

**AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
March 12, 2024
6:00 pm
Council Chambers**

A. ADOPTION OF AGENDA

B. DELEGATIONS

C. MINUTES/NOTES

1. Special Council Meeting Minutes
 - February 15, 2024
2. Coffee with Council
 - February 22, 2024
3. Council Committee Minutes
 - February 27, 2024
4. Council Meeting Minutes
 - February 27, 2024
5. Special Council Meeting Minutes (Public Hearing 1349-23)
 - March 6, 2024

D. UNFINISHED BUSINESS

- a) Community Centre Hall Request
 - Letter from the Town of Pincher Creek

E. BUSINESS ARISING FROM THE MINUTES

- a) Travel Alberta – Receive for Information

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

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

G. ADMINISTRATION REPORTS

1. Operations

- a) Public Works Operational Report
 - Report from Public Works dated March 7, 2024
 - Schedule A – Operations Report
 - Schedule B – Shop/Fleet Report
- b) Utilities & Infrastructure Report
 - Report from Utilities & Infrastructure dated March 1, 2024

2. Finance

- a) 2023 Water Operations Costs
 - Report from Finance dated March 7, 2024

3. Planning and Community Services

- a) Southern Alberta Land Trust Society (SALTS) Conservation Easement – McLaughlin
 - Report from Planning dated March 7, 2024

4. Municipal

- a) CAO Report
 - Report from Administration, dated March 7, 2024

H. CORRESPONDENCE

1. For Action

- a) Livingstone Landowners Group
 - Invitation to “Dried Up, What Now” on March 23, 2024
- b) 2024 Minister's Awards for Municipal and Public Library Excellence
 - Letter from Municipal Affairs
- c) Intermunicipal Collaboration Framework Survey
 - Survey from Municipal Affairs
- d) Shop Shaker – Request for Sponsorship
 - Castle Mountain Resort
- e) Volunteer Appreciation Event
 - April 18, 2024
- f) Developing a Collective Community Health Framework
 - Survey from AHS

2. For Information

- a) Budget 2024 – Municipal Affairs
- b) Pincher Creek and District Municipal Library
 - 2023 Annual Report
 - Statistics Infographic

I. NEW BUSINESS

J. CLOSED MEETING SESSION

K. ADJOURNMENT

**MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
SPECIAL COUNCIL MEETING
FEBRUARY 15, 2024**

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Thursday, February 15, 2024 in the MD of Pincher Creek Council Chambers.

Waiver of notice of Special Meeting is attached to, and forming part of these minutes.

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

STAFF CAO Roland Milligan

Reeve Dave Cox called the meeting to order at 10:04 am.

A. ADOPTION OF AGENDA

Councillor Tony Bruder 24/088

Moved that the Special Council Agenda for February 15, 2024 be approved as presented.

Carried

B. LAND USE BYLAW PUBLIC HEARING DATE

Councillor Rick Lemire 24/089

Moved that Council rescind resolution 24/069,

AND THAT the required Public Hearing for the Land Use Bylaw 1349-23 be scheduled during a Special Meeting on March 6, 2024 at 6:00 pm.

Carried

F. ADJOURNMENT

Councillor John MacGarva 24/090

Moved that Council adjourn the meeting, the time being 10:05 am.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

Coffee with Council – Division 2
Thursday February 22, 2024
6:00 pm
MD Council Chambers

Attendees:

MD of Pincher Creek:

Reeve Dave Cox, Deputy Reeve John MacGarva, Councillors Rick Lemire, Tony Bruder, CAO Roland Milligan, Executive Assistant Jessica McClelland, Public Works Manager Patrick Gauvreau, Assistant Manager Alan McRae and Development Officer Laura McKinnon.

Audience:

Approximately 7 residents from the area.

Welcome from Reeve Dave Cox

- Welcomed all to the meeting and thanked everyone for coming out.
- Went around the room to the other Councillors so they could introduce themselves.

The following topics were discussed with Council and the public:

Concerns on slow clearing on Kerr Road. Plowing isn't done in a timely fashion. Are operators not working on weekends? There was 22 inches of snow and didn't see a grader for 2 ½ days. Operator is leaving large windrows on road causing a hazard.

- MD has new operators have been hired, asking for a bit of patience while they are being trained.
- Residents are to call the office if the next snowfall isn't dealt with to their standards.
- PW Manager will take a look at current conditions of RR 29-3.

Water Crisis concerns.

- MD is currently pumping water and has reduced trucking costs.
- Currently making application to Province for 2 wells connected to the aquifer.
- Working on grant applications to assist with funding.
- Water rights were explained, and where the MD is on allocation.
- Other Municipalities are dealing with the same concerns.

Eco Centre

- Residents feel the changes have been positive, it's well maintained and the staff is helpful. They would be okay with reduced hours if it made it more affordable.

Land Use Bylaw Public Hearing

- Residents felt that the potential solar development is a waste of good agricultural grounds. Council explained that even if the MD says no, the Province can override the decision.

Airport

Coffee with Council – Division 5
Thursday February 22, 2024

- Council reviewed that they have been putting money into upgrading the airport and would like to develop a regional airport committee. Currently it is only the MD and Crowsnest, Town of Pincher Creek decided not to participate.

Acceptable use of public roadway.

- Can people use a public roadway to train horses?

MD will have to look into the traffic act.

General comments:

- Concerns over amount of closed session items (MGA was discussed, and reasons for closed session)
- Why don't people come out to meetings? Poor attendance at open house.

Coal – was MD for or against?

- Water issues were the major concerns for the MD.

Meeting concluded at 7:24 pm.

MINUTES
REGULAR COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
Tuesday, February 27, 2024 2:00 pm
Council Chambers

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

Staff: CAO Roland Milligan, Financial Manager Brendan Schlossberger, Utilities & Infrastructure Manager David Desabrais, Public Works Manager Patrick Gauvreau, Development Officer Laura McKinnon, Municipal Energy Project Lead Tristan Walker, and Executive Assistant Jessica McClelland.

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

1. Approval of Agenda

Councillor Rick Lemire

Moved that the agenda for the February 27, 2024 be approved as presented.

Carried

2. Delegations

a) Travel Alberta

Yvonne Chau, with Travel Alberta, attended the meeting virtually to present the Discovery Report on tourism in our region. The report showcased the benefits of tourism in the area between Crowsnest Pass, Pincher Creek and Waterton.

Yvonne left the meeting at this time, the time being 2:51 pm.

3. Closed Session

Councillor John MacGarva

Moved that Council move into closed session to discuss the following, the time being 2:57 pm.

- a) Public Works Call Log – FOIP Sec. 24.1
- b) Draft Policy C-PW-025 – FOIP Sec. 23.1
- c) Water Emergency Funding Method Discussion – FOIP Sec. 23.1
- d) Clean Energy Improvement Program – FOIP 23.1

Moved that Council move out of closed session, the time being 3:34 pm.

Carried

REGULAR COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
TUESDAY, FEBRUARY 27, 2024

5. Round Table

Firehall update – Reeve Dave Cox updated Council on the purchase of the building for development of the new Fire Hall in Pincher Creek.

Art for Building – administration was directed to check on the insurance coverage should we begin to display local art in the Municipal Building. Councillor Lemire was going to speak to some local artists to see if there was interest in them displaying their art.

6. Adjournment

Councillor John MacGarva

Moved that the Committee Meeting adjourn, the time being 4:00 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
REGULAR COUNCIL MEETING
FEBRUARY 27, 2024

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, February 27, 2024 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, Rick Lemire.

STAFF CAO Roland Milligan, Utilities & Infrastructure Manager David Desabrais, Finance Manager Brendan Schlossberger, 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 Tony Bruder 24/091

Moved that the agenda for February 27, 2024 be amended to include:

Finance:

b) Regional Water Treatment Plant Access Road Capital Upgrades

Municipal:

c) Draft Policy C-PW-025 Cutting Hay on Municipal Roadways

Correspondence Action:

b) Letter of Concern – Beaver Mines Fence

c) Council Invites

Closed Session:

b) Culvert Replacement Legal Claim – FOIP Sec. 24.1

AND THAT the agenda be approved as amended.

Carried

B. DELEGATIONS

C. MINUTES

1) Council Committee Meeting Minutes – February 13, 2024

Councillor Rick Lemire 24/092

Moved that the minutes of the Council Committee Meeting of February 13, 2024 be approved as presented.

Carried

2) Council Meeting Minutes – February 13, 2024

Councillor Tony Bruder 24/093

Moved that the minutes of the Council Meeting of February 13, 2024 be approved as presented.

Carried

4) Special Council Meeting – February 15, 2024

Councillor Rick Lemire 24/094

Moved that the minutes of the Special Council Meeting on February 15, 2024 be approved as presented.

Carried

Minutes
 Council Meeting
 Municipal District of Pincher Creek No. 9
 February 27, 2024

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

- a) STARS – Request for standing motion instead of multi-year ask

Councillor Rick Lemire 24/095

Moved that Council receive for information the presentation from STARS from the February 13, 2024 Committee meeting;

AND THAT Council reaffirm the annual donation to STARS and that they will keep it budgeted on a Council term basis.

Carried

- b) Pincher Creek Community Hall – Request for funding

Councillor Tony Bruder 24/096

Moved that the verbal update on the Pincher Creek Community Hall request for funding, be received as information.

Carried

- c) FCM's 2024 Annual Conference and Trade Show

Councillor Tony Bruder 24/097

Moved that Council agree to fund two Councillors to attend the 2024 FCM Annual Conference and Trade Show.

Carried

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
 - Emerging Trends
 - Coffee with Council
2. Councillor Rick Lemire – Division 2
 - Pincher Creek Emergency Services
 - Pincher Foundation
 - Coffee with Council
3. Reeve Dave Cox – Division 3
 - Media requests
4. Division 4 – VACANT
5. Councillor John MacGarva – Division 5
 - Coffee with Council
 - Housing Committee
 - Superform Tour

Councillor John MacGarva 24/098

Moved to accept the Committee Reports as information.

Carried

G. ADMINISTRATION REPORTS

1. Operations

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a) Public Works Operations Report

Councillor Tony Bruder 24/099

Moved that Council receive the Public Works Operations Report, including Schedule A – Operations Report, and Schedule B – Shop/Fleet Report, for the period February 5, 2024 to February 16, 2024 as information.

Carried

b) Southfork Road Reconstruction Report

Councillor Tony Bruder 24/100

Moved that Council rescind resolution 24/007.

Carried

Councillor John MacGarva 24/101

Moved that Council approve \$470,000 in 2024 for capital work on the Southfork Road, with said funds coming from the Municipal Sustainability Initiative (MSI).

Carried

c) Draft Policy C-PW-009 – Dust Control

Councillor Rick Lemire 24/102

Moved that draft policy C-PW-009 Dust Control, be approved as presented.

Carried

d) Utilities & Infrastructure Report

Councillor Tony Bruder 24/103

Moved that Council receive the Utilities & Infrastructure Report for the period February 8, 2024 to February 21, 2024 as information.

Carried

2. Finance

a) Draft Policy C-FIN-524 – Tangible Capital Assets

Councillor Rick Lemire 24/104

Moved that draft policy C-FIN-524 – Tangible Capital Assets, be approved as presented.

Carried

b) Regional Water Treatment Plant Access Road Capital Upgrades

Councillor Tony Bruder 24/105

Moved that Council approve the capital upgrades to the Regional Water Treatment Plant access road, up to a maximum of \$80,000 in 2023 funds, with said funds coming from the Tax Rate Stabilization Reserve.

Carried

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 Municipal District of Pincher Creek No. 9
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3. Development and Community Services

a) Notice of Subdivision 2024-0-018 Town of Pincher Creek

Councillor John MacGarva 24/106

Moved that Council receive the Notice of Application for Subdivision of Land from Town of Pincher Creek as information.

Carried

4. Municipal

a) CAO Activity Report

Councillor Rick Lemire 24/107

Moved that Council receive for information, the CAO Activity report for the period of February 9, 2024 to February 23, 2024.

Carried

b) 2024 Municipal By-Election Establishment of Campaign Period

Councillor John MacGarva 24/108

Moved that for the purpose of the May 30, 2024 By-Election for Division 4, and pursuant to Section 147.(1)(b)(ii) of the Local Authority Election Act, Council hereby sets the Campaign Period from February 13, 2024 to 60 days immediately following the date of the by-election.

Carried

d) Draft Policy C-PW-025 Cutting Hay on Municipal Roadways

Councillor Tony Bruder 24/109

Moved that draft policy C-PW-025 Cutting Hay on Municipal Roadways, be approved as presented.

Carried

H. CORRESPONDENCE

1. For Action

a) Castle Community Legacy Fund – Request to MD of Pincher Creek

Councillor Rick Lemire 24/110

Moved that the Castle Community Legacy Fund request be tabled pending further information to the meeting of March 12, 2024.

Carried

b) Letter of Concern – Beaver Mines Fence

Councillor Tony Bruder 24/111

Moved that administration be directed to send a letter to the concerned party, explaining that the land in question is private land and therefore not a Council decision for use.

Carried

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c) Council Invites

Councillor John MacGarva 24/112

Moved that any interested Councillors be authorized to attend the following:

- Telephone Town Hall with the Honourable Ric McIver, Minister of Municipal Affairs – February 29, 2024
- Alberta Telephone Town Hall Meeting on drought preparations – March 6, 2024
- Pincher Creek Chamber of Commerce AGM – March 31, 2024
- RCMP Town Hall – March 21, 2024

Carried

2. For Information

I. NEW BUSINESS

J. CLOSED SESSION

Councillor Rick Lemire 24/113

Moved that Council move into closed session to discuss the following, the time being 7:49 pm:

- a) Draft Letter to Evolgen – FOIP Sec. 23.1
- b) Culvert Replacement Legal Claim – FOIP Sec. 24.1

Councillor Rick Lemire 24/114

Moved that Council move out of closed session, the time being 8:17 pm.

Carried

- a) Draft Letter to Evolgen

Councillor Tony Bruder 24/115

Moved that Council approve the letter of opposition with The Town of Pincher Creek to Evolgen regarding the Sunrise Solar Project, solely or jointly.

Carried

Councillor Tony Bruder 24/116

Moved that administration be directed to register for intervener status regarding AUC application for the Sunrise Solar Project.

Carried

- b) Culvert Replacement Legal Claim

Councillor John MacGarva 24/117

Moved that in regards to the culvert replacement legal claim, administration be directed as discussed in closed session.

Carried

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K. ADJOURNMENT

Councillor Tony Bruder 24/118

Moved that Council adjourn the meeting, the time being 8:19 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

**MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
SPECIAL COUNCIL MEETING
MARCH 6, 2024**

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, March 6, 2024 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 John MacGarva, and Councillors Rick Lemire, and Tony Bruder.

STAFF CAO Roland Milligan, Development Officer Laura McKinnon, ORRSC Senior Planner Gavin Scott, and Executive Assistant Jessica McClelland.

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

A. ADOPTION OF AGENDA

Councillor Tony Bruder 24/119

Moved that the Special Council Agenda for March 6, 2024 approved as presented.

Carried

B. PUBLIC HEARING 1349-23 LAND USE BYLAW

1. Public Hearing Called to Order

Reeve Dave Cox called the Public Hearing to order, the time being 6:00 pm.
CAO Roland Milligan overviewed the general rules of conduct during a public hearing.

2. Advertising Requirements

This Public Hearing has been advertised per Section 606 of the Municipal Government Act. This public hearing was advertised in Shootin the Breeze on February 21 and 28, 2024, and on the MD website and MD Social Media pages.

3. Purpose of the Hearing

The purpose of Bylaw No. 1349-23 is pursuant to Section 639 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, provides that a municipality must pass a Land Use Bylaw; and

The Municipal District of Pincher Creek No. 9 has conducted a significant review of the previous Land Use Bylaw in response to a number of changes to the Municipal Development Plan and Castle Mountain Resort Area Structure Plan; and

The purpose is to conduct a general cleanup of the provisions within the land use bylaw and align it with the Municipal Development Plan and Castle Mountain Resort Area Structure Plan.

Planner Gavin Scott overviewed the history of Land Use Bylaws (LUB) in Alberta, stating that all municipalities are legislated to have a LUB. The current LUB was enacted in 2018, and due to many changes in the Municipal Development Plan and Castle Mountain Resort Area Structure Plan, Bylaw 1349-23 is consolidating the changes. As a LUB is a living document, going forward, there will be more changes based on requests and Council decisions.

4. Presentations:

VERBAL:

Reeve Dave Cox asked if anyone in the audience wished to make a statement and requested that they introduce themselves as their names are recorded for the minutes.

Janet Jones – Realtor and resident in the MD

- Receives many calls from potential buyers looking for places to allow camping.
- Changes to family recreations: if there are 10 acres, can you have more than 2 campers?

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 Municipal District of Pincher Creek No. 9
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- Changes to Grouped Country Residential: will it be more difficult to subdivide?

Gavin Scott

- If it is privately owned land, you don't need a permit to camp on your property, up to a limit.
- Majority of changes were regarding building a campground.
- Unless the land is already zoned Group Country Residential, you would need to apply for a rezoning.
- The Intermunicipal Development Plan shows where land is already zoned as Group Country Residential.

Don Hill – Resident in the MD

- Read online that some places are becoming very restrictive to agriculture and animals allowed on land.
- Are there changes in the LUB regarding renewable energy?

The Council confirmed the MD is an agriculture community, and changes to the Bylaw do not include animal restrictions.

Gavin Scott

- The Province still has the final say on renewables; soils and buffers have changed, but the Province needs to clarify the changes.
- AUC is exempt from local planning regulations, and the only avenue a municipality has is setback rules.
- MD already has a designation for where they don't want to see Wind Turbines go, South from Kerr Road are some areas that are more restrictive.

Nancy Barrios – Resident

- When you say South of Kerr Road, is this east and west?

Council confirmed, yes.

Emma LaRoche – Resident

- Is there a timeline for businesses to comply with the new bylaw?
- When can we apply using the new Bylaw?

Gavin Scott

- If you had prior approval, you are grandfathered in. Should you need a land use change, you would need to apply.
- A New Bylaw is in effect once the Council approves it.

Janet Jones

- Were the changes driven by the number of applications from agriculture to rural recreation?

Gavin Scott

- The new Bylaw addresses if the land is located adjacent to a provincial highway, or if they aren't, than the application would need a concept plan for the proposed rezoning.

Daryl Carlson

- Technical question: Bylaw states "if you apply, you MAY be asked to notify the public".
- Why is the time frame to respond only 7 days? It should be longer.

Gavin Scott

- Permitted use doesn't need notification. Discretionary use, MD would send notifications to adjacent landowners.
- Clarification on time frame for residents to respond – 7 days is minimum, MD goes beyond that.
- Province sets timelines for Municipalities to respond to applicants.
- Social media is more utilized.

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 Special Council Meeting
 Municipal District of Pincher Creek No. 9
 March 6, 2024

- We are talking about development permits, not a rezoning. A rezoning is a whole different process, as are subdivisions or renewable energy.

Laura McKinnon

- For a rezoning, we notify everyone along the road, not just adjacent landowners.

Sophie LaRoche

- The term “access roads”? What does this refer to? All access roads? (eg, Shell loop road connects to Gladstone Valley)
- More random camping now, bringing garbage, increasing road usage.
- What is the development density?

Gavin Scott

- LUB doesn't define density, but subdivision rules limit houses on a parcel of land.
- A campground could be dependant on feedback from neighboring residents.

Reeve Dave Cox

- One thing the MD is looking into a business license program to find out what is already in our MD.

Councillor Tony Bruder

- We are aware of the density of a landscape, and subdivision bylaws protect that.

Gerry Toews

- Are rezoning applications on pause?

Laura McKinnon

- Only for Rural Recreation 1 and 2, until the Bylaw passes.

Nancy Barrios

- What changes/growth can be expected for Castle Mountain?

Gavin Scott

- Growth has not changed since the Area Structure Plan was created for Castle Mountain.
- Any changes would begin with Castle Mountain Resort Inc.

Reeve Dave Cox asked three times if anyone else in the audience wished to speak. No one else asked to speak.

WRITTEN:

Laura McKinnon read into the record an email from resident Kathy Day.

- Section 18.1 does not mention natural wildlife corridors, especially Division 3, which interfere with normal agricultural use of the area.
- 18.9 mentioned compatibility with other existing and approved uses in the area.
- The biggest concern about notifications is that 7 days is not realistic.
- Appreciated 48.27 and 48.28.
- Will solar farm owners be required to make upfront deposits regarding decommissioning on the sites?

Reeve Dave Cox asked three times if anyone else in the audience had written responses they wanted heard. No one else asked to speak.

5. Closing Comments

- Council thanked administration and Gavin for all the hard work.
- Council thanked the public for attending.

6. Adjournment from Public Hearing

Minutes
Special Council Meeting
Municipal District of Pincher Creek No. 9
March 6, 2024

Reeve Dave Cox adjourned the public hearing, the time being 6:56 pm.

F. ADJOURNMENT

Councillor Tony Bruder 24/120

Moved that Council adjourn the meeting, the time being 6:57 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER



Town of Pincher Creek

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



February 27, 2024

MD of Pincher Creek
Box 279
Pincher Creek, AB
T0K1W0

Dear Reeve Cox

Re: Community Centre Hall Society Request

The town of Pincher Creek has made the following resolutions and would like to ask for your consideration in funding the other portion of the community hall request.

GREEN:

That Council for the Town of Pincher Creek agrees to provide \$6360 to the Community Centre Hall Society to support hall operations regarding utilities, based on the Joint Funding Committee formula of Town 53% and Municipal District 47%.

CARRIED 24-071

CLELAND:

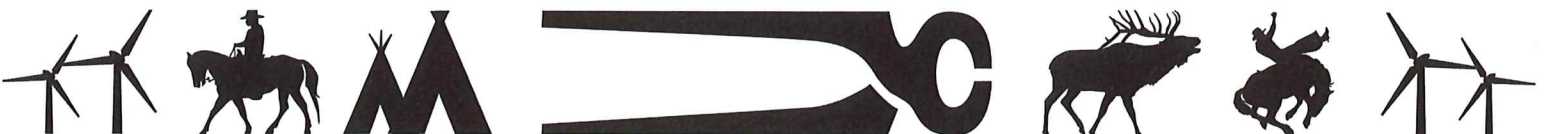
That Council for the Town of Pincher Creek discuss potential for future Community Centre Hall Society funding be set as a budget line item.

CARRIED 24-072

Should you have any questions or concerns, please contact our office.

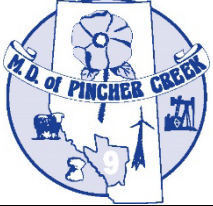

Yours Truly,

D. Anderberg
Mayor
Town of Pincher Creek



Administration Guidance Request

G1a

TITLE: PUBLIC WORKS REPORT			
PREPARED BY: PATRICK GAUVREAU		DATE: MARCH 6, 2024	
DEPARTMENT: PUBLIC WORKS			
Patrick Gauvreau	March 6, 2024	ATTACHMENTS: 1. Schedule A – Shop/Fleet Report 2. Schedule B – Operations Report	
Department Supervisor	Date		
APPROVALS:			
	_____ March 6, 2024	_____ _____	_____ _____
Department Director	Date	CAO	Date

RECOMMENDATION:

THAT Council, accept the Public Works Report for the period of February 17, 2024 to March 1, 2024 as information.

BACKGROUND:

STARS Vigilant
 Planning on going live Monday, April 18, 2024. Testing is occurring this week. Training is going to be scheduled for the week of April 11, 2024.

10 YEAR PW STRATEGIC MASTER PLAN
 Public Works engagement survey completed. Compiling results. The first draft of the PW Strategic Master Plan is anticipated to be complete around May 1, 2024.

SOUTHFORK ROAD SLIDE UPDATE
 This work was tendered and we are awarding it to Riviere’s Construction. Riviere’s is planning on a April 1, 2024 start date for construction. The work is expected to take 4 weeks to complete. Traffic accommodation during construction will be considered, but it is highly likely that the road will be shut down during construction and may if conditions and site safety allow be open for travel outside of construction hours.

MPE ENGINEERING – ACP GRANT UPDATE
 There is no update for this project. We are still waiting for cost estimates for the list of deliverables the MD provided MPE.

Administration Guidance Request

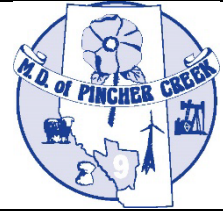
See attached Schedule "A" for the Shop / Fleet Report
See attached Schedule "B" for the Operations Report

FINANCIAL IMPLICATIONS:

None

PUBLIC WORKS REPORT SCHEDULE "A"

SHOP/FLEET OPERATIONAL REPORT



PREPARED BY: ALAN MCRAE

DATE: March 6/2024

DEPARTMENT: PUBLIC WORKS

PREPARED FOR: PATRICK GAUVREAU

ATTACHMENTS:

1. n/a

SHOP/FLEET OPERATIONS SUMMARY:

ACTIVITY FOR February 22-23/2024

- #510 (1/2 ton) service
- #477 (1 ton flat deck) batteries
- #63 (grader) service
- #71 (grader) circle repair
- #57 (grader) repairs
- #500 (3/4ton) service and repairs and 4 new tires

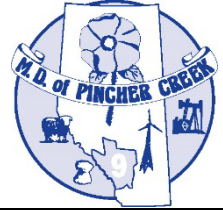
ACTIVITY WEEK OF February 26-March1/2024

- #418 (plow truck) brake issues
- #420 (T/A tractor) clutch set up/linkage adjust. Clutch close to end of life
- #651 (AES Kubota UTV)- service, repairs, also service sprayer engine
- #63 (grader) finish circle repair, trans calibration, r&r air to air boot
- #503 (3/4 ton) service
- Service AES rental equipment (chute and panel trailer)
- S.O.S reports (oil reports from cat)
- #59 (grader) AWD hose inspection and front tire swap
- #660 service and tire repair

No events or incidences to report for this period

PUBLIC WORKS REPORT SCHEDULE "B"

PUBLIC WORKS OPERATIONAL REPORT



PREPARED BY: TONY NAUMCZYK

DATE: March 6, 2024

DEPARTMENT: PUBLIC WORKS

Patrick Gauvreau

March 6, 2024

ATTACHMENTS:

Department Supervisor

Date

1. n/a

PUBLIC WORKS OPERATIONS SUMMARY:

IN FIELD ACTIVITY WEEK OF FEBRUARY 17 - 23

1. 6-8 Graders maintaining roads
2. Monitor south fork slide
3. Clear snow of airport runway(2 plow trucks, snow blower and loader
4. 2 speed plows maintaining hard surface roads
5. Loader/small plow trucks maintaining hamlets

IN FIELD ACTIVITY WEEK OF FEBRUARY 24 - MARCH 1

1. 6 to 8 Graders maintaining roads /cleaning up snow
2. 2 snow plows clearing hard surface roads
3. Loader and small plow truck clearing snow in hamlets
4. Monitor south fork sluff

EVENTS

February 26 (Heavy snow)

1. 2 plow trucks plowing hard surface roads (9hours)
2. 6-8 graders plowing snow (10 hours)

March2-3(Snow)

- 1.Speed plows –plowing hard surface roads

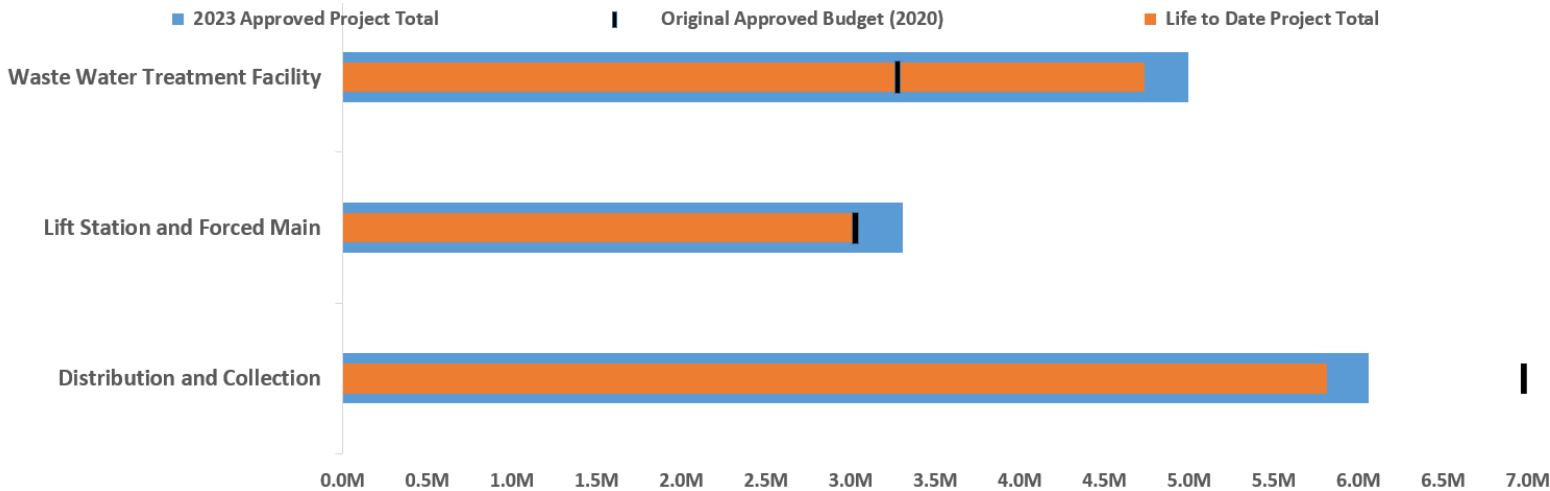


M.D. OF PINCHER CREEK NO. 9 UTILITIES & INFRASTRUCTURE REPORT

BEAVER MINES

Spend as of March 1st, 2024: \$13,571,901 / \$14,359,848 (95%)

March 1st, 2024: \$13,571,901



February 22nd: No Change

- **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)**
 - 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

- **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)**
 - Substantial completion achieved Dec 15th, with deficiencies to be addressed through early 2024
 - SCADA programming working for alarming and compliance reporting. Full integration underway. Regulator notified that that we are in full compliance period (sampling, testing, etc.) starting January 31, 2024. Commissioning report to be submitted to AEP before Mar 31, 2024
 - Working through deficiency & warranty items, construction completion certificate not anticipated until late Spring 2024

- **Beaver Mines Forcemain & Lift Station**
 - Tender was awarded to Parcon for Lift Station June 15th **\$2,326,091 (Original Budget: \$2,220,000)**

- Long lead generator and crane install complete February 28th, 2024. Training complete
- Forcemain complete
- Substantial completion anticipated to be achieved, awaiting formal request
- Minor change order work ongoing (new compliance sampling point installation, roof snow guards) prior to contract closeout
- Awaiting closeout docs from MPE (Record Drawings, Op. & Maint. manuals, GIS data, photos)

Current Water Operations Activity

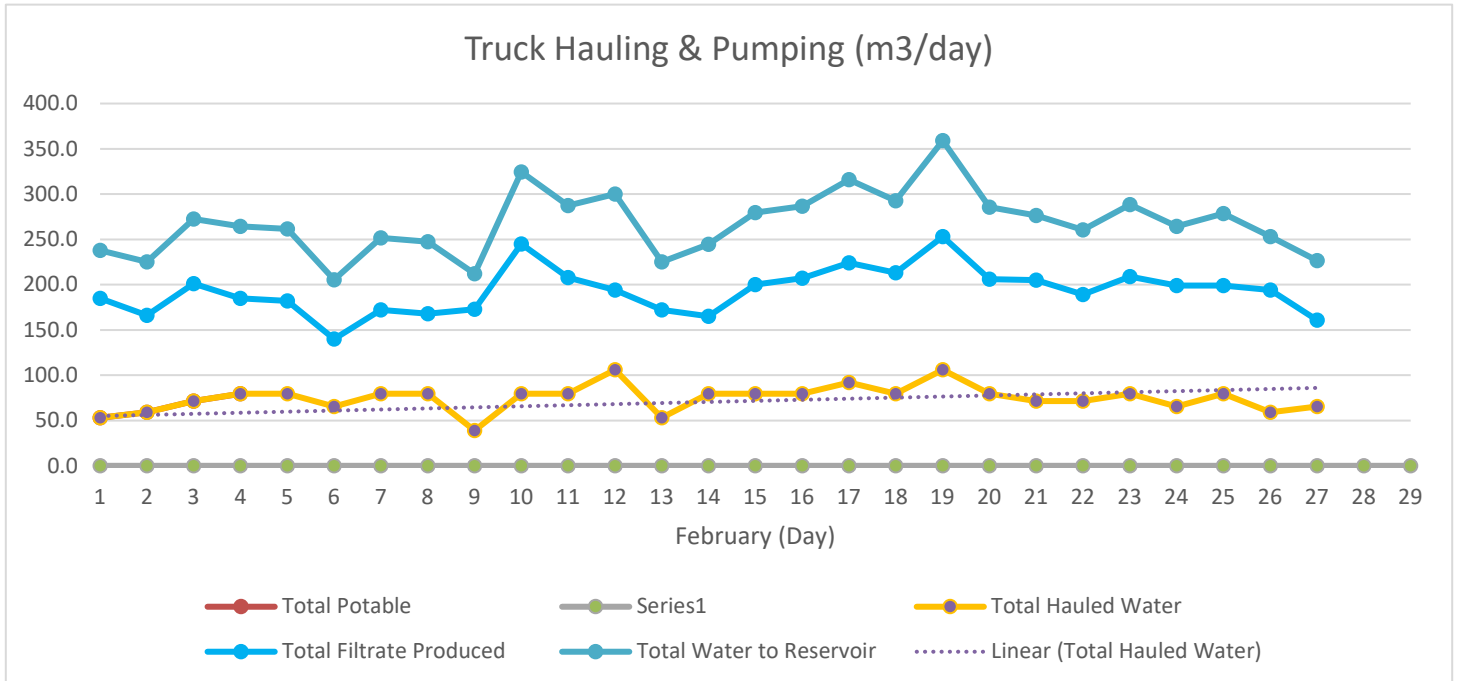
Water Crisis Update

Temp. Pumping Setup

- No recent concerns or issues. Utilizing tank setup with warmth again

Usage

- Pumping has been primary water source since Dec. 22nd. Hauling potable to supplement pumping has been necessary
- Averaged 77 78 m3/d since Jan 2nd

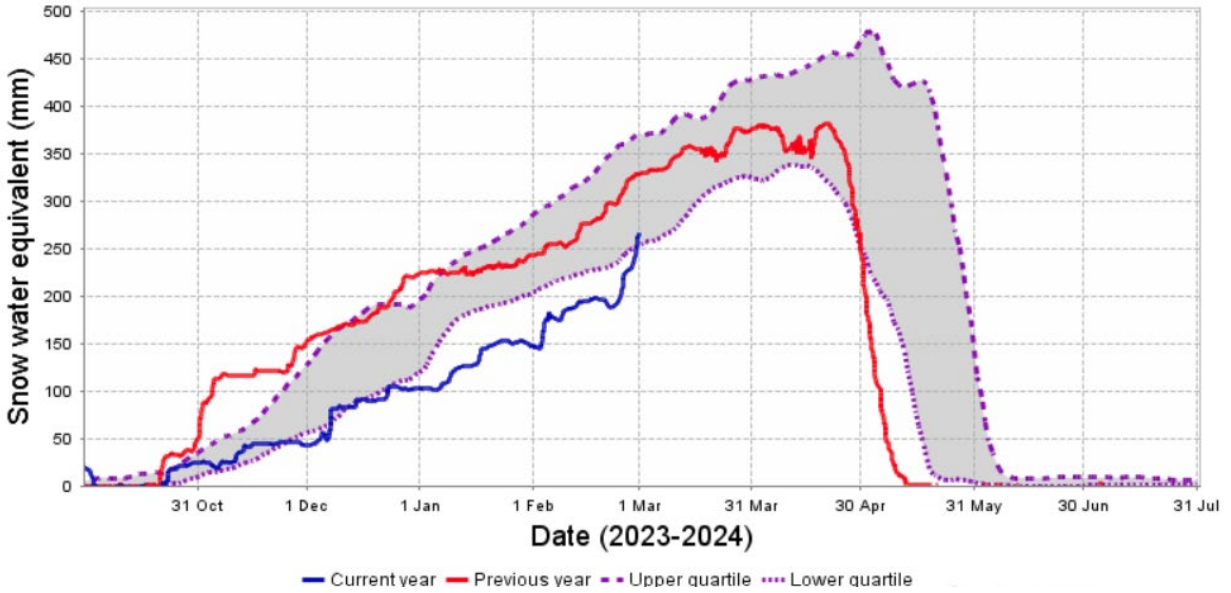


Reservoir & Snowpack Tracking

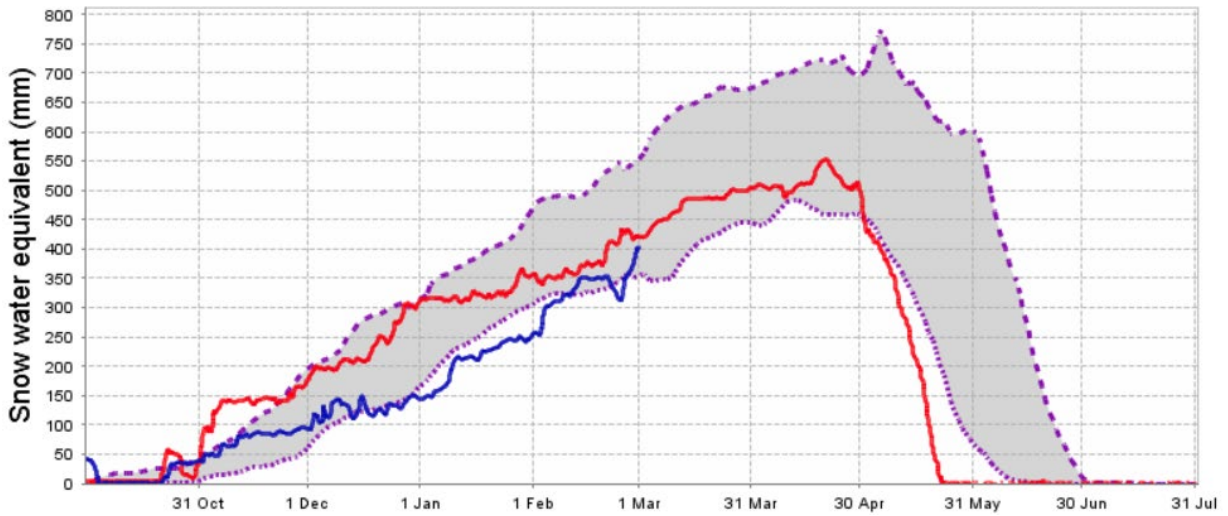
- Existing intakes will be underwater when reservoir level reaches 1103.5m (46% full)
- Reservoir levels bottomed out Dec. 4th at 1093.6m, slowly rising since.
 - Reservoir volume Mar 1st: 30.33% Feb 22nd: 30.08%
 - Level: 1096.46m 1096.30m
 - 80,000 dam3-81,300 dam3 remaining until intakes underwater
- Alberta Environment Snow Accumulation February Update:
 - Oldman River basin: much below average ranging from 33% at Westcastle II to 76% at Gardiner Creek; below average at 51% at Lee Creek "Q"; outlier of 16% at Many Glacier (snow station); (6 site surveyed; Akamina Pass 2 – still not enough data at this station to calculate statistical information).
 - Improvement from January forecast

Snow water equivalent for the current year (blue),
the previous year (red), and the normal range (grey)
for station 05AA817

South Racehorse Creek - EPA

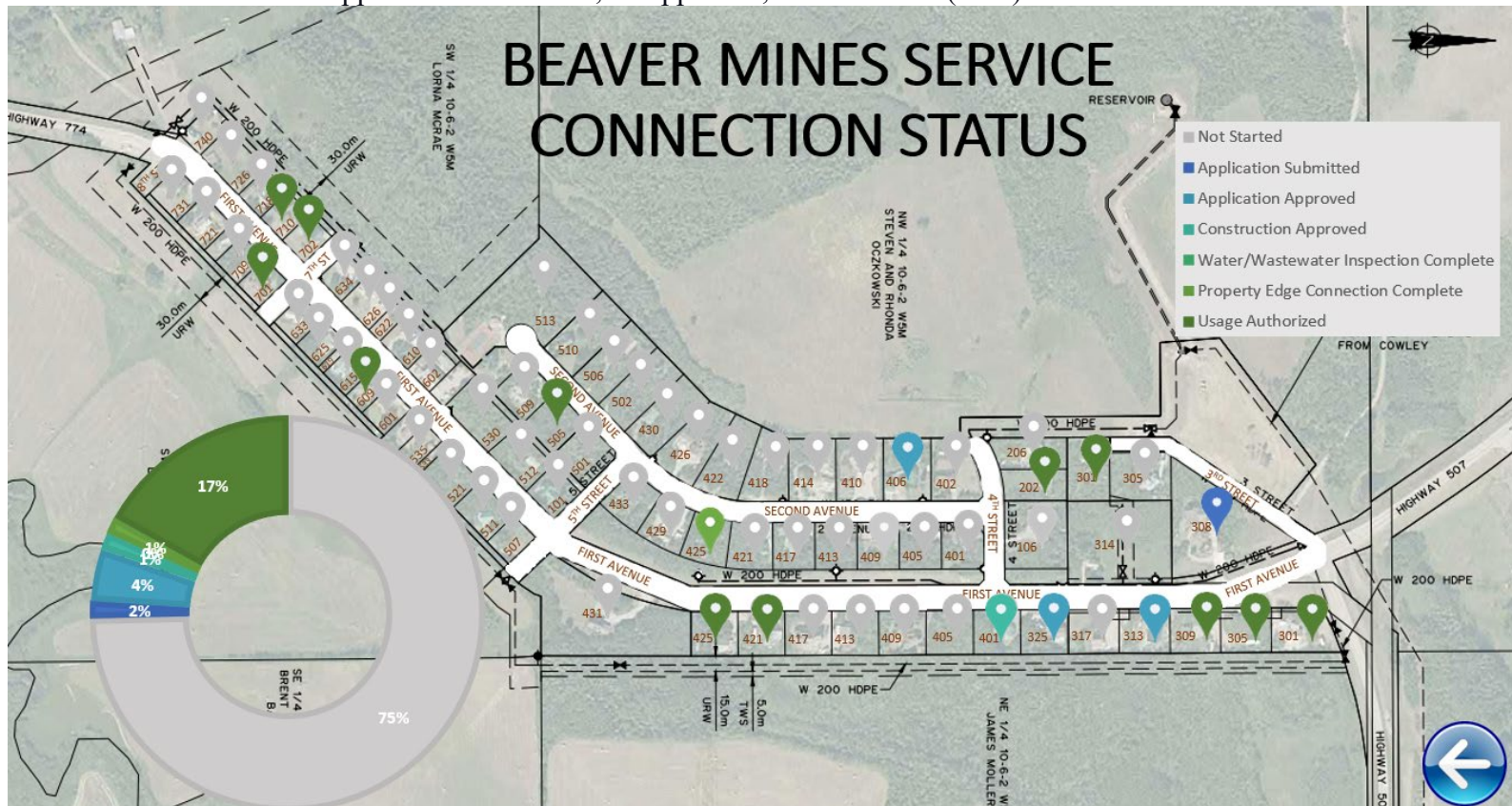


Gardiner Creek - EPA



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: Feb. 9th, 2024 (PC Standpipe attempted theft)

General Updates Mar 1st, 2024:

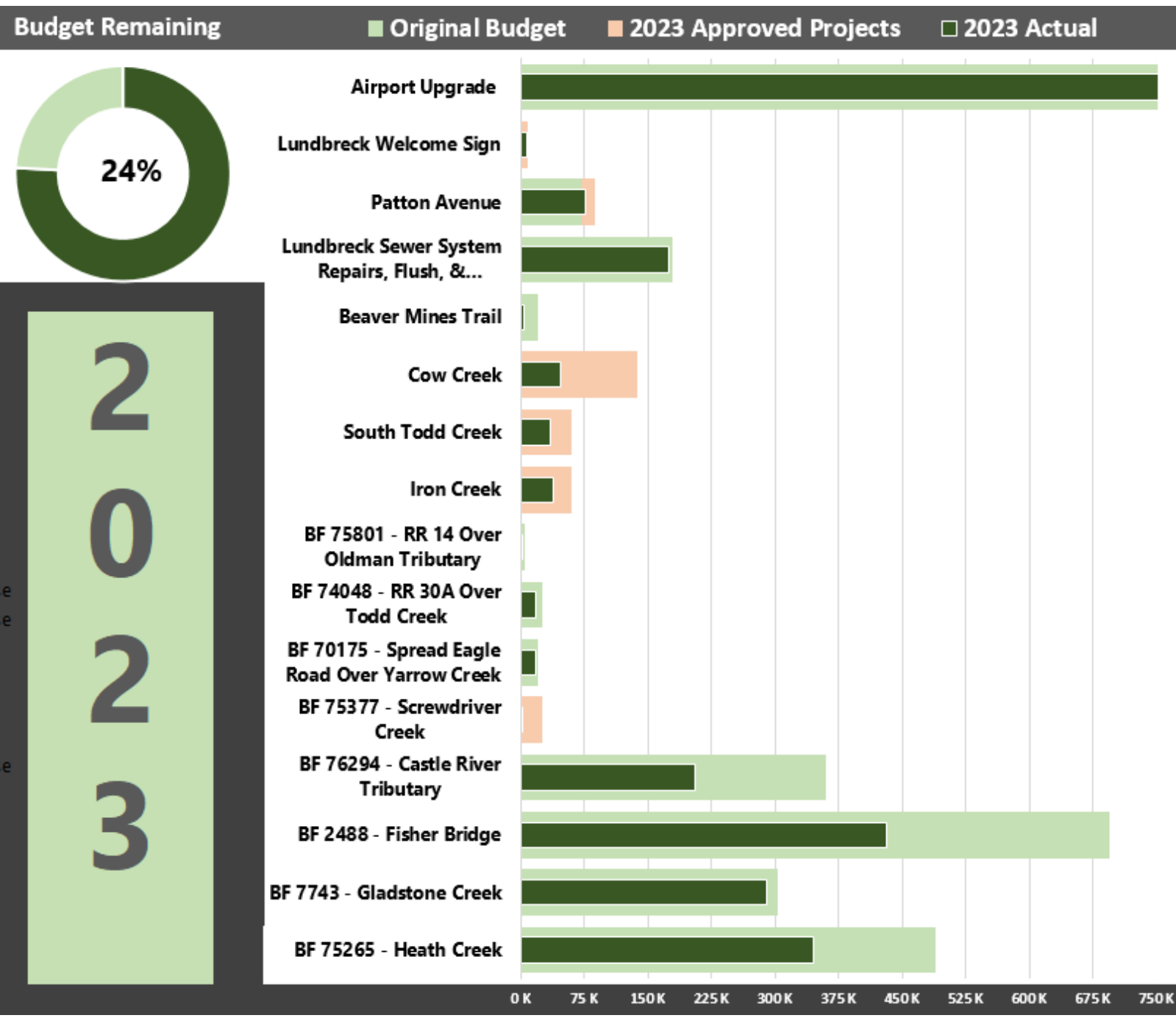
- WTP approval expiry date is April, 2024. Granted a 1 year extension on approval renewal due to current circumstances
 - Checking/updating all procedures and forms required under approval
- Permanent licenses for new pipeline have been drafted and reviewed by the MD. Awaiting AEPA release
- Scoping 2024 operational projects
- Working with commercial development in Lundbreck on new water and wastewater service installation
- Setting up gas monitoring equipment
- All annual reports completed
- Working with new residential Lundbreck development on servicing
- Setting up annual generator testing for new generators
- Lundbreck pump realigned scheduled for Mar 1st

Large Capital and Other Projects

Total 2024 Approved Budget: \$2,523,000. Spend as of February 22nd: Minimal

**Graphics to follow in future updates*

Total 2023 Approved Budget: \$3,617,000. Spend as of March 1st: \$2,779,635 (Minimal change)



Airport Lighting – Design 2022, Construction 2023

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

- Project complete

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

- Pricing received for wind/wave setup analysis and final preliminary engineering. Working to finalize scope of engineering under existing budget

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

- Notice of successful grant received Mar. 21st, 2023. Expanding scope to include Cowley
- Reached out to brewery April 4th to arrange sampling. Sampling complete May 11th 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 20th to discuss flow acceptance, working towards implementation. Brewery installation of flow restriction and metering underway
- 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
 - Investigating potential for additional Lagoon analysis/scoping due to Spring odour concerns
- Cowley and regional report to be completed in 2024, draft for Cowley received Feb 20th, under review. Awaiting regional draft

Oldman Reservoir Water Intake Low Level Project

- \$1.68M grant application finalized Jan 30th, 2024 for up to two (2) structures in reservoir
- All regulatory work submitted Feb 27th
 - HRA, ATEC roadside approval, Agriculture & Irrigation, Transport Canada approvals received
 - 3 Major approvals outstanding (AEPA Water Act, Parks Disposition, DFO Review). Working to receive temporary authorization from Parks
- Response received Feb 17th on letter sent to ATEC. Deputy Minister of Capital Planning, Grants, and Services confirmed MD's ability to proceed with contract and proceed with three (3) qualified bidder method

- Pricing and timing received from driller. Driller tentatively selected based on timing and ability to complete drilling
- Anticipate release of quote package prior to Council meeting for balance of work with 2 week bid period
- Potential to begin drilling prior to Council meeting

Raw Water Storage Project

- \$3.37M grant application finalized Jan 30th, 2024 for 3 month (25-year) forecasted volumes
- No capital work approved for this project. Pending grant decisions

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**

- Received confirmation of \$22,080 for Electrical Tracking System at the Multipurpose facility
 - Installation scheduled for October 20, 2023
 - Installation of wiring complete
 - Meter installation complete, network adjustment underway for Seniors Center
 - Baseline data being collected and monitored
- 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 February 2024
 - Received baseline report and scorecard. We received a 43%
 - Beginning community energy and emissions inventory
- Submitted expression of interest for Energy Futures Lab roadshow in 2024. Received letters of support from Matthew Halton high school, Fortis Alberta, Reline Electric, Southwest Alberta Sustainable Communities Initiative, and Enel North America
 - EFL shifting strategy, new timeline TBD
- MCCAC has released funding streams for Energy Manager funding and Energy Efficiency. Expected release spring 2024.
 - Discussing project list internally
- Submitted NRED grant for wind/solar energy conversion study update Dec. 19, 2023
- Annual energy analysis underway, expected completion February 2024
- Lightning 6 Month report released
 - \$570 saved to date, 0.5 Tonnes CO_{2e}
 - Develop testing methodology to track performance under different conditions

- **Eco-centre Solar Installation**

- Complete July 20, 2023, producing power into grid
 - 1,525 kw-hr (\$150) produced to date

- **Climate Resiliency and Adaptation Plan**

- Met with MITACS to investigate funding avenues for wind study
- Draft sustainable procurement policy developed for review by internal admin
 - Finalized, to be presented for Town and MD Council in coming months
 - Will be shared with other local organizations
- Engaged companies and organizations about interest in participating in a wind study to analyze pattern projections into the future
 - Goal is to engage 5 participants at \$5,000 fee to access PARC funding
 - Being presented to Southern Alberta Alternative Energy Partnership
- Began development of tree planting program plan

- Engage Grumpy’s Greenhouse, Nature Conservancy of Canada
 - Investigating roll out of school field trip day
 - Engaged Canyon, St. Micheals, Lundbreck, Piikani
 - Received funding commitment to cover costs from Vitae and Fortis
 - Planned education sessions and provision of seedlings to students for April/May
- Final Homeowner risk assessment draft completed and under review
 - Final review complete
 - Expected public release in March 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
 - Terms and Conditions and Master Program Agreement drafts complete
 - Engaged with Sturgeon County to understand operational procedures
 - Received legal opinion from Brownlee about project eligibility
 - Terms and Conditions finalized
 - Marketing Team meeting week of March 11, 2024
 - Contractor onboarding identification to happen week of March 18, 2024
 - Tentative official launch date May 14, 2024

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 26th. Installation RFQ bids received September 14th, 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
 - Revised costing approved by Council. Permit work underway. Reviewing potential to use MD's Class 2 Riprap. Stocks show roughly 140 m³. Project requires roughly 100 m³

- **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
 - **Land ROW acquisition complete**
 - 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
 - Potential that depth of permitting requirements could push work into 2025

- **Bridge File 70175 – Yarrow Creek Bridge Rehabilitation, NW-22-003-030 W4M**
 - Preliminary Engineering & Design complete
 - 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 timber span, channel realignment, and west abutment riprap work
 - Design drawings received November 27th
 - Permitting and tendering kicked off
 - Sensitive stream habitat, SARA permit required. Construction window of August fairly set in stone. Cannot submit permits until Spring as stream work is required. May be difficult to achieve completion this year

- **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
 - Finalizing drawings. Straight forward permitting requirements

- **Watercourse Crossing Inspection & Remediation Project – 100% Grant funded**
 - Anticipating regulatory Directives making dealing with SAR crossings mandatory
 - Funding agreement signed Mar. 28th, 2023 for \$1.55M to cover more assessment and engineering along with replacement of 2 crossings, to be complete by March 2025
 - Status Report 2 due May 15, 2024

- **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
 - Land and permit work kicked off (initial design drawings received, revised)
 - Permit submissions have begun

- **WCR #2: S. 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, revised)
 - DFO submission complete
 - Landowner ROW acquisition complete
 - Goal is late Spring Tender

- **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 Feb 21st – Mar 1st received as information.

Prepared by: Roland/David/Tristan




Date: March 1st, 2024

Submitted to: Council

Date: March 13th, 2024

Recommendation to Council

G2a

TITLE: 2023 Water Operations Costs			
PREPARED BY: Brendan Schlossberger		DATE: March 7, 2024	
DEPARTMENT: Finance			
Department Supervisor		Date	ATTACHMENTS: 1. NIL
APPROVALS:			
			
Department Director	Date	CAO	Date

REQUEST:

That Council approve, up to a maximum of \$1,000,000, for the 2023 water shortage emergency operating costs, with said funds coming from 2023 operations.

BACKGROUND:

- The MD has been managing the water shortage emergency since August 2023. This recommendation includes the ongoing operations costs to ensure water remains accessible for residents. The majority of these costs are related to water hauling and the water pumping operation. As of December 31, 2023 the operating costs total \$985,000.

FINANCIAL IMPLICATIONS:
\$1,000,000 maximum in expenses funded through 2023 operations.

Recommendation to Council

G3a



TITLE: Southern Alberta Land Trust Society (SALTS)
Conservation Easement – McLaughlin

PREPARED BY: Laura McKinnon

DATE: March 7, 2024

DEPARTMENT: Planning and Development

[Signature] *March 7/24*

ATTACHMENTS:

1. Letter from SALTS – McLaughlin
2. GIS Aerial

Department Supervisor

Date

APPROVALS:

		<i>[Signature]</i>	<i>2024/03/07</i>
Department Director	Date	CAO	Date

RECOMMENDATION:

That Council acknowledge the receipt of the notice of the Conservation Easements for Southern Alberta Land Trust Society’s McLaughlin project, and further;

That Council waive the 60-day notice period prior to registration for the Conservation Easement.

BACKGROUND:

On March 6, 2024, the MD received the attached letter (*Attachment No. 1*) from the Southern Alberta Land Trust Society.

The letter is the Form 1, Notice Prior to Registration of a Conservation Easement for the following projects:

MCLAUGHLIN

- Legal Lands included in Attachment No. 1

Section 33(2)(a)(iii) of the Alberta Land Stewardship Act, states that the Council of the municipality must be given prior notice to the registration of a conservation easement.

SALTS is requesting that the Council of the MD acknowledge the receipt of Form 1 and agree to waive the 60-day notice period and that they may register the Conservation Easements immediately.

While the MD can register an objection to the registering of the conservation easement, the easement may still be registered.

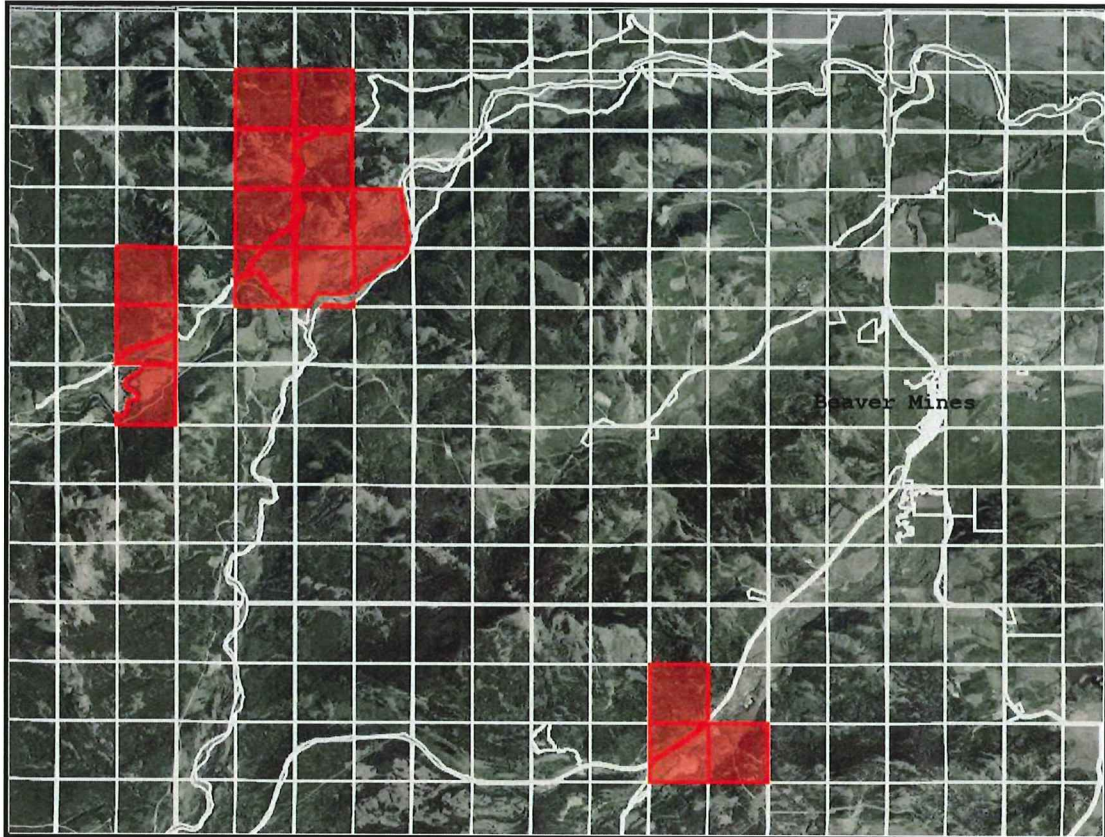
However, the request for acknowledgement of the receipt of Form 1, acts as the notification process for the municipality that the Conservation Easement is going to be placed on certain properties.

Recommendation to Council

FINANCIAL IMPLICATIONS:

None.

Location Map



March 6, 2024

Municipal District of Pincher Creek No. 9
C/o Roland Milligan, CAO
PO Box 279 1037 Herron Avenue
Pincher Creek, Alberta T0K 1W0

Re: **Conservation Easement Form 1 – McLaughlin, MD of Pincher Creek No. 9**

Dear Mr. Milligan,

Please find attached the Form 1 document for the described conservation easement in accordance with Section 33 of the Alberta Land Stewardship Act. We would very much appreciate your acknowledgment of the Form 1 and agreement to waive the notice period at your earliest convenience.

Yours sincerely,



Justin Thompson
Executive Director

We acknowledge the receipt of Form 1 for the referenced proposed Conservation Easement and:

- We agree to waive the 60-day notice period and you may register the Conservation Easement immediately.
- We do not agree to waive the 60-day notice period.

Signed: _____

Dated this _____ day of _____, 2024

PLEASE RETURN TO:

Southern Alberta Land Trust Society
PO Box 45016
High River, AB T1V 1R7
justin@salts.land



**Form 1
Notice Prior to Registration**

Notice to: Municipal District of Pincher Creek No. 9
C/o Mr. Roland Milligan, CAO
1037 Herron Avenue
PO Box 279
Pincher Creek, Alberta T0K 1W0

This Notice is to advise you that:

1. We, the Southern Alberta Land Trust Society, P.O. Box 45016, High River, Alberta, T1V 1R7, 403-652-9998, intend to register an agreement under Section 33 of the *Alberta Land Stewardship Act* creating a conservation easement, not sooner than 60-days after the date that you receive this notice, or sooner if you agree to our request to waive the 60-day notice period in accordance with section 2(3) of the Act.
2. The conservation easement will affect the land described as:

**MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 9
THAT PORTION OF THE NORTH EAST QUARTER
WHICH LIES EAST OF THE RIGHT BANK OF THE SOUTHFORK RIVER
AS SHOWN ON THE TOWNSHIP PLAN DATED 11 MAY 1911
CONTAINING 51.2 HECTARES (126.6 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME**

And

**FIRST
MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 14
THAT PORTION OF THE NORTH WEST QUARTER
FIRSTLY: THAT LIES NORTH OF THE SOUTH FORK RIVER
CONTAINING 153.60 ACRES MORE OR LESS
SECONDLY: THAT PORTION LYING SOUTH OF SAID RIVER
CONTAINING 4.90 ACRES MORE OR LESS**

**SECOND
MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 14
THAT PORTION OF THE NORTH EAST QUARTER
LYING WEST OF SAID RIVER
CONTAINING 59.90 ACRES MORE OR LESS**



And

**MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 15
THAT PORTION OF THE NORTH EAST QUARTER DESCRIBED AS FOLLOWS COMMENCING AT THE
NORTH EAST CORNER OF SAID QUARTER SECTION, THENCE SOUTHERLY ALONG THE EAST
BOUNDARY THEREOF TO THE SOUTH BOUNDARY THEREOF, THENCE WESTERLY ALONG SAID
SOUTH BOUNDARY TO ITS INTERSECTION WITH THE LEFT BANK OF SOUTH FORK RIVER,
THENCE NORTH WESTERLY AND SOUTH WESTERLY FOLLOWING THE SINUOSITIES OF THE SAID
LEFT BANK TO ITS INTERSECTION WITH SAID SOUTH BOUNDARY, THENCE WESTERLY ALONG
SAID SOUTH BOUNDARY TO THE WEST BOUNDARY THEREOF,
THENCE NORTHERLY ALONG SAID WEST BOUNDARY TO THE NORTH BOUNDARY THEREOF,
THENCE EASTERLY ALONG SAID NORTH BOUNDARY TO THE PLACE OF COMMENCEMENT, AS
SHOWN ON THE TOWNSHIP DATED 11TH MAY 1911, CONTAINING 53.2 HECTARES (131.50
ACRES) MORE OR LESS**

EXCEPTING

PLAN	NUMBER	HECTARES (ACRES) MORE OR LESS
ROADWAY	3385AZ	1.70 (4.21)
ROAD	8410938	1.306 (3.23)

RESERVING UNTO HER MAJESTY ALL MINES AND MINERALS

SECONDLY:

**THAT PORTION WHICH LIES TO THE SOUTH OF THE RIGHT BANK OF SAID RIVER AS SHOWN ON
THE SAID TOWNSHIP PLAN,
CONTAINING 9.83 HECTARES (24.30 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS**

And

**MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 16
QUARTER NORTH EAST
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 64.3 HECTARES (159 ACRES) MORE OR LESS**

And

**MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 16
QUARTER SOUTH EAST
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT:**

PLAN	NUMBER	HECTARES	ACRES
ROAD	9010161	1.86	4.60

EXCEPTING THEREOUT ALL MINES AND MINERALS



And

FIRST
MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 22
QUARTER NORTH EAST
CONTAINING 64.7 HECTARES, (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT
PLAN NUMBER HECTARES (ACRES)
ROAD 8410938 1.09 (2.69)
EXCEPTING THEREOUT ALL MINES AND MINERALS

SECOND
MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 22
QUARTER SOUTH EAST
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT
PLAN NUMBER HECTARES ACRES
ROAD 8410938 1.09 2.69
EXCEPTING THEREOUT ALL MINES AND MINERALS

And

FIRST
MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 23
QUARTER NORTH WEST
CONTAINING 63.9 HECTARES, (158 ACRES) MORE OR LESS
EXCEPTING THEREOUT THE ROADWAY ON PLAN 42BM, CONTAINING 5.23 ACRES MORE OR
LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

SECOND
MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 23
QUARTER SOUTH WEST
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT THE ROADWAY ON PLAN 42BM
CONTAINING 2.10 ACRES MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

And

MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 23
THAT PORTION OF THE SOUTH EAST QUARTER
WHICH LIES TO THE WEST OF THE LEFT BANK
OF THE SOUTH FORK RIVER
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 57.3 HECTARES (141.7 ACRES) MORE OR LESS



And

MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 26
QUARTER SOUTH WEST
CONTAINING 63.9 HECTARES (158 ACRES) MORE OR LESS
EXCEPTING THEREOUT THE ROADWAY ON PLAN 42BM
CONTAINING .0004 HECTARES (.001 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS AND THE RIGHT TO WORK THE SAME

And

MERIDIAN 5 RANGE 3 TOWNSHIP 6 SECTION 27
QUARTER SOUTH EAST
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME
AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

And

FIRST
MERIDIAN 5 RANGE 2 TOWNSHIP 5 SECTION 29
QUARTER NORTH WEST
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT
PLAN NUMBER HECTARES (ACRES)
ROAD 8711690 1.89 (4.67)
EXCEPTING THEREOUT ALL MINES AND MINERALS

SECOND
MERIDIAN 5 RANGE 2 TOWNSHIP 5 SECTION 29
QUARTER NORTH EAST
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 64.7 HECTARES (160 ACRES) MORE OR LESS

And

MERIDIAN 5 RANGE 2 TOWNSHIP 5 SECTION 32
QUARTER SOUTH WEST
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING THEREOUT:
PLAN NUMBER HECTARES ACRES (MORE OR LESS)
ROAD 8711690 0.135 0.33
EXCEPTING THEREOUT ALL MINES AND MINERALS



3. The name and phone number of the registered owner of the affected land is John William Metcalfe, Executor of the Estate of Frank James McLaughlin; telephone: (403) 561-1270.
4. The purpose of the conservation easement is to protect, conserve and enhance the environment, including without limitation, the biological diversity, the natural, scenic, aesthetic, and ranching values of the Property, and other similar purposes.
5. A summary of the terms of the agreement creating the conservation easement relating to the use of the land includes: (please see attached Restrictions).

Dated this 6th day of March, 2024.

A handwritten signature in blue ink, appearing to read "Justin Thompson".

Justin Thompson
Executive Director



Part 1 – Conservation Easement Restrictions

To maintain and conserve the Conservation Values of the Property, the Landowner agrees to the following Restrictions. Accordingly, the Landowner shall not conduct, pursue or permit any of the following.

1. **Subdivision** – The division, partition or subdivision of the Property, or any action which creates an actual or de facto subdivision of the Property.

2. **Construction** – The construction of buildings, structures, Roads, Trails, facilities, and/or the advertent or inadvertent creation of Trails, except for those identified in Part 2 of these Restrictions. The existing buildings, structures, Roads, Trails and facilities, described and located in the Baseline Report, may be replaced and repaired in their same size and location. New structures required for Ranching purposes such as calving shelters or wind breaks are permitted, with the prior written approval of SALTS. “**Ranching**” specifically means the practice of breeding and raising cattle, horses, sheep, and goats subject to Restriction 3. “**Roads**” mean any path designed, built and intended for the passage of vehicles that is developed with either gravel or pavement and built-up in such a fashion to permit drainage off of the surface through ditches and culverts. “**Trails**” means any path designed, created and intended for the passage of vehicles, horses or foot traffic but has not been developed with gravel, pavement or built-up in a fashion to permit drainage off the surface.

3. **Fencing** – Any fencing that does not conform to the following fence designs:
 - (a) fencing that consists exclusively of up to four strands of non-electrified barbed or other wire or rails horizontally installed;
 - (b) fencing that consists exclusively of up to four strands of barbed or other wire horizontally installed only one of such wires electrified; or
 - (c) fencing that consists exclusively of up to two electrified wires.Notwithstanding the foregoing, the above fencing restrictions shall not apply:
 - (i) where some other fencing design is required by provincial or municipal highway standards for fences on the Property that borders provincial Highways or municipal roads;
 - (ii) to fencing required for the purposes of excluding livestock at stream crossings, ravines or wash-out areas;
 - (iii) to corrals for Ranching purposes,
 - (iv) to bear proof fencing around a farmstead. Bear proof fencing around attractants in other areas is possible with the permission of SALTS,
 - (v) to fencing around existing stack yards identified in the Baseline Report to protect livestock feed, and;
 - (vi) to small areas of temporary fencing adequate to contain sheep and goats provided fencing is not detrimental to wildlife movement and the Conservation Values of the Property.



4. **Cultivation** –The cultivation, breaking, or re-cultivation of any part of the Property, except within the Forage Management Area, if identified on map 7 of Schedule C and the Baseline Report. “**Forage Management Areas**” means the areas that may be cultivated periodically to rejuvenate lands for hay production.

5. **Waterbodies** –The draining or alteration of naturally occurring lakes, ponds, streams or wetlands or the alteration in any way of the topography of the surface of the ground on the Property. The development of natural springs and/or dugouts for the purpose of livestock watering is permitted, provided that the spring and any proximate riparian zones are protected from livestock damage. Dugouts will also be protected from livestock damage while allowing for access to a portion of the dugout for cattle watering. The drilling of wells for the purpose of livestock watering or domestic use is also permitted as is the construction of pump sheds located on top of the well casing.

Habitat enhancements to riparian or in-stream areas may be permitted with the prior written permission of SALTS, if these enhancements are being done in conjunction with a government or non-government agency specializing in this work and if all necessary approvals have been granted.

6. **Non-native Plants** –The intentional introduction of Non-native Species of plants including all those listed and designated in the Alberta Weed Control Act. The Landowner may practice livestock winter feeding on the Property but will endeavour to do so in the Forage Management Areas, tame grass areas, or areas already highly modified by invasive agronomic species so as not to introduce non-native plants into predominantly native areas. Further, the Landowner agrees to use reasonable efforts to avoid using winter feed that is contaminated with plants or seeds listed as Prohibitive Noxious or Noxious or any similar future designation under the Alberta Weed Control Act. “**Non-native Species**” means plants and animals that have been introduced to Alberta and are in direct competition with native species.

7. **Non-native Animals** –The intentional introduction of Non-native Species of animals except for those species associated with Ranching and those species that could be used as approved biological control agents for Non-native Species.

8. **Dumping and Contamination** –The dumping, release, disposing, or stockpiling of toxic and/or hazardous materials anywhere on the Property including non-compostable garbage or material or any garbage or material that threatens the Property’s Conservation Values. This includes the spreading of fertilizer or manure on native grasslands and/or riparian areas.

9. **Motor Vehicles** –Use of motor vehicles, including without limitation off-highway vehicles of any sort, off of existing roads and travel-ways in a manner which may result in:
 - (a) erosion or compaction of the soil;
 - (b) impact on the natural appearance of the Property;
 - (c) interference with native vegetation or the natural habitats of those animal species occurring on the Property; or



(d) disturbance to riparian zones.

Responsible use of off-highway vehicles such as tractors, trucks, or ATV's for normal Ranching operations is allowed.

10. **Permanent or Seasonal Recreational Vehicles** –the parking of recreational vehicles or trailers on a permanent or seasonal basis anywhere on the Property. Occasional camping with a tent or RV is permitted subject to Restriction 2 regarding no construction of Trails.
11. **Confined Feeding Operations** –The establishment or maintenance of Confined Feeding Operations, except if identified as existing in the Baseline Report. “**Confined Feeding Operations**” means fenced or enclosed land or buildings where animals are confined for the purposes of growing, finishing or sustaining by means other than grazing and any other buildings or structures relating to that purpose, but does not include winter feeding. Confined Feeding Operations include, but are not limited to, beef or lamb feedlots, cattle backgrounding lots, dairy, farrow to finish hog operations and poultry operations.
12. **Surface Materials** –Excavation or exploration for, or extraction of Surface Materials. “**Surface Materials**” means any loam, clay, sand, gravel, rock, or other minerals or materials located on or near the surface of the Property that can be extracted for domestic or commercial purposes.
13. **Herbicides and Pesticides** –The broad use of chemical herbicides and/or pesticides except in the Forage Management Area, if any. Targeted spot spraying is permitted of individual plants or localized invasive weed or insect infestations to a maximum of eight acres of any one quarter section in any given year. For parcels smaller than a quarter section, the Landowner can spray up to five percent (5%) of the parcel area in any given year. Should the Landowner feel that they need to spray a larger area than described above it requires prior written permission of SALTS unless required by the local municipal district government operating in accordance with the *Weed Control Act* of Alberta. The Landowner agrees to take extra precaution when spraying near waterbodies or riparian areas and to follow provincial guidelines in this respect.
14. **Tree Removal** –The removal of trees except for: (a) the cutting of trees to ensure the protection of fence lines or along existing Roads and Trails, (b) cutting of dead trees for the Landowners personal firewood, (c) limited selective tree harvesting with prior written permission from SALTS.

Brushing to control the encroachment of woody species into grasslands is permitted, provided it is not detrimental to the Conservation Values of the Property in the opinion of SALTS acting reasonably. “**Brushing**” means the removal of willow brush or other tree species including young aspen that are encroaching on grasslands or fencing through the use of a mower, mulcher, or other appropriate equipment or chemicals, subject to Restrictions 5 and 13.



15. **Commercial Facilities** – Commercial or industrial facilities or activities on the Property. On a case by case basis, certain low-impact activities may be permitted by SALTS. By way of example, low-impact activities directly related to eco-tourism, scientific research, arts and crafts, may be permitted by SALTS provided they are not in conflict with the Restrictions and are not detrimental to the Conservation Values of the Property in the opinion of SALTS acting reasonably. No such activities will be undertaken until SALTS has given its prior written permission in respect thereof.
16. **Game Farms** – Constructing, conducting, or operating of a Game Farm, or the raising or holding of Game Farm Animals on the Property. “**Game Farm**” means land used for the business of domesticating, raising, keeping, herding or otherwise enclosing Game Farm Animals. “**Game Farm Animal**” means any large mammal indigenous to Alberta, including but not limited to, whitetail deer, mule deer, moose, elk, bison, caribou, black bear, grizzly bear, mountain lion, wolf, cougar, antelope, bighorn sheep and mountain goat.
17. **Aircraft Facilities** –Constructing, conducting, or operating aircraft facilities or aircraft landing facilities on the Property.
18. **Communication and Renewable Energy Structures** –The creation, construction or operation of Communication Structures and Renewable Energy Structures, as well as any associated buildings or access Roads or Trails. Small-scale Renewable Energy Structures, and their associated Trails, that are intended to create power that will be used on the Property are permitted with the prior written approval of SALTS. “**Communication Structures**” means any communication facilities, structures and equipment including, but not limited to, any radio, cellular or other communication towers or structures whether or not supporting antennas or aerials for telecommunication and/or broadcasting that are intended for primarily off-site usage. “**Renewable Energy Structures**” means instrumentation, equipment, machinery, facilities and structures, that are designed and built to capture and convert the energy of the wind, water or sun into other forms of energy or power, including but not limited to, electrical energy and mechanical power. Renewable Energy Structures include, but are not limited to, items commonly known as windmills, wind turbines, wind or water pumps, solar panels, solar modules or solar arrays.
19. **Signs and Billboards** – Constructing, maintaining or erecting any notices or commercial sign
20. **Utility Structures** –The installation of Utility Structures except:
 - (a) as required by law;
 - (b) as may be required by the Landowner for Ranching and domestic purposes.“**Utility Structures**” means any item constructed, erected, or built that transmit electricity, oil, gas or water for commercial sale, including but not limited to transmission lines, gas lines, pipelines and/or water lines.



Part 2 – Exemptions to the Restrictions

Notwithstanding the above Restrictions, the Landowner is expressly permitted to:

1. Subdivide out that portion of NW29-5-2-5 north of Highway 774 and build a new 2-acre farmstead within that subdivided parcel in the specific location shown on Map 3 of Schedule C. It is further agreed that:
 - (a) only one dwelling may be located within the farmstead;
 - (b) one or more buildings, structures or activities associated with the dwelling, and which are consistent with residential or Ranching use, may be located within the farmstead;
 - (c) any permitted dwelling, building or structure within the farmstead may be reduced, enlarged, improved or replaced from time to time; and
 - (d) commercial activities conducted specifically by the Landowner and/or their family residing in the farmstead, and exclusively within the farmstead area, and which do not require structures in addition to those built for residential or Ranching use are allowed, except those creating noise, activities, or emissions that may impact the Conservation Values of the Property in the sole opinion of SALTS.

2. Subdivide out that portion of SE16-6-3-5 south of Township Road 61A and build a new 2-acre farmstead within that subdivided parcel in the specific location shown on Map 4 of Schedule C. It is further agreed that:
 - (a) only one dwelling may be located within the farmstead;
 - (b) one or more buildings, structures or activities associated with the dwelling, and which are consistent with residential or Ranching use, may be located within the farmstead;
 - (c) any permitted dwelling, building or structure within the farmstead may be reduced, enlarged, improved or replaced from time to time; and
 - (d) commercial activities conducted specifically by the Landowner and/or their family residing in the farmstead, and exclusively within the farmstead area, and which do not require structures in addition to those built for residential or Ranching use are allowed, except those creating noise, activities, or emissions that may impact the Conservation Values of the Property in the sole opinion of SALTS.

3. Create a 2-acre recreational site in NE9-6-3-5 south of the Carbondale River and north of the oil and gas service road, and in the specific location shown on Map 5 of Schedule C. It is further agreed that:
 - (a) use of the recreation site will be for personal and non-commercial uses (e.g. no paid campgrounds, paid RV parking or rental);
 - (b) a single recreational vehicle (RV) may be parked on the recreational site;



- (c) a single cabin with a footprint of no greater than 900 square feet may be built, maintained, and replaced on the recreational site along with a permanent shed of no greater than 400 square feet, a deck, and a fire pit;
 - (d) any maintenance or replacement of structures will not involve earthworks, major excavations, or changes to the contours of the land;
 - (e) a single Trail may be created from the oil and gas service road (Pieridae Ltd.) to the recreational site. If necessary and with the prior written permission of SALTS, minor upgrades may be made to the Trail using appropriate materials to address low or wet areas. No other Trails may be created, including no trails for motorized recreation. Motorized vehicles may be used to access areas of the property provided they don't create Trails.
4. Maintain the existing 1 acre recreational campsite in NE15-6-3-5 on the south side of the Carbondale River identified in the Baseline Report, and in the specific location shown on Map 6 of Schedule C. It is further agreed that:
- (a) use of the recreation site will be occasional and be used by the Landowner or their designate for personal and non-commercial uses (e.g. no paid campgrounds, paid RV parking or rental);
 - (b) a trailer may be parked on the recreational site along with a permanent shed of no greater than 400 square feet, a deck, and a fire pit may be constructed;
 - (c) any maintenance or replacement of structures will not involve earthworks, major excavations, or changes to the contours of the land;
 - (d) there will be no developed road to the site, only the existing Trail as identified in the baseline report; and the recreation area will not be used for any motorized recreation other than the vehicles required to access the site.
5. Continue the personal recreational use and upkeep of the existing small, unserved, log cabin located in the SW26-6-3-5. No additional infrastructure around or services to the cabin are permitted
6. Harvest timber according to the Timber Management Plan dated 9 January 2024 and included as part of the Baseline Report. The landowner will notify SALTS 60 days in advance of any plan to start harvesting timber and SALTS will be permitted to be on-site at any time during the harvesting.

Following the expiration of the aforementioned plan on April 30, 2029, all future timber harvest will require a new Timber Management Plan developed by a registered forestry professional. The Timber Management Plan must be consistent with the Conservation Values in the opinion of SALTS. Timber harvesting will adhere to the environmental constraints outlined in the provincial Timber Harvest Operating Ground Rules for the FMA located closest to the Property. The Timber Management Plan will address any applicable provincial and federal



legislation and guidelines, in particular as they relate to the protection of aquatic species that may occur in the streams and rivers on or adjacent to the Property. In addition, access for timber harvest will only use existing roads and trails identified in the Baseline Report and will only be conducted when the ground is frozen or dry. Timber harvest machinery may access timber away from the existing trails and roads so long as it does so in a way that does not create new trails or roads. A minimum of 60 days prior to commencing logging, the Landowner will provide SALTS with a copy of the timber management plan for its review and approval.

7. Continue to use the existing forage management areas as further shown on Map 7 of Schedule C. For further clarity there can be no expansion of forage management within the area described above into the adjacent native grassland. In addition, the forage management will be exempt from Restriction 6 regarding introduction of non-native plants and Restriction 13 regarding the use of herbicides and pesticides. All other restrictions will apply to these areas.

8. Allow for the legal registration and development of a Road of up to 10 metres in width across the NW29-5-2-5 and in the specific location shown on Map 8 of Schedule C.

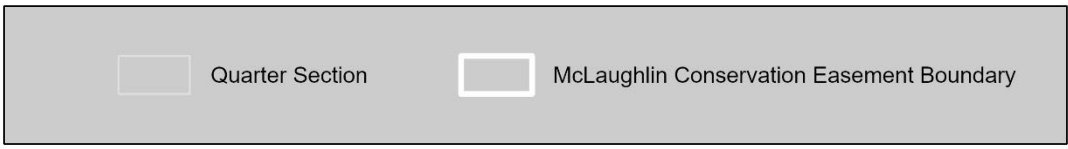
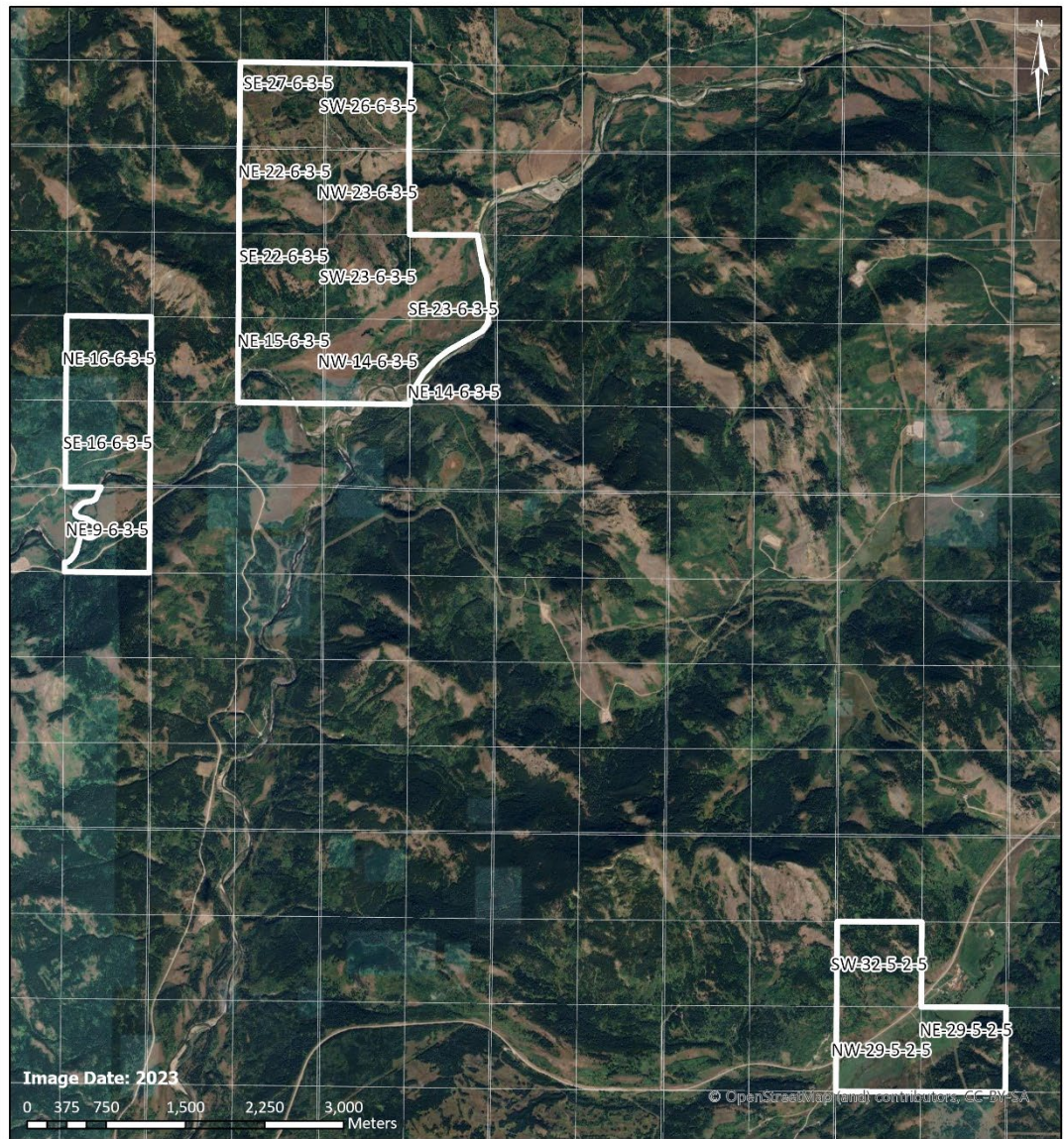
9. Roadways 42BM, 9010161, and 8410938 currently traverse the Property via a municipal road. It appears that these roads are located on the surveyed road plans. However, for further clarity and while already permitted under Restriction 2 as existing Roads, should any part of these roads as of the date of this agreement be located off the surveyed road plan and instead located on the Property, they can continue to be upgraded and maintained in their current location. In addition, the municipality has the option to amend the road plan to cover the existing built infrastructure and consolidate portions of the Property back into the title where no road exists.

Any permits or approvals required for the activities described above will be the sole responsibility of the Landowner. The Landowner further agrees that, notwithstanding SALTS has permitted any of the forgoing to be exceptions to the Restrictions and notwithstanding anything to the contrary, SALTS shall have no responsibility or liability in connection with the Landowner undertaking any of the activities listed under Part 2 above. For greater certainty, the indemnity provisions of Section 15.1 shall be applicable to all such activities of the Landowner without exception.



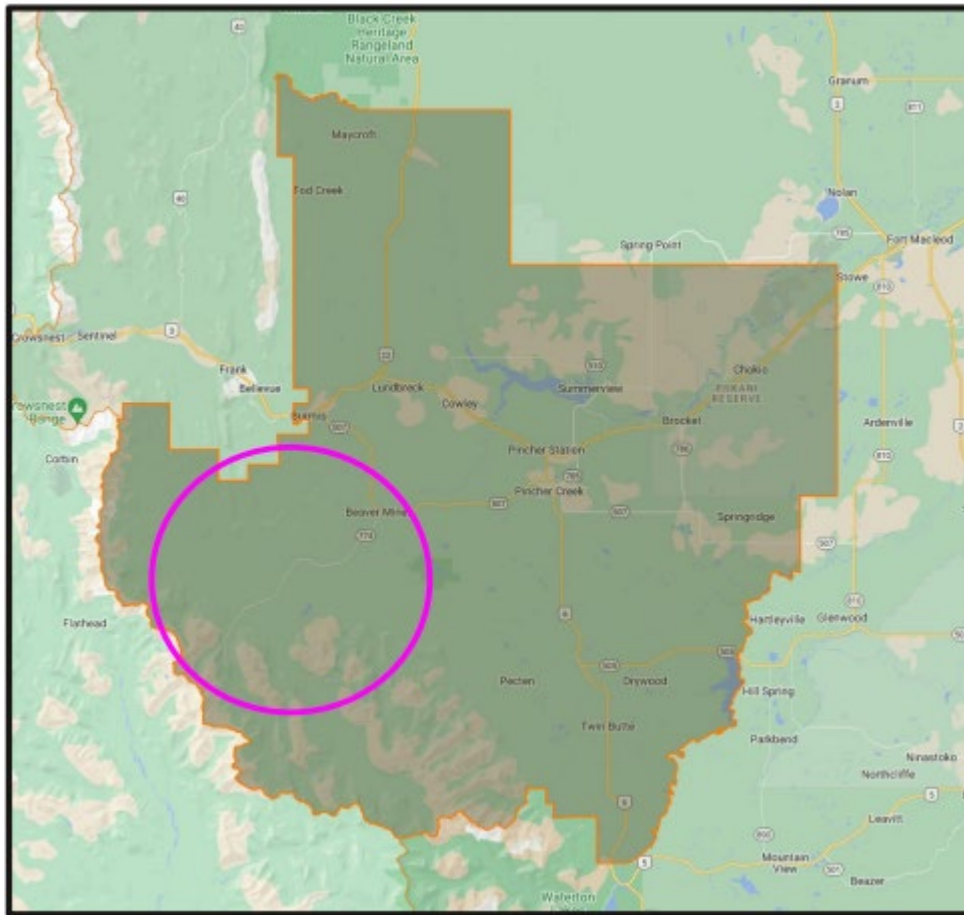
SCHEDULE "C"
Map One (Property)

McLaughlin Conservation Easement
Property



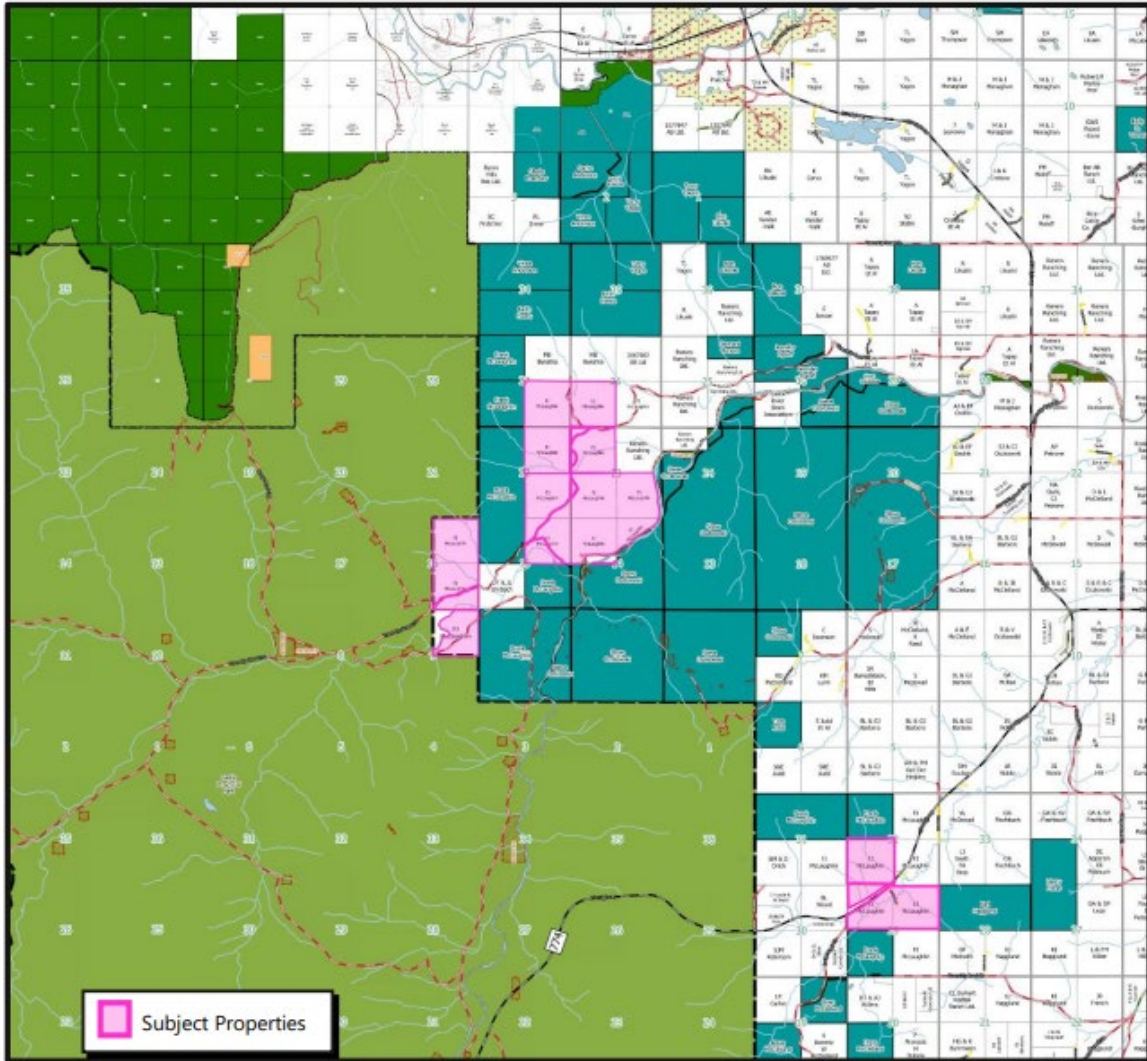


Map Two (Area Map)





Map Three (Area Map)



CHIEF ADMINISTRATIVE OFFICER'S REPORT

February 26, 2024 to March 8, 2024

Discussion:

February 26	SDO
February 27	Health and Safety Specialist Candidate Interview
February 27	Council Committee and Council Meetings
February 28	PW Strategic Plan Check in
February 28	Meeting with SALTS
February 29	Health and Safety Specialist Candidate Selection
February 29	February Meeting to Discuss 2024 Capital Projects and Operational Works Weekly
March 1	Water Crisis Intake Project Meeting with MPE
March 5	Municipal Planning Commission Meeting
March 6	PW Strategic Plan Check in
March 6	Agriculture Service Board Meeting
March 6	Public Hearing – LUB 1349-24
March 7	Council Packages preparation
March 8	Weekly Water Crisis Intake Project Meeting with MPE

Upcoming

March 11	Senior Mgmt. Team Meeting
March 12	Council Committee and Council Meetings

RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period February 26, 2024 to March 8, 2024.

Prepared by: CAO, Roland Milligan

Date: March 7, 2024

Respectfully presented to: Council

Date: March 12, 2024

ADMINISTRATIVE SUPPORT ACTIVITY

February 22, 2023 to March 7, 2024

Correspondence from last Council:

- STARS
- Beaver Mines Resident – Fence Concern

Advertising/Social:

- Reminder of Special Council/Public Hearing
- RCMP Town Hall
- Family Violence Info Line
- Hay Permits

Other Activities:

- Organizing for By-Election
- Council Package/Meeting
- Assisted HR with Postings for Open Positions
- Assisted in sending Minister letters
- Register Councilors for events
- Special Meeting/Public Hearing 1329-23

Invites to Council:

- Lundbreck Citizens Council – Will contact MD later in Spring to attend

Upcoming Dates of Importance:

- Regular Committee, Council – March 26, 2024
- Regular Committee, Council – April 9, 2024
- Special Council Meeting (Tax Rate Bylaw) – April 16, 2024
- Volunteer Appreciation Event – April 18, 2024
- Regular Committee, Council – April 23, 2024
- Trade Show – April 26 and 27, 2024

Fw: Invite

Roland Milligan <AdminCAO@mdpincercreek.ab.ca>

Wed 2024-03-06 1:14 PM

To: Jessica McClelland <AdminExecAsst@mdpincercreek.ab.ca>

Hello Jessica,

Dave received the below invitation from Cody Johnson.

Can we please add it to Council Info Action for next week's meeting.

Thanks.

Roland Milligan

Chief Administrative Officer

M.D. of Pincher Creek No. 9

Box 279

1037 Herron Avenue

Pincher Creek, AB T0K1W0

Phone: 403-627-3130

Email: AdminCAO@mdpincercreek.ab.ca

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From: Roland Milligan <roland.milligan@gmail.com>

Sent: March 6, 2024 11:18 AM

To: Roland Milligan <AdminCAO@mdpincercreek.ab.ca>

Subject: Invite

Hi Dave, the Livingstone Landowners Group is extending an invitation to MD councillors, CAO, engineer and spouses/partners to attend a viewing of "Dried Up What Now?" (Tickets are complimentary) on Saturday March 23rd at the Vertical Church 1200 Ken Thornton Blvd. Pincher Creek. This is a Ted Smith Talk in honour of former LLG member and MD councillor Ted Smith.

Thanks,

Cody Johnson

On behalf of LLG Board

Sent from my iPhone



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113651

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2024 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services, and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – An award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – An award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – An award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to Library Boards serving a population over 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community needs and provide direct benefit to the public.

...2

- **Public Library Services (open to Library Boards serving a population under 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – An award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – An award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – An award will be given for a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx. The deadline for submission is **April 15, 2024**.

Questions about the program from municipalities can be sent to municipalexcellence@gov.ab.ca or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to libraries@gov.ab.ca or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your stories, and I look forward to celebrating these successes with your communities.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver". The signature is written in a cursive style with a date "4/27" written at the end.

Ric McIver
Minister



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113898

To All Chief Elected Officials:

I am inviting your municipality to participate in the review of the *Municipal Government Act* requirements related to Intermunicipal Collaboration Frameworks (ICFs). ICFs encourage integrated and strategic planning, delivery, and funding of inter-municipal services.

Municipal Affairs welcomes your insight and feedback to ensure any future legislative changes consider the needs of municipalities. The scope of this engagement covers the following topics:

- required content of ICFs;
- ICF agreement duration;
- cost calculations;
- mediation and arbitration; and
- enforcement.

I encourage you to complete the survey and share your perspectives on these important matters. The survey is available at extranet.gov.ab.ca/opinio6//s?s=ICFReview and should take 15 to 20 minutes to complete. The survey is available until **April 12, 2024**.

Ministry staff will also be seeking input from chief administrative officers through discussion sessions to supplement the survey and focus on practical implementation considerations. The collective outcomes of the engagement will inform future legislative changes targeted for 2025.

If you have any questions about this review or the collection and use of this information, please email ma.engagement@gov.ab.ca.

Thank you for your participation.

Sincerely,

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

Ric McIver
Minister

cc: All Chief Administrative Officers

Shop Shaker info take two Now including the Fact Sheet!

CMCA <castlemountaincommunity@gmail.com>

Wed 2024-02-28 12:03 PM

To:Castle Community <castlemountaincommunity@gmail.com>

Dear Castle Community,

The Shop Shaker is an annual event dedicated to showing our appreciation for all of the resort's wonderful staff since 1996. Over the past 28 years, the event has grown in size and scope to include many lot and shareholders who share the passion for our year-end bonanza! We are always happy to put on a good party and want to seek out excellent entertainment and beverages. The success of this event has and always will rely on the generous financial support of our private sponsors. We have been fortunate in past years to have the support of our local community members like you, and we are hopeful that this year will be no exception!

We ask that you consider becoming one of our 2024 Private Sponsors. As a sponsor, you will receive all the positive vibes and energy that come with showing how we appreciate all our staff did for our hill and community this season. In addition, you will be cordially invited to this year's party, which features keg beer and live music at the shop on April 7th, 2024. (FYI, all CMCA members are invited to the shop shaker whether they donate or not.)

Don't have spare cash to donate? This year, we are also running an auction to boost our budget for the shop shaker. We are asking for donations of items or services to include in the auction. If you wish to donate to the auction, please provide a short description of the donation along with a picture for the auction website to me. A link to the auction website will be shared shortly.

If you are interested in sponsoring this year's shop shaker or have any questions, please don't hesitate to contact me. Thank you for taking the time to read this letter, and we hope to see you on the 7 th .

Sincerely,

Jerry Hargreaves

CMR Maintenance

Phone: 403 627 5101 x247

Email: jerry.hargreaves@skicastle.ca

EVENT FACT SHEET

When:

Sunday April 7th 2024

Where:

Castle Mountain Maintenance Shop, Pincher Creek Alberta

What:

The Castle Mountain Resort Maintenance Team Presents the 2024 Shop Shaker year-end staff appreciation event featuring kegs "o" beer, BBQ and Live music.

The Shop Shaker is a good old-school ski bum party put on by old ski bums! Come help us celebrate 28 years of staff appreciation!

Why:

The Castle Mountain Resort Maintenance Department's Shop Shaker has been dedicated to showing the Westcastle community's appreciation for our wonderful staff since 1996. Over the past 28 years, the event has grown in size and scope to include many lot and shareholders who share the passion for our year-end bonanza!

What We Are Looking For:

Hosting such a fantastic event typically costs around \$5000, so we are asking for cash donations or pledges to purchase kegs; kegs typically cost around \$250/ keg. We understand that times are tight and sincerely appreciate any contribution towards the party. We are also asking for donations of items or services to include in the shop shaker auction. Can't donate? We also are looking for ten or so special volunteers to help serve beer/ help with dinner.

We also ask for an emergency driver if someone needs to be transported to the hospital.

How to Donate:

Cash Donations can be Handed to Jerry Hargreaves, David McCleary, Amanda Reese, or at guest services.

If you prefer an e transfer you can send donations to dean.parkinson@skicastle.ca. Please note your name, and that the transfer is for the shop shaker.

Auction donations can be sent to jerry.hargreaves@skicastle.ca with a short description of the item or service and a picture for the auction website.

Thank-you again!

Shop Shaker team and CMCA

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Disclaimer - Please note that this email is being sent to provide information only! If you wish to be removed from this mailing list please reply with STOP in the subject line.

National Volunteer Week

April 14-20, 2024



VOLUNTEER
BÉNÉVOLES
C A N A D A

Hi

EVERY
MOMENT
MATTERS

#NVW2024 #EveryMomentMatters

You are Invited to a Community Volunteer Appreciation Event

The Municipal District of Pincher Creek No. 9 and the Town of Pincher Creek
are celebrating National Volunteer Week

We invite members of your organization to a celebratory social
to honor the many volunteers in our community.

Enjoy a Come “n” Go complimentary light meal and
a cash bar with entertainment!

Thursday, April 18

Pincher Creek Community Hall (287 Canyon Drive)

5:00 pm – 7:00 pm

Every Moment Matters



EVERY MOMENT MATTERS | NATIONAL VOLUNTEER WEEK | APRIL 14-20, 2024

LEBENEVOLATTISSEDES LIENS | LA SEMAINE DEL'ACTION BENEVOLE | DU 14 AU 20 AVRIL 2024



Fw: Share your Insights | Developing a Collective Community Health Framework

H1f

Roland Milligan <AdminCAO@mdpinchercreek.ab.ca>

Thu 2024-03-07 8:49 AM

To: Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>

Roland Milligan

Chief Administrative Officer

M.D. of Pincher Creek No. 9

Box 279

1037 Herron Avenue

Pincher Creek, AB T0K1W0

Phone: 403-627-3130

Email: AdminCAO@mdpinchercreek.ab.ca

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From: Healthier Together <Healthier.Together@albertahealthservices.ca>

Sent: March 7, 2024 8:40 AM

Subject: RE: Share your Insights | Developing a Collective Community Health Framework

Hello,

I hope this email finds you well. We're reaching out to remind you of an invitation sent on February 29th to complete a survey sent by the Alberta Health Services Healthier Together team that will inform the development of a community health framework.

The goal of the survey is to better understand the guiding documents used by municipalities in developing, implementing, and evaluating programs, services, or policies that shape community well-being. **Please see the initial email below for more details.**

The survey will remain open until March 15th, 2024, and can be accessed through the following link:
<https://redcap.albertahealthservices.ca/surveys/?s=EML4JCYMEJACADEY>.

If you have any general questions about the survey or information we seek to collect or would like to connect with our teams and explore ways to work together, please email Healthier.Together@ahs.ca.

Thank you for your collaboration and sharing the survey.

Sincerely,

The Healthier Together Team

Healthier Together Team

Healthy Settings, Promoting Health

E-mail: Healthier.Together@ahs.ca



**HEALTHIER
TOGETHER.CA**

From: Healthier Together <Healthier.Together@albertahealthservices.ca>
Sent: Thursday, February 29, 2024 11:31 AM
Subject: Share your Insights | Developing a Collective Community Health Framework

Greetings!

The Alberta Health Services Healthier Together team is developing a community health framework to strategically align partners behind a common pathway for improving the health and well-being of the population and reducing health inequities. **Healthier Together** is the population health approach endorsed by the Alberta Health Services Executive Leadership Team to grow and build community health and well-being locally with partners in communities like yours. For more information, please visit www.healthiertogether.ca.

To support the framework development, we are conducting a survey to better understand the guiding documents used by municipalities in developing, implementing, and evaluating programs, services, or policies that shape community well-being.

We would be grateful if you could share the survey with anyone in your organization who does work in **community development, social wellness, built environments, community safety and well-being**, and other work that shapes the health and well-being of communities. The survey is open until March 13, 2024, and will take approximately fifteen minutes to complete. Responses will remain confidential unless respondents volunteer to participate in an individual interview.

If you have any general questions about the survey or information we seek to collect or would like to connect with our teams and explore ways to work together, please email Healthier.Together@ahs.ca.

To access the survey, please click on the following link: <https://redcap.albertahealthservices.ca/surveys/?s=EML4JCYMEJACADEY>.

Thank you for your collaboration and sharing the survey.

Sincerely,

The Healthier Together Team

Healthier Together Team

Healthy Settings, Promoting Health

E-mail: Healthier.Together@ahs.ca



**HEALTHIER
TOGETHER.CA**

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

AR113944

February 29, 2024

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2024*, which my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, has tabled in the Alberta Legislature. You will find below some details about *Budget 2024* that are most closely related to Alberta Municipal Affairs.

Budget 2024 is a responsible plan for a growing province that invests more than \$1 billion to build stronger communities across Alberta. Through these important investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

I am particularly excited about the Local Government Fiscal Framework (LGFF), which will deliver predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta for many years to come. As we are all aware, the LGFF represents years of collaboration between the province and local governments, and the LGFF replaces the Municipal Sustainability Initiative (MSI) with a more sustainable model. We set the initial capital funding baseline for the LGFF at \$722 million to remain consistent with the average amount municipalities have received annually over the last three years of the MSI Capital program.

We now have a true partnership in place through the Revenue Index Factor, which will see municipal funding rise and fall at a one-to-one ratio that is based on changes in provincial revenue from three years prior. Our new framework will deliver the predictability and partnership that municipalities have long been asking for, and I would like to thank you once again for your input to the development of the LGFF to ensure it effectively supports communities and residents provincially. The MSI Operating program will continue as LGFF Operating funding and will provide \$60 million in 2024/25 to local governments to assist with your operational costs and help to respond to inflationary pressures. More information about the LGFF and the 2024 allocations can be found online.

Additionally, *Budget 2024* includes \$60 million over three years for the Local Growth and Sustainability Grant, a new grant to help relieve some of the pressures facing fast-growing communities. This new grant will help address acute infrastructure priorities and economic development opportunities. More details about the program will be shared with you later this year.

.../2

As with previous years, our budget includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also pleased to maintain the strong support we have for public libraries with more than \$33 million going towards operating grants for libraries across the province.

Budget 2024 puts Albertans and Alberta families first by investing in strong health care, a modern education system, and supports to keep life affordable. This budget also invests in safe and supportive communities in Alberta by managing our resources wisely.

I look forward to continuing our work together over this next year as we continue to build strong and vibrant communities that contribute to a stronger province and a brighter future for Albertans and their families.

Sincerely,



Ric McIver
Minister



Pincher Creek and District Municipal

Annual Report 2023



The library had **2,500** open hours in 2023!



1,366 people have a card at our library



20,048 people walked through our doors last year



In addition to **34,270** website visits



The library added **1,920** new items last year



Bringing the total collection to **25,263**



Snowshoes were taken out **76** times



Cross-country ski equipment was taken out **352** times



We lent our items to libraries outside of our system **9,445** times



Our service was delivered by **10** dedicated staff



And **25** amazing volunteers



There was a total of **64,441** checkouts!



And brought in **12,437** items upon patron request



We answered **2,250** reference questions



And our meeting spaces were booked **97** times



The library has **4** public computers



We offered **217** in-person programs



And **4** digital literacy programs



4,425 people attended in total!



And our Wi-Fi had **3,754** connections!

AB Library Statistics

Survey Report - This tab contains the Alberta Public Library Survey. It is to be filled in with current information, up to and including the Board Governance - Board Members section. All municipal and intermunicipal library boards are required to complete this report.

Annual Report - This tab contains fields to capture statistical data for the reporting year for each library service point the board operates. If the board does not operate a service point, the Annual Report fields will not be visible. Urban library boards with multiple branches in the same city are excluded from this and can report aggregate data.

Video Resources:

[Completing the Public Library Survey and Annual Report using LibPAS](#)

This webinar provides a brief overview of what the Survey and Annual Report is, and why library boards need to do it. The focus of the training is an examination of each field in the report and what the expectations are for reporting. It also demonstrates some tips and tricks on using LibPAS.

[How to Access and Run Reports in LibPAS](#)

This webinar is an introduction to using the reporting feature in LibPAS. It shows how to access reports, how to run reports, filter information and how to make use of the provided templates.

Survey Report

The Alberta Public Library Survey captures current year information.

This information is used in the *Alberta Public Library Directory*, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

Approval

The Survey and Annual Report is filed by the library board pursuant to the Libraries Regulation. By approving, the board accepts the report, certifies its essential accuracy and transmits it to Alberta Municipal Affairs, Public Library Services Branch (PLSB), in accordance with the above regulation. Personal information contained in the report will not be disclosed except for use by Alberta Municipal Affairs.

The completed Survey and Annual Report must be approved by the library board via resolution *before* it is submitted to PLSB. PLSB reserves the right to request a copy of the meeting minutes to demonstrate board approval.

	Date report approved by library board
	2024-02-21

Library Board

The legal name of the library board.

	Name of library board
	Pincher Creek and District Public Library Board

Name of Library

Provide the name of the library operated by the library board.

	Name of library
	Pincher Creek and District Municipal Library

Library Phone, Email, Website

Report the current main phone number for the library, the general email address for reaching library staff and the URL for the library's website.

	Library phone	Library email	Library website
	403-627-3813	manager@pinchercreeklibrary.ca	https://pinchercreeklibrary.ca/

Library Address

Report the current address of the library.

	Street address	P.O. box	City/town, etc.	Province	Postal code
	899 Main Street	2020	Pincher Creek	Alberta	T0K 1W0

Contacts

Library Manager: Provide the name and work email of the person charged with the management of the daily operations of the library.

Respondent: If a person other than the library manager prepares this report, please provide their name and email. The respondent might be a library staff person, a member of the board, or any person charged with filling in the data. This information is not included in the Directory.

	Name	Email
Library Manager	Kayla Lorenzen	manager@pinchercreeklibrary.ca
Respondent (if different than above)		

Pincher Creek and District Public Library Board - Pincher Creek 2023

Board Governance - Board Members

Provide the full names, contact information, and term expiry date for all current board members (i.e. members at the time of filling in this report). Indicate the board chair by entering their information in the first line of the table. While names of board members are public information, phone numbers and email addresses are strictly for the use of Public Library Services Branch and are not made available to the public.

Please note that the library board term expiry date must reflect the individual's appointment as made by municipal council and must be provided for all board members, including those members who are also councillors. The board term expiry date should not reflect the individual's date of recruitment, the date of their first board meeting, the date they were elected chair (or any other officer position), or any other date.

The *Libraries Act* requires all board members to be appointed by municipal council. Appointments are made by council resolution and therefore will be recorded in council meeting minutes. When an appointment is made, the municipality may also provide documentation (e.g. a letter) that includes the relevant information (i.e. resolution number, date of appointment, and the term length/expiry date).

Please see the *Appointments to the Municipal Library Board* or *Appointments to the Intermunicipal Library Board* fact sheets (<https://www.alberta.ca/public-library-board-development.aspx>) for more information.

If you are unsure about board member appointments and term expiry dates, contact your municipality for more information. If there is no record of appointments by council for some or all board members, please contact Public Library Services Branch at libraries@gov.ab.ca or 780-427-4871 for support.

	Name	Phone	Email	Library board term expiry (year/month/day)	Councillor?
Chair	Sandra Baker	403-628-3355	sandandrand@hotmail.com	2024-12-31	No
Board Member 1	Mark Barber	403-627-5257	gmbarber@outlook.com	2024-10-31	Yes
Board Member 2	Tiare Dewart	403-628-2505	dewartt@gmail.com	2024-10-31	No
Board Member 3	Dave Cox	403-627-8164	councildiv3@mdpincercrek.ab.ca	2024-10-31	Yes
Board Member 4	Michael Barkwith	403-628-3385	mcjb@jrtwave.com	2024-12-31	No
Board Member 5	Jonathan Clark	403-829-6795	jclark2004@gmail.com	2025-03-31	No
Board Member 6	Debbie Reed	403-627-0123	deb.reed2@gmail.com	2024-12-31	No
Board Member 7	Kassandra Chancey	403-632-6345	kassandrajennex@gmail.com	2026-09-30	No
Board Member 8	Gordon Tolton	403-360-3084	rmranger@telusplanet.net	2024-11-30	No
Board Member 9					

Annual Report

This is the Annual Report portion of the report. Please fill in the data for the reporting year (i.e. the previous calendar year) unless otherwise indicated.

Board Governance

Provide the actual dates (e.g. Jan 28, Feb 13) of board meetings held during the reporting year. All library boards are required by the Libraries Act to meet at least once every four months (Part 5, Section 33(1)).

Provide the amount of time board members volunteered on library board business during the reporting year, e.g. board meetings, committee meetings (a 2 hour board meeting with 5 members in attendance would equal 10 volunteer hours).

Any volunteer work *in the library* by board members should be recorded in the *Personnel - Volunteers* section.

	Dates of board meetings held (e.g. Jan 28, Feb 13)	Board volunteer hours
	Jan 18, Feb 15, March 15, April 19, May 3, May 17, June 21, Sept 13, Oct 18, Nov 15	155

Library Hours

Report the total number of hours the library was open to the public for the reporting year. If you are reporting for multiple libraries, please provide the total hours for all locations combined.

Do not include administrative days, where there may be staff in the library but no library users.

There are two possible calculations:

1. Actual count of hours open per year.
2. Estimate:

If the library hours were the same all year: 50 x total hours per week

If summer hours differed from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Total hours open during reporting year
	2,500

Personnel

Paid and unpaid staff that worked in the library during the reporting year.

Staff

Report total number of employees and the total hours worked in the reporting year (paid leaves such as vacation or sick days can be included). You may need to get this figure from the individual or agency that does your staff payroll.

Include all paid staff (full- and part-time) who were employed by the library board during the reporting year whether they were paid directly by the board or paid through the municipality.

Do not count the number of positions, count the total number of individual persons that worked in the library during the reporting year. Each person should only be counted once. For those that have multiple credentials (i.e. both an MLIS and Library Technician diploma), please count them by the credential required by the position they are in. Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	Total # of employees	Total hours/year
MLIS or equivalent	1	1,950.00
Library technician	1	1,730.17
All other credentials (e.g. high school, Library Operations Certificate, diploma, other university degree)	8	3,488.60
Total	10	7,168.77

Volunteers

Report the number of volunteers (i.e., those who worked without payment from any agency) that assisted with library activities, and the total number of volunteer hours for the reporting year. If a board member volunteered at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here.

Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in *Board Governance > Board volunteer hours*.

Do not include volunteer activities of Friends groups. Friends groups are separate organizations and have their own reporting mechanisms.

	Total # of volunteers	Total volunteer hours contributed
	25	360.00

Collections

Report only items that have been acquired as part of the library collection. Count the total library collection, not just items added during the reporting year.

Collection management

Report the number of print and non-print items acquired and withdrawn during the reporting year. Do not include e-content.

	Items acquired	Items withdrawn
Print items	1,719	1,149
Non-print items	201	81
Total	1,920	1,230

Print and non-print items

Report the total number of print and non-print items in the library collection. Include both catalogued and uncatalogued items. Do not include electronic equipment for loan or e-content as they are captured in the following sections.

Print items: include physical books and issues of periodicals.

Non-print items: include physical items such as audiobooks (e.g. books on CD), music (e.g. CDs), videos/movies (e.g. DVDs), videogames (e.g. Xbox, PlayStation), kits (e.g. CD/book combinations) and objects (e.g. baking pans, tools, snowshoes).

	Total print items (including issues of periodicals)	Total non-print items	Total print and non-print items
	22,205	3,058	25,263

Electronic equipment for loan

Report the number of electronic equipment items available for loan by patrons. These are items that are available for use inside or outside of the library. This may need to be a manual count if the items are not held in the ILS (e.g. Polaris/Workflows).

	Wireless hotspots	Mobile devices (e.g. laptops, chromebooks, e-readers, tablets)	Total electronic equipment
	4	17	21

E-content

If your library board licenses any e-content resources such as e-books, e-audiobooks, online magazine subscriptions, movies, games or databases, include the items in this section.

Only count e-content licensed by your library board. Do not count e-content licensed and purchased by a library system (if applicable) or the Public Library Services Branch (PLSB), as those statistics are captured outside of this report. However, for library boards that are a member of a system and have contributed funding towards system level e-content purchasing (e.g. the system has licensed items paid with money contributed by your board), you may count the items purchased with your contributed funds in the reporting year. Please contact your system for this information.

For library boards that are not part of a library system, include any licenses brokered by The Alberta Library (TAL).

	E-books	E-audiobooks	All other e-content combined	Total e-content items
	n.a.	n.a.	n.a.	0

Pincher Creek and District Public Library Board - Pincher Creek 2023

Total collections

Total library collection.

	Total physical collection	Total e-content collection	Total library collection
	25,284	0	25,284

Library board contributions

If your library board contributed money to your library system for licensing e-content (e.g. e-books, e-audiobooks or e-magazines) during the reporting year, please indicate the dollar amount contributed. This is above and beyond any annual allotment funds that may be required by the library system for purchasing.

	Library board contribution
	n.a.

Circulation

This section captures how many items were circulated (physical and virtually) to library users during the reporting year.

Circulation

Report number of circulations during the reporting year. Include all items that were signed out for use and item renewals.

For electronic equipment and/or objects (e.g. mobile devices, snowshoes): Report the number of circulations captured either through the ILS (e.g. Polaris/Workflows) or manually by staff if the items are not in the ILS.

For e-content (e.g. e-books and e-audio and all others): the numbers may only reflect a portion of total circulations, as it depends on how the e-content platform is configured. Please consult with your library system.

Do not include items that were sent to other libraries (those are captured in the *Interlibrary loan* section).

	Total print	Total non-print	Total electronic equipment	E-books	E-audiobooks	All other e-content combined	Total Circulation
	46,691	8,791	74	5,129	3,756	0	64,441

Interlibrary loan

Interlibrary loan (ILL) is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. This includes items that are sent to other libraries within your library system. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	ILL borrowed	ILL lent
Within Alberta (including within your library system)	12,435	9,421
Outside of Alberta	2	24
Total	12,437	9,445

Pincher Creek and District Public Library Board - Pincher Creek 2023

In library use

Report the number of physical items used within the library during the reporting year, but not circulated.

There are two possible calculations for each:

1. Actual count of items used within the library for an annual total.
2. Typical week estimate: count the number of items used during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Print and non-print items
	750

Library Access

This section will cover the ways that library users access the library and the range of services available to them.

Cardholders

Report the number of active cardholders during the reporting year.

An active cardholder is a user whose card was used at some point during the reporting year to access physical and/or virtual library resources and services. This includes virtual borrowing activity as well as authentication to access electronic resources. Cardholders can include people who are residents (i.e., people whose municipal taxes directly support the library board operating the library | fund the library) and non-residents. However, do not include ME Libraries users as that data is captured outside of this report.

	Total active cardholders
	1,366

Visits

Report the number of in-person and virtual visits (i.e. website visits) to the library during the reporting year.

There are two possible calculations for each:

1. Actual count of visits for an annual total.
2. Typical week estimate: count the number of visits and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	In-person visits	Website visits
	20,048	34,270

Information Services

Report the number of information technology assistance and reference transactions during the reporting year. Information technology assistance transactions are reported separately from reference transactions.

A reference transaction is an in-person or virtual encounter in which library staff recommend, interpret, evaluate and/or use information resources to help a library user meet particular information needs. It includes readers advisory. It does NOT include directional or administrative questions, such as "Where is the washroom?" or "When does the library close?"

An informal technology assistance transaction is an occasion where library staff help or train a library user on technology in the library. It includes unscheduled individual instruction and assistance in things such as how to use email, demonstrating a URL or how to print a document. Do not include any pre-planned, coordinated events (i.e., library programs) where technology training is delivered. These are captured in Programs > Digital literacy programs.

There are two possible calculations for each:

1. Actual count of transactions for an annual total.
2. Typical week estimate: count the number of transactions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Total informal technology assistance transactions	Total reference transactions
	107	2,250

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If an individual sits for more than one exam at the library, count the number of exams taken, not the individual.

	Total number of exams
	16

Meeting space

Meeting space is defined as any area within the library that may be reserved by an individual or group for a use that is not part of the library's regular programming. The space may or may not be physically isolated (e.g., a separate room with a door); however, during the reserved time, the space is solely for the use of the party who made the reservation. The library may or may not charge a fee for use of the space but some form of reservation in advance (e.g., booking through library staff or software) is required.

Do not include regular walk-in use of library facilities.

	Meeting space bookings
	97

Public Workstations

Public workstations are desktop computers owned by the library board available for public use. This can include computers in computer labs used for public instruction. Generally, public workstations are positioned in a static location in the library. Count public workstations with internet access separately from workstations without internet access. Workstations without internet access include those dedicated to games, word processing, children's literacy, etc.

Do not count laptops or other mobile devices made available for public use inside or outside the library. Instead, count those under *Collections > electronic equipment for loan*.

	Public workstations with internet access	Public workstations without internet access	Total public workstations
	4	n.a.	4

Public workstation and wi-fi sessions

Report the number of sessions conducted by users at any of the available public workstations or on the library's wireless connection, regardless of the length of the session. If a user logs on more than once, count each log-on separately.

Count public workstation sessions and public wi-fi sessions separately.

There are two possible calculations for each:

1. Actual count of sessions for an annual total.
2. Typical week estimate: count the number of sessions during one week and multiply by 50 to provide an estimated annual total.

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open regular hours.

	Number of public workstation sessions	Number of wi-fi sessions
	2,295	3,754

Facility

Provide Information on the building the library was housed in during the reporting year.

Facility ownership

Library facilities can be owned by a variety of agents. Most often, a building that houses a public library is owned by one of the following:

- Municipality
- School board (when a library is housed in a school)
- Library board
- Society or other charitable group
- Private business or company
- Private owner (individual)

Report what category the owner of the facility that houses the library falls under. If there was a change in facility owner during the reporting year, please report the current owner and note the change in the appropriate facility status field below.

	Facility ownership
	Municipality

Facility size

A service point is a physical location where users can directly access library materials and services. This includes mobile libraries (e.g. bookmobiles).

Report the total area in square metres of the library service point(s) being captured in this report for the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space.

In order to convert a measurement of square feet to square metres, multiply square footage by 0.09.

	Library Area (Sq. Meters)
	276.0

Facility status

These fields are to report on the status of the library facility(ies) during the reporting year.

	Yes or no	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

Programs

A library program (in-person or virtual) is a pre-planned, coordinated event that:

- meets a community need;
- is hosted/presented by the public library;
- is set for a designated time and place;
- has a defined purpose;
- has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and
- may involve a registration process and/or some promotion of the event.

Do not include programs that are delivered by external organizations in the library unless library staff are involved with the planning and development of the program as per above.

For hybrid programs (i.e. participants can choose to attend in-person or virtually) count the program in the category that best reflects how the program was being delivered and report the corresponding total number of participants (whether they attended virtually or in-person). For example, if the program presenter/facilitator delivered the program in-person, count it as an in-person program and include the total number of participants combined, whether they attended in-person or virtually.

In-person programs

Report the total number of in-person program sessions and participants for each age category. Do not include data for digital literacy or outreach programs as they are counted separately in the sections following.

Please note that a session is one instance of a program being offered. A program may consist of multiple sessions offered at different times. If a program consists of multiple sessions, ensure you are counting each session and not just the overall program.

Participants should also be counted on a per session basis. If an individual attends multiple sessions, even in a case where the sessions are connected (e.g. part of a series), they should be counted each time. For example: if a program was offered in 5 sessions, with 20 participants each time, you would count 100 participants.

For public libraries housed in schools, only count class visits if public library staff have planned a program to coincide with the visit.

	Total # of in-person sessions	Total # of participants
Children's	150	1,674
Young adult	21	121
Adult	29	235
Multigenerational	17	1,231
Total	217	3,261

Digital literacy programs

Report the total number of in-person sessions and participants for digital literacy programs (all age categories combined).

A **digital literacy program** is defined as any program where the primary purpose is for participants to build skills related to the use of various forms of technology (e.g. computers, mobile devices), accessing/creating/using information in a digital environment, or communicating via digital means.

Do not count any informal technology assistance or instruction, as this is counted as a type of reference transaction in the Information Services category.

	Total # of digital literacy sessions	Total # of participants
	4	6

Outreach programs

Report the total number of in-person sessions and participants for outreach programs (all age categories combined).

An **outreach program** is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach sessions	Total # of participants
	45	1,014

Virtual programs

Report the total number of virtual program sessions and participants (all age categories combined). A virtual program is defined as any program that is delivered remotely using technology (e.g. via telephone, video conferencing software, or other digital platforms). Virtual programs may be delivered in either a synchronous (e.g. delivered live via Zoom) or asynchronous (e.g. video hosted on YouTube) format and are counted together for the purpose of this report. Please see the definitions below to ensure virtual program sessions and participants are reported as accurately as possible.

Synchronous virtual programs

Synchronous virtual programs are those where participants access the program at a specified time and the delivery is controlled by the program presenter/host. Some or all of the content may be pre-recorded but the presenter/host is present at the time of delivery and may interact with participants in some way.

Sessions: Count the total number of synchronous virtual program sessions offered across all platforms.

Participants: For each session, count the highest number of participants at any point during the session (i.e. the peak number of participants).

Asynchronous virtual programs

Asynchronous virtual programs are those where participants access the program at any time without the presence of a program presenter/host. Depending on the platform, there may be some interactive elements but access to the content is controlled entirely by the participant.

Sessions: Count each video/module/program once. Only count videos/modules/programs that were accessible during the reporting year.

Participants: Count the total number of times the program was accessed (regardless of whether or not it was completed or accessed multiple times by the same individual). How access is captured will vary by platform. For example, for videos hosted on YouTube or similar, you should count the total number of views during the reporting period. For any programs that have been available across multiple reporting years (e.g. video available in 2021, 2022, and 2023), you may need to use analytics available in the platform (or do your own calculations) to ensure you only count the number of participants during the current reporting year.

	Total # of virtual sessions	Total # of participants
	n.a.	0

Take-home programs

Report the total number of take-home program sessions and participants (all age categories combined).

A **take-home program** is defined as any program that is planned and designed by library staff but is completed independently by the participant(s) at home or off-site. Take-home programs require the distribution of library-compiled "kits" (name may vary by library, e.g., "take and make") which include, at a minimum, the instructions and materials necessary to complete the program. Other library kits (e.g., book club kits) do not count as take-home programs. Take-home programs should demonstrate all elements of a traditional library program—e.g., planned and designed by library staff, has library prepared materials (instructions, worksheets, resource lists, etc.), has a defined purpose/learning objective, is available for a defined period of time.

Take-home program sessions: count each instance of a take-home program being offered. If the same program is offered multiple times (e.g., once a month), count each instance as a session.

Take-home program participants: count only the number of program kits taken by patrons. Do not count the number of kits created or the number of registrations, if registration was required.

	Total # of take-home sessions	Total # of participants
	12	144

Total programs

Total sessions and participants in the reporting year for in-person, digital literacy, outreach, virtual and take-home programs combined.

	Total number of sessions	Total number of participants
	278	4,425

Library Trends

Each year this question will change to capture current trends in Alberta's public libraries.

Does your library board have a current technology plan? A technology plan outlines a library board's goals and strategies for utilizing technology to achieve its overall mission, goals, and objectives. It also addresses the current inventory of technology equipment and software utilized in the library, as well as a plan for the future purchase/replacement/maintenance of equipment and software.

Select the answer from the choices below. If you wish to provide additional information please use the notes field.

	Does your library board have a current technology plan?
	Yes

Accomplishments & Comments

Summarize the major achievements of your library board for the reporting year and/or provide any comments your board has about public library service delivery.

Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

	Accomplishments & comments
	<p>We added several more sets of cross-country skis to our collection thanks to a grant from SCAT. We were also able to add several more Victor Readers thanks to a donation from the Pincher Lions and the Roaring Lions clubs. We also were able to expand our graphic novel collection with new shelves purchased by the Friends. We also were able to buy two iPads to start providing better coding programs with a grant from Walmart. We were able to expand our Grade 2 library skills program to several more schools and we now have more and more students learning how to use the library and getting library memberships. We completed our Plan of Service in 2023 and we were very happy to be able to get 162 people to fill out our survey. We also launched our enewsletter this year and we're so happy that over 260 patrons have signed up to receive it. We have had such amazing volunteers this year and they are a big reason why several of our programs have been so successful. After struggling to find board members, we finally have a full roster.</p>