

**AGENDA**  
**COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**January 9, 2024**  
**6:00 pm**  
**Council Chambers**

A. ADOPTION OF AGENDA

B. DELEGATIONS

C. MINUTES/NOTES

1. Committee Meeting Minutes
  - December 12, 2023
2. Special Meeting Minutes
  - December 7, 2023
3. Council Meeting Minutes
  - December 12, 2023

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
2. Councillor Rick Lemire – Division 2
3. Reeve Dave Cox – Division 3
4. Councillor Harold Hollingshead - Division 4
5. Councillor John MacGarva – Division 5

G. ADMINISTRATION REPORTS

1. Operations

- a) Public Works Operations Report
  - Report from Public Works dated January 4, 2024
  - Public Works Call Log
- b) Southfork Road Reconstruction Report
  - Report from Public Works dated January 4, 2024
- c) Utilities & Infrastructure Report
  - Report from Public Works/Administration dated January 3, 2024
- d) Capital Adjustment – Beaver Mines Distribution and Collection
  - Report from Utilities and Infrastructure, dated January 3, 2024

2. Finance

3. Planning and Community Services

- a) Update -Alberta Indigenous & Municipal Transition Grant
  - Report from Development Officer, dated January 3, 2024

4. Municipal

- a) CAO Report
  - Report from Administration, dated January 3, 2024

H. CORRESPONDENCE

1. For Action

- a) Sunrise Solar Project Update
  - Open House Tuesday January 16, 2023 Heritage Inn Pincher Creek
- b) Letter of Concern – Beaver Mines Water Project
  - Letter from Cornell Van Ryk
- c) Request for Letter of Support
  - SASCI Application to Small Communities Opportunity Program

- d) Request for Sponsorship
  - Pincher Creek & District Municipal Library

2. For Information

- a) Assessment Model Review
  - Letter from Alberta Municipal Affairs
- b) Water Monitoring Program
  - Letter from Alberta Environment and Protected Areas
- c) Local Government Fiscal Framework (LGFF)
  - Letter from Alberta Municipal Affairs
- d) Oldman Watershed Council Announcement
  - New website (<https://oldmanwatershed.ca/abwater>)
- e) Peace Officer Shared Service Agreement
  - Letter from Town of Pincher Creek

I. NEW BUSINESS

J. CLOSED MEETING SESSION

- a) Road Closure Request – FOIP Sec. 24.1

K. ADJOURNMENT

MINUTES  
 REGULAR COUNCIL COMMITTEE MEETING  
 MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
 Tuesday, December 12, 2023 2:00 pm  
 Council Chambers

Present: Reeve Dave Cox, Deputy Reeve John MacGarva, and Councillors Rick Lemire, Tony Bruder and Harold Hollingshead.

Staff: CAO Roland Milligan, Director of Finance Meghan Dobie, Financial Manager Brendan Schlossberger, Utilities & Infrastructure Manager David Desabrais, Public Works Manager Patrick Gauvreau, and Executive Assistant Jessica McClelland.

Reeve Dave Cox called the meeting to order, the time being 2:00 pm.

### 1. Approval of Agenda

Councillor Tony Bruder

Moved that the agenda for the December 12, 2023 be amended to include:

- b) Water Update – FOIP Sec. 24.1
- c) Strategic Plan Engagement Report – FOIP Sec. 24.1
- d) CAO Performance Review – FOIP Sec. 19.1

AND THAT the agenda be approved as amended.

Carried

### 2. Delegations

- a) Hay Permit

Robert Everett attended the meeting at this time to discuss the process of applying for hay permits for the MD of Pincher Creek. His request is to move the process up at least a month, in order for hay to be in better quality.

Council will review the policy in January 2024.

Robert left the meeting at this time, the time being 2:18 pm.

### 3. Closed Session

Councillor John MacGarva

Moved that Council move into closed session to discuss the following, the time being 2:19 pm.

- a) Beaver Mines Wastewater Treatment Facility Cost Update – FOIP Sec. 24.1
- b) Water Update – FOIP Sec. 24.1
- c) Strategic Plan Engagement Report – FOIP Sec. 24.1

REGULAR COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
TUESDAY, DECEMBER 12, 2023

d) CAO Performance Review – FOIP Sec. 19.1

Councillor John MacGarva

Moved that Council move out of closed session, the time being 4:14pm.

Carried

5. Round Table

6. Adjournment

Councillor Harold Hollingshead

Moved that the Committee Meeting adjourn, the time being 4:23 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



**MINUTES  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
SPECIAL COUNCIL MEETING  
DECEMBER 7, 2023**

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Thursday December 7, 2023 in the MD of Pincher Creek Council Chambers.

Notice of this Special Council Meeting was posted on the MD website and social media.

**PRESENT** Reeve Dave Cox, Deputy Reeve Tony Bruder, and Councillors Rick Lemire, Harold Hollingshead and John MacGarva.

**STAFF** CAO Roland Milligan, Director of Finance Meghan Dobie, Utilities & Infrastructure Manager David Desabrais, Public Works Manager Patrick Gauvreau, Finances Manager Brendan Schlossberger, Development Officer Laura McKinnon, and Executive Assistant Jessica McClelland.

Reeve Dave Cox called the meeting to order at 1:30 pm.

**A. ADOPTION OF AGENDA**

Councillor Tony Bruder 23/537

Moved that the Council Agenda for December 7, 2023 be approved as presented.

Carried

**B. CLOSED SESSION**

Councillor Harold Hollingshead 23/538

Moved that Council move into closed session to discuss the following, the time being 1:31 pm:

- a) Draft Operational Budget – FOIP Sec. 24.1.a
- b) CAO Performance Appraisal – FOIP Sec. 19.2

Councillor Rick Lemire 23/539

Moved that Council move out of closed session, the time being 4:37 pm.

Carried

**C. ADJOURNMENT**

Councillor John MacGarva 23/540

Moved that Council adjourn the meeting, the time being 4:37 pm.

Carried

\_\_\_\_\_  
REEVE

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**REGULAR COUNCIL MEETING**  
**DECEMBER 12, 2023**

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, December 12, 2023 at 6:00 pm, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

**PRESENT** Reeve Dave Cox, Deputy Reeve John MacGarva, and Councillors Tony Bruder, Harold Hollingshead and Rick Lemire.

**STAFF** CAO Roland Milligan, Director of Finance Meghan Dobie, Utilities & Infrastructure Manager David Desabrais, Public Works Manager Patrick Gauvreau, Development Officer Laura McKinnon, and Executive Assistant Jessica McClelland.

Reeve Dave Cox called the meeting to order at 6:00 pm.

**A. ADOPTION OF AGENDA**

Councillor Harold Hollingshead 23/541

Moved that the Council Agenda for December 12, 2023 be amended to include:

Committee Reports:  
 Councillor Hollingshead – Computer Maintenance

Operations:  
 G1c) Beaver Mines Wastewater Treatment Facility Cost Update

Finance:  
 G2a) PC REMO 2024 Budget  
 G2b) MD of Pincher Creek 2024 Budget  
 G2c) Grant in Place of Taxes (GIPOT) Write Off

Planning:  
 G3c) Alberta Indigenous & Municipal Police Transition Grant

Municipal  
 G4b) Lundbreck Citizen Council (LCC) - Digital Monitor - Grant Hosting

AND THAT the agenda be approved as amended.

Carried

**B. DELEGATIONS**

**C. MINUTES**

1) Council Committee Meeting Minutes – November 28, 2023

Councillor Tony Bruder 23/542

Moved that the minutes of the Council Committee Meeting of November 28, 2023 be approved as presented.

Carried

2) Council Meeting Minutes – November 28, 2023

Councillor John MacGarva 23/543

Moved that the minutes of the Council Meeting of November 28, 2023 be approved as presented.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 December 12, 2023

D. UNFINISHED BUSINESS

a) Southern Operations Section, Agriculture and Irrigation

Councillor Tony Bruder 23/544

Moved that the presentation regarding Southern Operations Section, Agriculture and Irrigation, that was presented at the November 28, 2023 Committee meeting, be received as information.

Carried

b) STARS

Councillor John MacGarva 23/545

Moved that the STARS presentation, that was presented at the November 28, 2023 Committee meeting, be received as information.

Carried

c) RCMP Quarterly Update (Pincher Creek Detachment)

Councillor Rick Lemire 23/546

Moved that the RCMP Quarterly Update (Pincher Creek Detachment) that was presented at the November 28, 2023 Committee meeting, be received as information.

Carried

d) Ag Society – Internet Invoice

Councillor Tony Bruder 23/547

Moved that the MD of Pincher Creek cover 1/3 of the invoice to the Ag Society, from Riteline Electric, totaling \$1312.50, with the amount to be covered from the Tax Rate Stabilization Reserve.

Carried

E. BUSINESS ARISING FROM THE MINUTES

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
  - Agricultural Service Board
  - Pincher Creek Regional Emergency Management
  - ORRSC
2. Councillor Rick Lemire – Division 2
  - Alberta SouthWest
3. Reeve Dave Cox – Division 3
  - Castle Community Association
  - Pincher Creek Emergency Services Commission
4. Councillor Harold Hollingshead - Division 4
  - Assessment Review Board Training
5. Councillor John MacGarva – Division 5
  - Lundbreck Citizens Council
  - Pincher Creek Regional Emergency Management
  - Lundbreck Citizens Council

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Councillor John MacGarva 23/548

Moved to accept the Committee Reports as information.

Carried

RCMP Town Hall Meeting

Councillor John MacGarva 23/549

Moved that any Councillor that attended the RCMP Town Hall Meeting on November 30, 2023, be compensated for their time.

Carried

Computer Maintenance

Councillor Tony Bruder 23/550

Moved that, due to the time needed, Councillor Harold Hollingshead be authorized to be compensated for his time spent with the computer technician.

Carried

G. ADMINISTRATION REPORTS

1. Operations

a) Public Works Operations Report

Councillor Tony Bruder 23/551

Moved that Council receive the Public Works Operations Report, including the call log, and the 2023/2024 snow plow priority map, for the period November 23, 2023 to December 12, 2023 as information.

Carried

b) Utilities & Infrastructure Report

Councillor Tony Bruder 23/552

Moved that Council receive the Utilities & Infrastructure Report for the period November 23, 2023 to December 12, 2023 as information.

Carried

c) Beaver Mines Wastewater Treatment Facility Cost Update

Councillor Tony Bruder 23/553

Moved that Council direct Administration to obtain a legal opinion on how to move forward with the contract closeout issues on the Beaver Mines Wastewater Treatment System Project.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 December 12, 2023

2. Finance

a) PC REMO 2024 Budget

Councillor Tony Bruder 23/554

Moved that the Council for the MD of Pincher Creek No. 9 accept the proposed 2024 Budget for the Pincher Creek Regional Emergency Management Organization.

Carried

b) MD of Pincher Creek 2024 Budget

Councillor Tony Bruder 23/555

Moved that Council approve the MD of Pincher Creek 2024 Budget as presented.

Carried

c) Grant in Place of Taxes (GIPOT) Write Off

Councillor Harold Hollingshead 23/556

Moved that Council write-off the uncollectable Grant in Place of Taxes (GIPOT), in the amount of \$21,145, with funds coming from the tax rate stabilization reserve.

Carried

3. Development and Community Services

a) Sign Request - Lundbreck Hill

Councillor John MacGarva 23/557

Moved that, due to safety concerns, Council deny the request to the ratepayer for a letter to Alberta Transportation requesting placement of Engine Retarder Brake Sign along the West bound lane of Hwy 3, just West of Lundbreck.

Carried

b) Notice of Subdivision - 2023-0-148 from Cardston County

Councillor Tony Bruder 23/558

Moved that Council receive the Notice of Application for Subdivision of Land from Cardston County as information.

Carried

c) Alberta Indigenous & Municipal Police Transition Grant

Councillor Rick Lemire 23/559

Moved that Council approve a grant application to the Alberta Indigenous & Municipal Police Transition Grant Program for the Community Peace Officer/Bylaw Enforcement Program Launch.

Carried

Minutes  
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4. Municipal

a) CAO Activity Report

Councillor Harold Hollingshead 23/560

Moved that Council receive for information, the CAO Activity report for the period of November 29, 2023 to December 8, 2023.

Carried

b) Lundbreck Citizen Council (LCC) - Digital Monitor - Grant Hosting

Councillor John MacGarva 23/561

Moved that Council rescind resolution 23/517;

AND THAT Council respond to Lundbreck Citizen Council (LCC) and SASCI agreeing to host the Community Priorities Grant for LCC.

Carried

H. CORRESPONDENCE

1. For Action

a) Pincher Creek Community Hall

Councillor Tony Bruder 23/562

Moved that administration invite members of the Pincher Creek Community Hall Board to attend a Council meeting in early 2024 to discuss their request for funding for utility costs.

Carried

b) Oldman Watershed Council - Request for Support

Councillor Rick Lemire 23/563

Moved that Council will not be providing a donation to the Oldman Watershed Council for 2024 as Council does not feel that the direction of the Oldman Watershed Council is supportive of our rural agricultural community.

Carried

c) Patton Park Society Request for Bathrooms

Councillor Harold Hollingshead 23/564

Moved that the Patton Park Society Request for Bathrooms discussion be tabled to January 23, 2024 pending administration obtaining further information on existing facilities.

Carried

d) AltaLink's proposed 185L and 412L Transmission Line Rebuild Project

Councillor Rick Lemire 23/565

Moved that Council's feedback regarding AltaLink's proposed 185L and 412L Transmission Line Rebuild Project include concerns regarding the height of the upgrades given the vicinity of our airport.

Carried

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- e) AVAIL LLP - Letter of Engagement

Councillor John MacGarva 23/566

Moved that Council sign AVAIL LLP - Letter of Engagement for 2024.

Carried

2. For Information

Councillor Tony Bruder 23/567

Moved that the following be received as information:

- a) Inquiry into the ongoing economic, orderly and efficient development of electricity generation - Letter from AUC
- b) News Release: Helping Alberta manage water supply
- c) Unavailability of Second Peace Officer Vehicle for Lease - Letter from Town of Pincher Creek
- d) 2024 Drought Risk and Management - Presentation from Alberta Environment and Protected Areas
- e) ORRSC Christmas Card

Carried

I. NEW BUSINESS

J. CLOSED SESSION

Councillor Rick Lemire 23/568

Moved that Council move into closed session to discuss the following, the time being 8:02 pm:

- a) Road Closure Request – FOIP Sec. 23.1
- b) Road Closure Request – FOIP Sec. 23.1
- c) CAO Performance Review – FOIP Sec. 19.1

Councillor Harold Hollingshead 23/569

Moved that Council move out of closed session, the time being 8:13 pm.

Carried

- a) Road Closure Request (Pratchler)

Councillor John MacGarva 23/570

Moved that Council accept the applicants request to close and purchase road plan 1835HX within Lot 15, Block 1, Plan 2310716, with the applicant being responsible for all costs associated with this request.

Carried

- b) Road Closure Request

Councillor Rick Lemire 23/571

Moved that the applicants request to close and purchase portions of undeveloped Statutory Road Allowance between SW 18-6-1 W5 and NW 7-6-1 W5, be tabled to January 23, 2024 pending further discussion with applicant.

Carried

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December 12, 2023

K. ADJOURNMENT

Councillor Harold Hollingshead

23/572

Moved that Council adjourn the meeting, the time being 8:15 pm.

Carried

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REEVE




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CHIEF ADMINISTRATIVE OFFICER



# Administration Guidance Request

G1a

<b>TITLE: PUBLIC WORK OPERATIONAL REPORT</b>			
<b>PREPARED BY: PATRICK GAUVREAU</b>		<b>DATE: JANUARY 4, 2023</b>	
<b>DEPARTMENT: PUBLIC WORKS</b>			
<b>Patrick Gauvreau</b>	<b>January 4, 2023</b>	<b>ATTACHMENTS:</b> 1. Call Log – Updated 1/04/2024	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
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<b>Department Director</b>	<b>January 4, 2023</b>	<b>CAO</b>	<b>2024/01/04</b>
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**THAT Council, accept the Public Works Operational report for the period of December 6, 2023 to January 4, 2024 as information.**

**BACKGROUND:**

**PUBLIC WORKS OPERATIONS FROM DECEMBER 6, 2023 TO JANUARY 4, 2024:**

**FLEET/MECHANICS SHOP**  
 Unit 402 - emissions code  
 Unit 41 - electrical faults  
 Unit 36 - rear window repair  
 Unit 21 - CVIP and repairs  
 Unit 509 - service  
 Post pounder repairs  
 Unit 59 - steering cylinder repairs and bearings  
 Shop cleanout and end of year clean.  
 Unit 37 - beacon light fix

**IN FIELD OPERATIONS**

1. 6 to 7 Graders maintaining roads
2. Permanent snow fence and rebuild ongoing (as per call log)

## **Administration Guidance Request**

3. In-house grader training (with one public works staff) are ongoing
4. Monitoring South Fork hill slide
5. Airport house foundation demolition. Concrete foundation still needs to be demolished and hauled to landfill. Burrow/fill material will be brought and compacted on-site.

**FINANCIAL IMPLICATIONS:**

None

REQUEST ID NUMBER	Internal/External	DIVISION	CONCERN/REQUEST	REQUEST DATE	ACTION TAKEN	FOLLOW UP	COMPLETION DATE
2023-157	External	Division 1	Would like the road graveled. West section of Mitchell Road. By Island lake. If gated is locked call Bill	July 13, 2023	Scheduled for later date	To be inspected	
2023-167	External		Access off highway road need to be graded to bottom of hill	July 31, 2023	Not actionable	PW to Follow up	
2023-208	External	Division 3	Our grader hit his sign a while back so he called and ordered a sign from us 2-3 months ago. Wondering when it will be in.	September 7, 2023	Completed	Sign is to be ordered by Development next round	
2023-258	External	Division 3	Snowfence Needs Repair	October 13, 2023	Scheduled for later date	2024 Gravel Season	
2023-260	External	Division 3	Driveway Grading	October 13, 2023	To be actioned	To be done when caught up	
2023-261	External	Division 3	Hoping to get driveway graded, been on the list a while as there was a mixup with his previous property	October 13, 2023	To be actioned	To be done when caught up	
2023-262	External	Division 3	Driveway grading	October 16, 2023	To be actioned	To be done when caught up	
2023-264	External	Division 5	talked to someone last year regarding snow fence in Burmis Mountain Estates - by Hiawatha Campground. Just following up if someone could give him a call.	October 16, 2023	Not actionable	PW to Follow up	
2023-268	External		RR 29-3A starting at TWP 6-4 top of the hill, grading is not cutting it, it also needs gravel, after the moisture it is a rutted out mess again	October 17, 2023	Completed	Graveling halted due to weather	October 29, 2023
2023-270	External	Division 4	called back to give me correct road. RR 29-1 Near the summer view feedlot. they put a speacial tratment on road 4-5 years ago and its starting to break down and there is pretty bad holes that need to be filled. Going up the river hill. About 5 big holes	October 17, 2023	Completed	Pothole Patch Kits used	December 19, 2023
2023-276	External	Division 3	Gravel Purchase (Oct 20 if possible) Sent to Tony, I enformed him it may not happen today	October 20, 2023	To be actioned		
2023-278	External	Division 5	culvert going in at du ranch needs to be changed out. Hiway 3 to chappel rock as the tc enegy ruined road and it needs to be fixed.	October 23, 2023	Completed	Culvert with engineers - Graveling halted	November 29, 2023


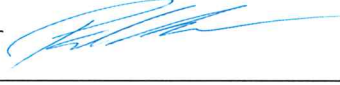


REQUEST ID NUMBER	Internal/External	DIVISION	CONCERN/REQUEST	REQUEST DATE	ACTION TAKEN	FOLLOW UP	COMPLETION DATE
2023-281	External	Division 5	Email stating the repeated calls and complains about the north burmis road that was ruined by TC energy, the residents want it fixed as its pure mud/clay and they are ruining their vehicles/tires	October 24, 2023	Completed	Gravelled	November 28, 2023
2023-284	External	Division 1	Shrubbs and trees in the ditch that should be cut as they will cause issues with the snow. north of railway tracks off 505	October 24, 2023	To be actioned	To be checked	
2023-286	External	Division 5	No gravel left on the road, and has turned to a mud bath, road needs attention asap	October 26, 2023	Completed	Gravelled	November 28, 2023
2023-299	Internal		Leaking Gutters	November 6, 2023	Scheduled for later date		
2023-301	External	Division 3	Driveway grading, But wants to talk to you on the phone to explaine where he wants it.	November 6, 2023	To be actioned	Waiting for filled form	
2023-307	External	Division 4	East of the Glider strip we graveled half road but stopped in the middle and never finished. Wondering if we can get the rest done. Called again nov 20th to follow up	November 14, 2023	Scheduled for later date	2024 Gravel Season	
2023-309	External	Division 3	Culvert is starting to get clogged with trees and debris. Poplars growing in will become a problem as well.	November 20, 2023	To be actioned	Bob to check	
2023-310	External	Division 1	Snow fence is 90% distroyed wondering if we can come fix and clean up. Wondering if we want to pay him to do it? Please call him	November 21, 2023	To be actioned	To be assigned	
2023-311	External	Division 2	Snow fence is damaged and needs to be replaced, or removed. Pleae phone him as he has other concerns in regards to the fence.	November 23, 2023	To be actioned	PW Manager to meet with land owner early Jan 2024	
2023-312	External	Division 3	Would like gravel from the VanTol Pit. Please call her to make arrangments	November 29, 2023	Completed		December 5, 2023
2023-313	External		Lowland hights has 2 big potholes that hopefully can get fixed	November 30, 2023	Scheduled for later date		
2023-314	External	Division 3	MD Road TWP 6-4 needs to be repaired and graded. He lives at NW-22-06-01-W5	December 4, 2023	Completed		December 7, 2023
2023-215	External	Division 3	Pothole in front of house needs fixing as prospective owner is concerned about it	November 29, 2023	Completed	Pothole Patch Kits to be used	December 19, 2023
2023-316	External	Division 1	Would like Grading finished in driveway (MD road)	December 6, 2023	Completed		December 7, 2023
2023-318	External	Division 3	Driveways blocked with snow from plow	December 7, 2023	Not actionable		

REQUEST ID NUMBER	Internal/External	DIVISION	CONCERN/REQUEST	REQUEST DATE	ACTION TAKEN	FOLLOW UP	COMPLETION DATE
2023-319	External	Division 5	8:30 and the snow route hasn't been plowed. The intersection onto the highway is dangerous and she almost got stuck.	December 8, 2023	Completed		December 11, 2023
2023-320	External	Division 5	Driveway plowing	December 8, 2023	Completed		December 8, 2023
2023-321	External	Division 3	RR 6-5 Carbondale road on the 507 West would like road plowed, I informed her they were not a high priority road, but I'd let PW know	December 8, 2023	Completed		
2023-322	Internal		Priority 1 Road not cleared at 11:23am also really washboarded.	December 8, 2023	Completed		
2023-323	External	Division 1	RR 29-1, didn't finish bus route west lake industries no land use agreement	December 8, 2023	Not actionable	west lake industries no land use agreement	
2023-324	External	Division 3	Would like road plowed	December 8, 2023	Completed		
2023-325	External	Division 3	wants road plowed	December 11, 2023	Completed		
2023-326	External	Division 4	Blocked driveway with snow.	December 11, 2023	Completed		December 11, 2023
2023-327	External	Division 1	would like the ploweing re-done.	December 12, 2023	Completed		December 10, 2023
2023-328	External		across from twin butte store to the south, on west side of the highway,Volker Stevin is plowing and blocking her driveway, I let her know it was Volker stevin she needed to get in contact with.	December 14, 2023	Not actionable		
2023-329	External	Division 3	Thank you for Plowing	December 14, 2023	Completed		
2023-330	External	Division 4	icy and washboarded and has snowbank at end of driveway, hos to plow through it and its veryy dangerous. Would like a phone call	December 15, 2023	Completed		December 20, 2023
2023-331	Internal		Removed desks from Quansit to landfill.	December 15, 2023			
2023-332	Internal		Install Temp snow fence at Property as Renter is living there.	December 20, 2023	Completed		January 4, 2024
2023-333	External	Division 3	North facing part of hill is icy and needs to be ice raked. From Neilsons to top of hill	January 2, 2024	Completed		January 2, 2024



# Recommendation to Council

G1b

<b>TITLE: SOUTHFORK ROAD RECONSTRUCTION REPORT</b>			
<b>PREPARED BY: PATRICK GAUVREAU</b>		<b>DATE: JANUARY 4, 2023</b>	
<b>DEPARTMENT: PUBLIC WORKS</b>			
		<b>ATTACHMENTS:</b> 1. None	
<b>Department Supervisor</b>	<b>Date</b>		
<b>APPROVALS:</b>			
	January 4, 2023		
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council approve \$370,000 in 2024 funds for capital work on the Southfork Road, with said funds coming from the Municipal Sustainability Initiative (MSI).**

**BACKGROUND:**

The Municipal District (MD) of Pincher Creek No. 9 Public Works Department noticed the start of a landslide along the North bank of the Southfork Road near the Castle River and the Castle Valley Campground. A 100' long section along the East Bound (EB) lane had sloughed away and compromised the integrity of the EB lane. The pavement had not collapsed, but a sharp drop is now present on the edge of pavement, requiring a partial closure of the EB lane.

MD Public Works staff setup traffic control measures on the morning of November 6, 2023 to keep traffic away from the EB lane. Traffic control measures have been upgraded according to ISL's recommendations. This was done the week prior to Christmas 2023.

The MD engaged ISL Engineering and Land Services Ltd. on November 8, 2023 to provide a proposal for a short/long term solution. A site visit was completed on November 14, 2023 to inspect the failure and project area. ISL Engineering provided the MD with a report outlining an engineered design for repairs on December 1, 2023. A comprehensive reconstruction solution was included.

It is important to note that this approach to reconstructing the road base does not address any long term remediation, it is recommended by ISL that a geotechnical investigation be conducted to determine the cause or causes of the instability and then develop a rehabilitation strategy for the slop that could be incorporated in the rehabilitation of the roadway.

## Recommendation to Council

Short term roadway repairs will entail, guardrail removal / replacement, fenceline removal / replacement, topsoil stripping and stockpiling, sideslope benching, borrow material hauling from gravel pit to site, topsoil placement, hydroseeding to aid with re-establishing vegetation and erosion control. The goal of the project is to re-establish the sideslope to greater than 3:1.

Due to the urgent nature of the project, the MD would be exempt from the New West Partnership Trade Agreement (NWPTA), specifically Schedule A-3, Section 2 (h) of the agreement states: *“The NWPTA procurement obligations do not apply in the following circumstances that the procurement procedures are not used by a procuring entity to avoid competition, discriminate between suppliers, or protect local suppliers: where an unforeseeable situation of urgency exists and the goods, services or construction could not be obtained in time by means of open procurement procedures.”*

ISL’s proposal assumed an invitational tender would be required to procure a contractor. The MD would issue an open competition for Requests for Quotations (RFQ).

An Opinion of Probable Cost (OoPC) was prepared by ISL in the December 1, 2023 report. See figure 1. below. These are estimated construction costs for reconstructing the Southfork Road.



M.D. of Pincher Creek  
Southfork Road  
Short Term Repairs

**Opinion of Probable Cost  
Preliminary Estimate**

Item No.	Bid Item	Unit	Estimated Quantity	Unit Price	Total Amount
1	Mobilization	lump sum	1	10%	\$26,200.00
2	Common Excavation	m3	5,300	\$10.00	\$53,000.00
3	Borrow Excavation	m3	6,800	\$25.00	\$170,000.00
4	Topsoil Placement	m2	5,700	\$1.00	\$5,700.00
5	Hydroseeding	m2	5,700	\$2.00	\$11,400.00
6	Remove, Salvage and Reinstall Existing Guardrail	metre	120	\$100.00	\$12,000.00
7	Miscellaneous (Fence Removal, Erosion Control)	lump sum	1	\$10,000.00	\$10,000.00
<b>Sub-Total Construction Costs:</b>					<b>\$288,300.00</b>
<b>Prepared By: David Swanson, P. Eng., Mitch Ankermann, C.E.T.</b>				<b>Contingency (10%):</b>	<b>\$28,830.00</b>
<b>Date: December 1, 2023</b>				<b>Total:</b>	<b>\$317,130.00</b>

**Figure 1. – Opinion of Probable Cost**

Up to date we are committed to \$16,471.00 to ISL for their engineering services. This includes the site visits and the preparation of their findings and recommendations from their reports. Details on further engineering fees for Contract Procurement and Construction Supervision are outlined in Figure 2. below.

## Recommendation to Council

SOUTHFORK ROAD RECONSTRUCTION			
PHASE	PHASE	UNIT	APPROVED BUDGET
B01	Contractor Procurement - Short Term	Lump Sum	\$8,518.00
	Approved Funding		<b>\$8,518.00</b>
C01	Construction Supervision	Hourly	\$26,288.00
	Approved Funding		<b>\$26,288.00</b>
<b>PROJECT TOTALS:</b>			<b>\$34,806.00</b>

**Figure 2. – Estimated Engineering Costs**

Other costs to be added to the above which are not included in the overall estimate are the royalty fees from our gravel pits which is where the burrow material will be coming from for this project. These costs are estimated to be \$13,000-\$16,250.

Total Project Costs with Construction, Engineering and Gravel Royalty Fees are as follows:

Construction Estimate: \$317,130.00

Estimated Engineering: \$34,806.00

Gravel Royalty Fees: \$16,250.00  
\$368,186.00

Total estimated costs for this project will be \$368,186.00. We are requesting \$370,000.00 from Council to fund this project through MSI and for it to be included in the 2024 capital project list.

**FINANCIAL IMPLICATIONS:**

2024 capital project of \$370,000.00 funded through MSI.





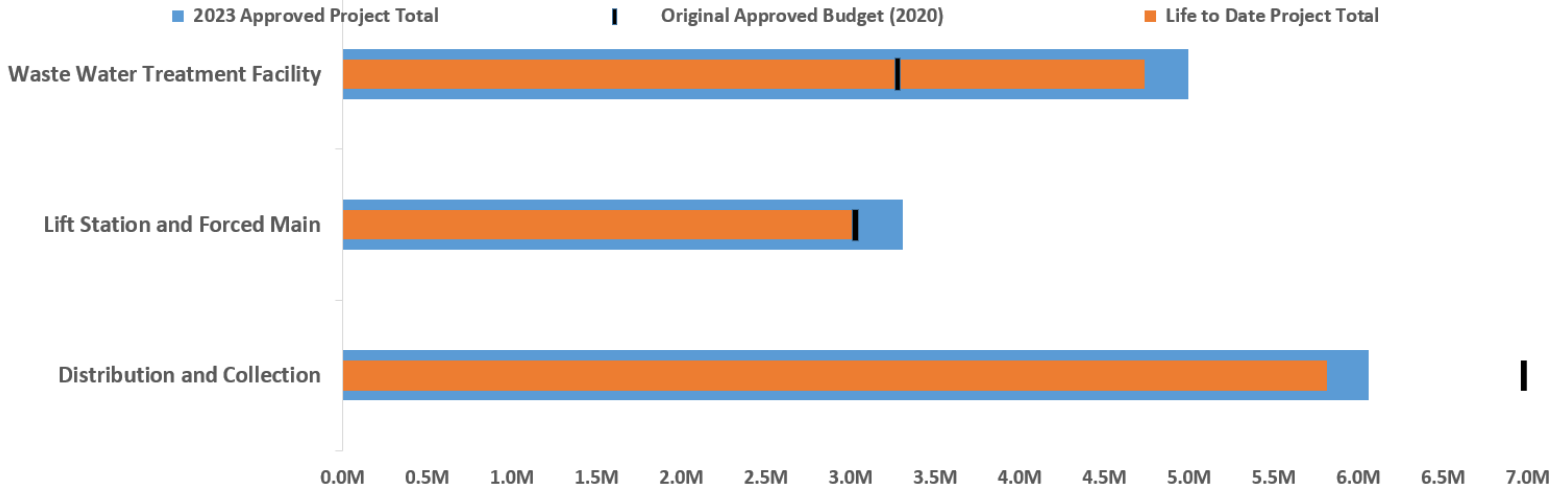
# M.D. OF PINCHER CREEK NO. 9 UTILITIES & INFRASTRUCTURE REPORT

G1c

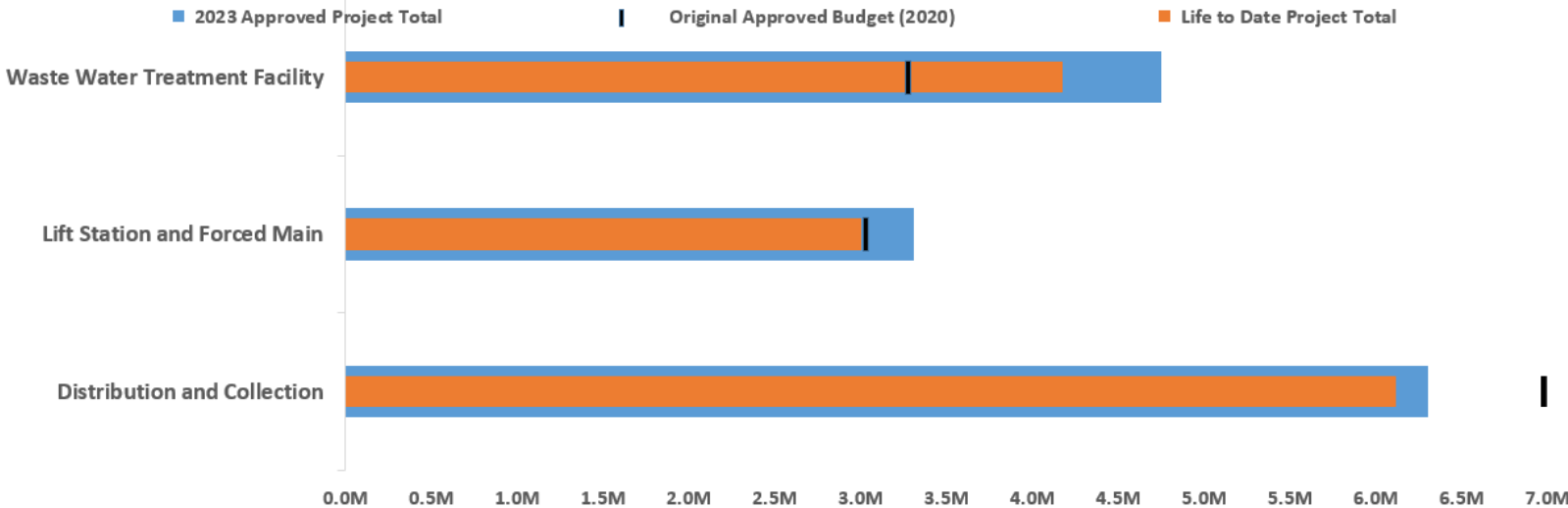
## BEAVER MINES

**Spend as of January 3<sup>rd</sup>, 2024: \$13,566,501 / \$14,359,848 (94%)**

### January 3<sup>rd</sup>: \$13,566,501



### December 5<sup>th</sup>: \$13,155,740



*\*Distribution & Collection Project Graph from Dec. 5 contained an error related to holdback. This has been adjusted for the Jan 3<sup>rd</sup> graph*

- **Beaver Mines Water Distribution, Collection System**

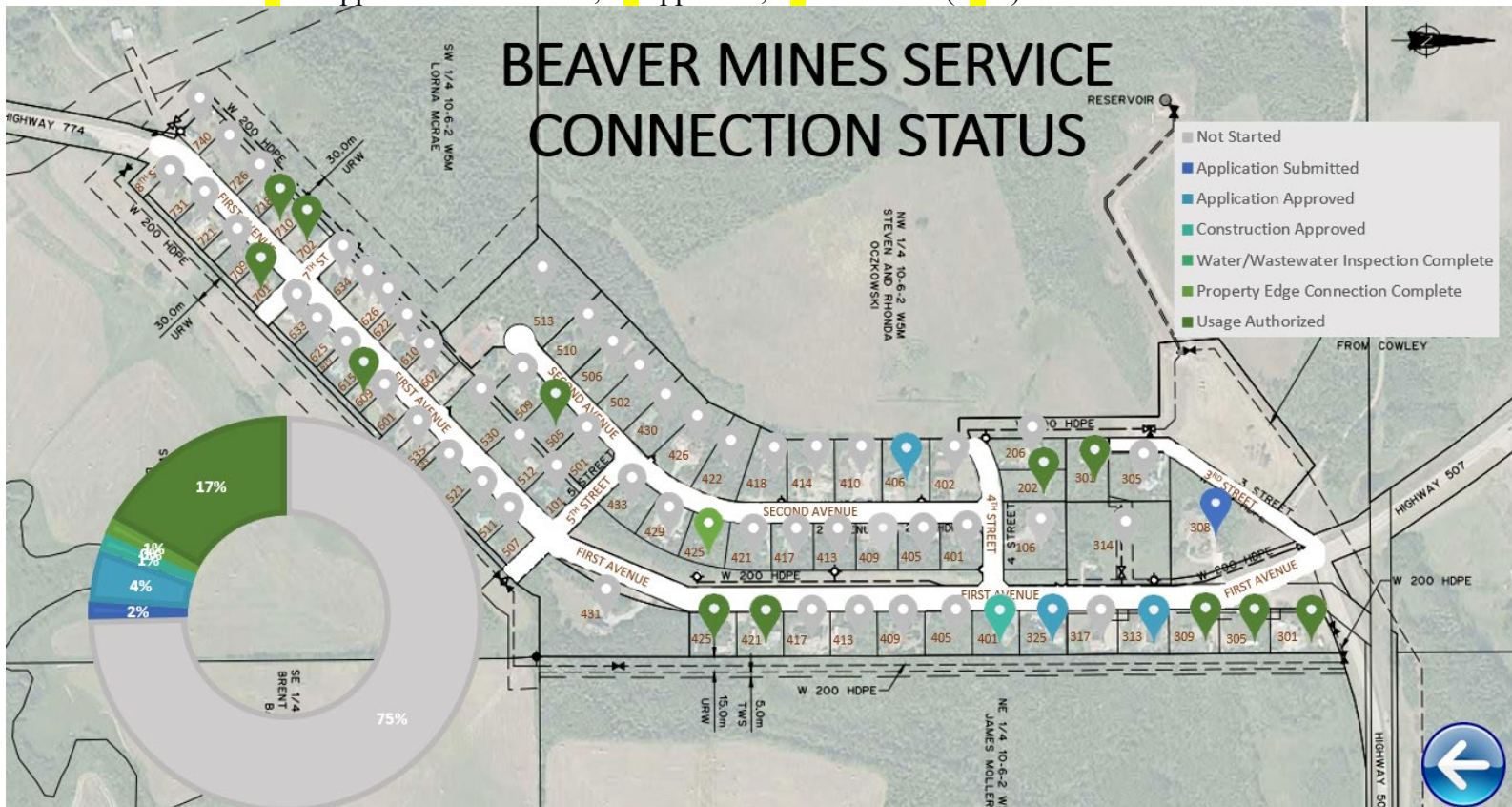
- Tender was awarded to BYZ on July 21, 2021.
  - 1. BYZ Enterprises Inc. **\$5,468,977.50 (Budget \$6,251,600)**
- U/G Schedule A & B Completion May 31<sup>st</sup>, 2023 (excluding additional service work)
- Total performance acceptance complete October 23<sup>rd</sup>, with noted warranty items specifically flagged for review
- Working to closeout contractual duties related to landowner ROW agreements and remaining related costs. **3** of 5 closed out
- Record drawings received. Awaiting remaining closeout docs (Op. & Maint. manuals, GIS data, photos) from MPE. Anticipate receipt by Council meeting

- **Beaver Mines Waste Facility/System**
  - Tender was awarded to BYZ on May 31, 2022  
BYZ Enterprises **\$2,338,309.00 (Original Budget \$2,076,999)**
  - Collection system is now connected to wastewater site via lift station
  - Groundwater well installations complete
  - Substantial completion achieved Dec 15<sup>th</sup>, with deficiencies to be addressed through early 2024
  - Awaiting formal response from BYZ regarding damages claim sent December 20<sup>th</sup>, 2023. Response deadline is January 9<sup>th</sup>, 2024
  
- **Beaver Mines Forcemain & Lift Station**
  - Tender was awarded to Parcon for Lift Station June 15<sup>th</sup> **\$2,326,091 (Original Budget: \$2,220,000)**
  - Construction awarded to low bidder for forcemain work:
    - TA Excavating: **\$386,925 (Eng. Est. \$600,000)**
  - Long lead generator install to be complete and final SCADA programming
    - Anticipated total completion: February 28<sup>th</sup>, 2024
  - Forcemain complete
  - Site is conveying flow to wastewater site. Substantial completion excluding permanent MCC/generator installation complete
  - Site experienced a significant incident during crane load test (by Prime Contractor).  
Damage assessed and dealt with.

# Current Water Operations Activity

## Beaver Mines Lot Servicing

18/74 applications reviewed, 17 approved, 12 connected (17%)



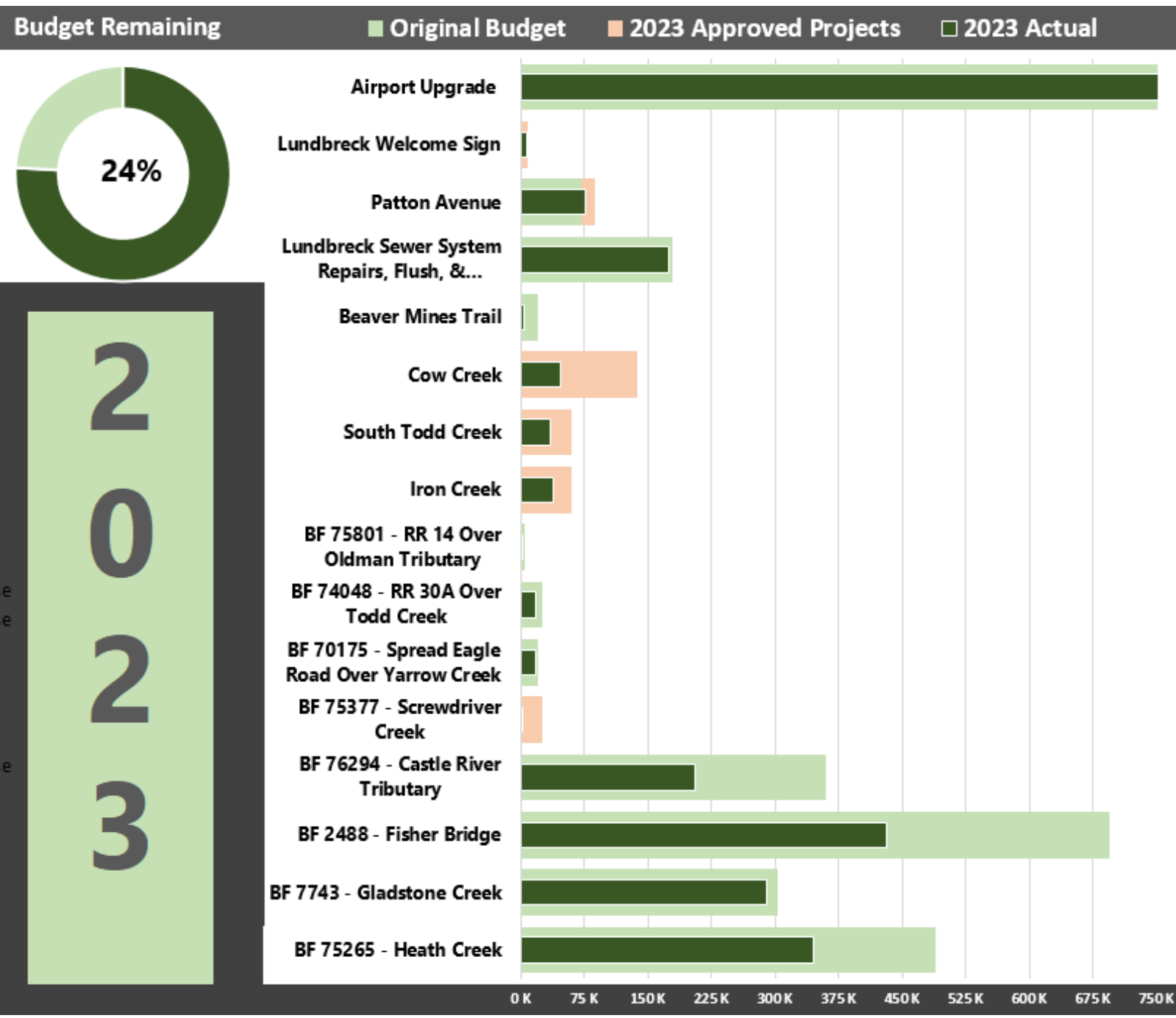
- Hydrant flow testing in BM was completed by PCES and passed for fire flow. PCES is updating the Fire Underwriters Survey with the MD's assistance
- **Standpipes**
  - Last known issue: **December 7, 2023 (PC Standpipe got stuck on)**

## Large Capital and Other Projects

**Total 2024 Approved Budget: \$2,523,000. Spend as of January 3, 2024: \$0**

*\*Graphics to follow in future updates*

**Total 2023 Approved Budget: \$3,567,000. Spend as of January 3, 2024: \$2,681,117 ~~\$2,647,243~~**



## **Airport Lighting – Design 2022, Construction 2023**

*Install Airport Airfield Lighting Replacement, with portion of funds from STIP*

- Design-build contract awarded to Black & McDonald (**Cost: \$979,600, Original Budget: \$867,000. Revised Contract: \$1,016,435 + line removal/paint**)
- Awaiting closeout of CAD/GIS information

## **Therriault Dam – Rehabilitation Work**

*Geotechnical and Hydrogeology study complete in 2023. 2024 engineering required to determine most economically viable solution to address undersized spillway/overtop potential. Toe berm upgrades will address seepage*

- To be kicked off

## **Lundbreck Lagoon Resiliency Analysis & Regionalization – Engineering 2023/24**

*Review Lagoons ability to take on more flow (both regular and high strength). Review Cowley Lagoons ability to do the same, and options for regionalization*

- ACP Grant submitted in 2022, will not hear back until March/April 2023. Notice of successful grant received March 21<sup>st</sup>, 2023. Expanding scope to include Cowley
- Reached out to brewery April 4<sup>th</sup> to arrange sampling. Sampling complete May 11<sup>th</sup> at lagoon and brewery 2023.
  - Continued delays with metering device. Plan to draft report with assumed flows and update once flow monitoring device arrives
  - Draft report for Lundbreck phase of project received from MPE with assumed flows, initial review complete.
  - Met with brewery Nov 20<sup>th</sup> to discuss flow acceptance, working towards implementation
- Lundbreck phase of report revised based on MD feedback to include collection system assessment and recommendations for upgrades, including sanitary dump station. Under review. Report to be updated with actual flows in 2024
- Cowley and regional report to be completed in 2024

## **Water Intake Support Project – Scope to Be Determined**

- Final grant application details must be submitted by January 31<sup>st</sup>, 2024
- Currently grant scope is \$5M for water storage

## Energy Projects

MD Estimated Annual Energy Savings: **\$23,906**

MD Achieved Annual Savings\*: **\$26,287**

MD Funding Secured (Total): **\$516,676**

*\*Based on utility bill review adjusted cost savings and the ICF agreement framework. This number is expected to rise as projects completed within the last year haven't seen a full year of savings.*

- **General Updates**

- Arena and MPF retrofit
  - Community Building Retrofit (CBR) grant pre-application submitted for 25% of Arena upgrades March 3, 2023
  - Rescinded CBR application due to constraints on loan requirements
- Received confirmation of \$22,080 for Electrical Tracking System at the Multipurpose facility
  - Installation scheduled for October 20, 2023
  - Installation of wiring complete, investigating expanded scope for large loads
  - Meters are on backorder, delivery timeline unclear
  - Option to expand scope to include large loads pending budget approvals
- QUEST net zero accelerator
  - Official kickoff Meeting September 28, 2023
  - Continued meetings with cohort, baseline report interview underway
  - Sustainable planning course available free of charge January-March 2024
  - Presentation of initial report findings complete December 21 2023
  - Finalized scoring and report to be distributed January 2024
- Lebel solar project
  - Received \$21,750 pending acceptance from Town Council
- Submitted expression of interest for Energy Futures Lab roadshow in 2024. Received letters of support from Matthew Halton high school, Fortis Alberta, Riteline Electric, Southwest Alberta Sustainable Communities Initiative, and Enel North America
  - Expect Proposal from EFL January 2024
- MCCAC has indicated expected energy efficiency and solar funding is being reviewed at the Provincial level. Expected release late 2023, early 2024
- Received Emergency services energy data and met with Fire Chief November 14, 2023
- Submitted NRED grant for Wind/Solar energy conversion study update Dec. 19, 2023
- Beginning analysis of Community Buildings in MD

- **Eco-centre Solar Installation**

- Complete July 20, 2023, producing power into grid
  - 1,281 kw-hr produced to date

- **Climate Resiliency and Adaptation Plan**

- PC-REMO to take lead on:
  - Firesmart and flooding legislation recommendations
  - Fuel management program
  - Heat and Smoke emergency response plans
  - Flood infrastructure development plans
    - Specific to emergency scenarios (deployable tiger dams, sandbagging equipment, etc.)



- Team met August 30, 2023 to review project briefs. Directed as follows:
  - Request PARC to present wind study to next joint council to discuss seed funding and allow team to approach other stakeholders
  - Develop draft homeowner assessment toolkit and recommendations
  - Develop draft recommendations to be included in both Town and MD procurement policies based on examples from existing municipalities
  - Develop recommendations for deliverables in future Tourism master plan
  - Review progress on PC-REMO tasks on bi-monthly basis
- Met with MITACS to investigate funding avenues for wind study
- Reviewed homeowner assessment toolkits and adaptation guides
- First Draft of Homeowner risk assessments and sustainable procurement recommendations reviewed October 25, 2023
- Draft sustainable procurement policy developed for review by internal admin
- Final Homeowner risk assessment draft completed and under review
  - Expected public release in January 2024
- **Clean Energy Improvement Program**
  - Full application submitted June 29, 2023
  - Amendments made based on FCM feedback and resubmitted August 11, 2023
  - Expected launch pending grant approval in Q2 2024
  - Achieved the next step in program development
    - Working on developing terms and conditions, finalizing funding terms with FCM
    - Detailed planning commenced with input from Town and MD Finance teams

## Bridge Files

- **Bridge File 2488 – Fisher Bridge, NW-26-07-02-W5M**
  - ISL awarded Supply-Build Engineering contract
  - Design, Supply, & Fabrication of Prefabricated Bridge awarded to Algonquin Bridge **(Cost: \$458,040. Eng. Est: \$638,000).**
  - RFPQ (Request for Contractor Pre-Qualification) for Installation has been sent out and closed July 26<sup>th</sup>. Installation RFQ bids received September 14<sup>th</sup>, 2022. Awarded to low bidder **(Cost: \$330,954. Eng. Est: \$349,000)**
  - Existing abutments will have partial depth repairs complete, and cracks will be epoxy injected and sealed. Work falls under new DFO code of practice for clear span bridge
    - Scour identified under existing abutment. Costed plan included for 2024 budget
  - Signage and epoxy crack injection complete. Guardrail work complete, abutment repair work complete. Walkthrough required
  - Awaiting revised costing, initial change order exceeded 2024 allocated budget
- **Bridge File 74260 – SGT Wilde over Foothills Creek Trib, SW-13-005-29 W4M**
  - Design work was complete in 2022. STIP Application submitted last year
  - 2m x 25m L culvert replacement
  - Awaiting STIP response
- **Bridge File 74048 – Todd Creek Culvert, NW-36-009-03 W5M**
  - Preliminary engineering complete
  - 2024 budget is to replace if STIP funding can be obtained, or install timber struts until funding can be obtained
    - Will need to complete design, permitting, & obtain land after STIP funding decision is made to prevent unnecessary work
    - STIP application submitted, **awaiting decision**
- **Bridge File 70175 – Yarrow Creek Bridge Rehabilitation, NW-22-003-030 W4M**
  - Preliminary Engineering & Design awarded to Roseke Engineering at **\$17,990 (Budget \$20,000)**
  - Scope includes:
    - Perform a pile splice repair on two piles in the west abutment, replace the east pile cap, place fill and riprap at the west headslope, minor wheel guard repairs & repairs to east timber span, channel realignment, and west abutment riprap work
    - Design drawings received November 27<sup>th</sup>
    - **Permitting and tendering to be kicked off**
- **Bridge File 75801 – Oldman River Tributary Culvert, SW-09-010-01 W5M**
  - Preliminary engineering complete. Struts recommended, drawing complete
  - **Install of vertical steel struts to prevent further culvert deflection**
  - **To be kicked off**
- **Watercourse Crossing Inspection & Remediation Project – 100% Grant funded**
  - **Fintegrate** awarded initial contract to assess all MD crossings, prioritize for remediation, & perform detailed regulatory authorizations
  - Work has begun on prioritization & initial assessment, 175+ crossings reviewed



- Kicked off preliminary design January 20<sup>th</sup>, 2023 for 3 crossings
  - BF 7080 Dungarvan Creek Culvert Replacement, SW-17-003-29 W4M
  - Other two crossings moving forward as projects, per below
- Anticipating regulatory Directives making dealing with SAR crossings mandatory
- Funding agreement signed Mar. 28<sup>th</sup>, 2023 for \$1.55M to cover more assessment and engineering along with replacement of 2 crossings, to be complete by March 2025
- Y1 grant report to be complete prior to Council meeting. Initial \$150,000 funds have been spent by required deadline. Y2 grant report complete for Nov. 30<sup>th</sup>, 2023 deadline
  
- **WCR #1: Iron Creek under Tapay (Carbondale) Road, LSD SE-15-006-03 W5M**
  - Prelim. engineering complete. Design awarded to Roseke Engineering
  - 100% grant funded
  - Structure is a 4.7m x 2m x 15m L corrugated steel box culvert
  - 2024 capital budget for construction
  - Land and permit work kicked off (initial design drawings received, under review)
  
- **WCR #2: South Todd Creek Trib. under Chapel Rock Road, LSD SE-23-009-03 W5M**
  - Prelim. engineering complete. Design awarded to Roseke Engineering
  - 100% grant funded
  - Anticipated structure is a 1.8m x 23m open bottom CSP culvert
  - Land and permit work kicked off (initial design drawings received, under review)
  
- **WCR #3: Cow Creek Trib. under North DU Road, LSD NE-35-008-03 W5M**
  - Design & QAES portion awarded to ISL Engineering
  - Engineering and design will be 100% grant funded (excluding potential land costs)
  - Construction complete, silt fence must be setup per site inspection in late 2023. Disposition must be completed
  
- **Bridge File 70417 – TWN RD 70 over Castle River Trib., SE-05-007-01 W5M**
  - 6.1m clear span bridge with extensive rot and voids in piles and pile caps
  - Prelim. engineering to be complete in 2024 with intended construction in 2025
  
- **Bridge File 75481 – TWN RD 93B over Olin Creek Trib., SW-23-009-01 W5M**
  - 1.5m x 24m L culvert with high deflection and corrosion
  - Prelim. engineering to be complete in 2024 with intent to address in 2025
  
- **Bridge File 00470 – Toney Rd over Pincher Creek Trib., SE-02-006-01 W5M**
  - 1.6m x 43m L culvert with significant perforations and minor deflections
  - Class B waterbody
  - Prelim. engineering to be complete in 2024 with intent to address in 2025

**Recommendation:**

That the Utilities & Infrastructure report for Dec. 6<sup>th</sup> – Jan 3<sup>rd</sup> is received as information.

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Prepared by: Roland/David/Tristan





Date: January 9<sup>th</sup>, 2024

Submitted to: Council

Date: January 3<sup>rd</sup>, 2024

# Recommendation to Council

G1d

<b>TITLE: Capital Adjustment – Beaver Mines Distribution and Collection</b>			
<b>PREPARED BY: David Desabrais</b>		<b>DATE: January 3<sup>rd</sup>, 2024</b>	
<b>DEPARTMENT: Utilities &amp; Infrastructure</b>			
 <b>Department Supervisor</b>	24/01/04 <b>Date</b>	<b>ATTACHMENTS:</b> 1.	
<b>APPROVALS:</b>			
 <b>David Desabrais</b>	24/01/04 <b>Date</b>	 <b>Roland Milligan</b>	2024/01/04 <b>Date</b>
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION:**

**That Council approve up to a maximum of \$239,000 in 2024 funds for capital work required to complete the Beaver Mines Distribution & Collection Project within the approved project total of \$6,062,064, and further;**

**That Council approve the funding of this capital work through the existing Small Communities Fund Grant, Alberta Municipal Water/Wastewater Partnership Grant, and Municipal Sustainability Initiative funds.**

**BACKGROUND:**

- As per section 248(1) of the MGA, a council resolution is required for any capital purchase not included in the 2024 budget
- Construction of the Beaver Mines distribution and collection project is complete, excluding warranty and deficiency work

The overall distribution and collection project remains forecasted to be under the December 2023 revised budget total of \$6,062,064. These are all previously anticipated and accounted for costs within the 2023 budget which did not get closed out in 2023 as was the original goal.

- Closeout documentation is forthcoming
- Administration continues to work with landowners whom have Utility Right of Way (UROW) agreements with the MD related to the Beaver Mines Distribution & Collection Project
  - 2 of 5 costed agreements have been closed out financially

## **Recommendation to Council**

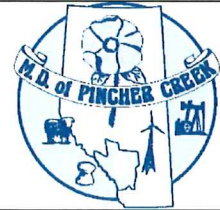
- Closing of the remaining agreements can not be done unilaterally. Administration has been working with the landowners to close out the outstanding three (3) costed agreements over the course of the last year
- Administration anticipates closing payment for the other three (3) costed agreements over the course of Q1 2024
- Remaining anticipated costs are primarily for crop loss payments, paying out contractual clauses that were not completed in agreement with UROW landowners (i.e. wastewater connection point), and some minor surveying/land titles closeout

### **FINANCIAL IMPLICATIONS:**

- Reallocation of remaining 2023 budget to 2024

# Administration Guidance Request

G3a



**TITLE: Update – Alberta Indigenous & Municipal Transition Grant**

**PREPARED BY: Laura McKinnon**

**DATE: January 3, 2024**

**DEPARTMENT: Planning and Development**

		<b>ATTACHMENTS:</b> 1. N/A
<b>Department Supervisor</b>	<b>Date</b>	

**APPROVALS:**

<b>Department Director</b>	<b>Date</b>	<b>Interim CAO</b>	

**REQUEST: That Council clarify the direction forward regarding the Peace Officer/Bylaw Enforcement Program Consultation.**

**BACKGROUND:**

At the December 12, 2023 meeting, administration requested support in an application for the Alberta Indigenous & Municipal Police Transition Grant Program. Administration met with the facilitators of the program shortly after. It was determined at that time, that grant could not be used for consulting fees once a policing direction had been chosen.

The grant is for municipalities that are unsure of what direction in police enforcement they would like to go. Given such choices as a Peace Officer, an additional RCMP officer and others. The grant would allow the hiring of a consultant to do community studies and explore costs related to the different policing options.

At this time, Administration has direction of continuing forward with the Peace Officer/Bylaw Enforcement program consulting. However, Administration would like Council to confirm and clarify the decision of the Peace Officer/Bylaw Enforcement Program.

**FINANCIAL IMPLICATIONS:**

Use of budgeted consultation fees - \$15,000

# CHIEF ADMINISTRATIVE OFFICER'S REPORT

G4a

December 11, 2023 to January 5, 2024

## **Discussion:**

December 12	Council Committee and Council Meetings
December 13	Joint Health and Safety Committee Meeting
December 13	Discussion with Provincial Rangeland Specialist regarding weed contracts
December 14	Meeting with BTG Energy Officials
December 14	Employee Performance Reviews (x2)
December 18	SMT Meeting
December 18	OPS2 Position Interviews (x3)
December 19	Special Council Meeting
December 19	STARS Vigilant Kick-Off Meeting
December 21	Organizational Assessment Meeting
January 3	PW Safety Meeting

## **Upcoming**

January 9	Council Committee and Council Meetings
January 10	Joint Health and Safety Committee Meeting

## **RECOMMENDATION:**

That Council receive for information, the Chief Administrative Officer's report for the period December 11, 2023 to January 5, 2024.

Prepared by: CAO, Roland Milligan

Date: January 4, 2024

Respectfully presented to: Council

Date: January 9, 2024

**Administrative Support Activity since last Council Meeting**  
**– prepared by Jessica McClelland, EA**

**Letters from last Council:**

- Town of Pincher Creek – Funding Model
- Pincher Creek Emergency Services – Fire Hall
- Lundbreck Citizens Council – Grant Hosting
- AltaLink - Transmission Line Rebuild Project Concerns
- PCREMO - Budget
- Watershed Council – Donation Request
- Community Hall – Donation Request
- Ag Society – Invoice Payment

**Advertising/Social:**

- Notice of Special Meeting December 7, 2023
- Budget 2024
- Snow Plow Priority Map
- Holiday Train
- Snow Pile Safety

**Other Activities:**

- Holiday Train
- Council Package/Meeting
- Signage for Eco Centre (Arrived and installed by PW)
- Vacation/Christmas Break December 22 through January 1
- Donation gift basket for Pincher Creek Curling Club

**Invites to Council:**

- Lundbreck Citizens Council – Will contact MD later in Spring to attend
- Community Hall – Will attend upcoming Joint (Special) Council Meeting

**Upcoming Dates of Importance:**

- Regular Committee, Council – January 9, 2024
- Special Meeting (Joint Meeting) – TBD
- Regular Committee, Council – January 23, 2024
- Coffee with Council – Lundbreck – January 25, 2024

December 2023

**Subject:** Sunrise Solar Project Update - *encl: Alberta Utilities Commission (AUC) Brochure & Updated Project Map*

We hope this letter finds you well and thank you for your continued interest in the Sunrise Solar Project. Evolgen is proposing the **75MWac/~98MWdc\* Sunrise Solar Project**, which will be located in the Municipal District (M.D.) of Pincher Creek, North-West of the Town of Pincher Creek.

We are pleased to provide you with an update on the Project's progress and the changes that have been made based on the feedback we received from the community, the M.D. of Pincher Creek and the Town of Pincher Creek. Your input has played a crucial role in shaping the Sunrise Solar Project.

Below is an overview of the proposed changes and an invitation to our next Open House to learn more.

## What is new

### Updated project layout to improve viewscales

Working with the landowner, we have made significant changes to the layout of the solar panels. We are no longer proposing to build on the quarter section closest to the Town of Pincher Creek and instead are proposing to add lands further to the north - see the updated Map below and attached.

This new layout will increase the distance between the project and municipal boundary, reducing the visual impact from the Town of Pincher Creek. As a result of the modifications, the closest solar panels will now be 1.6 KM from the roundabout at the corner of Highway 507 and Highway 6 as

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*\* Direct Current (dc): electricity flows in one direction with a constant voltage. Alternating Current (ac): voltage periodically fluctuates between positive and negative and the current flows forward and backward. While previous correspondence referred to direct current, for consistency we will be using the ac number going forward.*

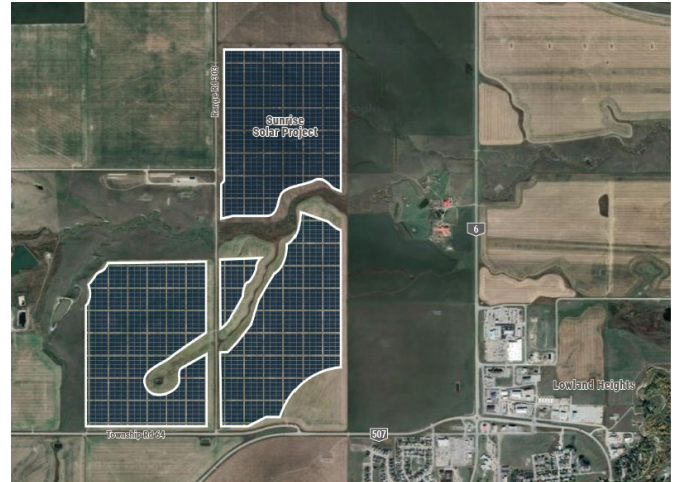


opposed to 800M with the previous layout. The residences on Briar Road are now more than 1KM from the project boundary, as opposed to approximately 500M previously.

### New proposed layout



### Layout originally proposed



### Minimizing our footprint on agricultural land

As part of the site optimization, we have reduced the project footprint from 575 acres to 500 acres. This reduction of the project footprint will result in taking up 13% less agricultural land.

In addition, we continue to explore options to maintain agricultural use of the land on which we build, such as through sheep grazing on the land.

### Reducing conflict with the Urban Fringe and municipal planning

An additional benefit of the Project's new proposed layout is that it will better align with the Town's growth plan and the Inter-Municipal Development Plan that governs planning in the fringe zone between the Town and MD. The additional distance between the project and municipal boundary will allow more of a "buffer" in line with the intent of the Urban Fringe.





### **Establishing a community benefits fund**

One of the consistent comments we have heard from residents is how will they benefit from the project. To demonstrate our commitment to giving back to the communities in which we work, we are proposing to establish a community benefit fund of \$25,000 annually, aimed at supporting local organizations and causes that contribute to the well-being of the community.

We are seeking community feedback on how to establish and administer the fund to ensure there is local input on what organizations and projects are being chosen and supported.

### **Greater clarity on our decommissioning fund**

Evolugen will have legal obligations under existing laws to reclaim the site to its equivalent land capability at the Project's end of life. A Conservation and Reclamation Plan will be filed prior to construction beginning.

Above and beyond these requirements, we will establish a Decommissioning Fund that would require us to make annual contributions to the Fund once the Project is operational for the sole purposes of decommissioning.

The Decommissioning Fund would be tied explicitly to the Project and held in escrow by a third party so that it can only be accessed for decommissioning.

## **Updated Studies**

We have recently completed preliminary glare and noise analyses of the updated Project layout which will be posted on our website at [www.evolugen.com/Sunrise](http://www.evolugen.com/Sunrise) once they are finalized. The glare report provides an assessment of potential glare from the solar panels and outlines the measures we plan to take to mitigate any potential issues. The report confirms that the glare impact from the Project is expected to be minimal and will be mitigated using operational strategies that appropriately manage the backtracking angles of the solar panels to reduce glare, including at the municipal airport.

The noise study confirms that cumulative sound levels at all of the assessed receptors within 1.5km of the Project area are in compliance with the Permissible Sound Levels (AUC Rule 012).



## Further Public Engagement

Evolugen is committed to building trust with local stakeholders and engaging proactively with communities to ensure that their interests are appropriately considered in our project planning and decision-making. We invite you to attend our second in-person community open house, where you will have the opportunity to learn more about the updated Project layout and engage our team.

**Tuesday, January 16, 2023**

**5:00 – 7:00 pm (drop-in)**

**Banquet Hall A – Heritage Inn Hotel & Convention Centre  
919 Waterton Avenue, Pincher Creek, AB T0K 1W0**

You are receiving this letter because you are a stakeholder within 800M of the Project, you were previously within 800M of the Project's older layout, or because you attended our earlier Open House. If you wish to be removed from this mailing list, please let us know.

We look forward to seeing you in person at our Open House. If you are unable to attend and would like more information, please contact us to arrange a one-on-one meeting at your convenience.

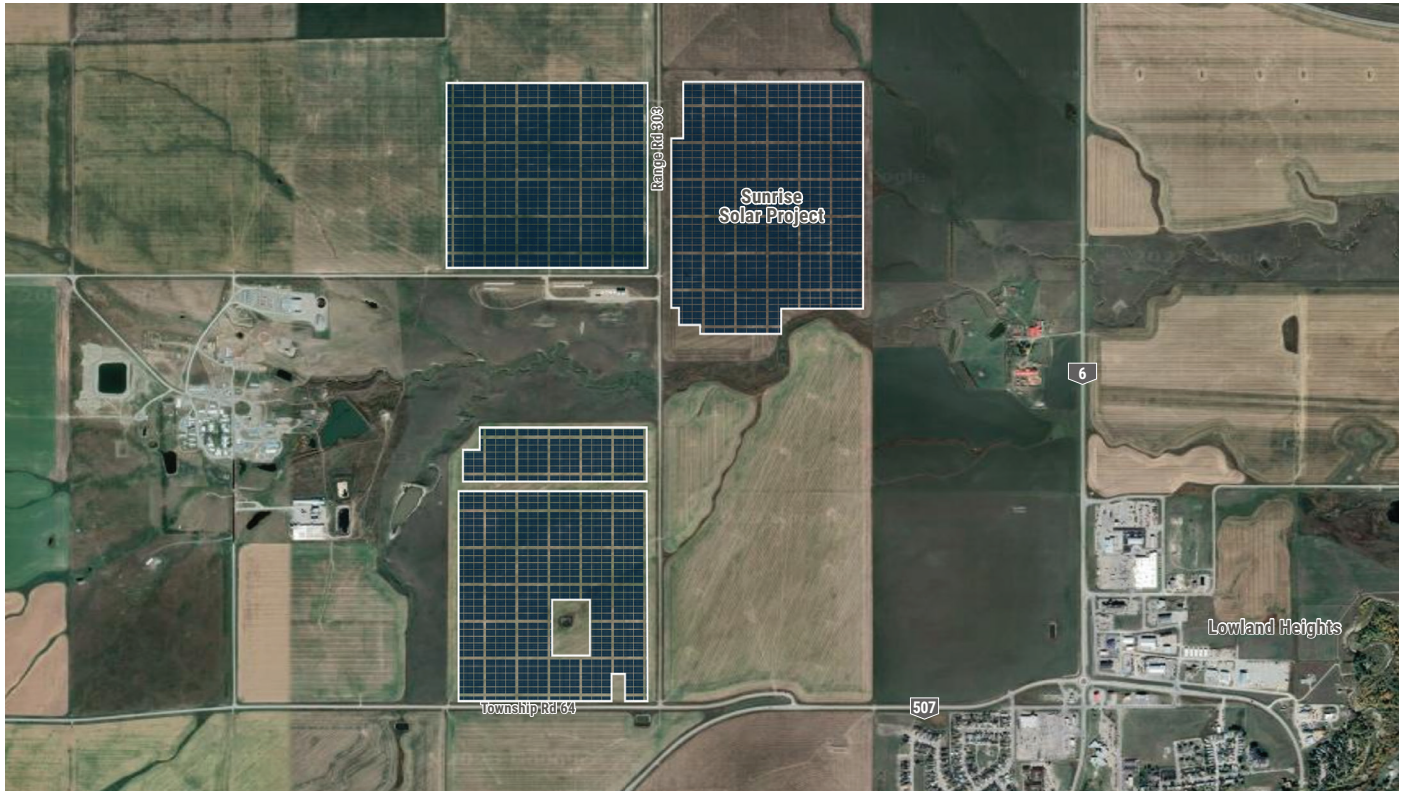
Sincerely,

The Sunrise Solar Project Team  
[sunriseproject@evolugen.com](mailto:sunriseproject@evolugen.com) | 403-463-8391

# Project Map

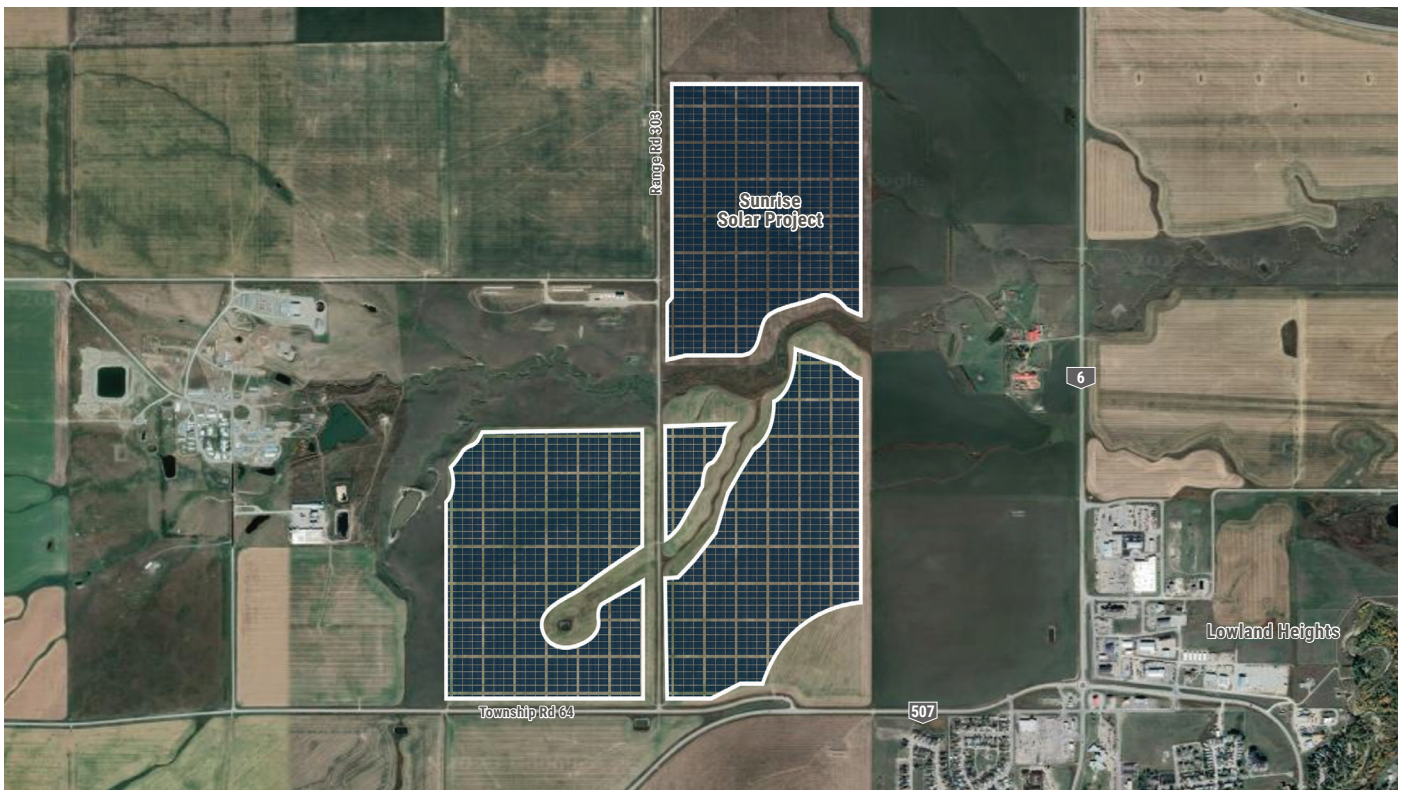


## New Proposed Layout



Preliminary layout, subject to change.

## Layout Originally Proposed







# Participating in the AUC's independent review process to consider facility applications

## The AUC regulatory review process to consider facility applications for utility projects



The AUC uses an established process to review social, economic and environmental impacts of facility projects to decide if approval of a project is in the public interest.

The AUC considers applications requesting approval of the need for transmission development and facilities applications seeking approval to construct, operate, alter and decommission electric and natural gas facilities. Applications, as specified in AUC Rule 007, are required for:

- The need for transmission upgrades.
- The route and location of transmission facilities.
- The siting of power plants.
- The construction of a battery storage system.
- The designation of an industrial system.
- The need for and siting of natural gas utility pipelines.

Sometimes the Alberta Electric System Operator's needs identification document application is considered together with a facility application in a single proceeding; sometimes separate proceedings are held to consider each application.

## Application review process



- Step 1: Public consultation prior to applying to the AUC
- Step 2: Application filed to the AUC
- Step 3: Public notice
- Step 4: Public submissions to the AUC
- Step 5: Consultation and negotiation
- Step 6: The public hearing process
- Step 7: The decision
- Step 8: Opportunity to appeal
- Step 9: Construction, operation and compliance

## Application review process

### Step 1: Public consultation prior to applying to the AUC



An applicant seeking approval of a proposed utility development project is required to engage in a participant involvement program prior to filing an application with the AUC. The public involvement program involves consultation with persons whose rights may be directly and adversely affected by the proposed project so that concerns may be raised, addressed and, if possible, resolved.

The application guidelines and requirements for facility applications can be found in AUC Rule 007: *Applications for Power Plants, Substations, Transmission Lines, Industrial System Designations, Hydro Developments and Gas Utility Pipelines*.

Potentially affected parties are strongly encouraged to participate in the public consultation, also called a participant involvement program. Early, active and ongoing discussions with an applicant may lead to greater influence on project planning and what is submitted to the AUC for approval.

### Step 2: Application filed to the AUC



When the applicant has concluded its consultation with potentially affected parties and the participant involvement requirements have been completed, the applicant files its application through the AUC online public filing system, called the eFiling System.

AUC staff members review each application submitted to verify that all of the application requirements in Rule 007 have been met before an application is deemed complete. If all of the required information is not provided, the application may be closed or missing information will be requested of the applicant. Rule 007 specifies, among other requirements, that applicants must submit the results of a public involvement program in its application that includes information about how applicants consulted and notified stakeholders and Indigenous groups and identifies any unresolved objections and concerns about the project.

### Step 3: Public notice



When the AUC receives an application it is assigned a proceeding number and the AUC generally mails a notice of application directly to those who live, operate a business or occupy land in the project area who may be directly and adversely affected if the AUC approves the application. The notice initiates the opportunity for formal intervention in the proceeding to consider an application or applications. The notice of application will also set out important dates and information about where to find the application and other items being considered. The five-digit eFiling System proceeding number in the notice is the most efficient way to find information about a proposed project through the AUC website.

### Step 4: Public submissions to the AUC



Prior to the submission deadline provided in the notice, formal submissions of outstanding concerns and unresolved objections about a project may be submitted to the AUC. To submit a concern, participants will need to register to participate in the proceeding, which involves providing a brief written statement called a statement of intent to participate. Submissions are filed electronically through the eFiling System. The information filed becomes part of the public record and is an important part of the process to ensure that outstanding concerns are heard, understood and considered.

The AUC uses the information gathered through statement of intent to participate submissions to decide whether to hold a hearing on the application(s). The AUC must hold a hearing if a concerned person can demonstrate that they have rights that may be directly or adversely affected by the AUC's decision on the application. Such a person is said to have standing before the AUC. If the AUC decides to hold a hearing, the AUC will provide further opportunities for participants with standing to ask the applicant questions on the public record and present their position on the application either in writing or in person. Hearings may

be held in writing, in person or virtually through web-conference software.

## AUC eFiling System

The eFiling System is the online tool that the AUC uses to manage applications and submissions in its proceeding-based review. The eFiling System gives access to all public documents associated with an application. The system is also used to submit your concerns and provide input to the AUC and can be used to monitor related proceeding filings. Those who do not have access to the internet can send submissions, evidence and other material by mail and the AUC will upload the submission on their behalf.

## Step 5: Consultation and negotiation (if applicable)



The AUC supports efforts to reach a mutually agreeable outcome among the applicant and affected parties. The AUC encourages the applicant and those who have filed a statement of intent to participate to continue to attempt to resolve any outstanding issues. If all concerns can be satisfactorily resolved this may eliminate the need for a formal hearing. However, if there continues to be unresolved issues, those matters will typically be addressed in an AUC hearing.

## Step 6: The public hearing process



The AUC will issue a notice of hearing if a person with standing continues to have legitimate unresolved concerns with the application. The notice of hearing will provide a hearing date and location, or specify if the hearing will be held in writing or virtually. When the AUC holds a public hearing, registered parties are given the opportunity to express their views directly to a panel of Commission members. Any member of the public can listen to an in-person or virtual oral hearing. An oral public hearing operates similar to a court proceeding.

Participants in a hearing can either represent themselves or be represented by a lawyer. In addition, participants may hire experts to assist in preparing and presenting evidence to support their position.

## Cost assistance



A person determined by the AUC to have standing or a local intervener can apply for reimbursement of reasonable costs. Those who hire a lawyer or technical experts must be aware that while reimbursement for the costs of legal and technical assistance is available under AUC Rule 009: *Rules on Local Intervener Costs*, recovery of costs is subject to the AUC's assessment of the value of the contribution provided by the lawyer and technical experts in assisting the AUC to understand the specifics of the case. It is also subject to the AUC's published scale of costs.

People with similar interests and positions are expected and encouraged to work together to ensure that expenditures for legal or technical assistance are minimized and costs are not duplicated.

## Step 7: The decision



The AUC's goal is to issue its written decision no more than 90 days after the close of record. The AUC can approve, or deny an application and can also make its approval conditional upon terms or conditions. AUC decisions are publicly available through the AUC website at [www.auc.ab.ca](http://www.auc.ab.ca).

## Step 8: Opportunity to appeal



An applicant or participant in a proceeding may formally ask the Court of Appeal of Alberta for permission to appeal an AUC decision. An application for permission to appeal must be filed within 30 days from the date the decision is issued.

An applicant or participant in a proceeding can also ask the AUC to review its decision. An application to review a decision must be filed within 60 days from the date the decision is issued and satisfy the limited grounds described in AUC Rule 016: *Review of Commission Decisions*.

## Step 9: Construction, operation and compliance



An applicant that receives approval to build and operate a facility from the AUC is expected to follow through on any commitments it has made to parties and must adhere to any conditions that were set out in that approval. If concerns about compliance with approval conditions and post-construction operations cannot be resolved with the applicant, they can be brought to the AUC's attention for consideration. The AUC has significant compliance and enforcement powers for all approved applications. Additional information is available on the AUC website.



The Alberta Utilities Commission is an independent, quasi-judicial agency of the government of Alberta that ensures the delivery of Alberta's utility services take place in a manner that is fair, responsible and in the public interest.

We are committed to ensuring that Albertans whose rights may be directly and adversely affected by a utility development project are informed of the application and have the opportunity to have their concerns heard, understood and considered.

## Contact us

Phone: 310-4AUC  
1-833-511-4282 (outside Alberta)  
[info@auc.ab.ca](mailto:info@auc.ab.ca)  
[www.auc.ab.ca](http://www.auc.ab.ca)

Eau Claire Tower  
1400, 600 Third Avenue S.W.  
Calgary, Alberta T2P 0G5

Attention: Reeve and Council M.D. of Pincher Creek

I have attended many Council Meetings regarding the water/sewer project in Beaver Mines. Throughout the discussion there was one consistent message from Council... “the users of the service would be expected to pay the operating costs related to the system”. It was expected that the M.D. ratepayers as a whole would support the CAPITAL costs incurred by the M.D. but that the OPERATING costs would be funded by the user fees.

My first question is... “does Council still support the concept of user pay as it relates to these utility systems?”

Secondly, the accounting system, to the best of my knowledge, does not lend itself to understanding costs and revenues associated with the utility systems. It seems that Provincial grant money has been added to user fees (notes in the 2024 budget document). When asked, the Manager of Utilities and Infrastructure could not provide a clear explanation of the funding shortfall amount and I was directed to Council. I could not identify funds received from Cowley and the Provincial government for water supplied.

My request of Council is that they direct Administration to set up a CLEAR accounting system that details the fees collected and the expenses incurred regarding the M.D. water and wastewater systems.

Thank you in advance for responding to this request.

Cornell Van Ryk



Southwest Alberta Sustainable Community Initiative

January 3, 2024

**Re: Request for Letter of Support for SASCI's application to Small Communities Opportunity Program**

Dear M.D. of Pincher Creek Council;

**The Southwest Alberta Sustainable Community Initiative (SASCI) hereby requests a Letter of Support from the M.D. of Pincher Creek for its application to the Alberta Government's *Small Community Opportunity Program*. SASCI is applying for funds to support a part-time position for a Community Energy Specialist for a period of two years, at no present or future expense to local government. This position will complement the efforts of the Town and MD of Pincher Creek to support our communities in building capacity to respond to climate change and capitalize on the global energy transition. A draft of the job posting is included below.**

## **Background**

Energy transition and climate change are defining issues of our time, and rural communities everywhere have much to gain from strategically responding to both. SASCI is pleased and grateful that the Town and M.D. of Pincher Creek have been taking clear and effective initiative to capitalize on related opportunities.

In April 2021, with funding support from Municipal Climate Change Action Centre, the Town and M.D. jointly established a full time position for a Municipal Energy Project Lead (MEPL) to support them in reducing operational energy costs and GHG emissions. In less than two years, the MEPL has helped the Town and M.D. to reduce their combined infrastructure emissions by 8% while reducing annual energy costs by more than \$80,000. The MEPL has also actively worked to raise community awareness around energy transition and related projects, and build broader community capacity to capitalize on energy transition. Hosting an Energy Futures Lab Road Show would be a timely, appropriate and effective contribution towards this end.

Such leadership and initiative are very timely. In 2015, industry operator Shell Canada announced that downsizing and eventual closure of its nearby Waterton Natural Gas Complex would likely occur in 10 to 15 years based on projected depletion of gas reserves. Shell also emphasized that closure could potentially come sooner depending on changing economic conditions and evolving market trends. Shell Canada sold the Waterton Complex to much smaller operator Pieridae Energy in 2019, but the operating life of the Waterton Complex remains constrained by its finite and non-renewable reserves.

Since 2015, SASCI has been working to help regional communities prepare for a future without the Waterton Complex. SASCI's comprehensive assessment of the economic and social impacts of plant closure was completed in 2018 with funding support from Shell Canada and the Town, and revealed that annual GDP in the region would decline by \$34 million; tax revenues for the Municipal District of Pincher Creek would decline by over 20%; an estimated 265 high-paying full-time equivalent jobs will be lost at the facility and at local businesses, affecting 8% of the current local labour force; as many as 650 people would leave the region as workers and their families relocated to new jobs, affecting up to 9% of current local housing stock.

## **Job Posting (Draft)**

**Job Title:** Part-Time Community Energy Specialist

**Job Description:** We are seeking a dynamic and community-focused individual to join our team as a Part-Time Community Energy Specialist. This role is pivotal in engaging with local communities to explore and implement strategies that leverage the ongoing energy transition towards enhancing community well-being.



Southwest Alberta Sustainable Community Initiative

**Key Responsibilities:**

1. **Community Engagement:** Actively engage with various community groups, local leaders, and stakeholders to understand their energy needs, concerns, and aspirations. Organize and facilitate community meetings, workshops, and forums to gather input and foster collaborative discussions.  
**Energy Transition Strategies:** Develop and propose innovative solutions and projects that align with the energy transition, focusing on renewable energy, energy efficiency, and sustainable practices. Ensure these strategies are tailored to the unique needs and potentials of each community.

**Project Development and Implementation:** Collaborate with community members and other stakeholders to develop and implement energy-related projects. This includes project planning, securing funding, overseeing execution, and measuring impact.

**Education and Advocacy:** Educate community members about the benefits and opportunities of the energy transition. Advocate for policies and initiatives that support sustainable community development and energy practices.

**Partnership Building:** Establish and maintain relationships with local governments, non-profits, educational institutions, and industry partners to support community energy initiatives.

**Reporting and Analysis:** Regularly evaluate the effectiveness of community energy programs and initiatives. Prepare reports and analysis to inform future strategies and demonstrate impact.

**Qualifications:**

- Bachelor's degree in Environmental Science, Sustainable Development, Urban Planning, or related field (or equivalent experience). Experience in community engagement, project management, or the energy sector.  
Strong communication and facilitation skills.  
Ability to work collaboratively with diverse groups.  
Knowledge of renewable energy technologies and sustainability practices is preferred.

This part-time position offers a unique opportunity to be at the forefront of the energy transition, directly contributing to the betterment of communities through sustainable energy solutions. If you are passionate about community development and sustainable energy, we encourage you to apply.

**Conclusion**

Energy transition is an opportunity for communities in southwest Alberta to grow, retain and attract a new generation of wealth creators. SASCI applauds the Town of Pincher Creek and M.D. of Pincher Creek #9 for leadership that serves to materially improve the socioeconomic resilience and well-being of our communities.

Sincerely,

James A. Van Leeuwen  
Energy Committee Chairperson (volunteer)  
Southwest Alberta Sustainable Community Initiative (SASCI)



**From:** [Samantha Bonwick](#)  
**To:** [MDInfo](#)  
**Subject:** Possible partner/ sponser  
**Date:** January 3, 2024 7:00:59 PM

---

H1d

Hello, and Happy New Year!

My name is Samantha Bonwick and I am the Outreach Coordinator at the Pincher Creek Library.

I am writing because the library has an awesome opportunity to bring a planetarium to town in January. In my excitement, I contacted all the schools in the area and have already heard from 6 classes who would love to visit the planetarium.

Dark Sky Guides (out of Waterton) is the company who is bringing this wonderful opportunity to town. Their normal pricing is as follows: children ages 3-12- \$14 and adults- \$24 for an hour program. For class groups, it is \$14/ student or adult.

According to the classes that we have on board right now, that would be roughly 120 students and about 10 teachers/aids which comes out to \$1,680 + \$200 to rent the town hall gym for the day.

Dark Sky Guides has expressed that they could give us special pricing if needed because they do want this to work, but I am just wondering if the MD of Pincher Creek may be interested in partnering with us on this project. If your organization does contribute to this program, you will be mentioned as a partner in all advertising for the event and thanked in all articles/ promotional materials.

Thank you for your time, and feel free to ask any questions you may have.

Samantha Bonwick  
Outreach Coordinator  
Pincher Creek & District Municipal Library



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113106

Dear Chief Elected Officials:

Since 2022, Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee consisting of industry representatives and municipal partners, such as Alberta Municipalities and Rural Municipalities of Alberta. The committee was tasked with designing an engagement process that will assist in updating the regulated property assessment models in a fair and transparent manner. I am now carefully considering the committee's proposed engagement plan.

As you are aware, in 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated, and there are no plans to reinstate it.

Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

Thank you for continuing to work in partnership with the province. I look forward to sharing more information in early 2024 regarding further engagement on the Assessment Model Review.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver".

Ric McIver  
Minister

cc: Chief Administrative Officers  
Tyler Gandam, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta



ALBERTA  
ENVIRONMENT AND PROTECTED AREAS

*Office of the Minister*

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at [rivers.alberta.ca](http://rivers.alberta.ca). To learn more about the impacts of drought on communities and the principles for sound water management, please visit [alberta.ca/drought](http://alberta.ca/drought).

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email [epa.drought@gov.ab.ca](mailto:epa.drought@gov.ab.ca).

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz  
Minister of Environment and Protected Areas

cc: Honourable Ric McIver  
Minister of Municipal Affairs

Honourable RJ Sigurdson  
Minister of Agriculture and Irrigation

Stacey Smythe  
Assistant Deputy Minister, Regulatory Assurance  
Environment and Protected Areas





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

H2c

December 15, 2023

AR113125

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website ([www.alberta.ca/local-government-fiscal-framework-capital-funding](http://www.alberta.ca/local-government-fiscal-framework-capital-funding)), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website ([www.alberta.ca/local-government-fiscal-framework-operating-funding](http://www.alberta.ca/local-government-fiscal-framework-operating-funding)). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver  
Minister

cc: Chief Administrative Officers

**From:** Shannon Frank <shannon@oldmanwatershed.ca>

**Sent:** December 15, 2023 9:30 AM

**Subject:** Drought Information Sharing

Good Morning,

I hope you are doing well, and looking forward to a break over the holidays!

We have developed a new webpage ([ABWater.ca](http://ABWater.ca)) for drought information, and encourage you to share it with your network. We are releasing videos and blogs regularly, and adding them there to educate Albertans about the drought situation, and what they can do. We are working closely with Environment and Protected Areas, and they have been doing a great job keeping us informed.

Our first blog has had over 2000 readers and counting, and over 250 shares on Facebook alone. We have also done about 10 media interviews in the last two weeks. Clearly there is a lot of interest and concern about the drought, and we are supporting the group effort to educate watershed residents. You can help by sharing the webpage.

Have a great break if I don't see you. Happy holidays and New Year!

Shannon

**Shannon Frank**  
**Aohkii Inihkiaki / Water Singing Woman**

Executive Director  
Oldman Watershed Council

---



■ 1 (403) 317-1328

■ [shannon@oldmanwatershed.ca](mailto:shannon@oldmanwatershed.ca)

■ [oldmanwatershed.ca](http://oldmanwatershed.ca)

■ 276, 104 - 13 ST N, Lethbridge, AB, T1H 2R4



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# Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0  
403 627 3156  
[reception@pinchercreek.ca](mailto:reception@pinchercreek.ca) [www.PincherCreek.ca](http://www.PincherCreek.ca)



January 2, 2024

Municipal District of Pincher Creek No. 9  
1037 Herron Avenue  
Box 279  
Pincher Creek, Alberta  
T0K 1W0  
Via email only [cao@mdpinchercreek.ab.ca](mailto:cao@mdpinchercreek.ab.ca)

**Re: Peace Officer Shared Service Agreement**

Attention: Roland Milligan, CAO

Please be advised that Council for the Town of Pincher Creek passed the following resolution at their regular meeting on November 14, 2023;

*That Council for the Town of Pincher Creek agree to terminate the Peace Officer Shared Service Agreement between the Town of Pincher Creek and the Municipal District of Pincher Creek No. 9 dated May 12, 2021.*

Trusting this information to be satisfactory.

Kind Regards,

*Lisa Goss*

Lisa Goss  
Legislative Services Manager  
/lg

