



## MD of Willow Creek

May 13, 2020 - Regular Council - 12:30 PM (Municipal District of Willow Creek  
Administration Office Claresholm, Alberta)

- 1 **Call To Order**
- 1.1 Additions to Agenda
- 2 **Minutes**
- 2.1 Minutes of the April 22, 2020 Council Meeting
  - 📎 April 22, 2020 Council Minutes
- 3 **Delegations - There are no delegations scheduled**
- 4 **Financial**
- 4.1 Cheque Register
  - 📎 Cheque Register May 13 2020
- 4.1.1 Cheque Signing Authority
- 4.2 Bank Reconciliation
  - 📎 Bank Reconciliation April 30, 2020
- 4.3 Mill Rates
  - 📎 RFD - Mill Rate Bylaws
  - 📎 Mill Rate Projection May 08, 2019
  - 📎 Mill Rate Projection May 13, 2020
  - 📎 20202019 Comparison
  - 📎 Summary of 2020 Budget
- 5 **Public Hearings**
- 5.1 1:30 p.m. - Public Hearing - Proposed Bylaw 1867 - Stacey Russell/Hutterian Br. Church of White Lake
  - 📎 1:30 p.m. - Public Hearing - Proposed Bylaw 1867 - Stacey Russell/Hutterian Br. Church of White Lake 1
- 5.2 2:00 p.m. - Public Hearing - Proposed Bylaw 1871 - Burnco Rock Products Ltd.
  - 📎 2:00 p.m. - Public Hearing - Proposed Bylaw 1871 - Burnco Rock Products Ltd.
  - 📎 Powerpoint Presentation - Burnco Rock Products Ltd.
- 6 **Council Matters**
- 6.1 Council Commitments - May/June/July
  - 📎 For Information - Council Commitments - May/June/July
- 6.2 Intermunicipal Collaboration Framework Appointments
  - 📎 Town of Fort Macleod

📎 Town of Nanton

📎 Town of Stavelly

## **7 Council Reports**

7.1 Reeve Sandberg - Chinook Arch Regional Library System, Willow Creek Foundation

📎 Chinook Arch Regional Library Board Report April 2020

📎 Willow Creek Foundation Audited Financial Statement 2019

📎 Willow Creek Foundation Ministerial Order

7.2 Councillor Berger - Mosquito Creek Foundation

📎 Mosquito Creek Foundation 2019 Financial Statement

## **8 By-Laws and Policies**

8.1 Bylaw No. 1867 - Land Use Bylaw Amendment RG to RI

📎 Bylaw No. 1867 - Land Use Bylaw Amendment RG to RI

8.2 Bylaw No. 1869 - Animal Control Bylaw - First Reading

📎 RFD - Animal Control Bylaw

📎 Bylaw No. 1869 - Animal Control Bylaw

8.3 Bylaw No. 1871 - Land Use Bylaw Amendment RG to RI

📎 Bylaw No. 1871 - Land Use Bylaw Amendment RG to RI

8.4 Bylaw No. 1873 - Property Tax Bylaw

📎 Bylaw No. 1873 - Property Tax Bylaw 2020

8.5 Bylaw No. 1874 - Recreational Services Tax Bylaw

📎 Bylaw No. 1874 - Special Recreational Services Tax 2020 Bylaw

8.6 Bylaw No. 1875 - Special Tax Bylaw

📎 Bylaw No. 1875 - 2020 Special Tax Bylaw

## **9 Correspondence**

9.1 Rural Health Care Announcement

📎 For Information - Rural Health Care Announcement

📎 Protecting access to rural health care

9.2 FCSS Letter

📎 For Information - Ministerial Order for FCSS Funding

📎 FCSS Sign Letter

📎 Ministerial Order

9.3 Minister of Municipal Affairs - MSI Program Change

📎 For Information - MSI Funding

📎 Email from Minister of Municipal Affairs

## **10 Closed Session**

10.1 FOIP - Section 21 - Disclosure harmful to intergovernmental relations

10.2 FOIP - Section 17 - Disclosure harmful to personal privacy

10.3 FOIP - Section 21 - Disclosure harmful to intergovernmental relations

10.4 FOIP - Section 21 - Disclosure harmful to intergovernmental relations

10.5 FOIP - Section 17 - Disclosure harmful to personal privacy



## 11 Adjournment



**MD of Willow Creek**  
**Meeting Minutes**  
**Regular Council April 22, 2020 - 10:30 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

Rob Vogt – News Correspondent

Michael Zuback – MNP LLP Chartered Accountants

Present in Chambers:

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

**Call To Order**

- 1** Reeve Sandberg called the meeting to order at 10:35 a.m.  
 Live streaming of the Council meeting began at 10:35 a.m.

**1.1 Additions to Agenda**  
**Resolution No: C-20/169**

The following items were added to the agenda:

3.1 11:30 a.m. - Michael Zuback (MNP)

Moved by Councillor Kroetsch to adopt the agenda with additions.

**CARRIED**

**2 Minutes**

The Minutes of the April 8, 2020 Council meeting were presented.

**2.1 Minutes of April 8, 2020 Council Meeting**  
**Resolution No: C-20/170**

Moved by Deputy Reeve Alm to approve the April 8, 2020 Council meeting minutes as presented.

**CARRIED**

**6 Council Matters**

**6.1 Council Commitments**

Upcoming commitments for Council Members were presented for April and May. The Town of Claresholm Intermunicipal Development Plan meeting May 6 at 6:30 p.m. will be added to the Council Commitments.

Received for information.

## **6.2 RMA Spring 2020 Resolutions**

Due to the cancellation of the RMA Spring Convention a virtual resolution session will be held on Friday April 24, 2020. Discussion ensued on submitted resolutions.

Received for information.

## **4 Financial**

Johanne Hannas entered the meeting at 11:20 a.m.

### **4.1 Cheque Register**

Director of Finance Hannas presented the cheque register for cheque #'s 24466 – 24480 and EFT #'s 2341 – 2376 in the amount of \$164,049.09 as information.

Received for information.

Mike Zuback of MNP joined the meeting electronically at 11:30 a.m.

### **4.2 Bank Reconciliation Resolution No: C-20/171**

Director of Finance Hannas presented the Bank Reconciliation as of March 31, 2020 with a total balance of \$8,867,741.44.

Moved by Councillor Sundquist to accept the Bank Reconciliation to March 31, 2020 as presented.

**CARRIED**

### **4.3 Discretionary Funds Resolution No: C-20/172**

Director of Finance Hannas presented Discretionary Grants Reconciliation balance to April 22, 2020 in the amount of \$26,875.51.

Moved by Reeve Sandberg to accept Discretionary Grants Reconciliation to April 22, 2020.

**CARRIED**

## **3 Delegations**

### **3.1 Michael Zuback – MNP LLP Chartered Professional Accountants**

Michael Zuback was present electronically to assist Director of Finance Hannas in presenting the Consolidated Financial Statements.

### **4.4 2019 Financial Statement - M.D. of Willow Creek Resolution No: C-20/173**

Director of Finance Hannas reviewed the Consolidated Financial Statements for the Municipal District of Willow Creek for the year ending December 31, 2019.

Moved by Deputy Reeve Alm to accept the 2019 Consolidated Financial Statements for the Municipal District of Willow Creek as presented by the Auditor.

**CARRIED**

### **4.5 2019 Financial Statement - Town of Granum Resolution No: C-20/174**

Director of Finance Hannas reviewed the Consolidated Financial Statements for the Town of Granum for the year ending December 31, 2019.

Moved by Councillor Kroetsch to accept the 2019 Consolidated Financial Statements for the Town of Granum as presented by the Auditor.

**CARRIED**

**4.6 Reallocation of Funds**

**4.6.1 Municipal District of Willow Creek  
Resolution No: C-20/175**

Moved by Councillor Sundquist to reallocate \$700,000 from Unreserved Capital to Restricted Reserve for bridge files.

**CARRIED**

**4.6.2 Town of Granum  
Resolution No: C-20/176**

Moved by Councillor Kroetsch to reallocate \$500,000 from Unrestricted Surplus to General Capital Restricted Reserve.

**CARRIED**

**4.7 Cheque Signing Authority  
Resolution No: C-20/177**

Moved by Councillor Sundquist to authorize the Chief Administrative Officer and Director of Finance to execute cheques No. 24466 – 24480 due to COVID-19 requirements.

**CARRIED**

Michael Zubach left the meeting at 12:25 p.m.

Johanne Hannas left the meeting at 12:26 p.m.

**Council Recessed  
Resolution No: C-20/178**

Moved by Councillor Van Driesten to recess at 12:27 p.m.

**CARRIED**

Live streaming ended at 12:27 p.m.

Cindy Chisholm entered the meeting at 1:00 p.m.

**Council Resumed  
Resolution No: C-20/179**

Moved by Deputy Reeve Alm to resume Council at 1:01 p.m.

**CARRIED**

Live streaming began at 1:01 p.m.

**5 Public Hearings**

There were no Public Hearings scheduled.

**6 Council Matters**

**6.3 Leavings Water Co-op  
Resolution No: C-20/180**

A letter from Leavings Water Co-op Ltd. to the Minister of Infrastructure outlining the request for funds to move forward with water pipeline project that would provide potable water to 188 rural residents in the Municipal District of Willow Creek was presented.

Moved by Councillor Markle to add to the list of "Shovel Ready Projects"

**CARRIED**

**6.4****Burnco Rock Products  
Resolution No: C-20/181**

A letter from Burnco Rock Products to request a waiver of the six month time restriction to submit a new land use bylaw amendment application was presented.

Moved by Deputy Reeve Alm to waive the six month time restriction for Burnco Rock Products to submit another Land Use Bylaw amendment.

**CARRIED**

Cindy Chisholm left the meeting at 1:20 p.m.

**6.5****Claresholm Medical Clinic  
Resolution No: C-20/182**

Due to the COVID-19 pandemic the Physicians have had to reduce the hours worked in the clinic. The Claresholm Medical Clinic requested the rental charge be waived effective April 1, 2020 until the pandemic passes and they can return to regular business hours.

Moved by Councillor Markle to defer the rental payments of May and June 2020 with the rentals paid over the remainder of the 2020 year.

**DEFEATED**

**6.6****Letter to Minister of Municipal Affairs - Shovel Ready Projects  
Resolution No: C-20/183**

A draft letter from the Municipal District of Willow Creek Council to the Minister of Municipal Affairs outlining shovel ready construction projects within the MD of Willow Creek was presented. The project list was compiled should funding become available to initiate the projects and provide employment opportunities.

Moved by Councillor Van Driesten to forward the Shovel Ready Projects letter, amended to include the Leavings Water Co-op project to the Minister of Municipal Affairs.

**CARRIED**

**6.7****Agriculture Service Board Appointments - Weed Inspector**

Under the Weed Control Act, inspectors need to be appointed annually. Under the Agricultural Service Board Act, an Agricultural Fieldman does not need to be appointed annually if there has been a motion by Council to appoint them as an Agricultural Fieldman for the MD of Willow Creek. A request to appoint Whitley Macaulay, Layton Taylor, Lindsey Davidson and Kirby Hugo as Weed Inspectors for 2020 and Carla Preachuk to be appointed as Agricultural Fieldman and Gary Murray as Assistant Agriculture Fieldman was presented.

**6.7.1****2020 Weed Inspectors  
Resolution No: C-20/184**

Moved by Deputy Reeve Alm to appoint Whitley Macaulay, Layton Taylor, Lindsey Davidson and Kirby Hugo as Weed Inspectors for 2020.

**CARRIED**

**6.7.2****Agriculture Fieldman Appointments  
Resolution No: C-20/185**

Moved by Councillor Kroetsch to appoint Carla Preachuk as Agricultural Fieldman and Gary Murray as Assistant Agriculture Fieldman for the Municipal District of Willow Creek.

**CARRIED**

**6.8 Southern Alberta Recreation Association**  
**Resolution No: C-20/186**

Membership in the Southern Alberta Recreation Association will provide the organization responsible for registration and coordinating of athletes for summer games within the Municipal District of Willow Creek training and capacity to effectively coordinate these annual activities. Administration recommends that the community member appointed to the Southern Alberta Recreation Association receive reimbursement of mileage to attend meetings.

Moved by Councillor Kroetsch to appoint Cora Steel as the Municipal District of Willow Creek representative to the Southern Alberta Recreational Society and Kate Ellis as the alternate and they be reimbursed for their mileage.

**CARRIED**

**7 Council Reports**

**7.1 Oldman River Regional Services Commission**

The minutes of the Executive Committee Meeting of February 13, 2020 for Oldman River Regional Services Commission were presented.

Received for information.

**8 By-Laws and Policies**

Kelly Starling entered the meeting at 1:40 p.m.

**8.1 230-01 Fire Permit - Fire Ban Policy**  
**Resolution No: C-20/187**

Willow Creek Emergency Services has recommended to implement a standard process for determining the requirements and the process for issuing fire restrictions and fire bans in the Municipal District of Willow Creek. The recommendation is to implement a new online fire permit process that will be easily accessed by the ratepayers and staff of the Municipal District of Willow Creek.

Policy 230-01 Fire Ban and Fire Permit Policy was presented for discussion and approval.

Moved by Councillor Berger to adopt Policy 230-01 Fire Ban and Fire Permit Policy as presented.

**CARRIED**

Kelly Starling left the meeting at 1:56 p.m.

**8.2 260-16 Private Waste Water Disposal Policy**  
**Resolution No: C-20/188**

A Waste Water Disposal Policy will permit contractors who provide waste water sludge removal services to landowners to enter into an agreement within the Municipal District of Willow Creek to dispose of the private septic system sludge material in the Hamlet of Granum Lagoon.

Policy 260-16 Private Waste Water Disposal Policy was presented for discussion and approval.

Moved by Councillor Sundquist to adopt Policy 260-16 Private Waste Water Disposal Policy as presented.

**CARRIED**

**9 Correspondence**

**9.1 Letter from Municipal Affairs - Ministerial Orders**

A letter from Municipal Affairs was presented regarding Ministerial Order 014/20 that deals with assessment related timelines and makes important

changes to clarify and shorten some of the original timeline extensions. Subdivision and development timelines will revert to those within the Municipal Government Act effective April 17, 2020.

Received for information.

10

**Closed Session**

**Resolution No:** C-20/189

Moved by Councillor Van Driesten to go into Closed Session at 2:06 p.m.

**CARRIED**

10.1

**Closed Session Pursuant to Municipal Government Act Section 197 and Freedom of Information and Privacy Act Section 23 – Local public body confidences**

This portion of the meeting closed pursuant to Section 197 of the Municipal Government Act and Section 23 – Local public body confidences of the Freedom of Information and Protection of Privacy Act

10.2

**Come out of Closed Session**

**Resolution No:** C-20/190

Moved by Councillor Kroetsch to come out of Closed Session at 2:31 p.m.

**CARRIED**

11

**Adjournment**

**Resolution No:** C-20/191

Moved by Councillor Kroetsch to adjourn at 2:32 p.m.

**CARRIED**

Live streaming of meeting ended at 2:32 p.m.

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Reeve

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Chief Administrative Officer

Ranges: From: To: From: To:  
 Cheque Number First Last Cheque Date 2020-04-23 2020-05-13  
 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
24481	ANDREW, SCOTT &	ANDREW, SCOTT & SHEILA	2020-05-13	GENERAL	PMCHQ00002757	\$100.00
24482	BELL MOBILITY	BELL MOBILITY INC.	2020-05-13	GENERAL	PMCHQ00002757	\$426.56
24483	CLARESHOLM FISH	CLARESHOLM FISH & GAME	2020-05-13	GENERAL	PMCHQ00002757	\$150.00
24484	CLARESHOLM IGA	CLARESHOLM IGA	2020-05-13	GENERAL	PMCHQ00002757	\$126.42
24485	CLARESHOLM TRAN	CLARESHOLM TRANSPORTATION SOCI	2020-05-13	GENERAL	PMCHQ00002757	\$5,000.00
24486	CNH CAPITAL	CNH CAPITAL	2020-05-13	GENERAL	PMCHQ00002757	\$145.14
24487	DAVIDSON, BILL	DAVIDSON, BILL	2020-05-13	GENERAL	PMCHQ00002757	\$100.00
24488	DENNIS DIRTWORX	DENNIS DIRTWORK LTD.	2020-05-13	GENERAL	PMCHQ00002757	\$54,171.37
24489	FLOWERS ON 49TH	FLOWERS ON 49TH	2020-05-13	GENERAL	PMCHQ00002757	\$33.07
24490	FORT MACLEOD HA	FORT MACLEOD HANDI BUS SOCIETY	2020-05-13	GENERAL	PMCHQ00002757	\$5,000.00
24491	GOVERNMENT LAND	GOVERNMENT OF ALBERTA	2020-05-13	GENERAL	PMCHQ00002757	\$504.00
24492	HUTT PARKLAND	HUTT. BRETHREN OF PARKLAND	2020-05-13	GENERAL	PMCHQ00002757	\$100.00
24493	LUND, BARB	LUND, BARB	2020-05-13	GENERAL	PMCHQ00002757	\$50.00
24494	MD OF WILLOW CR	MD OF WILLOW CREEK LIBRARY BOA	2020-05-13	GENERAL	PMCHQ00002757	\$10,174.00
24495	MOS. CREEK FOUN	MOSQUITO CREEK FOUNDATION	2020-05-13	GENERAL	PMCHQ00002757	\$171,757.00
24496	NORTHERN LIGHTS	NORTHERN LIGHTS HALL	2020-05-13	GENERAL	PMCHQ00002757	\$800.00
24497	ORRSC	ORRSC	2020-05-13	GENERAL	PMCHQ00002757	\$520.00
24498	PRAIRIE SCH. RV	PRAIRIE SCHOONER RV CLUB	2020-05-13	GENERAL	PMCHQ00002757	\$100.00
24499	PUROLATOR INC.	PUROLATOR INC.	2020-05-13	GENERAL	PMCHQ00002757	\$75.59
24500	SHOCKWARE INC.	SHOCKWARE WIRELESS INC.	2020-05-13	GENERAL	PMCHQ00002757	\$52.45
24501	SMITH, JOHN D.	SMITH, JOHN D.	2020-05-13	GENERAL	PMCHQ00002757	\$554.40
24502	SPRING POINT CO	SPRING POINT COMMUNITY SOCIETY	2020-05-13	GENERAL	PMCHQ00002757	\$800.00
24503	STAVELY IOOF CE	STAVELY IOOF CEMETERY LEAGUE	2020-05-13	GENERAL	PMCHQ00002757	\$3,000.00
24504	STAVELY MUNICI	STAVELY MUNICIPAL LIBRARY	2020-05-13	GENERAL	PMCHQ00002757	\$10,504.00
24505	STRINGAM LLP	STRINGAM LLP	2020-05-13	GENERAL	PMCHQ00002757	\$6,872.46
24506	THELMA FANNING	THELMA FANNING MEMORIAL	2020-05-13	GENERAL	PMCHQ00002757	\$10,732.00
24507	TROTTER, GLEN	TROTTER, GLEN	2020-05-13	GENERAL	PMCHQ00002757	\$375.00
24508	TRS OFFICEWARE	TRS OFFICEWARE	2020-05-13	GENERAL	PMCHQ00002757	\$61.08
24509	WILLOW CREEK FO	WILLOW CREEK FOUNDATION	2020-05-13	GENERAL	PMCHQ00002757	\$202,053.60
24510	ZELANTINI, DINO	ZELANTINA, DINO	2020-05-13	GENERAL	PMCHQ00002757	\$50.00
24511	PETTY CASH CHEQ	Derrick Krizsan - Petty Cash A	2020-05-13	GENERAL	PMCHQ00002759	\$294.35
24512	RMRF IN TRUST	REYNOLDS MIRTH RICHARDS & FARM	2020-05-13	GENERAL	PMCHQ00002759	\$87,313.66
EFT000000002377	FINNING-LETH	FINNING LTD.-LETH	2020-04-23	GENERAL	PMCHQ00002756	\$593,880.00
EFT000000002378	A.A.M.D. & C.	RMA	2020-05-13	GENERAL	PMCHQ00002758	\$10,530.88
EFT000000002379	ACTI-ZYME PRODU	ACTI-ZYME PRODUCTS LTD.	2020-05-13	GENERAL	PMCHQ00002758	\$9,788.62
EFT000000002380	ADVANTAGEVM COR	ADVANTAGEVM CORP	2020-05-13	GENERAL	PMCHQ00002758	\$9,025.95
EFT000000002381	ALBERTA MARINE	ALBERTA MARINE & RV	2020-05-13	GENERAL	PMCHQ00002758	\$200.30
EFT000000002382	ALBERTA ONE CAL	ALBERTA ONE CALL CORP.	2020-05-13	GENERAL	PMCHQ00002758	\$25.20
EFT000000002383	BENCHMARK ASSES	BENCHMARK ASSESSMENT	2020-05-13	GENERAL	PMCHQ00002758	\$1,575.00
EFT000000002384	BISHOFF'S AUTO	BISHOFF'S AUTO, AG&IND. CENTRE	2020-05-13	GENERAL	PMCHQ00002758	\$1,497.37
EFT000000002385	BROWNLEE LLP	BROWNLEE LLP	2020-05-13	GENERAL	PMCHQ00002758	\$11,457.36
EFT000000002386	CLARESHOLM LOCA	CLARESHOLM LOCAL PRESS	2020-05-13	GENERAL	PMCHQ00002758	\$33.60
EFT000000002387	CLARESHOLM NAPA	CLARESHOLM NAPA AUTO	2020-05-13	GENERAL	PMCHQ00002758	\$3,318.85
EFT000000002388	CLARESHOLM PUBL	CLARESHOLM PUBLIC LIBRARY	2020-05-13	GENERAL	PMCHQ00002758	\$12,052.00
EFT000000002389	COALHURST TECHN	COALHURST TECHNICAL	2020-05-13	GENERAL	PMCHQ00002758	\$340.00
EFT000000002390	COCHLAN, ROLY	COCHLAN, ROLY	2020-05-13	GENERAL	PMCHQ00002758	\$100.00
EFT000000002391	DIGITAL CONNECT	DIGITAL CONNECTION INC.	2020-05-13	GENERAL	PMCHQ00002758	\$1,799.41
EFT000000002392	DUMP GUMP INC.	DUMP GUMP INC.	2020-05-13	GENERAL	PMCHQ00002758	\$874.99
EFT000000002393	FARM SAFETY CEN	FARM SAFETY CENTRE	2020-05-13	GENERAL	PMCHQ00002758	\$3,517.50
EFT000000002394	FOOTHILLS FORD	FOOTHILLS FORD	2020-05-13	GENERAL	PMCHQ00002758	\$89.89
EFT000000002395	FOOTHILLS REGIO	FOOTHILLS REGIONAL EMERGENCY S	2020-05-13	GENERAL	PMCHQ00002758	\$1,447.26
EFT000000002396	FORT MACLEOD CE	FORT MACLEOD CENTENNIAL LIBRAR	2020-05-13	GENERAL	PMCHQ00002758	\$12,538.00
EFT000000002397	GOVT QUEENS PRN	GOVERNMENT OF ALBERTA	2020-05-13	GENERAL	PMCHQ00002758	\$50.40
EFT000000002398	GREATWEST KENWO	GREATWEST KENWORTH LTD.	2020-05-13	GENERAL	PMCHQ00002758	\$65.93
EFT000000002399	GREGG DISTRIBU	GREGG DISTRIBUTORS CALGARY LTD	2020-05-13	GENERAL	PMCHQ00002758	\$1,794.50
EFT000000002400	HASSELMAN, KEIT	HASSELMAN, KEITH	2020-05-13	GENERAL	PMCHQ00002758	\$100.00



\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT000000002401	HI-WAY 9 EXPRES	HI-WAY 9 EXPRESS LTD.	2020-05-13	GENERAL	PMCHQ00002758	\$68.12
EFT000000002402	HORIZON TRUCK &	HORIZON TRUCK & BODY	2020-05-13	GENERAL	PMCHQ00002758	\$366.92
EFT000000002403	INGENIOUS SOFTW	INGENIOUS SOFTWARE	2020-05-13	GENERAL	PMCHQ00002758	\$2,391.01
EFT000000002404	ISL ENGINEERING	ISL ENGINEERING AND LAND SERVI	2020-05-13	GENERAL	PMCHQ00002758	\$24,882.59
EFT000000002405	K4 DISTRIBUTING	K4 DISTRIBUTING	2020-05-13	GENERAL	PMCHQ00002758	\$76.00
EFT000000002406	KOST FIRE (LETH	KOST FIRE EQUIPMENT LTD.	2020-05-13	GENERAL	PMCHQ00002758	\$15.75
EFT000000002407	LETHBRIDGE MOBI	LETHBRIDGE MOBILE SHREDDING	2020-05-13	GENERAL	PMCHQ00002758	\$112.35
EFT000000002408	M.A.E. BELLES	M.A.E. BELLE CLUB	2020-05-13	GENERAL	PMCHQ00002758	\$800.00
EFT000000002409	MCNALLY (2011)	MCNALLY CONTRACTORS (2011) LTD	2020-05-13	GENERAL	PMCHQ00002758	\$97,183.25
EFT000000002410	MID WEST PUMP	MID-WEST PUMP (90) LTD.	2020-05-13	GENERAL	PMCHQ00002758	\$985.16
EFT000000002411	MNP LLP	MNP LLP	2020-05-13	GENERAL	PMCHQ00002758	\$14,883.75
EFT000000002412	NANTON HANDI BU	NANTON HANDI BUS SOCIETY	2020-05-13	GENERAL	PMCHQ00002758	\$5,000.00
EFT000000002413	NEW WEST FRE	NEW WEST FREIGHTLINER INC.	2020-05-13	GENERAL	PMCHQ00002758	\$117.54
EFT000000002414	PORCUPINE LODGE	PORCUPINE HILLS LODGE	2020-05-13	GENERAL	PMCHQ00002758	\$94,520.60
EFT000000002415	POSTMEDIA-NANTO	POSTMEDIA NETWORK INC.	2020-05-13	GENERAL	PMCHQ00002758	\$341.78
EFT000000002416	PUMPS & PRESSOR	PUMPS & PRESSURE INC.	2020-05-13	GENERAL	PMCHQ00002758	\$692.59
EFT000000002417	PUTZI, TOM	PUTZI, TOM	2020-05-13	GENERAL	PMCHQ00002758	\$100.00
EFT000000002418	ROCKY MOUN PHOE	ROCKY MOUNTAIN PHOENIX EMERGEN	2020-05-13	GENERAL	PMCHQ00002758	\$4,827.90
EFT000000002419	ROCKY VIEW UTIL	ROCKY VIEW UTILITY CORP.	2020-05-13	GENERAL	PMCHQ00002758	\$18,304.51
EFT000000002420	S.T.A.R.S. FOUN	S.T.A.R.S. FOUNDATION	2020-05-13	GENERAL	PMCHQ00002758	\$10,000.00
EFT000000002421	SCUGALL MOTORS	SCUGALL MOTORS LTD.	2020-05-13	GENERAL	PMCHQ00002758	\$226.51
EFT000000002422	SHAW CABLE SYST	SHAW CABLE SYSTEMS	2020-05-13	GENERAL	PMCHQ00002758	\$43.00
EFT000000002423	SILVER AUTO	SILVER AUTOMOTIVE (LETH) LTD.	2020-05-13	GENERAL	PMCHQ00002758	\$377.44
EFT000000002424	SKYLINE TOWING	SKYLINE TOWING & RECOVERY	2020-05-13	GENERAL	PMCHQ00002758	\$1,386.00
EFT000000002425	STARLING, KELLY	STARLING, KELLY	2020-05-13	GENERAL	PMCHQ00002758	\$25.00
EFT000000002426	SUNCO COMMUNICA	SUNCO Communication & Installa	2020-05-13	GENERAL	PMCHQ00002758	\$457.67
EFT000000002427	SUPERIOR SAFETY	SUPERIOR SAFETY CODES INC.	2020-05-13	GENERAL	PMCHQ00002758	\$6,111.13
EFT000000002428	TELUS-BURNABY	TELUS	2020-05-13	GENERAL	PMCHQ00002758	\$327.30
EFT000000002429	TOWER TIRE	TOWER TIRE & AUTO	2020-05-13	GENERAL	PMCHQ00002758	\$10,739.40
EFT000000002430	TOWN OF CLARESH	TOWN OF CLARESHOLM	2020-05-13	GENERAL	PMCHQ00002758	\$65,780.66
EFT000000002431	TOWN OF FORT MA	TOWN OF FORT MACLEOD	2020-05-13	GENERAL	PMCHQ00002758	\$72,000.00
EFT000000002432	TOWN OF NANTON	TOWN OF NANTON	2020-05-13	GENERAL	PMCHQ00002758	\$62,130.50
EFT000000002433	TOWN OF STAVELY	TOWN OF STAVELY	2020-05-13	GENERAL	PMCHQ00002758	\$27,500.00
EFT000000002434	U.F.A. CO-OP LT	U.F.A. CO-OP LTD. -FARM SUPPLY	2020-05-13	GENERAL	PMCHQ00002758	\$1,850.73
EFT000000002435	UNIFIRST CANADA	UNIFIRST CANADA LTD.	2020-05-13	GENERAL	PMCHQ00002758	\$450.67
EFT000000002436	UNIVAR CANADA L	UNIVAR CANADA LTD.	2020-05-13	GENERAL	PMCHQ00002758	\$21,281.13
EFT000000002437	WALKER, JAN	WALKER, JAN	2020-05-13	GENERAL	PMCHQ00002758	\$100.00
EFT000000002438	WI-COM SOLUTION	WI-COM SOLUTIONS Inc,	2020-05-13	GENERAL	PMCHQ00002758	\$109.60
EFT000000002439	WILLOW CREEK SA	WILLOW CREEK SAND & GRAVEL CO.	2020-05-13	GENERAL	PMCHQ00002758	\$77,175.00
EFT000000002440	WILLOW REG WAST	WILLOW CREEK REG. WASTE MCMNT	2020-05-13	GENERAL	PMCHQ00002758	\$64,550.50
EFT000000002441	YELLOW PAGES IN	YELLOW PAGES GROUP	2020-05-13	GENERAL	PMCHQ00002758	\$329.48
EFT000000002442	KITCHENER, DON	KITCHENER, DON	2020-05-13	GENERAL	PMCHQ00002760	\$19,588.44
EFT000000002443	SEDGWICK, DOUG	SEDGWICK, DOUG	2020-05-13	GENERAL	PMCHQ00002760	\$2,999.05
Total Cheques: 99						Total Amount of Cheques: \$1,959,308.19

**BANK RECONCILIATION AS AT APRIL 30, 2020**  
**FOR THE MUNICIPAL DISTRICT OF WILLOW CREEK No. 26**

DESCRIPTION	GENERAL ACCOUNT APRIL 30,2020
PREVIOUS MONTH BALANCE	139,036.94
<b>ADD</b> RECEIPTS FOR THE MONTH	1,923,792.80
<b>Sub Total</b>	<b>2,062,829.74</b>
<b>LESS</b> DISBURSEMENTS FOR THE MONTH	2,029,205.82
<b>Net Balance At End Of Month</b>	<b>33,623.92</b>
BALANCE AT END OF MONTH - BANK	214,445.29
OUTSTANDING DEPOSIT	-
<b>SubTotal</b>	<b>214,445.29</b>
LESS: OUTSTANDING CHEQUES	9,103.34
<b>Net Balance At End Of Month</b>	<b>205,341.95</b>

UNRESTRICTED / RESTRICTED SAVINGS ACCOUNT	7,009,785.57
WATER PIPELINE REPLACEMENT IN TRUST RESERVE	8,394.96
MUNICIPAL RESERVE	46,406.70

<b>TOTAL BALANCE APRIL 30,2020</b>	<b>7,269,929.18</b>
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CERTIFIED A TRUE COPY SUBMITTED TO COUNCIL MAY 13, 2020

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

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



## Municipal District of Willow Creek #26 For Decision

Agenda Item #

Date Submitted: May 13, 2020

Originated by: Johanne Hannas

Subject: Mill Rate Bylaws

### **RECOMMENDATION**

To review and acquire all three readings for;

Bylaw No. 1873 - 2020 Property Tax Bylaw,

Bylaw No. 1874 - 2020 Special Recreational Services Tax Bylaw

Bylaw No. 1875 - 2020 Special Tax Bylaw

### **SUMMARY**

The MD of Willow Creek Council in passing the 2020 Mill Rates represent that the Farmland & Residential mill rates have not changed and the Linear and NR mill rate will have a slight increase of 1.1% to maintain 2020 taxes at 2019 arising from loss due to depreciation on Linear and NR.

### **Rates as Follows;**

Farmland	0.007189
Residential	0.003700
Linear NR	0.007793 to 0.007880

Farmland assessment has not changed significantly for the 2020 Tax Year. Farmland is a regulated assessment in accordance with the MGA.

Residential assessment has changed with the addition of the Hamlet of Granum with \$30M in assessment and within the MD of Willow Creek \$14M in growth and inflation.

NR assessment base did increase \$17.5M for the 2020 Tax Year, \$15.5M is contributed to the change in legislation making cannabis production facilities taxable from exempt for the 2020 Tax Year.

Linear and DIP assessment has decreased by \$30M for the 2020 Tax Year.

## **NEW**

The tax for the Provincial Policing tax is an addition for 2020 Tax Year.

Prior to 2020 all rural municipalities and urban municipalities under a population of 5000 were not required to pay any direct costs related frontline policing.

Beginning in 2020 the Government of Alberta has made a decision to begin charging municipalities for policing costs. These costs will increase over the next 5 years costs from 10% of policing costs to 30%.

Alberta Justice and Solicitor General has indicated that the costs borne by the M.D. of Willow Creek for policing services will increase from \$139,653 in 2020 to \$419,260 in 2024.

These costs are noted on your assessment notice alongside the Provincial School Foundation Fund requisition.

### **Hamlet of Granum Special Tax**

You will notice on your tax notice reference to a 'special tax'. This tax rate is based upon the difference between the MD of Willow Creek mill rate and the 2019 mill rate for the Town of Granum. Total property tax revenues levied by the M.D. of Willow Creek are planned to be no higher than they were previously under the Town of Granum. There may be some instances however where due to assessment changes arising from increased property values the total taxes may rise.

A Municipality may levy, through an annual bylaw, a Special Tax to provide or construct a special service that will benefit a defined area within a municipality. The municipality is restricted to recovering only the costs incurred in a given budget and on an annual basis for project costs related to a specific purpose or service.

In 2020 the Special Tax will raise \$235,000 for infrastructure projects within the Hamlet of Granum including:

- Replacement and repair of water isolation valves and curb stops within the water pipeline network of the Hamlet. This will enable water pipeline breaks to be isolated within a smaller area so as to limit the impact of future breaks on the community as a whole.
- Repair of fire hydrants. A number of fire hydrants were identified as being non-functioning and in need of repairs – in doing so community safety is enhanced.
- Repairs and maintenance to public buildings. The infrastructure viability report found a number of buildings that required basic needed maintenance. This does not include the former Town office.
- Weed and vegetation management. A comprehensive weed management program will be initiated on municipally owned property within the Hamlet.
- Infrastructure data collection. Information on the location and condition of infrastructure will aid in identifying future projects and will aid in timely repairs when failure occurs.
- Road repairs.

### **Major Infrastructure Projects**

The priority projects for 2020 will be the main lift sewer station upgrade (cost of \$477,000) and the implementation of a SCADA (Supervisory Control and Data Acquisition) project (cost of \$95,000) to

enable the remote monitoring of operations at the water treatment plant as well as the 3 sewer lift stations.

Engineering work will also be initiated on the stormwater management project (\$1.75 million) which is planned to be constructed in 2021.

Funding for the major infrastructure projects will be through the Municipal Sustainability Initiative program, the Federal Gas Tax Fund and the Alberta Community Resiliency Program.

#### **ATTACHMENTS**

Bylaws No. 1873 - 2020 Property Tax Bylaw,

Bylaw No. 1874 - 2020 Special Recreational Services Tax Bylaw

Bylaw No. 1875 2020 Special Tax Bylaw

Mill Rate Projection May 13, 2020

Mill Rate Projection May 08, 2019

2019 / 2020 Property Tax Comparison

Summary of 2020 Budget

Prepared By:

Reviewed and Approved for Agenda





MILL RATE PROJECTION  
AS OF May 08, 2019

DESCRIPTION	ASSESSMENT TOTAL	RATE	PROJECTED
MUNICIPAL - FARMLAND - MACLEOD	36,791,030	0.007189	264,490.71
MUNICIPAL - RESIDENTIAL - MACLEOD	204,343,780	0.003700	756,071.99
MUNICIPAL - NR - MACLEOD	36,540,840	0.007793	284,762.77
<b>SUB-TOTAL - MUN. MACLEOD</b>	<b>277,675,650</b>		<b>1,305,325.47</b>
MUNICIPAL - FARMLAND - CLARESHOLM	29,069,840	0.007189	208,983.08
MUNICIPAL - RESIDENTIAL - CLARESHOLM	97,611,050	0.003700	361,160.89
MUNICIPAL - NR - CLARESHOLM	37,279,060	0.007793	290,515.71
<b>SUB-TOTAL - MUN. CLARESHOLM</b>	<b>163,959,950</b>		<b>860,659.68</b>
MUNICIPAL - FARMLAND - GRANUM	22,658,190	0.007189	162,889.73
MUNICIPAL - RESIDENTIAL - GRANUM	81,697,620	0.003700	302,281.19
MUNICIPAL - NR - GRANUM	11,883,350	0.007793	92,606.95
<b>SUB-TOTAL - MUN. GRANUM</b>	<b>116,239,160</b>		<b>557,777.87</b>
MUNICIPAL - FARMLAND - STAVELY	25,938,750	0.007189	186,473.67
MUNICIPAL - RESIDENTIAL - STAVELY	103,419,080	0.003700	382,650.60
MUNICIPAL - NR - STAVELY	33,212,250	0.007793	258,823.06
<b>SUB-TOTAL - MUN. STAVELY</b>	<b>162,570,080</b>		<b>827,947.33</b>
MUNICIPAL - FARMLAND - NANTON	29,495,050	0.007189	212,039.91
MUNICIPAL - RESIDENTIAL - NANTON	138,608,410	0.003700	512,851.12
MUNICIPAL - NR - NANTON	6,745,380	0.007793	52,566.75
<b>SUB-TOTAL - MUN. NANTON</b>	<b>174,848,840</b>		<b>777,457.78</b>
MUNICIPAL - LINEAR	613,402,920	0.007793	4,780,248.96
	1,508,696,600		9,109,417.09
MUNICIPAL - EXEMPT	77,340,120	0.000000	0.00
<b>MUNICIPAL - TOTAL</b>	<b>1,586,036,720</b>		<b>9,109,417.09</b>
<b>FARMLAND</b>	<b>143,952,860</b>	<b>FARMLAND</b>	<b>1,034,877.10</b>
<b>RESIDENTIAL</b>	<b>625,679,940</b>	<b>RESIDENTIAL</b>	<b>2,315,015.79</b>
<b>NR</b>	<b>739,063,800</b>	<b>NR</b>	<b>5,759,524.20</b>
<b>EXEMPT</b>	<b>77,340,120</b>		
	1,586,036,720		9,109,417.09
SCHOOL - LINEAR	312,838,800	0.003702	1,158,129.24
SCHOOL - FARMLAND	143,755,330	0.002515	361,544.65
SCHOOL - RESIDENTIAL	625,074,930	0.002515	1,572,063.45
SCHOOL - RESIDENTIAL - PGIL	605,010	0.002515	1,521.60
SCHOOL - RESIDENTIAL - FGIL	0	0.002515	0.00
SCHOOL - FARMLAND - PGIL	197,530	0.002515	496.79
SCHOOL - FARMLAND - FGIL	0	0.002515	0.00
SCHOOL - NON RES.	62,174,080	0.003702	230,168.44
SCHOOL - M & E	55,710,330	0.000000	0.00
SCHOOL - DIP	4,909,610	0.000000	0.00
SCHOOL - LINEAR - ELEC POWER GEN - EX	300,564,120	0.000000	0.00
SCHOOL - RAILWAY	2,236,090	0.003702	8,278.01
SCHOOL - NON RES. PGIL	536,550	0.003702	1,986.31
SCHOOL - NON RES. FGIL	94,220	0.003702	348.80
	1,508,696,600		3,334,537.29
SCHOOL - EXEMPT	77,340,120	0.000000	0.00
<b>SCHOOL - TOTAL</b>	<b>1,586,036,720</b>		<b>3,334,537.29</b>
<b>FARMLAND</b>	<b>143,952,860</b>		
<b>RESIDENTIAL</b>	<b>625,679,940</b>		
<b>NR</b>	<b>65,040,940</b>		
<b>LINEAR</b>	<b>312,838,800</b>		
<b>LINEAR EXEMPT</b>	<b>300,564,120</b>	<b>739,063,800</b>	
<b>M&amp;E EXEMPT</b>	<b>60,619,940</b>		
<b>EXEMPT</b>	<b>77,340,120</b>		
	1,586,036,720		
SENIOR CIT. HOME - WILLOW CREEK	413,818,600	0.000356	147,319.42
SENIOR CIT. HOME - PORCUPINE HILLS	210,505,110	0.000293	61,678.00
SENIOR CIT. HOME - MOSQUITO CREEK	270,969,970	0.000475	128,710.74
SENIOR CIT. HOME - LINEAR	613,402,920	0.000170	104,278.50
	1,508,696,600		441,986.66
SENIOR CIT. HOME - EXEMPT	77,340,120	0.000000	0.00
<b>SENIOR CIT. HOME - TOTAL</b>	<b>1,586,036,720</b>		<b>441,986.66</b>
DESIGNATED INDUSTRIAL (DI) PROPERTY TAX REQUISITION	689,389,860	0.000079	54,461.80
RECREATION - CLARESHOLM	187,278,900	0.000176	32,961.09
RECREATION - GRANUM	121,532,640	0.000035	4,253.64
<b>TOTAL PROJECTED TAXES</b>			<b>12,973,363.93</b>



MILL RATE PROJECTION  
AS OF May 13, 2020

DESCRIPTION	ASSESSMENT TOTAL	RATE	PROJECTED
MUNICIPAL - FARMLAND - MACLEOD	38,873,810	0.007189	263,648.02
MUNICIPAL - RESIDENTIAL - MACLEOD	209,827,600	0.003700	776,361.75
MUNICIPAL - NR - MACLEOD	37,731,480	0.007880	297,324.08
SUB-TOTAL - MUN. MACLEOD	284,232,780		1,337,333.83
MUNICIPAL - FARMLAND - CLARESHOLM	29,069,510	0.007189	208,990.71
MUNICIPAL - RESIDENTIAL - CLARESHOLM	99,453,520	0.003700	367,978.02
MUNICIPAL - NR - CLARESHOLM	51,726,400	0.007880	407,604.03
SUB-TOTAL - MUN. CLARESHOLM	180,249,430		984,582.76
MUNICIPAL - FARMLAND - GRANUM	22,669,540	0.007189	162,971.32
MUNICIPAL - RESIDENTIAL - GRANUM	112,328,370	0.003700	415,614.97
MUNICIPAL - NR - GRANUM	14,708,480	0.007880	115,887.08
SUB-TOTAL - MUN. GRANUM	149,706,380		694,473.35
MUNICIPAL - FARMLAND - STAVELY	25,937,780	0.007189	186,488.70
MUNICIPAL - RESIDENTIAL - STAVELY	108,717,690	0.003700	391,155.45
MUNICIPAL - NR - STAVELY	32,450,700	0.007880	255,711.52
SUB-TOTAL - MUN. STAVELY	164,106,170		833,333.67
MUNICIPAL - FARMLAND - NANTON	29,502,860	0.007189	212,096.08
MUNICIPAL - RESIDENTIAL - NANTON	142,226,890	0.003700	526,239.49
MUNICIPAL - NR - NANTON	8,893,240	0.007880	54,318.73
SUB-TOTAL - MUN. NANTON	178,622,880		792,654.28
MUNICIPAL - LINEAR	589,189,110	0.007880	4,642,810.18
	1,546,104,880		9,285,168.08
MUNICIPAL - EXEMPT	72,626,340	0.000000	0.00
MUNICIPAL - TOTAL	1,618,731,220		9,285,168.08
FARMLAND	143,853,500	FARMLAND	1,034,162.81
RESIDENTIAL	669,553,970	RESIDENTIAL	2,477,349.88
NR	732,697,410	NR	5,773,655.59
EXEMPT	72,626,340		
	1,618,731,220		9,285,168.08
SCHOOL - LINEAR	307,151,800	0.003649	1,120,796.92
SCHOOL - FARMLAND	143,855,970	0.002485	356,985.09
SCHOOL - RESIDENTIAL	668,953,300	0.002485	1,662,348.95
SCHOOL - RESIDENTIAL - PGIL	600,670	0.002485	1,492.66
SCHOOL - RESIDENTIAL - FGIL	0	0.002485	0.00
SCHOOL - FARMLAND - PGIL	197,530	0.002485	490.86
SCHOOL - FARMLAND - FGIL	0	0.002485	0.00
SCHOOL - NON RES.	80,649,740	0.003649	294,290.80
SCHOOL - M & E	53,965,220	0.000000	0.00
SCHOOL - DIP	5,776,420	0.000000	0.00
SCHOOL - LINEAR - ELEC POWER GEN - EX	281,919,170	0.000000	0.00
SCHOOL - RAILWAY	2,315,380	0.003649	8,448.82
SCHOOL - NON RES. PGIL	828,020	0.003649	3,021.44
SCHOOL - NON RES. FGIL	91,660	0.003649	334.47
	1,546,104,880		3,448,210.11
SCHOOL - EXEMPT	72,626,340	0.000000	0.00
SCHOOL - TOTAL	1,618,731,220		3,448,210.11
FARMLAND	143,853,500		
RESIDENTIAL	669,553,970		
NR	83,884,800		
LINEAR	307,181,800		
LINEAR EXEMPT	281,919,170	732,697,410	
M&E EXEMPT	58,741,640		
EXEMPT	72,626,340		
	1,618,731,220		
SENIOR CIT. HOME - WILLOW CREEK	453,699,330	0.000375	170,041.03
SENIOR CIT. HOME - PORCUPINE HILLS	226,889,180	0.000276	62,508.03
SENIOR CIT. HOME - MOSQUITO CREEK	276,327,280	0.000506	139,744.43
SENIOR CIT. HOME - LINEAR	589,189,110	0.000163	96,037.82
	1,546,104,880		468,331.31
SENIOR CIT. HOME - EXEMPT	72,626,340	0.000000	0.00
SENIOR CIT. HOME - TOTAL	1,618,731,220		468,331.31
DESIGNATED INDUSTRIAL (DI) PROPERTY TAX REQUISITION	662,714,340	0.000076	50,392.26
RECREATION - CLARESHOLM	179,116,040	0.000161	28,837.68
RECREATION - GRANUM	149,179,110	0.000027	4,027.84
PROVINCIAL POLICING REQUISITION	1,546,104,880	0.000095	146,782.00
SPECIAL TAX - GRANUM ONLY - BASED ON ASSESSMENT			
CODE 1-11	29,818,430		
CODE 33	280,870		
CODE 12-16	2,723,220		
CODE 20-24	292,980		
	33,113,600	0.007087	236,000.00
TOTAL PROJECTED TAXES			13,662,721.43

MD OF WILLOW CREEK - 2020 / 2019 FARM PROPERTY TAX COMPARISON

2020 Tax Year

Property Type	Assessment Value	Farm Mill Rate / Taxes	Residence Mill Rate / Taxes	School Mill Rate / Taxes	Seniors Mill Rate / Taxes	Recreation (Playground)	Arena Renos	Police	Total Taxes	
Acreage (6 Acres)		0.007189	0.003700	0.002485	0.000375	0.000027		0.000095		
- Land	\$ 280.00	\$ 2.01		\$ 0.70	\$ 0.11	\$ 0.01		\$ 0.03	\$ 2.82	
- Residence	\$ 306,800.00		\$ 1,135.16	\$ 762.40	\$ 115.05	\$ 8.28		\$ 29.15	\$ 2,020.89	\$ (23.34) Overall Decrease
Farm (160 Acres)										
- Land	\$ 26,640.00	\$ 191.51		\$ 66.20	\$ 9.99			\$ 2.53	\$ 267.71	
- Residence	\$ 318,320.00		\$ 1,177.78	\$ 791.03	\$ 119.37			\$ 30.24	\$ 2,088.18	\$ 110.87 Overall Increase
Farm (157 Acres)										
- Land	\$ 30,410.00	\$ 218.62		\$ 75.57	\$ 11.40		\$ 5.35	\$ 2.89	\$ 310.94	
- Residence	\$ 165,850.00		\$ 613.65	\$ 412.14	\$ 62.19		\$ 29.19	\$ 15.76	\$ 1,117.17	\$ 81.32 Overall Increase

2019 Tax Year

Property Type	Assessment Value	Farm Mill Rate / Taxes	Residence Mill Rate / Taxes	School Mill Rate / Taxes	Seniors Mill Rate / Taxes	Recreation (Playground)	Arena Renos	Police	Total Taxes
Acreage (6 Acres)		0.007189000	0.003700000	0.002515000	0.000356000	0.000035	0.000176		
- Land	\$ 280.00	\$ 2.01		\$ 0.70	\$ 0.10	\$ 0.01			\$ 2.83
- Residence	\$ 309,450.00		\$ 1,144.97	\$ 778.27	\$ 110.16	\$ 10.83			\$ 2,044.23
Farm (160 Acres)									
- Land	\$ 26,640.00	\$ 191.51		\$ 67.00	\$ 9.48				\$ 268.00
- Residence	\$ 300,870.00		\$ 1,113.22	\$ 756.69	\$ 107.11				\$ 1,977.02
Farm (157 Acres)									
- Land	\$ 30,410.00	\$ 218.62		\$ 76.48	\$ 8.91		\$ 5.35		\$ 309.36
- Residence	\$ 155,210.00		\$ 574.28	\$ 390.35	\$ 45.48		\$ 27.32		\$ 1,037.42



MD OF WILLOW CREEK - 2020 / 2019 NON-RESIDENTIAL PROPERTY TAX COMPARISON

2020 Tax Year

Property Type	Assessment Value	Municipal Mill Rate / Taxes	School Mill Rate / Taxes	Seniors Mill Rate / Taxes	Recreation (Playground)	Special Tax	Police	Total Taxes	
Commercial		0.007877	0.003647	0.000375	0.000027		0.000095		
Example 1	\$ 98,200.00	\$ 773.52	\$ 358.14	\$ 36.83			\$ 9.33	\$ 1,177.81	\$ (12.62) Decrease
Example 2	\$ 213,140.00	\$ 1,678.90	\$ 777.32	\$ 107.85			\$ 20.25	\$ 2,584.32	\$ 71.22 Increase
Example 3	\$ 1,151,020.00	\$ 9,066.58	\$ 4,197.77	\$ 431.63	\$ 31.08		\$ 109.35	\$ 13,836.41	\$ 215.17 Increase

2019 Tax Year

Property Type	Assessment Value	Municipal Mill Rate / Taxes	School Mill Rate / Taxes	Seniors Mill Rate / Taxes	Recreation (Playground)	Special Tax	Police	Total Taxes	
Commercial		0.007793000	0.003702000	0.000356000	0.000035000				
Example 1	\$ 100,450.00	\$ 782.81	\$ 371.87	\$ 35.76				\$ 1,190.43	Willow Cr
Example 2	\$ 209,950.00	\$ 1,636.14	\$ 777.23	\$ 99.73				\$ 2,513.10	Mosquito Cr
Example 3	\$ 1,145,990.00	\$ 8,930.70	\$ 4,242.45	\$ 407.97	\$ 40.11			\$ 13,621.24	Willow Cr

### GRANUM - 2020 / 2019 RESIDENTIAL PROPERTY TAX COMPARISON

#### 2020 Tax Year

Property Type	Assessment Value	Municipal Mill Rate / Taxes	School Mill Rate / Taxes	Seniors Mill Rate / Taxes	Minimum Tax	Police	Special Tax	Recreation	Total Taxes	
Residential		0.003700	0.002485	0.000375		0.000095	0.007097	0.000027		
Example 1	\$ 55,120.00	\$ 203.94	\$ 136.97	\$ 20.67	\$ -	\$ 5.24	\$ 391.19	\$ 1.49	\$ 759.50	\$ (297.73) Decrease
Example 2	\$ 136,500.00	\$ 505.05	\$ 339.20	\$ 51.19	\$ -	\$ 12.97	\$ 968.74	\$ 3.69	\$ 1,880.83	\$ 116.92 Increase
Example 3	\$ 302,320.00	\$ 1,118.58	\$ 751.27	\$ 113.37	\$ -	\$ 28.72	\$ 2,145.57	\$ 8.16	\$ 4,165.67	\$ 91.54 Increase

#### 2019 Tax Year

Property Type	Assessment Value	Municipal Mill Rate / Taxes	School Mill Rate / Taxes	Seniors Mill Rate / Taxes	Minimum Tax	Police	Special Tax	Recreation	Total Taxes
Residential		0.010750190	0.002680400	0.000275000					
Example 1	\$ 53,200.00	\$ 571.91	\$ 142.60	\$ 14.63	\$ 328.09				\$ 1,057.23
Example 2	\$ 128,700.00	\$ 1,383.55	\$ 344.97	\$ 35.39	\$ -				\$ 1,763.91
Example 3	\$ 297,260.00	\$ 3,195.60	\$ 796.78	\$ 81.75	\$ -				\$ 4,074.12

### GRANUM - 2020 / 2019 NON-RESIDENTIAL PROPERTY TAX COMPARISON

#### 2020 Tax Year

Property Type	Assessment Value	Municipal Mill Rate / Taxes	School Mill Rate / Taxes	Seniors Mill Rate / Taxes	Minimum Tax	Police	Special Tax	Recreation	Total Taxes	
Commercial		0.007877	0.003647	0.000375		0.000095	0.007097	0.000027		
Example 1	\$ 51,240.00	\$ 403.62	\$ 186.87	\$ 19.22	\$ -	\$ 4.87	\$ 363.65	\$ 1.38	\$ 979.61	\$ (106.50) Decrease
Example 2	\$ 141,830.00	\$ 1,117.19	\$ 517.25	\$ 53.19	\$ -	\$ 13.47	\$ 1,006.57	\$ 3.83	\$ 2,711.51	\$ (126.02) Decrease
Example 3	\$ 1,198,510.00	\$ 9,440.66	\$ 918.21	\$ 449.44	\$ -	\$ 113.86	\$ 8,505.83	\$ 32.36	\$ 19,460.35	\$ (2,874.55) Decrease

#### 2019 Tax Year

Property Type	Assessment Value	Municipal Mill Rate / Taxes	School Mill Rate / Taxes	Seniors Mill Rate / Taxes	Minimum Tax	Police	Special Tax	Recreation	Total Taxes
Commercial		0.017999999	0.003577300	0.000275000					
Example 1	\$ 48,310.00	\$ 869.58	\$ 172.82	\$ 13.29	\$ 30.42				\$ 1,086.10
Example 2	\$ 129,850.00	\$ 2,337.30	\$ 464.51	\$ 35.71	\$ -				\$ 2,837.52
Example 3	\$ 1,189,370.00	\$ 21,408.66	\$ 860.13	\$ 66.12	\$ -				\$ 22,334.91

**MD OF WILLOW CREEK NO. 26  
OPERATING AND CAPITAL  
2020 BUDGET**

**2020**

**REVENUES**

NET MUNICIPAL PROPERTY TAXES	9,520,000.00
USER FEES AND SALES OF GOODS	519,500.00
GOVERNMENT TRANSFERS FOR OPERATING	1,573,060.00
RETURN ON INVESTMENT	101,500.00
PENALTIES AND COSTS ON TAXES	90,000.00
LICENSES AND PERMITS	10,500.00
OTHER REVENUES	738,040.00
RENTALS	205,400.00
FINES	55,000.00
WELL DRILLING	10,000.00
<b>TOTAL REVENUE</b>	<b>12,823,000.00</b>

**EXPENSES**

ELECTED OFFICIALS	395,200.00
GENERAL ADMINISTRATION	1,599,000.00
FIRE	644,675.00
DISASTER RECOVERY	37,100.00
PHYSICIAN RECRUITMENT	66,000.00
EMERGENCY SERVICES AND BYLAW ENFORCEMENT	588,500.00
TRANSPORTATION	6,675,260.00
WATER DEVELOPMENT	360,750.00
GARBAGE COLLECTION AND DISPOSAL	229,500.00
CEMETERIES	16,700.00
DEVELOPMENT AND PLANNING	432,450.00
AGRICULTURAL SERVICES BOARD	550,775.00
GRANTS TO RECREATION BOARDS	193,000.00
PARKS AND RECREATION	266,000.00
LIBRARIES	111,500.00
FAMILY AND COMMUNITY SUPPORT	213,800.00
INFORMATION TECHNOLOGY	296,900.00
<b>TOTAL EXPENSES</b>	<b>12,677,110.00</b>

<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE OTHER</b>	<b>145,890.00</b>
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**Other**

GOVERNMENT TRANSFERS FOR CAPITAL	8,359,935.00
CAPITAL PURCHASES	8,359,935.00

<b>NET SURPLUS ( DEFICIENCY)</b>	<b>145,890.00</b>
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**NOTICE OF PUBLIC HEARING**  
**THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**  
**IN THE PROVINCE OF ALBERTA**

**PROPOSED LAND USE BYLAW AMENDMENT**

**1:30 p.m., Wednesday, May 13, 2020**

**By LIVESTREAM ONLY:**

<https://www.youtube.com/channel/UCVZxms3RipHOS5smjlwRwNA>

from

The Municipal District of Willow Creek No. 26, Council Chambers

**PURSUANT** to sections 230, 606, and 692 of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby gives notice of its intention to consider an application submitted by Stacey Russell (consultant with Wood E&I) for registered landowners, Hutterian Br. Church of White Lake, to amend Bylaw No. 1826, being the municipal Land Use Bylaw.

**THE PURPOSE** of the proposed land use bylaw amendment is to redesignate the following parcels of land:

- NE 18-09-26-W4M 137.55 acres

(as shown on the map in Schedule A), from 'Rural General – RG' to 'Rural Industrial – RI'. The redesignation would accommodate a future development application for extension of the current Class I resource extraction (gravel pit operation) located in SE/SW 18-09-26-W4M (DP 043-12)

**THEREFORE, TAKE NOTICE THAT** a public hearing to contemplate the proposed land use bylaw amendment will be held in the Municipal District of Willow Creek No. 26 Council Chambers at **1:30 p.m., on the 13<sup>th</sup> day of May, 2020.**

**AND FURTHER TAKE NOTICE THAT** documents relating to this matter may be viewed on the Municipal District's website. Written submissions must be submitted prior to the public hearing. Written submissions are to be forwarded to the Manager of Planning & Development Services at Box 550, Claresholm, Alberta, T0L 0T0 or via email at [development@mdwillowcreek.com](mailto:development@mdwillowcreek.com), **no later than 4:00 p.m. on the 8<sup>th</sup> day of May, 2020.** Any information submitted will become available to the public and is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

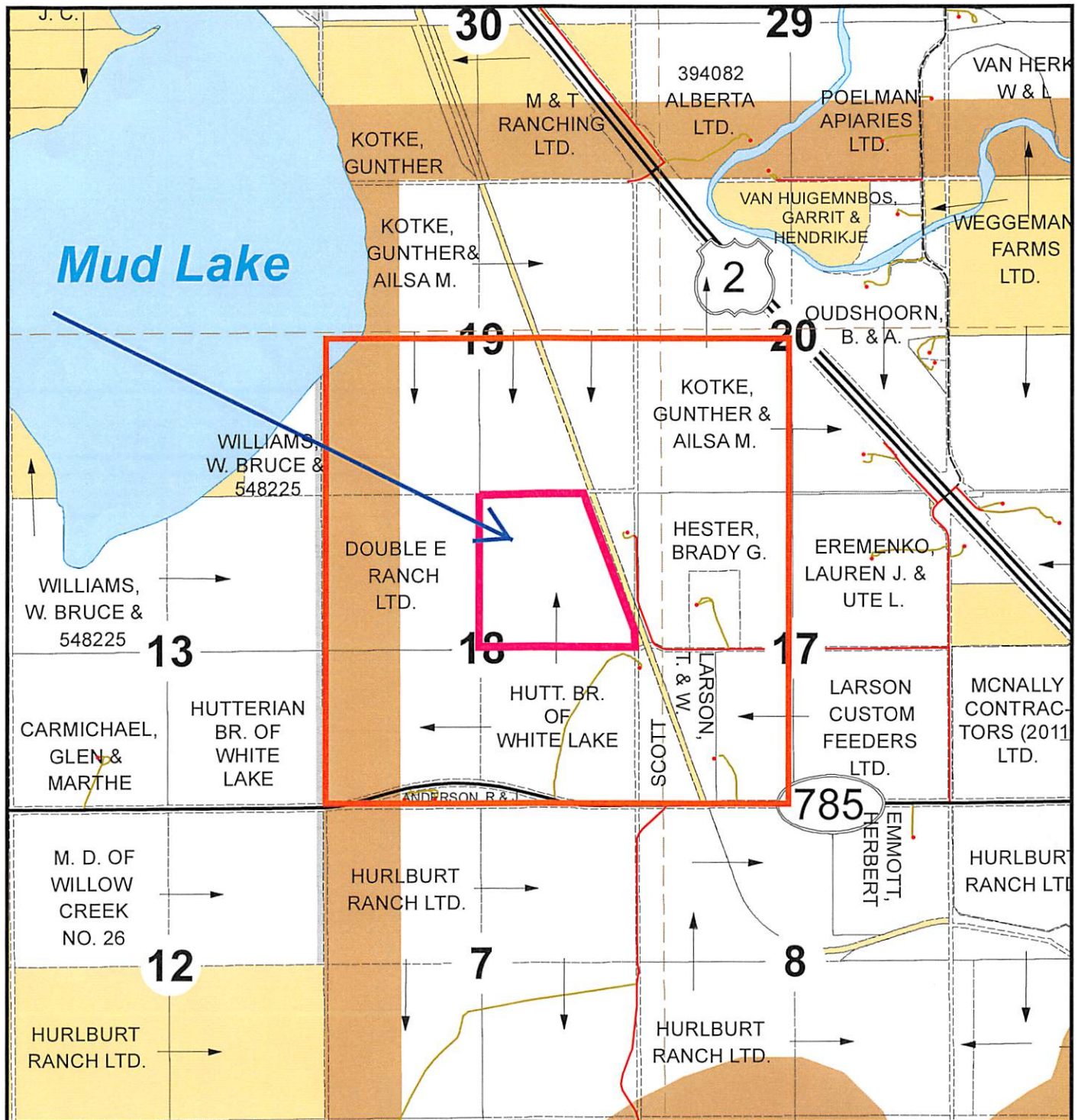
DATED at the Town of Claresholm in the Province of Alberta this 25<sup>th</sup> day of March, 2020.

*Cindy Chisholm*  
*Manager of Planning & Development*  
*MD of Willow Creek No. 26*



# LAND USE BYLAW AMENDMENT

## Application No. A-02-20 / Bylaw No. 1867



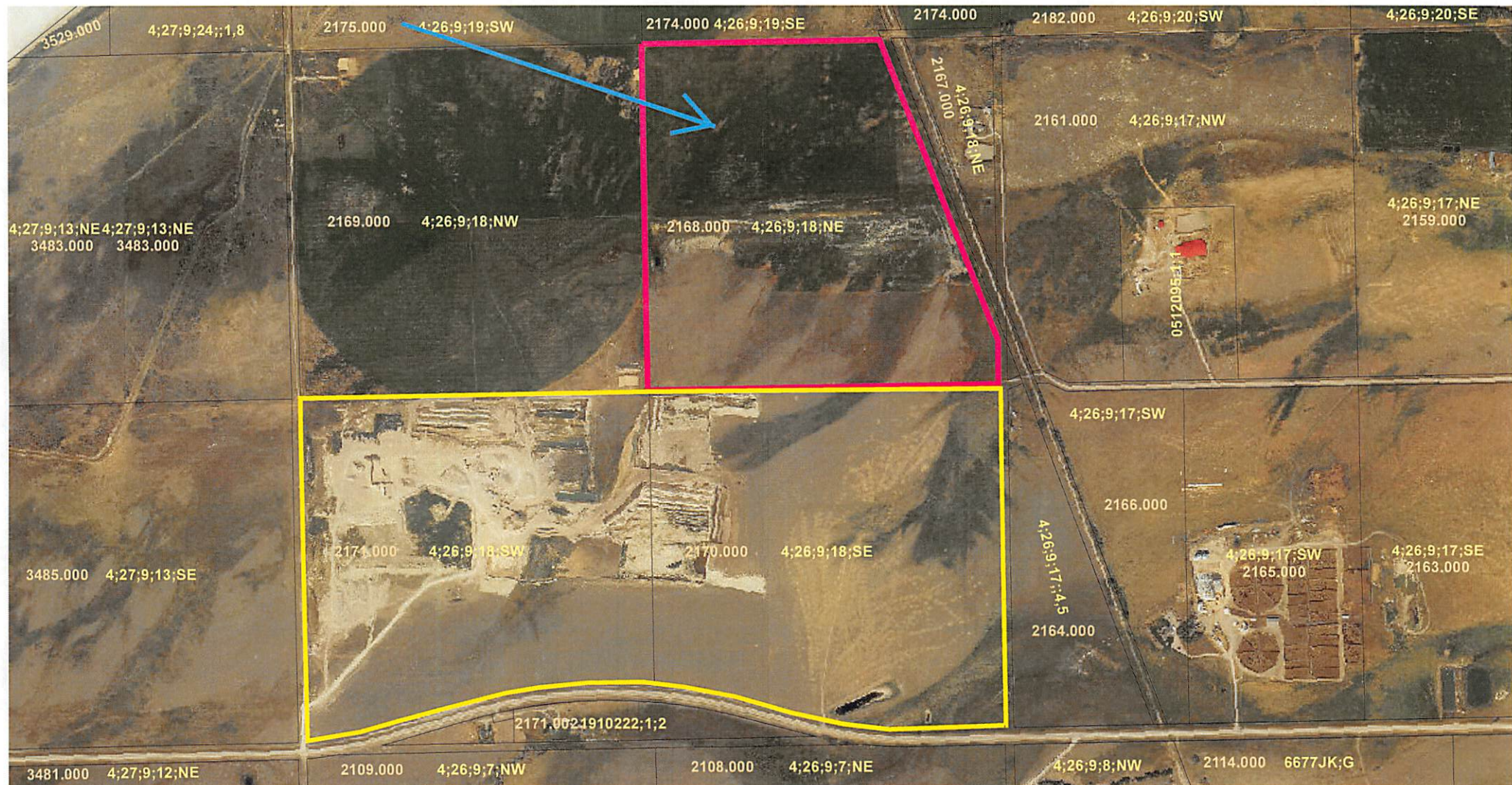
### ..... SCHEDULE 'A' .....

LAND USE BYLAW AMENDMENT FROM:  
 'RURAL GENERAL-RG' to 'RURAL INDUSTRIAL-RI'  
 137.55 ACRES NE 18-09-26-W4M



Date: MARCH 25, 2020





AT File Reference: RSDP030131  
Our Reference: 2511-NE 18-9-26-W4M (785)  
Your Reference: Bylaw 1867/Application A-02-20

May 4, 2020

Cindy Chisholm  
Manager of Planning & Development  
[chisholm@mdwillowcreek.com](mailto:chisholm@mdwillowcreek.com)  
Municipal District of Willow Creek No. 26  
Box 550  
Claresholm, AB T0L 0T0

Dear Ms. Chisholm:

**RE: PROPOSED LAND USE REDESIGNATION  
PORTION OF NE 18-9-26-W4M  
MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**

Reference your file to adopt Bylaw No. 1867 to re-designate the above noted parcels of land from “Rural General – RG” to “Rural Industrial - RI” to accommodate future development/extension of the current Class I resource extraction (gravel pit operation).

Alberta Transportation’s primary objective is to allow subdivision and development of properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system.

To that end, we have reviewed the information that was forwarded to your office in support of the proposed Land Use Bylaw Amendment (reference to your Circulation Notice – Bylaw No. 1867, dated March 25, 2020). Strictly from Alberta Transportation’s point of view, the proposal could be accommodated.

Given the information provided to date, at this juncture, this is merely a change in land use designation. Strictly from Alberta Transportation’s point of view, we do not anticipate that the redesignation as proposed would have any appreciable impact on the highway. Therefore, we do not have any objections to the proposed land use redesignation and/or favorable consideration by the Municipal District of Willow Creek No. 26 land use authority.

Notwithstanding the foregoing, the applicant would be advised that any development within 300 metres of the limit of a controlled highway or within 800 metres from the center point of an intersection of a controlled highway and a public road would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Act and the corresponding Highways Development and Protection Regulation, being Alberta Regulation 326/2009.



The subject property is not within the noted control lines and given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance, a permit from Alberta Transportation will not be required, and development of the gravel pit operation could proceed under the direction, control, and management of the municipal district.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Thank you for the referral and opportunity to comment.

Yours truly,

Leah Olsen  
Development/Planning Technologist  
403-388-3105

LO/jb

cc: Oldman River Regional Services Commission – [mikeburla@orrsc.com](mailto:mikeburla@orrsc.com)



Willow Creek Bylaw Amendment # 1826  
Landowner: Hutterian Brethren Church of White Lake

May 10, 2020

Attention Cindy Chisholm, Development Officer  
Municipal District of Willow Creek  
Box 550 #26-Hwy 520 West Claresholm,  
Claresholm, AB T0L 0T0.

RE: Bylaw 1826 to allow rezoning and Gravel Mining at NE 18-9-26-W4M in the MD of Willow Creek, AB

In response to your March 25 2020 request for comment on the above noted development application, we have reviewed the information provided, conducted an on-site inspection, and wish to provide the following comments:

- Airborne particulates between 2.5 and 10 microns are being recognized more frequently as the source of negative respiratory health outcomes. Steps such as those outlined in the *Guide to the Code of Practice for pits* should be taken into account to reduce the particulate matter leaving the site.
- Should the development proceed we recommend that the approving authority consider enforceable development permit or business license conditions that will necessitate the gravel operation comply with the Government of Alberta - Code of Practice of Pits - September 2004.
- We recommend that the approving authority consider, extending the current development permit and business license conditions that were imposed on the existing Hutterian Brethren Church of White Lake gravel operation, to the proposed expansion.

If you require further clarification please contact me at the Community Health Center in Fort Macleod at 403-553-5351.

Sincerely,

Robert Rippin, B.Sc. CPHI (C)  
Executive Officer/ Public Health Inspector  
Environmental Public Health

May 6, 2020

MD of Willow Creek No. 26  
Cindy Chisholm  
Manager of Planning & Development

Robert & Jennifer Lee

Dear Ms. Chisholm,

Please accept our written submission objecting to the redesignation of 137.55 acres located at NE18-09-26W4M.

The letter states the land would be redesignated to Rural Industrial to accommodate future development. We purchased our property approx. two years ago with the understanding that the gravel pit was contained to the current location. We are already impacted from the current site with noise, dust and the unsightly view. As our residence is directly east of this new land development, our residence would be greatly affected with noise pollution, dust, landscape/scenery interruption and a concern for our water quality and our livestock. We strongly object to this redesignation of land to industrial and to any future development on this land.

If however, this redesignation and future development is granted, we would like to see the following conditions be put in place in order to help maintain our rural setting.

1. All procedures as the existing pit including water trucks, hours of operation, reclamation tackifiers, noise assessment and control etc.
2. The 250 m buffer zone must be met.
3. Water/baseline testing to ensure our water quality is not altered.
4. Equipment to operate to the north of our residence when and where possible.
5. When and if possible to extract material during the winter months.

Thank you for your consideration.

Robert & Jennifer Lee

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

Box 550, Claresholm, AB T0L 0T0

Phone (403) 625-3351 Fax (403) 625-3886 www.mdwillowcreek.com

FOR OFFICE USE ONLY

**APPLICATION FOR A  
LAND USE BYLAW AMENDMENT**

**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.

Application No. A-02-20

Fees Submitted: \$ 2,500.00

Site Inspection: \_\_\_\_\_

**Form I**

**APPLICANT:** Stacey Russell (consultant with Wood E&I) **Telephone:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

\_\_\_\_\_ **Bus/Cell:** \_\_\_\_\_

**REGISTERED OWNER:** Hutterite Brethren Church of White Lake **Telephone:** \_\_\_\_\_

**LEGAL DESCRIPTION:** Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

OR: Quarter NE Section 18 Township 9 Range 26 W 4 M

**PROPOSED AMENDMENT:**

From: Rural General

To: Rural Industrial

**APPLICANT'S SUBMISSION:** Please state your reasons for applying for this amendment and if applicable, supply details of future plans/development, complete with sketches that illustrate the proposal. Attaching separate sheets will be necessary.

Reclamation work is underway at the gravel pit located on S1/2 18-009-26 W4M. The landowner requires material to reclaim the pit a minimum of 1 meter above the water table. The landowner would like to landscape the area shown on the attached image (within NE13-009-26 W4M) to gain fill material. Final grade will be minimum 1m above the water table.

The south half of the quarter section will be used as a working area for the pit. No extraction is expected to occur, but AEP does consider this part of the pit for registration purposes.

**REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:** I/we agree to the collection and sharing of this information contained in this application, and any other information that may be required to verify and evaluate this application as explained above. I have submitted particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. I am aware I may be required to pay for all local improvement costs, which include drainage, sidewalks, road construction, street lighting, water and sewer main extensions, utility connection fees and installation costs at the present established rate.

I have read and understand the terms noted above and hereby apply for that described above and/or on the attached plans and specifications. I further certify the registered owner(s) of the land described above is aware of this application.

**DATE:** February 27, 2020 **SIGNED:** \_\_\_\_\_

\_\_\_\_\_  
Applicant(s)

May 4, 2020

Wood File: BX10620.200

Municipal District of Willow Creek No. 26  
#273129 Secondary Highway 520 West  
P.O. Box 550  
Claresholm, AB T0L 0T0

Attention: Ms. Cindy Chisholm:

**Re:                   Project Activities Plan Overview  
                        Proposed Gravel Pit Expansion  
                        NE18-009-26 W4, near Fort Macleod, AB**

As requested, Wood Environment & Infrastructure Solutions (Wood) has carried out a review and evaluation of the above captioned site relative to the expansion of the existing gravel pit within S1/2 18-009-26 W4M, Registration No. 337951-00-00. This letter encompasses the design and reclamation conditions associated with a proposed gravel pit expansion (see Figure 1) by White Lake Colony.

White Lake Colony requires a source of fill material on the adjacent S1/2 18-009-26 W4M as reclaimed conditions are required to be 1m above the water table. Extraction has occurred within that 1m, as a result approximately 155,000 cubic meters are required for reclamation. This extraction depth within S1/2 18-009-26 W4M is permissible as per the Water Act, Alberta Regulation 205/1998 Schedule 1, Section 2 (p), dewatering a sand and gravel pit is exempt from the Water Act.

In order to demonstrate the suitability of NE18-009-26 W4 as a source of earth borrow, ten test holes were advanced at the site on February 12, 2020. The test holes were advanced at the locations illustrated on Figure 1. The North 56.94 acres were determined to be a suitable location for clay borrow for up to 230,400 cubic meters. No disturbance will occur in the south 65.81 aside from an upgraded access road. No viable source of aggregate was discovered in the test holes. Crushing operations will continue on S1/2 18-009-26 W4M, no infrastructure will be moved onto NE18-009-26 W4.

Alberta Environment and Parks (AEP) has advised that an updated activities plan can be developed to expand the current maximum planned pit sized boundary on S1/2 18-009-26 W4M to include NE18-009-26 W4. Once NE18-009-26 W4 is rezoned and a development permit approved, an updated activities plan will be submitted to AEP. This expansion of 56.94 acres will follow the same procedures as the existing pit (hours / days of operation, air quality assessment and control, noise assessment and control, erosion and sediment control, environmental monitoring, hazardous waste plan, reclamation techniques).

The attached Figures 1 and 2 shows the existing and reclaimed cross sections. The reclamation requirements will be followed as outlined in the Code of Practice for Pits. Topsoil and subsoil will be replaced at a minimum 80% of existing, and final ground will be a minimum of 1m above the water table. It is estimated that this reclamation will take place in 10+ years and will be seeded to tame pasture.



### **Conclusion**

Based on the results of the current investigation and our understanding of the site and proposed development at the site, it is Wood's opinion NE18-009-26 W4 is a suitable location for a source of borrow.

We trust that this report satisfies your present requirements. Should you have any questions, please contact the undersigned at your convenience.

Yours truly,

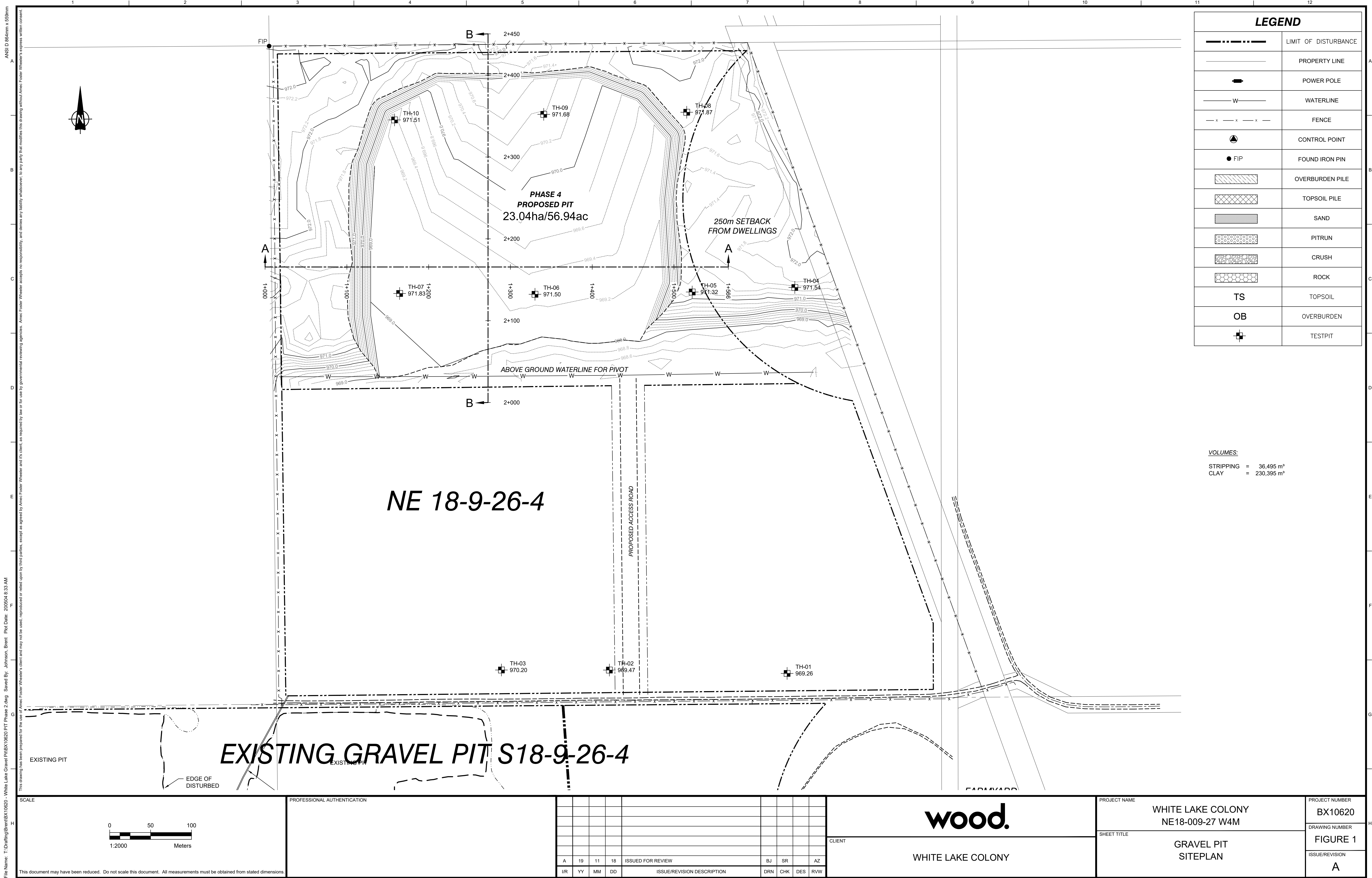
**Wood Environment and Infrastructure Solutions,  
A Division of Wood Canada Limited**

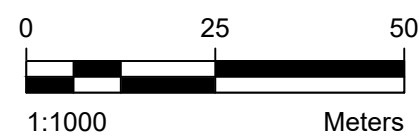
Stacey Russell SR/WA, CTech  
Geomatics Technologist

### **Attachments**

Figure 1 Site Plan  
Figure 2 Cross Sections





PROFESSIONAL AUTHENTICATION

A	19	11	18	ISSUED FOR REVIEW			BJ	SR	AZ
I/R	YY	MM	DD	ISSUE/REVISION DESCRIPTION			DRN	CHK	DES RVW

CLIENT

**wood.**

## WHITE LAKE COLONY

PROJECT NAME

WHITE LAKE COLONY  
NE18-009-27 W4M

SHEET TITLE

## GRAVEL PIT SECTIONS

PROJECT NUMBER

BX10620

DRAWING NUMBER

FIGURE 2

ISSUE/REVISION

A

## TEST PIT SUMMARY TABLE

Wood File: BX10620.200  
White Lake Colony  
Expansion into NE¼18-009-26 W4M  
February 12, 2020

TP20-01	
<i>Thickness (cm)</i> 15 10 120	<b>TOPSOIL</b> <b>SUBSOIL.</b> <b>GRAVEL</b>  End of test pit at 145cm depth. Excavation left open for 24 hours, <b>wet</b> at bottom.





TP20-02	
Thickness (cm)	
15	TOPSOIL
10	SUBSOIL
120	GRAVEL
End of test pit at 145cm depth. Excavation left open for 24 hours, <b>wet</b> at bottom.	



TP20-03	
Thickness (cm)	
15	TOPSOIL
10	SUBSOIL
185	GRAVEL
End of test pit at 210cm depth. Excavation left open for 24 hours, <b>wet</b> at bottom.	

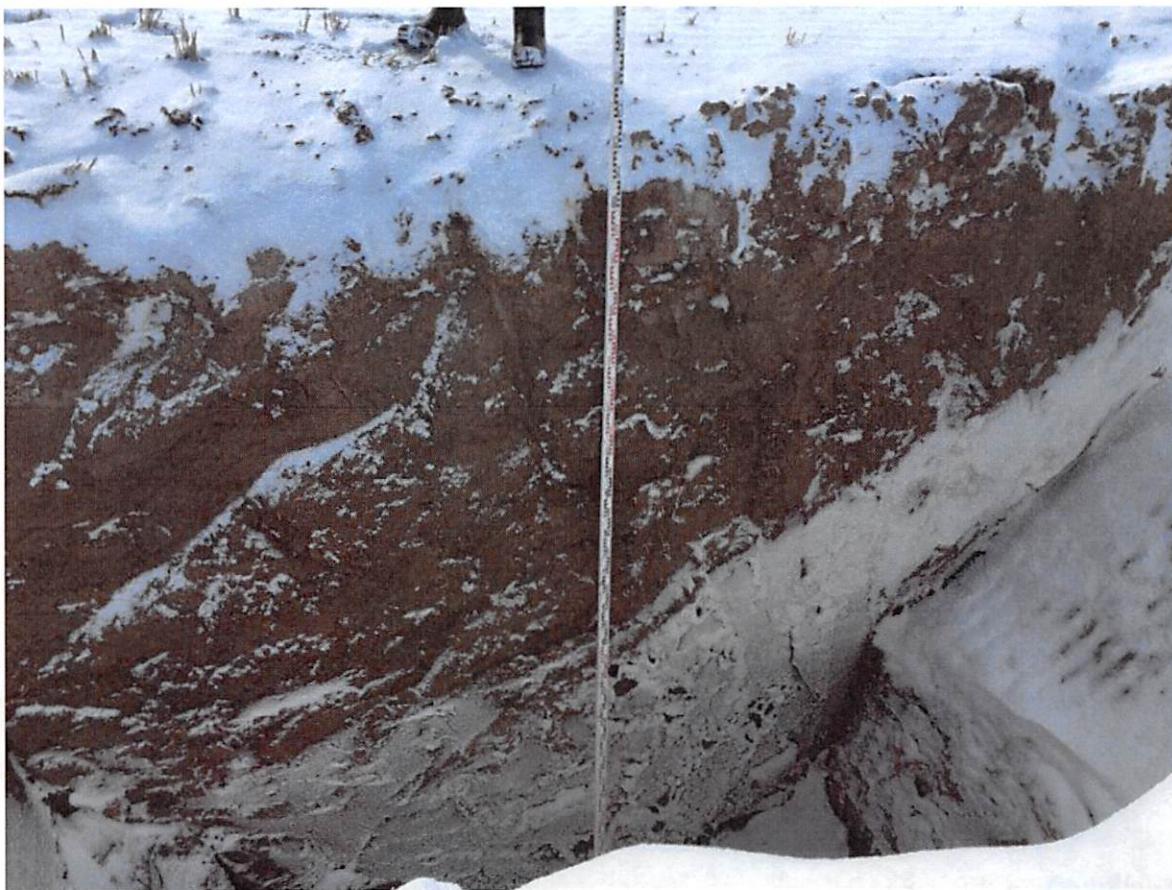




TP20-04	
Thickness (cm) 15 10 405	<b>TOPSOIL</b> <b>SUBSOIL</b> <b>CLAY</b>  End of test pit at 430cm depth, Excavation left open for 24 hours, <b>dry</b> at bottom



TP20-05	
Thickness (cm)	
15	TOPSOIL
10	SUBSOIL
585	CLAY
End of test pit at 610cm depth, Excavation <b>dry</b> upon completion of excavation.	

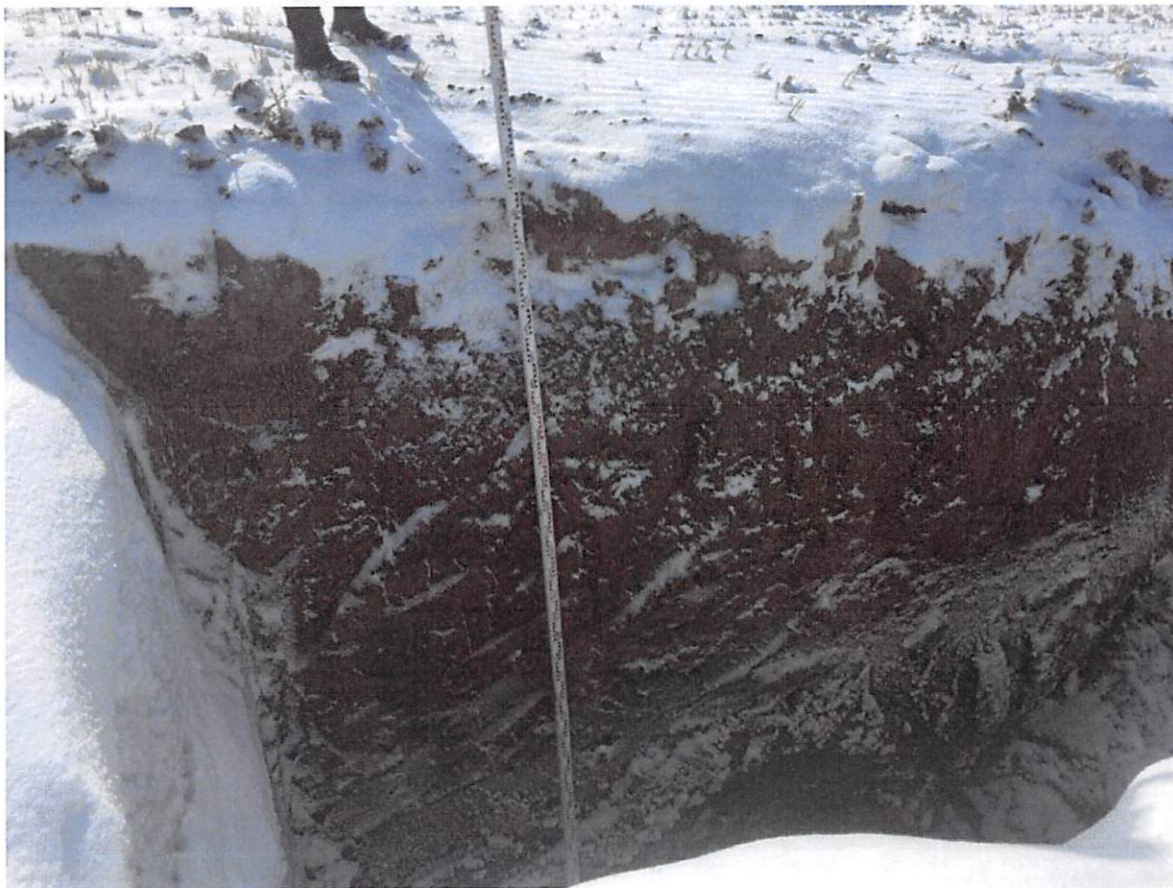




TP20-06	
Thickness (cm) 15 10 445	<b>TOPSOIL</b> <b>SUBSOIL</b> <b>CLAY</b>  End of test pit at 470cm depth, Excavation <b>wet</b> upon completion of excavation.



TP20-07	
Thickness (cm)	
15	TOPSOIL
10	SUBSOIL
445	CLAY
End of test pit at 470cm depth, Excavation <b>wet</b> upon completion of excavation.	





TP20-08	
Thickness (cm) 15 10 375	TOPSOIL SUBSOIL CLAY  End of test pit at 400cm depth, Excavation wet upon completion of excavation.



TP20-09	
Thickness (cm)	
15	TOPSOIL
10	SUBSOIL
175	CLAY AND SAND
End of test pit at 200cm depth, Excavation <b>wet</b> upon completion of excavation.	





TP20-10	
Thickness (cm)	
15	TOPSOIL
10	SUBSOIL
125	CLAY
End of test pit at 150cm depth, Excavation wet upon completion of excavation.	





LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0021 806 161      4;26;9;18;NE                      111 002 290

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 26 TOWNSHIP 9  
SECTION 18  
QUARTER NORTH EAST  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS  
EXCEPTING THEREOUT:

FIRST:

THAT PORTION WHICH LIES EAST OF THE EAST LIMIT OF THE  
RAILWAY RY8 CONTAINING 5.67 HECTARES (14 ACRES) MORE OR LESS

SECONDLY:

PLAN	NUMBER	HECTARES	ACRES MORE OR LESS
RAILWAY	RY8	1.96	4.84
ROADWAY	1148Q	1.46	3.61

EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 741 047 289

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
111 002 290	05/01/2011	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

HUTTERIAN BRETHREN CHURCH OF WHITELAKE.

( CONTINUED )

**PAGE 2**  
**# 111 002 290**

NUMBER	DATE (D/M/Y)	PARTICULARS
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1:30 p.m. - Public Hearing - Proposed Bylaw 1867 -... | Page - 45



## MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

### STAFF REPORT

Meeting Date: May 13, 2020 at 2:00 p.m.

<b>To:</b>	Reeve & Councillors
<b>From:</b>	Cindy Chisholm, Manager of Planning and Development
<b>Date:</b>	May 13, 2020
<b>Subject:</b>	Application No. A-03-20 / Proposed Bylaw No. 1871 – Land Use Bylaw Amendment 'Rural General (RG) to 'Rural Industrial (RI)'
<b>Legal:</b>	SE/SW 05-17-28-W4M

### Summary

The attached proposed Bylaw 1871 was created in response to an application for a Land Use Bylaw Amendment submitted by applicants Burnco Rock Products Ltd. (registered landowners Tricycle Land SAB Ltd.). The Bylaw seeks to redesignate 54.28 acres of the tiled 126.0 acre parcel (SE/SW 05-17-28-W4M), from 'Rural General - RG' to 'Rural Industrial - RI'. The redesignation will allow for a subdivision application to create a separate 54.28ac title and accommodate a future development application for proposed Class I resource extraction operation.

Authority to amend the Land Use Bylaw is vested with Council under the '*Municipal Government Act*' (MGA).

### Existing Land Use & Location

The subject lands contains a total of 126 acres. The lands are located approximately 3.5 miles from the Town of Nanton. The lands to the north, east, south and the west by predominantly agricultural lands. Foothills County is adjacent to the north of the subject lands. There are 36 residences within a 2-mile radius of the lands within the MD of Willow Creek and County of Foothills. Silver Lake is to the north and west of the parcel.

The subject lands are bounded on the north and west side by Silver Lake, and adjacent to the south is Twp 170. Access to and from the pit would be from Hwy 2, and Twp 170.

### Background

The previous Land Use Bylaw Amendment Application A-01-20/Bylaw 1860 was defeated on April 8, 2020.

On April 14, 2020, applicants submitted a waiver request and Council granted a waiver of Land Use Bylaw 1826, section 33 – 'if an application for a land use redesignation is refused by Council, another application for a redesignation may not be accepted for at least six (6) months after the date of refusal, unless an application for a waiver of the time restriction is approved by Council.'

Burnco Rock Products Ltd. submitted a detailed application with preliminary development application with project activities plan, and wish to show the Power Point presentation.

Burnco is in the process of transferring an existing Provincial Code of Practice registration. The Code of Practice registration is in 'good standing' since 2005.

### **Municipal Development Plan (references)**

- Intermunicipal Development Plan Bylaw No. 1728 and Bylaw No. 82/2015 (MD of Willow Creek and Foothills County)

- Municipal Development Plan No. 1765: Section 4 - Natural Resources

The MD has significant natural resources, some of which are regulated by the Provincial government. Those resources that fall within the purview of the MD include, but are not limited to, sand, gravel and stone. The MD recognizes the importance of the natural resources industry and will work with resource companies and provincial legislative bodies to allow for the planned and managed extraction of natural resources.

Objectives are as follows:

- To allow for the managed extraction of natural resources;
- To minimize conflicts between natural resource extraction and other existing or future land uses;
- To ensure post resource extraction leaves the land in a developable and useable state; and
- To cooperate with other agencies involved in the management of natural resources, for the preservation of habitat and protection of water quality.

### Policies

- Lands subject to resource extraction and/or processing shall be designated as Rural Industrial prior to making application for a development permit or subdivision.
- An open house shall be undertaken by proponents for any new resource extraction or the expansion of an existing operation prior to re-designation and/or development permit applications being processed.
- In consultation with the MD's Public Works department, the resource extraction industry shall be directed to specific haul routes to minimize impact on municipal roads. Where appropriate, the designated haul route shall be the shortest route to the provincial highway network.
- Where appropriate, buffering and screening between the natural resource extraction and adjacent land uses shall be required as a condition for development approval.
- All natural resource extraction operations shall adhere to applicable provincial standards and a reclamation certificate from Alberta Environment shall be required.



- Consultation with provincial and federal governments shall be required to ensure the protection of the MD's historic, environmental, natural, archaeological and cultural resources, from the impacts of proposed resource extraction.

### **Land Use Bylaw Classification**

The intent of the Rural Industrial - RI land use district is to accommodate isolated or grouped noxious, rural industrial, resource extraction or other compatible uses in the municipality without compromising the conservation of agricultural land for agricultural purposes, through the regulation of the following permitted and discretionary uses. There are two permitted uses within this district, *'accessory buildings and accessory structures'*. (Copy of the development regulation for both the existing and proposed land use designation are attached).

### **Circulation**

Pursuant to sections 230, 606 and 692 of the Municipal Government Act, notice of the Public Hearing was placed in The Nanton News for two consecutive weeks (April 29<sup>th</sup>, and May 6<sup>th</sup>, 2020). Adjacent landowners were notified of the Public Hearing by mail. The following government agencies were also notified, Alberta Environment & Parks, Alberta Environment Regulatory Approvals Center, Alberta Environment & Parks Wildlife Biologists, Alberta Culture, Multiculturalism and Status of Women - Historical Resources, Alberta Health Services, Foothills County, and Oldman River Regional Services Commission.

In addition, the Public Hearing Notice and application were posted on the MD website as of April 27, 2020.

### **Comments**

All comments received were forwarded to the applicants.

- Alberta Transportation, Leah Olsen, dated April 28, 2020- 'The subject property is within the noted control lines and, as such, any development would require the benefit of a permit from Alberta Transportation.'
- Alberta Culture, Multiculturalism and Status of Women, Barry Newton, dated May 11, 2020 – 'has no objection to the Bylaw amendment, but the applicant should be informed that Historical Resources Act approval must be obtained prior to proceeding with any land surface disturbance associated with gravel pit development by submitting a Historic Resources Application through Alberta, Multiculturalism and Status of Women's Online Permitting and Clearance (OPaC) system – [www.opac.alberta.ca](http://www.opac.alberta.ca)'

Attachments:

1. Public Hearing Notice
2. Comments submitted:
  - Alberta Transportation, Leah Olsen, dated April 28, 2020
  - Alberta Culture, Multiculturalism and Status of Women, dated May 11, 20
3. Burnco Rock Products Ltd. application – redesignation RG to RI
4. Site Inspection photos
5. Proposed Amending Bylaw No. 1871
6. Newspaper publication April 29<sup>th</sup> & May 6<sup>th</sup>, 2020
7. Schedule 2 – Rural Industrial land use regulations



**NOTICE OF PUBLIC HEARING**  
**THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**  
**IN THE PROVINCE OF ALBERTA**

**PROPOSED LAND USE BYLAW AMENDMENT**

**2:00 p.m., Wednesday, May 13, 2020**

**By LIVESTREAM ONLY:**

**<https://www.youtube.com/channel/UCVZxms3RipHOS5smjIwRwNA>**

from

The Municipal District of Willow Creek No. 26, Council Chambers

**PURSUANT** to sections 230, 606, and 692 of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby gives notice of its intention to consider an application submitted by Burnco Rock Products Ltd. (Registered Owner: Tricycle Land SAB Ltd.) to amend Bylaw No. 1826, being the municipal Land Use Bylaw.

**THE PURPOSE** of the proposed land use bylaw amendment is to redesignate 21.96 ha (54.28 acres) of the following parcels of land:

- SE/SW 05-17-28-W4M

(as shown on the map in Schedule A), from 'Rural General – RG' to 'Rural Industrial – RI'. The redesignation would accommodate a future development application for a proposed Class I resource extraction (gravel pit operation)

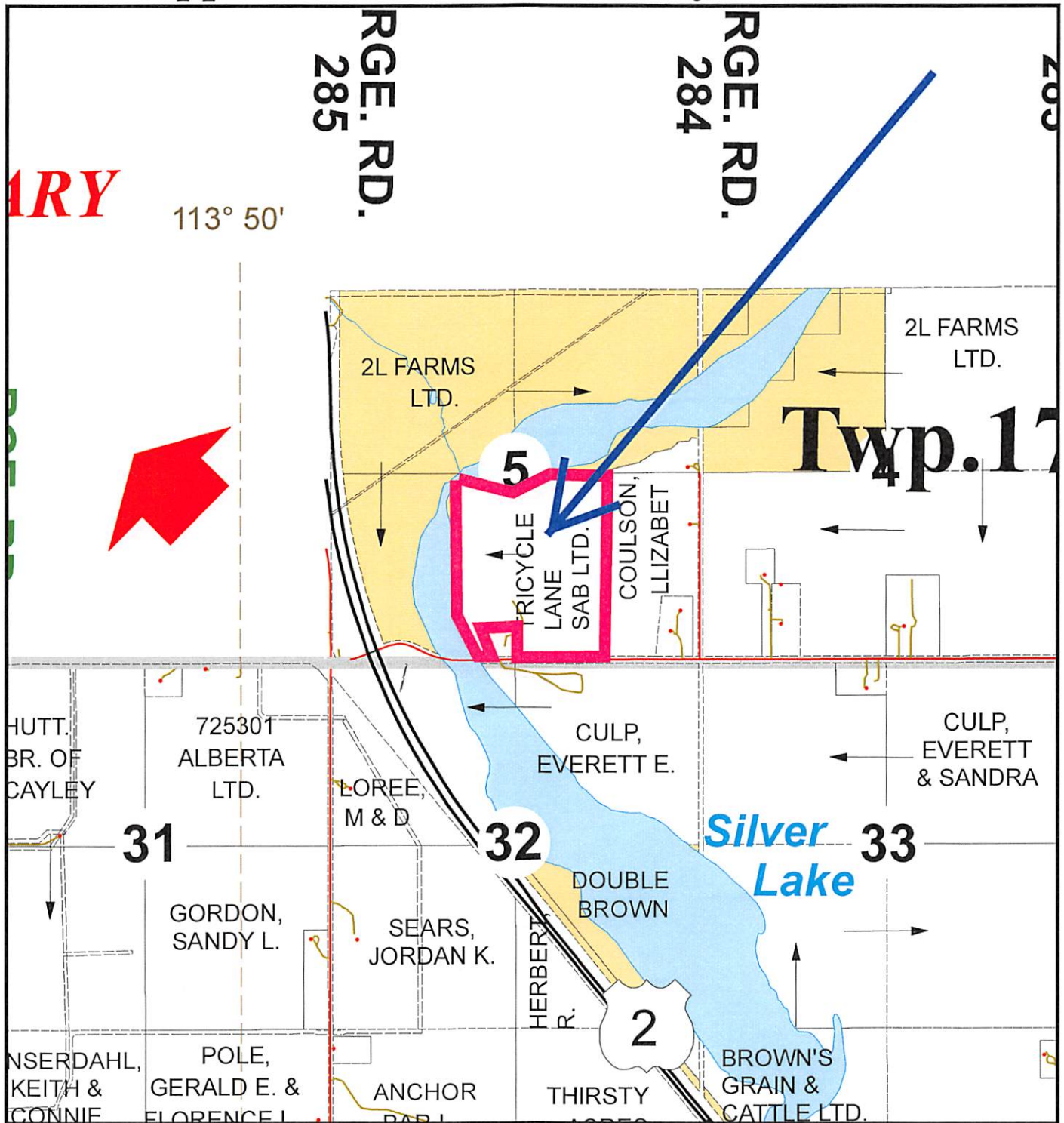
**THEREFORE, TAKE NOTICE THAT** a public hearing to contemplate the proposed land use bylaw amendment will be held in the Municipal District of Willow Creek No. 26 Council Chambers at **2:00 p.m., on the 13<sup>th</sup> day of May, 2020.**

**AND FURTHER TAKE NOTICE THAT** documents relating to this matter may be viewed on the Municipal District's website. Written submissions must be submitted prior to the public hearing. Written submissions are to be forwarded to the Manager of Planning & Development Services at Box 550, Claresholm, Alberta, T0L 0T0 or via email at **[development@mdwillowcreek.com](mailto:development@mdwillowcreek.com)**, **no later than 4:00 p.m. on the 8<sup>th</sup> day of May, 2020.** Any information submitted will become available to the public and is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

DATED at the Town of Claresholm in the Province of Alberta this 22<sup>nd</sup> day of April, 2020.

*Cindy Chisholm*  
*Manager of Planning & Development*  
*MD of Willow Creek No. 26*

**LAND USE BYLAW AMENDMENT**  
**Application No. A-03-20 / Bylaw No. 1871**



..... **SCHEDULE 'A'** .....

LAND USE BYLAW AMENDMENT FROM:  
'RURAL GENERAL-RG' to 'RURAL INDUSTRIAL-RI'  
54.28 ACRES SE/SW 05-17-28-W4M



**MD of Willow Creek**

**Date: April 22, 2020**

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1871**

BEING a bylaw of The Municipal District of Willow Creek No. 26 in the Province of Alberta,  
to amend Bylaw No. 1826, being the Land Use Bylaw;

WHEREAS the Municipal District Council is in receipt of an "Application for a Land Use  
Bylaw Amendment" to redesignate approximately 21.96 ha (54.28 acres) from the existing  
51 hectares (126 acres), of land within the municipality, as per the enclosed map (Schedule  
A), of the lands legally described as:

MERIDIAN 4 RANGE 28 TOWNSHIP 17  
SECTION 5

THE WEST HALF OF THE SOUTH EAST QUARTER AND THE EASTERLY  
825 FEET OF THE SOUTH WEST QUARTER CONTAINING 52.6 HECTARES  
(130 ACRES) MORE OR LESS

EXCEPTING OUT OF THE SOUTH WEST QUARTER

PLAN	NUMBER	HECTARES	ACRES MORE OR LESS
GRAVEL PIT SITE	786LK	1.62	4.00

EXCEPTING THEREOUT ALL MINES AND MINERALS

AND WHEREAS it is deemed expedient for the Council of the Municipal District to consider  
Bylaw 1871 to redesignate approximately 21.96 hectares (54.28 acres), of the lands from  
"Rural General - RG" to "Rural Industrial - RI";

NOW THEREFORE, under the authority and subject to the provisions of the Municipal  
Government Act, Chapter M-26, 2000, as amended, the Council of the Municipal District of  
Willow Creek No. 26 duly assembled does hereby enact the following:

1. Lands, illustrated on the map in Schedule 'A' and legally described above, shall be  
redesignated from 'Rural General – RG' to 'Rural Industrial –RI'
2. The Land Use District Map shall be amended to reflect this redesignation.
3. Land Use Bylaw No. 1826 is hereby amended.
4. This bylaw shall come into effect upon third and final reading thereof.

READ a first time this 13<sup>th</sup> day of May, 2020.

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

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

READ a second time this 13<sup>th</sup> day of May, 2020.

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

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

READ a third time and finally PASSED this 13<sup>th</sup> day of May, 2020.

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

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



AT File Reference: RSDP030071  
Our Reference: 2511-S½ 5-17-28-W4M (2)  
Your Reference: Bylaw 1871/Application A-03-20

April 28, 2020

Cindy Chisholm  
Manager of Planning & Development  
[chisholm@mdwillowcreek.com](mailto:chisholm@mdwillowcreek.com)  
Municipal District of Willow Creek No. 26  
Box 550  
Claresholm, AB T0L 0T0

Dear Ms. Chisholm:

**RE: PROPOSED LAND USE REDESIGNATION  
PORTION OF S½ 5-17-28-W4M (2)  
MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**

Reference your file to adopt Bylaw No. 1871 to re-designate the above noted parcels of land from “Rural General – RG” to “Rural Industrial - RI” to accommodate future development of a Class I resource extraction (gravel pit operation).

Alberta Transportation’s primary objective is to allow subdivision and development of properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system.

To that end, we have reviewed the information that was forwarded to your office in support of the proposed Land Use Bylaw Amendment (reference to your Circulation Notice – Bylaw No. 1871, dated April 22, 2020). Strictly from Alberta Transportation’s point of view the proposal could be accommodated.

Given the information provided to date, at this juncture, this is merely a change in land use designation. Strictly from Alberta Transportation’s point of view, we do not anticipate that the redesignation as proposed would have any appreciable impact on the highway. Therefore, we do not have any objections to the proposed land use redesignation and/or favorable consideration by the Municipal District of Willow Creek No. 26 land use authority.

Notwithstanding the foregoing, the applicant would be advised that any development within 300 metres of the limit of a controlled highway or within 800 metres from the center point of an intersection of a controlled highway and a public road would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Act and the corresponding Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines and, as such, any development would **require the benefit of a permit from Alberta Transportation**. To ensure that any future highway expansion plans are not unduly compromised, minimum setbacks would be identified and invoked as condition of approval such that an adequate buffer would be maintained alongside the highway and any other highway related issues could be appropriately addressed. The applicant could contact Alberta Transportation through the undersigned, at Lethbridge 403-382-4052, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Thank you for the referral and opportunity to comment.

Yours truly,

Leah Olsen  
Development/Planning Technologist  
403-388-3105

LO/jb

cc: Oldman River Regional Services Commission – [mikeburla@orrscc.com](mailto:mikeburla@orrscc.com)

**From:** [Barry Newton](#)  
**To:** [Cindy Chisholm](#)  
**Cc:** [Martina Purdon](#)  
**Subject:** BURNCO Rock Products Ltd. -Nanton Gravel Pit - Land Use Bylaw Amendment - SE/SW 5-17-28-W4M  
**Date:** May 11, 2020 2:49:27 PM

---

Hi Cindy, we have reviewed the captioned proposed Bylaw Amendment and determined that as the parcel in question falls within an HRV 5a area:

Alberta Culture, Multiculturalism and Status of Women has no objection to the Bylaw amendment, but the applicant should be informed that *Historical Resources Act* approval must be obtained prior to proceeding with any land surface disturbance associated with gravel pit development by submitting a Historic Resources Application through Alberta Culture, Multiculturalism and Status of Women's Online Permitting and Clearance (OPaC) system – [www.opac.alberta.ca](http://www.opac.alberta.ca).

For more information please refer to our website: <https://alberta.ca/apply-historical-resources-act-approval-development-project.aspx>

Thanks

Barry Newton, Land Use Planner

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

**From:** [Lynn Que](#)  
**To:** [Cindy Chisholm](#)  
**Cc:** [Richard Steeves](#)  
**Subject:** RE: Proposed Bylaw 1871 - Burnco Rock Products application A-03-20  
**Date:** May 8, 2020 3:26:04 PM  
**Attachments:** [AHS Comment Letter RE Land Use Amendment A-01-20 Proposed Bylaw 1860 - Burnco Rock Products \(RG to RD\).msg](#)

---



May 8, 2020

Cindy Chisholm  
Manager of Planning & Development  
MD of Willow Creek No. 26  
Sent via email to: [cindyc@mdwillowcreek.com](mailto:cindyc@mdwillowcreek.com)

Dear Ms. Chisholm,

Thanks for forwarding the application to Alberta Health Services (AHS). It's our understanding this is a reapplication of a previous application no. A-01-20. AHS has no additional comments than what have been provided in our March 11<sup>th</sup> letter (se attached).

Best regards,

---

**Lynn Que**, M.Eng, CPHI(C), EP  
Senior Advisor, Safe Air Program  
Public Health Inspector/Executive Officer  
Healthy Physical Environments  
10101 Southport Road SW  
Calgary, Alberta T2W 3N2  
Direct: 587-774-6589  
Cell: 403-305-7596  
[Lynn.que@ahs.ca](mailto:Lynn.que@ahs.ca)

---

**From:** Cindy Chisholm [[cindyc@mdwillowcreek.com](mailto:cindyc@mdwillowcreek.com)]  
**Sent:** April 27, 2020 11:57 AM  
**To:** Richard Steeves; 'Mike Burla, ORRSC'; 'Brett Boukall'; 'transdevelopmentlethbridge@gov.ab.ca'; 'AEP.EPEAAPPLICATIONS@gov.ab.ca'; [Michelle.Keohane@gov.ab.ca](mailto:Michelle.Keohane@gov.ab.ca); 'Brandy Downey'; Alberta Cultrure & Tourism, Historical Resources; [Meghan.Nannt@gov.ab.ca](mailto:Meghan.Nannt@gov.ab.ca)  
**Subject:** Proposed Bylaw 1871 - Burnco Rock Products application A-03-20

Caution - This email came from an external address and may contain unsafe content. Ensure you trust

**From:** [Lynn Que](#)  
**To:** [Cindy Chisholm](#)  
**Cc:** [Richard Steeves](#)  
**Subject:** AHS Comment Letter RE: Land Use Amendment A-01-20 / Proposed Bylaw 1860 - Burnco Rock Products (RG to RI)

---



March 11, 2020

Cindy Chisholm  
Manager of Planning & Development  
MD of Willow Creek No. 26  
Sent via email to: [cindyc@mdwillowcreek.com](mailto:cindyc@mdwillowcreek.com)

Dear Ms. Chisholm,

Thanks for referring the application to Alberta Health Services (AHS) for review. It's our understanding that this is a land use bylaw amendment to redesignate the parcel of land: SE/SW 05-17-28-W4M from "Rural General" to "Rural Industrial". The subject lands are located in an area where agricultural usage land is predominant and country residential developments are not common. The potential of environmental health impacts from all operations (e.g. noise, dust, truck traffic, diesel emissions, etc.) to the nearby residents are expected to be low. AHS has no concern with the application and would support the MD's decision. AHS also wishes to receive information about future gravel pit operations at the time when permit application is submitted.

Best regards,

Lynn

---

**Lynn Que**, M.Eng, CPHI(C), EP  
Senior Advisor, Safe Air Program  
Public Health Inspector/Executive Officer  
Healthy Physical Environments  
10101 Southport Road SW  
Calgary, Alberta T2W 3N2  
Direct: 587-774-6589  
Cell: 403-305-7596  
[Lynn.que@ahs.ca](mailto:Lynn.que@ahs.ca)



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

Box 550, Claresholm, AB T0L 0T0

Phone (403) 625-3351

Fax (403) 625-3886

www.mdwillowcreek.com

FOR OFFICE USE ONLY

**APPLICATION FOR A  
LAND USE BYLAW AMENDMENT**

**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.

Application No. A-03-20

Fees Submitted: \$ \_\_\_\_\_

Site Inspection: \_\_\_\_\_

**Form I**

**APPLICANT:** BURNCO Rock Products Ltd **Telephone** (403) 255-2600

**ADDRESS:** 155 Glendeer Circle SE Floor 200, Calgary, AB T2H 2P9 **Fax:** \_\_\_\_\_

**Bus/Cell:** \_\_\_\_\_

**REGISTERED OWNER:** Tricycle Lane SAB Ltd. **Telephone:** (403) 640-9355

**LEGAL DESCRIPTION:** Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

OR: Quarter S/2 Section 05 Township 17 Range 28 W 4 M

**PROPOSED AMENDMENT:**

From: Rural General (54.28 Acres)

To: Rural Industrial (54.28 Acres)

**APPLICANT'S SUBMISSION:** Please state your reasons for applying for this amendment and if applicable, supply details of future plans/development, complete with sketches that illustrate the proposal. Attaching separate sheets will be necessary.

BURNO Rock Products Ltd. is applying for this amendment, to allow for the extraction and processing of aggregate products from the property. The reason for this amendment is to allow for the extraction and processing of aggregate products from the property. Please see attached Development Permit application for all necessary information.

**REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:** I/we agree to the collection and sharing of this information contained in this application, and any other information that may be required to verify and evaluate this application as explained above. I have submitted particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. I am aware I may be required to pay for all local improvement costs, which include drainage, sidewalks, road construction, street lighting, water and sewer main extensions, utility connection fees and installation costs at the present established rate.

I have read and understand the terms noted above and hereby apply for that described above and/or on the attached plans and specifications. I further certify the registered owner(s) of the property is/are \_\_\_\_\_

**DATE:** April 16, 2020

**SIGNED:** \_\_\_\_\_

**Thomas Tyler**

Applicant(s)



April 22, 2020

Cindy Chisholm  
Manager of Planning & Development  
M.D. of Willow Creek  
#26, Highway 520 West,  
Claresholm Industrial Area  
Box 550, Claresholm, Alberta T0L 0T0  
(Tel) 403-625-3351 Ext 235  
e-mail: [chisholm@mdwillowcreek.com](mailto:chisholm@mdwillowcreek.com)

**Re: BURNCO Rock Products Ltd - Nanton Gravel Pit  
Land Use Bylaw Amendment Application – Rural General to Rural Industrial**

Please accept the following application for the Land Use Bylaw Amendment for a parcel within S1/2 05-17-28 W4M to go from Rural General to Rural Industrial. BURNCO Rock Products Ltd (BURNCO) would like to rezone this parcel so that the extraction and processing of aggregate can properly take place. BURNCO notes that a significant portion of the parcel was mined previously nearly twenty-five years ago. In addition to this disturbance, the M.D. of Willow Creek previously mined a parcel of land, which is adjacent to our property. BURNCO is currently in the process of transferring an Alberta Environment issued Code of Practice, which is currently in good standing. Once the parcel has been rezoned, BURNCO hopes to receive a Development Permit on the planned development area.

Attached are:

- The 2020 Land Use Bylaw Amendment Application;
- 2020 – Nanton Site Plan; and
- 2020 Nanton Project Summary and Development Permit Application.

BURNCO is of the belief that this site can be operated successfully for years to come. We remain hopeful that with the previous development and our Development Permit Application, the rezoning from Rural General to Rural Industrial amendment application can be approved. We also remain committed to minimizing any community impacts and have addressed these through our ongoing dust, noise, and visual impact mitigation activities.

Sincerely,

**BURNCO Rock Products Ltd**

Thomas Tyler, E.I.T.  
Land and Resource Engineer

## Appendix 1: Drawings





**LEGEND:**

- Property Boundary    --- Proposed Rezoning Area – 21.97 ha (54.28 acres)
- Proposed Future Development Area – 20.82 ha (51.44 acres)
- Existing Disturbance – 8.60 ha (21.25 acres)
- Topsoil Pile    --- Subsoil Pile    --- Overburden Pile
- Proposed Haul Route
- Distance From Adjacent Features

**BURNCO** Rock Products Ltd

Nanton Pit  
Site Plan

S 1/2 Sec 05-17-28 W4M

DATE DRAWN: APR. 2020	SCALE: 1:5500	DRAWN BY: TT	DWG. NO. 1
DATE REVISED: APR. 2020		CHECKED BY: TC	



# **Development Permit Application & Project Activities Plan**

**Nanton Gravel Pit**  
*SW 05-17-28 W4M*  
*SE 05-17-28 W4M*

**BURNCO Rock Products Ltd**

**April 2020**



## Executive Summary

BURNCO Rock Products Ltd. (BURNCO) previously operated a gravel pit at S/2 05-17-28 W4M located northwest of the Town of Nanton, Alberta. The site has seen no development or operations for nearly 25 years. BURNCO is seeking a development permit for the property, which will allow the extraction of sand and gravel. The application includes a portion of one parcel that includes area from both the SW 05-17-28 W4M and the SE 05-17-28 W4M. This area includes 20.82 ha within the two quarters. Land use on the parcels is currently Rural General, but an application has been submitted to change the land use to Rural Industrial.

This application, along with BURNCO's currently Code of Practice (16030-02-00) would create a gravel pit development which BURNCO plans to operate for the next 10 years.

In support of this application, BURNCO has compiled detailed site planning and mitigations and has developed reclamation plans for these lands. This forms the basis of the Project Activities Plan which follows in this document. This document provides detailed activities planning for the life of this development and on all lands associated with this project.

It is BURNCO's belief that by following the Project Activities Plan for the lands associated with the proposed development, that BURNCO's Nanton Gravel Pit can operate in a commercially successful and environmentally responsible manner for many years to come.

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- Appendix 3: 2005 - Nanton Code of Practice
- Appendix 4: 2017 - Nanton Alberta Environment Approval Letter
- Appendix 5: Land Title
- Appendix 6: Landowner Consent Letter

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- Table 1 – Land Ownership and Occupancy

## Detailed Report

### 1.0 Introduction

BURNCO Rock Products Ltd. (BURNCO) previously operated a gravel pit at S/2 05-17-28 W4M located northwest of the Town of Nanton, Alberta. The site has seen no development or operations for nearly 25 years. BURNCO is seeking a development permit for the property, which will allow the extraction of sand and gravel. The application includes a portion of one parcel that includes area from both the SW 05-17-28 W4M and the SE 05-17-28 W4M. This area includes 20.82 ha within the two quarters. Land use on the parcels is currently Rural General, but an application has been submitted to change the land use to Rural Industrial.

This application, along with BURNCO's current Code of Practice (16030-02-00) would create a gravel pit development which BURNCO plans to operate for the next 10 years.

In support of this application, BURNCO has compiled detailed site planning and mitigations and has developed reclamation plans for these lands. This forms the basis of the Project Activities Plan which follows in this document. This document provides detailed activities planning for the life of this development and on all lands associated with this project.

It is BURNCO's belief that by following the Project Activities Plan for the lands associated with the proposed development, that BURNCO's Nanton Gravel Pit can operate in a commercially successful and environmentally responsible manner for many years to come.

BURNCO's proposed gravel pit will be operated Monday through Saturday from 7:00am to 7:00pm. Operations include aggregate crushing, earthmoving necessary to expose materials and reclaim disturbed areas, and loading trucks with finished construction aggregates. The site will be a daytime operation and the operations scope should not change that. Over time, sales are expected to reach 150,000 tonnes per year.

Aggregate from this site will be used to supply local construction projects.



## 1.1 Location and Ownership

The land is located along Highway 2 in Willow Creek County and is directly northwest of the Town of Nanton. The total proposed development area is 20.82 ha. The property is privately held and BURNCO has entered into a lease agreement with the owners for gravel mining. The Land title is included in Appendix 3.

Table 1 – Land Ownership and Occupancy

Location  Municipal Address or 1/4-Sec-Twp-Rge-Mer	Registered Owners  Name, Address and Phone Number	Occupants  Name, Address and Phone Number
SW 05-17-28 W4M SE 05-17-28 W4M	Tricycle Lane Ranches Ltd. PO Box 1480, Station "T" Calgary, Alberta T2H 2P9 (403) 640-9355	Farming Tenant: (SW 05 & SE 05) 2L Farms Ltd. Attention: McKenzie Lorie PO Box 191 Nanton, Alberta T0L 1R0 (403)-861-6779

## 1.2 Current Land Use

The land is currently designated as Rural General. Under this designation, the land is rotating between a cultivated crop and hay land. The site has an existing Provincial Code of Practice (Registration # 16030-02-00), which has been included in Appendix 3. Please note that the Code of Practice is currently in the process of being transferred from BURNWEST Properties Ltd. to BURNCO Rock Products Ltd. This Code of Practice has been kept in good standing since 2005.

## 1.3 Adjacent Lands

Lands to the south of the inactive pit contain a Willow Creek County gravel pit. Silver Lake can be found south of the county gravel pit, as well as west and north of BURNCO's inactive pit. Further west of Silver Lake is Highway 2, which is located less than one kilometer from the pit. The remaining properties to the east and south of the pit are being utilized as agricultural land and residences. There are currently thirty-six residences within a two-mile radius of the pit.

## 2.0 Site Analysis

### 2.1 Topography

The project area is located north of the Town of Nanton, along the eastern boundary of Silver Lake. The topography of the parcel varies significantly. The previously disturbed area is lower than the undisturbed area, which increases to the north and west. Along the northern and western boundaries of the parcel is a significant vegetated windbreak. The adjacent properties are at a lower elevation than the subject parcel. Overall the elevation varies between 1,022.5 meters above sea level (masl) and 1,035 masl.

## 2.2 Pit Description

The parcel has a previously mined pit, which is 8.60 ha in total size. This disturbance is along the southern boundary of the parcel and is adjacent to a Willow Creek county pit. The pit was last operated between 1990 and 2000. The proposed pit will include 20.82 ha of land, which is located adjacent to the inactive pit, to the north and east.

## 2.3 Soil and Resource

### 2.3.1 Topsoil Texture

- Silt Loam
  - o Very rocky with poor vegetation growth.
    - Estimated aggregate content of 30%

### 2.3.2 Soil Series

- Orthic Black Chernozem
  - o Rockyview-Lyalta series

### 2.3.2 Soil, Overburden, and Aggregate Depths

- Topsoil: 0.20 m
- Subsoil: 0.12 m
- Overburden: 1.35 m
- Aggregate 5.80 m

## 3.0 Development / Operating Plan

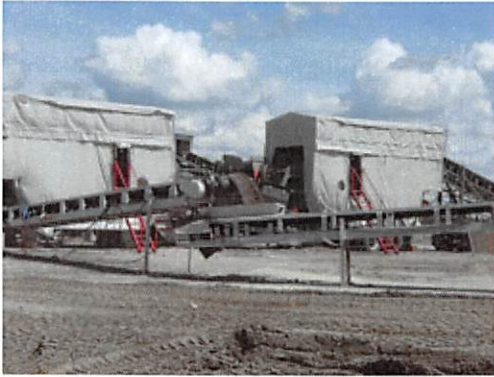
### 3.1 Overview

BURNCO previously operated a gravel pit at S/2 05-17-28 W4M. BURNCO is proposing to increase the overall permitted size of the pit to 20.82 ha, from the current size of 8.6 ha. In total, the lands contain an estimated 1,200,000 tonnes of aggregate and are expected to operate for 10 years. Major activities at the pit will continue to include:

- aggregate crushing
- earthworks
- loading and scaling

#### Crushing

Crushing is completed with a portable crushing plant. This plant is comprised of several modular components on wheeled chassis. When assembled, the components work together to crush, screen, and convey aggregate materials in the production of construction materials. The plant is mobilized to the site as required and the length of stay is dependent on the type and amount of materials required for anticipated construction projects. It is expected that the use of a portable crushing plant will continue through all phases of the proposed project.



### Earthworks

To extract the gravel (pitrun), topsoil and subsoil must be salvaged, and overburden must be removed to expose the gravel beneath. This work is accomplished with heavy machinery such as scrapers, track hoes, articulating trucks, bulldozers, graders. This process is expected to continue as required through all phases of the proposed project.



### Loading and Scaling

Once aggregate materials have been processed by the portable crusher and portable wash plant, the final step is to load these materials into trucks for transport to construction projects. This work is accomplished with a loader. Trucks are then weighed and ticketed at a portable commercial truck scale and portable scale house. This process is expected to continue as required through all phases of the proposed project.





These are standard operating activities and previously occurred at the site and at the county pit. The site will also remain as a daytime operation with no operations at night or on Sunday's. Over time, sales are expected to reach 150,000 tonnes per year.

Aggregate from this site will be used to supply local construction projects.

### 3.2 Hours of Operation

BURNCO proposes the following hours of operation. For all future phases of development, the site will remain a daytime operation:

- Hours for Operating:
  - 7:00 am to 7:00 pm Monday through Saturday
  - No activities on Sunday's
- Hours for Hauling:
  - 7:00 am to 7:00 pm Monday through Saturday
  - No activities on Sunday's

### 3.3 Development Phasing

A detailed phasing plan is provided in Appendix 1. The key development strategies associated with that phasing plan are as follows:

#### Phase 1:

- 4.05 ha will be stripped and excavated
- Topsoil and subsoil will be used as a berm along the northern edge of the phase
- Overburden will be used to backfill the existing pit
- Haul route will start from the southern boundary of the property, proceed west along TWP RD. 170 and end on HWY 2
- Scale house will be constructed near the access road at the south of the property

#### Phases 2:

- 4.07 ha will be stripped and excavated
- Topsoil and subsoil will be used as a berm along the eastern edge of the phase
- Overburden will be used to backfill phase 1
- Haul route will remain unchanged

#### Phases 3:

- 4.10 ha will be stripped and excavated
- Topsoil and subsoil will be used as a berm along the eastern edge of the phase
- Overburden will be used to backfill phase 2
- Pre-1978 overburden will be used to backfill phase 3
- Haul route will remain unchanged



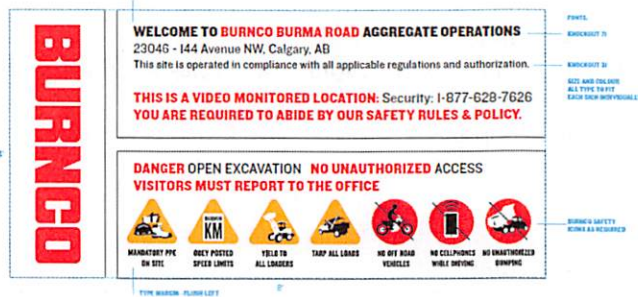
### 3.4 Site Securement, Signage, Buffers

Project lands will continue to be secured on all property boundaries with farm fencing. All access points to the project lands such as farm approaches will be gated.

Upon issuance of a development permit for these lands, “Danger No Trespass” signs will be posted every 200m along all property boundaries to inform the general public about the presence of open excavations and provide basic site information.



The primary access point to the project will have lockable steel gates comprised of two 16-foot gates hung on large steel corner posts. Signage will also be provided to identify the site and provide key information. Signs will be 4 feet by 8 feet and mounted on one or both sides of the approach.



There will be a minimum 3m buffer to adjacent property or road allowances. Given the high amount of overburden material available for back-sloping/reclamation purposes no additional extraction setbacks will be required.

### 3.5 Air Quality Assessment and Control

BURNCO has implemented the following measures to reduce dust generated from the operations:

- A 30km/hour speed limit is enforced in the stockpile area,
- A water truck will be available to water the extraction and processing areas as a means of reducing dust,
- During overburden stripping operations, the dust will be controlled by watering the work area as needed,
- All soil stockpiles will be seeded as soon as possible following construction,
- The disturbance associated with the excavation area will be kept to a minimum by progressively reclaiming mined out cuts thereby reducing the amount of wind-borne dust generated from exposed areas,
- Each separate major component of the crusher (i.e., the cone, jaw and screen deck) will be enclosed by a sound and dust retarder blanket system.

BURNCO is also committed to monitoring the site as necessary to ensure air for the area is not adversely affected. As required to meet Alberta ambient air quality objectives, BURNCO will utilize enhanced mitigation measures. Such enhanced mitigations include:

- Additional dust control (sprinklers, more frequent water truck use, and dust suppressants),
- Reducing site activities during periods of poor air quality,
- Paving of the access road up to and including the scale facility,
- Additional Vegetation planting around receptors.

### 3.6 Noise Assessment and Control

BURNCO intends to minimize the noise of the operation through the following measures:

- The loader back-up alarm systems will be maintained at the minimum dBA levels allowable under Alberta Occupational Health guidelines. When the equipment is operating during darkness, the noise alarm system is turned off and a strobe light warning system is turned on as an alternative to the warning sounds,
- Access roads will be graded and regularly maintained to reduce traffic noise,
- Each separate main component of the crusher (i.e. the cone, jaw and screen deck) will be enclosed by a sound and dust retarder blanket system. Testing has shown that the sound levels drop significantly from 10-15 dBA with the installation of these blankets,
- Any electrical generating sets will have sound absorbing baffles installed,
- Where feasible highline power will be utilized instead of generators for powering the conveyors, crushers and wash-plant,
- Rubber liners will be used at all conveyor transfer points to reduce the impact noise,
- Where feasible, the use poly screen decks vs. traditional steel screen decks on the wash-plant to reduce the sound level,
- All equipment associated with the crusher will be regularly maintained to ensure that it is working properly and that no noise other than normal operating noise is emanating from the equipment,



- Use of engine retarder brakes will not be allowed when trucks are in the stockpile area,
- Strategically place product piles to shield the neighboring areas from the operating equipment,
- Construction of screening berms in strategic locations as detailed in Section 4.1.

Based on this modeling, it is BURNCO's belief that the Project will not create an adverse effect related to noise. The noise environment for the area is already heavily influenced by road traffic on Highway 2. The projected noise increases related to the project are modest. Additionally, these increases would only be experienced during the daytime which would further limit impacts.

BURNCO is also committed to monitoring the site as necessary to ensure noise does not become an adverse effect for the area. As required, BURNCO will utilize enhanced mitigation measures. Such enhanced mitigations include:

- Additional noise control,
- Reducing site activities during periods of excessive noise.

With these options in place, BURNCO is confident that noise will not become a nuisance as a result of this development.

### **3.7 Erosion and Sediment Control**

BURNCO intends to minimize erosion during operation through the following measures:

- During construction and operation, physical barriers such as straw bales and silt fences will be utilized to minimize erosion when necessary
- All drainage will be directed into the excavation

### **3.8 Environmental Monitoring**

Monitoring for particulate, sound, and other emissions will be conducted as required at this site. No permanent monitoring stations are envisioned.

### **3.9 Surface Water and Ground Water**

Existing Dugout

- Approximate size: 554.8 m<sup>2</sup> (Appendix)
- Are surrounding water body will be sloped 5:1 for a vertical distance of one meter above and one meter below the full supply level.

Release of Pit Water

- No pit water is expected since excavations will be dry pit excavations, therefore there is no need to release pit water

**Depth to Groundwater**

- Groundwater is approximately 10m below original ground surface

**Water Management**

- All drainage will be directed to low points within the pit toward the existing dugout.
- Pit operations will not divert, block or impound the natural surface or subsurface drainage

**3.10 Groundwater Security**

Should any nearby water well users indicate to BURNCO that they believe their water supply has been negatively impacted due to the gravel mining operation, BURNCO will do the following:

- Provide a temporary alternate water supply within 24 hours if a resident is without water,
- Hire an outside consultant within 14 days to determine the cause of the problem,
- Provide a permanent alternate water supply if the problem is at least partially due to BURNCO's mining operation.

**3.11 Traffic Impact Assessment and Control**

As described in Section 3.3, BURNCO expects to utilize the previous haul route out of S/2 05-17-28 W4M for the remaining extraction phases of the parcel. The route exits the South side of the parcel onto TWP RD 170. Trucks then turn west onto TWP RD 170 and then onto Highway 2. Site volumes are not expected to change significantly during this project and this route is expected to continue to serve adequately.

**3.11.1 Haul Safety**

All drivers are required to follow the BURNCO trucking policy to ensure BURNCO safety standards as well as the public's expectations are met. Drivers must always practice responsible driving habits and maintain a good driving record. As with all BURNCO operations, company employees and independent truckers involved in the hauling of aggregate must meet three criteria:

- Safety – only the highest standard of safety is appropriate to safeguard the public, the driver's peers and the driver himself or herself,
- Legality – all federal, provincial and municipal laws and regulations must be followed as well as BURNCO's own regulations,
- Efficiency – the least time-consuming, safe and legal hauling route must be taken.

Each spring, independent truckers wishing to work for BURNCO must register themselves and their vehicles by providing, among other things, proof of proper insurance, registration, vehicle inspection, and coverage by the Workers Compensation Board.



### **3.11.2 Haul Monitoring**

BURNCO participates in the Alberta Sand and Gravel Association (ASGA) truck registry program to help monitor trucks. The registry works in the following manner:

- The truck registry requires all gravel truck operators to display a four-digit number, and the phone number 1-866-901-ASGA (2742),
- If someone feels the truck is not operating in a safe and courteous manner, they can phone the complaint line and register a complaint,
- All complaints received via this number are documented and relayed to the producer (i.e. BURNCO) the truck is registered with.

The producer then follows up on the complaint to ensure it is resolved. With the truck registry BURNCO is informed of any problems that are occurring on the haul route and can resolve them promptly.

### **3.12 Hazardous Waste Plan**

All fuel storage sites will be constructed in a manner that follows the *Guidelines for Secondary Containment for Above Ground Storage Tanks*, Alberta Environmental Protection, May 1997, and comply with Part 4 of the *Alberta Fire Code 2006* for tank registrations. A bermed imperviously lined area, or other form of secondary containment, will surround fuel tanks with a minimum 110% holding capacity of the largest tank's capacity.

Any spills within or beyond the bermed area of the above ground storage tanks will be controlled immediately using various techniques including diking and containing. Any spills will be collected using sorbent pads and vacuum trucks.

Materials such as oil, lubricants, glycols, etc. that are stored on-site will be labeled according to the Workplace Hazardous Materials Information System (WHMIS) regulations and will be suitably contained. No waste material will be imported into the pit. All waste material generated from pit operations will be collected and stored in approved containers. This waste material will then be hauled on a regular basis to an approved landfill for proper disposal. Burial of waste will be prohibited during all phases of the operation. Portable sanitary facilities will be located on site. All sanitary waste will be hauled to an approved waste management treatment facility.

## **4.0 Reclamation Plan**

BURNCO always strives to promptly reclaim their operations back to an equivalent land capability and to re-establish a similar grade and drainage patterns that existed prior to disturbance. The site will be predominantly reclaimed back to agricultural use as shown in the reclamation drawings provided in Appendix 1.

### **4.1 Landscaping and Closure**

As there was a previous operation on site, the infrastructure necessary for the operation of a gravel pit is already in place. This includes items such as a designated haul route, screening berms and ponds to allow for dust control. Over time, and as the project develops, new infrastructure will be required and changes to existing infrastructure are also anticipated. A detailed phasing plan is provided in Appendix 1. One of the key development strategies associated with that phasing plan is the development of a suitable screening berm along north and east portions of the Project.

## **4.2 Soil Salvage**

All topsoil and subsoil on site will be salvaged and used in the final reclamation. Topsoil and subsoil salvage will not occur under wet, frozen, adverse field conditions or high wind velocities that will result in mixing, loss, compaction or degradation of soil. Topsoil and subsoil will be salvaged a minimum of 10 m ahead of pit faces.

In some instances, topsoil and subsoil will be placed along the north and east development boundaries for use in creating screening berms. These stockpiles will be separated from each other with topsoil used to develop the south portion of the berm and browns used to develop the north portion of the berm. These screening berms will be vegetated as soon as possible and will be sloped 3:1 with a 3m top. Stockpile site locations will be prepared so that:

- Stockpiles are placed on stable ground,
- Stockpiles are placed in locations unaffected by pit activities,
- Stockpiles are stabilized to minimize erosion.

## **4.3 Subgrade**

Placement of fill and rough grading will follow the contour plan shown in Appendix 1 Drawing No. 5: Cross Sections. Once subgrades are established, areas will be ripped and cross ripped to a depth of 0.3 meters to ensure decompaction of the subgrade. Ripping can help improve soil conditions by breaking up the surface of the overburden, increasing infiltration of surface water, and creating a better root zone.

## **4.4 Soils Placement**

Once subgrades are established and de-compacted, subsoil and topsoil will be spread evenly.

## **4.5 Vegetation**

Once topsoil has been evenly placed, the reclaimed areas will be re-vegetated to hayland using drill seeding at a rate no less than 22 kg/acre. Grass seed mixture will be 50% alfalfa, 35% meadow brome, 15% timothy. Once seeding is complete, a program of cutting and fertilizing will take place as necessary to ensure the hayland becomes established.

## **4.6 Inactive Pit Conservation & Reclamation Techniques**

The pit will be clearly identified by signs that indicate danger and discourage trespassing. Slopes around structures and equipment will be stabilized and sloped no steeper than 3:1. During periods of inactivity of over six months, pit faces will be sloped no steeper than 2:1. Stockpiles will be vegetated, and the weeds will be sprayed and mowed. The site will be monitored to ensure soil reclamation material is stable, weeds are controlled, and the site is secure.

During periods of inactivity greater than six months, additional signage will be installed to further indicate danger and discourage trespassing. Slopes around structures and equipment will be stabilized and sloped no steeper than 3:1, pit faces will be sloped no steeper than 2:1, stockpiles will be seeded, and any weeds will be sprayed and/or mowed.



Once complete, the site will be monitored on a monthly basis to ensure soil reclamation material is stable, weeds are controlled, and the site is secure.

## **5.0 Conclusion**

The BURNCO Nanton Pit has the potential to be a successful operation for many years. BURNCO would like to restart operation at this location and is seeking to obtain the permitted area of the pit and secure the long-term future of the facility. This report outlined how BURNCO would address the concerns that were expressed about the development of the project. It also presents the various studies that have been undertaken by independent professionals to look at the scientific data and determine the project impacts and prescribe mitigation measures.

This project presents a great opportunity for Willow Creek County and the people of Alberta in continuing to meet the growing demand for aggregates. These aggregates are critical in building our communities and maintaining our quality of life.

BURNCO is committed to the highest level of care and compliance in all our developments. It is BURNCO's belief that by following the Project Activities Plan for the lands associated with the proposed development, that BURNCO's Nanton Gravel Pit will be able to operate in a commercially successful and environmentally responsible manner for many years to come.

## Appendix 1: Drawings





**LEGEND:**

- — — — — Property Boundary — — — — — Proposed Rezoning Area — 21.97 ha (54.28 acres)
- — — — — Proposed Future Development Area — 20.82 ha (51.44 acres)
- — — — — Existing Disturbance — 8.60 ha (21.25 acres)
- — — — — Topsoil Pile — — — — — Subsoil Pile — — — — — Overburden Pile
- — — — — Proposed Haul Route
- — — — — Distance From Adjacent Features

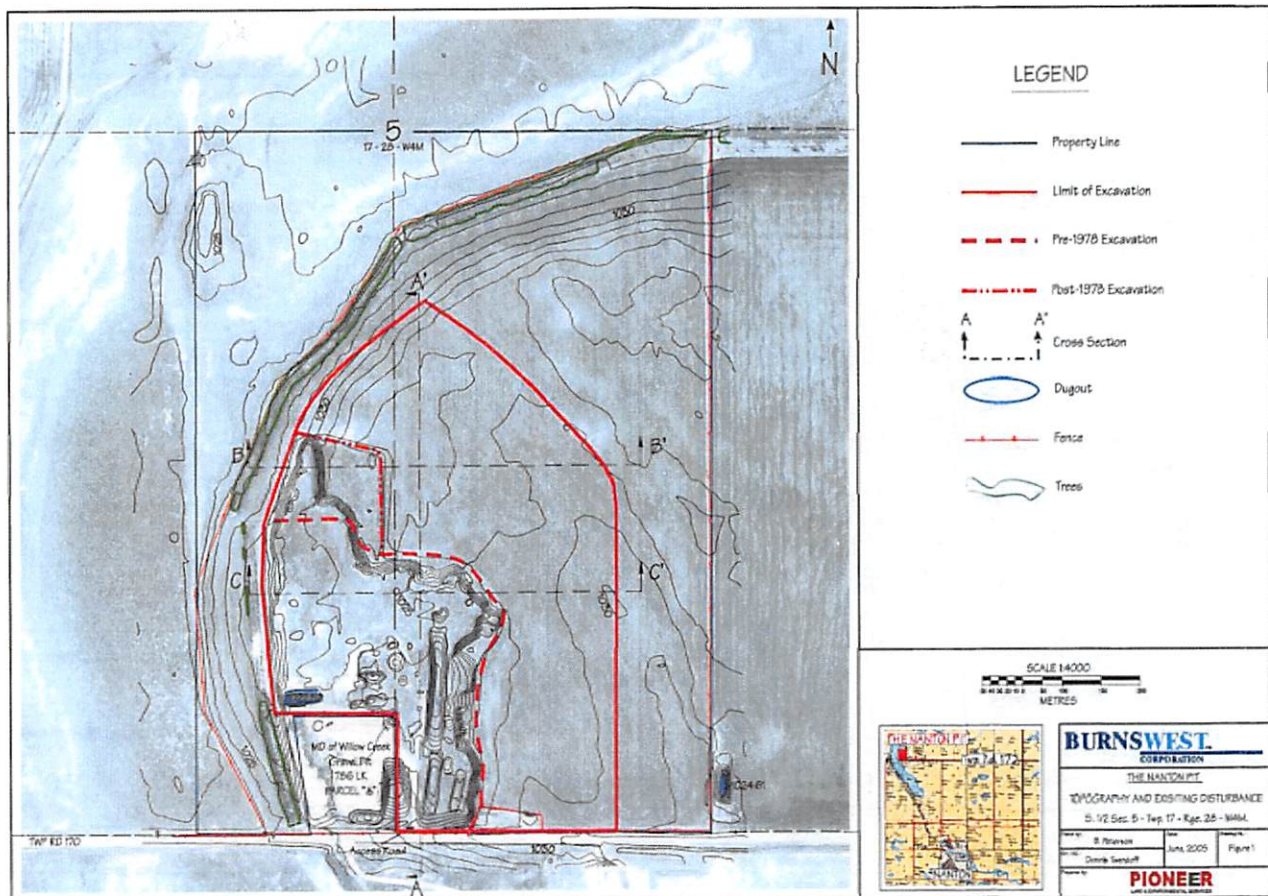
**BURNCO** Rock Products Ltd

Nanton Pit  
Site Plan

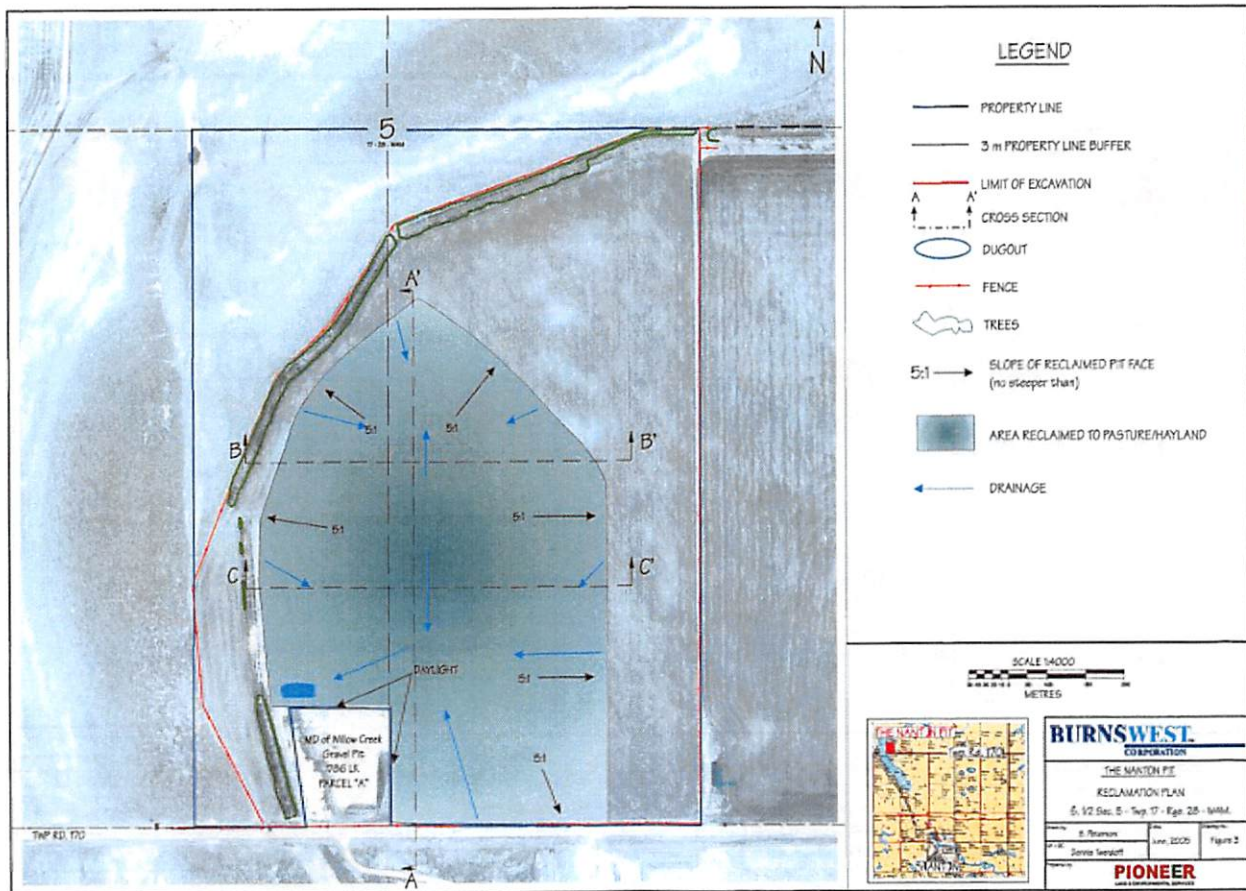
S 1/2 Sec 05-17-28 W4M

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DATE REVISED: APR. 2020		CHECKED BY: TC	

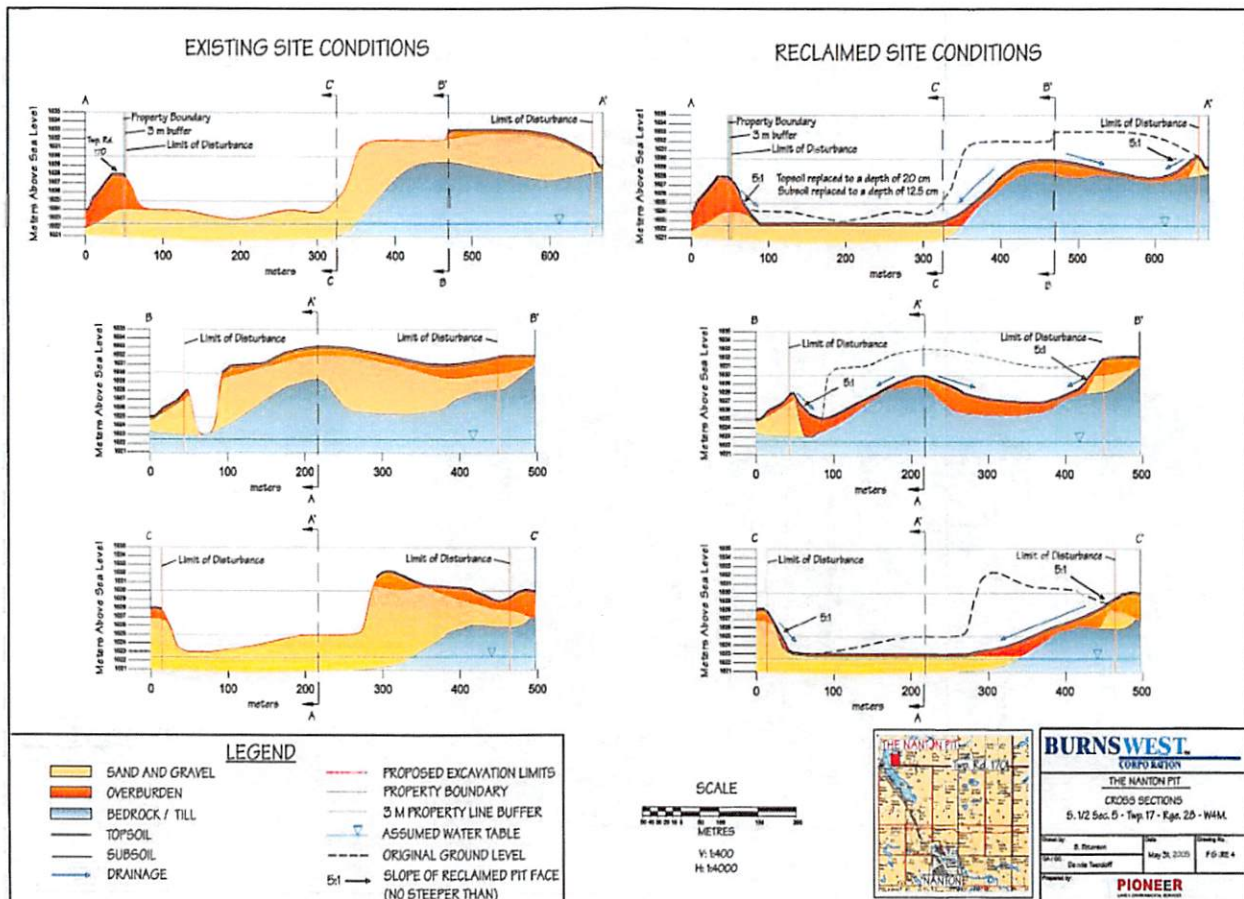












## Appendix 2: Application for Development Permit

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
Box 550, Claresholm, AB T0L 0T0  
Phone (403) 625-3351 Fax (403) 625-3886 www.mdwillowcreek.com

FOR OFFICE USE ONLY

## APPLICATION FOR A DEVELOPMENT PERMIT

**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.

Application No. \_\_\_\_\_  
Fees Submitted: \$ \_\_\_\_\_  
Site Inspection: \_\_\_\_\_

### Form A

**APPLICANT:** BURNCO Rock Products Ltd Telephone (403) 255-2600

**ADDRESS:** Main Floor 155 Glendeer Circle SE, Box 1480, Station T, Calgary, AB Fax: \_\_\_\_\_  
T2H 2P9 Bus/Cell: \_\_\_\_\_

**REGISTERED OWNER:** Tricycle Lane SAB Ltd. Telephone: (403) 640-9355

**LEGAL DESCRIPTION:** Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

OR: Quarter S/2 Section 05 Township 17 Range 28 W 4 M

**EXISTING USE:** Inactive Gravel Pit and Cultivated Farm Land

**PROPOSED USE:** Gravel Extraction and Crushing and Farm Land

**PARTICULARS OF PROPOSED DEVELOPMENT:** BURNCO would like to mine the remaining reserve on the property. This mining will occur through a phased development, which includes progressive reclamation. This will allow for the adjacent land to be returned to pre-disturbance use more quickly. The total pit size disturbance area is 20.82 hectares. Please see the attached Development Permit Application package for detailed information.

Additional information or clarification can be helpful in processing the application without delay. You may wish to use the back of this form or attach a separate sheet with such information. **Please fill out the Right of Entry authorization on reverse.**

### REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:

I/we agree to the collection and sharing of this information contained in this application, and any other information may be required to verify and evaluate this application as explained above. I have submitted particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. I am aware I may be required to pay for all local improvement costs, which include drainage, sidewalks, road construction, street lighting, water and sewer main extensions, utility connection fees and installation costs at the present established rate.

I have read and understand the terms noted on the reverse side of this form and hereby apply for permission to carry out the development described above and/or on the attached plans and specifications. I further certify the registered owner(s) of the land described above is aware of this application.

**DATE:** February 11<sup>th</sup>, 2020

**SIGNED:** \_\_\_\_\_

Applicant

**IMPORTANT: See Over**

**ADDITIONAL INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT:**

1. Subject to the provisions of the Land Use Bylaw of The Municipal District of Willow Creek No. 26, the term "development" includes any change in the use of buildings or land.
2. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as an official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood any development by the applicant within 21 days after receipt of a Development Permit is at his own risk.
3. Please submit a plan or drawing showing locations of existing and proposed buildings, roads, services, boundaries, etc. in sufficient detail to ensure proper consideration of the application. Measurements may be metric or imperial units. It is desirable the plans and drawings should be on scale appropriate to the development, as follows:  
  
Site plans – ratio of 1:1000 or 1:1500  
Other drawings – ratio of 1:100 or 1:200  
  
or as required by the Development Officer. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period unless an agreement for a time extension has been entered into with the municipality.

**RIGHT OF ENTRY:**

I hereby authorize representatives of The Municipal District of Willow Creek No. 26 to enter my land for the purpose of conducting a site inspection in connection with this application.

This right is granted pursuant to Section 542(1) of the *Municipal Government Act*.

DATE: FEB 11 2020 \_\_\_\_\_

SIGNED: \_\_\_\_\_

  
\_\_\_\_\_  
Scott M. Burns  
Registered Landowner(s)



## Appendix 3: 2005 - Nanton Code of Practice

**Registration Application  
Code of Practice for Pits  
Sand and Gravel**

For  
BURNSWEST Corporation

On  
S ½ 5-17-28-W4M  
The Nanton Pit

**Prepared By:**

**Pioneer Land and Environmental Services  
(a division of Pioneer Land Services Ltd.)**

Jeremy Church, B.Sc.  
Environmental Scientist

Dennis Twerdoff, M.Sc., P.Geo., P.Ag.  
Project Manager

July 8, 2005

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## SCHEDULE 1

### REGISTRATION INFORMATION

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Date: June 21, 2005

Previous *Environmental Protection and Enhancement Act* Approval Number:  
SG-55-85 (16030-01-00)

*Water Act* authorization required? ☐ Yes ☒ No

If Yes, \_\_\_\_\_ or current *Water Act* authorization Number: \_\_\_\_\_

Name of Applicant (company or person in whose name the pit will be registered):

BURNSWEST Corporation

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

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

e-mail: \_\_\_\_\_

Name of Person Submitting Application: Erwin Spletzer

Company Name: BURNCO Rock Products

Job Title: Property Manager

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

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

e-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Primary Contact for Pit: Jeff Burns

Job Title: Manager

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

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

e-mail: \_\_\_\_\_

Pit Location  Municipal Address or 1/4-Sec-Twp-Rge-Mer	Registered Owners  Name, Address and Phone Number	Occupants  Name, Address and Phone Number
S ½ 5-17-28-W4M	BURNSWEST Corporation	None

---

## SCHEDULE 2 ACTIVITIES PLAN

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### Part 1 Information

#### 1.1 Aggregate Type

- Sand and Gravel.

#### 1.1.1 Current Size of Pit

- 8.60 ha

#### 1.2 Average Thickness

- Topsoil: 0.20 m
- Subsoil: 0.12 m
- Overburden: 1.35 m
- Aggregate 5.80 m

#### 1.2.1 Soil Series

- Orthic Black Chernozem.<sup>1</sup>
  - Rockyview-Lyalta series.

#### 1.2.2 Overburden and Aggregate

- Overburden Volume: 281,070 m<sup>3</sup>
- Aggregate Volume: 1,207,560 m<sup>3</sup>

\*Based on a proposed total pit size of 20.82 ha.

#### 1.3 Topsoil Texture

- Silt loam.
  - Very rocky with poor vegetation growth.
    - Estimated rock/gravel content of 30%.  
(Photo 1, **Appendix 2**)

## 1.4 Erosion and Dust Control Techniques

### Erosion Control:

- During construction and operation, physical barriers such as straw bales and silt fences will be utilized to minimize erosion when necessary.
- All drainage will be directed into the excavation.

### Stockpiles:

- Will be separated from each other by at least 3 m, they will be vegetated and shallow sloped.
- Stockpile site locations will be prepared so that:
  - stockpiles are placed on stable ground;
  - topsoil stockpiles are placed on topsoil in locations unaffected by pit activities;
  - subsoil stockpiles are placed on subsoil in locations unaffected by pit activities;
  - overburden stockpiles are placed on overburden in locations unaffected by pit activities;
  - reject material are placed in areas where topsoil has been stripped; and
  - topsoil stockpiles are stabilized to minimize erosion.
- Topsoil salvage will not occur under wet, frozen, adverse field conditions or high wind velocities that will result in admixing, loss, compaction or degradation of topsoil.
- The following observations were made during the pit inspection and suggest the topsoil and subsoil may have been salvaged together during previous excavations:
  - The very old stockpiles (pre-1978) appeared to be mixed topsoil and subsoil.
  - The large overburden stockpile northwest of the access gate appeared to have topsoil piled on the north side.
- Topsoil will be salvaged a minimum of 10 m ahead of pit faces.

### Dust Control:

- If necessary, water will be sprayed on the crusher.
- During dry periods, the pit and access roads will be watered down. A surface amendment material will be used on the access road if necessary.

## 1.5 Air Monitoring Initiatives

- No air monitoring is planned for this area.



## **1.6 Inactive Pit Conservation & Reclamation Techniques**

- The pit will be clearly identified by signs that indicate danger and discourage trespassing.
- Slopes around structures and equipment will be stabilized and sloped no steeper than 3:1.
- During periods of inactivity of over 3 months, pit faces will be sloped no steeper than 2:1.
- Stockpiles will be vegetated.
- Weeds will be sprayed and mowed.
- The site will be monitored bi-annually to ensure soil reclamation material is stable, weeds are controlled and the site is secure.

## **1.7, 1.8 Scale Drawings (Existing, Operational & Reclaimed conditions)**

- See attached Conservation and Reclamation Plans (**Appendix 1**).

---

Part 2 Information

**1.9 Maximum Pit Size**

- 20.82 ha

**1.10 Depth to Groundwater**

- Approximately 10 m below original ground surface.

**1.11 Pit Activities**

- Dry pit excavations.
- Crushing and screening.
- Possible asphalt plant.

**1.11.1 Wet Pit Excavations**

- No wet pit excavations will occur.

**1.11.2 Salt Mixing, Asphalt Mixing, Truck Box Spraying**

- No salt mixing will occur.
- A portable asphalt plant may be located on the site.
- Truck box spraying may occur.
  - If spraying does occur, it will be conducted in designated areas (See section 1.12).
- Bulk fuel may be stored on the site in above ground storage tanks.

**1.11.3 Aggregate Washing**

- No washing will occur on site.

**1.11.4 Use of Alternative Reclamation Material**

- No alternative materials will be used for reclamation.

**1.12 Mitigative Measures**

**Crushing and Screening:**

- Crusher will be located within pit to minimize noise and reduce visual impact.
- Crushing and screening equipment will be sprayed with water and cleaned weekly to control dust.

Asphalt Mixing and Truck Box Spraying:

- Asphalt mixing and truck box spraying will occur in designated areas.
- Designated areas will be prepared so that:
  - topsoil has been stripped and stockpiled; and
  - the base is composed of a low permeability material (ie.  $< 10^{-6}$  cm/s), a compacted clay liner, or an engineered liner.
- Any diesel impacted material will be salvaged and disposed of in an appropriate waste management facility.
- These activities will occur at least 100 m from Silver Lake.

Bulk Fuel Storage:

- All fuel storage sites will be constructed in a manner that follows the *Guidelines for Secondary Containment for Above Ground Storage Tanks*, Alberta Environmental Protection, May, 1997<sup>2</sup>.
- Any bulk fuel storage will be located upland away from Silver Lake in a designated service area.
- A bermed imperviously lined area, or other form of secondary containment, will surround fuel tanks with a minimum 110% holding capacity of the largest tank's capacity.
- All machinery maintenance supplies will be kept in a designated storage facility.

Spills:

- Any spills within or beyond the bermed area of the above ground storage tanks will be cleaned immediately using various techniques including diking and containing. Spills will be collected using sorbent pads and vacuum trucks.
- All spills and waste material will be collected immediately and disposed of at an approved waste management facility.
- If pit operations interfere with the immediate spill response, pit operations will be suspended until complete cleanup occurs.

Water Management:

- All drainage will be directed to low points within the pit toward the existing dugout.
- Pit operations will not divert, block or impound the natural surface or subsurface drainage.
- Existing dugout on site, expect landowner to signoff as surface improvement (Photo 7, **Appendix 2**).

### 1.13 Proposed Reclaimed Pit Land Uses

Hayland and Pasture: 100%

### 1.13.1 Agricultural Lands

CLI Soil Capability for Agriculture<sup>3</sup>:

- $2^7_T 3^2_T 4^1_W$  – A complex area rated for non irrigated farming as Class 2 with topographic limitations, Class 3 with topographic limitations and Class 4 with excess water limitations. Based on a site visit, the soil capability for agriculture is less than class  $2^7_T$ . The topsoil on the site is thin, only 15-20 cm thick and there is gravel to the surface (Photos 2,5, **Appendix 2**).
- The end landuse will be hayland.
- All slopes will be reclaimed to 5:1.

### 1.14 Release of Pit Water

- No pit water is expected since excavations will be dry pit excavations, therefore there is no need to release pit water.

### 1.15 Soil Replacement Depth

Topsoil:

- All available topsoil will be used for reclamation. Topsoil will be replaced to a depth of 0.20 m.
- Prior to replacing reclamation material, stockpiles should be sampled to identify areas of potential unknown topsoil.

Subsoil:

- Subsoil will be replaced to a depth of 0.12 m.

### 1.16 Scale Drawings of Site Conditions After Reclamation

- See attached Conservation and Reclamation Plans (**Appendix 1**).

### 1.17 Cross-Section Drawing of Site Conditions After Reclamation

- See attached Conservation and Reclamation Plans (**Appendix 1**).

### 1.18 Surface Water Bodies in Reclaimed Landscape

- Existing dugout
  - Approximate size: 554.8 m<sup>2</sup> (Photo 7, **Appendix 2**)
- Area surrounding water body will be sloped 5:1 for a vertical distance of one meter above and one meter below the full supply level.



---

Additional Information

**Excavation:**

- Average depth of excavation including removal of topsoil, subsoil, overburden and aggregate: 7.47 m
- Life expectancy of pit: 20+ years.
- Equipment used for moving topsoil: dozer, excavator, grader, articulated rock truck, scraper/buggy, and front-end loader.

**Boundaries:**

- Property boundaries are fenced.
- Extraction setbacks may be required if overburden and reject material is not sufficient to meet reclamation needs.

**CLI Soil Capability for Agriculture:**

- 2<sub>T</sub>3<sub>T</sub>4<sub>W</sub>
- Proposed slopes are 5:1 along all pit faces to maintain equivalent land use capability.

**Revegetation:**

- Seed mixture as per landowner's request.

**Signature:**

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

Jeff Burns, BURNSWEST Corporation

---

## SCHEDULE 3

### SECURITY ESTIMATE

---

#### Full-Cost Security

##### Area Currently Secured

- The area of land secured at \$250/acre
  - Area disturbed pre 1978 – 17.77 acres x \$0/acre = \$0.00 (No security)
  - Area disturbed post 1978 – 3.48 acres x \$250/acre = \$870.00

##### Area of Disturbance

- The maximum area of disturbance on average at any one time: 4.1 ha
- Topsoil and subsoil will be stockpiled. Excavated overburden will be directly placed into previously excavated areas (Drawing 1, Appendix 1).

##### Reclamation Costs

##### Equipment List

- Buggy – Move Material.
- Cat – Smoothing and Contouring.

##### Unit Operating Costs

- \$1.35/m<sup>3</sup> (Appendix 3).

##### Volume of Material

- Topsoil = 8,200 m<sup>3</sup>
- Subsoil = 4,920 m<sup>3</sup>

##### Cost to Move Topsoil

- Cost to move topsoil from 2 blocks (Appendix 3).
  - 8,200 m<sup>3</sup> x \$1.35/m<sup>3</sup> = \$11,070.00

##### Cost to Move Subsoil

- Cost to move subsoil from 2 blocks (Appendix 3).
  - 4,920 m<sup>3</sup> x \$1.35/m<sup>3</sup> = \$6,642.00

##### Cost of Landscaping

- The unit cost of landscape grading prior to replacing topsoil.
  - Cut vertical pit faces before/during overburden placement for a 7.47 m deep excavation.
    - 1 day/ha x 4 ha x \$1250/day = \$5,000

---

### Seed Bed Preparation

- Unit cost for seedbed preparation.
  - \$580/ha x 4 ha = \$2,320

### Cost of Seeding

- Unit cost for seeding.
  - \$250/ha x 4 ha = \$1,000.00

### Cost of Removing Infrastructure

- Remove fence and gate = \$671 (Appendix 3).

### Management Costs

- Management of reclamation activities = \$500.

### Total Cost of Reclamation

Area Currently Secured	\$870.00
Moving Topsoil	\$11,070.00
Moving Subsoil	\$6,642.00
Recontouring	\$5,000.00
Seedbed Preparation	\$2,320.00
Seeding	\$1,000.00
Infrastructure Removal	\$671.00
Project Management	\$500.00
Total	\$28,073.00

### Form of Security

- Letter of Credit.

### Sources for Cost Estimate

#### Materials handling

- Based on BURNSWEST's earth moving estimates.

#### Costs for seed bed preparation:

- Bob Willows, as pers. comm., February 2005, Xtreme Excavation, Winfield AB.

Cost estimate prepared by Dennis Twerdoff, P.Geol., P.Ag., Pioneer Land and Environmental Services, Calgary, AB.

---

## References

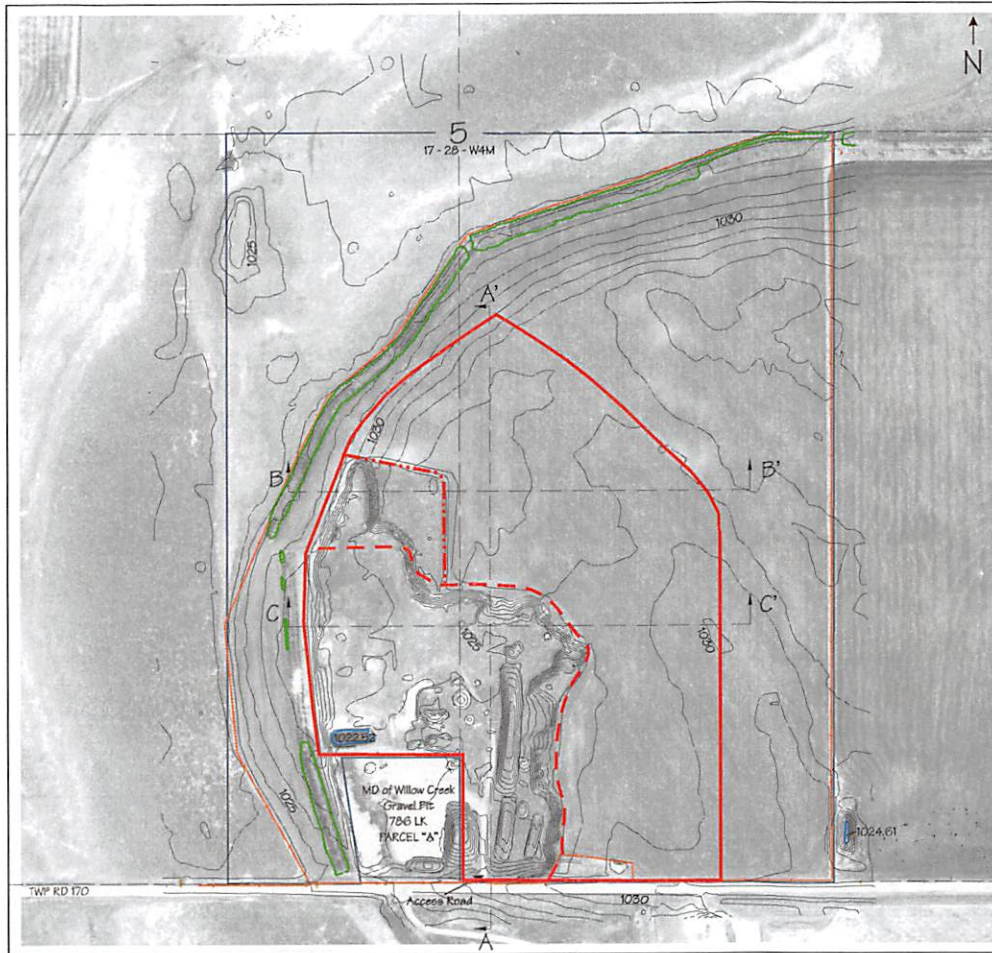
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1. Walker, B.D., Pettapiece. 1996. Soils of the Gleichen area, 82I/SW. Agriculture and Agri-Food Canada, Centre for Land and Biological Resources Research, Edmonton, AB. Alberta Soil Survey Report 82I-SW. CLBRR Contrib. No. 96-14. 24pp. + map.
2. Alberta Environmental Protection, Industrial Waste and Wastewater Branch. Guidelines for Secondary Containment for Above Ground Storage Tanks. May 16, 1997.
3. Agricultural and Rural Development Act. 1968. Canada Land Inventory: Soil Capability for Agriculture, Gleichen 82 I. Queen's Printer and Controller of Stationery, Ottawa, Canada.



## **Appendix 1**

### **Conservation and Reclamation Plans**



### LEGEND

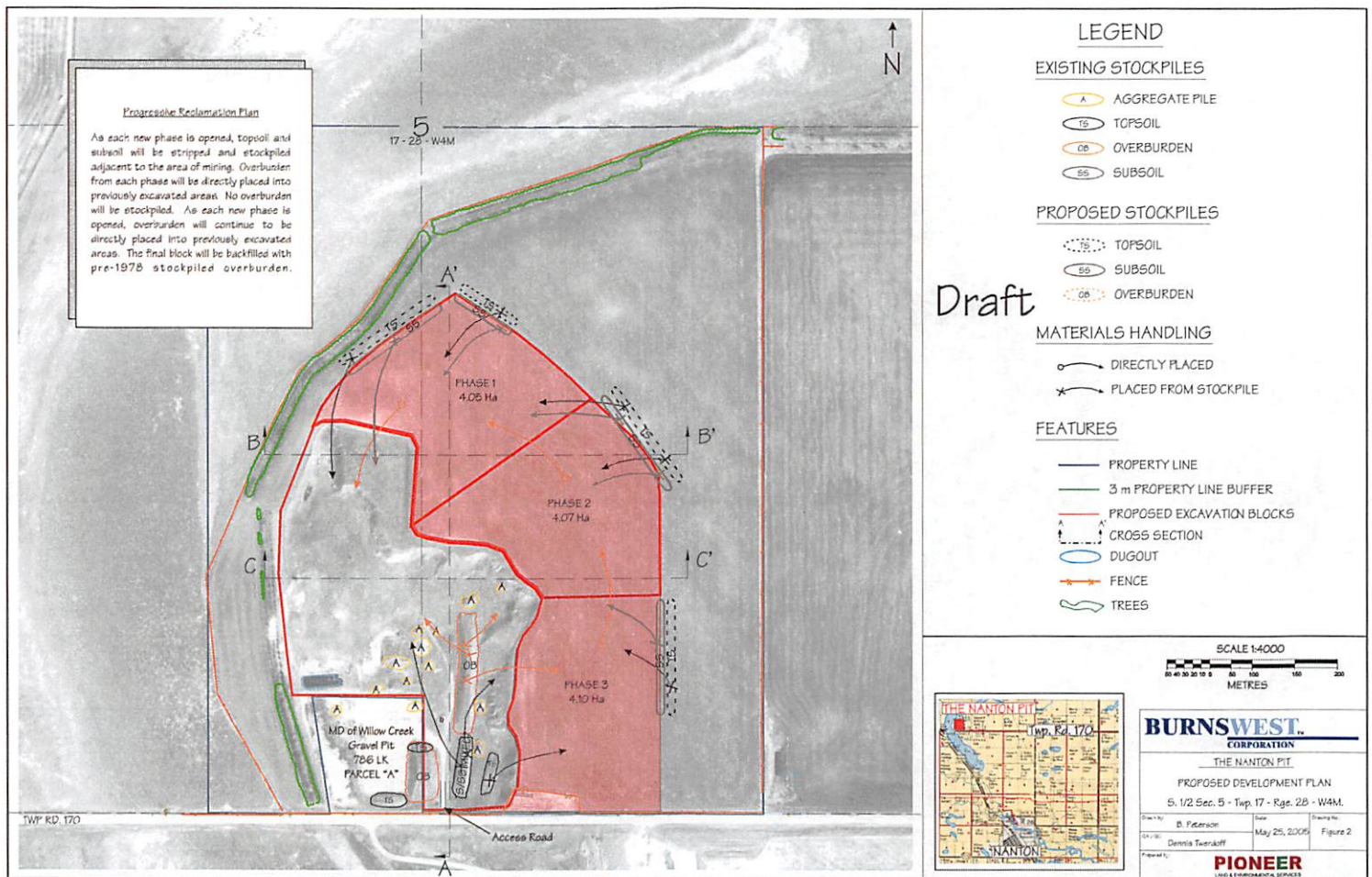
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- Limit of Excavation
- Pre-1978 Excavation
- Post-1978 Excavation
- Cross Section
- Dugout
- Fence
- Trees

DRAFT

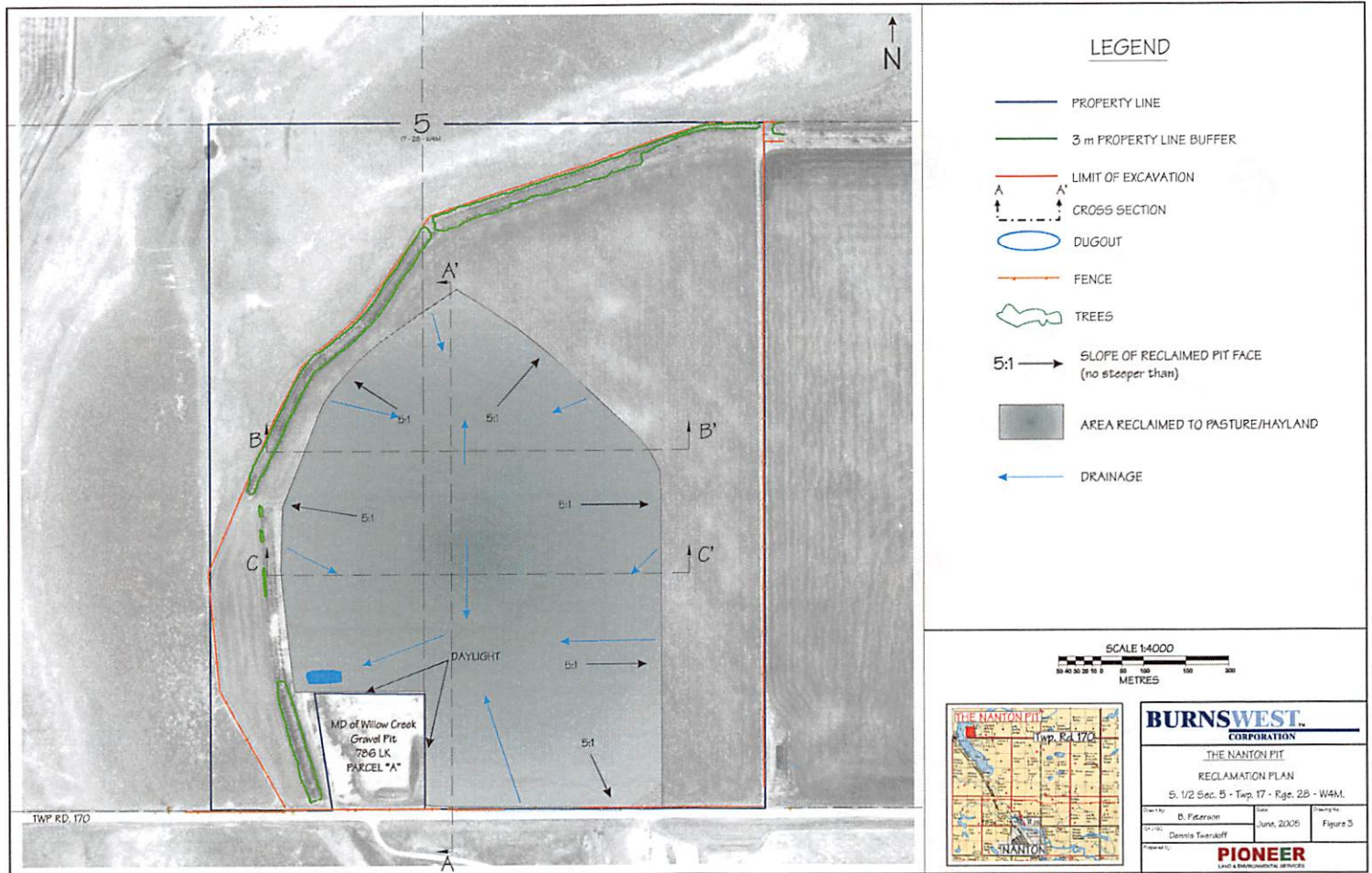
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METRES



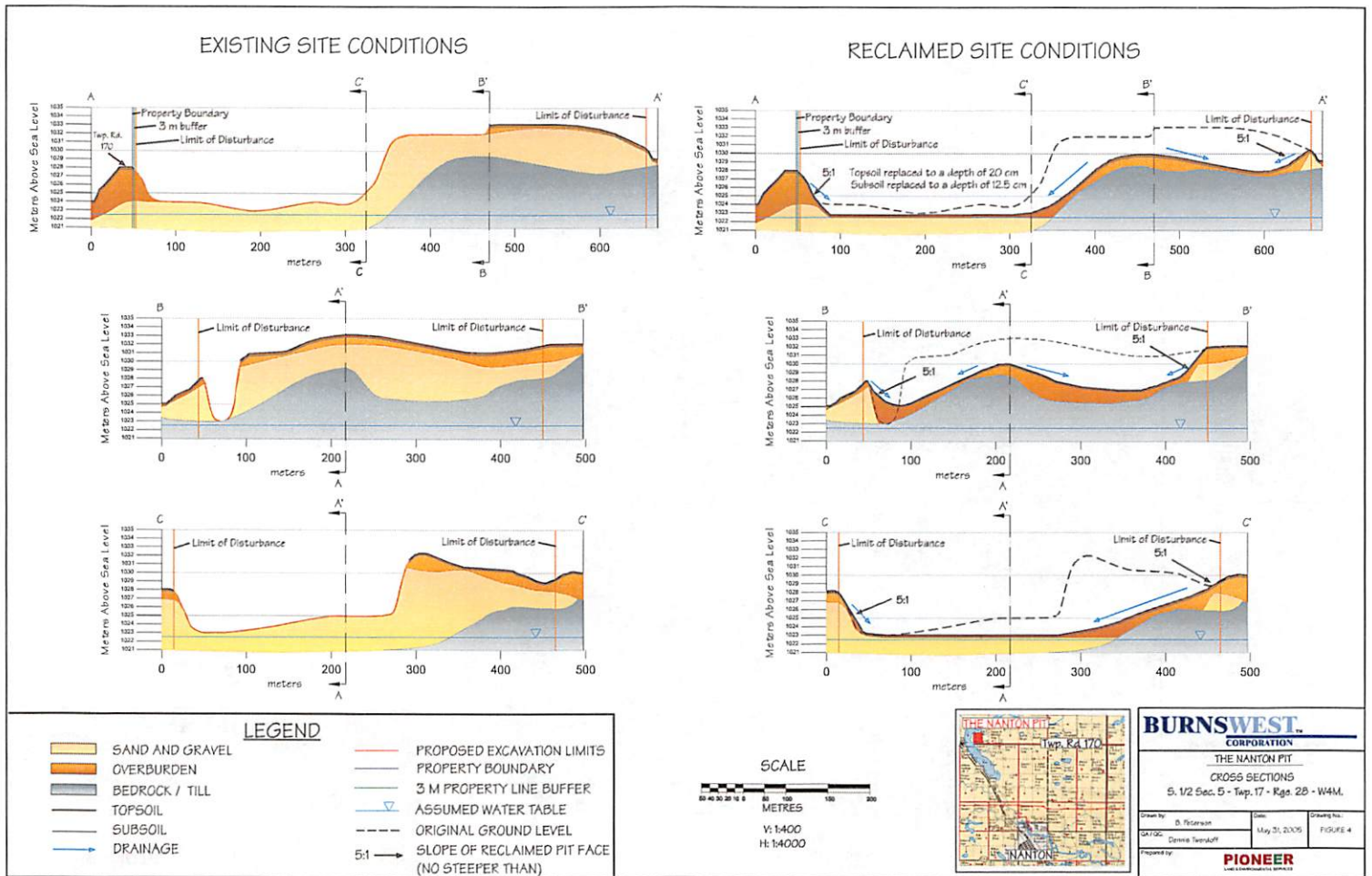
<b>BURNSWEST CORPORATION</b>		
THE NANTON PIT		
TOPOGRAPHY AND EXISTING DISTURBANCE		
S. 1/2 Sec. 5 - Twp. 17 - Rge. 28 - W4M.		
Drawn by: D. Peterson	Date: June, 2005	Figure 1
Checked by: Dennis Tvedrud		
Prepared by: <b>PIONEER</b> LAND & SURVEILLANCE SERVICES		











## **Appendix 2 Site Photos**

BURNSWEST Corporation  
The Nanton Pit  
S ½ 5-17-28-W4M

Photo Supplement



Photo 1: Poor vegetation with bare patches on undisturbed areas.



Photo 2: Topsoil depth on undisturbed areas (approx 20 cm).



**BURNSWEST Corporation  
The Nanton Pit  
S ½ 5-17-28-W4M**

**Photo Supplement**



**Photo 3: Looking south from northern edge of excavation.**



**Photo 4: Looking at western edge of excavation.**



BURNSWEST Corporation  
The Nanton Pit  
S ½ 5-17-28-W4M

Photo Supplement



Photo 5: Looking at topsoil depth at northern pit face (approx. 20 cm).



Photo 6: Looking south at partially reclaimed slope.

**BURNSWEST Corporation  
The Nanton Pit  
S ½ 5-17-28-W4M**

**Photo Supplement**



**Photo 7: Looking southeast at existing dugout within excavated area.**

### **Appendix 3 Land Title**



ALBERTA REGISTRIES  
LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0017 632 969            4;28;17;5;SW,SE            173R240 .

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 28 TOWNSHIP 17  
SECTION 5  
THE WEST HALF OF THE SOUTH EAST QUARTER AND THE EASTERLY  
825 FEET OF THE SOUTH WEST QUARTER CONTAINING 52.6 HECTARES  
(130 ACRES) MORE OR LESS  
EXCEPTING OUT OF THE SOUTH WEST QUARTER  
PLAN                      NUMBER                      HECTARES                      ACRES MORE OR LESS  
GRAVEL PIT SITE            786LK                      1.62                      4.00  
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

-----  
REGISTERED OWNER(S)  
REGISTRATION      DATE(DMY) DOCUMENT TYPE      VALUE      CONSIDERATION  
-----  
173R240      .      04/10/1972

OWNERS

BURNSWEST CORPORATION.

-----  
ENCUMBRANCES, LIENS & INTERESTS  
REGISTRATION  
NUMBER      DATE (D/M/Y)      PARTICULARS  
-----

( CONTINUED )



-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2  
# 173R240

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

-----  
4348LO . 27/09/1972 CAVEAT  
CAVEATOR - THE OLDMAN RIVER REGIONAL PLANNING  
COMMISSION.  
DEFERRED RESERVE CAVEAT

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE  
REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED  
HEREIN THIS 26 DAY OF MAY, 2005 AT 09:44 A.M.

ORDER NUMBER:2791014

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

-----  
THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE  
SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS  
SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR  
OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL  
PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR  
THE BENEFIT OF CLIENT(S).



ALBERTA REGISTRIES  
LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0030 246 409           4;28;17;5;SW           031 428 877 +2

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 28 TOWNSHIP 17  
SECTION 5  
QUARTER SOUTH WEST  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS  
EXCEPTING THEREOUT:

A) PLAN	NUMBER	HECTARES	(ACRES)	MORE OR LESS
PARCEL	5071DR	0.344	0.85	
ROAD	0313486	1.268	3.13	

B) THE EASTERLY 825 FEET IN PERPENDICULAR  
WIDTH THROUGHOUT OF SAID QUARTER SECTION  
CONTAINING 20.2 HECTARES (50 ACRES) MORE OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 031 072 341

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
031 428 877	10/12/2003	ROAD PLAN		

OWNERS

2L FARMS LTD..

( CONTINUED )

-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2  
# 031 428 877 +2

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
2798EA .	30/10/1928	UTILITY RIGHT OF WAY GRANTEE - FORTISALBERTA INC.. 320-17 AVE SW CALGARY ALBERTA T2S2V1 "E. 30 FT OF S. 25 FT. OF W. 1015 FT. DATA UPDATED BY: TRANSFER OF UTRW NO. 1333FR" (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 001289653) (DATA UPDATED BY: CHANGE OF NAME 041479489)
751 042 251	08/05/1975	UTILITY RIGHT OF WAY GRANTEE - ALBERTA GOVERNMENT TELEPHONES. "16 1/2 FT. STRIP IN UNIFORM WIDTH THROUGHOUT PARALLEL & ADJACENT TO THE NORTH EAST EASTERLY LIMIT OF RAILWAY PLAN RY8"
751 074 675	18/07/1975	UTILITY RIGHT OF WAY GRANTEE - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. AS TO PORTION OR PLAN:7510558 "30 FT. STRIP"
811 042 702	10/03/1981	CAVEAT RE : RESTRICTIVE COVENANT CAVEATOR - THE OLDMAN RIVER REGIONAL PLANNING COMMISSION. 905-4TH AVENUE, SOUTH, LETHBRIDGE ALBERTA
011 201 845	19/07/2001	

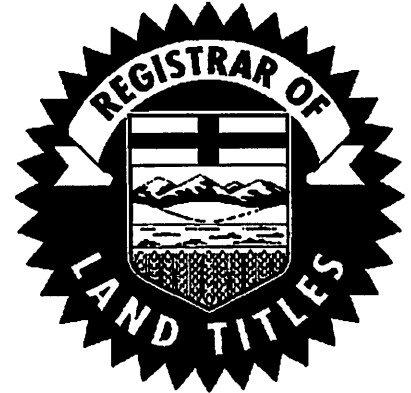
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TOTAL INSTRUMENTS: 005

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE  
REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED  
HEREIN THIS 26 DAY OF MAY, 2005 AT 09:44 A.M.

ORDER NUMBER:2791004

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

---

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THE BENEFIT OF CLIENT(S).





ALBERTA REGISTRIES  
LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0030 246 219            4;28;17;5;SW            041 368 476

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 28 TOWNSHIP 17  
SECTION 5  
THAT PORTION OF THE SOUTH WEST QUARTER  
WHICH LIES WITHIN THE PARCEL ON PLAN 5071DR  
CONTAINING 0.344 HECTARES (0.85 ACRES) MORE OR LESS  
EXCEPTING THEREOUT:  
PLAN                      NUMBER              HECTARES              (ACRES)              MORE OR LESS  
ROAD                      0313478              0.023                  0.06  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 031 428 509 +4

-----  
REGISTERED OWNER(S)  
REGISTRATION      DATE(DMY)      DOCUMENT TYPE      VALUE              CONSIDERATION  
-----

041 368 476      27/09/2004      TRANSFER OF LAND

OWNERS

KIRK MOORE GREASLEY

AND

ADELE MARYLYN GREASLEY

( CONTINUED )

-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2  
# 041 368 476

REGISTRATION  
NUMBER          DATE (D/M/Y)          PARTICULARS  
-----

NO REGISTRATIONS

TOTAL INSTRUMENTS: 000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE  
REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED  
HEREIN THIS 26 DAY OF MAY, 2005 AT 09:44 A.M.

ORDER NUMBER:2791009

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

-----  
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PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR  
THE BENEFIT OF CLIENT(S).



ALBERTA REGISTRIES  
LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0026 591 736            4;28;17;5;SE            961 136 951

LEGAL DESCRIPTION

MERIDIAN 4   RANGE 28   TOWNSHIP 17  
SECTION 5  
THE EAST HALF OF THE SOUTH EAST QUARTER  
CONTAINING 32.4 HECTARES (80 ACRES) MORE OR LESS  
EXCEPTING THEREOUT:  
PLAN                      NUMBER              HECTARES              ACRES (MORE OR LESS)  
SUBDIVISION            9512757              4.05                   10.00  
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 951 270 871 +1

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
961 136 951	21/06/1996	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

LLIZABET K DWWYOR

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION	DATE (D/M/Y)	PARTICULARS
041 392 950	15/10/2004	UTILITY RIGHT OF WAY

( CONTINUED )

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2  
# 961 136 951

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
------------------------	--------------	-------------

GRANTEE - ATCO GAS AND PIPELINES LTD..

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE  
REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED  
HEREIN THIS 26 DAY OF MAY, 2005 AT 09:43 A.M.

ORDER NUMBER:2790985

CUSTOMER FILE NUMBER:



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PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR  
THE BENEFIT OF CLIENT(S).



## Appendix 4: 2017 - Nanton Alberta Environment Approval Letter



File: 004-16030

October 27, 2017

Burnswest Corporation

Dear Mr. Sullivan:

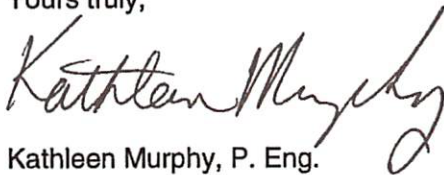
**Subject: 5 Year Report**  
**Registration No. 16030-02-00**  
**Nanton Pit, S½ 05-017-28 W4M**

Thank you for submitting the 5 Year Report (Schedule 4 – Part 1) for the above mentioned pit. The report has been reviewed and the security has been updated.

The next 5 year update (Schedule 4) will be required in October of 2020. Please note, any changes to the activities plan must be submitted to Environment and Parks for authorization prior to commencement.

If you have any questions, please call Meghan Nannt at (403) 388-3198 or email [Meghan.Nannt@gov.ab.ca](mailto:Meghan.Nannt@gov.ab.ca).

Yours truly,



Kathleen Murphy, P. Eng.  
Approvals Manager

cc: Regulatory Approvals Center (RAC)

## Appendix 5: Land Title



LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0017 632 969           4;28;17;5;SW,SE           181 088 967

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 28 TOWNSHIP 17  
SECTION 5  
THE WEST HALF OF THE SOUTH EAST QUARTER AND THE EASTERLY  
825 FEET OF THE SOUTH WEST QUARTER CONTAINING 52.6 HECTARES  
(130 ACRES) MORE OR LESS  
EXCEPTING OUT OF THE SOUTH WEST QUARTER  
PLAN                      NUMBER              HECTARES              ACRES MORE OR LESS  
GRAVEL PIT SITE           786LK              1.62              4.00  
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REFERENCE NUMBER: 173R240 .

-----				
REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
-----				
181 088 967	02/05/2018	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

TRICYCLE LANE SAB LTD.

(DATA UPDATED BY: CHANGE OF ADDRESS 181262279)

-----		
ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION	DATE (D/M/Y)	PARTICULARS
NUMBER		
-----		
4348LO .	27/09/1972	CAVEAT CAVEATOR - THE OLDMAN RIVER REGIONAL PLANNING COMMISSION.

( CONTINUED )



-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2  
# 181 088 967

REGISTRATION  
NUMBER      DATE (D/M/Y)      PARTICULARS  
-----

DEFERRED RESERVE CAVEAT

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 11 DAY OF  
FEBRUARY, 2020 AT 09:24 A.M.

ORDER NUMBER: 38801555

CUSTOMER FILE NUMBER: 19531-6285



\*END OF CERTIFICATE\*

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

## Appendix 6: Landowner Consent Letter

February 11, 2020

BURNCO Rock Products Ltd.

**HAND DELIVERED**

**Attention: Mr. Travis Coates, Land and Resource Manager – Alberta and Saskatchewan**

**RE: Permit Applications**

---

Tricycle Lane SAB Ltd. ("TL") hereby grants consent to BURNCO Rock Products Ltd. to apply for approvals, licenses and/or permits on lands owned by TL and described as SE, SW -05-17-28 W4M.

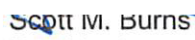
This consent applies to the following applications:

- Willow Creek County Land Use Application to re-designate lands to Rural Industrial
- Willow Creek County Development Permit Application for operation of a gravel pit;
- Registration for the Code of Practice for Pits under the Environmental Protection and Enhancement Act and Conservation and Reclamation Regulation;
- License to divert ground/surface water under the Alberta Water Act; and
- Approval to disturb wetlands under the Alberta Water Act.

Should you have any questions or require anything further, please do not hesitate to contact the undersigned at \_\_\_\_\_ or by email at \_\_\_\_\_

Sincerely,

  
**Tricycle Lane SAB Ltd.**

  
Scott M. Burns  
President

TC/ap

## LOCAL

# Nanton Quality of Life Foundation continues to offer services

CONTACT THE  
NANTON NEWS

www.nantonnews.com

Twitter: @NantonNews

Facebook: Nanton News

Mailing address: 104-701  
Centre Street SW High River,  
Alberta T1V 1Y17

Phone: 403-652-2034

JENNIFER HERMAN  
AND PAM WOODALL

While it's not quite business as usual, the Nanton Quality of Life Foundation (NQLF) is here for you.

The office door is locked, but if you ring the doorbell we will help. One guest may be inside the office at a time.

The NQLF is contracted by the province to provide Family and Community Support Services (FCSS) programs to Nanton and area, and as a foundation we are able to offer a wide range of other

services.

It's tax time, and we're once again offering the Community Volunteer Income Tax program. Check with our office to see if you qualify to have your individual tax return completed at no cost.

We are currently accepting donations of non-perishables or funds for Nanton's food bank. We offer support and assistance filling out government forms including seniors' services, Employment Insurance and the Canadian Emergency Response Benefit.

We can provide resources such as tools to help individuals and

families manage during this potentially stressful time. We are here to talk with you about concerns surrounding elder abuse and family violence. If you have any concerns, please contact us; all inquiries remain confidential.

We recognize that some folks might not be able to get to the grocery store to pick up groceries or to the pharmacy. We can even help you with that.

Beginning May 1, we will be offering children's birthday bags to support the Nanton and area community during these tough times where we can't celebrate in groups and funds may be at a premium. If you have a child between the ages of one and 10 who will be celebrating a birthday, give us a call at least one week before the birthday.

Even though we can't meet up at the library for our weekly colouring gatherings, we have a few Colour Me Happy packages available (adult colouring book and pencil crayons). Colouring can be a positive way to help manage stress, keep your hands busy and have fun.

Our partners at McBride Career group (mcgcareer.com) continue to offer online services and workshops that cover topics such as interview skills, career planning and more.

The Nanton Quality of Life Foundation office is in the log building just south of the Bomber Command Museum of Canada, and office hours are Monday to Friday, 9 a.m. to 3 p.m. The NQLF's phone number is 403-646-2436.

## Adjournment in grow-op case

STEPHEN TIPPER

The case against two residents facing charges related to an illegal cannabis grow-op was adjourned earlier this month until June.

The next court date for Leslie Nicole Gurr, 51, and Randle Mackenzie Loree, 36, is scheduled for June 17 in Fort Macleod provincial court.

Gurr and Loree were charged after Nanton RCMP on Nov. 13 seized 250 cannabis plants at a rural residence near Highway 2 and Township Road 170.

Police discovered the grow-op as the result of a complaint of a suspicious man at 11 a.m. on Nov. 13.

The man had indicated he had been involved in a motor vehicle collision and was in need of a ride.

Nanton and High River RCMP attended and located the unoccupied damaged vehicle with the door ajar in the driveway of a nearby rural property.

While searching for the occupant of the vehicle, a man matching the description of the suspicious male exited a building, leaving the door ajar.

RCMP members observed a large quantity of cannabis plants inside the building.



**NOTICE OF PUBLIC HEARING**  
THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
IN THE PROVINCE OF ALBERTA

**PROPOSED LAND USE BYLAW AMENDMENT**  
**2:00 p.m., Wednesday, May 13, 2020**

**By LIVESTREAM ONLY:**

<https://www.youtube.com/channel/UCVZxms3RipHOS5smjlwRwNA>

at

The Municipal District of Willow Creek No. 26, Council Chambers

**PURSUANT** to sections 230, 606, and 692 of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby gives notice of its intention to consider an application submitted by Burnco Rock Products Ltd. (Registered Owner: Tricycle Land SAB Ltd.) to amend Bylaw No. 1826, being the municipal Land Use Bylaw.

**THE PURPOSE** of the proposed land use bylaw amendment is to redesignate 21.96 ha (54.28 acres) of the following parcels of land:

• SE/SW 05-17-28-W4M

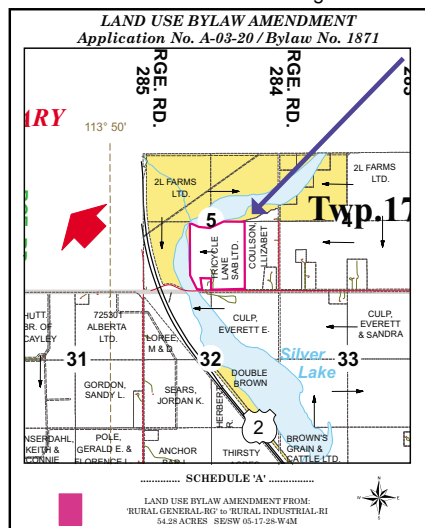
(as shown on the map in Schedule A), from 'Rural General - RG' to 'Rural Industrial - RI'. The redesignation would accommodate a future development application for a proposed Class I resource extraction (gravel pit operation)

**THEREFORE, TAKE NOTICE THAT** a public hearing to contemplate the proposed land use bylaw amendment will be held in the Municipal District of Willow Creek No. 26 Council Chambers at **2:00 p.m., on the 13th day of May, 2020.**

**AND FURTHER TAKE NOTICE THAT** documents relating to this matter may be viewed on the Municipal District's website. Written submissions must be submitted prior to the public hearing. Written submissions are to be forwarded to the Manager of Planning & Development Services at Box 550, Claresholm, Alberta, T0L 0T0 or via email at [development@mdwillowcreek.com](mailto:development@mdwillowcreek.com), no later than 4:00 p.m. on the 8th day of May, 2020. Any information submitted will become available to the public and is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

DATED at the Town of Claresholm in the Province of Alberta this 22nd day of April, 2020.

Cindy Chisholm  
Manager of Planning & Development  
MD of Willow Creek No. 26



Stavelly, Alberta ★

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**P: 403-549-2120 F: 403-549-2253 Toll Free: 1-877-549-2121**  
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## LOCAL

# Numerous events cancelled due to COVID-19

STEPHEN TIPPER

Numerous local events that had been scheduled to go ahead in the coming weeks have been cancelled due to COVID-19.

This year's Nanton Parade of Garage Sales, which was to take place June 20, has been cancelled.

The Coutts Centre for Western Canadian Heritage, located northeast of town, has cancelled its En Plein Air event scheduled for June 21.

The Nanton Agri-Park is closed until further notice due to Alberta government regulations around COVID-19, reads a post on the Nanton Ag Society's website and Facebook page.

"Unfortunately this means that there will be no public riding or

riding passes issued until the grounds are able to open again," reads the society's post.

The High Country Soccer League season has been officially cancelled.

Due to COVID-19 restrictions, the Nanton Leos Club announced April 20 another delay in its Food 'n' a Flick event. The Leos are now planning to host the event in mid to late October. Food 'n' a Flick was originally lined up for March 21 at the community centre, but had been rescheduled to April 25 due to COVID-19. "We want to thank our supporters for their patience, not only with the delays, but for doing their part to slow the spread of this unpredictable virus," reads a Facebook post. "Please stay safe and stay tuned for the date!"

# Council waives six-month re-application waiting period

ROB VOGT

The council of the Municipal District of Willow Creek has waived the six-month waiting period usually required before an application for rezoning can be resubmitted.

At its April 22 meeting by video conference, council reviewed a report from administration stating that at the April 8 council meeting a land-use bylaw amendment to redesignate a parcel of land was defeated upon third reading.

Burnco Rock Products had applied to rezone 126 acres in the southeast and southwest quarters of 5-17-28 north of Nanton to rural industrial

from rural general to accommodate a future development application for a gravel pit operation.

Burnco submitted a request for a waiver of the six-month restriction to submit a new land-use bylaw amendment application.

"Burnco intends to modify its proposed area to conform with council's request and due to the simplicity of this change, hopes that the public hearing could be held as soon as possible," said Travis Coates of Burnco in the letter.

Council then agreed to waive the six-month period required before Burnco could re-apply to have the land rezoned.

CONTACT THE NANTON NEWS

www.nantonnews.com

Twitter: @NantonNews

Facebook: Nanton News

Mailing address: 104-701  
Centre Street SW High River,  
Alberta T1V 1Y17

Phone: 403-652-2034

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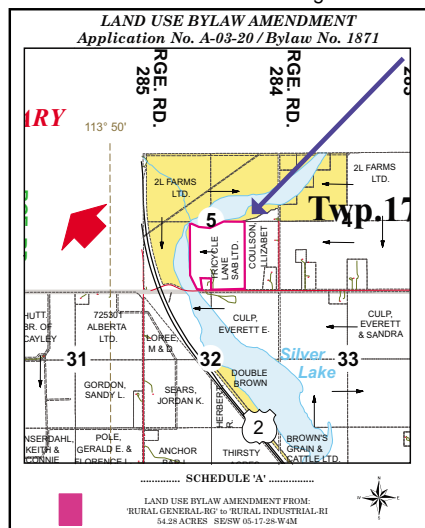
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DATED at the Town of Claresholm in the Province of Alberta this 22nd day of April, 2020.

Cindy Chisholm  
Manager of Planning & Development  
MD of Willow Creek No. 26



# MD ends year with surplus

ROB VOGT

The Municipal District of Willow Creek ended 2019 with a surplus of more than \$1 million, transferring \$700,000 of that to a reserve for bridges.

At its April 22 meeting held by video conference, MD council reviewed the financial statements with Michael Zuback of Meyers

Norris Penny, the MD's auditor.

"Our opinion is a clean one," he told councillors. "So we didn't find any issues."

The MD finished the year with an unrestricted surplus of \$1,006,290.

Council agreed to transfer \$700,000 of that surplus to a bridge file that already contained \$3,432, increasing the reserve account to \$703,432.

The unrestricted surplus changes \$306,290 from \$1,006,290.

Johanne Hannas, the MD's director of finance, explained the transfer will help the MD in applying for future grants.

★

Stavelly, Alberta ★

★

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## RURAL INDUSTRIAL – RI

### INTENT

The intent of this land use district is to accommodate isolated or grouped noxious, rural industrial, resource extraction or other compatible uses in the municipality without compromising the conservation of agricultural land for agricultural purposes, through the regulation of the following permitted and discretionary uses.

### 1. LAND USES

#### (1) Permitted Uses\*

- Accessory buildings
- Accessory structures

#### (2) Discretionary Uses

- Airplane hangar
- Airport site or airstrip
- Alternative/renewable energy
- Auction facility
- Auction mart
- Automotive sales and service
- Batch plant
- Building supply center
- Car wash
- Commercial use
- Convenience store
- Employee housing
- Entertainment establishment
- Entertainment establishment, adult
- Family campground
- Financial institution
- Food service/catering
- Freight terminal
- Gaming or gambling establishment
- Grouped noxious industry
- Grouped rural industry
- Heavy industrial
- Heliport
- Helipad
- Highway commercial
- Hostel
- Hotel and motel
- Household repair service

---

\* See Schedule 3, Development Not Requiring a Development Permit.



Incineration facility  
Industrial equipment sales and rental  
Industrial manufacturing  
Industrial operation  
Kennel - Category 1 and 2  
Laundromat  
Light industrial/manufacturing  
Liquor store  
Market garden  
Mechanical and structural repair  
Medical and dental office  
Modular home sales and service  
Moved-in building  
Noxious industry  
Office  
Outdoor storage  
Outdoor vehicle storage  
Personal service  
Public and private utility  
Ready to move structure (RTM)  
Recreational vehicle sales and rentals  
Recreational vehicle storage  
Residential accommodation in conjunction with an approved use  
Resource extraction  
Restaurant and lounge  
Retail outlet  
Rural industry  
Sea can storage  
Service station  
Sign  
Solar energy system, commercial/industrial  
Sports club  
Surveillance suite  
Taxidermy  
Tower  
Travel agency  
Truck sales and service  
Truck stop  
Truck transport depot  
Truck wash  
Vehicle service and repair  
Warehouse  
Warehousing  
Warehouse store  
Welding shop  
Wind Energy Conversion System (WECS) - Category 1, 2 and 3



## Workshop

### (3) Prohibited Uses

Any use not found in Permitted or Discretionary, and not considered a similar use, shall be prohibited, unless the lands are redesignated to accommodate the development.

## 2. PARCEL AND LOT SIZES

### (1) Extensive Agriculture

- (a) existing parcels; or
- (b) 64.75 ha (160 acres) or an unsubdivided quarter section.

### (2) All Other Uses

- (a) existing parcels; or
- (b) minimum of 0.4 ha (1 acre).

## 3. MINIMUM SETBACK REQUIREMENTS

### (1) Uses

	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All uses	6.10	20	3.05	10	6.10	20
Fences	0	0	0	0	0	0

- (2) All buildings, structures and development other than extensive cultivation or grazing on parcels having frontage on a primary highway may have special requirements for setback, access and service roadways as determined by the Municipal Planning Commission in accordance with the requirements of Alberta Transportation.
- (3) All buildings, structures and development to be located in close proximity to an escarpment, coulee break, river bank or other geographical feature may have special requirements for setback as determined by the Municipal Planning Commission.

## 4. SITE COVERAGE

The maximum site coverage percentage on the parcel shall be determined by the Municipal Planning Commission.

## 5. DEVELOPMENT REFERRAL REQUIREMENTS

- (1) The Municipal Planning Commission may recommend to Council the designation of a rural industrial land use district.
- (2) Council or the designated officer shall refer any proposed designation of a rural industrial land use district to the municipality's planner for comment prior to making a decision.

- (3) The designated officer shall refer a proposed designation to rural industrial or a proposed industrial use located within 0.8 km (½ mile) of a designated highway to Alberta Transportation for comment prior to a decision being made.
- (4) An application for industrial use which is:
  - (a) adjacent to or within an environmentally significant area, critical wildlife zone, regionally sensitive area, riparian area or waterbody; or
  - (b) within 0.8 km (½ mile) of a primary highway, except within a designated hamlet;shall be referred by the designated officer to the municipality's planner for comment before the Municipal Planning Commission considers the application.

## **6. AREA STRUCTURE PLANS / CONCEPTUAL SCHEMES**

The Municipal Planning Commission may require the preparation of an area structure plan or a conceptual scheme prior to considering an application or as a condition of approval for any use within this land use district.

## **7. GROUPED NOXIOUS INDUSTRY**

- (1) Designation or development of an area for grouped noxious industry shall not be approved by Council or the Municipal Planning Commission if said area is:
  - (a) within a designated hamlet;
  - (b) less than 3.2 km (2 miles) from a town, village or designated hamlet;
  - (c) less than 1.6 km (1 mile) from a provincial, regional or municipal park or recreation area;
  - (d) less than 0.8 km (½ mile) from an existing or approved residence;
  - (e) less than 0.8 km (½ mile) from an existing or approved grouped country residential development;
  - (f) less than 0.8 km (½ mile) from either side of a designated highway, unless provided for in an area structure plan approved by Alberta Transportation;
  - (g) adjacent to an environmentally significant area, critical wildlife zone, regionally sensitive area, riparian area or a waterbody, unless the Municipal Planning Commission is satisfied suitable measures shall be undertaken to minimize any nuisance, hazard or noxious effect.
- (2) Applications for development expansion or for separate parcels in an area designated for grouped noxious industry may be approved or recommended for approval provided:
  - (a) the area of any proposed parcel is a minimum of 0.4 ha (1 acre);
  - (b) the proposed development or parcel shall be serviced to the satisfaction of the Municipal Planning Commission;
  - (c) the proposed use or operation will be developed in such a manner no run-off water can directly enter any waterbody, watercourse, groundwater, irrigation system or public roadway ditch;





- (d) there will be adequate provision for water treatment, temporary waste storage facilities and arrangements for waste disposal in accordance with standards set by the appropriate provincial departments and other approving authorities.

## **8. RURAL OR NOXIOUS INDUSTRY**

The site of a rural or noxious industry may be approved for development, expansion or for approval as a separate parcel provided:

- (a) the area of the proposed parcel is a minimum of 0.4 ha (1 acre);
- (b) in the opinion of the Municipal Planning Commission the proposed location is suitable for and will be developed for the proposed use within a period of two years;
- (c) the proposed development or parcel will be serviced to the satisfaction of the Municipal Planning Commission;
- (d) the proposed use or operation will be developed in such a manner no run-off water can directly enter any waterbody, watercourse, groundwater, irrigation system, public roadway ditch, riparian area, critical wildlife zone, environmentally significant area, or regionally sensitive area;
- (e) there will be adequate provision for water treatment, temporary waste storage facilities and waste disposal in accordance with standards set by the appropriate provincial government departments and other approving authorities; and
- (f) all surface run-off associated with the development shall be contained on site.

## **9. RIVER VALLEYS AND SHORELANDS**

- (1) Before approving any application to locate or expand any land use in or adjacent to a river valley or shoreland area, the Municipal Planning Commission shall refer such an application to any local, regional, or federal government agency if, in its opinion, has an interest in land use management.
- (2) No application to locate or expand any land use in or adjacent to a river valley or shoreland area shall be approved unless, in the opinion of the Municipal Planning Commission, the proposal will not:
  - (a) be located in a flood prone area;
  - (b) cause soil erosion or damage to a river bank;
  - (c) cause deterioration of water quality;
  - (d) hinder the flow of water to the river;
  - (e) compromise aesthetic quality or natural amenities;
  - (f) be detrimental to an environmentally significant area, regionally sensitive area, critical wildlife zone, riparian area or a waterbody;
  - (g) have a detrimental effect on adjoining or nearby agricultural operations if the proposed development is a non-agricultural use;
  - (h) have a detrimental effect on existing or proposed recreation areas; and



- (i) have a detrimental effect on existing or proposed irrigation canals or water diversion structures.

#### **10. SERVICES, TRANSPORTATION AND UTILITIES FACILITIES**

- (1) No application to locate or expand any land use shall be approved unless, in the opinion of the Municipal Planning Commission, the proposed use will not have a detrimental effect on any:
  - (a) transportation or communication systems, including designated highways, municipal roadways, railways, airport sites or communication facilities;
  - (b) an environmentally significant area, a regionally sensitive area, critical wildlife zone, riparian area, waterbody, area of historic or archaeological significance; or
  - (c) utility facilities, including irrigation works, pipelines and power transmission lines.
- (2) Any application for development located in the vicinity of a sour gas pipeline shall be circulated to the Alberta Energy Regulator for comments.

#### **11. RURAL INDUSTRIAL AREAS**

- (1) The Municipal Planning Commission may recommend to Council the designation of a rural industrial area. The municipality's planner shall be notified of any designation by Council of a rural industrial area.
- (2) Rural industrial areas shall, where possible:
  - (a) be located on poor agricultural land unless such locations, in the opinion of the Municipal Planning Commission, are not reasonably available;
  - (b) be serviced to the satisfaction of the Municipal Planning Commission; and
  - (c) use only the minimum area of land required.

#### **12. STANDARDS OF DEVELOPMENT – See Schedule 4.**

#### **13. MOBILE/MODULAR HOME DEVELOPMENT STANDARDS – See Schedule 5.**

#### **14. MODULAR HOME COMMUNITY STANDARDS – See Schedule 6.**

#### **15. MOVED-IN BUILDINGS – See Schedule 7.**

#### **16. OFF-STREET PARKING AND LOADING AREA REQUIREMENTS – See Schedule 8.**

#### **17. SIGN REGULATIONS – See Schedule 9.**

#### **18. WIND ENERGY CONVERSION SYSTEMS – See Schedule 11.**

#### **19. SOLAR ENERGY SYSTEM AND ALTERNATIVE/RENEWABLE ENERGY SYSTEM – See Schedule 12.**

#### **20. FEES – See Appendix C.**

## Nanton Pit

proposed  
redesignation



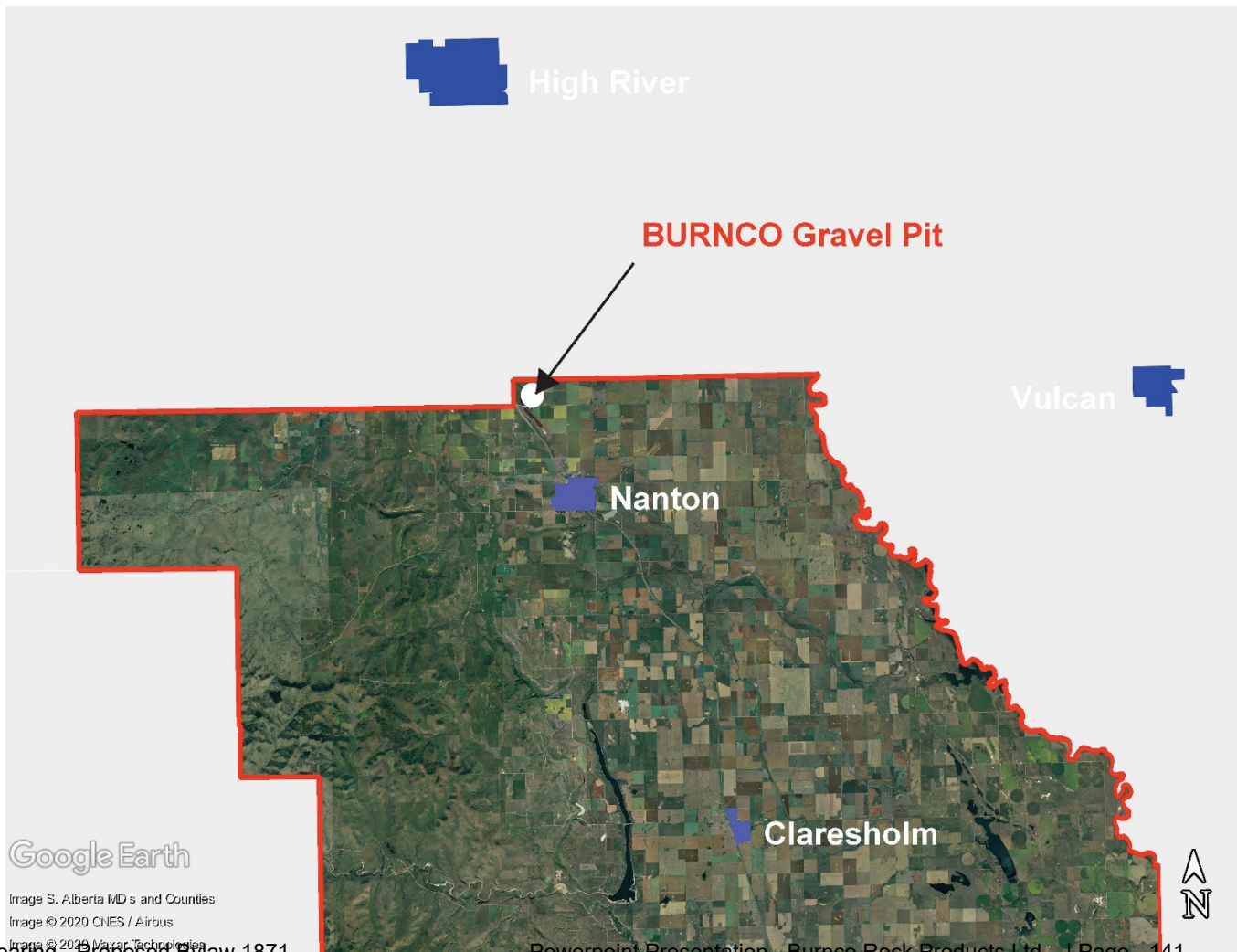
# Agenda

- 1) Overview
- 2) Development Plan
- 3) Key Mitigations (Noise/Dust/Truck Traffic)
- 4) Closure

# Overview

- BURNCO is a family owned, Alberta based company, that has been in operation since 1912
- BURNCO employs more than 1600 employees in Canada and the US
- BURNCO's four main divisions are:
  - **Aggregate Division** - sand, gravel, and crushed stone used in construction
  - **Ready Mix Division** – pre-mixed concrete for construction projects
  - **Asphalt Division** – hot and cold mixes for paving projects
  - **Landscape Division** – distribute landscape materials to contractors and homeowners

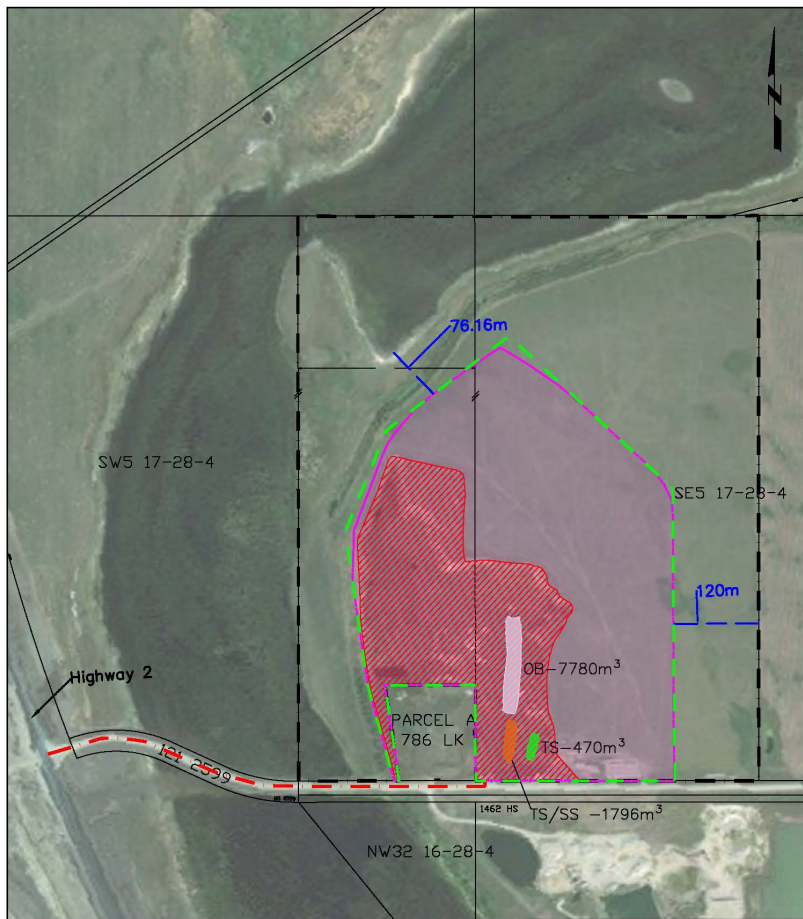




# Overview

- Site previously operated in the 1970s
- BURNCO involvement in the late 1980s and early 1990s
- Recent material supply inquiries have triggered a desire to re-open this site
- Rezoning for disturbance area only. Previously application had been rezoning for entire parcel (126 acres Rural General). Will create:

續 Parcel 1: Rural Industrial (54.28 acres)



**LEGEND:**  
 - - - Property Boundary  
 - - - Proposed Rezoning Area - 21.97 ha (54.28 acres)  
 - - - Proposed Future Development Area - 20.82 ha (51.44 acres)  
 - - - Existing Disturbance - 8.60 ha (21.25 acres)  
 - - - Topsoil Pile  
 - - - Subsoil Pile  
 - - - Overburden Pile  
 - - - Proposed Haul Route  
 - - - Distance From Adjacent Features

**BURNGO Rock Products Ltd**  
 Nanton Pit  
 Site Plan  
 S 1/2 Sec 05-17-28 W4M  
 DATE DRAWN: APR. 2020  
 SCALE: 1:5000  
 DATE REVIS: APR. 2020  
 DRAWN BY: TY  
 CHECKED BY: TC  
 DWG. NO: 1

- 8.60 ha (21.25 acres) previously mined
- 12.22 ha (30.19 acres) of future mining area
- Total development area = 20.82 ha (51.44 acres)
- Total land use area = 21.97 ha (54.28 acres)
- Estimated 1,200,000 tonnes remaining

# Overview

- BURNCO has held provincial authorizations for a gravel pit at this site since 1985
- Site is currently registered as a gravel pit with Alberta Environment:
  - ◻ Code of Practice registration # 16030-02-00
  - ◻ \$119,363.10 Letter of Credit held by Alberta Environment
  - ◻ Registration + Letter of Credit help to ensure reclamation
- BURNCO still requires a municipal Development Permit + Roadside

# Development Plan

- Key Activities:

- Crushing Operations
- Hauling Operations
- Earthmoving

- Proposed Hours of Operation:

- 7am – 7pm; Monday through Saturday
- All Activities

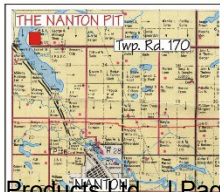
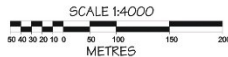




# LEGEND

- Property Line
- Limit of Excavation
- Pre-1978 Excavation
- Post-1978 Excavation
- Cross Section
- Dugout
- Fence
- Trees

DRAFT



BURNSWEST CORPORATION		
THE NANTON PIT		
TOPOGRAPHY AND EXISTING DISTURBANCE		
S. 1/2 Sec. 5 - Twp. 17 - Rge. 28 - W4M.		
Drawn by	B. Peterson	Date
Checked by	Dennis Toerndoff	June, 2005
Figure 1		



Draft

# LEGEND

## EXISTING STOCKPILES

- A AGGREGATE PILE
- TS TOPSOIL
- OB OVERBURDEN
- SS SUBSOIL

## PROPOSED STOCKPILES

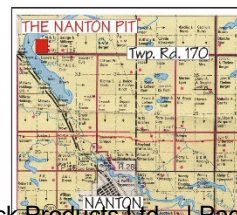
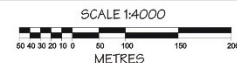
- TS TOPSOIL
- SS SUBSOIL
- OB OVERBURDEN

## MATERIALS HANDLING

- DIRECTLY PLACED
- ✱→ PLACED FROM STOCKPILE

## FEATURES

- PROPERTY LINE
- 3 m PROPERTY LINE BUFFER
- PROPOSED EXCAVATION BLOCKS
- A A' CROSS SECTION
- DUGOUT
- FENCE
- ~ TREES



**BURNSWEST CORPORATION**

THE NANTON PIT

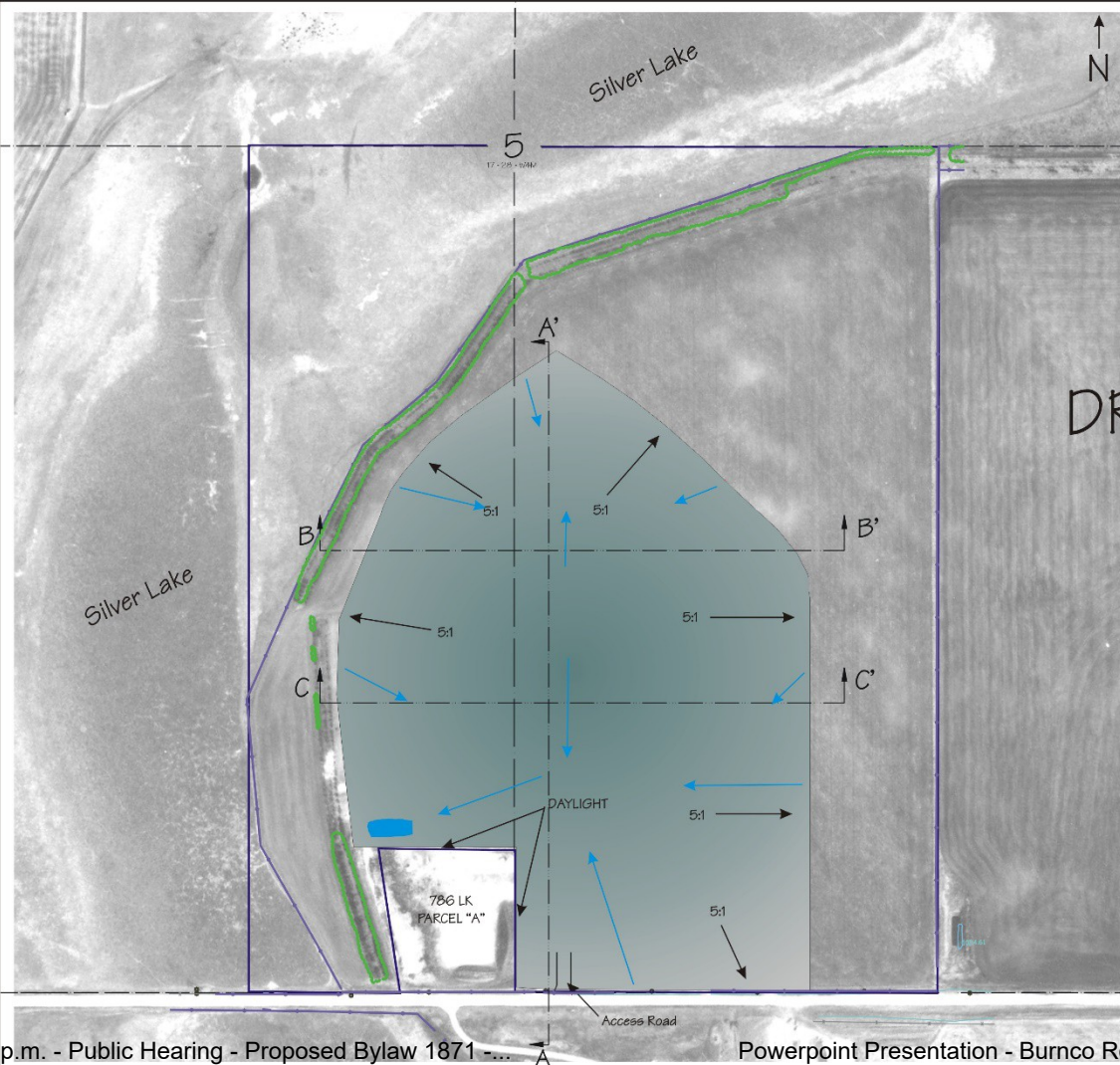
PROPOSED DEVELOPMENT PLAN

S. 1/2 Sec. 5 - Twp. 17 - Rge. 28 - W4M.

Drawn by: B. Peterson	Date: May 26, 2006	Printing No: Figure 2
S. 1/2 Sec. 5 - Twp. 17 - Rge. 28 - W4M.		

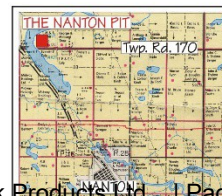
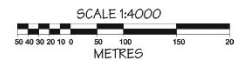
**PIONEER**  
LAND & ENVIRONMENTAL SERVICES





# LEGEND

- PROPERTY LINE
- 3 m PROPERTY LINE BUFFER
- LIMIT OF EXCAVATION
- CROSS SECTION
- DUGOUT
- FENCE
- TREES
- 5:1 → SLOPE OF RECLAIMED PIT FACE (no steeper than)
- AREA RECLAIMED TO PASTURE/HAYLAND
- DRAINAGE



BURNSWEST CORPORATION		
THE NANTON PIT		
RECLAMATION PLAN		
S. 1/2 Sec. 5 - Twp. 17 - Rge. 28 - W4M.		
Drawn by: B. Peterson	Date: June, 2005	Figure 3
Checked by: Dennis Loversoff		

# Key Mitigations

## BURNCO Noise & Dust Control Measures - Processing

- ❑ BURNCO's crushers will be enclosed in a sound and dust retarding blanket
- ❑ Sound absorbing baffles will be installed on the electrical generating sets
- ❑ Impact noise will be minimized by using rubber liners at transfer points
- ❑ Water misting of finer material on conveyor transfer points
- ❑ All equipment will follow a regular maintenance program





# Key Mitigations

## BURNCO Noise & Dust Control Measures - Site

- ❑ Back-up alarms on heavy equipment are set at the minimum level allowed by Alberta Occupational Health and Safety
- ❑ Broadband back up alarms will be used on all equipment where practical
- ❑ Strobe light warning systems will be used as an alternative to the back-up alarms after dusk
- ❑ Progressively reclaim the site as feasible

# Key Mitigations

## BURNCO Noise & Dust Control Measures - Trucking

- ❑ Provide dust control and road maintenance on the in-pit roads
- ❑ Dust control on Township Road 170 if needed
- ❑ A 30 km speed limit in the pit area will reduce traffic noise
- ❑ BURNCO's trucking policy prohibits the use of engine retarder brakes at our operations
- ❑ Tarp all truck loads of materials when they leave the pit



- ❑ BURNCO encourages use of the ASGA Truck Registry system

# Closure

# Closure

□ BURNCO believes this site can be operated successfully

◻ Numerous sites and experience

◻ Responsive to concerns

◻ Provincial permits in place

◻ Short haul to Highway #2

◻ Site mined previously

◻ Remaining activity would support final closure

Please support the requested redesignation

# Thank You





## Municipal District of Willow Creek #26 For Information

Agenda Item #

Date Submitted: May 1, 2020

Originated by: Administration

Subject: Council May Commitments

### **RECOMMENDATION**

Receive for Information.

### **SUMMARY**

Council has the following commitments for May, June, July 2020

#### **MAY**

May 6<sup>th</sup> – 6:30 p.m. - Town of Claresholm IDP Meeting (Zoom Meeting)

May 13 – 9 a.m. – MPC and Council Meeting (Zoom Meeting)

May 26 – 5 p.m. Fort Macleod IDP Meeting (Zoom Meeting)

May 27 – 9:00 a.m. – ASB and Council Meeting (Zoom Meeting)

#### **JUNE**

June 5 – Annual Open House – set at organizational meeting, Council to review date due to the COVID-19 situation

#### **JULY**

July 24 – 5:00 p.m. – Staff BBQ – Granum Park - Homesteader

Prepared By:

Sheila Karsten

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

Reviewed and Approved for Agenda

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



April 20, 2020

Municipal District of Willow Creek No.26  
Box 550  
Claresholm, AB  
T0L 0T0

**RE: TOWN OF FORT MACLEOD APPOINTMENTS TO THE INTERMUNICIPAL  
COLLABORATION FRAMEWORK COMMITTEE**

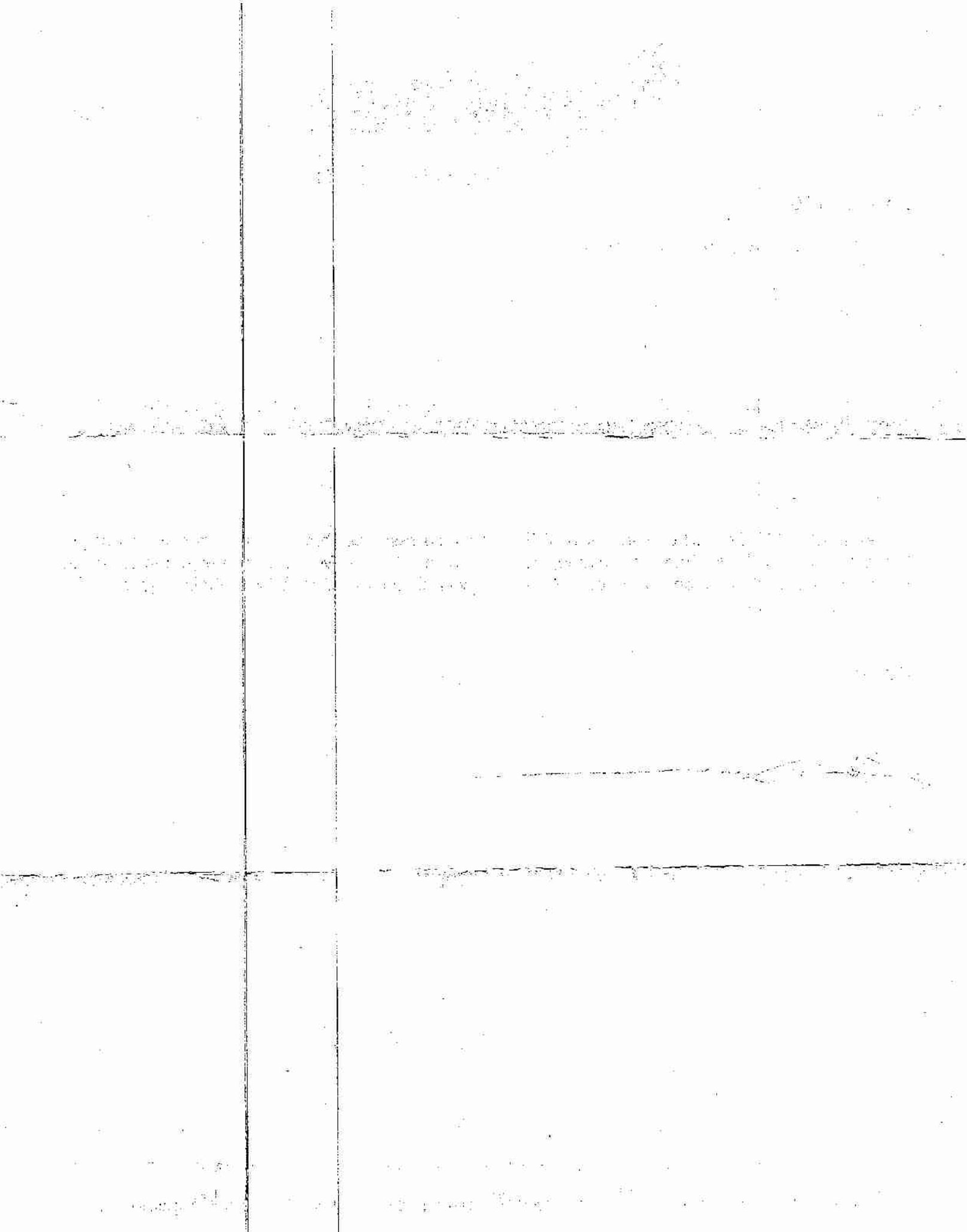
Dear Reeve & Councillors

On April 13, 2020 Council of The Town of Fort Macleod resolved that Mayor Feyter and Councillor Werner Dressler have been appointed as the Town of Fort Macleod representatives to the Intermunicipal Collaboration Framework Committee with Councillor Gord Wolstenholme appointed as an alternate member.

Sincerely,

A handwritten signature in blue ink, which appears to read "Sue Keenan", followed by a long horizontal line.

Sue Keenan  
Chief Administrative Officer  
Town of Fort Macleod





**Town of Nanton**

1907 21 Avenue, PO Box 609, Nanton, Alberta T0L 1R0  
P 403.646.2029 F 403.646.2653 [nanton.ca](http://nanton.ca)

April 17, 2020

RECEIVED

APR 20 2020

M.D. Willow Creek  
P.O. Box 550  
Claresholm, Alberta  
T0L 0T0

Dear Reeve and Council Members:

At its Regular Meeting of Council held April 6, 2020, appointments were approved to the Intermunicipal Collaboration Framework Committee as follows:

**RESOLUTION # 79 - 20/04/06 – West**

*Moved to appoint Councillor Victor Czop and Councillor Beryl West as Town of Nanton Council representatives to the Intermunicipal Collaboration Framework Committee and further moved that Mayor Jennifer Handley be named as the alternate Council representative to the ICF Committee. CARRIED*

These representatives may be contacted through the Town Office at 1907 – 21 Avenue, P.O. Box 609, Nanton, Alberta T0L 1R0 or via their email addresses as:

Councillor Victor Czop  
Councillor Beryl West  
Mayor Jennifer Handley

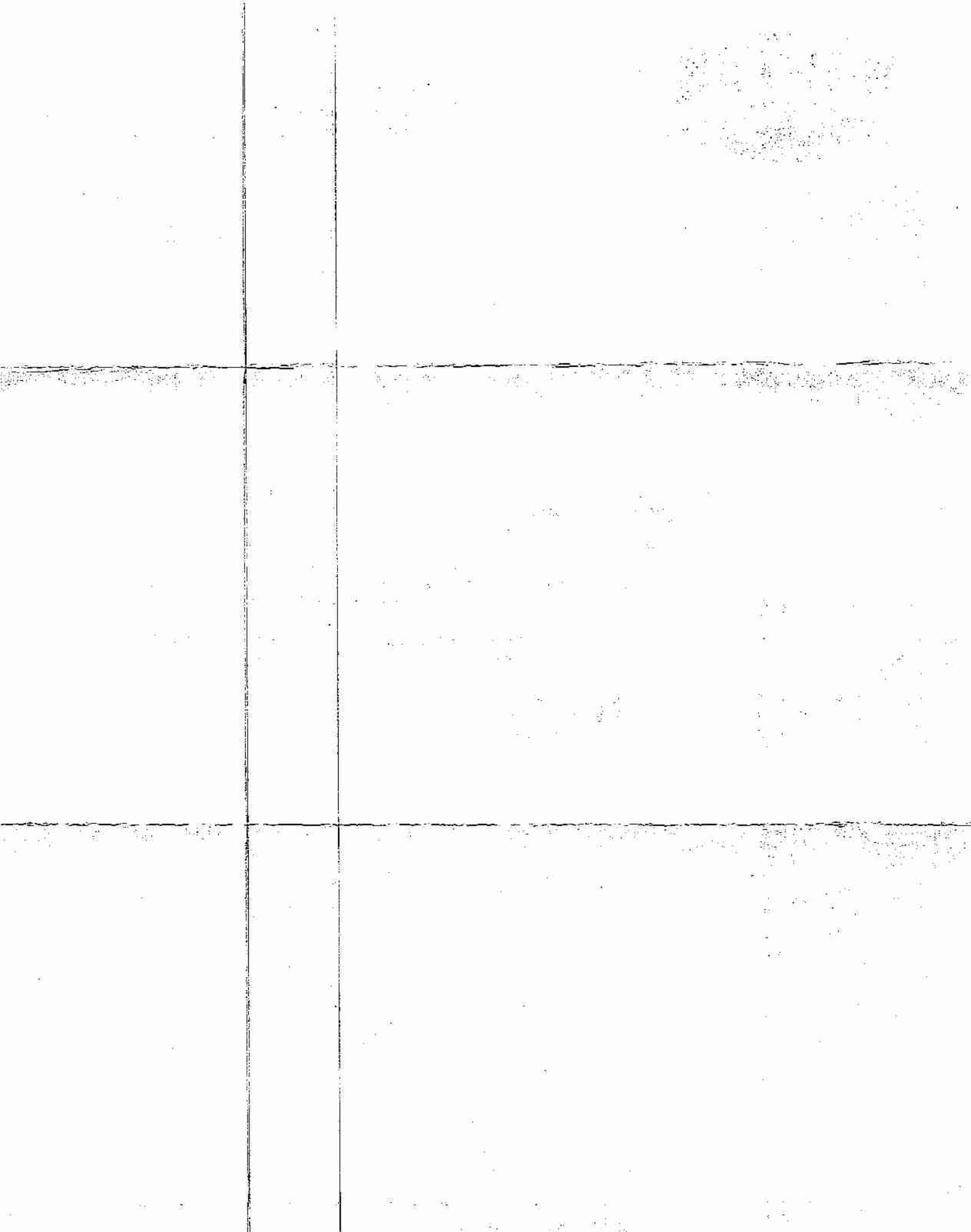
[vczop@nanton.ca](mailto:vczop@nanton.ca)  
[bwest@nanton.ca](mailto:bwest@nanton.ca)  
[jhandley@nanton.ca](mailto:jhandley@nanton.ca)

Thank you.

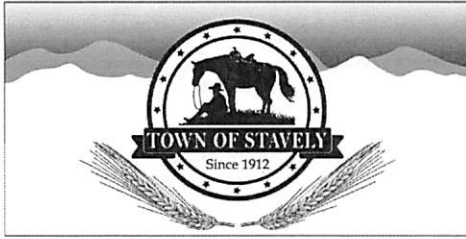
Sincerely yours,  
Town of Nanton

Neil Smith, MCIP, RPP  
Chief Administrative Officer

:||







*Town of Stavely*

*Box 249*

*Stavely, AB.*

*T0L 1Z0*

*Office: 403-549-3761*

*Fax: 403-549-3743*

April 20, 2020

M.D. of Willow Creek  
P.O. Box 550  
Claresholm, AB  
T0L 0T0

RE: Town of Stavely Appointments to the Intermunicipal Collaboration Framework Committee

Dear Reeve and Councillors,

On February 24, 2020 Council of The Town of Stavely resolved that Mayor Gentry Hall and Councillor Michael Varey have been appointed as the Town of Stavely representatives to the Intermunicipal Collaboration Framework.

Gentry Hall and Michael Varey can be contacted through the Town of Stavely Office Box 249 Stavely, AB. T0L 1Z0.

Sincerely,

Candice Greig  
Chief Administrative Officer  
Town of Stavely

RECEIVED  
MAY - 5 2020

*Town of Stavely – [www.stavely.ca](http://www.stavely.ca)*

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

CHINOOK ARCH LIBRARY BOARD MEETING - APRIL 2, 2020

## CHINOOK ARCH AND COVID-19 PANDEMIC RESPONSE - UPDATE

As a result of an order from Alberta's Chief Medical Officer of Health, all public recreational facilities have been closed in an effort to slow the spread of the virus that causes COVID-19. Public libraries are included in this order. Chinook Arch remains operational, with some service reductions.

Services that have been impacted include: cataloguing and processing, interlibrary loans, and delivery. In-library programming is being reconfigured for online delivery. Chinook Arch continues to offer IT support, consulting support, and direct support to patrons, many of whom are attempting to access OverDrive, hoopla, and other online services for the first time. Chinook Arch has also purchased a subscription to Zoom videoconferencing, and has made it available to member libraries and boards that wish to hold virtual meetings. Libraries continue to order materials, and Chinook Arch is ensuring that those orders are processed. To meet increased demand, Chinook Arch has invested additional funds in online resources.

## APRIL BOARD MEETING SUMMARY

Due to the COVID-19 Pandemic, the regular meeting of the Chinook Arch Library Board was moved online. Trustees were provided with the meeting materials (with enhanced explanatory notes), and then invited to cast their votes using an online survey tool. A Zoom meeting was also scheduled for the time of the regular meeting, and trustees were invited to join the meeting to ask any questions they had about the contents of the meeting package. A total of 31 trustees cast votes online, with every motion but one passing unanimously.

Important agenda items included the 2019 Annual Reports for Chinook Arch, and its two outlet libraries, along with the 2019 Audited Financial Statements. Chinook Arch received a clean audit opinion from its auditor, Insight LLP

of Lethbridge. The Board ended the year in a solid financial position, with a modest surplus after year-end transfers to pay for reserve-funded projects completed during the year.

Surplus funds from the building renovation project will be transferred back into the Building Reserve once the final building project report has been submitted and approved by Municipal Affairs. These funds will replenish the reserves that were depleted to complete needed repairs done before the receipt of the building project funds.





## BOARD MEMBERS PRESENT

**\*Note that the April "meeting" was held virtually due to the COVID-19 pandemic. The following members cast a vote online. In addition, three members cast a vote but did not identify themselves; therefore, their vote is not counted here.**

Arrowwood	Wendy Williams
Barnwell	Jane Johnson
Cardston	Dennis Barnes
Cardston County	Lloyd Kearl
Carmangay	JoAnne Juce
Claresholm	Tony Hamlyn
Coaldale	Briane Simpson
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Kainai Board of Education	Linda Weasel Head
Lethbridge	Heather Woodruff
LPL Resource Centre	Wendy Kalkan
Lomond	Marie Logan
Magrath	DeVar Dahl
Milk River	Margaret McCanna
Milo	Christopher Northcott
Nanton	Lise Mayne
Picture Butte	Teresa Feist
Pincher Creek	Mark Barber
Pincher Creek MD	Sandra Baker
Raymond	Joan Harker
Taber	Carly Firth
Taber MD	Tamara Miyanaga
Vulcan	Liz Hammond
Vulcan County	Doug Logan
Warner County	Morgan Rockenbach
Waterton	Lesley Little
Willow Creek MD	Maryanne Sandberg
Ministerial Appointment	Vic Mensch

## LIBRARIES UNDER COVID-19

With all Alberta libraries closed to the public, libraries and library systems are finding innovative ways to continue to serve their patrons. Several libraries in the Chinook Arch region are offering curbside pick-up service, with library staff placing bags of materials outside the library for patron pick-up. Readers are increasingly turning to ebooks and audiobooks, which are available from the Chinook Arch website. Daily usage of these services has increased an average of 33% compared to February. Patrons are borrowing almost 900 items per day from OverDrive alone! Programming is moving online as well, with the Digital Literacy Exchange Program and Seniors and Intergenerational Program classes being configured for remote delivery. And watch for a virtual Summer Reading Program in 2020!



**Libraries across southern Alberta take part in Chinook Arch's Senior and Intergenerational Programs.**  
*Top Left: Jim and Mary Kearl Library of Cardston*  
*Top Right: Barnwell Public Library*  
*Bottom: Milo Library*

## POLICY REVIEW

The Board reviewed and approved the following updated policies:

- Planning & Facilities Committee Timeline and Workplan
- Finance & Personnel Committee Timeline and Workplan
- Marketing/Communications Committee Timeline and Workplan

## CONTACT US

Chinook Arch Regional Library System  
 2902 7th Avenue North  
 Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



[facebook.com/  
chinook.arch7](https://facebook.com/chinook.arch7)



[@chinooklib](https://www.instagram.com/chinooklib)



[@chinooklib](https://twitter.com/chinooklib)



KPMG LLP  
500 Lethbridge Centre Tower  
400-4th Avenue South  
Lethbridge Alberta T1J 4E1  
Canada  
Tel (403) 380-5700  
Fax (403) 380-5760

Ms. Jackie Vanee- Palmer  
Board of Directors  
Willow Creek Foundation  
PO Box 790  
Fort Macleod, Alberta  
T0L 0Z0

March 19, 2020

Dear Sir/Madam:

In planning and performing our audit of the consolidated financial statements of Willow Creek Foundation ("the Entity") for the period ended December 31, 2019, we obtained an understanding of internal control over financial reporting (ICFR) relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR. Accordingly, we do not express an opinion on the effectiveness of the Entity's ICFR.

Our consideration of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. As a result, any matters reported below are limited to those deficiencies in ICFR that we identified during the audit.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

#### **IDENTIFICATION**

Refer to the Appendix A for the definitions of various control deficiencies.

#### **OTHER CONTROL DEFICIENCIES**

We identified certain control deficiencies that we determined to be other control deficiencies in ICFR that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention, refer to Appendix B.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.



Willow Creek Foundation  
February 3, 2020

#### USE OF LETTER

This letter is for the use of management and those charged with governance in carrying out and discharging their responsibilities and should not be used for any other purpose or anyone other than management and those charged with governance. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this letter has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Yours very truly,

*KPMG LLP*



## Appendix A

Terminology	Definition
<b>DEFICIENCY IN INTERNAL CONTROL</b>	A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing; or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or the person performing the control does not possess the necessary authority or competence to perform the control effectively.
<b>SIGNIFICANT DEFICIENCY IN INTERNAL CONTROL</b>	A significant deficiency in internal control is a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

## Appendix B

### Other Control Deficiencies

DESCRIPTION	POTENTIAL EFFECT
<ul style="list-style-type: none"><li>• Segregation of Duties</li></ul>	<p>In common with many small organizations, it is not practical to achieve adequate segregation of duties on incompatible functions. Due to staffing limitations, accounting functions including initiating transactions, approving transactions, posting and settling transaction are often performed by the same individual. While compensating controls, such as comparisons to budgets, dual signing authorities and monthly review of financial information may assist in meeting your governance responsibilities, they do not eliminate this overriding weakness in your system. To assist your Board in meeting its governance responsibilities, you should ensure that proper review procedures exist to compensate for the lack of segregation of duties.</p>



KPMG LLP  
500, 400-4th Avenue South  
Lethbridge AB T1J 4E1  
Canada  
Tel 403-380-5700  
Fax 403-380-5760

## REPORT ON SPECIFIED AUDITING PROCEDURES

To the Board of Directors of the Willow Creek Foundation

As specifically agreed, we have performed the following specified auditing procedures enumerated below in connection with the rent charged to tenants of the Willow Creek Foundation for the year ended December 31, 2019 in accordance with the established incomes and the applicable rent-to-income scale.

We inspected ten tenant files to ensure that the Willow Creek Foundation has verified the tenant incomes. For each of the tenant files selected, we examined the rent charged to determine whether they were in accordance with the established incomes and the applicable rent-to-income scale.

As a result of applying the above procedures no exceptions were noted.

We make no representation regarding the appropriateness and sufficiency of the specified auditing procedures. These specified auditing procedures do not constitute an audit or review of the rent charged by the Willow Creek Foundation in accordance with the established incomes and the applicable rent-to-income scale, and therefore we are unable to and do not provide any assurance on the rent charged by the Willow Creek Foundation in accordance with the established incomes and the applicable rent-to-income scale.

Our report is intended solely for the Board of Directors of the Willow Creek Foundation and Alberta Seniors and Housing and should not be distributed or used by other parties other than the Board of Directors of Willow Creek Foundation or Alberta Seniors and Housing.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants

Lethbridge, Canada

March 19, 2020

Consolidated Financial Statements of

**WILLOW CREEK  
FOUNDATION**

And Independent Auditors' Report thereon

Year ended December 31, 2019



KPMG LLP  
500 Lethbridge Centre Tower  
400-4th Avenue South  
Lethbridge Alberta T1J 4E1  
Canada  
Tel (403) 380-5700  
Fax (403) 380-5760

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Willow Creek Foundation

### **Opinion**

We have audited the consolidated financial statements of Willow Creek Foundation (the Entity), which comprise:

- the consolidated statement of financial position as at December 31, 2019
- the consolidated statement of revenue over expenses for the year then ended
- the consolidated statement of changes in net assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies
- the statement of operations-Lodges for the year then ended
- the statement of operations- Manors for the year then ended

(Hereinafter referred to as the "consolidated financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2019 and its consolidated results of revenue over expenses and its consolidated cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### **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 "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the Foundation in accordance with the ethical requirements that are relevant to our audit of the consolidated 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 for the Financial Statements***

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Foundation'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 Foundation or to cease operations, or has no realistic alternative but to do so.

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

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' 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 the consolidated 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:

- Identify and assess the risks of material misstatement of the consolidated 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 Foundation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Page 3

- 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 Foundation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the consolidated 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 auditors' report. However, future events or conditions may cause the Foundation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- 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.

*KPMG LLP*

Chartered Professional Accountants

Lethbridge, Canada

March 19, 2020

# WILLOW CREEK FOUNDATION

## Consolidated Statement of Financial Position

December 31, 2019, with comparative information for 2018

	Lodges	Manors	Total 2019	Total 2018
<b>Assets</b>				
Current assets:				
Cash (note 2)	\$ 131,405	\$ 18,344	\$ 149,749	\$ 318,701
Trust accounts	-	10,208	10,208	7,408
Accounts receivable (note 3)	15,854	1,947	17,801	26,127
Prepaid expenses	6,650	-	6,650	5,485
	153,909	30,499	184,408	357,721
Capital assets (note 4):				
Capital assets	10,038,116	-	10,038,116	10,036,053
Less accumulated amortization	518,775	-	518,775	178,688
	9,519,341	-	9,519,341	9,857,365
	\$ 9,673,250	\$ 30,499	\$ 9,703,749	\$ 10,215,086

See accompanying notes to consolidated financial statements.

	Lodges	Manors	Total 2019	Total 2018
<b>Liabilities and Net Assets</b>				
<b>Current liabilities:</b>				
Accounts payable and accrued liabilities (note 5)	\$ 36,226	\$ 13,091	\$ 49,317	\$ 65,566
Wages payable	14,245	-	14,245	19,584
Payable to Alberta Social Housing Corporation ("ASHC") (note 6)	-	2,000	2,000	27,575
Deferred contributions	-	5,200	5,200	5,200
Deferred revenue	5,391	-	5,391	5,951
Deposits	1,200	10,208	11,408	8,558
Callable debt (note 7)	150,000	-	150,000	150,000
	207,062	30,499	237,561	282,434
Callable debt due thereafter	1,580,000	-	1,580,000	1,880,000
<b>Long-term liabilities:</b>				
Unamortized and deferred capital contributions (note 10)	6,993,801	-	6,993,801	7,236,201
<b>Net assets:</b>				
Investment in capital assets	813,755	-	813,755	609,379
Unrestricted	78,632	-	78,632	207,072
	892,387	-	892,387	816,451
<b>Subsequent event and contingencies (note 10)</b>				
	\$ 8,093,250	\$ 30,499	\$ 8,123,749	\$ 8,335,086

See accompanying notes to consolidated financial statements.

DATE: March 27/20

Treasurer

CHAIR OF THE BOARD OF DIRECTORS: Michaela Short

FORT MACLEOD, ALBERTA

MANAGEMENT BODY: WILLOW CREEK FOUNDATION

# WILLOW CREEK FOUNDATION

## Consolidated Statement of Revenue and Expenses

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Operating surplus for the year:		
Willow Creek Foundation - Lodges	\$ 75,936	\$ 45,481
Willow Creek Foundation - Manors	--	--
Excess of revenue over expenses	\$ 75,936	\$ 45,481

See accompanying notes to consolidated financial statements.



# WILLOW CREEK FOUNDATION

## Statement of Operations - Lodges

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget (Unaudited)	2019 Actual	2018 Actual
Revenue:			
Rent	\$ 767,520	\$ 724,584	\$ 278,108
Resident services	47,700	54,111	16,929
Non-Resident services	12,000	13,861	4,926
Grants:			
Lodge Assistance Grant	108,000	111,066	97,346
Provincial – other grants	--	--	2,186
Amortization of deferred capital contributions	--	242,400	123,214
Operational Funding:			
Alberta Health Services agreements	364,560	365,697	191,306
Donations	--	3,785	18,260
Management and administration fees	99,240	100,709	99,024
Investment income	--	1,867	1,565
Requisitions:			
Municipal District of Willow Creek	181,950	181,950	154,066
Town of Fort Macleod	92,413	92,401	78,400
Town of Granum	8,637	8,639	7,534
	1,682,020	1,901,070	1,072,864
Expenditures:			
Human resources	755,100	747,679	435,692
Food	171,000	121,463	55,235
Operating	39,000	43,934	71,544
Maintenance	37,800	80,288	22,564
Utilities	104,200	112,361	68,987
Taxes and land leases	1,400	1,228	1,256
Administration	43,185	39,049	38,594
Health services	300,000	268,178	122,949
Interest on long-term debt	60,000	70,867	37,489
Amortization	75,000	340,087	173,073
	1,586,685	1,825,134	1,027,383
Excess of revenue over expenses	\$ 95,335	\$ 75,936	\$ 45,481

See accompanying notes to consolidated financial statements.

# WILLOW CREEK FOUNDATION

## Statement of Operations - Manors

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget (Unaudited)	2019 Actual	2018 Actual
Revenue:			
Rent	\$ 140,400	\$ 153,414	\$ 152,399
Resident services	14,160	17,210	15,989
Non-Resident services	5,220	5,675	5,688
Operational Funding:			
Management and administration	--	419	1,948
Investment income	--	11	--
	159,780	176,729	176,024
Expenditures:			
Human resources	85,740	85,608	79,533
Operating	1,000	1,018	1,799
Maintenance	43,040	59,466	59,685
Utilities	44,780	44,523	47,033
Administration	17,220	16,114	16,923
	191,780	206,729	204,973
Deficiency of revenue over expenses before deficit funding from			
Alberta Social Housing Corporation	(32,000)	(30,000)	(28,949)
Deficit funding received -			
Alberta Social Housing Corporation	32,000	32,000	30,950
Transfer to Alberta Social Housing Corporation	--	(2,000)	(2,001)
Alberta Social Housing Corporation- deficit funding recognized as revenue (note 6)	32,000	30,000	28,949
Excess of revenue over expenses	\$ --	\$ --	\$ --

See accompanying notes to consolidated financial statements.

# WILLOW CREEK FOUNDATION

## Consolidated Statement of Changes in Net Assets

Year ended December 31, 2019

	Investment in capital assets	Net assets internally restricted	Unrestricted	Total 2019	Total 2018
Balance, beginning of year	\$ 609,379	\$ -	\$ 207,072	\$ 816,451	\$ 770,970
Combined surplus revenue over expenses	-	-	75,936	75,936	45,481
Capital asset additions, net	2,063	-	(2,063)	-	-
Transfers:					
Amortization of capital assets	(340,087)	-	340,087	-	-
Amortization of deferred capital contributions	242,400	-	(242,400)	-	-
Repayment of long-term debt	300,000	-	(300,000)	-	-
Balance, end of year	\$ 813,755	\$ -	\$ 78,632	\$ 892,387	\$ 816,451

See accompanying notes to consolidated financial statements.

# WILLOW CREEK FOUNDATION

## Consolidated Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 75,936	\$ 45,481
Items not involving cash:		
Amortization of capital assets	340,087	173,073
Amortization of deferred capital contributions	(242,400)	(123,214)
	173,623	95,340
Change in non-cash operating working capital:		
Trust accounts	(2,800)	1,352
Accounts receivable	8,326	125,696
Prepaid expenses	(1,165)	(4,314)
Accounts payable and accrued liabilities	(16,249)	(1,956,159)
Wages payable	(5,339)	9,375
Deferred revenue	(560)	2,192
Deposits	2,850	(1,352)
Due to Alberta Social Housing Corporation	(25,575)	2,001
	133,111	(1,725,869)
Financing:		
Repayment of debt	(300,000)	--
Proceeds from callable debt	--	2,030,000
	(300,000)	2,030,000
Investments:		
Purchase of capital assets, with internal funds	(2,063)	(550,958)
Purchase of capital assets, with external funds	--	(919,340)
	(2,063)	(1,470,298)
Decrease in cash	(168,952)	(1,166,167)
Cash, beginning of year	318,701	1,484,868
Cash, end of year	\$ 149,749	\$ 318,701

See accompanying notes to consolidated financial statements.

# WILLOW CREEK FOUNDATION

## Notes to Consolidated Financial Statements

Year ended December 31, 2019

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### Nature of operations:

Willow Creek Foundation (the "Foundation") is incorporated under the Alberta Housing Act and operates the Pioneer Lodge in Fort Macleod, Alberta. Macleod Pioneer Lodge provides room and board for senior citizens. The Foundation also manages government owned and subsidized apartments for seniors in Fort Macleod and Granum. The Foundation operates two separate divisions, Willow Creek Foundation ("Lodges") and the Apartments division ("Manors"). These financial statements present the assets, liabilities, revenues and expenses of both divisions.

### 1. Significant accounting policies:

These consolidated financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The Foundation's significant accounting policies are as follows:

#### (a) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid or have original maturities of less than three months from the date of acquisition.

#### (b) Food and supply inventory:

Food and supply inventory is valued at the lower of cost and net realizable value.

#### (c) Capital assets:

Purchased capital assets are recorded at cost. Capital assets are amortized on a straight line basis over the following estimated useful lives:

Asset	Years
Buildings	30 years
Furniture and equipment	10 - 20 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long term service potential to the Foundation. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.



# WILLOW CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

---

## 1. Significant accounting policies (continued):

### (d) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Foundation has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Foundation determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Foundation expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future year, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

# WILLOW CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

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## 1. Significant accounting policies (continued):

### (e) Revenue recognition:

The Foundation follows the deferral method of accounting for contributions which include donations and government grants. Operating grants are recorded as revenue in the period to which they relate. Grants approved but not received at the end of an accounting period are accrued. Where a portion of a grant relates to a future period, it is deferred and recognized in that subsequent period.

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.

Externally restricted contributions other than endowment contributions are recognized as revenue in the year in which the related expenses are recognized. Contributions restricted for the purchase of capital assets are deferred and amortized into revenue on a straight line basis, at a rate corresponding with the amortization rate for the related capital assets.

Revenue from rent and other services is recognized when the payment is received or receivable, and the service has been provided.

### (f) Contributed services:

A substantial number of volunteers contribute a significant amount of their time each year. Because of the difficulty of determining the fair value, contributed services are not recognized in the financial statements.

### (g) Related party transactions:

Monetary related party transactions and non-monetary related party transactions that have commercial substance are measured at the exchange amount when they are in the normal course of operations, except when the transaction is an exchange of a product or property held-for-sale in the normal course of operations. Where the transaction is not in the normal course of operations, it is measured at the exchange amount when there is a substantive change in the ownership of the item transferred and there is independent evidence of the exchange amount.

All other related party transactions are measured at the carrying amount.

# WILLOW CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 1. Significant accounting policies (continued):

### (h) Use of estimates:

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets; provisions for impairment of accounts receivable. Actual results could differ from those estimates.

## 2. Cash and cash equivalents:

Cash and cash equivalents includes:

	2019	2018
Cash in bank	\$ -	\$ 46,897
Savings account, at 1.0%	128,048	7,522
Savings account, at 0.05%	17,878	260,459
Short-term investments, at 2.00% (2018 - 2.05%)	3,823	3,823
	\$ 149,749	\$ 318,701

## 3. Accounts receivable:

	2019	2018
Goods and services tax recoverable	\$ 8,897	\$ 24,313
Other	8,904	1,814
	\$ 17,801	\$ 26,127

# WILLOW CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 4. Capital assets:

			2019	2018
	Cost	Accumulated amortization	Net book value	Net book value
Land	\$ 100,000	\$ -	\$ 100,000	\$ 100,000
Building	9,708,523	485,510	9,223,013	9,551,663
Furniture and equipment	203,977	29,224	174,753	182,370
Vehicles	7,258	2,178	5,080	5,806
Computer software	6,299	1,260	5,039	5,668
Leasehold improvements	12,059	603	11,456	11,858
	\$ 10,038,116	\$ 518,775	\$ 9,519,341	\$ 9,857,365

During 2018, the Foundation completed the new Pioneer Lodge facility at a total cost of \$9,713,566. This construction was partially funded through a contribution agreement with Alberta Social Housing Corporation, which is disclosed in note 8. The building became operational in 2018 and amortization commenced.

## 5. Accounts payable and accrued liabilities:

	2019	2018
New lodge - construction holdback	\$ -	\$ 15,821
Other	49,317	49,745
	\$ 49,317	\$ 65,566

## 6. Payable to Alberta Social Housing Corporation ("ASHC"):

	2019	2018
Beginning balance	\$ 27,575	\$ 25,574
Deficit funding received	32,000	30,950
Deficit funding and carry forward funding recognized as revenue	(30,000)	(28,949)
Payments made to ASHC	(27,575)	-
Payable to ASHC	\$ 2,000	\$ 27,575

# WILLOW CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 7. Callable debt:

	2019	2018
Canadian Imperial Bank of Commerce ("CIBC") prime plus 0.35% demand loan with agreed repayment terms, payable \$12,500 monthly, plus interest, due September 2039.	\$ 1,730,000	\$ 2,030,000

Although CIBC is accepting payments as indicated above, because of their ability to demand repayment at any time, the loan is callable and included in current liabilities. Principal repayments are as follows: 2020 - \$150,000, 2021 - \$150,000, 2022 - \$150,000, 2023 - \$150,000, 2024 - \$150,000, and \$980,000 thereafter. In 2019, the Foundation repaid an additional \$150,000 on the loan.

The loan was used to finance capital assets related to the construction of the Pioneer Lodge and is secured by a \$3,000,000 mortgage.



# WILLOW CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 8. Unamortized and deferred capital contributions:

Unamortized and deferred capital contributions include:

	Deferred capital contributions	Unamortized deferred capital contributions	Total 2019	Total 2018
Opening balance, beginning of year	\$ 18,215	\$ 7,217,986	\$ 7,236,201	\$ 7,359,415
Amortization of capital contributions	-	(242,400)	(242,400)	(123,214)
Balance, end of year	\$ 18,215	\$ 6,975,586	\$ 6,993,801	\$ 7,236,201

The unamortized deferred capital contributions is funding received for and spent on capital assets, and will be amortized over 20 - 30 years, which commenced in 2018.

The Foundation received \$7,252,000 under a contribution agreement with ASHC for the construction of the new Pioneer Lodge, which was completed in 2018.

# WILLOW CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

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## 9. Related party transactions:

During the year, Manors was charged \$100,709 (2018 - \$99,024) by Lodges for administrative services and maintenance. The charges are based on a reasonable estimate of time spent by management and maintenance staff for Manors. These charges are not eliminated in the schedules of operations. At December 31, 2019 there was a balance payable from Manors to Lodge of \$8,488 (2018 - \$339). These balances are not eliminated in the consolidated statement of financial position.

## 10. Subsequent event and contingencies:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of approval of these financial statements, the Foundation has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Closure of facilities to the public March 15, 2020 to the date of the auditors' report based on public health recommendations and access is restricted to essential visitors only.
- Employees displaying symptoms are required to be self-isolating and all contact with employees is done electronically.
- The Foundation has made alternative working arrangements available for employees if necessary and ensuring social distance is practiced.
- The Foundation communicates regularly with Alberta Health Services and Ministry of Housing to ensure all recommendations are being followed and pandemic response plans are updated as information become available.
- The Foundation communicates regularly with residents, family members, stakeholders and employees to provide updates to the Foundation's Covid-19 prevention strategy.

At this time, these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

# WILLOW CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

---

## 11. Financial risks and concentration of risk:

### (a) Liquidity risk:

Liquidity risk is the risk that the Foundation will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Foundation manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposure from 2018.

### (b) Interest rate risk:

The Foundation is exposed to interest rate risk on its floating interest rate on callable debt. Further details are included in note 7. Risk exposure increased over 2017 as there was no debt in 2017. The prime rate at December 31, 2018 was 3.45%. There has been no change to the risk exposure from 2018.

### (c) Other risk:

Unless otherwise noted, the Foundation believes it is not exposed to credit or currency risk.

AR49217

April 2, 2020

Dr. Maryanne Sandberg  
Board Chair  
Willow Creek Foundation  
PO Box 790  
Fort Macleod AB T0L 0Z0

Dear Dr. Sandberg:

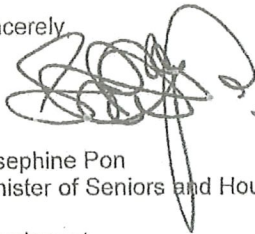
Thank you for your March 2, 2020 letter requesting changes to Willow Creek Foundation's establishing Ministerial Order (MO) No. H:016/95.

As requested, sections 2 and 5 of the MO's Appendix have been amended to remove the Town of Granum. Section 3(1)(c) has been added to allow each of the housing management body establishing members to appoint an additional board member.

Please find attached a copy of Ministerial Order No. H:016/20 for your records.

I commend Willow Creek Foundation for its continued work in meeting the community's housing needs.

Sincerely



Josephine Pon  
Minister of Seniors and Housing

Attachment

cc: Jackie Vanee-Palmer, Chief Administrative Officer  
Willow Creek Foundation

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Fax 780-415-9411  
Unit 106, 8220 Centre Street NE, Calgary, Alberta T3K 1J7 Canada Telephone 403-215-7710 Fax 403-216-5410

*Printed on recycled paper*



MINISTERIAL ORDER NO. 016/20  
DEPARTMENT OF SENIORS AND HOUSING  
PROVINCE OF ALBERTA  
ALBERTA HOUSING ACT  
WILLOW CREEK FOUNDATION

I, Josephine Pon, Minister of Seniors and Housing, pursuant to section 5 of the *Alberta Housing Act*, make the following order:

1. Ministerial Order No. H:016/95 establishing **WILLOW CREEK FOUNDATION** as a management body, is amended as follows:
  - a) By replacing the Appendix of Willow Creek Foundation, as amended, attached to Ministerial Order No. H:016/95, with the attached Appendix of Willow Creek Foundation dated March 24, 2020.
2. This Ministerial Order comes into effect on the date it is signed by the Minister.

Dated at Edmonton, Alberta the 8 day of April, 2020.

  
Josephine Pon  
Minister of Seniors and Housing

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9350 Fax 780-415-9411

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## APPENDIX

### Willow Creek Foundation

1. **Willow Creek Foundation** (hereafter referred to as the "management body") is hereby established as a management body.
2. The members of the management body are as follows:
  - Municipal District of Willow Creek No. 26
  - Town of Fort Macleod
3. (1) The management body shall be governed by a board (hereafter referred to as "the board"), comprised of six members as follows, and appointed in accordance with subsection (2):
  - (a) Each member of the management body shall appoint one member to the board from its municipal council in the manner each member determines appropriate.
  - (b) Each member of the management body shall appoint one member to the board from the public at large in the manner each member determines appropriate.
  - (c) Each member of the management body shall appoint one member to the board from its municipal council or from the public at large in the manner each member determines appropriate.
- (2) The board shall be appointed as follows:
  - (a) Members of the board, shall be appointed at the organizational meeting of each member of the management body in accordance with this Order and at the times the board requests the member of the management body.
  - (b) The term of office of each member of the board,
    - (i) is for a maximum four (4) year term;
    - (ii) shall begin the day after the appointing member of the management body holds its annual organizational meeting in the year appointed; and
    - (iii) end the day the appointing member of the management body holds its annual organizational meeting in the year the term expires.
  - (c) Members of the board, appointed under clause (a), may hold consecutive terms of office.
  - (d) A municipal councillor appointed to the board by a member of the management body may only remain a member of the board while a municipal councillor for the appointing member of the management body.
  - (e) If the office of a board member is vacated, the member of the management body who appointed the vacating member of the board, shall appoint, on the vacancy occurring or as soon as possible thereafter, another individual as a member of the board to complete the term of the vacating member.

Consolidated Financial Statements of

**MOSQUITO CREEK  
FOUNDATION**

And Independent Auditors' Report thereon

Year ended December 31, 2019



KPMG LLP  
500 Lethbridge Centre Tower  
400-4th Avenue South  
Lethbridge AB T1J 4E1  
Canada  
Tel 403-380-5700  
Fax 403-380-5760

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Mosquito Creek Foundation

### **Opinion**

We have audited the consolidated financial statements of Mosquito Creek Foundation, (the Foundation) which comprise:

- the consolidated statement of financial position as at December 31, 2019
- the consolidated statement of revenue and expense for the year then ended
- the consolidated statement of changes in net assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- the statements of operations for Silver Willow Lodge, Silver Willow Lodge - Designated Supportive Living and Kilmorie Place and Oxley Manor ("Manors") for the year then ended
- and notes to the consolidated statements, including a summary of significant accounting policies

(Hereinafter referred to as the "consolidated financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Foundation as at December 31, 2019 and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### **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 "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the Foundation in accordance with the ethical requirements that are relevant to our audit of the consolidated 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.

KPMG LLP, is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.



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### ***Emphasis of Matter - Restatement of Financial Statements***

We draw attention to Note 10 in the financial statements, which explains that certain comparative information presented for the year ended December 31, 2018 has been restated.

Note 10 explains the reason for the restatement and also explains the adjustments that were applied to restate certain comparative information.

Our opinion is not modified in respect to this matter.

### ***Other matter - Comparative Information***

The financial statements for the year ended December 31, 2018, excluding the adjustments that were applied to restate certain comparative information, were audited by another auditor who expressed an unmodified opinion on those financial statements on March 15, 2019.

As part of our audit of the financial statements for the year ended December 31, 2019, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended December 31, 2018. In our opinion, such adjustments are appropriate and have been properly applied.

Other than with respect to the adjustments that were applied to restate certain comparative information, we were not engaged to audit, review or apply any procedures to the financial statements for the year ended December 31, 2018. Accordingly, we do not express an opinion or any other form of assurance on those financial statements taken as a whole.

### ***Responsibilities of Management and Those Charged With Governance for the Consolidated Financial Statements***

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Foundation'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 Foundation or to cease operations, or has no realistic alternative but to do so.

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

### ***Auditors' Responsibilities for the Audit of the Consolidated Financial Statements***

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' 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 the consolidated 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:

- Identify and assess the risks of material misstatement of the consolidated 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 Foundation'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 Foundation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the consolidated 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 auditors' report. However, future events or conditions may cause the Foundation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.





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- 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.

*KPMG LLP*

Chartered Professional Accountants

Lethbridge, Canada

April 21, 2020

# MOSQUITO CREEK FOUNDATION

## Consolidated Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
		(Restated - note 10)
<b>Assets</b>		
Current assets:		
Cash and cash equivalents (note 2)	\$ 880,080	\$ 1,108,909
Accrued interest receivable	12,892	8,475
Goods and services tax receivable	13,432	15,324
Prepaid expenses	21,605	26,874
	928,009	1,159,582
Cash and investments not available for current operations (note 2)	2,362,849	2,203,024
Capital assets (note 3):		
Capital assets	9,160,745	8,978,690
Less accumulated amortization	2,090,490	1,891,943
	7,070,255	7,086,747
	<b>\$ 10,361,113</b>	<b>\$ 10,449,353</b>

See accompanying notes to consolidated financial statements.

	2019	2018
		(Restated - note 10)
<b>Liabilities and Net Assets</b>		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 81,502	\$ 9,294
Deferred contributions (note 5)	92,650	97,350
Deposits payable	5,317	5,608
Current portion of long-term debt (note 6)	1,319,303	126,919
	<u>1,498,772</u>	<u>239,171</u>
Unamortized deferred capital contributions (note 5)	88,959	47,605
Deferred capital contributions (note 5)	1,119,049	1,182,759
Long-term debt (note 6)	-	1,319,307
	<u>1,208,008</u>	<u>2,549,672</u>
Net assets:		
Investment in capital assets	5,661,993	5,592,915
Net assets internally restricted (note 7)	1,145,833	917,307
Available accumulated excess of revenue over expense	846,507	1,150,288
	<u>7,654,333</u>	<u>7,660,510</u>
Subsequent event and contingencies (note 11)		
Commitments (note 9)		
	<u>\$ 10,361,113</u>	<u>\$ 10,449,353</u>

See accompanying notes to consolidated financial statements.

DATE: April 24, 2020

CHAIR OF THE BOARD OF DIRECTORS:  
NANTON, ALBERTA

MANAGEMENT BODY: MOSQUITO CREEK FOUNDATION



# MOSQUITO CREEK FOUNDATION

## Consolidated Statement of Revenue and Expense

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
		(Restated - note 10)
Operating revenue:		
Silver Willow Lodge	\$ 1,279,403	\$ 1,488,669
Designated Supportive Living	890,195	866,916
Kilmorie Place and Oxley Manor ("Manors")	120,275	117,618
	<u>2,289,873</u>	<u>2,473,203</u>
Expenses:		
Silver Willow Lodge	1,241,235	1,425,330
Designated Supported Living	934,540	872,354
Kilmorie Place/Oxley Manor	120,275	117,618
	<u>2,296,050</u>	<u>2,415,302</u>
Excess (deficiency) of revenue over expenses	\$ (6,177)	\$ 57,901

See accompanying notes to consolidated financial statements.

# MOSQUITO CREEK FOUNDATION

## Consolidated Statement of Changes in Net Assets

Year ended December 31, 2019, with comparative information for 2018

	Investment in capital assets	Net assets internally restricted	Available accumulated excess of revenue over expense	Total 2019	Total 2018 (Restated- note 10)
Balance, beginning of year	\$ 5,592,915	\$ 917,307	\$ 1,150,288	\$ 7,660,510	\$ 7,602,609
Excess (deficiency) of revenue over expenses	-	-	(6,177)	(6,177)	57,901
Transfers:					
- Amortization	(198,546)	-	198,546	-	-
- Amortization of deferred capital contributions	22,356	-	(22,356)	-	-
Long-term debt repayment	126,923	-	(126,923)	-	-
Additions of capital assets internally funded	118,345	-	(118,345)	-	-
Net assets restricted by the Board (note 7)	-	228,526	(228,526)	-	-
Balance, end of year	\$ 5,661,993	\$ 1,145,833	\$ 846,507	\$ 7,654,333	\$ 7,660,510

See accompanying notes to consolidated financial statements.



# MOSQUITO CREEK FOUNDATION

## Consolidated Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
		(Restated - note 10)
Cash provided by (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ (6,177)	\$ 57,901
Items not involving cash:		
Amortization of capital assets	198,546	193,452
Amortization of deferred capital contributions	(22,356)	(19,042)
	170,013	232,311
Changes in non-cash operating working capital:		
Accrued interest receivable	(4,417)	(7,308)
Prepaid expenses	5,269	(10,444)
Goods and services tax receivable	1,892	2,812
Accounts payable and accrued liabilities	72,208	(10,197)
Deferred contributions	(4,700)	638,626
Deposits payable	(291)	-
	239,974	845,800
Financing:		
Repayment of long-term debt	(126,923)	(122,562)
Investing:		
Increase in cash not available for current operations	(159,825)	(2,029,316)
Purchase of capital assets, with external funds	(63,710)	-
Purchase of capital assets, with internal funds	(118,345)	-
	(341,880)	(2,029,316)
Decrease in cash	(228,829)	(1,306,078)
Cash, beginning of year	1,108,909	2,414,987
Cash, end of year	\$ 880,080	\$ 1,108,909

See accompanying notes to consolidated financial statements.

# MOSQUITO CREEK FOUNDATION

## Notes to Consolidated Financial Statements

Year ended December 31, 2019

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### Nature of operations:

Mosquito Creek Foundation ("the Foundation") is incorporated under the Alberta Housing Act, and operates one lodge and one supportive living facility. There is also two manors (apartment buildings) under an operating agreement with the provincial government. It is a public foundation and therefore is exempt from tax under the Income Tax Act. The Foundation operates in three divisions, Silver Willow Lodge, Silver Willow Lodge - Designated Supportive Living and Kilmore Place and Oxley Manor ("Manors"). These consolidated financial statements present the assets, liabilities, revenues and expenditures of all three divisions.

### 1. Significant accounting policies:

These consolidated financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Accounting - Handbook. The Foundation's significant accounting policies are as follows:

#### (a) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Foundation has not elected to carry any investments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Foundation determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Foundation expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

# MOSQUITO CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 1. Significant accounting policies (continued):

### (b) Capital assets:

Capital assets purchased are stated at cost. Capital assets are amortized on a straight line basis using the following annual rates:

Asset	Rate
Buildings	50 years
Automotive	5 years
Equipment and furniture	7-10 years
Computers	7 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long term service potential to the Foundation. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

### (c) Net assets internally restricted:

Net assets internally restricted represents amounts set aside by the Foundation to be used for designated purposes.

### (d) Revenue recognition:

The Foundation follows the deferral method of accounting for contributions which include donations and government grants. Operating grants are recognized in the period when receivable. Operating grants received for future periods are reported as deferred contributions until that period, when they are transferred to revenue.

Assets funded by the provincial government are recorded as an asset and a corresponding credit is recorded as an unamortized deferred capital contribution. Unamortized deferred capital contributions and related interest are recognized as revenue in the periods in which the related amortization expense of the funded capital asset is recorded. The related portion of the amortization expense and the deferred capital contributions are matched to indicate that the related amortization expense has been funded. Land that is contributed is recorded as a direct increase to investment in capital assets.

Revenue from rent and other services is recognized when the payment is received or receivable, and the service has been provided.

# MOSQUITO CREEK FOUNDATION

## Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

### 1. Significant accounting policies (continued):

#### (e) Related party transactions:

Monetary and non-monetary related party transactions and non-monetary related party transactions that have commercial substance are measured at the exchange amount when they are in the normal course of operations, except when the transaction is an exchange of a product or property held-for-sale in the normal course of operations. Where the transaction is not in the normal course of operations, it is measured at the exchange amount when there is a substantive change in the ownership of the item transferred and there is independent evidence of the exchange amount.

All other related party transactions are measured at the carrying amount.

#### (f) Contributed services:

A substantial number of volunteers contribute a significant amount of their time each year. Because of the difficulty of determining the fair value, contributed services are not recognized in the financial statements.

#### (g) Use of estimates:

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

### 2. Cash and cash equivalents:

	2019	2018 (Restated - note 10)
Cash	\$ 825,468	\$ 1,679,182
Guaranteed Investment Certificates, at amortized cost	2,417,461	1,632,751
	3,242,929	3,311,933
Cash and investments not available for current operations	(2,362,849)	(2,203,024)
	\$ 880,080	\$ 1,108,909

The guaranteed investment certificates mature between July 2020 and January 2021 with interest ranging from 1.9% to 2.1 % (2018 - 2%).

# MOSQUITO CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 3. Capital assets:

				2019
	Cost	Accumulated amortization	Net book value	
Building	\$ 8,720,480	\$ 2,019,659	\$	6,700,821
Land	163,000	-		163,000
Work in progress	93,415	-		93,415
Equipment and furniture	78,963	3,493		75,470
Automotive	95,210	66,647		28,563
Computer	9,677	691		8,986
	<u>\$ 9,160,745</u>	<u>\$ 2,090,490</u>	<u>\$</u>	<u>7,070,255</u>
				2018
	Cost (Restated - note 10)	Accumulated amortization (Restated - note 10)	Net book value (Restated - note 10)	
Building	\$ 8,720,480	\$ 1,844,338	\$	6,876,142
Land	163,000	-		163,000
Automotive	95,210	47,605		47,605
	<u>\$ 8,978,690</u>	<u>\$ 1,891,943</u>	<u>\$</u>	<u>7,086,747</u>

## 4. Due to Alberta Social Housing Corporation ("ASHC"):

The Housing Act which regulates the Apartments' operation requires that all surpluses from the Manors operation including non-allowable amortization expense be repayable to ASHC. Therefore, the 2019 surplus plus non-allowable amortization expense is repayable to ASHC at the end of 2019 in the amount of \$8,432 (2018 - \$9,142) and is included in accounts payable and accrued liabilities.



# MOSQUITO CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 5. Deferred contributions and unamortized deferred capital contributions:

(i) Deferred contributions include contributions deferred for capital and operating as follows:

	2019	2018 (Restated - note 10)
Deferred capital contributions :		
Conditional funding grant	\$ 511,134	\$ 517,134
Fire and safety program	605,625	605,625
Capital improvement and maintenance grant	2,290	60,000
	1,119,049	1,182,759
Deferred contributions:		
Planning conditional grant	87,650	92,350
Maintenance grant	5,000	5,000
	92,650	97,350
	\$ 1,211,699	\$ 1,280,109

(ii) Included in unamortized deferred capital contributions is \$88,959 (2018 - \$47,605) of capital contributions received for capital assets. During 2019, \$63,710 was used for capital projects (2018 - nil) and \$22,356 (2018 - \$19,042) was amortized.

## 6. Long-term debt:

	2019	2018 (Restated - note 10)
Chinook Financial:		
3.5% fixed mortgage, payable \$14,480 monthly, including interest, matures in 2020	\$ 1,319,303	\$ 1,446,226
Less current portion of long-term debt	1,319,303	126,919
	\$ -	\$ 1,319,307

The Chinook Financial mortgage is secured by a mortgage over specific property. The mortgage matures in 2020 and therefore, the entire amount is disclosed as current liability.

# MOSQUITO CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

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## 7. Net assets internally restricted:

In 2019, the Board of Directors has restricted \$1,145,833 (2018 - \$917,307) for projects and operations. Of this amount, \$275,400 (2018 - \$194,743) is designated for capital projects. These internally restricted amounts are not available for other purposes without approval by the board.

## 8. Related party transactions:

During the year, the Foundation paid an employee's spouse \$368 for constructing signs. They also paid a board member \$500 for architect services related to a new design. These amounts were paid through the normal course of operations and were recorded at the exchange amount.

## 9. Commitment:

The Foundation operates the Silver Willow Lodge - Designated Supportive Living under a continuing care agreement with Alberta Health Services. The agreement renewed on January 1, 2020 and expires on December 31, 2024.

# MOSQUITO CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

## 10. Correction of error:

Subsequent to the release of the 2018 financial statements management determined that corrections were required to the capital assets. The Silver Willow Lodge land of \$163,000 was recorded as an addition to the building in error and has been retrospectively adjusted. Also, in a prior year, the Foundation received a capital contribution restricted for the purchase of a bus. The contribution and the capital addition were incorrectly recorded as revenue and expense in the year of the purchase. Capital assets and unamortized deferred capital contributions have been adjusted retrospectively to reflect the contribution and the capital addition and related amortization over the estimated useful life of the asset.

The effects of these changes have been recorded retrospectively and accordingly, the comparative information as at and for the year ended December 31, 2018 has been restated as follows:

	As previously reported at December 31, 2018	Correction to building	Correction to land	Correction to bus	As restated
Statement of financial position:					
Capital assets	\$ 8,883,480	\$ (163,000)	\$ 163,000	\$ 95,210	\$ 8,978,690
Accumulated amortization	(1,883,459)	39,121	-	(47,605)	(1,891,943)
Investment in capital assets	(5,553,794)	(39,121)	-	-	(5,592,915)
Unamortized deferred capital contributions	-	-	-	(47,605)	(47,605)
Statement of earnings:					
Excess of revenue over expenses	(54,640)	(3,261)	-	-	(57,901)
Net assets	7,621,389	39,121	-	-	7,660,510

# MOSQUITO CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

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## 11. Subsequent event and contingencies:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of approval of these financial statements, the Foundation has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Closure of facilities to the public March 17, 2020 to the date of the auditors' report based on public health recommendations and access is restricted to essential visitors only.
- Employees are required to self-isolate based on the results of assessment criteria, as determined by the Alberta Medical Officer of Health.
- The Foundation has tools in place to allow for alternative working arrangement for administration employee, to ensure continuity of business operations.
- The Foundation communicates regularly with Alberta Health Services and Ministry of Housing to ensure all recommendations are being followed and pandemic response plans are updated as information become available.
- The Foundation communicates regularly with residents, family members, stakeholders and employees to provide updates to the Foundation's Covid-19 prevention strategy.

At this time, these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

# MOSQUITO CREEK FOUNDATION

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

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## 12. Financial risks and concentration of risk:

### (a) Liquidity risk:

Liquidity risk is the risk that the Foundation will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Foundation manages its liquidity risk by monitoring its operating requirements. The Foundation prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposure from 2018.

### (b) Interest rate risk:

The Foundation is exposed to interest rate risk on its fixed interest rate financial instruments as a result of investments in fixed interest instruments which subject the Foundation to a fair value risk, however, the risk associated is reduced to a minimum as these assets are guaranteed investment certificates. There has been no change to the risk exposure from 2018.

### (c) Other risks:

Unless otherwise noted, it is management's option that the Foundation is not exposed to significant currency or credit risks.

## 13. Comparative information:

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. Other than the items detailed in note 10, the restatement does not affect prior year earnings.



# MOSQUITO CREEK FOUNDATION

## Statement of Operations - Silver Willow Lodge

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
<b>Revenue:</b>		
Resident rent	\$ 755,623	\$ 781,517
Resident services	16,460	11,772
Non-resident services	30,681	21,519
<b>Grants:</b>		
Grants - other	-	56,894
Grants - restricted	4,700	157,650
Amortization of deferred capital contributions	22,356	19,042
Lodge Assistance Grant	111,066	124,319
<b>Operational Funding:</b>		
Municipal requisitions	299,175	290,460
Investment income	39,002	22,841
Charitable donations	340	2,655
	<b>1,279,403</b>	<b>1,488,669</b>
<b>Expenses:</b>		
Human resources	808,105	791,825
Food	150,076	146,998
Operating	25,170	30,912
Operating Maintenance	46,501	101,170
Utilities	98,221	96,330
Administration	39,906	188,932
Amortization of capital assets	73,256	69,163
	<b>1,241,235</b>	<b>1,425,330</b>
<b>Excess of revenue over operating expense</b>	<b>\$ 38,168</b>	<b>\$ 63,339</b>

# MOSQUITO CREEK FOUNDATION

Statement of Operations - Silver Willow Lodge - Designated Supportive Living

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
<b>Revenue:</b>		
Resident rent	\$ 657,067	\$ 636,808
Resident services	11,305	8,693
Non-resident services	-	49
<b>Operational Funding:</b>		
Alberta Health Services agreements (note 9)	219,276	219,276
Investment income	2,547	2,090
	<b>890,195</b>	<b>866,916</b>
<b>Expenses:</b>		
Human resources	536,107	468,941
Food	78,949	76,868
Operating	18,989	20,523
Operating Maintenance	37,401	37,845
Utilities	65,855	68,396
Interest	48,591	52,950
Administration	23,358	22,543
Amortization	125,290	124,288
	<b>934,540</b>	<b>872,354</b>
<b>Excess (deficiency) of revenue over operating expense</b>	<b>\$ (44,345)</b>	<b>\$ (5,438)</b>

# MOSQUITO CREEK FOUNDATION

Statement of Operations - Kilmorie Place and Oxley Manor - ("Manors")

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Revenue:		
Resident rent	\$ 82,137	\$ 82,091
Resident services	1,270	575
Non-resident services	299	-
Grants:		
Grants - other	36,420	34,880
Operational Funding:		
Investment income	149	72
	120,275	117,618
Expenses:		
Human resources	57,477	55,351
Operating	1,861	662
Operating Maintenance	17,835	18,189
Utilities	19,428	19,899
Administration	15,242	14,375
	111,843	108,476
Transfer of surplus to Alberta Social Housing Corporation ("ASHC") (note 4)	8,432	9,142
Operating surplus	\$ -	\$ -

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**  
**IN THE PROVINCE OF ALBERTA**  
**BYLAW NO. 1867**

BEING a bylaw of The Municipal District of Willow Creek No. 26 in the Province of Alberta, to amend Bylaw No. 1826, being the Land Use Bylaw;

WHEREAS the Municipal District Council is in receipt of an "Application for a Land Use Bylaw Amendment" to redesignate approximately 55.66 hectares (137.55 acres), of land within the municipality, as per the enclosed map (Schedule A), of the lands legally described as:

MERIDIAN 4 RANGE 26 TOWNSHIP 9  
SECTION 18  
QUARTER NORTH EAST  
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS  
EXCEPTING THEREOUT:

FIRST:

THAT PORTION WHICH LIES EAST OF THE LIMIT OF THE  
RAILWAY RY8 CONTAINING 5.67 HECTARES (14) ACRES MORE OR LESS

SECONDLY:

PLAN	NUMBER	HECTARES	ACRES MORE OR LESS
RAILWAY	RY8	1.96	4.84
ROADWAY	1148Q	1.46	3.61

AND WHEREAS it is deemed expedient for the Council of the Municipal District to consider Bylaw 1867 to redesignate approximately 55.66 hectares (137.55 acres), of the lands from "Rural General - RG" to "Rural Industrial - RI";

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Chapter M-26, 2000, as amended, the Council of the Municipal District of Willow Creek No. 26 duly assembled does hereby enact the following:

1. Lands, illustrated on the map in Schedule 'A' and legally described above, shall be redesignated from 'Rural General – RG' to 'Rural Industrial –RI'
2. The Land Use District Map shall be amended to reflect this redesignation.
3. Land Use Bylaw No. 1826 is hereby amended.
4. This bylaw shall come into effect upon third and final reading thereof.

READ a first time this 13<sup>th</sup> day of May, 2020.

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

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

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

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

READ a third time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

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



## Municipal District of Willow Creek #26 For Information

Date Submitted: April 28, 2020

Originated by: CAO

Subject: Bylaw No. 1869 – Animal Control Bylaw

### **RECOMMENDATION**

To review and conduct 1<sup>st</sup> reading of Municipal District of Willow Creek Bylaw No. 1869 – The Animal Control Bylaw.

### **SUMMARY**

The dissolution of the Town of Granum has brought this matter forward at this time.

Currently two animal control bylaws are in effect within the MD of Willow Creek: Municipal District of Willow Creek Bylaw No. 1726, dated June 17<sup>th</sup>, 2015 and the Town of Granum Bylaw No. 2015-03, dated December 22<sup>nd</sup>, 2015.

In order to provide a consistent animal control bylaw framework for the municipality Bylaw 1869 was drafted. Many provisions of the bylaw were utilized from both the MD's Bylaw No. 1726 as well as the Town's Bylaw No. 2015-03.

The Significant changes to animal control provisions that will be adopted following the final reading of Bylaw No. 1869 will be:

1. A number of provisions of the bylaw are based upon the potential for nuisances being created, as such the following definitions are included in the bylaw which identify areas of higher population: (being the Hamlet of Granum), 'Locality' (being Parkland, Moon River Estates, Orton or Woodhouse) or the 'MD' (all other areas).

- The number of Dogs permitted within a Hamlet or Locality is 3 over 3 months of age on any premises.
- The number of Cats permitted within a Hamlet or Locality is 4 over 3 months of age on any premises.

2. Dog and Cat Licensing will no longer be required.

- The costs related to this process for both the municipality and citizens outweigh the usefulness of this process.

3. The Bylaw includes provisions for:

- Requirements for having a Dog under control at all times when off the owner's property
- Adequate and reasonable provisions for animals creating a nuisance
- Provisions for Dogs running at large and harassing wildlife or livestock
- Vicious Dog provisions
- Provisions for impoundment of Domestic Animals
- Appointment of authority to enforce the Bylaw to both the CPO's and RCMP





- Ability to initiate a program for control of cats running at large within a Hamlet or Locality.
- A fine schedule

### **BACKGROUND**

Bylaw No. 1869 replaces Municipal District of Willow Creek No. 26 Bylaw No. 1726, dated June 17<sup>th</sup>, 2015 and the Town of Granum Bylaw No. 2015-03, dated December 22<sup>nd</sup>, 2015.

### **ATTACHMENTS**

Bylaw 1869

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

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1869**

BEING A bylaw of the Municipal District of Willow Creek No. 26 in the Province of Alberta, to provide for the regulation and control of animals within certain areas of the Municipal District of Willow Creek No. 26.

WHEREAS it is deemed necessary that the Council of the Municipal District of Willow Creek No. 26 provide for the control of domestic animals within the municipality, and

WHEREAS Sections 7(h) and 7(i) of the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto authorizes a municipality to pass bylaws respecting Wild and Domestic Animals, activities in relation to these animals and enforcement of such bylaws, and

NOW THEREFORE Pursuant to the provisions of Part 2 of the Municipal Government Act, Chapter M-26 of the Statutes of Alberta and amendments thereto, the Council of The Municipal District of Willow Creek No. 26, duly assembled, enacts as follows:

Section 1 – Citation

1.1 This Bylaw may be cited as the “Animal Control Bylaw”.

Section 2 – Definitions

2.1 For the purposes of this bylaw the following terms apply:

- a) A dog “running at large” means a dog that is found on any public street, lane, road, or highway or on the premises of any person other than the premises of its owner or its harborer unless the dog is under the immediate charge or control of a competent and responsible person.
- b) “Animal” means any member of the animal kingdom other than a human.
- c) “Animal Control Officer” means any person appointed to carry out the provisions of this bylaw and includes any member of the Royal Canadian Mounted Police (RCMP) or a Community Peace Officer (CPO).
- d) “Calendar Year” is defined as the period that begins on January 1 and ends on December 31.
- e) “Cat” means a male or female small domesticated feline kept as a pet which is over the age of three (3) months.
- f) “Cat Fanciers License” shall mean a Cat license issued annually to an Owner within a Hamlet or Locality which permits the keeping or harboring, on land or premises occupied by the owner more than four (4) Cats over the age of three (3) months.
- g) “Council” means the Municipal Council of The Municipal District of Willow Creek No. 26.
- h) “Dog” means a male or female domesticated canine kept as a pet which is over the age of three (3) months.
- i) “Domesticated Animal” means a Dog or Cat kept by a Person as a pet.
- j) “Hamlet” means the Hamlet of Granum.
- k) “Harbor” means possession of an Animal on a Premises by an Owner.
- l) “Impound” or “Impounded” means the action by whatever means necessary by an Animal Control Officer to place a Domesticated Animal in a Pound.
- m) “Kennel” means a place in which three or more dogs, more than one year old, are housed, groomed, bred, boarded, or sold.
- n) “Livestock” as pertaining to this Bylaw will be horses, cattle, sheep, swine, goats, poultry, bees, fur bearing animals, alpaca, lamas, elk, deer and bison raised in captivity.

- o) "Locality" means Parkland, Moon River Estates, Orton or Woodhouse.
- p) "Municipal District", "Municipal" or "M.D." means the Municipal District of Willow Creek No. 26, a municipal corporation in the Province of Alberta.
- q) "Municipality" means the geographic area included within the boundaries of the Municipal District of Willow Creek No. 26 as contained within the Ministerial Order effective January 1, 1954 and dated January 25, 1954.
- r) "Nuisance" shall mean any Domesticated Animal which is injurious or obnoxious to an individual, property, or to the community at large by reason of:
  - i. accumulation of excreta, unsanitary conditions, insect infestation, rodent attraction and odour which may be detected from outside of the Premises or property;
  - ii. depositing or disposal of excreta;
  - iii. worry, bite or chase any Domesticated Animal, Livestock, motor vehicle or bicycle;
  - iv. behaving in such fashion as to annoy, disturb or alarm any person or to cause any person to fear for his physical safety;
  - v. causing any damage whatsoever to any property or any injury whatsoever to any Person or other Domesticated Animal or Livestock;
  - vi. upsetting any waste receptacle or scattering the contents thereof;
  - vii. bites or chases a Person or other Domesticated Animal or Livestock;
  - viii. bites, chases or harasses Wildlife with the exception of Working Dogs;
  - ix. barks or howls in such a fashion that it disturbs any Person, Domesticated Animal or Livestock;
- s) "Owner" includes:
  - i. the actual Owner of a Domesticated Animal or Animal, whether a natural person or a body corporate, and
  - ii. any person acting on behalf of the actual Owner of a Dog, Cat or Animal, where such person furnishes proof to the satisfaction of a Pound keeper or an Animal Control Officer of his authority to deal with a Pound keeper or Animal Control Officer on behalf of the actual Owner in respect to an Dog, Cat or Animal.
- t) "Person" means a human being.
- u) "Pound keeper" shall mean any person, firm or body corporate employed or appointed by the MD to manage and operate the Pound and to carry out such other duties as prescribed in this bylaw, and includes any person employed by the Pound keeper.
- v) "Pound" shall mean a certified facility designated by the M.D. for the care and maintenance of animals.
- w) "Premises" means a dwelling unit or building on a property upon which the dwelling unit or building are attached that:
  - i. is habitable;
  - ii. has electrical and gas utilities available to the site;
  - iii. has a supply of potable water and a functional sewage disposal system; and
  - iv. is situated on permanent foundation.
- x) "Run at Large" shall mean, when used to describe a Dog, the state of being on or having been observed upon any land other than land on which the owner or any person having responsibility for or custody of the Dog resides, while the Dog is not under the immediate and effective control of such person.
- y) "Vicious Dog" means any Dog, whatever its age, whether on public or private property which has;

- i. without provocation, chased, injured, or bitten or attempted to bite any Person, Domesticated Animal or Livestock; or
  - ii. without provocation damaged or destroyed any public or private property; or
  - iii. without provocation, threatened or created the reasonable apprehension of a threat to a Person, Domesticated Animal or Livestock; or
  - iv. which in the opinion of a Justice, presents a threat of serious harm to a Person, Domesticated Animal, Livestock; or
  - v. has been previously determined to be a vicious dog under a previous bylaw.
- z) "Violation Ticket" shall mean a ticket issued pursuant to the Provincial Offenses Procedure Act, being Chapter P-34 of the Revised Statutes of Alberta, 2000, and amendments thereto, and Regulations there under.
- aa) "Wildlife" any Animal that is neither human or domesticated not including animals defined as nuisance by provincial acts or regulations.
- bb) "Working Dog means any dog kept for the purposes of working, herding or guarding livestock in conjunction with a livestock operation.

### Section 3 – General Provisions

- 3.1 Any Animal Control Officer appointed by The Municipal District of Willow Creek No. 26 is authorized to remove and impound any Domesticated Animal found running at large within a Hamlet or a Locality.
- 3.2 Any Dog impounded pursuant to this bylaw may be released to the Owner upon payment of the boarding fee by the Owner, for each day of the impoundment, owing to the facility holding the dog.
- 3.3 The Chief Administrative Officer may, from time to time, designate areas as Pounds under the bylaw, and may enter into agreements with other municipalities for the joint operation of a Pound.
- 3.4 The Owner within a Hamlet or Locality, shall keep, maintain, or harbor no more than three (3) Dogs over three (3) months old on any Premises.
- 3.5 The Owner within a Hamlet or Locality, shall Keep, maintain, or harbor no more than four (4) Cats over three (3) months old on any Premises.
- i. A Cat Fancier License may be obtained annually by purchase at the Municipal office at a rate of \$50.00 per annum to permit for the ownership of additional Cats.
- 3.6 Any person who is the Owner or harbinger of a Dog must ensure that a Dog is not permitted to Run at Large within the Municipality, Hamlet or Locality by:
- i. securing the dog so that it would not be able to leave the premises of the owner, or
  - ii. ensuring that the dog is on a leash or adequately controlled at all times that it is off the owner's Premises.
- 3.7 No person shall keep, maintain, or harbor a Dog which barks howls, or otherwise disturbs a person or persons other than the owner(s) or renter(s) of the property where the Dog is located.
- 3.8 Every Owner in control or in apparent control of a Dog while the Dog is outdoors on the owner's property, restrain the Dog by one of the following means:
- i. harnessed or leashed on a lead which length shall not exceed one (1) meter in length that prevents the Dog from creating a Nuisance;
  - ii. tied in a secure and humane manner so as to prevent the Dog from leaving the dog owner's property; or
  - iii. contained within an enclosed pen of sufficient dimensions and construction to provide humane shelter for the Dog; or

- iv. an enclosed fenced area to prevent the Dog from escaping and to prevent entry therein by persons; or
  - v. sufficient means to keep the Dog from escaping the property.
- 3.9 No Owner of a Dog or person in possession of a Dog shall permit or encourage his or her Dog to attack, with or without provocation any Person, Domesticated Animal or Livestock or to fight with another Domesticated Animal.
- 3.10 No person shall allow a Dog or Cat to create a Nuisance.
- 3.11 No person shall allow a Dog or a Vicious Dog to run at large.
- 3.12 No Livestock are permitted to be kept within a Hamlet or Locality unless expressly permitted by this or another Municipal bylaw.
- 3.13 No person shall obstruct or prevent an Animal Control Officer from performing any of his/her duties.
- 3.14 No Owner shall permit a Dog to bite a Person.
- 3.15 An Animal Control Officer may determine a Dog to be a Vicious Dog pursuant to the Dangerous Dog Act Revised Statutes of Alberta Chapter D-3 as amended.

#### Section 4 – Impoundment

- 4.1 An Animal Control Officer may seize and impound any Domesticated Animal Running at Large and may cause such animal to be delivered to the Pound.
- 4.2 A Domesticated Animal which is seized pursuant to this bylaw shall be considered impounded at the time and place when it comes under the control of the Animal Control Officer.
- 4.3 An Animal Control Officer and the Pound keeper shall within twenty-four (24) hours of the impounding of a Domesticated Animal make every reasonable effort to notify the owner, if known, that the Domesticated Animal is Impounded and the conditions whereby custody of the animal may be regained:
- i. If an Animal Control Officer knows or can ascertain the name of the Owner of any Impounded Animal, the Animal Control Officer shall serve the Owner notice either personally or by telephone, email, text or in writing to the last known address of the Owner.
  - ii. An Owner of a Domesticated Animal to whom notice is provided pursuant to this section is deemed to have received the notification 24 hours following the Domesticated Animal being impounded.
- 4.4 If a seized Domesticated Animal is injured and the service of a veterinarian surgeon is required the Owner shall not be entitled to redeem the Domesticated Animal unless the charges for such veterinarian surgeon's services are paid.
- 4.5 In order to obtain the release of an impounded Domesticated Animal any Person deemed by the Animal Control Officer as the Owner of the Domesticated Animal shall:
- i. Pay the fees owing to the Pound from the day of Impoundment applicable to the Domesticated Animal.
  - ii. Pay the costs incurred for veterinary care provided while the Domesticated Animal was Impounded if applicable.
- 4.6 The Animal Control Officer, shall not sell, euthanize, or otherwise dispose of an impounded Domesticated Animal or Vicious Animal until a Domesticated Animal is retained in the Pound for:
- i. seven (7) Days after the Owner has received notice or is deemed by subsection 4.3 to have received notice that the Animal is in the Pound; or
  - ii. seventy-two (72) hours, if the name and address of the Owner is not known.
  - iii. The Animal Control Officer, may retain an Animal for a longer period if in his opinion the circumstances warrant the expense or he has reasonable grounds to believe that the Animal is a continued danger to Persons, Animals, or property.



- 4.7 The Municipal District may initiate a program designed to manage, control and care of Cats found Running at Large within a Hamlet or Locality and appoint a Person under the management of the Animal Control Officer to administer the program.

#### Section 5 – Rabies Suspects

- 5.1 Every Owner of a Domesticated Animal which is suspected of having been exposed to rabies, or which has bitten a person shall on demand surrender such Domesticated Animal to the Animal Control Officer, and said animal shall be held in quarantine at the cost of the Owner for a period of not less than ten (10) days.
- 5.2 At the discretion of the Medical Officer of Health a Domesticated Animal may be held in quarantine on the premises of the Owner.

#### Section 6 – Offences

- 6.1 The provisions of this bylaw may be enforced by an Animal Control Officer.
- 6.2 At the discretion of the Animal Control Officer, as directed by the Chief Administrative Officer, all sections of the bylaw may be enforced by issuing a Provincial Violation Ticket pursuant to Part 2 of the Provincial Offences Procedures Act, R.S.A 2000, as amended.
- 6.3 A Violation Ticket will be deemed to have been sufficiently service if it was served personally or sent by registered mail to the accused.
- 6.4 The Violation Ticket issued must contain the section for the bylaw contravened and provide for a voluntary payment amount pursuant to the provisions of this bylaw as described within this bylaw.
- 6.5 Where an Animal Control Officer believes that any Person has contravened any part of this bylaw he may issue a Provincial Violation Ticket pursuant to the provisions of this bylaw and the fees set out in this bylaw.

#### Section 7 – Right of Entry

- 7.1 The Animal Control Officer may enter on a property at any reasonable time for the purpose of carrying out an inspection to determine the following:
- i. to conduct an inspection or investigation as to whether the Owner of a Premises has contravened any provision of this bylaw; or
  - ii. to serve a Violation Ticket or any order pertaining to this bylaw.
- 7.2 Where an Animal Control Officer conducts an inspection in accordance with this bylaw the Animal Control Officer may:
- i. require the production for inspection of documents or things relevant to the inspection;
  - ii. inspect and remove documents or things relevant to the inspection for the purpose of making copies and extracts;
  - iii. require information from any person concerning a matter related to the inspection including their name, address, telephone number and identification;
  - iv. alone or in conjunction with a person possessing special or expert knowledge, make examination or take tests, samples or photographs necessary for the purpose of inspection.
- 7.3 The M.D. may undertake an inspection pursuant to an order issued under Section 7(i)(vii) of the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto.
- 7.4 The Municipality's power of entry may be exercised by an Animal Control Officer as well as a person under his or her direction.
- 7.5 The Municipality's power of entry does not include entering the interior of a dwelling unit or building.

#### Section 8 – Offences

- 8.1 An Animal Control Officer is authorized to issue a Violation Ticket to any person who the Animal Control Officer has reasonable grounds to believe has contravened provisions of this Bylaw.

8.2 A person violating any of the provisions of Sections 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13 is guilty of an offence and shall be liable:

- i. For a first offence in any calendar year, to a penalty of One Hundred Dollars (\$100), prior to the commencement of proceedings pursuant to subsection (iii);
- ii. For a second and subsequent offence in any calendar year, to a penalty of Two Hundred Dollars (\$200) prior to the commencement of proceedings pursuant to subsection (iii); and
- iii. Upon summary conviction, shall be liable to a fine of not less than Five Hundred Dollars (\$500) and in default of payment to imprisonment of a term not exceeding Thirty (30) Days.

8.3 A person violating any of the provisions of Section 3.14 is guilty of an offence and shall be liable:

- i. For a first offence in any calendar year, to a penalty of Two Hundred and Fifty (\$250), prior to the commencement of proceedings pursuant to subsection (iii);
- ii. For a second and subsequent offence in any calendar year, to a penalty of Five Hundred Dollars (\$500) prior to the commencement of proceedings pursuant to subsection (iii); and
- iii. Upon summary conviction, shall be liable to a fine of not less than One Thousand Dollars (\$1000) and in default of payment to imprisonment of a term not exceeding Thirty (30) Days.

8.4 An Animal Control Officer may issue a Violation Ticket to the person:

- i. personally; or
- ii. by mailing a copy by double registered mail to the person at his/her last known post office address; or
- iii. by leaving a copy at the person's usual place of residence, with a person who appears to be at least sixteen (16) years of age.

8.5 Nothing in this bylaw shall prevent an Animal control Officer from immediately issuing a Violation Ticket, for the mandatory Court appearance of a person who contravenes any provision of this Bylaw.

Section 9 – Severability

9.1 Should any provision of this bylaw be declared invalid, then such invalid provision shall be severed and the remaining bylaw shall be maintained.

Section 10 - Bylaws Repealed

10.1 Municipal District of Willow Creek No. 26 Bylaw No. 1726, dated June 17<sup>th</sup>, 2015 is hereby repealed.

10.2 Town of Granum Bylaw No. 2015-03, dated December 22<sup>nd</sup>, 2015 is hereby repealed.

Section 11 – Bylaw In Effect

11.1 This bylaw shall be in full force and effect upon third reading thereof.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Reeve – Maryanne Sandberg    Chief Administrative Officer – Derrick Krizsan

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

Reeve – Maryanne Sandberg   Chief Administrative Officer – Derrick Krizsan

READ a third time and finally PASSED on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Reeve – Maryanne Sandberg   Chief Administrative Officer – Derrick Krizsan

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1871**

BEING a bylaw of The Municipal District of Willow Creek No. 26 in the Province of Alberta,  
to amend Bylaw No. 1826, being the Land Use Bylaw;

WHEREAS the Municipal District Council is in receipt of an "Application for a Land Use  
Bylaw Amendment" to redesignate approximately 21.96 ha (54.28 acres) from the existing  
51 hectares (126 acres), of land within the municipality, as per the enclosed map (Schedule  
A), of the lands legally described as:

MERIDIAN 4 RANGE 28 TOWNSHIP 17  
SECTION 5

THE WEST HALF OF THE SOUTH EAST QUARTER AND THE EASTERLY  
825 FEET OF THE SOUTH WEST QUARTER CONTAINING 52.6 HECTARES  
(130 ACRES) MORE OR LESS

EXCEPTING OUT OF THE SOUTH WEST QUARTER

PLAN	NUMBER	HECTARES	ACRES MORE OR LESS
GRAVEL PIT SITE	786LK	1.62	4.00

EXCEPTING THEREOUT ALL MINES AND MINERALS

AND WHEREAS it is deemed expedient for the Council of the Municipal District to consider  
**Bylaw 1871** to redesignate approximately 21.96 hectares (54.28 acres), of the lands from  
"Rural General - RG" to "Rural Industrial - RI";

NOW THEREFORE, under the authority and subject to the provisions of the Municipal  
Government Act, Chapter M-26, 2000, as amended, the Council of the Municipal District of  
Willow Creek No. 26 duly assembled does hereby enact the following:

1. Lands, illustrated on the map in Schedule 'A' and legally described above, shall be  
redesignated from 'Rural General – RG' to 'Rural Industrial –RI'
2. The Land Use District Map shall be amended to reflect this redesignation.
3. Land Use Bylaw No. 1826 is hereby amended.
4. This bylaw shall come into effect upon third and final reading thereof.

READ a first time this 13<sup>th</sup> day of May, 2020.

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

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

READ a second time this 13<sup>th</sup> day of May, 2020.

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

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

READ a third time and finally PASSED this 13<sup>th</sup> day of May, 2020.

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

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

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1873**

BEING A Bylaw of the Municipal District of Willow Creek No. 26 in the Province of Alberta, for the purpose of authorizing the rates of taxation to be levied against assessable property within the Municipal District of Willow Creek No. 26 for the 2020 Taxation Year.

WHEREAS, the Municipal District of Willow Creek No.26 has prepared and adopted detailed estimates of municipal revenue, and expenditures as required, at the Council Meeting held on May 13, 2020; and

AND WHEREAS, the estimated municipal revenues from all sources other than property taxation total **\$3,538,000.00** and:

AND WHEREAS, the estimated municipal expenses set out in the annual budget for the Municipal District of Willow Creek No.26 for 2019 total **\$12,677,110.00**; and the balance of **\$9,285,000.00** is to be raised by general municipal property taxation;

AND WHEREAS, the Provincial Policing costs are \$146,782.00;

AND WHEREAS, the requisitions are:

**Alberta School Foundation Fund**

- Residential & Farm Land	\$2,020,945.37
- Non-Residential	\$1,427,092.15

**Designated Industrial Property** \$50,392.24

**Seniors Foundation**

- Willow Creek Foundation	\$202,053.60
- Porcupine Hills Foundation	\$94,520.60
- Mosquito Creek Foundation	\$171,757.00

AND WHEREAS, the Council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect to each sub-class of property, subject to the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Municipal District of Willow Creek No.26 as shown on the assessment roll is:

Farm Land	\$143,853,500
Residential	\$669,553,970
Non-Residential and Linear	\$732,697,410
<b>Total Assessment</b>	<b>\$1,546,104,880</b>

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Council of the Municipal District of Willow Creek No.26, in the Province of Alberta, enacts as follows:

1. The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll for the MD of Willow Creek No. 26:

<b>General Municipal</b>	<b>Assessment</b>	<b>Tax Rate</b>
Farm Land	\$143,853,500	0.007189
Residential	\$669,553,970	0.003700
Non-Residential and Linear	\$732,697,410	0.007880
<b>Total</b>	<b>\$1,546,104,880</b>	
<b>Alberta School Foundation Fund</b>		
Residential & Farm Land	\$813,407,470	0.002485
Non-Residential	\$391,036,600	0.003649
<b>Total</b>	<b>\$1,204,444,070</b>	
<b>Designated Industrial Property</b>	<b>\$662,714,340</b>	0.000076



<b>Seniors Foundation</b>		
Willow Creek Foundation	\$453,699,330	0.000375
Porcupine Hills Foundation	\$226,889,160	0.000276
Mosquito Creek Foundation	\$276,327,280	0.000506
Senior Citizens (Linear)	\$589,189,110	0.000163
<b>Provincial Policing Costs</b>	<b>\$1,546,104,880</b>	<b>0.000095</b>

2. The minimum amount payable per parcel as property tax for general municipal purposes shall be **\$20.00**.
3. This bylaw shall come into effect upon third and final reading thereof.

READ a first time this 13th day of May 2020.

<u>Reeve – Maryanne Sandberg</u>	<u>Chief Administrative Officer – Derrick Krizsan</u>
----------------------------------	---

READ a second time this 13th day of May, 2020.

<u>Reeve – Maryanne Sandberg</u>	<u>Chief Administrative Officer – Derrick Krizsan</u>
----------------------------------	---

READ a third time and finally PASSED on this 13th day of May 2020.

<u>Reeve – Maryanne Sandberg</u>	<u>Chief Administrative Officer – Derrick Krizsan</u>
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**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1874**

BEING A Bylaw of the Municipal District of Willow Creek No. 26 in the Province of Alberta, for the purpose of authorizing a special recreational services tax to be levied within the Municipal District of Willow Creek No. 26, in the Province of Alberta, for the 2020 Taxation Year.

WHEREAS, the Municipal District of Willow Creek No.26, in the Province of Alberta, pursuant to the provision of Section 382(1)(l) of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, deems it necessary to provide a bylaw for the levy of a special recreational services tax for the Claresholm and Granum rural areas as noted in Appendix "A" attached;

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Municipal District of Willow Creek No. 26, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy a special recreational services tax based on Section 384(d) of the Municipal Government act, Sub-Section (i) noting that the tax rate is to be based on the assessment as prepared in accordance with Part 9 as follows:

<b>Recreation Area</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Funds Required</b>
Claresholm Area	\$179,116,040	0.000161	\$28,800
Granum Area	\$149,179,110	0.000027	\$4,000

2. That this special recreational services tax be in addition to all other taxes and rates.
3. That this bylaw shall come into effect upon third and final reading thereof.

READ a first time this 13th day of May, 2020.

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

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

READ a second time this 13<sup>th</sup> day of May, 2020.

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

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

READ a third time and finally PASSED on this 13th day of May 2020.

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

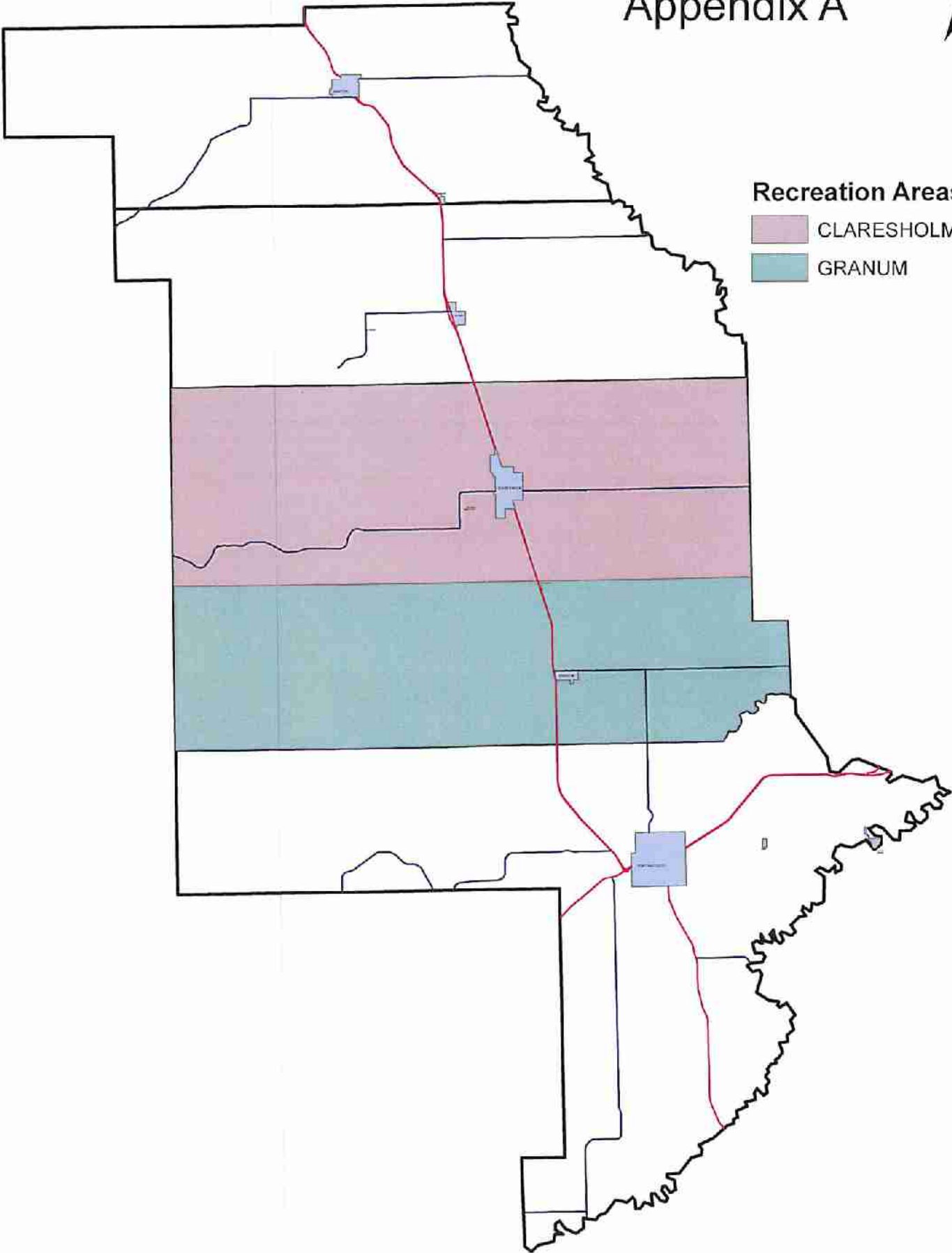
\_\_\_\_\_  
Chief Administrative Officer – Derrick Krizsan

# Appendix A



## Recreation Areas

- CLARESHOLM
- GRANUM



**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1875**

BEING A Bylaw of the Municipal District of Willow Creek No. 26 in the Province of Alberta, for the purpose of authorizing a special tax to be levied within the Municipal District of Willow Creek No. 26, in the Province of Alberta, for the 2020 Taxation Year.

WHEREAS, the Municipal District of the Municipal District of Willow Creek No.26, in the Province of Alberta, pursuant to the provision of Section 382(1)(f) of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, deems it necessary to provide a bylaw for the levy of a special tax for the purposes of repairing and maintaining roads, sewer facilities and water facilities within the Hamlet of Granum as noted in Appendix "A" attached:

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Municipal District of Willow Creek No. 26, in the Province of Alberta, enacts as follows:

- 1. That the Chief Administrative Officer is hereby authorized to levy a special tax based on Section 384(d) of the Municipal Government Act, Sub-Section (i) noting that the tax rate is to be based on the assessment as prepared in accordance with Part 9 as follows:

Area	Assessment	Tax Rate	Funds Required
Hamlet of Granum	\$33,113,500	0.007097	\$235,000

- 2. That this special tax be in addition to all other taxes and rates.
- 3. That this bylaw shall come into effect upon third and final reading thereof.

READ a first time this 13th day of May, 2020.

\_\_\_\_\_  
Reeve – Maryanne Sandberg      Chief Administrative Officer – Derrick Krizsan

READ a second time this 13th day of May 2020.

\_\_\_\_\_  
Reeve – Maryanne Sandberg      Chief Administrative Officer – Derrick Krizsan

READ a third time and finally PASSED on this 13th day of May, 2020.

\_\_\_\_\_  
Reeve – Maryanne Sandberg      Chief Administrative Officer – Derrick Krizsan

# Appendix A Hamlet of Granum



HWY 519

HWY 2



Hamlet of Granum



## Municipal District of Willow Creek #26 For Information

Agenda Item #

Date Submitted: April 24, 2020

Originated by:

Subject: Rural Health Care

### **RECOMMENDATION**

To receive the document on Rural Health Care as information.

### **SUMMARY**

The provincial government recognizes the challenge of providing health-care services in rural Alberta and has made changes to the Rural and Remote Northern Program. The cap and flat fee components have been removed, on-call rates increased, and funding has been increased for rural physician recruitment and retention programs.

### **BACKGROUND**

### **ATTACHMENTS**

- **Protecting Access to Rural Health Care**

Prepared By:

Sheila Karsten

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

Reviewed and Approved for Agenda

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



# Protecting access to rural health care

April 24, 2020 [Media inquiries](#)

## Significant investments recognize the challenge of providing health-care services in rural Alberta.

Effective immediately, the \$60,000 cap on the Rural and Remote Northern Program (RRNP) will be abolished. This program will now be the most generous in the country.

Overhead changes announced earlier this year will be paused for urban physicians while an extensive review by AHS with physician involvement is completed. Rural physicians will be exempted from any changes permanently.

Medical liability rates for all rural physicians, including obstetrics, will be frozen at \$1,000. Rates for all family physicians in Alberta will also be frozen at \$1,000. Rates for all other urban physicians will range from a low of \$1,200 to a maximum of \$4,000.

On-call rates for all rural physicians will range from \$20 per hour to \$23 per hour, increasing payments to more than 1,500 physicians who are on call in rural Alberta.

\$6 million will be used to pay for the schooling of 20 medical students over the next three years to incentivize young Albertans from rural communities to return to practise in their home communities after completing medical school.

“Over the last several weeks, discussions with rural caucus and rural physicians have made it clear that there are unique challenges to recruiting and retaining physicians in communities outside of Alberta’s major cities. These changes recognize that difference and will significantly improve access to health care for patients in rural communities.”

*Tyler Shandro, Minister of Health*

In addition, clinical researcher Dr. Lee Green has been contracted to engage physicians on how to improve health care in rural communities through alternative compensation models.

“As a longtime advocate of alternative funding models, I hope we can not only improve alternative funding programs themselves, but use alternative funding approaches to improve primary health care in Alberta. That will mean engaging with, hearing, and applying the wisdom of the practice community to make real change happen.”

*Dr. Lee Green, professor and chair, Department of Family Medicine, Faculty of Medicine and Dentistry, University of Alberta*

### **Quick facts**

- Initiatives being implemented for rural physicians:
  - Having the ability to earn more through the RRNP, effective immediately. The cap and flat fee components of the program will be removed and eligible communities will be reviewed.
  - Immediately increasing on-call rates for rural family medicine physicians with special skills from \$11 per hour to \$20 per hour, and for rural on-call from \$20 per hour to \$23 per hour.
  - Exempting rural physicians from the new overhead policy. Implementation of the overhead policy will be delayed for urban physicians until a complete policy review.
  - Freezing the Medical Liability Reimbursement Program deductible for all rural physicians and all family physicians at \$1,000.00.
  - Engaging physicians on how to improve health care in rural communities.
    - Internationally recognized clinical researcher Dr. Lee Green has been contracted to provide advice on how to modernize alternative compensation models for physicians working in community-based primary care practice. Dr. Green is a professor and chair of the Department of Family Medicine in the Faculty of Medicine and Dentistry at the University of Alberta. He is also a practicing physician, with academic research focused on the pillars of the Patient’s Medical Home model of primary care.

- Creating a new salary model for primary care.
  - The Provincial Primary Care Network Committee will be asked to form a working group to provide recommendations on how to improve primary care in rural communities.
- Alberta Health is spending about \$81 million this year to address rural physician recruitment and retention through programs, including:
  - RRNP – provides direct financial incentives to physicians who live and practise in underserviced communities.
  - Rural Health Professions Action Plan – works with communities to enhance the attraction and retention of health professionals for rural practice.
  - Rural Medical Education programs – supports medical students and residents’ experiences with rural health care, with the goal of increasing interest in, and ultimately choosing a rural medicine career path.
  - Physician Locum Service Program – ensures that communities with four or fewer physicians have access to continuous medical coverage if a physician is unable to provide services due to short-term absences.
  - Rural On-Call Program – provides remuneration to physicians providing emergency on-call services at eligible facilities in rural areas.
- There are about 1,000 rural physicians practising in Alberta.

### **Related information**

- [Physician Funding Framework](#)

### **Multimedia**

- [Watch the news conference](#)



## Municipal District of Willow Creek #26 For Information

Agenda Item #

Date Submitted: April 27, 2020

Originated by: Minister of Community and Social Services

Subject: Food Security

### **RECOMMENDATION**

Letter from the Minister of Community and Social Services and Ministerial Order to be received for information.

### **SUMMARY**

Food security and the growing use of food banks is the most common request for funding. Community and Social Services is temporarily relaxing the funding restrictions on Family and Community Support Services to allow funds to be used to address food security needs in the community. Ministerial Order 2020-15 was presented to address the issue.

### **BACKGROUND**

### **ATTACHMENTS**

- Letter from Minister Rajan Sawhney
- Ministerial Order 2020-15

Prepared By:

Sheila Karsten

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

Reviewed and Approved for Agenda

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

April 27, 2020

Dear Mayors and Chief Administrative Officers:

We are dealing with a fast and rapidly changing landscape in response to the COVID-19 pandemic. As a government, we are committed to supporting our most vulnerable and at-risk people.

There is a growing use of food banks, and food security was identified as one of the most common areas for funding requests during the initial round of applications for the COVID-19 emergency social services funding. Community and Social Services (CSS) is temporarily relaxing the funding restrictions on Family and Community Support Services (FCSS) funding to help you address food security needs at the local level.

In response to COVID-19, CSS has temporarily suspended the regulatory restriction that prevents FCSS funding from addressing food security. This has been done through a Ministerial Order (attached) under the authority of the *Public Health Act*. With this amendment, FCSS programs will have more flexibility in providing secure access to food for vulnerable Albertans.

Food security is but one of many issues facing Albertans at this time. Given the magnitude of impact of COVID-19 on our province, I would like FCSS programs to work with your partner organizations and prioritize available funding to meeting COVID-19 needs in your local community.

Thank you for your support and ongoing commitment to meeting the needs of Albertans during this extra-ordinary time.

Sincerely,



Rajan Sawhney  
Minister of Community and Social Services

Attachment

cc: Family and Community Support Services Program Directors



ALBERTA

COMMUNITY AND SOCIAL SERVICES  
*Office of the Minister*

## Ministerial Order No. 2020-15

WHEREAS the Lieutenant Governor in Council made Order in Council 080/2020 under section 52.1(1) of the *Public Health Act* (PHA) on March 17, 2020 declaring a state of public health emergency in Alberta due to pandemic COVID-19 and the significant likelihood of pandemic influenza;

WHEREAS Order in Council 080/2020 has effect for 90 days following March 17, 2020 under section 52.8(1)(a) of the PHA;

WHEREAS sections 52.1(2) and 52.1(3) of the PHA authorize the Minister of Community and Social Services (Minister) to make an order, without consultation, to suspend or modify the application or operation of all or part of an enactment, subject to the terms and conditions the Minister prescribes, if the Minister is satisfied that the application or operation of all or part of the enactment is not in the public interest;

WHEREAS section 2(a) of the *Family and Community Support Services Act* (Act) allows a municipality to provide for the establishment, administration and operation of a family and community support services program;

WHEREAS section 7(a) of the Act allows the Lieutenant Governor in Council, by regulation, to determine what constitutes a program for the purposes of the Act;

WHEREAS section 2.1 of the *Family and Community Support Services Regulation* (Regulation) sets out the service requirements for a program under the Act;

WHEREAS section 2.1(1) of the Regulation requires programs to be of a preventive nature that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and section 2.1(2) of the Regulation sets out program prohibitions;

WHEREAS I am satisfied that the prohibition on providing direct assistance for food to sustain an individual or family set out in section 2.1(2)(b) of the Regulation is not in the public interest because during this COVID-19 crisis food security and providing food directly to individuals and families is preventive in nature and enhances the social well-being and safety of those individuals and families and allows them to remain independent, strengthens their ability to cope with the other consequences of the restrictions put in place to slow the spread of COVID-19 and be more resistant to the other impacts of COVID-19 and the associated social distancing restrictions;



THEREFORE, I, Rajan Sawhney, Minister of Community and Social Services, pursuant to section 52.1(2) of the PHA, do hereby order that:

1. The prohibition in section 2.1(2)(b) of the Regulation that direct assistance for food not be provided to individuals and families is suspended and that direct assistance for food is deemed to meet the criteria set out in section 2.1(1) of the Regulation.
2. This Order lapses, unless it is sooner continued by an order of the Lieutenant Governor in Council under section 52.811(3) of the PHA, at the earliest of the following:
  - (a) August 14, 2020;
  - (b) 60 days after Order in Council 080/2020 is terminated by the Lieutenant Governor in Council, if Order in Council 080/2020 is terminated before June 15, 2020;
  - (c) when the Order is terminated by the Minister under section 52.811(2) of the PHA because the Minister is satisfied that this Order is no longer in the public interest; or
  - (d) when this Order is terminated by the Lieutenant Governor in Council under section 52.811(1)(c) of the PHA.

DATED this 14 day of April, 2020.



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Rajan Sawhney  
Minister of Community and Social Services



## Municipal District of Willow Creek #26 For Information

Agenda Item #

Date Submitted: April 30, 2020

Originated by: Minister of Municipal Affairs Kaycee Madu

Subject: 2020 Municipal Sustainability Initiative Program Changes

### **RECOMMENDATION**

To receive for information, the email information from Minister Madu


### **SUMMARY**

The email stated Municipal Affairs has received responses for shovel ready projects and more information regarding funding will be announced shortly. Temporary changes have been made to the MSI program. Local governments will be allowed to use MSI operating for any local government expenditure in 2020. A new monthly reporting process will be implemented for MSI Capital payments. Every month each Municipality will be contacted and will have to respond indicating if they intend to spend the payment on a new or existing MSI capital project this year after spending any carry forward amount from previous years.

### **BACKGROUND**

### **ATTACHMENTS**

- Email from Municipal Affairs Kaycee Madu

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

## Derrick Krizsan

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**From:** MA.MSICapitalGrants@gov.ab.ca  
**Sent:** April 30, 2020 3:20 PM  
**To:** Derrick Krizsan  
**Subject:** 2020 Municipal Sustainability Initiative Program Changes

Dear Chief Elected Officials,

Over the last few weeks, our government has taken strong measures to protect Albertans and to support our communities in these extraordinarily difficult times.

Municipal Affairs has carried out a number of initiatives to support local governments in responding to the impact of the COVID-19 pandemic, and we continue to look at other measures to help address your needs. We thank those of you that have submitted shovel-ready projects in your communities, and we will share more information regarding any stimulus funding as soon as possible. Today we are making some temporary administrative changes to the MSI program to help deal with the unique situation.

### ***MSI Operating***

We understand communities are facing unprecedented financial pressures. To help you in addressing these pressures, we are allowing local governments to use MSI operating for any local government expenditure in the 2020 program year. We are also expediting payment of 2020 MSI operating allocations to qualifying local governments. This will give you the flexibility to manage operating funding in a way that best addresses your own community's needs. These changes are detailed in the 2020 Addendum to the MSI Operating Program Guidelines, available [here](#). Please note these changes are in place for the 2020 program year only, and local governments will continue to be required to meet their annual SFE reporting obligations as outlined in the Addendum.

### ***MSI Capital***

In light of the significant urgent spending pressures on the provincial government, we want to make sure that our spending is as efficient as possible. At the same time, we want to ensure that capital funding is available as soon as it is needed to advance projects that are ready to proceed, in order to support jobs and economic activity in communities across Alberta. To that end, we will be implementing a new step in the payment process for the MSI capital program.

- Every month, Municipal Affairs will send an email to each municipality that qualifies for an MSI capital payment.
- To access their payment, each municipality must respond to the email indicating if they intend to spend the payment on a new or existing MSI capital project this year after spending any carry-forward amount from previous years.
- If a municipality does not intend to spend their payment this year or does not respond to the email, the payment will be withheld until February 2021.

I want to reiterate to you that these changes have no impact on the amount of funding any local government will receive. They are intended as temporary measures to help communities and the province deal with an extremely difficult situation. Again, we will share more information about any additional funding for shovel-ready projects once decisions are made.

I am proud of the work you and your staff are doing to protect our province and our communities, and I know that your good work on the front lines of the COVID-19 response will continue.

Sincerely,

Kaycee Madu, QC  
Minister of Municipal Affairs

cc: Chief Administrative Officers