

**MUNICIPAL DISTRICT OF BIGHORN NO. 8
TRANSPORTATION AND PUBLIC WORKS COMMITTEE**

**JUNE 18, 2026
9:00 AM
COUNCIL CHAMBERS**

***Members of the Public may attend the meeting in person at the
MD of Bighorn
AMENDED AGENDA***

CALL TO ORDER

A. APPROVAL OF AGENDA

B. MINUTES

Pg. 3 1. May 25, 2026 Transportation and Public Works Committee Meeting Minutes

C. DELEGATIONS

D. BUSINESS - TRANSPORTATION

Verbal 1. Exshaw Rail Pedestrian Crossing (J. Smith)
Pg. 7 2. Transportation Register

E. BUSINESS - PUBLIC WORKS (OPERATIONS & MAINTENANCE)

Pg. 8 1. Harvie Heights Street Signs
Pg. 9 2. Jamieson Road Sign Maintenance
Pg. 10 3. Request for an Easement in MD Road Right-of-Way.
Pg. 17 4. Public Works Register
Walk On 5. Great Grey Owl Trail Maintenance

F. CLOSED SESSION

ADJOURNMENT

Next Scheduled Meeting Date: August 24, 2026

**MUNICIPAL DISTRICT OF BIGHORN #8
TRANSPORTATION AND PUBLIC WORKS COMMITTEE MEETING**

MINUTES

May 25, 2026 9:00 AM Council Chambers

IN ATTENDANCE:

Alice James	Councillor, Chair
Steve Fitzmorris	Councillor, Vice Chair
Bill Luka	Director of Operational Services
Kendra Tippe	Manager of Operational Services
Carol Pegg	Executive Assistant (Recording Secretary)

CALL TO ORDER

A. James called the meeting to order at 9:01 AM.

CARRIED

A. AGENDA

Table item D.2 Exshaw Rail Pedestrian Crossing

Add item D.4 Terms of Reference

Add item E.5 Jamieson Road Sign Maintenance

Moved by S. Fitzmorris that the Agenda be accepted, as amended.

CARRIED

B. MINUTES

Moved by S. Fitzmorris that the April 27, 2026 minutes be approved, as presented.

CARRIED

C. DELEGATIONS

No delegations.

D. BUSINESS - TRANSPORTATION

1. Harvie Heights Street Signs

Director of Operational Services presented to the Committee an enquiry of Administration to explore the road signs in Harvie Heights.

Moved by S. Fitzmorris that the Committee directs Operational Services to inspect and inventory the Harvie Heights Road Signs and bring to a future Committee meeting for further discussion.

CARRIED

2. Exshaw Rail Pedestrian Crossing

Moved by S. Fitzmorris that this item is tabled until Councillor Smith can attend a meeting.
CARRIED

3. Transportation Register

Moved by S. Fitzmorris that the Committee accepts this register as information.
CARRIED

4. Terms of Reference

Director of Operational Services presented a potential change to the Terms of Reference to the Committee for their review.

Moved by S. Fitzmorris that the Committee accepts as information that the Manager of Engineering will not be attending these Committee meetings for the foreseeable future and that the Terms of Reference may need to be updated in the fall.

CARRIED

E. BUSINESS – PUBLIC WORKS (OPERATIONS & MAINTENANCE)

1. Harvie Heights Road – Town of Canmore Maintenance

Manager of Operational Services presented to the Committee discussion had with the Town of Canmore. At this point in time there is no plan to do any road overlay.

Moved by S. Fitzmorris that the Committee directs this item to be a discussion at a future Governance and Priorities Committee.

CARRIED

2. Proposal to Purchase a Street Sweeper

Manager of Operational Services presented to the Committee a proposal to bring the purchase of a Street Sweeper to the 10-year capital budget.

Moved by S. Fitzmorris that the Committee directs this item be directed to budget discussion.

CARRIED

3. Updated Solid Waste Management Fees Public Works Register

Manager of Operational Services presented to the Committee information on how the fees are calculated for the Corporate Fee Schedule Bylaw for 2027.

Moved by S. Fitzmorris that the Committee accepts this as information.

CARRIED

4. Public Works Register

Moved by S. Fitzmorris that the Committee accepts this register as information.

CARRIED

5. Jamieson Road Sign Maintenance

A. James walked this information on to the Committee Agenda. Signs at the bottom of Jamieson Road at Highway 1A (weight limit sign is down as well as the Rural Crime Watch Sign) the Stop sign on Courville Road is leaning, the Do Not Dump Sign at the Waste Transfer Site is down and the Community Sign Board Kiosk is down.

Moved by S. Fitzmorris that the Committee accepts this as information.

CARRIED

F. **CLOSED SESSION**

The meeting was not closed.

ADJOURNMENT / NEXT MEETING DATE

Next meeting date to be held June 22, 2026 at 9:00 AM in Council Chambers.

Moved by S. Fitzmorris that the meeting be adjourned at 10:36 AM.

CARRIED

CHAIR

RECORDING SECRETARY

**TRANSPORTATION AND PUBLIC WORKS COMMITTEE
TRANSPORTATION REGISTER**

Ref	Org. Date	Item	Description	Resp.	Complete	
					Committee	Project
1	23-Jun-25	Highway 1A Exshaw Pedestrian Crossing	ATEC cleared trees.	KT	Apr-2026	n/a
2	23-Jun-25	Highway 1A Exshaw Pedestrian Crossing	South approach will be raised more and packed later this year.	KT		
3	23-Aug-25	Additions to MD Road Network – DMF 2 nd Ave.	Review road jurisdiction with ATEC.	VM		
4	23-Aug-25	Windridge Road Drainage – Exshaw	Will be completed as part of Stormwater Management Plan update.	VM		
5	23-Aug-25	Transportation Committee Terms of Reference	Transportation & Public Works Committee TOR accepted at April Council.	BL	Feb-2026	Apr-2026
6	23-Aug-25	Benchlands Groundwater Spring	Will be considered as part of Stormwater Management Plan update. Resident informed.	VM		
7	01-Dec-25	Road/Street Sign names: Rundle Road	Sign was replaced by the CA, and confirmed that the correct Street Name is installed.	KT	Dec-2025	Apr-2026
8	01-Dec-25	Pedestrian Crossing on Windridge Road	Proposed no Parking Zone accepted as information was accepted at the January 2026 GPC meeting and will be installed in spring.	KT	Jan-2026	
9	26-Jan-26	Gate in Jumpingpound	Secondary Road approved by Council at Feb 2026. All locks removed by residents. T-29 Road network map needs to be updated.	VM	Feb-2026	
10	23-Feb-26	Driver Feedback Highway Signs	West Exshaw Highway 1A sign location changed. Accepted as information at GPC.	KT	Feb-2026	
11	27-Apr-26	Exshaw Railway Crossing	Referred from April GPC back to TPWC with Councillor Smith attending	BL		
12	25-May-26	TPWC Terms of Reference / Attendance	Committee informed Manager of Engineering will not be attending meeting for the foreseeable future. TOR may need to be revised in the fall.	BL		

June 15, 2026

MEMORANDUM

TO: Transportation and Public Works Committee

FROM: Kendra Tippe

RE: **Harvie Heights Road Signs**

At the May Transportation and Public Works Committee Administration was asked to inspect and inventory the Harvie Heights road signs and bring to a future Committee meeting for discussion.

The Roads Department recently undertook this work. They determined that all the street sign blades are in excellent condition as they were recently replaced. The majority of the wooden posts are not needing any repairs or replacements. The posts that are deteriorating will be monitored and replaced as needed.

Kendra Tippe

June 15, 2026

MEMORANDUM

TO: Transportation and Public Works Committee

FROM: Kendra Tippe

RE: **Jamieson Road Sign Maintenance**

At the May Transportation and Public Works Committee meeting a Committee member walked on information regarding signage in the Jamieson Road area that needed some maintenance.

This information identified that two signs at the bottom of Jamieson Road at Highway 1A (the weight limit sign and the Rural Crime Watch sign) needed attention as well as the stop sign on Courville Road, and the Do Not Dump Sign at the waste transfer site.

Administration has been informed that the stop sign on Courville Road and the Do Not Dump Sign at the waste transfer site have been addressed. The weight limit sign will be installed with a new post in the next couple of weeks. A new Rural Crime Watch sign will be ordered. Once it arrives the sign will be replaced and reinstalled.

Kendra Tippe

June 15, 2026

MEMORANDUM

TO: Transportation and Public Works Committee

FROM: Kendra Tippe

RE: **Request for an Easement in MD Road Right-of-Way**

Administration received a request for an easement from a resident in Harvie Heights. The request is to allow their fence to permanently remain as an encroachment in the MD's road right-of-way. The email request is provided in Attachment #1, and the location of the property, fence encroachment and photos are shown in Attachment #2.

There is an existing road Encroachment Agreement for a fence and stone steps registered on the property from the previous owners which expires on October 22, 2029.

Administration explained to the resident that the municipality retains control and management of the entire road right-of-way for future upgrades and maintenance requirements.

Administration believes that providing a permanent easement would start the precedent for narrowing of the MD's roadways and restrict the MD's ability to construct road and stormwater improvements should they ever be needed in the future; and that it is reasonable to have a property owner apply for a new road Encroachment Agreement when the current one expires (typically ten years for fences) or to remove the encroachment.

The Committee can request that this discussion be brought forward to a future GPC meeting.

Kendra Tippe

From: [Will Hubbard](#)
To: [Kendra Tippe](#)
Subject: FW: Road Encroachment Agreement
Date: Monday, June 8, 2026 1:28:49 PM
Attachments: [image001.jpg](#)

Hi Kendra,

Please see below email from [REDACTED] with regards to her fence and a permanent easement.

Would you like me to request for some photos to be sent through?

Or would you like me to go and take some?

Thanks,

Will Hubbard

Operational Services Coordinator

Municipal District of Bighorn No. 8

Phone 403-673-3611 Ext 300

Web <https://mdbighorn.ca/>

Email will.hubbard@mdbighorn.ca

2 Heart Mountain Drive (PO 310), Exshaw, Alberta

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From: [REDACTED]
Sent: June 5, 2026 11:53 AM
To: Will Hubbard <will.hubbard@mdbighorn.ca>
Subject: Re: Road Encroachment Agreement

Hi Will,

Thanks for explaining.

Yes please, it would be appreciated if you could bring this up in your next meeting. I would really like to keep the fence where it is.

Should I provide photos to show the fence is in context with the neighboring properties?

Thanks!

On Wed, May 27, 2026 at 4:26 PM Will Hubbard <will.hubbard@mdbighorn.ca> wrote:

Good afternoon [REDACTED],

Thank you for your email regarding the Road Encroachment Agreement for [REDACTED] [REDACTED] in Harvie Heights. I appreciate the background you provided on the existing fence and the current Encroachment Agreement.

The Municipal District of Bighorn does not have an existing process to grant a permanent easement for private infrastructure located within the municipal road right of way. Typically, the municipality would retain the full road right of way for future upgrades or maintenance requirements.

Given this, it is unlikely that a request for a permanent easement would be supported.

If you would like, we could bring the discussion to our Transportation and Public Works Committee which meets monthly. The next meeting is currently scheduled for June 22.

Let me know if you'd like us to pursue that option.

Thanks [REDACTED],

Will Hubbard

Operational Services Coordinator

Municipal District of Bighorn No. 8

Phone [403-673-3611](tel:403-673-3611) Ext 300

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2 Heart Mountain Drive (PO 310), Exshaw, Alberta

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From: [REDACTED]
Sent: May 19, 2026 11:10 AM
To: Will Hubbard <will.hubbard@mdbighorn.ca>
Subject: Road Encroachment Agreement

Hi Will,

I am writing to discuss the road encroachment agreement for my property - [REDACTED], Harvie Heights.

My fence currently encroaches onto the roadway area, and I would like to request a permanent easement to allow the fence to remain in its current position (I believe there are 2-3 years left on the current easement). The fence has been in place since the previous owners, possibly even the ones before that, and is not an obstruction. Additionally, it remains consistent with the character of the neighboring homes and fences.

Could you please let me know the next steps for the potential of approving this easement?

Thanks!

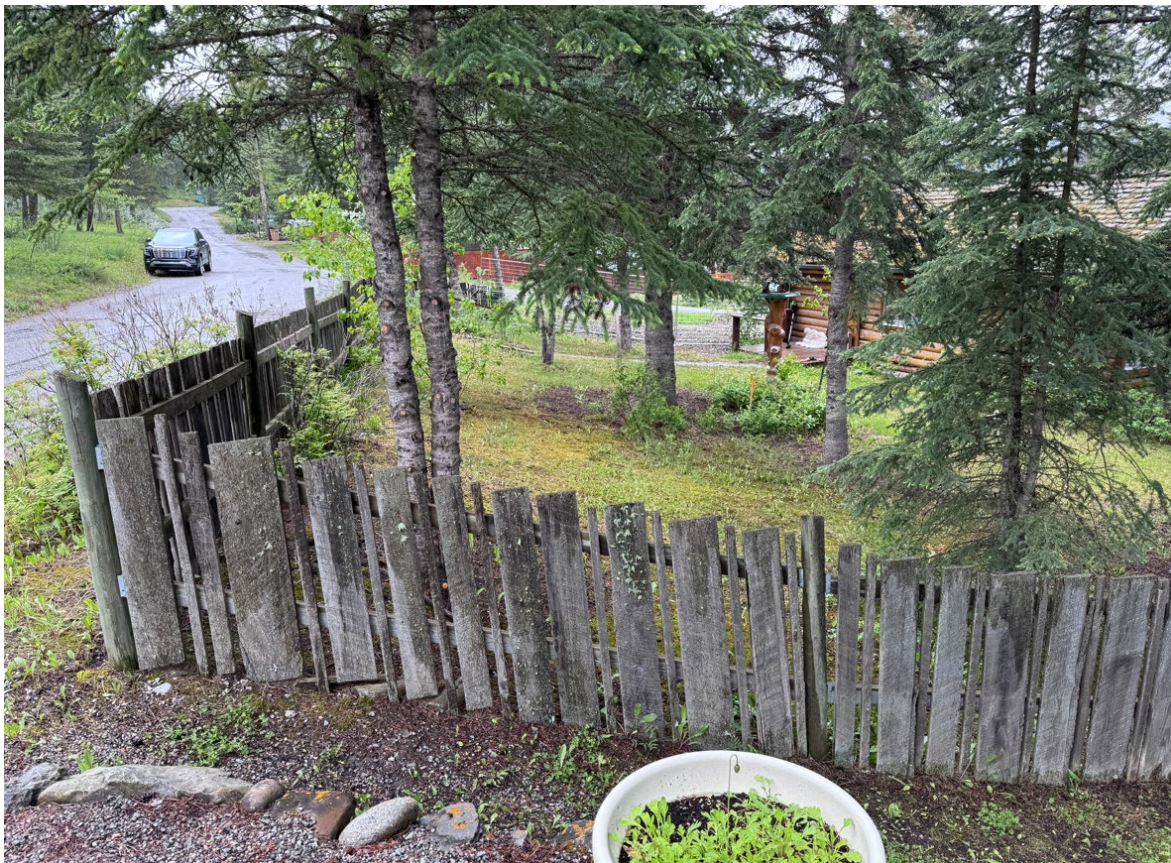
[REDACTED]

Location of the Property in Harvie Heights





Photos of the Fence



**TRANSPORTATION AND PUBLIC WORKS COMMITTEE
PUBLIC WORKS REGISTER**

Ref	Org. Date	Item	Description	Resp.	Complete	
					Committee	Project
1	23-Aug-25	Jamieson Waste Transfer Site (Walk- on AJ)	No changes are required at this time.	KT	Mar-2026	n/a
2	26-Jan-26	Temporary Snow Storage Site Locations	Review potential temporary locations.	TK		
3	23-Mar-26	Dead Man's Flats Transfer Site Light Request	Lighting is not going to be considered at this time.	KT	Mar-2026	n/a
4	27-Apr-26	Standards for Municipal Solid Waste & Recycling	Propose draft. Consider stand alone document separate from the standards.	BL		
5	27-Apr-26	Unpaid Commercial Use of Municipal Solid Waste & Recycling Sites	Enforcement Services Informed and will attend a future meeting.	BL		
6	23-Mar-26	Lac des Arcs Street Signs	Informed Council in May that all sign blades and posts will be upgraded under the operating budget.	KT	May-2026	
7	27-Apr-26	HH Road Condition	ToC intends to spray patch and fill potholes this year, the roadway is not on their pavement rehabilitations plans. Discussion referred to GPC.	KT		
8	26-May-26	Proposal to purchase a road sweeper.	Refer the discussion for budget talks.	KT	May-2026	
9	26-May-26	Updated Solid Waste Management Fees	Accepted as information, recognizing fees maybe revised in consideration of the 2027 budget	KT	May-2026	
10	26-May-26	Jamieson Road Sign Maintenance	A TEC or MID maintenance required Road Weight, Rural Crime Watch, Courville Slop Sign, Solid Waste Sign	KT		
11	26-May-26	Jamieson Community Bulletin Board	Jamieson Community Bulletin Board needs maintenance	TK		
12	25-May-26	Harvie Heighst Street Signs	Administration to inventory HH road signs.	KT		