

AGENDA  
COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
May 9, 2023  
2:00 pm  
Council Chambers

- 1) Approval of Agenda
- 2) Delegations
  - a) 2:00 to 2:30 – Chuck Lee, Pinch-o-Crow Creekers
  - b) 2:30 to 3:00 – Erin Fairhurst and Sacha Anderson, South Canadian Rockies Tourism Association
  - c) 3:00 to 3:30 – James Van Leeuwen, SASCI and Tristan Walker, Municipal Energy Project Lead
- 3) Closed Session
- 4) Round Table
- 5) Policy Discussion
  - a) C-FIN-537 Credit Card
    - Original Policy Adopted August 25, 2015
    - Revised Policy
- 6) Adjournment

**From:** [chucklee@toughcountry.net](mailto:chucklee@toughcountry.net) <[chucklee@toughcountry.net](mailto:chucklee@toughcountry.net)>

**Sent:** March 11, 2023 2:01 PM

**To:** Rick Lemire <[CouncilDiv2@mdpincercreek.ab.ca](mailto:CouncilDiv2@mdpincercreek.ab.ca)>; Tony Bruder <[CouncilDiv1@mdpincercreek.ab.ca](mailto:CouncilDiv1@mdpincercreek.ab.ca)>; Dave Cox <[CouncilDiv3@mdpincercreek.ab.ca](mailto:CouncilDiv3@mdpincercreek.ab.ca)>; Harold Hollingshead <[CouncilDiv4@mdpincercreek.ab.ca](mailto:CouncilDiv4@mdpincercreek.ab.ca)>; John MacGarva <[CouncilDiv5@mdpincercreek.ab.ca](mailto:CouncilDiv5@mdpincercreek.ab.ca)>

**Cc:** MDInfo <[MDInfo@mdpincercreek.ab.ca](mailto:MDInfo@mdpincercreek.ab.ca)>; Bob Frantz <[bobfr47@yahoo.com](mailto:bobfr47@yahoo.com)>

**Subject:** Delegation request to MD of Pincher Creek Council

Dear Reeve, Councillors and Administration,

Our club the Pinch-o-Crow Creekers is the regional paddling club in SW Alberta and we organize youth and adult programs for anyone from 6 years old and up. Our programs start in the Pincher Creek swimming pool over the winter and then progress onto our local lakes and rivers through the spring. During the summer we run children and youth camps that teach kids to kayak and clinics for adults. You can go to our website [www.pinchocrowcreekers.com](http://www.pinchocrowcreekers.com) for information on our programs and activities.

Our club has been very fortunate to build the resources, boats, paddling gear, paddling clothing and a trailer to transport it all to any location we are using. We traditionally host a paddling festival on the May Long Weekend that before the pandemic was the biggest whitewater festival in Western Canada. The POCC also benefits from running a casino every few years. We do our best to balance our budget every year and have adequate funds in our bank to buy equipment and hire staff every summer.

The one issue that we want to bring to your attention is our need to maintain public access to our local lakes and rivers. SW Alberta is blessed with a great assortment of wonderful places to paddles and to teach paddling. Matter of fact there are few areas that have better paddling than right here on the Castle, Crowsnest, and Oldman Rivers. We might not have many extreme whitewater rivers but there are a couple that attract paddlers from all over when they are in season. Other clubs and paddling shops from Lethbridge and Calgary routinely plan trips to the area to use our rivers for their programs because they are so good. And having the artificial course at Boulder Run below the Oldman Dam gives us a 24/7/52 place to go paddling anytime year round.

We would like to come and talk to Council about the need to maintain, improve and create access to the rivers in the region. Without proper access points, paddlers are unable to enjoy our sport. In many places there are public access at bridges where we can get on the water, but there are some river runs that are difficult to reach.

We would bring a Powerpoint presentation to showcase the sites that we think need some attention.

Thank you for your time,

Chuck Lee  
Pinch-o-Crow Creekers  
Box 162, Lundbreck, AB T0K 1H0  
403-628-2336  
[pinchocrowcreekers93@gmail.com](mailto:pinchocrowcreekers93@gmail.com)  
[www.pinchocrowcreekers.com](http://www.pinchocrowcreekers.com)

**From:** James Van Leeuwen <[javanl33@gmail.com](mailto:javanl33@gmail.com)> **On Behalf Of** James Van Leeuwen  
**Sent:** April 27, 2023 11:12 AM  
**To:** MDInfo <[MDInfo@mdpincercreek.ab.ca](mailto:MDInfo@mdpincercreek.ab.ca)>  
**Cc:** Energy <[energy@pincercreek.ca](mailto:energy@pincercreek.ca)>; David Desabrais  
 <[AdminInfra@mdpincercreek.ab.ca](mailto:AdminInfra@mdpincercreek.ab.ca)>  
**Subject:** Request for presentation to May 9th meeting of M.D. Council

Request for presentation to May 9 2023 meeting of M.D. of Pincher Creek Council

**Re: SASCI Energy Outreach Program**

SASCI has secured \$10,000 USD from local wind energy producer Enel Greenpower to help establish a position for Renewable Energy Specialist (RES) under SASCI.

The RES position will focus on helping the community build its capacities to adapt to and capitalize on the rapidly unfolding global energy transition.

The RES position will begin as a part-time contract position with < 20 hours per month, scaling up to a full-time contract position over time.

SASCI will invest the Enel funding in an initial scope of work to explore and map energy-related awareness, interest and literacy throughout the community and raise awareness of related opportunities.

SASCI has requested and received a proposal from Mr. Tristan Walker P.Eng of Pincher Creek to undertake the initial scope of work (attached).

SASCI regards Mr. Walker as uniquely qualified to undertake the initial scope of work because of his education and experience in the areas of energy systems and energy transition.

In particular, SASCI wishes to build on the knowledge and experience that Mr. Walker has gained through his work as the Municipal Energy Project Lead for the Town and M.D. since April of 2022.

**SASCI seeks to engage the M.D. Council to ensure that Mr. Walker's work for SASCI will be complementary to his ongoing work for the M.D. of Pincher Creek, and that any real or perceived conflicts of interest are addressed to the satisfaction of the M.D.**

JvL

James Van Leeuwen  
 Chairperson (volunteer)  
 Southwest Alberta Sustainable Community Initiative (SASCI)  
 Pincher Creek, AB  
 (403) 627-8427

**M.D. OF PINCHER CREEK NO. 9****CORPORATE POLICY****C-FIN-537**

---

**TITLE: FINANCIAL – EXPENSES – CONTROL – CREDIT CARDS****Approved by Council****Date: August 25, 2015****Revised by Council****Date:**

---

**Applicable Provincial Legislation**

No Applicable Legislation

**Policy Statement**

Council approves the use of credit cards issued to the municipality for purchases when the option of invoicing the municipality is not readily available.

**(1) Credit Card Accounts**

Separate credit card providers or accounts will be used for Council and Administration. The combined maximum credit allowed for all Council credit cards shall be twelve thousand five hundred dollars (\$12,500.00) and the combined maximum credit allowed for all Administration credit cards shall be twenty-five thousand dollars (\$25,000.00).

**(2) Credit Card Limits**

Individual credit cards are to be limited to a maximum individual purchase of two thousand five hundred dollars (\$2,500.00) unless the Chief Administrative Officer has authorized a larger value. The maximum number of cards issued for Council use shall be five (5) and Administration use shall be ten (10).

**(3) Authorized Users**

The following positions are authorized to have a company credit card:

- Elected Council Members
- Chief Administrative Officer
- Director of Development and Community Services
- Director of Finance and Administration
- Finance Manager
- Director of Operations
- Public Works Superintendent
- Agricultural Fieldman
- Purchasing Agent

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

**CORPORATE POLICY**

**C-FIN-537**

---

**TITLE: FINANCIAL – EXPENSES – CONTROL – CREDIT CARDS**

**Approved by Council**

**Date: August 25, 2015**

**Revised by Council**

**Date:**

---

**(4) Issuing Additional Cards**

The Chief Administrative Officer may issue additional credit cards to other positions when it is considered to be in the municipality's best interest providing the overall number of administration credit cards issued does not exceed ten (10).

**(5) Use of Company Credit Cards**

Company credit cards are only to be used for legitimate M.D. of Pincher Creek No.9 purchases. When used, receipts for purchases are to be submitted for processing as soon as possible. No personal use of company credit cards is allowed.

**(6) Recall of Credit Cards**

The Chief Administrative Officer, or designate, may demand the return of any company credit card when they feel it to be in the M.D.'s best interest to do so. Company credit cards are to be surrendered immediately upon request.



---

**TITLE: FINANCIAL CREDIT CARDS**

Revised by Council  
Approved by Council

Date: *Pending*  
Date: August 25, 2015

---

***PURPOSE OF POLICY***

The purpose of this policy is to ensure municipal credit cards are used for appropriate municipal expenditures and adequate controls are established for day-to-day use.

---

**POLICY STATEMENT**

1. The Municipal District of Pincher Creek No. 9 (MD) may issue municipal credit cards to authorized Employees as a means to pay for expenditures incurred on behalf of the MD.

**DEFINITIONS**

2. For the purpose of this policy, the following definitions shall apply:
  - a. “Authorizing Supervisor” shall mean the cardholders immediate supervisor, Director of Finance or the Chief Administrative Officer.
  - b. “Cardholder” shall mean the employee whose name appears on the municipal credit card.
  - c. “Municipal Credit Card” shall mean a credit card, issued by a recognized financial institution, for the payment of appropriate municipal expenditures.
  - d. “Recurring Payment” shall mean giving a merchant the authority to automatically charge an MD credit card for a product or services at regular intervals until cancelled.
  - e. “Signing authorities” shall mean those individuals appointed at the organizational meeting to have signing authority for the MD.

**GENERAL GUIDELINES**

3. The Authorizing Supervisor is the primary monitor to ensure the cardholder complies. Finance shall review the monthly credit card transactions and statements. Any non-compliance shall be reported immediately to the Chief Administrative Officer or designate.
4. While attending a function or purchasing an item where various cardholders are present, the most senior employee must use their municipal credit card.
5. The Chief Administrative Officer, or designate, may demand the return of any company credit card when they feel it to be in the MD’s best interest to do so. Credit cards are to be surrendered immediately upon request.

---

**AUTHORIZED USERS**

6. Each Municipal Credit Card will be issued to a specific person, who will remain personally accountable for the use of the card.
7. The Reeve, Chief Administrative Officer and Directors are authorized to have a Municipal Credit Card.
8. In line with the MD's financial institution's controls and policies, the signing authorities may issue credit cards to Employees or Councillors when it is considered to be in the municipality's best interest. It is expected that the following positions will require a credit card: Public Works Manager, Agricultural Services Manager, Purchaser, IT Specialist and Executive Assistant.
9. The Chief Administrative Officer or the Director of Finance's credit cards may be used by municipal staff on a temporary basis and shall be returned to the appropriate cardholder immediately following the specified use.
10. The maximum number of cards issued between the Council and Administration shall be twelve.

**CREDIT CARD ACCOUNTS**

11. Separate credit card providers or accounts will be used for Council and Administration. The combined maximum credit allowed for all Council credit cards shall not be greater than twelve thousand five hundred dollars (\$12,500) and the combined maximum credit allowed for all Administration credit cards shall not be greater than fifty thousand dollars (\$50,000).

**ELIGIBLE EXPENSES**

12. Municipal credit cards are only to be used for legitimate MD purchases when a cheque is not a reasonable option. When used, itemized receipts for purchases must be submitted to Accounts Payable for processing. In the event that a cardholder does not have an itemized receipt, the cardholder must make every effort to obtain the receipt or receive approval from the Chief Administrative Officer, or designate. Failure to do so, or any personal use may result in disciplinary action, up to and including termination of employment.
13. The Chief Administrative Officer and Director of Finance are the only authorized credit card holders who may purchase prepaid gift cards.
14. Recurring payments are authorized and set up on the Chief Administrative Officer and Director of Finance's credit card.

**APPROVAL AND SIGNING AUTHORITY**

15. The credit card holder's authorizing supervisor shall approve all cardholder transactions by signature on the itemized receipt.
16. Any transaction over \$5,000 requires the appropriate signing authority signatures.

**Rick Lemire**  
Reeve

**Roland Milligan**  
Chief Administrative Officer