



## MD of Willow Creek

**March 25, 2020 - Regular Council - 09:00 AM (Municipal District of Willow Creek - Administration Office)**

- 1 Call To Order**
- 1.1 Additions to Agenda
- 2 Minutes**
- 2.1 March 11, 2020 Council Minutes
  - 📎 March 11, 2020 Council Minutes
- 2.2 March 18, 2020 Special Meeting of Council
  - 📎 March 18, 2020 Special Meeting of Council Minutes
- 3 Delegations - No Delegations at this time**
- 4 Financial**
- 4.1 Cheque Register
  - 📎 Cheque Register 20200325
- 5 Public Hearings**
- 6 Council Matters**
- 6.1 Council Commitments
  - 📎 For Information Council March/April Commitments
- 6.2 Request for Public Hearing Date
  - 📎 For Decision - Public Hearing Date for Proposed Land Use Bylaw Amendment
- 6.3 High River District Health Care Foundation
  - 📎 For Decision - High River District Health Care Foundation
  - 📎 Dinner and Auction Sponsorship and Invitation - High River District Health Care Foundation
- 6.4 Municipal Strategic Plan
  - 📎 For Decision - Draft - Municipal District of Willow Creek Strategic Plan
  - 📎 2020 - 2024 Municipal Strategic Plan March192020
- 6.5 Summer Games Coordinator Agreement
  - 📎 RFD - Summer Games Agreement
  - 📎 2020 Summer Games Agreement
- 6.6 Nanton Recycling Centre
  - 📎 Nanton Recycling Centre - Update from Dump Gump Inc.
- 7 Council Reports**

- 7.1 Oldman River Regional Services Commission
  - 📎 Oldman River Regional Services Commission Board Minutes December 5, 2019
- 8 **By-Laws and Policies**
- 8.1 Bylaw 1862 - Willow Creek Regional Intermunicipal Collaboration Framework
  - 📎 RFD - Willow Creek Regional Intermunicipal Collaboration Framework
  - 📎 Bylaw No. 1862 - Willow Creek Regional Intermunicipal Collaboration Framework
  - 📎 Willow Creek Regional Intermunicipal Collaboration Framework Agreement
- 9 **Correspondence**
- 9.1 Events and Invitations
- 9.1.1 Nanton Days Parade
  - 📎 Nanton Booster Club - Nanton Days Parade August 3, 2020
- 9.2 Letter from Municipal Affairs
  - 📎 Letter from Municipal Affairs - Granum Alberta Community Partnership Program Grant Approval Letter
- 10 **Closed Session**
- 10.1 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
- 11 **Adjournment**



## **MD of Willow Creek**

### **Meeting Minutes**

**Regular Council March 11, 2020 - 10:30 AM**

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

**Claresholm, Alberta**

Reeve Maryanne Sandberg  
 Deputy Reeve Alm  
 Councillor John Van Driesten  
 Councillor John Kroetsch  
 Councillor Ian Sundquist  
 Councillor Darry Markle  
 Councillor Evan Berger  
 Chief Administrative Officer Derrick Krizsan  
 Sheila Karsten - Recording Secretary  
 Cindy Chisholm - Manager of Planning and Development  
 Mike Burla - Oldman River Regional Services Commission  
 Roy Johnson - Superintendent of Public Works

Rob Vogt - News Correspondent

Gallery:

Travis Coates - Burnco Rock Products Ltd.

Thomas Tyler - Burnco Rock Products Ltd.

**1**

#### **Call To Order**

Reeve Sandberg called the meeting to order at 1:02 p.m.

**1.1**

#### **Additions to Agenda**

**Resolution No: C-20/098**

The following items were added to the agenda:

6.12 - Road Bans

10 - Closed Session Item

Moved by Councillor Van Driesten to adopt the agenda as amended.

**CARRIED**

**2**

#### **Minutes**

**Resolution No: C-20/099**

Moved by Deputy Reeve Alm to approve the February 26, 2020 Council meeting minutes as presented.

**CARRIED**

**3**

#### **Delegation - No Delegations are scheduled**

No Delegations are scheduled at this time

**4**

#### **Financial**

**4.1**

#### **Cheque Register**

Chief Administrative Officer Krizsan presented the cheque register for cheque #'s 24412 – 24430 and EFT #'s 2223 – 2268 in the amount of \$341,930.85 as information.

Received for information.

**4.1.1 Go into Closed Session**  
**Resolution No: C-20/100**

Moved by Councillor Sundquist to go into closed session at 1:15 a.m.

**CARRIED**

Rob Vogt and Travis Coates left the meeting at 1:15 p.m.

**4.1.2 Come out of closed session**  
**Resolution No: C-20/101**

Moved by Councillor Berger to come out of closed session at 1:22 p.m.

**CARRIED**

Rob Vogt, Travis Coates and Thomas Tyler entered the meeting at 1:22 p.m.

Cindy Chisholm and Mike Burla entered the meeting at 1:24 p.m.

**6 Council Matters**

**6.1 Council Commitments - March/April**

Upcoming commitments for March/April 2020 for Council members were presented.

Received for information.

**6.2 Rural Municipalities of Alberta 2020 Spring Convention**

The RMA 2020 Spring Convention updated Agenda and Resolutions were presented.

Received for information.

**6.3 Donation Requests**

**6.3.1 Chinook Jr. Stock Show**  
**Resolution No: C-20/102**

The 25th annual Chinook Junior Stock Show will take place on April 15, 2020 at the Claresholm Agriplex. A letter of request for sponsorship was presented.

Moved by Councillor Kroetsch to donate \$1050 for the Chinook Junior Stock Show from discretionary funds as follows:

Division 1 - Councillor Van Driesten - \$150

Division 2 - Councillor Kroetsch - \$150

Division 3 - Reeve Sandberg - \$150

Division 4 - Deputy Reeve Alm - \$150

Division 5 - Councillor Markle - \$150

Division 6 - Councillor Berger - \$150

Division 7 - Councillor Sundquist - \$150

**CARRIED**

**6.3.2 Claresholm Community Centre**  
**Resolution No: C-20/103**

Claresholm Community Centre is hosting a fundraising dinner and concert on April 18, 2020 to raise funds for renovations to the entryway and washrooms. A letter of invitation and for donations was presented.

Moved by Deputy Reeve Alm to donate \$200 for the Claresholm Community Centre from discretionary funds as follows:



Division 1 - Councillor Van Driesten - \$0  
 Division 2 - Councillor Kroetsch - \$0  
 Division 3 - Reeve Sandberg - \$0  
 Division 4 - Deputy Reeve Alm - \$200  
 Division 5 - Councillor Markle - \$0  
 Division 6 - Councillor Berger - \$0  
 Division 7 - Councillor Sundquist - \$0

**CARRIED**

**6.3.3**

**Fort Macleod Elks/Royal Purple  
 Resolution No: C-20/104**

The Fort Macleod Elks and Fort Macleod Royal Purple are hosting a Gaming Night Fundraiser on March 14, 2020 to raise funds for the Outdoor Community Sports Play Area. A letter of request for a donation was presented.

Moved by Councillor Van Driesten to donate \$500 for the Fort Macleod Elks and Fort Macleod Royal Purple from discretionary funds as follows:

Division 1 - Councillor Van Driesten - \$200  
 Division 2 - Councillor Kroetsch - \$100  
 Division 3 - Reeve Sandberg - \$200  
 Division 4 - Deputy Reeve Alm - \$0  
 Division 5 - Councillor Markle - \$0  
 Division 6 - Councillor Berger - \$0  
 Division 7 - Councillor Sundquist - \$0

**CARRIED**

**6.3.4**

**Southwest Senior Pro Rodeo  
 Resolution No: C-20/105**

The Southwest Senior Pro Rodeo will be held on July 11th and July 12th, 2020 in Fort Macleod. A letter of request for sponsorship was presented.

Moved by Councillor Kroetsch to donate \$800 for the Southwest Senior Pro Rodeo from discretionary funds as follows:

Division 1 - Councillor Van Driesten - \$200  
 Division 2 - Councillor Kroetsch - \$200  
 Division 3 - Reeve Sandberg - \$200  
 Division 4 - Deputy Reeve Alm - \$0  
 Division 5 - Councillor Markle - \$200  
 Division 6 - Councillor Berger - \$0  
 Division 7 - Councillor Sundquist - \$0

**CARRIED**

**6.3.5**

**Stavely Pro Rodeo  
 Resolution No: C-20/106**

The 63rd edition of the Stavely Indoor Pro Rodeo will be held on May 7 to 9, 2020. A letter of request for sponsorship was presented.

Moved by Deputy Reeve Alm to donate \$1800 for the Stavely Pro Rodeo from discretionary funds as follows:

Division 1 - Councillor Van Driesten - \$200  
 Division 2 - Councillor Kroetsch - \$100  
 Division 3 - Reeve Sandberg - \$200  
 Division 4 - Deputy Reeve Alm - \$400  
 Division 5 - Councillor Markle - \$200  
 Division 6 - Councillor Berger - \$200  
 Division 7 - Councillor Sundquist - \$500

**CARRIED**

**5 Public Hearings**  
**Resolution No: C-20/107**

Moved by Deputy Reeve Alm to recess the Council meeting at 1:30 p.m.

**CARRIED**

**5.1 Open Public Hearing**  
**Resolution No: C-20/108**

Moved by Councillor Van Driesten to open the Public Hearing at 1:30 p.m.

**CARRIED**

**5.2 1:30 p.m. Public Hearing - Bylaw No 1860 - Rural General -RG to Rural Industrial - RI**

Cindy Chisholm, Manager of Planning and Development presented information for proposed Bylaw No. 1860 in response to an application for a Land Use Bylaw amendment submitted by applicants Burnco Rock Products Ltd. The Bylaw seeks to redesignate 126 acres of the subject lands SE/SW 05-17-28-W4M from Rural General to Rural Industrial. The redesignation will allow for a development permit application for proposed Class 1 resource extraction operation within the subject lands.

Notice of the Public Hearing was placed in The Nanton News for two consecutive weeks, adjacent landowners were notified by mail. Alberta Environment and Parks, Alberta Environment Regulatory Approvals Center, Alberta Environment and Parks Wildlife Biologists, Alberta Culture and Tourism - Historical Resources, Alberta Health Services, Foothills County and Oldman River Regional Service Commission were notified.

Comments were received from

- Alberta Environment and Parks, Regulatory Approvals Centre - Meghan Nannt, dated March 2, 2020
- Alberta Transportation, Leah Olsen, dated March 9, 2020
- Alberta Health Services, Lynn Que, dated March 11, 2020
- Foothills County, dated March 10, 2020
- Llizabet Coulsen, dated March 5, 2020

Travis Coates and Thomas Tyler showed a PowerPoint presentation of information on the proposed redesignation of the Burnco Nanton Pit. Information was presented for noise and dust control measures for processing, at the site, and for trucking. Discussion ensued of reclamation plans.

**5.2.1 Close Public Hearing**  
**Resolution No: C-20/109**

Moved by Councillor Kroetsch to close the Public Hearing at 2:04 p.m.

**CARRIED**

**5.2.1.1 Resume Council**  
**Resolution No: C-20/110**

Moved by Councillor Van Driesten to resume the Council meeting at 2:04 p.m.

**CARRIED**

Travis Coates and Thomas Tyler left the meeting at 2:05 p.m.

**6 Council Matters**

**6.4 Fort Macleod Intermunicipal Development Plan Date Selection**  
**Resolution No: C-20/111**

Proposed dates to attend an Intermunicipal Development Plan meeting in Fort Macleod were presented.

Moved by Councillor Van Driesten to set an Intermunicipal Development Plan meeting on March 30, 2020 at 5:00 p.m. in Fort Macleod.

**CARRIED**

**6.5 Oldman River Regional Services Commission**

The Oldman River Regional Services Commission March 5, 2020 General Board of Directors' Meeting Agenda was presented.

Received for information.

**6.6 Provincial Budget Analysis**

The Rural Municipalities of Alberta analysis of the 2020 Provincial Budget was presented.

Received for information.

**6.7 Granum Solid Waste  
Resolution No: C-20/112**

The Municipal District of Willow Creek put out a Request for Proposal for solid waste pick up within the Hamlet of Granum. The one company that responded indicated a cost of considerably more than the rate charged to residents. The garbage truck that was in use in Granum can no longer be certified due to mechanical defects and it has been retired. As a result of this information the Chief Administrative Officer has directed public works to continue to provide the service utilizing municipal personnel and equipment.

Moved by Councillor Sundquist to accept the recommendation from administration regarding the Hamlet of Granum waste collection.

**CARRIED**

**6.8 Alberta SouthWest**

The Alberta SouthWest March 2020 Bulletin and Minutes of the February 2, 2020 Board of Directors meeting were presented. A press release to announce that Alberta SouthWest was selected third place at the Sustainable Top 100 Destination Awards for the publication Crown of the Continent was also presented.

Received for information.

**6.9 Hamlet of Granum Open House**

The Municipal District of Willow Creek hosted an Open House in the Hamlet of Granum on February 26, 2020. Staff were in attendance along with displays featuring details on municipal services and matters pertaining to Granum infrastructure issues. Approximately 75 residents attended, and attendees were invited to complete a questionnaire related to the Open House event. The results of the questionnaire were presented.

Received for information.

**6.10 Oldman River Regional Services Commission**

The Oldman River Regional Services Commission Annual Organizational Board of Directors' meeting minutes of December 5, 2019 were presented.

Received for information.

**6.11 Willow Creek Foundation  
Resolution No: C-20/113**

An enquiry from a committee member on the Willow Creek Foundation Board was presented. The member represented the Town of Granum as a Member at Large

and was permitted to be reimbursed mileage expenses for travel to attend meetings. The member asked if the mileage would still be reimbursed.

Moved by Councillor Berger to reimburse the volunteer from Granum mileage to attend Willow Creek Foundation meetings.

#### **DEFEATED**

Roy Johnson entered the meeting at 2:30 p.m.

#### **6.12**

##### **Road Bans**

Reeve Sandberg received two enquiries from ratepayers regarding road bans. One ratepayer has concerns as their property is land locked and boxed in due to road bans on the Longbottom Road and Moon River Estates Road. They were inquiring if an exemption was possible to enable them to haul hay. Road bans are put in place as a temporary measure to preserve the infrastructure in the spring and there are no exemptions.

Roy Johnson left the meeting at 2:45 p.m.

#### **7**

##### **Council Reports**

#### **7.1**

##### **Alberta Health Services South Zone**

Information was presented from Alberta Health Services - South Zone in response to physician compensation. Alberta Health Services stated no hospitals will be closed and they will continue to work with physicians to ensure patients and families have access to quality care without gaps in service. Alberta Health Services priority is the safe care of patients and support patient care as well as physicians and the communities they serve.

Received for information.

#### **7.2**

##### **Glen Motz Report to Mayors and Reeves**

A report from Glen Motz, Member of Parliament for Medicine Hat Cardston Warner to the Southwest Mayors and Reeves was presented. The report included items from the Federal Budget, Canada-China Relations, the New NAFTA (CUMSA) Canada United States Mexico Agreement, and Coronavirus.

Received for information.

#### **7.3**

##### **Police Funding Model Response from Minister Schweitzer**

A letter from Minister Schweitzer in response to Town of Nanton Mayor Handley was presented. Minister Schweitzer acknowledged the financial impacts the police funding model would pose and stated the additional funds would be invested in front line policing. An additional benefit of the new funding model is the creation of a sustainable revenue stream for the RCMP to hire up to 300 additional regular members and 200 civilian members over a five year period. A new Alberta Police Advisory Board will be established to give small and rural communities a forum to discuss policing priorities.

Received for information.

#### **7.4**

##### **Willow Creek Regional Waste Management Service Commission - Councillor Kroetsch**

Councillor Kroetsch read a letter of response from Willow Creek Regional Waste Management Service Commission. The letter stated staff had logged 25 hours between February 11 to March 6 to clean up the debris in the trees of a neighboring property and 33 hours on and around the landfill location in response to the unsightly premises concern. Photos of the area were presented that show the site has been cleaned up. The Willow Creek Regional Waste Management Service Commission will be putting a call for tender for a catch fence and noted that to cover the expense, tipping fees may be increased. Landowners in the area have expressed concern of untarped loads which also leads to debris littering the landscape and request that Bylaw enforcement officers monitor. Councillor Markle commented on a job well done by Willow Creek Regional Waste Management

Service Commission in taking care of the matter.

Received for information.

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

### **8.1 Bylaw 1854 - Road Allowance**

Bylaw No. 1854 being the Bylaw for the purpose of closing and leasing a public highway adjacent to the East boundary of the SE 36-09-27-W4M with the first reading January 15, 2020 and has been signed by the Minister of Transportation.

#### **8.1.1 Second Reading Resolution No: C-20/114**

Moved by Deputy Reeve Alm Bylaw No. 1854 be given second reading.

**CARRIED**

#### **8.1.2 Third Reading Resolution No: C-20/115**

Moved by Councillor Kroetsch Bylaw No.1854 be given third and final reading and the Reeve and Chief Administrative Officer be authorized to sign and counter sign on behalf of the Municipal District.

**CARRIED**

### **8.2 Bylaw No. 1859 - MD of Willow Creek and Foothills County Intermunicipal Collaborative Framework**

#### **8.2.1 Second Reading Resolution No: C-20/116**

Moved by Councillor Berger Bylaw No. 1859 be given second reading.

**CARRIED**

#### **8.2.2 Third Reading Resolution No: C-20/117**

Moved by Sundquist Bylaw No.1859 be given third and final reading and the Reeve and Chief Administrative Officer be authorized to sign and counter sign on behalf of the Municipal District.

**CARRIED**

### **8.3 Bylaw No. 1860 - Land Use Bylaw**

#### **8.3.1 First Reading Resolution No: C-20/118**

Moved by Councillor Sundquist Bylaw No. 1860 being the bylaw to redesignate approximately 126 acres of the lands at SE/SW 05-17-28-W4M from Rural General - RG to Rural Industrial - RI be given first reading.

**CARRIED**

#### **8.3.2 Second Reading Resolution No: C-20/119**

Moved by Councillor Van Driesten Bylaw No. 1860 be given second reading.

**CARRIED**

#### **8.3.3 Motion to Amend Bylaw Resolution No: C-20/120**

Moved by Councillor Berger that Bylaw No. 1860 be amended to 52 acres and returned at the March 25, 2020 Council meeting.

**CARRIED**

#### **8.4 Bylaw No. 1861 - Granum District Community Board**

##### **8.4.1 First Reading Resolution No: C-20/121**

Moved by Councillor Kroetsch Bylaw No. 1861 being the bylaw to establish the Granum District Community Board be given first reading.

**CARRIED**

##### **8.4.2 Second Reading Resolution No: C-20/122**

Moved by Berger Bylaw No. 1861 be given second reading.

**CARRIED**

##### **8.4.3 Proceed to Third Reading Resolution No: C-20/123**

Moved by Counsellor Van Driesten and all Councillors present to unanimously consent to the third and final reading of Bylaw No. 1861.

**CARRIED UNANIMOUSLY**

##### **8.4.4 Third Reading Resolution No: C-20/124**

Moved by Counsellor Markle Bylaw No.1861 be given third and final reading and the Reeve and Chief Administrative Officer be authorized to sign and counter sign on behalf of the Municipal District.

**CARRIED**

Discussion ensued of the Granum and District Recreational Society Lease Agreement. Changes are to be made to section 4.06 - Subletting and 6.02 - Payment of Utilities.

#### **8.5 Bylaw No. 1862 - Willow Creek Regional Intermunicipal Collaboration Framework**

##### **8.5.1 First Reading Resolution No: C-20/125**

Moved by Councillor Berger Bylaw No. 1862 being the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw be given first reading.

**CARRIED**

#### **8.6 Bylaw No. 1863 - M.D. of Willow Creek No. 26 Library Establishment Bylaw**

An error was found in the previously passed M.D. of Willow Creek No. 26 Library Board Bylaw No. 1853 where the word Municipal does not comply with the Library Board Act. Bylaw No. 1853 will be replaced with Bylaw No. 1863.

##### **8.6.1 First Reading Resolution No: C-20/126**

Moved by Councillor Sundquist Bylaw No. 1863 being the Municipal District of Willow Creek No. 26 Library Board Bylaw to be given first reading.

**CARRIED**

**8.6.2 Second Reading**  
**Resolution No: C-20/127**

Moved by Counsellor Markle Bylaw No. 1863 be given second reading.

**CARRIED**

**8.6.3 Proceed to Third Reading**  
**Resolution No: C-20/128**

Moved by Councillor Kroetsch and all Councillors present to unanimously consent to the third and final reading of Bylaw No. 1863.

**CARRIED UNANIMOUSLY**

**8.6.4 Third Reading**  
**Resolution No: C-20/129**

Moved by Deputy Reeve Alm Bylaw No.1863 be given third and final reading and the Reeve and Chief Administrative Officer be authorized to sign and counter sign on behalf of the Municipal District.

**CARRIED**

**8.6.5 Appoint Library Board Members**  
**Resolution No: C-20/130**

Moved by Councillor Kroetsch to appoint the library board members as currently established.

**CARRIED**

**9 Correspondence**

**9.1 Budget Meeting**

Council was asked to select a date for the Council 2020 Budget Meeting.

Council has agreed on March 31, 2020 at 9:30 a.m. as the date for the 2020 Budget meeting.

**9.2 Claresholm Volunteer Appreciation Event**  
**Resolution No: C-20/131**

Claresholm FCSS is having a Volunteer Appreciation evening on April 27, 2020. An invitation has been extended to Reeve and Councillors to attend.

Moved by Deputy Reeve Alm to direct Administration to RSVP for Councillor Markle and Deputy Reeve Alm to attend the Claresholm FCSS 2020 Volunteer Appreciation evening.

**CARRIED**

**9.3 Alberta SouthWest**

Alberta SouthWest announced an Energizing Agricultural Transformation (EAT) Roundtable to be held on March 12, 2020 at MD of Willow Creek Council Chambers. The event has been cancelled due to low numbers. A tentative date of April 6, 2020 or April 7, 2020 to reschedule has been suggested.

Received as information.

**9.4 Stavely FCSS Volunteer Appreciation**  
**Resolution No: C-20/132**

Stavely FCSS is having a Volunteer Appreciation Evening and Volunteer Fair on April 30, 2020. Each organization will have information available to explain what each group/organization does, what the group is working on and what it would like to accomplish.

Moved by Councillor Sundquist for the M.D. of Willow Creek to donate a set of glasses and 2 hats to Stavely FCSS for the Volunteer Appreciation evening.

**CARRIED**

**10**

**Closed Session**

**Resolution No: C-20/133**

Moved by Councillor Markle to go into Closed Session at 3:35 p.m.

**CARRIED**

Rob Vogt left the meeting at 3:35 p.m.

**10.1**

**Closed Session pursuant to Municipal Government Act Section 197 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-20/134**

Moved by Councillor Markle to come out of closed session at 4:32 p.m.

**CARRIED**

**11**

**Adjournment**

**Resolution No: C-20/135**

Moved by Councillor Kroetsch to adjourn at 4:32 p.m.

**CARRIED**

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Reeve

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Chief Administrative Officer





## **MD of Willow Creek**

### **Meeting Minutes**

**Special Meeting of Council March 18, 2020 - 03:00 PM**

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

**Claresholm, Alberta**

Reeve Maryanne Sandberg  
 Deputy Reeve Glen Alm  
 Councillor John Van Driesten  
 Councillor John Kroetsch  
 Councillor Ian Sundquist  
 Councillor Darry Markle  
 Councillor Evan Berger  
 Chief Administrative Officer Derrick Krizsan

#### **1 Call To Order**

Reeve Sandberg called the meeting to order at 3:01 p.m.

Special Meeting of Council waiver of 24 hour notice of Special Meeting distributed and signed by all members of Council.

#### **2 Business Items**

##### **2.1 Procedural Bylaw**

Bylaw No. 1866 was presented to Council. Amendments made to Sections 6.3, Section 6.11 and Section 11.2.

##### **2.1.1 First Reading**

**Resolution No: 2020/001**

Moved by Councillor Markle, amended Bylaw No. 1866 being the Procedural bylaw be given first reading.

**CARRIED**

##### **2.1.2 Second Reading**

**Resolution No: 2020/002**

Moved by Deputy Reeve Alm Bylaw No. 1866 be given second reading.

**CARRIED**

##### **2.1.3 Proceed to Third Reading**

**Resolution No: 2020/003**

Moved by Councillor Van Driesten and all Councillors present to unanimously consent to the third and final reading of Bylaw No. 1866.

**CARRIED UNANIMOUSLY**

##### **2.1.4 Third Reading**

**Resolution No: 2020/004**

Moved by Councillor Kroetsch Bylaw No.1866 be given third and final reading and the Reeve and Chief Administrative Officer be authorized to sign and counter sign on behalf of the Municipal District.

**CARRIED**

- 2.2

Closure of Municipal Office - Due to COVID-19

Temporary office closure due to pandemic discussed.
- 3

New and Other Business
- 4

Adjournment

Resolution No: 2020/005

Moved by Councillor Kroetsch to adjourn at 3:37 p.m.

CARRIED

Reeve

Chief Administrative Officer

DRAFT

Ranges: From: To: From: To:  
Cheque Number First Last Cheque Date 2020-03-25 2020-03-25  
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
24431	CHINOOK JR. STO	CHINOOK JR. STOCK SHOW	2020-03-25	GENERAL	PMCHQ00002749	\$1,050.00
24432	CLAR COMM CENTR	CLARESHOLM COMMUNITY CENTRE AS	2020-03-25	GENERAL	PMCHQ00002749	\$200.00
24433	CLARESHOLM TAXI	CLARESHOLM TAXI	2020-03-25	GENERAL	PMCHQ00002749	\$31.50
24434	DEE JAY HARDWAR	DEE JAY HARDWARE LTD.	2020-03-25	GENERAL	PMCHQ00002749	\$222.89
24435	FOOTHILLS LITTL	FOOTHILLS LITTLE BOW MUN. ASSC	2020-03-25	GENERAL	PMCHQ00002749	\$450.00
24436	FORT MACLEOD RO	FORT MACLEOD ROYAL PURPLE	2020-03-25	GENERAL	PMCHQ00002749	\$500.00
24437	NANTON HOME HAR	NANTON HOME BUILDING CENTRE	2020-03-25	GENERAL	PMCHQ00002749	\$26.24
24438	NUTRIEN AG SOL	NUTRIEN AG SOLUTIONS (CANADA)	2020-03-25	GENERAL	PMCHQ00002749	\$135.58
24439	ORRSC	ORRSC	2020-03-25	GENERAL	PMCHQ00002749	\$500.00
24440	PETTY CASH CHEQ	Derrick Krizsan - Petty Cash A	2020-03-25	GENERAL	PMCHQ00002749	\$117.35
24441	PLANET CLEAN (C	BUNZL	2020-03-25	GENERAL	PMCHQ00002749	\$221.76
24442	SOUTHWEST SENIO	SOUTHWEST SENIOR PRO RODEO	2020-03-25	GENERAL	PMCHQ00002749	\$800.00
24443	STAVELY PRO ROD	STAVELY PRO RODEO	2020-03-25	GENERAL	PMCHQ00002749	\$1,800.00
24444	TELUS COMMUNICA	TELUS COMMUNICATIONS INC.	2020-03-25	GENERAL	PMCHQ00002749	\$479.49
24445	TELUS MOBILITY	TELUS	2020-03-25	GENERAL	PMCHQ00002749	\$665.60
24446	TOWN OF SUNDRE	TOWN OF SUNDRE	2020-03-25	GENERAL	PMCHQ00002749	\$227.70
EFT000000002269	A.A.M.D. & C.	RMA	2020-03-25	GENERAL	PMCHQ00002750	\$2,765.94
EFT000000002270	AB.MUN.HEALTH(C	ALBERTA MUNICIPAL HEALTH & SAF	2020-03-25	GENERAL	PMCHQ00002750	\$577.50
EFT000000002271	ALBERTA ONE CAL	ALBERTA ONE CALL CORP.	2020-03-25	GENERAL	PMCHQ00002750	\$6.30
EFT000000002272	ALL-TRA BATTERY	ALL-TRA BATTERY	2020-03-25	GENERAL	PMCHQ00002750	\$263.24
EFT000000002273	BISHOFF'S AUTO	BISHOFF'S AUTO, AG&IND. CENTRE	2020-03-25	GENERAL	PMCHQ00002750	\$1,994.24
EFT000000002274	BROWNLEE LLP	BROWNLEE LLP	2020-03-25	GENERAL	PMCHQ00002750	\$1,970.49
EFT000000002275	CANSEL	CANSEL (HEAD OFFICE)	2020-03-25	GENERAL	PMCHQ00002750	\$689.17
EFT000000002276	CLARESHOLM RENT	CLARESHOLM RENTALS & OILFIELD	2020-03-25	GENERAL	PMCHQ00002750	\$31.50
EFT000000002277	COMM GROUP LETH	COMMUNICATIONS GROUP	2020-03-25	GENERAL	PMCHQ00002750	\$192.15
EFT000000002278	DUMP GUMP INC.	DUMP GUMP INC.	2020-03-25	GENERAL	PMCHQ00002750	\$115.50
EFT000000002279	EVCON FARM EQUI	EVCON FARM EQUIPMENT LTD.	2020-03-25	GENERAL	PMCHQ00002750	\$122.78
EFT000000002280	FOOTHILLS FORD	FOOTHILLS FORD	2020-03-25	GENERAL	PMCHQ00002750	\$1,833.77
EFT000000002281	FORT MACLEOD AG	FORT MACLEOD AGENCIES 1989 LTD	2020-03-25	GENERAL	PMCHQ00002750	\$591.00
EFT000000002282	HAGEN ELECTRIC	HAGEN ELECTRIC LTD.	2020-03-25	GENERAL	PMCHQ00002750	\$5,580.70
EFT000000002283	HI-WAY 9 EXPRES	HI-WAY 9 EXPRESS LTD.	2020-03-25	GENERAL	PMCHQ00002750	\$263.14
EFT000000002284	ISL ENGINEERING	ISL ENGINEERING AND LAND SERVI	2020-03-25	GENERAL	PMCHQ00002750	\$7,765.40
EFT000000002285	JUBILEE INSURAN	RMA INSURANCE LTD.	2020-03-25	GENERAL	PMCHQ00002750	\$11,586.47
EFT000000002286	K4 DISTRIBUTING	K4 DISTRIBUTING	2020-03-25	GENERAL	PMCHQ00002750	\$72.00
EFT000000002287	PHOTO PLUS/THE	SOUTHERN CONNECT - SOUTHERN SP	2020-03-25	GENERAL	PMCHQ00002750	\$47.25
EFT000000002288	POSTMEDIA-WANTO	POSTMEDIA NETWORK INC.	2020-03-25	GENERAL	PMCHQ00002750	\$516.60
EFT000000002289	SHAW CABLE SYST	SHAW CABLE SYSTEMS	2020-03-25	GENERAL	PMCHQ00002750	\$385.03
EFT000000002290	SOUTH COUNTRY C	SOUTH COUNTRY CO-OP LIMITED	2020-03-25	GENERAL	PMCHQ00002750	\$13,036.70
EFT000000002291	STANDENS LTD.	STANDENS LTD.	2020-03-25	GENERAL	PMCHQ00002750	\$1,134.84
EFT000000002292	TOWN OF CLARESH	TOWN OF CLARESHOLM	2020-03-25	GENERAL	PMCHQ00002750	\$16,499.37
EFT000000002293	UNIFIRST CANADA	UNIFIRST CANADA LTD.	2020-03-25	GENERAL	PMCHQ00002750	\$213.50
EFT000000002294	WILLOW CREEK SA	WILLOW CREEK SAND & GRAVEL CO.	2020-03-25	GENERAL	PMCHQ00002750	\$77,175.00

Total Cheques: 42

Total Amount of Cheques: \$152,857.69

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## Municipal District of Willow Creek #26 For Information

Agenda Item #

Date Submitted: March 16, 2020

Originated by: Administration

Subject: Council March/April Commitments

### **RECOMMENDATION**

Receive for Information.

### **SUMMARY**

Council has the following commitments for March /April

#### **MARCH**

March 25 – 9:00 a.m. – Council meeting (ASB meeting is cancelled) (teleconference)

March 25 – 7:00 p.m. – (cancelled) Granum District Community Board Meeting at Granum Recreation Centre

March 27, 2020 – 9:00 a.m. - Conference call with Minister Dreeshen

\*Postponed\* March 30 – 1:00 p.m. – 4:00 p.m. – Alberta Environment and Parks meeting at MDWC (Glen, Carla)

March 30 – 5:00 p.m. - Fort Macleod IDP Meeting – in Fort Macleod (teleconference)

March 31 – 9:30 a.m. – Council Budget Meeting (teleconference)

**\*\* JEDI Meeting – TBA (March 31, April 2, 3 or April 6 – 9)**

#### **APRIL**

April 7 – 12 Noon Energizing Agriculture Transformation (EAT) Roundtable (online Web meeting)

April 8 – 8:30 a.m. – Audit Committee meeting (Reeve – Deputy Reeve)

April 22 – 9:00 a.m. – ASB and Council Meeting

April 27 – 5:30 to 8:30 p.m. – Claresholm Volunteer Appreciation (tentative)

April 30 – 6 – 9 p.m. – Stavely Volunteer Appreciation at Stavely Community Centre (tentative)

Prepared By:

Sheila Karsten

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Director / CAO / Committee

Reviewed and Approved for Agenda



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Chief Administrative Officer



## Municipal District of Willow Creek #26 For Decision

### Agenda Item #

Date Submitted: March 20, 2020

Originated by: Stacey Russell (Consultant)  
Hutt. Br. Church of White Lake (Landowners)

Subject: Request for a Public Hearing date and time for:  
Land Use Bylaw Amendment Application No. A-02-20  
Proposed Bylaw No. 1867  
NE 18-09-26-W4M (137.55 acres)  
'Rural General-RG' to 'Rural Industrial-RI'

### RECOMMENDATION

A request to set a Public Hearing date for April 8, 2020 at 1:30 pm for proposed Bylaw No. 1867 Land Use Bylaw Amendment Application A-02-20 to redesignate the existing 137.55 acre titled parcel from Rural General-RG to 'Rural Industrial-RI'.

### SUMMARY

An application for Land Use Bylaw Amendment, submitted by applicants Stacey Russell (Consultant with Wood E&I) for registered landowners Hutterian Br. Church of White Lake, to redesignate the 137.55 acre parcel, being NE 18-09-26-W4M from 'Rural General-RG' to 'Rural Industrial-RI', to accommodate a development application for extension of the current Class I resource extraction (gravel pit operation) located in the SE/SW 18-09-26-W4M (DP 043-12).

Pursuant to section 606 of the Municipal Government Act, notice of the Public Hearing will be placed on the M.D. of Willow Creek website, published in the local newspaper, the Macleod Gazette issues April 1<sup>st</sup> and 8<sup>th</sup>, 2020, and notification will be circulated to the adjacent landowners, government agencies and stakeholders.

### ATTACHMENTS

- Land Use Bylaw Amendment Application A-02-20, applicants Stacey Russell/ Hutterian Br. Church of White Lake.
- Aerial photo – NE 18-09-26-W4M

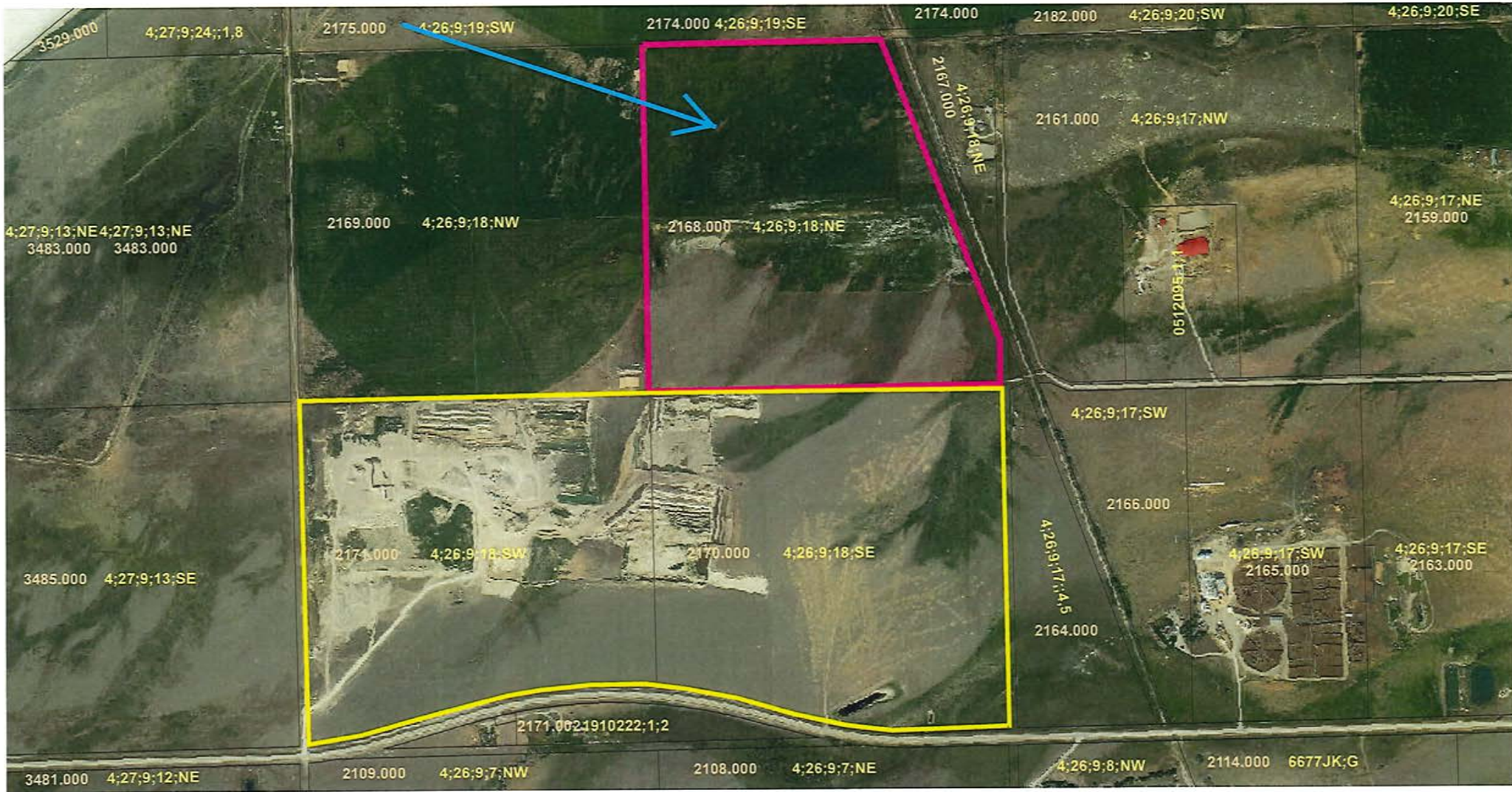
Prepared By:

Director / CAO / Committee

Reviewed and Approved for Agenda

Chief Administrative Officer







**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: \$ \_\_\_\_\_

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 GeneralTo: 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)



[illegible]

WHITE LAKE COLONY

SHEET TITLE	GRAVEL PIT SECTIONS
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RESUMEN

## TEST PIT SUMMARY TABLE

Wood File: BX10620.200

White Lake Colony

Expansion into NE¼18-009-26 W4M

February 12, 2020

TP20-01	
Thickness (cm)	<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.
15	
10	
120	





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

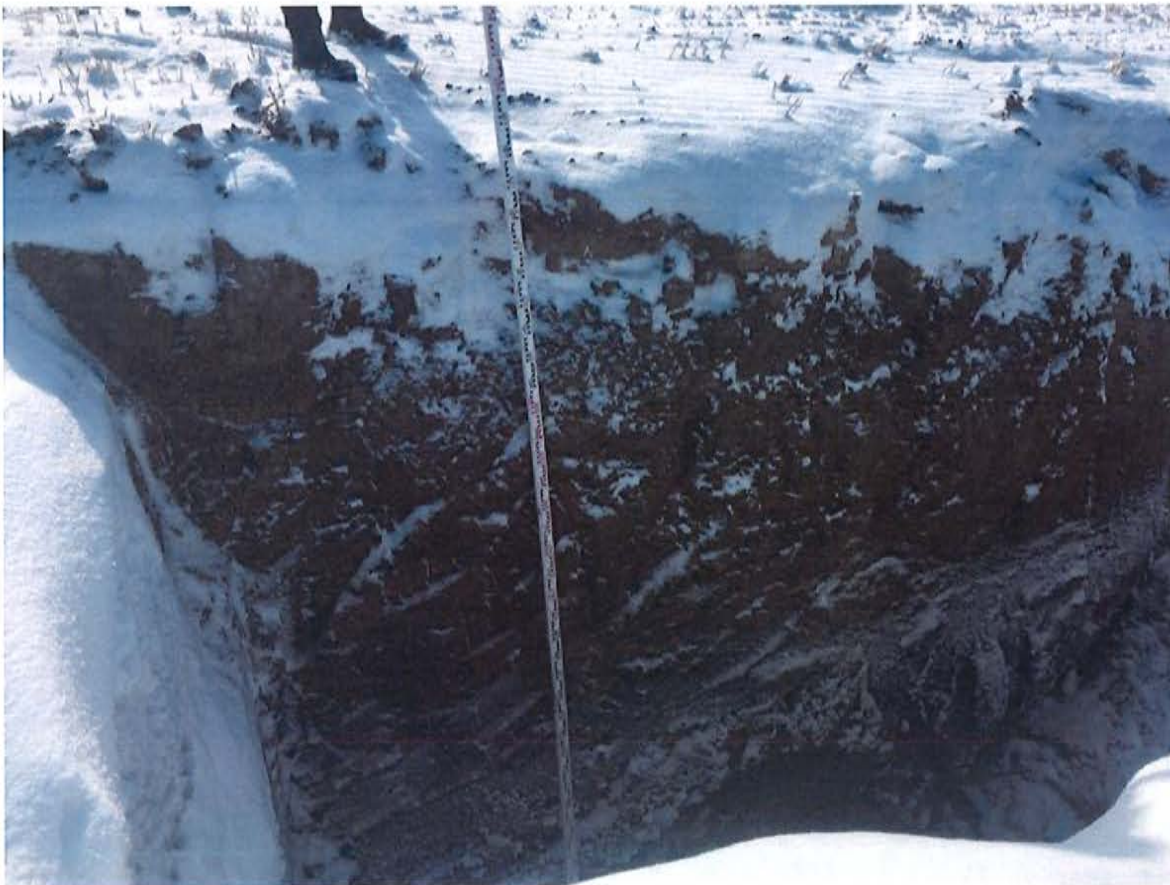


TP20-05	
Thickness (cm)	
15	TOPSOIL
10	SUBSOIL
585	CLAY
End of test pit at 610cm depth, Excavation <b>dry</b> upon completion of excavation.	





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



TP20-09	
Thickness (cm) 15 10 175	<b>TOPSOIL</b> <b>SUBSOIL</b> <b>CLAY AND SAND</b>  End of test pit at 200cm 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 )



## Municipal District of Willow Creek #26 For Decision

Agenda Item #

Date Submitted: February 28, 2020

Originated by: High River Health Care Foundation

Subject: Dinner and Auction Invitation and Sponsorship

### **RECOMMENDATION**

For a resolution for sponsorship to the High River Health Foundation Dinner and Auction of a cash donation, auction or raffle prize.

### **SUMMARY**

For the last 33 years, the fundraising events raise funds to support healthcare equipment and programs in High River, Nanton and the surrounding rural areas.

### **BACKGROUND**

2019 Contribution from Discretionary Funds

DATE	NAME	CONTRIBUTION AMOUNT	John VanDriesten DIVISION 1	John Kroetsch DIVISION 2	Maryanne Sandberg DIVISION 3	Glen Alm DIVISION 4	Darry Markle DIVISION 5	Evan Berger DIVISION 6	Ian Sundquist DIVISION 7
08-May	High River District Health Care Foundation	1250				250	250	500	250

### **ATTACHMENTS**

- High River Health Foundation Event Information

Prepared By:

Sheila Karsten

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

Reviewed and Approved for Agenda

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





February 28, 2020

Dear Reeve Sandberg & Council,

For over three decades donors and volunteers from our communities have committed to making sure High River and Nanton have the very best healthcare possible. Over that time together we have committed to enhancing our local facilities and helping local health care professionals keep our communities healthy.

A part of the that commitment has been the tradition of the High River District Health Care Foundation Dinner & Auction, which has come to be known as our community's premier fund raising event and is celebrating 34 years in 2020!

It is the support of organizations like yours that has helped make this event possible and helped our family, friends and neighbors when their health really matters. We would like to invite you to once again participate, because we believe that, as a business leader, you are invested in the health of our community. Last year you generously supported the evening as a Champion sponsor, please find attached the benefits of that sponsorship along with the other options for your information.

The Foundation's Dinner and Auction is indeed one of our communities' premier fundraising events. As you know, we aim to always host a top-notch evening – great food, fantastic auction items, raffles, entertainment and fun. Most importantly, it is an evening about friends, neighbors and community. In 2019 over 420 generous supporters made our "Cocktail Soiree" a huge success despite the challenging economics we all faced. An incredible \$103,000 (net) was raised to support Palliative Care programs at the High River Hospital. The 2020 event is set for Saturday, October 17 at the Highwood Memorial Centre. We look forward to announcing this year's funding initiative in early summer.

Every year for the past 33 years, leading local businesses like yourself, have helped the Foundation raise funds to support healthcare equipment and programs in High River, Nanton and the surrounding rural areas. We hope you will plan to be part of our success this coming October. Please contact me directly to confirm your participation, or if you have any questions whatsoever call me at 403-652-0129 or [cathy.couey@ahs.ca](mailto:cathy.couey@ahs.ca).

Yours truly,

A handwritten signature in blue ink that reads 'Cathy Couey'.

Cathy Couey  
Fund Development & Communications Officer



High River District Health Care Foundation

560 - 9th Ave S.W., High River, Alberta T1V 1B3 • ph: 403.652.0129 • f: 403.601.6611 [www.highriverhealthfoundation.ca](http://www.highriverhealthfoundation.ca)

**34<sup>th</sup> Annual**  
**High River District Health Care Foundation Dinner & Auction**  
**Saturday October 17<sup>th</sup>, 2020. Highwood Memorial Centre, High River AB**  
Funding project to be announced in July

## **Sponsorship Opportunities**

*To ensure that you receive full sponsorship benefits, please confirm your commitment by June 30, 2020*

### **PREMIER SPONSORS \$5000.00:**

- Eight tickets to the Dinner (Value \$680.00)
- Logo recognition in newspaper advertisements, poster and the program
- Name recognition in radio advertisement
- Prominent logo or name recognition on the event signage, power point presentation & table tent display
- Logo or name recognition on signage at the High River Hospital for the year following the event
- Recognition on the Foundations Facebook Page & Instagram
- Recognition in the newspaper thank you advertisement

### **LEAD SPONSORS \$2500.00:**

- Four tickets to the Dinner (value \$340.00)
- Logo recognition in newspaper advertisements, poster and the program
- Name recognition in radio advertisements
- Logo or name recognition on the event signage, power point presentation & table tent display
- Logo or name recognition on signage at the High River Hospital for the year following the event
- Recognition on the Foundations Facebook Page & Instagram
- Recognition in the thank you advertisement

### **CHAMPION SPONSORS \$1000.00:**

- Two tickets to the Dinner (value \$170.00)
- Sponsorship recognition in newspaper advertisement, program and event information
- Name recognition at the event - signage & power point presentation
- Name recognition signage at the High River Hospital for the year following the event
- Recognition on the Foundations Facebook Page & Instagram
- Recognition in the thank you advertisement

More...

## One sponsorship opportunity each for:

**ENTERTAINMENT SPONSOR \$5000.00** (Top-notch live entertainment has become a key feature of our success – 1 sponsorship opportunity only available)

- Eight tickets to the Dinner (Value \$680.00)
- Recognition in newspaper advertisements, poster, program and everything associated with the Band
- Recognition in radio advertisement
- Recognition on the event signage, band signage and power point presentation
- Recognition on signage at the High River Hospital for the year following the event
- Recognition on the Foundations Facebook Page & Instagram
- Recognition in the newspaper thank you advertisement

**TABLE CENTREPIECE SPONSOR \$2500:** (1 sponsorship opportunity only available)

- Two tickets to the Dinner (value \$170.00)
- Logo strategically displayed in each centre piece
- Recognition on the Foundations Facebook Page & Instagram
- Recognition in the event program
- Recognition in the thank you advertisement in the newspaper

**PHOTO BOOTH SPONSOR \$1000:** (only 1 sponsorship opportunity available)

- Two tickets to the Dinner (value \$170.00)
- Logo recognition on the take home photo cards
- Recognition on the Foundations Facebook Page & Instagram
- Recognition in the event program
- Recognition in the thank you advertisement

**AUCTION and RAFFLE ITEMS DONATIONS:** (Donation of an auction or raffle item)

- Recognition in the auction catalogue
- Signage at the event accompanying your donation
- Recognition in the thank you advertisement in the newspaper

**CASH DONATIONS:** (Our goal is to enhance healthcare available in High River, Nanton and the surrounding rural communities. In lieu of sponsoring and attending our event, a cash donation helps ensure our goal is met. )

- Recognition of donations in the event program
- Recognition in the thank you advertisement in the newspaper





## Municipal District of Willow Creek #26 For Decision

Date Submitted: March 19, 2020

Originated by: CAO

Subject: MD of Willow Creek Strategic Plan

### **RECOMMENDATION**

To review the MD of Willow Creek Strategic Plan.

### **SUMMARY**

At the Council planning meeting on February 10 and 11, 2020 the Council developed the framework for a long range strategic plan.

### **BACKGROUND**

Strategic Plans are essential to ensure that the vision of the community as communicated by elected officials are outlined clearly to ensure that the strategic vision and operational implementation by administration is in alignment.

### **ATTACHMENTS**

Draft Municipal District of Willow Creek Strategic Plan

Prepared By:

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

Reviewed and Approved for Agenda

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



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

### **2020-2024 STRATEGIC PLAN**

#### ***VISION***

We are a community that preserves, enhances and enriches our evolving rural way of life for all generations to live, work and prosper as members of this farming and ranching community.

#### ***MISSION***

The municipality provides leadership that will ensure that all citizens can continue to enjoy a safe and sustainable rural community that recognizes agriculture as a cornerstone.

#### ***VALUES***

**We value people.**

**We value our history.**

**We value our environment.**

**We value the principles of honesty, integrity and respect.**

## ***Strategic Plan***

This Strategic Plan identifies our key strategic priorities over a 5-year period from 2020-2024. The Strategic Plan, and the Business Plan of each Municipal Department is updated annually as part of our budget process.

## ***Business Plans***



Each Municipal department will undertake an annual business plans that will highlight their mid and long-term goals which align with the municipality's strategic plan. These plans identify operational objectives, key strategies to achieve those objectives and performance measurements or indicators that will demonstrate the success in meeting municipal objectives.

## **THE GUIDING PRINCIPLES AND FOUNDATIONS FOR OUR FUTURE SUCCESS**

### ***Community***

We will honor our history and traditions while we plan and prepare our community for the future.

### ***Accountability***

The principles of transparency, respect and honesty will guide the daily operations and conduct of municipal council and staff. We will make fair decisions. We will honor agreements and hold others to the same standard.



### ***Economic Growth & Diversity***

We will seek to generate a business-friendly climate which aid in regional economic activity and prosperity. We will actively seek opportunities to attract new industry. We will seek to retain existing industry.

### ***Municipal Infrastructure***

We will construct, operate and maintain municipal infrastructure which is safe and effective. We will seek opportunities to collaborate on essential public services with other organizations both private and public.

### ***Collaboration***

Within our fiscal means we will seek opportunity for collaboration with other municipalities and organizations that will provide benefit to the citizens of the Municipal District of Willow Creek.

## COMMUNITY

### **STRATEGIC PRIORITY: Review municipal bylaws and policies**

**Key Initiative:** Review the municipal bylaws and policies to ensure continued relevance.

**Success:** In 2020 update the municipal land use bylaw to ensure integration of the Hamlet of Granum.

**Success:** By 2022 complete a review of common bylaws and policies to ensure relevance including in particular Town of Granum Bylaws.

### **STRATEGIC PRIORITY: Increase public safety**

**Key Initiative:** Intermunicipal Emergency Services Agreement.

**Success:** Complete the Willow Creek Intermunicipal Emergency Services Agreement bylaw and execute the agreement.

**Metric for Success:** Delivery of Fire Service is consistent across the municipality, fire operating budget stabilizes, disputes and complaints pertaining to operating and capital budgets and emergency services response decrease year over year.

**Success:** Implement the fire services training program to meet the established level of service consistently on an ongoing basis.

**Metric for Success:** All new firefighters complete NFPA 1001 level 1 training within 2 years of entry in to the fire service.

**Key Initiative:** Support Rural Crime Watch within the municipality

**Success:** Support the development of a rural crime watch associations across the entire MD in partnership with local rural crime watch associations, the provincial crime watch association, the Fort Macleod Crime Prevention Action Committee, local citizens, the MD of Willow Creek Peace Officer Program and the RCMP

**Metric for Success:** Reduction in rural crime.

### **STRATEGIC PRIORITY: Identify opportunities to assist community groups**

**Key Initiative:** Provide administrative guidance to community groups

**Success:** Assist community groups in accessing grant funding.

**Metric for Success:** Community groups report increased access to community facility enhancement grants, Community Foundation of Lethbridge and Southwestern Alberta funding and other grants that aid in the sustainability of non-profit and charitable groups within the municipality.

## ACCOUNTABILITY

### **STRATEGIC PRIORITY: Accessible, timely and understandable information about Council decisions, actions and priorities.**

**Key Initiative:** In 2020 update the municipal website and ensure the accessibility to public information and services.

**Success:** Individuals and businesses are able to access information on governance, economic development and municipal services 24/7.

**Metric for Success:** Website analytics demonstrate an increased use of municipal website and online services

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## ECONOMIC GROWTH & DIVERSITY

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### **STRATEGIC PRIORITY: Economic growth within the municipality.**

**Key Initiative:** Attract new citizens, commerce and industry to the MD.

**Metric for Success:** One new business or industry in the Claresholm Industrial Area each year during for the next 5 years. Population growth during the strategic planning period 2020 – 2024 demonstrates growth of population in excess of 1% and assessment growth of 2% year over year.

**Key Initiative:** The MD to participate in regional economic initiatives.

**Success:** The MD will actively participate in regional economic committees and initiatives which will promote local and regional growth.

**Metric for Success:** regional initiatives lead to demonstrable growth of commercial and industrial development within the region on an annual basis.

**Metric for Success:** Annual growth of assessment base of the municipality.

### **STRATEGIC PRIORITY: Support Agriculture**

**Key Initiative:** Provide adequate funding for Agricultural Service Board initiatives that support programs designed to encourage environmental sustainability, best management practices and economic growth.

**Success:** Increased awareness of the Agricultural Service Board programs and awareness as demonstrated by community participation.

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## MUNICIPAL INFRASTRUCTURE

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

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

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

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

### **STRATEGIC PRIORITY: Hamlet of Granum Local Improvement Plan**

**Key Initiative:** Implement a local improvement plan for the Hamlet of Granum based upon the engineering portion of the viability report.

**Success:** Council approved long term local improvement plan established prior to the end of 2021.

### **STRATEGIC PRIORITY: Municipal Infrastructure Plan**

**Key Initiative:** Implement an infrastructure plan for municipal infrastructure.

**Success:** Council approves a 5-year capital plan in 2020 and reviews annually.



## COLLABORATION



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

**Key Initiative:** Complete the Intermunicipal Collaboration Framework Agreement.

**Success:** Council approval of all required Intermunicipal Collaboration Framework Agreements.

**Metric for Success:** completion of the Intermunicipal Collaboration Framework Agreements before March 31, 2020.

**Success:** Council approval of the Intermunicipal Emergency Services Agreement.

**Metric for Success:** adoption of the Intermunicipal Emergency Services Agreement by June 30, 2020.


**Success:** Establishment of the Intermunicipal Collaboration Framework Agreement Recreation Services Agreement Sub Committee before June 30, 2020.


**Metric for Success:** agreement in principle for Recreation Services before Council for consideration before June 30, 2021.

### **STRATEGIC PRIORITY: Internet and Cell Service for Municipal Citizens.**

**Key Initiative:** Pursue internet connectivity for all municipal citizens.

**Success:** Private sector delivery of internet meets the federal standard for internet service for 90% of ratepayers by 2025 and 100% by 2030.

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

**Metric for Success:** Within 18 months identify a cell phone carrier indicates that they will partner with the municipality to provide cell phone repeaters on municipal towers for the purpose of providing cellular service in the porcupine hills. 

**Success:** Partner with other municipalities to access fibre optic and make the fibre optic connection available for municipal and commercial use.

### **STRATEGIC PRIORITY: Relationship with Alberta Health Services**

**Key Initiative:** Meet regularly with Alberta Health Services to discuss emergency medical services.

**Success:** The relationship between the M.D. and AHS shows marked improvement as demonstrated by improved communication, responsiveness and action.

**Metric for Success:** A final decision is arrived at pertaining to the use of municipally owned ambulances within the M.D. before the end of 2020.



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

Date Submitted: March 17, 2020

Originated by: CAO

Subject: Summer Games Coordinator

### **RECOMMENDATION**

To approve the 2020 Summer Games Agreement.

### **SUMMARY**

The Granum and District Recreational Society has agreed to be the Summer Games Coordinator for the MD of Willow Creek for the 2020 Southern Alberta summer Games. The wages normally paid to an individual from the levies charged to the participating municipalities will be provided to the Society.

### **BACKGROUND**

Prior to 2019 the MD of Willow Creek hired a summer games coordinator to administer registrations for the summer games. In 2017 through 2019 The Town of Claresholm has acted as the Administrator for the Southern Alberta Summer Games in our region. Each municipality was in support and signed an agreement for this in 2017 and 2018, with each agreement only being for one year, at which time the municipalities were consulted to see if they would like to continue for another year.

2019 was a record year for registrations in our region with 231 participants. Unfortunately acting as the Administrator for the Southern Alberta Summer Games in our region has put undo strain on the staff of the Town and they are not offering to renew this contract in 2020. For continuity and due to our central location however the Town has indicated that it would be willing to continue to collect registrations for the MD or whichever municipality takes over the Administrator roll for this program.

### **ATTACHMENTS**

Summer Games Agreement

### **IMPLEMENTATION**

Execute the Summer Games Agreement and distribute to regional municipalities

Execute an agreement with the Granum and District Recreational Society to act as the summer games coordinator.

Prepared By:

Reviewed and Approved for Agenda

# SERVICE AGREEMENT

THIS AGREEMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BETWEEN:

The *Municipal District of Willow Creek No.26*  
A Municipal Corporation in the Province of Alberta,  
Of the First Part

(hereinafter referred to as “The MD”)

AND

The Town of Claresholm  
A Municipal Corporation in the Province of Alberta,  
Of the Second Part;

AND

The Town of Nanton,  
A Municipal Corporation in the Province of Alberta,  
Of the Third Part;

AND

The Town of Stavely  
A Municipal Corporation in the Province of Alberta,  
Of the Fourth Part;

AND

The Town of Fort Macleod  
A Municipal Corporation in the Province of Alberta,  
Of the Fifth Part;

(hereinafter referred to collectively as “The Municipalities”)

**WHEREAS:**

1. The MD and the Municipalities each have residents who participate in the Southern Alberta Summer Games each July;
2. The MD has contracted the position of Summer Games Coordinator to the Granum and District Recreational Society;
3. The MD is willing to offer the services of the Society filling this position to the Municipalities for the administration of the Southern Alberta Summer Games within the MD of Willow Creek;
4. The MD and the Municipalities wish to enter into a written agreement for the administration of the Southern Alberta Summer Games within the MD of Willow Creek.

**NOW THEREFORE**, this agreement witnesses that in consideration of the terms and conditions contained in this agreement, The MD and the Municipalities agree as follows:

1. The parties agree the individual filling the position of Summer Games Coordinator for the MD (the "Summer Games Coordinator") shall be the Granum and District Recreational Society, and shall act on behalf of the MD and the Municipalities as the Southern Alberta Summer Games Administrator within the MD of Willow Creek for a one year term commencing April 1, 2020 and terminating December 31, 2020.
2. As Southern Alberta Summer Games Administrator, the Summer Games Coordinator will report to The MD's Chief Administrative Officer (CAO).
3. The Municipalities agree to each pay the MD compensation for the services provided by the Summer Games Coordinator in accordance with Schedule "A" of this agreement. The respective amounts shall be invoiced by the MD to each Municipality upon execution of this agreement.
4. The Municipalities agree to receive registrations including registration fees from local athletes and to forward them to the Summer Games Coordinator.
5. The MD shall maintain general liability insurance coverage covering the Summer Games Coordinator in his/her role as Southern Alberta Summer Games Administrator. The MD will remit payment to the Summer Games Coordinator during the period that the services are provided.
6. The Summer Games Coordinator is a contractor and nothing contained in this agreement shall be construed or have the effect of constituting the relationship of employee and employer between the Summer Game Coordinator and the Municipalities.
7. The MD and Municipalities acknowledge that any complaint received with respect to this position will be immediately forwarded to the CAO of the MD.
8. The Municipalities acknowledge and agree that, except in respect of acts or omissions which constitute bad faith, willful misconduct or gross or reckless negligence in the provision of the services hereunder, neither the MD nor the Summer Games Coordinator shall under any circumstance be held responsible for, or liable to the Municipalities for any claims, costs, losses, expenses, liabilities, liens, penalties, or damages (collectively, "Losses"), directly or indirectly incurred, sustained, suffered by or asserted against the Municipalities relating to, arising out of or resulting from or in any way connected with any errors or omissions in the services provided under this agreement.
9. The Municipalities agree to jointly and severally indemnify and save harmless the MD (or their agents, servants, officers, elected officials or employees, including the Summer Games Coordinator) from and against any claim, action suit, proceeding or demand

including those related to negligence, made or brought against the MD (or any of them, their agents, servants, officers, elected officials, or employees) with respect to any occurrence, incident, accident or happening relating to the provision of services by the Summer Games Coordinator pursuant to this agreement, excepting any occurrence, incident, accident involving negligence or intentional torts by each municipality (or their agents, servants, elected officials or employees).

10. This agreement shall in all respects be governed and be construed in accordance with the laws of the Province of Alberta.
11. This agreement will be reviewed by the CAO's of all parties.
12. This agreement may be amended solely by written consent of the CAO's of all parties.
13. This agreement and the attached schedule represent the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.
14. This agreement enures to the benefit of and is binding upon the parties to this agreement and their respective successors.

**IN WITNESS THEREOF** the parties hereto have executed this agreement as this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor – Town of Claresholm

\_\_\_\_\_  
CAO – Town of Claresholm

\_\_\_\_\_  
Reeve – MD of Willow Creek

\_\_\_\_\_  
CAO – MD of Willow Creek

\_\_\_\_\_  
Mayor – Town of Nanton

\_\_\_\_\_  
CAO – Town of Nanton

\_\_\_\_\_  
Mayor – Town of Stavely

\_\_\_\_\_  
CAO – Town of Stavely

\_\_\_\_\_  
Mayor – Town of Fort Macleod

\_\_\_\_\_  
CAO – Town of Fort Macleod

# SCHEDULE “A”

## 2020 SUMMER GAMES COORDINATOR COSTS

MD of Willow Creek	\$2,800
Town of Nanton	\$ 800
Town of Stavely	\$ 200
Town of Fort Macleod	\$ 800

March 24, 2020

M.D.of Willow Creek No. 26  
Box 550  
Claresholm, AB  
T0L 0T0

Dear Council,

**RE: NANTON RECYCLING CENTRE**

Following our last meeting we have made some more progress with the Town of Nanton. We have signed a Lease Agreement to run a transfer site out of the community recycling center located in Nanton. The reason for labelling this facility a transfer site is due to the changing availability of locations and businesses that will accept the recycling products. Our goal is to provide a location for customers to bring waste and recycling to (for a fee) and we will do our best to direct it to either recycling facilities or the landfill with the goal to keep it from the landfill.

We are requesting the financial support of the M.D. of Willow Creek for rural residents recycling materials and the potential for future non-recyclable waste pick up, which is currently being completed at another location in Nanton. We feel that having this in one location would be beneficial. I really feel that if observed, the garbage that is hauled to our landfills on a weekly basis contains a substantial amount of recyclable materials.

At this time we plan to be open to the rural residents two half days per week and will increase should we need to. We will be accepting cardboard, plastics, paper and cans. We may try to accept other materials in the future to include tires, electronics, paints, fridges etc., however this may be at an additional cost to all customers regardless of their place of residency.

Initially it was our intention to open April 1, 2020, however due to the development of COVID 19 we will assess this on a day to day basis, which may result in our opening at a later date.

Thanks so much for your consideration in regards to this matter. Wishing everyone the best through this time.

Billy Oulton  
Dump Gump Inc.



**MINUTES – 4 (2019)**  
**ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS' MEETING**  
**Thursday, December 5, 2019 – 7:00 p.m.**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

Kevyn Stevenson (absent) .....	Village of Arrowwood	Brad Koch (absent) .....	Village of Lomond
Delbert Bodnarek (absent) .....	Village of Barnwell	Richard Van Ee .....	Town of Magrath
Ed Weistra .....	Village of Barons	Peggy Losey .....	Town of Milk River
Tom Rose .....	Town of Bassano	Sheldon Walker (absent) .....	Village of Milo
Norman Gerestein .....	City of Brooks	Victor Czop - alternate .....	Town of Nanton
Jim Bester .....	Cardston County	Clarence Amulung .....	County of Newell
Richard Bengry .....	Town of Cardston	Marinus de Leeuw .....	Village of Nobleford
Peggy Hovde .....	Village of Carmangay	Henry de Kok .....	Town of Picture Butte
Jamie Smith (absent) .....	Village of Champion	Bev Everts (absent) .....	M.D. of Pincher Creek
Doug MacPherson .....	Town of Claresholm	Don Anderberg .....	Town Pincher Creek
Butch Pauls .....	Town of Coaldale	Ronald Davis (absent) .....	M.D. of Ranchland
Elizabeth Christensen .....	Town of Coalhurst	Stewart Foss .....	Town of Raymond
Tanya Smith .....	Village of Coutts	Don Norby .....	Town of Stavely
Warren Mickels (absent) .....	Village of Cowley	Matthew Foss .....	Village of Stirling
Dave Filipuzzi .....	Mun. Crowsnest Pass	Jennifer Crowson .....	M.D. of Taber
Dean Ward .....	Mun. Crowsnest Pass	Margaret Plumtree .....	Town of Vauxhall
Kole Steinley .....	Village of Duchess	Jason Schneider .....	Vulcan County
Gordon Wolstenholme .....	Town of Fort Macleod	Lyle Magnuson .....	Town of Vulcan
Gerry Carter .....	Village of Glenwood	David Cody .....	County of Warner
Suzanne French .....	Village of Hill Spring	Marty Kirby .....	Village of Warner
Morris Zeinstra (absent) .....	Lethbridge County	Darry Markle (councillor) .....	M.D. Willow Creek

**STAFF:**

Lenze Kuiper .....	Director	Gavin Scott .....	Senior Planner
Mike Burla .....	Senior Planner	Max Kelly .....	Assistant Planner
Bonnie Brunner .....	Senior Planner	Jennifer Maxwell .....	Subdivision Technician
Diane Horvath .....	Senior Planner	Barb Johnson .....	Executive Secretary
Steve Harty .....	Senior Planner		

**AGENDA:**

1. **Approval of Agenda** – December 5, 2019 .....
2. **Approval of Minutes** – September 5, 2019 ..... (attachment)



3. **Business Arising from the Minutes** .....
  4. **Recognition of Members and Alternate Members for 2019/2020** ..... (attachment)
  5. **Appointment of Officers and Executive Committee for 2019/2020** ..... (attachment)
    - (a) Election of Chair .....
    - (b) Election of Vice-Chair .....
    - (c) Election of Executive Committee .....
    - (d) Destruction of Ballots .....
  6. **Reports**
    - (a) Executive Committee Report..... (attachment)
    - (b) GIS Newsletter ..... (handout)
  7. **Business**
    - (a) Proposed 2020 Budget..... (attachment)
    - (b) Municipal Development Plan and Intermunicipal Development Plan Update .....
    - (c) Assessment Review Board Update .....
  8. **Accounts**
    - (a) Summary of Balance Sheet and Statement of Income for the 10-month period:  
January 1 - October 31, 2019..... (attachment)
  9. **Adjournment** .....
- 

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:02 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Ed Weistra**

THAT the Board of Directors approve the agenda of December 5, 2019, as presented. **CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Richard Bengry**

THAT the Board of Directors approves the minutes of September 5, 2019, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

None.

#### 4. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2019/2020

- The following list of Members and Alternate Members was included in the agenda. Board members were asked to review the list and report any corrections, if any, to the Executive Secretary.

Municipality	Member	Alternate Member
Arrowwood – Village	Kevyn Stevenson	Matt Crane
Barnwell – Village	Delbert Bodnarek	Ian Matheson
Barons – Village	Ed Weistra	Ron Gorzitza
Bassano – Town	Tom Rose	Ron Wickson
Brooks – City	Norman Gerestein	—
Cardston – County	Jim Bester	Roger Houghton
Cardston – Town	Richard Bengry	—
Carmangay – Village	Peggy Hovde	JoAnne Juce
Champion – Village	Jamie Smith	Trevor Wagenvoort
Claresholm – Town	Doug MacPherson	Brad Schlossberger
Coaldale – Town	Butch (Henry) Pauls	—
Coalhurst – Town	Elizabeth Christensen	—
Coutts – Village	Tanya Smith	Marvin Bohne
Cowley - Village	Warren Mickels	—
Crowsnest Pass – Municipality	Dave Filipuzzi & Dean Ward	—
Duchess – Village	Kole Steinley	Tina Preston
Fort Macleod – Town	Gordon Wolstenholme	Brent Feyter
Glenwood – Village	Gerry Carter	—
Hill Spring – Village	Suzanne French	—
Lethbridge – County	Morris Zeinstra	—
Lomond – Village	Brad Koch	—
Magrath – Town	Richard Van Ee	—
Milk River – Town	Peggy Losey	—
Milo – Village	Sheldon Walker	Scott Schroeder
Nanton – Town	Beryl West	Victor Czop
Newell – County	Clarence Amulung	Tracy Fyfe
Nobleford – Town	Marinus de Leeuw	Corne Mans
Picture Butte – Town	Henry de Kok	Teresa Feist
Pincher Creek – M.D. No. 9	Bev Everts	Quentin Stevick
Pincher Creek – Town	Don Anderberg	Brian McGillivray
Ranchland – M.D. No. 66	Ronald Davis	Harry Streeter
Raymond – Town	Stewart Foss	—
Stavely – Town	Don Norby	—
Stirling – Village	Matthew Foss	Rob Edwards
Taber – Municipal District	Jennifer Crowson	Tamara Miyanaga
Vauxhall – Town	Margaret Plumtree	Marilyn Forchuk
Vulcan – County	Jason Schneider	Doug Logan
Vulcan – Town	Lyle Magnuson	Paul Taylor

Warner – County No. 5	David Cody	Morgan Rockenbach
Warner – Village	Marty Kirby	Sandi Hedin
Willow Creek – M.D. No. 26	Ian Sundquist	Maryanne Sandberg

## 5. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2018/2019

- A list of members who wished to let their names stand for election for the positions of Chair, Vice-Chair and Executive Committee was included in the agenda package.

### (a) Election of Chair

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the floor: None

**Gordon Wolstenholme** was elected Chair by acclamation.

### (b) Election of Vice-Chair

Advance Nominations: Jim Bester (Cardston County)

Nominations from the floor: None

**Jim Bester** was elected Vice-Chair by acclamation.

### (c) Election of Executive Committee

Advance Nominations: Ian Sundquist (M.D. of Willow Creek)  
Don Anderberg (Town of Pincher Creek)  
Jennifer Crowson (M.D. of Taber)  
Margaret Plumtree (Town of Vauxhall)  
Doug MacPherson (Town of Claresholm)

Nominations from the floor: None

**Ian Sundquist, Don Anderberg, Jennifer Crowson, Margaret Plumtree and Doug MacPherson** were all elected to the Executive Committee by acclamation.

Therefore, the following members will serve as the Executive Committee from December 5, 2019 to December 3, 2020:

Gordon Wolstenholme – Chair  
Jim Bester – Vice-Chair  
Ian Sundquist  
Don Anderberg  
Jennifer Crowson  
Margaret Plumtree  
Doug MacPherson

### (d) Destruction of Ballots – None (all elected by acclamation)

## 6. REPORTS

### (a) Executive Committee Report

**Moved by: Don Anderberg**

THAT the Board of Directors approve the Executive Committee Report for the meetings of September 12 and October 10, 2019, as presented. **CARRIED**

### (b) GIS Newsletter

- The current version of GIS platform is approaching 6 years old, so a decision was made to stay on the cutting edge of GIS delivery by moving to a new, fresh product in 2020. The enhanced Geocortex viewer will provide users with a new set of tools and features that were not available in the current iVault GIS. New features include:
  - a user's ability to apply transparencies,
  - re-order and filter layers,
  - import and export spatial files,
  - attach user files (pdf),
  - edit attribute and spatial data,
  - snapping while drawing and measuring, and
  - the ability to create a variety of charts based on input data.
- In addition to the Geocortex GIS viewer, all member municipalities will have the ability to have custom web apps built for a variety of purposes. We envision having a public facing GIS portal in Geocortex which will be similar in scope to the public version currently provided but, in addition, offer custom web mapping applications that only serve a specific purpose with limited information. These could include a web application that shows information such as plowing priorities, recreation facilities, walking/hiking trails, parade routes, cemeteries, or a tour map that takes users on a walking route that identifies historical buildings, tourist locations or capital projects.
- ORRSC GIS staff has begun work on the new sites and hope to start releasing them early in 2020.

## 7. BUSINESS

### (a) Proposed 2020 Budget

- ORRSC is a knowledge-based organization and our greatest asset is our staff and the value they bring. Staff presently consists of:
  - 7 Planners and 3 Assistant Planners (4 Masters of Planning)
  - 2 GIS Analysts and 3 GIS Technologists (1 CET)
  - 5 Administrative Staff
- The Executive Committee has recommended two budget options be considered by the Board, the only difference being that Option 1 includes a 2% staff salary increase and Option 2 includes a 1.5% increase (with corresponding increases to staff benefits).
- Highlights of the proposed 2020 Budget are as follows:

## 2020 Budget Highlights

### ► Revenue:

- Membership fees recommended to increase by 1% raising \$981,549
  - (floor & ceiling remain but are adjusted to reflect average increase)
- GIS fees recommended to increase by 1% raising \$600,330
  - (\$5.84/capita & \$5.32/capita)
- Fixed Revenues need to meet Fixed Expenses
- \$50,000 (directly from Membership Fees) allocated evenly between Operating & Capital Reserves until target is met (\$460,000 and \$200,000 respectively).
- Subdivision fees recommended to increase by 1% and revenue is expected to remain stable.
- Fee for Service hourly fees recommended to increase by 1% and expected to remain stable.

## Membership Fees

- 2019 Total Equalized Assessment x Mill Rate = 2020 Requisition
- Rural & Urban Mill Rate applied
- Floor of \$2,119
- Ceiling of \$68,987
- Budget 2020 Membership Fees = \$981,549
- GIS Fees
- Population x Per Capita Rate (non-member rate differential)
- Budget 2020 GIS Fees = \$600,330

# 2020 Budget Highlights

## ► Expenses:

- Staff Salaries recommended to Increase by 1.5% or 2.0% adjustment
  - (corresponding increase to Staff Benefits)
- Computer Hardware & Software costs continue to Increase
- All other expenses held
- Planned replacement of a fleet vehicle in summer
- Building Maintenance and Infrastructure increases due to age of building and mechanicals.

- The proposed increases to Subdivision Approval Fees and Fee-For-Service Member hourly rates recommended by the Executive Committee will require approval from the Board.
- Membership Fees have been increased by 1% as well as the floor and ceiling rates. Matthew Foss (Stirling) expressed that he favors a higher increase to the ceiling for larger municipalities and discussion of the pros and cons followed.

**Moved by: Matthew Foss**

THAT the Board direct administration and the Executive Committee to review the fee ceiling for both Planning and GIS services. **CARRIED**

**Moved by: Elizabeth Christensen**

THAT the Board approve subdivision fees effective January 1, 2020, as follows:

- Application Fee – \$710
- Per Lot Fee – \$330
- Per Lot Endorsement – \$205
- Extension Fee – 1<sup>st</sup> \$330, 2<sup>nd</sup> \$430, 3<sup>rd</sup> \$530

**CARRIED**

**Moved by: David Cody**

THAT the Board approve hourly Fee-For-Service Member rates effective January 1, 2020, as follows:

- Planning – \$80
- Administrative/Technical – \$70

**CARRIED**

**Moved by: Doug MacPherson**

THAT the 2020 Budget **Option 2** (1.5% staff salary increase), as presented, be approved by the Board, as recommended by the Executive Committee. **CARRIED**

**(b) Municipal Development Plan and Intermunicipal Development Plan Update**

- Multiple plans are currently in progress and staff are trying to put additional Land Use Bylaws, etc. on the back burner until these plans are completed:
  - 3 Urban Land Use Bylaws
  - 11 Urban Municipal Development Plans (2021 deadline)
  - 1 urban Area Redevelopment Plan
  - 1 Area Structure Plan
  - 2 Rural Land Use Bylaws
  - 3 Rural Municipal Development Plans
  - 39 Intermunicipal Development Plans (2020 deadline)

**(c) Assessment Review Board Update**

- 32 municipalities currently subscribe to ORRSC's Assessment Review Board service. In 2019, 25 complaints were scheduled (11 resolved or withdrawn) and 14 hearings were completed (12 LARB and 2 CARB).
- Training for new Board members will be held April 21-23, 2020 in the ORRSC Conference Room.

**8. ACCOUNTS**

**(a) Summary of Balance Sheet and Statement of Income for the 10-month period:  
January 1 - October 31, 2019**

**Moved by: Peggy Losey**

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2019. **CARRIED**

**9. ADJOURNMENT**

**Moved by: Gordon Wolstenholme**

THAT we adjourn the Annual Organizational Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:25 p.m. until **Thursday, March 5, 2020 at 7:00 p.m.** **CARRIED**

/bj

CHAIR:







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

Date Submitted: March 19, 2020

Originated by: CAO

Subject: Willow Creek Regional Intermunicipal Collaboration  
Framework Agreement

### **RECOMMENDATION**

To undertake second and third reading of the Willow Creek Regional Intermunicipal Collaboration Framework Agreement.

Distribute a Media Release outlining the completion of the ICF process.

Status of the ICF Bylaw in other municipalities:

Town of Fort Macleod – 2<sup>nd</sup> and 3<sup>rd</sup> readings on March 23

Claresholm – 2<sup>nd</sup> and 3<sup>rd</sup> readings on March 23

Stavely – 2<sup>nd</sup> and 3<sup>rd</sup> readings on March 23

Nanton – 3<sup>rd</sup> reading completed March 12

### **SUMMARY**

The Municipal Government Act requires that municipalities enter into intermunicipal collaboration framework agreements with all municipalities who contact municipal boundaries. The deadline for the development of ICF agreements is April 1, 2020.

ICF agreements with rural municipalities are less complicated than those undertaken with urban neighbors as the number of agreements and the complexity of the agreements are considerably less complicated.

The Willow Creek Regional ICF Agreement with the Town of Nanton, Town of Stavely, Town of Claresholm and the Town of Fort Macleod has been developed under an ACP grant along with the advice and guidance by a mediator and legal counsel.

### **BACKGROUND**

The ICF is a new legislated requirement that was introduced in the [Modernized Municipal Government Act](#) in 2016.

The ICFs must align with the requirements outlined in:

[Part 17.2 of the Municipal Government Act](#)  
[Intermunicipal Collaboration Framework Regulation](#)

Frameworks are intended to:

- provide for integrated and strategic planning, delivery and funding of intermunicipal services
- allocate scarce resources efficiently in the providing local services
- ensure municipalities contribute funding to services that benefit their residents

Municipal councils adopt their framework by passing matching bylaws that:

- list services currently provided by each municipality; services being shared on an intermunicipal basis by the municipalities; and services provided by third parties
- identify how each of these services would be best delivered
- outline how intermunicipal services will be delivered and funded

Municipalities have until March 31, 2020 to complete the ICF.

#### ICF requirements

Municipalities are not required to provide an intermunicipal service if they agree that the service is better provided on their own.

#### What should be in an ICF

Each framework must address the following services:

- transportation
- water and wastewater
- solid waste
- emergency services
- recreation, and
- any other services that benefit residents in more than one of the municipalities that are parties to the framework

For each service, the ICF must:

- list the services currently provided by each municipality
- list the services being shared on an intermunicipal basis by the municipalities
- list the services provided by third parties
- identify how each of these services would be best delivered
- outline how intermunicipal services will be delivered and funded

The ICF must also include:

- a time frame for implementing intermunicipal services
- an Intermunicipal Development Plan (IDP) unless municipalities have separately adopted one
- provisions for a binding dispute resolution process to resolve implementation disputes

The ICF may contain:

- details required to implement intermunicipal services
- provisions for developing infrastructure for common benefit

### **ALTERNATIVES**

Amend the agreement to address matters that Council identifies through the Bylaw reading process.

### **ATTACHMENTS**

Willow Creek Regional Intermunicipal Collaboration Framework Agreement.

### **IMPLEMENTATION**

Following the first reading of the bylaw the MD of Willow Creek will consult with the other parties to this agreement to determine their acceptance of the agreement.

Prepared By:



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

Reviewed and Approved for Agenda



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



**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
IN THE PROVINCE OF ALBERTA  
BY-LAW NO. 1862**

WHEREAS Section 708.28(1) of the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each Municipality, which services are best provided on an intermunicipal basis, which services are best provided by a third party, and how services and any changes to them will be transitioned, implemented, delivered and funded;

AND WHEREAS Municipal District of Willow Creek No. 26 shares a common border with each of Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely;

AND WHEREAS Municipal District of Willow Creek No. 26, Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely (the “Municipalities”) share common interest and are desirous of working together to provide services to their residents;

AND WHEREAS The Municipalities consulted with residents of all of the Municipalities;

AND WHEREAS The Municipalities have mutually developed the Intermunicipal Collaboration Framework, attached to and forming part of this By-law, including any or all schedules forming a part thereof (the “Willow Creek Regional Intermunicipal Collaboration Framework”);

NOW THEREFORE pursuant to the authority conferred upon it by the laws of the Province of Alberta, the Council of the Municipal District of Willow Creek No. 26 duly assembled enacts as follows:

TITLE

1. This Bylaw shall be known as the “Willow Creek Regional Intermunicipal Collaboration Framework Bylaw”.

PURPOSE

2. The purpose of this bylaw is to adopt the Willow Creek Regional Intermunicipal Collaboration Framework, pursuant to the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto.

DEFINITIONS

3. Unless specifically defined within this Bylaw, or unless the context otherwise requires, all capitalized terms used within this Bylaw shall have the meaning provided for within the Willow Creek Regional Intermunicipal Collaboration Framework, including any or all schedules forming a part thereof.

ADOPTION

4. The Council of the Municipal District of Willow Creek No. 26, in the Province of Alberta, hereby adopts the Willow Creek Regional Intermunicipal Collaboration Framework.

ADMINISTERING THIS BYLAW

5. The Chief Administrative Officer is authorized to administer this Bylaw, as well as supervise, control and direct the participation of the Municipal District of Willow Creek No. 26 within the Intermunicipal Collaboration Framework, subject always to reporting to and receiving instructions from the Council of the Municipal District of Willow Creek No. 26

SEVERABILITY

6. Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

COMING INTO FORCE

7. This Bylaw shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and it is signed in accordance with the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this 11<sup>th</sup> day of March, 2020.

READ A SECOND TIME IN COUNCIL this 25<sup>th</sup> day of March,2020.

READ A THIRD TIME IN COUNCIL AND PASSED this 25<sup>th</sup> day of March, 2020.

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

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

\_\_\_\_\_  
Date Bylaw Signed

## INTERMUNICIPAL COLLABORATION FRAMEWORK

**BETWEEN:**

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

**- and -**

**TOWN OF CLARESHOLM**

**- and -**

**TOWN OF FORT MACLEOD**

**- and -**

**TOWN OF NANTON**

**- and -**

**TOWN OF STAVELY**

**WHEREAS** Part 17.2 of the *Municipal Government Act* requires municipalities with common boundaries to create an Intermunicipal Collaboration Framework with each other;

**AND WHEREAS** Municipal District of Willow Creek No. 26 and each of Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely (collectively, the “**Municipalities**”) share a common boundary;

**AND WHEREAS** the Municipalities share common interests, have a long history of working collaboratively on projects, and are desirous of working together to provide services to their ratepayers;

**AND WHEREAS** the Municipalities wish to advance, promote, and encourage opportunities and programs for collaboration amongst the Municipalities for their joint benefit, as well as the ultimate benefit of the residents of the respective Municipalities and the surrounding communities;

**AND WHEREAS** the Municipalities wish to, where possible, provide for integrated and strategic planning, delivery and funding of intermunicipal services;

**AND WHEREAS** the Municipalities wish to steward scarce resources efficiently in providing local services;

**AND WHEREAS** the Municipalities recognize that different municipalities have different resources and funding to contribute to services that benefit their residents, but wish to ensure municipalities contribute to services that benefit their residents;

**AND WHEREAS** the Municipalities recognize that due to a variety of factors including, without restriction, location, accessibility, capacity, usefulness, and affordability of Services, each Municipality may not participate within each or every one of the current Intermunicipal Services which have already been



implemented, proposed Intermunicipal Services which are yet to be implemented, or Intermunicipal Services which are proposed and/or recommended in the future under this Intermunicipal Collaboration Framework;

**AND WHEREAS** the Municipal Government Act stipulates that municipalities that have a common boundary must create a framework with each other that identifies the services provided by one or more of the Municipalities that benefit residents in more than one of the Municipalities that are parties to this Intermunicipal Collaboration Framework ;

**AND WHEREAS** the Municipalities are committed to participating, co-operating and coordinating with each other on an on-going basis, as further contemplated within this framework, for the joint benefit of the Municipalities;

**AND WHEREAS** each of the Municipalities has consulted with their respective residents with respect to collaborations with and amongst the Municipalities;

**AND WHEREAS** the Municipalities have mutually developed this Intermunicipal Collaboration Framework to be effective and applicable to the framework required for each common boundary amongst the Municipalities;

**NOW THEREFORE**, by mutual covenant of the Municipalities hereto it is agreed as follows:

## **1. DEFINITIONS & SCHEDULES**

**1.1** In this Intermunicipal Collaboration Framework, the following capitalized terms shall be defined as follows:

- (a) **“Area Structure Plans”** means the area structure plans implemented by each of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and **“Area Structure Plan”** means any one of them;
- (b) **“Capital Project”** means capital infrastructure whose purpose, either in whole or in part, is to provide, or contribute to the delivery of, any one or more of the Services or an portion thereof;
- (c) **“Collaboration Principles”** means the principles under which the Municipalities agree to collaborate pursuant to this Intermunicipal Collaboration Framework, consisting of:
  - (i) **Appropriateness** – the collaboration amongst the Municipalities must be suitable for and beneficial to the Municipalities participating in the aspect of the collaboration;
  - (ii) **Adaptability** – the collaboration amongst the Municipalities must be multi-dimensional and flexible to change, participation and future growth;
  - (iii) **Accessibility** – the benefits of the collaboration amongst the Municipalities must be accessible by all of the Municipalities, at their option;
  - (iv) **Affordability** – the participation of aspects of the collaboration amongst the Municipalities must be efficient in planning; and economical to implement and/or operate, while maximizing the synergies for the Municipalities;
  - (v) **Accountability** – the benefits and burdens of the collaboration amongst the Municipalities must be shared by the Municipalities proportionately to their benefit and may be provided by services in kind or monetary value;

- (vi) **Respectful** – the processes amongst the Municipalities will be respectful and the contributions amongst the Municipalities towards services will respect that the ability to contribute differs amongst the Municipalities;
- (vii) **Reasonableness** – the Municipalities will act reasonably in discussions, negotiations, granting of consents, and completion of any agreement, as contemplated within this Intermunicipal Collaboration Framework including, without restriction, renewals, extensions or replacements of Implementation Agreements.
- (d) **“Councils”** means the elected councils of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and **“Council”** means any one of them;
- (e) **“Dispute Resolution Procedure”** means dispute resolution procedure attached as **Schedule “G”** to this Intermunicipal Collaboration Framework
- (f) **“ICF Committee”** means the committee established pursuant to Article 4;
- (g) **“ICF Subcommittee”** means a subcommittee established by the ICF Committee pursuant to Article 4, and **“ICF Subcommittees”** means two or more of them;
- (h) **“Implementation Agreement”** means a binding agreement between Two (2) or more of the Municipalities necessary for the implementation, management, governance, operation, delivery and funding of an Intermunicipal Service, as contemplated within any Implementation Plan or as agreed upon by the participating Municipalities from time to time;
- (i) **“Implementation Plan”** means the initial implementation plan attached as **Schedule “F”** to this Intermunicipal Collaboration Framework, together with such additional and other implementation plans established from time to time by the ICF Committee as contemplated within this Intermunicipal Collaboration Framework;
- (j) **“Individual Municipal Services”** means all those Services listed within **Schedule “C”** attached to this Intermunicipal Collaboration Framework Services as being Services that are currently, shall continue to be, and/or shall transition so as to become, provided by the respective Municipalities within their own respective boundaries on an individual and separate basis;
- (k) **“Intermunicipal Collaboration Framework”** means this collaboration framework document, as amended from time to time;
- (l) **“Intermunicipal Development Plans”** means intermunicipal development plans which may be implemented by each of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and **“Intermunicipal Development Plan”** means any one of them;
- (m) **“Intermunicipal Services”** means all those Services listed within **Schedule “D”** attached to this Intermunicipal Collaboration Framework Services as being Services that are currently, shall continue to be, and/or shall transition so as to become, provided by the Municipalities on an inter-municipal basis;
- (n) **“Municipal Development Plans”** means the municipal development plans implemented by each of the Municipalities pursuant to the provisions of the *Municipal Government Act*, and **“Municipal Development Plan”** means any one of them;
- (o) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c. M-26,

as amended or replaced from time to time;

- (p) **“Municipalities”** means, collectively, Municipal District of Willow Creek No. 26, Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely , and **“Municipality”** means any one of them;
- (q) **“Regulations”** means any regulations created pursuant to Section 708.52 of the *Municipal Government Act*, as amended or replaced from time to time;
- (r) **“Services”** means collectively, all those services being provided within the boundaries of the Municipalities consisting of Individual Municipal Services, Intermunicipal Services, and Third Party Services, and listed within **Schedule “A”** attached to this Intermunicipal Collaboration Framework, and **“Service”** means any one of them;
- (s) **“Third Parties”** means, collectively, any persons other than the Municipalities, and **“Third Party”** means any one of them; and
- (t) **“Third Party Services”** means all those Services listed within **Schedule “E”** attached to this Intermunicipal Collaboration Framework Services as being Services that are currently, shall continue to be, and/or shall transition so as to become, provided by Third Parties within all or any of the boundaries of the Municipalities.

**1.2** As of the effective date of this Intermunicipal Collaboration Framework, the schedules attached to and forming a part of this Intermunicipal Collaboration Framework are as follows:

<b>Schedule “A”</b>	-	Inventory of Services
<b>Schedule “B”</b>	-	ICF Committee Procedures
<b>Schedule “C”</b>	-	Services Delivered or to be Delivered on an Individual Basis
<b>Schedule “D”</b>	-	Services Delivered or to be Delivered on an Intermunicipal Basis
<b>Schedule “E”</b>	-	Services Delivered or to be Delivered by Third Parties
<b>Schedule “F”</b>	-	Initial Implementation Plan
<b>Schedule “G”</b>	-	Dispute Resolution Procedure

**1.3** The Municipalities acknowledge and agree that:

- (a) the Services provided by the Municipalities as contemplated within **Schedule “A”** may change from time to time, and at any time, by virtue of each Municipality’s own discretions and decision making; and
- (b) the Services identified within each of **Schedule “C”**, **Schedule “D”** and **Schedule “E”** may change from time to time including, without restriction, as a result of the operation of the provisions of Section 2.4 and Article 7 of this Intermunicipal Collaboration Framework.

**2. ESTABLISHMENT, TERM AND REVIEW**

**2.1** In accordance with the *Municipal Government Act*, as well the Regulations, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws by each

Municipality that contain this Intermunicipal Collaboration Framework.

- 2.2** This Intermunicipal Collaboration Framework may be amended by mutual consent of all of the Municipalities unless specified otherwise in this Intermunicipal Collaboration Framework.
- 2.3** Without restricting the foregoing, any Two (2) of the Municipalities sharing a common boundary may amend or replace this Intermunicipal Collaboration Framework by passage of the appropriate bylaw.
- 2.4** In accordance with the *Municipal Government Act*, and the Regulations, this Intermunicipal Collaboration Framework:
- (a) must be reviewed once every Five (5) years, or sooner if requested by any of the Municipalities; and
  - (b) where, during a review, any Municipality does not agree that the framework continues to serve the interests of the Municipality, the Municipality must create a replacement framework in accordance with this Part 17.2 of the *Municipal Government Act* with any of the Municipalities that share a common boundary.
- 2.5** Accordingly, this Intermunicipal Collaboration Framework shall continue in full force and effect as between all of the Municipalities unless and until:
- (a) replaced by a framework created in accordance with this Part 17.2 of the *Municipal Government Act*, which replacement:
    - (i) may or may not contemplate more than just the Municipalities that share a common boundary (e.g. may consist of a bilateral framework, as between Two (2) Municipalities that share a common boundary, or otherwise); and
    - (ii) may necessitate changes to the applicable Intermunicipal Development Plans, and/or any other affected statutory plans, to reflect or accommodate the replacement framework being implemented;
  - (b) amended or replaced so as to exclude any Municipality or Municipalities who have opted to create such a separate replacement framework under subsection (a) above.
- 2.6** Without restricting any of the forgoing, the Municipalities agree that the ICF Committee shall meet at least once every Five (5) years commencing no later than April 1, 2024, to commence the review of the terms and conditions of this Intermunicipal Collaboration Framework for the purposes of Section 2.4 above.
- 2.7** In the event that any of the Municipalities have determined that a replacement framework is necessary as contemplated within Section 2.4 and 2.5 above, and are unable to agree upon a replacement framework and/or the amendments necessary to this Intermunicipal Collaboration Framework, unless otherwise required by the provisions of the *Municipal Government Act* and/or the Regulations, the Dispute Resolution Procedure of this Intermunicipal Collaboration Framework will apply in order to resolve any disputes or disagreements preventing the establishment of any replacement framework or any amendment to this Intermunicipal Collaboration Framework.

### **3. INTERMUNICIPAL COOPERATION**

- 3.1** This Intermunicipal Collaboration Framework identifies the Services provided by each Municipality, the Services which are best provided on an intermunicipal basis, the Services which are best provided

by Third Parties, and how Services and any changes to them will be transitioned, implemented, delivered and funded.

**3.2** The Municipalities agree to equitable service delivery. Where shared Services are provided, residents and ratepayers of the Municipalities will be afforded, as far as practical, the same Services at the same costs, including user fees for the Services provided by other Municipalities.

**3.3** For clarity, due to a variety of factors including, without restriction, location, accessibility, capacity, usefulness, and affordability of any Intermunicipal Service:

- (a) each Municipality may or may not participate within each or every existing or proposed Intermunicipal Service or portion thereof; and
- (b) to the extent reasonably practical and possible, the Implementation Plan and/or Implementation Agreement(s) for existing or proposed Intermunicipal Services will contemplate the opportunity and option to opt in and/or opt out by each Municipality;

subject always to the terms of the Implementation Agreement applicable to the Intermunicipal Service or portion thereof.

#### **4. ICF COMMITTEE**

**4.1** The Municipalities agree to create a joint committee known as the ICF Committee, to operate in accordance with the procedures provided for within **Schedule “B”** attached to this Intermunicipal Collaboration Framework.

**4.2** The ICF Committee will meet on or before June 1, 2020, in order to establish:

- (a) establish the first chairperson of the ICF Committee for the forthcoming year, and the order of annual rotation for the chairperson thereafter, as contemplated within **Schedule “B”** attached to this Intermunicipal Collaboration Framework;
- (b) the goals and priorities for the ICF Committee; and
- (c) the agenda for ICF Committee meetings for the forthcoming year; and
- (d) the mandate and terms of reference for ICF Subcommittees;
- (e) the mandate for an ICF Subcommittee to review, report upon, and provide recommendations to the ICF Committee regarding, regional recreation services, which is to be completed on or before June 1, 2021.

**4.3** The ICF Committee will meet at least once annually, and otherwise on an “as required” basis, and may develop recommendations to the Councils on matters of intermunicipal strategic direction and cooperation affecting residents and ratepayers, such as:

- (a) review of existing shared intermunicipal services, or the potential for new shared intermunicipal services;
- (b) receipt and review of reports, recommendations or suggested agenda items from the Municipalities respecting issues impacting some or all of the Municipalities, as well as individual, intermunicipal and/or regional delivery of the Services;

- (c) review of individual, intermunicipal and regional issues regarding:
  - (i) transportation, including transportation and utility corridors and truck routes;
  - (ii) recreation services;
  - (iii) family and community support services;
  - (iv) emergency services; and
  - (v) economic development;
- (d) periodic review of this Intermunicipal Collaboration Framework including, without restriction, any changes to the body and Schedules to this Intermunicipal Collaboration Framework, and as required under Section 2.4; and
- (e) consideration of impacts to any Intermunicipal Development Plans resulting from the provisions of this Intermunicipal Collaboration Framework, as well as changes to this Intermunicipal Collaboration Framework, as contemplated under Section 5.2.

**4.4** The ICF Committee shall consist of Ten (10) members, being Two (2) elected officials appointed by each Municipality.

**4.5** The Chief Administrative Officer, and/or his or her designate, from each Municipality will serve as advisory staff to the ICF Committee, and be responsible to:

- (a) provide background information and recommendations on all matters before the ICF Committee; and
- (b) as the Chief Administrative Officer of the host Municipality for meetings of the ICF Committee, prepare agendas, record the recommendations of the ICF Committee, and forward all recommendations from the ICF Committee to the respective Councils, as contemplated within **Schedule “B”** attached to this Intermunicipal Collaborative Framework.

**4.6** For the purposes of carrying out any activity or responsibility contemplated within this Intermunicipal Collaboration Framework, the ICF Committee may create any number of ICF Subcommittees which may be charged with and responsible for:

- (a) the review of, and development of recommendation for, and/or the implementation of, any proposed new Service, Capital Project and/or change of Service identified pursuant to the provisions of Article 7;
- (b) the on-going review, evaluation, reporting, improvement, evolution, and/or expansion of individual, groups or areas of Intermunicipal Services, and the development of recommendations for the Intermunicipal Collaboration Committee and consideration by the Municipalities in the form of proposed new Service, Capital Project and/or change of Service contemplated within Article 7; and
- (c) any other activity, process or undertaking related to Intermunicipal Services which the ICF Committee may from time to time identify;

and otherwise be subject to such terms of reference or scope of work as may be identified by the ICF Committee. Unless otherwise agreed to or directed by the ICF Committee, any Subcommittee will be



bound by and will follow the same procedures as provided for the ICF Committee within **Schedule “B”** attached to this Intermunicipal Collaboration Framework.

## **5. INTERMUNICIPAL DEVELOPMENT PLAN**

- 5.1** The Municipalities may adopt an Intermunicipal Development Plan by bylaw, in accordance with the *Municipal Government Act*.
- 5.2** Each of the Intermunicipal Development Plan, where applicable, will be reviewed by the applicable Municipalities from time to time as provided for within the applicable the Intermunicipal Development Plan including, without restriction, as may be necessary as a result of the impact of the provisions of this Intermunicipal Collaboration Framework, or any review of or amendment to this Intermunicipal Collaboration Framework.

## **6. FRAMEWORK FOR MUNICIPAL SERVICES**

- 6.1** The Municipalities have reviewed the Services offered to ratepayers, and determined which of the Services are best provided by each Municipality individually, which of the Services are best provided on an intermunicipal basis, and how Services to be provided on an intermunicipal basis will be delivered and funded.
- 6.2** The Services which the Municipalities have determined are best provided by each Municipality on an individual basis are set forth within **Schedule “C”** attached to this Intermunicipal Collaboration Framework.
- 6.3** The Services which the Municipalities have determined are best provided on an intermunicipal basis are set forth within **Schedule “D”** attached to this Intermunicipal Collaboration Framework.
- 6.4** The Services which the Municipalities have determined are best provided by Third Parties are set forth within **Schedule “E”** attached to this Intermunicipal Collaboration Framework.
- 6.5** The Municipalities acknowledge that in addition to the Implementation Agreements in place between the Municipalities, they each have independent agreements with other regional partners which remain unaffected by this Intermunicipal Collaboration Framework.

## **7. FUTURE SERVICES, CHANGES AND AGREEMENTS**

- 7.1** Any Municipality, as well as the ICF Committee, may initiate the development of the delivery of a new Service, a new Capital Project, or change to the manner in which a Service is to be provided as contemplated within this Intermunicipal Collaboration Framework (including, without restriction, a desire to opt in or opt out of an Intermunicipal Service). In the event of a Municipality initiating a proposed new Service, Capital Project and/or change of Service, the Municipality will provide notice in writing to:

- (a) the other Municipalities; and
- (b) the ICF Committee;

providing reasonable details regarding the proposed new Service, Capital Project and/or change of Service, together with any available proposed costs, cost sharing, and timing of implementation or expenditures.

- 7.2** Unless otherwise unanimously agreed to by the Municipalities, the ICF Committee will meet to

discuss the proposed new Service, Capital Project, and/or change of Service initiated by a Municipality, at the earlier of:

- (a) at the next scheduled meeting of the ICF Committee; or
- (b) within Ninety (90) days of the notice contemplated within Section 7.1 above;

and may schedule subsequent meetings as needed.

**7.3** The ICF Committee shall assess and review all proposed new Service, Capital Project, and/or change of Service in good faith, and in a collaborative manner, acting in a manner consistent with the Collaboration Principles, and considering all impacts to the Municipalities and residents including, without restriction:

- (a) the relationship to and/or impact upon the Intermunicipal Development Plans, Area Structure Plans, and any other municipal planning document prepared and adopted by the Municipalities;
- (b) the nature and extent of consultation required with affected residents;
- (c) the level of community support and the nature of demonstrated public needs;
- (d) the projected costs and contemplated funding options;
- (e) the nature and levels of municipal debt limit of the Municipalities;
- (f) the projected use by and benefit to residents and ratepayers of the Municipalities; and
- (g) the requirements and practical impacts of any Implementation Plan applicable to the proposed new Service, Capital Project, and/or change of Service.

**7.4** The ICF Committee will review, and negotiate, the terms related to the proposed new Service, Capital Project and/or change of Service, including the cost sharing arrangement of the applicable Service. The ICF Committee will provide a recommendation for consideration by the Councils of the Municipalities including, without restriction, recommendations respecting a proposed Implementation Plan respecting the proposed new Service, Capital Project, and/or change of Service.

**7.5** Upon agreement by the Municipalities wishing to participate in any proposed new Service, Capital Project, and/or change of Service the participating Municipalities, and/or any ICF Subcommittee established by the ICF Committee, shall proceed to finalize and carry out the Implementation Plan respecting the proposed new Service, Capital Project, and/or change of Service.

**7.6** Unless otherwise contemplated within the Implementation Plan applicable to the proposed new Service, Capital Project, and/or change of Service which has been agreed upon by the participating Municipalities, where the proposed new Service, Capital Project, and/or change of Service contemplates:

- (a) a new or amended capital contribution; and/or
- (b) a new or amended on-going operational cost contribution;

from the Municipalities, the capital contribution and/or operational cost contribution may be

negotiated independently of the ICF Committee decision making process, as part of the new or amended Implementation Agreement applicable to the proposed new Service, Capital Project, and/or change of Service.

**7.7** For clarity, due to a variety of factors including, without restriction, location, accessibility, capacity, usefulness, and affordability of the proposed new Service, Capital Project, and/or change of Service:

- (a) each Municipality may or may not be benefited by each or every proposed new Service, Capital Project, and/or change of Service, as contemplated within Part 17.2 of the *Municipal Government Act*;
- (b) each Municipality may or may not participate within each or every proposed new Service, Capital Project, and/or change of Service; and
- (c) to the extent reasonably practical and possible, the Implementation Plan and/or Implementation Agreement(s) for any proposed new Service, Capital Project, and/or change of Service, will contemplate the opportunity and option to opt in and/or opt out by each Municipality;

subject always to the terms of the new or amended Implementation Agreement applicable to the proposed new Service, Capital Project, and/or change of Service.

**7.8** In the event that:

- (a) the ICF Committee is unable to reach an agreement on a recommendation to provide to the Councils of the Municipalities within One Hundred and Eighty (180) days of receipt of the initiation of the proposed new Service, Capital Project, and/or change of Service, and does not collectively agree to extend the time period; or
- (b) the municipal Councils are unable to reach an agreement on the adoption or implementation of the recommendation of the ICF Committee in respect of a proposed new Service, Capital Project, and/or change of Service within One Hundred and Eighty (180) days of the issuance of the recommendation of the ICF Committee, and do not jointly agree to extend the time period; or
- (c) there exists a disagreement or dispute as to whether or not a Municipality is or may be benefited by proposed new Service, Capital Project, and/or change of Service, or whether or not a Municipality should participate in any proposed new Service, Capital Project, and/or change of Service;

then any unresolved issues shall be dealt with through the Dispute Resolution Procedure. If urgency is needed, the initiating Municipality must note this in the initial notice, and the receiving Municipalities will make best efforts to accommodate a compressed timeframe.

## **8. IMPLEMENTATION PLAN**

**8.1** The initial plan for implementing the delivery of Services on an intermunicipal basis is attached as **Schedule “F”** to this Intermunicipal Collaboration Framework.

**8.2** In respect of any changes to the delivery of Services as contemplated under this Intermunicipal Collaboration Framework including, without restriction, new Service, Capital Project, and/or change of Service contemplated under Article 7:

- (a) any recommendation of the ICF Committee; and/or
- (b) any agreement of the Municipalities respecting such new Service, Capital Project, and/or change of Service;

may include a schedule for implementation of the new Service, Capital Project, and/or change of Service. The schedule for implementation of the proposed new Service, Capital Project and/or change of Service may, upon being agreed to by the Municipalities, be deemed to form part of the Implementation Plan contemplated within this Intermunicipal Collaboration Framework.

## **9. CONFLICT**

**9.1** If any provision of this Intermunicipal Collaboration Framework conflicts with any provisions of an existing agreement between all or any of the Municipalities, the affected Municipalities shall:

- (a) direct the respective appropriate representatives of the affected Municipalities to meet as soon as reasonably possible following the identification of the dispute, for the purposes of resolving the conflict;
- (b) act reasonably and negotiate in good faith in order to address and/or accommodate the conflict including, without restriction, altering or rescinding the agreement that conflicts with this Intermunicipal Collaboration Framework; and
- (c) in the event that the affected Municipalities are unable to reach an agreement within One Hundred and Eighty (180) days of the identification of the conflict, the outstanding matters in dispute shall be referred to be resolved under the Dispute Resolution Procedure.

**9.2** In the event that the affected Municipalities determine that this Intermunicipal Collaboration Framework requires alteration in order to address and/or accommodate the conflict, the Municipalities shall:

- (a) direct the respective appropriate representatives of the Municipalities to meet as soon as reasonably possible following the identification of the need for alteration to this Intermunicipal Collaboration Framework, for the purposes of resolving the conflict;
- (b) act reasonably and negotiate in good faith in order to address and/or accommodate the conflict including, without restriction, altering this Intermunicipal Collaboration Framework; and
- (c) in the event that the Municipalities are unable to reach an agreement within One Hundred and Eighty (180) days of the identification of the need for alteration to this Intermunicipal Collaboration Framework, the outstanding matters in dispute shall be referred to be resolved under the Dispute Resolution Procedure.

**9.3** In any negotiation amongst all or any of the Municipalities as contemplated above, the Municipalities shall have regard to, and be guided by, the Collaboration Principles.

## **10. DISPUTE RESOLUTION**

**10.1** Without limiting the application of the provisions of Part 17.2 of the *Municipal Government Act* including, without restriction, Division 2, the Municipalities are committed to resolving any disputes in a timely, non-adversarial, and cost-effective manner.

**10.2** Without restricting anything contained within the Schedules to this Intermunicipal Collaboration

Framework, if any dispute arises between the Municipalities regarding:

- (a) the interpretation, implementation or application of this Intermunicipal Collaboration Framework or any agreement identified in this Intermunicipal Collaboration Framework;
- (b) any alleged contravention of this Intermunicipal Collaboration Framework;
- (c) the inability of the Municipalities to agree upon reviews to and/or revisions of this Intermunicipal Collaboration Framework and any Schedules as required or contemplated from time to time;

the dispute will be resolved through the process and provisions outlined in the Dispute Resolution Procedure.

- 10.3** The Dispute Resolution Procedure will include negotiation, mediation, and arbitration as progressive steps available to the Municipalities in their efforts to resolve a dispute. If a dispute proceeds to arbitration, the arbitrator's award will be considered final and binding upon the Municipalities, subject to a judicial review on a question of jurisdiction only.
- 10.4** If the Municipalities become involved in a Dispute Resolution Procedure, they each shall continue to perform their obligations described in this Intermunicipal Collaboration Framework until the Dispute Resolution Procedure is complete, and subsequently, will comply with the agreed resolution or arbitration award.
- 10.5** In any Dispute Resolution Procedure the Municipalities, their representatives, any mediator, and any arbitrator, shall have regard to, and be guided by, the Collaboration Principles.
- 10.6** Upon the issuance of an arbitrator's award, or upon a negotiated or mediated agreement, the Municipalities will promptly update this Intermunicipal Collaboration Framework and their respective Bylaws, as well as address any resulting change that may apply to any Intermunicipal Development Plan that may be impacted, and/or any other affected statutory plans, to reflect any necessary changes including any applicable Implementation Plan.
- 10.7** Notwithstanding any of the foregoing and the contents of **Schedule "G"** attached to this Intermunicipal Collaboration Framework, pursuant to Part 17.2 of the *Municipal Government Act* in the event that any participants to proceedings under the Dispute Resolution Procedure are unsuccessful in resolving the dispute within **One (1) year** after starting the Dispute Resolution Process, the affected Municipalities must refer the matter to an arbitrator in accordance with the provisions of Division 2 of Part 17.2 of the *Municipal Government Act*.

## **11. NOTICES**

- 11.1** All notices related to this Intermunicipal Collaboration Framework or any related agreement may be sent in written or electronic form and shall be addressed as follows:

- (a) **Town of Claresholm**  
c/o Chief Administrative Officer  
PO Box 1000  
Claresholm, AB T0L 0T0  
**FAX:** 403-625-3869  
**EMAIL:** info@claresholm.ca

- (b) **Municipal District of Willow Creek**  
c/o Chief Administrative Officer  
273129 Highway 520 West  
Box 550  
Claresholm, AB T0L 0T0  
**FAX:** 403-625-3886  
**EMAIL:** md26@mdwillowcreek.com
- (c) **Town of Fort Macleod**  
c/o Chief Administrative Officer  
PO Box 1420  
Fort Macleod, AB T0L 0Z0  
**FAX:** 403-553-2426  
**EMAIL:** admin@fortmacleod.com
- (d) **Town of Nanton**  
c/o Chief Administrative Officer  
PO Box 609  
Nanton, AB T0L 1R0  
**FAX:** 403-646-2653  
**EMAIL:** cao@nanton.ca
- (e) **Town of Stavely**  
c/o Chief Administrative Officer  
PO Box 249  
Stavely, AB T0L 1Z0  
**FAX:** 403-549-3743  
**EMAIL:** cao@stavely.ca

**11.2** Each Municipality may amend its address for notice and/or primary contact set forth above from time to time, upon providing notice in writing to the other Municipalities providing the new municipal address and/or primary contact information.



## SCHEDULE “A”

### INVENTORY OF SERVICES

As of the effective date of the Intermunicipal Collaboration Framework, the Services consist of the following:

- 1. Transportation** – consisting of services, equipment and facilities required or related to the transportation of vehicles, persons and goods including, without restriction:
  - (a) road and sidewalk construction, repair, maintenance and service;
  - (b) bridge inspection and maintenance;
  - (c) street cleaning;
  - (d) snow clearing and grading; and
  - (e) public transit and handibus operation;
- 2. Water and Wastewater** – consisting of services, equipment and facilities required or related to the treatment and delivery of potable water and the collection and disposal of wastewater including, without restriction:
  - (a) water treatment and potable water supply and servicing including, without restriction:
    - (i) water treatment and storage of potable water;
    - (ii) transmission and distribution of potable water;
    - (iii) intermunicipal supply of potable water; and
    - (iv) construction, operation and maintenance of water treatment and potable water storage and distribution facilities;
  - (b) wastewater collection, treatment and disposal including, without restriction:
    - (i) collection and transmission of wastewater;
    - (ii) treatment, storage and disposal of wastewater;
    - (iii) intermunicipal transmission and acceptance of wastewater for treatment and disposal; and
    - (iv) construction, operation and maintenance of wastewater collection, transmission, treatment, storage and disposal facilities (including sewer flushing);
- 3. Solid Waste & Recycling** – consisting of services, equipment and facilities required or related to the management and handling of solid waste and recyclables including, without restriction:
  - (a) residential curbside pickup, and commercial collection of solid waste;
  - (b) construction, operation and maintenance of solid waste transfer stations;

- (c) transportation of solid waste to landfill facilities;
- (d) collection, sorting, sales and disposal of recyclables;
- (e) construction, operation and maintenance of landfill facilities;
- (f) closure and post-closure operation and maintenance of landfill facilities including ground water monitoring;
- (g) construction, operation and maintenance of composting facilities; and
- (h) coordination of toxic waste round-ups;

**4. Emergency Services** – consisting of services, equipment and facilities required or related to the response to emergencies including, without restriction:

- (a) fire suppression, including the application of equipment and training to extinguish fires either on land or in structures;
- (b) emergency response, including
  - (i) vehicle extraction;
  - (ii) swift water rescue;
  - (iii) HAZMAT response and containment;

together with other response to sudden unexpected happening or unexpected occasion for action in which events require trained firefighters to use their skill and judgment in the application of firefighting equipment or rescue equipment and techniques to manage the emergency scene;
- (c) construction, operation and maintenance of fire halls;
- (d) emergency preparedness and disaster management;
- (e) safety code inspections;
- (f) fire investigations;
- (g) establishment of standard operating guidelines;
- (h) training and certification of firefighters relating to all or any of the above; and
- (i) review, evaluation, testing, repair, replacement, certification and/or bulk purchase of equipment relating to all or any of the above;

**5. Recreation** – consisting of services, equipment and facilities that contribute to the physical, social, intellectual and creative well-being of individuals and/or the community including, without restriction:

- (a) establishment, construction, operation and maintenance of:

- (i) parks (including spray parks);
  - (ii) recreational and sports facilities (including ice rinks, curling rinks, ball diamonds, sports fields, golf courses);
  - (iii) community halls and centres;
  - (iv) shooting and archery ranges;
  - (v) senior's drop in centres;
  - (vi) agriplex;
  - (vii) aquatic centre;
  - (viii) libraries;
  - (ix) museums;
  - (x) campgrounds;
  - (b) programs and activities that take place within the identified facilities;
  - (c) special, heritage and cultural events;
6. **Drainage** – consisting of services, equipment and facilities required or related to the management of drainage including, without restriction:
- (a) collection transmission, storage and release of storm/drainage;
  - (b) construction, operation and maintenance of storm/drainage collection, transmission, treatment, storage and disposal facilities (including storm water ditch maintenance);
7. **Social Services** – consisting of services, equipment and facilities that contribute to the social and family supports including, without restriction:
- (a) Family and Community Support Services;
  - (b) day care centre;
  - (c) playschool; and
  - (d) animal shelter (CAREs);
8. **Planning, Development & Licensing** – consisting of services, equipment and facilities required or related to planning, development, licensing and permitting including, without restriction:
- (a) all development authority processes, including development permit applications and issuances;
  - (b) all subdivision authority processes, including subdivision applications and approvals;
  - (c) development agreements and management of construction of municipal infrastructure;

- (d) subdivision and development appeals;
  - (e) issuance of business licenses and other permits or licenses;
9. **Safety Codes** – consisting of services, equipment and facilities required or related to administration of safety codes including, without restriction:
- (a) building permit applications and approvals;
  - (b) building and safety code inspections;
  - (c) safety code compliance sand enforcements;
10. **Community Peace Officers & Enforcement** – consisting of services, equipment and facilities required or related to bylaw enforcement and community peace officer including, without restriction:
- (a) bylaw and traffic enforcement;
  - (b) community peace officer (bylaw enforcement, animal protection, dangerous dogs, environmental protection, fuel tax, gaming and liquor, trespass to premises, petty trespass and prevention of youth tobacco);
11. **Economic Development** – consisting of services, equipment and facilities required or related to economic development including, without restriction:
- (a) joint economic development initiatives and related activities; and
  - (b) tourism and promotion;
12. **Weed and Pest Control** – consisting of services, equipment and facilities required or related to weed and pest control including, without restriction, weed control on:
- (a) municipal property;
  - (b) public works; and
  - (c) roadways;
13. **Cemeteries** – consisting of services, equipment and facilities required or related to cemeteries including, without restriction:
- (a) ownership, operation, and funding of cemeteries; and
  - (b) sales and management of cemetery plots;
14. **Medical Clinic** – consisting of services, equipment and facilities required or related to local medical clinics including, without restriction:
- (a) facilitation of medical clinic and family practices;
  - (b) ownership, operation, and leasing/licensing of medical clinic premises; and

(c) physician recruitment and retention programs;

**15. Airport** – consisting of services, equipment and facilities required or related to airports including, without restriction:

(a) ownership, operation, maintenance, and leasing/licensing of airport facilities and related premises; and

(b) snowplowing and weed control;

**16. Information Technology and Communications** – consisting of services, equipment and facilities required or related to information technology (IT) and communications including, without restriction:

(a) construction, ownership, operation, maintenance, and leasing/licensing of communications towers, facilities and related premises; and

(b) shared and/or intermunicipal IT support services;

together with such further and other aspects of the implementation, management, governance, operation, delivery and funding of the foregoing services which from time to time may be undertaken and/or provided by the Municipalities individually, intermunicipally, or through Third Parties.

## **SCHEDULE “B”**

### **ICF COMMITTEE PROCEDURES**

#### **1. ICF Committee**

The ICF Committee shall be made up of **Two (2)** elected representatives of each of the Municipalities, together with the Chief Administrative Officers of each the Municipalities in an advisory role, for the purposes of carrying out the responsibilities contemplated within Article 4 of this Intermunicipal Collaborative Framework and this Schedule.

#### **2. Chair of the ICF Committee**

Unless otherwise unanimously agreed to by the Municipalities:

- (a) the Chair of the ICF Committee shall rotate on an annual basis between each of the Municipalities;
- (b) the Chair for the first year will be a representative elected by the members of the ICF Committee at the first meeting of the ICF Committee following the effective date of this Intermunicipal Collaborative Framework;
- (c) thereafter the Chair shall rotate through the representatives of the Municipalities in an order agreed upon by the ICF Committee; and
- (d) the Chair for the first meeting of the ICF Committee following the effective date of this Intermunicipal Collaborative Framework will be Chief Administrative Officer of the Municipal District of Willow Creek No. 26.

#### **3. Representatives**

The Municipalities may each appoint alternate representatives to act on the ICF Committee in substitution for their appointed representative. Each of the Municipalities may at any time and from time to time by written notice replace its representative appointed by it, and any representative so replaced shall cease to be an ICF Committee member upon the giving of such notice. Copies of written notices shall be given to the other Municipalities, the individual so appointed as a new ICF Committee member, and the ICF Committee member who has been replaced.

#### **4. Vacancies**

A vacancy in the ICF Committee shall be filled by the Municipality who appointed the former representative whose loss created the vacancy. If there is a vacancy in the ICF Committee, the remaining representatives may continue to exercise the powers of the ICF Committee in accordance with the terms of this Agreement.

#### **5. Quorum of ICF Committee**

Quorum of the ICF Committee shall be satisfied where Seven (7) members of the ICF Committee are present, and each of the Municipalities is represented.

#### **6. Decision Making**

The ICF Committee will make decisions and provide recommendations to the Councils of the Municipalities by way of consensus, and evidence unanimous approval by all members of the ICF Committee as and when circumstance may require.

#### **7. Referral to Dispute Resolution**

If at any meeting of the ICF Committee, any matter is considered and the matter is neither approved nor adjourned for further consideration, in either case by all of the members of the ICF Committee, then notwithstanding any intermediate acts or negotiations any Municipality shall be entitled to refer the dispute, and to the extent that it is necessary or reasonable in all of the circumstances any related question or dispute, to be resolved pursuant to the Dispute Resolution Procedure.

#### **8. ICF Committee Meetings**

The ICF Committee shall meet at least **One (1) time a year**, or more as the ICF Committee determines.

#### **9. Notice of Meetings**

Notice of the time, place, and agenda of every meeting shall be given by the Chair with **not less than Thirty (30) days notice**.

#### **10. Calling Meetings**

Subject always to the requirements of the delivery of notice as contemplated above, the Chair shall call meetings of the ICF Committee:

- (a) as and when directed by the ICF Committee, in the form of meeting schedule approved by the ICF Committee or otherwise as directed from time to time; and
- (b) upon receipt of a request in writing received from a Municipality (together with detail respecting the reasons for the requested meeting as the Chair may reasonably require), and following consultation with:
  - (i) the requesting Municipality as to urgency of the requested meeting and the potential sufficiency of the next scheduled meeting of the ICF Committee; and
  - (ii) the next host Municipality's Chief Administrative Officer regarding the availability of facilities for the requested meeting.

It is understood and agreed that, save and except for ICF Committee meetings which are scheduled in advance by the ICF Committee, the Chair and the next host Municipality's Chief Administrative Officer will only be responsible for using their reasonable best efforts to arrange for and call a meeting upon the request of the ICF Committee or upon the request of a Municipality. Notwithstanding the foregoing, nothing shall prevent the Municipalities and/or members of the ICF Committee from having informal meetings and/or discussion at any time on an as needed basis in between formal meetings of the ICF Committee, in order to address any matter contemplated within this Intermunicipal Collaborative Framework including, without restriction, the subject matter(s) of any notice from a Municipality requesting a meeting of the ICF Committee.

#### **11. Attendance at Meetings**

The ICF Committee members, but not an individual ICF Committee member, may decide to invite the general public, special interest group(s), or other private or public bodies and agencies to attend any meeting of the ICF Committee and/or make submissions to the ICF Committee with respect to any matter or question being considered by it.

#### **12. Location, Host Municipality and Costs of Meetings**

Unless otherwise unanimously agreed to by the Municipalities:

- (a) the location of meetings of the ICF Committee shall rotate on a meeting by meeting basis between each of the Municipalities;



- (b) the municipality within which the meeting of the ICF Committee occurs will be the host Municipality, responsible for arranging the venue and other facilities required in order to carry out the meeting;
- (c) the Chief Administrative Officer of the host Municipality will coordinate the meeting dates, creation and circulation of agendas, and facility requirements with the Chair of the ICF Committee;
- (d) the costs of hosting a meeting of the ICF committee will be the responsibility of each host Municipality; and
- (e) the location and host Municipality for the first meeting of the ICF Committee will be the Municipal District of Willow Creek No. 26.

### **13. Records**

The ICF Committee shall arrange for proper written records, and minute taking of all meetings and decisions of the ICF Committee to be kept and maintained and copies of same shall be sent to each member and the Municipalities within **Fifteen (15) business days** following each meeting of the ICF Committee. Each ICF Committee member shall be entitled to reasonable access to all files and records of the ICF Committee at all reasonable times and shall be given the opportunity to make copies thereof from time to time.

All records of the ICF Committee will be retained at the offices of the Chair of the ICF Committee.

### **14. Limitation of Liability**

No ICF Committee member shall be liable for the acts, neglect or default of such ICF Committee member, any other ICF Committee member, and/or the ICF Committee as a whole, provided that such ICF Committee member has acted, in good faith in the performance or intended performance of any duty or in the exercise or intended exercise of any power or authority granted to such ICF Committee member and the ICF Committee as a whole hereunder.

### **15. Remuneration of Committee Representatives**

Each Party shall reimburse its appointed members in accordance with its own practices and policies.

## SCHEDULE “C”

### SERVICES DELIVERED OR TO BE DELIVERED ON AN INDIVIDUAL BASIS

#### Combined Services List

#### Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Clinic	Claresholm Medical Clinic	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Roads	Maintaining Roads, 2,200 kms with various surfaces (Pavement, Oil, Gravel)	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Bridges	Inspections & Bridge Rehab & Replacement	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Recycling Collection	Recycle Trailer	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Tower & Maintenance Support	To maintain MD Communications & facilitate internet service	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Disaster Management	Emergency Response	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Rental Equipment	Agricultural Equipment Rentals	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Business Licenses, Development Permits, planning services	Provide services to ratepayer	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Pine Coulee, Clear Lake, Willow Creek and John Zoeteman	Municipal Parks	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties. This service is provided to the Residents of Claresholm as well as some MD residents (i.e. At Claresholm Airport)	Town of Claresholm	Town Staff	Town Revenues
CAREs	Animal Shelter	Town of Claresholm	Town Staff	Town Revenues
Street Maintenance	Town of Claresholm maintains all the streets within the Town of Claresholm. This includes snow clearing, street sweeping, and generally minor road repair.	Town of Claresholm	Town Staff	Town Revenues
Business Licenses, Development Permits	Provide services to ratepayer	Town of Claresholm	Town Staff	Town Revenues

1

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20/02/20

## Combined Services List

### Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Compost	Town of Claresholm maintains a compost area where residents can dump/dispose of yard waste such as grass clippings, small trees/branches (i.e. Christmas trees), etc. Residents can then also take compost to fertilize their yard/gardens.	Town of Claresholm	Town Staff	Town Revenues
CPO I	Town of Claresholm employees their own Peace Officer primarily to enforce and educate on Bylaws and public Safety.	Town of Claresholm	Town Staff	Town Revenues
Claresholm & District Museum	Claresholm operates a Museum and Visitor Information Centre	Town of Claresholm	Town Staff	Town Revenues
Aquatic Centre	Provide an indoor pool for residents in the community and surrounding area in partnership with AHS.	Town of Claresholm	Town Staff	Town Revenues
Ice Arena	Provide an ice arena for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
Other Parks including spray park	Provide parks and playgrounds for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
			Town Staff	Town Revenues

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20/02/20

## Combined Services List

### Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Street Maintenance	Town of Fort Macleod maintains all the streets within the municipal boundaries. This includes snow clearing, street sweeping, and general minor road repair.	Town of Fort Macleod	Town Staff	Town Revenues
Business Licenses, Development Permits	Provide services to ratepayer	Town of Fort Macleod	Town Staff	Town Revenues
Compost	Town of Fort Macleod maintains a compost area where residents can dump/dispose of yard waste such as grass clippings, small trees/branches (i.e. Christmas trees), etc. Residents can then also take compost to fertilize their yard/gardens.	Town of Fort Macleod	Town Staff	Town Revenues
A CPO I and a CPO II	Town of Fort Macleod employs their own Peace Officers primarily to enforce and educate on Bylaws and public Safety and social issues in the community.	Town of Fort Macleod	Town Staff	Town Revenues
Pool	Provide an outdoor pool for residents in the community and surrounding area in partnership.	Town of Fort Macleod	Town Staff	Town Revenues
Ice Arena	Provide an ice arena for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues

## Combined Services List

### Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Other Parks including spray park	Provide parks and playgrounds for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Water Treatment & Distribution	Provide safe, secure potable water to the residents of the municipality.	Town of Fort Macleod	Town Staff	Town Revenues
Sewer Collection & Treatment	Provide sewer collection and treatment to the residents of the municipality.	Town of Fort Macleod	Town Staff	Town Revenues
Community Halls	Provide community halls to the residents of the municipality and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Cemetery	Provide cemetery plots to interested customers.	Town of Fort Macleod	Town Staff	Town Revenues
Airport	Provide airport to interested customers.	Town of Fort Macleod	Town Staff	Town Revenues
			Town Staff	Town Revenues

## Combined Services List

### Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties	Town of Stavelly	Town Staff	Town Revenues
Water supply	The Town operates a water plant constructed in 2004 that supplies treated water to all the residents and businesses in the Town.	Town of Stavelly	Town Staff	Town Revenues
Sewer	The Town operates a lagoon system which provides sewer services for all residents and businesses within the Town.	Town of Stavelly	Town Staff	Town Revenues
Roads / Sidewalks	The Town maintains all of the roads and sidewalks within the Town. This includes plowing and clearing snow in the winter on the roads and small patching to the roads in the summer. Any other works is contracted out.	Town of Stavelly	Town Staff	Town Revenues
Parks	The Town maintains a small fully serviced campground along with a park and a number of small green spaces.	Town of Stavelly	Town Staff	Town Revenues
Emergency Mgmt.	The Town can if necessary provide emergency management services such as an EOC and reception center.	Town of Stavelly	Town Staff	Town Revenues
Water	The Town operates a water plant that supplies treated water to all residents	Town of Nanton	Town Staff	Town Revenues
Wastewater	The Town operates a new wastewater treatment facility that provides wastewater services for all residents in Nanton	Town of Nanton	Town Staff	Town Revenues

5

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20/02/20

## Combined Services List

### Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Roads / Sidewalks	The Town maintains all of the roads and sidewalks within the Town. This includes plowing and clearing snow in the winter on the roads and small patching to the roads in the summer. Any other works is contracted out.	Town of Nanton	Town Staff	Town Revenues
Business Licenses, Development Permits	The Town provides this services to ratepayers	Town of Nanton	Town Staff	Town Revenues
Emergency Mgmt	The Town can provide if necessary Emergency Mgmt services - reception center, etc.	Town of Nanton	Town Staff	Town Revenues
Ice Arena	Provide ice arena and raquetball courts for community and surrounding area residents	Town of Nanton	Town Staff	Town Revenues
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Nanton	Town Staff	Town Revenues
Other Parks	Provide parks and playgrounds for residents in the community and surrounding area.	Town of Nanton	Town Staff	Town Revenues



## SCHEDULE “D”

### SERVICES DELIVERED OR TO BE DELIVERED ON AN INTERMUNICIPAL BASIS

#### Combined Services List

#### Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Stavely Municipal Complex	The MD owns 2/3 of the facility and the Town of Stavely owns 1/3	Town of Stavely	per service agreement	per service agreement
Volunteer Fire Service	Nanton, Claresholm, Stavely, Fort Macleod.	All Towns	per service agreement	per service agreement
Fire Training	Train the Trainer, First Aid, All Training Courses	MD	per service agreement	per service agreement
FireHall	The Town owns the Firehall	Claresholm	per service agreement	per service agreement
QMP	Level of Fire Service & Safety Codes inspections & Fire Investigations	MD	per service agreement	per service agreement
Mutual Aid	Director of Emergency Management Services	MD	per service agreement	per service agreement
CPO	Bylaw & Traffic Enforcement for the Town of Nanton/ Town of Stavely	MD	per service agreement	per service agreement
Weed Control	Weed contract with the Town of Fort Macleod & The Claresholm Lagoons	MD	per service agreement	per service agreement
IT Services	IT Support for Town of Nanton/ Town of Claresholm	MD	per service agreement	per service agreement
Waste Collection	MD ratepayers are able to drop off garbage & Recycling weekly at designated site	Towns of Fort Macleod, Nanton, & Stavely	per service agreement	per service agreement

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20/02/20

7

## Combined Services List

### Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Toxic Ewaste Roundup	Town of Claresholm/ Town of Fort Macleod Toxic E Waste Roundup on a 50/50 basis	MD	per service agreement	per service agreement
Ground Water Testing	Groudwater monitoring at the old landfill for 25 years. Cost shared 50/50	MD	per service agreement	per service agreement
Recycling of cardboard	The Town accepts the delivery of cardboard from the Town of Stavely weekly.	Claresholm	per service agreement	per service agreement
Terminal building	The Town maintains and operates the Airport terminal building for all users.	Claresholm	per service agreement	per service agreement
Runway maintenance	Inspection and pavement maintenance done by the Town and snow plowing of the runways by MD	Claresholm	per service agreement	per service agreement
Cemetery	Provide annual grants to help with maintenance cost	MD	per service agreement	per service agreement
Libraries	Grant funding for Towns , which MD Ratepayers use	MD	per service agreement	per service agreement
Recreation	Grant funding for Town's which MD Ratepayers use facilities	MD	per service agreement	per service agreement
Canada Day Celebration	Grant funding to support Canada Day in each town	MD	per service agreement	per service agreement

## Combined Services List

### Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Special Levies , Capital Grants and Municipal Reserve Funding	Claresholm Curling Rink, Claresholm Community Hall Roof and parking lot paving, Claresholm Skating Rink, Fort Macleod Curling Rink, Fort Macleod Hall Renovations and Equipment purchase, Fort Macleod playground, Stavely Joint Use Facility, Stavely Hall Roof, Sold MD building to Stavely Ag. Society for \$10.00, Stavely and District Ag Society Roof, Nanton Hall Kitchen Renovation, Nanton Hall Washroom and Bar Renovation, Tom Hornecker Roof Replacement, to name but a few. This list does not include multiple requests for funding by service clubs, societies, and associations located in the rural and urban municipalities.	MD	per service agreement	per service agreement
FCSS	Family and Community Support Services - Province/80% MD/20%	MD	per service agreement	per service agreement
Airport	Treated water system for the Claresholm Industrial Area and Pipeline Water Cooperative	Claresholm	per service agreement	per service agreement
Water/Sewer Services	Town of Claresholm owns and operates both a water treatment plant and a sewage lagoon. We have our own trained and certified operators as well as service and maintain all our T&D assets. Claresholm then provides treated water to Portions of the MD, including the Hamlet of Granum, as well as sewage treatment for portions of the MD	Claresholm	per service agreement	per service agreement
Sewer flushing	Maintenance of sewer system in MD's Airport industrial area	Claresholm	per service agreement	per service agreement

B3494274.XLSX  
20/02/20

9

## Combined Services List

### Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Storm water ditch maintenance	The Town maintains the drainage ditch through the MD to the creek 7K south of town	Claresholm	per service agreement	per service agreement
Handi Bus Transportatuion	Grant funding to support Handi Bus Service in each town	MD	per service agreement	per service agreement
Physician Retention Program	Attract Doctors into Town often through monetary subsidies	Claresholm	per service agreement	per service agreement
Clinic	Nanton Medical Clinic		per service agreement	per service agreement

B3494274.XLSX  
20/02/20

## SCHEDULE "E"

### SERVICES DELIVERED OR TO BE DELIVERED BY THIRD PARTIES

#### Combined Services List

#### Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Assessment Services	Assessment services contract includes representing the MD at assessment appeals	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Safety Codes Services	All Safety Code Discipline	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Municipal Planning Engineering	Municipal Planning	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Contractors for rehab & rebuild	Engineering Services as needed Contractors Tendered as needed	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Moon River Estates	Treated water system for hamlet residents	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Moon River Estates	Treated water system for hamlet residents.	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Claresholm	per service agreement	Town Revenues
Campground Attendant	Contract an individual or couple during May to October to manage the campground, taking reservations, check-in/check-out, cleaning facilities, etc.	Town of Claresholm	per service agreement	Town Revenues
General Contractor	Lawn/Weed maintenance, clearing of sidewalks, etc.	Town of Claresholm	per service agreement	Town Revenues
Municipal Planning	Municipal planning services for land development	Town of Claresholm	per service agreement	Town Revenues
GIS	GIS Mapping and support	Town of Claresholm	per service agreement	Town Revenues
Building Permits and Inspections		Town of Claresholm	per service agreement	Town Revenues
Community Centre	Gun Range and 2 halls (small and large) with stage and kitchen for rental for events etc.	Town of Claresholm	per service agreement	Town Revenues
Senior's Drop-in Centre	Facility to house seniors group events and gatherings.	Town of Claresholm	per service agreement	Town Revenues

B3494274.XLSX  
20/02/20

11

## Combined Services List

### Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Agriplex	Grounds and horse arenas for indoor rodeos and events.	Town of Claresholm	per service agreement	Town Revenues
Curling Rink	Provide a curling rink for residents in the community and surrounding area.	Town of Claresholm	per service agreement	Town Revenues
Golf Course	Provide golf course for residents in the community and surrounding area.	Town of Claresholm	per service agreement	Town Revenues
Day Care	Claresholm Child Care Society operates a year round day care operation, municipally subsidized.	Town of Claresholm	per service agreement	Town Revenues
Playschool	Two year playschool	Town of Claresholm	per service agreement	Town Revenues
Recycling Collection	Curbside recycling collection for residential properties and sorting facility for drop off for commercial/residential properties.	Town of Claresholm	per service agreement	Town Revenues
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties. This service is provided to the residents of Fort Macleod.	Town of Fort Macleod	per service agreement	Town Revenues
Recycling Collection	The Town has a trailer and bins for cardboard at the arena parking lot for residents to drop off their recycling.	Town of Fort Macleod	per service agreement	Town Revenues
Museum	Fort Macleod Historical Association operates the museum on behalf of the Town.	Town of Fort Macleod	per service agreement	Town Revenues
Curling Rink	Fort Macleod Curling Club provides a curling rink for residents in the community and surrounding area.	Town of Fort Macleod	per service agreement	Town Revenues
Library	Fort Macleod Library Board operates the library on behalf of the Town.	Town of Fort Macleod	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Fort Macleod	per service agreement	Town Revenues

B3494274.XLSX  
20/02/20



## Combined Services List

### Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Development	Municipal planning services for land development	Town of Fort Macleod	per service agreement	Town Revenues
Development	GIS Mapping and support	Town of Fort Macleod	per service agreement	Town Revenues
Development	Building Permits and Inspections	Town of Fort Macleod	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Stavely	per service agreement	Town Revenues
Safety Code Services	Compliance monitoring in the areas of building, electrical, plumbing & gas.	Town of Stavely	per service agreement	Town Revenues
Planning Services	Planning, GIS mapping and assessment review services as needed.	Town of Stavely	per service agreement	Town Revenues
Recreation	The arena, golf course, archery lanes and Golden Age Center are situated on Town owned property. The Town has lease agreements in place with each of the groups that they operate the facilities for the benefit of the community and surrounding area.	Town of Stavely	per service agreement	Town Revenues
Engineering	Engineering services as needed	Town of Stavely	per service agreement	Town Revenues
Safety Code Services	Safety code services for building, electrical, plumbing and gas.	Town of Nanton	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Town of Nanton	per service agreement	Town Revenues
Solid Waste & Recycling Collection	Curbside garbage and recycling pickup	Town of Nanton	per service agreement	Town Revenues
Planning Services	Planning, GIS mapping and assessment review services as needed.	Town of Nanton	per service agreement	Town Revenues
Recreation	Campground, Golf Course & Ag grounds	Town of Nanton	per service agreement	Town Revenues



## Combined Services List

### Services Provided by a 3rd Party

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Senior's Drop-in Centre	Facility to house seniors group events and gatherings.	Town of Nanton	per service agreement	Town Revenues
Engineering	Engineering Services as needed	Town of Nanton	per service agreement	Town Revenues
Community Centre	2 halls (upstairs and downstairs) with stage and kitchen for rental for events etc.	Town of Nanton	per service agreement	Town Revenues
FCSS	Family & Community Support Services	Town of Nanton	per service agreement	Town Revenues
Curling Rink	Provide a curling rink for residents in the community and surrounding area.	Town of Nanton	per service agreement	Town Revenues

## SCHEDULE “F”

### INITIAL IMPLEMENTATION PLAN

1. **Existing Intermunicipal Services** – all Intermunicipal Services listed within **Schedule “D”** attached to this Intermunicipal Collaboration Framework which are shown as currently being provided on an intermunicipal basis are:

- (a) provided intermunicipally on a shared basis amongst the Municipalities listed within the “Shared With” column of the Intermunicipal Services list;
- (b) delivered by the Municipality noted as the lead or provider Municipality within the “Lead/Provider” column of the Intermunicipal Services list; and
- (c) funded on a shared costs basis (i.e. proportionate to benefit, use, service level, population base, or other basis negotiated from time to time) and/or on a fee for service basis;

all as more particularly defined within the specific Implementation Agreement applicable to each such Intermunicipal Service, and subject to amendments to or replacements of such Implementation Agreements from time to time;

2. **Planned Intermunicipal Services** – all Intermunicipal Services listed within **Schedule “D”** attached to this Intermunicipal Collaboration Framework which are shown as planned to become provided on an intermunicipal basis after the establishment of this Intermunicipal Collaboration Framework are:

- (a) planned to be:
  - (i) provided intermunicipally on a shared basis amongst the Municipalities listed within the “Shared With” column of the Intermunicipal Services list;
  - (ii) delivered by the Municipality noted as the lead or provider Municipality within the “Lead/Provider” column of the Intermunicipal Services list; \
  - (iii) funded on a shared costs basis (i.e. proportionate to benefit, use, service level, population base, or other basis negotiated from time to time) and/or on a fee for service basis;

all as more particularly defined within the specific Implementation Agreement applicable to each such planned Intermunicipal Service, and subject to amendments to or replacements of such Implementation Agreements from time to time;

- (b) planned to be discontinued by each participating Municipality on an individual or Third Party basis, as the case may be, upon:
  - (i) the commencement of the corresponding Intermunicipal Service by the Lead/Provider Municipality under the applicable Implementation Agreement;
  - (ii) if applicable, the transfer or other sharing arrangement for assets, facilities and/or staff necessary or convenient for the delivery of the Service on a intermunicipal basis; and

- (iii) the coordinated termination of any Third Party Service or Individual Municipal Service;

as more particularly agreed upon by the participating Municipalities within the specific Implementation Agreement applicable to each such proposed Intermunicipal Service; and

- (c) to be implemented under an Implementation Agreement within the time frame identified for each such proposed Intermunicipal Service within **Schedule “C”** attached to this Intermunicipal Collaboration Framework, unless extended by agreement of the participating Municipalities pursuant to the specific Implementation Agreement applicable to each such planned Intermunicipal Service, or otherwise;

and may be subject to such additions or revisions to the Implementation Plan as may be further agreed upon by the Municipalities participating within the each such planned Intermunicipal Service.

**3. Future Intermunicipal Services** – all future Intermunicipal Services which are proposed by a Municipality and/or the ICF Committee pursuant to the processes of Sections 7.1 to 7.8 of this Intermunicipal Collaboration Framework shall be implemented pursuant to an Implementation Plan agreed upon by the Municipalities participating in the future Intermunicipal Service, which process and plan may, without restriction, include and/or contemplate the following:

- (a) **ICF Subcommittee** – following the identification of a potential future Intermunicipal Service, the ICF Committee may create a subcommittee to:

- (i) review the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;
- (ii) review the individual and intermunicipal needs for the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;
- (iii) review the merits of the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service
- (iv) develop a more detailed recommendation respecting the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service, for consideration by the Municipalities;
- (v) seek and obtain any advice of consultants or advisors which are determined to be necessary or valuable for the purposes of the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;
- (vi) undertake any other activity regarding the proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service, as the ICF Committee may identify as terms of reference or scope of work for the identified subcommittee;

- (b) **Regional Services Study** – the undertaking of any number of regional service studies or investigations for the purposes of determining key facts, statistics, or other information relevant to the discharge or performance of the ICF Subcommittee’s duties, responsibilities, terms of reference and/or scope of work including, without restriction:

- (i) assessment of any proposed future Intermunicipal Service, and any Capital Project associated with the proposed future Intermunicipal Service;
  - (ii) development of recommendations for the ICF Committee; and
  - (iii) development of any plans for implementation of the proposed future Intermunicipal Service;
- (c) **Schedule** – a schedule for the review, recommendation, implementation, and commencement of the proposed future Intermunicipal Service;
- (d) **Implementation Plan** – development of an Implementation Plan to be agreed upon by the participating Municipalities, which plan may include, without restriction:
  - (i) identification of the Municipalities participating in the proposed future Intermunicipal Service;
  - (ii) identification of the lead/provider Municipality or Municipalities, that will deliver of the proposed future Intermunicipal Service;
  - (iii) proposed start date(s) that the change or new Service will take effect;
  - (iv) strategy used to fund the applicable Service, including any Capital Project associated with the proposed future Intermunicipal Service;
  - (v) plans for carrying out any Capital Project associated with the proposed future Intermunicipal Service;
  - (vi) plans to phase out the existing Service delivery and to initiate the new mode of Service delivery;
  - (vii) plans for the phasing in or out of cost sharing, or other financial arrangements;
  - (viii) plans for any necessary changes to the applicable Intermunicipal Development Plans, and/or any other affected statutory plans, to reflect or accommodate the change of new Service being implemented;
  - (ix) review dates to evaluate the efficiency and/or effectiveness of the change and/or new Service, and the strategy used to fund the applicable Service; and
  - (x) whether or not, and/or the extent to which, the implementation shall be completed by an Implementation Agreement.

## SCHEDULE “G”

### DISPUTE RESOLUTION PROCEDURE

1. **Dispute** – In this Dispute Resolution Procedure, the term “Dispute” means and includes:
  - (a) any disagreement or controversy between the Municipalities concerning any matter arising out of this Intermunicipal Collaborative Framework including, without restriction, where:
    - (i) the ICF Committee is unable to reach an agreement on a recommendation to provide to the Councils of the Municipalities pursuant to Section 7.8 of this Intermunicipal Collaboration Framework; and
    - (ii) the municipal Councils of the Municipalities are unable to reach an agreement on the adoption or implementation of the recommendation of the ICF Committee pursuant to Section 7.8 of this Intermunicipal Collaboration Framework;
  - (b) any disagreement or controversy between Two (2) or more of the Municipalities concerning any matter arising out of this Intermunicipal Collaborative Framework including, without restriction, where:
    - (i) Two (2) or more of the Municipalities are unable to reach an agreement on an Implementation Agreement necessary to implement an Intermunicipal Service; and
    - (ii) Two (2) or more of the Municipalities are unable to resolve a disagreement or controversy arising from, within or under an Implementation Agreement;
2. **Dispute Process** – In the event of any Dispute, the Municipalities agree that prior to commencing litigation, they shall undertake a process to promote the resolution of a Dispute in the following order:
  - (a) first, by negotiation amongst the Municipalities involved in the Dispute;
  - (b) second, by review, discussion and negotiation of the ICF Committee;
  - (c) third, by way of Mediation; and
  - (d) fourth, by arbitration, if mutually agreed to in writing at the time of the Dispute, by the Municipalities.

Negotiation, mediation or arbitration shall refer to, take into account, and apply the intentions and principles stated by the Municipalities within this Intermunicipal Collaboration Framework including, without restriction, the Collaboration Principles.
3. **Negotiation** – A Municipality may give written notice (“**Dispute Notice**”) to the other Municipality or Municipalities involved in a Dispute, which notice will outline in reasonable detail the relevant information concerning the Dispute. Within seven (7) days following receipt of the Dispute Notice, the Municipalities identified in the Dispute Notice shall each appoint a representative to meet and attempt to resolve the Dispute through discussion and negotiation. If the Dispute is not resolved within Thirty (30) days of receipt of the Dispute Notice, unless otherwise extended and/or agreed to by the Municipalities involved in the Dispute the negotiation shall be deemed to have failed.
4. **ICF Committee** – If the representatives cannot resolve the Dispute within such Thirty (30) day

period by way of negotiation, then the Dispute shall be referred to the ICF Committee:

- (a) each Municipality involved in the Dispute will provide the ICF Committee with written notice outlining in reasonable detail the relevant information concerning the Dispute and the details of the matters in Dispute that are to be resolved, within Thirty (30) days after the date that negotiation has been deemed to have failed;
- (b) the ICF Committee will meet within Sixty (60) days from the date that negotiation has been deemed to have failed;
- (c) the ICF Committee will discuss the Dispute, negotiate (with or without the assistance of a facilitator) and attempt to resolve the Dispute; and
- (d) if the Dispute is not resolved within Sixty (60) days of the date that negotiation has been deemed to have failed, unless otherwise extended and/or agreed to by the Municipalities involved in the Dispute the attempted resolution of the Dispute by or through the ICF Committee shall be deemed to have failed.

**5. Mediation** – In the event the ICF Committee is unable to resolve the Dispute within such Sixty (60) day period, then the Dispute shall be referred to mediation:

- (a) if the Municipalities involved in the Dispute are unable to agree on the name of a mediator within Thirty (30) days from the date of the last meeting of the ICF Committee, any Municipality may apply to the Minister of Municipal Affairs to appoint a mediator;
- (b) the Municipalities involved in the Dispute will provide to the mediator with written notice specifying the subject matters remaining in Dispute, and the details of the matters in Dispute that are to be mediated, within Thirty (30) days after the mediator is agreed to or appointed;
- (c) the Municipalities involved in the Dispute will meet with the mediator within Sixty (60) days after the mediator is agreed to or appointed and will attempt to resolve the Dispute;
- (d) the costs of mediation shall be shared equally between the Municipalities participating in the mediation;
- (e) the mediator will prepare a report outlining any agreements between the Municipalities and a list of any outstanding items;
- (f) in the event that:
  - (i) Municipalities involved in the Dispute have failed to meet with the mediator within Sixty (60) days after the mediator is agreed to or appointed; or
  - (ii) the mediator is unsuccessful in resolving all matters comprising the Dispute by agreement of the Municipalities within Sixty (60) days from the date of the first meeting with the mediator;

unless otherwise extended and/or agreed to by the Municipalities involved in the Dispute the attempted resolution of the Dispute by or through mediation shall be deemed to have failed.

**6. Arbitration** – In the event a Dispute cannot be resolved through the foregoing negotiation and mediation, then the Dispute may be referred to arbitration:

- (a) any Municipality involved in the Dispute may refer the Dispute to arbitration by a single arbitrator by giving written notice (“**Arbitration Notice**”) to the other Municipalities involved in the Dispute, which notice:
  - (i) must be given within Sixty (60) days of the last meeting of the mediation; and
  - (ii) will specify the subject matters remaining in Dispute and the details of the matters in Dispute that are to be arbitrated;
- (b) if the Municipalities involved in the Dispute are unable to agree on the name of a single arbitrator within Thirty (30) days from the date of the Arbitration Notice, any Municipality may apply to the Minister of Municipal Affairs to appoint an arbitrator;
- (c) the Municipalities involved in the Dispute will provide to the arbitrator a copy of the mediator's report;
- (d) the decision of the arbitrator shall be final and binding upon Municipalities involved in the Dispute;
- (e) the *Municipal Government Act* and the Regulations in force from time to time shall apply to powers of the arbitrator and to arbitration proceedings commenced pursuant to this Intermunicipal Collaboration Framework ;
- (f) the costs of arbitration shall be shared equally between the Municipalities participating in the arbitration, subject to any award on costs by the arbitrator.



# Nanton BoostersClub

Box 493 Nanton, Alberta T0L 1R0

March 4, 2020

Mrs. Maryanne Sandberg  
Reeve of the MD of Willow Creek  
PO Box 550  
claresholm Alberta, T0L 0T0

Dear Mrs. Maryanne Sandberg:

The Nanton Booster Club is once again hosting and sponsoring the annual Nanton Days Parade. This Year the parade will be held on Monday, Aug 3<sup>rd</sup> 2020. We would like to extend an invitation to you and your spouse to be our guests and ride in the parade. There will be a reception with lunch and refreshments immediately after the parade, to which you are booth invited to attend.

The parade will be organized as usual in the J.T. Foster school grounds on the west side of Nanton, with a 10am start. Transportation will be available upon request.

Thank you for your consideration of this request. Please contact me via email to advise whether or not you will be attending or should you require further information.

Sincerely,

Ben Loree  
Nanton Boosters Club  
Email: [pilotloreeb@hotmail.com](mailto:pilotloreeb@hotmail.com)



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton - South West*

AR100170

MAR 03 2020

Reeve Maryanne Sandberg  
Municipal District of Willow Creek  
PO Box 550  
Claresholm AB T0L 0T0

Dear Reeve Sandberg and Council,

Thank you for your grant application under the Municipal Restructuring component of the 2019/20 Alberta Community Partnership program.

I am pleased to inform you the Municipal District of Willow Creek has been approved for the maximum amount available, based on program guidelines, for the following grants:

- \$262,400 for activities associated with the transition of the former Town of Granum; and
- \$1,109,000 for infrastructure upgrade projects and debt servicing for the Hamlet of Granum.

The conditional grant agreement will be mailed to your Chief Administrative Officer shortly to obtain the appropriate signatures.

Thank you for taking on this new leadership role and ensuring a smooth transition for the citizens of Granum.

Yours very truly,



Kaycee Madu  
Minister

cc: Derrick Krizsan  
Chief Administrative Officer, Municipal District of Willow Creek