessica McClelland		DATE: September 16, 2020	
DEPARTMENT: Administration			
			ATTACHMENTS: 1. Draft C-AES-002
Department Supervisor	Date		
APPROVALS:			
<hr/>	<hr/>	 CAO	<hr/> 17 Sept 2020 Date
Department Director	Date		
RECOMMENDATION: THAT Council approve C-AES-002 Landowners Assuming Responsibility for Weed Control on Municipal Right-of-Ways Adjacent to the Property			
BACKGROUND: Administration has been directed to continue the process of updating the Corporate Policy Manual. C-AES-002 Landowners Assuming Responsibility for Weed Control on Municipal Right-of-Ways Adjacent to the Property has been reviewed and suggested for approval by Council by the Agricultural Service Board.			
<u>FINANCIAL IMPLICATIONS:</u> None.			



M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-AES-002

TITLE: LANDOWNERS ASSUMING RESPONSIBILITY FOR WEED CONTROL ON MUNICIPAL RIGHT-OF-WAYS ADJACENT TO THEIR PROPERTY

Approved by Council:

Date: March 11, 2014

Revised by Council:

Date: June 25, 2019

Revised by Council:

Date: **September 22, 2020**

Policy Statement

The M.D. of Pincher Creek No. 9 has established a policy to direct landowners to assume responsibility for weed control on Municipal right-of-ways adjacent to their property.

Background:

The Municipal District of Pincher Creek is responsible for the effective management, on municipal lands, of designated Prohibited Noxious and Noxious weed species under the Alberta Weed Control Act, and other weeds elevated to such status by Municipal District bylaws, and as such, carry out an annual integrated weed management program (including but not limited to, appropriate herbicide treatments for these weeds) on municipal roadside right-of-ways (ROW).

The Municipal District recognizes certain landowners are opposed to herbicide treatments on municipal ROW adjacent to their private property. In an effort to respond to these concerns, the Municipal District may provide opportunity for these landowners to enter into an annually reviewed, conditional agreement (as described below) whereby the landowner assumes responsibility to control weeds on behalf of the Municipal District in designated and appropriately signed municipal ROW adjacent to their private property.

The Municipal District maintains the right to refuse to enter into conditional agreements with any adjacent landowner to manage weeds on municipal ROW, and may cancel an existing agreement under this policy at any time to ensure appropriate weed control actions (including herbicide treatment as required) are implemented on these areas, as required by provincial law under the Alberta Weed Control Act, or related municipal bylaw.

Municipal District of Pincher Creek's Responsibilities under This Policy & Related Agreements:

- Make available signage designating that the landowner adjacent to the municipal ROW is responsible for weed control in the municipal ROW.
- Annually review and record the agreements under this policy as a method of recording all municipal ROW's that will have weeds being controlled by the adjacent landowner.
- Periodically inspect the municipal ROW under this policy and related agreements for any designated Prohibited Noxious and/or Noxious weed species under the Alberta Weed Control Act or related municipal bylaws, to ensure these weeds are being controlled to the satisfaction of the municipality.
- If weed control in the municipal ROW is unsatisfactory at the time of inspection, municipal staff will attempt to make contact with the adjacent landowner responsible for weed control in the municipal ROW.
- If adequate weed control is not carried out within an agreed upon amount of time (between Ag Fieldman and landowner or occupant), municipal staff or designated contractors will carry out control of these weeds using any means deemed necessary by the Municipal District of Pincher Creek, including herbicide treatment.
- If a municipal ROW under agreement as per this policy is inadvertently or intentionally treated with herbicide by municipal staff or designated contractors, the adjacent landowner be notified as soon as practically possible, but the Municipal District of Pincher Creek will not offer compensation for any impacts to a landowner organic certification resulting from herbicide application in the municipal ROW.
- Annually review and, as required, renew or cancel agreements as necessary under the policy.

Landowner Responsibilities under This Policy & Related Agreements:

- Provide the Municipal District of Pincher Creek with a written, legal description of their property adjacent to the municipal ROW for which they wish to assume weed control responsibilities under this policy.
- Sign the agreement describing the areas for which they have agreed to carry out weed control.
- Securely and prominently erect/maintain signage provided by the municipality, as described above, to the fences bordering the municipal ROW and the adjacent land.

- Signs provided to designate areas covered under this policy and related agreements are the property of the Municipal District of Pincher Creek, and are not to be altered in any way.
- Signs provided will be mounted by the landowner in a manner that displays them facing the adjacent municipal ROW, to ensure visibility from all access points to the municipal ROW.
- Control designated Prohibited Noxious and/or Noxious weed species under the Alberta Weed Control Act, or related municipal bylaws, in the municipal ROW adjacent to their property to the satisfaction of the Municipal District of Pincher Creek.
- Understand this policy & related agreements do not grant permission to use the municipal ROW as any portion of "setback" to comply with organic certification standards.
- Understand the Municipal District of Pincher Creek will not offer compensation for any impacts to a landowner's organic certification resulting from herbicide application in the municipal ROW.
- Understand this policy and related agreements are subject to review annually or as required, which may result in renewal or cancellation of agreements at the Municipal District of Pincher Creek's discretion.

Brian Hammond
Reeve

Troy A. MacCulloch
Chief Administrative Officer

AGREEMENT BETWEEN
THE MUNICIPAL DISTRICT OF PINCHER CREEK #9
and
ADJACENT LANDOWNER NAMED BELOW

First Name Last Name

Mailing Address

Home phone/Cell phone Email address

The above parties agree that the adjacent landowner named above and signed below will install & maintain signage as provided by the municipality, and will adequately control all Prohibited Noxious and Noxious weeds under the Alberta Weed Control Act, and related municipal bylaws, to the satisfaction of the Municipal District of Pincher Creek, in the municipal right-of-ways (ROW) immediately adjacent to the legal land description(s) described below:

The above to be carried out as per specific responsibilities described under Municipal District of Pincher Creek Policy #603 - Landowners Assuming Responsibility for Weed Control in Municipal Right-Of-Ways Adjacent to Their Property. This agreement becomes null and void at the end of the calendar year of signing, renewal or date of notification of cancellation by either party, whichever comes first.

Date agreement signed

I have read and fully understand – signature of landowner


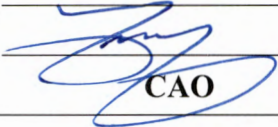
Agricultural Fieldman

Director of Operations

Date of last review (initialled by Agricultural Fieldman or designate)

Recommendation to Council

G2c

TITLE: Corporate Policy C-AES-001 License of Occupation			
PREPARED BY: Jessica McClelland		DATE: September 16, 2020	
DEPARTMENT: Administration			
Department Supervisor		Date	ATTACHMENTS: 1. Draft C-AES-001
APPROVALS:			
_____	_____	 CAO	<i>17 Sept 2020</i> Date
Department Director	Date	CAO	Date
RECOMMENDATION:			
THAT Council approve C-AES-001 License of Occupation.			
BACKGROUND:			
Administration has been directed to continue the process of updating the Corporate Policy Manual. Policy C-AES-001 License of Occupation has been reviewed and suggested for approval by Council by the Agricultural Service Board.			
<u>FINANCIAL IMPLICATIONS:</u>			
None.			



TITLE: LICENSE OF OCCUPATION

Approved by Council
Revised by Council
Revised by Council

Date: April 28, 2009
Date: October 13, 2015
Date: September 22, 2020

PURPOSE OF POLICY

The purpose of this policy is to establish a fair and consistent policy for the use and occupation of undeveloped road allowances in the MD of Pincher Creek pursuant to Licences of Occupation with adjacent landowners.

POLICY STATEMENT

The MD of Pincher Creek Council recognizes that there are some benefits derived from agricultural pursuits on undeveloped road allowances.

DEFINITIONS

1. 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.

FEES

Fees are established per half mile or portion thereof, as per Policy C-FIN-529 – Fees and Charges.

CONDITIONS

Municipal road allowances, not presently required for road construction, may be leased under a “license of occupation”, Appendix B, by the landowner or interested party for agricultural use (~~October 2015~~), provided that where the road allowance borders two or more landowners (~~October 2015~~), the applicant has approval of bordering landowner(s) prior to application, Appendix A.

Brian Hammond
Reeve

Troy A. MacCulloch
Chief Administrative Officer

Appendix A
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
APPLICATION FOR LICENSE OF OCCUPATION

Date: _____

I/We _____ of _____

Print

Address

Hereby apply for a permit to occupy:

a) The following described road allowance

b) The property described as follows:

for _____ purposes.

I control the following lands:

<i>Portion</i>	<i>Section</i>	<i>Township</i>	<i>Range</i>	<i>Meridian</i>
----------------	----------------	-----------------	--------------	-----------------

I/WE have reached an agreement with the occupants of lands adjoining said road allowance/property as to the erection and maintenance of line fences adjoining said road allowance. I/WE agree to be bound by the terms and conditions to the attached License of Occupation form. I/WE have included the prescribed fee of \$20 established per half mile or portion thereof, as per Policy C-FIN-529 – Fees and Charges for this calendar year.

SIGNATURE OF APPLICANT: _____

CONSENT OF ADJOINING OWNER OR OCCUPANT

I/We _____ hereby consent to the granting of a permit to
_____ to occupy the above described road
allowance/property.

Signature

Print

This information is being collected under the authority of the Municipal Government Act, Part 3; Division 2; and the Freedom of Information and Protection of Privacy Act and will be used to issue a License of Occupation. If you have any questions about the collection of this information contact 403-627-3130.

Appendix B

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

LICENSE OF OCCUPATION

Date: _____

Between the Municipal District of Pincher Creek No. 9 (the Lessor) and _____
(the Lessee).

In consideration of the receipt of a license fee as established per half mile or portion thereof, as per Policy C-FIN-529 – Fees and Charges (\$20 per calendar year) and subject to the terms and conditions stated below, the Lessor hereby grants a license of occupation to the Lessee on the following described road allowance(s):

_____ for agricultural purposes (e.g. livestock grazing or crop production) .

Terms and Conditions:

1. The Lessee hereby indemnifies and holds harmless the Lessor from any and all claims or causes of action, including personal injury, death, or property damage brought by the Lessee or his/her agent that may arise or result from or in connection with the Lessee's use of the leased land under this license. Without restricting the generality of the foregoing, the Lessee indemnifies and holds harmless the Lessor from any and all claims that may arise as a result of use of the leased land by the Lessee for grazing of livestock.
2. The Lessee shall obtain general public liability insurance of not less than two million (\$2,000,000) dollars for claims brought as a result of personal injury, death, or property damage, occasioned as a result of the use of the road allowance by third parties, provided that such use was authorized by the Lessee and occasioned by or in connection with actions or responsibilities, including the grazing of livestock, of the Lessee.
3. The Lessee shall be responsible for managing and control of noxious and other weeds on the leased lands caused by or in connection with the Lessee's use of the leased lands.
4. The Lessee shall be responsible for prevention and repair of any erosion to soil or waterways caused by or in connection with the Lessee's use of the leased lands.
5. The Lessee may erect and maintain fences or other structures reasonably required in connection with their use of the leased lands under this license, provided that such fences or structures shall not unreasonably impede or prevent legal access by the public and are approved in advance.
6. The Lessee shall not prohibit or unreasonably restrict public access and passage over the road allowance, but may from time to time impose conditions or restrictions on access and use where such conditions are temporary in nature and reasonably necessary or appropriate to the Lessee's operations and

responsibilities under this agreement. The Lessee may install a sign to indicate to the public conditions of access.

7. Your new License of Occupation will remain in effect, provided that applicable fees are paid ~~and the Lessee shall provide proof of two (2) million dollars liability insurance, with notice when insurance is no longer covered~~, as well as providing notice to the MD of Pincher Creek when circumstances change with respect to the License of Occupation (i.e. change of ownership, no longer require the use of the road allowance, etc.).

8. This license may be revoked or terminated for cause by the Lessor upon three day's written notice to the Lessee, and the Lessee shall immediately cease using and remove any livestock from the road allowance, and this agreement shall be terminated. The Lessee shall have no claim in connection with rightful termination by the Lessor under this section.

Lessee

Lessee

Municipal District of Pincher Creek No. 9

Shane Poulsen, Agricultural Fieldman

CHIEF ADMINISTRATIVE OFFICER'S REPORT

Sept 09, 2020 – Sept 22, 2020

DISCUSSION:

Sept 09 Post Council with Exec Assistant McClelland
Kenow Fire pre trial with Brownlee

Sept 10 SMT (senior mgmt. meeting)
IT meeting regarding cell phones and other devices
MPE and Banner Engineering Webex re Beaver Mines Projects

Sept 11 Parks Presentation by Stream
ICF Meeting with the Town of Pincher Creek

Sept 14 Staff and Safety Meeting in Chambers
Final draft of OHV Bylaw prior to legal review
Lundbreck Citizens Council
Ag Services Facility Inspection

Sept 15 Final Draft of Utility Bylaw prior to legal review
Field Day in MD of Willow Creek – policy and procedure sharing

Sept 16 Safety Officer Meeting re training
Started AMHSA Training

Sept 17 Completed current AMHSA Training

Sept 18 Social Committee Meeting regarding fall events
Foothills Little Bow Webex
Regional Waste and Recycling Options Meeting with Cowley, CNP and Town
CAO's and Directors of Operations.

Sept 21 Airport Meeting
ICF with Crowsnest Pass CAO
Banner Engineering to begin work on Lundbreck Lagoon

Sept 22 Council Meeting

- Numerous other meetings throughout this period to address any issues or tasks from the Sept 09th meeting.

Upcoming Meetings

- Sept 24 Banner Engineering and MPE Meeting in Lethbridge
- EDO Roundtable – webex (GoA Economic Development)
- Sept 30 next EAC Meeting

RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period Sept 09, 2020 – Sept 22, 2020.

Prepared by: Troy MacCulloch, CAO 


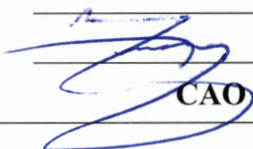
Date: Sept 17, 2020

Respectfully presented to: Council

Date: Sept 22, 2020

Administration Guidance Request

G3b

TITLE: Corporate Policy C-CO-004 Donations		
PREPARED BY: Jessica McClelland		DATE: September 17, 2020
DEPARTMENT: Administration		
		ATTACHMENTS:
Department Supervisor	Date	1. Draft C-CO-004 Donations
APPROVALS:		
Department Director	Date	<div style="text-align: center;">  CAO </div>
		<div style="text-align: center;"> <i>17 Sept, 2020</i> Date </div>
REQUEST:		
That Council review and comment on C-CO-004 Donations.		
BACKGROUND:		
Administration has been directed to continue the process of updating the Corporate Policy Manual. The policy on donations has not been updated since 2010, draft policy was sent to all departments for consideration.		
<u>FINANCIAL IMPLICATIONS:</u>		
None.		



MD OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-CO-004

TITLE: DONATIONS

Approved by Council
Revised by Council
Revised by Council

Date: September 23, 2008
Date: May 11, 2010
Date: **September 22, 2020**

PURPOSE OF THE POLICY

Council recognizes that community organizations and events contribute to the quality of life of the community. The purpose of this policy is to clarify the manner in which the Municipal District can support local organizations and events

POLICY STATEMENT

1. This policy provides a framework that Council/Administration can follow to treat all requests for contributions in a consistent, fair and equitable manner subject to local needs, priorities, and Council's approved budget.

DEFINITIONS

2. For the purpose of this policy, the following definition 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

PHOTOCOPYING

3. MD photocopiers may be used by community organizations for copying of event programs; flyers, pamphlets or other similar promotional materials provided that:
 - a. The organization provides their own paper or pay a per copy fee.
 - b. ~~When more than 50 copies are required, the organization may be required to provide manpower for the copying and organization of the material.~~

MD STAFF/MATERIALS/EQUIPMENT

4. The CAO, or designate, may approve the use of MD equipment for community events:

-
- a. The use of the equipment shall not interfere with or delay the regular operations or delay the carrying out of the duties of the municipality MD.
 - b. The equipment shall be operated by a qualified MD employee.
 5. The MD Council will consider requests from individuals and community organizations for in-kind assistance if it can be provided utilizing our staff and equipment and if such support can be accommodated within the budget and work plan.
 6. Donations of gravel, culverts, fencing materials and other inventory items shall require Council approval. These donations will be considered as a monetary donation to individuals and community organizations for budget purposes.
 7. Staff may volunteer to assist with community events, as an MD employee, providing they have prior permission from their department head and their absence doesn't interfere with regular business practices.

ROOM RENTAL

8. The small meeting room and Council Chambers may be used free of charge by any area not-for-profit organization, subject to the following:
 - a. It is not required for MD related business.
 - b. It shall be booked a minimum of 24 hours in advance of intended day.
 - c. The room is available on a first come first served basis.
 - d. The organization using the room is responsible to ensure that the room is clean and all chairs, tables and other materials are put away.
 - e. Any costs incurred by the MD relating to the room usage will be charged to the organization.
 - f. The Administration reserves the right to refuse to book the room to any group or organization for any reason.
 - g. Rooms are only available Monday to Friday from 8:00 am to 4:30 pm.

POSTAGE METER

9. The MD shall not provide postage to any outside group or organization.

TABLES AND CHAIRS

10. MD owned tables and chairs shall not be loaned out.

MONETARY DONATIONS TO INDIVIDUALS AND COMMUNITY ORGANIZATIONS

~~Applications for monetary donations will be accepted by organizations to the Joint Funding Committee up to the second Wednesday of September, of each year, and will be considered during the budget process.~~

11. Requests to the MD from community organizations for monetary donations shall be forwarded to the Joint MD and Town Funding Committee for consideration by the second Wednesday of September each year.

OTHER

12. MD Lapel Pins - Lapel pins are promotional items to be given away to promote the Municipal District of Pincher Creek No. 9. As there is a cost associated with the pins, they are to be distributed as follows:
- 100 pins or less – Administration
 - more than 100 pins – Council approval required

Brian Hammond
Reeve

Troy A. MacCulloch
Chief Administrative Officer



CITY OF

Lethbridge

H1a

September 14th, 2020

TO: All Municipalities affected - AHS Decision to Consolidate EMS Dispatch Service
Barons, Beaver Mines, Cardston, Coaldale, Coalhurst, Coutts, Cowley, Del Bonita, Lundbreck, Magrath, Masinisin, Milk River, Mid-Rivers/Glenwood, Nobleford, Picture Butte, Pincher Creek, Raymond, Stirling, Warner, Waterton, Wrentham

RE: Urgent Request for Letters of Opposition to the Minister of Health, Tyler Shandro

Dear Mayor/Municipalities:

As you know, the City of Lethbridge received the attached letter from Alberta Health Services (AHS) on August 4th, 2020 indicating they were removing municipal EMS dispatch services in Lethbridge, Red Deer, Calgary and the Regional Municipality of Wood Buffalo. They plan to consolidate these services into one of three dispatch sites, with the closest for southwest Alberta being in Calgary.

This decision follows a recommendation from the Ernst and Young review of AHS, which did not consult with any of the impacted municipalities. We strongly oppose the decision to centralize EMS dispatch as we believe it will create significant hurdles, inefficiencies and potential negative outcomes for patients across our region.

As one of the 21 different municipalities using dispatch services through the City of Lethbridge, the removal of dispatch services from Lethbridge will also impact your residents.

I am writing to respectfully request your support in helping to advocate for a reversal of this decision to the Minister of Health, the Premier and your respective MLAs.

Our Lethbridge dispatch team is highly skilled and regularly outperform their provincial counterparts. Having regional and rural knowledge in emergencies is critical for patient outcomes, especially for those who have limited health care access due to geography or lack of local medical services. Having an integrated EMS dispatch gives us the ability to work efficiently with our municipal partners in cases of shared/common emergencies.

Centralized dispatch has been proposed in the past and we have been successful in keeping our local dispatch services. Together with the Mayors from Calgary, Red Deer and Wood Buffalo, I am fighting to keep what we believe is the best model of care for our residents.

By lending your voice, we can show Minister Shandro the importance of this service at a local level and the impact it has on our communities. Your insight into the impact of removing municipal dispatch, particularly in rural areas that rely heavily on EMS services, will help strengthen our position.

/...2

The need to maintain our emergency response capabilities is critical as we confront an increasingly uncertain and unpredictable world.

We have attached a template letter addressed to the Minister for your convenience. Please feel free to modify it to meet your unique situation.

The City of Lethbridge is meeting with Minister Shandro in person in Edmonton on **September 24th**, and **we would appreciate your letter of opposition being sent to the Minister well in advance of the meeting.**

Thank you very much for your support. If you have any questions or concerns, please reach out to my office at **403-320-3823**.

Yours truly,

A handwritten signature in blue ink that reads "Chris Spearman". The signature is fluid and cursive, with a long horizontal flourish at the end.

Chris Spearman, Mayor
City of Lethbridge

cc. Lethbridge City Council
Craig Dalton, City Manager



**Emergency Medical
Services**

August 4, 2020

Mayor Chris Spearman
City of Lethbridge
mayor@lethbridge.ca

Re: EMS 911 Dispatch Consolidation in Alberta

Dear Mayor Spearman,

Following a recommendation of the Ernst and Young Alberta Health Services (AHS) Review, AHS Emergency Medical Services (EMS) will be moving forward with plans to consolidate 911 EMS dispatch services including those in your municipality.

The EMS 911 calls handled by four municipally-run contracted satellite dispatch sites located in Calgary, Lethbridge, Red Deer and the Municipality of Wood Buffalo will be transitioned to one of three existing AHS EMS dispatch centres.

This transition affects EMS 911 dispatch services only; all local municipal fire, police and Medical First Response (MFR) will continue to be dispatched by the local municipalities.

Patient safety is at the core of every decision AHS makes. This includes our approach to dispatching of EMS services across Alberta. The Ernst and Young recommendation validates earlier reports, [including one in 2013 by the Health Quality Council of Alberta](#), supporting dispatch consolidation for improved patient care and health integration. Consolidation of the four satellite dispatch centres will save over \$6 million annually. This is a fiscally responsible transition that will maintain patient safety and ensure consistency and sustainability of dispatch services across all communities.

A province-wide EMS dispatch system is more efficient and allows better co-ordination of all resources, allowing EMS to send the nearest available ambulance to a patient regardless of any geographic boundaries. 911 callers will notice absolutely no change.

The transition will take place over approximately six months, commencing August 4, 2020. When the transition is complete, EMS calls will be seamlessly transitioned from municipal call centres, to the AHS EMS provincial communications centres located in Peace River, Edmonton and Calgary. Callers to 911 will not notice any change.

We understand you may have questions about this transition and we commit to holding further conversations between our team and yours to ensure this transition happens smoothly. We will be in touch to schedule these meetings in the near future.

We look forward to continued collaboration with our municipal partners and the Government as we phase in this transition.

Sincerely,



Darren Sandbeck M.A., ACP, CHE
Senior Provincial Director & Chief Paramedic
Alberta Health Services

YOUR MUNICIPALITY LETTERHEAD

September 2020

The Honourable Tyler Shandro
Minister of Health
423 Legislature Building
10800 – 97th Avenue NW
Edmonton, AB T5K 2b6

Email: health.minister@gov.ab.ca

Dear Minister Shandro:

RE: Letter of Opposition – 9-1-1 EMS Dispatch Consolidation

As one of the municipalities serviced by the Public Safety Communications Centre (PSCC) of the City of Lethbridge, we are writing to express our concern with the recent decision by Alberta Health Services to centralize EMS dispatch.

We value the high level of service we receive from the City of Lethbridge and believe this change will create road blocks, inefficiencies and potentially serious negative outcomes for residents in our region.

We understand that the Lethbridge PSCC can dispatch more efficiently than AHS can and when seconds count, and this is a critical matter.

We also value the collaborative relationship we have with the City of Lethbridge to ensure that our rural residents are provided with the very best care in the most efficient way possible. These local partnerships build an emergency response that is supportive, nimble and considerate of the needs of each individual community. It is not a one-size-fits-all approach. Having an integrated EMS dispatch also allows us to work with our neighbouring municipal partners in cases of shared/common emergencies.

While we understand and support fiscal responsibility, the cost savings that AHS is expecting to realize does not justify the risk this change could pose to our residents. In some cases, these savings may be offset by additional costs in local communities.

I am sure you are in agreement that there is nothing more important than safety and wellbeing of our residents. This issue is about positive patient outcomes. It's a critical issue that could have devastating impacts which is why we ask that you reconsider the decision to centralize EMS dispatch.

Please leave intact the effective and efficient system that is currently serving our communities so well.

Yours truly,

Mayor or Reeve

cc. Premier Jason Kenney
MLA for region
Mayor Chris Spearman, City of Lethbridge

From: [Troy MacCulloch](#)
To: [Jessica McClelland](#)
Subject: FW: RMA Fall Convention - Potential Meeting Opportunity with Minister Allard
Date: September 14, 2020 12:01:51 PM
Attachments: [image001.png](#)

For corrs – action – we have until oct 09 to RSVP

Thx

troy

Troy A. MacCulloch

Chief Administrative Officer
Municipal District of Pincher Creek No. 9
1037 Herron Drive, PO Box 279
Pincher Creek, AB T0K-1W0
Phone: 403-627-3130
cao@mdpincercreek.ab.ca

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From: Karen Pottruff <Karen.Pottruff@gov.ab.ca> **On Behalf Of** MA MSL Engagement Group
Sent: September 14, 2020 10:57 AM
Cc: Karen Pottruff <Karen.Pottruff@gov.ab.ca>
Subject: RMA Fall Convention - Potential Meeting Opportunity with Minister Allard

Dear Chief Administrative Officers:

I am writing about a potential opportunity for elected municipal officials and representatives to virtually meet with the Honourable Tracey Allard, Minister of Municipal Affairs, at the Rural Municipalities of Alberta Fall Convention scheduled to take place from November 3-4, 2020.

Should your elected officials want to virtually meet with Minister Allard during the convention, I invite you to submit a request to the MA.MSLEngagementGroup@gov.ab.ca on or before October 9, 2020.

In your meeting request, please be sure to include two to three specific policy items or issues you would like to discuss with the Minister. As well, please include an estimate of how many people will attend the meeting on behalf of your municipality.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with which the Minister has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for that convention, but may be considered for future conventions or other opportunities.

Meeting times with the Minister are scheduled for approximately 20 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipalities as possible.

All municipalities submitting meeting requests will be notified two to three weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Sincerely,

Stakeholder Relations
Municipal Affairs



Classification: Protected A

To our valued Municipal Partners,

As mentioned in previous communications, at TELUS, the health and safety of our customers, communities and team members remains our #1 priority. As an essential service, we are maintaining our efforts to keep you connected during this challenging time.

Partnering for a Healthier Future

See a locally licensed doctor fast from your smartphone, including evenings and weekends and at no cost: TELUS Health has partnered with Babylon Health, a global leader in digital health that combines the power of AI with the medical expertise of doctors. Together, we created Babylon by TELUS Health which allows British Columbian's and Albertan's to see a locally licensed doctor fast from their smartphone, including evenings and weekends and at no cost to them. The app is free to download and video consultations with doctors are covered by provincial healthcare.

We encourage you to let your community members know that if they don't have a family doctor or need healthcare after hours, Babylon by TELUS Health is here for them. The service can also be used to check symptoms – including those of COVID-19 – book appointments and get prescriptions and referrals for diagnostic tests or specialists. Download the free app from the App Store or Google Play, register and it's ready to use. For more information, visit [telus.com/babylon](https://www.telus.com/babylon)

AB hyperlink: https://www.telus.com/en/ab/health/personal/babylon?INTCMP=VAN_babylon

Connectivity Programs for Low-Income Families, Vulnerable Youth and People with Disabilities

Low-cost, high speed internet and an affordable computer: We have expanded our Internet for Good program to make it easier for both Canadian families and people with disabilities to access low-cost, high speed internet. Principals at any school in B.C. and Alberta can now reach out to us directly for Internet for Good codes for families at their schools that they deem in-need, and who may not have met our regular criteria for the program. Moreover, people with disabilities that receive the Canada Pension Plan Disability Benefit, or provincial equivalent are now eligible to access our Internet for Good program.

Broadening the reach of this initiative will ensure that more people have access to low-cost, high speed internet and an affordable computer. Eligible families and people can apply at [telus.com/internetforgood](https://www.telus.com/internetforgood).

Access to a free smartphone and free data plan for two years: Moreover, in partnership with the Children's Aid Foundation of Canada, we are expanding our Mobility for Good program nationally, ensuring vulnerable youth aging out of foster care can stay connected to the people, resources and information that matter most, particularly during the pandemic. By providing access to a free smartphone and free data plan for two years, we are helping ensure this underserved demographic has the opportunity to realize their full potential. You will soon be able to donate your old devices to be refurbished and provided to a youth in need! Eligible youth can apply at [telus.com/mobilityforgood](https://www.telus.com/mobilityforgood).

TELUS Supports Communities During COVID-19

Since the pandemic, over 150 communities throughout Alberta and British Columbia have reached out for support on both community and business continuity needs. We want to assure you that we are here for your community. Please don't hesitate to reach out for any support you may need. We have proactively extended supporting our communities for their TELUS provided business continuity needs until the end of 2020.

Letter to Prime Minister Justin Trudeau: Prioritization of Rural Connectivity Across Canada

Now more than ever, we have learned from COVID-19 that connectivity infrastructure plays an important role in the daily lives of Canadians. I will be reaching out to you shortly with a draft letter that you can customize as you see fit, to ask you to send to Prime Minister Justin Trudeau, to request that his

government prioritizes rural connectivity in the upcoming Speech from the Throne on September 23.

If you have any questions, please let me know. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Theresa Lynn". The signature is written in a cursive style with a large initial 'T'.

Phone: 587 877-8175

Theresa/lynn@telus.com

September XX, 2020

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

By email: pm@pm.gc.ca

CC: Chrystia.Freeland@canada.ca (Hon. Chrystia Freeland, Minister of Finance)

CC: ISI.minister-ministre.ISI@canada.ca (Hon. Navdeep Bains, Minister of Innovation, Science and Industry)

CC: Alyx.holland@pmo-cpm.gc.ca; ryan.dunn@canada.ca; elder.marques@canada.ca;
jeremy.broadhurst@dpmo-cvpm.gc.ca

Dear Prime Minister,

On behalf of [INSERT NAME OF MUNICIPALITY], I am writing to you to raise the urgent need for increased rural connectivity, and to ask that you **prioritize rural connectivity in the upcoming Speech from the Throne** on September 23. The ongoing COVID-19 pandemic has reinforced the essential role connectivity services play in the daily lives of Canadians, not only to stay in touch with loved ones, but to telecommute, access virtual health care services, and enable remote learning. While many Canadians and businesses have been able to adapt to the new reality we find ourselves in, there are still too many rural Canadians that are being left behind.

As you prepare to lay out the Government of Canada's priorities in the Speech from the Throne, we urge you to prioritize policies that **encourage private sector investment in connectivity for rural and remote communities**. The need for new or improved broadband connectivity in [MUNICIPALITY], and communities like ours, is urgent.

To deliver better connectivity to our communities – and all of rural Canada – we ask that the federal government encourage rural network investment and deployment by:

1. **Expediting the 3500 MHz and 3800 MHz spectrum auctions** so that this spectrum can be put to use for all Canadians, sooner;
2. Imposing meaningful deployment conditions across accelerated timelines to all spectrum holders. For example, a “**use it or lose it**” **spectrum policy** that requires greater rural deployment within five years of a license grant, where failure to build results in forfeiture of that license;
3. **Ending the use of spectrum set asides**, particularly for rural areas, as set-aside eligible telecoms companies do not have a track record of deploying in rural Canada, and that spectrum goes unused; and
4. Continuing to invest in rural connectivity programs by launching the Universal Broadband Fund, supporting the CRTC Broadband Fund, and identifying opportunities to match or **coordinate funding programs with the provinces**.

We can no longer afford delays to the roll out of wireless connectivity. We hope that you will include rural connectivity as a key priority in the Speech from the Throne. We ask that these commitments be reflected in new ministerial mandate letters, reflecting your government's commitment to **encourage private sector investment in connectivity for [INSERT NAME OF MUNICIPALITY]**, and all of rural Canada.

I look forward to hearing from you on how your government is going to prioritize rural connectivity to ensure equal access for all Canadians to reliable wireless services and high speed internet.

Sincerely,

[INSERT NAME]

From: [Troy MacCulloch](#)
To: [Jessica McClelland](#)
Subject: FW: Phil and Isabelle Gavey
Date: September 9, 2020 8:29:25 AM

From: Isabelle Gavey
Sent: September 5, 2020 3:41 PM
To: MDInfo <MDInfo@mdpincercreek.ab.ca>
Subject: Phil and Isabelle Gavey

Phil and Isabelle Gavey
Beaver Mines

To : Pincher Creek MD council members

I understand that we have a delay on the water project.

Now that your pump house is operating , the water truck are using pump often to fill up . Why haven't you install a pipe so we can fill our cisterns from here .

Because as new owners we had installed a cistern “ thinking this was temporary “ now we have to drive into Pincher Creek to Retrieve water .

I truly appreciate that we could also use the local pump house to fill up our cistern.

Can you install this pipe ASAP , before winter moves in.

Thanks

Isabelle Gavey

2019 ANNUAL REPORT

Oldman River Regional Services Commission

FINANCIAL STATEMENTS



**Year Ending
December 31, 2019**

<http://www.orrsc.com>



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MESSAGE FROM THE CHAIR AND DIRECTOR*Price is what you pay; value is what you get! – Warren Buffet*

The Oldman River Regional Services Commission helps communities navigate change and prepare for an uncertain future. It's not a simple task, and it gets even more complex in times of accelerating change, requiring ever-faster adaption to technological innovation, demographic shifts, political give-and-take, a changing climate and other drivers.

At ORRSC, we are asking ourselves: How can we help planners and municipalities prepare for an uncertain future and adapt to this accelerating pace of change? How can we strategically focus on the right things while creating value for planners and communities both today and into the future?

Planners need to collect, organize and communicate information to ask the right questions and pick the best techniques and arrive at manageable solutions – and to acquire the patience to deal with processes that are often iterative and political rather than linear and technical. Our staff place great value on working together to promote the public good and share a desire to promote the public well-being. Plans are written, programs established, and land-use regulations adopted to meet the common needs of residents.

With this in mind, the journey continues with the roll-out of numerous new Rural to Rural, Urban to Rural Intermunicipal Development Plans that comply with recent changes to the Municipal Government Act, with the addition of advanced technology in the form of a comprehensive overhaul of our Geographical Information System (GIS) platform, and with the formation of a Regional Subdivision and Development Appeal Board to go hand-in-hand with our Regional Assessment Review Board service.

Adding value to our core professional services and transferring that value to our member municipalities and, in turn, to your residents remains our focus.

Over the past year we've met with many board members, municipal councils, administrators and citizens and these interactions make it clear that ORRSC is widely viewed as having a strong regional presence with excellent opportunities for delivering value and expertise. Our strategy is clear and well-understood. Our municipalities appreciate the knowledge, expertise and commitment of our professional staff and there is great pride in being one of Alberta's strongest land use planning and geographic Information system providers.

These services come with a price and in challenging economic times they must also come with value!

At the Executive level, we would like to thank Jim Bester (Cardston County), Don Anderberg (Town of Pincher Creek), Doug Macpherson (Town of Claresholm), Ian Sundquist (M.D. of Willow Creek), Jennifer Crowson (M.D. of Taber) and Margret Plumtree (Town of Vauxhall) for their continued support and leadership.

In closing, we would like to thank all of our municipalities including our GIS partners to the north, our board, our executive, and our staff – it is truly a privilege to serve with all of you. Together, we can ensure our future remains bright.



Gordon Wolstenholme, Chair



Lenze Kuiper, Director

BOARD OF DIRECTORS

Membership as at December 31, 2019 consisted of the following 42 municipalities. Four Board of Directors' meetings were held between January 1 and December 31, 2019. Municipal representatives are listed below:

MUNICIPALITY	CURRENT MEMBER	FORMER MEMBER (part of 2019)
Arrowwood (Village)	Kevyn Stevenson	
Barnwell (Village)	Delbert Bodnarek	
Barons (Village)	Ed Weistra	
Bassano (Town)	Tom Rose	
Brooks (City)	Norman Gerestein	
Cardston (County)	Jim Bester	
Cardston (Town)	Richard Bengry	
Carmangay (Village)	Peggy Hovde	
Champion (Village)	Jamie Smith	
Claresholm (Town)	Doug MacPherson	
Coaldale (Town)	Butch (Henry) Pauls	
Coalhurst (Town)	Elizabeth Christensen	
Coutts (Village)	Tanya Smith	
Cowley (Village)	Warren Mickels	
Crowsnest Pass (Municipality)	Dave Fillipuzzi & Dean Ward	
Duchess (Village)	Kole Steinley	
Fort Macleod (Town)	Gordon Wolstenholme	
Glenwood (Village)	Gerry Carter	
Granum (Town)	—	Duncan McLean
Hill Spring (Village)	Suzanne French	
Lethbridge (County)	Morris Zeinstra	
Lomond (Village)	Brad Koch	
Magrath (Town)	Richard Van Ee	
Milk River (Town)	Peggy Losey	
Milo (Village)	Sheldon Walker	
Nanton (Town)	Beryl West	Dan McLelland
Newell (County)	Clarence Amulung	
Nobleford (Town)	Marinus de Leeuw	
Picture Butte (Town)	Henry de Kok	
Pincher Creek (M.D. No. 9)	Bev Everts	
Pincher Creek (Town)	Don Anderberg	
Ranchland (M.D. No. 66)	Ronald Davis	
Raymond (Town)	Stewart Foss	
Stavely (Town)	Don Norby	
Stirling (Village)	Matthew Foss	
Taber (M.D.)	Jennifer Crowson	
Vauxhall (Town)	Margaret Plumtree	
Vulcan (County)	Jason Schneider	
Vulcan (Town)	Lyle Magnuson	
Warner (County No. 5)	David Cody	
Warner (Village)	Marty Kirby	Eric Burns
Willow Creek (M.D. No. 26)	Ian Sundquist	

CHAIR AND VICE-CHAIR

The Chair and Vice-Chair from January 1 to December 5, 2019 were:

- Chair** – Gordon Wolstenholme (Town of Fort Macleod)
Vice-Chair – Jim Bester (Cardston County)

At the December 5, 2019 Annual Organizational Board of Directors' meeting, both the Chair and Vice-Chair were re-elected to their positions for the period December 5, 2019 to December 3, 2020.

EXECUTIVE COMMITTEE

The Executive Committee is responsible for financial and administrative concerns including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy. Eight meetings were held between January 1 and December 31, 2019.

The following served on the Executive Committee from January 1 to December 5, 2019:

- Gordon Wolstenholme – Town of Fort Macleod (**Chair**)
Jim Bester – Cardston County (**Vice-Chair**)
Don Anderberg – Town of Pincher Creek
Doug MacPherson – Town of Claresholm
Ian Sundquist – M.D. of Willow Creek No. 26
Jennifer Crowson – M.D. of Taber
Margaret Plumtree – Town of Vauxhall

At the December 5, 2019 Annual Organizational Board of Directors' meeting, all of the above were re-elected to serve on the Executive Committee from December 5, 2019 to December 3, 2020.

STAFFSTAFF Employed During 2019

DIRECTOR	Lenze Kuiper
SENIOR PLANNER	Bonnie Brunner
SENIOR PLANNER	Mike Burla
SENIOR PLANNER	Steve Harty
SENIOR PLANNER	Diane Horvath
SENIOR PLANNER	Gavin Scott
PLANNER	Madeleine Baldwin – started December 2/19
PLANNER	Ryan Dyck (90% part-time)
PLANNER	Ian MacDougall – January 1 - March 8/19
ASSISTANT PLANNER	Erin Graham
ASSISTANT PLANNER	Max Kelly – started May 13/19
ASSISTANT PLANNER	Hailey Winder
CAD/GIS TECHNOLOGIST	Mladen Kistic
CAD/GIS TECHNOLOGIST	Yueu Majok
CAD/GIS TECHNOLOGIST	Kaylee Sailer (maternity leave starting September 1/19)
GIS ANALYST	Jaime Thomas
GIS ANALYST	Jordan Thomas
GIS TECHNICIAN	Carlin Groves (contract starting July 1/19)
EXECUTIVE SECRETARY	Barb Johnson (80% part-time)
BOOKKEEPER	Sherry Johnson (80% part-time)
SUBDIVISION TECHNICIAN	Jennifer Maxwell
MUNICIPAL PLANNING CLERK	Bonnie Andres – started January 2/19

MUNICIPAL PROJECTS

Arrowwood (Village) – Municipal Development Plan (completed); Land Use Updates (completed); Intermunicipal Development Plan with Vulcan County (ongoing)

Barnwell (Village) – Land Use Bylaw Rewrite (completed)

Barons (Village) – Intermunicipal Development Plan with Lethbridge County (commenced)

Bassano (Town) – Municipal Development Plan (commenced)

Brooks (City) – Land Use Bylaw Rewrite (commenced)

Cardston (County) – Intermunicipal Development Plan with M.D. of Pincher Creek (completed); Intermunicipal Development Plan with Town of Cardston (ongoing); Intermunicipal Development Plan with Town of Magrath Update (ongoing); Land Use Bylaw (commenced)

Cardston (Town) – Intermunicipal Development Plan with Cardston County (ongoing)

Carmangay (Village) – Municipal Development Plan (completed); Land Use Bylaw Updates (ongoing); Intermunicipal Development Plan with Vulcan County (commenced)

Champion (Village) – Intermunicipal Development Plan with Vulcan County (draft completed), Land Use Bylaw Updates (ongoing)

Claresholm (Town) – Annexation (completed); Intermunicipal Development Plan with M.D. of Willow Creek (commenced)

Coaldale (Town) – East Coaldale Area Structure Plan (ongoing); Municipal Development Plan (ongoing)

Coalhurst (Town) – Lethbridge County and Town of Coalhurst Joint Industrial Area Structure Plan (completed); Land Use Bylaw (ongoing)

Coutts (Village) – SSRP Compliance Review; Land Use Bylaw Updates - Administrative (completed); Municipal Development Plan (commenced); Intermunicipal Development Plan with County of Warner (commenced); Intermunicipal Collaborative Framework with County of Warner (commenced)

Cowley (Village) – Municipal Development Plan (ongoing)

Crowsnest Pass (Municipality) – Municipal Development Plan Background Report (ongoing); Intermunicipal Development Plan with M.D. of Ranchland No. 66 (ongoing); Intermunicipal Development Plan with M.D. of Pincher Creek (completed)

Duchess (Village) – Land Use Bylaw (commenced)

Fort Macleod (Town) – Macleod Meadows Concept Plan (ongoing); Intermunicipal Development Plan with M.D. of Willow Creek (commenced)

Glenwood (Village) – Municipal Development Plan (ongoing)

Granum (Town) – Intermunicipal Development Plan with M.D. of Willow Creek (terminated)

Hill Spring (Village) – Intermunicipal Development Plan with Cardston County (commenced)

Lethbridge (County) – Intermunicipal Development Plan with Town of Nobleford Update (adopted); Joint Industrial Area Structure Plan with Town of Coalhurst (completed); Hamlet of Turin Growth Study (completed); Hamlet of Iron Springs Growth Study (completed); Intermunicipal Development Plan with Village of Barons (commenced); Hamlet of Shaughnessy Growth Study (commenced); Hamlet of Diamond City Growth Study (commenced); Hamlets of Chin/Kipp Growth Study (commenced)

Lomond (Village) – Municipal Development Plan (ongoing); Intermunicipal Development Plan with Vulcan County (ongoing)

Magrath (Town) – Intermunicipal Development Plan with Cardston County Update (ongoing)

Milk River (Town) – SSRP Compliance Review; Land Use Bylaw Updates - Administrative (completed); Intermunicipal Development Plan with County of Warner (commenced); Intermunicipal Collaborative Framework with County of Warner (commenced)

Milo (Village) – Municipal Development Plan (ongoing); Intermunicipal Development Plan with Vulcan County (ongoing)

Nanton (Town) – Westview Concept Plan (commenced)

Newell (County) – North Headgates Area Redevelopment Plan (completed)

Nobleford (Town) – Intermunicipal Development Plan with Lethbridge County Update (completed)

Picture Butte (Town) – Industrial-Commercial Growth Study (completed); Annexation Report (completed)

Pincher Creek (M.D. No. 9) – Castle Mountain Area Structure Plan (completed); Wind Energy Conversion Systems Review (completed); Intermunicipal Development Plan with M.D. of Ranchland (completed); Intermunicipal Development Plans with Cardston County, Municipality of Crowsnest Pass, M.D. of Ranchland, and M.D. of Willow Creek (completed); Municipal Development Plan (commenced)

Pincher Creek (Town) – Land Use Bylaw (ongoing)

Ranchland (M.D. No. 66) – Intermunicipal Development Plan with M.D. of Pincher Creek (completed); Intermunicipal Development Plan with Municipality of Crowsnest Pass (ongoing)

Raymond (Town) – SSRP Compliance Review; Land Use Bylaw Updates - Administrative (completed); Intermunicipal Development Plan Amendments with County of Warner (commenced)

Stavelly (Town) – Intermunicipal Development Plan with M.D. of Willow Creek (commenced)

Stirling (Village) – SSRP Compliance Review; Intermunicipal Development Plan with County of Warner (commenced)

Taber (M.D.) – SSRP Compliance Review; Land Use Bylaw Updates - Administrative (completed); Intermunicipal Development Plan with Town of Taber (commenced)

Vauxhall (Town) – SSRP Compliance Review

Vulcan (County) – Intermunicipal Development Plan with Town of Vulcan (completed); Intermunicipal Development Plan with Village of Arrowwood (ongoing); Intermunicipal Development Plan with Village of Champion (ongoing); Intermunicipal Development Plan with Village of Milo (ongoing); Land Use Bylaw (ongoing)

Vulcan (Town) – Intermunicipal Development Plan with Vulcan County (completed)

Warner (County No. 5) – Land Use Bylaw Updates (completed); Intermunicipal Development Plans with Town of Milk River and Villages of Coutts, Stirling and Warner (commenced); Intermunicipal Development Plan with Town of Raymond Update (commenced); Intermunicipal Collaborative Frameworks with Towns of Milk River and Raymond and Villages of Coutts, Stirling and Warner (commenced)

Warner (Village) – SSRP Compliance Review; Land Use Bylaw Updates - Administrative (completed); Municipal Development Plan (ongoing); Intermunicipal Development Plan with County of Warner (commenced); Intermunicipal Collaborative Framework with County of Warner (commenced)

Willow Creek (M.D. No. 26) – Intermunicipal Development Plan with M.D. of Ranchland (completed); Land Use Bylaw (adopted); Intermunicipal Development Plan with Town of Claresholm (commenced); Intermunicipal Development Plan with Town of Fort Macleod (commenced); Intermunicipal Development Plan with Town of Stavely (commenced)

GIS Project:

- Installed new GIS software
- Started site conversion to new GIS software
- Attended five ESRI software education courses
- Installation of new server infrastructure at Whipcord
- Applied for IC grant from Municipal Affairs

Other Projects and Services:

- Secretarial service for 16 Subdivision and Development Appeal Board hearings
- Clerk service for 14 Regional Assessment Review Board hearings
- Hosted Assessment Review Board Training - April 2019
- Board Bus Tour to visit Raymond Alternative Energy Project – September 2019

SUBDIVISION

SUMMARY OF APPLICATIONS PROCESSED

A total of 177 subdivision applications were processed during the 2019 calendar year. The status of these applications as at December 31, 2019 are shown below:

158	–	Approved or Approved on Condition
1	–	Refused
1	–	Withdrawn or Expired
17	–	Pending

No subdivision applications were appealed in 2019.

The following table shows a detailed breakdown of the subdivision applications for 2019.

MEMBER MUNICIPALITY	SUBDIVISION APPLICATIONS	Boundary Line Adjustment	DECISION				NEWLY CREATED LOTS (By Use)								Total			
			A / A/C	R	W / E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc				
Lethbridge (County)	27	6	23	1	1	2	2					9	33	2	4			50
Lomond (Village)	—																	
Magrath (Town)	2		2				1	1										2
Milk River (Town)	—																	
Milo (Village)	—																	
Nanton (Town)	1		1				1											1
Newell (County)	23	6	23				1						8	12	3			24
Nobleford (Town)	—																	
Picture Butte (Town)	—																	
Pincher Creek (M.D. No. 9)	9		9										7	4	1	1		13
Pincher Creek (Town)	5		4				1								3			8
Ranchland (M.D. No. 66)	—																	
Raymond (Town)	6		5				1								1			11
Stavely (Town)	—																	
Stirling (Village)	1						1											3
Taber (M.D.)	20	2	20									3	2	16				21
Taber (M.D.) & Barnwell	1		1									1						1
Vauxhall (Town)	—																	
Vulcan (County)	11	1	9				2						12					12
Vulcan (Town)	1		1									1						1
Warner (County No. 5)	10	3	9				1					1	7					8
Warner (Village)	—																	
Willow Creek (M.D. No. 26)	18	1	14				4					1	14	2				18
TOTAL	177	28	158	1	1	17	69	13	16	112	28	11	1	0	250			

NOTE: Lot count includes Pending Decisions as at December 31, 2019

Financial Statements of

**OLDMAN RIVER
REGIONAL SERVICES
COMMISSION**

And Independent Auditors' Report thereon

Year ended December 31, 2019



KPMG LLP
#500, 400 - 4th Avenue South
Lethbridge AB T1J 4E1
Canada
Tel 403-380-5700
Fax 403-380-5760

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Oldman River Regional Services Commission

Opinion

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2019, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

April 9, 2020

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
Assets		
Current assets:		
Cash and short-term deposits	\$ 199,447	\$ 389,683
Accounts receivable (note 4)	61,266	31,503
Prepaid expenses and deposits	10,574	10,527
	<u>271,287</u>	<u>431,713</u>
Cash not available for current operations	336,762	199,905
Capital assets (note 5)	620,754	619,638
	<u>\$ 1,228,803</u>	<u>\$ 1,251,256</u>

Liabilities

Current liabilities:		
Accounts payable and accrued liabilities	\$ 228,929	\$ 209,069
Net assets:		
Unrestricted	42,358	222,644
Invested in capital assets	620,754	619,638
Internally restricted	336,762	199,905
	<u>999,874</u>	<u>1,042,187</u>
Commitments (note 7)		
	<u>\$ 1,228,803</u>	<u>\$ 1,251,256</u>

See accompanying notes to financial statements.

On behalf of the Board:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Operations

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget	2019 Actual	2018 Actual
Revenue:			
Municipal contributions	\$ 953,084	\$ 953,084	\$ 938,079
GIS member fees	590,000	594,386	593,314
Subdivision fees	315,000	276,180	352,688
Service fees	425,000	329,623	445,603
Alberta Community Partnership Grant revenue recognized	-	-	43,200
Other revenue	26,850	63,373	13,828
Interest income	5,000	15,711	11,659
	<u>2,314,934</u>	<u>2,232,357</u>	<u>2,398,371</u>
Expenses:			
Salaries and benefits	2,012,000	1,963,921	1,881,894
Equipment	78,000	63,635	32,981
Occupancy costs	43,000	34,382	43,351
Repairs and maintenance	24,000	26,993	22,547
Staff travel	20,000	21,144	22,040
Telephone	17,000	20,602	20,594
Professional fees	12,500	9,880	14,789
Staff training and conferences	9,000	2,274	1,596
Printing and duplicating	8,500	6,479	9,195
Members' travel	8,000	8,103	7,230
Postage	7,000	6,500	3,816
Janitorial	6,000	6,533	6,002
Office and general	5,500	8,282	9,719
Members' fees	5,000	6,360	5,514
Advertising	5,000	5,009	4,531
Consulting	5,000	4,600	41,606
Land titles office	5,000	3,149	3,394
Public relations	4,000	8,882	6,547
Miscellaneous	2,000	12,187	2,023
Interest and bank charges	-	581	355
Alberta Community Partnership project expenses	-	-	25,850
Amortization	-	63,641	51,981
	<u>2,276,500</u>	<u>2,283,137</u>	<u>2,217,555</u>
Excess (deficiency) of revenues over expenses before the undernoted item	38,434	(50,780)	180,816
Other income:			
Gain on sale of capital assets	-	8,467	4,216
Excess (deficiency) of revenues over expenses	\$ 38,434	\$ (42,313)	\$ 185,032

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Assets

Year ended December 31, 2019, with comparative information for 2018

	Unrestricted	Internally restricted	Invested in capital assets	Total 2019	Total 2018
Balance, beginning of year	\$ 222,644	\$ 199,905	\$ 619,638	\$ 1,042,187	\$ 857,155
Excess (deficiency) of revenue over expenses	(42,313)	-	-	(42,313)	185,032
Amortization of internally funded capital assets	63,641	-	(63,641)	-	-
Purchase of capital assets	(69,290)	-	69,290	-	-
Net book value of disposed capital assets	4,533	-	(4,533)	-	-
Transfers to reserve (note 10)	(136,857)	136,857	-	-	-
Balance, end of year	\$ 42,358	\$ 336,762	\$ 620,754	\$ 999,874	\$ 1,042,187

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ (42,313)	\$ 185,032
Items not involving cash:		
Amortization	63,641	51,981
Gain on sale of capital assets	(8,467)	(4,216)
Changes in non-cash operating working capital:		
Accounts receivable	(29,763)	45,237
Prepaid expenses and deposits	(47)	3,196
Accounts payable and accrued liabilities	19,860	12,861
Deferred revenue	-	(43,200)
	2,911	250,891
Capital activities:		
Purchase of capital assets	(69,290)	(45,144)
Proceeds on sale of capital assets	13,000	7,500
	(56,290)	(37,644)
Increase (decrease) in cash and short-term deposits	(53,379)	213,247
Cash and short-term deposits, beginning of year	589,588	376,339
Cash, end of year	\$ 536,209	\$ 589,586
Cash is represented by:		
Cash and short-term deposits	\$ 199,447	\$ 389,683
Cash not available for current operations	336,762	199,905
	\$ 536,209	\$ 589,588

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2019

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan (LAPP). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2019 the Commission did not have any liabilities associated with contaminated sites.

2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2020, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3280 - Asset retirement obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This section is effective for fiscal years beginning on or after April 1, 2021.

(ii) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This section is effective for fiscal years beginning on or after April 1, 2022.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2019

3. Accounts receivable:

	2019		2018	
Trade receivables	\$	56,197	\$	26,235
Goods and services tax		5,069		5,268
	\$	61,266	\$	31,503

4. Capital assets:

	2019		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	342,392	431,005
General contents	281,195	260,665	20,530
Other equipment	13,678	13,097	581
Vehicles	78,942	41,000	37,942
Computer	146,377	95,681	50,696
	\$ 1,373,589	\$ 752,835	\$ 620,754

	2018		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	324,433	448,964
General contents	276,830	256,597	20,233
Other equipment	13,678	13,097	581
Vehicles	75,449	42,496	32,953
Computer	120,241	83,334	36,907
	\$ 1,339,595	\$ 719,957	\$ 619,638

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2019

5. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2018.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit loan.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2019

6. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from April, 2019 to January, 2021. The base rent obligation under the leases for the next year is approximately \$4,324.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however is to continue on a year to year basis until written notice of termination on December 31, 2023.

7. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, such the Commission is economically dependent on its members.

8. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2019	2018
Total debt limit	\$ 1,116,178	\$ 1,171,760
Total debt	-	-
Debt servicing limit	\$ 223,236	234,352
Debt servicing	-	-
Amount of debt servicing limit unused	\$ 223,236	\$ 234,352

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2019

9. Internally restricted net assets:

Internally restricted net assets is comprised of the following:

	2019	2018
Operating reserve fund	168,381	99,952
Capital reserve fund	168,381	99,953
	336,762	199,905

10. Local Authorities Pension Plan:

Employees of Oldman River Regional Services Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 265,813 employees of approximately 421 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

Oldman River Regional Services Commission is required to make current service contributions to the Plan of 9.39% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable earnings above this amount.

Employees of Oldman River Regional Services Commission are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.84% on pensionable salary above this amount.

Total current and past service contributions by Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2019 were \$137,062 (2018 - \$143,590). Total current and past service contributions by the employees of Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2019 were \$124,278 (2018 - \$131,325).

At December 31, 2018 the Plan disclosed an actuarial surplus of \$3.5 billion.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2019

11. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

12. Budget information:

The budget information was approved by the Board on December 6, 2018.

13. Subsequent event:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of the approval of these financial statements, the Commission has experienced financial and operational impacts and has undertaken certain activities in relation to the COVID-19 pandemic.

At this time, uncertainty exists over future cash flows which may cause significant changes to the assets and liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

Saskatchewan, Sept. 14, 2020 – Year two of the rural mental health training program presented by the Do More Agriculture Foundation (DMA) and Farm Credit Canada (FCC) has wrapped up with an overwhelming positive response from the agriculture community.

This year, over 450 people across 24 communities attended one of the two training programs offered at zero cost to participants. The program is aimed at educating community members in identifying mental health concerns and how to provide initial support to producers coping with difficult or unfortunate circumstances. Adelle Stewart, Executive Director of DMA said this program fulfills many of the foundation's priorities which are to provide education, support and resources to the agriculture industry. "In partnership with FCC, DMA is proud to offer programs to the agriculture industry that help to increase mental health literacy, help to change the conversation about mental health and build capacity within families and communities."

New this year was the addition of a half day interactive workshop/webinar specialized in mental health in agriculture, developed by DMA. A recent report, Healthy Minds, Healthy Farms by Farm Management Canada identified that "farmers are more likely to participate in support programs offered by providers familiar with agriculture and cater to the unique needs of farmers." The "Talk, Ask, Listen" workshop was created to bridge this gap and provide mental health training programs that are specific to the experiences of producers. The workshop provides information on topics such as the signs and symptoms of mental illness, anxiety, depression, stress, substance abuse, what support looks like, how to have conversations with someone who may be experiencing a mental health challenge, how to support yourself, and self care.

In addition to the funding provided by FCC and local businesses across Canada, the program relies on "Community Leaders" to apply on behalf of their community to bring the program to their rural area. They work directly with DMA and the facilitators to organize and market the training.

Stewart adds, "We are so appreciative of the outpouring of support this year, not only from FCC but from many local and regional agri-businesses as well. And of course, the entire initiative wouldn't be possible without the effort and support of the Community Leaders who applied to bring this training to their area. We are very excited

to continue this partnership with FCC and agri-businesses across Canada to provide the industry with more training, mental health literacy, support and resources.”

The “Talk, Ask, Listen” workshop has gained positive feedback since its launch. One participant’s feedback stated, “Not only will I be able to use what I have learned today at work but in every aspect of my daily life. I will also be speaking with my four children on the highlights of this course and why it is so important not only for me but them as well. In today's society mental health can be at any age.”

In total since the launch of the Community Fund in 2019, over 670 participants have completed the program.

Applications to bring the training to your community for 2021 will open in October. The fund is open to all rural agriculture communities across Canada.

For more information about the fund: <https://www.domore.ag/how-to-do-more>

About FCC:

FCC is Canada’s leading agriculture and food lender, with a healthy loan portfolio of more than \$38 billion. Our employees are dedicated to the future of Canadian agriculture and food. We provide flexible, competitively priced financing, management software, information and knowledge specifically designed for the agriculture and food industries. As a self-sustaining Crown corporation, we provide an appropriate return to our shareholder, and reinvest our profits back into the industries and communities we serve. For more information, visit fcc.ca.

About Do More Ag Foundation:

DMA was established in January 2018 to promote mental health awareness, well-being, and research, as well as to empower Canadian producers to take care of their mental well-being through education, training and public awareness. The foundation is also dedicated to creating a community of belonging, support and resources on mental health issues. Visit us at www.domore.ag

For more information, please contact:

Adelle Stewart

The Do More Agriculture Foundation

Executive Director

adelle@domore.ag

[Find Out More](#)



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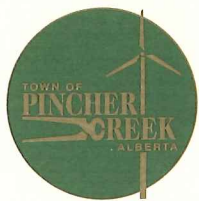
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Box 1224
Melfort, Sk S0E1A0
Canada

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TOWN OF PINCHER CREEK

Box 159, 962 St. John Avenue, Pincher Creek, AB T0K 1W0

Phone: 403-627-3156 Fax: 403-627-4784

reception@pinchercreek.ca

www.pinchercreek.ca



September 2, 2020

MLA Roger Reid,
Livingstone-Macleod

Via email: livingstone.macleod@assembly.ab.ca

Dear MLA Reid,

Re: Impacts of Assessment Model Changes on Municipalities

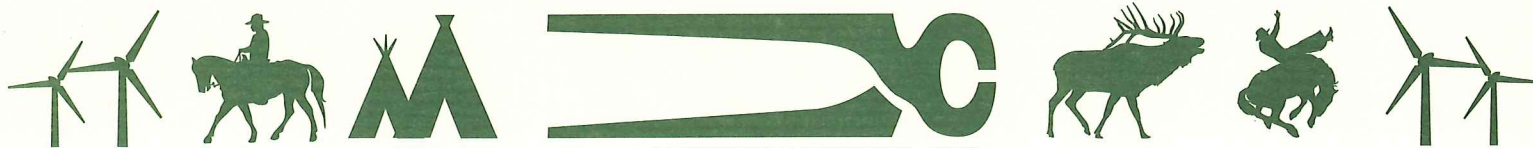
The Town of Pincher Creek is extremely concerned with and opposed to the proposed changes to the assessment model for regulated properties (i.e. wells and pipelines) that were recently announced. The changes are intended to enhance oil and gas industry competitiveness but will have serious impacts on the residents and businesses of our community.

As your riding includes The Town of Pincher Creek, we would like to ensure that you are aware of the impacts these changes would have on the ability of many municipalities to provide services and maintain infrastructure, as well as the tax burden such changes may place on other types of property owners. Further, these changes would impact not only individual municipalities but entire regions due to the risks to the sustainability of Intermunicipal Collaboration Frameworks (i.e. cost-sharing agreements) and viability of small communities.

In addition, the assessment model changes would shift a greater proportion of provincial education property taxes onto urban property owners, as a result of the decrease in the assessment base in many rural municipalities. Urban municipalities under 5,000 population will also be responsible for a greater portion of costs under the new police costing model due to the program's link to assessment.

As MLA for Livingstone-Macleod, we rely on you to serve as a provincial government champion for our municipality, our municipal neighbours, and area residents and businesses. Right now, we need your support in urging your government colleagues (particularly the ministers of Municipal Affairs and Energy and the Associate Minister of Natural Gas and Electricity) to reconsider these assessment model changes and work with municipalities to develop a better solution.

The Town of Pincher Creek, and many others across Alberta, are proud supporters and partners of the oil and gas industry and deserve to be part of a mutually beneficial solution to industry competitiveness, rather than be forced to absorb crippling changes to the assessment model. Please see the attached summary prepared by the Alberta Urban Municipalities Association for further information on this issue.



Sincerely,

A handwritten signature in blue ink, appearing to be 'Don Anderberg', written over the word 'Sincerely,'.

Don Anderberg, Mayor
Town of Pincher Creek

cc: Barry Morishita, President, Alberta Urban Municipalities Association
Reeve and Council, Municipal District of Pincher Creek No.9

Assessment Model Review – Wells & Pipelines

Background

The Ministry of Municipal Affairs and the Associate Minister of Natural Gas and Electricity have been jointly leading a confidential stakeholder engagement process on assessment model changes for wells and pipelines since January 2020.

Stakeholders involved, in addition to AUMA, include:

- Rural Municipalities Association
- Canadian Association of Petroleum Producers
- Canadian Energy Pipeline Association
- Explorers and Producers Association of Canada
- Canadian Property Taxpayers Association

The process was embargoed until late July, at which time AUMA and RMA, and their members, started speaking out about their concerns with the proposed changes.

The provincial government has stated that the goal of the review is to modernize the assessment model for oil and gas properties to enhance industry competitiveness, while ensuring municipal viability.

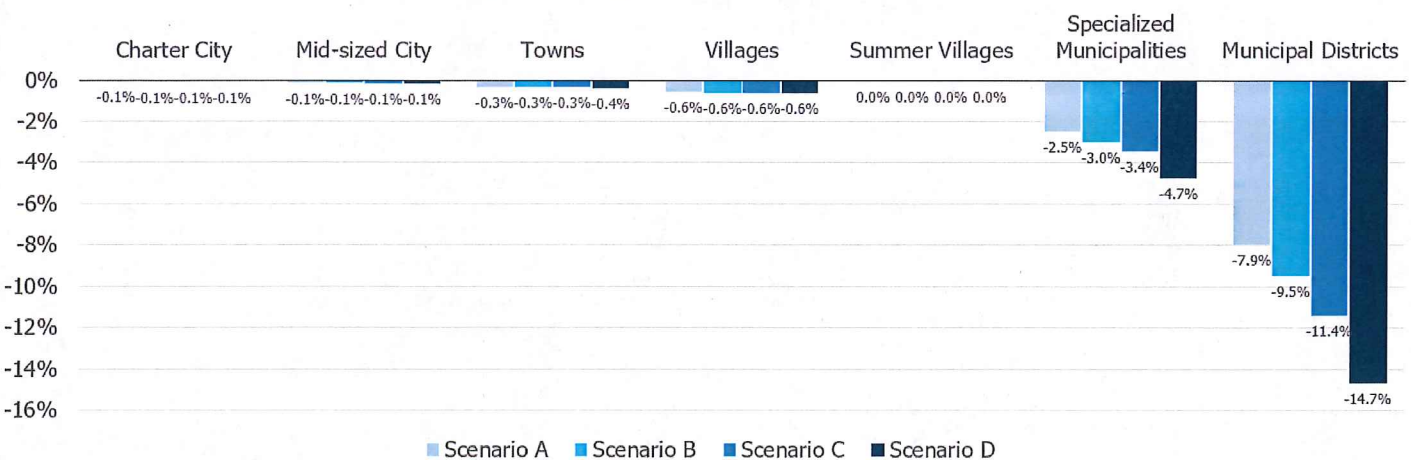
Four scenarios (labeled A, B, C and D) propose a mix of changes to the assessment of oil and gas wells, pipelines, and associated M&E including:

- Increased depreciation rates
 - Scenario D, which has the greatest negative impacts for municipalities, proposes:
 - to reduce the assessed value of a well by 85 % after 16 years; and
 - an overall 85% reduction in assessed value of pipelines when fully depreciated.
- Introducing adjustment factors applied to deep horizontal wells, SAGD wells, and/or pipes greater than 10 inches.
- Changing what types of construction costs are assessed.
- Changing the land assessment value based on the property's state of depreciation.

Impacts to Municipalities

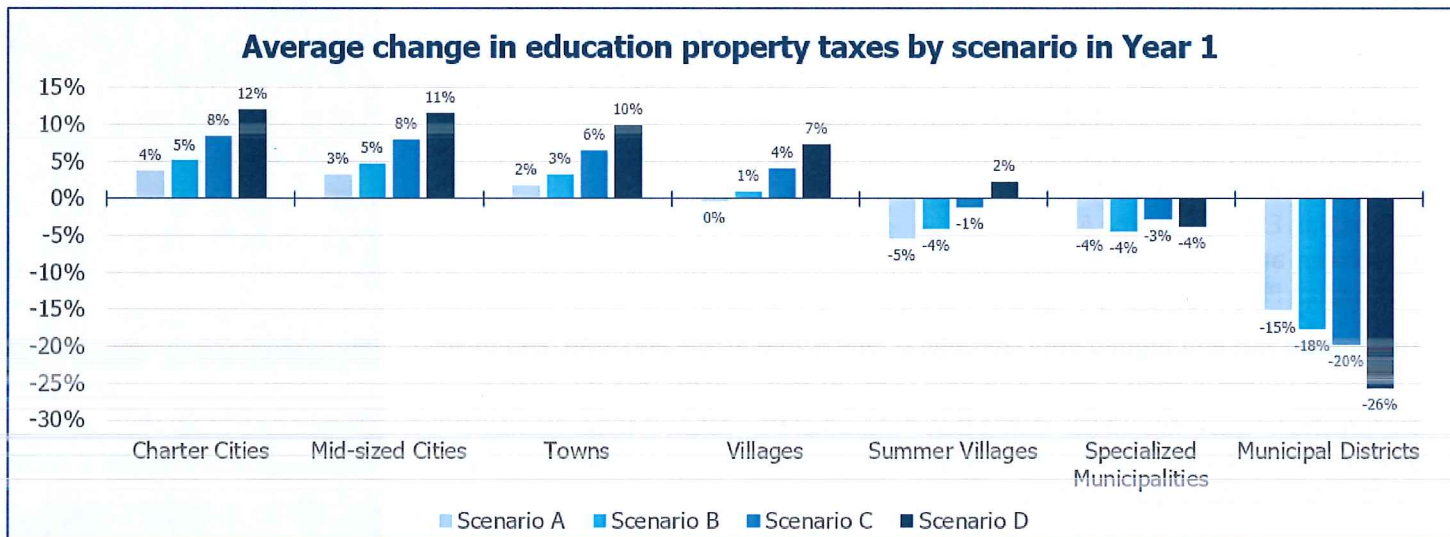
Depending on the scenario, total loss of municipal tax revenues in the first year will \$117 million to \$301 million. After year 1, the steeper depreciation rates will lead to further declines in assessment in future years. The greatest losses in tax revenues will be in rural municipalities. Many municipalities will be forced to increase residential and/or non-residential taxes; and/or reduce service levels and staff. Some may also have to review their viability and consider amalgamation.

Average Change in Assessment – Year 1



Assessment Model Review – Wells & Pipelines

If the province were to implement Scenario D, municipal districts would collect approximately \$70 million less in education property taxes in year 1, and this tax burden would then shift to residences and businesses in urban municipalities.



Shortcomings of the Proposed Models

- Mainly benefits large oil and gas companies.
- No guarantee that the tax savings will be reinvested in Alberta through new jobs or capital investment.
- Tax reductions are permanent even if commodity prices change.
- Uses assessment methodology to meet tax policy goals, which violates the principles of property assessment.
- Puts the sustainability of cost-sharing agreements and viability of small communities at risk.
- Shifts a greater share of provincial education property tax onto other residences and businesses.
- Shifts a greater share of the new police costing model onto towns and villages with under 5,000 population.
- Province has not shared a forecast of the long-term impacts.

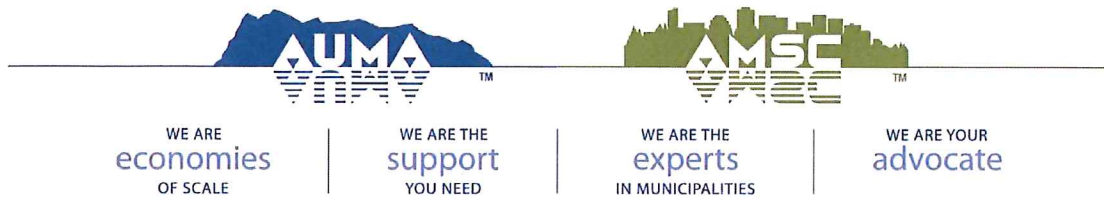
Potential Solutions

- Abandon changes to the assessment model in favour of incentive-based tax reductions for companies investing in Alberta.
- Alberta Energy develop programs and incentives for oil and gas companies.
- Province shares in any tax reductions by reducing education property taxes.

Who we are

The Alberta Urban Municipalities Association represents urban municipalities including cities, towns, villages, summer villages and specialized municipalities and more than 85% of Albertans. It is a dynamic and evolving association, advocating the interests of members to the provincial and federal orders of government and other stakeholders.





Key messages: Assessment Model Review

Deficiencies of the Review Process

- We were disappointed that the Assessment Model Review process provided little opportunity for input and consisted mainly of presentations from the ministries involved.
- Our alternative solutions were ruled out early in the process, making the review a one-way process in which AUMA, RMA, and the Assessment subject matter experts had a limited voice.

Flaws in the proposed assessment model

- Regardless of which scenario the government implements, urban municipalities will be subject to a 10% - 12% increase in the provincial education tax requisition, with residents and businesses paying 4% to 5% more each year on their overall property tax bill.
- Because the new Police Funding Model allocates funding according to assessment values, urban municipalities under 5,000 will pay a larger amount towards policing costs.
- This is a permanent change that benefits a small group of well-capitalized oil and gas companies, and results in smaller Alberta-based companies paying more than they do now, effectively subsidizing large, international corporations.
- Additionally, those corporations are not being incentivized to reinvest their tax savings to boost the Alberta economy and create much-needed jobs.
- If implemented, each assessment model scenario will have far-reaching impacts on municipal tax revenue, especially for rural municipalities, where oil wells and pipelines represent a significant portion of the local assessment.

Potential solutions

- AUMA strongly recommends abandoning changes to the assessment model in favour of temporary incentive-based tax reductions for companies investing in Alberta.
- AUMA would like the subject matter experts of the Ministry of Energy to be involved in developing an incentive-based tax solution.
- The province needs to be a partner in this solution by reducing their portion of the Education Tax Requisition by an equivalent amount.



MINUTES - 1 (2020)

GENERAL BOARD OF DIRECTORS' MEETING

Thursday, March 5, 2020 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Kevyn Stevenson	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Delbert Bodnarek (absent)	Village of Barnwell	Richard Van Ee	Town of Magrath
Ed Weistra	Village of Barons	Peggy Losey	Town of Milk River
Tom Rose	Town of Bassano	Sheldon Walker (absent)	Village of Milo
Norman Gerestein	City of Brooks	Beryl West (absent)	Town of Nanton
Jim Bester	Cardston County	Clarence Amulung	County of Newell
Dennis Barnes - alternate	Town of Cardston	Marinus de Leeuw	Village of Nobleford
Peggy Hovde (absent)	Village of Carmangay	Henry de Kok (absent)	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Bev Everts (absent)	M.D. of Pincher Creek
Doug MacPherson (absent)	Town of Claresholm	Don Anderberg	Town Pincher Creek
Butch Pauls (absent)	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Elizabeth Christensen	Town of Coalhurst	Stewart Foss	Town of Raymond
Tanya Smith	Village of Coutts	Don Norby	Town of Stavely
Warren Mickels (absent)	Village of Cowley	Matthew Foss	Village of Stirling
Dave Filipuzzi	Mun. Crowsnest Pass	Jennifer Crowson	M.D. of Taber
Dean Ward	Mun. Crowsnest Pass	Margaret Plumtree (absent)	Town of Vauxhall
Kole Steinley	Village of Duchess	Jason Schneider	Vulcan County
Gordon Wolstenholme	Town of Fort Macleod	Lyle Magnuson	Town of Vulcan
Gerry Carter	Village of Glenwood	Morgan Rockenbach - alternate ...	County of Warner
Suzanne French (absent)	Village of Hill Spring	Marty Kirby	Village of Warner
Morris Zeinstra (absent)	Lethbridge County	Maryanne Sandberg - alternate ...	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Gavin Scott	Senior Planner
Diane Horvath	Senior Planner	Barb Johnson	Executive Secretary
Steve Harty	Senior Planner		

AGENDA:

1. **Approval of Agenda** – March 5, 2020
2. **Approval of Minutes** – December 5, 2019 (attachment)

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

SHANNON FRANK, EXECUTIVE DIRECTOR – OLDMAN WATERSHED COUNCIL
“An Overview of the Oldman Watershed Council, Current Projects & Watershed Health”
5. **Reports**
 - (a) Executive Committee Report (attachment)
6. **Business**
 - (a) Review of Fee Ceilings and Floors for Planning and GIS Services
 - (b) Change in Membership
 - (c) Subdivision and Development Appeal Board Update
 - (d) Printing & Mailing of Agenda Packages for Board of Directors’ Meetings
7. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the
12-month period: January 1 - December 31, 2019 (attachment)
8. **Adjournment –** Next Meeting June 4, 2020

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:02 P.M.

1. APPROVAL OF AGENDA

Moved by: Tom Rose

THAT the Board of Directors approve the agenda of March 5, 2020, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Peggy Losey

THAT the Board of Directors approves the minutes of December 5, 2019, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. GUEST SPEAKER –

SHANNON FRANK, EXECUTIVE DIRECTOR – OLDMAN WATERSHED COUNCIL
“An Overview of the Oldman Watershed Council, Current Projects & Watershed Health”

Shannon Frank, who has been with the Oldman Watershed Council for the past 10 years, gave an informative presentation on the purpose, goals and activities of the organization.

The Oldman Watershed Council (OWC) is a not-for-profit organization in Southern Alberta, Canada. They are one of 11 Watershed Advisory and Planning Councils in Alberta, mandated by the provincial government to provide an independent voice for watershed management and health under the Province's Water For Life strategy.

The Council consists of the staff and OWC members who work collaboratively with all stakeholders to improve the Oldman river watershed by:

- improving and sharing knowledge
- building and strengthening stakeholder partnerships
- providing a science-based forum for all voices to be heard
- promoting and facilitating community and institutional action and stewardship
- developing and implementing integrated land and water plans.

The Council is governed by a Board of Directors who are comprised of nineteen representatives from various stakeholder sectors, and four members at large.

The OWC was formed in September 2004, when the Oldman River Basin Water Quality Initiative (Initiative) merged with the Oldman Basin Advisory Council (BAC). When the Province's 'Water For Life' strategy was released, these two groups combined to provide a diverse partnership knowledgeable in all areas of watershed management, including sustainable water management and land use practices in the Oldman Basin.

The Government's Water For Life Action Plan includes three goals that form the basis for policy direction and reflect social, economic, and environmental influences.

Water For Life's 3 Goals:

- Safe secure drinking water
- Healthy aquatic ecosystems
- Reliable quality water supplies for a sustainable economy

For more information, contact: Oldman Watershed Council
319 - 6 Street South
Lethbridge, AB T1J 2C7
403-330-1346
info@oldmanwatershed.ca

5. REPORTS

(a) Executive Committee Report

- The Executive Committee Report for the meetings of November 21, 2019 & January 9 and February 13, 2020 was circulated with the agenda. Chair Gordon Wolstenholme asked if there were any questions regarding the report and there was no response.

6. BUSINESS

(a) Review of Fee Ceilings and Floors for Planning and GIS Services

- A motion was passed at the last Board of Directors' meeting on December 5, 2019 directing administration and the Executive Committee to review the fee ceiling for both Planning and GIS services. At the January 9, 2020 Executive meeting, the Director was asked to explain the rationale behind our current fee structure at the March 5, 2020 meeting, and leave the decision regarding fee ceilings up to the Board.

FINANCIAL OBJECTIVES

- Ensuring the primary goal of the Commission remains the delivery of quality and cost-effective planning & GIS services to member municipalities
- Encouraging member municipalities to invest in their long range planning on a routine, consistent basis recognizing that well-planned communities contribute to the overall strength of the region
- Equitably distributing the costs of services between member municipalities
- Providing a more predictable cost structure for member municipalities and more predictable funding base to support the operation of the Commission
- Flexibility to adjust for future changes in membership and membership needs

STRATEGY

- The strategy is based on a full cost recovery model where member municipalities pay an annual membership fee for basic planning services that are further subsidized by other revenue streams such as subdivision fees, fee-for-service planning, and various grants
- The Commission continues to operate on a not-for-profit basis with the primary goal of providing planning and GIS services to member municipalities
- Members of the Commission receive the lowest possible cost for the services they receive with the ability to access additional services as needed

FORMULA

- Total Equalized Assessment of Municipality x Split Mill Rate (Urban & Rural)

BACKGROUND

- In 2012, the Oldman River Regional Services Commission instituted a membership fee floor and ceiling
- A **floor** dissuades understatement of the value of services provided and is required to realize the expenses accrued in providing member services to our smaller communities (i.e. planning advice, development advice, phone, travel, overhead, etc.)
- a **ceiling** prevents overstatement of the value of our services and is required to recognize the large fees that municipalities with high Total Equalized Assessments would pay as being exorbitant and out of line with the level of service being provided

RATIONALE

- The **floor** equates to 16 hours of planning time/year exclusive of subdivision and fee-for-service items, but more importantly it provides the municipalities with a ready and accessible professional planning service to be used when and where each community requests or requires it
 - The floor currently applies to 10 villages – **\$2,119/year**
- The **ceiling** equates to 510 hours of planning time/year exclusive of subdivision and fee-for-service items and acknowledges that beyond a certain price point these municipalities would lose any financial advantage inherent to belonging in a shared service
 - The ceiling currently applies to 3 rurals, 1 city and 1 town – **\$68,987/year**

GIS SERVICES

- GIS fees are based on per capita, except for 1 rural (Cardston County) based on parcels
 - Member per capita (\$5.36) – ceiling **\$41,430/year**
 - Non-member per capita (\$5.88) – ceiling **\$41,430/year**
 - City of Brooks per capita (\$5.36) – ceiling **\$62,135/year**
- Matthew Foss (Stirling) asked why the ceiling for non-member GIS was not higher than the member ceiling. Director Lenze Kuiper replied that we will be reviewing the GIS fee structure this year and the differential between member and non-member fees may need to increase. Following this review, the matter will be brought back to the Board for a decision.

(b) Change in Membership

- The Town of Granum has recently dissolved and is now been absorbed by the M.D. of Willow Creek. A motion of the Board is needed to proceed with removing the Town from the Oldman River Regional Services Regulation membership roll.

Moved by: Maryanne Sandberg

THAT the Board of Directors, as per the Lieutenant Governor's Order in Council (O.C. 017/2020 dated January 28, 2020) dissolving the Town of Granum, request that the Town of Granum be removed from the Oldman River Regional Services Commission Regulation 303/2003 membership roll. **CARRIED**

- The Town of Coaldale has given one-year notice to terminate their planning services agreement effective January 1, 2021 while wishing to maintain GIS services. As we are awaiting a response to our Executive Committee's request to meet with their Council on the issue, no motion to remove them from the ORRSC Regulation is needed at this time.
- The County of Newell has given notice of their intention to discontinue membership as of September 1, 2020. The Executive Committee passed a resolution on February 13, 2020 accepting termination of their planning services agreement as per their request.

Moved by: Elizabeth Christensen

THAT the Board of Directors, as per the instructions of the County of Newell, request that the Minister of Municipal Affairs and the Lieutenant Governor through an Order in Council remove the County of Newell from the Oldman River Regional Services Commission Regulation 303/2003 membership roll, as of September 1, 2020.

- Clarence Amulung (County of Newell) expressed disappointment that the decision to accept the termination request was made without ORRSC meeting with their Council. The Director explained that he sent a letter to the County requesting a meeting with Council and they declined, stating their normal procedure with any consultants and service providers is to work out details of contracted services with staff and administration rather than Council. Consequently, a motion to accept their termination request was passed by the Executive.
- Following discussion, consensus was that the Executive should reach out to County of Newell Council again in an attempt to understand and resolve the issues before proceeding further. Elizabeth Christensen withdrew her motion pending further action.

(c) Subdivision and Development Appeal Board Update

- The Chinook Intermunicipal Subdivision and Development Appeal Board was established May 1, 2019 and currently has 42 trained Board members. A total of 12 hearings have been completed to date. ORRSC held a one-day training session on February 28, 2020 for 11 new Chinook SDAB members, 3 independent SDAB members and 2 non-members.

(d) Printing & Mailing of Agenda Packages for Board of Directors' Meetings

- Board of Directors' meeting agendas are currently being printed and mailed to all Board members in addition to being e-mailed. Members were asked if the printed copies are still wanted, or whether receiving agendas by e-mail only was sufficient. Various opinions were expressed and an unofficial vote by raising of hands showed that many (almost half) preferred to continue receiving printed copies by mail. Therefore, we will continue to send agendas by both mail and e-mail, until further notice.

7. ACCOUNTS

- (a) Summary of Balance Sheet and Statement of Income for the 12-month period:
January 1 - December 31, 2019**

Moved by: Ed Weistra

THAT the Board of Directors approve the Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 - December 31, 2019. **CARRIED**

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:26 p.m. until Thursday, June 4, 2020 at 7:00 p.m. **CARRIED**

/bj

CHAIR:



September 3, 2020

David Cox
Chief of Emergency Services
Pincher Creek No 9 / Pincher Creek
962 St John Ave, Box 159
Pincher Creek AB T0K 1W0

Dear David Cox:

**RE: 2019 Annual Internal Review
Pincher Creek No 9 / Pincher Creek - Accreditation No: J000123**

The Pincher Creek No 9 / Pincher Creek 2019 Annual Internal Review (AIR) for the fire discipline has been approved. You can view the signed AIR document on the Pincher Creek No 9 / Pincher Creek organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

Should you have any questions, please do not hesitate to call the Accreditation Department. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best Regards,



Peter Thomas
Administrator of Accreditation

CC: August Kollee, Manager of Legislative Services, Town of Pincher Creek

SM

2019

Annual Internal Review

Joint Municipal Accreditation

Pincher Creek No 9 / Pincher Creek



2019- Joint Municipal Accreditation

Accreditation Information

Accreditation ID: J000132

QMP Date: 2002-09-09

Joint Municipality Accreditation Name: Pincher Creek No 9 / Pincher Creek

AIR Year: 2019

Accredited Disciplines: Fire

Application Disciplines: Fire

Name of Lead Municipality: Municipal District of Pincher Creek No. 9

Lead Municipality Population Size: 2965 **Lead Municipal Type:** Municipality

Lead QMP Manager Name: David Cox **Job Title:** Chief of Emergency Services

Member Municipality Information

Member Municipality	Join Date	Municipal Contact	Job Title	Population Size	Municipal Type	Relationship
Town of Pincher Creek	1995-12-20	August Kollee	Manager Legislative Services	3642	Town	Member
Municipal District of Pincher Creek No. 9	1995-12-20	David Cox	Chief of Emergency Services	2965	Municipal District	Lead

Operational Activity

Activity	Fire	Total
Permits Issued	0	0
Permits Closed	0	0
Permits Open	0	0
Orders Issued	0	0
Orders Closed	0	0
Orders Outstanding	0	0
Variances Issued	0	0

QMP Administration

a.	Is an accredited agency under contract to provide safety codes services?	No
b.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	No
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	

Fire Incident Reporting

a.	Number of fire incidents reported.	79
b.	Number of fire incidents resulting in injury or fatality.	1
c.	Number of fire investigations completed.	15
d.	Please verify the following	
i.	Fire incidents resulting in injury or fatality are reported to an SCO.	Yes

ii.	Investigation reports are sent to the Office of the Fire Commissioner.	Yes
iii.	Investigation reports are sent to the Office of the Fire Commissioner within 30 days.	No
iv.	The Office of the Fire Commissioner is notified immediately if a fire was of an incendiary origin, or resulted in the loss of life.	Yes

Fire Compliance Inspections

Complete the following as it relates to the technical service delivery standards in Schedule C of the municipality's QMP

Major Occupancy Classification	Inspection frequency in Approved QMP	Inspections completed to Frequency
Major Occupancy Classification	Once every 12 months	Yes
A1- Assembly	Once every 24 months	Yes
A2- Assembly	On a request or compliant	Yes
A3- Assembly	Once every 24 months	Yes
A4- Assembly	On a request or compliant	Yes
B1- Detention	On a request or compliant	Yes
B2- Treatment	Once every 12 months	Yes
B3 - Care	Once every 12 months	Yes
C - Residential, = 5 family	On a request or compliant	Yes
C - Residential, 5 to 12 family	On a request or compliant	Yes
C - Residential, 12 to 25 family	On a request or compliant	Yes
C - Residential, = 25 family	On a request or compliant	Yes
D - Business and personal services	On a request or compliant	Yes
E - Mercantile	Once every 24 months	Yes
F1 - High-hazard industrial	Once every 12 months	Yes
F2 - Medium-hazard industrial	Once every 12 months	Yes
F3 - Low-hazard industrial	Once every 24 months	Yes
Storage Tank Systems - New construction	On a request or compliant	Yes
Storage Tank Systems - Alterations or removal	On a request or compliant	Yes
Storage Tank Systems - Monitoring	On a request or compliant	Yes

Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

Nil

2. Any other general comments, concerns or issues the joint municipal accreditation would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

Nil

Municipal Acknowledgement and Signature

The Lead Municipality acknowledges that it has consulted and coordinated the preparation of the AIR. It further acknowledges that it is submitting the AIR on behalf of the other member municipalities in the joint municipal accreditation.

Lead Municipality: Municipal District of Pincher Creek No. 9

Signature: Patrick Owen Neumann

Date: 2020-08-17

Job Title: Deputy Chief Fire

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

For Safety Council Use Only

Administrator of Accreditation Review and Approval

Signature:



Date: 2020-09-02

From: [Shannon | Shootin' the Breeze Ads](#)
To: [Jessica McClelland](#); [Troy MacCulloch](#)
Subject: Thank you :D
Date: September 16, 2020 12:32:55 PM

Hi Jessica and Troy,

Thank you for supporting the Community Connection Partnership on behalf of the MD of Pincher Creek.

Over the past 24 weeks, more than 75,000 copies of Shootin' the Breeze have been made available to area residents to keep them up to date with Covid-19 local pandemic information and connected with community news.

Today's issue of the paper wraps things up!

We have received tremendous positive feedback on the program and it would not have been possible without support from the 24 partners.

The MD was a significant contributor and we hope you have been pleased with the project. If you have any feedback to share, I'd love to hear it.

During this period, the partners were acknowledged in all posts to www.shootinthebreeze.ca, with over 150,000 pageviews during this time frame.

The partners were also thanked on the front page of all but two issues. On Sept. 2 and 9 we ran full page thank you ads instead :D

I will continue including the thank you in posts going forward until at least the end of October for some bonus exposure for the partners.

I believe this provided the means to best reach the highest number of people with important community news and am proud of the project and grateful to the businesses and organizations that supported it.

I will be in touch later in the week with information and special advertising pricing for our partners going forward.

Thanks again, and have a great day!

Shannon

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Shannon Robison, Publisher/Owner

403-904-2227 Office | 403-627-8829 Cell

697A Main Street | Box 811, Pincher Creek, AB T0K 1W0