

**AGENDA  
COUNCIL MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
Tuesday, October 13, 2026  
3:00 pm  
Council Chambers**

A. ADOPTION OF AGENDA

B. DELEGATION

C. MINUTES/NOTES

1. Council Committee Minutes
  - September 22, 2026
2. Council Meeting Minutes
  - September 22, 2026
3. Coffee with Council – Division 3
  - September 17, 2026

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

September 22, 2026 – Tabled from Meeting

- a) Pincher Creek & District Chamber of Commerce
  - Which Councillors would like to attend?

September 9, 2026 - Special Council – Joint Budget

- b) Kootenai Brown Historical Park
  - Letter sent by Town for Budget Requirements, sent July 15, 2026
  - Letter Kootenai Brown Historical Park, received on September 23, 2026
  - Additional Financials by Kootenai Brown Historical Park, received on October 2, 2026

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

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

G. ADMINISTRATION REPORTS

1. Operations

- a) Public Works Department Report
  - Report from Public Works dated October 7, 2026
  - Schedule A – Shop/Fleet Report
  - Landfill Road Reconstruction
- b) Public Works, Infrastructure and Utilities Road Tour with Council
  - Report from Public Works, Infrastructure and Utilities, dated October 7, 2026
- c) Utilities and Infrastructure Report
  - Report from Utilities and Infrastructure, dated October 8, 2026

2. Finance

3. Planning and Community Services

- a) Bylaw No. 1374-26 - Land Use Bylaw Amendment (Sapeta Pit)
  - Report from Development, dated October 5, 2026
- b) Rescheduling of November Municipal Planning Commission Meeting
  - Report from Development, dated October 5, 2026
- c) Enforcement Services – Third Quarter (Q3) Report
  - Report from Community Peace Services, dated October 7, 2026

4. Municipal

- a) CAO Report
  - Report from Administration, dated October 8, 2026
- b) Special Council Meetings (Joint Meetings with Town of Pincher Creek)
  - Report from Administration, dated September 24, 2026
- c) 2028 Coffee with Council dates
  - Report from Administration, dated September 28, 2026
- d) Pincher Creek Regional Emergency Management Organization 2027 Operating Budget
  - Report from Administration, dated October 8, 2026
- e) Bylaw No. 1378-26 The Regional Airport Committee Advisory Bylaw
  - Report from Administration, dated October 8, 2026

#### H. CORRESPONDENCE

##### 1) For Action

- a) Castle Mountain Resort
  - Request for Sponsorship for New Year's Eve Fireworks
- b) Hudson Bay Route Association
  - Invitation to Attend AGM

##### 2) For Information

- a) Waterton Biosphere Region Meeting
  - Community Information Meeting (Grizzly Bear)
- f) Patton Park Committee
  - Thank you to MD

#### I. NEW BUSINESS

#### J. CLOSED MEETING SESSION

- a) Don Hughes Aircraft Services - Writ Expiry – ATIA Sec. 29.1
- b) Follow-Up Information – Town Healthcare Committee – ATIA Sec. 29.1
- c) Town of Pincher Creek Resident's Dust Concern – ATIA Sec. 29.1

#### K. ADJOURNMENT

MINUTES  
 REGULAR COUNCIL COMMITTEE MEETING  
 MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
 Tuesday, September 22, 2026  
 11:00 am  
 Council Chambers

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

Staff: CAO Roland Milligan, Acting Director of Corporate Services Brendan Schlossberger, Utilities & Infrastructure Manager David Desabrais, Public Works Manager Alan McRae, Community Peace Officer Robyn Potter, Development Officer Laura McKinnon and Executive Assistant Jessica McClelland.

Reeve Rick Lemire called the meeting to order, the time being 11:00 am.

#### 1. Approval of Agenda

Councillor Dave Cox

Moved that the agenda for September 22, 2026, be approved as presented.

Carried

#### 2. Delegations

#### 3. Closed Session

Councillor Jim Welsch

Moved that Council move into closed session to discuss the following, the time being 11:01 am.

- a) Land Use Bylaw – Non-Compliance (NE 14-5-1 W5) – ATIA Sec. 29.1
- b) Airport Committee Update – ATIA Sec. 29.1

Carried

Councillor John MacGarva

Moved that Council move out of closed session, the time being 12:06 pm.

Carried

#### 4. Round Table

- Miistakis Institute presentation during last planning session
- Fire Guarding/Fire Smarting in Castle Mountain Resort
- Request from Chinook Area Land Users Association (CALUA) to attend Council meeting *\*will be attending in October*
- Discussion with residents over curling rink
- Discussion with gas co-op over finance charges for utilities

REGULAR COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
TUESDAY SEPTEMBER 22, 2026

- Misinformation from residents regarding data centre *\*MD to date does not have an application*
- Thanks for Burmis Hill road repair
  - o Discussion over alternate dust suppression products
- ALUS Road Tour discussion
- Curling Club update *\*to be discussed further in Council closed session*
- Road approach concern/farming to edge of MD road

5. Adjournment

Councillor John MacGarva

Moved that the committee meeting adjourn at 1:00 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

MINUTES

10160

MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

REGULAR COUNCIL MEETING

SEPTEMBER 22, 2026

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, September 22, 2026, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

- PRESENT

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

CAO Roland Milligan, Acting Director of Corporate Services Brendan Schlossberger, Development Officer Laura McKinnon, Utilities & Infrastructure Manager David Desabrais, Public Works Manager Alan McRae, and Executive Assistant Jessica McClelland.

Reeve Rick Lemire called the meeting to order at 3:00 pm.

A. ADOPTION OF AGENDA

Councillor John MacGarva26/379

Moved that the agenda for September 22, 2026, be amended to include:

Action:

- f) Foothills Metis District 1 – Request for Donation
- g) Invitation to Tour Legislature Building During RMA

Closed:

- a) Pincher Creek Curling Club Update – ATIA Sec. 29.1

AND THAT the agenda be approved as amended.

Carried

B. DELEGATION

C. MINUTES

- 1) Council Committee Meeting Minutes – September 8, 2026

Councillor Tony Bruder26/380

Moved that the minutes of the Council Committee Meeting of September 8, 2026, be approved as presented.

Carried

- 2) Council Meeting Minutes – September 8, 2026

Councillor Jim Wesch26/381

Moved that the minutes of the Council Meeting of September 8, 2026, be approved as presented.

Carried

- 3) Special Council Meeting Minutes – September 9, 2026

Councillor Jim Welsch26/382

Moved that the minutes of the Special Council Meeting of September 9, 2026, be amended to revise resolution 26/377 to read \$233,627.50,

AND THAT the minutes be approved as amended.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 September 22, 2026

D. UNFINISHED BUSINESS

E. BUSINESS ARISING FROM THE MINUTES

1. Delegations from September 8, 2026:

a) South Canadian Rockies Tourism Association

Councillor Tony Bruder 26/383

Moved that Council contribute \$12,500 towards the South Canadian Rockies Tourism Association for 2027,

AND THAT this amount be budgeted for 2027.

Carried

b) Pincher Creek Food Centre

Councillor Jim Welsch 26/384

Moved that the presentation from the Pincher Creek Food Centre at the Council Committee Meeting on September 8, 2026, be received as information.

Carried

F. COMMITTEE REPORTS / DIVISIONAL CONCERNS

1. Councillor Tony Bruder – Division 1
  - (others that all of Council was involved in)
  - Pincher Creek & District Library
  - Pincher Creek Food Centre discussion on potential community garden
2. Reeve Rick Lemire – Division 2
  - Healthcare Committee
  - Bringing Hearts Home (Cardiac Care Centre in Lethbridge)
  - Healthcare Committee
  - Grand Opening – Fire Hall
3. Councillor Dave Cox– Division 3
  - Foothills Little Bow
  - Police Advisory Committee – Youth Justice Presentation
  - Grand Opening – New Fire Hall
  - Castle Mountain Community Association
4. Councillor Jim Welsch - Division 4
  - Police Advisory Committee – Youth Justice Presentation
  - Miistakis Institute presentation during planning session
  - Alternative Land Use Services (ALUS) Tour
  - Police Advisory Committee
  - Foothills Little Bow
5. Councillor John MacGarva – Division 5
  - Pincher Creek Regional Emergency Management Organization (PCREMO)
  - Miistakis Institute presentation during planning session
  - Police Advisory Committee – Youth Justice Presentation
  - Alternative Land Use Services (ALUS) Tour
  - Healthcare Committee
  - Coffee with Council – Division 5
  - Foothills Little Bow

Councillor Dave Cox 26/385

Moved to accept the Committee Reports as information.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 September 22, 2026

G. ADMINISTRATION REPORTS

1. Operations

a) Public Works Operations Report

Councillor Tony Bruder 26/386

Moved that Council receive the Public Works Operations Report, including Schedule A – Shop/Fleet Report, for the period August 31, 2026, to September 13, 2026, as information.

Carried

b) Utilities & Infrastructure Report

Councillor Dave Cox 26/387

Moved that Council receive the Utilities & Infrastructure report for August 29, 2026, to September 16, 2026, as information.

Carried

2. Finance

3. Development and Community Services

a) Municipal District of Willow Creek No. 26 - Notice of Public Hearing Proposed Bylaw 2040

Councillor Jim Welsch 26/388

Moved that, as Council has no further concerns with the application, the Public Hearing Notice and Bylaw No. 2040 from the MD of Willow Creek be received as information.

Carried

b) Letter to Alberta Environment and Protected Areas - Changes to the Code of Practice for Pits & Impacts of Bill 28

Councillor Tony Bruder 26/389

Moved that the letter from the MD of Pincher Creek to Alberta Environment and Protected Areas regarding Changes to the Code of Practice for Pits & Impacts under Bill 28 be received as information.

Carried

c) Lundbreck Train Whistling Cessation Application

Councillor Tony Bruder 26/390

Moved that, with regard to the request for train whistle cessation at Mile 71.45, Range Road 2-0 crossing, administration be directed to contact the concerned resident to confirm whether they would incur the cost of changing signage and annual insurance,

AND if so, the MD would be willing to move forward with the application for train whistle cessation.

Carried

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 September 22, 2026

d) ISED Telecommunications Siting Protocol Changes

Councillor Dave Cox 26/391

Moved that Council direct administration to proceed with the letter to Innovation, Science and Economic Development Canada regarding telecommunications changes.

Carried

4. Municipal

a) CAO Report

Councillor Jim Welsch 26/392

Moved that Council receive the CAO Report for the period September 4, 2026, to September 17, 2026, as information.

Carried

b) In-Kind Request to Accompany Rural Crime Watch Grant Request

Councillor Jim Welsch 26/393

Moved that Council commit to a \$5000 'In-Kind' contribution for the installation of Rural Crime Watch Signage within the MD, to demonstrate municipal support of the MD of Pincher Creek Rural Crime Watch's grant application to the Community Foundation of Lethbridge and Southwestern Alberta.

Carried

c) Review of C-CO-005 Municipal Boards, Committees and Appointments

Councillor Tony Bruder 26/394

Moved that Council approve updated policy C-CO-005 Municipal Boards, Committees and Appointments.

Carried

H. CORRESPONDENCE

A. For Action

a) Southern Alberta Partnership 2027 Aerial Orthophoto Project - Request for Resolution to Participate

Councillor Tony Bruder 26/395

Moved that Council hereby agrees to participate in the Southern Alberta Partnership 2027 Aerial Orthophoto Project and authorizes the Municipal District of Willow Creek No. 26 to act as the managing partner for the Project on our behalf.

Carried

b) Royal Canadian Legion Pincher Creek Branch - Request for Permission

Councillor Jim Welsch 26/396

Moved that Council authorize the Pincher Creek Branch #43 Members and Pincher Creek Branch #43 Ladies Auxiliary Members the following:

Minutes  
 Council Meeting  
 Municipal District of Pincher Creek No. 9  
 September 22, 2026

- 1) To canvas businesses, individuals and organizations beginning October 16, 2026, for the sale of wreaths and donations to the Royal Canadian Legion Pincher Creek Branch #43 Poppy Fund,
- 2) To distribute poppy boxes, as soon as authorized by Dominion Command, Saturday, October 24, 2026,
- 3) Youth Groups to canvas the residential areas with poppies on the first Saturday in November, and
- 4) Declare September 20 to 27 as Legion Week and November 5 to 11 as Veteran Week and recognize November 8 as Indigenous Veterans Day.

Carried

c) Kootenai Brown's Spooky Town - Invitation to Participate

Councillor Dave Cox 26/397

Moved that Council authorize staff attendance and associated costs to Kootenai Brown's Spooky Town on October 31, 2026.

Carried

d) Commanding Officer of Alberta RCMP - Request for Meeting During RMA

Councillor Jim Welsch 26/398

Moved that administration contact the local Sergeants to discuss local concerns, prior to arranging a meeting with the Commanding Officer of Alberta RCMP during RMA.

Carried

e) Pincher Creek & District Chamber of Commerce - Request for Sponsorship Awards of Excellence

Councillor John MacGarva 26/399

Moved that Council partner as a gold sponsor for the Pincher Creek & District Chamber of Commerce 31<sup>st</sup> Annual Awards of Excellence on Friday, October 23, 2026 at a cost of \$800, with the amount to be taken from Grants to Groups,

AND THAT administration bring the invitation back to the October 13, 2026, Council meeting to discuss Council attendance at the event.

Carried

f) Foothills Metis District 1 – Request for Donation

Councillor Tony Bruder 26/400

Moved that the Foothills Metis District 1 request for donation be received as information.

Carried

g) Invitation to Tour Legislature Building During RMA

Councillor Dave Cox 26/401

Moved that all of Council be authorized to attend a tour of the Legislature Building during RMA.

Carried

B. For Information

Minutes  
Council Meeting  
Municipal District of Pincher Creek No. 9  
September 22, 2026

Councillor Jim Welsh 26/402

- a) Heritage Acres Farm Museum  
- Letter of Thanks

Moved that the following be received as information:

Carried

I. NEW BUSINESS

J. CLOSED SESSION

Councillor Jim Welsh 26/403

Moved that the Council move into closed session to discuss the following, the time being 4:50 pm.

- a) Curling Club Update Discussion – ATIA Sec. 29.1

Councillor Jim Welsh 26/404

Moved that Council move out of closed session, the time being 5:25 pm.

Carried

Councillor Tony Bruder 26/405

Moved that administration be directed to meet with the Curling Club executives, as discussed in closed.

Carried

K. ADJOURNMENT

Councillor John MacGarva 26/406

Moved that Council adjourn the meeting, the time being 5:25 pm.

Carried

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REEVE

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CHIEF ADMINISTRATIVE OFFICER

Coffee with Council – Division 3  
 Tuesday, September 17, 2026  
 6:00 pm  
 Lundbreck Hall

Attendees:

Reeve Rick Lemire, Deputy Reeve Tony Bruder, Councillors Dave Cox, John MacGarva and Jim Welsch, CAO Roland Milligan, Public Works Manager Alan McRae, Community Peace Officer Robyn Potter and Executive Assistant Jessica McClelland.

Audience:

Approximately 10 residents from the Division 5 and 3 area

Welcome from Divisional Councillor John MacGarva

- Welcomed all to the meeting and thanked everyone for coming out.
- Introduced Councillors and MD staff.
- Reminder that the meeting is for all topics.

Highway 3 Concerns

- Highway is noticeably busier in past few years
- Major deterioration of pavement between Crowsnest Pass and Pincher Creek
- Request to Council to advocate for travellers and residents for Government to upgrade the highway and further twinning for safety
  - Council has held meetings with the Minister of Transportation, sharing similar concerns
  - Requested a future meeting during the Rural Municipalities conference
  - Suggested to residents to write letters to the Minister to express concerns
- Section at Lundbreck – can Council make it a 70km zone like Pincher Station
  - This is the jurisdiction of the Provincial Government, not Local
  - Based on traffic numbers, Highway 6 (at Pincher Station) sees a lot more traffic than the Lundbreck turnoff
  - Perhaps once the new school is built?
- Section at North Burmis – dangerous for residents turning up that road from Highway
  - Traffic count from Province shows less than 400 vehicles turning off road
  - Council has expressed safety concerns to Province regarding this section of road as well

Game fencing discussion

- Animals are getting stuck on road
- Fish and Wildlife are unable/unwilling to assist
  - Council shares concerns on fencing
  - Public and local Government were not consulted on the project
  - Tracking has shown animals are going as far as Crowsnest Lakes to cross the highway and come back
- Are there going to be more animal crossings? Suggestion of an animal overpass
  - Highway 3 is designed as a high load capacity due to the mines, can't have structures over a certain height

Pincher Creek Curling Club

- Was it a loan or a grant?

- o Agreement with the MD is that if the Curling Club received the main grant, the money would be repaid
- Will it be multipurpose? Or just a curling rink
  - o Plans from the organization is to have it as a multipurpose facility
  - o Floor is concrete, unlike the original building, allowing for more uses in off-season
  - o Town/MD purchased interlocking flooring for sports usage, and it has been utilized in the arena for the past few summers to allow for rentals and multiple indoor sports
  - o Schools are closed in summer, making rentals of gyms difficult
- Would there be a charge to rent the curling rink in off-season?
  - o Yes, the club makes their own rules as it owns it, but plans are to run it like a business
  - o Many classes have added curling to their physical education programs
  - o Town/MD purchased the ice plant a few years ago, knowing it can be moved and used at a new location

#### New School proposal

- o Livingstone Range School Division has hosted a public meeting
  - o New location still in discussion at Provincial level
  - o Concerns around gym size, but due to student numbers the school doesn't qualify for a larger gym
  - o Local group is currently fundraising to establish the funds for a larger gym
- School is only allowed so many "out of district" children, without more housing in Lundbreck, school numbers can't increase
  - o MD would consider potential developments for housing, but doesn't own more land
  - o Only land MD owns is currently Patton Park
  - o Land for school and utilities would be at the expense of the MD

#### Affordable Housing

- Is MD looking to develop family housing?
  - o Council aren't land developers but would be open to a developer for family housing
  - o Town/MD/Cowley share the Pincher Creek Foundation, which maintains affordable housing projects in the Town
- Women's shelter has a waiting list
- Affordable housing has a waiting list
  - o MD is aware of the struggles, and many communities are facing the same housing shortage
  - o Discussion over what developers have done in other communities
- Is MD looking at developing more seniors facilities?
  - o Crestview Lodge is presently full
  - o Whispering Winds has been renting to younger people, just to fill the rooms
  - o Businesses are looking for housing for workers
  - o MD is seeing more applications for second houses, as people are staying on farms and aging in place
- Would MD consider tax incentive for multigenerational homes?
  - o Government already has programs and tax incentive for aging in place
  - o This isn't a tax issue; it's a mindset. Most families don't want to live with parents (and vice versa)
  - o Facilities are available, but perhaps not affordable
  - o Define "affordable"

## Coffee with Council – Division 5

Tuesday September 17, 2026

- Vista Village has empty rooms they started renting to staff
- Rural Physician group has rented housing to rotate Doctors through the community for years
- Crowsnest Pass has talked about building a “Health Campus” to live and learn rural medicine
- Could have potential for new rural health care providers
- If Grassy Mountain is approved, Lundbreck could see more development
- Lundbreck Hamlet Study showed potential for development around the hamlet but would up to developers to make this happen; MD doesn’t own land
- Other municipalities gave tax incentives to developers to incentivize projects; MD would be willing to look at this option

### Data Centre

- What is the update on CAPTUS Project?
  - Lots of misinformation online
  - MD has nothing to report, to date there is no application submitted to the MD
  - CAPTUS wants to generate power but presently doesn’t have a partner to do this
  - Currently, they own 870 acres zoned heavy industrial – zoning has not changed
- Residents' concern about utilities and water
  - As soon as the MD has an application, public process would begin
  - MD made changes to Land Use Bylaw to regulate items such as light, noise and vibrations to protect the lands and be proactive
  - Windmills and Shell pay close to \$4 million in taxes annually
- How much control does MD have for Data Centres?
  - MD doesn’t have control over AUC (Alberta Utilities Commission)
  - MD can have more control through development process and Land Use Bylaw
  - Difference process than a windfarm
  - Current proposed project can’t be the size of other areas due to infrastructure

### Cutting Trees on Roadways

- Request to look at North Burmis road as some trees and brush is overgrown

### Weed Control Costs

- This would be Agricultural Services Department
- Changes in 2026 to the program new Fieldman has only been in place for 6 months
- Sale of weed spray was due to changes with the Province and the MD being out of line with guidelines
- Is the program worth the tax money? Seems to have a lot of staff
  - MD is legislated to take care of weeds
- Neighbors weeds causing issues, can MD assist?
  - Through a weed notice, but can’t just go on private land to deal with

### Rural Crime Watch

- Community Peace Officer assisting with the Rural Crime Watch organization – next meeting on September 23
- Actively chasing funding to allow for more signage in the community
- Statistics show that you are 38% less likely to have issues if you have a rural crime sign visible
- Mostly, communication has increased between neighbours
- All enforcement agencies are involved (RCMP, Sheriffs, etc)

Coffee with Council – Division 5  
Tuesday September 17, 2026

Meeting concluded at 7:37 pm.



### 2026 Schedule of Events:

MD is Gold Sponsor - 8 tickets

- **5:00 PM** - Doors Open
- **5:15 PM** - Cocktails & Bar Service Begins, Lemonade, Mingling
- **6:00 PM** - Dinner
- **7:00 PM** - Awards of Excellence Presentation
- **8:00 PM** - Dessert, Bar Service Resumes, Mingling, Dancing
- **9:30 PM** - Last Call

A DJ will provide music throughout the event and an opportunity for dancing at the end of the evening.

### Individual Tickets

\$65 - Chamber Member

\$75 - Non-Chamber Member

**Tables of 8** - \$460 (Chamber Members Only)

**Location:** Pincher Creek Community Hall

### Who are we supporting at this event?

- Pincher Creek & District Chamber of Commerce
- Local businesses and the Pincher Creek business community
- The Bar & the Aftermath Clean-up Crews are local not-for-profit organizations.

***We thank you in advance for your support and***

***we look forward to seeing you at the 2026 Awards!***



## TOWN OF PINCHER CREEK



### MUNICIPAL DISTRICT of PINCHER CREEK NO. 9

July 15, 2026

Pincher Creek and District Historical Society  
Box 1226  
Pincher Creek, Alberta  
ToK1Wo  
Mail.kbpv@gmail.com

Dear Board Members:

The Town of Pincher Creek and the Municipal District of Pincher Creek No. 9 are in the process of preparing their respective budgets. To facilitate this process please provide the Town of Pincher Creek with an estimated budget for 2027 by August 28, 2026 as well as your most current independently reviewed financial statement so your budget requests can be considered.

The Joint Council will be holding a meeting on Wednesday, September 9, 2026, and we ask that you attend at 7:00 p.m. to present your 2027 budget request. The meeting will be held in Council Chambers at the Town Hall, 962 St. John Avenue, Pincher Creek. Please allow 15 minutes for your presentation, followed by 15 minutes for questions from Council.

If you have any questions or cannot attend this meeting, please contact the undersigned.

Yours truly,

*Carolina Hunsperger*

Carolina Hunsperger  
Executive Assistant  
Town of Pincher Creek  
Telephone: 1-403-627-3156  
Email: executiveassistant@pinchercreek.ca



## Pincher Creek & District Historical Society Kootenai Brown Historical Park

1037 Bev McLachlin Drive  
P.O. Box 1226, Pincher Creek, AB T0K 1W0  
403-627-3684 mail.kbpv@gmail.com

September 15, 2026

Mayor and Council, Town of Pincher Creek  
Reeve and Councillors, Municipal District of Pincher Creek

RECEIVED

SEP 23 2026

M.D of Pincher Creek

Dear Fellow Pincher Creekers,

Please find enclosed a copy of The Story of Kootenai Brown Historical Park – 2026. This document tells the story of the museum over the past year, the work we have undertaken in our community, and our vision for 2027.

The paperwork presented to Joint Council on September 9, 2026, was prepared using the same format and information that the Pincher Creek & District Historical Society has provided for our Joint Council presentations for the past 25 years that I have served as President of the Society. This is also the same information we use when completing our annual return to Alberta Registries and our Registered Charity Information Return to the Canada Revenue Agency.

I was happy to prepare this updated version for 2026 because I believe it tells the story of what actually happens at Kootenai Brown Historical Park. It shows the tremendous amount of work that goes into operating the museum, the many programs and events we provide, the partnerships we build, the visitors we welcome, and the ways in which we work hard to contribute to our community.

Behind the numbers are many volunteers, staff members, students, community partners and supporters who give their time and energy to make the Park successful. We are proud of what we have accomplished in 2026, but we also recognize that maintaining and operating a heritage facility of this size comes with significant costs.

With this in mind, I would respectfully ask that you reconsider the grant amount awarded to the Pincher Creek & District Historical Society and restore our annual funding to \$35,000. This support is very important to us — and, quite honestly, vital to our ability to continue operating at the level our community and visitors have come to expect.

We are proud to be part of Pincher Creek and are committed to continuing to preserve our history, provide meaningful programming, welcome visitors and contribute to the community we all call home.

Thank you for taking the time to consider our request and for your continued support of Kootenai Brown Historical Park.

Sincerely,

  
Colleen Casey-Cyr

President, Pincher Creek & District Historical Society

# Pincher Creek & District Historical Society

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Joint Council Funding Information Package | Kootenai Brown Historical Park | 2026–2028

## 1. Statement of Purpose

The purpose of the Pincher Creek & District Historical Society is to preserve, present, and promote the human history of the Pincher Creek area.

For the purposes of the Society, the Pincher Creek area includes the Town of Pincher Creek and its trading area, including the Municipal District of Pincher Creek, Cowley, the southern portion of the Porcupine Hills, Piikani First Nations Reservation, Waterton Lakes National Park, and the Alberta Forestry area between Waterton Lakes National Park and Crowsnest Pass.

The Society's responsibility is to preserve and present the human history of this area, from the earliest times to the present day.

To fulfill this purpose, the Society develops and operates programs and facilities that promote local history and make that history accessible to the public. These include the operation of Kootenai Brown Historical Park, museum and archival services, historical research and programming, educational activities, exhibits, collections management and heritage awareness initiatives.

All programs and activities are intended to be publicly accessible and designed to provide opportunities for both education and enjoyment.

## 2. Board of Directors

Colleen Casey-Cyr – President

Kari Zieffle – Vice-President

Dan Crawford – Secretary

Francis Cyr – Director

Garnet Heinzig – Director

Tom Liscombe – Director

Treena Hagglund – Director

Gin Lupton – Director

The Board provides governance, financial oversight, strategic direction, policy and stewardship for the Society and Kootenai Brown Historical Park. Board members are volunteers who contribute their time, experience and knowledge to the long-term sustainability of the organization.

### **3. General Vision and Objectives**

The Society's overall vision is to actively preserve and share the history of the Pincher Creek area while providing a place where people can learn, participate, gather and connect with their community.

Our objectives include:

- Preserving and promoting the human history of the Pincher Creek area from the earliest times to the present.
- Developing and operating a heritage museum and historical park dedicated to preserving and promoting local history.
- Ensuring that the museum and historical park meet professional heritage facility requirements, including administration, archives, collections management, exhibit development, public programming, research and publications, artifact restoration and heritage building requirements.
- Promoting public interest in history through activities designed for both education and enjoyment.
- Encouraging and supporting research into local history and sharing that research through publications and programming.
- Promoting heritage awareness, heritage activities and preservation.
- Receiving and acquiring gifts, donations, legacies and items of financial or heritage value for museum and heritage purposes.
- Acquiring, purchasing, leasing or renting property and lands required to support museum and heritage objectives.
- Providing additional services and activities that support the Society's objectives.

We want Kootenai Brown Historical Park to remain a place where history can be experienced, discussed and understood, while providing opportunities for people of all ages to engage with the stories of the Pincher Creek area.

### **4. Staff and What They Do**

The operation of Kootenai Brown Historical Park relies on a small core staff, seasonal employees, contractors and volunteers.

Denise Somerville – Independent Contracted Bookkeeper  
Provides bookkeeping and financial administration.

Danin Lawrence – Operations Lead  
Oversees day-to-day operations, marketing, communications, event planning, scheduling, grants, rentals, the Country Store, Visitor Information services and general administration.

Gord Tolton – Outreach Coordinator and Historian  
Leads outreach programming and contributes local history knowledge to educational programs, interpretation and community activities.

Dinah Gaston – Archivist and Videographer

Oversees archival work, preservation and access to historical records, and works on video projects capturing local history and community stories.

Mallory Salmon – Intern

Assists with digitization, cataloguing and archival work.

Charles Ross – Maintenance, Security and Landscaping

Handles maintenance, security and landscaping throughout the Park and helps keep the historic site safe and presentable.

Seasonal Summer Students

In 2026, the Society employed six summer students from May through the end of August. Students receive training in local history, public speaking, interpretation and visitor services. They provide historical interpretation and guided tours, assist bus tours, work in the Garden Cafe, handle admissions and visitor services, provide tourist information, assist public events, perform general labour and maintenance, and help with painting, signs, props and exhibits. Senior students are also trained to assist with archives and cataloguing.

Volunteers

Volunteers donate their time and skills to special events, archival projects, maintenance, baking, programming and heritage work. The Society could not deliver the volume of programming and community activities that it does without this support.

## **5. What We Do With Joint Council Funding**

The Society relies on earned revenue, donations, grants, sponsorships, fundraising and municipal support to operate Kootenai Brown Historical Park.

2027 operating budget: \$290,000

Joint Council funding is an important operating foundation. Unlike many restricted grants, operating funding provides flexibility for the day-to-day costs of running a heritage facility.

The Society participates in a Casino event approximately every three years, providing approximately \$11,000 per year toward utilities and operating expenses, excluding staff wages. Grants and donations are important but can be difficult to secure and are often restricted.

Kootenai Brown Historical Park welcomes approximately 10,000 visitors each year, including local residents attending free-admission days and events such as Canada Day, Spooky Town, Open Doors Day and the Giant Cookie Sale. We also welcome close to 200 buses each year, with summer students providing historical interpretation and guided experiences. These bus tours and group visits generate admission and tour revenue while also bringing visitors into the community.

The Society employs six summer students during the tourism season and receives donations from corporations, private individuals and community members who believe in the mission of the Society.

The Park generates revenue through the licensed Garden Cafe and Country Store. The summer tourism season and final quarter, particularly Christmas, are our busiest revenue-generating periods. We also welcome close to 200 buses each year, with summer students providing historical interpretation and guided experiences. These bus tours and group visits generate admission and tour revenue while also bringing visitors into the community.

The Society is requesting \$50,000 annually in Joint Council funding. In 2026, the Society received \$35,000, creating a challenge in maintaining operations while continuing the programs and services expected by our community and visitors.

Joint Council funding helps us leverage additional funding, attract visitors, provide educational opportunities, preserve heritage resources and contribute to tourism and community activity in Pincher Creek.

## **6. 2026 Events, Partnerships and Grants**

2026 has been an exceptionally active year for the Pincher Creek & District Historical Society and Kootenai Brown Historical Park. Our programming has focused on bringing local history to life, providing opportunities for community members and visitors to experience the Park, and building strong partnerships.

### **2026 Events and Programs**

#### **January**

- January 30 – Afternoon Tea Party: 30 attendees.

#### **February**

- February 12 – Galentine's Day Dinner and Wine Tasting: 42 attendees, in partnership with Andrew Hilton Wine & Spirits.

#### **March**

- St. Patrick's Day High Tea: 16 attendees.
- March 15 – Pysanky Egg Decorating Class: 23 attendees.
- March 28 – Maple High Tea: 26 attendees.
- Basket Weaving Workshop: 12 attendees.

#### **May**

- May 2 – Open Doors Day: Free admission; 300 attendees.

#### **June**

- June 4 – Seniors Garden Tea Party: Reduced admission for seniors; 27 attendees.
- June 6 – BritsBest Car Show: Hosted the Calgary MG Car Club. Admissions were provided to the Pincher Creek Food Bank. Attendance: 119.
- June 19 – Indigenous Day at the Park: Free admission; 350 attendees. Napi Friendship Centre provided Indigenous dancers, fresh hot fry bread and Saskatoon berry soup.

#### **July**

- July 1 – Canada Day at Kootenai Brown Historical Park: Free admission; 1,503 attendees. A \$4,400 Celebrate Canada grant helped cover expenses. The Royal Canadian Legion

provided the Colour Guard. The Rotary Club provided materials and games for the Laff-Olympics, heritage-themed children's games. The Pincher Creek Family Centre provided children's activities.

- July 18 – Old Town Show Down: Family-friendly Wild West-themed event; 119 attendees. Partners included the NWMP Commemorative Troupe, Guns of the Golden West, Fort Whoop-Up Interpretive Society, Pincher Creek Emergency Services, Lethbridge Spinners, Jason Plain Eagle and Napi Friendship Centre. Contributions included historical displays, interpretive programming, demonstrations, fire brigade games, an Indigenous cultural display and bannock. Received a \$1,100 FCSS Special Projects Grant for participants and a \$100 private sponsorship.
- July 25 – Strawberry Summer Afternoon Tea: 18 attendees.
- July 30 – Talking Tombstones: Local residents portrayed impactful people from Pincher Creek's past, followed by dinner and presentations. Attendance: 50.

#### August

- August 8 – Fire, Water, Music & Magic: Our Diamond Anniversary: Free family programming including magician, face painter, emergency vehicle petting zoo and inflatable waterslide. Attendance: 210. Received \$1,000 Walmart grant for the waterslide and \$900 FortisAlberta grant for the magician. Your Dollar Store with More provided carnival game prizes.
- August 8 – Aly Williams and Friends Outdoor Concert: 40 attendees.
- August 15 – Lunch After the Parade: Garden Cafe served burgers, hot dogs and taco in a bag after the rodeo parade. Approximately 300 people attended.
- August 15 – Alberta Open Farm Days: Hosted as a site, providing washrooms, traveller information and Alberta beef burgers.
- August 28 – Alberta Day: Made Here, Celebrated Here: Free admission; 32 local vendors, crafters and artisans, live music and a screening of "Village People," a video series highlighting impactful residents of Pincher Creek and the surrounding area. Shown in the Turcotte Building. Attendance: 286. The Municipal District of Pincher Creek and the Town of Pincher Creek each secured a \$5,000 grant from provincial funding to support Alberta Day.

#### September

- September 8 – Queen Elizabeth II Afternoon Tea: 17 attendees.

#### Upcoming 2026 Programs

- October 4 – Connie Kaldor Outdoor Concert, in partnership with Heritage Acres Farm Museum.
- October 15 – Local Author Fred Stenson Book Launch: Free admission and refreshments.
- October 18 – Pink Tea for Persons Day.
- October 30 – Midnight Macabre: Adult-oriented after-hours paranormal experience. Partnering with Lost Things Distillery for spooky cocktails and piloting smaller paranormal and ghost-hunting sessions. Supported by the South Canadian Rockies Tourism Shoulder Season Grant for brochure development and professional DJ.
- October 31 – Spooky Town: Annual community trick-or-treat event. Last year approximately 800 children attended. Approximately 25 local businesses have committed to collaborating this year. Admission is by donation, with donations going to the Pincher Creek Food Bank. The South Canadian Rockies Tourism Shoulder Season Grant supports brochure

development and professional DJ rental.

- December 6 – The Largest Cookie Sale in Pincher Creek History: Volunteers will help produce more than 1,350 dozen cookies, plus pies, cakes, tarts and other treats.

#### Educational Programming

Education is an important part of the Society's mandate. Programming includes school visits, in-house history seminars and summer day camps. Combined, these programs have reached 1,872 participants so far in 2026.

Through our community outreach program, we visit Whispering Winds, Vista Village and Crestview to provide local history presentations. So far in 2026, these presentations have reached 275 attendees.

This outreach connects with seniors who may have limited mobility or difficulty visiting the Park and also provides opportunities for residents to share memories and experiences.

Total educational program attendance in 2026: 1,872 participants.

Senior outreach attendance in 2026: 275 participants.

We have received a \$5,000 FCSS Educational Grant to support educational programming.

#### Heritage Development

We are continuing development of the Stuckey's Farm Service Building, donated by a local community member. This project is the beginning of what we envision as "The Downtown East Side," a new section of Kootenai Brown Historical Park dedicated to additional heritage buildings, interpretation and stories from the history of the Pincher Creek area.

The Downtown East Side will allow us to expand the Park's ability to tell local stories and provide new spaces to explore and learn. The Stuckey's Farm Service Building is the first step in this long-term vision and will provide an opportunity to interpret the agricultural history of the Pincher Creek area.

#### Community Partnerships

Partnerships are an important part of how we deliver programming. Throughout 2026, partnerships have included Napi Friendship Centre, Calgary MG Car Club, Pincher Creek Food Bank, Andrew Hilton Wine & Spirits, NWMP Commemorative Troupe, Guns of the Golden West, Fort Whoop-Up Interpretive Society, Pincher Creek Emergency Services, Lethbridge Spinners, Jason Plain Eagle, Royal Canadian Legion, Rotary Club, Pincher Creek Family Centre, Your Dollar Store with More, Heritage Acres Farm Museum, Lost Things Distillery and many local businesses, vendors, artisans and volunteers.

#### 2026 Grants and Sponsorships

- Celebrate Canada Grant: \$4,400 – Canada Day programming
- Walmart Community Grant: \$1,000 – Diamond Anniversary waterslide
- FortisAlberta Community Investment Grant: \$900 – Diamond Anniversary magician
- FCSS Educational Grant: \$5,000 – Educational programming
- FCSS Special Projects Grant: \$1,100 – Old Town Show Down participant support
- The Municipal District of Pincher Creek and the Town of Pincher Creek each secured a \$5,000 grant from provincial funding to support Alberta Day.

- South Canadian Rockies Tourism Shoulder Season Grant: \$1,600 – Midnight Macabre and Spooky Town promotional brochure development and professional DJ
- Cavvy Energy Grant: \$2,000 – Electrical upgrades to heritage buildings
- Private Sponsorship: \$100 – Old Town Show Down
- Young Canada Works Internship: \$15,000 – one-year Assistant Archivist internship
- Young Canada Works: \$18,900 – three summer students working as Museum Interpreters
- Canada Summer Jobs: \$13,820 – three summer students working as History Museum Interpreters

Seeking grants and sponsorships is ongoing. These funds allow us to offer free or affordable community programming, bring performers and interpreters to the Park, support educational opportunities, involve community partners and make improvements to heritage buildings while reducing the amount that must come directly from our operating budget.

## 7. Marketing, Promotion and Community Reach

Marketing and promotion are important parts of our work at Kootenai Brown Historical Park. We use social media, our website, local print advertising and community posters.

### Social Media

We maintain an active Facebook presence with approximately 2,500 followers and continuing to grow. As of September 14, 2026, our Facebook page had received 69,421 views in the previous 30 days.

Our Instagram account has approximately 831 followers, with 4,700 viewers in the previous 30 days as of September 14, 2026.

Social media is particularly important for promoting Canada Day, Alberta Day, Old Town Show Down, Spooky Town, Midnight Macabre and our teas, workshops, concerts and educational programs.

### Website and Online Ticketing

Our website is powered by Wix and provides information about the Park, upcoming events and programming. It is also used for special event ticket sales, allowing visitors to plan and purchase tickets in advance.

### Local Advertising

We advertise major events in the local paper, Shootin' the Breeze, and distribute posters in high-traffic locations including the Town Office, Post Office, Co-op Mall, Library and Recreation Centre.

For major events, we use social media, newspaper advertising and physical posters to reach families, seniors, local residents and visitors.

### Building Awareness Through Partnerships

Event partners, organizations, businesses, performers, vendors and community groups often share event information through their own networks, extending our reach beyond our own following.

The Society is also a member of the Main Street Committee, a group dedicated to bringing more visitors and activity to the downtown core of Pincher Creek. Through this partnership,

we work with local downtown businesses and organizations to increase tourism traffic in the downtown core, encourage visitors to spend more time in Pincher Creek, and support local shops, restaurants and services.

Our goal is not simply to bring people through the gates of Kootenai Brown Historical Park, but to help bring people into Pincher Creek as a whole. By working with local businesses, tourism organizations and community groups, we can help create a stronger visitor experience and contribute to increased tourism traffic throughout the community.

## **8. Vision for 2027 and 2028**

After celebrating 60 years as the Pincher Creek & District Historical Society in 2026, we are looking ahead to the next two years with a strong sense of momentum. Our goal is to build on what we have accomplished while continuing to improve Kootenai Brown Historical Park as a place where people can learn, gather, celebrate and connect with the history of our community.

### **2027 – Building on Our Momentum**

In 2027, we plan to continue growing the programs and partnerships that have proven successful in 2026. We want to offer more educational opportunities, community events, workshops, outreach programs and tourism experiences while continuing to make the Park accessible and welcoming.

A major focus will continue to be the care and improvement of our 36 heritage buildings and seven-acre site. We will also strengthen archives and collections work, including digitization, cataloguing, research and exhibit development. With more than 50,000 artifacts and archival records, there is a tremendous amount of local history to preserve, organize and share.

Our educational programming will continue to grow, including school visits, in-house seminars, summer day camps and senior outreach. We will continue working with local businesses, tourism organizations, community groups, cultural organizations and other heritage facilities.

### **2028 – Pincher Creek's 150th Anniversary**

The year 2028 will be especially important as Pincher Creek celebrates its 150th Anniversary. The Society sees this as an opportunity to showcase the history of Pincher Creek and the surrounding area and welcome visitors from across Alberta and beyond.

One major development goal is a new exhibit space for our North-West Mounted Police (NWMP) collection. The Society has received a significant donation of NWMP artifacts and is working toward developing a dedicated exhibit building where these artifacts can be preserved, displayed and interpreted. Our goal is to have this exhibit ready for the community's 150th Anniversary celebrations in 2028.

### **Our Larger Vision**

Our vision is not simply to maintain what we already have. We want to continue building a heritage facility that is active, relevant and connected to the community.

We want Kootenai Brown Historical Park to be a place where a local family can spend an afternoon, where a student can experience history outside the classroom, where a senior can share a memory, where a tourist can learn something new about Pincher Creek, and where community organizations can come together to host events.

We also want the Park to play an increasingly important role in local tourism and economic development. Visitors who come to the Park contribute to the broader community by visiting local businesses, restaurants, accommodations and other attractions.

#### The Importance of Stable Funding

The Society will continue to pursue grants, donations, sponsorships and earned revenue. However, these sources are not guaranteed and often come with restrictions. Grants generally cannot replace the stable operating funding required to keep the Park running.

Joint Council funding provides that important foundation.

The \$50,000 annual contribution we are requesting from the Town of Pincher Creek and Municipal District of Pincher Creek would help us maintain stable operations while allowing us to pursue additional grants, sponsorships and partnerships. It gives us the ability to plan ahead rather than simply responding to immediate financial pressures.

Our 2026 experience has demonstrated what can happen when we have the foundation to build on. We have delivered major community events, reached thousands of people through educational programming, welcomed tourists and bus groups, developed new partnerships, secured outside funding and continued important heritage work.

With stable Joint Council support, we believe we can build on this momentum through 2027 and 2028 and make Kootenai Brown Historical Park an even stronger community, educational and tourism asset for Pincher Creek.

Our goal is simple: to preserve the history of our community, make it accessible to the people who live here, share it with the people who visit, and ensure that it remains available for generations to come.

# Pincher Creek & District Historical Society

## Financial Statements

Year Ending  
December 31, 2025

**DAS ACCOUNTING**  
**BOX 902**  
**PINCHER CREEK, AB. T0K 1W0**  
**403-627-7534**

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**COMPILATION REPORT**

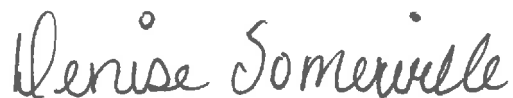
SEPTEMBER 30, 2026

To the Members & Board of Directors  
Pincher Creek & District Historical Society

As an independent Accounting Service, I have compiled the Balance Sheet and Income & Expense Report for the Pincher Creek & District Historical Society for the year ending December 31, 2025.

I have performed this engagement in accordance with Canadian Standards, which require me to comply with relevant ethical requirements. My responsibility is to assist Management in the preparation of their Financial Information.

An Audit or Review Engagement was not performed, nor required by the Societies Act of Alberta.



Denise Somerville, Accountant

**PINCHER CREEK & DISTRICT HISTORICAL SOCIETY**  
**INCOME & EXPENSES**  
**YEAR ENDING DECEMBER 31, 2025**

**REVENUE**

|              |                  |
|--------------|------------------|
| Donations    | \$15,278         |
| Grants       | \$55,779         |
| Sales Income | <u>\$207,363</u> |

**TOTAL REVENUE** **\$278,420**

**EXPENSES**

|                                |           |
|--------------------------------|-----------|
| Cost of Sales & Special Events | \$89,385  |
| Payroll Wages & Costs          | \$182,089 |

**TOTAL EXPENSES** **\$271,474**

**NET INCOME/PROFIT** **\$6,945**

**PINCHER CREEK & DISTRICT HISTORICAL SOCIETY**  
**BALANCE SHEET**  
**YEAR ENDING DECEMBER 31, 2025**

**ASSETS**

**CURRENT**

|                           |              |
|---------------------------|--------------|
| Cash & Bank Accounts      | \$42,269     |
| Accounts Receivable (GST) | <u>\$894</u> |
| Long Term Investments     | \$132,076    |

|                             |             |
|-----------------------------|-------------|
| Inventory                   | \$53,751    |
| Land/Buildings/Other Assets | \$1,384,899 |

|                     |                    |
|---------------------|--------------------|
| <b>TOTAL ASSETS</b> | <b>\$1,613,889</b> |
|---------------------|--------------------|

**LIABILITIES**

|                   |          |
|-------------------|----------|
| Accounts Payable  | \$3,663  |
| Deferred Revenue  | \$90,480 |
| Other Liabilities | \$57,141 |

|                         |                  |
|-------------------------|------------------|
| <b>TOTAL LIABILITES</b> | <b>\$151,284</b> |
|-------------------------|------------------|

**EQUITY**

|                   |             |
|-------------------|-------------|
| Members Equity    | \$1,501,006 |
| Retained Earnings | -\$45,346   |
| Net Income        | \$6,945     |

|                                       |                    |
|---------------------------------------|--------------------|
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>\$1,613,889</b> |
|---------------------------------------|--------------------|

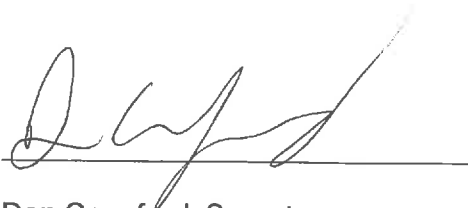
March 17, 2026

To: Members & Board of Directors  
Pincher Creek & District Historical Society

We, the undersigned, verify that we have received certain books and accounts of the Pincher Creek & District Historical Society for the period of January 1, 2025 to December 31, 2025 for review.

Our review consists of Bank Statements, Deposit Records, Investments, Cheques and other Banking information and Accounts Payable Files, randomly selected from the material supplied. Payroll Files and Employee Records were also reviewed.

After review, it is our opinion, the forgoing Income/Expense Statement and Balance Sheet represent a fair and accurate financial position of the Pincher Creek & District Historical Society.



Dan Crawford, Secretary

Signed &  
Dated: April 5, 2026



Kari Zieffle, Director

## HISTORICAL SOCIETY - CASINO

## Balance Sheet

As of 31 December 2025

|                                       | 31 Dec 25     |
|---------------------------------------|---------------|
| <b>ASSETS</b>                         |               |
| Current Assets                        |               |
| Chequing/Savings                      |               |
| Credit Union #6113351 - 006           | 546.96        |
| Total Chequing/Savings                | 546.96        |
| Total Current Assets                  | 546.96        |
| <b>TOTAL ASSETS</b>                   | <b>546.96</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |               |
| Equity                                |               |
| Retained Earnings                     | 11,403.97     |
| Net Income                            | -10,857.01    |
| Total Equity                          | 546.96        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>546.96</b> |

2:48 PM

2026-03-17

Cash Basis

# HISTORICAL SOCIETY - CASINO

## Profit & Loss

January through December 2025

|                 | Jan - Dec 25 |
|-----------------|--------------|
| Income          |              |
| Interest income | 2.13         |
| Total Income    | 2.13         |
| Expense         |              |
| GST Paid        | 451.17       |
| Utilities       |              |
| Heating         | 6,750.75     |
| Power           | 3,657.22     |
| Total Utilities | 10,407.97    |
| Total Expense   | 10,859.14    |
| Net Income      | -10,857.01   |

## The Pincher Creek And District Historical Society

## Balance Sheet

As of 31 December 2025

|                                                   | 31 Dec 25           |
|---------------------------------------------------|---------------------|
| <b>ASSETS</b>                                     |                     |
| <b>Current Assets</b>                             |                     |
| <b>Chequing/Savings</b>                           |                     |
| 101 · Credit Union #6113351                       | 17,679.95           |
| 102 · Bunny Bar Float                             | 150.00              |
| 105 · Cash Register Float                         | 175.00              |
| 106 · Petty cash                                  | 100.00              |
| 107 · Events Float                                | 400.00              |
| 108 · Plan 24 - #6113351-007                      | 14,508.57           |
| 109 · Garden Cafe Float                           | 175.00              |
| 115 · Bank - Local History Committee              |                     |
| 116 · Credit Union Acct                           | 6,607.92            |
| <b>Total 115 · Bank - Local History Committee</b> | <b>6,607.92</b>     |
| 120 · PCCU Shares                                 | 2,472.23            |
| <b>Total Chequing/Savings</b>                     | <b>42,268.67</b>    |
| <b>Other Current Assets</b>                       |                     |
| 121-1 · Alberta Plus Term Deposit                 | 32,076.16           |
| 123 · GST Refund Receivable                       | 894.06              |
| 124 · Investment Certificate                      | 100,000.00          |
| 130 · Inventory Books for resale                  | 32,477.40           |
| 131 · Inventory - Gift Shop                       | 21,273.88           |
| <b>Total Other Current Assets</b>                 | <b>186,721.50</b>   |
| <b>Total Current Assets</b>                       | <b>228,990.17</b>   |
| <b>Fixed Assets</b>                               |                     |
| 160 · Artifacts                                   |                     |
| 161 · Buildings                                   | 181,825.46          |
| 162 · Bronzes                                     | 16,641.04           |
| 163 · Other antiques                              | 26,112.81           |
| 164 · CPR Display                                 | 20,555.00           |
| 169 · Miscellaneous artifacts                     | 10,140.00           |
| <b>Total 160 · Artifacts</b>                      | <b>255,274.31</b>   |
| 170 · Capital Assets                              |                     |
| 171 · Land                                        | 199,395.00          |
| 172 · Main building - Beere Hall                  | 157,114.58          |
| 173 · Repair shop & tools                         | 29,764.00           |
| 174 · Pioneer Place                               | 566,683.07          |
| 175 · Office Furnishings & Equipment              | 57,333.69           |
| 176 · Landscaping                                 | 67,178.66           |
| 177 · Exhibit Buildings & Shelters                | 52,155.34           |
| <b>Total 170 · Capital Assets</b>                 | <b>1,129,624.34</b> |
| <b>Total Fixed Assets</b>                         | <b>1,384,898.65</b> |
| <b>TOTAL ASSETS</b>                               | <b>1,613,888.82</b> |
| <b>LIABILITIES &amp; EQUITY</b>                   |                     |
| <b>Liabilities</b>                                |                     |
| <b>Current Liabilities</b>                        |                     |
| Accounts Payable                                  |                     |
| 205 · Accounts Payable                            | 3,662.62            |
| <b>Total Accounts Payable</b>                     | <b>3,662.62</b>     |
| <b>Other Current Liabilities</b>                  |                     |
| 220 · Deferred Revenue                            |                     |
| 217 · Geneology Club Funds                        | 1,194.88            |
| 223 · Memorial donations                          | 43,155.40           |
| 227 · Cataloguing & Archives                      | 7,398.82            |

## The Pincher Creek And District Historical Society

## Balance Sheet

As of 31 December 2025

|                                    | 31 Dec 25    |
|------------------------------------|--------------|
| 229 · Village Patron Fund          |              |
| E · Cox House                      | 355.72       |
| A · Verigan Barn                   | 935.15       |
| C · Father Lacombe Hermitage       | 84.64        |
| D · Other Buidlings                | 3,185.80     |
| G · Berry House                    | 1,250.00     |
| H · Special Exhibits               | 2,174.00     |
| Total 229 · Village Patron Fund    | 7,985.31     |
| 242 · Bring It Home (Fire Hall)    | 21,932.21    |
| 243 · Village People Project       | 3,813.11     |
| 244 · Wind Project                 | 5,000.00     |
| Total 220 · Deferred Revenue       | 90,479.73    |
| 24000 · Payroll Liabilities        | 5,517.94     |
| Total Other Current Liabilities    | 95,997.67    |
| Total Current Liabilities          | 99,660.29    |
| Long Term Liabilities              |              |
| 235 · Reserve Capital Expenditures | 51,623.61    |
| Total Long Term Liabilities        | 51,623.61    |
| Total Liabilities                  | 151,283.90   |
| Equity                             |              |
| 290 · Members Equity               | 1,501,006.13 |
| 299 · Retained Earnings            | -45,346.21   |
| Net Income                         | 6,945.00     |
| Total Equity                       | 1,462,604.92 |
| TOTAL LIABILITIES & EQUITY         | 1,613,888.82 |

# The Pincher Creek And District Historical Society

## Profit & Loss

### January through December 2025

|                                         | Jan - Dec 25      |
|-----------------------------------------|-------------------|
| <b>Ordinary Income/Expense</b>          |                   |
| <b>Income</b>                           |                   |
| 300 · Info Centre Operating Funds       | 15,000.00         |
| 302 · Museum Operating Funds            | 15,000.00         |
| 303 · Grants - Govt of Canada           | 3,630.00          |
| 307 · STEP/SCP/WAGE REBATES             | 17,148.66         |
| 308 · FCSS-Education Program            | 5,000.00          |
| 320 · Donations                         | 15,278.30         |
| 324 · Bus Tours                         |                   |
| 324A · Admissions                       | 27,292.10         |
| 324B · Food Sales                       | 41,535.00         |
| 324C · Liquor & Pop Sales               | 2,333.79          |
| <b>Total 324 · Bus Tours</b>            | <b>71,160.89</b>  |
| 330 · Admissions                        |                   |
| 330A · Museum Admissions                | 33,108.50         |
| 330B · School Program Admissions        | 6,500.00          |
| <b>Total 330 · Admissions</b>           | <b>39,608.50</b>  |
| 331 · Interest income                   | 737.83            |
| 332 · Rental income                     | 6,891.50          |
| 335 · Memberships                       | 1,693.58          |
| 340 · Book rack                         | 1,827.15          |
| 344 · Garden Cafe Sales                 | 10,513.29         |
| 350 · Special events                    | 34,852.72         |
| 359 · Garden House Rental               | 4,000.00          |
| 360 · Museum sales                      |                   |
| 361 · Books                             | 8,782.86          |
| 362 · Brochures, Maps, Post Cards       | 187.50            |
| 364 · KBPV Gift Shop Sales              | 17,643.90         |
| <b>Total 360 · Museum sales</b>         | <b>26,614.26</b>  |
| 370 · Bunny Bar Sales - Pop & Liqore    | 6,196.05          |
| 371 · Consignment sales commission      | 2,831.47          |
| 376 · Cash over / (short)               | 434.87            |
| <b>Total Income</b>                     | <b>278,419.07</b> |
| <b>Cost of Goods Sold</b>               |                   |
| 660 · Cost of Museum Sales              |                   |
| 661 · Books for Resale                  | 173.16            |
| 662 · Misc. Gift Shop Purchases         | 523.39            |
| 664 · Food Purchases for Cafe           | 5,807.18          |
| 665 · Liquor Purchases                  | 2,882.50          |
| <b>Total 660 · Cost of Museum Sales</b> | <b>9,386.23</b>   |
| <b>Total COGS</b>                       | <b>9,386.23</b>   |
| <b>Gross Profit</b>                     | <b>269,032.84</b> |
| <b>Expense</b>                          |                   |
| 406 · Advertising                       | 3,126.80          |
| 407 · Artifacts/Cataloging Supplies     | 74.23             |
| 418 · Brochures & Lure Cards            | 350.00            |
| 421 · Bus Tours Expenses                |                   |
| 421A · Food Cost                        | 9,413.90          |
| 421B · Casual - Labor/Music             | 1,737.00          |
| <b>Total 421 · Bus Tours Expenses</b>   | <b>11,150.90</b>  |

**The Pincher Creek And District Historical Society**  
**Profit & Loss**  
January through December 2025

|                                       | Jan - Dec 25 |
|---------------------------------------|--------------|
| 433 · Display Shelving & Materials    | 6,450.00     |
| 435 · Education Program Expenses      | 1,256.83     |
| 440 · Events                          | 6,358.40     |
| 441 · Garden House Expenses           | 68.29        |
| 443 · Gardens & landscaping           | 293.88       |
| 444 · General Supplies                | 1,035.09     |
| 462 · Liability Insurance - Museum    | 5,645.74     |
| 465 · Janitorial Supplies             | 1,584.60     |
| 473 · License & permits               | 425.00       |
| 475 · Maintenance & Repairs           | 2,847.15     |
| 477 · Memberships Dues                | 560.00       |
| 486 · Office Supplies & Postage       | 6,062.17     |
| 493 · Professional fees               | 4,680.00     |
| 505 · Research & Outreach Programs    | 900.00       |
| 522 · Telephone, Fax, Internet        | 2,310.60     |
| 527 · Utilities                       |              |
| 528 · Heating                         | 4,262.28     |
| 529 · Power                           | 9,108.17     |
| 530 · Water, Sewer, Garbage           | 4,977.54     |
| Total 527 · Utilities                 | 18,347.99    |
| 531 · Employee/Volunteer Appreciation | 1,038.31     |
| 540 · Wages - Museum                  |              |
| 542 · Education Program               | 31,947.60    |
| 544 · Step/CSJ Summer Students        | 33,371.43    |
| 545 · Archive Assistant               | 11,306.04    |
| 546 · Office Administrator            | 30,276.72    |
| 547 · Archivist                       | 18,748.80    |
| 548 · Custodian                       | 15,669.00    |
| 549 · Garden Cafe                     | 20,422.00    |
| Total 540 · Wages - Museum            | 161,741.59   |
| 550 · Wage costs                      |              |
| 445 · Group Insurance                 | 1,236.76     |
| 460 · WCB - Museum                    | 910.49       |
| 6600 · Payroll Expenses               | 18,200.39    |
| Total 550 · Wage costs                | 20,347.64    |
| 555 · Bank / DR / CR Charges          | 3,597.69     |
| 700 · GST Paid                        | 1,834.94     |
| Total Expense                         | 262,087.84   |
| Net Ordinary Income                   | 6,945.00     |
| Net Income                            | 6,945.00     |

# The Pincher Creek And District Historical Society

## Profit & Loss Budget Overview

### January through December 2027

|                                       | Jan - Dec 27      |
|---------------------------------------|-------------------|
| <b>Ordinary Income/Expense</b>        |                   |
| <b>Income</b>                         |                   |
| 300 · Info Centre Operating Funds     | 15,000.00         |
| 302 · Museum Operating Funds          | 35,000.00         |
| 303 · Grants - Govt of Canada         | 4,000.00          |
| 307 · STEP/SCP/WAGE REBATES           | 30,000.00         |
| 308 · FCSS-Education Program          | 5,000.00          |
| 319 · Donations - Corporate           | 5,000.00          |
| 320 · Donations                       | 20,000.00         |
| 324 · Bus Tours                       | 34,000.00         |
| 330 · Admissions                      | 34,000.00         |
| 331 · Interest income                 | 150.00            |
| 332 · Rental income                   | 7,500.00          |
| 333 · Investment/Term Deposit         | 0.00              |
| 335 · Memberships                     | 500.00            |
| 336 · Research fees                   | 1,000.00          |
| 340 · Book rack                       | 2,000.00          |
| 343 · Casino Contributions            | 15,000.00         |
| 344 · Garden Cafe Sales               | 20,000.00         |
| 350 · Special events                  | 35,000.00         |
| 356 · Admin Fee - Head-Smashed-In     | 0.00              |
| 359 · Garden House Rental             | 8,400.00          |
| 360 · Museum sales                    | 47,625.00         |
| 371 · Consignment sales commission    | 3,000.00          |
| <b>Total Income</b>                   | <b>322,175.00</b> |
| <b>Cost of Goods Sold</b>             |                   |
| 660 · Cost of Museum Sales            | 30,000.00         |
| <b>Total COGS</b>                     | <b>30,000.00</b>  |
| <b>Gross Profit</b>                   | <b>292,175.00</b> |
| <b>Expense</b>                        |                   |
| 406 · Advertising                     | 2,500.00          |
| 435 · Education Program Expenses      | 1,200.00          |
| 440 · Events                          | 10,000.00         |
| 443 · Gardens & landscaping           | 500.00            |
| 444 · General Supplies                | 2,500.00          |
| 462 · Liability Insurance - Museum    | 7,500.00          |
| 465 · Janitorial Supplies             | 2,000.00          |
| 473 · License & permits               | 400.00            |
| 475 · Maintenance & Repairs           | 7,265.00          |
| 477 · Memberships Dues                | 660.00            |
| 486 · Office Supplies & Postage       | 5,000.00          |
| 493 · Professional fees               | 6,000.00          |
| 522 · Telephone, Fax, Internet        | 2,500.00          |
| 527 · Utilities                       | 22,475.00         |
| 531 · Employee/Volunteer Appreciation | 0.00              |
| 540 · Wages - Museum                  |                   |
| 541 · Curator                         | 0.00              |
| 542 · Education Program               | 30,000.00         |
| 544 · Step/CSJ Summer Students        | 22,000.00         |
| 546 · Office Administrator            | 52,500.00         |
| 547 · Curator/Archivist               | 61,425.00         |
| 548 · Custodian                       | 17,000.00         |
| 549 · Garden Cafe                     | 10,000.00         |
| <b>Total 540 · Wages - Museum</b>     | <b>192,925.00</b> |

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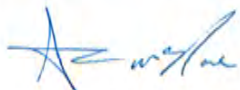
2026-07-28

Accrual Basis

**The Pincher Creek And District Historical Society**  
**Profit & Loss Budget Overview**  
January through December 2027

|                              | Jan - Dec 27 |
|------------------------------|--------------|
| 550 · Wage costs             |              |
| 445 · Group Insurance        | 0.00         |
| 460 · WCB - Museum           | 750.00       |
| 6600 · Payroll Expenses      | 25,000.00    |
| Total 550 · Wage costs       | 25,750.00    |
| 555 · Bank / DR / CR Charges | 3,000.00     |
| Total Expense                | 292,175.00   |
| Net Ordinary Income          | 0.00         |
| Net Income                   | 0.00         |

## Recommendation to Council

|                                                                                                    |             |                                                                                     |             |
|----------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------|-------------|
| <b>TITLE: PUBLIC WORKS DEPARTMENT REPORT</b>                                                       |             |  |             |
| <b>PREPARED BY: Jeremy Cartwright</b>                                                              |             | <b>DATE: October 5, 2026</b>                                                        |             |
| <b>DEPARTMENT: Public Works</b>                                                                    |             |                                                                                     |             |
| <b>ATTACHMENTS:</b><br><br>1.Shop/Fleet Report<br>2.Twp Rd 70- 800m road reconstruction PowerPoint |             |                                                                                     |             |
| <b>APPROVALS:</b>                                                                                  |             |                                                                                     |             |
|                   | Oct 6,2026  |   | 2026/10/07  |
| <b>Public Works Manager</b>                                                                        | <b>Date</b> | <b>CAO</b>                                                                          | <b>Date</b> |

**RECOMMENDATION:**

That Council accepts the Public Works Department Report for the period of September 14 to October 4, 2026, as information.

**Gravel Road Maintenance**

- Divisional Maintenance
- Road rip project on Landfill RD Twp 70
- Road rip project on RR 15 Yago's hill to remove rocks protruding from the road
- Hauled gravel to both Landfill RD and Yago's hill projects
- Repair hole on Skyline Road
- Pothole repair on RR292, RR292A

**Dust Control Program**

- Dust control on Willow Valley Road (Antelope Butte Ranch / Willow Valley Ranch)

**Vegetation Management**

- Mulched brush on old Shell Hwy
- Ditch mowing continued in Division 4/5 split

**Culvert Maintenance**

- Approach culvert replacement on 4<sup>th</sup> Ave in Pincher Station
- Approach culvert replacement on Twp 40 -Waterton Colony

## Recommendation to Council

### **Temporary Snow fence**

- T-post install for temporary snow fence installation

### **Bridge maintenance**

- Bridge strip decking repairs on BF# 74141 Summerview bridge
- Weed whipping around bridges in Division 5

### **Sign maintenance**

- Installed new school bus stop ahead sign on Maycroft Road

### **Hard Surface**

- Safety checks at Southfork
- Flagging crew for Summerview bridge strip decking

### **AES/Airport**

- Hauled water to AES/Airport

### **Park Maintenance**

- Spread topsoil on east side area within Patton Park

### **Training**

- Online Biz trainer courses
- Level 3 DK blading training- 2 operators
- Level 1 DK blading refresher training- 2 operators
- Level 1 DK blade training- 1 operator

### **EVENTS**

**JHSC meeting September 16.2026**

### **FINANCIAL IMPLICATIONS:**

**NONE**

## PUBLIC WORKS REPORT SCHEDULE "A"

### SHOP/FLEET OPERATIONAL REPORT



PREPARED BY: Brett Ackerman

DATE: October 05, 2026

DEPARTMENT: PUBLIC WORKS

ATTACHMENTS: N/A

#### SHOP/FLEET OPERATIONS SUMMARY: September 14, 2026 – October 04, 2026

##### Graders

*Unit # 61 (160)* – Batteries, circle maintenance.

*Unit # 26 (Mower)* – Tire replacement x 4.

*Unit # 65 (160)* – Rear window replaced.

*Unit # 57 (Mower)* – Blades replaced.

*Unit # 59 (Mower)* – Blades replaced.

*Unit # 71 (160)* – AC repairs, 500hr service.

##### Heavy Trucks/Trailers/Equipment

*Unit # 431 (Water)* – Windshield washer tank R&R, brake repairs.

*Unit # 422 (Hwy Tractor)* – Finalize rig up of new unit. Build chain hanger, MRF and 2-way, decals etc.

*Unit # Rental Scale* – Inspected for scale operation.

*Unit # Rental Panels* – Routine inspection, improved panel securement for travel.

*Unit # 421 (Hwy Tractor)* – PCV valve R&R, EGR valve codes.

##### Light Duty and Light Trailers

*Unit # 503 (3/4-Ton)* – Tires R&R.

*Unit # 505 (3/4-Ton)* – LOF. Tires R&R.

*Unit # 500 (3/4-Ton)* – Inspect for driver reported “clunking,” loose air dam repaired.

*Unit # 417 (1-Ton)* – New batteries installed.

*String Trimmers* – Tune ups, annual maintenance.

#### EVENTS –

- Winter equipment rig-up as per Policy C-PW-003 ongoing.
- CVIP on units # 418, 419, 421
- Glacier Equipment, Fort Macleod, supplied a JCB skid steer for demo.

# Landfill Road Reconstruction

800 Meters

September 21-25, 2026



# Ripping Road



Picture showing the hardness in the road in the top 4 inches. The hard surface is at the bottom of the picture .

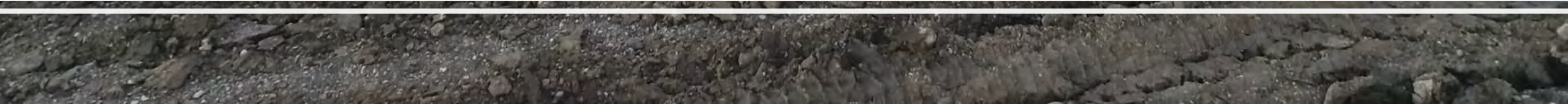


First step after the rip





V'ing out from different angle





V'ing out



Working in tandem

Windrowing to  
opposite shoulder



Continuing to stack  
material



Starting to make base level but continuing to stack material to opposite shoulder



# Levelling Base





Adding water to start  
the compaction  
process.

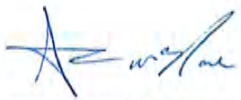


# First pass being laid out

- First grader is pulling from windrow and spreading to the shoulder, second grader is pulling from shoulder and spreading it back towards windrow.



## Recommendation to Council

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                     |                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------|--------------------------------|
| <b>TITLE:</b> <b>Public Works, Infrastructure and Utilities<br/>Road Tour with Council</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |                                |
| <b>PREPARED BY:</b> Alan McRae                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | <b>DATE:</b> October 7, 2026                                                        |                                |
| <b>DEPARTMENT:</b> Public Works and Infrastructure and Utilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                     |                                |
| Alan McRae                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | October 7, 2026                                                                     | <b>ATTACHMENTS:</b><br>1. NONE |
| Department<br>Supervisor (PW)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | Date                                                                                |                                |
| <b>APPROVALS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                     |                                |
| <div style="display: flex; justify-content: space-between; align-items: flex-end; padding: 10px;"> <div style="width: 25%;"> <br/> <hr/> <b>Department Director</b> </div> <div style="width: 25%;"> <div style="text-align: center;"> <hr/> <b>October 7, 2026</b><br/> <hr/> <b>Date</b> </div> </div> <div style="width: 25%;"> <br/> <hr/> <b>CAO</b> </div> <div style="width: 25%;"> <div style="text-align: center;"> <hr/> <b>2026/10/07</b><br/> <hr/> <b>Date</b> </div> </div> </div> |  |                                                                                     |                                |

**RECOMMENDATION:**

**That Council provide direction on whether there is interest in participating in a Public Works and Infrastructure & Utilities Road Tour with Administration prior to the onset of winter conditions, and if so, authorize Administration to coordinate the tour logistics and transportation arrangements.**

## BACKGROUND:

Public Works and Infrastructure & Utilities would like to conduct a road tour with Council and the CAO before winter conditions limit visibility on various project sites. The tour would provide Council with an opportunity to view completed and ongoing road projects, bridge-size culvert installations, drainage improvement projects, and park maintenance activities throughout the municipality.

The tour would allow Administration to highlight recent investments, discuss operational challenges and future priorities, and answer questions directly at project locations.

Should Council be interested in proceeding, Administration can investigate transportation options, including renting the Legion bus, utilizing the former Legion bus through OK Tire which they only ask for a donation to an area organization in OK Tires name, or transporting participants using Municipal vehicles.

**FINANCIAL IMPLICATIONS:**

Dependent on mode of transportation decided on.



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

### **UTILITIES & INFRASTRUCTURE REPORT**

#### **SUMMARY OF MAJOR UPDATES SEP. 17<sup>th</sup> – OCT. 7<sup>th</sup>**

##### **LARGE (PRE-2026) PROJECTS**

- BF 75481 reseed complete.
- Iron Creek contractor warranty/touchup work planned.

##### **LARGE 2027+ IMPLEMENTATION PROJECTS**

- BF 76203 revised landowner agreements under review.
- BF 673 prelim. eng. complete. Complex site. Requires discussion during 2027 budget prior to any additional funds spent.
- Beaver Creek Culverts: Geotech. awarded to confirm bore feasibility.
- BF 73608 estimate complete.

##### **STUDIES & PLANNING WORK**

- Regional Water and Wastewater Expansion & Upgrade Plan: ACP Intermunicipal grant drafted and submitted Oct. 1<sup>st</sup>.
- Regional Drought Study: 2<sup>nd</sup> draft received. Internal review continues with MPE. Options to be reviewed and discussed with Council.
- Southfork and Airport paving assessments expected back in next few weeks.

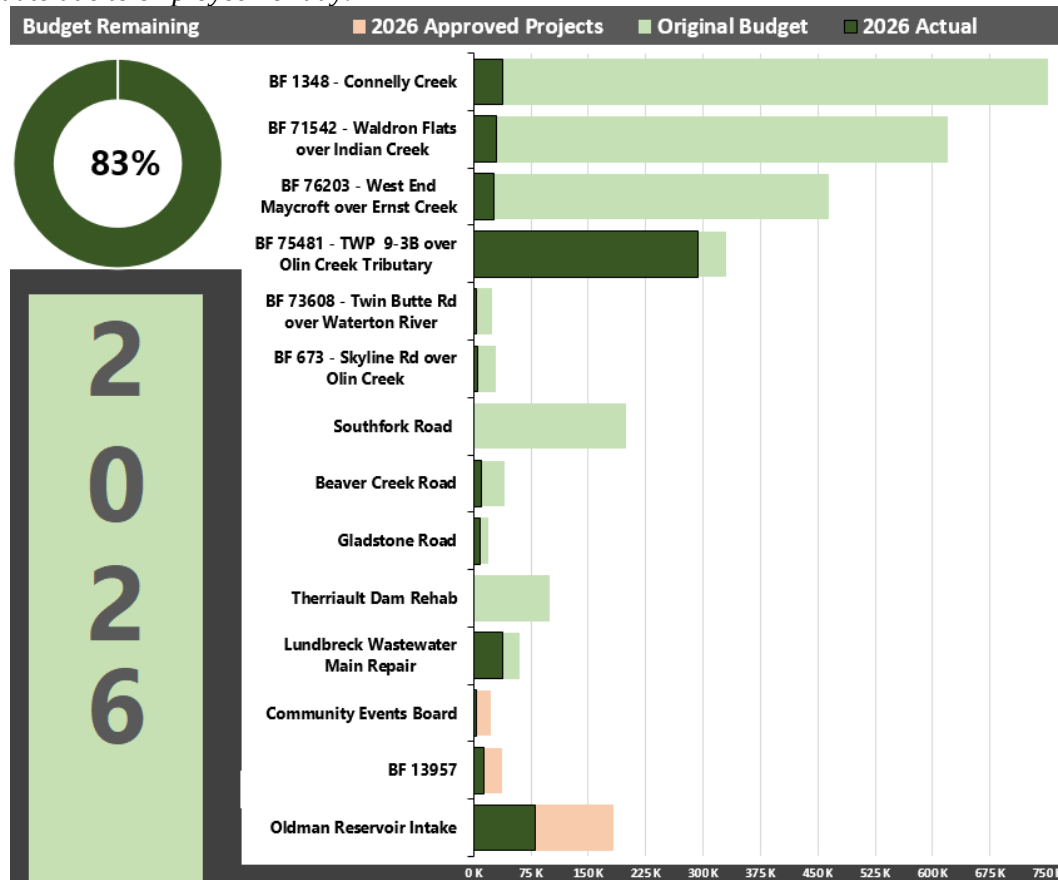
##### **OPERATIONS UPDATES**

- Seasonal shutdown and winterization activities underway.
- Lundbreck Lagoon release to start Oct. 15<sup>th</sup>.
- PC Standpipe control valve leak repaired in house with spare.
- Rural water service awarded to Westerra.
- Pump alignment and repair work completed at Castle Parks Booster and WTP.
- BM Lift Station Instrument Air Forcemain modifications complete – troubleshooting setup.
- Pine Creek pit termination & release agreement drafted – under review.
- Oct. 1, 2026 single stream recycling in effect, awaiting signage for Eco Center from Circular Materials.
- 3 way contract amendment for depot fully executed.

## General Projects Budget Update

2026 Approved Budget: \$3,331,182. Oct 7<sup>th</sup> Spent: \$589,551 Sep. 14<sup>th</sup> Spent: \$578,426

\*No update due to employee holiday.



## Large Ongoing Projects (Pre-2026 Construction Start)

### Oldman Reservoir Water Intake Low Level Project

- o \$1.68M grant application finalized Jan 30<sup>th</sup>, 2024.
  - Approval received for \$1.8M project, covering up to 75% of costs.
- o DFPP (Drought and Flood Protection Program) grant tops up capital project and covers 70% of costs for a Drought Projects Assessment.
- o Potassium Permanganate (KMnO<sub>4</sub>) treatment setup order placed.
  - Treatment setup shipped to building fabricator Jul 21<sup>st</sup>.
  - Building package and install pricing received May 19<sup>th</sup> from Thunder Mountain Welding, awarded June 13<sup>th</sup>. Draft drawings received, under internal review.
  - Pricing received for processing scope. Purchase order drafted pending building drawing fabrication.

### Watercourse Crossing Inspection & Remediation Project – 100% Grant funded

- o Funding agreement signed Mar. 28<sup>th</sup>, 2023 for \$1.55M.
  - Extension received to March 31<sup>st</sup>, 2027.
- o Funding agreement signed Mar. 28<sup>th</sup>, 2023 for \$1.55M.

- o Met with funder Jun. 7<sup>th</sup>, discussed ongoing work and potential for extension. Funder working on extension. Reconfirmed Aug 27<sup>th</sup>.

#### **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. Replace with two (2) 1.2m x 36m L CSPs*

- o Project complete, in warranty phase.
- o Reseed complete Sep. 30<sup>th</sup>.

#### **Bridge File 70175 – Yarrow Creek Bridge Rehabilitation, NW-22-003-030 W4M**

*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*

- o Seeding reviewed May 8<sup>th</sup>, deficient. Volker reseed complete Jun. 4<sup>th</sup>, starting to take per Jul. 5<sup>th</sup> site visit.

#### **WCR #1: Iron Creek under Tapay (Carbondale) Road, LSD SE-15-006-03 W5M**

*Install new 4.7m x 2m x 15m L corrugated steel box culvert to remediate fish passage concerns on Iron Creek under the WCR program (100% funded)*

- o Project complete, warranty monitoring underway.
- o Landowner stopped by office Aug. 14<sup>th</sup> and expressed concerns about repair work done by TA Excavating outside of agreed upon ROW. Passed along concerns following Aug 20<sup>th</sup> site visit to Contractor, indicated they plan to reach out to landowner and work to address.
- o Contractor has contacted landowner. Intends to make new SARA species signs and temp. fence areas of reseed/tree protection by mid October.

### **Large Projects Planned for 2026 Implementation**

#### **Bridge File 71542 – Waldron Flats over Indian Creek, SE-07-010-01 W5M**

*2m x 2.2m x 32m L culvert with isolated perforations in the roof of 3 rings and 1 ring on the foot. Replace with a 2.7m diameter x 48m long culvert.*

- o STIP application submitted Nov. 24<sup>th</sup>. Unsuccessful.
- o RDS submission complete May 6<sup>th</sup>. Approval received Sep. 14<sup>th</sup>.
- o Land acquisition underway – complete Jul. 23<sup>rd</sup>.
- o 8 bids received (\$525,504 to \$1,143,360)
- o Awarded to low bidder Whissell Contracting Ltd. Aug. 11<sup>th</sup>. Contract signed Sep. 8<sup>th</sup>.
- o Anticipating early November construction. Awaiting submittals.
- o Culvert ordered and fabricated, inspection planned Oct. 8<sup>th</sup>.

### **Pisomy Road over Cow Creek Tributary Culvert, LSD NE-01-009-03 W5M**

*1m x 14m L culvert failing on dead end road. Dual 1m x 13m L culverts are anticipated solution.*

- o Kicked off land acquisition, detailed design, and regulatory approval work Apr. 2<sup>nd</sup>.
- o Design complete Jul 17<sup>th</sup>. RDS submission complete Jul. 31<sup>st</sup>. Land acquisition underway. HRA received Aug. 14<sup>th</sup>. DFO review received Aug. 20<sup>th</sup>.
  - o Landowner has sold property privately, awaiting closure. Likely to delay land acquisition.
  - o In discussion with realtor regarding MD's proposed stake.
  - o RDS approval received Sep. 14<sup>th</sup>.
- o Anticipate Fall 2026 construction if land can be acquired.

### **Large Projects Planned for 2027+ Implementation**

#### **WCR #3: Connelly Creek under Connelly Rd (BF 1348), LSD SW-03-008-02 W5M**

*Replace or design a maintenance solution for the 3.3m x 49m L (5.6m cover) structural plate corrugated steel pipe (SPCSP) and remediate fish passage under the WCR Program.*

- o STIP application submitted Nov. 24<sup>th</sup>. Unsuccessful.
- o Received funder guidance/approval to proceed with prelim eng. under WCR program.
  - Notified funder we are proceeding with design with intent to construct.
- o Replacement recommendation is a 3.3m diameter x 64m L culvert (nearly the same as budget assumption).
- o Legal survey complete. Design complete June 5<sup>th</sup> for land/regulatory. Land acquisition underway, DFO permit submitted June 9<sup>th</sup>.
  - DFO permit received Jul. 14<sup>th</sup>, extension accepted to 2027.
  - RDS received Sep. 14<sup>th</sup>.
- o Tender drafted June 29<sup>th</sup>, reviewed. Awaiting land prior to Tender.
  - Land discussions ongoing, modified IOP redrafted and approved Aug 27<sup>th</sup>.
- o Project delayed to 2027 due to land acquisition constraining tender timing (project must be complete in/around Aug. 15<sup>th</sup> – Sep. 1<sup>st</sup>).

#### **Bridge File 76203 – West End Maycroft over Ernst Creek, NW-26-010-03 W5M**

*2.5m x 1.8m x 20m L culvert with 3 cracked rings in sidewall with 85mm remaining. Deflection and corrosion also present. Replace with one (1) 2.7m x 32m L culvert.*

- o STIP application submitted Nov. 24<sup>th</sup>. Notice of success received June 17<sup>th</sup>, 2026.
- o Received and reviewed design drawings, Individual Ownership Plan, and RDS Plan Apr. 17<sup>th</sup>. Land acquisition underway.
  - Revised agreements under review by landowners.
- o RDS submitted. Province returned May 14<sup>th</sup> with deficiencies. Resubmitted.
- o DFO permit submitted June 4<sup>th</sup> – site flagged for site specific review by DFO.

- Additional information sent to DFO Jul. 6<sup>th</sup>, response received Oct. 5<sup>th</sup> requesting SARA permit. SARA Permit submitted Oct. 7<sup>th</sup>.
- Tender drafted June 26<sup>th</sup>, reviewed. Awaiting land and permits prior to Tender.
- Project delayed to 2027 due to DFO and land acquisition constraining tender timing (project must be complete in/around Aug. 15<sup>th</sup> – Sep. 1<sup>st</sup>).

#### **Gladstone Rd. over Mill Creek Trib., LSD SE-01-006-02 W5M**

*0.6m x 17m L culvert failing and causing significant scour and erosion downstream. Preliminary engineering required to determine replacement requirements.*

- Prelim. scope complete June 16<sup>th</sup>, internal review complete Jul. 8<sup>th</sup>. Recommended design is a 0.9m diameter x 24m CSP with strong downstream riprap provisions to mitigate erosion. TWS required – minimal environmental requirements.
- Revised proposal received to consider in house construction, awarded Sep 10<sup>th</sup> for design and land work.

#### **Southfork Hill Road**

*Emergent investigatory and repair work for the Southfork Hill slide issues.*

- Per 2026 capital budget, project deferred due to unsuccessful STIP application.
- Geotechnical report reviewed by another firm – generally agreed with initial findings and recommendations. “Intermediate” solutions could be pursued if desired, although guarantees could not be made as to their effectiveness and timing of next slough event.
- Scoping options for budget discussions.

#### **Therriault Dam – Rehabilitation Work**

*Geotechnical and Hydrogeology study complete in 2023. 2024 preliminary engineering determined most economically viable solution to address undersized spillway/overtop potential. 2025 work included detailed design work to rehabilitate spillway. 2026 work set to begin after DFPP funding decision and (if successful) shall include a lifecycle assessment on how to best use water source during drought.*

- DFPP application submitted Nov. 27<sup>th</sup>. Grant agreement received and executed June 5<sup>th</sup>.
- Amended scope awarded Jul 21<sup>st</sup>.
- Land acquisition underway for spillway scope – IOP reviewed Aug. 27<sup>th</sup>. Met with landowner Sep. 14<sup>th</sup>, reviewing acquisition plan. Negotiations continue.
- Raw Water Utilization Study site kickoff complete Aug 10<sup>th</sup>, potential blue-green algae blooms observed. Sampling planned.

#### **Bridge File 73608 – Twin Butte Rd. Over Waterton River, NW-34-003-10 W4M W5M**

*78m L steel truss bridge with isolated pile and stringers in fair-poor condition. Preliminary engineering required to determine extend of recommend repair work and costs.*

- Preliminary Engineering kicked off with Roseke May 28<sup>th</sup>, 2026.

- o Damage to bridge secondary bracing was recently noticed – offending party identified. Professional assessment complete Jul. 20<sup>th</sup> defining damage and required repair scope.
- o Site survey complete.
- o Preliminary eng. estimate received, to be discussed with capital budget.

### **Bridge File 673 – Skyline Rd. Over Olin Creek, SE-31-009-01 W5M**

*2m x 2.2m x 54m L culvert (7m cover) with roof/sidewall deflection and cracked seems. Preliminary engineering required to determine feasibility of maintenance vs. replacement.*

- o Fish passage anticipated to be a requirement at this site. Current site likely inhibits.
- o Preliminary Engineering complete Sep. 24<sup>th</sup>. Very challenging site due to fish passage requirement, existing depth of cover (7.5m), and steep slope of existing culvert. Multiple maintenance options (continued monitoring, corrugated steel plate weld repairs, shotcrete beam, partial liner, full length liner) and replacement options (liner + boring, single pipe with substrate, dual equal pipe, dual pipe offset elevation, precast concrete) were considered.
  - Roseke's recommendation is replacement with dual culvert with offset elevations (2.7m diam. X 74m L with substrate, 2m diam. X 72m L).
  - Additional design/land work will not be awarded at this time.
  - Alternate options to be reviewed in 2027 budget discussions.
- o Site survey complete.

### **Beaver Creek Rd. over Beaver Creek Trib., LSD NE and SE-33-008-28 W4M**

*Two separate failing culverts along Beaver Creek Rd. One 0.9m x 28m L (5m cover) has failed section in middle with cavity in ditch. One 0.75m x 30m L (9-10m cover) silted off/failed at downstream end. Preliminary engineering required to determine appropriate replacement/boring feasibility.*

- o Maintenance not anticipated to be feasible. Assessment of options required.
- o Site visits complete.
- o Prelim. assessment complete for 1 of 2 culverts. Reviewed Jul 21<sup>st</sup>. Preferred solution is a bored 0.9m diam. X 39m L steel pipe, pending geotechnical confirmation.
- o Budgetary pricing obtained for bored options, verified cost efficiency over other options.
- o Geotechnical work awarded Oct. 7<sup>th</sup> to confirm viability.

## **Studies and Planning Work**

### **Regional Water and Wastewater Expansion & Upgrade Plan**

*Joint servicing plan for extending Town water and Wastewater services into the NW regional growth area, with the Airport and Pincher Station as initial priorities.*

- o Grant agreement applied for by MD on October 1, 2026 deadline.

## **Regional Facilities Condition Assessment & Master Plan**

*Condition assessment and management strategy for all 38 facilities owned by the MD and Cowley. Goal is to collect data on all facilities and define lifecycle capital plans , help prioritize cost planning, and report on opportunities for collaboration.*

- o Grant agreement received and signed May 13<sup>th</sup>, executed by Province Jun. 1<sup>st</sup>.
- o Project awarded to Parsus Jul. 9<sup>th</sup> for total contract value of \$200,000 (including \$62,050 Contract Allowance).
- o Initial site visits complete (38 facilities over 5 days), 3D scans complete.

## **Regional Drought Strategic Implementation Strategy & Raw Water Storage Project**

- o Grant received (up to 70%) for a Drought Projects Assessment under DFPP.
- o Grant application for 3 month (25-year) forecasted volumes received from AEPA.
  - o \$3.4M project, up to 75% of costs.
  - o ATEC has confirmed stacking of AMMWP Raw Water Storage grant funds acceptable for the Drought Projects Assessment (Phase 2).
- o Draft final memo received Aug. 18<sup>th</sup>. Internal review complete, comments sent back Aug. 25<sup>th</sup>. 2<sup>nd</sup> draft received Sep. 25<sup>th</sup>, internal review complete, comments sent back Oct. 5<sup>th</sup>. To be reviewed with Council alongside 2027 budget discussions.

## **Transportation Master Plan**

*\$200,000 grant received from ACP to complete a Transportation Master Plan, consisting of a paved, gravel road condition assessment, culvert (non Bridge File) condition assessment, gravel pit analysis, airport runway assessment*

- o Gravel pit report presented to Council Apr. 28<sup>th</sup>, 2026.
- o Maycroft report presented to Council Jul. 14<sup>th</sup>, 2026.
- o ACP funding closeout submission complete Jul. 20<sup>th</sup>, 2026.
- o Handover documents received Apr. 9<sup>th</sup> for full final report from MPE. Under internal review.

## **Cridland Dam**

*Geotechnical work as recommended in 2021 Dam Safety Review due to observed seepage and unknown soil properties*

- o Quarterly documented monitoring required.
- o Provincial audit results received Mar. 12<sup>th</sup>. Audit required that we submit the geotechnical and spillway study results to them due to observed seepage and that comment be provided on hazard potential downstream to the Regulator.

## **Miscellaneous**

- o Airport pavement assessment kicked off May 29<sup>th</sup>, 2 of 2 site visits complete, awaiting completion of data analysis. Anticipated late October.
- o Revised costing for Southfork road assessment received Feb. 18<sup>th</sup>. Council approved up to \$30,000 for Southfork road assessment Mar. 10<sup>th</sup>.

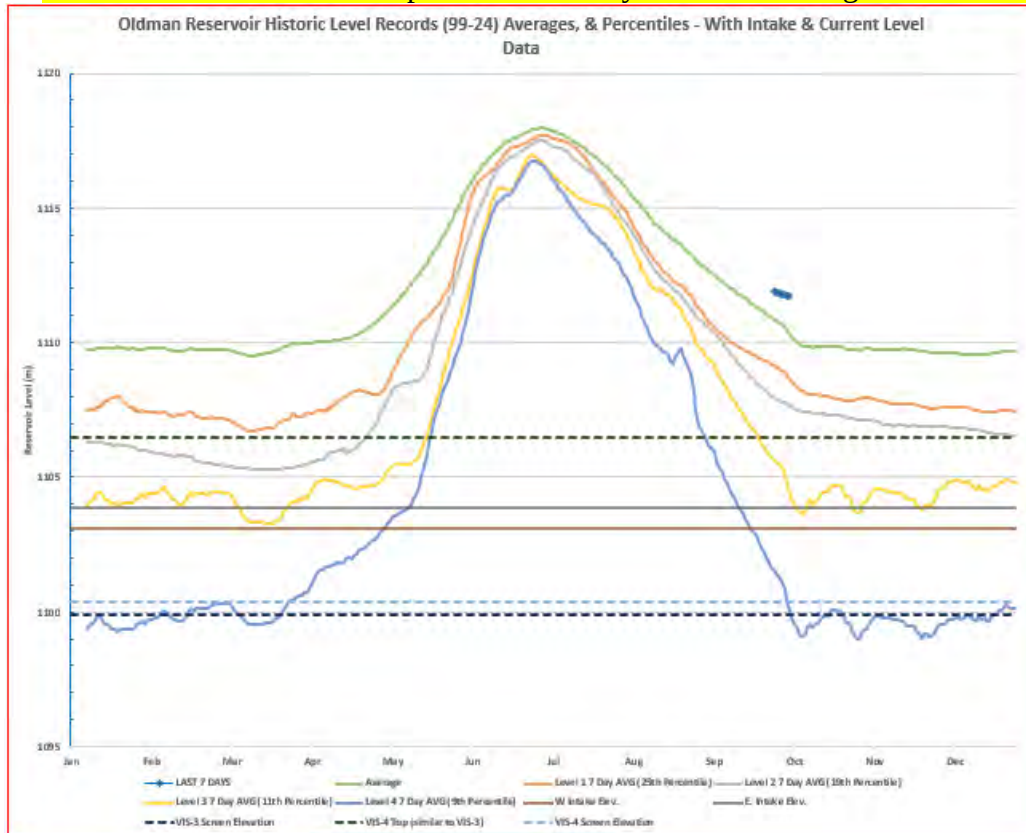
- o Formally awarded May 22<sup>nd</sup>, both rounds of FWD and GPR data has been collected, analysis underway.
- o Discussion had with Tetra Tech Oct 5<sup>th</sup> - apologized for the delay. Report is drafted and in senior review.

## Operations Updates

### WATER SHORTAGE RESPONSE PLAN

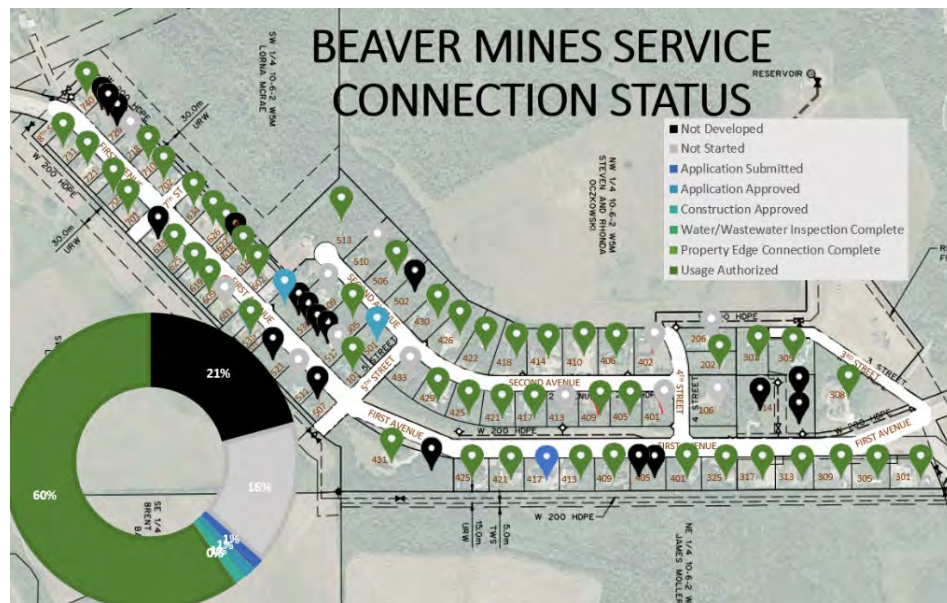
**Implemented Stage:** Normal (Restrictions ended Dec. 13<sup>th</sup>)

- o Monitoring risk scoring once/month. Risk assessed Oct. 5<sup>th</sup>: 8.5 Sep 8<sup>th</sup>: 8.5
- o Reservoir levels have improved from early Fall from average to above average.



### Beaver Mines Lot Servicing

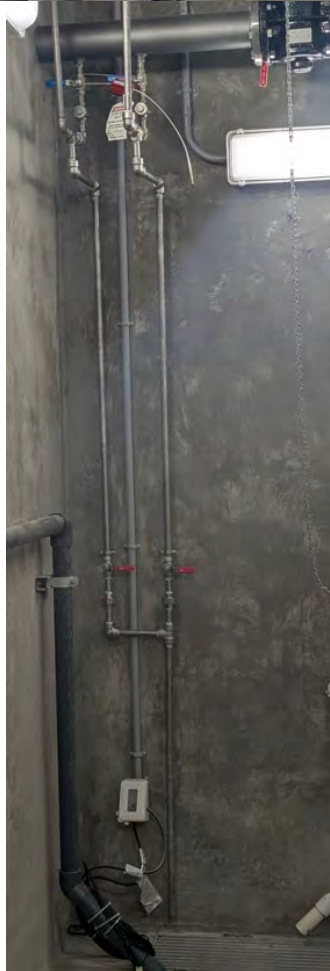
- 53/66 developed applications received, 51 approved, 49 connected (74%)
  - o Fifteen (15) undeveloped fully serviced locations, One (1) exempt with conditions
  - o Reviewing path forward with legal on unconnected dwellings plan come Jan. 1, 2028



### General Water Operations Updates Oct. 7<sup>th</sup>, 2026:

- LB lagoon release planned to start Oct. 15<sup>th</sup>.
- PC standpipe experienced leak due to failed diaphragm on main control valve. Repaired in house with spare, replacement on order.
- Millwright completed alignment work at WTP and Castle Parks pump seal/maintenance.
- Continuing to investigate cause of manholes filling in WTP yard, testing waste pond for leaks.
- Reviewing consequences of loss of 3G support for backup dialers.
- Growth in polishing cell at Beaver Mines confirmed to be duckweed.
- New rural service on Beaver Mines line awarded to Westerra, anticipate October construction.
- Reported leak in BM park originally believe to be groundwater is still under investigation, potential that meter vault hose is leaking again slightly. Under review.
- Patton Park irrigation blown out and turned off for season.
- Credit terminal swapped at Cowley Standpipe due to screen failure. New spare received.
- Recent high Bac-T tests may trigger additional testing requirements for AEPA's Water Resource Assessment for Giardia and Cryptosporidium. AEPA has confirmed we can stop the additional Bac-T sampling while we await direction regarding Giardia.
- Moving forward with SMH29 excavation repair.
- Awarded to Westerra Sep 14<sup>th</sup>. Anticipate start Oct. 12<sup>th</sup>.

- BM Lift Station instrument air modifications for forcemain awarded to DMT, **install complete Oct. 1<sup>st</sup> and 2<sup>nd</sup>, pending electrical tie-in. Troubleshooting setup.**



- 2026 gravel pit reclamation work:
  - Carbondale
    - Grading work complete June 25<sup>th</sup>. Reviewing potential requirements around seeding. Received some comments/concerns from Public Lands Aug 6<sup>th</sup>, on-site meeting complete Aug. 20<sup>th</sup>.
    - Received response from Public Lands Sep. 8<sup>th</sup> that they are working with capital branch on plan for pit, **with meeting planned Dec. 8<sup>th</sup>**.
    - Weed control to be complete in mean time while awaiting direction prior to erosion control works.
  - Castle Falls
    - Met with Public Lands July 8<sup>th</sup>. Received direction that additional topsoil spreading and erosion control not required, but weed control is required.
      - AES agreed to control weeds at site. Initial cutting of seeded Mullein complete. Spraying complete.
  - Pine Creek
    - Sent *Resolution Framework* agreement to landowner Jul. 31<sup>st</sup> – response received Aug. 25<sup>th</sup> (reviewing). Termination & Release agreement tied to partial reclamation **drafted, under internal review**.
- Meeting held with CM Apr. 27<sup>th</sup> – discussed depot compensation model.
  - 3 way contract amendment sent to CNPCL for execution Jul. 21<sup>st</sup>, received Sep. 10<sup>th</sup>. **Fully executed by Town Sep. 23<sup>rd</sup>**.
- **Eco Center signage order placed through Circular Materials Oct 2<sup>nd</sup> after CNPCL confirmation.**
- **Recycling bins delivered. Wrong bins delivered in BM. Corrected bear proof bins were to be delivered Oct. 4<sup>th</sup>, not yet received.**
- **Garbage utility bill refunded for resident in Beaver Mines back to May. CNPCL failed to deliver been until September despite original request in March, followed by complaint and subsequent request in May with incorrect confirmation it had been delivered. Working to investigate.**
- Waste handling contract expiring, discussed with CNPCL. Proposing 2.5% annual increase for 3 years, drafting underway.

### **Recommendation:**

That the Utilities & Infrastructure report for September 17<sup>th</sup> – October 7<sup>th</sup>, 2026 received as information.

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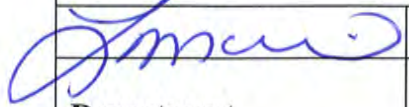
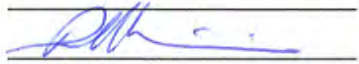
Prepared by: David Desabrais

Date: October 7<sup>th</sup>, 2026

Council Meeting

Date: October 13<sup>th</sup>, 2026

## Recommendation to Council

|                                                                                                                  |                                                                                                  |                                                                                                    |  |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--|
| <b>TITLE:</b> <b>BYLAW No. 1374-26 – Land Use Bylaw Amendment<br/>(Sapeta Pit)</b>                               |                                                                                                  |                 |  |
| <b>PREPARED BY:</b> Laura McKinnon                                                                               |                                                                                                  | <b>DATE:</b> October 5, 2026                                                                       |  |
| <b>DEPARTMENT:</b> Planning and Development                                                                      |                                                                                                  |                                                                                                    |  |
| <br><b>Department Supervisor</b> | <br><b>Date</b> | <b>ATTACHMENTS:</b><br>1. Application for Amendment to the Land Use Bylaw<br>2. Bylaw No. 1374-26  |  |
| <b>APPROVALS:</b>                                                                                                |                                                                                                  |                                                                                                    |  |
| _____<br><b>Department Director</b>                                                                              |                                                                                                  | <br><b>CAO</b>   |  |
| _____<br><b>Date</b>                                                                                             |                                                                                                  | <br><b>Date</b> |  |

**RECOMMENDATION:**

**THAT Council gives second and third (final) reading to Bylaw No. 1374-26, being a bylaw to amend Land Use Bylaw No. 1349-23.**

**BACKGROUND:**

The MD of Pincher Creek, for Public Works operations, has applied for a Land Use Designation change for future operation of a Natural Resources Extraction operation. The proposed amendment is for the change in land use designation of a portion of the NE 7-9-1 W5 from Agriculture - A to Direct Control - DC (*Attachment No. 1*).

The purpose of the proposed amendment is to allow for the development of an extraction pit within a portion of NE 7-9-1 W5. The lands are located adjacent to the West side of Range Road 1-5 and South of Township Road 9-2 (*See Figure 1*).

The parcel is currently designated as Agriculture - A within the LUB. To accommodate the proposed extraction pit area, the lands will have to first be re-designated to Direct Control - DC. The MD is applying for the whole parcel, 63.94 ha (158ac), to be rezoned, although a phased approach will be taken. Approval for a Class 1 Gravel Pit has been obtained from Alberta Environment and Protected Areas.

An amending bylaw, Bylaw No. 1374-26 has been prepared for Council's consideration (*Attachment No. 2*).

Council has given Bylaw 1374-26 First Reading on July 14 2026, and had the required Public Hearing on September 8<sup>th</sup> 2026, as well as the required Open House on Thursday October 1<sup>st</sup> 2026.





MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

APPLICATION FOR AMENDMENT TO THE LAND USE BYLAW

APPLICATION FEE \$1000

RECEIPT NO. \_\_\_\_\_

I/We hereby make application to amend the Land Use Bylaw.

Applicant: Municipal District of Pincher Creek

Address: 1031 Henson Ave Pincher Creek AB Telephone: 627 3130

Owner of Land (if different from above): N/A

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_

or Certificate of Title \_\_\_\_\_

Quarter NE-7 Township 9 Range 91 Meridian N5

**AMENDMENT PROPOSED:**

From: Agriculture - A

To: Direct Control - DC

**REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT:**

Natural Resources Extraction

I/We enclose \$ — being the application fee.

DATE: July 8/26

Applicant

Registered Owner

Information on this application form will become part of a file which will be considered at a public meeting.

**IMPORTANT NOTES:**

1. Every application for an amendment to the Land Use Bylaw shall be completed in every part and signed.
2. If the amendment involves a change of land use district, the applicant shall also supply:
  - (a) a site plan at a scale to the satisfaction of the Development Officer showing the size and shape of the lands affected, the location and extent of existing developments, waterbodies and treed areas and the location and form of any new development intended, fully dimensioned and explicit to the satisfaction of the Development Officer;
  - (b) at the discretion of the Development Officer, a Real Property Report as proof of location of existing development; and
  - (c) a Certificate of Title indicating ownership and encumbrances.
3. An application fee shall be required.
4. If the amendment involves a revision to the wording of the Land Use Bylaw, including the addition to or the deletion from the permitted or discretionary uses listed for a district, the desired change shall be explicit and reasons given.
5. Failure to complete the application form fully and supply the required information, plans, and fee may cause delays in processing the application.
6. The Development Officer may refuse to accept an application for amendment to the Land Use Bylaw where the information required has not been supplied or where the quality of such information is inadequate to properly evaluate the application.
7. Upon receipt of an application for amendment, the Development Officer shall determine when the application will be placed before the Council and shall issue not less than 10 days' notice to the applicant that he may appear and speak to the application.
8. A decision of the Council in regard to an application to amend the Land Use Bylaw is final but, if refused, the applicant may reapply at any time that the Council agrees to accept another application for the same or similar amendment.

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**  
**BYLAW NO. 1374-26**

Being a bylaw of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, to amend Bylaw No. 1349-23, being the Land Use Bylaw.

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**WHEREAS** Section 639 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, provides that a municipality must pass a Land Use Bylaw;

**WHEREAS** The Municipal District of Pincher Creek No. 9 desires to change the land use designations of lands legally described as:

The NE7-9-1-W5 as shown on Schedule 'A' attached hereto, from "Agricultural - A" to "Direct Control - DC"; and

**WHEREAS** The purpose of the proposed amendment is to allow for gravel pit development;

**NOW THEREFORE**, under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipal District of Pincher Creek No. 9, in the Province of Alberta, duly assembled does hereby enact the following:

1. This bylaw shall be cited as "Land Use Bylaw Amendment No. 1374-26".
2. Amendments to Land Use Bylaw No. 1349-23 as per "Schedule A" attached.
3. This bylaw shall come into force and effect upon third and final passing thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

A PUBLIC HEARING was held this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

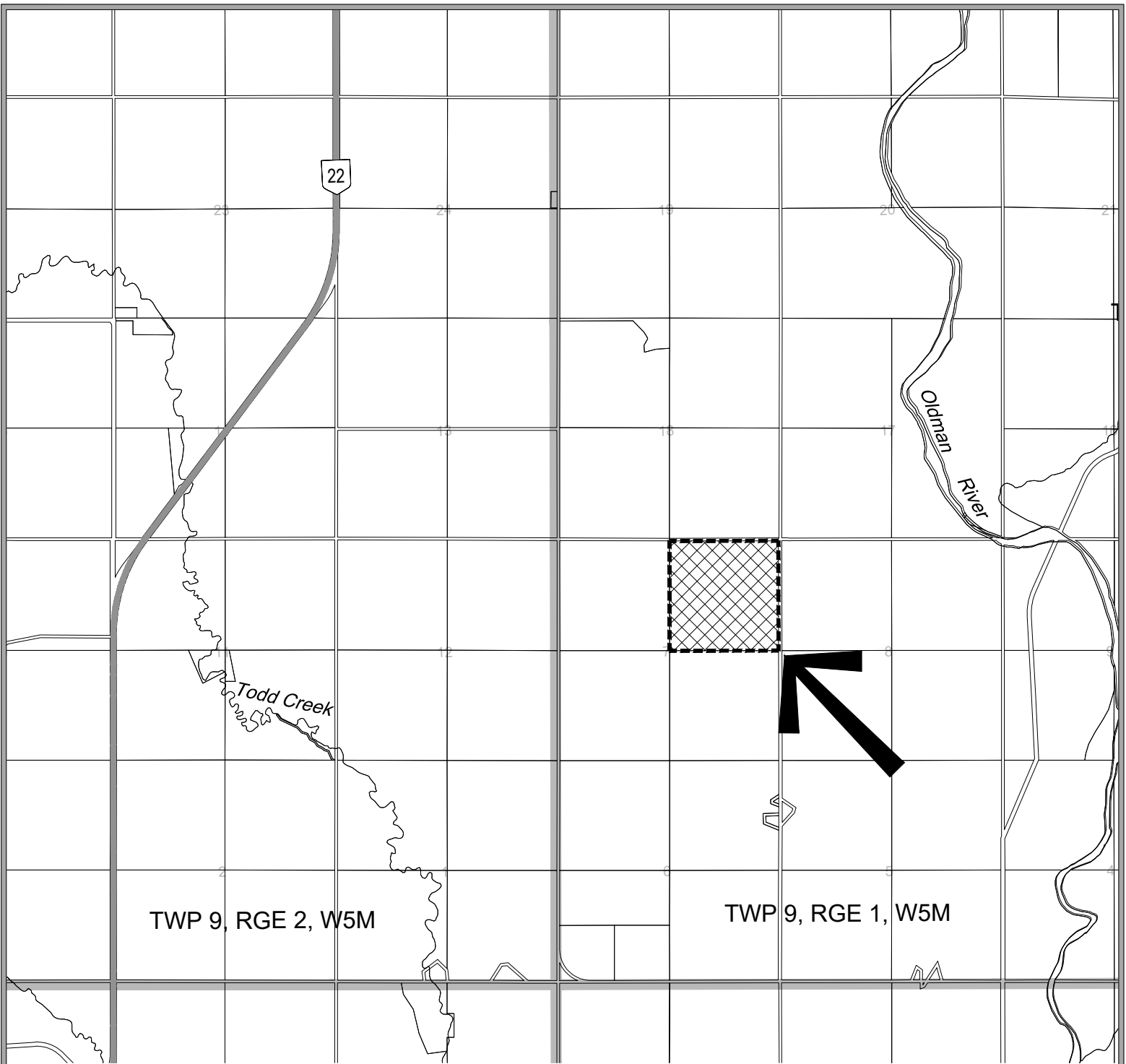
READ a third time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

---

**Reeve**  
Rick Lemire

---

**Chief Administrative Officer**  
Roland Milligan



## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Bylaw #: 1374-26

Date: \_\_\_\_\_



FROM: Agriculture 'A'

TO: Direct Control 'DC'

NE 1/4 SEC 7, TWP 9, RGE 1, W 5 M

MUNICIPALITY: MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9

DATE: JULY 8, 2026



## Recommendation to Council



**TITLE:**                **Rescheduling of November Municipal Planning Commission Meeting**

**PREPARED BY:**   **Laura McKinnon**

**DATE:**   **October 7, 2026**

**DEPARTMENT:**   **Planning and Development**

**Department Supervisor**

**Date**

**ATTACHMENTS:**

**APPROVALS:**

**Department Director**

**Date**

**CAO**

**Date**

**Request for Guidance:**

**THAT** the regularly scheduled Municipal Planning Commission meeting of November 3, 2026 be cancelled;

**And further that a date be rescheduled for the following week.**

**BACKGROUND:**

Council will be attending Rural Municipalities Association Conference during the regularly scheduled Municipal Planning Commission meeting for November.

A meeting is still required in November due to submitted applications, so a date needs to be set in order to abide by the MGA required timelines of the development permit application process.

**FINANCIAL IMPLICATIONS:**



## M.D. of Pincher Creek No. 9

### Enforcement Services – Third Quarter (Q3) Report



**Presented to Council – October 13, 2026**

#### Department Overview

Enforcement Services investigated 35 files in Q3. Of all enforcement files, 57% were bylaw related, with 70% of those involving the Animal Control Bylaw. The remaining 42% of files involved provincial statutes.

#### Statistical Summary

##### Records Management

- Total Files Opened: **35** (Down from 45 in Q2)
- Files Carried Over from 2025: **2**
- Files Closed: **35**
- Bylaw Related Files: **20** (Down from 29 in Q2)
  - o 14 (70%) – Animal Control Bylaw
- Provincial Statute Related Files: **15** (Down from 16 in Q2)
  - o 10 (67%) – Traffic Safety Act

#### Enforcement Actions

Warning Notices Issued: **27** (Up from 16 in Q2)

Violation Tickets Issued: **52** (Up from 25 in Q2)

#### Key Activities and Highlights

- Pincher Creek and Crowsnest Pass RCMP AFRCCS radio installed in CPO vehicle in July.
- Enforcement Services participated in three Joint Force Operations (JFOs) within the MD of Pincher Creek and MD of Willow Creek.
- Assisted with parade marshalling at the Pincher Creek parade.
- Attended the Police Advisory Committee meetings in July and September.
- Attended the Rural Crime Watch meeting in September.
- Road ban enforcement continued in Q3.

#### Conclusion

Enforcement Services focused heavily on traffic safety throughout the busy summer season, resulting in increased enforcement activity across the MD. The most common violations observed included speeding, operating uninsured motor vehicles, and driving without a license. The highest speed recorded during the quarter was 52km/hr over the posted speed limit, highlighting the continued importance of traffic enforcement.

Enforcement Services continued to work collaboratively with the Pincher Creek RCMP on several enforcement files. This partnership has provided valuable support and strengthened the MD's ability to address matters requiring coordinated enforcement resources.



## M.D. of Pincher Creek No. 9

### Enforcement Services – Third Quarter (Q3) Report



Heading into the fourth quarter, Enforcement Services will continue to prioritize traffic safety and bylaw compliance while maintaining a proactive approach to community enforcement. Several joint force operations with outside agencies are also being planned for the fall and winter months, including a commercial vehicle check-stop and targeted cargo securement enforcement.

Overall, Q3 saw continued growth in enforcement activity, increased inter-agency collaboration, and a strong focus on promoting safety and compliance throughout the MD.

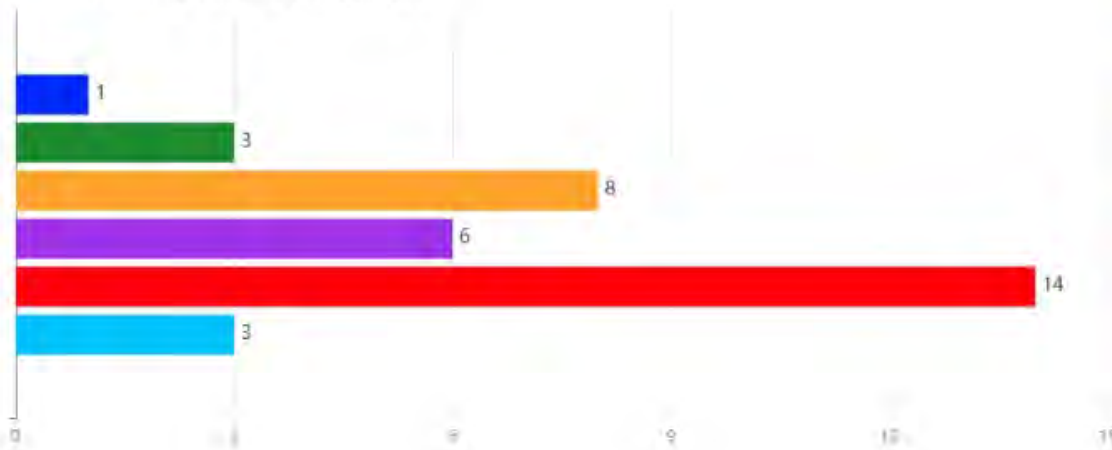
Count of Reports Completed Total: 35 | 100.0%



#### List of Categories

- MUNICIPAL | 20 | 57.1%
- PROVINCIAL | 15 | 42.9%

Subzone Total: 35 | 100.0%



#### List of Subzone

- DIVISION 1 | 1 | 2.9%
- DIVISION 2 | 3 | 8.6%
- DIVISION 3 | 8 | 22.9%
- DIVISION 4 | 6 | 17.1%
- DIVISION 5 | 14 | 40.0%
- OUT OF JURISDICTION | 3 | 8.6%

# CHIEF ADMINISTRATIVE OFFICER'S REPORT

September 21, 2026, to October 9, 2026

## **Discussion:**

|         |                                                       |
|---------|-------------------------------------------------------|
| Sept 22 | Council Committee and Regular Council Meetings        |
| Sept 23 | COR Audit Pre-Meeting                                 |
| Sept 29 | Employer Bargaining Workgroup Meeting                 |
| Sept 29 | Utilities and Infrastructure Capital Budget Meeting   |
| Sept 29 | Meeting with Curling Club                             |
| Sept 30 | Stat Holiday                                          |
| Oct 1   | Public Work Capital Budget Meeting                    |
| Oct 1   | Sapeta Pit Open House                                 |
| Oct 2   | CUPE Negotiations                                     |
| Oct 6   | Senior Management Team Meeting                        |
| Oct 6   | Employer Bargaining Workgroup Meeting                 |
| Oct 6   | Municipal Planning Commission Meeting                 |
| Oct 7   | Employer Bargaining Workgroup Meeting                 |
| Oct 8   | Joint Health and Safety Facility Inspection (PW Shop) |
| Oct 9   | Bargaining process meeting with CUPE and consultant   |

## **Upcoming:**

|        |                                                |
|--------|------------------------------------------------|
| Oct 13 | Council Committee and Regular Council Meetings |
| Oct 14 | CUPE Negotiations                              |
| Oct 15 | CUPE Negotiations                              |

## **RECOMMENDATION:**

That Council receives for information the Chief Administrative Officer's report for the period September 21, 2026, to October 9, 2026.

Prepared by: Roland Milligan, CAO

Date: October 8, 2026

Respectfully presented to: Council

Date: October 13, 2026

## **ADMINISTRATIVE SUPPORT ACTIVITY**

September 18, 2026 to October 8, 2026

### **Correspondence from the Last Council:**

- Rural Crime Watch – Letter of Support
- Foothills Metis – Denial of Donation
- Pincher Creek Legion – Remembrance Day Activities
- MD of Willow Creek – Southern Alberta Partnership Aerial Project
- South Canadian Rockies – Contribution for 2027
- Pincher Creek & District Food Centre – Thank you for Attending

### **Advertising/Social:**

- Waterton Biosphere Region Community Information Meeting (Grizzly Bears)
- Cattle Drive Post
- Employment Opportunity – Accounting Clerk & Ag Manager
- Private snow removal – deadline October 1
- Open House – Natural Resource Extractive Pit
- Town Standpipe Down/Operational
- Office Closure – National Day for Truth and Reconciliation
- Shared Post: Town water shut off
- Enhanced Recycling – Bins delayed in Beaver Mines
- Moonshadow Run Participation (Community Peace Officer)
- Rural Crime Watch Meeting

### **Other Activities:**

- Signage for Eco Centre with new materials being accepted
- Organizational meeting (members at large) letters
- Working with Waterton Biosphere to organize Community Information Meeting

### **Invites to Council:**

### **Upcoming Dates of Importance:**

- Thanksgiving Closure – October 12
- Regular Committee, Council – October 13
- Regular Committee, Council – October 27
- Council, CAO at RMA – November 2 -5
- Community Information Meeting – Grizzly Bears – November 4
- Regular Committee & Council Meeting – November 10
- Remembrance Day Closure – November 11
- Coffee with Council Division 2 – November 17

## Recommendation to Council

|                                                                                    |                      |                                                                                                           |                                                                                     |  |
|------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--|
| <b>TITLE: Special Council Meetings (Joint Meetings with Town of Pincher Creek)</b> |                      |                                                                                                           |  |  |
| <b>PREPARED BY: JESSICA MCCLELLAND</b>                                             |                      | <b>DATE: September 24, 2026</b>                                                                           |                                                                                     |  |
| <b>DEPARTMENT: ADMINISTRATION</b>                                                  |                      |                                                                                                           |                                                                                     |  |
|                                                                                    |                      |                                                                                                           | <b>ATTACHMENTS: None</b>                                                            |  |
| <b>Department Supervisor</b>                                                       | <b>Date</b>          |                                                                                                           |                                                                                     |  |
| <b>APPROVALS:</b>                                                                  |                      |                                                                                                           |                                                                                     |  |
|                                                                                    |                      |                                                                                                           |                                                                                     |  |
| _____<br><b>Department Director</b>                                                | _____<br><b>Date</b> | <br>_____<br><b>CAO</b> | 2026/10/07<br>_____<br><b>Date</b>                                                  |  |

That Council approve the change in date to the next Special Meeting with the Town of Pincher Creek to Wednesday, November 18, 2026;

That Council approves the suggested schedule for 2027 Special Meetings with the Town of Pincher Creek):

- February 17 (Special Joint Council)
- June 16 (Special Joint Council)
- September 1 (Joint Grant Meeting)
- September 8 (Special Council – Joint Budget)
- November 17 (Special Joint Council)

### **BACKGROUND:**

Administration for both Town and MD discussed future Special Council meeting dates for 2027. To keep on a schedule, the suggestion was made for the 3<sup>rd</sup> Wednesday of the months of February, June, and November. September dates are based on Administrative procedures for Joint Grant program, being the first Wednesday, Joint Budget historically follows the next week.

### **FINANCIAL IMPLICATIONS:**

Budgeted.

## Recommendation to Council



**TITLE: 2028 COFFEE WITH COUNCIL DATES**

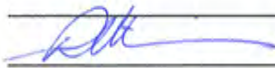
**PREPARED BY: JESSICA MCCLELLAND**

**DATE: September 28, 2026**

**DEPARTMENT: ADMINISTRATION**

|                              |  |             |                          |
|------------------------------|--|-------------|--------------------------|
|                              |  |             | <b>ATTACHMENTS: None</b> |
| <b>Department Supervisor</b> |  | <b>Date</b> |                          |

**APPROVALS:**

|                            |             |                                                                                    |                                                                                     |
|----------------------------|-------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                            |             |  |  |
| <b>Department Director</b> | <b>Date</b> | <b>CAO</b>                                                                         | <b>Date</b>                                                                         |

**RECOMMENDATION:**

**That the 2027 Coffee with Council dates be scheduled as followed:**

- **Division 1 (Twin Butte Hall) - February 16, 2027**
- **Division 3 (Coalfield School) - April 20, 2027**
- **Division 4 (Summerview Hall at Heritage Acres) - June 15, 2027**
- **Division 5 (Lundbreck Hall) – October 19, 2027**
- **Division 2 (MD Office) - November 16, 2026**

**BACKGROUND:**

Although each Coffee with Council is open to all divisions, Council strives to host one in each of the 5 divisions. Historically, we plan them for the third Tuesday of the month to maintain consistency.

The following are the dates for the 2026 Coffee with Council meetings:

- Division 1 - February 17, 2026
- Division 3 - April 21, 2026
- Division 4 - June 16, 2026
- Division 5 - September 17, 2026
- Division 2 - November 17, 2026

**FINANCIAL IMPLICATIONS:**

Budgeted.

## Recommendation to Council



**TITLE: PINCHER CREEK REGIONAL EMERGENCY  
MANAGEMENT ORGANIZATION  
2027 BUDGET**

**PREPARED BY: Roland Milligan**

**DATE: October 8, 2026**

**DEPARTMENT: Administration**

**Department  
Supervisor**

**Date**

**ATTACHMENTS:**

**1) Draft PCREMO 2027 Budget**

**APPROVALS:**

**Roland Milligan**

**2026/10/08**

**Department Director**

**Date**

**CAO**

**Date**

**RECOMMENDATION:**

**THAT Council approve the 2027 Pincher Creek Regional Emergency Management Organization Operating Budget.**

**BACKGROUND:**

At the September 10, 2026, Pincher Creek Regional Emergency Advisory Committee (PCREAC) meeting, the 2027 Pincher Creek Regional Emergency Management Organization's budget was presented for discussion (*Attachement No. 1*).

The budget presented shows a 2.1% increase from the 2026 budget. The MD's share, as calculated by the funding agreement, is 49% of the budget request, \$80,654.

At the PCREAC meeting, administration was directed to present the proposed 2027 budget for approval to the respective municipalities.

**FINANCIAL IMPLICATIONS:**

The MD's PCREMO contribution of \$80,654 is paid to the Pincher Creek Emergency Services Commission, and will be included in the 2027 budget.

## 2027 Budget Presentation

**2027**  
**Pincher Creek Regional Emergency Management Agency**  
**Operating Budget**  
**Accepted PCREAC 2026-09-10**

Notes

- A) Responses to large and medium incidents are outside of budget.  
 B) No planned items for the budget year meet capitalization rules. Therefore a capital budget is not presented.

| <u>Account</u> | <u>Income</u>               | <u>2026</u>      | <u>2027</u>      | <u>2028</u>      | <u>2029</u>      | <u>2030</u>      |
|----------------|-----------------------------|------------------|------------------|------------------|------------------|------------------|
| 492c           | MD of Pincher Creek (49%)   | \$78,988         | \$80,654         | \$82,516         | \$84,084         | \$88,004         |
| 493c           | Town of Pincher Creek (49%) | \$78,988         | \$80,654         | \$82,516         | \$84,084         | \$88,004         |
| 494c           | Village of Cowley (2%)      | \$3,224          | \$3,292          | \$3,368          | \$3,432          | \$3,592          |
|                | Total Income                | <b>\$161,200</b> | <b>\$164,600</b> | <b>\$168,400</b> | <b>\$171,600</b> | <b>\$179,600</b> |

## 2027 Budget Presentation

| <u>Account</u> | <u>Expense</u>                                                                                                                                                                                        | <u>2026</u>      | <u>2027</u>      | <u>2028</u>      | <u>2029</u>      | <u>2030</u>      |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| 802            | Response Facilities, Equipment, Services and Supplies<br><i>including ICP equipment, Reception Centre equipment, cots and blankets, Notification System, Incident Phone System, virtual ICP, etc.</i> | \$11,900         | \$12,200         | \$12,500         | \$12,700         | \$12,900         |
| 803            | Training & Recruitment<br><i>including hosted courses, outside courses, conferences, exercises, major exercise (even years), training material, Regional IMT, extra DRDEM train, etc.</i>             | \$22,300         | \$16,200         | \$23,300         | \$16,700         | \$24,200         |
| 804            | Planning & Coordination<br><i>including publishing the Emergency Management Plan, reference material, Agency plenary meeting, etc.</i>                                                                | \$7,500          | \$7,600          | \$7,700          | \$7,900          | \$8,000          |
| 805            | Public Education<br><i>including Emergency Preparedness Week (major on odd years), etc.</i>                                                                                                           | \$1,300          | \$7,800          | \$1,400          | \$8,200          | \$1,400          |
| 816            | RDEM Employment Expenses                                                                                                                                                                              | \$91,100         | \$93,000         | \$94,800         | \$96,700         | \$103,000        |
| 806            | Volunteer and Community Expert Engagement<br><i>Programme to engage local volunteers and community experts</i>                                                                                        | \$4,300          | \$4,400          | \$4,600          | \$4,700          | \$4,800          |
| 801            | Clerical Support                                                                                                                                                                                      | \$6,100          | \$6,300          | \$6,500          | \$6,600          | \$6,800          |
| 817            | Regional Deputy DEMs<br><i>Agency Coordination meetings; Advanced Training; projects: ICP kits and configuration, etc</i>                                                                             | \$9,000          | \$9,200          | \$9,500          | \$9,700          | \$10,000         |
| 824            | Office<br><i>including bookkeeping, payroll, photocopier, office supplies, computer, software, cell phone, business cards, etc.</i>                                                                   | \$4,600          | \$4,700          | \$4,800          | \$5,000          | \$5,100          |
| 812            | Travel                                                                                                                                                                                                | \$1,800          | \$1,900          | \$1,900          | \$2,000          | \$2,000          |
| 807            | Miscellaneous                                                                                                                                                                                         | \$1,300          | \$1,300          | \$1,400          | \$1,400          | \$1,400          |
|                | Total                                                                                                                                                                                                 | <b>\$161,200</b> | <b>\$164,600</b> | <b>\$168,400</b> | <b>\$171,600</b> | <b>\$179,600</b> |

## Recommendation to Council

|                                                                                                |  |             |                                                                                                              |             |
|------------------------------------------------------------------------------------------------|--|-------------|--------------------------------------------------------------------------------------------------------------|-------------|
| <b>TITLE:</b> <b>Bylaw No. 1378-26</b><br><b>The Regional Airport Committee Advisory Bylaw</b> |  |             |                           |             |
| <b>PREPARED BY:</b>                                                                            |  |             | <b>DATE:</b> October 8, 2026                                                                                 |             |
| <b>DEPARTMENT:</b>                                                                             |  |             |                                                                                                              |             |
|                                                                                                |  |             | <b>ENCLOSURE(S):</b><br>1. Bylaw No. 1378-26                                                                 |             |
| <b>Department Supervisor</b>                                                                   |  | <b>Date</b> |                                                                                                              |             |
| <b>APPROVALS:</b>                                                                              |  |             |                                                                                                              |             |
|                                                                                                |  |             | <b>Roland Milligan</b><br> |             |
|                                                                                                |  |             | <b>2026-10-08</b>                                                                                            |             |
| <b>Department Director</b>                                                                     |  | <b>Date</b> | <b>CAO</b>                                                                                                   | <b>Date</b> |

**RECOMMENDATION:**

**That Council gives first reading to Bylaw No. 1378-26, being the Regional Airport Advisory Committee Bylaw.**

**BACKGROUND:**

At the September 22, 2026, Council Committee meeting, the future development of the airport was placed on the agenda for discussion.

During that meeting, the history of Bylaw No. 1290-18 was discussed. Bylaw No. 1290-18 was a bylaw that proposed to establish the Terms of Reference for the formation and operation of a Regional Airport Advisory Committee. This bylaw received first reading in August of 2018 but did not go any further. (*Enclosure No. 1*).

Pursuant to Section 188 of the MGA, the previous readings of a proposed bylaw are rescinded if the proposed bylaw does not receive third reading within 2 years after first reading. The bylaw has been renumbered and is being presented for first reading.

Once the bylaw receives first reading, it will be forwarded to all neighbouring to determine if there is once again an interest in participating.

For over five years, March 2017 through to May 2022, the MD undertook the challenge to develop and maintain the regional interest to help develop the MD's municipal airport into an asset for both the MD and surrounding communities.

## Recommendation to Council

### Abbreviated history of committee timelines and meetings from 2017 to 2022:

- **March 27, 2017:** First meeting. Included 2 MD Councilors, a member at large, Director of Operations and Administration
- **May 24, 2018:** Letters sent to Crowsnest, Cowley and Town. Formally inviting them to take place in the Regional Airport Committee
- **June 14, 2018:** Meeting with 2 members each from CNP, Town and MD, as well as 1 Councilor from Cowley, member at large and Administration (Regional Airport Advisory Group). Steps were discussed to move forward with Regional Airport
- **August 2018:** Bylaw 1290-18 with Terms of Reference for a Regional Airport was given first reading (*Attachment #1*). Did not go any further
- **September 21, 2020:** CNP Councillor Sygutek/MD Councillors Lemire and Yagos/Town Councillors Jackson and McGillivray. Met with Kent Milley (K2S Management) to discuss his proposed Airport Master Plan
- **October 9, 2020:** CNP Councillor Sygutek and Filipuzzi/MD Councillors Lemire and Yagos/Town Councillors Jackson and McGillivray/Cowley Councillor Mickles. Met with Kent Milley to brainstorm ideas. It was decided that members would take the ask for seed money (potentially \$25,000) to respective Councils for approval
- **February 18, 2021:** CNP Councillor Sygutek and Filipuzzi/MD Councillors Lemire and Yagos/Town Councillors Jackson and McGillivray/Cowley Councillor Mickles. Met again with Kent Milley and reviewed the proposed Governance Structure and Proposal. Moving forward, Councils will approve the contract with K2S Management and Governance Structure, with the Committee's preference being a Part 9 Company
- **March 25, 2021:** Letter from Town of Pincher Creek with following motion:  
*"That Council for the Town of Pincher Creek approve the proposed concept of the Governance model of a Not-for-Profit Municipal Corporation with the three municipal members being the Crowsnest Pass, Municipal District of Pincher Creek # 9, and the Town of Pincher Creek for the Airport Services ongoing and expanded operation."*

*Further, that the Town of Pincher Creek agree to share the proposed fee of \$25,000 among the three municipal partners for Airport"*

- **December 6, 2021:** CNP Councillor Girhiny and Kubik/MD Councillors Lemire, Hollingshead and MacGarva/Town Councillors Elliot and Barber, Kent Milley. Committee agreed to pay K2S Management \$15,000 for 2021. Review of Airport Partnership Plan and what Councils need to approve, suggested having it back to Councils in January. The following resolution was made to be brought back to all Councils:  
*"Moved that for clarification for the Municipalities involved with the airport partnership:*
  - *That the airport master plan be finalized and adopted by each Council on the recommendation of the airport advisory committee, further that each Council select their preferred model for governance prior to the February airport committee meeting;*
  - *THAT the airport role statement, vision and mission statements be developed and outline key objectives/guiding principles for the asset;*
  - *THAT the business plan – short term be started as proposed by KS2L Management Ltd. Inc.;*

## Recommendation to Council

○ *AND FURTHER THAT each Council forward 25k/ year, payable January 1 of each year to the regional airport trust."*

- **January 17, 2022:** MD Administration sent the documents to other Municipalities, with the notes, for approval
- **Early 2022:** CNP sent MD the \$25,000 for 2022 Airport Trust
- **January 25, 2022:** Town of Pincher Creek sent a letter requesting a Regional Meeting as they didn't understand what was being asked
- **February 14, 2022:** Regional Meeting, K2S Management, and Members at large attended. The Committee's history was reviewed. The Town wanted more information prior to making a decision on the Governance Structure
- **May 25, 2022:** Town of Pincher Creek sent a letter advising that they were withdrawing from the Regional Airport Committee

### **FINANCIAL IMPLICATIONS:**

Nothing has changed from previous processes

**MUNICIPAL DISTRICT OF PINCHER CREEK  
BYLAW NO. 1378-26**

**A bylaw of the Municipal District of Pincher Creek No. 9, in the Province of Alberta for the purpose of establishing a Regional Airport Advisory Committee.**

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WHEREAS the *Municipal Government Act*, R.S.A 2000, Chapter M.26 and amendments thereto, allows a municipality to pass bylaws to establish a committee of Council;

AND WHEREAS the *Municipal Government Act*, R.S.A 2000, Chapter M.26 and amendments thereto, allows a municipality to define the functions and procedures of a committee established by Council;

NOW THEREFORE the Council of the Municipal District of Pincher Creek No. 9 in the Province of Alberta, duly assembled does hereby enact the following:

1. This Bylaw may be cited as “THE REGIONAL AIRPORT ADVISORY COMMITTEE BYLAW NO. 1378-26”.
2. The Regional Airport Advisory Committee – Terms of Reference per Schedule A attached.
3. This bylaw comes into force and effect upon third and final passing thereof.

READ a first time this 13<sup>th</sup> day of October, 2026.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

---

*Reeve*

---

*Chief Administrative Officer*



## **Municipal District of Pincher Creek No. 9 Regional Airport Advisory Committee Terms of Reference**

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### **Introduction**

Under the authority of the *Municipal Government Act RSA 2000, Chapter M-26*, the Council of the Municipal District of Pincher Creek No. 9 (MD) has convened a Regional Airport Advisory Committee. The Committee is responsible to MD Council. Its purpose is to advise Council on airport opportunities and issues, policy and programs within the Southwestern Alberta Region with specific focus on the Pincher Creek Airport (CZPC).

### **Functions of the Regional Airport Advisory Committee**

The Committee is a critical source of policy and advice for the Council of the MD. The Committee requires a high level of understanding of the technology, culture and business of aviation, and the region. Committee members will be selected from Council's within the region and for their knowledge of aviation. During their term of office, Committee members must remain aware of the conditions, challenges and opportunities affecting aviation in general and their impact on airport operations within the MD. The Committee will use this expertise to fulfill its mandate.

The Committee has four primary roles: to recommend to Council that it should adopt new policy or provide advice on changes to existing policy as it affects aviation; to provide direction to projects and programs instituted by the MD's Administration in response to airport policies adopted by Council; to use its initiative in the promotion of viable and sustainable aviation; and to oversee performance with respect to memorandums of agreement that may exist between MD Council and other cooperating agencies or partnerships that deal with aviation issues.

### **Meetings**

Meetings will be held quarterly, or as determined by the Chair. Agenda packages will be available one week prior to the meeting. A quorum of four (4) voting members is necessary for the meeting to proceed.

## **Inspections**

From time to time aviation concerns and situations may be brought to the attention of the MD. The Committee has the necessary legislated authority to act on the information by making a recommendation to Council, or by issuing an advice, notification, or a decision in accordance with its mandate.

Information is the key element to effective and equitable actions and decisions by the Committee. Accordingly, the Committee may request respondents to attend a Committee meeting, or provide a written statement regarding the aviation issue. Additionally the Committee may request the Public Works Department to collect further information by attending meetings, or by conducting field inspections and interviews. All information obtained may be used by the Committee to issue an advice or notification in accordance with federal or provincial legislation, or municipal policy.

The Public Works Department shall be staffed with personnel trained and authorized by the MD to conduct airport inspections. Field inspections will be conducted by the Public Works Superintendent, or his/her designate, and the Director of Operations, as and when required.

Inspections may be initiated and scheduled in response to a registered complaint, or on direction of the Committee, Council or the CAO. Based on the results of these inspections, Administration will report to the Committee on the inspection(s) and provide information on the legislation and an assessment on the need to issue a notice that meets the requirements of The *Aeronautics Act* and the *Canadian Aviation Regulations*. A list of all notices issued since the last Committee meeting will be forwarded to the next Committee Meeting as an agenda item.

## **Policy, Program Direction and Partnerships**

The Committee will establish a set of strategic goals for a three (3) year term, to be reviewed annually. The review will include a written assessment of progress, and an assessment of the program's strategic alignment with federal aviation policy. The Committee will also review aviation policy(s) annually with respect to their currency, relevance and alignment with goals of the MD's aviation program.

The Committee in association with MD Administration will prepare an operational and strategic plan prior to budget deliberations. A Committee recommendation to Council to approve the document will be forwarded to Council, and once approved the document will be used by Public Works to guide airport operations.

Partnerships with non-government organizations will be considered and undertaken by the Committee if the partnership advances program goals. A memorandum of understanding or terms of reference will be developed for each partnership, along with a report to Council for approval.

Policy, program direction and partnerships, once approved by Council, that have implications to airport operations, will be attached to this Terms of Reference, as Appendix A.

## **Appointment to the Committee**

The Committee will consist of nine (9) members; comprised of two (2) MD of Pincher Creek Council members, one (1) Town of Pincher Creek Council appointed member, one (1) Municipality of Crowsnest Pass Council appointed member, one (1) Village of Cowley Council appointed member, one (1) Municipal District of Ranchland Council Appointed member, one (1) Cardston County Council appointed member, one (1) ID4 (Waterton) Council Appointed Member and one (1) member at large. Appointments will be for a two-year term to a maximum of six (6) years on the Committee. Member's terms will end on a rotational basis with a goal of no more than two (2) members being scheduled to rotate off the Committee in one year. Council will appoint members to the Committee when vacancies occur. Voting members include Council and members at large only. Vacant Committee appointments will be made on an annual basis.

The MD's Director of Operations and the Public Works Superintendent are resource persons to the Committee.

## **Members' Responsibilities**

Each Committee Member has a responsibility to ensure that the Committee meets its obligation to MD Council as outlined under Functions of the Regional Airport Advisory Committee. Members' responsibilities include:

- Attending and voting at meetings. If a member cannot attend a meeting it is his/her responsibility to inform the secretary prior to the meeting
- Contributing their experience and ideas to Committee discussions
- Learning about Regional Airport Advisory Committees
- Listening to aviation concerns or suggestions and bring them to the Committee as appropriate
- Participating in program reviews as required
- Providing a briefing to the Committee on workshops, seminars and conventions etc that they have attended
- Participate in the annual review of aviation policies relevant to the Operations Department of the MD.

## **Chairperson Responsibilities**

One member will be elected by the Committee as chairperson; the Director of Operations will forward the Committee's recommendation to MD Council for approval. The chairperson position is for a one-year term. Chairperson responsibilities include:

- Chair all meetings when present
- Assist the Director of Operations with the preparation of an agenda
- Ensuring that agenda items are discussed and conclusions are reached by way of a resolution
- Ensuring that the meetings start on time, stay on track and that all members have an opportunity to contribute

- Liaising with the other members when planning meetings
- Reporting to MD Council as necessary
- Representing the Committee at meetings, conferences and other functions, within budget guidelines

## **Vice-Chairperson Responsibilities**

One member will be elected as Vice-Chairperson. The Director of Operations will forward the Committee's recommendation to MD Council for approval. The Vice-Chairperson's responsibilities include:

- Performing the responsibilities of the Chairperson in the absence of the Chairperson.

## **Administrative Responsibilities**

The MD will provide staff for administrative purposes. Administrative personnel responsibilities include:

- Taking minutes during meetings, clarifying with members as necessary whatever decisions have been reached
- Preparing draft meeting minutes of all meetings held
- Distributing minutes to the Director of Operations and Council
- Compiling an agenda as provided by the Director of Operations, and circulating to members one week prior to the meeting

The Director of Operations maintains currency on a wide variety of topics in relation to aviation and the aviation industry. It is the commitment of the Council of the MD that the Committee will receive the full support of all MD employees. Directors of each department shall ensure that representation is provided as required, and that members of the Committee are given adequate time to fulfill their Committee obligations. This is in keeping with our municipality's commitment to provide quality aviation services for everyone in the region.

## Appendix A – Council Approved Aviation Policy, Program and Partnerships

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### Policy:

- Policy 303 - Winter Maintenance of Municipally Directed, Controlled and Managed Roads and Airport Surfaces

### Program:

- Pincher Creek Airport Strategic and Operational Plan    Dated: Draft to be developed

### Partnerships:

- Aviation Alberta
- Alberta Airports Management Association
- International Association of Airport Executives - Canada



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**RE: New Year's Eve Fireworks Sponsorship**

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**From** Alex Burova <events@skicastle.ca>

**Date** Thu 2026-10-01 17:39

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

Hi Jessica,  
Thank you for getting back to me so quickly!  
We're requesting \$2500 in sponsorship for this year's New Year's Eve fireworks.  
Please let me know if you need any additional information from me for the Council meeting.  
Thank you so much!

Kind regards,



**ALEX BUROVA**  
**Events Coordinator**

**Phone:** 403.627.5101 x 289

**Email:** [events@skicastle.ca](mailto:events@skicastle.ca)

**Web:** [www.skicastle.ca](http://www.skicastle.ca)

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**From:** Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>

**Sent:** Thursday, October 1, 2026 7:59 AM

**To:** Alex Burova <events@skicastle.ca>

**Subject:** Re: New Year's Eve Fireworks Sponsorship

**CAUTION** - This email originated from outside of Castle Mountain. Do not click links or open attachments unless you recognize the sender.

Good morning,

Do you have an amount in mind? I can take this request to Council on October 13.

**Jessica McClelland**

Executive Assistant

Municipal District of Pincher Creek No. 9

1037 Herron Avenue, PO Box 279

Pincher Creek, AB T0K-1W0

Phone: 403-627-3130

[Communications@mdpinchercreek.ab.ca](mailto:Communications@mdpinchercreek.ab.ca)

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---

**From:** Alex Burova <[events@skicastle.ca](mailto:events@skicastle.ca)>  
**Sent:** September 29, 2026 17:14  
**To:** Jessica McClelland <[AdminExecAsst@mdpincercreek.ab.ca](mailto:AdminExecAsst@mdpincercreek.ab.ca)>  
**Subject:** New Year's Eve Fireworks Sponsorship

Hi Jessica,

I hope you had a great summer! It feels like it flew by, and somehow we're already starting to think about winter and New Year's Eve again!)

I wanted to reach out and see if the MD of Pincher Creek might be interested in supporting Castle Mountain's New Year's Eve fireworks again this year. Your support in the past has been incredibly appreciated and has helped us keep the fireworks as part of our New Year's Eve celebration - something that our guests and the local community really look forward to every year. We'd love to be able to bring them back again this year!

Please let me know if this is something you'd be interested in, and I'd be happy to provide any details or information you may need. Thanks so much!

Kind regards,



**ALEX BUROVA**  
**Events Coordinator**

**Phone:** 403.627.5101 x 289

**Email:** [events@skicastle.ca](mailto:events@skicastle.ca)

**Web:** [www.skicastle.ca](http://www.skicastle.ca)

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## Hudson Bay Route Association on our recent activity, sponsorship opportunities, and registration for the 2026 Annual General Meeting.

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**From** Brenda McBride <admin@hbra.ca>

**Date** Mon 2026-09-21 07:12

**Cc** Jim Berscheid <jim@hbra.ca>

 1 attachment (5 MB)

HBRA\_Member\_Update\_Sept 2026.docx;

Good day, Reeves and Councilors,

Attached is an update from the Hudson Bay Route Association on our recent activities, sponsorship opportunities, and registration for the 2026 Annual General Meeting. Please share at your next meeting.

We invite your municipality to our 2026 Conference and AGM, **"Building Canada's Northern Trade Corridor,"** at the Coronet Hotel in Prince Albert, Saskatchewan, on November 5–6, 2026. The event begins with a banquet on Thursday, November 5, followed by meetings on Friday, November 6.

This year's program brings together voices from rail, agriculture, ports, airports, and economic development to discuss the Port of Churchill, the Hudson Bay Railway, and the role northern trade routes can play in getting Western Canadian products to market.

**\*\*We encourage every RM to appoint a delegate.\*\*** Council representation is what gives HBRA its weight with industry and with the provincial and federal governments. Registration details and the link are attached. Please register early so we can confirm meal and book your hotel room.

On behalf of  
**Jim Bersheid, BScAg**

President, Hudson Bay Route Association (HBRA)  
[204-623-0393](tel:204-623-0393) | [Jim@hbra.ca](mailto:Jim@hbra.ca)

## Member Update

*Prepared September 2026*



Dear HBRA Members, Partners and Friends,

It has been a busy few months for the Hudson Bay Route Association. Between a first-of-its-kind trade mission to Churchill, continued advocacy for the northern corridor, and the planning now well underway for our Annual General Meeting, there is a great deal to share — and one important date to put in your calendar.

Our 2026 Annual General Meeting takes place November 5–6 at the Coronet Hotel in Prince Albert, Saskatchewan, under the theme “Building Canada’s Northern Trade Corridor: Partnerships, Investment and Action.” Registration is now open, and we would very much like to see you there.

[REGISTER FOR THE 2026 AGM](#)

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### LOOKING BACK

## The Tri-Chamber Trade Mission to Churchill

July 20–23, 2026



# COMMUNITY INFORMATION MEETINGS

## About the meetings:

Grizzly bears are expanding their range into grassland and agricultural landscapes across southwestern Alberta. The Waterton Biosphere Reserve Association and the province of Alberta are initiating a project to better understand bear movements, habitat use, denning ecology, and conflict prevention strategies for bears on the eastern extent of their range.

Join us to learn more and provide feedback.

## Topics We'll Cover:

- Grizzly bear GPS collaring program
- Project objectives and study area
- Information sharing with local landowners and communities
- Questions, discussion, and community feedback about project
- Grizzly bear conflict and management discussion



**November 4 from 6-9 PM**  
MD of Pincher Creek Office  
1037 Herron Avenue



**November 5 from 6-9 PM**  
Tanner Seniors Centre  
260 1 St W, Cardston



[www.watertonbiosphere.com](http://www.watertonbiosphere.com)

403-653-2267

[jbectell@watertonbiosphere.com](mailto:jbectell@watertonbiosphere.com)

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**Fw: Patton Park**

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**From** Roland Milligan <AdminCAO@mdpinchercreek.ab.ca>  
**Date** Tue 2026-09-29 14:44  
**To** Jessica McClelland <AdminExecAsst@mdpinchercreek.ab.ca>

Council Info.

**Roland Milligan**

Chief Administrative Officer  
M.D. of Pincher Creek No. 9  
Box 279  
1037 Herron Avenue  
Pincher Creek, AB T0K1W0  
Phone: 403-627-3130  
Email: AdminCAO@mdpinchercreek.ab.ca

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**From:** Rose & Dennis Olson <rose.dennis@shaw.ca>  
**Sent:** September 29, 2026 13:19  
**To:** Roland Milligan <AdminCAO@mdpinchercreek.ab.ca>  
**Cc:** Ayla Peacock <AES-AsstMgr@mdpinchercreek.ab.ca>; John MacGarva <CouncilDiv5@mdpinchercreek.ab.ca>; aldouglas@shaw.ca <aldouglas@shaw.ca>; 'Kathy Rast' <rastk@lrsd.ab.ca>; rose.dennis@shaw.ca <rose.dennis@shaw.ca>  
**Subject:** Patton Park

On behalf of the Patton Park Committee, I'd like to extend our thanks to the Municipal staff for their outstanding work this year on the Maintenance and repair of the park's grounds and facilities. Ayla, Jesson, and the maintenance staff kept our grounds "the best ever!" Park users raved about its beauty and meticulous care. Allan McCrae and his staff carried out repairs and maintenance that had been requested for many years and they did a great job of it. Please make council aware of our appreciation of the fine work in making the Patton park one of the "finest jewels" of our community.

Dennis Olson