



TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Monday, January 8, 2024 at 6:00 p.m.

Council Chambers, Town Hall

Zoom Link

1. **Call to Order**

2. **Scheduled Public Hearing**

2.1 Land Use Bylaw Amendment 1547-AT (Page 2)

3. **Agenda Approval**

4. **Scheduled Delegations**

5. **Adoption of Minutes**

5.1 Minutes of the Special Meeting of Council held on November 27, 2023 (Page 11)

5.2 Minutes of the Committee of the Whole held on December 6, 2023 (Page 14)

5.3 Minutes of the Regular Meeting of Council held on December 11, 2023 (Page 21)

5.4 Minutes of the Special Meeting of Council held on December 13, 2023 (Page 25)

6. **Business Arising from the Minutes**

6.1 Heritage Inn Potholes (Page 27)

7. **Bylaws**

7.1 Land Use Bylaw Amendment 1547-AS (First Reading) (Page 33)

8. **New Business**

8.1 Sodium Hypochlorite Project Award (Page 45)

9. **Council Reports**

9.1 Upcoming Committee Meetings and Events

10. **Administration**

10.1 Distribution List (Page 47)

11. **Closed Session Discussion**

11.1 Multi-Purpose Facility Lease Agreement - FOIP s. 24

11.2 PCCELC Board Update (No RFD) - FOIP s. 24

11.3 Legal Opinion (No RFD) - FOIP s. 24

12. **Notice of Motion**

13. **Adjournment**

The next Regular Council Meeting is scheduled for January 22, 2024 AT 6:00 p.m.

AGENDA
PUBLIC HEARING FOR BYLAW No. 1547-AT

Item No. 2.1

COUNCIL CHAMBERS, TOWN HALL
6:00 P.M. MONDAY, January 8th, 2024

1. **Call to Order - Public Hearing for Bylaw No. 1547 - AT** (The Mayor).
2. **Adoption of the Agenda** – (Mayor).
3. **Purpose of Public Hearing** -- (Mayor).
The purpose of the public hearing is to present Bylaw No. 1547-AT, to re-designate the lands located at 806 Main Street (portion of Lot 18, Plan 7756AL) and legally described as PLAN PINCHER CREEK 7756AL THE NORTH HALF OF THE EAST SEVENTY SEVEN (77) FEET OF THE WEST ONE HUNDRED AND TEN (110) FEET OF LOT EIGHTEEN (18) lying within the SW¼-23-6-30-W4M from “Downtown/Retail Commercial – C1” to “Transitional Commercial – C4” to enable the conversion of an existing commercial building into multi-unit rowhousing.
4. **Confirmation of Notice** -- (Asked for by The Mayor and replied by the CAO).
The Notice of Public Hearing was advertised in the December 20th and December 27th, 2023 editions of the local weekly newspaper the Shootin’ the Breeze.
5. **Report from Oldman River Regional Services Commission Senior Planner** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
6. **Report from the Town’s Management Staff** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
7. **Written Submissions** -- (Asked for by The Mayor – Reply by the CAO)
No written submissions received as of 12:00 Noon, January 3, 2024.
(Read by the CAO)
8. **Persons Wishing to be Heard** -- (Asked for by The Mayor - Reply by the CAO)
Allan Matthews has indicated his wish to be heard on December 18, 2023.
No other persons indicated their wish to be heard as of 12:00 Noon, January 3, 2024.
9. (The Mayor to ask ---- are there any persons wishing to be heard) (First time)
In the event that there are person(s) wishing to be heard, The Mayor will request the following resolution of Council: That Council for the Town of Pincher Creek approves the presentation of the following at the Public Hearing for Bylaw No. 1547-AT:
- John Doe of 123 Main Street etc. (State Your Name and Address)

(The Mayor to ask ---- are there any persons wishing to be heard) (Second time)
(The Mayor to ask ---- are there any persons wishing to be heard) (Third and final time)
10. **Closure of Public Hearing** -- (The Mayor thanks the public for their participation).
The Mayor – **Call for motion declaring the Public Hearing adjourned.**

Bylaw No. 1547-AT will be presented to Council for consideration of second, third and final reading at the regular Council meeting on January 22, 2024.

**TOWN OF PINCHER CREEK
BYLAW NO. 1547-AT**

BEING a bylaw of the Town of Pincher Creek in the Province of Alberta, to amend Bylaw No. 1547, being the municipal Land Use Bylaw;

WHEREAS the Council of the Town of Pincher Creek is in receipt of an application to redesignate lands within its corporate limits to allow for the conversion of an existing commercial building into multi-unit affordable housing (rowhousing) accommodation units on the subject land;

AND WHEREAS the purpose of proposed Bylaw No. 1547-AT is to redesignate lands located at 806 Main Street (portion of Lot 18, Plan 7756AL) and legally described as PLAN PINCHER CREEK 7756AL THE NORTH HALF OF THE EAST SEVENTY SEVEN (77) FEET OF THE WEST ONE HUNDRED AND TEN (110) FEET OF LOT EIGHTEEN (18) lying within the SW¼-23-2-30-W4M from "Downtown/Retail Commercial – C1" to "Transitional Commercial – C4" to accommodate the said use;

AND WHEREAS the said lands are shown on the map in Schedule A attached hereto;

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Pincher Creek in the Province of Alberta duly assembled does hereby enact the following:

1. Lands legally described as PLAN PINCHER CREEK 7756AL THE NORTH HALF OF THE EAST SEVENTY SEVEN (77) FEET OF THE WEST ONE HUNDRED AND TEN (110) FEET OF LOT EIGHTEEN (18) within SW¼-23-2-30-W4M from "Downtown/Retail Commercial – C1" to "Transitional Commercial – C4" as shown on the map in Schedule A.
2. Bylaw No. 1547, being the municipal Land Use Bylaw, is hereby amended.
3. The land use district map shall be amended to reflect this change.
4. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time this 27th day of November, 2023.

Mayor – Don Anderberg

Chief Administrative Officer – Angie Lucas

READ a **second** time this 22nd day of January, 2024.

Mayor – Don Anderberg

Chief Administrative Officer – Angie Lucas

READ a **third** time and finally passed this 22nd day of January, 2024.

Mayor – Don Anderberg

Chief Administrative Officer – Angie Lucas



NOTICE OF PUBLIC HEARING

**TOWN OF PINCHER CREEK
IN THE PROVINCE OF ALBERTA**

PROPOSED BYLAW NO. 1547-AT

**6:00 p.m., January 8, 2024
Town of Pincher Creek Council Chambers**

PURSUANT to Sections 216.4, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Pincher Creek in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 1547-AT, being a bylaw to amend Bylaw No. 1547, being the municipal Land Use Bylaw.

THE PURPOSE of the proposed Bylaw No. 1547-AT is to redesignate a parcel from "Downtown/Retail Commercial – C1" to "Transitional Commercial – C4" to enable the conversion of an existing commercial building into multi-unit rowhousing to accommodate affordable housing units on the subject land located at 806 Main Street (portion of Lot 18, Plan 7756AL) and legally described as PLAN PINCHER CREEK 7756AL THE NORTH HALF OF THE EAST SEVENTY SEVEN (77) FEET OF THE WEST ONE HUNDRED AND TEN (110) FEET OF LOT EIGHTEEN (18) within the SW¼-23-6-30-W4M.

The said lands are shown on the attached map in Schedule A.

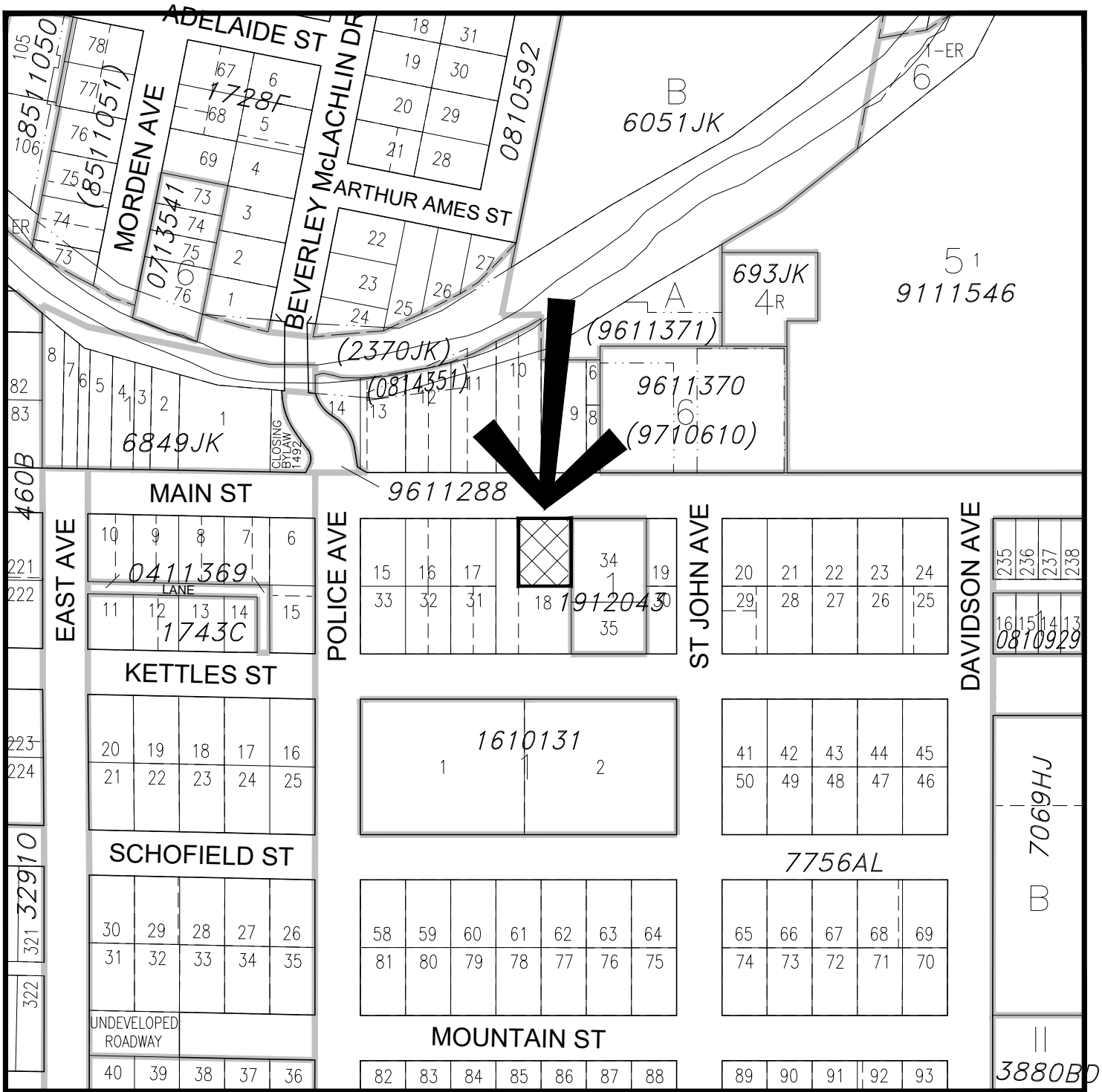
THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1547-AT will be held in the Town of Pincher Creek Council Chambers at 6:00 p.m. on January 8, 2024.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 p.m. on the 3 day of January 2024. Both written and/or verbal presentations may be given at the public hearing.

A copy of the proposed bylaw may be inspected at the Town of Pincher Creek office during normal business hours. If you would like to submit comments or require further information on this proposed bylaw, please email legislative@pinchercreek.ca or call 403-627-4333, during normal business hours.

DATED at the Town of Pincher Creek in the Province of Alberta this 15th day of December 2023.

*Angie Lucas
Chief Administrative Officer
Town of Pincher Creek
Box 159
Pincher Creek, Alberta
T0K 1W0*



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

Bylaw #: 1547-AT
Date: _____



FROM: Downtown/Retail Commercial C1
TO: Transitional Commercial C4

PLAN PINCHER CREEK 7756AL THE NORTH HALF OF THE EAST SEVENTY SEVEN (77) FEET OF THE WEST ONE HUNDRED AND TEN (110) FEET OF LOT EIGHTEEN (18) WITHIN SW 1/4 SEC 23, TWP 6, RGE 30, W 4 M
MUNICIPALITY: TOWN OF PINCHER CREEK
DATE: NOVEMBER 1, 2023

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

November 01, 2023 N:\Pincher-Creek-MD\Pincher-Creek\Pincher-Creek LUD & Land Use Redesignations\Pincher Creek - Portion of Lot 18, Plan 7756AL.dwg

Memo

To: Mayor and Council - Town of Pincher Creek

Cc: Angie Lucas, CAO - Town of Pincher Creek
Lisa Goss, Legislative Services Manager - Town of Pincher Creek

Date: Dec. 13, 2023

From: Steve Harty - ORRSC Senior Planner

Re: Amending Bylaw No. 1547-AT - Redesignate from C1 to C4
(806 Main Street, former Source building)

Council is in receipt of an application to redesignate lands at 806 Main Street from “Downtown/Retail Commercial – C1” to “Transitional Commercial – C4” to allow for the conversion of an existing commercial building into multi-unit affordable housing (row-housing) accommodation units on the subject land. I would offer the following comments on the proposed amending bylaw:

- The applicant has applied for the land use redesignation for the reason that in order to undertake their proposed residential housing development, the land must be designated to a district that allows such use. The present C1 land use district does not allow residential use on its own, it may only be considered as a secondary accessory use in conjunction with a principal retail use on the premises (e.g. on a floor above commercial use or at the rear of the building). Such a use is discretionary in the C1 district. On the contrary, the C4 district does allow for various types of residential use, included as proposed, without also having to include the retail component. It may be noted the C4 district could allow a future change to full or partial retail use, if so desired, without having to revert back to the C1 designation.
- The subject parcel is situated on the southside of Main Street on the east periphery of the main (C1 district) downtown. It is the only lot on its' block designated as C1, as the Provincial Building property to the west and south sides and the St. John's Anglican Church on the east side are designated as Public/Institutional (PI). There are two lots in the very southeast corner of the block designated as C4 (former Celestial Sweets bakery and coffee house). (see attached map 2)
- The building on the lot was constructed around 1962 and contains approximately 4,458 sq. ft. There is a narrow 24 foot wide strip on the east side, between the building and property line, that currently can be used for some parallel parking (approximately 6 spaces). There is no other undeveloped or open space available on the parcel.
- If the building is converted for residences, it is proposed the east façade would become the entrances to the residential units and the few onsite parking spaces would be lost. The applicant proposes to enter into an agreement with the province to dedicate 6 of the provincial building parking spaces to be used by the residents. The bylaw requires that 1.5 off-street parking spaces be provided for each residential unit (6 required). The province has indicated they would be agreeable to such an arrangement, as they have more onsite parking space dedicated for their use than what is required (56 spaces required and 64 provided). (Note: If the redesignation was approved, then the Town should be requesting a copy of a formal agreement between the applicant and the province at the time of the development permit application to the MDSA.)
- Council may consider the appropriateness of parking as a factor in determining suitability of the proposed use at the location, but the actual parking requirements and any matters related to converting the physical building to residential units is addressed through the development and building permit processes.

- In reviewing the suitability of this proposal there is not specific policy direction in the Municipal Development Plan (MDP) or the 1993 Downtown Area Redevelopment Plan to provide explicit guidance for Council in this situation. The few that may be considered for applicability include:

The MDP Section 5.0 Residential, includes as part of the residential land use targets to:

- *Encourage a variety of housing form and affordability that appeals to a broad section of people.*
- *Promote proportional increases in multi-family housing compared to other housing types.*

The MDP Section 6.0 Downtown Commercial, includes the following policies 6.6 and 6.8:

- *The downtown core shall be maintained and strengthened, and future expansion of the downtown core shall be directed to the transitional commercial zone as identified in the Land Use Bylaw*
- *Mixed-use development may be permitted in appropriate areas through the Land Use Bylaw, allowing such activities as commercial activity on the main floor of buildings with residential or office use on the upper floors and/or rear of the building.*

- Mixed-use development per say is not the situation being proposed, as there is no mixed use component to the building. However, it could potentially be deemed to align with a planning concept on a 'mixed use area', which involves both business and residential uses coexisting in close proximity to create a sense of work/live community. Mixed use is a *"type of urban development, urban design, urban planning and/or a zoning classification that blends multiple uses, such as residential, commercial, cultural, institutional, or entertainment, into one space, where those functions are to some degree physically and functionally integrated, and that provides pedestrian connections"*. Mixed-use development may be applied to a single building, a block or neighborhood.
- The *1993 Downtown Pincher Creek Area Redevelopment Plan (ARP)* includes this block in the plan boundary and also identifies it as part of the downtown core (see attached map 1). The ARP does not specially address this type of land use scenario. The main intent of the ARP is to: maintain a compact downtown, identify suitable locations for long-term expansions, address parking limitations and traffic circulation, address built form and design, and to encourage land use and development that attract people to the downtown and to make it a people oriented space. The overall goal is to support and encourage a healthy (i.e. viable for community and economy) downtown.
- The applicant has indicated that they have experienced difficulty in securing stable commercial tenants. They should be able to substantiate and support their position to Council's satisfaction. The Town's location along Highway 6 has resulted in considerable commercial development locating along the corridor in recent years. The visibility to motorists is often desired along with more ample room for parking. This may partially be part of the reason for some downtown buildings to be sitting vacant for longer periods, likely amongst other matters, such as economic factors.
- Economic and planning studies have shown that having people live in the core downtown area makes a downtown more sustainable and economically viable.
- The *Town of Pincher Creek Local Housing Needs Assessment* has also recognized an affordable housing concern in the community. A lack of housing options and choices in Pincher Creek is creating supply and demand imbalances that are driving the cost of housing up and keeping those prices high. One of the identified strategies of the Assessment was for the Town to *"Encourage the Development of New Affordable Housing"*. A main recommendation of the report stated: *"The Town is encouraged to explore opportunities to develop new and innovative residential zoning options to encourage affordable housing."*

Deciding on the suitability of the redesignation is a discretionary matter for Council and may be based on elected officials' perspectives on what is best for the downtown and community. There may be opposite interests that

may appear competing but may also be seen as complementary. The importance of having a defined and strong downtown core available to support commercial and business use is vital to a healthy community and economy. The need for the provision of affordable housing, preferably in an area to where people can easily walk to services, would also appear to be an important municipal initiative. The question is whether these are mutually exclusive in this situation, or if one should take precedence over the other.

Councillor members may ask or consider the following questions in determining the suitability of the proposal and assessing the need:

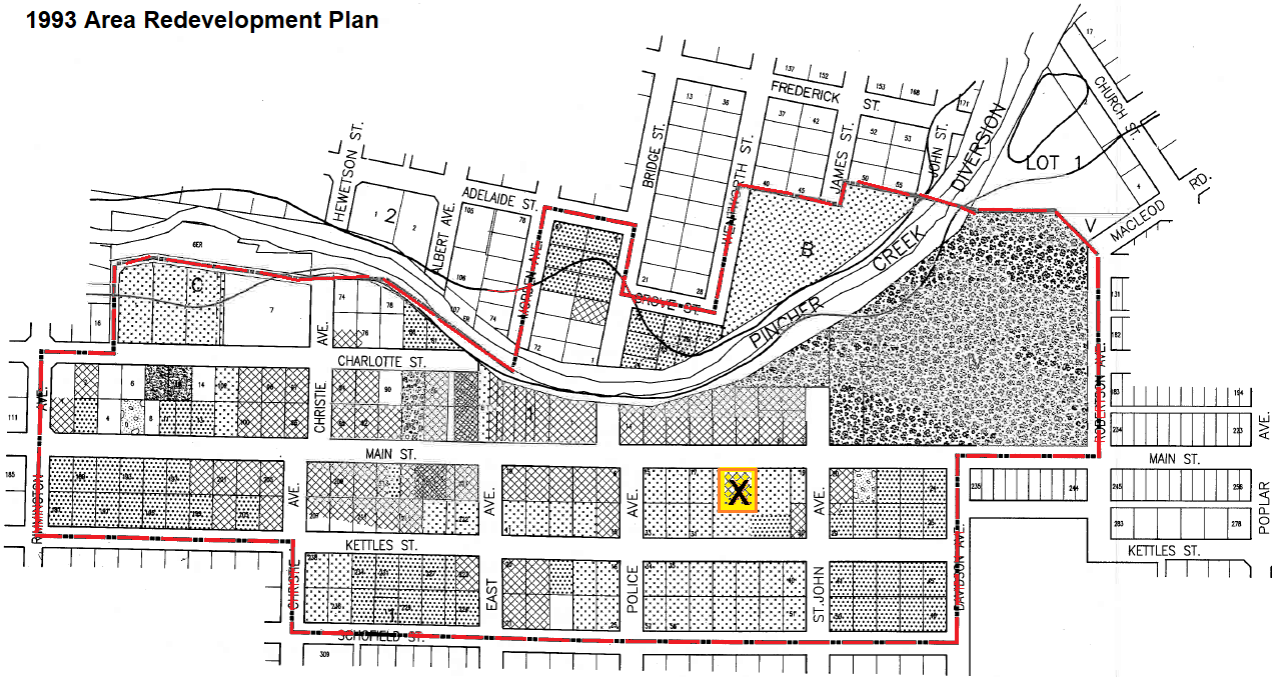
1. Is the subject property building important commercial building stock (supply) for the downtown and best to remain as Downtown/Retail Commercial (C1) and reserved for commercial or business type land use?
2. Are there limited commercial/business sites available downtown and therefore a long-term need for the site to remain dedicated to commercial related uses, even if the need may not seem apparent currently (i.e., are some of the storefront vacancies a temporary, short-term situation)?
3. Is the proposed conversion for affordable row housing (4-units) a more needed or paramount use?
4. Can the proposed residential units be considered to be compatible with adjacent land uses, or the area in general?
5. Does the proposed conversion to affordable row housing support the goal of a healthy, viable downtown?
6. Are the proposed 4-units a small number in the overall housing needs, and the Town can make provisions for such units readily elsewhere in the community? (Thus, if this is the case, there may be no need to convert from C1 and the commercial intent should remain.)

The decision of Council may be one of how the proposal best supports important Council objectives for the community. Council, as the elected officials, will have to decide what they are of the opinion is the preferred outcome for this Main Street lot on the periphery of the downtown. The various municipal strategies and plans cannot always address every situation that arises, or they sometimes provide goals that are at odds with each other if applied simultaneously. Often, long-term goals are put aside to address more immediate short-term ones. There may be pros and cons either way in making a decision on this planning application, but it should be the decision of Council as how it determines the proposal fundamentally aligns with what they feel are important overall goals or objectives for the community.

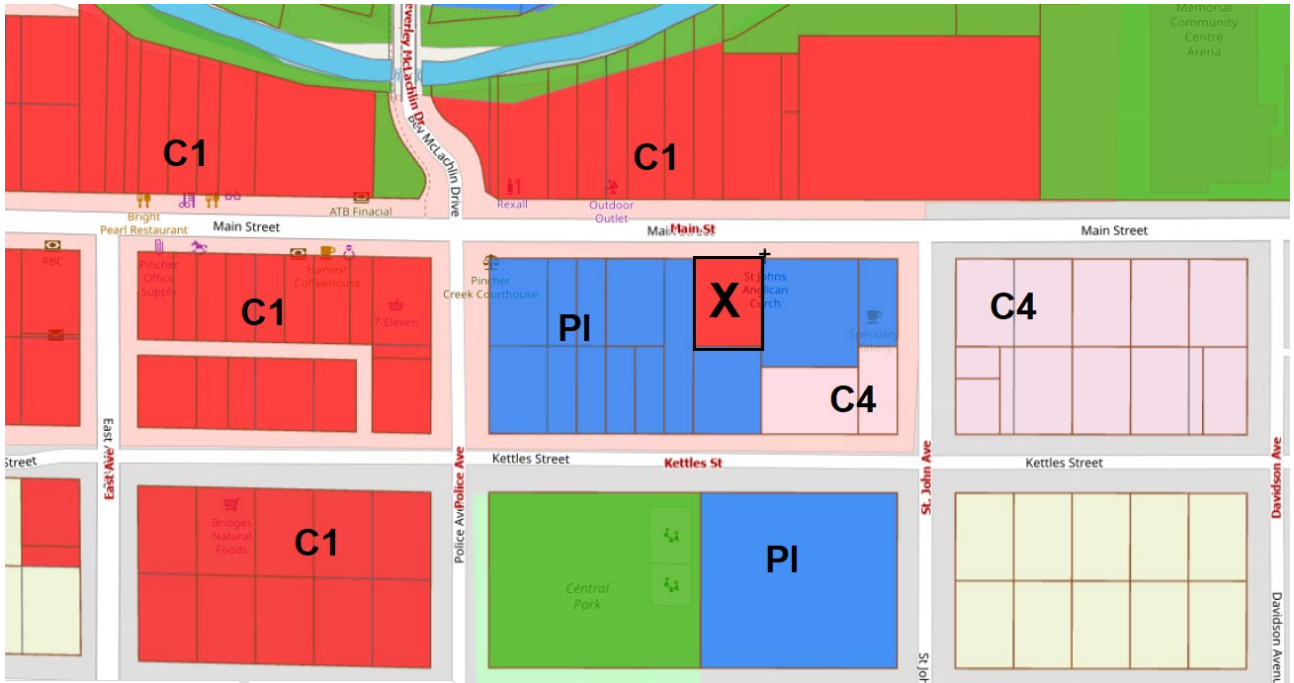
Council will need to consider all the information presented and use its discretion to decide on the suitability of the proposal and may refuse or adopt the redesignation bylaw for C4 at its prerogative. Any public concerns or comments submitted will need to be considered on their own merit by Council at the public hearing. Council makes the final decision on an application for a redesignation amending bylaw and there is no appeal of such a decision on the grounds it is unreasonable.

MAP 1

1993 Area Redevelopment Plan



Map 2 – Land Use Districts



Town of Pincher Creek

January 8, 2024

Development Services Report

Land Use Bylaw Amendment - Bylaw No. 1547-AT

Referral comments from management staff are as follows:

ORRSC – Senior Planner

See Attached

Operational Services

No comments at the time of writing

Fire/Emergency Services

Pincher Creek Emergency Services has no issue with this change of use as long as proper building codes for the conversion of the building to residential are followed.



SPECIAL COUNCIL MEETING
Held on November 27, 2023
In Person & Virtually,
Commencing at 2:00 p.m.

IN ATTENDANCE:

- Mayor: D. Anderberg
- Councillors: M. Barber, D. Green, G. Cleland, S. Nodge
B. Wright, and W. Oliver
- Staff: A. Lucas, Chief Administrative Officer; K. Green, Executive Assistant; and W. Catonio, Director of Finance and Human Resources;

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 2:00 pm.

2. AGENDA APPROVAL

BARBER:

That Council for the Town of Pincher Creek accept the November 27, 2023, Special Council meeting agenda as presented.

CARRIED 23-577

3. NEW BUSINESS

3.1 2024 Capital Budget List

NODGE:

That Council for the Town of Pincher Creek approve the 2024 Capital Budget List as presented and to be hereby attached to the minutes with thanks.

CARRIED 23-578

NODGE:

That Council for the Town of Pincher Creek agree to fund the Arena sound system of \$65,000 coming from the Arena Reserve.

CARRIED 23-579

NODGE:

That Council for the Town of Pincher Creek direct administration to send a letter to the MD inviting them to contribute to the Arena Sound System.

CARRIED 23-580

3.2 2024 Estimated Reserves

WRIGHT:

That Council for the Town of Pincher Creek approve the 2024 Estimated Reserves as presented and to be hereby attached to the minutes with thanks.

CARRIED 23-581

ANDERBERG:

That Council for the Town of Pincher Creek agree to a 2% tax increase by reducing Salaries and Wages by \$150,000.

CARRIED 23-582

OLIVER:

That Council for the Town of Pincher Creek agree to reallocate the Canadian Community Building Fund towards the waterline under the creek replacement.

CARRIED 23-583

NODGE:

That Council for the Town of Pincher Creek agree to defer the replacement of the Lebel Mansion windows to 2025.

CARRIED 23-584

NODGE:

That Council for the Town of Pincher Creek direct administration to research the designation status of the Lebel Mansion and the asset management of the building.

CARRIED 23-585

OLIVER:

That Council for the Town of Pincher Creek direct administration to re-scope & investigate the Lebel windows project.

CARRIED 23-586

3.3 Letter from MD re: PC REMO

4. CLOSED MEETING DISCUSSION

OLIVER:

That Council for the Town of Pincher Creek agree to move into closed session of Council on November 27, 2023 at 3:05 pm in accordance with section 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Finance and Human Resources in attendance.

CARRIED 23-587

OLIVER:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on November 27, 2023 at 3:25 pm in accordance with section 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-588

5. ADJOURNMENT

NODGE:

That this meeting of Council on November 27, 2023 at be hereby adjourned at 3:51pm.

CARRIED 23-589

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE TOWN OF PINCHER CREEK,
THIS 8th DAY OF JANUARY 2024 S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY JANUARY 8, 2024 AT 6:00 P.M.**

DRAFT



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
December 6, 2023 – 8:30 AM
962 St. John Avenue
In Person & Virtually

ATTENDANCE:

Mayor: D. Anderberg
Councillors: M. Barber, S. Nodge, G. Cleland, D. Green, B. Wright, and W. Oliver
Staff: A. Lucas, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; and K. Green, Executive Assistant;

1. **CALL TO ORDER**

Mayor Anderberg called the meeting to order at 8:30 am.

2. **AGENDA APPROVAL**

GREEN:

That the Committee of the Whole for the Town of Pincher Creek agrees to add 8.4 Pincher Creek Early Learning Lease and 9.2 CAO Performance Review Discussion to the December 6, 2023 Committee of the Whole Agenda.

CARRIED COTW 2023-190

WRIGHT:

That the Committee of the Whole for the Town of Pincher Creek accepts the December 6, 2023 Committee of the Whole Agenda as amended.

CARRIED COTW 2023-191

3. **DELEGATIONS**

3.1 **Sgt. Ryan Hodge – RCMP**

4. **COMMITTEE REPORTS**

BARBER: Nov 1 – Committee of the Whole
Nov 2 – Pincher Creek Community Early Learning Centre Board
Nov 5 – Pincher Creek Community Early Learning Centre Board
Nov 8 – Pincher Creek Community Early Learning Centre Board

Nov 13 – Pincher Creek Community Early Learning Centre Board
Nov 14 – Regular Council Meeting
Nov 15 – Library
Nov 16 – Chinook Arch and Budget Meeting
Nov 20 – Community Futures
Nov 21 – Joint Council Meeting
Nov 22 – Chinook Arch & Landfill
Nov 23 – Community Futures
Nov 27 – Special Council & Regular Council Meetings
Nov 28 – Pincher Creek Community Early Learning Centre Board
Nov 29 - Community Futures

GREEN: Nov 1 – Committee of the Whole
Nov 2 – Pincher Creek Community Early Learning Centre Board
Nov 8 – Pincher Creek Community Early Learning Centre Board & Budget Meeting
Nov 13 – Pincher Creek Foundation Board
Nov 14 – Regular Council Meeting
Nov 15 – Gov't of Alberta Day Care Meeting - Lethbridge
Nov 16 - Special Council Meeting
Nov 21 – Joint Council Meeting
Nov 24 - Pincher Creek Community Early Learning Centre Board
Nov 27 – Special Council & Regular Council Meetings
Nov 28 – Pincher Creek Community Early Learning Centre Board
Nov 30 – RCMP Open House

NODGE: Nov 1 – Committee of the Whole
Nov 14 – Regular Council Meeting Nov 14 – Regular Council Meeting

Nov 15 – MDSA

Nov 16 - Special Council Meeting

Nov 20 - FCSS

Nov 21 – Joint Council Meeting

Nov 22 – Pincher Creek Foundation

Nov 27 – Special Council & Regular Council Meetings

OLIVER: Nov 1 – Committee of the Whole

Nov 8 - Budget Meeting

Nov 14 – Regular Council Meeting

Nov 15 – MDSA

Nov 16 - Special Council Meeting

Nov 21 – Joint Council Meeting

Nov 23 – Emergency Services Commission & Housing Committee

Nov 27 – Special Council & Regular Council Meetings

Nov 30 - PCREMO

WRIGHT: Nov 1 – Committee of the Whole

Nov 2 - PCREAC

Nov 8 - Budget Meeting

Nov 14 – Regular Council Meeting

Nov 15 – Police Committee

Nov 16 - Special Council Meeting

Nov 21 – Joint Council Meeting

Nov 23 – Emergency Services Commission

Nov 27 – Special Council & Regular Council Meetings

Nov 30 - PCREMO

CLELAND: Nov 1 – Committee of the Whole

Nov 8 - Budget Meeting

Nov 14 – Regular Council Meeting

Nov 16 - Special Council Meeting

Nov 21 – Joint Council Meeting

Nov 23 – Community Housing

Nov 27 – Special Council Meetings

ANDERBERG: Nov 1 – Committee of the Whole

Nov 3 – Mayor & Reeves

Nov 6 – Pincher Creek Community Early Learning Centre Board

Nov 8 – Budget Meeting

Nov 14 – Regular Council Meeting

Nov 15 – Gov't of Alberta Day Care Meeting - Lethbridge

Nov 16 – Budget Meeting

Nov 21 – Joint Council Meeting

Nov 22 – Highway 3 Committee

Nov 23 – Housing Committee

Nov 27 – Special Council & Regular Council Meetings

Nov 28 – Pincher Creek Community Early Learning Centre Board

Nov 30 – Alberta Municipalities Webinar

GREEN:

That the Committee of the Whole for the Town of Pincher Creek accepts the committee reports as presented.

CARRIED COTW 2023-192

5. ADMINISTRATION

6. BUSINESS ARISING FROM THE MINUTES

7. POLICY

8. NEW BUSINESS

8.1 Utility Accounts – Renters

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek direct Administration to discontinue the practice of adding renters to utility accounts on a go forward basis.

CARRIED COTW 2023-193

8.2 Safety Policy Statement

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek agree to update the Safety Commitment Statement and direct administration to update and review the Safety Policy #500-05 and bring back to a future Council meeting for approval.

CARRIED COTW 2023-194

Mayor Anderberg called a recess at 9:31 am

Mayor Anderberg called the meeting back to order at 9:36 am

8.3 Town Office Gym Usage

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek directs Administration to bring back options to resolve the various issues associated with the use of the Town Office Gymnasium by the public and user groups.

CARRIED COTW 2023-195

NODGE:

That the Committee of the Whole for the Town of Pincher Creek directs Administration to add the Town Office Gym Usage to the next Rec Advisory Committee to help with discussions.

CARRIED COTW 2023-196

8.4 PCCELC Lease:

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek accept as information.

CARRIED COTW 2023-197

9. Closed Session

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek agrees to move into a closed session of Council on Wednesday, December 6, 2023 at 10:22 am in accordance with section 24 of the Freedom of Information and Protection of Privacy Act with the Chief Administrative Officer; Director of Finance and Human Resources; and Executive Assistant and in attendance.

CARRIED COTW 2023-198

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek agrees to move out of a closed session of Council on Wednesday, December 6, 2023 at 11:06 am.

CARRIED COTW 2023-199

Councillor Barber left meeting at 10:31am

9.1 CAO Inquiry (No RFD) FOIP S. 24

WRIGHT:

That the Committee of the Whole for the Town of Pincher Creek receives the CAO Inquiry as information

CARRIED COTW 2023-200

9.2 CAO Performance Review Discussion (No RFD) FOIP S. 24

NODGE:

That the Committee of the Whole for the Town of Pincher Creek agrees to call a Special Meeting of Council on Dec 13, 2023 at 4pm

CARRIED COTW 2023-201

NODGE:

That the Committee of the Whole for the Town of Pincher Creek agrees to call a Special Meeting of Council on Dec 18, 2023 at 1pm

CARRIED COTW 2023-202

W. Catonio left meeting at 10:59am

Councillor Cleland left meeting at 11:06am

10. Adjournment

NODGE:

That this session of Committee of the Whole be adjourned at 11:09 am.

CARRIED COTW 2023-203

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 8th DAY OF JANUARY 2024**

Mayor, D. Anderberg

CAO, A. Lucas

DRAFT



REGULAR MEETING OF COUNCIL
Held on Monday December 11, 2023
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

Councillors: M. Barber, D. Green, W. Oliver, G. Cleland, S. Nodge, and B. Wright

Staff: A. Lucas, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; L. Goss, Legislative Services Manager; and K. Green, Executive Assistant

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 6:00 pm.

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

GREEN:

That Council for the Town of Pincher Creek agrees to add item 8.3 Holiday Train, 11.3 Offer to Purchase RCMP Building Update, 11.4 Pincher Creek Emergency Services Update to the December 11, 2023 Regular Council meeting agenda.

CARRIED 23-609

CLELAND:

That Council for the Town of Pincher Creek approves the December 11, 2023, Regular Council meeting agenda as amended.

CARRIED 23-610

4. DELEGATIONS

4.1 Ag Society - Renita

5. ADOPTION OF MINUTES

5.1 Minutes of the Regular Meeting of Council held on November 27, 2023

BARBER:

That Council for the Town of Pincher Creek approves the Minutes of the Regular Meeting of Council held on November 27, 2023 as amended.

CARRIED 23-611

6. BUSINESS ARISING FROM THE MINUTES

7. BYLAWS

8. NEW BUSINESS

8.1 2024 Operating Budget

OLIVER:

That Council for the Town of Pincher Creek approve the 2024 Operating Budget as presented and that a copy of this budget be attached hereto and form part of the minutes.

CARRIED 23-612

8.2 2024 Capital Budget

NODGE:

That Council for the Town of Pincher Creek approve the 2024 Capital Budget as presented and that a copy of this budget be attached hereto and form part of the minutes.

CARRIED 23-613

Councillor Request Recorded Vote:

For:

Mayor Anderberg
Oliver
Wright
Green
Nodge

Against:

Barber
Cleland

8.3 Holiday Train

9. COUNCIL REPORTS

9.1 Upcoming Committee Meetings and Events

WRIGHT:

That Council for the Town of Pincher Creek accept the Upcoming Committee Meetings and Events as information.

CARRIED 23-614

10. ADMINISTRATION

10.1 Council Information Distribution List

GREEN:

That Council for the Town of Pincher Creek accepts the December 11, 2023 Council Information Distribution List as information.

CARRIED 23-615

OLIVER:

That Council for the Town of Pincher Creek bring forward the funding request letter from the Community Hall Society to the January Committee of the Whole.

CARRIED 23-616

*Mayor Anderberg called a recess at 6:57pm
Mayor Anderberg called the meeting back at 7:03pm*

11. CLOSED MEETING DISCUSSION

OLIVER:

That Council for the Town of Pincher Creek agree to move into closed session of Council on December 11, 2023 at 7:04 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Finance and Human Resources in attendance.

CARRIED 23-617

WRIGHT:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on December 11, 2023 at 8:34 pm in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-618

11.1 Sage Facility Lease Request Presentation - FOIP s. 16

NODGE:

That Council for the Town of Pincher Creek accepts the Sage Facility Lease Request Presentation as information.

CARRIED 23-619

NODGE:

That Council for the Town of Pincher Creek direct administration to seek legal advice relating to the Town of Pincher Creeks dual status as member of PCCELC and landlord to PCCELC.

CARRIED 23-620

NODGE:

That Council for the Town of Pincher Creek invite a presentation from the PCCELEC Chair or designate updating the Town on their intended plan and timeline to reopen the Sage Learning Centre to the next council meeting in January.

CARRIED 23-621

11.2 Land Transfer – Roll No. 8600600 - FOIP s. 24

OLIVER:

That Council for the Town of Pincher Creek direct Administration to continue negotiations for the land transfer of Roll No. 8600600 by proceeding with Option 1, as attached, but with a total maximum value to be offered as discussed.

CARRIED 23-622

11.3 Offer to Purchase RCMP Building Update - FOIP s. 24

WRIGHT:

That Council for the Town of Pincher Creek accept the Offer to Purchase RCMP Building Update as information.

CARRIED 23-623

11.4 Pincher Creek Emergency Services Update - FOIP s. 24

WRIGHT:

That Council for the Town of Pincher Creek accept the Pincher Creek Emergency Services Update as information.

CARRIED 23-624

12. NOTICE OF MOTION

13. ADJOURNMENT

WRIGHT:

That this meeting of Council on December 11, 2023 be hereby adjourned at 8:45 pm.

CARRIED 23-625

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 8th DAY OF JANUARY 2024**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY JANUARY 8, 2024 AT 6:00 P.M.**



SPECIAL COUNCIL MEETING
Held on December 13, 2023
In Person & Virtually,
Commencing at 4:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg
Councillors: M. Barber, D. Green, G. Cleland, S. Nodge
B. Wright, and W. Oliver
Staff:

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 4:05 pm.

Mayor Anderberg circulated a waiver requesting to add item 4.2 Council Code of Conduct Complaint to the Dec 13, 2023 agenda and will be attached to the minutes.

2. AGENDA APPROVAL
GREEN:

That Council for the Town of Pincher Creek agreed to add agenda item 4.2 Council Code of Conduct Complaint to the December 13, 2023, Special Council meeting agenda as amended.

CARRIED 23-626

3. NEW BUSINESS

4. CLOSED MEETING DISCUSSION
NODGE:

That Council for the Town of Pincher Creek agree to move into closed session of Council on December 13, 2023 at 4:07 pm in accordance with section 17 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-627

CLELAND:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on December 13, 2023 at 5:55 pm in accordance with section 17 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-628

Councillor Cleland left meeting at 4:10pm
Councillor Cleland returned to meeting at 4:40pm

4.1 CAO Review - FOIP S. 17

CLELAND:

That Council for the Town of Pincher Creek move to revise the time of the Special Meeting of Council on Monday December 18, 2023 from 1pm to 6pm.

CARRIED 23-629

*Special Council Meeting
December 13, 2023*

BARBER:

That Council for the Town of Pincher Creek postpone item 4.1 to the Special Council Meeting on Monday December 18, 2023 at 6:00pm.

CARRIED 23-630

Councillor Cleland declared a conflict of interest with item 4.2 Code of Council Conduct Complaint and left meeting at 5:50pm

Councillor Wright left meeting at 5:45pm

4.2 Council Code of Conduct Complaint

NODGE:

That Council for the Town of Pincher Creek direct the Mayor to respond to the Code of Conduct Complaint as discussed.

5. ADJOURNMENT

OLIVER:

That this meeting of Council on December 13, 2023 at be hereby adjourned at 6:00pm.

CARRIED 23-631

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE TOWN OF PINCHER CREEK,
THIS 8th DAY OF JANUARY 2024 S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY JANUARY 8, 2024 AT 6:00 P.M.**



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Heritage Inn Potholes	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 1/8/2024

PURPOSE:

To provide Council with additional information regarding the complaint letter received from the Heritage Inn on October 12, 2023 regarding potholes.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the Heritage Inn pothole information, as presented.

BACKGROUND/HISTORY:

The Heritage Inn is located at 919 Waterton Avenue. The Operations Manager for the Heritage Inn had previously submitted a letter of concern regarding potholes at their location.

The Operations Department has a set annual budget for roadway repairs and maintenance. The Department determines priorities on an annual basis considering traffic loads, number of properties impacted, overall condition, mitigation of continuing degradation etc. While we are aware that there are pothole issues at the Heritage Inn, in recent years the priorities have been determined to be higher elsewhere in Town, such as potholes which developed on the western portion of Veteran's Avenue. As stated in the letter, the Town is responsible for this portion of roadway, however, not all repairs can be completed in any given year and the level of repair is determined operationally by the Town.

The potholes at issue are located partially on Town property and partially on private property. It is speculated that the emergence of these potholes is due to the number of large/heavy vehicles utilizing this access, in which the roadway was not designed to handle that level of traffic. The base structure is unsuitable for this use and thus has been degraded significantly.

Due to unseasonably warm temperatures, the Operations Department was able to provide a temporary repair on December 6th, 2023 with a patch of cold-mix asphalt. We anticipate this solution to only last this winter. The area will be re-evaluated in the spring as part of the annual review of repair priorities.

A long-term solution would be a major repair of the roadway structure. This would be a capital budget line-item.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to include a major roadway repair at the entrance to 919 Waterton Avenue in the 2025 Capital Budget.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

As per the 2022 Infrastructure Master Plan, the segment of roadway adjacent to 919 Waterton Avenue is considered to be 'failing', the lowest condition rating possible. When weighted/adjusted for for prioritization of replacement, there a total of approximately 20 roadway segments within the Town categorized as 'greatest priority'.

FINANCIAL IMPLICATIONS:

The temporary repair of the entrance at 919 Waterton Avenue, and on-going pothole patching is included within annual operating budgets. Any major repairs would require capital budget approval.

PUBLIC RELATIONS IMPLICATIONS:

The roadway segment at issue services a single business, the Heritage Inn. It impacts users of the Heritage Inn facility.

ATTACHMENTS:

- 3. Heritage Inn Letter - 3304
- Heritage Pothole Additional Information - 3304

CONCLUSION/SUMMARY:

Administration supports continuing with temporary repairs and Council providing future service levels for prioritizing roadway replacements.

Signatures:

Department Head:



CAO:





Heritage Inn

403-627-5000 919 Waterton Avenue Box 399 Pincher Creek, AB T0K 1W0

October 12, 2023

Mayor Don Anderberg
Town of Pincher Creek
403-627-3644
danderberg@pinchercreek.ca

Dear Mayor Anderberg,

I hope this letter finds you well. I, Sergey Klymenko, am the Hotel Operations Manager of the Pincher Creek Heritage Inn Hotel. Thank you for recently taking the time to speak with me in regards to the pothole issues we have been experiencing at the hotel. There are numerous large potholes on the road at the entrance of our parking lot. Due their size and placement, it has led to numerous guest complaints. As they are outside of the hotel's property lines, we both agreed it was the responsibility of the town to repair them. I am sending this official request to have the situation evaluated and for the potholes to be repaired by the town of Pincher Creek.

I appreciate your understanding. Thank you for your time.

Sincerely,

Sergey Klymenko
Hotel Operations Manager

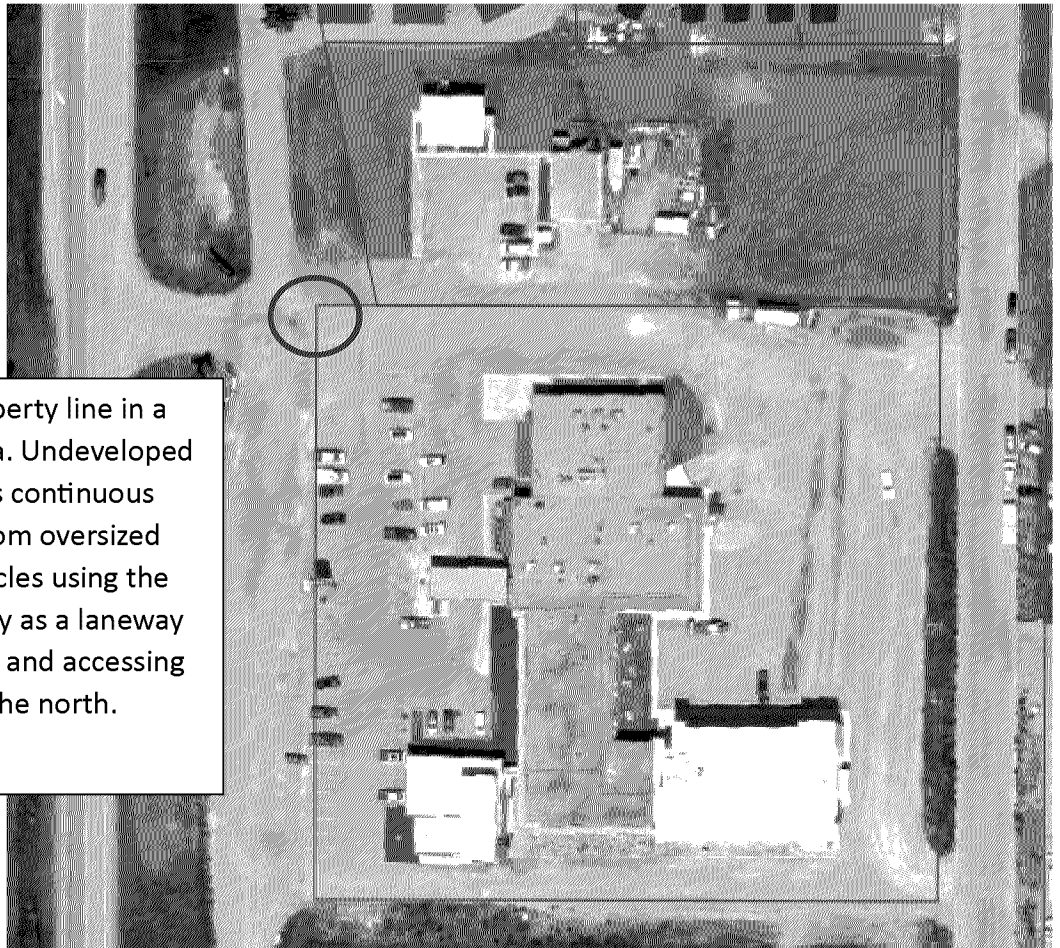
RECEIVED

OCT 12 2023

Town of Pincher Creek

Heritage Inn

919 Waterton Ave, Pincher Creek



Issue lies on property line in a heavy traffic area. Undeveloped service road sees continuous wear and tear from oversized commercial vehicles using the Heritage property as a laneway to access Elk Ave and accessing the property to the north.

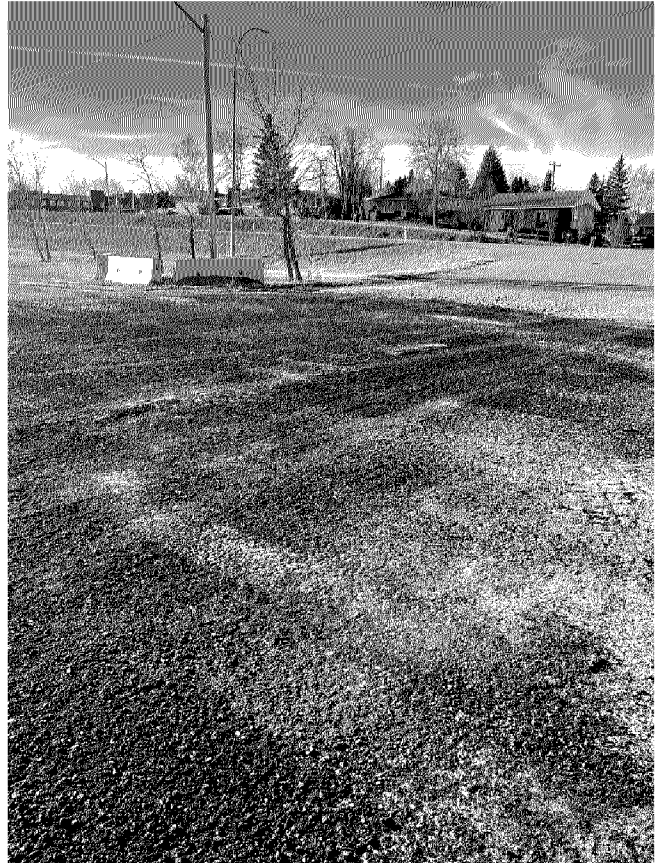
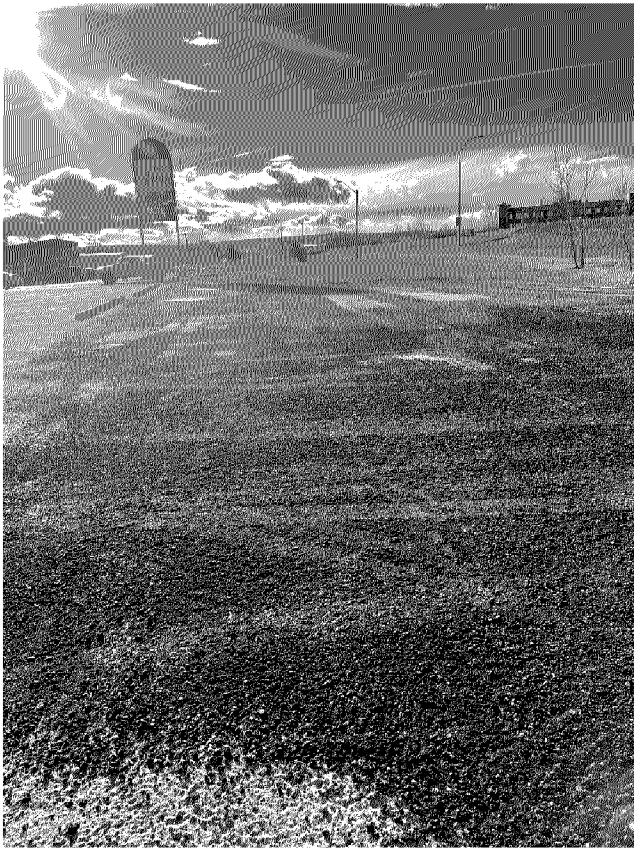
Before Repair

Repairs will be temporary as there is no stable ground to adhere new cold mix to. Last repair of this road was 5-6 years ago. Fluctuation in weather results in movement in the base material used.



After Repair

Due to unseasonably warm conditions, road was able to be repaired on Dec 6, 2023. Road has been temporarily patched by grading and filling with cold mix. Problems will continue to arise with the change in weather. Long term repair would require removal of all inadequate material used in the base layers.





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Land Use Bylaw Amendment 1547-AS	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 1/8/2024

PURPOSE:

For Council to consider first reading of Land Use Bylaw Amendment 1547-AS rezoning 655 and 659 Main Street and 656 Charlotte Street (Plan 552LK, Lots 102, 13 and 14 and Plan 460B Lot 103) to Direct Control.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give first reading to Land Use Bylaw Amendment 1547-AS amending the Land Use Bylaw 1547 to redesignate lands located at 655 and 659 Main Street and 656 Charlotte Street, and legally described as Lot 13, Plan 552LK and Lot 103, Plan 460B from "Transitional Commercial - C4" to "Direct Control - DC", and Lot 14, Plan 552LK and Lot 102, Plan 552LK from "Downtown/Retail Commercial - C1" to "Direct Control - DC".

That Council for the Town of Pincher Creek agree to hold a Public Hearing on Bylaw 1547-AS amending the Land Use Bylaw on February 12, 2024 before consideration of second and/or third reading.

BACKGROUND/HISTORY:

At the February 13, 2023 regular Council meeting direction was given to administration to proceed with demolition of the Old RCMP Building located at 659 Main Street.

On June 7, 2023 the motion was rescinded, so that prospective developers would be able to view the property from the perspective of being able to submit proposals for purchase and renovation of the building, in a manner which may suit the Town's needs. Further on June 7, the Committee of the Whole agreed to advertise for request for proposals for redevelopment at at 659 Main Street (Lot 102, Plan 552LK) 655 Main Street (Lot 13, Plan 522LK) 656 Charlotte Street (Lot 14, Plan 552LK) for housing and mixed use. In order to facilitate this direction the land could be rezoned to Direct Control to accommodate various types of uses as per Council directives.

Direction from Council was required for administration to create the Direct Control Bylaw with regards to regulation and control of the lots, what uses would be permitted and prohibited and any other information Council would like to see in the Bylaw which would assist administration in ensuring that the overall site is developed in a manner

that is suitable for its location and how it will interact with the immediate neighbouring sites.

At the August 2, 2023 Committee of the Whole meeting direction was given to administration to prepare a Land Use Bylaw Amendment rezoning four parcels to Direct Control for Council consideration. The samples provided to the committee at that meeting have been amended reflecting the discussion in the draft attached.

Continuing to move forward with the rezoning of the subject properties to Direct Control regulating and controlling the use and development of the lands. Once the Direct Control bylaw is passed it will provide the information needed to advertise, review proposals for the subject property and lots, to ensure that proposals meet the requirements for development set out by Council.

At the November 1, 2023 Committee of the Whole meeting direction was given to administration to present Land Use Bylaw Amendment rezoning 655 and 659 Main Street and 656 Charlotte Street (Plan 552LK, Lots 102, 13 and 14 and Plan 460B Lot 103) to Direct Control to Council for first reading.

The tentative proposed scheduled date for second and third readings of the amendment is February 26, 2024.

ALTERNATIVES:

That Council for the Town of Pincher Creek receives Bylaw 1547-AS amending the Land Use Bylaw 1547 as information.

That Council for the Town of Pincher Creek direct administration to bring back Bylaw 1547-AS with amendments for consideration.

That Council for the Town of Pincher Creek agree and give second reading to Land Use Bylaw Amendment 1547-AS amending the Land Use Bylaw 1547 to redesignate lands located at 655 and 659 Main Street and 656 Charlotte Street, and legally described as Lot 13, Plan 552LK and Lot 103, Plan 460B from "Transitional Commercial - C4" to "Direct Control - DC", and Lot 14, Plan 552LK and Lot 102, Plan 552LK from "Downtown/Retail Commercial - C1" to "Direct Control - DC".

That Council for the Town of Pincher Creek agree and give third and final reading to Land Use Bylaw Amendment 1547-AS amending the Land Use Bylaw 1547 to redesignate lands located at 655 and 659 Main Street and 656 Charlotte Street, and legally described as Lot 13, Plan 552LK and Lot 103, Plan 460B from "Transitional Commercial - C4" to "Direct Control - DC", and Lot 14, Plan 552LK and Lot 102, Plan 552LK from "Downtown/Retail Commercial - C1" to "Direct Control - DC" and that a copy of which be attached hereto forming part of the minutes.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The December 1993 Downtown Pincher Creek Area Redevelopment Plan (Section 3.1(b) Sub-area 2B, with 21 lots, contains a mixture of retail, office, residential and public and institutional development....Although there is some potential for land assembly, any redevelopment is more likely to be incremental, given the large number of land owners.

Section 70 of the Municipal Government Act states that "If a municipality proposes to transfer or grant an estate or interest in land for less than its market value...the proposal must be advertised."

FINANCIAL IMPLICATIONS:

Advertisement and adjacent property owner notification. In addition, the Land Use Bylaw is to be updated accordingly.

PUBLIC RELATIONS IMPLICATIONS:

In addition to the Towns' Department referral comments, the adjacent property owners are to be notified in accordance with the Land Use Bylaw section 50 and the Municipal Government Act sections 230, 606 and 692. Subsequent to first reading of Bylaw 1547-AS the Notice of Public Hearing on Bylaw 1547-AS is to be published for two consecutive weeks in the local weekly newspaper as per Advertising for Public Hearing Policy 115-95. The suggested dates for advertising are January 24 and 31, 2024 respectively. *Note that there will be no issues of Shootin the Breeze January 3 or 10*

ATTACHMENTS:

- DC Bylaw 1547-AS Pincher Cr - Lots 13, 14 & 102, Plan 552LK and Lot 103, Plan 460B - Schedule A - 3295
- DIRECT CONTROL Bylaw draft - Twn Pincher Creek (former RCMP site) - 3295
- Memo - Bylaw Amendment No. 1547-AS - Direct Control ORRSC - Pincher Cr Council 2023-12-13 - 3295

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree and give Bylaw 1547-AS amending the Land Use Bylaw 1547 first reading and to hold a Public Hearing on February 12, 2024.

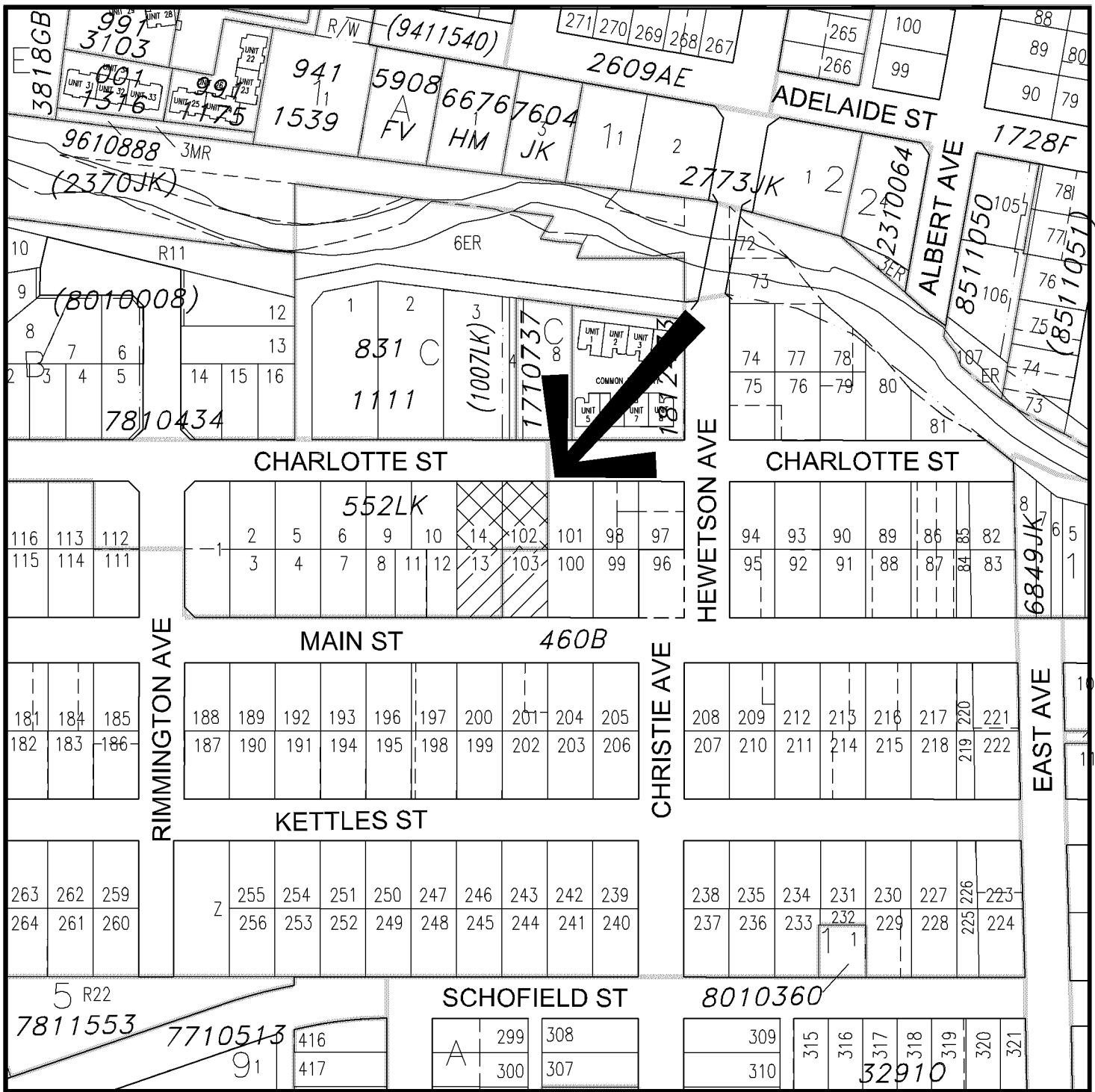
Signatures:

Department Head:



CAO:





LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

LOTS 14 & 102, PLAN 552LK



FROM: Downtown/Retail Commercial C-1
TO: Direct Control DC

LOT 13, PLAN 552LK AND 103, PLAN 460B



FROM: Transitional Commercial C-4
TO: Direct Control DC

WITHIN SE 1/4 SEC 22, TWP 6, RGE 30, W 4 M

MUNICIPALITY: TOWN OF PINCHER CREEK

DATE: JULY 25, 2023

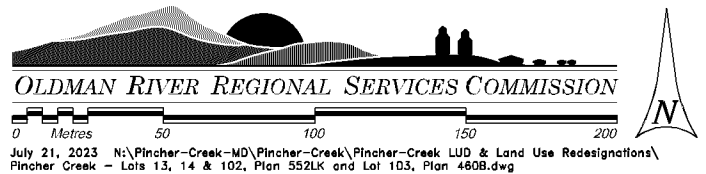
Bylaw #: _____

Date: _____

MAP PREPARED BY:

OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



SCHEDULE 'B'

DIRECT CONTROL – DC BYLAW NO. _____

INTENT: To provide a means whereby Council may regulate and control the use, development, or subdivision on a site-specific basis to the following lands:

Lot 14, Plan 552LK - 656 Charlotte Street

Lot 13, Plan 552LK - 655 Main Street

Lot 103, Plan 460B - 659 Main Street

Lot 102, Plan 552LK - 659 Main Street

as shown on Schedule 'A', for the purposes of allowing opportunity for higher to medium-density housing and potential mixed-use commercial development as a secondary use in a form acceptable to Council, while also allowing development that conforms to Council's goals of supporting the viability of downtown through a mix of innovative housing, affordable housing, retail use, and professional or business services with multi-unit housing development being the main priority.

The development allowed is based on plans as approved by Council in consideration of the constraints of the site, compatibility with adjacent public, institutional, and commercial land uses, and on the basis the development must align with Council's vision and goals for the development of the site and the downtown area in general.

1. DEVELOPMENT CONTROL REGULATIONS

While this bylaw is in effect the following development control regulations shall apply and no development other than that prescribed for the following lots shall be undertaken unless otherwise approved by Council:

- (1) Lot 103, Plan 460B and Lot 102, Plan 552LK - The existing two-storey building (former RCMP office) constructed in 1970 can be renovated to accommodate the uses authorized by Council or may be demolished if more residential housing units can be provided than what the current building may be retrofitted for.
- (2) Lot 13, Plan 552LK and Lot 14, Plan 552LK - The land uses, buildings and structures as stipulated in Section 2, Permitted and Discretionary Uses, or as otherwise authorized by Council, may be considered in accordance with this bylaw. These may be considered in conjunction with a comprehensive development and site plan designed in combination with the existing 1970 two-storey building (situated on Lot 103, Plan 460B and Lot 102, Plan 552LK) as part of a multifaceted parcel development, or part of a larger site development if the existing building is removed.
- (3) Any of the land uses, buildings and structures as outlined in Section 2, Permitted and Discretionary Uses, or as otherwise authorized by Council may be considered in accordance with this bylaw and shall be approved by Council unless otherwise subdelegated.
- (4) Demolition of the existing two-storey building constructed in 1970 located on Lot 103, Plan 460B and Lot 102, Plan 552LK shall require Council's approval.
- (5) As the main purpose is to provide for higher to medium-density housing, the discretionary uses such as retail, offices, financial institutions, medical and dental clinics, and personal services are to be minor secondary uses and are to only occur in combination with residential use or as a

mixed-use development and shall not exceed 30% of the gross floor area or building space unless otherwise authorized by Council.

2. PERMITTED AND DISCRETIONARY USES

Only those uses associated with the development of the lands as approved by Council and that are deemed by Council to meet the intent of the Direct Control bylaw are to be allowed.

In addition to those prescribed below, any use Council considers suitable may be considered.

PERMITTED USES

Accessory structures
Signs (in accordance with Schedule 5)
Solar collectors individual, roof-mount or wall mount, (see Schedule 4)

PROHIBITED USES

- ◆ *No change of use or conversion of residential units to other uses without Council approval.*
- Any use which is not listed as either a Permitted or Discretionary Use or not otherwise authorized by Council is a Prohibited Use.*

DISCRETIONARY USES

Accessory buildings
Accessory uses
Boarding Houses
Cluster housing
Financial institutions (as a minor secondary use)
Medical and dental clinics (as a minor secondary use)
Mixed-use: Commercial with residential
Multi-unit residential dwellings:

- Apartment buildings
- Fourplexes
- Five or more unit dwellings

Multi-unit residential additions
Offices (as a minor secondary use)
Parking Lot (as a minor secondary use)
Personal Services (as a minor secondary use)
Retail stores (as a minor secondary use)
Short term rentals Type 1 (as a minor secondary use)

3. MINIMUM LOT SIZE

The minimum lot size shall be as the existing lot titles for Lot 13, Plan 552LK; Lot 14, Plan 552LK; Lot 102, Plan 552LK and Lot 103, Plan 460B, or **0.06 ha (0.14 acres)**, unless otherwise approved by Council.

Depending on the development proposal and if it will include on or more of the adjacent Direct Control lots, Council may require the individual lot titles involved in the proposal to be consolidated together as one title.

4. MINIMUM YARD SETBACK REQUIRMENTS

As authorized by Council.

5. DENSITY AND SITE COVERAGE

- (1) The minimum number of dwelling units shall be 64 units per ha (or 4 units per 606 m²), unless Council specifies or approves otherwise. Council may require a higher density based on the proposal and type of multi-unit residential dwelling.

- (2) The maximum number of dwelling units or other buildings on the parcel, and the maximum parcel site coverage, is as authorized by Council.
- (3) The minimum floor area of any dwelling unit shall be: 46.5 m² (500 sq. ft.)

6. ACCESSORY BUILDINGS AND STRUCTURES

- (1) Any accessory buildings or structures shall not be located in a front yard or in an easement or utility right-of-way.
- (2) An accessory building or structure shall only be constructed after or in conjunction with an approved principal use or building on the parcel.

7. STANDARDS OF DEVELOPMENT

- (1) Any development standards as Council, being the Development Authority, considers necessary having regard to but not bound by Schedule 4 of the land use bylaw.
- (2) **Parking** must be provided as required by Council and delineated on site, with Council having regard to, but not bound by, the parking standards of the Land Use Bylaw outlined in Schedule 9.
- (3) **Building Height** – The maximum building height of principal or accessory buildings or structures shall be as authorized by Council.
- (4) **Amenity Space** - The type, size, and number of indoor or outdoor amenity space or areas (e.g., balconies, recreation rooms, patios, yards, etc.) must be provided as required by Council.
- (5) Council, may request the following standards and requirements be applied for any development permit application or approval in this district:
 - (a) **Site, Layout, and Grading Plan** – that shows the property dimensions, building size and locations, outdoor storage areas, parking areas, utility easements, elevations, and servicing areas.
 - (b) **Landscaping Plan** – that shows the front yard landscaping and fencing (height and type) on the property.
 - (c) **Stormwater Drainage Plan** – prepared by a qualified engineer to address storm water management of the entire site as it relates to the development proposal and neighbouring lots. an engineered stormwater management plan shall be provided to the specifications of the town’s Municipal Operations department who shall advise Council on the suitability of the storm water plan submitted.
 - (d) **Refuse or Garbage** – shall be located and kept in a municipally approved waste receptacle container as per the Town of Pincher Creek Garbage Utility bylaw.
 - (e) **Servicing** – the developer shall be responsible for ensuring all required municipal servicing is provided for the development, including water, sewage, and drainage.
 - (a) Shallow utilities (e.g., gas, electricity, fibre optics, phone) as required shall also be provided by the developer to the municipality’s or utility agencies’ standards.
 - (b) Any utility right-of-ways or access easements as required shall be provided by the developer to the satisfaction of the Town of Pincher Creek.

- (f) **Development Agreement** – the developer shall enter into a development agreement with the Town of Pincher Creek to satisfy any servicing requirements or standards as stipulated by the Town when required to do so by Council. All servicing and maintenance of the site shall be the responsibility of the owner which is to be stipulated in the development agreement as deemed necessary.
- (g) **Site Plan Conformity** – If Council has requested a site plan be provided, the development may only proceed in accordance with overall conformity to an associated site plan as approved by town Council.

8. SIGNS

Only those signs associated with the formal name of a housing development, business name, addressing, or directional signage as Council, or the Development Officer acting as the Development Authority, considers necessary and compatible, having regard to Schedule 5.

9. APPLICATION PROCESSING PROCEDURE

- (1) All submitted development permit applications shall be made to the Development Officer who shall refer them to Council as stipulated unless the use has been delegated to the Development Officer to make a decision.
- (2) Before Council, or the Development Officer acting as the Development Authority as assigned by Council, considers an application for a use in the Direct Control district, they shall:
 - (a) cause notice to be issued by the Development Officer in accordance with Section 21 of the land use bylaw; and
 - (b) hear any persons who claim to be affected by a decision on the application.
- (3) As part of the development application review process, the application shall be circulated to municipal administration and planning staff to provide input and recommendations to Council on any proposal.
- (4) Council, or the Development Officer acting as the Development Authority as authorized, may then approve the application with or without conditions, or refuse the application.
- (5) Council delegates to the Development Officer the duty to issue a refusal notice or a municipal development permit approval on Council's behalf with any conditions as imposed by Council.

10. OTHER APPLICATION REQUIREMENTS (AS MAY BE REQUIRED BY COUNCIL)

Prior to decision being made upon receipt of a development application proposal, Council may request any information, plans or studies be provided that it determines are necessary to make an informed decision on the application in addition to what is outlined in section 7 of this bylaw.

11. SUBDIVISION

- (1) Notwithstanding the provisions of this bylaw, subdivision is limited to the form of the four existing titles, each 0.06 ha (0.14 acres) in size, unless Council otherwise grants permission for lots to be further subdivided or for building condominium unit titles to be created.
- (2) If Council required the lots to be consolidated together as one title as part of an approval for a Development Permit application, then subdivision of the lots (or title separation) is not permitted, with the exception for building condominium unit titles being created.

- (3) The Municipal Development and Subdivision Authority, acting in the capacity of the Subdivision Authority, shall make decisions on subdivision applications in accordance with the Direct Control bylaw and as directed by Council.

12. DELEGATION OF AUTHORITY

- (1) Council shall be the Development Authority to decide on development permit applications for the discretionary uses or application for waivers of development standards. Council may also decide on development permit applications for permitted uses.
- (2) The Development Officer, pursuant to section 641(3) of the Municipal Government Act may, with the direction of Council, act as the Development Authority and receive and decide upon development permit applications for permitted uses provided they conform to the standards of the bylaw.

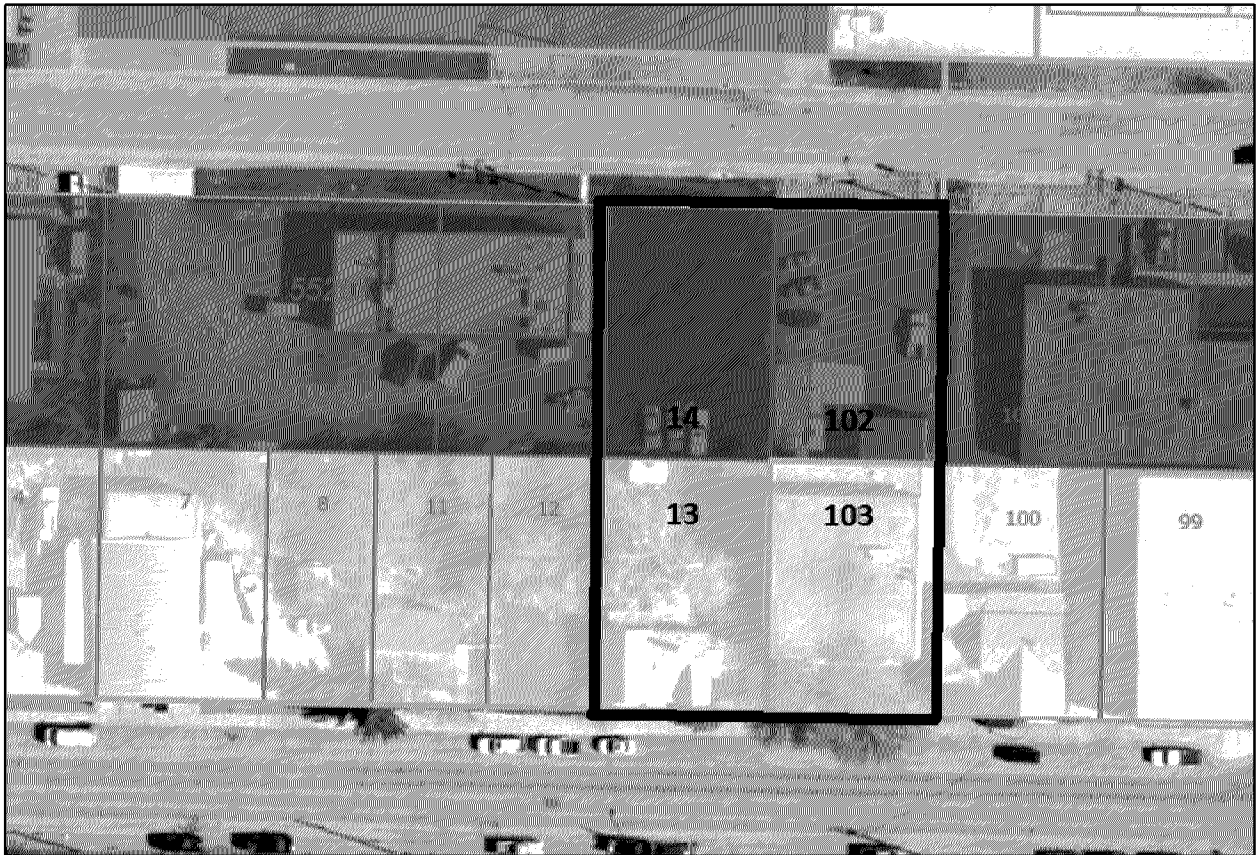
13. APPROVAL PROCEDURE

- (1) Before consideration of a development permit application for a proposal requiring waivers or discretionary use on the subject property, Council shall:
 - (a) cause a notice to be issued by the designated officer to any person likely to be affected;
 - (b) ensure that the notice contains the date and time that council will hear the application for discretionary uses or application for waivers of development standards;
 - (c) hear any person that claims to be affected by the decision on the application.
 - (d) Council may then approve the development application with or without conditions or refuse the application with reasons.
- (2) Where Council has decided on a development permit application, the Development Officer acting on behalf of Council, shall cause a notice of the decision to be issued to the applicant and those persons likely to be affected who were originally notified of the application, and post a copy of the decision in the lobby of the town office or be published online on the Town's website or in an online news-site for the community.
- (3) Where the Development Officer as the Development Authority has been delegated the authority to decide upon development permit applications for permitted uses and has done so, then immediately upon issuance of the development permit the Development Officer shall cause a notice of the decision to be issued to the applicant and post a notice to be published online on the Town's website or in an online news-site for the community stating the location of the property for which the application has been made and the use approved.

14. APPEAL PROCEDURE

- (1) Pursuant to section 685(4)(a) to the Municipal Government Act, if a decision with respect to a development permit application is made by Council, there is no appeal to the Subdivision and Development Appeal Board.
- (2) If the Development Officer has been delegated the authority to decide upon development permit application as the Development Authority, then the appeal to the Subdivision and Development Appeal Board is limited to whether the Development Officer followed the direction of Council.

TOWN OF PINCHER CREEK



Land Use Bylaw No. 1547

Bylaw Amendment – Land Use Redesignation

Lot 14, Plan 552LK – From Downtown /Retail Commercial – C1 to Direct Control - DC

Lot 13, Plan 552LK – From Transitional Commercial – C4 to Direct Control - DC

Lot 103, Plan 460B – From Transitional Commercial – C4 to Direct Control - DC

Lot 102, Plan 552LK – From Downtown /Retail Commercial – C1 to Direct Control - DC

Memo

To: Mayor and Council - Town of Pincher Creek
Cc: Angie Lucas, CAO - Town of Pincher Creek
Lisa Goss, Legislative Services Manager - Town of Pincher Creek
From: Steve Harty – ORRSC Senior Planner **Date:** 2023-12-13
Re: Bylaw Amendment No. 1547-AS (Direct Control districting for former RCMP property)

Overview

Council gave direction for the Town owned old RCMP building and property to be designated to Direct Control (DC) as Council has some specific ideas of what development they desire to see occur on the property proposed for sale. After an overview with Council to outline how Direct Control works, a draft DC bylaw was prepared for review to frame Council's vision for the property. After input and discussion with Council to focus in on some of the details, an updated draft was presented to Committee of the Whole on November 1, 2023, with Council recommending the amendment be presented for first reading.

Summary of Direct Control Bylaw

- As a recap, Section 641(1) of the MGA stipulates that the Council of a municipality, if it wishes to exercise particular control over the use and development of land or buildings within an area of the municipality, may in its land use bylaw designate it as a *Direct Control district*. This is achieved through a bylaw amendment with a public hearing process. A Direct Control district is referred to as a *site specific redistricting* that creates certain standards and uses for a specified parcel of land.
- The final presented draft DC bylaw outlines Councils' development objectives for the property. The detailed DC bylaw also acts as a process guide for the public or those unfamiliar with how a DC district works (such as the approval & notification process or appeal process).
- The DC bylaw gives potential developers or purchasers some direction as to what the main intent and use of the land should be in submitting proposals to Council. The stated purpose of the DC district is to:
"Allow higher to medium-density housing and potential mixed-use commercial development as a secondary use in a form acceptable to Council, that conforms to Council's goals of supporting the viability of downtown through a mix of innovative and affordable housing, retail use, and professional or business services with multi-unit housing development being the main priority."
- A detailed DC district bylaw can help make future Council members, town administration, developers, public, etc., aware of what the intent of designating the land to DC was if many years pass before land development actually happens or if it is occurring in phases.
- A detailed DC bylaw with a stated purpose can also help give the public, and especially adjacent landowners, some insight of what may or may not occur on the land from the start (what Council may be agreeable to). This may help the public or area landowners determine whether they want to present

to Council or not at the time of the DC designation as there is no appeal avenue for a Council decision in a Direct Control district.

- Council, in the bylaw, may specify permitted and/or discretionary uses or any prohibited uses, which has been done with Bylaw No. 1547-AS. However, Council still has the full direction to make whatever decision they choose in a DC district, they are not bound by the land use “guide” (the words ‘may consider’ or ‘should’ are used and if it is a ‘shall’ it is associated with the clause of ‘unless otherwise authorized by Council”).
- Some of the main development requirements of the presented DC district bylaw include the following:
 - The main purpose is to provide for higher to medium-density housing and the discretionary uses such as retail, offices, financial institutions, medical and dental clinics, and personal services are to be minor secondary uses and are to only occur in combination with residential use or as a mixed-use development and should not exceed 30% of the gross floor area or building space unless otherwise authorized by Council. For example, you could have retail or office use on a lower floor and residential use on multiple upper floors of a building.
 - The existing two-storey building (former RCMP office) constructed in 1970 can be renovated to accommodate the uses authorized by Council or may be demolished if more residential housing units can be provided.
 - Unless Council specifies or approves otherwise, the minimum number of dwelling units shall be 64 units per ha (or 4 units per 606 m²).
 - The maximum number of dwelling units or other buildings on the parcel, and the maximum parcel site coverage, is as authorized by Council (i.e., full discretion).
- Direct Control gives Council the authority to decide on a development permit application and it can review each application on its own merits. Council will act in the role of being the authority to approve discretionary uses, undefined uses, or application for waivers of specified development standards.

The power conferred in section 641 of the MGA to exercise Direct Control delegates a very substantial degree of discretion to Council. Although the DC bylaw sets out some development standards, it must be emphasized that Council still has the full direction to make whatever decision they choose in the DC district.

Hope this information is of assistance to Council to adopt the bylaw as presented.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Sodium Hypochlorite Project Award	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 1/8/2024

PURPOSE:

To award the request for proposals for the installation of a new Sodium Hypochlorite Disinfection System at the Water Treatment Plant.

RECOMMENDATION:

That Council for the Town of Pincher Creek award the Sodium Hypochlorite Disinfection System contract to Filtrum Inc. for a total of \$257,900.00 (excluding GST).

BACKGROUND/HISTORY:

\$350,000 was originally approved in the 2022 Capital Budget for Sodium Hypochlorite Disinfection System at the Water Treatment Plant. The original scope of the project was for an on-site generation system to replace the gaseous chlorine disinfection system (which is aging and requiring significant upgrades). The project, however, was determined to be financially unfeasible when it was publicly procured and the bids received were approximately 3 times higher than the original estimate.

Administration pivoted the scope of work from on-site generation to a liquid sodium hypochlorite dosing system. This revised project was re-approved by Council as part of the 2024 Capital Budget, with a carryover amount of \$306,851 (as significant funds have been expended on engineering design and consulting).

This revised scope of work was put out to public bidding in November 2023 and closed on December 8, 2023. An evaluation committee of 3 members (consisting of Town and Engineering Consultant representation) reviewed submissions from two proponents:

- DMT Mechanical Ltd.
- Filtrum Inc.

The evaluation committee determined the most advantageous proposal to belong to Filtrum Inc. for \$257,900.00 (excluding GST), which is within the approved budget.

As per the Town's Proposal, Tendering, and Purchasing Policy, all procurements over \$200,000 must be approved by Council.

ALTERNATIVES:

That Council for the Town of Pincher Creek cancel the Sodium Hypochlorite Disinfection System project.

That Council for the Town of Pincher Creek request additional information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

This project is supported and recommended in the 2022 Infrastructure Master Plan.

FINANCIAL IMPLICATIONS:

The project award is within currently approved budgets, and is funded by 48% Town Utility Reserves and 52% Alberta Municipal Water/Wastewater Partnership grant.

PUBLIC RELATIONS IMPLICATIONS:

This project is not anticipated to impact the public.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration recommends and supports the award of the Sodium Hypochlorite Disinfection contract to Filtrum Inc.

Signatures:

Department Head:



CAO:





**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
January 8, 2024**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	Dec 11, 2023	Alberta Infrastructure	Alberta SouthWest Regional Alliance
2.	Dec 14, 2023	Minister Ric McIver	Municipal-Federal Agreements
3.	Dec 14, 2023	Municipal Affairs	2024 Info Bulletin
4.	Dec 15, 2023	Lieutenant Governor of Alberta	Holiday Greetings from the Lieutenant Governor of Alberta
5.	Dec 11, 2023	Borden Ladner Gervais LLP	Happy holidays from BLG
6.	Dec 15, 2023	Municipal Affairs	Local Government Fiscal Framework Program Launch
7.	Dec 14, 2023	Town of Hinton	Letter



ALBERTA
INFRASTRUCTURE

Office of the Minister

AR 55366

December 11, 2023

His Worship Brent Feyter
Mayor of Fort Macleod
Chair, Alberta SouthWest Regional Alliance
221 - 782 Main Street
Box 1041
Pincher Creek, AB T0K 1W0

Dear Mayor Feyter:

Thank you for your November 7, 2023, letter regarding the Alberta Southwest Regional Alliance's (Organization) occupancy at the Provincial Building in Pincher Creek. As Minister of Infrastructure, I appreciate the opportunity to respond to your concern with the Non-Government User (NGU) Policy (Policy)'s impact to the Organization.

On April 1, 2021, the Government of Alberta implemented the Policy, which represents significant advancement in transparency by reporting full costs for government programs. It ensures the type of lease and associated costs for an NGU directly aligns with a ministry's sponsorship level. This Policy eliminates no-cost lease agreements with NGUs, providing transparency, and consistent treatment for all organizations. Sponsoring ministries declared one of three sponsorship levels for an NGU based on how closely the program aligns with the ministry's and government's mandate.

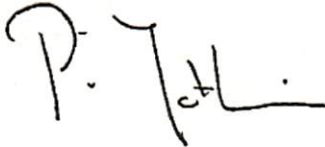
Alberta Jobs, Economy and Trade determined that the Organization-provided services that align with their ministry's mandate, and have provided support for a cost-recovery lease agreement, plus an additional 10 per cent of net rent. Based on this determination, Infrastructure has contacted the Organization's Executive Director to discuss the terms of the lease and associated costs. The Organization will have to determine if they are prepared to proceed with a lease agreement subject to the negotiated terms and conditions.

.../2

If you have questions about the Policy or occupancy of the Provincial Building, please contact Trevor Robertson, Strategic Asset Planner, Alberta Infrastructure at trevor.robertson@gov.ab.ca or 780-668-4173.

Thank you for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Guthrie'.

Pete Guthrie
Minister

cc: Honourable Joseph Schow, House Leader, MLA, Cardston-Siksika
Chelsae Petrovic, MLA, Livingstone Macleod.
Brent Feyter, Chair, Board of Directors, Alberta SW, and Mayor, Town of Fort Macleod
Brad Schlossberger, Vice Chair, Board of Directors, Alberta SW, and Mayor, Town of Claresholm
Sec-Treasurer- Sahra Nodge, Councillor, Town of Pincher Creek
Barbara Burnett, Mayor, Village of Cowley
Blair Painter, Mayor, Municipality of Crowsnest Pass
Cam Francis, Reeve, Cardston County
Ron Davis, Reeve, MD of Ranchland #66
Kevin Todd, Councillor, Town of Nanton
Victor Czop, Councillor, Town of Nanton
Dale Gugala, Councillor, Town of Stavely
John Van Driesten, Councillor, MD of Willow Creek #26
Doral Lybbert, Councillor, Village of Glenwood
Monte Christensen, Councillor, Village of Hill Spring
Tim Court, Councillor, Town of Cardston
Barbara Clay, Councillor, ID #4 Waterton Park
Rick Lemire, Councillor, MD of Pincher Creek #9

Subject: Municipal-Federal Agreements

Dear Mayors, Reeves, and Councils:

The Government of Alberta is committed to advocating for equitable funding from the federal government. Premier Danielle Smith and her premier colleagues recently agreed on the need for unity to ensure funding envelopes from the federal government are shared equitably.

To better understand municipal-federal agreements in place, Municipal Affairs is creating an inventory to document the scope and scale of these agreements. I am requesting that you provide an overview of the agreements you held with the federal government in 2022. If your municipality did not hold any agreements with the federal government during this time, please indicate 'none' in the attached template.

Please return the completed template by January 31, 2024. For guidance in completing the form, please refer to the info sheet included with this package and the form overview tab. If you have any further questions or would like support to complete the template, I encourage you to reach out by email to ma.engagement@gov.ab.ca.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers



Information Request: Municipal-Federal Agreements

Natural person powers granted by *the Municipal Government Act* allow municipalities to enter into contracts. These contracts may be with other public entities, such as the federal government.

The Government of Alberta is working to understand the different agreements and contracts in place between Alberta's municipalities and the federal government. Examples may include:

- building leases for the RCMP K-Division;
- maintenance of federal properties provided by municipalities;
- mutual aid agreements between First Nations and municipalities;
- funding by Heritage Canada for national celebrations, such as Canada Day; and
- community mailboxes for Canada Post.

Municipal Affairs is requesting municipalities provide an overview of the agreements they hold with the federal government by January 31, 2024. Specifically, the ministry is collecting the: name, value, purpose, date, and duration of agreements signed or in effect between January 1, 2022, and December 31, 2022.

Why is Municipal Affairs collecting this information?

The Government of Alberta is creating an inventory of municipal-federal agreements to understand the scope and scale of these agreements. This will help the province continue to advocate for equitable funding from the federal government.

How is a municipal-federal agreement defined?

A municipal body includes a municipality, group of municipalities, entity that receives 50 per cent or more of funding from municipalities, or an entity where a majority of members or boards are appointed by a municipality.

A federal body includes the Crown (Canada), federal agencies, entities required to report to Federal Parliament, entities that receive 50 per cent of funding from federal public funds, or entities where a majority of members are appointed by Canada's public sector.

Are you collecting information for all agreements with federal funding?

No. Agreements that are already coordinated through the Government of Alberta, such as the Building Canada Fund and Canada Community Building Fund, are not included.

If you are uncertain if your agreement is already coordinated through the Government of Alberta, please include it in the template.

What time period are you collecting information for?

Only agreements signed or in effect between January 1, 2022, and December 31, 2022, will be included.

If you have questions, or require support, please email ma.engagement@gov.ab.ca for assistance.

Information Bulletin 01/2024

Key Municipal Dates

January 1 - March 31, 2024

- | | |
|------------|---|
| January 1 | Taxes are deemed to be imposed on January 1, except for supplementary property tax and supplementary business tax. See section 332 of the <i>MGA</i> . |
| January 1 | Earliest date a penalty can be imposed for non-payment of taxes from other years (arrears). See section 345(3) of the <i>MGA</i> . |
| January 1 | Earliest date that a municipality can issue an assessment notice. An assessor must annually set a notice of assessment date, which must be no earlier than January 1 and no later than July 1. See section 308.1 of the <i>MGA</i> . |
| January 1 | Annual Statement of Funding and Expenditures (SFE) for Municipal Sustainability Initiative and Gas Tax Fund available for submission. SFE reporting can be completed at www.maconnect.alberta.ca . |
| January 15 | Application deadline for the Provincial Education Requisition Credit program. Program guidelines and application form are at www.alberta.ca/provincial-education-requisition-credit.aspx . |
| January 15 | Application submission deadline for the Alberta Community Partnership – Municipal Restructuring component. Program guidelines and application information are available at www.alberta.ca/alberta-community-partnership.aspx . |
| February 1 | Application submission deadline for the Alberta Community Partnership – Mediation and Cooperative Processes component. Program guidelines and application information are available at www.alberta.ca/alberta-community-partnership.aspx . |

- February 28** Last day for each municipality’s appointed assessor to provide the Minister with an annual return declaration. See section 2.3 of the Assessment Quality Minister’s Guidelines at open.alberta.ca/publications/1718-1798.
- February 28** Last day for the provincial assessor and municipalities to prepare an assessment roll for assessed property. See section 302 of the *MGA*.
- February 28** Last day for municipalities with supplementary assessment bylaws to remit the Alberta School Foundation Fund (ASFF) portion of their supplementary tax levy from the previous year. See section 167(6) of the *Education Act*.
- February 28** Last day for all assessors to report and declare assessment roll corrections and changes from the previous tax year. See section 2.4 of the 2021 Alberta Assessment Quality Minister’s Guidelines.
- March 31** Municipalities must submit the 1st quarterly installment of their requisition to a school board or the ASFF. See section 162(3) of the *Education Act*.
- March 31** Last day to prepare and submit a tax arrears list to the Land Titles Office. See section 412 of the *MGA*. For the tax arrears list on designated manufactured homes, see section 436.03 of the *MGA*.

Recordings of recent Municipal Affairs Administrators’ Training Initiative

Recordings of the virtual training sessions from the Municipal Affairs Administrators’ Training Initiative held from November – December 2023 will be posted on the Training for Municipal Officials page of Alberta.ca (www.alberta.ca/training-for-municipal-officials.aspx). The recordings include sessions on topics such as tax recovery, virtual meetings, recall, bylaws, asset retirement obligations etc.

From: [Reception](#)
To: [Cao; Kristie Green](#)
Subject: FW: Holiday Greetings from the Lieutenant Governor of Alberta
Date: Monday, December 11, 2023 2:43:11 PM

April McGladdery

Administrative Assistant

Town of Pincher Creek

Ph: 403-627-3156

Fax: 403-627-4784

Email: reception@pinchercreek.ca

From: LTGOV Lieutenant Governor <LTGov@gov.ab.ca>
Sent: Monday, December 11, 2023 2:35 PM
To: LTGOV Lieutenant Governor <LTGov@gov.ab.ca>
Subject: Holiday Greetings from the Lieutenant Governor of Alberta



*Heartfelt wishes for peace, hope,
health, and love to you and yours
throughout this holiday season and
into the new year!*

Salma Lakhani

Her Honour, the Honourable Salma Lakhani,
His Honour, Dr. Zaheer Lakhani & Family



Alberta 2023

Kristie Green

From: Borden Ladner Gervais <blg@bordenladnergervaisllp.com>
Sent: Thursday, December 7, 2023 8:32 AM
To: Kristie Green
Subject: Happy holidays from BLG

[View in browser](#)

WHAT *200 years* HAS TAUGHT US
ABOUT THE HOLIDAYS





This season, we have honoured our valued relationship with you by making donations to local food banks in each of the regions we call home.



Borden Ladner Gervais LLP | Canada's Law Firm | communications@blg.com

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website (www.alberta.ca/local-government-fiscal-framework-operating-funding). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver
Minister

cc: Chief Administrative Officers



TOWN OF HINTON

RECEIVED

DEC 14 2023

Town of Pincher Creek

December 4, 2023

The Honourable Todd Loewen
Minister of Forestry and Parks
Members of Executive Council
Executive Branch
323 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6
fp.minister@gov.ab.ca

Dear Minister Loewen,

I am writing on behalf of the Town of Hinton Mayor and Council. We commend the efforts and dedication of the Mountain Pine Beetle Control Committee in mitigating the impact of the beetle infestation in our forests. However, the rapid and severe escalation of wildfire risks demands an immediate shift in focus and strategy.

The increasing frequency and intensity of wildfires in our region present a clear and present danger to our communities, natural resources, and our way of life. We assert that transitioning from the Mountain Pine Beetle Control Committee to a Wildfire Prevention Committee is not just a prudent choice but an imperative one. We believe that by prioritizing fire prevention, we address the root cause of both the immediate and long-term threats to our beloved province.

The devastating consequences of wildfires cannot be overstated. Lives are at stake, as are the livelihoods of countless individuals and families who call this region home. The economic, ecological, and emotional toll of such disasters is immeasurable. The pine beetle infestation, though significant, pales in comparison to the potential devastation wrought by uncontrolled wildfires.

Considering recent data provided by the province showing the extent of wildfire impact across Alberta, it has become evident that communities like Fort McMurray, Edson, High Level, Banff, and Peace River, among others, are significantly affected. These communities, which fall within the top clusters of wildfire-affected areas, underscore the urgent need for a unified and collaborative approach to wildfire management and prevention.

Collaboration between high-risk communities is crucial. By sharing experiences, knowledge, and strategies, we can collectively enhance our preparedness and response to wildfires. Communities that have previously faced such disasters bring invaluable insights that can aid in developing more effective prevention and mitigation strategies. Learning from each other and supporting one another not only strengthens each community's ability to handle wildfires but also fosters a sense of solidarity and resilience across the province.

2nd Floor, 131 Civic Centre Road
Hinton, AB T7V 2E5
www.hinton.ca

p: 780.865.6005
e: mayor@hnton.ca

We firmly believe that the transition to a Wildfire Prevention Committee not only aligns with the broader objectives of the Alberta government but is a committed step towards safeguarding our communities and preserving the very essence of our province.

Furthermore, we implore you, as the Alberta Forest Ministry, to ensure that affected communities have a meaningful seat at the table in discussions and decisions pertaining to wildfire prevention and management. The collective expertise and experience of our communities should be valued as we work together to secure the future of Alberta's forests and the well-being of its residents.

We urgently request an opportunity to discuss this proposal further with you and your esteemed team. Your leadership in championing this crucial shift in focus would have a profound and lasting impact on the safety and prosperity of our region.

Thank you for your immediate attention to this matter. We look forward to your support in safeguarding the heart of our province.

Sincerely,



Nicholas Nissen
Mayor

- cc. Fort McMurray
- Fort Chipewyan
- Edson
- Whitecourt
- High Level
- Rainbow Lake
- Banff
- Canmore
- Peace River
- Manning
- Grande Prairie
- Beaverlodge
- Slave Lake
- Athabasca
- High Prairie
- Pincher Creek
- Crowsnest Pass
- Yellowhead County
- Parkland County
- Lac LeBish
- Grande Cache
- Greenview County