

A

**AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
May 28, 2024
6:00 pm
Council Chambers**

A. ADOPTION OF AGENDA

B. DELEGATIONS

C. MINUTES/NOTES

1. Council Committee Minutes
 - May 14, 2024
2. Council Meeting Minutes
 - May 14, 2024

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

- a) Awards from the Alberta Recreation & Parks Association and the Government of Alberta
- b) Stars of Alberta Volunteer Awards

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
 - ORRSC April 11, 2024
 - Crowsnest Pincher Creek Landfill Association
2. Councillor Rick Lemire – Division 2
3. Reeve Dave Cox– Division 3
 - Chinook Arch Regional Library 2023 Impact Report
4. Councillor Jim Welsch - Division 4
5. Councillor John MacGarva – Division 5

G. ADMINISTRATION REPORTS

1. Operations

- a) Public Works Operational Report
 - Report from Public Works dated May 22, 2024
 - Schedule A – Operations Report
 - Schedule B – Shop/Fleet Report
- b) C-PW-009 Dust Control Policy Schedule A
 - Report from Public Works dated May 23, 2024
- c) Utilities & Infrastructure Report
 - Report from Utilities & Infrastructure dated May 22, 2024
- d) Oldman Reservoir Emergency Intake; Capital Project Drought and Flood Protection Program
 - Report from Utilities & Infrastructure dated May 22, 2024

2. Finance

3. Planning and Community Services

- a) Subdivision Moratorium Lift
 - Report from Development Officer, dated May 23, 2024
- b) Hamlet Aerials
 - Report from Development Officer, dated May 23, 2024
- c) Peace Officer Policies
 - Report from Development Officer, dated May 23, 2024

4. Municipal

- a) CAO Report
 - Report from Administration, dated May 23, 2024

H. CORRESPONDENCE

1. For Action

- a) Heritage Acres Request
 - Road Graded/oiled and watered for July 26 and September 14
 - Spraying of weeds on the main field after September 14
 - Pancake Breakfast Saturday, July 27
- b) Seniors Week Declaration
 - June 3 through 9, 2024
- c) Oldman Watershed Council AGM
 - June 20, 2024
- d) Request for Sponsorship
 - AARMA Conference
- e) West Castle Valley Fire Guardian Project
 - Letter of Support Request PCESC
- f) Support For AISC Environmental Damages Fund (EDF) Application
 - Draft Letter of Support

2. For Information

- a) Arena Sound System
 - Letter from Town of Pincher Creek
- b) AltaLink Wildfire Safety Handout
- c) NGTL GP Lundbreck Clean Up Notification

I. NEW BUSINESS

J. CLOSED MEETING SESSION

K. ADJOURNMENT

MINUTES
 REGULAR COUNCIL COMMITTEE MEETING
 MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
 Tuesday, May 14, 2024 2:00 pm
 Council Chambers

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

Staff: CAO Roland Milligan, Public Works Manager Patrick Gauvreau, Financial Manager Brendan Schlossberger, Public Works Manager Assistant Alan McRae, Development Officer Laura McKinnon and Executive Assistant Jessica McClelland.

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

1. Approval of Agenda

Councillor Tony Bruder

Moved that the agenda for the May 14, 2024 be approved as presented.

Carried

2. Delegation

Northback

Mike Young and Daina Lazzarotto, with Northback (Previously Riversdale), attended the meeting to update the Council on their future plans for the Coal Exploration Application. They do not have approvals and are working through the application process for the drilling program with the Alberta Energy Regulator (AER).

The drilling program is planned to obtain the following:

- Coal quality data
- Geotechnical data
- Hydrogeological (groundwater) data Program consists of:
 - 13 drill pads on Crown land (reduced from 20)
 - 12 Drill pads on Private land
 - No new disturbance on Crownland (program will use existing trails, drill pads, and other disturbed areas)

Temporary diversion license (TDL) application to draw water from previously mined pit lakes situated on private land

- Water quantity requested is 1,500 m³(1.2 acre-feet) at a pumping rate of 0.5 m³/s

They discussed the summary of the statements of concern and how they plan to mitigate the community's concerns should they be approved to move forward. Council questioned where Northback would be pulling the water from for the program; they will be using pit lakes for temporary diversion licensed water sources and not pulling from local rivers.

REGULAR COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
TUESDAY, MAY 14, 2024

Long-term Northback would like to see a mine created in the area once the regulatory process is completed.

Mike Young and Daina Lazzarotto left the meeting at 2:40 pm.

3. Closed Session

Councillor John MacGarva

Moved that Council move into closed session to discuss the following, the time being 2:41 pm.

- a) Public Works Call Log – FOIP Sec. 24.1
- b) Draft Peace Officer Policies and Procedures – FOIP Sec. 24.1
- c) Restricted vs Unrestricted Surplus Discussion – FOIP Sec. 24.1

Councillor John MacGarva

Moved that Council move out of closed session, the time being 4:47 pm.

Carried

4. Round Table

5. Adjournment

Councillor Tony Bruder

Moved that the Committee Meeting adjourn, the time being 5:18 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
REGULAR COUNCIL MEETING
MAY 14, 2024

9840

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, May 14, 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 Councillor Tony Bruder, Rick Lemire, and Jim Welsch.

STAFF CAO Roland Milligan, Public Works Manager Patrick Gauvreau, Utilities & Infrastructure Manager David Desabrais, Financial Manager Brendan Schlossberger, and Executive Assistant Jessica McClelland.

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

A. ADOPTION OF AGENDA

Councillor Rick Lemire 24/227

Moved that the agenda for May 14, 2024 be amended to include:

 Action

- j) Alberta SouthWest AGM
- k) Heritage Acres Letter of Support

 Closed

- a) Request for Reduction of Invoice 6807 – FOIP Sec. 24.1
- b) Going Forward Coalition – FOIP Sec. 24.1

AND THAT the agenda be approved as amended.

Carried

B. DELEGATIONS

C. MINUTES

- 1) Council Committee Meeting Minutes – April 23, 2024

Councillor Tony Bruder 24/228

Moved that the minutes of the Council Committee Meeting of April 23, 2024 be approved as presented.

Carried

- 2) Council Meeting Minutes – April 23, 2024

Councillor John MacGarva 24/229

Moved that the minutes of the Council Meeting of April 23, 2024 be approved as presented.

Carried

- 3) Special Council Meeting Minutes – May 7, 2024

Councillor Jim Welsch 24/230

Moved that the minutes of the Special Council Meeting on May 7, 2024 be approved as presented.

Carried

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Council Meeting
Municipal District of Pincher Creek No. 9
May 14, 2024

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
 - ALUS
 - Pincher Creek Trade Fair
 - Agricultural Service Board
 - Crowsnest Pincher Creek Landfill Association
2. Councillor Rick Lemire – Division 2
 - Pincher Creek Foundation
 - Alberta South West
 - Pincher Creek Emergency Services Commission
3. Reeve Dave Cox – Division 3
 - Pincher Creek Foundation
 - Highway 3 AGM
 - Pincher Creek Emergency Services Commission
 - Castle Mountain Community Association
 - Pincher Creek Trade Show
 - Agricultural Service Board
 - Mayors and Reeves
 - Pincher Creek and District Library
4. Division 4 – Jim Welsch
5. Councillor John MacGarva – Division 5
 - Pincher Creek Trade Fair
 - Joint Health and Safety
 - Lundbreck Citizens Council
 - South West Rockies Tourism Association
 - Municipal Planning Commission

Councillor Tony Bruder 24/231

Moved to accept the Committee Reports as information.

Carried

G. ADMINISTRATION REPORTS

1. Operations

a) Public Works Operations Report

Councillor John MacGarva 24/232

Moved that Council receive the Public Works Operations Report, including Schedule A – Operations Report, and Schedule B – Shop/Fleet Report, for the period April 15, 2024 to May 3, 2024 as information.

Carried

b) C-PW-003 Winter Maintenance of Municipally Directed, Controlled and Managed Roads and Airport Surfaces

Councillor John MacGarva 24/233

Moved that Council approve updated C-PW-003 Winter Maintenance of Municipally Directed, Controlled and Managed Roads and Airport Surfaces,

AND THAT as it is now part of C-PW-003, C-PW-003a Driveway Snow Removal “Aging in Place” be removed from policy manual.

Carried

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c) Utilities & Infrastructure Report

Councillor Jim Welsch 24/234

Moved that Council receive the Utilities & Infrastructure Report for the period April 18, 2024 to May 7, 2024 as information.

Carried

Patrick Gauvreau left the meeting at 7:10 p.m.

- 2. Finance
- 3. Development and Community Services

Councillor Tony Bruder 24/235

Moved that the following be received as information:

- Community Policing Report (Pincher Creek Detachment) - Quarterly Report
- Community Policing Report (Crowsnest Pass Detachment) - Quarterly Report

Carried

- 4. Municipal

a) CAO Report

Councillor John MacGarva 24/236

Moved that Council receive for information, the Chief Administrative Officer's report for the period April 22, 2024 to May 14, 2024.

Carried

H. CORRESPONDENCE

- 1. For Action

a) Request for Grader to be Moved - Division 3

Councillor Tony Bruder 24/237

Moved that administration be directed to respond to the concern from the landowner regarding the grader parking in Division 3.

Carried

b) Highschool Skills Day – May 24, 2024 - Request for Swag and Reeve to Attend

Councillor Jim Welsch 24/238

Moved that the Reeve attend the Highschool Skills Day, May 24, 2024,

AND THAT the MD provide logo bags for the students that attend.

Carried

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- c) Awards from the Alberta Recreation & Parks Association and the Government of Alberta

Councillor Tony Bruder 24/239

Moved to table the Awards from the Alberta Recreation & Parks Association and the Government of Alberta to the meeting of May 28, 2024, pending further information,

AND THAT the MD share this information on social media.

Carried

- d) Heritage Acres Request - Letter Requesting Mulching

Councillor Jim Welsch 24/240

Moved that the MD provide an in-kind donation of the use of a tractor mulcher/tiller and operator for Heritage Acres Victory Garden for 2024.

Carried

- e) Stars of Alberta Volunteer Awards

Councillor Tony Bruder 24/241

Moved that the Stars of Alberta Volunteer Awards be tabled to the meeting of May 28, 2024, pending further information,

AND THAT the MD share this information on social media.

Carried

- f) New Peace Officer Program

Councillor Rick Lemire 24/242

Moved that administration be directed to draft a letter back to the concerned resident regarding the new Peace Officer program, explaining the process, approved budget, and that prior to the program being implemented, the MD will be hosting an Open House for the community.

Carried

- g) AUC Notice of Hearing - Sunrise Solar Project

Councillor John MacGarva 24/243

Moved that the MD will engage with legal Council regarding the AUC Notice of Hearing - Sunrise Solar Project.

Carried

- h) World Family Doctor Day - Declaration

Councillor John MacGarva 24/244

Moved that May 19, 2024 be declared Family Doctor Day.

Carried

Reeve Dave Cox read the following declaration:

I, Dave Cox, Reeve of the Municipal District of Pincher Creek No. 9 do solemnly declare:

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 May 14, 2024

- That my fellow citizens trust and rely on their family doctors to provide health care that is both timely and of the highest quality,
- And that we recognize and appreciate that 80% of health care in Alberta is delivered in communities by family doctors and primary health care providers,
- And that the foundation of an effective health care system for Alberta starts with strong primary health care,
- And that Family Doctor Day provides an opportunity to celebrate and acknowledge the central role family doctors have in the delivery of personal, comprehensive, and continuing health care for people throughout their lives.
- And that Family Doctor Day also presents the opportunity for governments, health care organizations, other professionals, and patients to recognize the vital role family doctors have,
- And therefore, it is my honour to name May 19, 2024, in the Municipal District of Pincher Creek No. 9 Family Doctor Day.

i) Captus Generation Community Information Session - May 23, 2024

Councillor Jim Welsch 24/245

Moved that any interested Councillors be authorized to attend Captus Generation Community Information Session on May 23, 2024.

Carried

j) Alberta SouthWest AGM – June 5, 2024

Councillor Rick Lemire 24/246

Moved that the following Councillors be authorized to attend the Alberta SouthWest AGM on June 5, 2024;

- Reeve Dave Cox
- Deputy Reeve John MacGarva
- Councillor Rick Lemire
- Councillor Jim Welsch

Carried

k) Heritage Acres Letter of Support Request

Councillor Jim Welsch 24/247

Moved that Council authorize a letter of support for Heritage Acres in their application for CFIP towards a new building to house artifacts.

Carried

2. For Information

Councillor Tony Bruder 24/248

Moved that the following be received as information:

- a) Water Reduction Request
 - Letter from Alberta Environment and Protected Areas
- b) Pincher Creek Curling Club Update
 - March April 2024
- c) Volunteer Appreciation Event
 - Letter from Town of Pincher Creek
- d) Castle Provincial Park Upgrades
 - Map and FAQ's

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e) Bill 20 – Municipal Affairs Statutes Amendment Act, 2024

Carried

I. NEW BUSINESS

J. CLOSED SESSION

Councillor Rick Lemire 24/249

Moved that Council move into closed session to discuss the following, the time being 8:04 pm:

- a) Request for Reduction of Invoice – FOIP Sec. 24.1
- b) Going Forward Coalition – FOIP Sec. 24.1

Councillor Jim Welsch 24/250

Moved that Council move out of closed session, the time being 8:22 pm.

Carried

- a) Request for Reduction of Invoice 6807

Councillor Tony Bruder 24/251

Moved that invoice 6807 be reduce the invoice to 100m of dust control and waive the penalties associated with the reduction.

Carried

- b) Going Forward Coalition

Councillor Jim Welsch 24/252

Moved that the CAO and Reeve attend the Going Forward Coalition on June 14, 2024 at 9:30am at the Red Crow College in Standoff Alberta.

Carried

K. ADJOURNMENT

Councillor John MacGarva 24/253

Moved that Council adjourn the meeting, the time being 8:09 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

Dear Reeve Cox and all Members of Council;

We are delighted to announce that the Alberta Recreation & Parks Association (ARPA) will be presenting a number of awards to recognize leadership and excellence in the recreation and parks sector. We invite the Municipal District of Pincher Creek No. 9 to nominate deserving members and organizations in your community for these prestigious awards.

The awards ceremony will take place during the President's Awards Banquet on Saturday, October 26, 2024, at the Fairmont Jasper Park Lodge, where over 400 delegates will be in attendance as part of our annual Conference and Energize Workshop. We believe that recognizing outstanding work inspires Albertans to continue their efforts in making their communities better.

The awards include the Lieutenant Governor's (L.G.) Leadership for Active Communities Awards, which recognize the achievements of individuals and groups who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, we have three L.G. Award categories: Outstanding Community Leader, Corporate Community Leader and Community Leader of Tomorrow. We are planning to have the Lieutenant Governor with us at the President's Awards Banquet to present all three awards.

In addition to the Lieutenant Governor's Awards, ARPA will also be presenting multiple awards including the A.V. Pettigrew Award, which recognizes a community or organization that has made a significant impact on improving the quality of life of their citizens through recreation and parks.

To view more details on each award and to complete our online nomination form, please visit the ARPA website at <https://arpaonline.ca/awards-scholarships/>. The deadline for award nominations is May 31st.

We look forward to recognizing and celebrating the hard work and dedication of individuals and groups who are making a difference in their communities and improving the lives of Albertans.

Yours sincerely,



Deb Comfort

President

(780) 415 - 1745

Alberta Recreation & Parks Association

arpaonline.ca



ARPA would like to acknowledge the First Nations, the Métis, and all of the people across Alberta who share a history and a deep connection with this land. We dedicate ourselves to moving forward in partnership with Indigenous communities in the spirit of reconciliation and collaboration.

2024 Stars of Alberta Volunteer Awards

— Your chance to give back to those who give back.

**Nominate an amazing volunteer in
your community for a Stars of Alberta
Volunteer Award.**

Categories: Youth, Adult, Senior, Breaking Barriers
Deadline for nominations: June 30, 2024

[Alberta.ca/stars-awards](https://alberta.ca/stars-awards)

Alberta

Stars of Alberta Volunteer Awards

Guidelines

Overview

The Stars of Alberta Volunteer Awards Program is governed by program guidelines managed by Alberta Arts, Culture and Status of Women. Nominators and nominees can refer to guidelines to support submissions. These guidelines are subject to amendment by Alberta Arts, Culture and Status of Women.

Guidelines

The Stars of Alberta Volunteer Awards program follows these guidelines:

Nominations

- The nominee must meet the outlined criteria for nominations and awards.
- The nominee must be a resident of Alberta at the time of the nomination.
- References must include their personal contact information in their reference letters.
- Nominations made by immediate family members will not be accepted.
- Multiple nominations for a single nominee are not permitted. Only the first nomination received will be accepted per nominee.
- Volunteer activities of a political nature will not be considered during adjudication.
- Nominations cannot be submitted without permission of the nominee.
- Nominations become the property of the Government of Alberta and will not be returned.
- Nominations that are incomplete or do not comply with these guidelines may be disqualified.
- Alberta Arts, Culture and Status of Women will not accept responsibility for incomplete, inaccurate, lost, or late nominations.

Consent

- By signing the consent form, each nominator and nominee agrees to abide by the guidelines that govern the Stars of Alberta Volunteer Awards.

Participation

- In the event the nominee is chosen to receive an award, the nominee agrees to participate in all awards-related activities and functions, including the awards ceremony in December.

Awards decisions

- Awards decisions are at the discretion of the Minister of Arts, Culture and Status of Women.
- The decisions regarding selected award recipients are final.



EXECUTIVE COMMITTEE MEETING MINUTES
April 11, 2024; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, April 11, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
 Don Anderberg, Vice Chair
 Scott Akkermans
 David Cody
 Christopher Northcott, Virtual
 Brad Schlossberger, Virtual

Absent

Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer
 Raeanne Keer, Executive Assistant

Guest

Derek Taylor, KPMG LLP

Chairman Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Don Anderberg

THAT the Executive Committee adopts the April 11, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Scott Akkermans

THAT the Executive Committee approves the March 14, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. KPMG LLP – Auditors’ Report and Financial Statements 2023

D. Taylor, of KPMG, presented the Financial Statements and Independent Auditor’s Report for the Year ended December 31, 2023 to the Committee.

D. Taylor stated that the purchase of the Parking Lot Improvement Project was funded from the Operating Reserve Fund, as there was no resolution indicating how the project would be funded. D. Taylor stated that the Committee could pass a resolution for the project to be retroactively paid through the Capital Reserve Fund as it is a capital improvement if they would like.

Moved by: Don Anderberg

THAT the Executive Committee fund the capital acquisition for the Parking Lot Improvement Project for \$165,481 out of the Capital Reserve Fund as of December 31, 2023.

CARRIED

The Committee discussed the report and presentation.

Moved by: David Cody

THAT the Executive Committee accepts the Auditor’s Report and Financial Statements for the year ended December 31, 2023 prepared by KPMG LLP, as presented subject to the approved change; and,

That the documents be sent to Municipal Affairs.

CARRIED

5. Official Business

a. Alberta Municipal Services Corporation Electricity Contract

L. Kuiper stated that we have recently re-signed with Alberta Municipal Services Corporation for a preferred electricity rate.

b. Subdivision Activity

L. Kuiper presented the Subdivision Activity statistics as of March 31, 2024 for information.

c. Office Lighting Upgrades

L. Kuiper stated that we have been collecting quotes from our local electricians to upgrade our current fluorescent lights to LED lights, as we have a number of lights that are in need of repair and the parts for fluorescent lights are becoming obsolete.

The Committee discussed the quotes presented, and potential grant funding.

Moved by: David Cody

THAT the Executive Committee directs Administration to move forward with replacing the interior lights, with the condition of researching potential grant funding, with the project to be funded from Capital Reserves up to a maximum of \$15,000.00.

CARRIED

d. Vehicle Replacement Discussion

L. Kuiper stated that the oldest fleet vehicle is a 2018 Chevy Equinox with approximately 150,000 kilometers. L. Kuiper stated that the vehicle was recently in for a check engine light because of a sensor detecting moisture, which has since dried up and is working normally. He stated that this is an issue that Chevrolet is aware of, and that the issue only occurs in extremely specific conditions of cold humid weather. L. Kuiper stated that the repair to negate the issue was quoted at \$1,800.00 and at this time Administration has determined that it will not be repairing the issue.

L. Kuiper stated that he was interested in selling the vehicle this year, which would result in the fleet being short 1 vehicle if a new one was not purchased.

The Committee discussed that a vehicle was initially included in the 2024 Budget but was removed due to budget constraints. The Committee discussed keeping the vehicle for the time being and reevaluating the situation in the fall once there is a better understanding of the year's financial outcome.

e. 2023 Annual Report Draft

R. Keer presented the 2023 Annual Report Draft to the Committee for review and feedback.,

Moved by: Don Anderberg

THAT the Executive Committee approves the 2023 Annual Report Draft, as presented, to be presented to the Board of Directors at the June Annual General Meeting.

CARRIED

6. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts for February and the Payments and Credits for January 2024 to the Committee.

b. Financial Statements

L. Kuiper presented Details of Account as of February 29, 2024 to the Committee.

Moved by: Scott Akkermans

THAT the Executive Committee approves the Monthly Office Account for February 2024 and the Payments and Credits for January 2024; and,

The Details of Account as of February 29, 202.

CARRIED

7. New Business

There was no new business for discussion.

8. CAO's Report

L. Kuiper presented his CAO Report to the Committee.

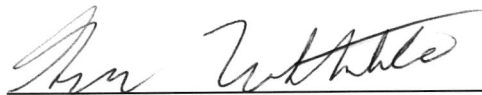
9. Round Table Discussions

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

10. Next Meeting – May 9, 2024

11. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:28 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

THE CROWSNEST/PINCHER CREEK LANDFILL ASSOCIATION
MINUTES
April 17, 2024

The regular meeting of The Crowsnest/Pincher Creek Landfill Association was held at 9:34 am
Wednesday April 17, 2024, at the Pincher Creek Landfill.

Present: Tony Bruder, Municipal District of Pincher Creek #9
Dean Ward, Municipality of Crowsnest Pass
Dave Filipuzzi, Municipality of Crowsnest Pass – Absent
Doreen Glavin, Municipality of Crowsnest Pass
Mark Barber, Town of Pincher Creek
Dave Slingerland, Village of Cowley
Dean Bennett, Landfill Manager
Chelsie Antoniuk – Landfill Administrator

AGENDA

Dave Slingerland Moved the agenda be adopted as presented Carried. 04.17.24-2285

MINUTES

Mark Barber

Moved the minutes of March 20, 2024, be adopted as circulated. Carried. 04.17.24-2286

MANAGER'S REPORT

- MSW is finally busy, we are receiving at least one boot and GFL truck per day.
- The Industrial cell has picked up.
- MNP is on track just had to work with Chelsie on payroll as they don't have access to that.
- Trace and I took the fire training course put on by SWANA. With all the Lithium battery fires we have been experiencing I thought it was a good idea. It was very informative and there were a few ideas I will be implementing here; one will be contacting the fire department and give them a tour so they have a better idea of what they may have to fight.
- The used blade I found for the pusher has been retrofitted and put to work. It works better then the last one as it is wider and protects the loader from any damage.
- We picked up a new service truck with an aluminum service body on it already, it has a new vehicle inspection on it but needs a compressor.
- The Eco Centre continues to roll along with no issues, we still receive complements on Facebook this time on how well its kept and ran.
- Recycling in the CNP has gotten worse, hillcrest being the worst, we are sorting all kinds of garbage and having to sort from each and every bin from each town.

Tony Bruder

Moved the Manager's report be adopted as presented.

Carried. 04.17.24-2287

FINANCIAL REPORT

Landfill Administrator provided the Income Statement/Balance Sheet and Budget to Mar 31, 2024

Dave Slingerland Moved the financial reports be accepted as information.

Carried. 04.17.24-2288

DONATION APPLICATION

Landfill administrator provided updated application.

Doreen Glavin accepted the new donation application.

Carried. 04.17.24-2289

SCHOLARSHIP APPLICATION

Landfill administrator provided updated application.

Doreen Glavin accepted the new Scholarship application.

Carried. 04.17.24-2290

DONATION REQUEST FROM CASTLE MOUNTAIN COMMUNITY ASSOCIATION

A Donation request from Castle Mountain Community Association.

Mark Barber moved that they re apply for fire smart donation.

Carried. 04.17.24-2291

DONATION REQUEST FROM LIVINGSTONE SCHOOL SPORTS BOOSTER CLUB

A Donation request from Livingstone School sports booster club.

Doreen Glavin moved that \$500.00 be donated to Livingston School sports booster.

Carried. 04.17.24-2292

CLOSED IN CAMERA SESSIONS WAS CALLED BY THE LANDFILL MANGER

Time In 10:00 AM Moved by Dean Ward

Carried. 04.17.24-2293

Time Out 10:08 AM Moved by Dave Slingerland

Carried. 04.17.24-2294

Correspondence:

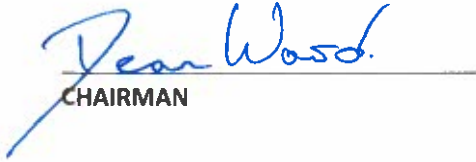
NEXT MEETING DATES 9:30 AM

	Sept 18, 2024
May 15, 2024	Oct 16, 2024
June 19, 2024	Nov 20, 2024
July 17, 2024	Dec 18, 2024
Aug 21, 2024	

ADJOURNMENT

Dave Filipuzzi Moved the meeting adjourn at 10.15 am

Carried. 04.17.24-2295


CHAIRMAN


ADMINISTRATION



Memo

Date: May 22, 2024

To: Mayors and Reeves of Chinook Arch Regional Library System Member Municipalities

Re: Chinook Arch Library Board 2023 Impact Report and Audited Financial Statements

The Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other urban and rural municipalities in southwestern Alberta.

As a result of your membership in Chinook Arch, people across southern Alberta have access to over 900,000 items held in the System's thirty-five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

In communities large and small, residents rely on the public library as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings, responding to evolving community needs. Chinook Arch supports and enhances the services offered by your local or a neighbouring library board.

Attached to this memo are the Chinook Arch Library Board's 2023 Impact Report and Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or rhepher@chinookarch.ca to schedule a presentation. The Impact Report and Audited Statements are available on the Chinook Arch website at www.chinookarch.ca.

Thank you for your continuing support of regional library services. The Chinook Arch Library Board continues to strive toward its vision of "Thriving Libraries, Thriving Communities."

Vic Mensch, Chair

Chinook Arch Library Board



IMPACT REPORT 2023

Chinook Arch Snapshot



Highlights from 2023

New Library Websites

Introduced new websites for all member libraries in April.



20% increase in website visits

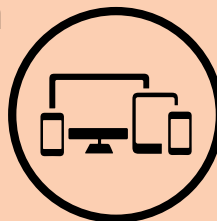


Wi-Fi Hotspots

borrowed **1,098** times

75 Hotspots added to the collection

Digital Literacy Clinics were held in member libraries across the region.



85 classes booked

187 attendees

9,100 km travelled



VoIP Telephone Services

installed at 20 member libraries saving

\$19,000 per year collectively



20 new kits were added to the regional programming collection



Usage of this collection increased by

400%

Membership has its benefits

Inter-municipal collaboration greatly increases the quantity and quality of library materials and services for those who call our region home.



Direct Library Support

1,419



support consultations
(in-person and virtual)

218



Library programs in
member libraries with

674 attendees



328

direct patron
interactions



Connection and Learning Opportunities



17 training
events held

307
attendees

10 Coffee
Chats



(a chance for library
managers to connect
on various topics)

148 people attended the 14th Annual
Southern Alberta Library Conference



Sharing Resources

3 delivery vans

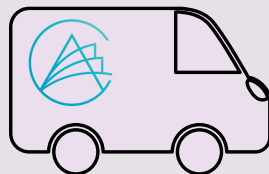
5 drivers



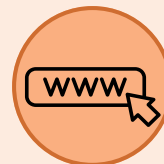
50,887

items added to shared
library catalogue

559,100
items moved
between libraries



That's 4,008
stops a year!



Online Services Management



audiobook
borrowing up

25%

14% increase of library material
checkouts on OverDrive



36%

increase in monthly
Solaro activities
(Solaro provides homework
help and test prep for
students in grades 3 to 12.)

CHINOOK ARCH LIBRARY BOARD
Financial Statements
Year Ended December 31, 2023

INDEPENDENT AUDITOR'S REPORT

To the Members of Chinook Arch Library Board

Opinion

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2023, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

* denotes professional corporation

Independent Auditor's Report to the Members of Chinook Arch Library Board *(continued)*

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

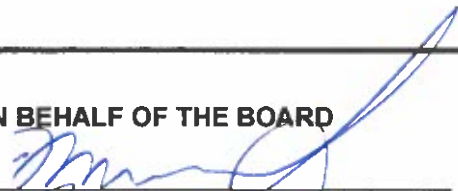
Lethbridge, AB
April 4, 2024

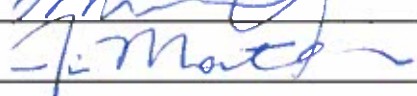
INSIGHT
CPA

Chartered Professional Accountants

CHINOOK ARCH LIBRARY BOARD**Statement of Financial Position****December 31, 2023**

	2023	2022
ASSETS		
CURRENT		
Cash and cash equivalents (Note 3)	\$ 1,392,190	\$ 1,595,396
Restricted cash (Note 4)	56,721	25,211
Accounts receivable	15,411	37,323
Goods and services tax recoverable	29,327	18,123
Employee computer loans (Note 5)	2,569	871
Prepaid expenses	240,820	173,471
	1,737,038	1,850,395
PROPERTY AND EQUIPMENT (Note 6)	2,381,613	2,486,851
	\$ 4,118,651	\$ 4,337,246
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 59,137	\$ 54,582
Receiver General payroll liabilities	17,263	16,970
Employee benefit obligations (Note 7)	178,500	191,065
Deferred revenue (Note 8)	56,721	25,211
	311,621	287,828
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	1,877,724	1,958,796
	2,189,345	2,246,624
NET ASSETS	1,929,306	2,090,622
	\$ 4,118,651	\$ 4,337,246

ON BEHALF OF THE BOARD

Director

Director

CHINOOK ARCH LIBRARY BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2023

	Unrestricted Fund 2023	Internally Restricted Fund 2023 (Note 10)	Externally Restricted Fund 2023 (Note 10)	Capital Fund 2023	Total 2023	Total 2022
NET ASSETS - BEGINNING OF YEAR	\$ -	\$ 1,561,657	\$ 1,041	\$ 527,924	\$ 2,090,622	\$ 2,147,521
Deficiency of revenues over expenses	(160,275)	-	-	-	(160,275)	(56,899)
Amortization of capital assets	105,240	-	-	(105,240)	-	-
Amortization of deferred capital contributions	(81,072)	-	-	81,072	-	-
Book allotment purchase, net of additions (Note 10)	12,434	(12,434)	-	-	-	-
Use of Technology Fund reserves (Note 10)	143,037	(143,037)	-	-	-	-
Use of Building Fund reserves (Note 10)	22,800	(22,800)	-	-	-	-
Internally imposed restriction on remaining surplus (Note 10)	(42,164)	42,164	-	-	-	-
Returned to funder	-	-	(1,041)	-	(1,041)	-
NET ASSETS - END OF YEAR	\$ -	\$ 1,425,550	\$ -	\$ 503,756	\$ 1,929,306	\$ 2,090,622

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses
Year Ended December 31, 2023

	Budget 2023	Total 2023	Total 2022
REVENUES			
Municipal levies	\$ 1,586,222	\$ 1,590,280	\$ 1,597,254
Provincial operating grant	1,016,828	1,038,499	1,003,511
Library board membership fees	639,798	642,471	638,412
Other income (Schedule 1)	394,500	416,578	359,154
Contract services (Schedule 1)	141,000	144,613	124,121
Provincial rural library services grant	124,000	134,125	123,693
Other grants (Schedule 1)	80,000	91,740	41,671
Municipal rural services fees	61,980	58,504	55,209
Amortization of deferred capital contributions (Note 9)	85,000	81,072	84,283
	4,129,328	4,197,882	4,027,308
EXPENSES			
Salaries and benefits	2,183,100	2,150,956	2,123,177
Library materials and collections	796,767	879,119	882,374
Programs and services (Schedule 2)	452,100	413,923	402,921
Network services (Schedule 2)	112,000	198,556	107,529
Contract and other services (Schedule 2)	141,500	147,732	127,649
Bibliographic services (Schedule 2)	79,500	89,328	88,363
Shipping and delivery (Schedule 3)	51,000	59,237	58,523
Building and maintenance	51,000	53,732	58,958
Training and development (Schedule 2)	37,000	48,835	30,734
Administration (Schedule 3)	35,600	34,457	27,810
Board expenses	8,500	11,205	6,881
Amortization of capital assets	181,000	105,240	111,623
	4,129,067	4,192,320	4,026,542
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	261	5,562	766

(continues)

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses *(continued)*
Year Ended December 31, 2023

	Budget 2023	Total 2023	Total 2022
BOARD APPROVED PROJECTS FUNDED BY RESERVES			
Projects funded by Technology Fund reserves <i>(Note 10)</i>	(130,000)	(143,037)	(46,690)
Projects funded by Building Fund reserves <i>(Note 10)</i>	(45,000)	(22,800)	-
Projects funded by Operating Fund reserves	-	-	(10,975)
	(175,000)	(165,837)	(57,665)
DEFICIENCY OF REVENUES OVER EXPENSES	\$ (174,739)	\$ (160,275)	\$ (56,899)

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD

Revenue Schedule (Schedule 1)

Year Ended December 31, 2023

	Budget	2023	2022
OTHER INCOME			
Additional funds for library materials	\$ 300,000	\$ 294,417	\$ 306,724
Interest and investment income	40,000	102,576	48,030
Southern Alberta Library Conference	10,000	14,002	-
Employment programs	5,000	3,735	4,350
Gain on disposal of property and equipment	7,500	1,848	-
Fundraising and donations	30,000	-	50
Miscellaneous	2,000	-	-
	\$ 394,500	\$ 416,578	\$ 359,154
CONTRACT SERVICES			
Reimbursement for purchases	\$ 100,000	\$ 106,478	\$ 88,147
Contracts	39,000	37,244	35,846
Staff book purchases	2,000	891	128
	\$ 141,000	\$ 144,613	\$ 124,121
OTHER GRANTS			
Civil Society Fund grant	\$ 80,000	\$ 87,500	\$ 28,401
CFLSA grant	-	4,240	-
Nobleford establishment grant	-	-	10,270
Community Root grant	-	-	3,000
	\$ 80,000	\$ 91,740	\$ 41,671

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 2)

Year Ended December 31, 2023

	Budget	2023	2022
PROGRAMS AND SERVICES			
Rural library services grant transfer	\$ 170,100	\$ 148,115	\$ 147,575
Support subscriptions	155,000	143,300	130,253
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	20,000	14,989	17,239
Membership programs	10,000	9,337	9,887
Special projects	1,000	7,107	4,249
Summer programs	2,000	1,075	1,524
Library membership cards	4,000	-	2,194
	\$ 452,100	\$ 413,923	\$ 402,921
NETWORK SERVICES			
Network support and maintenance	\$ 65,000	\$ 94,070	\$ 53,243
Equipment and software	20,000	53,297	27,223
Telecommunications	27,000	51,189	27,063
	\$ 112,000	\$ 198,556	\$ 107,529
CONTRACT AND OTHER SERVICES			
Purchasing services for member libraries	\$ 100,000	\$ 109,614	\$ 91,674
ILS maintenance and service contract	39,000	37,244	35,846
Staff purchases	2,000	874	129
Better Beginnings card coupons	500	-	-
	\$ 141,500	\$ 147,732	\$ 127,649
BIBLIOGRAPHIC SERVICES			
Support services	\$ 65,000	\$ 74,313	\$ 71,645
Supplies for library materials	12,000	11,136	11,246
Cataloguing subscriptions	2,500	3,879	5,472
	\$ 79,500	\$ 89,328	\$ 88,363
TRAINING AND DEVELOPMENT			
Southern Alberta Library Conference	\$ 15,000	\$ 19,578	\$ 10,624
Conferences, courses and staff travel	13,000	14,262	11,545
Librarian meetings and training	8,000	14,017	8,565
Programs and training for libraries	1,000	978	-
	\$ 37,000	\$ 48,835	\$ 30,734

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD**Expense Schedules (Schedule 3)****Year Ended December 31, 2023**

	Budget	2023	2022
SHIPPING AND DELIVERY			
Vehicle expense	\$ 40,000	\$ 47,672	\$ 48,516
Postage and shipping	3,000	5,367	2,980
Freight	5,000	3,297	4,274
Vehicle insurance	3,000	2,901	2,753
	\$ 51,000	\$ 59,237	\$ 58,523
ADMINISTRATION			
Professional fees	\$ 9,500	\$ 9,499	\$ 7,200
Office equipment maintenance	7,500	8,375	7,542
Office supplies and equipment	8,000	7,554	7,905
Coffee services	1,800	2,603	1,650
Subscriptions	2,400	2,037	2,355
Bank charges	1,600	1,677	1,719
Foreign currency exchange	2,000	1,087	(783)
Recruitment	800	763	167
Memberships	500	400	55
Advertising	500	298	-
Printing	500	139	-
Miscellaneous	500	25	-
	\$ 35,600	\$ 34,457	\$ 27,810

CHINOOK ARCH LIBRARY BOARD**Statement of Cash Flows****Year Ended December 31, 2023**

	2023	2022
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 4,064,918	\$ 3,947,137
Cash paid to suppliers and employees	(4,339,190)	(3,944,342)
Interest received	102,576	48,030
INCREASE (DECREASE) IN CASH FLOW	(171,696)	50,825
Cash - beginning of year	1,620,607	1,569,782
CASH - END OF YEAR	\$ 1,448,911	\$ 1,620,607
CASH CONSISTS OF:		
Cash and cash equivalents	\$ 1,392,190	\$ 1,595,396
Restricted cash	56,721	25,211
	\$ 1,448,911	\$ 1,620,607

See notes to financial statements

1. PURPOSE OF THE BOARD

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

For reporting purposes, established funds consist of the capital fund, internally restricted reserve funds, and externally restricted funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

The Externally Restricted Fund arises from funding received for specific projects. Transfers to and from these funds arise as funds are earned or expenditures are incurred for the specific projects.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates, treasury bills or low risk money market funds. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

Cash that is externally restricted for specific purposes is presented as restricted cash.

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4%	declining balance method
Automotive (passenger)	50%	declining balance method
Automotive (delivery vehicles)	33%	straight-line method
Computer equipment	25%	straight-line method
Office furniture and equipment	10%	straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 9).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

CHINOOK ARCH LIBRARY BOARD**Notes to Financial Statements****Year Ended December 31, 2023****3. CASH AND CASH EQUIVALENTS**

	2023	2022
Cash	\$ 1,392,190	\$ 1,345,396
Guaranteed investment certificate	-	250,000
	\$ 1,392,190	\$ 1,595,396

The Royal Bank non-redeemable guaranteed investment certificate bearing interest at 4.3% per annum matured on September 16, 2023.

4. RESTRICTED CASH

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 8).

5. EMPLOYEE COMPUTERS LOANS

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

6. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,276,115	2,287,894	2,383,222
Equipment	116,136	63,023	53,113	61,526
Automotive	187,175	187,149	26	52
Computer equipment	123,130	123,130	-	1,471
	\$ 4,031,030	\$ 1,649,417	\$ 2,381,613	\$ 2,486,851

CHINOOK ARCH LIBRARY BOARD

Notes to Financial Statements

Year Ended December 31, 2023

7. EMPLOYEE BENEFIT OBLIGATIONS

	2023	2022
Vacation accrual	\$ 170,685	\$ 181,813
Health spending account	7,815	9,252
	\$ 178,500	\$ 191,065

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

8. DEFERRED REVENUE

	2023	2022
<u>Indigenous grant</u>		
Opening balance	\$ 18,430	\$ -
Funds received	75,331	71,352
Amounts recognized	(38,805)	(52,922)
	54,956	18,430
<u>CFLSA grant</u>		
Opening balance	4,240	4,240
Funds received	-	-
Amounts recognized	(4,240)	-
	-	4,240
<u>Other</u>		
Opening balance	2,541	243
Funds received	1,765	2,541
Amounts recognized	(2,541)	(243)
	1,765	2,541
Total	\$ 56,721	\$ 25,211

9. DEFERRED CAPITAL CONTRIBUTIONS

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2023	2022
Opening balance	\$ 1,958,796	\$ 2,043,079
Additions during the year	-	-
Amortization	(81,072)	(84,283)
	\$ 1,877,724	\$ 1,958,796

10. RESTRICTED RESERVE FUNDS

	2022	Additions	Uses	2023
<u>Internally restricted reserve funds</u>				
Technology Fund	\$ 269,515	\$ 42,164	\$ 143,037	\$ 168,642
Vehicle Fund	246,360	-	-	246,360
Building Fund	359,354	-	22,800	336,554
Operating Fund	454,408	-	-	454,408
Book Allotment Fund	232,020	645,310	657,744	219,586
	\$ 1,561,657	\$ 687,474	\$ 823,581	\$ 1,425,550
<u>Externally restricted fund</u>				
Better Beginnings Fund	\$ 1,041	\$ -	\$ 1,041	\$ -

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are carried forward to the library's allocation in the following year.

The Board of Directors approved the use of internally restricted Technology Fund reserves for the following projects during the year:

- The website redesign project had a total cost of \$73,639 (budget - \$70,000).
- The wireless access point replacement project had a total cost of \$66,000 (budget - \$60,000).
- The online membership renewal project, which started in the prior year (costs of \$11,930), was completed in the current year with costs of \$3,398. Total project cost was \$15,328 (budget - \$15,000).

The Board of Directors approved the use of internally restricted Building Fund reserves for the following project during the year:

- The parking lot repair project had a total cost of \$22,800 (budget - \$45,000).

The Board of Directors approved the transfer of the Unrestricted Fund surplus of \$42,164 to the Technology Fund (2022 - \$31,465 to the Technology Fund).

11. SIGNIFICANT REVENUE SOURCES

In 2023, 82% (2022 - 87%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2023, the Lethbridge population represented 49% (2022 - 49%) of the total membership population and generated 41% (2022 - 43%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 291,259 (2022 - 281,764) members and retirees and 437 (2022 - 435) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP at 8.45% (2022 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 12.23% (2022 - 12.80%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2022 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 11.23% (2022 - 11.80%) on pensionable salary above this amount. The maximum pensionable salary is \$66,600 (2022 - \$64,900).

Total current service contributions by the Board to LAPP in 2023 were \$133,378 (2022 - \$137,946). The current service contributions by the employees of the Board to the LAPP in 2023 were \$118,748 (2022 - \$122,952).

As at December 31, 2022 the plan disclosed an actuarial surplus of \$12.7 billion (2021 - \$11.9 billion). As at the financial statement date, the plan's 2023 statement of financial position had not yet been released.

13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2023.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from members, the Board conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of members which minimizes concentration of credit risk.

Currency risk

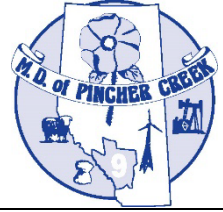
Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2023 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2023 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.

Administration Guidance Request



TITLE: PUBLIC WORKS DEPARTMENT REPORT

PREPARED BY: PATRICK GAUVREAU

DATE: MAY 22, 2024

DEPARTMENT: PUBLIC WORKS

Patrick Gauvreau

MAY 22, 2024

ATTACHMENTS:

**Department
Supervisor**

Date

- 1. Schedule A – Shop/Fleet Report**
- 2. Schedule B – Operations Report**

APPROVALS:



May 22, 2024

Department Director

Date

CAO

Date

RECOMMENDATION:

THAT Council, accept the Public Works Department Report for the period of May 5, 2024 to May 18, 2024 as information.

BACKGROUND:

SOUTHFORK ROAD SLIDE UPDATE

The road is closed and concrete blocks have been installed along with water filled barricades. Construction contract was terminated as ISL's confidence in regards to the work was worrisome. ISL Engineering is currently working on a geotechnical assessment proposal for the South Fork road. This will help identify a long term slope and road rehabilitation solutions.

PUBLIC WORKS 10 YEAR STRATEGIC MASTER PLAN

Draft Public Works Strategic Plan is still under review.

ALBERTA COMMUNITY PARTNERSHIP (ACP) GRANT PROGRAM

The MD was awarded the ACP grant while partnering with the MD of Ranchland. The MD met with MPE to discuss the scope of the Transportation Master Plan study. Following is a detailed breakdown of the scope of work:

- Paved and Gravel Road Condition Assessment
- Gravel Pit Assessment
- Maycroft Road Assessment
- Culvert Condition Assessment
- Airport Loading Assessment

Tentative completion of the above work will be submitted in a final report by MPE in March 2025.

Administration Guidance Request

ONGOING

Re-gravel Program: Re-gravelling of our MD roads started on May 21, 2024. We started in Division 5.

UPCOMING

Dust Control Program: Council will review the Schedule “A” of the Dust Control Policy. If approved then the tentatively start for applying dust control will be the week of May 27, 2024. We will be starting in Division 5.

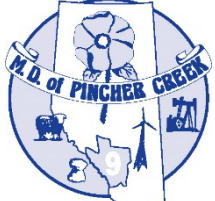
See attached Schedule “A” for the Shop / Fleet Report

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: May 17/2024
DEPARTMENT: PUBLIC WORKS		
PREPARED FOR: PATRICK GAUVREAU		ATTACHMENTS: 1. n/a

SHOP/FLEET OPERATIONS SUMMARY:

ACTIVITY WEEK OF MAY 6-10/2024

- Unit 72 (grader)- remove snow equipment and manufacture snow blade support leg
- Unit 25 (grader mower)- Pre-season inspection and repairs, service, install am/fm radio, Recharge AC
- Unit 26 (grader mower)- Installed am/fm radio, backup light installed, Recharge AC, had seat back re-foamed and reupholstered, diagnosis hydraulic pump issues (mower blade will keep running even when not engaged until the oil warms up then it operates normally).
- Unit 502 (1/2 ton)- service and repairs, brake caliper slides, change spark plugs and leads
- Unit 02 (320 Excavator)(Call out)- boost at airport
- Unit 43 (New Holland Tractor)- Pre-season inspection
- Unit 64 (grader) (CALL OUT)- Circle shims issues, resolved and adjusted circle
- Unit 59 (grader) – mower arm install, hyd coupler repair
- Unit 62 (grader)- repair coolant hose, remover 2way radio
- Unit 62 (grader) and Unit 12 (Kubota tractor)- seasonal employee detailed cabs to get ready to sell them.

ACTIVITY WEEK OF MAY 13-17/2024

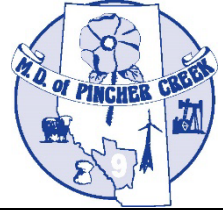
- Unit 502 (1/2ton)- transmission filter and oil change and road test
- Unit 25 (grader mower)- R&R water pump, coolant hoses replaced.
- Unit 503 (3/4 ton)- Service
- Unit 402 (2 ton)- Hook up to monitor to verify emission's codes and delete codes
- Unit 04 (JD loader)- Calibrate scale
- Unit 007 (Cat loader)- Check calibration on scale, will calibrate once back in yard
- Unit 41 and 42 (JD Loaders)- Pre-season inspections
- Unit 9-10 (Wobblys)- Pre-season inspection
- Unit 400- (deck truck)- Change thermostat- strip tools, load securement items out before it goes for new deck
- Unit 401- (deck truck)- Strip tools and load securement items out before taking to Falcan for new deck

EVENTS

- May 10-JPH Equipment here to look at some equipment I want to liquidate including Unit 62 (grader).

PUBLIC WORKS REPORT SCHEDULE “B”

PUBLIC WORKS OPERATIONAL REPORT



PREPARED BY: TONY NAUMCZYK

DATE: MAY 22, 2024

DEPARTMENT: PUBLIC WORKS

Patrick Gauvreau

MAY 22, 2024

ATTACHMENTS:

Department Supervisor

Date

1. n/a

PUBLIC WORKS OPERATIONS SUMMARY:

ACTIVITIES WEEK OF MAY 5-11, 2024

1. 7 Graders maintaining roads
2. Bridge deck sweeping and washing
3. Culvert and Texas Gate inspections
4. Patton Park (Lundbreck) – Trimmed trees in and around the Frisbee golf greens, filled in old irrigation boxes, removed barb wire fencing just north of the west ballfield.
5. Performed spot gravelling
6. Monitoring south fork slide

ACTIVITIES WEEK OF MAY 12-18, 2024

1. 7 Graders maintaining roads
2. Grader training with DK Blade Services is carrying on this week with one Operator 2.
3. Re-graveled North Burmis road and applied dust control (MG30) for TC Energy
4. Bridge deck sweeping and washing
5. Weed whipping around our bridge decks and guard rails
6. Culvert and Texas Gate inspections
7. Patton Park (Lundbreck) – Tore down both baseball dugouts on west ballfield
8. Monitoring south fork slide

EVENTS

1. None to report

Recommendation to Council

TITLE: POLICY C-PW-009 DUST CONTROL			
PREPARED BY: Patrick Gauvreau		DATE: MAY 22, 2024	
DEPARTMENT: Public Works			
		ATTACHMENTS: <ul style="list-style-type: none"> Policy C-PW-009 Dust Control Schedule A 	
Department Supervisor	Date		
APPROVALS:			
 _____	MAY 22, 2024 _____	 _____	2024/05/23 _____
Department Director	Date	CAO	Date

RECOMMENDATION:

That Council approve Policy C-PW-009, and Schedule A- Dust Control Locations as presented.

BACKGROUND:

Annually, Council reviews and updates Policy C-PW-009 Dust Control and Schedule "A" to provide direction to Public Works for this year.

In 2024, the dust control program will be completed using MG30 and Lignosulfonate. Installation and supply to be completed by the product supplier with the assistance of our divisional grader operator. The intent is to complete the program sooner with more efficiency to allow residents additional benefit from the dust control and allow Public Works additional time to complete other projects.

Council annually requests that Public Works apply Dust Control to roads that are considered by Council to be required without need for the resident to pay. These locations are approved by Council annually and are for a number of reasons including; roads that access parks or locations where a high amount of traffic regularly travels, locations where inclines or traffic patterns generate wash board, where the application of dust control product lessens the wash board, and/or for other reasons.

The 2024 Budget is \$250,000.00 for dust control products.

FINANCIAL IMPLICATIONS:

No financial implications since all costs will be within the 2024 operational budget.



2024 - DUST CONTROL PROGRAM

W.O.#	Description/Road Name	Location	Km's	Div
CA13	Kerr Road Hass	West of Hwy 6	0.20	1
CA14	Kerr Road	East of Hwy 6	0.50	1
CA21	Waterton Colony Hill	3-4-28-W4	1.00	1
CA23	Twp Rd East of Hwy 6 (Brody)	NW31-4-29-4	0.30	1
CA24	Twp Rd West of Hwy 6	NW31-4-29-4	0.20	1
CA38	Bruder Hill North and South	W14-4-29-4	1.50	1
CA39	Twin Butte Rd east of Hwy 6	SW4-4-29-4	0.20	1
CA50	Spread Eagle Road - West Hwy 6	SE29-3-29-W4	0.2	1
CA52	Myers Corner (TWR 4-0)	NW26-3-29-W4M	0.2	1
PD03	Cyr Trailer	SE35-4-30-W4	0.1 LS	1
PD04	Bonertz Trailer	SW12-4-29-W4	0.1 LS	1
PD05	Riviere Trailer	NW22-4-30-W4	0.1 LS	1
PD11	Spread Eagle School Intersection	SW30-3-29 W4	0.1 LS	1
PR19	Mercer, Ken & Sandy	NW36-3-29-W4	0.1	1
PR32	Muza, (Gerald) Leslie	NE 33-2-29-W4	0.25	1
PR61	Winchester Cattle Co.	NW36-4-30-W4	0.1 LS	1
CA05	Crook Road on hill to prevent washboard	East from Hwy 6	0.50	2
CA08	Hochstein Hill	26-5-29-W4	1.00	2
CA40	Alberta Ranch Rd west of Hwy 6	NE23-5-30-4	0.20	2
CA41	Jenkins Rd south of Hwy 507	NW35-5-28-4	0.20	2
CA54	Town of Pincher Creek (Cost Shared 50%)	Eco Centre (Transfer Station)	0.2	2
CA55	Town of Pincher Creek (Cost Shared 50%)	500m South on East Avenue and 500m Southwest on Christie Mines	1.0	2
PR16	Lemire/Rick	NW3 T6 R29 W4	0.3	2
PR21	Robertson/Keith	NE10-6-30-W4	0.15	2
PR23	Tremblay, D & B	NW14 T6 R30 W4	0.2	2
PR43	Paul & Tanya Whipple	SW 35-5-30 W4	0.3	2
PR60	Mathesaw, Alysha	NW19-5-28-W4	0.2 LS	2
PR62	Lemire, Marty	SW10-6-29-W4	0.1 LS	2
PR63	Fredette, Pierre and Melissa	NE15-5-30-W4	0.2	2
PR64	McGlynn, Fred and Dianne	SW26-5-28-W4	0.15	2
PR65	Brown, Dwayne and Davina	NW35-5-30-W4	0.2	2
CA02	Castle River Rodeo Grounds	27-6-2-W5	1.40	3
CA04	Christy Mines Road	5513 RR 1-1 South to the bridge at Pincher Creek Ranches Twp Rd 5-4	2.50	3
CA09	South Landfill Road	SW 5-7-1-W5 - Intersection	0.50	3
CA10	South Landfill Road (PV05 & PV28)	SW 3-7-1-W5 - Residents	0.50	3
CA11	South Landfill Road	SW 8-7-1-W5 - Gun Club	0.50	3
CA16	Old Cook place	5-7-1-W5	0.30	3
CA17	Old Cook place (going north on road past Crayford's)	6-7-1-W5	0.10	3
CA18	Pincher Colony Jug handle	27-6-30-W4	0.50	3
CA43	Canyon Bridge to crest of hill on West to top of hill on East Side	SE24-6-2-W5	0.80	3
CA45	McRae Pit - Texas Gate to pit entrance	SW21-6-1-W5	0.70	3
CA47	Gladstone - TR6-2 down to Mill Creek Church	NE1-6-2-W5	0.70	3
CA48	Gladstone - Cold mix to top of hill Pass Gladstone creek Bridge	SW23-5-2-W5	0.80	3
CA49	Gladstone - Haglund Road Hill off Cold Mix	SE22-5-2-W5	0.45	3
CA58	Zoratti Hill	SE15-6-1-W5	0.5	3
CA60	Daigle Lake Community	SW24-5-1-W5	0.5	3
PD02	Shenton / KC	SW14-5-2-W5	0.8 LS	3
PD01	Clark / George	NW14-5-2-W5	0.2 LS	3
PD06	Toney / Tom	NE4-6-1-W5	0.2 LS	3



2024 - DUST CONTROL PROGRAM

PD07	Toney / Bob	NE4-6-1-W5	0.2 LS	3
PD08	Zeller / Darrell	SE7-6-1-W5	0.1 LS	3
PD10	Morgan / Barry	SE6-6-1 W5	0.1 LS	3
PD12	Barbero / Kim	SW16-6-2-W5	0.7 LS	3
PR05	Brown, Dana	SW18 T6 R1 W5	0.3	3
PR08	DeCock/Dwayne	SE17 T7 R1 W5	0.1	3
PR50	Guerra, G & S	SE 30-5-2 W5	0.1	3
PR66	Allen, Darcy and Maralee	NE7-6-1-W5	0.2	3
CA06	Gerald Lewis	NW 32-7-29-W4	0.10	4
CA12	Sanderman (Subdivision traffic)	SW 6-8-29-W4 north of Hwy 510	1.50	4
CA20	Upper Tennessee	36-7-30-W4	0.40	4
CA25	Twp Rd 8-2 East of Hwy 785	SW18-8-28-4	0.30	4
CA26	Twp Rd 8-2 West of Hwy 785	NE12-8-29-4	0.20	4
CA27	RR 29-1 North of Hwy 785	SW25-7-29-4	0.30	4
CA28	Snake Trail North Hwy 510	SW2-8-1-5	0.20	4
CA29	Lank Bridge Hill	SW16-9-1-5	1.50	4
CA30	Old Airport Road west of Hwy 510	SW4-8-1-5	0.20	4
CA31	Ashvale Hill North of Hwy 510	NE36-7-30-4	0.90	4
CA34	Welsch Rd north of Hwy 510	NW33-7-29-4	0.20	4
CA44	Hucik Hill	SW28-8-1-W5	0.30	4
PR01	Allan/Sandy&Randy McInnis	SE24 T8 R29 W4	0.2	4
PR27	Christie, Bruce	SW6-9-1-W5	0.1	4
PR33	Muselius, Max & Brenda Anchor B Ranch	SW-9-9-1-W5	0.1	4
PR48	Smyth, Jim	NE 4-8-1 W5	0.2	4
CA01	Burmis Mountain Hill	7-7-2-W5	0.50	5
CA03	Catonio Road Hill	24-7-2-W5	0.30	5
CA07	Glen Road	Entire Road	2.10	5
CA15	Lundbreck Falls Road	21-7-2-W5	1.10	5
CA19	Talon Peaks - From RR3-0 to End of estate	13-7-3-W5	2.10	5
CA22	Willow Valley - Hwy 22	11-9-2-W5	0.20	5
CA33	Chapel Rock west of Hwy 22	NE34-8-2-5	0.20	5
CA35	Connelly Rd west of Hwy 22	SE3-8-2-5	0.20	5
CA36	Parker Rd East of Hwy 22	NE10-8-2-5	0.20	5
CA37	Lundbreck East Street	SE26-7-2-W5	0.40	5
CA42	Wood Avenue South of 3A to Reservoir	Lundbreck water tower	0.45	5
CA46	McCulloch Pit - Hwy 22 to pit entrance	SE34-7-2-W5	0.60	5
CA53	Maycroft Road	Public Work Discretionary	5.0	5
CA57	Fisher Creek Bridge	NW26-7-2-W5	0.4	5
PR65	Lazy R Ranch Inc.	29514 Twp. Rd. 3-2	0.2	
PR07	Castle Mtn	NE24-4-4-W5	2.3	

49.10

Total

49.10

Lignosulfonate
MG30

3.1
46.00

Schedule A Council Approved (CAXX)



2024 - DUST CONTROL PROGRAM

Pieradae (PDXX)

Privates (PVXX)

xxxxxxxx

MG30

CORPORATE POLICY

C-PW-009

TITLE: DUST CONTROL

Approved by Council
Revised by Council
Revised by Council
Revised by Council
Revised by Council
Revised by Council

Date: February 22, 2011
Date: June 26, 2018
Date: May 14, 2019
Date: May 26, 2020
Date: November 24, 2020
Date: February 27, 2024

PURPOSE OF POLICY

To identify areas in which approved dust control suppressants be applied on Municipal District (MD) controlled roadways in ongoing efforts to ensure public safety, quality of life, and to realize road maintenance cost reductions.

POLICY STATEMENT

1. The intent of this policy is to ensure appropriate usage and maintenance of MD roadways. The dust control program is an applied surface treatment for roadway sections that have been requested by ratepayers. Application will be during the spring or summer months, weather permitting and scheduled in accordance with local gravelling to maximize the effectiveness of the dust control agent.
2. The MD does not guarantee that the dust control product will be effective in eliminating dust but only to control it. Dust control locations will be maintained at the MD's sole discretion. The drivability and the safety of the road is the MD's top priority, and the MD reserves the right to grade any sections of dust control product applied during normal grading operations. The maintenance will be deemed necessary for road conditions that may present a risk to general traffic using said roadway.
3. Residents requesting dust control services shall be charged a fee, as per MD policy C-FIN-529, Fees and Charges, each time the dust control product is applied on the road. Cost adjustments to the subsidized dust control rate shall be estimated by the Public Works Manager or designate yearly in March and amended through Council resolution in the MD policy C-FIN-529, Fees and Charges.
4. The minimum treatment area length will be 100m adjacent to the residents/applicants property. Approximate typical spray width will match the existing road width to a maximum width of 8 metres.
5. Refunds will not be issued in the event that the dust control application is deferred due to road construction, delay in delivery of product, weather conditions, equipment breakdowns or any other circumstance that may postpone application. On MD road construction projects where the road surface has been disturbed and surface gravel has been placed, adjacent landowners will receive a one-time application in the year of construction.
6. The MD hires contractors to spray chloride base products at their respective rate (litres/sq. m.). When Lignosulfonate is the dust control product requested, the MD will apply the product with MD staff and equipment.

7. No person shall apply any product, whether it be for dust control purposes or other purposes, to roads in the MD without the approval of the Public Works Manager or designate.

APPLICATION PROCESS

8. An advertisement shall appear in the local newspaper, posted to the MD website and social media each year, prior to the onset of the dust control program, advising ratepayers of application deadlines and program costs. The deadline for applications shall be set to the 1st of May of each calendar year or the first Monday thereafter.
9. The MD shall enter into an agreement with the Applicant prior to any application of dust control. Payment of full amount shall be required by the Applicant(s) prior to commencement of work.

CONDITIONS FOR SERVICE

10. The MD will not apply dust suppression product to private property and will only apply dust suppression product for corporate entities with Council approval.
11. Companies having a road use agreement will be required to control dust with water as and when required. The Public Works Superintendent will monitor their activities and dust levels.
12. Dust suppression on roads using water only is at the discretion of the Public Works Manager.
13. The primary dust control suppressants of the MD will be Lignosulfonate, MG 30 (magnesium), and Calcium Chloride. All dust abatement products will meet the approved requirements of the Alberta Transportations highway maintenance specifications.
14. Testing of new dust suppressant and/or aggregate stabilization products will be conducted annually to determine if they provide a more durable surface, or are more cost effective.
15. Public Works will apply dust control to the roads as outlined in Schedule "A" to Policy C-PW-009 as approved by Council annually prior to doing the MD's roads.
16. Prior to residential dust control being applied, the resident must fill out and sign an agreement to purchase materials or services form.



Dave Cox
Reeve



Roland Milligan
Chief Administrative Officer



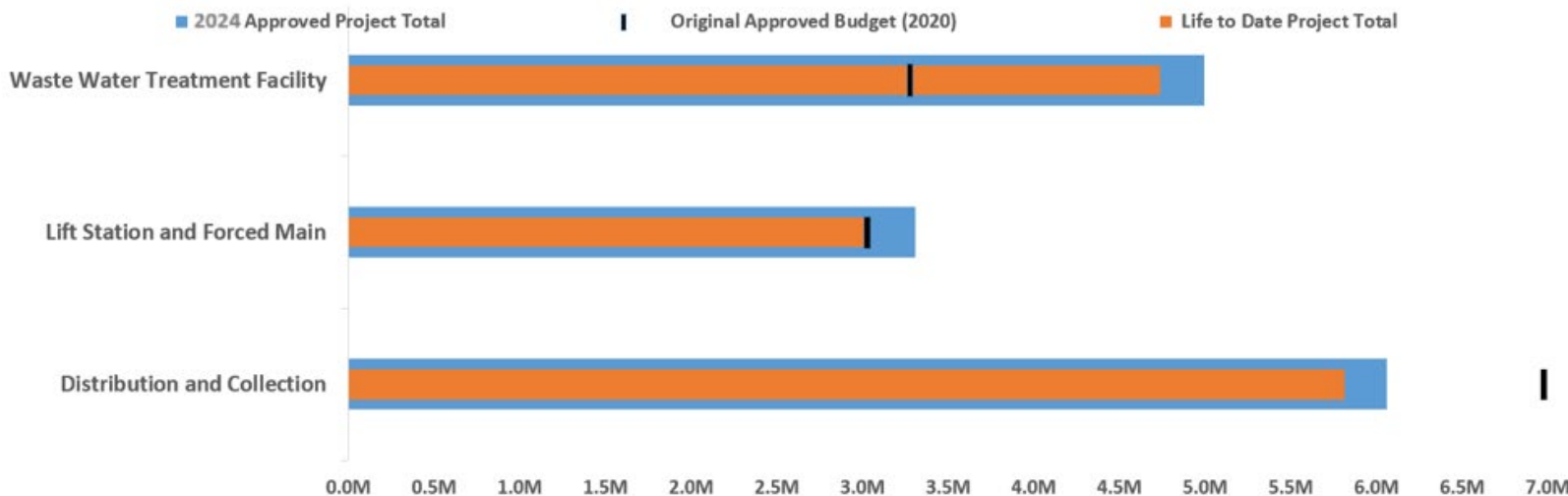
M.D. OF PINCHER CREEK NO. 9 UTILITIES & INFRASTRUCTURE REPORT

BEAVER MINES

Spend as of May 7th, 2024: \$13,790,521 / \$14,359,848 (96%)

**No update due to employee holidays*

May 7th, 2024: \$13,790,521 (Same as previous)



- **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. 4 of 5 closed out
 - Record drawings & GIS data received. Awaiting remaining closeout docs (Op. & Maint. manuals, photos) from MPE
 - Warranty walkthrough **completed May 16th. Identified list of concerns and potential adders. Primarily related to manhole infiltration and road delineation. Timeline to address to be confirmed**
- **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. Deficiencies to be addressed 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 Jan 31, 2024. Commissioning report submitted to AEP March 31st, 2024
 - Working through deficiency & warranty items, construction completion certificate not anticipated until late Spring 2024
 - **Warranty walkthrough scheduled May 23rd**
 - Record drawings received

- **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
- Lift Station construction completion certificate issued
- Minor change order work **complete**
- Awaiting closeout docs from MPE (Record Drawings, GIS data, photos)
 - Ops & maintenance manuals received

Current Water Operations Activity

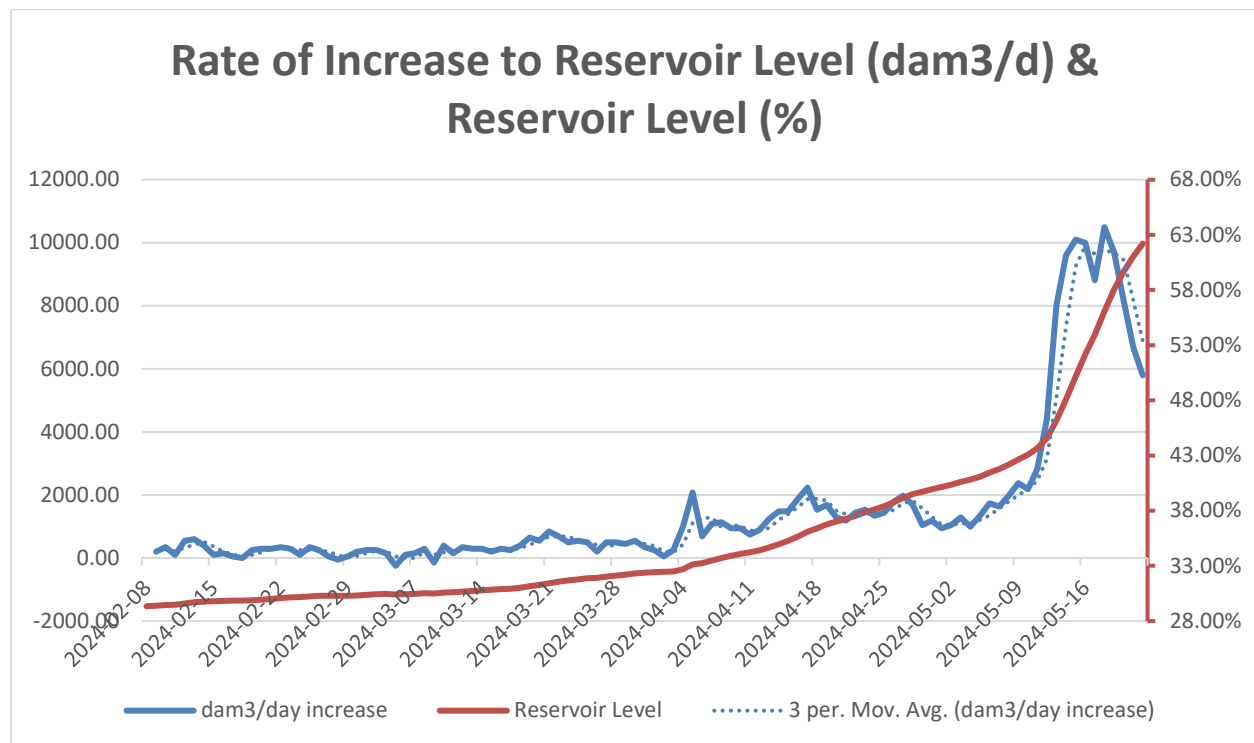
Water Crisis Update

Usage

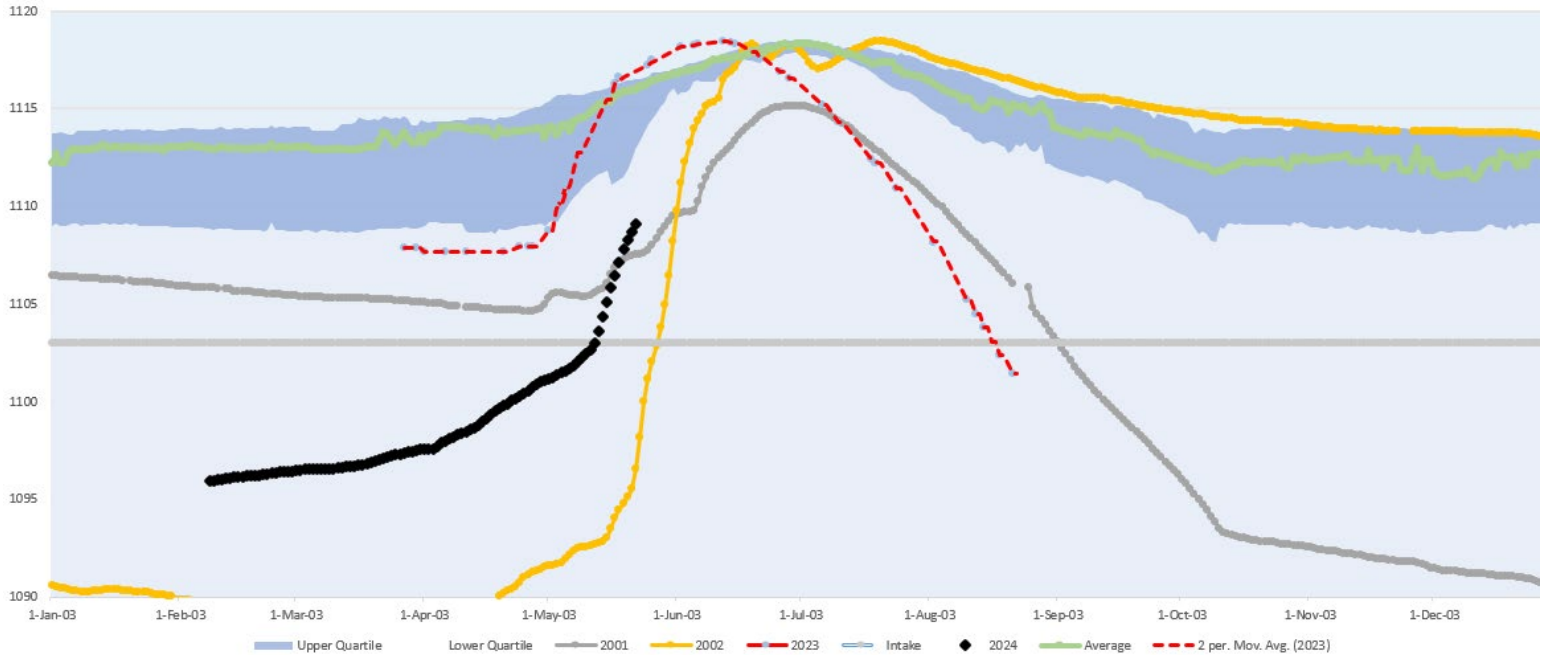
- Hauling water ceased May 11th, 2024
 - Total water hauled Aug 15th - May 11th (271 days): 49,000 m3 (AVG 181 m3/d)
 - Total water pumped Dec. 22nd – Apr. 20th (121 days): 21,000 m3 (AVG 174 m3/d)

Reservoir & Snowpack Tracking

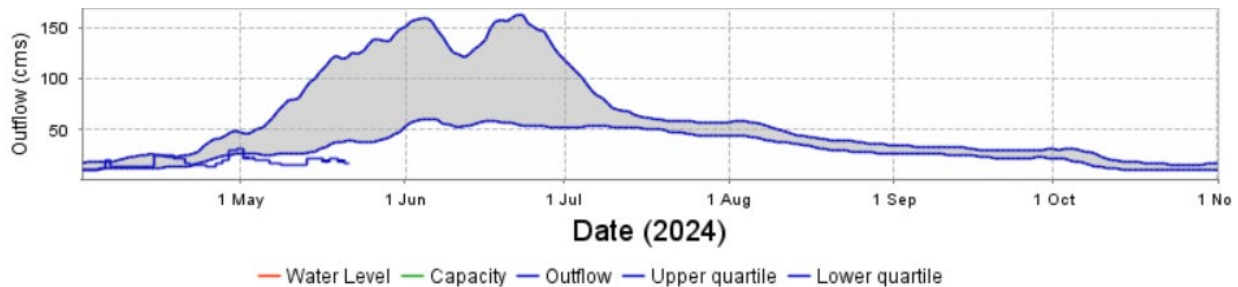
- Existing intakes **underwater since May 14th**. Relying on new North VIS for time being
- Reservoir levels **continue to rise and reservoir outflow being controlled aggressively**
 - Reservoir volume **May 22nd: 62.2% May 7th: 41.77%**
 - Level: **1109.1m 1101.85m**
 - **187,000 dam3 until reservoir is full**



Oldman Reservoir Historic Levels

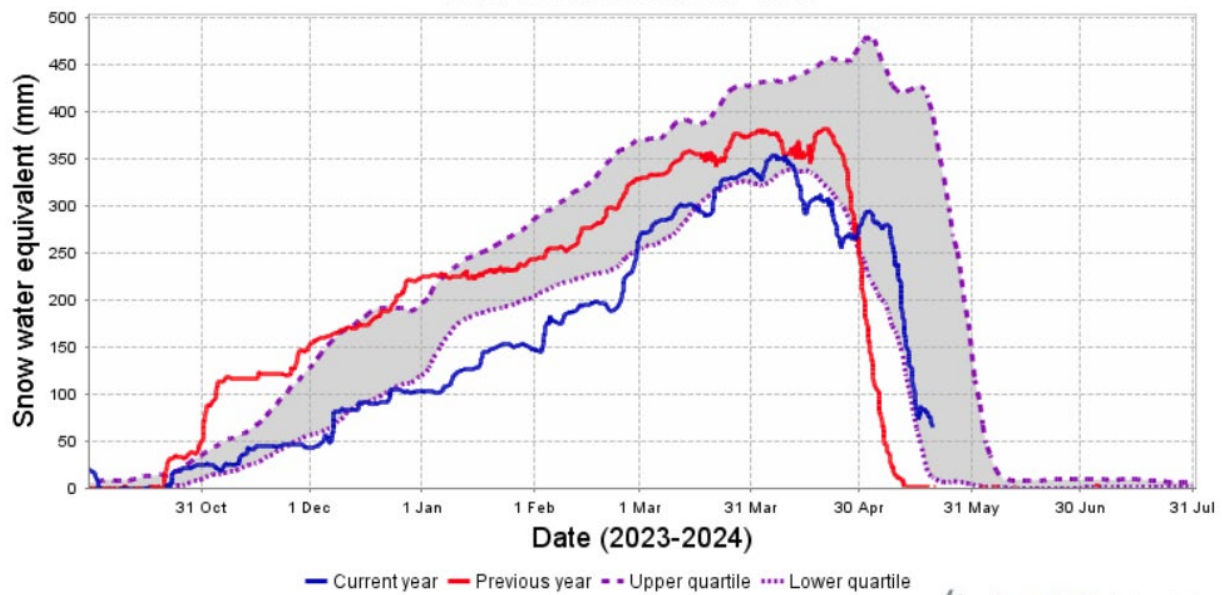


Oldman Reservoir Outflow at Oldman Dam - EPA

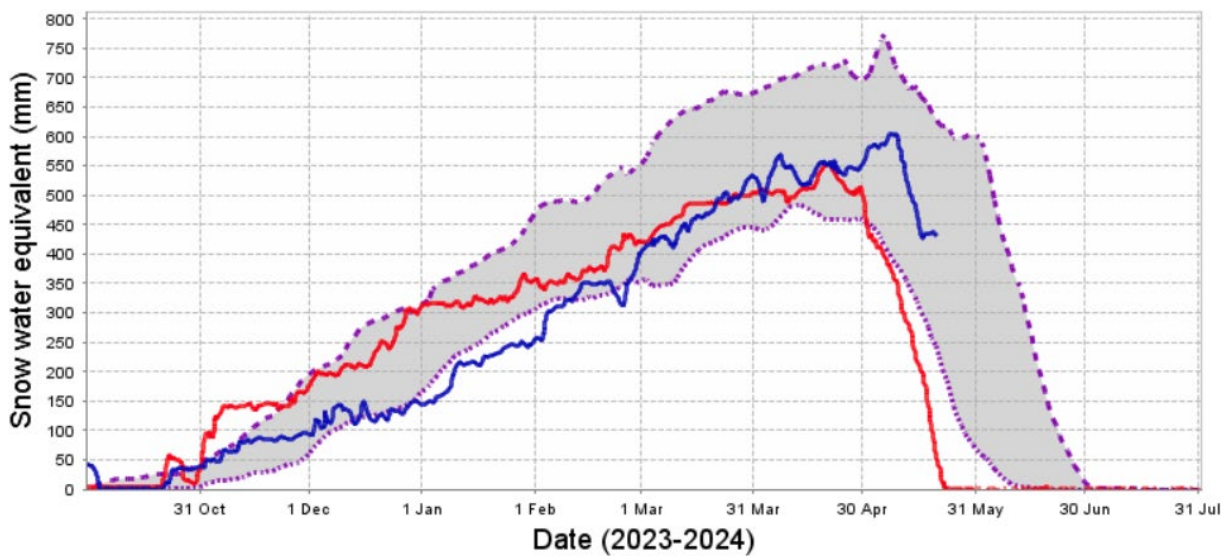


- Alberta Environment Snow Accumulation **May Update:**
 - Oldman River basin: much below average to above average, ranging from 0% at Many Glacier (snow station) to 123% at South Racehorse Creek; (11 site surveyed – Akamina 2 – still not enough data at this station to calculate statistical information)
 - Forecasts have improved from previous

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



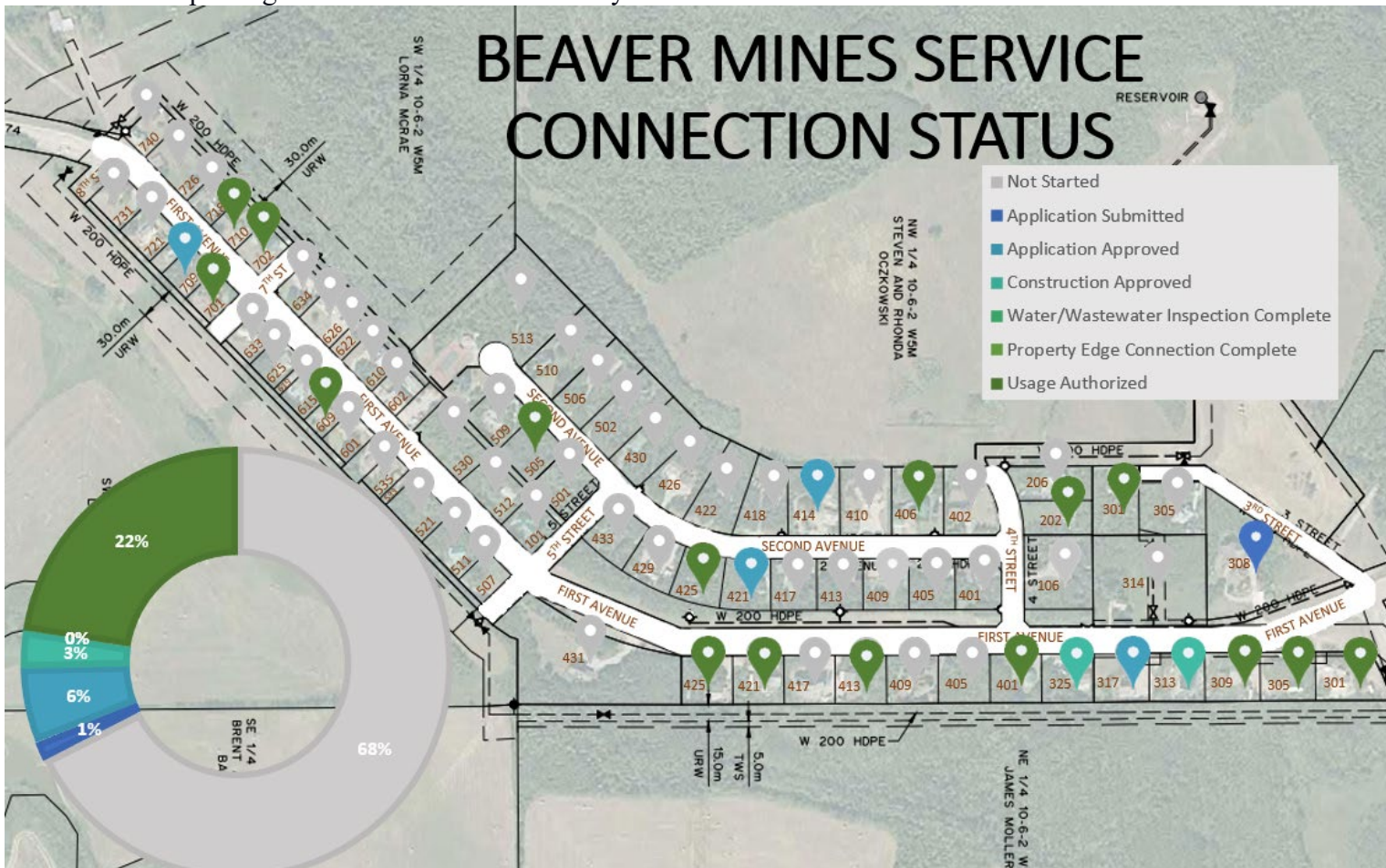
Gardiner Creek - EPA



Beaver Mines Lot Servicing

24 23/74 applications received, 22 approved, 16 15 connected (22 %)

- Hydrant flow testing in BM was completed by PCES and passed for fire flow. PCES is updating the Fire Underwriters Survey

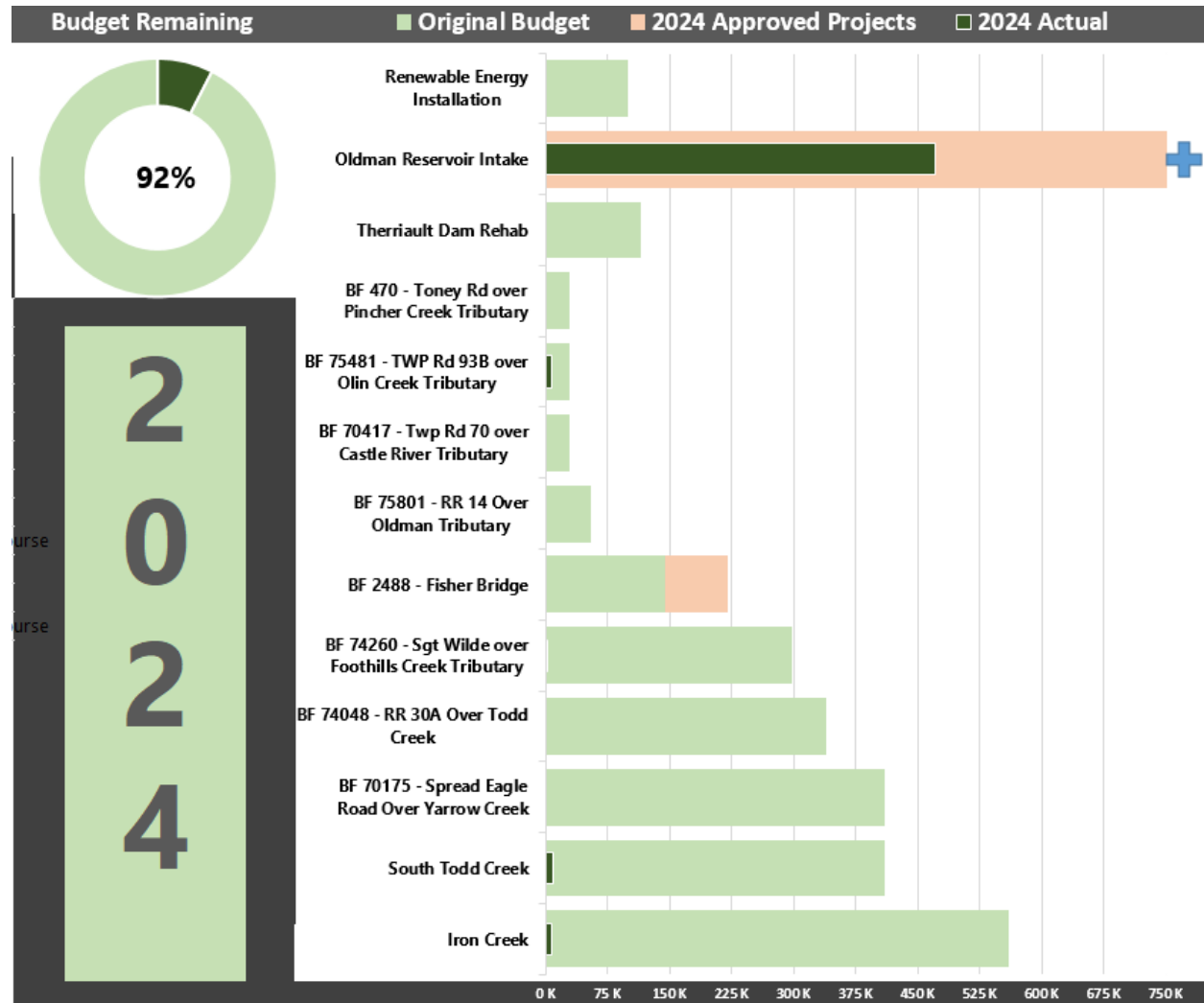


- Work awarded May 15th, working to schedule
- WTP approval expiry date is April, 2024. Granted a 1 year extension on approval renewal due to current circumstances
 - Checking/updating all procedures and forms required under approval
- Permanent licenses for new pipeline have been formally approved by AEPA. These have been in the works for 4+ years. Allocations as follows:
 - Castle Mountain Resort: 50,142 m³
 - Castle Provincial Park & Sections Downstream of Beaver Mines: 10,500 m³
 - Beaver Mines + Surrounding Land Section: 29,753 m³
 - Rural (Cowley to Beaver Mines): 12,172 m³
 - Cowley and Lundbreck Rural Users: 33,507 m³
 - Lundbreck (Existing license): 98,765 m³
 - Cowley (Existing license): 61,700 m³
- 2024 operational project work underway. Camera installations done at two (2) sites
- Working with commercial development in Lundbreck on new water and wastewater service installation
 - Awarded to Vidmar Contracting May 16th. Servicing is at business cost + 5% per Bylaw 1344-22. Anticipate work to begin after June 2nd car show

Large Capital and Other Projects

Total 2024 Approved Budget: \$4,248,000. Spend as of May 6th: \$499,349

**No update due to employee holidays*



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

- Kicked off wind/wave setup analysis and final preliminary engineering April 22nd
 - Anticipate reviewing modeling by end of May. Target is to have a preferred conceptual solution by mid July
- Completing training workshop for Safety Inspections with AtkinsRealis (formerly SNC)
 - Setting up program for internal inspection and data reading at Therriault
- Discussion on modelling work to date scheduled May 28th

Lundbreck Lagoon Resiliency Analysis & Regionalization – Engineering 2023/24

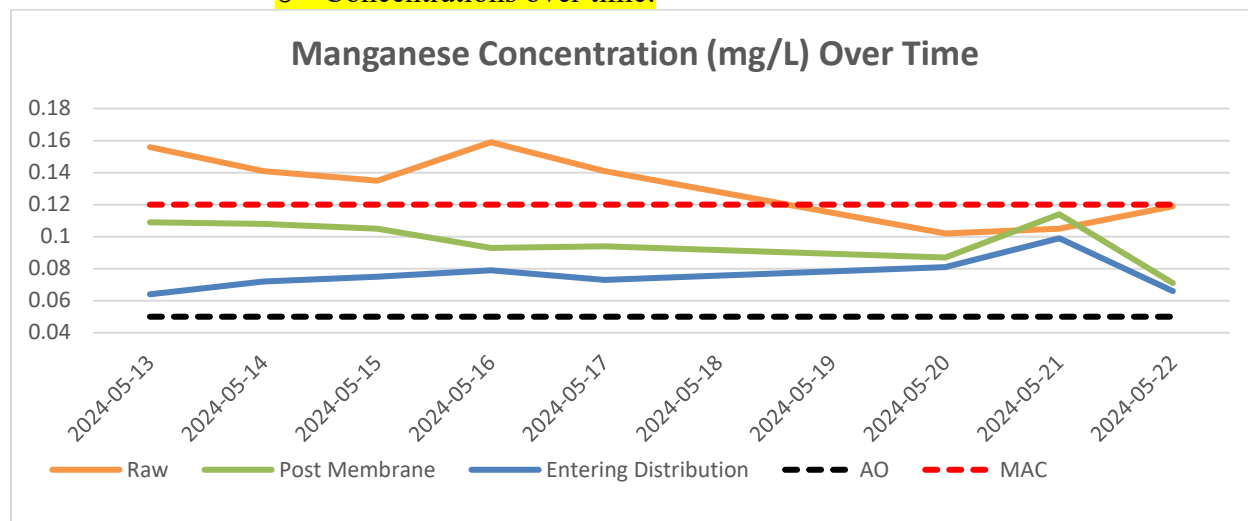
Review Lagoons ability to take on more flow (both regular and high strength). Review Cowley Lagoons ability to do the same, and options for regionalization

- Notice of successful grant received Mar. 21st, 2023
- Brewery discharge and sampling underway
- Lundbreck, Cowley, and regional report drafts received and reviewed. Once actual flow data is measured in 2024 the three (3) studies can be finalized

Oldman Reservoir Water Intake Low Level Project

Updates will be provided during Council meeting due to dynamic pace of project

- \$1.68M grant application finalized Jan 30th, 2024 for up to two (2) structures in reservoir
- Installs completed on new VIS locations near old Cowley wells. Full testing complete
 - North VIS tested at 700 m3/d
 - South VIS tested at 250 m3/d
 - Analysis work underway to back up request for licensed rates
 - Water quality results indicate presence of Manganese over Maximum Acceptable Concentration (MAC) in the North structure. South structure is acceptable
 - Anticipate existing treatment will filter a portion. If unsuccessful, a (relatively) small dosing system may be required
- Concentrations over time:



- Four (4) quotations received for balance of scope

<u>Tenders</u>	<u>Tender Amount</u>
1. Porter Tanner Associates Inc.	\$619,386.60
2. DMT Mechanical Ltd.	\$690,945.60
3. Nitro Construction Ltd.	\$706,965.00
4. Simpson Industrial Services Ltd.	\$965,692.35

- Awarded to low bidder (Porter Tanner) at \$619,386 (below Engineers estimate)
- Project completion date was May 31st, 2024 (including above water scope), will be extended due to additional of pump VFDs
- Structures are tied in with temporary electrical using the existing VFD

- System operational since May 11th. North VIS providing full regional system flows for time being
- Working towards a grant application for DFPP (Drought and Flood Protection Program)
 - Provides up to 70% funding for Capital projects

Raw Water Storage Project

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

Energy Projects

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

Total Program MD savings: \$72,000*

Total Program MD investment: \$158,000*

Simple Payback: 4 years (breakeven expected in 2026)

Rate of return: 27%

**Based on utility bill review adjusted cost savings and the ICF agreement framework.*

- **General Updates**

- Final program report complete
- Position closed May 21, 2024
- Received confirmation of \$22,080 for Electrical Tracking System at the Multipurpose facility
 - Installation complete March 28, 2024
 - Baseline monitoring and trouble shooting underway
 - Staff training complete
- QUEST net zero accelerator
 - Received baseline report and scorecard. We received a 43%
 - Community energy and emissions inventory underway
 - Awaiting landfill and gas data before completion
 - Program ongoing through contract
- Submitted expression of interest for Energy Futures Lab roadshow in 2024. Received letters of support from Matthew Halton high school, Fortis Alberta, Riteline Electric, Southwest Alberta Sustainable Communities Initiative, and Enel North America
 - Expected dates Fall 2024
- Lightning 6 month report released
 - \$570 saved to date, 0.5 Tonnes CO₂e
 - Develop testing methodology to track performance under different conditions
- Lebel Solar project approved March 25, 2024 at 100% funding up to \$19,000
 - Adjusted to elevator shaft to reduce structural adjustments
 - Need an assessment of paint and potential repainting before installation
 - RFQ released with closing date of May 30, 2024
- Lebel Windows presented to Town Council March 25, 2024
 - Grant extended
 - Council requested information on historic implications and alternative options
 - Ft. Macleod Glass and Link builders have been engaged to provide pricing
- Castle Mountain has taken over control of their EV chargers as of March 26, 2024

- **Eco-centre Solar Installation**

- Complete July 20, 2023, producing power into grid
 - 2,166 kw-hr (\$210) 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
 - Will be shared with other local organizations
 - Scheduled for Council presentation to Town and MD in May 2024 for direction on implementation

- 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
 - Fortis committed funding
- Began development of tree planting program plan
 - Grumpy's Greenhouse, Piikani, PCES services will present
 - Canyon, St. Michael's, Lundbreck, Piikani will attend
 - Received funding commitment to cover costs from Vitae and Fortis
 - Planned education sessions adjusted due to weather to May 10, 16, and 30
 - **Complete Canyon, Piikani, and Livingstone sessions**
- Final Homeowner risk assessment draft completed and released March 28, 2024
- **Clean Energy Improvement Program**
 - Full application submitted June 29, 2023
 - Staff Training April 25, 2024
 - Master Agreement finalized and distributed for signature May 6, 2024
 - **Launched May 14, 2024**
 - **Program being managed under contract going forward with Massif Energy**

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 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.
 - Revised costing approved by Council. Permit work underway
 - DFO, Historical Resources, **Public Lands Disposition** submitted
 - Reviewing potential to use MD's Class 2 Riprap
 - Can likely use MD riprap for half of required riprap. Costing out credit
- **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 successful. Install timber struts if not
 - 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
 - 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, tendering, and land kicked off
 - Tender draft ready pending land/permits
 - Anticipate landowner contact by Council meeting
 - Sensitive stream habitat, SARA permit required. Construction window of August
 - Cannot submit permits until Spring as stream work is required. May be difficult to achieve completion this year
 - Permits to be submitted by Council meeting
 - QAES reporting being finalized for permit submissions
 - Water Survey of Canada notified regarding measurement which needs to be moved
- **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
 - Straight forward permitting requirements. Drawings finalized. Reviewing for discussion on installation plan
- **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, drafted and finalizing
 - Less than 10% spent on \$1.55M grant to date
- **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. Awaiting DFO response
 - Land signoff complete
- **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, reviewed
 - Landowner ROW acquisition complete
 - Tender package drafted with Iron Creek. Anticipate 4-6 weeks from release (permits)

- **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 May 8th - 22nd is received as information.

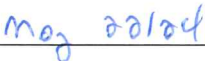
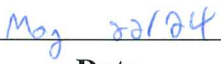
Prepared by: Roland/David

Date: May 22nd, 2024

Submitted to: Council

Date: May 28th, 2024

Administration Recommendation to Council

TITLE: Oldman Reservoir Emergency Intake; Capital Project Drought and Flood Protection Program				
PREPARED BY: David Desabrais			DATE: May 22nd, 2024	
DEPARTMENT: Utilities & Infrastructure				
David Desabrais		ATTACHMENTS:		
Department Supervisor	Date 	1. Drought and Flood Protection Program Guidelines		
APPROVALS:				
				
Department Director	Date	CAO		Date

RECOMMENDATION:

That Council approve the submission of a \$1,825,000 grant application for the Drought and Flood Protection Program for the Regional Drought Supply and Assessment Project, and further;

That Council direct Administration to draft a letter to the Minister of Environment & Protected Areas requesting the ability to apply retroactive construction funds under DRPP funding.

BACKGROUND:

- Council approved \$1.7M in capital spend for the Oldman Reservoir Low Level Intake Project January 23rd, 2024
 - A \$1.68M grant application was made to AMWWP January 30th, 2024
 - If received, anticipated to cover 75% of costs
 - *Remaining 25% portion would be \$440,000*
- The MD also made a \$3.37M (secondary priority) application to AMWWP for raw water storage

Drought and Flood Protection Program (DRPP)

- Alberta Environment & Protected Areas (AEPA) released DRPP May 6th. Due date is June 6th
- Administration met with DRPP representatives May 15th. The following has been confirmed:
 - Will cover up to 70% of costs
 - Stacking of funding should be allowable
 - Preference is for sholved ready projects that haven't started. Still encouraged to submit ongoing project
 - Preference is for "phased" approach of projects
 - Anticipate program taking applications for at least 2-3 more years

Administration Recommendation to Council

Proposed Application(s)

The MD could match our existing AMWWP applications (\$1.68M ORLLI Project, \$3.37M Raw Water Storage). However, based on the success of the initial ORLLI project, the current ability to meet demand requirements, and knowledge gained related to DRPP, Administration suggests the following:

- **Combined \$1.825M Regional Drought Supply and Assessment Project**
 - \$1,680,000 for the ORLLI Project
 - \$145,000 for a *Drought Projects Assessment*. Scope could include things such as:
 - Formal assessment of revised ability to meet 25 year requirements and susceptibility to severe multi year drought
 - Further investigation/detail for large volume reservoir storage
 - Initial siting and landowner investigatory work
 - Initial geotech. investigatory work
 - Revised cost estimates with siting work complete and volume recommendations with new intakes taken into account
 - Investigation of other options such as smaller volume tank style storage (10-30 days) near the plant
 - Investigation of other intake options to boost productivities of current install areas
 - Further sub surface mapping to define potential for other installs, such as an under river structure
 - Gravel gallery installation near new intakes for better hydraulic connection to River

The assessment phase of the project would allow the MD to take the time complete operational cost-benefit analysis of different raw water storage and/or intake options (increased power/treatment costs) and the long term needs of our region prior to moving forward with additional significant capital and operational expenditures related to drought resilience.

Funding

If both the AMWWP and DRPP application are successful, the DRPP program would cover 70% of funds for uncovered costs. Anticipated breakdown with DRPP and AMWWP:

- AMWWP: \$1,260,000
- DRPP: \$395,500 (\$294,000 ORLLI + \$101,500 Study)
- MDPC: \$169,500

FINANCIAL IMPLICATIONS:

If grant is successful, retroactive funding is allowed, and AMWWP is successful, MD contribution would drop from \$420,000 to \$169,500.

Budget to be brought back to Council if grant application is successful.

Alberta Drought and Flood Protection Program

Overview and Application Guidelines



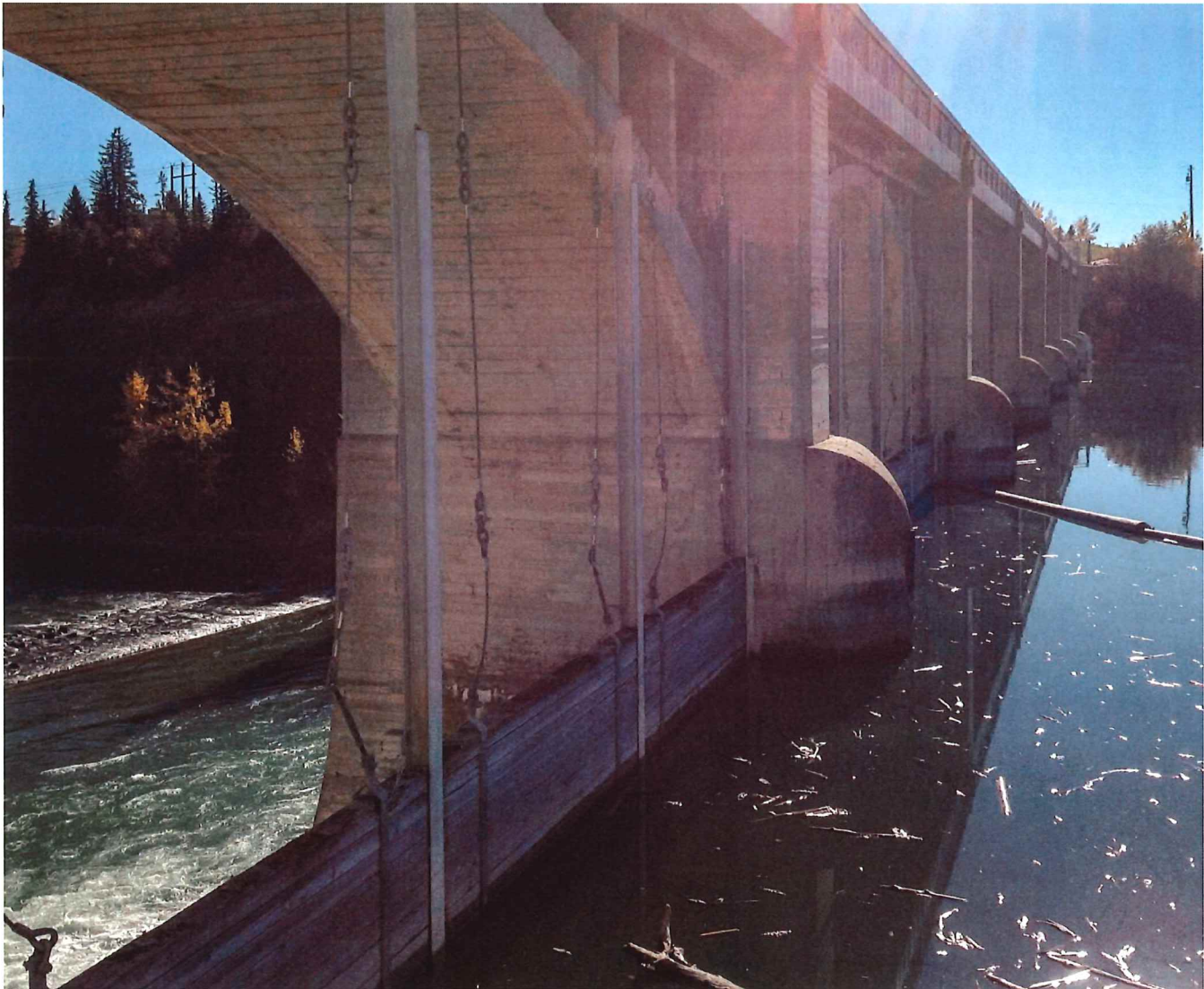


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1. PROGRAM OVERVIEW

The Government of Alberta is continually striving to improve Albertans' ability to thrive within ever-changing landscapes and dynamic natural systems. The Government of Alberta acknowledges that extreme weather events, like drought and flood, are, and will continue to be, part of the challenges facing Albertan communities. Responding to these challenges is critical to maintaining resilient and vibrant communities in Alberta, while also supporting our critical watershed systems.

Understanding the importance of this relationship, the Drought and Flood Protection Program (DFPP) has been created to support communities in the development of long-term resilience, while supporting integrated planning and healthy, functioning watersheds.

1.1 PROGRAM OBJECTIVES

The DFPP is a province-wide capital funding program that is aligned with the Government of Alberta's drought and flood mitigation priorities and will be guided by the following objectives:

- Foster a culture of resilience by empowering communities to develop proactive plans and providing the resources to manage the most pressing and impactful issues.
- Empower Alberta communities to champion drought and flood mitigation measures that promote resilient communities.
- Promote resilience by investing in the design and implementation of projects that minimize risks and impacts to critical infrastructure from droughts and flooding and help to ensure public safety is protected.

DFPP is not intended to provide to provide funds for emergency response.

Funding

The Drought and Flood Protection Program will allocate funding on an annual basis at the beginning of each budget cycle. Beginning in 2024, the program will disburse up to \$25 million, per year, over a period of five years, for a total of \$125 million invested towards drought and flood protection.

The maximum grant amount that will be awarded to any single project is \$10 million.

Cost share requirements

For approved projects, Environment and Protected Areas will provide seventy (70) percent of the total engineering and construction costs. Ten (10) percent of the total grant amount will be held back until all final reporting requirements are received and reviewed. Upon receipt of the final report package, the funds being held back will be released to the recipient.

Costs associated with the operation and maintenance of a project are the responsibility of the applicant and are not eligible as part of the total cost of the project.

Applicants may be asked to implement their project in phases, depending on the scope of the project. For phased projects, the proposed project may be funded over multiple years.

Project selection criteria

Project priority and approval is based on eligibility criteria, economic and technical feasibility, and benefit to the community and the environment. Each fiscal year, projects will be selected by the Department based on an assessment of the project's longevity, mitigated risk, historical damage, urgency, and environmental impacts. Distribution of funding between communities and local priority will be considered as part of this assessment.

Applicants will be asked to prioritize their submissions if more than one project is being submitted for consideration within the same program intake year.

2. PROGRAM DELIVERY

The Drought and Flood Protection Program (DFPP) is a multi-year provincial grant program supporting the development of long-term community resilience. The delivery of this program is guided by four principles: Drought Resilience; Respecting our Rivers; Community-driven Solutions; and Collaboration.

2.1 GUIDING PRINCIPLES

Recognizing the need to support “resilient communities” through adaptability, innovation, shared accountability, and the desire to maintain healthy, functioning watersheds, the DFPP will be guided by the following principles:

- **Advance Drought Resilience:** Resilient communities rely on sustainable infrastructure to manage water supplies for future generations and help reduce drought impacts.
- **Integrate “Respecting our Rivers” Principles into Actionable Design:** Resilient communities

encourage multi-functional mitigation measures that allow the river to flood safely, while improving the resilience and retention quality of the surrounding areas.

- **Encourage Community-Driven Solutions:** Resilient communities participate in, investigate, and champion mitigation measures to protect infrastructure and people from the impacts of drought and flood.
- **Promote Collaboration through Shared Outcomes:** Resilient communities recognize the inter-dependencies that exist with their upstream and downstream neighbours and incorporate the principles of “No Adverse Impacts” into their mitigation strategies.

2.2 PROJECT ELIGIBILITY & PREFERRED PROJECT OUTCOMES

The DFPP will support projects that have clear and demonstrable benefits to a community's level of resilience. The program will focus on mitigation efforts that promote one or more of the following outcomes:

- **Critical Infrastructure Protection:** Projects that help ensure critical infrastructure and services are resilient to drought and flood impacts. Critical infrastructure and services may include drinking water, wastewater, electricity, and stormwater works, as well as protecting access routes to critical infrastructure and services (including roads and transportation corridors, commercial, and residential areas).
- **Sustainable Water Supplies:** Projects that provide healthy, secure, and sustainable water supplies to benefit our communities, environment, and economy.
- **Room for the River:** Projects that ensure obstructive work is not built in the floodway, and that flood protection berms or dikes are built with appropriate setbacks and buffers.
- **Aquatic Ecosystem Health & Restoration:** Projects that use materials and techniques that provide additional benefits to the aquatic environment, like bioengineering, low impact development, green infrastructure, and/or other non-structural options.
 - Bioengineering is a nature-based design technique that primarily utilizes natural materials (such as vegetation cuttings, soil layering, or use of pioneer species) to encourage ecosystem restoration. The advice of an engineer, geoscientist, Qualified Aquatic Environmental Specialist (QAES), and/or Qualified Wetland Practitioner (QWSP) will be helpful to plan and design your proposed project(s).
 - Healthy wetlands and riparian areas are critical to the ecological function of our watersheds. The DFPP is aligned with Alberta's Wetland Policy in its project evaluation.
- **Effective Stormwater Management:** Projects that preserve or restore the landscape's natural ability to attenuate and store flood waters.
- **Acquisition and Relocation:** Projects that remove chronically at-risk or repetitive loss infrastructure from hazard areas, including property buy-outs, or relocation of critical infrastructure.
 - Repetitive loss infrastructure is any infrastructure with two or more insurance claims >\$1,000 in a rolling 10-year period.
- **Applicant Requirements:**
 - By submitting an application under DFPP, the applicant is agreeing to take on all project liability. Any works funded under this Program must be owned, operated, and maintained by the applicant. The applicant must also own or obtain legal consent to access the lands upon which the project is constructed.
 - When evaluating options, buy-out/land purchase options may be considered for high-risk areas where economic and feasibility studies support this direction. Projects will also be evaluated internally to ensure they are consistent with provincial policy and direction.

3. PROGRAM ELIGIBILITY

3.1 ELIGIBLE APPLICANTS

Eligible applicants are municipalities, First Nations, Metis Settlements, Improvement Districts, and Special Areas.

3.1.1 PARTNERSHIPS AND COMMUNITY SUPPORT

- Partnering with other organizations who share common objectives is strongly encouraged. Applications with multiple partners must be championed by a single, eligible applicant, with all secondary partners clearly identified.
- Third-party agreements for cost-sharing, attaining access to proposed project work areas, obtaining all required regulatory approvals and other project requirements are the responsibility of the applicant and their partners.
- Applicants are also encouraged to notify any potentially affected parties of their application for a specified project, particularly if their consent is required to proceed with construction.



3.2 ELIGIBLE PROJECTS

Eligible projects under DFPP include, but are not limited to the following:

- Investigative, planning, modelling, or other studies required to deliver drought or flood protection projects. Studies may support various stages of a project, including large system water audits, feasibility studies, detailed design, regulatory approval, and construction of shovel-ready projects;
- Water diversion and storage projects. For example, creation or expansion of raw water storage ponds associated with water treatment facilities;
- Community or regional-scale water conservation, efficiency, and productivity projects that will improve water availability;
- Acquisition of water licence transfers;
- Relocating water intakes or developing access to new water sources to ensure communities have sustainable access to water during drought conditions;
- Structural measures such as berms, dikes, flood walls, bank protection and stabilization works, retention ponds, and diversion structures to protect critical infrastructure and ensure public safety;
- Purchase of property where mitigation is inappropriate, or not economically or technically feasible;
- Purchase of property for the purposes of access and/or construction of a project;
 - Flood proofing/relocation of critical infrastructure (water, wastewater, stormwater works, and infrastructure to access those services), such as access roads and transportation corridors; and
 - Bio-retention infrastructure designed to increase flood attenuation and reduce the impacts of drought, such as incorporating new stormwater management facilities, low impact development, and/or projects that incorporate wetland features.

3.3 INELIGIBLE PROJECTS

Ineligible projects under the DFPP include, but are not limited to:

- Projects that are considered standard or required upgrades to municipal infrastructure, examples may include:
 - Construction of new infrastructure and upgrades that are required as a result of growth and development;
 - Projects that are associated with ongoing infrastructure maintenance, or end-of-life replacement; and
 - Projects necessary to meet compliance standards.
- Projects to protect land from potential flood impacts for the purposes of future development;
- Projects for the purpose of enhancing or protecting assets held by for-profit organizations, or provincial and federal government departments.
- Individual property mitigation;
- Projects that are inconsistent with provincial policy direction, examples of which may include:
 - Obstructive development in floodways;
 - Protection of properties where buy-outs were offered, but not accepted through the Disaster Recovery Program; and
 - Draining natural wetlands.
- Projects that provide flood protection to recreational, non-critical infrastructure (i.e., golf courses, campgrounds, parks, etc.).

3.3.1 CONDITIONS FOR PROJECT RECOMMENDATION

Prior to recommending a project for approval, the Grant Review Committee will consider numerous factors, including:

- Funding decisions from the Disaster Recovery Program;
- If cost-sharing strategies and agreements on projects with one or more non-eligible partner(s) are being utilized;
- Whether projects have received all regulatory approvals and how quickly they can commence once funding has been received;
- Environmental Impact Assessments completed to determine project feasibility; and
- If the proposed project is within the applicant's ability to complete in a reasonable timeframe.

3.3.2 ELIGIBLE AND INELIGIBLE PROJECT COSTS

Not all project-related costs are eligible under the DFPP. Communities are encouraged to evaluate these costs and acknowledge them as part of the application process.

ELIGIBLE PROJECT COSTS

Project costs that are typically eligible under the program include, but are not limited to:

- Consultation and engineering fees;
- Project construction and materials;
- Costs associated with acquisition of regulatory authorizations;
- Legal fees and property assessor charges when land purchases are required for mitigation;
- The purchase of land, up to the appropriate, appraised market value, when required for mitigation;
- Costs associated with Land and Property Rights Tribunal hearings; and
- Costs associated with open houses, town halls, etc. for required public consultation.

INELIGIBLE PROJECT COSTS

Project costs that are typically ineligible under the program include, but are not limited to:

- Cost share requirements for other grants;
- Fisheries offset compensation owed under the federal *Fisheries Act* or wetland compensation owed under the *Water Act* for the approved project;
- Municipal/community staff time, or other municipal/community-owned assets;
- Landscaping/beautification that is not a functional part of the flood mitigation project (examples include benches, pathways, and other aesthetic enhancements);
- Legal or other fees/fines associated with regulatory appeals or other legal proceedings;
- Project maintenance, upkeep, or operation costs;
- General project costs such as office supplies, IT support, and rental office space;
- Training for project personnel;
- Meals/beverages/entertainment for project staff and/or consultant meetings.
- Non-essential travel costs for project personnel
- Landowner injurious affectation claims

4. APPLICATION REQUIREMENTS AND APPLYING FOR FUNDING

4.1 GRANT PROCESS

All applications will require the following to be considered for acceptance under the DFPP:

- Completed Grant Application Form;
- Community Resilience & Mitigation Assessment (CRMA)—only one CRMA per community must be completed. A CRMA will be valid only for one year of program intake;
- A Preliminary Engineering Report or an Application Report including:
 - Risk Assessment;
 - Options Assessment;
 - Cost-Benefit Assessment; and
- Other information relevant to the proposed project.

4.1.1 APPLICATION FORM

- A DFPP Grant Application Form must be completed in full and submitted with each proposed project.

4.1.2 COMMUNITY RESILIENCE AND MITIGATION ASSESSMENT

- A CRMA must be completed for the community as a whole; they are not project specific. Applicants do not need to submit a new CRMA for additional project applications beyond the first. A new/updated CRMA will be required for each subsequent intake period, as they are valid only for one year;
- Reducing drought and flood vulnerability to increase community resilience requires a holistic approach. Communities are encouraged to assess their current hazards, risks, and vulnerabilities on an ongoing basis, which can be used to inform the CRMA;
- The CRMA provides an opportunity to highlight complimentary actions the community has undertaken and to explore other potential mitigation measures to increase community resilience;
- The CRMA provides the Grant Review Committee with context on each community's most critical issues, as they relate to drought and flood. This assessment should consider past events and indicate the community's highest priority projects. With this information, the Grant Review Committee will make recommendations for funding that are representative of the overall priorities of each community.

4.1.3 APPLICATION REPORTS

Projects which are investigative or planning-focused in nature (e.g., large system water audits, feasibility studies, detailed design) must include a brief supplementary report that defines the issue or problem that requires action. The report must include any previous engineering reports and the general types of solutions to be investigated, including how they support the Community Resilience and Mitigation Assessment goals.

Where possible, the report should include (but is not limited to) the following:

- Problem statement;
- Maps of the proposed project location and siting;
- Pictures of the proposed project site;
- Type(s) and frequency of water-related hazard event(s) impacting the area;



- Risk assessment;
- General types of solutions to be investigated and rationale for each;
- Any potential upstream and downstream impacts of the project (please include any letters of support, if available); and
- Summary of estimated project costs.

Projects moving to regulatory approvals or construction-ready projects must include an engineering report that identifies the issue that is being addressed and describes the proposed project, including how it supports the CRMA. The report must also speak to the project's economic and technical feasibility and identify its benefits and impacts.

The engineering report should include (but is not limited to) the following:

- Illustrated representation of preliminary project design;
- Maps of proposed project location and siting;
- Pictures of the proposed project site;
- Type(s) and frequency of water-related hazard event(s) impacting the area;
- Description of construction methods;
- Assessment of other alternatives considered, and rationale for the selected alternative;
- Risk Assessments;
- Any anticipated upstream and downstream impacts of the proposed project (please include any letters of support, if available); and
- Summary of estimated project costs.

4.1.4 COST-BENEFIT ASSESSMENT

- A cost-benefit assessment is required for every proposed project application. The assessment must include an evaluation of the benefits gained by the project (or the consequences suffered in the absence of the project) against the cost of construction.
- An explanation of the method and assumptions used to generate the cost-benefit assessment must be provided.
- A cost-benefit analysis can be presented in several ways but should be thorough and supported by evidence where items can be quantified. Examples of elements that may be included in a cost-benefit analysis include:
 - Tax assessed value of infrastructure that is to be protected by the proposed project;
 - Costs of damages from previous water-related hazard events;
 - Past payments received under the Disaster Recovery Program or other emergency response funding programs;
 - Acknowledge any social and cultural factors that are important for consideration;
 - Ongoing maintenance costs associated with the proposed project;
 - The expected lifespan of the proposed project;
 - Level of protection offered;
 - Comparison with alternative options explored (and justification as to why these were not pursued); and
 - Annualized cost of expected damages.



4.1.5 GRANT SELECTION

Grant applications are reviewed annually by a Grant Review Committee, following the application deadline. Decisions on successful grant applications are made by the Minister of Alberta Environment and Protected Areas. Successful grant recipients will receive notification from the Minister. All applicants will receive a letter outlining the status of application from the DFPP Program Coordinator or Director.

If an applicant is submitting more than one application package within the same intake period, please rank each submission such that the Grant Review Committee can prioritize application assessments.

4.1.6 REGULATORY AUTHORIZATIONS

All regulatory authorizations must be obtained prior to initiating construction of the project. Regulatory approvals and agreements include (but are not limited to) those required by Alberta Environment and Protected Areas, other provincial and federal departments, agencies, utility and resource companies, and other landowners.

4.1.7 APPLYING FOR FUNDING

Once your application package has been fully prepared, please send an email to DFPP@gov.ab.ca, and you will be provided with an application number and a link to the Government of Alberta File Transfer Service website. Upon clicking the link, you will be prompted to set a password, using the email address that you had provided to the DFPP inbox as a username. Please place the DFPP application package in the folder that corresponds with your provided application number and then send a follow-up email to DFPP@gov.ab.ca.

Permissions will be given to access and modify only the folder that corresponds to your application number. All submitted information will be accessible only by DFPP program personnel.

It is strongly recommended that all application packages be submitted to the Government of Alberta File Transfer Service at least 24 hours prior to the application period closing.

Applications may be submitted early; however, no recommendations will be made until after the specified submission deadline. Late applications received will be filed and reviewed during the subsequent years' review period.

Please work closely with a DFPP Program Coordinator as you develop your grant application. They are your community's primary point of contact, are available to answer questions, and to assist you through the application process.

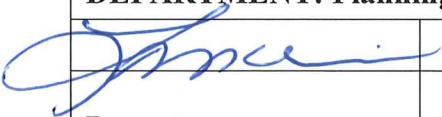
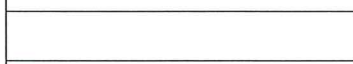
Please note that for approved applications, Environment and Protected Areas will contribute 70 percent of the engineering and construction costs and that the successful applicant and their partner(s), if applicable, will be responsible to cover the remaining 30 percent project costs. Additionally, 10 percent of the total grant amount will be held back until all final reporting requirements have been received by the Department. Upon receipt of the final report package, the retained 10 per cent of the total grant amount will be released to the recipient.

For additional information, please contact:
DFPP@gov.ab.ca

Alberta

Recommendation to Council

G3a

TITLE: Beaver Mines Subdivision Moratorium Lift			
PREPARED BY: Laura McKinnon		DATE: May 22, 2024	
DEPARTMENT: Planning and Development			
		ATTACHMENTS:	
Department Supervisor		1. N/A	
Date		May 22/24	
APPROVALS:			
			
Department Director		CAO	
Date		2024/05/22	

RECOMMENDATION:

That Council rescind resolution 18/338;

AND that, Administration begin to process and finalize subdivisions in Beaver Mines starting June 1st 2024.

BACKGROUND:

On June 12, 2018 Council passed the following resolution:

Beaver Mines Community Association Request for Subdivision Moratorium

Councillor Terry Yagos 18/338

Moved that the report from the Director of Development and Community Services, dated June 6, 2018, regarding the Beaver Mines Community Association Request for Subdivision Moratorium, be received;

And that Council directs Administration to take the required steps to amend the planning documents regarding Beaver Mines pending servicing. The intent of which being ending the ability to do septic system subdivisions within its current boundary;

And that, any proposed subdivisions for serviced lots should be processed, but not registered until the servicing is completed. To be done by holding back on signing the development agreement until the services are installed, with each proposed subdivision being reviewed against the service engineering to ensure design capacity of the system is not exceeded.

Recommendation to Council

And further that Council directs Administration to begin a redesignation process for urban fringe zoning around Beaver Mines.

After discussions with David Desabrais, Utilities and Infrastructure Manager, it was determined from a public utility standpoint that there were no concerns with beginning to process and finalize subdivisions in Beaver Mines again.

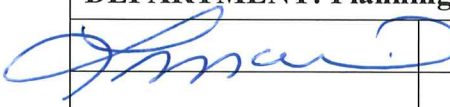
Gavin Scott, ORRSC Senior Planner, had no concerns with lifting the moratorium.

FINANCIAL IMPLICATIONS:

None at this time.

Recommendation to Council

G3b

TITLE: 2024 Southern Alberta Ortho Photo Project and Hamlet High Resolution Aerials Request			
PREPARED BY: Laura McKinnon		DATE: May 22, 2024	
DEPARTMENT: Planning and Development			
		ATTACHMENTS:	
Department Supervisor	Date 2024/05/23	1. N/A	
APPROVALS:			
			
Department Director	Date	CAO	Date

RECOMMENDATION:

That Council move to pay for the Southern Alberta 2024 Ortho Photo Project with the cost coming from the Tax Rate Stabilization Reserve

And that Council agrees to obtain high-resolution imagery in the Hamlets of Lundbreck, Beaver Mines, Pincher Station, Lowland Heights, Twin Butte and for Castle Mountain Resort.

BACKGROUND:

The MD obtains updated imagery for the whole MD every few years. The imagery was last updated in Hamlets, was in 2021 at a 10cm pixel resolution.

In September 2023, Council made resolution 23/351, agreeing to participate in the Southern Alberta 2024 Ortho Photo Project and authorized the MD of Willow Creek to act as the managing partner. At that time, the cost was approximate and was missed in the 2024 budget.

In spring 2024, Administration was approached with the option to obtain new high resolution imagery for the hamlets at a 5cm pixel resolution for 2024. Cost for this was not included in the original budget for updated imagery for the whole hamlet.

High resolution imagery would provide the Planning and Development Department a significant resource for permitting and development purposes, as well as for future hamlet studies.

Cost is broken down as such;

Beaver Mines - \$990.00

Lundbreck - \$1045.00

Lowland Heights - \$770.00

Presented to: Council

Date of Meeting: May 28, 2024

Recommendation to Council

Pincher Station - \$1265.00

Twin Butte - \$935.00

CMR - \$1,100.00

Total Cost - \$6105.00

Optional

Boat Club - \$990.00

Lee Lake - \$1265.00

Castleview Ridge Estates - \$770.00 (no previous high resolution imagery)

Beauvais Lake - \$990.00 (no previous high resolution imagery)

Total Optional - \$4015.00

FINANCIAL IMPLICATIONS:

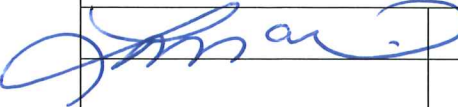
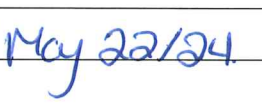
Option 1 – Ortho Photo Project - \$59,807.30

Option 2 - Ortho Photo Project - \$59,807.30 + High Resolution Imagery
(Hamlets&CMR) (\$6105.00) = 65,912.30

Option 3 – Ortho Photo Project - \$59,807.30 + High Resolution Imagery (Hamlets&Optional) (\$10,120.00)
\$69,927.30

Recommendation to Council

G3c

TITLE: Enforcement Services Corporate Policies			
PREPARED BY: Laura McKinnon		DATE: May 22, 2024	
DEPARTMENT: Planning and Development			
			
Department Supervisor		ATTACHMENTS: 1. C-ES-001 – Code of Conduct 2. C-ES-002 – Community Peace Officer Duties and Responsibilities 3. C-ES-003 – Peace Officer Program Reporting 4. C-ES-004 – Records Management	
APPROVALS:			
			
Department Director		CAO	
Date		 Date	

RECOMMENDATION:

That Council approve Corporate Enforcement Services Policies C-ES-001 (Code of Conduct), C-ES-002 (Community Peace Officer Duties and Responsibilities), C-ES-003 (Peace Officer Program Reporting and C-ES-004 (Records Management)

BACKGROUND:

In late 2023, it was determined by Council to explore the employment of a Community Peace Officer (CPO) for the MD. Part of this process requires the MD to be authorized by the Province of Alberta to employ a CPO, via application.

Administration has worked through the various legislative and policy requirements of the application and presented these to Council at the May 14 2024 Council Committee Meeting. They were presented in the form of both corporate policies, along with Standard Operating Procedures (SOP). Council must approve the Corporate Policies, while the SOP's can be approved by the CAO.

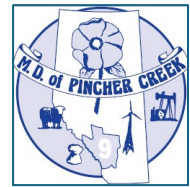
Once the policies are approved, Administration can finalize the application to the province for authorization to employ a CPO.

FINANCIAL IMPLICATIONS:

None at this time.

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **CODE OF CONDUCT - C-ES-001**

DOCUMENT DETAILS

Responsibility: CAO	Associated Roles: Community Peace Officers, Bylaw Enforcement Officers	
Approved by: Reeve - CAO-	Approved Date: 2024-05-28	Revised Date: YYYY-MM-DD

PURPOSE

To establish guidelines that regulate the conduct and behaviour of Community Peace Officers, as required pursuant to Section 13 of the Peace Officer (Ministerial) Regulation, AR 312/2006, as amended from time to time.

APPLICATION

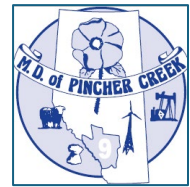
This Code of Conduct applies to all Community Peace Officers employed by the MD of Pincher Creek whether they are on duty or off duty.

A Community Peace Officer shall:

- Comply with the terms and conditions of the MD of Pincher Creek's Authorization to Employ Peace Officers;
- Comply with the terms of the Peace Officer Appointment;
- Comply with all the terms included within this Code of Conduct;
- Not engage in disorderly or inappropriate conduct;
- Not act in a way that would be harmful to the discipline of Peace Officers or that is likely to discredit the office of Peace Officer (including on social media);
- Not withhold or suppress information, complaints, or reports about any other Peace Officer;
- Promptly and diligently perform the Peace Officer's duties and responsibilities;
- Not make or sign any false, misleading, or inaccurate statements;
- Not, without lawful excuse, destroy, mutilate, or conceal records or property or alter or erase an entry in a record;
- Respect when confidentiality must be maintained;

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **CODE OF CONDUCT - C-ES-001**

- Properly account for or return money or property that the Peace Officer receives in the Peace Officer's capacity as a Peace Officer;
- Not engage in activities that may or will result in a conflict of interest or an apprehension of or a lack of integrity in the office of Peace Officer;
- Not use the Peace Officer's position for the Peace Officer's own advantage or another person's advantage;
- Not exercise the Peace Officers' authority as a Peace Officer when it is unnecessary to do so;
- Not consume alcohol while on duty, except in the performance of the Peace Officer's duties;
- Not consume controlled drugs and controlled substances under the *Controlled Drugs and Substance Act (Canada)*;
- Not, except in the performance of the Peace Officer's duties, possess controlled drugs and controlled substances, where that possession is prohibited by law.
- Not enter into licences premises or licenced gaming facilities (casinos) while on duty unless required to do so in the lawful execution of that duty or to partake in a meal break only

Additional Considerations

Section 18.2.1 of the Public Security Peace Officer Program Policy and Procedures Manual (October 2023), as amended from time to time, notes that some sections of the Code of Conduct found at Section 13 of the Peace Officer (Ministerial) Regulation may require further explanation to assist employers in understanding if a breach has occurred.

S. 18.2.1 Public Security Peace Officer Program Policy and Procedures Manual

The following considerations apply to the noted sections and should not be viewed as limiting.

Many circumstances will arise that could subjectively, taking into account unique situational factors, be Code of Conduct breaches but not otherwise not fit within the parameters defined in this section. If questions arise regarding a specific incident, please contact the Program Manager.

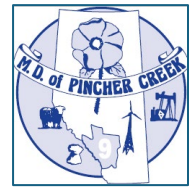
NOTE: *This is designed to be explanatory only and some overlap with other sections of the Act and Regulations exists.*

S. 13(2)(d) Peace Officer (Ministerial) Regulation – Disorderly or inappropriate conduct, or acting in a way harmful to the discipline of Peace Officers or that is likely to discredit the office of Peace Officer could be described, in part, as follows:

- **Contravening:**

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **CODE OF CONDUCT - C-ES-001**

- *An Act of the Parliament of Canada*
 - *An Act of the Legislature of Alberta*
 - *Any Regulation made under an Act of either the Parliament of Canada or the Legislature of Alberta, where the contravention is of such a character it would be prejudicial to discipline or likely to bring discredit on the reputation of the employer*
- *Using oppressive or tyrannical conduct towards a subordinate;*
- *Using profane, abusive or insulting language to a co-worker or to any member of the general public;*
- *Willfully or negligently making a false complaint or statement*
- *Abetting in or knowingly being an accessory to suppressing information, complaints or reports about any other peace officer*
- *Differentially applying the law or exercising authority on the basis of race, colour, religion, sex, physical disability, mental disability, marital status, age, ancestry or place of origin*
- *Doing anything prejudicial to discipline or likely to bring discredit on the reputation of the MD of Pincher Creek*
- *When on duty, other than when on a firearm training exercise, discharging a firearm by accident, and not reporting the discharge of the firearm as soon as practicable to a supervisor*
- *Failing to exercise sound judgement and restraint in respect of the use and care of a firearm*
- *Being insubordinate to a supervisor by word or action*
- *Omitting or neglecting, without adequate reason, to carry out a lawful order, directive, rule or policy of the MD of Pincher Creek*
- *Neglecting, without a lawful excuse, to promptly and diligently perform duties as a Peace Officer*
- *Failing to work in accordance with orders or leaving an area, detail or other place of duty without due permission or sufficient cause*
- *Permitting a prisoner to escape on account of the Peace Officer being careless or negligent*
- *Failing to report a matter that is the Peace Officer's duty to report*
- *Failing to report anything a Peace Officer knows concerning a criminal or other charge*
- *Applying inappropriate force in circumstances in which force is used*

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **CODE OF CONDUCT - C-ES-001**

- *Participating in social media activities that present a negative or inappropriate image of Peace Officers*

S. 13(2)(k) Peace Officer (Ministerial) Regulation – Conflict of Interest or apprehension of lack of integrity could be described as:

- *A situation in which a Peace Officer, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest may exist even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the Peace Officer, the Peace Officer activity, and the officer of Peace Officer. A conflict of interest could impair an individual's ability to perform his or her duties and responsibilities objectively.*

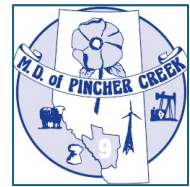
CODE OF CONDUCT BREACHES

Any Peace Officer who breaches this Code of Conduct, including a Peace Officer who fails to comply with policies and standard operating procedures set out by the MD of Pincher Creek, shall be subject to disciplinary procedures as set out in the MD of Pincher Creek Progressive Discipline Policy (January 9, 2007), as amended from time to time.

Should the breach be contrary to the provisions of the Peace Officer Act, Peace Officer Regulation, Peace Officer (Ministerial) Regulation or the Public Security Division Peace Officer Policy and Procedures Manual, the Peace Officer may be subject to investigation and disciplinary procedures outlined through the Peace Officer Program.

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **COMMUNITY PEACE OFFICER DUTIES & RESPONSIBILITIES - C-ES-002**

DOCUMENT DETAILS

Responsibility: CAO	Associated Roles: Community Peace Officers, Bylaw Enforcement Officers	
Approved by: REEVE - CAO-	Approved Date: 2024-05-28	Revised Date: YYYY-MM-DD

PURPOSE

To establish the duties and responsibilities that are to be carried out by any Community Peace Officer employed by the MD of Pincher Creek.

DUTIES & RESPONSIBILITIES

Community Peace Officers shall be responsible for providing both provincial statute and bylaw enforcement services within the geographic boundaries of the MD of Pincher Creek.

Provincial Statute Enforcement

Community Peace Officers shall only enforce the provincial statutes that appear on the Community Peace Officer Appointment as issued by the Public Security Peace Officer Program. Community Peace Officers shall comply with any geographic, legislative or other restrictions that are noted on the Community Peace Officer Appointment.

Provincial Statutes requested to appear on the Community Peace Officer Appointment include, but are not limited to:

- Traffic Safety Act and associated Regulations
- Gaming, Liquor and Cannabis Act
- Trespass to Premises Act
- Animal Protection Act
- Dangerous Dogs Act

Municipal Bylaw Enforcement

Community Peace Officers employed by the municipality shall also be appointed as Bylaw Enforcement Officers for the municipality. Bylaw Enforcement Officers shall only enforce municipal bylaws that have been approved and received third reading by M.D. of Pincher Creek Council, within the geographic area of the municipality.

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **COMMUNITY PEACE OFFICER DUTIES & RESPONSIBILITIES - C-ES-002**

First Responder Duties

Community Peace Officers may also respond to and assist at emergencies, collisions and other incidents as a first responder, subject to any restrictions or limitations that may be prescribed in the Public Security Peace Officer Program Policy and Procedures Manual (October 2023), as amended from time to time.

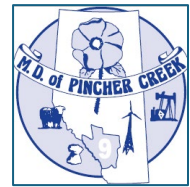
Public / Community Relations

Community Peace Officers may participate in public or community events, as approved by their supervisor. Public or community events may include, but is not limited to:

- Parades
- Bicycle rodeos
- Charity events
- School events

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **PEACE OFFICER PROGRAM REPORTING - C-ES-003**

DOCUMENT DETAILS

Responsibility: CAO	Associated Roles: Community Peace Officers, Bylaw Enforcement Officers, CAO	
Approved by: REEVE - CAO -	Approved Date: 2024-05-28	Revised Date: YYYY-MM-DD

PURPOSE

The Public Security Peace Officer Program has developed processes, procedures and requirements that all Authorized Employers and Community Peace Officers must adhere to ensure accountability and professionalism within the program itself. This policy has been created in an effort to recognize and adhere to all program reporting requirements as found at Section 21.0 - Public Security Peace Officer Program Policy and Procedures Manual, as amended from time to time.

****Information current as found in the Public Security Peace Officer Program Policy and Procedures Manual October 2023 (version 3.01)**

REPORTING SUBMISSIONS

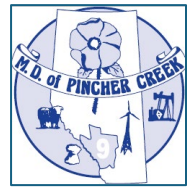
All reporting must be submitted to the Peace Officer Program by email as noted below:

- Public complaints, employer-initiated investigations and incidents
 - Utilize form PS3535 – which can be found at: <https://cfr.forms.gov.ab.ca/Form/PS3535>
 - Email completed form to: poprogram@gov.ab.ca
- Requests for amendments, cancellations, annual reports, policy updates, MOUs and shared service agreements
 - Email all documentation noted above to: peaceofficerinfo@gov.ab.ca

For all Administrative Reporting Requirements and Incident Reporting Requirements – please refer to Section 21.0 Public Security Peace Officer Program Policy and Procedures Manual (October 2023), as amended from time to time, for full details on what information and/or documentation is required to be included with any submissions to the program.

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **PEACE OFFICER PROGRAM REPORTING - C-ES-003**

ADMINISTRATIVE REPORTING REQUIREMENTS

Reportable Item	Submission Timeline
Employer suspension or termination of Peace Officer Appointment with cause	24 Hours
Termination of Peace Officer Appointment resulting from changes in employment status (retirement, resignation, change of position)	10 Days
Changes or additions to mandatory policy requirements for employers	Immediately
Changes to the primary and secondary contacts or contact information	Immediately
Employer Annual Report – as required by Section 12 Peace Officer (Ministerial) Regulation	Annually in January
Leave of absence for medical or maternity leave exceeding 6 months duration	Immediately on notification
Return to active duty following suspension, administrative leave or hold	10 days prior to return to active duty

INCIDENT AND INVESTIGATION REPORTING REQUIREMENTS

Incident Type	Submission Timeline
Discharge of firearm or CEW: <ul style="list-style-type: none">• in response to a perceived threat;• accidentally during training;• when discharge not related to duties under Animal Protection Act, Dangerous Dogs Act, Stray Animals Act or Wildlife Act;• not related to a training situation; or• any use of firearm or weapon that resulted in a 'training accident'.	Immediately
Each use of a weapon against a person – (baton, OC spray, other weapons other than firearms): <ul style="list-style-type: none">• except as related to duties under the Animal Protection Act, Dangerous Dogs Act, Stray Animals Act, or Wildlife Act.	24 Hours
Any allegation that a Peace Officer used excessive force	Immediately
Any incident involving a Peace Officer, resulting in serious injury or death of a Peace Officer or any other person: <ul style="list-style-type: none">• not including circumstances where a Peace Officer provided traffic control for police at a fatal or serious motor vehicle collision	Immediately
Any matter of serious or sensitive situation relating to the actions of a Peace Officer	Immediately
Code of Conduct violations (generally trigger an employer-initiated investigation)	At conclusion of employer-initiated

POLICY

Municipal District of Pincher Creek Enforcement Services

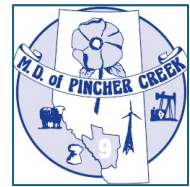


POLICY TITLE: **PEACE OFFICER PROGRAM REPORTING - C-ES-003**

	investigation unless specifically addressed elsewhere per S. 21.0 Peace Officer Manual
Peace Officer charged or convicted of an offence under: <ul style="list-style-type: none"> • Criminal Code; • Controlled Drugs and Substances Act; or • Any other enactment of Canada. 	24 Hours
Peace Officer is arrested or charged with an offence under a Provincial Statute of Alberta (See S. 21.0 Peace Officer Manual for detail)	24 Hours
Allegations of criminal acts by a Peace Officer	24 Hours
Disposition of charges by the Courts: <ul style="list-style-type: none"> • Reported to Program and employer • Includes withdrawal of charges 	48 Hours
Public Complaint under Section 14 Peace Officer Act (See S. 21.0 Peace Officer Manual for detail)	Within 30 days of receipt of complaint Every 45 days until file is concluded Conclusion of investigation
Employer-initiated investigation under Section 16 Peace Officer Act	Conclusion of investigation unless specifically addressed elsewhere per S. 21.0 Peace Officer Manual
Allegations of Peace Officer engaging in a pursuit	24 Hours
Traffic Safety Act violations issued out of jurisdiction	30 Days

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **RECORDS MANAGEMENT - C-ES-004**

DOCUMENT DETAILS

Responsibility: CAO	Associated Roles: Community Peace Officers, Bylaw Enforcement Officers	
Approved by: REEVE - CAO -	Approved Date: 2024-05-28	Revised Date: YYYY-MM-DD

PURPOSE

To establish and identify records keeping / records management systems and practices to be utilized by Community Peace Officers (CPOs) and Bylaw Enforcement Officers (BEOs) employed by the MD of Pincher Creek.

PERSONNEL RECORDS

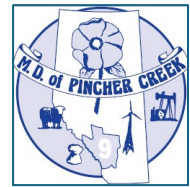
Community Peace Officer File

A personnel file shall be created and maintained for each person employed by the municipality in the role of CPO. This file shall contain, at minimum, the following information:

- Copies of Community Peace Officer Appointment application & associated documents:
 - Valid PARE or other physical ability test results;
 - Completed criminal record check results;
 - Training records relevant to authorities requested on appointment;
 - Copy of post secondary diplomas, certificates or degrees obtained;
 - Consent for Disclosure for Applications (PS0033);
 - Three references; and
 - Any other documentation required for application for CPO Appointment.
- Copy of Community Peace Officer Appointment, once issued.
- Training Records
 - Initial training courses; and
 - Recertification courses.
- CPIC Application & associated documents
 - Including copy of fingerprints submitted.
- ROADS / JOIN Applications & associated documents.
- Any internal or external commendations or recognition related to positive performance of duties.

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **RECORDS MANAGEMENT - C-ES-004**

- Any complaints levied against the CPO, including:
 - Formal complaints / investigations and findings; and
 - Informal complaints / investigations and findings.

Bylaw enforcement Officer File

A personnel file shall be created and maintained for each person employed by the municipality in the role of BEO. This file shall contain, at minimum, the following information:

- Completed criminal record check results;
- Training records relevant to job duties, tasks and functions for both initial training and any recertifications;
- Copy of post secondary diplomas, certificates or degrees obtained;
- Three references;
- Copy of Bylaw Enforcement Officer Appointment;
- Any other documentation required for Bylaw Enforcement Officer Appointment.

Dual CPO / BEO Appointments

Should a person be hired as both a CPO and a BEO, only one personnel record file is required. Relevant / required CPO / BEO information may be combined and contained within the one personnel file.

OPERATIONAL RECORDS

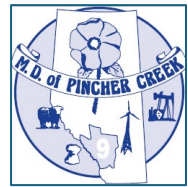
A Records Management System (RMS) shall be purchased and made available to all CPOs / BEOs that is, at minimum, capable of creating, logging and storing information relating to the following:

- Complaint logs;
- Investigative files;
- Exhibit files;
- Court files;
- Incident files;
- Violation tickets;
- Orders or other court / legal documents;
- Shift schedules;
- Statistical reports; and
- Any other information required or deemed necessary to document, log or store.

Files, tickets, orders and reports may be kept as hard copy or digital files, depending on operational needs. All information contained within the RMS must be kept in a secure location, either physically or digitally, with access to these records being limited to the CPO / BEO, Supervisors and Auditors from the Peace Officer Program.

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **RECORDS MANAGEMENT - C-ES-004**

EXHIBITS / PROPERTY HANDLING

Whenever a CPO or a BEO seizes or takes into their possession any document, evidence, contraband or other item in the normal course of their duties, the CPO / BEO shall follow the provisions found in the Property and Exhibit SOP.

NOTEBOOKS

All requirements for the use, storage and retention of notebooks is found in the Notebooks SOP.

RECORD RETENTION

All records shall be retained pursuant to the MD of Pincher Creek Records Retention Bylaw No. 1029-99, as amended from time to time, unless specifically addressed in this or any other Enforcement Services SOP.

Body Worn Camera Recordings

- Deleted after 36 months unless required as evidence; or
- Deleted after 60 months in the case of a public complaint.

In Car Video / Audio Recordings

- Deleted after 36 months unless required as evidence; or
- Deleted after 60 months if related to a public complaint.

Investigative Files

(including notes, photographs, orders, violation tickets, court documents, statements, exhibit records etc.)

- Permanent record

Legal Opinions

- Permanent record

Notebooks

- 10 years - or longer at discretion of CAO or designate

Personnel files

- Permanent record

Public Complaints / Investigative Records

- Permanent record

POLICY

Municipal District of Pincher Creek Enforcement Services

POLICY TITLE: **RECORDS MANAGEMENT - C-ES-004**



CHIEF ADMINISTRATIVE OFFICER'S REPORT

May 10, 2024 to May 23, 2024

Discussion:

May 13	Mtg. to Discuss Library Expansion Plan Cost Estimates with Library
May 14	Council Committee and Council Mtgs.
May 15	Drought and Flood Protection Program call with Mr. Desabrais
May 16	Psychosocial Health and Safety Assessment Touch base
May 16	Capital Project Status Update Mtg.
May 17	Post Orientation/On-boarding Process Review
May 20	Stat
May 22	Psychosocial Health and Safety Assessment Touch base
May 22	Recycling Promotion and Education, Circular Materials

Upcoming

May 28	Council Committee and Council Mtgs.
May 30	Admin Staff Mtg. and Safety Mtg.

RECOMMENDATION:

That Council receive for information, the Chief Administrative Officer's report for the period May 10, 2024 to May 23, 2024.

Prepared by: CAO, Roland Milligan

Date: May 23, 2024

Respectfully presented to: Council

Date: May 28, 2024

ADMINISTRATIVE SUPPORT ACTIVITY

May 9, 2023 to May 22, 2024

Correspondence from last Council:

- Grader Concern – Division 3
- Invoice Reduction
- Heritage Acres Letter of Support
- Letters to Various Committees

Advertising/Social:

- Eco Centre Survey (326 responses as of May 23)
- Spring Cleanup for Beaver Mines and Lundbreck
- Acceptable Materials for Reuse Fair
- World Family Doctor Day
- Water Restrictions and Changes to Standpipes
- Alberta Parks Award
- Alberta Volunteer Award
- Captus Generation Open House

Other Activities:

- Council Packages/Meetings
- Preparing to send out 2025 Joint Funding Applications
- Finalizing plans with Town for ReUse Fair

Invites to Council:

- Pincher Creek Curling Club Building Committee – May 28, 2024

Upcoming Dates of Importance:

- Regular Committee, Council – May 28, 2024
- Annual Reuse Fair – June 8, 2024

Fw: Heritage Acres Introduction

Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>

Tue 2024-05-21 8:15 AM

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

Council - action

Jessica McClelland

Executive Assistant

Municipal District of Pincher Creek No. 9

1037 Herron Drive, PO Box 279

Pincher Creek, AB T0K-1W0

Phone: 403-627-3130

Communications@mdpinchercreek.ab.ca

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From: MYRA HAMMOND <myra.g.hammond@gmail.com>

Sent: Friday, May 17, 2024 12:03 PM

To: MDInfo <MDInfo@mdpinchercreek.ab.ca>

Cc: Sharla Dyck <executive.director@heritageacres.org>

Subject: Heritage Acres Introduction

Hello M.D. of Pincher Creek,

I am the outgoing Event Planner at Heritage Acres Farm Museum and when we have someone in that position, we will ensure they know how to contact the M.D.

Today I want to introduce you to Sharla Dyck, the new Executive Director at HAFM.

Our Annual Show is July 26-28 and the Fall Family Event is September 14.

Some info:

Please have the road grader person check out the road prior to above dates (we know that road is on the list but last year they gave special attention to it prior to those dates). In the past, the road was oiled and kept watered as needed. Also, the M.D. was diligent at showing up at our events to water the grounds a few times during the event.

I'm unsure what will be needed so will leave things to your capable hands (Sharla and M.D.)

One request for the fall--wondering if there is any chance of spraying dandelions/thistles on the main field in the fall. HAFM closes Sep 15 so anytime after that date would work.

On our behalf, please ask M.D. councillors if any of them are available on Saturday, July 27 (likely 8am) to help with pancake breakfast. Tentatively, September 14 but we can confirm that after the July event.

The generosity of "in kind" contribution from the M.D. is very much appreciated.

Happy long weekend!

Sincerely,

Myra Hammond



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 3 – 9, 2024 to be Seniors' Week in

Community

Official Title

Official Signature

The Honourable Jason Nixon; Minister of Seniors, Community
and Social Services

20th Anniversary Annual General Meeting Invitation

Oldman Watershed Council <info@oldmanwatershed.ca>
via dv8-108.n-email.net

Tue 2024-05-14 10:30 AM

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



Celebrating OWC's 20th Annual General Meeting

Join us for the Oldman Watershed Council's 2024 Annual General Meeting! This milestone occasion marks 20 years of partnerships, boots-on-the-ground projects, public education, outreach, and real, positive impact on the health of our watershed.

This AGM will serve as a celebration of our achievements and provide an opportunity to reflect on the journey and the people who have made OWC a strong and critical voice in watershed health for over two decades.

The event will be held on Thursday, June 20, 2024, from 11:00am–3:15pm at the Enmax Centre, Canadian Western Bank Lounge. Registration is available [here](#). Lunch and refreshments are included in the event fee.

For those who wish to attend virtually or are unable to make it in person, the event will also be broadcast on Zoom. [Registration](#) is required for virtual participants.

[OWC membership \(free\)](#) is required to participate and vote.

[Register here](#)

We look forward to celebrating with you! If you have any questions about the event, please contact us at info@oldmanwatershed.ca or (403) 330-1346. We look forward to seeing you on June 20.

- **Date & Time:** Thursday, June 20, 2024, 11:00am–3:15pm
- **Location:** Enmax Centre, Canadian Western Bank Lounge
- **Virtual Attendance:** Available via Zoom with required registration
- **Registration:** Required for both in-person and virtual attendance
- **Cost:** \$40 General Admission, \$20 Elders and Students, and Online Only is free. To minimize barriers to participation, OWC will cover the cost for anyone experiencing financial challenges. Please contact info@oldmanwatershed.ca to request a free ticket.
- **Free OWC membership** is required to attend and vote
- Lunch and refreshments are included in the event fee

Agenda

11:00 am Welcome and Introductions by Doug Kaupp, MBA, P.Eng, Chair:

- Opening prayer by Ninna Piiksii
- Meeting called to order and declaration of quorum
- Approval of agenda, acceptance of [minutes](#). from June 29, 2023, AGM

11:15 am Introduction to 2024-25 Board of Directors and Staff

11:45 am Audited Financial Statements by Kallie Desruisseaux, CPA, CA, Office Manager and Accountant

12:00 pm Drought Update and Future Forecast by Shannon Frank, Executive Director

12:15 pm Lunch and 20-year celebration cake

1:00 pm Crafting an Art of Hoping Well by Rebeca Spencer, Anthropology Graduate Student, University of Lethbridge

1:30 pm Highlights from 2023-24 and Achievements over the Past 20 Years by OWC Staff

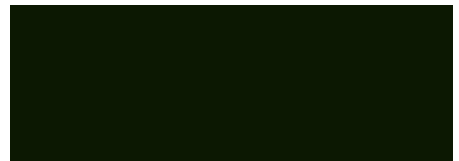
2:15 pm Reflecting on the Past 20 Years by Andy Hurly, PhD, Founding Director and Vice Chair

2:45 pm Donor & Volunteer Appreciation by Shannon Frank, Executive Director

3:15 pm Thank you and Goodbye

- Motion to adjourn

For more information about the OWC please visit www.oldmanwatershed.ca. To contact us, please email info@oldmanwatershed.ca.



Oldman Watershed Council
104 13 St N, Unit 276
Lethbridge, AB T1H 2R4

[Unsubscribe](#)

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

H1d

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From: Executive Director <executive.director@armaa.info>

Sent: May 10, 2024 11:26 AM

To: Arlos Crofts <acrofts@mdtaber.ab.ca>; Cole Beck <cbeck@lethcounty.ca>; Derrick Krizan <derrick@mdwillowcreek.com>; Harry Riva Cambrin <HRC@mdfoothills.com>; Keith Bodin <keith@fortymile.ab.ca>; Matt Fenske <fenskem@newellmail.ca>; Murray Millward <murray@cardstoncounty.com>; Robert Strauss <cao@ranchland66.com>; Roland Milligan <AdminCAO@mdpincercreek.ab.ca>; Ryan Payne <ryan.payne@mdfoothills.com>; Shawn Hathaway <shathaway@warnercounty.ca>

Subject: ARMAA Spring Zone 1 Meeting Follow-up

Good Morning my members from the South!

It was an absolute pleasure seeing you all last month. Great conversation and great food is always appreciated.

Following up on our conversation regarding Zone 1 sponsorship of the conference this year that is taking place in Lethbridge.

There has been a growing tradition of the Host Zone sponsoring \$1,000 to help facilitate an excellent Conference.

Matt Fenske with the County of Newall raised his hand as the first sponsor.

If your municipality would like to participate in sponsoring please let me know.

Kind regards and see you all soon!

--



Chelsie Chapman

Executive Director

executive.director@armaa.info

(403) 681-1146

www.armaa.ca

[Book a Meeting with Chelsie](#)

From: Pat Neumann <pat.neumann@pincherfire.com>
Sent: May 22, 2024 8:24 AM
To: Roland Milligan <AdminCAO@mdpincercreek.ab.ca>
Subject: FRRIA Grant application 2024

Good Morning Roland

The Commission has applied for a grant to investigate the possibility of putting a Ground Level Fire Guard in the West Castle Valley South of the resort. We have received conditional approval and need a letter of support from the council to move forward.

The project would be as follows.

- Investigate the possible locations for a ground-level fire guard to protect values at risk for the following.
 - Castle Mountain Resort
 - Areas North of the resort out towards Beaver Mines (these areas would benefit only if the fire were to start South of the resort)
- Consult with local interest.
 - Landowners
 - Indigenous groups
 - Commercial groups
 - Federal and provincial government
- Determine the costs and size of the required break

This project will be completed this year and will lead phase 2 of the project if Phase 1 proves the need for such a fire guard. Phase 2 would be working on securing funding for the development of the proposed fire guard.

This for me is seen as another tool for everyone in the West Castle Valley to help protect homes in the event of a future wildfire event.

If you have questions or concerns or I have missed something, please give me a call.

Pat Neumann
Chief

Pincher Creek Emergency Services Commission

PO Box 1086 655 Charlotte Street
Pincher Creek, AB T0K 1W0
Office: (403) 627-5333 ext.101
Cell: (403) 627-7734 Fax: (403) 627-3502
e-mail:
pat.neumann@pincherfire.com
chief@pincherfire.com



Forest Resource Improvement Association of Alberta

P.O. Box 11094, Main Post Office,
Edmonton, Alberta T5J 3K4

Project_ID (Internal Use Only)

Project Title

Castle Valley ground level fire break

Application Date:

12/04/2024

FRIAA COMMUNITY FIREGUARD PROGRAM

Request for Proposal - Application Form & Template

FRIAA-CFP MARCH 2024

Attn: FRIAA Administrator

Telephone: 780-429-5873

Submission Portal:

<https://friaa.ab.ca/program-submissions/>

Applicant Information

Applicant Organization (Legal name):	Pincher Creek Emergency Services Commission	Phone:	(403) 627-5333
Mailing Address:	Box 1086	Fax:	(403) 627-3502
Authorized Representative (name and title of signing authority)	Patrick Neumann, Chief Pincher Creek Emergency Services Commission	Email:	Chief@pincherfire.com
Project Manager (name and organization / company)	Stu Walkinshaw, Montane Forest Management	Phone:	(403) 678-7054
		Email:	montane@shaw.ca

COMMUNITY FIREGUARD PROGRAM - Project Information

Description of Eligible Activity	Term of Project	Amount of Funding Applied for
Phase 1: Planning	08/2024 – 08/2025	\$67,950
Phase 2: Clearing (cost estimate, funding is not available at this time)	09/2025 – 09/2026	\$611,000
Phase 3: Grazing Site Preparation (cost estimate, funding is not available at this time)	Not grazable	\$0
Total Project Cost Estimate (preliminary):		\$678,950

Acknowledged by Applicant

- ☐ Band Council Resolution (attached for applications from Alberta First Nations)
- ☐ Settlement Council Resolution (attached for applications from Métis Settlements) or President Letter for Métis Co-operative/Enterprise/Local
- ☒ Municipality Council Resolution (attached for applications from Municipalities)

The Applicant acknowledges that it has read, understands and agrees with the requirements, terms and conditions of the FRIAA FireSmart Program (the "Program"), the Request for Proposals (the "RFP") and Program Outline, and the FRIAA Community Fireguard Project Grant Agreement (the "PGA") and by its submission of this Application and its Proposal acknowledges and agrees that the Applicant shall be bound by the requirements, terms and conditions of the Program, the RFP and Program Outline, the PGA and FRIAA's policies, procedures protocols and guidelines as well as any and all requirements and directions as may be determined by FRIAA's Board of Director at its sole discretion. The Applicant also acknowledges and agrees that this Application and Proposal may be accepted by FRIAA on further terms and conditions which shall be binding on the Applicant and that the acceptance of this Application and Proposal does not represent a commitment by FRIAA to fund all or any of the activities proposed therein.

Authorized Representative (as named above)

Date

April 12, 2024

1. Project Overview

Castle Mountain Resort sits in the Castle Valey and has a single road access from Beaver Mine to the Resort community of approximately 100 residential structures. The community has been working within the resort property to reduce the risk of wildfire and to FireSmart the properties based on the FireSmart program. We are currently redoing the area vegetation management plan update this spring.

Phase one will focus on planning and consultation to determine the best location for the proposed ground-level fire break within the valley.

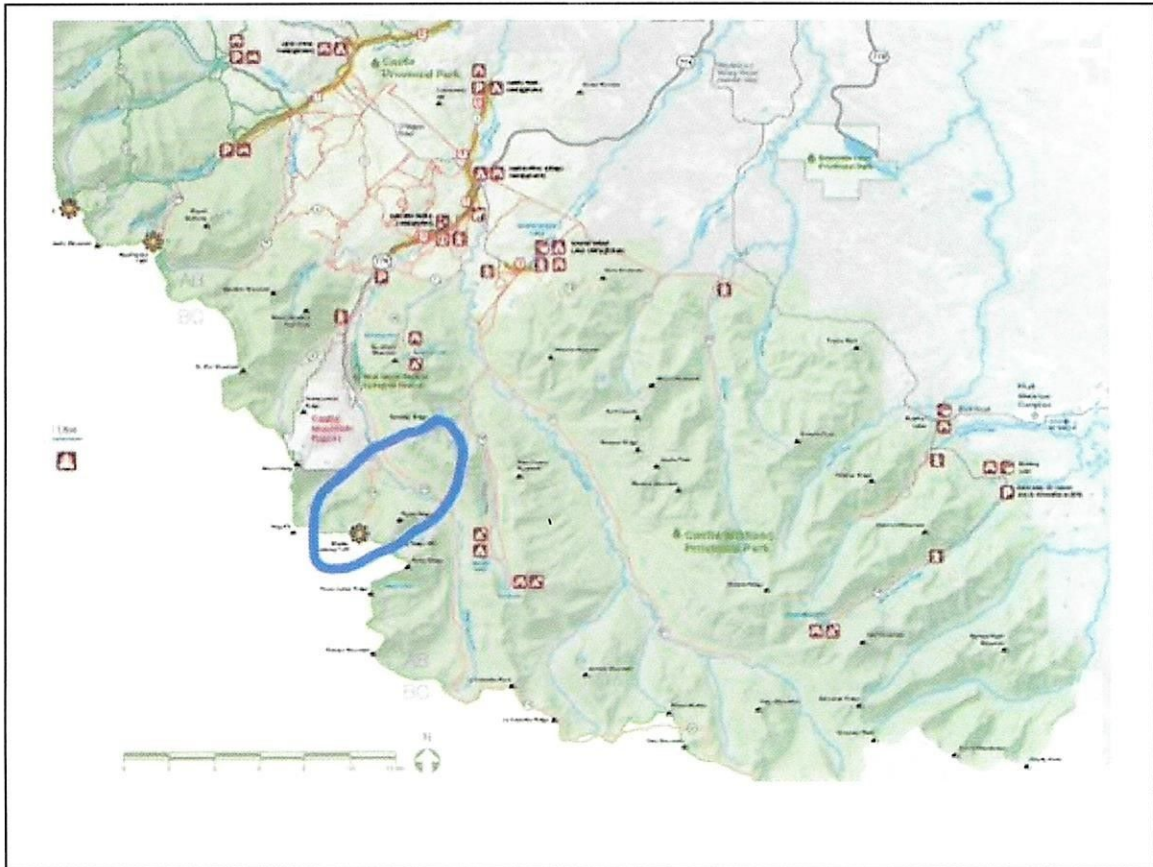
In consultation with Glen Armstrong and Rick Arthur at a meeting in January 2024, we discussed the need for a better solution to manage the fire risk for the valley from the resort property running North to the community of Beaver Mines. There are a large number of values at risk in the valley, including the new Castle Wilderness Park and the entire corridor along Highway 774 to the community of Braver Mines.

This project would focus on developing a ground-level fire break-up valley/South of the Castle Mountain Resort property in the West Castle Valley. This fire guard would primarily protect the Castle Mountain Resort and wetlands on the edge of the Resort property, with some limited protection for other areas in the valley depending on the wildfire location. Consultation with stakeholders from the Resort/community users, Provincial Government (the area of the possible break may be on crown land), Private industry (Oil and Gas and Logging) and indigenous groups are part of the project scope. Phase one will also need to determine the best location for such a break to be constructed based on the consultation with the stakeholders.

Phase 2 of the project would be based on the completion and acceptance of the proposed plan developed in Phase 1. While a rough estimate is provided for Phase 2, this is dependent on the actual location of the guard and the actual areas that will need to be cleared.

2. Project Area

This is a general map of the valley and park; the area of the proposed break would be South of the park and would protect the Castle Valley and Castle Mountain Resort and would possible provide limited protection along Highway 774 to Beaver Mines for any wildfires on started on the South side of the guard.



Blue circle is a very rough area of the proposed guard.

3. Project Description

3.1. DESCRIBE YOUR APPROACH AND PROJECT WORK PLAN

(a) Project Approach

Phase 1

Determine the best location for the ground-level fire break and consult and engage the local community, stakeholders, and indigenous groups about the proposed project. Determine costs for Phase 2. Phase one will take between 9 and 12 months to ensure that all interested groups have been properly engaged in regard to the proposed project.

Phase 2

Adjust and implement the project based on the outcomes of Phase 1. This would see the hiring of local contractors and resources to develop the proposed break while working

to ensure the safety of the workforce. The environment will be maintained based on industry best practices in the development of the guard. This phase to completion can not be fully forecast but would likely be around 12 months weather dependant.

Phase 3

This area is in a tight, heavily treed valley with little access to livestock, so no grazing funding will be used. The opening up of the guard area and FireSmarting activities around the guard will prove beneficial to the native animal species by clearing away heavy blow down and debris that has been in the valley. Every effort will be made to ensure that the native species have an improved environment by the development of this ground-level fire guard.

(b) Chronological work plan and timeline

Phase 1

- Determination of location for proposed ground-level fire guard Month 1

- Consultation with stakeholders

1. Resort owners, other residents and community members in the valley
2. Parks and protected areas
3. Indigenous groups
4. Commercial and private business interests

This portion is projected at 6-9 months and will include community presentations

- Final preparation and possible alterations to the plan after community engagement and report submission to FFRIA 2 – 3 months.

Phase 2—Installation of the ground-level fire guard. Any time estimates and costs for this phase are purely estimates, as numbers and time depend very much on the area of work and location. However, it will likely take about 12 months. The end of this phase will see the completion of the guard and documentation required for FFRIA

(c) Describe authorizations to conduct the proposed work

This portion will require authorization from the crown and Parks and Municipal District of Pincher Creek and private land owners. The above will be dependent on the actual location of the guard. At this time, it is difficult to determine exactly which authorizations will be required. Phase 1 of the project will highlight landowners and responsibilities. All groups, including residents and landowners within the Castle Mountain Resort and along Highway 774 towards Beaver Mines, will be consulted. Residents in the valley would be educated during the community engagement about the likely location on crown land of the proposed break.

(2)

3.2. DESCRIBE STAKEHOLDER INVOLVEMENT

As described, elsewhere stakeholders, including indigenous groups, commercial interests,

parks and protected places, and the Provincial government, will be part of the engagement sessions planned for phase 1 as the project determines the best location. We will be in communication with local government and landowners as locations and hazards are identified.

The future impact on the lands will be better determined once the location has been determined. But being farther up the valley where access is limited will not impact grazing areas currently in the valley but should create some better open areas for native species with the removal of the heavy fire hazards in this valley. Consultation with experts in the field in Phase 1 will better determine how much improvement for local species can be achieved with the reduction of fuel load in the area of the guard. While there will be a perceived impact on land users (Public) depending on how the guard is built which may increase trail usage in the area again, this will need to be approved by applicable land owners, which can include public, private or parks lands.

3.3. DESCRIBE THE INVOLVEMENT OF THE WILDFIRE MANAGEMENT BRANCH

The development of the guard will include guidance from Agriculture and Forests. As there are currently other wildfire initiatives in Castle Valley, it is hoped that the plan will take all the current and proposed future initiatives into consideration. Currently, there is still talk about a prescribed burn to thin areas on the East side of the valley, and depending on locations, this may tie in well with the future proposed fire guard. These discussions have been ongoing for many years with Wildfire to find ways to protect the values in the Castle Valley better near/at Castle Mountain Resort. Alberta Wildfire will need to be one of the key stakeholders in determining the location of the future guard as it will need to work for them when defending the area in the event of future wildfires.

3.4. DESCRIBE THE INVOLVEMENT OF THE PUBLIC LANDS BRANCH

As discussed, Public lands and parks will be consulted as the location of the proposed guard is discussed. While it is unlikely there will be grazing on the proposed fire guard, this can be discussed. We have already had a discussion with other wildlife experts, and while grazing is unlikely, it is felt that it would improve wildlife habitat in the area. Phase 1 will determine the best use of the future guard.

Describe the involvement of the regional Public Lands Branch in Phase 1 of the proposed project regarding the feasibility of grazing livestock on the fireguard.

3.5. DESCRIPTION OF PROJECT MANAGEMENT

The project will be managed by Pincher Creek Emergency Services Commission and a consultant will be hired to produce the needed documentation along with the overall deliverables.

Describe the project management processes in place to timeliness, quality control, cost control, safety and adequate reporting to FRIAA.

Identify who is responsible for overseeing the daily work and provide a brief description of their qualifications and experience.

3.6. DESCRIPTION OF ANTICIPATED PROJECT OUTCOMES.

Phase 1 will produce a location for a future Ground Level Fire Guard in the Castle Valley South of the Castle Mountain Resort. This guard will protect values at risk, including the Resort, and partial protection Castle Wilderness Park, the protected wetland areas West of the Resort, and North of the Resort property would be limited protection based on the location of the wildfire. Highway 774 out towards the community of Beaver Mines would benefit depending on the location of the fire in the West Castle Vally. This is importance to the residents of the MD of Pincher Creek as Highway 774 is the only access into the valley, and there have been no significant fire events since 1936 or fire mitigation strategies completed in the Upper Valley for many years. The 1936 did demonstrate the importance of having a fireguard in place. There is a significant build-up of deadfall and debris that increases the risk of wildfire in this entire area. The fire guard will be one more tool to assist in the protection of this very important area of Southwestern Alberta.

4. Budget, Reporting and Payment Schedules

4.1. DESCRIBE PROJECT BUDGET AND FUNDING REQUEST

Phase 1 is described in the table.

Phase 2 is a rough estimate intended for illustration purposes and future budget considerations. It cannot be fully determined until phase 1 is completed.

Once phase one is completed, phase 3 reclamation and salvage will be better determined. Due to the proposed area, grazing is unlikely in the proposed fire break area.

Describe the project budget and the funding requested from FRIAA for each Phase. Provide sufficient detail (e.g. unit costs and estimated number of units).

Indicate if a dedicated project manager will be contracted (recommended) or if internal resources will be utilized.

4.2. DETAILED PROJECT BUDGET

Activity Type	Description	Unit Quantity	Unit Type	Unit Price	Total
Project Expenses					
Phase 1	Project Planning				
	Project consulting day rate - Mapping/planning	10	day	\$950.00	9500.00
	Helicopter rental	5	hour	\$3000.00	\$15000.00
	permitting/regulatory	10	hour	\$110.00	\$1100.00
	Hotels meal allowance consultant.	10	day	\$300.00	\$3000.00
	Milage consultant	5000	KM	\$ 0.85	\$4250.00

	directed stakeholder communication/consultation	60	hour	\$ 110.00	\$ 6600.00
	General public/community communication and groups - Indigenous engagement - Community engagement - Commercial (Oil/gas logging) - Parks, Agriculture and forests	4	group	\$5000.00	\$20000.00
	Open house / advertising	2	event	\$1500.00	\$ 3000.00
		x.x	hour	\$ x.x	\$ x.x
	FRIAA reporting & deliverables consultant	50	hour	\$ 110.00	\$5500.00
	Phase One Project Cost				\$67950.00
Phase 2	Land Clearing				
(Funding for Phase 2 is not available with initial application. Cost estimate only. Full cost details are not required but have been included to assist with budget estimation.)	The Number provided is very rough as it cannot be fully determined until the location, size and amount of material to be removed is known for the ground-level fire break.				
	A rough cost per Ha but cannot be limited to the following until the above is determined.	30	Per Ha	\$20,000	\$600,000.00
	FRIAA reporting & deliverables	100	hour	\$ 110.00	\$11000.00
	Phase 2 costs				\$611,000.00
Phase 3	Grazing Site Preparation				
(Funding for Phase 3 is not available with initial application. Cost estimate only. Full cost details are not required but have been included to assist with budget estimation.)		x.x	hour	\$ x.x	\$ x.x
	Due to the location of the proposed ground level, firebreak grazing is not likely. While opening up the area will provide better space for the native species at this time, no cost have been associated with this phase.	x.x	hectare	\$ x.x	\$ x.x
		x.x	hectare	\$ x.x	\$ x.x
		x.x	pile	\$ x.x	\$ x.x
		x.x	each/hr	\$ x.x	\$ x.x
		x.x	each/hr	\$ x.x	\$ x.x
	access / approaches	x.x	each/hr	\$ x.x	\$ x.x
	fencing materials	x.x	each	\$ x.x	\$ x.x
	fencing installation	x.x	each/hr	\$ x.x	\$ x.x
	gate / cattle guard materials	x.x	each	\$ x.x	\$ x.x
	gate/cattle guard installation	x.x	each/hr	\$ x.x	\$ x.x
	approved seed mix	x.x	each/kg	\$ x.x	\$ x.x
	safety	x.x	hour	\$ x.x	\$ x.x

	FRIAA reporting & deliverables	x.x	hour	\$ x.x	\$ x.x
FRIAA Requested funding Sub-total	Phase one and Phase two total				\$678,950.00
	Phase One requested funding				\$67,950.00
Merchantable Timber	No recoverable timber number has been estimated at this time until a final location for the break is determined.				\$ x.x
In-kind Services					
	Project Manager – in-house (Pat)	100	hour	\$ 65.00	\$ 6500.00
	Project Personnel #1 (Nichole)	50	hour	\$ 45.00	\$ 2250.00
	Project Personnel #2 (Name)	x.x	hour	\$ x.x	\$ x.x
	Supplies, tools	x.x	each	\$ x.x	\$ x.x
	Vehicle	2000	km	\$ 0.85	\$1700.00
Sub-total					\$ 10500.00
Non-FRIAA Funding	Applicant contribution				\$ 10500.00
Total Project Budget	Phase One projected budget				\$ 77,750.00

4.3. DESCRIBE OTHER (NON-FRIAA OR IN-KIND) SOURCES OF FUNDING

Pincher Creek Emergency Services Commission will be providing staff and management for Phase One of the project as follows.

1. Coordination of resources, including hiring the consultant
2. Working with the consultant on-site surveys and site determination on-site
3. Coordination of community engagement with indigenous groups and community stakeholders including attending and setting up of the events by PCESC staff.
4. Associated costs related to staff attendance at the engagement events and the fire guard site.
5. Ensuring the safety of all people engaged in the project, including required PPE for PCESC staff working on site.
6. Overall project supervision

4.4. DESCRIBE THE LOCAL EMPLOYMENT CREATED BY THE PROPOSED PROJECT

Phase one of the project will employ local staff from PCESC covered under the in-kind portion of the funding. Local resources such as helicopters and service work will be completed locally. Hotels and restaurants' will benefit from the consultant, local facilities at Castle Mountain Resort and the Town of Pincher Creek will be used for the community engagement events.

Phase two – if it proceeds, would see local contractors hired to install the proposed

ground-level fire break.

4.5. PROGRESS REPORTING SCHEDULE

- 1- Project kick-off
- 2- Mid term 3-6 month into the project
Covering community engagement, stakeholder engagement, indigenous consultation.
- 3- Final outcomes report – including the finalized location of the proposed project detailing any foreseeable issues and concerns after the completion of the engagement and consultation portion of the project. Completion depending on location and consultation in 9 – 12 months after the project start date.

4.6. PAYMENT SCHEDULE

Often financial reporting is timed in conjunction with the progress reporting schedule (Section 4.5). The submission of a financial report and supporting documentation is required to receive a grant payment, (with the exception of the first payment that may be made as an advance).

A minimum of 20% of the approved funding will be reserved until the submission of a Final Outcomes Report, with all supporting documentation and required deliverables.

5. Additional Information

5.1. ADDITIONAL INFORMATION.

I have had discussions with Castle Mountain Resort and will provide a letter of support from the Castle Mountain Residents Association and support from the Municipal District of Pincher Creek. A letter of support will be provided once it goes through the council meeting. I have spoken with Agriculture and Forestry, and they are currently looking at this proposal and support it in principle.



H1f

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Pincher Creek, AB
T0K 1W0
p. 403.627.3130/f. 403.627.5070
info@mdpinchercreek.ab.ca
www.mdpinchercreek.ab.ca

Attn: Megan Evans, Executive Director
Alberta Invasive Species Council (AISC)
PO Box 1925
Blairmore, Alberta T0K 0E0

May23rd, 2024

Re: Support For AISC Environmental Damages Fund (EDF) Application To Help Protect Southwest Alberta Rocky Mountain Eastern Slopes Fish & Fish Habitat From Aquatic Invasive Species (AIS)

We would like to express our support for the Alberta Invasive Species Council's application for funding to Environment & Climate Change Canada's Environmental Damages Fund to assist in protecting our Rocky Mountain Eastern Slopes fish and fish habitat here in Southwest Alberta.

Our area represents part of the unique and special Crown of the Continent Ecosystem, representing critical headwaters and foothills habitat for many threatened species of freshwater fish. The ever-present and growing risk of invasion from aquatic invasive species into the habitat in our region is of great concern to scientists and researchers, as well as our local leadership and many area citizens who enjoy these natural areas and the fish and related aquatic species they support.

Our municipality is home to several natural lakes and two major reservoirs with boat access enjoyed by many recreational boaters and other watercraft enthusiasts from our local area as well as from many points across North America. These boat access/launch points are critical vectors for the introduction and spread of aquatic invasive species into these freshwater lakes and reservoirs, which all intersect with many creeks and rivers that flow downstream into the Oldman River Watershed that ultimately forms part of the South Saskatchewan River Watershed. The installation of boat wash stations funded through EDF and other area partners at these watercraft access/launch points would provide some protection from aquatic invasive species to these aquatic systems and the fish habitat and fish species they support. The EDF funding could also support additional local research into surveillance for aquatic invasive species and related pathogens in our area water resources.

We urge you to approve the Alberta Invasive Species Council's application to the EDF Program to assist them in helping to protect our area's vital freshwater fish habitat and fish populations from aquatic invasive species.

Regards,

Dave Cox, Reeve
MD of Pincher Creek



Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0

403 627 3156

reception@pinchercreek.ca www.PincherCreek.ca



May 14, 2024

Reeve and Council
MD of Pincher Creek
1037 Herron Ave.
PO Box 279
Pincher Creek, AB T0K 1W0

Dear Reeve and Council,

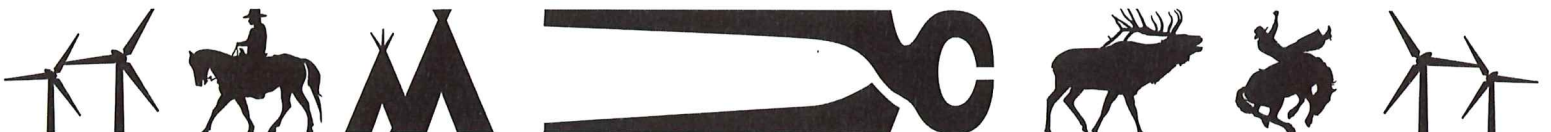
Re: Arena Sound System

The Town of Pincher Creek would like to express our deepest gratitude for your unwavering support of the community and the sound system at the Memorial Community Centre Arena. Your contributions will make a significant impact, enhancing the sound experience for everyone who attends events at our beloved arena.

Once again, thank you for being an integral part of our community and for your support for the Arena Sound System. We couldn't do it without you!

Regards,


Don Anderberg
Mayor
Town of Pincher Creek



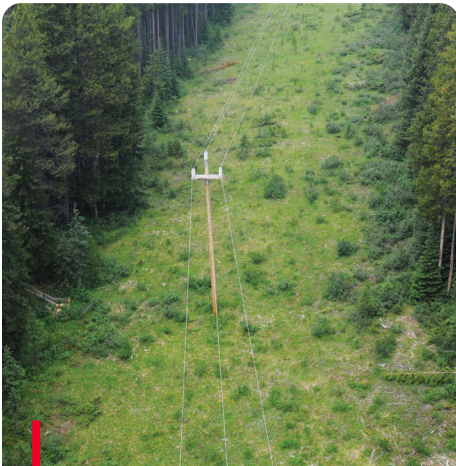
STAYING SAFE IN WILDFIRE SEASON.

H2b

**ARE YOU PREPARED
FOR AN EMERGENCY?**

With wildfires becoming more frequent and intense, AltaLink's highest priority is protecting your community while providing safe, reliable power.

WILDFIRE **SAFETY**



AltaLink's fire prevention measures

- + Enhanced vegetation clearing around power lines
- + Increased inspections
- + Strengthening our system
- + Expanding preparedness



Public Safety Power Shutoff

- + Last resort safety measure
- + Extreme and dangerous weather conditions
- + Power may be shut off until conditions are safe
- + Advance notice and regular updates provided when possible



How you can prepare

- + Create an emergency plan and kit with supplies to last at least 72 hours
- + Plan for any medical needs
- + Ensure your local utility has your updated contact information to receive alerts

Learn more about what AltaLink is doing and how you can prepare at

altalink.ca/wildfiresafety

Follow us on social media for regular updates.



TC Energy

450 - 1 Street S.W. Calgary, AB
Canada, T2P 5H1
Tel: 403-464-9825
ashley_anderson@tcenergy.com



May 13, 2024

[SENT BY EMAIL]

RE: West Path Delivery 2023 – Lundbreck Section

NGTL GP Ltd. (NGTL GP), as general partner on behalf of NGTL Limited Partnership, (both indirectly wholly owned subsidiaries of TC Energy), would like to provide you with an update on the NGTL West Path Delivery Project, Lundbreck Section (Project).

NGTL received approval from our regulator, the Canada Energy Regulator, in December 2022. Construction on the project commenced in June 2023 and was completed in October 2023. NGTL GP is now writing to advise that final clean-up activities for the Project are anticipated to start on May 27, 2024 and end on approximately July 15, 2024. Activities include replacement of the topsoil and reseeding and planting over the total disturbed footprint. NGTL GP is working with the MD of Pincher Creek to apply dust control prior to crews using local roadways.

TC Energy is a team of 7,000+ energy problem solvers working to move, generate and store the energy North America relies on. Today, we're taking action to make that energy more sustainable and more secure – while innovating and modernizing to reduce emissions from our business. Along the way, we invest in communities and partner with our neighbours, customers and governments to build the energy system of the future.

We strive to engage stakeholders early and often. We believe engagement is a two-way process and invite communities, landowners, and other interested stakeholders and rightsholders to share their questions and concerns with us so that we can provide information, follow up, and, where possible, incorporate input into our plans. Please do not hesitate to contact TC Energy's Community Relations department at public_affairs_ca@tcenergy.com or at 1-855-895-8754 in regard to the proposed project.

Sincerely,

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

Ashley Anderson
Community Relations Advisor
External Relations Canada

Enclosures:

CER Energy Projects, and You Factsheet
Engaging with Our Stakeholders Factsheet



Canada Energy
Regulator

Régie de l'énergie
du Canada



Canada Energy
Regulator

Régie de l'énergie
du Canada



Safety is everyone's
responsibility



Safety is everyone's responsibility. For us, it is our job. Protecting you and the environment is the CER's priority. Here are a few things you should know.

Damage prevention: If you live or work near a pipeline, find out how to safely do your activities. Before you dig near a pipeline, get the company's consent. Visit clickbeforeyoudig.com to locate buried pipelines or utility lines.

Compliance and enforcement: CER inspection officers regularly go out into the field to verify and enforce requirements and standards in place to keep people and the environment protected.

Emergency management: In an emergency, we make sure companies respond in a way that protects people, property, and the environment. We expect them to take the action needed to stop spills, manage the incident, and clean up and pay for any damage done.

Find out more

Find out more about the Canada Energy Regulator by visiting us online at www.cer-rec.gc.ca.

Be sure to follow us on social media for the latest updates.



For copies of any CER publication or for more information, contact us:

ONLINE: www.cer-rec.gc.ca
EMAIL: info@cer-rec.gc.ca
TOLL FREE: 1-800-899-1265

Write us or visit our library at:

Canada Energy Regulator
Suite 210, 517 Tenth Avenue SW
Calgary, Alberta T2R 0A8

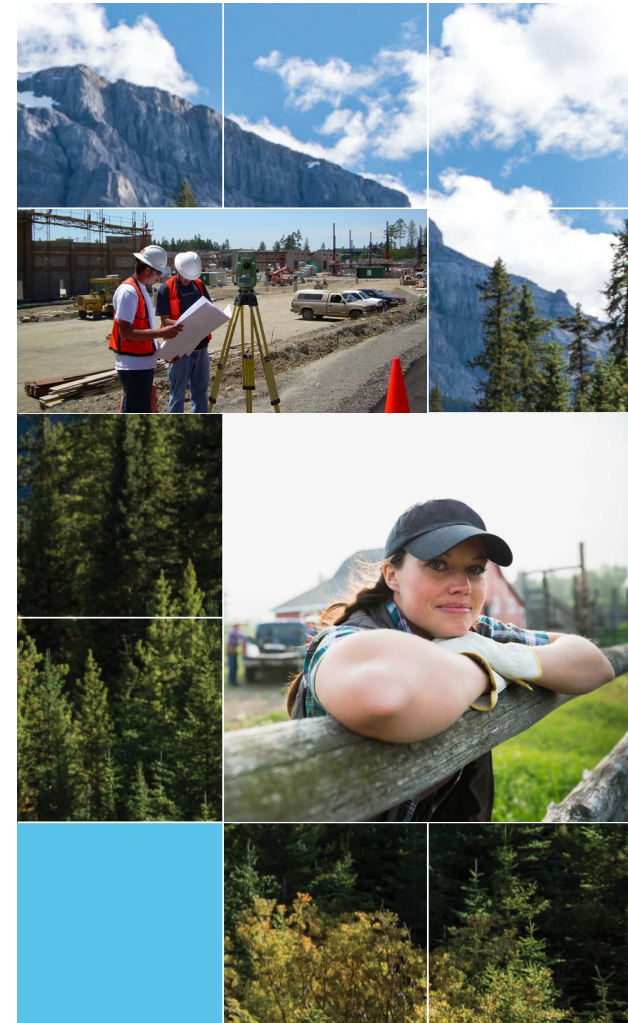
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as represented by the Canada Energy Regulator

The CER, Energy Projects and You

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ISBN 978-0-660-46997-3

Cat. No. NE23-210/2023E (Paper)
ISBN 978-0-660-46998-0

The CER, Energy Projects, and You



The Canada Energy Regulator (CER) oversees federally regulated pipelines, power lines, and offshore renewable energy projects.



When you hear from a company about a project being proposed on your land, you may have questions and concerns. We understand.

Explore the topics from this brochure on our website, www.cer-rec.gc.ca.

Simply search for the **bolded** words for more information and *italicized* words for forms and templates.



Be part of the project – work with the company



Contact the company first. Your questions and concerns help shape the company's project. Companies are required to listen and respond to your comments and concerns. They must also identify the possible effects on nearby people, property, and the environment when it applies to the CER. Here are some opportunities to work with the company.

- **Early engagement:** We expect companies to engage early about a project and demonstrate to us how it considered the information it gathered. Let the company know whether the project may affect you. The company will let potentially affected people and communities know when it files an application with the CER.
- **Land agreements:** The company must tell you what land it is planning to use to construct, operate, and maintain its proposed project. It may propose a land agreement with you to confirm the lands the company can work on.
- **Land use compensation:** The company must compensate you for land acquisition, restricted use of lands, or damages caused by its activities.



CER project review – be heard

Before the company can build or abandon a federally regulated pipeline, power line, or offshore renewable energy project, it must apply to the CER. We will review and assess the proposed project, including the company's engagement activities and potential effects on people, property, and the environment.

- **Statement of concern:** We rely on you to bring forward your concerns and views. If you have concerns about a project, you can send us a *Statement of Concern* within 21 days of being notified that the company has filed an application. Your concerns will guide the CER in planning its review.
- **Projects and hearings:** The CER may hold a public hearing for facilities applications. If you have questions about the **hearing process**, contact a **process advisor**.



CER processes in place to help you

- **Land Matters Advisory Service:** If you have questions about land matters with respect to CER-regulated energy projects and processes, email LMAS@cer-rec.gc.ca.
- **Alternative dispute resolution:** Any time during the life of a project, if you are unable to resolve concerns directly with the company, you can email ADR-RED@cer-rec.gc.ca to ask a specialist to work with you and the company to find solutions.
- **Complaint resolution:** If you are unable to resolve an issue with a CER-regulated company, facility, or activity on lands you use or own, you can send us a completed *Complaint Form*.



ENGAGING WITH OUR STAKEHOLDERS

With more than 65 years' experience, TC Energy is a leader in the responsible development and reliable operation of North American energy infrastructure including natural gas and liquids pipelines, power generation and gas storage facilities. We safely deliver the energy that millions of North Americans rely on every day to power their lives and fuel industry.

Responsible stakeholder and rightsholder engagement

Guided by our values of safety, innovation, responsibility, collaboration, and integrity, we are proud of the positive relationships we have built with our neighbours for the last 65 years. We recognize that ensuring Indigenous groups, as rightsholders, and our stakeholders are engaged and respected is critical to TC Energy's success.

We are committed to sharing information and seeking public input which results in better plans – for us, stakeholders, rightsholders and communities as a whole. We document the entire stakeholder engagement process including the issues raised by stakeholders and rightsholders, along with the ways we address these issues.

Commitment to engagement and addressing concerns

Our approach to consultation and engagement with stakeholders, landowners, and Indigenous groups is focused on understanding concerns and addressing issues related to our projects and operations. We engage and consult early and often, invite

feedback, provide updates and address concerns throughout the regulatory process and throughout operations.

Our preference for addressing concerns is through direct and respectful discussion. Issues received or identified during these discussions are systematically tracked and followed to promote mutual resolution. If mutual resolution is not achievable, parties may consider use of the Canada Energy Regulator's (CER) collaborative Alternative Dispute Resolution (ADR) process.

Engaging Indigenous groups

Building and maintaining relationships with Indigenous groups near our proposed projects and existing facilities has long been an integral part of our business. We recognize Indigenous groups as rightsholders who have a distinct relationship with the land. We know that our activities have the potential to affect the lives of Indigenous groups in a tangible way.

We work closely with Indigenous groups to understand the potential effects of the project on the exercise of Indigenous rights and any other interests of Indigenous peoples in the project area. The information we work with Indigenous groups to collect is considered in the project planning process and evaluated by provincial and federal authorities, including the CER, as part of their regulatory review.

We aim to conduct our activities in a way that fosters mutual understanding and benefit – this includes working with communities to identify and manage potential effects of our activities and provide enduring economic opportunities. TC Energy also provides business, employment, training opportunities, and supports community-led initiatives of Indigenous groups that focus on safety, community, environment and education.

Community benefits

Our projects offer long-term economic benefits and help strengthen the economy on a local, provincial and national level:

- **Employment and business opportunities** – Construction requires the services of equipment operators, welders, mechanics, truck drivers, labourers, and more, as well as creates demand for local goods and services. Vendors interested in working with us can visit [TCEnergy.com](https://www.tcenenergy.com) to register as an interested local service provider. We award contracts to qualified pipeline construction contractors and work with them to provide local employment opportunities.
- **Annual revenue to support local services** – Project construction results in tax payments to all levels of government. When the project is operational, annual tax payments help support schools, hospitals, emergency services and other local programs vital to communities.
- **Investment in local communities and Indigenous groups** – Giving back to the communities where we operate has always been part of our culture. Whether it's partnering with community groups, supporting local initiatives or encouraging our employees to be involved in their neighbourhoods, the goal of our Build Strong community investment program is to build strong and vibrant communities across North America. Visit [TCEnergy.com/BuildStrong](https://www.tcenenergy.com/BuildStrong) for more information.

Managing our environmental footprint

Whether it's designing, building, or operating energy infrastructure, we are committed to being responsible environmental stewards on the land we share – and our environmental principles of stewardship, protection and performance help guide our decisions. As part of our commitment, and in support of the regulatory process, we assess potential effects that may be associated with

construction and operation of a proposed project. Some examples of possible effects associated with meter station, compressor station or pipeline projects include potential effects to soil, water, fish, and wildlife, air quality, and noise.

The Environmental and Socio-Economic Assessment prepared for a proposed project considers potential effects on communities and groups whose interests may inform our planning process, including the potential for a project to impact diverse groups of people. We propose mitigation and enhancement measures and evaluate the significance of residual effects once these measures are implemented. An Environmental Protection Plan is also developed to identify the necessary measures to be used during construction, and the best practices we use to guide operations of the assets throughout their life cycle to manage effects and maintain equivalent land capability.

Route selection

TC Energy employs a systematic and thorough route selection process using a variety of considerations, such as:

- desktop studies
- helicopter surveys
- ground verification and on-the-ground field survey
- engineering, geotechnical and environmental field studies
- co-location of the pipeline along existing disturbances and corridors to minimize new footprint

Route selection takes into account the objectives of minimizing the total route length or land requirements, meeting applicable regulatory requirements and reducing the environmental footprint, while carefully assessing overall construction complexity and our ability to meet customer needs.

Feedback received through stakeholder, landowner and Indigenous engagement informs the assessment of proposed routes and sites.



What to expect during and after construction

The planning that goes into the construction and operation of our pipeline projects reflects commitments we've made and conditions we receive during the regulatory review process. We track and report our progress on regulatory conditions with the CER and follow up on the commitments we've made to honour the relationships we've built with Indigenous groups, communities and landowners.

During pipeline construction there is an increase in traffic in and around the project area as well as heavy equipment onsite for earthworks, material handling/hauling, welding and testing. We adhere to construction plans and the Environmental Protection Plan to ensure that the impacts of construction activities on communities are minimized.

Many of our projects include the use of temporary work space and, if required, workforce accommodations are built to support construction. If our plans include these features, we begin the conversation with potentially affected stakeholders early on to hear and understand community interests.

Access to-and-from site is planned based on a number of factors including finding the safest and most efficient routes to our work site, existing infrastructure, new infrastructure required to support construction and municipal planning. Access planning is refined throughout project development and final plans are communicated to communities prior to starting work.

Once construction is completed, the impacted land area – including our temporary work space and workforce accommodation areas – is reclaimed to an equivalent land capability so that it can support various uses such as wildlife habitat or agricultural purposes, similar to the ability that existed previously. Measures are taken to prevent topsoil/surface material loss from wind and water erosion and to establish a vegetative cover native to the surrounding vegetation and land use. After the facilities are constructed, there will be minimal traffic associated with ongoing operations and maintenance.

On freehold lands, landowners have the right to fully use and enjoy the right of way subject to the terms of the right-of-way agreement, and CER and Damage Prevention Regulations. To provide public safety and to protect property and the environment, written consent from TC Energy is required for certain activities on the pipeline right of way and within the 30-metre prescribed area. These activities include but are not limited to: operating motor vehicles or

mobile equipment, reducing or adding soil cover and any excavation or ground disturbance. Stakeholders may contact TC Energy with at least 10 working days' notice to apply for written consent at [writtenconsent.transcanada.com](https://www.transcanada.com/writtenconsent). After written consent has been received, request a locate by visiting [ClickBeforeYouDig.com](https://www.transcanada.com/clickbeforeyoudig) or calling the appropriate provincial One-Call Centre.

At the end of a pipeline's lifecycle, the asset is taken out of service with as much thought and care as when it was proposed and constructed. We follow the Canada Energy Regulator's processes for end-of-life planning. More information about pipeline end-of-life is available on our website at [TCEnergy.com/about/energy-101/lifecycle-of-a-pipeline](https://www.transcanada.com/about/energy-101/lifecycle-of-a-pipeline).

Ensuring our pipelines are safe

Our safety program starts before construction. We use only high-quality materials, the latest proven technologies and industry-leading practices to ensure the integrity of our pipelines before they go in the ground. We are a leader in North America in the use of automatic welding and ultrasonic testing technologies to construct pipelines. These technologies ensure high quality welds are made and every weld is inspected by qualified independent inspectors during construction. Prior to placing a pipeline in service, it is hydrostatically tested with water at a higher pressure than it will see during operations. In addition, pipeline inspection tools with high resolution sensors are run through the pipeline to check for any other irregularities prior to flowing natural gas.

Once operational, we use state-of-the-art leak detection systems, safety features such as shut-off valves and provide highly specialized training for people working on our assets. Our pipeline systems are monitored 24 hours a day, 365 days a year by trained operators in our Operations Control Centres who manage the most sophisticated pipeline monitoring equipment and technology available. Our industry-leading asset integrity programs manage our pipeline and facilities for their entire life cycle to ensure they provide safe and reliable energy to consumers throughout North America.



Emergency preparedness and response

Our goal is to ensure that our pipeline and energy facilities operate safely every day and that the public, our employees, and the environment are protected during the unlikely event of incident involving our assets. All TC Energy safety initiatives are designed to advance one goal: Zero is Real. We are proud to have an industry leading safety record and continue to work towards our goal of zero safety incidents. Being prepared for the rare cases when something does go wrong is part of the commitment to ensuring the safety of the communities where we live and operate.

At the first sign of any potential issue on our pipeline systems, our control centre operators can stop the flow of product through the pipeline in minutes and investigate. If an irregular condition is detected, pipeline operators immediately dispatch emergency personnel to the scene to investigate. The pipeline is not restarted until it has been confirmed on site by qualified personnel that it is safe to do so.

In the unlikely event of an incident, all our assets have specific Emergency Response Plans that outlines the steps we'll take to respond. Our Emergency Preparedness and Response team is focused on quickly and effectively responding to emergencies and mitigating any impacts that may have occurred to public safety, property or the environment in a timely manner.

If there is an incident, we work closely with authorities, emergency responders and the media to ensure local residents are safe and aware of the situation.

In the event of an emergency, please contact TC Energy's 24-hour emergency line at 1-888-982-7222.

Find out more by visiting [TCEnergy.com](https://www.tcenenergy.com).

Contact us

Contact us with any questions:

Phone 1-855-895-8754

Email public_affairs_ca@tcenergy.com

Web [TCEnergy.com](https://www.tcenenergy.com)

Or write to us:

TC Energy

450 – 1 Street S.W. Calgary, Alberta
Canada, T2P 5H1

For further information regarding the CER's processes, please contact us or contact the regulator directly:

Canada Energy Regulator

Suite 210, 517 – 10 Avenue S.W. Calgary, Alberta
Canada, T2R 0A8

Phone 1-800-899-1265

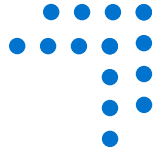
Web www.cer-rec.gc.ca

Email info@cer-rec.gc.ca

Vendors

Vendors interested in working with us can visit [TCEnergy.com](https://www.tcenenergy.com) to register as an interested local service provider.

[TCEnergy.com/operations/vendors/](https://www.tcenenergy.com/operations/vendors/)



TC Energy periodically provides information beginning at the early stages of project development including prospecting, continuing throughout the life of assets. The information provided is intended to give people the opportunity for meaningful input and inform stakeholders of our proposed activities. Please be aware that as planning progresses, new information becomes available and details may change from the time of this printing. Please contact TC Energy with any questions. TC Energy considers the language needs of those persons and communities potentially affected by its projects, and aims to identify and use where appropriate, both French and English during its engagement activities in order to help ensure their effectiveness.