



## MD of Willow Creek

June 10, 2020 - Regular Meeting of Council - 11:00 AM (Municipal District of Willow Creek - Administration Office)

### 1 Call To Order

#### 1.1 Additions to Agenda

### 2 Minutes

#### 2.1 Minutes of the May 27, 2020 Council Meeting

📎 May 27, 2020 Council Minutes

### 3 Delegations

### 4 Financial

#### 4.1 Cheque Register

📎 Cheque Register June 10, 2020

#### 4.2 Bank Reconciliation

📎 Bank Reconciliation May 31, 2020

#### 4.3 Discretionary Grants

📎 Discretionary Grants Reconciliation May 31, 2020

### 5 Public Hearings

### 6 Council Matters

#### 6.1 Council Commitments - June/July

📎 For Information Council Commitments - June/July

#### 6.2 Annexation Final Consent

📎 For Decision - Annexation Final Consent - June 3, 2020

📎 Final Consent of the MD of Willow Creek - Revised per tax agreement and effective date 2021

#### 6.3 Fort Macleod Flood Hazard Study

📎 For Information - Fort Macleod Flood Hazard Study - June 2020

📎 Email from Alberta Environment and Parks

📎 Fort Macleod Flood Hazard Study Summary

📎 Fort Macleod Flood Hazard Study Map

#### 6.4 MD of Ranchland Fire Chief Agreement

📎 For Decision - MD Ranchland - MD Willow Creek DEM Amending Agreement for Fire Chief Services

📎 Emergency Services - DEM Amending Agreement - June 2020

- 📎 MD of Ranchland - MD of Willow Creek Emergency Management Agreement - 2019 to 2022
- 6.5 Municipal Asset Management Program Grant
  - 📎 For Decision - Municipal Asset Management Program Grant
- 6.6 Road Crossing Application and Agreement
  - 📎 Vandervalk Road Crossing Application and MOA
- 7 Council Reports**
- 7.1 Porcupine Hills Foundation Audited Financial Statement - Deputy Reeve Alm
  - 📎 Porcupine Hills Foundation Audited Financial Statement
- 8 By-Laws and Policies**
- 8.1 Bylaw No. 1864 - Road Closure and Lease
  - 📎 Bylaw No. 1864 - Road Closure and Lease
- 8.1.1 Second Reading
- 8.1.2 Third Reading
- 9 Correspondence**
- 9.1 Cypress County HALO Air Ambulance Municipal Partnership
  - 📎 Cypress County HALO Air Ambulance Municipal Partnership Letter
  - 📎 Cypress County HALO Air Ambulance Municipal Partnership Spreadsheet
- 9.2 Concrete and Cement Industry Letter
  - 📎 Concrete and Cement Industry Letter to Reeve Sandberg
  - 📎 Concrete Pavements in Alberta
- 9.3 Letter from Minister of Transportation McIver - Bridge Culvert Replacement Funding
  - 📎 STIP Funding for BF 2463 - Bridge Culvert Replacement
- 9.4 Willow Creek Composite High School Graduation 2020
  - 📎 Letter from Principal Kark
- 10 Closed Session**
- 10.1 Closed Session Pursuant to MGA Section 197 and FOIP Section 16 - Disclosure harmful to Third party business interests
- 10.2 Closed Session Pursuant to MGA Section 197 and FOIP Section 21 - Disclosure harmful to intergovernmental relations
- 10.3 Closed Session Pursuant to MGA Section 197 and FOIP Section 21 - Disclosure harmful to intergovernmental relations
- 10.4 Closed Session Pursuant to MGA Section 197 and FOIP Section 21 - Disclosure harmful to intergovernmental relations
- 10.5 Closed Session Pursuant to MGA Section 197 and FOIP Section 21 - Disclosure harmful to intergovernmental relations
- 10.6 Closed Session Pursuant to MGA Section 197 and FOIP Section 17 - Disclosure harmful to personal privacy
- 11 Adjournment**



**MD of Willow Creek**  
**Meeting Minutes**  
**Regular Council May 27, 2020 - 10:00 AM**

**Municipal District of Willow Creek – Administration Office**

**Claresholm, Alberta**

Present through Electronic Communication:

Reeve Maryanne Sandberg  
 Deputy Reeve Glen Alm  
 Councillor John Van Driesten  
 Councillor John Kroetsch  
 Councillor Ian Sundquist  
 Councillor Darry Markle  
 Councillor Evan Berger

Present through Electronic Communication:

News Correspondent Rob Vogt

Present in Chambers:

Chief Administrative Officer Derrick Krizsan  
 Sheila Karsten - Recording Secretary  
 Johanne Hannas - Director of Finance  
 Cindy Chisholm - Manager of Planning and Development

**1**

**Call To Order**

Reeve Sandberg called the meeting to order at 10:02 a.m.  
 Live streaming of the Council meeting began at 10:02 a.m.

**1.1**

**Additions to Agenda**

**Resolution No: C-20/231**

Moved by Councillor Berger to adopt the agenda as presented.

**CARRIED**

**2**

**Minutes**

The Minutes of the May 13, 2020 Council meeting were presented.

**2.1**

**Minutes of the May 13, 2020 Council Meeting**

**Resolution No: C-20/232**

Moved by Councillor Sundquist to approve the May 13, 2020 Council meeting minutes as presented.

**CARRIED**

**3**

**Delegations**

There were no delegations.

**4**

**Financial**

#### 4.1 **Cheque Register**

Director of Finance Hannas presented the cheque register for cheque# 24513 - 24527 and EFT# 2444 - 2485 in the amount of \$128,763.22 as information.

Received for information.

#### 4.1.1 **Cheque Signing Authority** **Resolution No: C-20/233**

Moved by Councillor Sundquist to authorize Chief Administrative Officer and Director of Finance to execute cheques No. 24513 - 24527 due to COVID-19 requirements.

**CARRIED**

Johanne Hannas left the meeting at 10:14 a.m.

#### 5 **Public Hearings**

There were no Public Hearings scheduled.

#### 6 **Council Matters**

##### 6.1 **Council Commitments - May/June/July**

Upcoming commitments for Council Members were presented for May, June and July 2020.

##### 6.2 **Asset Management Cohort** **Resolution No: C-20/234**

Asset management is growing in importance for municipalities across Alberta and Canada, but the costs and work associated with integrating asset management into municipal decision-making and operations is often significant. To support small municipalities in embracing asset management, the Rural Municipalities of Alberta (RMA), Alberta Urban Municipalities Association (AUMA), and Infrastructure Asset Management Alberta (IAMA) are organizing asset management capacity-building cohorts that will be offered in 2020 and 2021.

Development of an Asset Management Plan is based on inventory, replacement cost, community expectation, function and performance, maintenance and replacement, life analysis, investment and long term financial planning.

Moved by Deputy Reeve Alm that the Council of the Municipal District of Willow Creek No. 26 directs the Chief Administrative Officer to apply for the asset management cohort program opportunity from the RMA, AUMA, and IAMA.

Be it therefore resolved that the Municipal District of Willow Creek No. 26 commits appropriate resources to the asset management cohort program to advance its asset management program.

Be it further resolved that the Municipal District of Willow Creek No. 26 commits financial support from its budget toward the costs of this initiative.

**CARRIED**

##### 6.3 **Letter of Credit** **Resolution No: C-20/235**

In 2015, the Municipal Planning Commission approved and issued Development Permit No. 027-15 to operate a dry Class I sand and gravel mining operation consisting of a 26.4 acre pit, with mining operations done so as to maintain a maximum 8.0 acre disturbed area at anyone time, subject to conditions.

Subject lands: NW, NE, SE 15-15-26-W4M Subject Road: Rge Rd 263

Condition No. 5 Prior to commencing mining operations the landowner and the



operator shall enter into a development agreement with the municipality for contributions to the upgrading of that portion of Range Road 263 to be upgraded by the developer of the Twin Valley Resort residential development. The Operators and Landowner enter into an agreement with the MD pursuant to Sections 650 and 651 of the Municipal Government Act, RSA 2000 Chapter M-26 to pay for a portion of the capital cost for improvements of a portion of Range Road 263.

A Letter of Credit for Oversize Cost Contribution in the amount of \$7842.10, dated February 16, 2016 (extended yearly). The current extension was issued on November 8, 2019 and expires November 8, 2020.

Moved by Reeve Sandberg the Letter of Credit for the Oversize Cost Contribution in the amount of \$7,842.10 be returned to Knelsen Sand and Gravel.

**CARRIED**

**7 Council Reports**

There were no Council Reports.

**8 By-Laws and Policies**

**8.1 Bylaw No. 1870 - Nuisance and Unsightly Property Bylaw**

Bylaw No. 1870 being the Nuisance and Unsightly Property Bylaw was presented.

**8.1.1 First Reading  
Resolution No: C-20/236**

Moved by Councillor Kroetsch Bylaw No.1870 being the Nuisance and Unsightly Property bylaw be given first reading.

**CARRIED**

**8.1.2 Second Reading  
Resolution No: C-20/237**

Moved by Councillor Sundquist Bylaw No. 1870 be given second reading.

**CARRIED**

**8.1.3 Proceed to Third Reading  
Resolution No: C-20/238**

Moved by Councillor Van Driesten and all Councillors present to unanimously consent to proceed to the third and final reading of Bylaw No. 1870.

**CARRIED UNANIMOUSLY**

**8.1.4 Third Reading  
Resolution No: C-20/239**

Moved by Councillor Markle Bylaw No.1870 be given third and final reading and the Reeve and Chief Administrative Officer be authorized to sign and counter sign on behalf of the Municipal District.

**CARRIED**

**8.2 Bylaw No. 1872 - Utility Bylaw**

Bylaw No. 1872 being the Utilities Bylaw was presented.

**8.2.1 First Reading  
Resolution No: C-20/240**

Moved by Deputy Reeve Alm Bylaw No. 1872 being the Utility bylaw be given first reading.

**CARRIED**

**8.2.2 Second Reading**  
**Resolution No: C-20/241**

Moved by Councillor Markle Bylaw No. 1872 be given second reading.

**CARRIED**

**8.2.3 Proceed to Third Reading**  
**Resolution No: C-20/242**

Moved by Councillor Kroetsch and all Councillors present to unanimously consent to proceed to the third and final reading of Bylaw No. 1872.

**CARRIED UNANIMOUSLY**

**8.2.4 Third Reading**  
**Resolution No: C-20/243**

Moved by Councillor Sundquist Bylaw No.1872 be given third and final reading and the Reeve and Chief Administrative Officer be authorized to sign and counter sign on behalf of the Municipal District.

**CARRIED**

**9 Correspondence**

**9.1 Canadian Royal Purple - Thank You**

A thank you letter from the Canadian Royal Purple for the donation of \$500 and raffle prizes for the Gaming Night Fundraiser was presented.

Received for information.

**9.2 Genesis Reciprocal AGM**  
**Resolution No: C-20/244**

The Genesis Reciprocal Insurance Exchange will be holding its Annual General Meeting on June 5, 2020 at 9:00 a.m. and will be held by a ZOOM webinar. A Proxy form was also provided to appoint an individual to attend the meeting if they are unable to attend the webinar.

Moved by Councillor Sundquist to initiate the Annual General Meeting of the Genesis Reciprocal Insurance Exchange Proxy to appoint Duane Gladden to act as proxy for the Municipal District of Willow Creek No. 26.

**CARRIED**

Cindy Chisholm entered the meeting at 10:48 a.m.

**9.3 Letter from Minister Nixon - Flood Studies**  
**Resolution No: C-20/245**

A letter from Minister of Environment and Parks Jason Nixon stating Environment and Parks has completed 10 new flood studies which includes the Fort Macleod Flood Hazard study. Information on the draft flood maps, reports and the completed studies was provided.

Moved by Deputy Reeve Alm to table until the June 10, 2020 Council Meeting.

**CARRIED**

**9.4 Letter from Town of Claresholm - Airport Maintenance**

A letter from the Town of Claresholm to offer the transfer of the airport runway and taxiway lands to the M.D of Willow Creek and share the runway repair costs in the amount of approximately \$34,500 each was presented.

Received for information.

9.5

**HALO Air Ambulance**  
**Resolution No: C-20/246**

Helicopter Air Lift Operation (HALO) of Medicine Hat and surrounding communities has been unable to negotiate operational funding from Alberta Health and its local fundraising activities have been severely restricted during the COVID-19 pandemic. As a result, HALO will stop using its twin-engine helicopter and return to using only a single-engine machine by June 1, 2020 in a limited capacity and ceasing of all operations by July 1, 2020. HALO is the only medevac helicopter service dedicated to Southern Alberta.

Moved by Deputy Reeve Alm to contribute \$2800 to Helicopter Air Lift Operation with \$400 from each of the 7 Councillor's Discretionary Funding and to review contributions to Shock Trauma Air Rescue Society and Helicopter Air Lift Operation for the 2021 Budget.

**CARRIED**

Cindy Chisholm left the meeting at 11:02 a.m.

Cindy Chisholm returned to the meeting at 11:04 a.m.

10

**Closed Session**  
**Resolution No: C-20/247**

Moved by Councillor Van Driesten to go into closed session at 11:09 a.m.

**CARRIED**

Live streaming ended at 11:09 a.m.

10.1

**Closed Session Pursuant to MGA Section 197 and FOIP Section 21 - Disclosure harmful to intergovernmental relations**

10.2

**Closed Session Pursuant to MGA Section 197 and FOIP Section 21 - Disclosure harmful to intergovernmental relations**

Cindy Chisholm left the meeting at 12:03 p.m.

10.3

**Closed Session Pursuant to MGA Section 197 and FOIP Section 21 - Disclosure harmful to intergovernmental relations**

10.4

**Closed Session Pursuant to MGA Section 197 and FOIP Section 21 - Disclosure harmful to intergovernmental relations**

10.5

**Closed Session**  
**Resolution No: C-20/248**

Moved by Councillor Kroetsch to come out of closed session at 1:11 p.m.

**CARRIED**

Live streaming of Council meeting began at 1:11 p.m.

**Claresholm Medical Centre**  
**Resolution No: C-20/249**

Moved by Deputy Reeve Alm to reduce the rent of the Claresholm Medical Centre to \$5040.00 due to the reduction of a full time practicing physician in accordance with the rental agreement.

**CARRIED**

**Municipal District of Willow Creek Annual Open House**  
**Resolution No: C-20/250**

Moved by Councillor Berger to cancel the 2020 Annual Open House due to COVID-19 restrictions.

**CARRIED**

**11**

**Adjournment**  
**Resolution No: M-20/251**

Moved by Councillor Van Driesten to adjourn at 1:15 p.m.

**CARRIED**

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Reeve

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Chief Administrative Officer

DRAFT

Ranges: From: To: From: To:  
Cheque Number First Last Cheque Date 5/28/2020 6/10/2020  
Vendor ID First Last Chequebook ID First Last  
Vendor Name First Last

Sorted By: Cheque Number

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
24528	HALO AIR AMBULA	HALO AIR AMBULANCE	5/28/2020	GENERAL	PMCHQ00002763	\$2,800.00
24529	B&B ENERGY SERV	B&B ENERGY SERVICES LTD.	6/10/2020	GENERAL	PMCHQ00002764	\$6,195.00
24530	CLEARTECH INDUS	CLEARTECH INDUSTRIES INC.	6/10/2020	GENERAL	PMCHQ00002764	\$563.93
24531	ORRSC	ORRSC	6/10/2020	GENERAL	PMCHQ00002764	\$225.00
24532	PURULATOR INC.	PURULATOR INC.	6/10/2020	GENERAL	PMCHQ00002764	\$89.05
24533	REYNOLDS MIRTH	REYNOLDS MIRTH RICHARDS & FARM	6/10/2020	GENERAL	PMCHQ00002764	\$3,596.09
24534	ROY, MICHEL	ROY, MICHEL	6/10/2020	GENERAL	PMCHQ00002764	\$175.00
24535	SHOCKWARE INC.	SHOCKWARE WIRELESS INC.	6/10/2020	GENERAL	PMCHQ00002764	\$52.45
24536	SUNDQUIST, IAN	SUNDQUIST, IAN	6/10/2020	GENERAL	PMCHQ00002764	\$22,500.00
24537	TRS OFFICEWARE	TRS OFFICEWARE	6/10/2020	GENERAL	PMCHQ00002764	\$5.20
24538	WILLOW CREEK LO	WILLOW CREEK LOCK & KEY	6/10/2020	GENERAL	PMCHQ00002764	\$110.25
EFT000000002486	A.A.M.D. & C.	RMA	6/10/2020	GENERAL	PMCHQ00002765	\$28,120.43
EFT000000002487	ALBERTA ONE CAL	ALBERTA ONE CALL CORP.	6/10/2020	GENERAL	PMCHQ00002765	\$25.20
EFT000000002488	BISHOFF'S AUTO	BISHOFF'S AUTO, AG&IND. CENTRE	6/10/2020	GENERAL	PMCHQ00002765	\$2,329.65
EFT000000002489	BROWNLEE LLP	BROWNLEE LLP	6/10/2020	GENERAL	PMCHQ00002765	\$1,376.55
EFT000000002490	CLARESHOLM LOCA	CLARESHOLM LOCAL PRESS	6/10/2020	GENERAL	PMCHQ00002765	\$33.60
EFT000000002491	DIGITAL CONNECT	DIGITAL CONNECTION INC.	6/10/2020	GENERAL	PMCHQ00002765	\$503.31
EFT000000002492	F.C.S.S.-CHOLM	F.C.S.S. CLARESHOLM	6/10/2020	GENERAL	PMCHQ00002765	\$6,711.51
EFT000000002493	FLEET BRAKE	FLEET BRAKE	6/10/2020	GENERAL	PMCHQ00002765	\$1,774.27
EFT000000002494	GREGG DISTRIBU.	GREGG DISTRIBUTORS CALGARY LTD	6/10/2020	GENERAL	PMCHQ00002765	\$6,582.90
EFT000000002495	INTEGRA TIRE	ATKINSON HOLDINGS LTD.	6/10/2020	GENERAL	PMCHQ00002765	\$2,651.25
EFT000000002496	ISL ENGINEERING	ISL ENGINEERING AND LAND SERVI	6/10/2020	GENERAL	PMCHQ00002765	\$32,443.79
EFT000000002497	KARSTEN, SHEILA	KARSTEN, SHEILA	6/10/2020	GENERAL	PMCHQ00002765	\$69.30
EFT000000002498	KITCHENER, DON	KITCHENER, DON	6/10/2020	GENERAL	PMCHQ00002765	\$12,222.42
EFT000000002499	LETHBRIDGE COUN	LETHBRIDGE COUNTY	6/10/2020	GENERAL	PMCHQ00002765	\$630.74
EFT000000002500	MCNALLY (2011)	MCNALLY CONTRACTORS (2011) LTD	6/10/2020	GENERAL	PMCHQ00002765	\$475,834.62
EFT000000002501	MRF GEOSYSTEMS	MRF GEOSYSTEMS CORPORATION	6/10/2020	GENERAL	PMCHQ00002765	\$2,589.55
EFT000000002502	N.L. SMITH & SO	N.L. SMITH & SONS CONSTRUCTION	6/10/2020	GENERAL	PMCHQ00002765	\$23,811.17
EFT000000002503	NANTON QUALITY	NANTON QUALITY OF LIFE FOUNDAT	6/10/2020	GENERAL	PMCHQ00002765	\$3,926.96
EFT000000002504	PANDORA SALES &	PANDORA SALES & SERVICES LTD.	6/10/2020	GENERAL	PMCHQ00002765	\$1,396.50
EFT000000002505	PAPER TRAIL	PAPER TRAIL	6/10/2020	GENERAL	PMCHQ00002765	\$195.52
EFT000000002506	PUMPS & PRESSUR	PUMPS & PRESSURE INC.	6/10/2020	GENERAL	PMCHQ00002765	\$144.53
EFT000000002507	REG O'SULLIVAN	REG O'SULLIVAN CONSTRUCTION LT	6/10/2020	GENERAL	PMCHQ00002765	\$9,355.50
EFT000000002508	ROCKY MOUN PHOE	ROCKY MOUNTAIN PHOENIX EMERGEN	6/10/2020	GENERAL	PMCHQ00002765	\$58,828.35
EFT000000002509	SEDGWICK, DOUG	SEDGWICK, DOUG	6/10/2020	GENERAL	PMCHQ00002765	\$16,239.75
EFT000000002510	SHAW CABLE SYST	SHAW CABLE SYSTEMS	6/10/2020	GENERAL	PMCHQ00002765	\$43.00
EFT000000002511	SILVER AUTO	SILVER AUTOMOTIVE (LETH) LTD.	6/10/2020	GENERAL	PMCHQ00002765	\$626.01
EFT000000002512	SMITH, JOHN D.	SMITH, JOHN D.	6/10/2020	GENERAL	PMCHQ00002765	\$126.00
EFT000000002513	SUNCO COMMUNICA	SUNCO Communication & Installa	6/10/2020	GENERAL	PMCHQ00002765	\$488.20
EFT000000002514	TELUS-BURNABY	TELUS	6/10/2020	GENERAL	PMCHQ00002765	\$327.30
EFT000000002515	THE F.I.R.M.	THE F.I.R.M. INC.	6/10/2020	GENERAL	PMCHQ00002765	\$959.72
EFT000000002516	TOWER TIRE	TOWER TIRE & AUTO	6/10/2020	GENERAL	PMCHQ00002765	\$5,955.54
EFT000000002517	TOWN OF CLARESH	TOWN OF CLARESHOLM	6/10/2020	GENERAL	PMCHQ00002765	\$11,867.63
EFT000000002518	TOWN OF FORT MA	TOWN OF FORT MACLEOD	6/10/2020	GENERAL	PMCHQ00002765	\$3,926.96
EFT000000002519	TOWN OF STAVELY	TOWN OF STAVELY	6/10/2020	GENERAL	PMCHQ00002765	\$3,246.29
EFT000000002520	UNIFIRST CANADA	UNIFIRST CANADA LTD.	6/10/2020	GENERAL	PMCHQ00002765	\$80.06
EFT000000002521	UNIVAR CANADA L	UNIVAR CANADA LTD.	6/10/2020	GENERAL	PMCHQ00002765	\$102.99
EFT000000002522	WILLOW CREEK SA	WILLOW CREEK SAND & GRAVEL CO.	6/10/2020	GENERAL	PMCHQ00002765	\$128,625.00
EFT000000002523	WURTH CANADA LI	WURTH CANADA LIMITED	6/10/2020	GENERAL	PMCHQ00002765	\$190.02
EFT000000002524	YELLOW PAGES IN	YELLOW PAGES GROUP	6/10/2020	GENERAL	PMCHQ00002765	\$214.77
Total Cheques: 50						Total Amount of Cheques: \$880,888.83

**BANK RECONCILIATION AS AT May 31, 2020  
FOR THE MUNICIPAL DISTRICT OF WILLOW CREEK No. 26**

DESCRIPTION	GENERAL ACCOUNT May 31, 2020
PREVIOUS MONTH BALANCE	205,341.95
<b>ADD</b> RECEIPTS FOR THE MONTH	1,871,464.45
<b>Sub Total</b>	<b>2,076,806.40</b>
<b>LESS</b> DISBURSEMENTS FOR THE MONTH	1,958,776.42
<b>Net Balance At End Of Month</b>	<b>118,029.98</b>
BALANCE AT END OF MONTH - BANK	135,598.23
OUTSTANDING DEPOSIT	-
<b>SubTotal</b>	<b>135,598.23</b>
LESS: OUTSTANDING CHEQUES	96,056.48
<b>Net Balance At End Of Month</b>	<b>39,541.75</b>

UNRESTRICTED / RESTRICTED SAVINGS ACCOUNT	5,464,459.49
WATER PIPELINE REPLACEMENT IN TRUST RESERVE	9,610.35
MUNICIPAL RESERVE	46,446.11

<b>TOTAL BALANCE May 31, 2020</b>	<b>5,560,057.70</b>
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CERTIFIED A TRUE COPY SUBMITTED TO COUNCIL June 10, 2020

\_\_\_\_\_  
MARYANNE SANDBERG  
REEVE

\_\_\_\_\_  
DERRICK KRIZSAN  
CAO

<b>Discretionary Grants</b> <b>Reconciliation</b> <b>Acct# 4-1-000-764 - Reserve</b> <b>Acct# 2-1-120-771 - Expense</b> <b>May 31, 2020</b>	
Opening Balance January 01, 2020	24,975.51
Add: Contribution 2020	10,500.00
Less: Deduction May 31, 2020	10,600.00
Balance at May 31, 2020	24,875.51
Division 1- John Van Driesten	4,308.34
Division 2 - John Kroetsch	4,808.75
Division 3 - Maryanne Sandberg	3,014.50
Division 4 - Glen Alm	1,611.21
Division 5 - Darry Markle	3,558.46
Division 6 - Evan Berger	4,850.00
Division 7 - Ian Sundquist	2,724.25
Balance at May 31, 2020	24,875.51
Maryanne Sandberg Reeve	Derrick Krizsan CAO



## Municipal District of Willow Creek #26 For Information

Agenda Item #

Date Submitted: June 1, 2020

Originated by: Administration

Subject: Council June, July Commitments

### **RECOMMENDATION**

Receive for Information.

### **SUMMARY**

Council has the following commitments for June and July 2020

#### **JUNE**

June 5 – Annual Open House – CANCELLED

June 5 – 9:00 a.m. – Genesis Reciprocal Insurance Exchange AGM – Webinar – Proxy to Duane Gladden

June 10 – 9:00 a.m. - MPC and Council

June 10 – 5 p.m. – Fort Macleod IDP Meeting (Zoom Meeting)

June 17 – 6:00 p.m. – ICF Regional Recreation Committee Meeting at MDWC Administration Building Council Chambers (Maryanne, Glen, Derrick)

June 24 – 9:00 a.m. – ASB and Council

#### **JULY**

July 8 – 9:00 a.m. - MPC and Council Meeting

July 22 – 9:00 a.m. - ASB and Council

July 24 – 2:30 p.m. – Staff BBQ – Granum Homesteader

Prepared By:

Sheila Karsten

\_\_\_\_\_  
Director / CAO / Committee

Reviewed and Approved for Agenda

\_\_\_\_\_  
Chief Administrative Officer





## Municipal District of Willow Creek #26 Request for Decision

Date Submitted: June 3, 2020

Originated by: CAO

Subject: Annexation Final Consent

### **RECOMMENDATION**

To pass a resolution of the attached consent and to provide a letter to the Municipal Government Board acknowledging the Consent of Annexation conditions.

### **SUMMARY**

Municipal Government Board indicated that completion of the Order Annexing Land was delayed due to the COVID issue and the timing of the order in council has changed to January 1, 2021.

A resolution of council is required.

### **BACKGROUND**

Pursuant to the Municipal Government Act a notice of intent to annex is distributed to the municipal authority being annexed and the Municipal Government Board.

The next step will be to determine through discussion if the annexation is an uncontested or contested application and if there is complete agreement of all parties.

### **ALTERNATIVES**

Municipal Government Act, Division 6, Sections 112.1 to 128

### **ATTACHMENTS**

Consent of Annexation

Prepared By:

Director / CAO / Committee

Reviewed and Approved for Agenda

Chief Administrative Officer



# CONSENT OF THE MUNICIPAL DISTRICT OF WILLOW CREEK NO.26

To the Annexation of the following lands into the Town of Claresholm:

THAT PORTION OF SE 1/4 SEC 23, TWP 12,  
RGE 27, W 4 M WHICH LIES NORTHEAST  
OF ROAD PLAN 0313338

THAT PORTION OF ROAD PLAN 0313338  
WITHIN SE 1/4 SEC 23 & SW 1/4 SEC 24,  
TWP 12, RGE 27, W 4 M

THAT PORTION OF PLAN 9410195 WITHIN  
SW 1/4 SEC 24, TWP 12, RGE 27, W 4 M

THAT PORTION OF GOVERNMENT ROAD  
ALLOWANCE LYING BETWEEN SE 1/4 SEC 23 &  
SW 1/4 SEC 24, TWP 12, RGE 27, W 4 M

Pursuant to Section 118(2) of the Municipal Government Act, Municipal District of Willow Creek No.26 does hereby certify that this report accurately reflects the results of the negotiations with respect to the proposed annexation. With regards to this annexation request, the Municipal District acknowledges:

- There are no known objections to the annexation at the time of this report being prepared;
- The landowners have consented to the annexation;
- That the government road allowance (Range Road 271) adjacent to the Custom Cannabis Inc. parcel and portion of Road Plan 9410195 will be maintained by the Town of Claresholm;
- There will be no compensation to the MD of Willow Creek; and
- That the Town will provide special tax concessions with the landowner, described as follows:

For the purpose of taxation in 2021 and subsequent years up to and including 2030, the annexed land and the assessable improvements to it:

- (a) shall be assessed by the Town of Claresholm on the same basis as if they had remained in the Municipal District of Willow Creek, and
- (b) shall be taxed by the Town of Claresholm in respect of each assessment class that applies to the annexed land and the assessable

improvements to it using the municipal tax rate established by  
Municipal District of Willow Creek.

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Reeve

Maryanne Sandberg

Dated at MD of Willow Creek, Alberta this the \_\_\_\_ day of \_\_\_\_\_, 2020.



## Municipal District of Willow Creek #26 For Information

Date Submitted: June 5, 2020

Originated by: CAO

Subject: Fort Macleod Flood Hazard Study

### **RECOMMENDATION**

To review the attached Fort Macleod Flood Hazard Study.

### **SUMMARY**

The Fort Macleod Flood Hazard Study assesses and identifies flood hazards along 19 km of the Oldman River and 15 km of Willow Creek through Fort Macleod and Municipal District of Willow Creek.

The main study components outlined below include new hydraulic modelling and flood mapping, but all deliverables support local emergency response and land-use planning needs.

#### **• Survey & Base Data Collection – Complete**

Hydraulic models and flood maps require high-accuracy base data. Field surveys and LiDAR remote sensing were used to collect river and floodplain elevations, channel cross section data, bridge and culvert information, and dedicated flood control structure details.

#### **• Hydrology Assessment – Complete**

The hydrology assessment estimates flows for a wide range of possible floods along the Oldman River and Willow Creek, including the 2, 5, 10, 20, 35, 50, 75, 100, 200, 350, 500, 750, and 1000-year floods.

#### **• Hydraulic River Modelling – Complete**

A new hydraulic computer model of the river system was created using new survey data and modern tools. The model was calibrated using surveyed highwater marks from past floods to ensure that results for different floods are reasonable.

#### **• Flood Inundation Mapping – Complete**

Flood maps for thirteen different sized floods, based on the hydraulic model results and the hydrology assessment, have been produced. Flood inundation maps can be used for emergency response planning and to inform local infrastructure design. These maps identify areas of direct flooding and areas that could be flooded if local berms fail.

#### **• Flood Hazard Mapping – Complete**

Flood hazard mapping divides the 100-year floodplain into floodway and flood fringe zones, to identify where flooding is deepest and most destructive. These maps can be used to help guide long-term development planning.

### **BACKGROUND**

The study started in spring 2019 and technical work on all components is now complete.

The Fort Macleod Flood Hazard Study is being completed under the provincial Flood Hazard Identification Program, the goals of which include enhancement of public safety and reduction of future flood damages through the identification of river and flood hazards. The provincial study was co-funded through the federal National Disaster Mitigation Program.



Information on the Alberta Flood Hazard Identification Program can be found at the following website:  
[www.flood.hazard.alberta.ca](http://www.flood.hazard.alberta.ca)

**ATTACHMENTS**

Fort Macleod Flood Hazard Study Map

Fort Macleod Flood Hazard Study Summary

Email from Flood Hazard Study Group

Prepared By:	Reviewed and Approved for Agenda
	
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Director / CAO / Committee	Chief Administrative Officer

## Derrick Krizsan

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**From:** Ruth DeSantis <ruth.desantis@gov.ab.ca>  
**Sent:** May 27, 2020 12:59 PM  
**To:** Derrick Krizsan  
**Cc:** Jim Choles  
**Subject:** Fort Macleod Flood Hazard Study – Draft Maps Available for Download  
**Attachments:** ep-fort-macleod-flood-hazard-study.pdf; Secure FTP FAQ 20191002.pdf

Hi Derrick,

My name is Ruth DeSantis and I'm an engagement and education specialist with Alberta Environment and Parks. We are pleased to share the following draft flood inundation maps and associated reporting with the Municipal District of Willow Creek as the first step of our engagement and finalization process for the Fort Macleod Flood Hazard Study.

- **Excerpts from the Main Report** – Although we are not able to share the full version of the draft report at this time, the excerpts we can provide include valuable background information. The excerpts document the collection of survey and base data, summarize the hydrology assessment and flood frequency analysis, describe the hydraulic model creation and calibration process, and present the modelling results used to create flood inundation maps for the 2, 5, 10, 20, 35, 50, 75, 100, 200, 350, 500, 750, and 1000-year open water floods. Some of the survey and base data collection excerpts may be familiar, as we reached out and asked to confirm flood control structure details in July 2019.
- **Open Water Flood Inundation Map Library** – These maps show what would be flooded for thirteen different sized open water floods along the Oldman River and Willow Creek, from the 2-year to the 1000-year flood. Flood inundation maps can be used for emergency response planning and to inform local infrastructure design. In addition to directly flooded areas, these maps also show areas that would be flooded if local flood berms fail.

We are sharing the draft flood inundation maps and reporting excerpts for information, to get your feedback, and to support the Municipal District of Willow Creek this upcoming flood season. Even in draft form, the flood inundation maps can support emergency planning and responders on the ground in the case of a flood. We are not in a position to share the flood hazard mapping at this time, but are exploring future opportunities to gain your feedback on these products prior to their release.

We are particularly interested in your feedback on the hydraulic modelling and flood mapping report excerpts, as well as the flood inundation maps themselves. A detailed technical review by the Municipal District of Willow Creek is neither required nor expected, but we welcome your feedback and any details regarding factual errors or omissions. We would like to receive your feedback by the end of July 2020.

We also want to let you know that our consultants identified an error with the draft flood maps just after they were completed, and are working on revisions. We anticipate that revised water levels could be up to 0.10 m higher along Willow Creek for the 100-year flood and up to 0.15 m higher along the Oldman River. The water level increases will be a bit greater for less severe floods, like the 50-year flood, and a bit smaller for more severe floods, like the 200-year flood. We do not think the increased water levels will significantly change the flood extents shown on the flood maps, but there will be minor differences. We will share updated flood inundation maps as soon as possible, but did not want to wait until our consultants finish their revisions given the upcoming flood season. Please let us know if you want more information about this matter or want to discuss potential implications with our technical experts.

Please note that we are sharing these draft maps and reporting with municipal stakeholders in confidence, and we ask that they not be shared with the public. We will carefully consider all feedback we receive and work closely with you to

address comments and concerns before any public release, which we expect in fall 2020. We are exploring options and opportunities for future public engagement as part of the Fort Macleod Flood Hazard Study finalization process, and will provide an update when we have more details. For your information, we have attached the most recent study update notice posted online at [www.floodhazard.alberta.ca](http://www.floodhazard.alberta.ca), which informs the public that we are currently seeking municipal feedback on major study components.

The maps and reporting can be downloaded from our secure FTP file transfer server. You will require FTP client software to connect to our server, such as FileZilla (free software available at <https://filezilla-project.org/>). Instructions on how to retrieve files from our secure FTP site using standard FTP client software are included in the attached FAQ document.

Please use the following updated credentials, which are case sensitive:

- Host Server: sftp2.gov.ab.ca
- Protocol: SFTP – SSH
- Port: 22
- Username: RETS-FMacleod.i
- Password: uN\*ASy0H1x9^

Please let us know if you have any questions. If you have any issues downloading the maps or reporting, or if you would like to obtain the GIS flood mapping data, or the LiDAR or aerial imagery collected as part of the study, we are able to assist.

Regards,  
Ruth DeSantis



**Ruth DeSantis M.A., Engagement and Education Specialist**  
Intergovernmental Relations and Engagement Branch  
Environment and Parks

O: [403-355-2493](tel:403-355-2493) | E. [ruth.desantis@gov.ab.ca](mailto:ruth.desantis@gov.ab.ca)



Classification: Protected A

## Fort Macleod – Oldman River – Flood Hazard Study – Summary

<b>Community</b>	Town of Fort Macleod Municipal District of Willow Creek No. 26
<b>Stream</b>	Oldman River
<b>Basin</b>	South Saskatchewan River - 5A

This study delineates flood hazard areas and determines design flood levels along an approximate 13 km reach of the Oldman River upstream of the Willow Creek confluence and through Fort MacLeod. The study area also includes an almost 6 km reach of an abandoned river channel that conveys flood flow. The design discharge for the Oldman River is 1945 m<sup>3</sup>/s.

The Oldman River has its headwaters in the Livingstone Range of the Rocky Mountains. Flows have been regulated by the Lethbridge North Irrigation District (LNID) system since 1923 and by the Oldman Dam since 1991. The selected design discharge reflects regulation by the LNID system but not the Oldman Dam. Flooding in the study area can be caused by severe summer rainstorms, heavy spring snowmelt runoff or ice jam activity during breakup. Open water flooding is the design case for this study.

A digital representation of the flood hazard maps prepared as part of this study can be viewed online.

- [Fort Macleod Flood Hazard Mapping](#)

For more information regarding specific flood hazards in your community, please contact Alberta Environment and Parks by email at [ESRD.Flood@gov.ab.ca](mailto:ESRD.Flood@gov.ab.ca).

### Flood Hazard Study Details

<b>Study Status</b>	Final
<b>Report Name</b>	Oldman River at Fort Macleod Flood Risk Mapping Study
<b>Report Author</b>	Alberta Environment, Water Resources Management Service, Technical Services Division, River Engineering Branch, Edmonton, Alberta
<b>Report Date</b>	November 1991

Flood information available after study completion may not be reflected in the current flood hazard study report or flood hazard mapping.

To obtain a PDF copy of the current report or mapping in PDF format, please contact Alberta Environment and Parks by email at [ESRD.Flood@gov.ab.ca](mailto:ESRD.Flood@gov.ab.ca).

Instructions on how to obtain official GIS flood hazard mapping data, or more information on the Flood Hazard Identification Program and flood hazard studies in Alberta, are available online.

- [floodhazard.alberta.ca](http://floodhazard.alberta.ca)

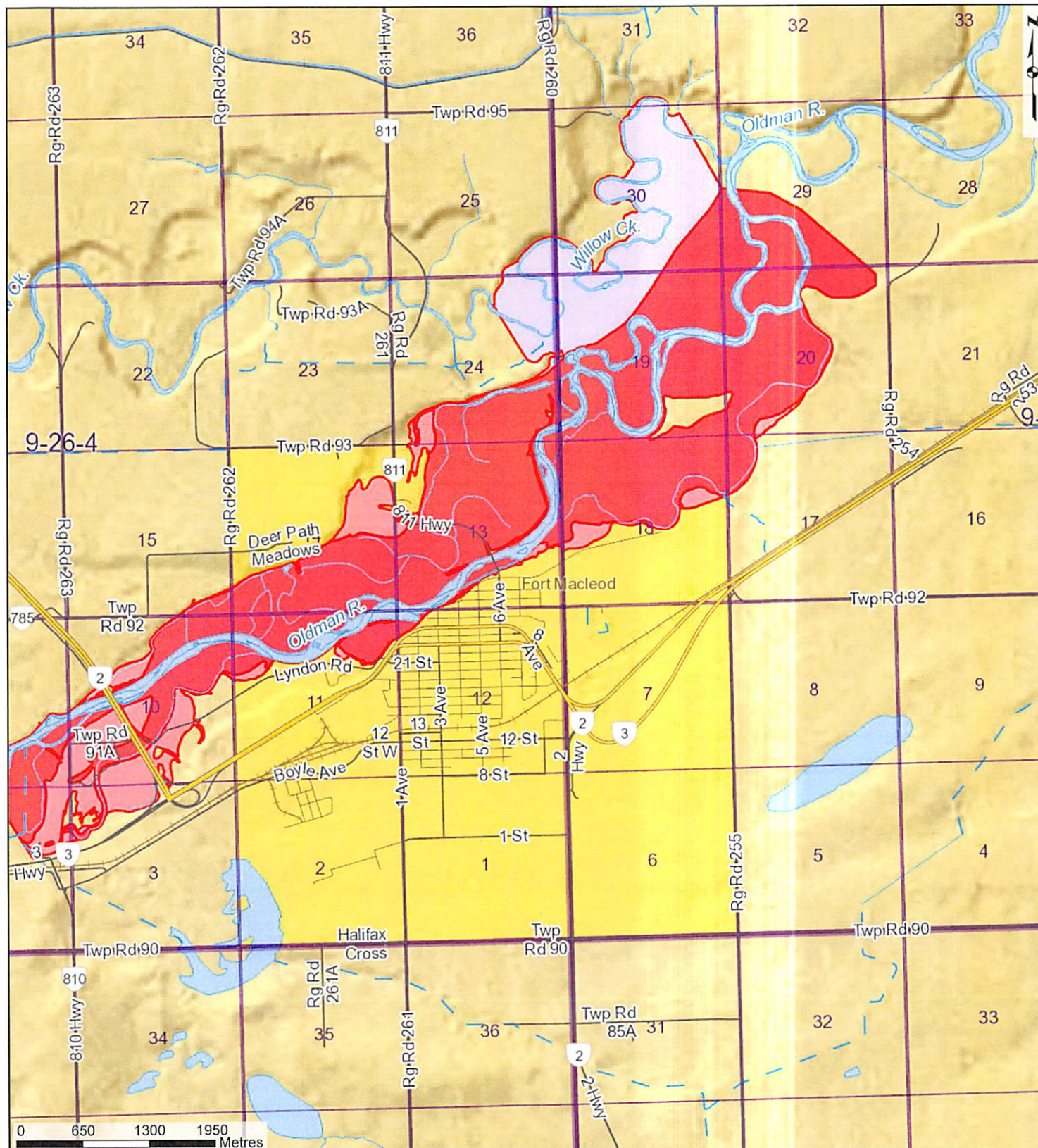
### Provincial Designation Details

<b>Designation Status</b>	Pending
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### Related Information

<b>Designation Status</b>	Designated
<b>Designation Date</b>	14 January 1992





## Legend

- Floodway
- Flood Fringe
- Overland Flow (Flood Fringe)

Under Review

855.09 m Cross Section and Design Flood Level

Water Body

First Nation Boundary

Municipal Boundary

Information as depicted is subject to change, therefore the Government of Alberta assumes no responsibility for discrepancies at time of use.  
 Cadastral data provided by Alberta Data Partnerships Ltd. (ADP)  
 Base Map Data provided by the Government of Alberta under the Alberta Open Government License. November, 2014  
 National Framework Data © Department of Natural Resources Canada. All rights reserved.  
 Alberta Road Network data provided by GeoBase ©  
 Alberta Environment and Parks  
 © 2015 Government of Alberta

## Flood Hazard Map

Projection: <b>ALBERTA 10TM</b>	Datum: <b>NAD 83</b>	Date: <b>2020-Jun-04</b>
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[maps.alberta.ca/FloodHazard/](https://maps.alberta.ca/FloodHazard/)



## Municipal District of Willow Creek #26 Request for Decision

Date Submitted: June 3, 2020

Originated by: CAO

Subject: MD Ranchland – MDWC Emergency Services Amending Agreement

### **RECOMMENDATION**

To review the MD Ranchland – MD of Willow Creek Emergency Services Agreement and to pass a resolution to execute the agreement.

### **SUMMARY**

MD Ranchland – MDWC DEM Amending Agreement for Fire Chief and Fire and Emergency Services is an agreement to amend the current Emergency Services Agreement.

The 3-year agreement would provide \$18,500 in 2020 with 2% increase for each of the following 2 years to provide the services itemized within Schedule “A” of the amending agreement.

Additionally the agreement will formalize the fire and emergency response to the MD of Ranchland which has been in effect for some time.

The MD of Ranchland – MD of Willow Creek Emergency Services Agreement (2019 – 2022) will provide \$36,000, \$37,800 and \$39,690 compensation to the MD of Willow Creek for services rendered to the MD of Ranchland for Director of Emergency Management Services.

### **BACKGROUND**

The MD of Willow Creek and the MD of Ranchland entered into an Emergency Services Agreement dated May 1, 2019 respecting the provision of emergency management services by the Municipality to the MD.

The MDWC Emergency Services amending agreement amends the current agreement to provide Fire Chief Services and to formalize the fire and emergency services which are currently provided. The rates provided within the agreement will provide for the recovery of costs and the replacement of MDWC fire response equipment.

### **ATTACHMENTS**

MD Ranchland – MDWC Emergency Services Amending Agreement for Fire Chief Services

MD Ranchland – MDWC Emergency Services Agreement 2019 - 2022

### **LINK TO STRATEGIC PLAN**

**STRATEGIC PRIORITY:** Successfully Negotiate Intermunicipal Agreements.

**Key Initiative:** Identify collaboration opportunities with the private and public sector.



Prepared By:



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Director / CAO / Committee

Reviewed and Approved for Agenda



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Chief Administrative Officer

**This Amending Agreement** is dated for reference and made effective as of the 11<sup>th</sup> day of June, 2020.

**Between:**

**Municipal District of Willow Creek No. 26**  
A municipal corporation created under the laws  
of the Province of Alberta  
("Municipality")

**And:**

**Municipal District of Ranchland No. 66**  
A municipal corporation created under the laws  
of the Province of Alberta  
(the "MD")

**June 11, 2020 Emergency Services Amending Agreement**

**WHEREAS** the Municipality and the MD entered into an Emergency Services Agreement dated May 1, 2019 (the "Servicing Agreement") respecting the provision of emergency management services by the Municipality to the MD; and

**WHEREAS** the MD wishes to expand certain provisions of this agreement to contract the services of a Fire Chief to assist with the management of emergency services for a period of time; and

**WHEREAS** the MD wishes to contract Fire and Emergency Services from the Municipality; now

**THEREFORE** in consideration of the promises exchanged in this amending agreement and in accordance with the provisions of the Emergency Services Agreement the Municipality and the MD mutually covenant and agree with each other as follows:

- A. The Municipality will assist the MD by providing a qualified person capable of performing the duties of a Fire Chief outlined within Schedule "A" of this agreement.
- B. The fees and charges related to the contracted Fire Chief services will be in accordance with Schedule "B" rates attached to this amending agreement.
- C. The Municipality will provide Fire and Emergency Services to the MD on a fee for service basis with consideration payable by the Municipality to the MD based upon the rates outlined in Schedule "C" attached to this amending agreement.
  - a. The MD authorizes the Municipality to invoice Alberta Transportation directly for all Fire and Emergency Services provided on Provincial Highways at the rates outlined in Schedule "C".
  - b. The MD authorizes the Municipality to invoice the MD for all Fire and Emergency Services that the Municipality provides to private and public land.
- D. The term of this amending agreement to be from June 11, 2020 until December 31, 2022. This amending agreement may be extended by written mutual consent of both parties.
- E. Except to the extent that this amending agreement specifically amends the scope of services to include the Fire Chief services the Emergency Services Agreement remains in full force and effect.

**In Witness Whereof**, the Municipality has affixed its corporate seal, duly attested by the hands of its proper designated officers in that behalf, effective as of the day and year first above written.

**Municipal District of Willow Creek No. 26**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**In Witness Whereof**, the MD has affixed its corporate seal, duly attested by the hands of its proper designated officers in that behalf, effective as of the day and year first above written.

**Municipal District of Ranchland No. 66**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

## **SCHEDULE “A”**

### **POSITION DESCRIPTION**

#### **Position Title: Municipal District of Ranchland No. 66 Fire Chief**

- Manage the Emergency Services program for the MD of Ranchland including instruction, investigations, programming and incident command.
- Provide educational programs to residents of the municipality and the contracted towns through workshops, in-service and public engagement with the citizens as it applies to fire, emergency services and public safety;
- Fill the roles of fire fighter, safety code officer, inspections and investigations officer, emergency operations center trainer, incident commander, emergency medical responder, Director of Emergency Management and user of the Alberta Emergency Alert system.
- Development and review of emergency management plans and inter-municipal emergency management plans where applicable,
- Prepare incident reports, time sheets, travel logs, administrative reports and monthly reports and any other documents required by the Chief Administrative Officer or his/her designate;
- Patrol the municipality and contracted towns on a regular basis paying attention to the protection and prevention of damage to property owned by the municipalities;
- Perform the duties of a fire investigator and fire safety code officer in accordance with the requirements outlined within the M.D. of Willow Creek Quality Management Plan for the Fire Discipline
- Maintain all accreditations including but not limited to the following:
  - First Aid and CPR Training Certification
  - Primary Care Paramedic certification
  - NFPA Firefighter 1001 Level 2
  - NFPA 1002 Level 2 Fire Apparatus Driver / Operator
  - NFPA 1021 Level 2 Fire Officer
  - NFPA 1041 Level 2 Fire Service Instructor
  - NFPA 1051 Wildland Firefighter
  - Fire Safety Code Training: Safety Code Group C Level 2
  - Valid Class 3 Alberta Operators Certificate with 'Q' (air brake) endorsement.
- Remain physically fit and capable to perform firefighting services



## **SCHEDULE "B"**

### **FIRE CHIEF FEES**

The fee for service provided by the MD to the Municipality shall be as follows:

2020 - \$18,500.00 per year plus G.S.T. as per an invoice submitted annually by the Municipality to the MD, due within 30 days of the date of the invoice.

2021 - \$18,870.00 per year plus G.S.T. as per an invoice submitted annually by the Municipality to the MD, due within 30 days of the date of the invoice.

2022 - \$19,250.00 per year plus G.S.T. as per an invoice submitted annually by the Municipality to the MD, due within 30 days of the date of the invoice.

## **SCHEDULE "C"**

### **FIRE AND EMERGENCY SERVICES FEES**

1. In this Agreement, the fees for fire and emergency services equipment, including personnel, provided on municipal roads or private and public property, shall be as follows:

<b>Type of Unit</b>	<b>Comment</b>	<b>Hourly Rate (2020/21)</b>
Pumper trucks	<ul style="list-style-type: none"><li>Includes equipment costs, labour, and all materials.</li><li>These are specialized pieces of equipment specifically designed and built to fight fires.</li></ul>	<b>\$630</b>
Light & Medium rescue vehicles	<ul style="list-style-type: none"><li>Used to transport manpower &amp; equipment not covered under the rate for ladder and pumper trucks.</li><li>Rescue vehicles must meet the equipment requirements listed in Section 4, particularly Table 4.2.2, of NFPA 1901.</li><li>Light rescue vehicles are permanently rigged and equipped to do basic rescue tasks using hand &amp; basic extrication tools (i.e. pry bars, air chisels, bolt cutters, stabilization equipment &amp; cribbing, hand and power saws, lighting and portable hydraulic rescue tools) and medical aid equipment.</li><li>Medium rescue vehicles carry more equipment to handle regularly occurring rescue tasks plus specialized rescue equipment for at least one rescue specialty.</li></ul>	<b>\$630</b>
Command vehicles		<b>\$185</b>

2. Fire Equipment listed in Section 1 of this Schedule shall be billed at a minimum of one hour per piece of apparatus and in half hour increments after the first hour.

3. Municipal equipment used at an emergency scene shall be billed per hour, at the rate established by the Alberta Roadbuilder's Schedule.

4. In this Agreement the fees for fire and emergency services equipment including personnel responding within a provincial highway right-of-way shall be invoiced in accordance with Alberta Transportation Rates of Reimbursement for Fire Department Units for one hour minimum and at fifteen-minute increments after the first hour.

5. Billing time for emergency services will commence with the initial call for a response and cease when the unit(s) that attended are put back into service.

**Municipal District of Willow Creek No. 26  
Municipal District of Ranchland No. 66  
Emergency Services Agreement 2019-2022**

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Memorandum of Agreement Between:

The Municipal District of Willow Creek No. 26, a Municipal Corporation in the Province of Alberta;

Hereinafter referred to as the “**District**”

-and-

The Municipal District of Ranchland No. 66, a Municipal Corporation in the Province of Alberta;

Hereinafter referred to as the “**Municipality**”

WHEREAS the District employs Emergency Management personnel and the **District** has been requested to provide emergency management services to the **Municipality**;

WHEREAS the Municipality desires to enter into an agreement with the **District** to obtain Emergency Services within the boundaries of the **Municipality**;

AND WHEREAS the Emergency Services personnel employed by the **District** have the authority to enforce legislation and regulations, within the **District**, and the **Municipality** is willing to extend that authority to their jurisdiction by entering into a Memorandum of Agreement;

NOW THEREFORE, by this agreement in consideration of the terms and conditions contained, the **District** and the **Municipality** agree as follows:

**1.0    Term of Agreement**

- 1.1    Unless otherwise specified, this agreement shall address the period of May 1, 2019 to December 31, 2022, providing up to a maximum of 20 hours per month.

**2.0    Services**

Services provided by the District shall be as follows:

### **In Preparation for a Disaster/Event:**

- 2.1 Advise the **Municipality's** Emergency Management Committee on the development of an emergency management framework;
- 2.2 Create an Emergency Management Agency which will be activated during a disaster;
- 2.3 Provide and manage a budget to build the emergency management program;
- 2.4 Prepare a new Municipal Emergency Management Bylaw for approval by the Council of the Municipality;
- 2.5 Prepare a new Municipal Emergency Management Plan;
- 2.6 Meet with provincial emergency management personnel prior to and after creating the new emergency management plan;
- 2.7 Review and update Mutual Aid Agreements with four adjacent municipalities providing emergency services to the Municipality;
- 2.8 Provide the services of two (2) trained personnel to fill the position of Director of Emergency Management (hereinafter referred to as the "DEM") and Deputy Director of Emergency Management (hereinafter referred to as the ("DDEM"));
- 2.9 Create a process for the transfer of command to a DDEM when the DEM is out of area;
- 2.10 Assign staff roles within the Emergency Communication Center (hereinafter referred to as the ECC) and coordinate staff training;
- 2.11 Invoke and train staff in Incident Command System 100.
- 2.12 Prepare grant applications to assist with training costs, table top and live exercises, emergency communication center supplies and programs, and equipment acquisition;
- 2.13 Provide quarterly updates to Council in Year 1 and semi-annual updates in Year 2 forward;
- 2.14 Maintain ongoing working relationship with 9-1-1 dispatch;
- 2.15 Launch the program with Safe Communities Alert Network;

### **During a Disaster/Event**

- 2.16 Act as a DEM on behalf of the Municipality;
- 2.17 Recommend the declaration of a State of Local Emergency to Council (hereinafter referred to as the "SOLE");
- 2.17 Activate and direct the ECC;
- 2.18 Provide Council with updates during the event and approve all media releases;

### **After a Disaster/Event**

- 2.19 Coordinate the emergency recovery operations and restoration of services;
- 2.20 Coordinate an operational debrief and provide a post event report to Council;
- 2.21 Recommend termination of SOLE to Council;

## **3.0 Termination of the Agreement**

- 3.1 Unless otherwise specified, this agreement may be terminated before the due date, by either party providing one (1) years notice, in writing, by January 1 of the previous year.
- 3.2 In the event the agreement has been terminated prior to December 2022, all service under this agreement shall cease as per the date mutually agreed upon.
- 3.4 In the event the agreement is not renewed prior to December 31, 2022, this agreement shall remain in place on a year to year basis, until a new agreement is in place.

## **4.0 Fees for Service**

- 4.1 The fee for service provided by the District to the Municipality shall be as follows:
  - 4.1.1 2019 - \$24,000.00 per year plus G.S.T. payable at a rate of \$3,000.00 per month, plus G.S.T. as per an invoice submitted quarterly by the District to the Municipality, due within 30 days of the date of the invoice.
  - 4.1.2 2020 - \$36,000.00 per year plus G.S.T. payable at a rate of \$3,000.00 per month, plus G.S.T. as per an invoice submitted quarterly by the District to the Municipality, due within 30 days of the date of the invoice.



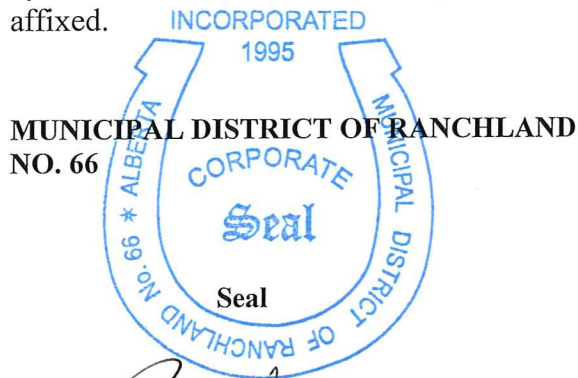
4.1.3. 2021 - \$37,800.00 per year plus G.S.T. payable at a rate of \$3,150.00 per month, plus G.S.T. as per an invoice submitted quarterly by the District to the Municipality, due within 30 days of the date of the invoice.

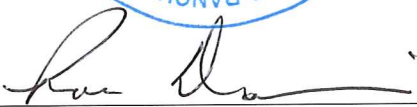
4.1.4 2022 - \$39,690.00 per year plus G.S.T. payable at a rate of \$3,307.50 per month, plus G.S.T. as per an invoice submitted quarterly by the District to the Municipality, due within 30 days of the date of the invoice.

## 5.0 Dispute Resolution

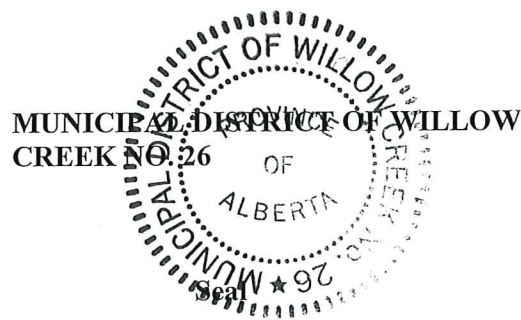
5.1 In the event the District and the Municipality are unable to resolve any disputes that may arise from this agreement, the District or the Municipality may request, in writing, resolution through the mediation process by the use of an independent but mutually agreed upon mediator. In the event that mediation is not successful, the District and the Municipality shall be subject to binding arbitration.

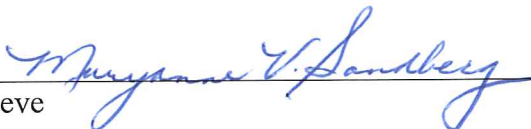
**In Witness Whereof** this Agreement is executed on behalf of the District and the Municipality, by the hands of their Officers duly authorized in that behalf and under each municipal seal affixed.



  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer



  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer



## Municipal District of Willow Creek #26 For Decision

Date Submitted: June 5, 2020

Originated by: Director of Infrastructure

Subject: FCM – Municipal Asset Management Program (MAMP) Grant

### **RECOMMENDATION**

Be it resolved that Council directs administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the M.D. of Willow Creek Asset Management Development program. Be it therefore resolved that the Municipal District of Willow Creek commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

**Activity 1:** Asset Management Team Establishment and Training

**Activity 2:** Policy, Strategy, Terms of Reference, and Roadmap Development and Adoption

**Activity 3:** Data Collection and Improvement

Be it further resolved that the Municipal District of Willow Creek commits \$90,000 from its budget toward the costs of this initiative.

### **SUMMARY**

The Municipal Asset Management Program (MAMP) is an eight-year, \$110-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers municipal grant funding as well as grants to partner organizations to provide training and capacity-building activities to increase skills within local governments to sustainably maintain their asset management programs now and in the future. The maximum project length is 12 months.

Funding will be for up to 80 per cent of total eligible project costs, to a maximum of \$50,000. This funding offer is open to all municipal governments in Canada. It focuses on building strong foundations in asset management by supporting activities that incorporate asset management into daily practices. Subject to funding availability, applications will be accepted until October 31, 2022.

All projects must be completed and final reports submitted by March 31, 2024.

**The costs outlined are currently included in the Municipal Budget and no amendment to such is required.**

### **BACKGROUND**

Under the agreement for the federal Gas Tax Fund (GTF) program, Alberta and Canada have agreed to "work in collaboration to develop the approach to asset management planning based on where Alberta is today. This is to ensure continued progress is made while setting achievable goals against which Alberta will measure progress as part of the Outcomes Report."

Infrastructure Canada's GTF Oversight Committee approved Alberta's proposed asset management approach.

While recognizing the commitment made by the province under the GTF agreement, the responsibility and authority for the implementation of asset management processes ultimately rests with municipalities. Under the *Municipal Government Act (MGA)*, municipalities have the authority to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality; to establish capital budgets; and to borrow for purposes of financing a capital property.

#### Approach:

Asset management processes allow municipalities to manage infrastructure in a planned and integrated manner to maximize value to the community. Identifying and pursuing opportunities to build municipal capacity and promote sustainability is consistent with the objectives of the Municipal Sustainability Strategy (MSS) and the mandate of the MSS Advisory Committee.

Alberta's strategy is focused mainly on meeting the needs of smaller communities as well as continued support for the broader asset management community that is already very active. Municipal Affairs developed the approach to asset management planning, which the MSS Advisory Committee will guide.

The approach was envisioned in two phases over seven years.

#### Phase One Activities - 2015 to 2017:

##### **1. Complete and publish an inventory of current tools and resources**

There are numerous technical resources already available for asset management tasks at different levels of complexity.

##### **2. Support the development and rollout of tools that support asset management**

The CEA received funding from the Alberta Community Partnership program to develop an asset management resource for smaller municipalities.

The resulting handbook and toolkit resource was launched in early 2016.

##### **3. Enhance existing advisory services and training opportunities**

The ministry provides its municipal and financial advisors with knowledge about the benefits of asset management and links to the available tools to share as they interact with municipal clients.

Infrastructure Asset Management Alberta (IAMA) is an initiative whose membership includes municipalities interested in knowledge sharing and best practices. IAMA received funding from the ministry to support asset management workshops and to establish a website. Ministry advisors are participating in this group as members of the core committee.

Measurement of municipal progress in asset management during Phase One is based on data currently collected in Municipal Sustainability Initiative capital project applications. MSI program guidelines require the municipality to confirm that a multi-year capital plan has been prepared.

#### Phase Two Activities – 2018 to 2023:

##### **1. Assist municipalities to implement corporate planning regulatory requirements**

Amendments to the Municipal Government Act approved in spring 2015 will require all municipalities to prepare three-year financial and five-year capital plans. This change is intended to ensure that all municipalities are able to better utilize their financial and physical assets under more rigorous legislative



requirements. The form and content of the plans will be included in a regulation that is currently under development.

The development and implementation of asset management policies, strategies and plans directly support the identification of capital project additions as set out in the new requirements, and could be viewed as necessary prerequisites to making informed decisions about what is to be included in the financial plan and the capital plan.

## **2. Expand tools and resources where gaps are identified**

While there appear to be sufficient materials useful to smaller municipalities with capacity limitations, such as worksheets and financial planning guidance, there may be a need to develop additional tools around some other aspects of asset management, such as level of service or risk assessment.

Conclusion:

Alberta plans a two-stage approach to asset management planning; specific tasks will be undertaken at each stage. Phase One builds on many activities already underway.

Phase Two will continue the activities of Phase One and will promote the development and use of policies, strategies and plans to support the capital planning requirement introduced through the amendments to the MGA. Further clarity will be provided through the regulation that is under development. The MSS Advisory Committee will monitor and identify gaps and advise on additional processes and activities to be developed in Phase Two.

This two phase approach represents specific actions that can be taken today and over the next several years. It also includes strategies to meet additional requirements as the approach evolves.

It is expected that through these activities, as well as the efforts of the broader asset management community in Alberta, municipalities' ability to optimize their infrastructure and other physical assets will improve significantly.

## **ATTACHMENTS**

### **LINK TO STRATEGIC PLAN**

Municipal Infrastructure

### **STRATEGIC PRIORITY: Asset Management**

**Key Initiative:** Implement an Asset Management Program within the M.D.

**Success:** *By the end of 2021 an Asset Management Policy has been adopted*

**Success:** By the end of 2025 Asset Management is fully implemented with a Council approved Level of Service established for municipal services and full accountability to the public implemented including a public facing dashboard and feedback mechanisms established.

Prepared By:



Director of Infrastructure

Reviewed and Approved for Agenda



Chief Administrative Officer



The Municipal District of Willow Creek No. 26  
#26 Secondary Highway 520 West Box 550, Claresholm, AB T0L 0T0  
Phone (403) 625-3351 Fax (403) 625-3886  
Website: www.mdwillowcreek.com

## 260-08 - Utilities Road Crossing Installation Application

Fees must be submitted at the time of application  
No disturbance to road allowance (bored) \$150.00  
Undeveloped road allowances \$150.00  
All others \$300.00

NAME: Vandervalk Farms \_\_\_\_\_  
ADDRESS: box 285 \_\_\_\_\_  
TELEPHONE: Res: \_\_\_\_\_ Bus: \_\_\_\_\_  
Cell: 403 795 3208 \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: vandervalk73@gmail.com \_\_\_\_\_

### TYPE OF UTILITY CROSSING (Check all that apply):

\_\_\_\_\_ Water Pipeline ☒ Power Line: \_\_\_\_\_ underground ☒ overhead  
\_\_\_\_\_ Irrigation Pipeline ☒ Telephone Cable  
☒ Gas Pipeline

If a Pipeline, state size: Two 8" pipes Size of Sleeve: 24"

Method of Installation Requested: \_\_\_\_\_ Bored ☒ Open Trench

Proposed Depth Below Ditch Bottom: 6 ft

Road Type:  
(graveled, oiled/paved, unimproved)

Between NW 35-9-26 w4 & SW 2-10-26 w4

Graveled

Between \_\_\_\_\_ & \_\_\_\_\_

Between \_\_\_\_\_ & \_\_\_\_\_

Between \_\_\_\_\_ & \_\_\_\_\_

Between \_\_\_\_\_ & \_\_\_\_\_

Between \_\_\_\_\_ & \_\_\_\_\_

If more crossings are involved, attach on a separate sheet of paper.

### FOR OFFICE USE ONLY

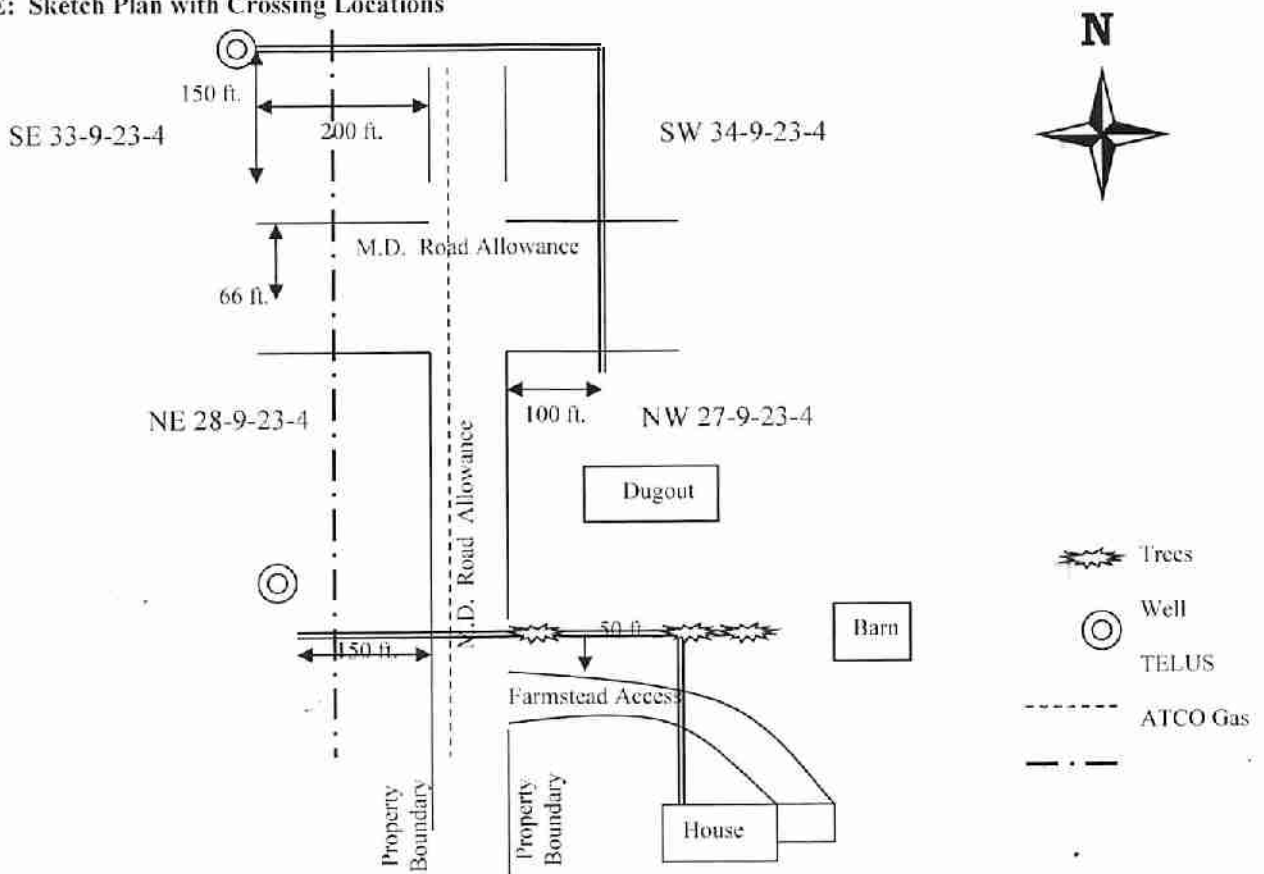
Utility Files Checked:	M.D. File No.
Inspection:	Division
Notes:	
_____ Utilities Inspector	

Details of Special Circumstances/Requests, if any: We would like to run a drain line to remove subsurface water from drainage tile running parallel to TWP 100. The drain line would run across TWP 100 to access subsurface irrigation. We would also like to run a second water line to return irrigation back wash water to the canal.

A sketch plan showing the entire utility route and identification of exact crossing location(s) by showing the distance from some physical point of reference must be attached. This will become Schedule "A" of the Crossing Agreement. Measurements in either metres or feet may be used, but please indicate which is being used. Show any existing utilities and developments. The example below illustrates what is expected on the sketch.

**NOTE:** If a typical crossing profile cannot be applied satisfactorily to any individual crossing, a specific profile of the crossing may be required by the Municipality.

**EXAMPLE: Sketch Plan with Crossing Locations**



DATE: June 9

SIGNED: B. Vaulich  
Applicant

**IMPORTANT:** This information may also be shared with appropriate government/other agencies (e.g. Alberta Agriculture, Food and Rural Development, Alberta Environment, the regional health authority), and may also be kept on file by those agencies. This information may also be used by and for any or all municipal programs and services. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact The Municipal District of Willow Creek No. 26.



← VJ Farms →

Irrigation  
pitter  
shed

Drainage  
tile

Twp 122

Brobbel

Hay  
shed

Existing

125'  
to gas  
line

VJ Farms

VJ Farms

Legend:

- Overhead Power line (solid line with cross-ticks)
- Atco gas street Telus (dashed line with cross-ticks)
- Property line (dashed line)

W. 1 Canal



**260-01 – Model Memorandum of Agreement for  
Water and/or Sewer Pipeline Installations**

Memorandum of Agreement 260-01 shall be the model for Water and/or Sewer Pipeline Installations.

***MEMORANDUM OF  
AGREEMENT***

**FOR PLACEMENT OF  
WATER AND/OR SEWER PIPELINE INSTALLATIONS ON  
MUNICIPAL ROAD RIGHTS OF-WAY  
FROM NW35-9-26 TO SE2-10-26**

**BETWEEN**

***THE MUNICIPAL DISTRICT  
OF WILLOW CREEK NO. 26***

**AND**

**VJ Farms**

THIS AGREEMENT made the 08 day of June, 20 20.

BETWEEN:

**THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**  
(hereinafter called "**The Municipality**")

OF THE FIRST PART

- and -

**Vj Farms**  
(hereinafter called "**The Pipeline Owner**")

OF THE SECOND PART

WHEREAS **The Pipeline Owner** operates or proposes to operate a water pipeline within the boundaries of **The Municipality**;

AND WHEREAS **The Pipeline Owner** requires **The Municipality's** consent to construct a pipeline on, across, over, or under a road or unimproved road allowance (Rights-of-Way), and **The Pipeline Owner** desires to place a water pipeline parallel to and/or across the Rights-of-Way from nw35-9-26w4 to se2-10-26w4 along the routing as shown on the map and in accordance with plans submitted attached herewith and marked in red on the map as Schedule "A";

AND WHEREAS **The Municipality** is the public authority having jurisdiction over the Rights-of-Way;

AND WHEREAS **The Municipality** exercises such jurisdiction for bona fide municipal purposes and acts reasonably, except to the extent specifically otherwise required by law;

AND WHEREAS **The Pipeline Owner** must not unduly interfere with the public use, enjoyment, and safety of the Rights-of-Way and must share the use of the Rights-of-Way with providers of services to the public when occupying and using the Rights-of-Way as described above;

AND WHEREAS **The Municipality** is willing to grant its consent to the occupancy and use of the Rights-of-Way consisting of the construction, operation, maintenance, and removal of the equipment in, on, over, under, along, or across the Rights-of-Way having due regard to the safety, use, and enjoyment of the Rights-of-Way by others, as described above;

AND WHEREAS **The Municipality** and **The Pipeline Owner** have agreed that it would be mutually beneficial to outline the terms and conditions pursuant to which said consent shall be provided by **The Municipality** to **The Pipeline Owner** in the form of a non-exclusive right;

NOW THEREFORE in consideration of the promises and mutual covenants herein contained, **The Municipality** and **The Pipeline Owner** each agree to the following:

1. **The Municipality's** Policy No. 260-01(a), Regulations for Water and/or Sewer Pipeline Installations, attached herewith as Schedule "B", shall be adhered to.



2. **Modifications.** No waiver of or changes to any provision of this Agreement, in its entirety, shall be effective unless reduced to writing and attached hereto and forming part of this Agreement as Schedule "C".
3. **Additional Conditions.** The Municipality may specify in Schedule "C" any additional conditions that may be specifically applicable to an individual project.
4. **Time Limit of Agreement.** This Agreement expires one (1) year from the date above written if no work has commenced. However, The Pipeline Owner may apply to The Municipality for an extension of the term of Agreement. After receiving an application for extension, The Municipality may grant an extension to the term of Agreement for a period not exceeding one (1) year by notice in writing to The Pipeline Owner, after which time if work has still not commenced, a new Agreement shall be executed between the two parties.
5. **Inconsistency with Municipal Bylaws.** In the event of an inconsistency between this Agreement and any applicable bylaw, rule, or regulation of The Municipality, the bylaw, rule, or regulation shall take precedence to the extent of the inconsistency.
6. **Acknowledgement.** Each party acknowledges that it has read this Agreement, including the Annexes attached hereto and forming part hereof, and each party understands and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives and affixed their corporate seals hereto.

Per:  
The Municipality

\_\_\_\_\_  
Municipal Administrator/CAO

The Pipeline Owner



Name: ~~Daniel Vandervalk~~  
Title: owner

Brian Vandervalk

## **Schedule “A”**

### **Detailed Plans**

## Schedule "B"

### REGULATIONS FOR WATER PIPELINE INSTALLATION

These regulations shall govern standards and procedures used in the construction, maintenance, and operation of pipelines and/or integral parts thereof, or extensions thereto within The Municipal District of Willow Creek No. 26 in addition to applicable federal and provincial regulations.

In these regulations:

- 1.1 **Council** means the Council of The Municipal District of Willow Creek No. 26.
- 1.2 **The Municipality** means The Municipal District of Willow Creek No. 26.
- 1.3 **Road Crossing** means any pipe installed across a road allowance to convey water or sewage.
- 1.4 **Local Roads** means all roads other than numbered provincial highways.
- 1.5 **Unimproved Road Allowances** means road allowances to which no improvements have been made in the way of road construction.
- 1.6 **Punched/Bored** means a procedure used to establish passageway through a road bed using either an auger or a pneumatic type of equipment, eliminating the necessity of open cut/trenching.
- 1.7 **Open Cut/Trenching** means open trenching a passageway through a road surface or other surface, and down to the required depth, as opposed to Punched/Bored.
- 1.8 **Plough (plow)/Direct Bury** means installation using a pull-type or self-propelled machine to plant or bury plastic or aluminum pipe in the ground in a continuous, one-step operation, eliminating trenching and backfilling.
- 1.9 **Approved or Otherwise Approved** means approval by Council or authorized personnel of The Municipal District of Willow Creek No. 26.
- 1.10 **Pipeline** means any piping system, as set forth in the Pipeline Act Chapter P-8 of the Revised Statutes of Alberta 1980 and Amendments thereto, used in the transmission, gathering and/or distribution of water or sewage, either steel, plastic, fiberglass, or aluminum pipe.
- 1.11 **Pipeline Sleeve** means the conduit in which the pipeline is inserted.
- 1.12 **Owner** means the owner and/or operator of a pipeline or integral parts thereof.
- 1.13 **Road Bed** means the road surface, shoulder slopes, ditch bottoms, and back slopes.

## **2. PIPELINES**

- 2.1 All pipelines paralleling road allowances, either improved or unimproved in The Municipality, shall not, at any point, be nearer than 30 metres (100 feet) to the boundary of the road allowance nor the right-of-way easement registered against any portion of the 30-metre setback, unless otherwise approved. See Regulation 1.9.
- 2.2 Where a pipeline crosses a local road, no bends shall be permitted in that portion of the pipeline within the boundary of the road allowance or within a minimum distance of 8 metres (25 feet) of the boundaries on either side of the road allowance, without being approved. See Regulation 1.9.
- 2.3 The Municipality shall be supplied with a detailed map, plans, and drawings for approval of all proposed pipelines and/or extensions or revisions thereto, a minimum 30 days prior to commencement of any construction. These drawings shall show location(s) of proposed road crossing(s).
- 2.4 The Municipality shall be notified a minimum 48 hours prior to the commencement of construction. Construction shall take place during The Municipality's working hours.
- 2.5 The Municipality shall not be liable for any damage, injury, or other costs or inconvenience arising from the construction, maintenance, or operation of any pipeline or integral part thereof within The Municipality.
  - 2.5.1 Repair of any damage to the road allowance due to a failure of the pipeline or sleeve shall be at the expense of the pipeline owner.
- 2.6 All pipeline right-of-ways shall be restored to their original condition, landscaped, and seeded to grass, to the satisfaction of The Municipality.
- 2.7 The Pipeline Owner shall not permit any other third party to use any Rights-of-Way occupied or used by The Pipeline Owner under this Agreement, unless the third party first provides evidence to The Pipeline Owner that it has entered into an agreement with The Municipality in respect of such use.
- 2.8 In all cases where The Pipeline Owner shares ownership or other rights with a third party in respect of any facilities and Equipment situated in, on, over, under, along, or across Rights-of-Way occupied or used by The Pipeline Owner under this Agreement, The Pipeline Owner shall remain responsible for performing all of its obligations under this Agreement, as if it were the sole owner of the facilities and Equipment.

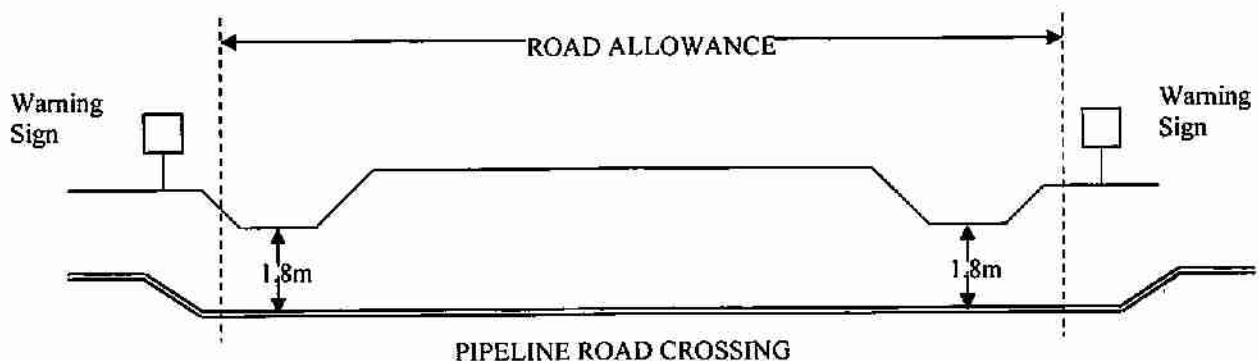
## **3. ROAD CROSSINGS**

- 3.1 Prior to the commencement of construction, the Pipeline Owner shall be responsible for notifying Alberta One Call.
- 3.2 If deemed necessary, The Municipality may inspect proposed crossing locations with representative(s) of the pipeline owner or contractor concerned.
- 3.3 All road allowances shall be punched or bored from ditch bottom to ditch bottom unless otherwise approved. See Regulation 1.9.

- 3.4 All pipeline road crossings shall be carried out by a contractor, approved by the Municipal Superintendent of Public Works, licensed to operate in The Municipality, who must provide The Municipality with proof of liability insurance in the amount of at least \$2,000,000.00 and with proof of "Good Standing" with the Workers' Compensation Board, prior to commencement of construction.
- 3.4.1 Prior to construction, the pipeline owner and the contractor shall be required to attend at least one meeting with The Municipality's Safety Supervisor or designate and shall, at all times, adhere to The Municipality's General Rules for Contractors Working on Municipally-Controlled Property, attached hereto as Schedule "D".
- 3.4.2 All pipeline road crossing installations shall be carried out in strict compliance with Occupational Health and Safety Regulations.
- 3.5 All disturbed pipeline road crossing areas shall be restored to their original condition to the satisfaction of The Municipality. This may include, but not necessarily be limited to, landscaping, rock removal, seeding of grassed areas, and if the road is a graveled road, application of crushed gravel over the disturbed road surface, as required by The Municipality's Superintendent of Public Works or designate.
- 3.6 All roads approved for open-cut/trenching, see Regulation 3.3 above, shall be well tamped throughout the backfilling operation.
- 3.7 Maintenance of all road crossings shall be at the expense of the owner.
- 3.8 The depth of all road crossings shall be a minimum 1.8 metres (6 feet) below existing ditch bottom unless road improvements are proposed. See Regulation 3.9 below. The depth of road crossings shall be maintained at the same elevation throughout the entire width of the road allowance or proposed road allowance, and for an extended distance of five (5) metres (16.5 feet) on either side of the road allowance boundary.
- 3.9 To prevent damage to the pipe, road crossings under roads which are to be improved may be required to be installed deeper and/or to maintain the road crossing depth for an extended distance beyond the existing road allowance boundary, as determined by The Municipality. The expense of such installation shall be borne by the pipeline owner.
- 3.10 Pipeline materials utilized for road crossings shall comply in all aspects with standards as set down in the latest edition of related CSA codes and Alberta Safety Codes, taking into consideration the type of road and amount of heavy traffic using the road. The same pipeline materials shall be used throughout the entire width of the road allowance, and beyond if required. See Regulation 3.9.
- 3.11 Road crossings shall be sleeved and the sleeve shall extend for the entire width of the road allowance and for an extended distance of five (5) metres (16.5 feet) on either side of the road allowance boundary. See Regulation 3.9.
- 3.12 The Municipality may approve crossing of unimproved road allowances by the open-cut/trenching method.
- 3.13 On unimproved road allowances (see paragraph 1.6), the same type and thickness of pipe, and the same method of installation as used on private lands may be used to cross,

providing a proper road crossing be installed at the expense of the pipeline owner should the road be improved at a later date.

- 3.14 All road crossings shall be as near 90 degrees to the road allowance as possible, and properly marked by warning signs. See Regulation 2.3.
- 3.15 Council may, upon written application from the pipeline owner, approve diagonal crossings on a case-by-case basis.
- 3.16 Road crossings shall be installed in a manner which will cause the least inconvenience to the travelling public.
- 3.17 Where traffic is to be detoured around any area, due to work being performed on a pipeline or integral part thereof, a detour shall be provided and adequately maintained, with ample signs and barricades being erected throughout. During the hours of darkness, all warning and detour signs, barricades, and excavations shall be illuminated by warning lights.
- 3.17.1 **The Pipeline Owner** shall ensure that the roadway is properly closed, barricaded, signed, and manned to ensure safety of the travelling public. See Regulation 3.13.
- 3.17.2 Any traffic accommodation measures that may be required shall be in accordance with Alberta Transportations guidelines as outlined in the guide 'Traffic Accommodation in Work Zones 2008', or its most recent edition.
- 3.18 Open excavations that cross unimproved roads shall not be left unattended at any time.
- 3.19 Should The Municipality require a road crossing on a developed road or unimproved road to be removed or relocated in the future, the removal or relocation costs shall be at the pipeline owner's expense.
- 3.20 The pipeline shall be identified with a marker on a fence post and if no fence line exists, then a post and marker be placed at all points of road crossings of the pipeline and the pipeline owner shall be responsible to maintain the signs.



## **Schedule "C"**

### **Modifications and/or Additional Conditions**



## Schedule "D"

### **General Rules for Contractors on Municipally-Controlled Property**

1. Consuming or being in possession of alcohol or illegal drugs while working on municipally-controlled property is prohibited.
2. Fighting, dangerous and/or damaging horseplay, and/or practical jokes, or otherwise interfering with other workers is prohibited.
3. All unsafe acts and conditions, including "near miss" incidents, are to be reported to appropriate supervisor promptly and to the municipality's Safety Manager or his/her designate.
4. All incidents that result in damage or injury are to be reported to your supervisor immediately and to the municipality's Safety Manager or his/her designate.
5. First aid treatment is to be obtained promptly for any injury.
6. Personal Protective Equipment, as required, is to be worn at all times on all job sites.
7. All work shall be carried out in accordance with Occupational Health and Safety Regulations safe work practices and to the municipality's Safety Manager or his/her designate.
8. Only those tools and equipment that are in good repair, with all guards and safety devices in place, shall be used.
9. Every worker shall keep his/her work area neat, clean, and orderly.
10. Medical conditions or medication that could affect employees' abilities to operate equipment or carry out his/her duties must be reported to the appropriate supervisor and to the municipality's Safety Manager or his/her designate.
11. All Pipeline Owners, Contractors, and relevant parties shall be familiar with the contents of the Memorandum of Agreement and must adhere to the General Rules for Contractors Working on Municipally-Controlled Property.

***The foregoing safety information does not take precedence over Occupational Health and Safety Regulations.***

This has been reviewed pursuant to Clause 3.4.3 of the Memorandum of Agreement with the Municipality's safety personnel and we certify we understand the contents herein and agree to abide by them.

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Pipeline Owner

D.W. Dirtwork  
Contractor



**PORCUPINE HILLS LODGE**  
**Financial Statements**  
**Year Ended December 31, 2019**

For Internal Purposes Only

**PORCUPINE HILLS LODGE**  
**Index to Financial Statements**  
**Year Ended December 31, 2019**

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2019-2020 Financial Statements in PDF format only

## INDEPENDENT AUDITOR'S REPORT

To the Members of Porcupine Hills Lodge

### Opinion

We have audited the financial statements of Porcupine Hills Lodge (the Organization), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2019, and the results of its operations and cash flow for the year then ended in accordance with Canadian Accounting Standards for Not-for-profit Organizations (ASNPO).

### Basis for Opinion

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

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

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

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

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

### Auditor's Responsibilities for the Audit of the Financial Statements

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

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

(continues)

Independent Auditor's Report to the Members of Porcupine Hills Lodge *(continued)*

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

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

Lethbridge, Alberta

Chartered Professional Accountants

**PORCUPINE HILLS LODGE**  
**Statement of Financial Position**  
**December 31, 2019**

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 767,450	\$ 892,573
Short-term investments	-	360,000
Accounts receivable	5,065	6,056
Goods and services tax recoverable	24,025	37,830
Prepaid expenses	22,080	19,076
Patronage reserves	534	534
	<u>819,154</u>	<u>1,316,069</u>
PROPERTY AND EQUIPMENT (Note 3)	2,729,073	2,830,782
LONG-TERM INVESTMENTS	-	300,000
	<u>\$ 3,548,227</u>	<u>\$ 4,446,851</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 35,550	\$ 25,669
Deposits received	15,500	12,001
Deferred contributions (Note 4)	33,884	1,722
Current portion of long-term debt	-	80,693
	<u>84,934</u>	<u>120,085</u>
LONG-TERM DEBT	-	891,313
UNAMORTIZED CAPITAL CONTRIBUTIONS (Note 5)	1,307,258	1,353,569
	<u>1,392,192</u>	<u>2,364,967</u>
NET ASSETS	<u>2,156,035</u>	<u>2,081,884</u>
	<u>\$ 3,548,227</u>	<u>\$ 4,446,851</u>

**APPROVED ON BEHALF OF THE BOARD**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

See notes to financial statements

**PORCUPINE HILLS LODGE**  
**Statement of Operations**  
**Year Ended December 31, 2019**

	2019	2018
<b>RECEIPTS</b>		
Rental revenue	\$ 948,038	\$ 988,505
Lodge assistance grant	246,276	248,638
Municipal requisitions (Note 6)	224,447	224,447
Amortization of capital contributions	71,936	50,740
Other revenue	32,323	21,019
Interest income	14,478	13,873
Donations	3,280	2,630
Grant revenue	-	2,100
Casino income	-	30,437
	<b>1,540,778</b>	<b>1,582,389</b>
<b>EXPENDITURES</b>		
Wages	639,296	619,991
Repairs and maintenance	193,166	92,765
Food	123,552	117,608
Employee benefits	81,674	75,995
Electricity	51,491	50,670
Interest on long-term debt	30,489	41,334
Natural gas	30,313	37,719
Water and sewer	28,431	24,710
Supplies	26,473	25,854
Cable expense	24,580	23,034
Insurance	20,744	21,040
Janitorial	13,862	11,322
Recreation	11,277	9,769
Office	10,208	6,688
Professional fees	7,051	6,575
Travel	4,311	4,557
Carbon tax	3,956	-
Telephone	2,385	2,551
Consulting fees	2,045	-
Interest and bank charges	443	610
Advertising and promotion	418	946
Dues and memberships	329	394
Amortization	159,878	144,844
	<b>1,466,372</b>	<b>1,318,976</b>
<b>EXCESS OF RECEIPTS OVER EXPENDITURES FROM OPERATIONS</b>	<b>74,406</b>	<b>263,413</b>
<b>LOSS ON DISPOSAL OF ASSETS</b>	<b>(255)</b>	<b>-</b>
<b>EXCESS OF RECEIPTS OVER EXPENDITURES</b>	<b>\$ 74,151</b>	<b>\$ 263,413</b>

See notes to financial statements

**PORCUPINE HILLS LODGE**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2019**

	2019	2018
NET ASSETS - BEGINNING OF YEAR	\$ 2,081,884	\$ 1,818,471
EXCESS OF RECEIPTS OVER EXPENDITURES	74,151	263,413
NET ASSETS - END OF YEAR	<u>\$ 2,156,035</u>	<u>\$ 2,081,884</u>

See notes to financial statements

**PORCUPINE HILLS LODGE**  
**Statement of Cash Flow**  
**Year Ended December 31, 2019**

	2019	2018
<b>OPERATING ACTIVITIES</b>		
Excess of receipts over expenditures	\$ 74,151	\$ 263,413
Items not affecting cash:		
Amortization of property and equipment	159,878	144,844
Loss on disposal of property and equipment	255	-
Amortization of capital contributions	(71,936)	(50,740)
	<u>162,348</u>	<u>357,517</u>
Changes in non-cash working capital:		
Accounts receivable	991	7,788
Goods and services tax reconverable	13,805	(21,836)
Prepaid expenses	(3,004)	799
Accounts payable and accrued liabilities	9,883	1,857
Deposits received	3,499	1,500
Deferred contributions	32,162	(30,437)
	<u>57,336</u>	<u>(40,329)</u>
	<u>219,684</u>	<u>317,188</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(58,425)	(481,128)
Purchase of long-term investments	300,000	(300,000)
	<u>241,575</u>	<u>(781,128)</u>
<b>FINANCING ACTIVITIES</b>		
Repayment of long-term debt	(972,007)	(80,866)
Deferred capital contributions received	25,625	281,875
	<u>(946,382)</u>	<u>201,009</u>
<b>DECREASE IN CASH FLOW</b>	<u>(485,123)</u>	<u>(262,931)</u>
<b>CASH - BEGINNING OF YEAR</b>	<u>1,252,573</u>	<u>1,515,504</u>
<b>CASH - END OF YEAR</b>	<u>\$ 767,450</u>	<u>\$ 1,252,573</u>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 767,450	\$ 892,573
Short-term investments	-	360,000
	<u>\$ 767,450</u>	<u>\$ 1,252,573</u>

See notes to financial statements



**PORCUPINE HILLS LODGE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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**1. NATURE OF OPERATIONS**

Porcupine Hills Lodge is an organization operating and managing social programs aimed at providing affordable housing to low-income Albertans who are the most in need. The organization is established as a management body by a provincial ministerial order and is governed by the Alberta Housing Act and its regulations.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Cash and cash equivalents

Cash and cash equivalents include cash on hand and cash on deposit in interest-bearing bank accounts.

Investments

Investments are recorded at cost less any provision for other than temporary impairment.

Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization. Property and equipment is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Buildings	5%	declining balance method
Motor vehicles	30%	declining balance method
Computer equipment	30%	declining balance method
Furniture and fixtures	20%	declining balance method

If property and equipment are subject to permanent impairment, additional amortization or writedown is provided.

Revenue recognition

Porcupine Hills Lodge follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Rental and related service revenue is recognized when the rent or service is provided.

*(continues)*

**PORCUPINE HILLS LODGE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Financial instruments policy

Measurement of financial instruments

The organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, accounts receivable, short-term investments and long-term investments.

Financial liabilities measured at amortized cost include the accounts payable and long-term debt.

Contributed materials and services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant items subject to such estimates and assumptions include the estimated useful lives of property and equipment and the valuation allowances for accounts receivable.

**3. PROPERTY AND EQUIPMENT**

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Buildings	\$ 4,369,212	\$ 1,719,283	\$ 2,649,929	\$ 2,746,587
Motor vehicles	74,619	53,297	21,322	30,460
Computer equipment	6,075	6,072	3	260
Furniture and fixtures	217,991	190,172	57,819	53,475
	<u>\$ 4,697,897</u>	<u>\$ 1,968,824</u>	<u>\$ 2,729,073</u>	<u>\$ 2,830,782</u>

**PORCUPINE HILLS LODGE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

**4. DEFERRED CONTRIBUTIONS**

Deferred contributions represent unspent resources that are externally restricted and are related to subsequent periods.

The balance consists of casino funds available at the end of the year.

**5. UNAMORTIZED CAPITAL CONTRIBUTION**

Unamortized capital contributions represent externally restricted contributions received for the building and furnishings additions to the lodge. These contributions are being recognized to receipts consistent with the amortization policy for buildings and furnishings. Changes in the unamortized capital contributions during the year are as follows:

	2019	2018
Balance, beginning of year	\$ 1,353,569	\$ 1,122,434
Add: Restricted grant proceeds received in year	25,625	281,875
Less: Amount recognized as revenue in the year	(71,936)	(50,740)
	<u>\$ 1,307,258</u>	<u>\$ 1,353,569</u>

**6. MUNICIPAL REQUISITIONS**

During the year the organization received the following municipal requisitions:

	2019	2018
Town of Claresholm	\$ 112,399	\$ 109,653
M.D. of Willow Creek	96,443	99,144
Town of Stavely	15,605	15,650
	<u>\$ 224,447</u>	<u>\$ 224,447</u>

**7. FINANCIAL INSTRUMENTS**

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2019.

(continues)

**PORCUPINE HILLS LODGE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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**7. FINANCIAL INSTRUMENTS (continued)**

*(a) Credit risk*

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization's main credit risks relate to its accounts receivables. The organization provides credit to its residents in the normal course of its operations.

*(b) Market risk*

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The organization is mainly exposed to interest rate risk.

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

**8. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation. The changes do not affect prior year earnings.

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**  
**IN THE PROVINCE OF ALBERTA**  
**Bylaw No. 1864**

A Bylaw of The Municipal District of Willow Creek No. 26 in the Province of Alberta for the purpose of closing and leasing a public highway in accordance with Section 22 of The *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26.

**Whereas**, application has been made to the Council to have the highway closed for the purpose of leasing, and;

**Whereas**, notice of intention of the Council to pass a bylaw has been mailed to persons registered or assessed as owners of land abutting upon the portion of the highway so proposed to be closed at least two weeks before the date fixed for the passing of the bylaw, and;

**Whereas**, notice of intention of the Council to pass a bylaw has been published in the Claresholm Local Press on June 12, 2019, the last of such publication being at least two weeks before the day fixed for the passing of the bylaw; and

**Whereas**, all third-party access concerns have been addressed;

**Therefore**, be it resolved the Council of The Municipal District of Willow Creek No. 26 does hereby close the following described highway, subject to rights of access granted by other legislation or regulation:

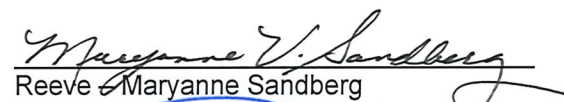
The portion of statutory road allowance adjacent to the East boundary of the North East quarter of Section 7, Township 12, Range 25, West of the Fourth Meridian; and

That portion of statutory road allowance adjacent to the East boundary of the South East quarter of Section 7, Township 12, Range 25, West of the Fourth Meridian;  
and

That portion of statutory road allowance adjacent to the East boundary of the North East quarter of Section 6, Township 12, Range 25, West of the Fourth Meridian;  
and

That portion of statutory road allowance adjacent to the East boundary of the South East quarter of Section 6, Township 12, Range 25, West of the Fourth Meridian, for cultivation purposes.

Given a first reading this 26th day of February, 2020.

  
Reeve ~~Maryanne Sandberg~~

  
Chief Administrative Officer — ~~Derrick Krizan~~

Approved this 3 day of June, 2020

  
On behalf of the Minister of Transportation

Given a second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Reeve – Maryanne Sandberg

\_\_\_\_\_  
Chief Administrative Officer – Derrick Krizsan

Given a third and final reading and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Reeve – Maryanne Sandberg

\_\_\_\_\_  
Chief Administrative Officer – Derrick Krizsan



## CYPRESS COUNTY

816 - 2<sup>nd</sup> Avenue, Dunmore

Alberta T1B 0K3

Phone: (403) 526-2888

Fax: (403) 526-8958

www.cypress.ab.ca

June 1, 2020

Dear Chief Elected Officials and Councils,

**RE: HALO Air Ambulance Municipal Partnership**

Thank you so much for participating in the zoom meeting this morning regarding the HALO Air Ambulance Municipal Partnership.

The information exchanged was excellent; every point is valid. It is interesting how much municipalities have in common. Municipalities understand the vital importance of the essential HALO Air Ambulance; our residents and corporate citizens have been supporting HALO in various ways since 2007.

HALO Air Ambulance is the only dedicated medivac helicopter for southern Alberta. The availability of the helicopter improves response time to trauma victims in remote or inaccessible areas and increases the coverage area for delivering Qualitative Medical Care. The remoteness of our region, the lack of landing strips, and the limited availability of other emergency air rescue helicopters was the impetus of HALO Air Ambulance.

HALO is vital. We as municipalities need to band together to provide sustainable funding, and with that, it is the hope of Cypress County that the Province of Alberta will recognize the importance of equitable air ambulance service for all Albertans.

Cypress County is asking all HALO flight zone municipalities to help us by providing funding for HALO in the interim. It is the hope of Cypress County that the Province will fund HALO Air Ambulance similarly to the HERO, and STARS funding models.

*Southern Alberta municipalities are not asking HALO to be funded any different than HERO, and STARS. Cypress County is pledging \$250,000 of interim assistance with the hope the Province will provide the same fair and equitable funding.*

*There are approximately 240,000 residents in Southern Alberta according to the 2016 federal Census. Cypress County proposes for long term funding, each municipality provides \$20 per capita funding for a 5-year commitment.*





## CYPRESS COUNTY

816 - 2<sup>nd</sup> Avenue, Dunmore

Alberta T1B 0K3

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[www.cypress.ab.ca](http://www.cypress.ab.ca)

Should we as municipalities provide funding to HALO. Some say yes, some say no. However, if we do not provide sustainable funding to HALO; our lifeline will be no more. Once it is gone, it is gone.

I firmly believe if HALO Air Ambulance disappears, STARS will be coming to your respective Council's for more funding; with half the service deliver and response times.

Paul Carolan, Executive Director with HALO, and the undersigned are more than willing to come to your Council to discuss HALO and the proposed municipal partnership.

Attached is the spreadsheet as discussed

Thank you for your time and consideration.

Yours truly,

Dan Hamilton  
Reeve  
Cypress County

### Funding by Population

District	Population * 2016 Census	Occupied Private Dwellings	Funding \$1,000,000	
			MD Only:	MD& Urban
			\$17.44	\$4.09
Cypress County	7662	2689	\$133,614.68	\$31,315.78
Forty Mile	3581	865	\$62,447.68	\$14,636.10
Newell	7524	2412	\$131,208.15	\$30,751.75
MD Taber	7098	1857	\$123,779.30	\$29,010.62
Lethbridge County	10353	2968	\$180,541.99	\$42,314.31
Cardston County	4481	1043	\$78,142.44	\$18,314.54
Warner County	3847	816	\$67,086.36	\$15,723.28
MD Acaida	493	159	\$8,597.24	\$2,014.97
Special Areas 2	1905	648	\$33,220.56	\$7,786.03
Special Areas 3	1237	387	\$21,571.57	\$5,055.81
MD Willow Creek	5179	1671	\$90,314.59	\$21,167.37
Vulcan County	3984	1181	\$69,475.45	\$16,283.22
MD Total	57344	16696	\$1,000,000.00	\$234,373.79
Town of Taber	8428	3159		\$34,446.54
City Brooks	14451	8511		\$59,063.47
Town Bow Island	1983	636		\$8,104.83
Town Oyen	1000	400		\$4,087.15
Medicine Hat	63260	26652		\$258,553.39
Redcliff	5474	2114		\$22,373.08
Lethbridge	92729	37575		\$378,997.75
Total urban	187325	79047		\$765,626.21
Total Urban and MD	244669	95743		\$1,000,000.00

### Funding by Dwellings

District	Population * 2016 Census	Occupied Private Dwellings	Funding \$1,000,000	
			MD Only:	MD& Urban
			\$59.89	\$10.44
Cypress County	7662	2689	\$161,057	\$28,085.60
Forty Mile	3581	865	\$51,808.82	\$25,192.44
Newell	7524	2412	\$144,465.74	\$25,192.44
MD Taber	7098	1857	\$111,224.25	\$19,395.67
Lethbridge County	10353	2968	\$177,767.13	\$30,999.66
Cardston County	4481	1043	\$62,470.05	\$10,893.75
Warner County	3847	816	\$48,873.98	\$8,522.82
MD Acaida	493	159	\$9,523.24	\$1,660.70
Special Areas 2	1905	648	\$38,811.69	\$6,768.12
Special Areas 3	1237	387	\$23,179.20	\$4,042.07

MD Willow Creek	5179	1671	\$100,083.85	\$17,452.97
Vulcan County	3984	1181	\$70,735.51	\$12,335.11
MD Total	48181	16696	\$1,000,000.00	\$190,541.35
Town of Taber	8428	3159		\$32,994.58
City Brooks	14451	8511		\$88,894.23
Town Bow Island	1983	636		\$6,642.78
Town Oyen	1000	400		\$4,177.85
Medicine Hat	63260	26652		\$278,370.22
Redcliff	5474	2114		\$22,079.94
Lethbridge	92729	37575		\$392,456.89
Total urban	25862	79047		\$825,616.49
Total Urban and MD	74043	95743		\$1,016,157.84

cost per person

cost per household



June 3, 2020

*Via email: [maryanne.sandberg@mdwillowcreek.com](mailto:maryanne.sandberg@mdwillowcreek.com)  
cc: [Derrick@mdwillowcreek.com](mailto:Derrick@mdwillowcreek.com)*

Reeve Maryanne V. Sandberg  
Municipal District of Willow Creek No. 26  
PO Box 550  
Claresholm, Alberta T0L 0T0

Reeve Sandberg,

We are writing on behalf of the concrete and cement industry in Alberta to ask for your support in stimulating local construction activity as you continue to mitigate the unprecedented health and economic impacts of COVID-19.

With over 110 concrete plants and two cement plants in Alberta, our industry has a significant local presence in virtually all Alberta communities. Our industry is founded on local jobs, using local sand, gravel, and water in addition to Alberta produced cement, to produce sustainable, long-lasting concrete building materials. We are a critical part of the local economic structure, supporting up to 34,000 direct and indirect jobs across the province.

In these difficult times, it is vital that all levels of government continue to stimulate local economic activity by proceeding with infrastructure projects that will get local construction businesses back in operation and employees back to work. More than ever, shovel-ready and shovel-worthy projects and simplified procurement and tendering processes will be of immediate advantage in stimulating your local construction activity and economic supply-chain channels.

Concrete plays an essential role in ensuring the infrastructure you build on behalf of your residents will serve your community now and for generations to follow, manufactured in an environmentally responsible manner using materials such as lower carbon cements. Concrete is resilient in the harshest of conditions; strong enough to resist impacts, strong winds, blasts and natural catastrophes like earthquakes, tornadoes and floods (concrete does not swell, warp or rot when wet). Concrete is durable in all environments, maintaining a finish resistant to damage from direct exposure to fire, rain, hail, UV rays, airborne pollutants and other persistent weathering conditions.

A road made of concrete provides the potential for cost savings when lifecycle costs are considered, and almost always provides significant savings on maintenance costs.

- Over a 50-year period, a concrete road requires only a third of the maintenance of an asphalt road.
- Concrete pavements require significantly less energy and base material (stone, sand and gravel) than asphalt pavements.
- Concrete's light colour and natural reflectance brightens roads, parking areas and sidewalks, reducing exterior lighting requirements at night by up to 24%.
- Concrete pavement keeps communities cooler by reducing the urban heat island effect.



As all levels of government move forward with economic recovery plans in response to the COVID-19 pandemic, and you begin to make decisions on stimulus funding for strategic capital investments, the concrete and cement industry in Alberta encourages you to ensure that concrete is strongly considered as the building material of choice.

Specifically, for roads and pavements, we ask that you consider concrete as an alternative to asphalt. Alberta Transportation has recently confirmed concrete as a potential alternative paving material for roundabouts and other slow-moving, heavy-traffic applications (turning lanes, intersections, etc.). We ask that municipalities do the same and consider concrete pavement as long-lasting solution to your pavement projects. There are numerous success stories of concrete pavements in communities across Alberta, Canada and the United States. Attached are only a few of those examples. Our industry is available to you as a resource for any questions you may have regarding this approach.

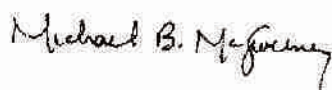
It is important that we highlight how our industry has implemented extraordinary measures to support your efforts and those of local health authorities to stop the spread of COVID-19. Our new health and safety protocols are designed to protect our employees, our construction colleagues and the communities in which they operate.

We are committed to working with you and our provincial and federal partners to stimulate local economic activity and your municipality's shovel-ready infrastructure projects. Please contact Concrete Alberta at [dan.hanson@concretealberta.ca](mailto:dan.hanson@concretealberta.ca) or (780) 436-5645 at your earliest convenience so that we can discuss how we can best work through this unprecedented crisis and economic recovery together.

Sincerely,



Dan Hanson  
Executive Director  
Concrete Alberta  
4944 Roper Road NW  
Edmonton, AB T6B 3T7



Michael McSweeney  
President and CEO  
Cement Association of Canada  
86 Elgin Way SE  
Calgary, AB T2Z 3Y8

*Attachment: Concrete Pavement in Alberta Case Studies*



# Overview of Alberta's Concrete Pavements

Last Update: June 2020



Cement  
Association  
of Canada

Association  
Canadienne  
du Ciment

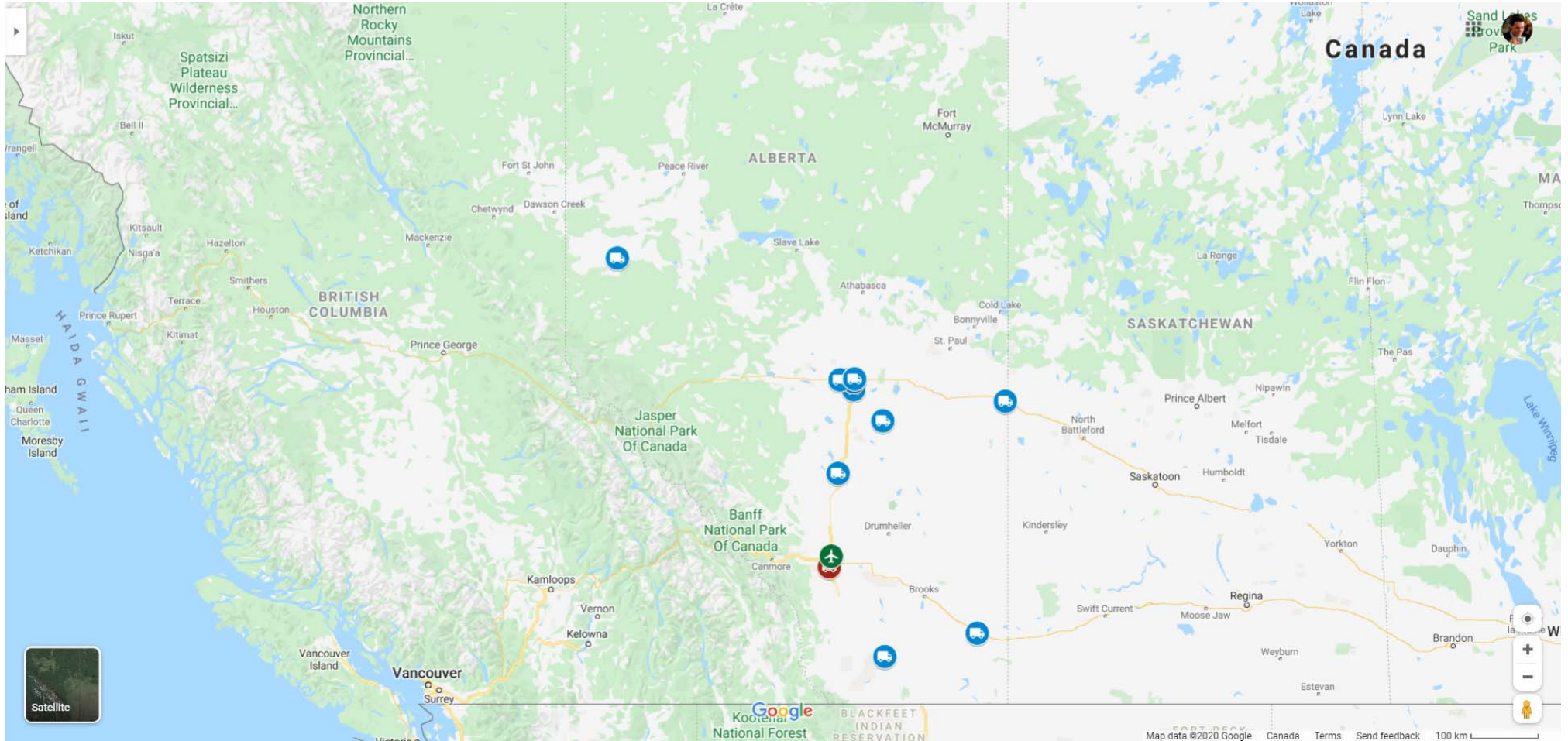


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# Concrete Pavements in Alberta





# SW Anthony Henday Drive Edmonton, AB – Constructed 2005

In 2003 Alberta Infrastructure and Transportation began a consultative process with stakeholders to establish specifications for alternate tendering. Subsequently alternate tenders, which include maintenance and rehabilitation schedules, have allowed contractors to respond with concrete or asphalt bids. The SW Anthony Henday Drive Tender in Edmonton was issued using these guidelines, and when the tender was awarded, the concrete bid was the lowest. This new Tender approach became one of the inaugural winners of the 'Ministers Award for Excellence in Process Innovation' competition, which began in 2005.

Anthony Henday Drive is part of Edmonton's ring road network that provides Edmonton drivers with an efficient way to move around the City. When completed in 2006, the concrete roadway was the longest in Western Canada at approximately 14.4 kilometers in length. What also makes this roadway distinctive is the use of longitudinal tining, which is a first not only for the West but for Canada. Tining is a process whereby small grooves are made in the pavement surface. Many concrete roadways use transverse tining in which the grooves run across the roadway in a shoulder-to-shoulder direction. On the Henday roadway, longitudinal tining has been substituted so that the tining will run in the same direction as the traffic flow. Tests have shown that longitudinal tining actually makes the roadway quieter.

- Divided highway of 14.4 kilometers.
- 230 mm concrete pavement over a 150 mm granular base course.
- Concrete 30 MPa at 28 days, flexural 4.2 MPa at 28 days.
- Tie bars at longitudinal joints 15M X 800 mm epoxy coated at 900 mm spacing O/C.
- Dowels at transverse joints 32 mm X 450 mm at 300 mm spacing O/C.
- 105,000 cubic metres portland cement concrete pavement.
- Transverse joint spacing 4.5 m.



*Note: Higher quality photographs of project required (for follow up during 2020 construction season as part of lane extension).*



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# Anthony Henday Drive (SW) - Edmonton





# Anthony Henday Drive (SW) - Edmonton



# Anthony Henday Drive (SW) - Edmonton





# Highway 43

## Grand Prairie, AB – Constructed 2008

Highway 43, which passes through the City of Grande Prairie, is a major highway in northwestern Alberta and key component of the north-south trade corridor. Braking and turning by a high volume of heavy truck traffic caused severe, constantly recurring asphalt rutting at two intersections. Alberta Transportation sought a durable pavement solution with extended service life and less frequent resurfacing.

Full-depth concrete pavement has worked very well in other locations in Alberta that carry heavy vehicle loads, and Knelsen Rock Products GP Ltd. assembled a project team (EBA Engineering Consultants Ltd., Proform Concrete Services Inc.) to replace the rutted asphalt with concrete.

- Existing asphalt concrete pavement (ACP) was milled off four left turn lanes at two different intersections, a total of about 2050 sq m.
- Enough base material was removed to accommodate the proposed portland cement concrete (PCC) pavement.
- Where there was PCC under the ACP, it was completely removed as well, and where required, additional base material was brought in to maintain grade.
- Concrete was poured in sections to a nominal thickness of 240 mm; no edge thickening was required.
- All longitudinal and transverse joints were saw-cut and hot-sealed over backing rod.
- Transverse joints were made at 4.5 m intervals with wired dowel baskets, using 32 mm x 450 mm epoxy coated smooth steel dowels at 300 mm o/c.



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# Highway 43 – Grande Prairie



# Highway 43 – Grande Prairie



# Highway 43 – Grande Prairie





# Highway 16

## Lloydminster, AB – Constructed 2009

Highway 16, part of the Trans-Canada Highway system, is a major inter-provincial and international trade corridor. It passes through The City of Lloydminster and is a key component to the growth of the area's heavy oil and oilsands industries. Increased heavy truck traffic has led to severe rutting at four signal-controlled intersections along this corridor. This was typically dealt with by milling and inlaying or rut filling with standard asphalt mixes. In Lloydminster, this would last only two to four years.

The City of Lloydminster wanted to find a durable pavement solution with minimized maintenance and extended service life. Similar problem areas in Edmonton, Medicine Hat and Grande Prairie have shown concrete pavement to be a suitable solution for heavy truck and high traffic intersections. Using a slip-form paver, full depth concrete was placed at four intersections extending 100 meters or more at two side by side lanes. Construction of the new concrete pavement was completed while traffic was easily rerouted around the intersection.

- Four Hwy 16 intersections at 52 Ave, 54 Ave, 70 Ave, and 75 Ave
- Lengths of 125 m, 100 m, 145 m, and 125 m respectively, side by side lanes
- Widths of 7.9 m in each direction
- 240 mm concrete pavement
- Flexural strength of 4.2 MPa
- Dowels at 4.5 m joints with tie bars at 900 mm between lanes



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# Highway 16 – Lloydminster (Before)



# Highway 16 – Lloydminster (After)





# Highway 16 – Lloydminster (After)





# Highway 4

## Lethbridge, AB – Constructed 2004

At the intersection on Highway 4 (43 Street), within the City of Lethbridge, heavy trucks transporting goods from the United States have caused severe rutting in the existing asphalt. Alberta Transportation has undertaken frequent repairs to this section of road which historically has lasted between one and two years.

Alberta Transportation was very interested in having a durable, long-term solution to the rutting issues experienced at this intersection. After consultation with the Cement Association of Canada and Concrete Alberta, a concrete overlay was chosen to solve the rutting problems for this intersection. The concrete construction was completed over a two day span while traffic was easily rerouted around the construction.

- Two turning lanes, 40 m in length and 3.7 m wide.
- Average of 125 mm asphalt thickness left under the concrete inlays.
- The asphalt was removed to an average depth of 100 mm on the inside lane and 125 mm on the outside (the heavy truck traffic) lane.
- Concrete was hand-placed one lane at a time.
- Joints were saw cut at 1.5 m.
- Minimum Compressive Strength: 20 MPa at 3-days and 30 MPa at 28-days.
- Synthetic Structural Fiber was utilized (no dowels or tie bars were used).



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# Highway 4 – Lethbridge



# Highway 4 – Lethbridge





# Highway 4 – Lethbridge



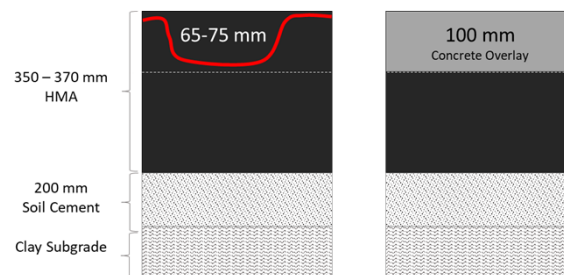
# 118 Ave and 170 St Edmonton, AB – Constructed 2002

170 Street at 118 Avenue in the City of Edmonton is subject to very heavy truck traffic, which led to severe rutting of the original asphalt surface.

In the past, milling and filling the intersection approaches proved unsuccessful in combating the rutting problem □ rutting would return within months of the work taking place.

According to Hugh Donovan, P.Eng., Construction Services Engineer with the City of Edmonton, a bonded concrete overlay “was chosen because traffic volumes coming into this intersection are some of the highest recorded within the City of Edmonton”.

- Compressive strength 20 MPa in 24 hours and 35 MPa at 28 days.
- Polypropylene structural fibres utilized.
- Joints sawcut in 1.8 m square panels.



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# 118 Ave and 170 St – Edmonton



# 118 Ave and 170 St – Edmonton



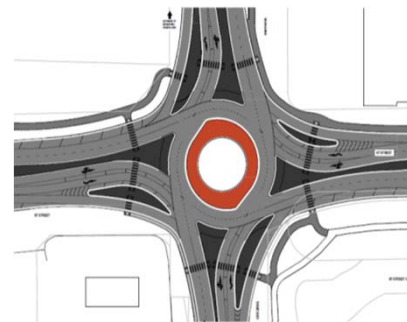


# Roundabout at 67<sup>th</sup> Street and Johnstone Dr. Red Deer, AB – Constructed 2016

67th Street and Johnstone Drive/Orr Drive Intersection in Red Deer continues to experience challenging traffic demands due to its location as an entrance to The City of Red Deer, The Edgar Industrial Area and the Flying J Truck Stop, leading to extensive damage to the road structure with heavy traffic at high volumes demanding an extensive maintenance schedule to keep the intersection in good condition.

The City of Red Deer wanted to find a durable pavement solution with minimized maintenance and extended service life, therefore in their Request for Proposal (RFP) allowed Portland Cement Concrete Paving to compete with asphalt through a Life Cycle Cost Analysis basis giving the opportunity for both materials to be compared at an equal level. Portland Cement Concrete Paving with a 40+ year expected service life was selected for this project.

- Traffic volumes: Average Annual Daily Traffic (AADT) through the job site were estimated at 22720 vehicles; peak hour at 10%.
- PCCP designed to 240mm thickness reinforced with Euclid Tuf-strand SF Macro Synthetic Fibers at 1.8 kg/m<sup>3</sup>.
- PCCP was supplemented with dowel baskets made with 32mm smooth epoxy coated dowels spaced at 305mm on centre under all joints. Dowels were extended into adjacent curb and gutter structures.
- Curb and gutter structures were increased in thickness to match the PCCP structure to eliminate a need for pavement edge thickening.
- The concrete for the PCCP was designed to achieve a minimum flexural strength of 4.2 MPa at 28 days.
- The colored truck apron at the traffic circle was designed to match the PCCP structure.



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# Roundabout at 67<sup>th</sup> Street and Johnstone Dr (Before)



# Roundabout at 67<sup>th</sup> Street and Johnstone Dr (During)





# Roundabout at 67<sup>th</sup> Street and Johnstone Dr (After)





# Roundabout at 67<sup>th</sup> Street and Johnstone Dr – Red Deer





## Roundabout at 67<sup>th</sup> Street and Johnstone Dr – Red Deer



# TransCanada Highway

## Medicine Hat, AB

The Trans-Canada Highway at Dunmore Road in Medicine Hat is one of the City's busiest intersections with a particularly high volume of truck traffic. The braking and turning action of heavy vehicles at this controlled intersection caused severe rutting in the existing asphalt pavement. The frequency of asphalt resurfacings led to a search for a more permanent solution to ensure that vehicles would not continue to damage the pavement surface. The goal was to break the cycle of ongoing maintenance and to keep the roadway open on an extended basis.

The owner was interested in having a durable long-term solution to recurring asphalt rutting problems at this intersection. Previous experience with full-depth concrete pavement at other locations had demonstrated that concrete pavement does not rut or deform under heavy vehicle loading. Using concrete pavement provided the benefits the owner required. Construction of the new concrete pavement was completed while traffic was easily rerouted around the intersection.

- Existing asphalt thickness was 130-160 mm over 300 mm of granular base. Two through lanes, 145 m east bound lane, 100 m west bound lane.
- Average concrete thickness 230 mm, edge thickened at transition between concrete pavement and adjoining asphalt pavement.
- Minimum Compressive Strength 32 MPa at 28 days.
- Tie bars 15M epoxy coated used between concrete panels.



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# TransCanada Highway – Medicine Hat



# TransCanada Highway – Medicine Hat





# Concrete Paving at Lafarge Exshaw Cement Facility



# City of Calgary – Coloured Concrete Bus Lanes









ALBERTA  
TRANSPORTATION

Office of the Minister  
Deputy Government House Leader  
MLA, Calgary-Hays

May 1, 2020

AR 79804

Ms. Maryanne V. Sandberg  
Reeve  
Municipal District of Willow Creek No. 26  
PO Box 550  
Claresholm, AB T0L 0T0

Dear Reeve Sandberg: *Maryanne:*

I am pleased to advise your council that your project, BF 2463 - Bridge Culvert Replacement, will be funded under the Strategic Transportation Infrastructure Program (STIP) – Local Road Bridge.

Based on your submission/application, the Municipal District of Willow Creek will receive a grant of 75 per cent of the estimated eligible project costs, or up to \$499,125 for the project under this program. The final grant amount will be based on the actual eligible costs at the time of the project completion, up to a maximum grant of \$499,125. Given the current fiscal situation, no cost increases can be considered. Please do not publicly communicate this project approval until provincial announcements are made.

Through Budget 2020, our government continues to make historic investments in hospitals, schools, roads, bridges, transit, and water infrastructure. This investment will help stimulate Alberta's economic recovery and get Albertans back to work.

Alberta Transportation staff will be in contact with your administration to formalize the funding agreement to undertake this work.

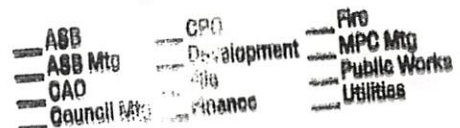
Sincerely,

Ric McIver  
Minister

cc: Mr. Roger Reid, MLA, Livingstone-Macleod  
Mr. Darren Davidson, Regional Director, Southern Region



JUN 05 2020







## Willow Creek Composite High School

628 – 55<sup>th</sup> Avenue West ♦ P.O. Box 219 ♦ Claresholm, Alberta ♦ T0L 0T0

T: (403) 625-3387 ♦ F: (403) 625-3289

[www.lrsd.ab.ca/school/willowcreek](http://www.lrsd.ab.ca/school/willowcreek)

Principal: Mrs. Jackie Kark ♦ Assistant Principal: Mr. Robert Rodgers

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June 4, 2020

Dear Reeve Maryanne Sandberg,

This years' graduation will be a different format due to Covid-19 restrictions. We invite you to send a congratulatory message, to be included in the graduates' package. The message can be a letter or video.

Please send to Jackie Kark, [karkj@lrsd.ab.ca](mailto:karkj@lrsd.ab.ca) by June 15<sup>th</sup>.

If you have any questions please contact Mrs. Kark.

Thank you.

Jackie Kark  
Principal

