



**TOWN OF PINCHER CREEK COUNCIL  
MEETING AGENDA  
Monday, January 22, 2024 at 6:00 p.m.  
Council Chambers, Town Hall  
Zoom Link**

**1. Call to Order**

**2. Scheduled Public Hearing**

**3. Agenda Approval**

**4. Scheduled Delegations**

4.1 Sunrise Solar Project Update – Mike Peters (Page 2)

4.2 Transitional Solutions – Doug Lagore (8pm) (Page 9)

**5. Adoption of Minutes**

5.1 Minutes of the Special Meeting of Council held on December 18, 2023 (Page 13)

5.2 Minutes of the Special Meeting of Council held on December 19, 2023 (Page 16)

5.3 Minutes of the Committee of the Whole held on January 3, 2024 (Page 20)

5.4 Minutes of the Regular Meeting of Council held on January 8, 2024 (Page 26)

**6. Business Arising from the Minutes**

6.1 Subdivision File 2022-0-123 - Request for Time Extension and Development Agreement (Page 32)

**7. Bylaws**

7.1 Bylaw 1473-24 Appointing the Chief Administrative Officer (Page 50)

7.2 Land Use Bylaw Amendment 1547-AT Second and Third Reading (Page 54)

**8. New Business**

8.1 Safety Codes Services Contract Award (Page 60)

8.2 2024 Pincher Creek Foundation Requisition (Page 62)

8.3 Community Engagement Sessions (Page 67)

**9. Council Reports**

9.1 Upcoming Committee Meetings and Events

**10. Administration**

10.1 Distribution List (Page 69)

**11. Closed Session Discussion**

11.1 Organizational Structure - FOIP s. 24

11.2 Land Development Reuse Study - FOIP s. 16

11.3 Priority Action Items Update - FOIP s. 24

**12. Notice of Motion**

**13. Adjournment**

**The next Regular Council Meeting is scheduled for February 12, 2024 AT 6:00 p.m.**



December 2023

**Subject:** Sunrise Solar Project Update - *encl: Alberta Utilities Commission (AUC) Brochure & Updated Project Map*

We hope this letter finds you well and thank you for your continued interest in the Sunrise Solar Project. Evolgen is proposing the **75MWac/~98MWdc\* Sunrise Solar Project**, which will be located in the Municipal District (M.D.) of Pincher Creek, North-West of the Town of Pincher Creek.

We are pleased to provide you with an update on the Project's progress and the changes that have been made based on the feedback we received from the community, the M.D. of Pincher Creek and the Town of Pincher Creek. Your input has played a crucial role in shaping the Sunrise Solar Project.

Below is an overview of the proposed changes and an invitation to our next Open House to learn more.

## What is new

### Updated project layout to improve viewscales

Working with the landowner, we have made significant changes to the layout of the solar panels. We are no longer proposing to build on the quarter section closest to the Town of Pincher Creek and instead are proposing to add lands further to the north - see the updated Map below and attached.

This new layout will increase the distance between the project and municipal boundary, reducing the visual impact from the Town of Pincher Creek. As a result of the modifications, the closest solar panels will now be 1.6 KM from the roundabout at the corner of Highway 507 and Highway 6 as

\* *Direct Current (dc): electricity flows in one direction with a constant voltage. Alternating Current (ac): voltage periodically fluctuates between positive and negative and the current flows forward and backward. While previous correspondence referred to direct current, for consistency we will be using the ac number going forward.*

opposed to 800M with the previous layout. The residences on Briar Road are now more than 1KM from the project boundary, as opposed to approximately 500M previously.

### New proposed layout



### Layout originally proposed



### Minimizing our footprint on agricultural land

As part of the site optimization, we have reduced the project footprint from 575 acres to 500 acres. This reduction of the project footprint will result in taking up 13% less agricultural land.

In addition, we continue to explore options to maintain agricultural use of the land on which we build, such as through sheep grazing on the land.

### Reducing conflict with the Urban Fringe and municipal planning

An additional benefit of the Project's new proposed layout is that it will better align with the Town's growth plan and the Inter-Municipal Development Plan that governs planning in the fringe zone between the Town and MD. The additional distance between the project and municipal boundary will allow more of a "buffer" in line with the intent of the Urban Fringe.



### **Establishing a community benefits fund**

One of the consistent comments we have heard from residents is how will they benefit from the project. To demonstrate our commitment to giving back to the communities in which we work, we are proposing to establish a community benefit fund of \$25,000 annually, aimed at supporting local organizations and causes that contribute to the well-being of the community.

We are seeking community feedback on how to establish and administer the fund to ensure there is local input on what organizations and projects are being chosen and supported.

### **Greater clarity on our decommissioning fund**

Evolugen will have legal obligations under existing laws to reclaim the site to its equivalent land capability at the Project's end of life. A Conservation and Reclamation Plan will be filed prior to construction beginning.

Above and beyond these requirements, we will establish a Decommissioning Fund that would require us to make annual contributions to the Fund once the Project is operational for the sole purposes of decommissioning.

The Decommissioning Fund would be tied explicitly to the Project and held in escrow by a third party so that it can only be accessed for decommissioning.

## **Updated Studies**

We have recently completed preliminary glare and noise analyses of the updated Project layout which will be posted on our website at [www.evolugen.com/Sunrise](http://www.evolugen.com/Sunrise) once they are finalized. The glare report provides an assessment of potential glare from the solar panels and outlines the measures we plan to take to mitigate any potential issues. The report confirms that the glare impact from the Project is expected to be minimal and will be mitigated using operational strategies that appropriately manage the backtracking angles of the solar panels to reduce glare, including at the municipal airport.

The noise study confirms that cumulative sound levels at all of the assessed receptors within 1.5km of the Project area are in compliance with the Permissible Sound Levels (AUC Rule 012).



## Further Public Engagement

Evolugen is committed to building trust with local stakeholders and engaging proactively with communities to ensure that their interests are appropriately considered in our project planning and decision-making. We invite you to attend our second in-person community open house, where you will have the opportunity to learn more about the updated Project layout and engage our team.

**Tuesday, January 16, 2023**

**5:00 – 7:00 pm (drop-in)**

**Banquet Hall A – Heritage Inn Hotel & Convention Centre  
919 Waterton Avenue, Pincher Creek, AB T0K 1W0**

You are receiving this letter because you are a stakeholder within 800M of the Project, you were previously within 800M of the Project's older layout, or because you attended our earlier Open House. If you wish to be removed from this mailing list, please let us know.

We look forward to seeing you in person at our Open House. If you are unable to attend and would like more information, please contact us to arrange a one-on-one meeting at your convenience.

Sincerely,

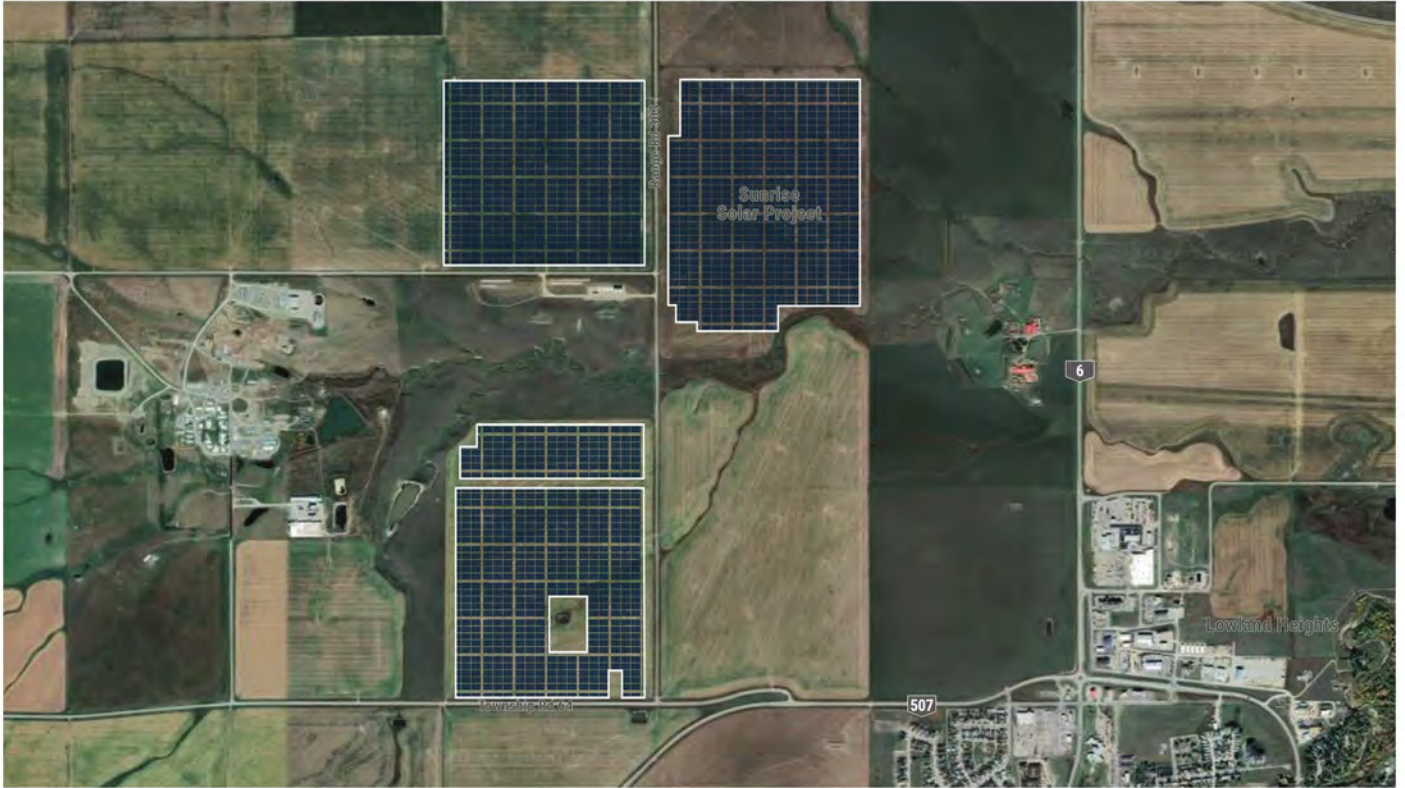
The Sunrise Solar Project Team  
[sunriseproject@evolugen.com](mailto:sunriseproject@evolugen.com) | 403-463-8391



# Project Map



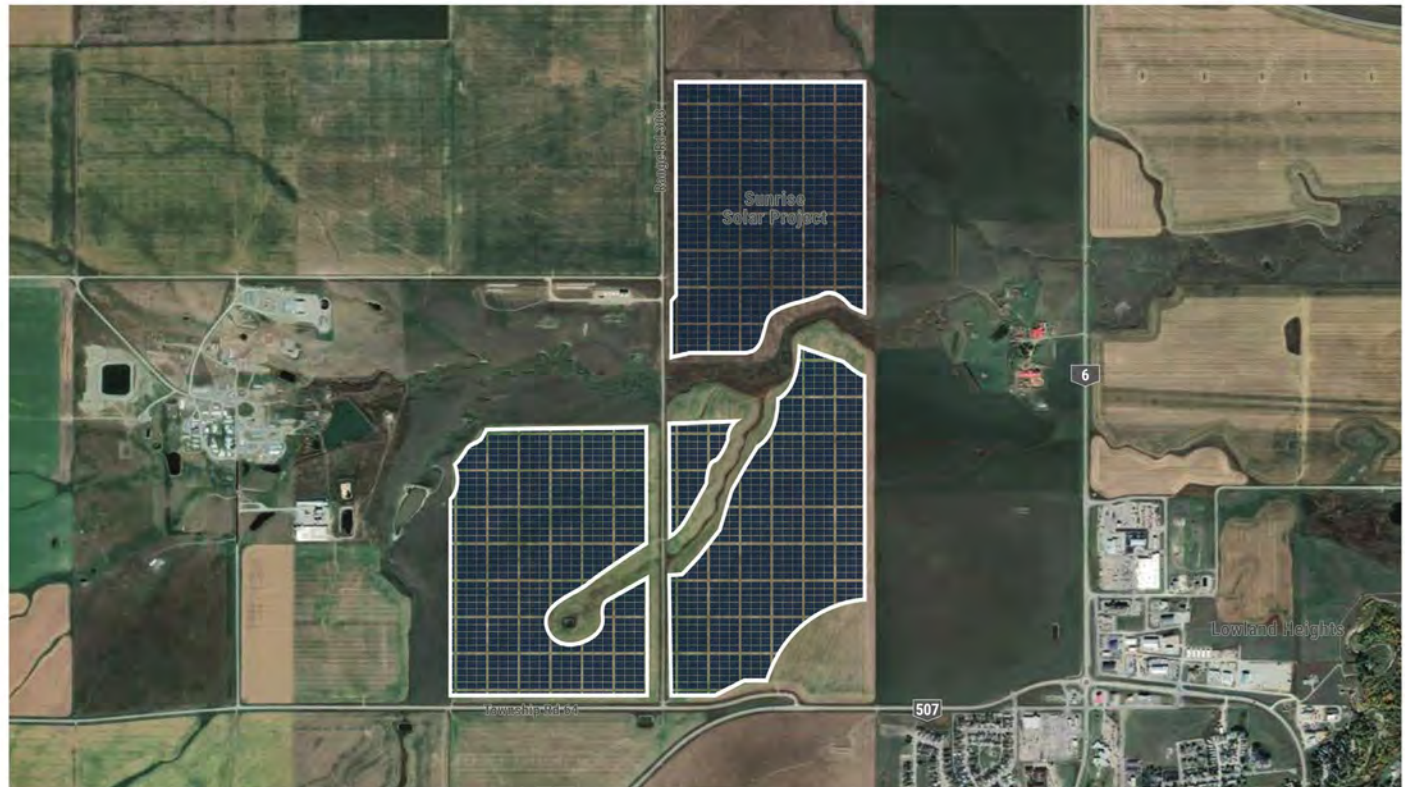
## New Proposed Layout



Preliminary layout, subject to change.



## Layout Originally Proposed





# Participating in the AUC's independent review process to consider facility applications

## The AUC regulatory review process to consider facility applications for utility projects



The AUC uses an established process to review social, economic and environmental impacts of facility projects to decide if approval of a project is in the public interest.

The AUC considers applications requesting approval of the need for transmission development and facilities applications seeking approval to construct, operate, alter and decommission electric and natural gas facilities. Applications, as specified in AUC Rule 007, are required for:

- The need for transmission upgrades.
- The route and location of transmission facilities.
- The siting of power plants.
- The construction of a battery storage system.
- The designation of an industrial system.
- The need for and siting of natural gas utility pipelines.

Sometimes the Alberta Electric System Operator's needs identification document application is considered together with a facility application in a single proceeding; sometimes separate proceedings are held to consider each application.

## Application review process



- Step 1: Public consultation prior to applying to the AUC
- Step 2: Application filed to the AUC
- Step 3: Public notice
- Step 4: Public submissions to the AUC
- Step 5: Consultation and negotiation
- Step 6: The public hearing process
- Step 7: The decision
- Step 8: Opportunity to appeal
- Step 9: Construction, operation and compliance

## Application review process

### Step 1: Public consultation prior to applying to the AUC



An applicant seeking approval of a proposed utility development project is required to engage in a participant involvement program prior to filing an application with the AUC. The public involvement program involves consultation with persons whose rights may be directly and adversely affected by the proposed project so that concerns may be raised, addressed and, if possible, resolved.

The application guidelines and requirements for facility applications can be found in AUC Rule 007: *Applications for Power Plants, Substations, Transmission Lines, Industrial System Designations, Hydro Developments and Gas Utility Pipelines.*

Potentially affected parties are strongly encouraged to participate in the public consultation, also called a participant involvement program. Early, active and ongoing discussions with an applicant may lead to greater influence on project planning and what is submitted to the AUC for approval.

### Step 2: Application filed to the AUC



When the applicant has concluded its consultation with potentially affected parties and the participant involvement requirements have been completed, the applicant files its application through the AUC online public filing system, called the eFiling System.

AUC staff members review each application submitted to verify that all of the application requirements in Rule 007 have been met before an application is deemed complete. If all of the required information is not provided, the application may be closed or missing information will be requested of the applicant. Rule 007 specifies, among other requirements, that applicants must submit the results of a public involvement program in its application that includes information about how applicants consulted and notified stakeholders and Indigenous groups and identifies any unresolved objections and concerns about the project.

### Step 3: Public notice



When the AUC receives an application it is assigned a proceeding number and the AUC generally mails a notice of application directly to those who live, operate a business or occupy land in the project area who may be directly and adversely affected if the AUC approves the application. The notice initiates the opportunity for formal intervention in the proceeding to consider an application or applications. The notice of application will also set out important dates and information about where to find the application and other items being considered. The five-digit eFiling System proceeding number in the notice is the most efficient way to find information about a proposed project through the AUC website.

### Step 4: Public submissions to the AUC



Prior to the submission deadline provided in the notice, formal submissions of outstanding concerns and unresolved objections about a project may be submitted to the AUC. To submit a concern, participants will need to register to participate in the proceeding, which involves providing a brief written statement called a statement of intent to participate. Submissions are filed electronically through the eFiling System. The information filed becomes part of the public record and is an important part of the process to ensure that outstanding concerns are heard, understood and considered.

The AUC uses the information gathered through statement of intent to participate submissions to decide whether to hold a hearing on the application(s). The AUC must hold a hearing if a concerned person can demonstrate that they have rights that may be directly or adversely affected by the AUC's decision on the application. Such a person is said to have standing before the AUC. If the AUC decides to hold a hearing, the AUC will provide further opportunities for participants with standing to ask the applicant questions on the public record and present their position on the application either in writing or in person. Hearings may

be held in writing, in person or virtually through web-conference software.

### AUC eFiling System

The eFiling System is the online tool that the AUC uses to manage applications and submissions in its proceeding-based review. The eFiling System gives access to all public documents associated with an application. The system is also used to submit your concerns and provide input to the AUC and can be used to monitor related proceeding filings. Those who do not have access to the internet can send submissions, evidence and other material by mail and the AUC will upload the submission on their behalf.

### Step 5: Consultation and negotiation (if applicable)



The AUC supports efforts to reach a mutually agreeable outcome among the applicant and affected parties. The AUC encourages the applicant and those who have filed a statement of intent to participate to continue to attempt to resolve any outstanding issues. If all concerns can be satisfactorily resolved this may eliminate the need for a formal hearing. However, if there continues to be unresolved issues, those matters will typically be addressed in an AUC hearing.

### Step 6: The public hearing process



The AUC will issue a notice of hearing if a person with standing continues to have legitimate unresolved concerns with the application. The notice of hearing will provide a hearing date and location, or specify if the hearing will be held in writing or virtually. When the AUC holds a public hearing, registered parties are given the opportunity to express their views directly to a panel of Commission members. Any member of the public can listen to an in-person or virtual oral hearing. An oral public hearing operates similar to a court proceeding.

Participants in a hearing can either represent themselves or be represented by a lawyer. In addition, participants may hire experts to assist in preparing and presenting evidence to support their position.

### Cost assistance



A person determined by the AUC to have standing or a local intervener can apply for reimbursement of reasonable costs. Those who hire a lawyer or technical experts must be aware that while reimbursement for the costs of legal and technical assistance is available under AUC Rule 009: *Rules on Local Intervener Costs*, recovery of costs is subject to the AUC's assessment of the value of the contribution provided by the lawyer and technical experts in assisting the AUC to understand the specifics of the case. It is also subject to the AUC's published scale of costs.

People with similar interests and positions are expected and encouraged to work together to ensure that expenditures for legal or technical assistance are minimized and costs are not duplicated.

### Step 7: The decision



The AUC's goal is to issue its written decision no more than 90 days after the close of record. The AUC can approve, or deny an application and can also make its approval conditional upon terms or conditions. AUC decisions are publicly available through the AUC website at [www.auc.ab.ca](http://www.auc.ab.ca).

### Step 8: Opportunity to appeal



An applicant or participant in a proceeding may formally ask the Court of Appeal of Alberta for permission to appeal an AUC decision. An application for permission to appeal must be filed within 30 days from the date the decision is issued.

An applicant or participant in a proceeding can also ask the AUC to review its decision. An application to review a decision must be filed within 60 days from the date the decision is issued and satisfy the limited grounds described in AUC Rule 016: *Review of Commission Decisions*.

### Step 9: Construction, operation and compliance



An applicant that receives approval to build and operate a facility from the AUC is expected to follow through on any commitments it has made to parties and must adhere to any conditions that were set out in that approval. If concerns about compliance with approval conditions and post-construction operations cannot be resolved with the applicant, they can be brought to the AUC's attention for consideration. The AUC has significant compliance and enforcement powers for all approved applications. Additional information is available on the AUC website.



The Alberta Utilities Commission is an independent, quasi-judicial agency of the government of Alberta that ensures the delivery of Alberta's utility services take place in a manner that is fair, responsible and in the public interest.

We are committed to ensuring that Albertans whose rights may be directly and adversely affected by a utility development project are informed of the application and have the opportunity to have their concerns heard, understood and considered.

### Contact us

Phone: 310-4AUC  
1-833-511-4282 (outside Alberta)  
[info@auc.ab.ca](mailto:info@auc.ab.ca)  
[www.auc.ab.ca](http://www.auc.ab.ca)

Eau Claire Tower  
1400, 600 Third Avenue S.W.  
Calgary, Alberta T2P 0G5





# THE TOWN OF PINCHER CREEK

## EMPLOYMENT OPPORTUNITY

### Chief Administrative Officer

**THE COMMUNITY:** The Town of Pincher Creek is located in southern Alberta on Highway 3, less than a one-hour drive from Lethbridge. It is located within the MD of Pincher Creek. An economy based on agriculture, oil and gas, and tourism provide great business, employment, and active living opportunities. Highway 3 and the rail line provide for the efficient movement of goods and major access to British Columbia.

The Town of Pincher Creek with a population of 3,600 is served by a progressive Council of seven and is well known for their ability to work as a team.

The Town provides all the usual services, including two early learning centres (licensed daycare) and an indoor swimming pool.

This is an ideal opportunity for an individual looking to advance their career.

**THE OPPORTUNITY:** Reporting to Council the Chief Administrative Officer (CAO) provides advice and recommendations to Council and provides professional leadership and direction to the management team. Leading a team of six direct reports with a total staff of 73, depending on the season. The CAO provides overall supervision of all departments, as well as the development of policies and programs for the Town of Pincher Creek. As the administrative head of the Town of Pincher Creek, the CAO is responsible for the overall operations of the Town, by the objectives, programs and policies approved by Council and by various Provincial and Federal statutes and municipal bylaws. The Town of Pincher Creek is an inclusive multicultural community, and the ideal candidate must embrace diversity with respect and acceptance. The successful candidate must reside within the municipal boundaries of the Town.

#### EDUCATION & EXPERIENCE:

- University graduates in Business Administration, Commerce, Engineering, Municipal Government, Planning or related fields is preferred, however, relevant past experience will be considered.
- A minimum of five years in a senior position in a municipal or business environment.
- Preference will be given to candidates with a CLGM designation or enrolled in the program.
- Demonstrated success as a senior leader in a progressive and dynamic municipal environment.
- Recognized as a leader of change, adaption and collaboration in an organization supporting and serving various stakeholders.
- Practical knowledge and experience in computer systems for municipal applications.

## **KNOWLEDGE, SKILLS & ATTRIBUTES:**

The CAO will have a progressive leadership record demonstrating positive relationships with key stakeholders, elected officials, staff and their community. They will feel comfortable as a senior manager or as a hands-on team participant. Among other attributes, the following will be important:

1. Leadership Skills – Demonstrates a visionary leadership style while giving guidance and support. A mentor and positive role model combined with a practical and common-sense approach builds pro-active teams and delegates to them. Is appreciative, engaging, understanding and knowledgeable of urban issues and concerns. Identifies opportunities, inspires action and achieve results. Explores all options to improve the organization.
2. Strategic & Business Planning – Provides leadership to all corporate initiatives and ensures accountability for achievement of results throughout the Town. Employs a "can-do" attitude.
3. Communication – An open, honest and straightforward style with all audiences, demonstrates candor and respect to all and is prepared to delegate the responsibility and accountability. Communicates in a clear and concise manner both verbally and in formal presentation Keeps council fully informed at all times.
4. Interpersonal skills – Able to effectively build relationships with all a wide range of stakeholders. Patient and resilient while embracing challenges and accepting the reality of obstacles. Is flexible and adaptable, works comfortably with individuals, teams and large committees. Has a positive outlook a sense of humour. Is diplomatic and emotionally mature, possesses well-developed skills with the ability to resolve conflict and facilitate negotiations with tact and diplomacy.
5. Integrity & Trust – Possesses impeccable integrity and ethics. Respectful of others and respected by peers. Honest, sincere, dependable, authentic, and trustworthy. Committed to the Town's values, vision and mission and acts as a role model. Displays stamina and energy. Is committed to personal growth and development for self and others.
6. Management Skills – Demonstrates a progressive management style, engaging staff to bring forth new ideas and new approaches to solve challenges more effectively. Creates a better integrated work team.
7. Customer Service – Instills and demands a high level of customer service, ensures customer needs are identified and addressed, and ensures consultation with all citizens in the development of quality service and respect for all.
8. Financial Management – A proven ability to work in a fiscal environment of growth and lead with a strong sense of service. Timely and efficient in all budgeting, financing and information reporting. Looks for efficiencies within the organization and approaches all cost saving initiatives with an open mind.
9. Volunteer Service – Presents a strong commitment to comprehensive community services, a demonstrated belief in voluntarism and willingness to become an integrated part of the community.
10. A Professional – Acts as an integral part of the leadership team and displays a "first among equals" style with high ethical standards and an honest, open-minded and consistent approach to working with staff and citizens.

11. Self Confidence – Possesses confidence in own skills and abilities, can make difficult decisions in a timely manner and stands by them. Demonstrates a positive attitude. Evaluates alternatives and assess advantages as well as risks.
12. Planning & Development – Can marshal resources to get things done; uses resources effectively and efficiently. Sets clear expectations, designs practical processes and procedures while ensuring accountability.
13. Political Astute – Knows and understands legislative and regulatory processes and has an intuitive ability to read the political implications of recommendations and actions. Prepared to guide and mentor Council with solid and informed recommendations.

**COMPENSATION:**

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed at the appropriate time.

**CLOSING DATE:**

The closing date for this completion is **March 15<sup>th</sup>, 2024**, or until a suitable candidate is found.

**RESUME SUBMISSION:**

Please submit resumes to Transitional Solutions at [recruitment@tsi-inc.ca](mailto:recruitment@tsi-inc.ca) and state Pincher Creek CAO in the subject line.

**FOR QUESTIONS PLEASE CONTACT:**

Transitional Solutions

Douglas B Lagore, CLGM

[doug.lagore@tsi-inc.ca](mailto:doug.lagore@tsi-inc.ca)





## TOWN OF PINCHER CREEK

### CHIEF ADMINISTRATIVE OFFICER (CAO)

The Town of Pincher Creek invites applications for the position of Chief Administrative Officer (CAO). The CAO reports directly to Council and is responsible for the effective implementation of all operations of the Town in accordance with all provincial legislation and Council approved policies and programs. The position requires an individual who can identify and evaluate risks, maintain high levels of efficiency and productivity while developing policies and procedures, and make decisions in a timely manner. The CAO manages the operating and capital budgets, provides strategic leadership and monitors contracts and legislation. Strong leadership skills, logical decision making, self-starter and managing office resources are skills required for this role.

The Town of Pincher Creek is located in southern Alberta, on Highway 3 and less than a one-hour drive from Lethbridge and within the MD of Pincher Creek. Waterton Lakes National Park is located just south of Pincher Creek, less than a half-hour drive. Less than an hour's drive to the west is the Crowsnest Pass, where a multitude of outdoor activities, adventure and history awaits. An economy based on agriculture, oil and gas and tourism provide great business, employment, and active living opportunities. The town is rich in history.

As the ideal candidate, you are a proven senior team leader, with strong communication skills, as well as strong human resource management and financial management skills. You are comfortable making decisions particularly those that involve complex and/or difficult circumstances. You are comfortable being seen and connected with the community. You are a strategic thinker who can align organizational efforts to efficiently turn the goals into results. You demonstrate honesty and integrity and will instill these values in your team. You are an innovative leader who can motivate and inspire your team to work towards a common vision. You have a proven track record in building trust and confidence with elected officials and can provide concrete examples of how you achieved this. Your demeanour and attitude are reflective of a positive disposition and outlook. And you have a creative and innovative management style that has produced results and earned the respect of your fellow employees.

Further information regarding the candidate profile and position can be found at <http://transitionalsolutions.inc.ca/recruitment/>.

Qualified candidates are requested to submit a cover letter, and detailed resume outlining experience, qualifications, references, and salary expectations in confidence to Doug Lagore, CLGM, Senior Consultant at Transitional Solutions Inc. at [recruitment@tsi-inc.ca](mailto:recruitment@tsi-inc.ca) with the subject line identifying Pincher Creek CAO. Only those candidates selected for an interview will be contacted.

#### **FOR INFORMATION PLEASE CONTACT:**

Douglas B Lagore, CLGM

[doug.lagore@tsi-inc.ca](mailto:doug.lagore@tsi-inc.ca)

780-913-5786

**The closing date for this competition is March 15<sup>th</sup>, 2024 or until a suitable candidate is found.**



**SPECIAL COUNCIL MEETING**  
**Held on December 18, 2023**  
**In Person & Virtually,**  
**Commencing at 6:00 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 6:00 pm.

**2. AGENDA APPROVAL**

**BARBER:**

That Council for the Town of Pincher Creek approve the December 18, 2023, Special Council meeting agenda as presented.

**CARRIED 23-633**

**3. NEW BUSINESS**

**4. CLOSED MEETING DISCUSSION**

**GREEN:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on December 18, 2023 at 6:01 pm in accordance with sections 17 & 24 of the Freedom of Information and Protection of Privacy Act with Pincher Creek Emergency Services Commission Chief Pat Neuman.

**CARRIED 23-634**

*Chief Neuman Pat left the meeting at 6:40pm.*  
*Councillor Cleland left the meeting at 6:50pm.*  
*Councillor Cleland returned to the meeting at 6:55pm.*

**CLELAND:**

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on December 18, 2023 at 7:40 pm in accordance with section 17 & 24 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 23-635**

**4.1 PCEMS Request - FOIP S. 24**

**CLELAND:**

That Council for the Town of Pincher Creek endorse the purchase of the property by the Pincher Creek Emergency Services Commission and agree to provide funding of up to 1.25M with funds coming from a combination of Reserve accounts, Canada Community Building Funds, and Local Government Framework.

**CARRIED 23-636**

**4.2 Council Code of Conduct Complaint – FOIP S. 17**

**BARBER:**

That Council for the Town of Pincher Creek defer the Council Code of Conduct discussion to the January 3, 2024 Committee of the Whole.

**CARRIED 23-637**

**4.3 CAO Review – FOIP S. 17**

**NODGE:**

That Council for the Town of Pincher Creek be it resolved for the Mayor to call a Special Meeting of Council Tuesday December 19 at 9:00 am at Council Chambers, to discuss CAO contract, and that this resolution demonstrates agreement to hold this meeting without giving 24 hours' notice to all Councillors and the public.

**CARRIED 23-638**

Councillor Nodge requested a recorded vote:

In Favour: Anderberg, Barber, Cleland, Green, Nodge, Oliver, Wright.

**5. ADJOURNMENT**

**OLIVER:**

That this meeting of Council on December 18, 2023 be hereby adjourned at 7:50pm.

**CARRIED 23-639**

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MAYOR, D. Anderberg

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CAO, A. Lucas

*Special Council Meeting  
December 18, 2023*

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE TOWN OF PINCHER CREEK,  
THIS 22<sup>nd</sup> DAY OF JANUARY 2024      S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY JANUARY 22, 2024 AT 6:00 P.M.**

DRAFT

**Special Council Meeting  
December 19, 2023**



SPECIAL COUNCIL MEETING  
Held on December 19, 2023  
In Person & Virtually,  
Commencing at 9:00 a.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 9:01am.

Mayor Anderberg circulated a waiver of notice to the public for the Special Meeting of Council.

2. AGENDA APPROVAL

OLIVER:

That Council for the Town of Pincher Creek approve the December 19, 2023, Special Council meeting agenda as presented.

CARRIED 23-640

3. NEW BUSINESS

4. CLOSED MEETING DISCUSSION

WRIGHT:

That Council for the Town of Pincher Creek agree to move into closed session of Council on December 19, 2023 at 9:05am in accordance with section 17 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-641

CLELAND:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on December 18, 2023 at 9:16 am in accordance with section 17 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-642

4.1 CAO Contract - FOIP S. 17

NODGE:

That Council for the Town of Pincher Creek provide a notice of intent to terminate employment to the Chief Administrative Officer of the Town of Pincher Creek, Angie Lucas, of Council's intention to terminate her employment, without cause, due to a change in leadership being required.

CARRIED 23-643



***Special Council Meeting  
December 19, 2023***

NODGE:

That Council for the Town of Pincher Creek agree that the Chief Administrative Officer, Angie Lucas, be immediately put on a leave of absence with pay.

CARRIED 23-644

WRIGHT:

That Council for the Town of Pincher Creek agree that the Mayor, Don Anderberg, be authorized and directed to sign the Notice of Intention to Terminate Employment of the Chief Administrative Officer on behalf of Council and the Mayor or his delegate be authorized to deliver the Notice to Chief Administrative Officer, Angie Lucas.

CARRIED 23-645

GREEN:

That Council for the Town of Pincher Creek agree that the Mayor or his delegate be authorized to engage the service of legal representatives and other agents to assist in all matters covered in this Resolution and related to the employment of the Chief Administrative Office, Angie Lucas.

CARRIED 23-646

*Mayor Anderberg called a recess at 9:21am*

*Mayor Anderberg called the meeting back to order at 9:35am*

GREEN:

That Council for the Town of Pincher Creek close the public meeting of Council for the Town of Pincher Creek at 9:36, under FOIP s. 17, to discuss the CAO contract, with Mayor Anderberg, Councillors Barber, Cleland, Green, Nodge, Oliver, and Wright present.

CARRIED 23-647

OLIVER:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on December 18, 2023 at 9:43am in accordance with section 17 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-648

OLIVER:

That Council for the Town of Pincher Creek accept the waiver of hearing with Council from Angie Lucas received, December 19, 2023.

CARRIED 23-649

OLIVER:

That Council for the Town of Pincher Creek agree that the appointment and employment of Chief Administrative Officer Angie Lucas, with the Town of Pincher Creek be terminated effective Dec 19, 2023 without cause, for a change in leadership.

CARRIED 23-650

OLIVER:

**Special Council Meeting  
December 19, 2023**

That Council for the Town of Pincher Creek agree that the Chief Administrative Officer Angie Lucas, be paid severance pay according to her employment contract with the Town of Pincher Creek and in accordance with legal advice.

CARRIED 23-651

OLIVER:

That Council for the Town of Pincher Creek agree that Doug Henderson be appointed as the Acting Chief Administrative Officer effective December 19, 2023, with all the powers, duties, and responsibilities of the Chief Administrative Officer.

CARRIED 23-652

*Mayor Anderberg called a recess at 9:45am*

*Mayor Anderberg called the meeting back to order at 10:00am*

*W. Catonio joined meeting at 10:00am*

WRIGHT:

That Council for the Town of Pincher Creek close the public meeting of Council, under FOIP s. 17, at 10:00 am with Wendy Catonio, Director of Finance and Human Resources, Mayor Anderberg, Councillors Barber, Cleland, Green, Nodge, Oliver and Wright present for the purpose of discussing CAO contract.

CARRIED 23-653

OLIVER:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on December 18, 2023 at 10:33am in accordance with section 17 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-654

5. ADJOURNMENT

WRIGHT:

That this meeting of Council on December 19, 2023 be hereby adjourned at 10:33am.

CARRIED 23-655

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MAYOR, D. Anderberg

***Special Council Meeting  
December 19, 2023***

---

CAO, A. Lucas

APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE TOWN OF PINCHER CREEK,  
THIS 22<sup>nd</sup> DAY OF JANUARY 2024      S E A L

NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY JANUARY 22, 2024 AT 6:00 P.M.

DRAFT



Town of Pincher Creek  
COMMITTEE OF THE WHOLE MINUTES  
January 3, 2024 – 8:30 AM  
962 St. John Avenue  
In Person & Virtually

ATTENDANCE:

- Mayor: D. Anderberg
- Councillors: M. Barber, G. Cleland, D. Green, B. Wright, and W. Oliver
- Absent with regrets: S. Nodge
- Staff: D Henderson, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; and A. Grose, Recreation Manager

1. **CALL TO ORDER**

Mayor Anderberg called the meeting to order at 8:35 am.

2. **AGENDA APPROVAL**

**BARBER:**

That the Committee of the Whole for the Town of Pincher Creek agrees to add 8.3 Water Restriction Bylaw and 9.1 Organizational Direction Discussion to the January 3, 2024 Committee of the Whole Agenda.

**CARRIED COTW 2024-001**

**CLELAND:**

That the Committee of the Whole for the Town of Pincher Creek accepts the January 3, 2024 Committee of the Whole Agenda as amended.

**CARRIED COTW 2024-002**

3. **SCHEDULED DELEGATIONS**

4. **COMMITTEE REPORTS**

- BARBER:** Dec 1, 2023 – Pincher Creek Early Learning Centre
- Dec 6, 2023 – Committee of the Whole
- Dec 7, 2023 – Strategic Planning & Chinook Arch

- Dec 11, 2023 – Regular Council Meeting
- Dec 13, 2023 – Special Council Meeting & Landfill
- Dec 15, 2023 – Community Futures
- Dec 18, 2023 – Special Council Meeting
- Dec 19, 2023 – Special Council Meeting & Community Futures
- Dec 20, 2023 - Pincher Creek Early Learning Centre

- GREEN:**
- Dec 1, 2023 – Pincher Creek Early Learning Centre
  - Dec 6, 2023 – Committee of the Whole
  - Dec 7, 2023 – Strategic Planning
  - Dec 11, 2023 – Regular Council Meeting
  - Dec 13, 2023 – Special Council Meeting
  - Dec 15, 2023 – PC Foundation
  - Dec 18, 2023 – Special Council Meeting
  - Dec 19, 2023 – Special Council Meeting
  - Dec 20, 2023 – PC Foundation
  - Dec 21, 2023 – Pincher Creek Early Learning Centre

- NODGE:**
- Dec 6, 2023 – Committee of the Whole
  - Dec 7, 2023 – Strategic Planning
  - Dec 11, 2023 – Regular Council Meeting
  - Dec 13, 2023 – Special Council Meeting
  - Dec 18, 2023 – Special Council Meeting
  - Dec 19, 2023 – Special Council Meeting
  - Dec 20, 2023 – MDSA & PC Foundation

**OLIVER:** Dec 6, 2023 – Committee of the Whole & PCREAC  
Dec 7, 2023 – Strategic Planning & PC Emergency Services Commission  
Dec 11, 2023 – Regular Council Meeting  
Dec 13, 2023 – Special Council Meeting  
Dec 15 2023 - PC Emergency Services Commission  
Dec 18, 2023 – Special Council Meeting  
Dec 19, 2023 – Special Council Meeting  
Dec 20, 2023 – MDSA  
Dec 21, 2023 – Community Housing

**WRIGHT:** Dec 5, 2023 – PC REMO  
Dec 6, 2023 – Committee of the Whole  
Dec 7, 2023 – Strategic Planning & PC Emergency Services Commission  
Dec 11, 2023 – Regular Council Meeting  
Dec 13, 2023 – Special Council Meeting  
Dec 15 2023 - PC Emergency Services Commission  
Dec 18, 2023 – Special Council Meeting  
Dec 19, 2023 – Special Council Meeting  
Dec 20, 2023 – MDSA

**CLELAND:** Dec 6, 2023 – Committee of the Whole  
Dec 7, 2023 – Strategic Planning  
Dec 11, 2023 – Regular Council Meeting  
Dec 13, 2023 – Special Council Meeting  
Dec 18, 2023 – Special Council Meeting  
Dec 19, 2023 – Special Council Meeting  
Dec 21, 2023 – Community Housing

**ANDERBERG:** Dec 1, 2023 – Pincher Creek Early Learning Centre

- Dec 5, 2023 – Pincher Creek Early Learning Centre
- Dec 6, 2023 – Committee of the Whole
- Dec 7, 2023 – Strategic Planning & ORRSC
- Dec 11, 2023 – Regular Council Meeting
- Dec 13, 2023 – Special Council Meeting
- Dec 18, 2023 – Special Council Meeting
- Dec 19, 2023 – Special Council Meeting
- Dec 20, 2023 – Pincher Creek Early Learning Centre

**CLELAND:**

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

**CARRIED COTW 2024-003**

**5. ADMINISTRATION**

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 Agricultural Society Letter**

**OLIVER:**

That the Committee of the Whole for the Town of Pincher Creek agree to cover 1/3 of the invoice to the Ag Society, from Riteline Electric, totaling \$1,312.50, with the amount to be covered from the Municipal Tax Stabilization Reserve.

**CARRIED COTW 2024-004**

**7. POLICY**

**8. NEW BUSINESS**

**8.1 Community Hall Request Letter**

**GREEN:**

That the Committee of the Whole for the Town of Pincher Creek invite the Community Hall Board Society to make a presentation at the next Joint Council Meeting.

**CARRIED COTW 2024-005**

**8.2 Early Learning Centers Play Spaces**

**WRIGHT:**

That the Committee of the Whole for the Town of Pincher Creek refer the discussion on the landscape concept plans and drawings for both Childcare Centers to the Regular Meeting of Council January 8, 2024.

**CARRIED COTW 2024-006**

*Recreation Manager, Adam Grose left the meeting at 9:10 a.m.*

**8.3 Water Restriction Bylaw**

**BARBER:**

That the Committee of the Whole for the Town of Pincher Creek directs Administration to bring back an update on the amendments to be made to the Water Use Bylaw for January 8, 2024.

**CARRIED COTW 2024-007**

*Mayor Anderberg called a recess at 9:16 am*

*Mayor Anderberg called the meeting back to order at 9:27 am*

**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, January 3, 2024 at 9:27 am in accordance with section 24 of the Freedom of Information and Protection of Privacy Act with the Acting Chief Administrative Officer and Director of Finance and Human Resources in attendance.

**CARRIED COTW 2024-008**

**GREEN:**

That the Committee of the Whole for the Town of Pincher Creek agrees to move out of a closed session of Council on Wednesday, , January 3, 2024 at 11:04 am.

**CARRIED COTW 2024-009**

*Councilor Wright left the meeting at 11:04 am.*

*Mayor Anderberg called a recess at 11:05 am*

*Mayor Anderberg called the meeting back to order at 11:09 am*

**CLELAND:**

That the Committee of the Whole for the Town of Pincher Creek agrees to move into a closed session of Council on Wednesday, January 3, 2024 at 11:10 am in accordance with section 24 of the Freedom of Information and Protection of Privacy Act with the Acting Chief Administrative Officer and Director of Finance and Human Resources in attendance.

**CARRIED COTW 2024-010**

**CLELAND:**

That the Committee of the Whole for the Town of Pincher Creek agrees to move out of a closed session of Council on Wednesday, , January 3, 2024 at 12:10 Pm.

**CARRIED COTW 2024-011**



**9.1 Trust Account FOIP S. 24**

**CLELAND:**

That the Committee of the Whole for the Town of Pincher Creek direct Administration to investigate the possibility of establishing a trust account for building the curling rink.

**CARRIED COTW 2024-012**

**9.2 PC Emergency Services Commission Agreement FOIP S. 24**

**CLELAND:**

That the Committee of the Whole for the Town of Pincher Creek direct Administration to add the PC Emergency Services Commission Agreement to the next Joint Council Agenda.

**CARRIED COTW 2024-013**

**9.3 CAO Recruitment FOIP S. 24**

**OLIVER:**

That the Committee of the Whole for the Town of Pincher Creek direct Administration to investigate the use of an employment agency for the CAO Recruitment.

**CARRIED COTW 2024-014**

**10. Adjournment**

**CLELAND:**

That this session of Committee of the Whole be adjourned at 12:25 pm.

**CARRIED COTW 2024-015**

**APPROVED BY RESOLUTION OF  
COUNCIL FOR THE TOWN OF PINCHER CREEK  
THIS 22 DAY OF JANUARY 2024**

\_\_\_\_\_  
Mayor, D. Anderberg

\_\_\_\_\_  
CAO, D. Henderson



**REGULAR MEETING OF COUNCIL**  
**Held on Monday January 8, 2024**  
**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: D. Henderson, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; L. Goss, Legislative Services Manager; A. Grose, Recreation Manager, K. Kozak, Planning and Development Officer, and K. Green, Executive Assistant

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 6:30 pm.

**2. SCHEDULED PUBLIC HEARING**

**2.1 Land Use Bylaw Amendment 1547-AT**

**3. AGENDA APPROVAL**

**GREEN:**

That Council for the Town of Pincher Creek agrees to add item 8.2 Early Learning Centre Play Spaces, 8.3 Update Water Use Bylaw Status, 8.4 CAO Recruitment 11.4 RCMP Building Offer to Purchase. 11.5 Sage Lease Expression of Interest and 11.6 Update on Roll 8600600 to the January 8, 2024 Regular Council meeting agenda.

**CARRIED 24-001**

**CLELAND:**

That Council for the Town of Pincher Creek approves the January 8, 2024, Regular Council meeting agenda as amended.

**CARRIED 24-002**

**4. DELEGATIONS**

**5. ADOPTION OF MINUTES**

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

**WRIGHT:**

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

**CARRIED 24-003**

**5.2 Minutes of the Committee of the Whole held on December 6, 2023**

**GREEN:**

That Council for the Town of Pincher Creek approves the Minutes of the Committee of the Whole held on December 6, 2023 as amended.

**CARRIED 24-004**

**5.3 Minutes of the Regular Meeting of Council held on December 11, 2023**

**CLELAND:**

That Council for the Town of Pincher Creek approves the Minutes of the Regular Meeting of Council held on December 11, 2023 as amended.

**CARRIED 24-005**

**5.4 Minutes of the Special Meeting of Council held on December 13, 2023**

**OLIVER:**

That Council for the Town of Pincher Creek approves the Minutes of the Special Meeting of Council held on December 13, 2023 as presented.

**CARRIED 24-006**

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 Heritage Inn Potholes**

**OLIVER:**

That Council for the Town of Pincher Creek accept the Heritage Inn pothole information as presented with thanks to the Operations staff and direct administration to get a cost estimate to upgrade the road approach to the north end main entrance for possible construction in 2024 and work with adjacent landowner if they are interested.

**CARRIED 24-007**

**7. BYLAWS**

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

**GREEN:**

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 - CI" to "Direct Control - DC".

**CARRIED 24-008**

**OLIVER:**

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.

**CARRIED 24-009**

**8. NEW BUSINESS**

**8.1 Sodium Hypochlorite Project Award**

**WRIGHT:**

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

**CARRIED 24-010**

**8.2 Early Learning Centre Play Spaces**

**OLIVER:**

That Council for the Town of Pincher Creek direct administration to review and update the landscape concept plans and drawings in consultation with the PCCCLC Board for both Childcare Centers to result in a reduction in annual operating costs and the PCCCLC budget to maintain the play spaces/structures at both Childcare Centers.

**CARRIED 24-011**

**8.3 Update Water Use Bylaw Amendment**

**NODGE:**

That Council for the Town of Pincher Creek accept the Update Water Use Bylaw Amendment update as information.

**CARRIED 24-012**

**8.4 CAO Recruitment**

**GREEN:**

That Council for the Town of Pincher Creek agree to engage Transitional Solutions Inc to support the recruitment of our CAO at a cost of \$21,000 plus taxes, advertising, and travel expenses.

**CARRIED 24-013**

**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 24-014**

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**NODGE:**

That Council for the Town of Pincher Creek accepts the January 8, 2024 Council Information Distribution List as information.

**CARRIED 24-015**

**OLIVER:**

That Council for the Town of Pincher Creek direct administration to review the previous years grants from Municipal Sustainability Initiative to determine if amounts will be the same with the new Local Government Fiscal Framework Program and if not to apply for top up funding.

**CARRIED 24-016**

A. Grose and K. Kozak left meeting at 7:20pm  
Mayor Anderberg called a recess at 7:20pm  
Mayor Anderberg called the meeting back at 7:26pm

**11. CLOSED MEETING DISCUSSION**

**CLELAND:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on January 8, 2024 at 7:26 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, Legislative Services Manager in attendance Michelle Spencer and Christy Gustavison.

**CARRIED 24-017**

**OLIVER:**

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on January 8, 2024 at 9:12 pm in accordance with sections 24 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 24-018**

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

**NODGE:**

That Council for the Town of Pincher Creek amend the rent amount for the Multi-Purpose Facility Lease over a 2 year period to \$1,250 per month in 2024 and \$1,500 per month for the remainder of the Lease.

**CARRIED 24-019**

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

**OLIVER:**

That Council for the Town of Pincher Creek accept the PCCELC Board Update as information.

**CARRIED 24-020**

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

**NODGE:**

That Council for the Town of Pincher Creek accept the Legal Opinion update as information.

**CARRIED 24-021**

**11.4 RCMP Building Offer to Purchase - FOIP s. 24**

**WRIGHT:**

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

**CARRIED 24-022**

**11.5 Sage Lease Expression of Interest** - FOIP s. 24

**NODGE:**

That Council for the Town of Pincher Creek direct administration to respond to the delegation inquiring into the Sage facility to the effect that the facility is not current available.

**CARRIED 24-023**

Councillor Cleland requested a recorded vote:

For:	Against:
ANDERBERG	CLELAND
NODGE	
GREEN	
OLIVER	
WRIGHT	

**11.6 Update on Roll 8600600** - FOIP s. 24

**WRIGHT:**

That Council for the Town of Pincher Creek accept the Update on Roll 8600600 as information.

**CARRIED 24-024**

**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

**OLIVER:**

That this meeting of Council on January 8, 2024 be hereby adjourned at 9:15 pm.

**CARRIED 24-025**

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MAYOR, D. Anderberg

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CAO, D. Henderson

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 22<sup>nd</sup> DAY OF JANUARY 2024**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY JANUARY 22, 2024 AT 6:00 P.M.**

DRAFT



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Subdivision File 2022-0-123 - Request for Time Extension and Development Agreement	
<b>PRESENTED BY:</b> Lisa Goss, Legislative Service Manager	<b>DATE OF MEETING:</b> 1/22/2024

**PURPOSE:**

For Council to consider a request for time extension for subdivision file 2022-0-123 (SW 23-06-30-W4M, Lots 73-75, Plan 1728F)

**RECOMMENDATION:**

That Council for the Town of Pincher Creek approve and grant a Time Extension up to December 20, 2024 for Subdivision Application Request for Extension file no. 2022-0-123 Plan 1728F, Lots 73-75.

That Council for the Town of Pincher Creek approve and authorize the Development Agreement (Deferred Servicing Agreement) for the property located at 1038 Morden Avenue (Lot 109, Block 1, Plan 231\_\_\_\_\_)

**BACKGROUND/HISTORY:**

At the April 11, 2022 regular meeting, Council for the Town of Pincher Creek agreed to a proposed request to purchase a portion of Plan 1728F Lot 74 and a portion of Lot 73 subject to the subdivision and lot consolidation and that the costs associated with the land transfer, subdivision and lot consolidation be borne by the purchaser.

Accordingly, subdivision application 2022-0-123 was approved on December 20, 2022 by the Municipal Development and Subdivision Authority. The applicant had one year to get the subdivision registered, since that did not happen, they are required to apply for an extension. One year is the typical extension time.

Condition #2 of the approved subdivision states that, 'pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the Town of Pincher Creek to address the provision of municipal services to the vacant Lot 109, if required at this time, which shall be registered concurrently with the final plan against the title(s) being created. As the property owners are not subdividing to construct a dwelling, the intent of the Development Agreement is to defer servicing of the presently unserviced parcel to a future trigger point (ie. development permit). The caveat will be on title to warn future



purchasers that the lot is unserviced and that the owner is responsible for the cost of providing future services.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receives the subdivision application file no. 2022-0-123 Plan 1728F, Lots 73-75 Request for Time Extension as information.

That Council for the Town of Pincher Creek receives the Development Agreement for information.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

None at this time.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

Deferred Servicing Agreement - THERRIAULT v2 - 3321

Subdivision Decision 2022-0-123 - 3321

Time Extension Request - ORRSC File 2022-0-123 MEMO - 3321

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek approve and grant a Time Extension up to December 20, 2024 for Subdivision Application Request for Extension file no. 2022-0-123 Plan 1728F, Lots 73-75. In addition, administration supports entering into a development agreement for deferred services as per the conditions of the 2022 subdivision approval.

**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Doug Henderson*



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8760  
E-mail: [subdivision@orrsc.com](mailto:subdivision@orrsc.com)  
Website: [www.orrsc.com](http://www.orrsc.com)

## SUBDIVISION APPLICATION DECISION

Our File: 2022-0-123

Your File: 22-15673

**NOTICE DATE:** December 20, 2022

**TO:** The Town of Pincher Creek, Danny James Therriault and Brenda Maria Therriault, David J. Amantea, A.L.S., Town of Pincher Creek, Holy Spirit RC School Division, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - South Zone, AB Environment & Parks - C. Knowles, AB Environment & Parks - J. Cayford, AB Environment Operations Infrastructure Branch (OIB), AB Water Boundaries, AB Transportation, Historical Resources Administrator, Canada Post, AER

**RE:** **Lots 73-75, Plan 1728F within SE1/4 22 & SW1/4 23-6-30-W4M / Town of Pincher Creek**

**DECISION:** **APPROVED ON CONDITION**

**DECISION DATE:** December 20, 2022

(See attached resolution for conditions)

Your subdivision application has been *Approved on Condition* and a copy of the decision is attached.

**We advise that it is the applicant's responsibility to ensure that all conditions of approval have been met. This process will require coordination between yourself, your surveyor, ORRSC and your municipality.**

The subdivision may be finalized following the required 14-day appeal period as outlined below. If no appeals have been filed within the specified time period, you may proceed with the finalization. You have **one year from the approval date** to finalize your subdivision. *(If you are unable to finalize the subdivision within this time frame please contact the ORRSC in order to request a possible time extension. A minimum extension fee of \$330.00 will be required.)*

### Right to Appeal

Pursuant to the Municipal Government Act, the applicant, government departments, and local authorities have a right to appeal the decision, any conditions, or the reserve requirement of the subdivision **within 14 days of receipt of this notice** to the appropriate appeal board. The date of receipt of the decision is deemed to be 7 days from the date the decision is mailed. The appeal may be commenced by providing a written statement of the grounds of appeal to:

**Land and Property Rights Tribunal - Subdivision Appeals Case Manager**

2nd Floor, Summerside Business Centre  
1229 – 91 Street SW, Edmonton, Alberta T6X 1E9  
[lpri.appeals@gov.ab.ca](mailto:lpri.appeals@gov.ab.ca)

The appeal board must receive your notice of appeal within 21 days of the date of this letter informing you of the subdivision authority's decision. **There are no fees for appeals filed to the Land & Property Rights Tribunal.**

In order for your surveyor to register your subdivision at the Land Titles Office, they must receive an "Endorsement" document from our office. ORRSC will provide the Endorsement upon receipt of the following:

- **Finalization fee** – pay to ORRSC the finalization fee of \$205.00 for each new lot to be created by the subdivision.
- **Fulfilling the Conditions** – ensure that all the conditions of your approval have been met (*refer to attached Resolution*) and provide the Oldman River Regional Services Commission documented evidence to that effect.
- **Surveyor's package** which includes the Plan of Survey, signed consents, etc. (or your separation of title document as prepared by your lawyer or surveyor).

After endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Should you require any further clarification please contact ORRSC at (403) 329-1344 or visit our website at [www.orrsc.com](http://www.orrsc.com) for more details regarding the finalization process.

Yours truly,



Steve Harty  
Senior Planner

SH/jm  
Attachment

# RESOLUTION

2022-0-123

**Town of Pincher Creek**                      **Residential & Public Institutional** subdivision of Lots 73-75, Plan 1728F within SE1/4 22 & SW1/4 23-6-30-W4M

THAT the Residential & Public Institutional subdivision of Lots 73-75, Plan 1728F within SE1/4 22 & SW1/4 23-6-30-W4M (Certificate of Title No. 53A148, 131 327 144, 83K230), to reconfigure three adjacent titles to align the southerly parcel containing the public access (pathway) along Pincher Creek with the actual area and dedicate it as ER for public/institutional use; BE APPROVED subject to the following:

## CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Pincher Creek.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the Town of Pincher Creek to address the provision of municipal services to the vacant Lot 109, if required at this time, which shall be registered concurrently with the final plan against the title(s) being created.
3. That the final plan of survey be provided as prepared by an Alberta Land Surveyor that includes the designation of the south town parcel (pathway) as ER.
4. The disposal of land process in accordance with section 70 of the Municipal Government Act must be concluded to the satisfaction of the municipality prior to finalization of the subdivision approval.

## REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the proposal is to rectify the encroachment issue on the land pertaining to the public walkway and is suitable for the use. The reconfigured residential lot (to become Lot 109) exceeds the minimum lot size of the land use bylaw
4. No objections or concerns have been received, including from the Alberta *Ministry of Culture and Status of Women* and the *Water Boundaries division* of Alberta Environment and Parks.

## INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(c) of the Municipal Government Act, and the new lot is being designated as ER, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.

- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

- (f) ATCO Gas has no objection as it is out of our Franchise Area.
- (g) Alberta Health Services has no objection.
- (h) Canada Post has no comment.
- (i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation, due to the proximity of Highway 507, 6, 785.

The proposal is contrary to Section 18 and subject to the requirements of Section 19(2) of the Matters Related to Subdivision and Development Regulation, being Alberta Regulation 84/2022, (“the regulation”).

To that end, the parcels to be created will be well removed from Highways 6 & 507 with indirect access to the highway being gained solely by way of the town’s internal street system. As such, strictly from Alberta Transportation’s point of view, we do not anticipate that the creation of the residential and public institutional parcels as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 20 of the regulation, in this instance, Alberta Transportation grants a waiver of aid Sections 18 and 19(2).

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

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local street system, in this instance a permit from Alberta Transportation will not be required and development of the residential and public institutional parcels could proceed under the direction, control and management of the town. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

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

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

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.”

(j) Historical Resources – Barry Newton, Land Use Planner:

“We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.”



**SUBDIVISION SKETCH - PROPOSED**

LOTS 73, 74 & 75; PLAN 1728F

ALL WITHIN SE 1/4 SEC 22 & SW 1/4 SEC 23, TWP 6, RGE 30, W 4 M

MUNICIPALITY: TOWN OF PINCHER CREEK

DATE: JULY 20, 2022

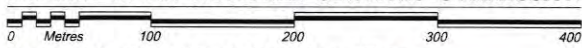
FILE No: 2022-0-123

**APPROVED**

- Approved
- Approved subject to revised parcel configuration

Approved Subdivision is subject to the conditions listed in the Approval Letter attached.

*S. Gene Hartley*  
Oldman River Regional Services Commission



---

# Memo

**To:** Town of Pincher Creek Mayor and Council

**From:** Steve Harty – ORRSC Senior Planner

**Date:** December 22, 2023

**Re:** **Subdivision Approval Extension Request** (Town of Pincher/Therriault)

**Refer to file:** **2022-0-123** (SW 23-06-30-W4M, Lots 73-75, Plan 1728F)

---

The following attachment contains a “Time Extension” request for a subdivision approval for properties located along Morden Ave, adjacent to the north side of the Pincher Creek watercourse. The Town and a landowner jointly made the application to reconfigure the south title owned by the Town of Pincher Creek to properly capture the existing paved pathway along the creek that encroached over the owner’s title. The process involved separating from the landowner’s title, a triangular sliver portion of land (west portion of north half of existing Lot 74) where the walkway traverses over, and in return, the Town is swapping a portion of land on the east side of the Town’s title to consolidate to the private landowner’s title.

The original subdivision (application no. 2022-0-123) approval was on December 22, 2022. The applicants are requesting a Time Extension be granted to finalize the approval. As per section 657(5) of the Municipal Government Act, “*if a plan of subdivision is not registered in a Land Titles Office within one year after being endorsed, the plan may not be accepted by a Registrar, unless Council or their designate grants an extension.*” [Note: the granting of Time Extensions for subdivisions are the jurisdiction of Council, not the Subdivision Authority (MDSA)].

The finalization has experienced delays in obtaining the final paperwork from involved parties, the Town undertaking a disposal of land process in accordance with the MGA, obtaining payment of land (area difference), and in getting all the consents signed. Therefore, a Time Extension is requested to be granted to complete this transaction and subdivision process, which must be approved by Council. The subdivision is still bound by the original conditions placed on the subdivision approval (attached is a copy of the original subdivision diagram and approval). The subdivision as approved still complies with the land use bylaw and subdivision criteria. Council granting a Time Extension would help conclude this process/transaction for the Town.

At Council’s prerogative, consideration may be given to granting an additional Time Extension up to December 20, 2024, or other date as specified by Council, to allow both the applicants to finalize the approval and enable the plan of subdivision to be registered at Land Titles Office.

If you have any questions or need clarification, I am available at your convenience.





3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8460  
E-mail: subdivision@orrrsc.com  
Website: www.orrrsc.com

### Subdivision Application – Request for Extension

ORRSC file number: 2022-0-123 Expired Date: December 20, 2023

Previous Extension Approved: Yes  No  Extension Period Requested: December 20, 2024  
*(not to exceed one year)*

ORRSC Fee submitted: 1<sup>st</sup> Request (\$350.00)  2<sup>nd</sup> Request (\$450.00)  3<sup>rd</sup> Request (\$550.00)

Name of registered owner(s): **Town of Pincher Creek / Dan Therriault / Danny James & Brenda Maria Therriault**

Owner's address: Box 159 / Box 2181  
Pincher Creek AB T1K 1W0 403-632-9984  
City Province Postal Code Cell Phone  
403-339-1888 brendatherriault@hotmail.com  
Home Phone Email

Name of Applicant: Brown Okamura & Associates Ltd.  
*(if different from owner)*

Applicant's address: 2830 - 12 Avenue North  
Lethbridge AB T1H 5J9  
City Province Postal Code Cell Phone  
403-329-4688 david@bokamura.com  
Home Phone Email

Legal description: Lot 73-75 or Condo unit \_\_\_\_\_ Block \_\_\_\_\_ Plan 1728F  
Quarter NE Section 22 Township 6 Range 30 Meridian 4  
**W 1/2 23 6 30 4**

Reason(s) for Request: More time required for documentation  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Applicant/Owner

Dec 14, 2023  
Date



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8760  
E-mail: [subdivision@orrsc.com](mailto:subdivision@orrsc.com)  
Website: [www.orrsc.com](http://www.orrsc.com)

## SUBDIVISION APPLICATION DECISION

Our File: 2022-0-123

Your File: 22-15673

**NOTICE DATE:** December 20, 2022

**TO:** The Town of Pincher Creek, Danny James Therriault and Brenda Maria Therriault, David J. Amantea, A.L.S., Town of Pincher Creek, Holy Spirit RC School Division, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - South Zone, AB Environment & Parks - C. Knowles, AB Environment & Parks - J. Cayford, AB Environment Operations Infrastructure Branch (OIB), AB Water Boundaries, AB Transportation, Historical Resources Administrator, Canada Post, AER

**RE:** **Lots 73-75, Plan 1728F within SE1/4 22 & SW1/4 23-6-30-W4M / Town of Pincher Creek**

**DECISION:** **APPROVED ON CONDITION**

**DECISION DATE:** December 20, 2022

(See attached resolution for conditions)

Your subdivision application has been *Approved on Condition* and a copy of the decision is attached.

**We advise that it is the applicant's responsibility to ensure that all conditions of approval have been met. This process will require coordination between yourself, your surveyor, ORRSC and your municipality.**

The subdivision may be finalized following the required 14-day appeal period as outlined below. If no appeals have been filed within the specified time period, you may proceed with the finalization. You have **one year from the approval date** to finalize your subdivision. *(If you are unable to finalize the subdivision within this time frame please contact the ORRSC in order to request a possible time extension. A minimum extension fee of \$330.00 will be required.)*

### Right to Appeal

Pursuant to the Municipal Government Act, the applicant, government departments, and local authorities have a right to appeal the decision, any conditions, or the reserve requirement of the subdivision **within 14 days of receipt of this notice** to the appropriate appeal board. The date of receipt of the decision is deemed to be 7 days from the date the decision is mailed. The appeal may be commenced by providing a written statement of the grounds of appeal to:

**Land and Property Rights Tribunal - Subdivision Appeals Case Manager**

2nd Floor, Summerside Business Centre  
1229 – 91 Street SW, Edmonton, Alberta T6X 1E9  
[lpri.appeals@gov.ab.ca](mailto:lpri.appeals@gov.ab.ca)

The appeal board must receive your notice of appeal within 21 days of the date of this letter informing you of the subdivision authority's decision. **There are no fees for appeals filed to the Land & Property Rights Tribunal.**

In order for your surveyor to register your subdivision at the Land Titles Office, they must receive an "Endorsement" document from our office. ORRSC will provide the Endorsement upon receipt of the following:

- **Finalization fee** – pay to ORRSC the finalization fee of \$205.00 for each new lot to be created by the subdivision.
- **Fulfilling the Conditions** – ensure that all the conditions of your approval have been met (*refer to attached Resolution*) and provide the Oldman River Regional Services Commission documented evidence to that effect.
- **Surveyor's package** which includes the Plan of Survey, signed consents, etc. (or your separation of title document as prepared by your lawyer or surveyor).

After endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Should you require any further clarification please contact ORRSC at (403) 329-1344 or visit our website at [www.orrsc.com](http://www.orrsc.com) for more details regarding the finalization process.

Yours truly,



Steve Harty  
Senior Planner

SH/jm  
Attachment

# RESOLUTION

2022-0-123

**Town of Pincher Creek**                      **Residential & Public Institutional** subdivision of Lots 73-75, Plan 1728F within SE1/4 22 & SW1/4 23-6-30-W4M

THAT the Residential & Public Institutional subdivision of Lots 73-75, Plan 1728F within SE1/4 22 & SW1/4 23-6-30-W4M (Certificate of Title No. 53A148, 131 327 144, 83K230), to reconfigure three adjacent titles to align the southerly parcel containing the public access (pathway) along Pincher Creek with the actual area and dedicate it as ER for public/institutional use; BE APPROVED subject to the following:

## CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Pincher Creek.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the Town of Pincher Creek to address the provision of municipal services to the vacant Lot 109, if required at this time, which shall be registered concurrently with the final plan against the title(s) being created.
3. That the final plan of survey be provided as prepared by an Alberta Land Surveyor that includes the designation of the south town parcel (pathway) as ER.
4. The disposal of land process in accordance with section 70 of the Municipal Government Act must be concluded to the satisfaction of the municipality prior to finalization of the subdivision approval.

## REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority has determined the proposal is to rectify the encroachment issue on the land pertaining to the public walkway and is suitable for the use. The reconfigured residential lot (to become Lot 109) exceeds the minimum lot size of the land use bylaw
4. No objections or concerns have been received, including from the Alberta *Ministry of Culture and Status of Women* and the *Water Boundaries division* of Alberta Environment and Parks.

## INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(c) of the Municipal Government Act, and the new lot is being designated as ER, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.

- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

- (f) ATCO Gas has no objection as it is out of our Franchise Area.
- (g) Alberta Health Services has no objection.
- (h) Canada Post has no comment.
- (i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation, due to the proximity of Highway 507, 6, 785.

The proposal is contrary to Section 18 and subject to the requirements of Section 19(2) of the Matters Related to Subdivision and Development Regulation, being Alberta Regulation 84/2022, (“the regulation”).

To that end, the parcels to be created will be well removed from Highways 6 & 507 with indirect access to the highway being gained solely by way of the town’s internal street system. As such, strictly from Alberta Transportation’s point of view, we do not anticipate that the creation of the residential and public institutional parcels as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 20 of the regulation, in this instance, Alberta Transportation grants a waiver of aid Sections 18 and 19(2).

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

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local street system, in this instance a permit from Alberta Transportation will not be required and development of the residential and public institutional parcels could proceed under the direction, control and management of the town. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

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

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

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.”

(j) Historical Resources – Barry Newton, Land Use Planner:

“We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.”



**SUBDIVISION SKETCH - PROPOSED**

LOTS 73, 74 & 75; PLAN 1728F

ALL WITHIN SE 1/4 SEC 22 & SW 1/4 SEC 23, TWP 6, RGE 30, W 4 M

MUNICIPALITY: TOWN OF PINCHER CREEK

DATE: JULY 20, 2022

FILE No: 2022-0-123

**APPROVED**

- Approved
- Approved subject to revised parcel configuration

Approved Subdivision is subject to the conditions listed in the Approval Letter attached.

*S. Gene Hartley*  
 Oldman River Regional Services Commission



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 100 200 300 400

July 20, 2022 N:\Subdivision\2022\2022-0-123.dwg





**SUBDIVISION SKETCH - PROPOSED**

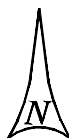
LOTS 73, 74 & 75; PLAN 1728F

ALL WITHIN SE 1/4 SEC 22 & SW 1/4 SEC 23, TWP 6, RGE 30, W 4 M

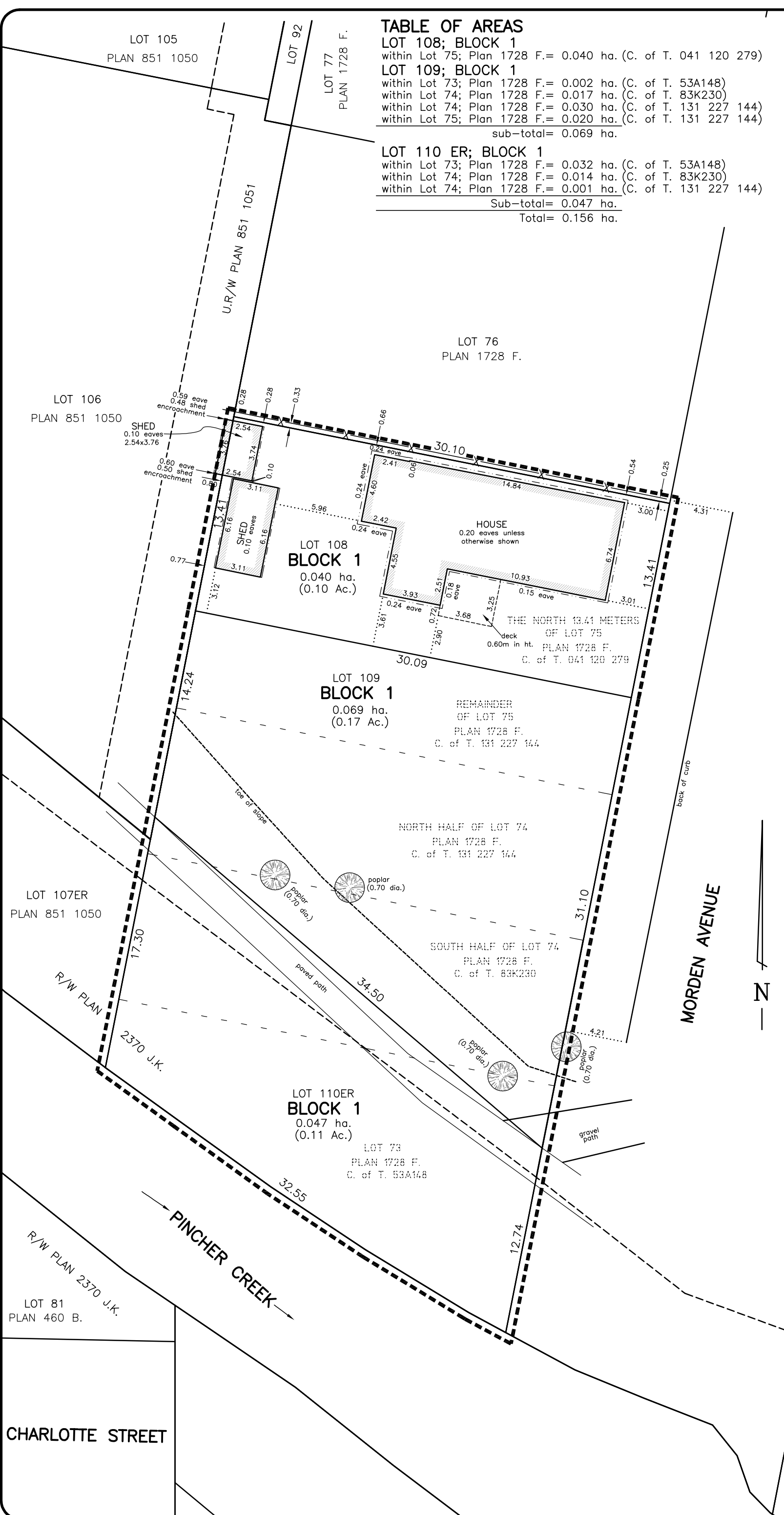
MUNICIPALITY: TOWN OF PINCHER CREEK

DATE: JULY 20, 2022

FILE No: 2022-0-123





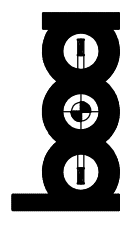


**TABLE OF AREAS**

**LOT 108; BLOCK 1**  
 within Lot 75; Plan 1728 F.= 0.040 ha. (C. of T. 041 120 279)

**LOT 109; BLOCK 1**  
 within Lot 73; Plan 1728 F.= 0.002 ha. (C. of T. 53A148)  
 within Lot 74; Plan 1728 F.= 0.017 ha. (C. of T. 83K230)  
 within Lot 74; Plan 1728 F.= 0.030 ha. (C. of T. 131 227 144)  
 within Lot 75; Plan 1728 F.= 0.020 ha. (C. of T. 131 227 144)  
 sub-total= 0.069 ha.

**LOT 110 ER; BLOCK 1**  
 within Lot 73; Plan 1728 F.= 0.032 ha. (C. of T. 53A148)  
 within Lot 74; Plan 1728 F.= 0.014 ha. (C. of T. 83K230)  
 within Lot 74; Plan 1728 F.= 0.001 ha. (C. of T. 131 227 144)  
 Sub-total= 0.047 ha.  
 Total= 0.156 ha.



**brown okamura & associates ltd.**  
 Professional Surveyors  
 2830 - 12th Avenue North, Lethbridge, Alberta

APPROVED	DRAWN	CJB	DATE	JUNE 21/22
	CHECKED	DJA	JOB	22-15673
	SCALE		DRAWING	22-15673T
				1:250
D. J. Amantea, A.L.S.				

**DAN & BRENDA THERRIAULT**

TENTATIVE PLAN SHOWING SUBDIVISION  
 of all of  
**LOTS 73 TO 75 INCLUSIVE; PLAN 1728 F.**  
 all within  
**S.w.1/4 SEC. 23; TWP. 6; RGE. 30; W.4 M.**  
 TOWN OF PINCHER CREEK

NO.	REVISION	DATE	BY

Improvements shown were surveyed on June 8th, 2022  
 NOTE : Portion to be approved is outlined thus **-----**  
 and contains approximately 0.156 ha.  
 Distances are in metres and decimal parts thereof.

Fence lines are shown thus **-----X-----X-----X-----**  
 Distances and areas are approximate and are  
 subject to change upon final survey.



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Bylaw 1473-24 Appointing the Chief Administrative Officer	
<b>PRESENTED BY:</b> Lisa Goss, Legislative Service Manager	<b>DATE OF MEETING:</b> 1/22/2024

**PURPOSE:**

For Council to appoint Doug Henderson as the Interim Chief Administrative Officer in accordance with section 205 of the Municipal Government Act.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek give Bylaw 1473-24 Appointing the Chief Administrative Officer first reading.

That Council for the Town of Pincher Creek give Bylaw 1473-24 Appointing the Chief Administrative Officer second reading.

That Council for the Town of Pincher Creek unanimously agree to present bylaw 1473-24 Appointing the Chief Administrative Officer for third and final reading at the January 22, 2024 regular meeting of Council.

That Council for the Town of Pincher Creek give Bylaw 1473-24 Appointing the Chief Administrative Officer third and final reading and that a copy of which be attached hereto forming part of the minutes.

**BACKGROUND/HISTORY:**

As per the Municipal Government Act s. 205(1)(2) the Chief Administrative Officer must be appointed by Council.

**Council Resolution 23-649**

That Council for the Town of Pincher Creek be it resolved that the appointment and employment of Chief Administrative Officer Angie Lucas, with the Town of Pincher Creek be terminated effective Dec 19, 2023 without cause, for a change in leadership.

**Council Resolution 23-651**

That Council for the Town of Pincher Creek be it resolved that Doug Henderson be appointed as the Acting Chief Administrative Officer effective December 19, 2023, with all the powers, duties, and responsibilities of the Chief Administrative Officer.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receive Bylaw 1473-24 Appointing the Chief Administrative Officer as information.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

Municipal Government Act s. 205

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

1473-24 Appointing the Chief Administrative Officer - DRAFT - 3323

Appointing the Chief Administrative Officer (1473-23) - 3323

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek give all three readings to Bylaw 1473-24 Appointing the Chief Administrative Officer.

**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Doug Henderson*



**BYLAW # 1473 - 23  
of the  
TOWN OF PINCHER CREEK**

**A Bylaw of the Town of Pincher Creek, in the Province  
Of Alberta, for the purpose of Appointing the  
Chief Administrative Officer**


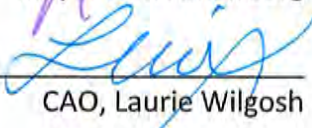
**Whereas**, Pursuant to Section 205 (1) (2) of the Municipal Government Act, R.S.A. 2000, Chapter M.26 and amendments thereto, Council must appoint a Chief Administrative Officer,

**And Whereas**, the Council for the Town of Pincher Creek appoints Angie Lucas as the Chief Administrative Officer for the Town of Pincher Creek.



**Now Therefore**, the Council of the Town of Pincher Creek hereby enacts as follows:

1. That Bylaw # 1473 – 17 be rescinded on February 1, 2023
2. That this bylaw comes into force and effect on February 1, 2023.



READ A FIRST TIME THIS 23 DAY OF January 2023, A.D.

  
\_\_\_\_\_  
Mayor Don Anderberg  
  
\_\_\_\_\_  
CAO, Laurie Wilgosh

READ A SECOND TIME THIS 23 DAY OF January 2023, A.D.

  
\_\_\_\_\_  
Mayor Don Anderberg  
  
\_\_\_\_\_  
CAO, Laurie Wilgosh

READ A THIRD TIME THIS 23 DAY OF January 2023, A.D.

  
\_\_\_\_\_  
Mayor Don Anderberg  
  
\_\_\_\_\_  
CAO, Laurie Wilgosh



**BYLAW # 1473 - 24**  
**of the**  
**TOWN OF PINCHER CREEK**

**A Bylaw of the Town of Pincher Creek, in the Province  
Of Alberta, for the purpose of Appointing the  
Chief Administrative Officer**

**Whereas**, Pursuant to Section 205 (1) (2) of the Municipal Government Act, R.S.A. 2000, Chapter M.26 and amendments thereto, Council must appoint a Chief Administrative Officer,

**And Whereas**, the Council for the Town of Pincher Creek appoints Doug Henderson as the Interim Chief Administrative Officer for the Town of Pincher Creek.

**Now Therefore**, the Council of the Town of Pincher Creek hereby enacts as follows:

1. That Bylaw # 1473 – 23 is hereby repealed effective December 19, 2023.
2. That this bylaw comes into force and effect upon final reading.

READ A FIRST TIME THIS 22<sup>nd</sup> DAY OF JANUARY, 2024.

READ A SECOND TIME THIS 22<sup>nd</sup> DAY OF JANUARY, 2024.

READ A THIRD TIME THIS 22<sup>nd</sup> DAY OF JANUARY, 2024.

---

Mayor Don Anderberg

---

CAO, Doug Henderson



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Land Use Bylaw Amendment 1547-AT Second and Third Reading	
<b>PRESENTED BY:</b> Lisa Goss, Legislative Service Manager	<b>DATE OF MEETING:</b> 1/22/2024

**PURPOSE:**

For Council to consider amending the Land Use Bylaw 1547 to redesignate the lands located at 806 Main Street from Downtown / Retail Commercial - C1 to Transitional Commercial - C4 Land Use District, to enable the conversion of an existing commercial building into multi-unit rowhousing

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree and give second reading to Land Use Bylaw Amendment 1547-AT amending Land Use Bylaw 1547 to redesignate the lands located at 806 Main Street (portion of Lot 18, Plan 7756AL) from Downtown / Retail Commercial - C1 to Transitional Commercial - C4 Land Use District,

That Council for the Town of Pincher Creek agree and give third and final reading to Land Use Bylaw Amendment 1547-AT amending Land Use Bylaw 1547 to redesignate the lands located at 806 Main Street (portion of Lot 18, Plan 7756AL) from Downtown / Retail Commercial - C1 to Transitional Commercial - C4 Land Use District, and that a copy of which be attached hereto forming part of the minutes.

**BACKGROUND/HISTORY:**

The Town of Pincher Creek received an Application on October 26, 2023, for a Land Use Bylaw Amendment to redesignate lands 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 from “Downtown/Retail Commercial – C1” to “Transitional Commercial – C4” to enable the conversion of an existing commercial building into multi-unit rowhousing.

Town Council Passed First Reading to Bylaw No. 1547-AT on November 27, 2023, agreeing to hold a Public Hearing on Land Use Bylaw Amendment 1547-AT amending Land Use Bylaw 1547 to redesignate the lands located at 806 Main Street from Downtown / Retail Commercial - C1 to Transitional Commercial - C4 Land Use District, to enable the conversion of an existing commercial building into multi-unit rowhousing to accommodate affordable housing units on January 8, 2023.

The Public Notice was posted in the Shootin' the Breeze Newspaper on November 20 and November 27 notifying residents in the Town of Pincher Creek the location, date, and time of the Public Hearing related to the Land Use Bylaw Amendment 1547-AT amending Land Use Bylaw 1547 to redesignate the lands located at 806 Main Street from Downtown / Retail Commercial - C1 to Transitional Commercial - C4 Land Use District, to enable the conversion of an existing commercial building into multi-unit rowhousing to accommodate affordable housing units.

At the time of writing this report, there were no comments received regarding the proposed Bylaw Amendment.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek direct administration to bring back the Land Use Bylaw Amendment 1547-AT amending Land Use Bylaw 1547 to redesignate the lands located at 806 Main Street from Downtown / Retail Commercial - C1 to Transitional Commercial - C4 Land Use District, to enable the conversion of an existing commercial building into multi-unit rowhousing to accommodate affordable housing units with amendments for consideration.

That Council for the Town of Pincher Creek receive the information regarding Land Use Bylaw Amendment 1547-AT amending Land Use Bylaw 1547 to redesignate the lands located at 806 Main Street from Downtown / Retail Commercial - C1 to Transitional Commercial - C4 Land Use District, to enable the conversion of an existing commercial building into multi-unit rowhousing to accommodate affordable housing units as presented.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

None at this time.

**FINANCIAL IMPLICATIONS:**

There is cost for advertising and notifying adjacent property owners. In Addition, the Land Use Bylaw and the GIS mapping are to be updated accordingly.

**PUBLIC RELATIONS IMPLICATIONS:**

In addition to the Towns' Departments referral comments, the adjacent property owners were notified in accordance with the Municipal Government Act (MGA) Sections 216.4, 606 and 692.

The Notice of Public Hearing on Bylaw 1547-AT was published for two consecutive weeks (November 20 & November 27) in the local weekly newspaper.

**ATTACHMENTS:**

1547-AT - Public Hearing Notice - Schedule A - 3315

Town Pincher Creek LUB 1547 Amendment - Bylaw 1547-AT redesignate C1 to C4 - 3315

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek agree and give second and third readings to Land Use Bylaw Amendment 1547-AT.

**Signatures:**

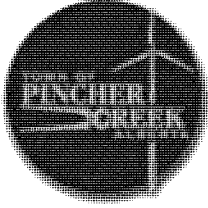
**Department Head:**

*Lisa Goss*

**CAO:**

*Doug Henderson*





## **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.

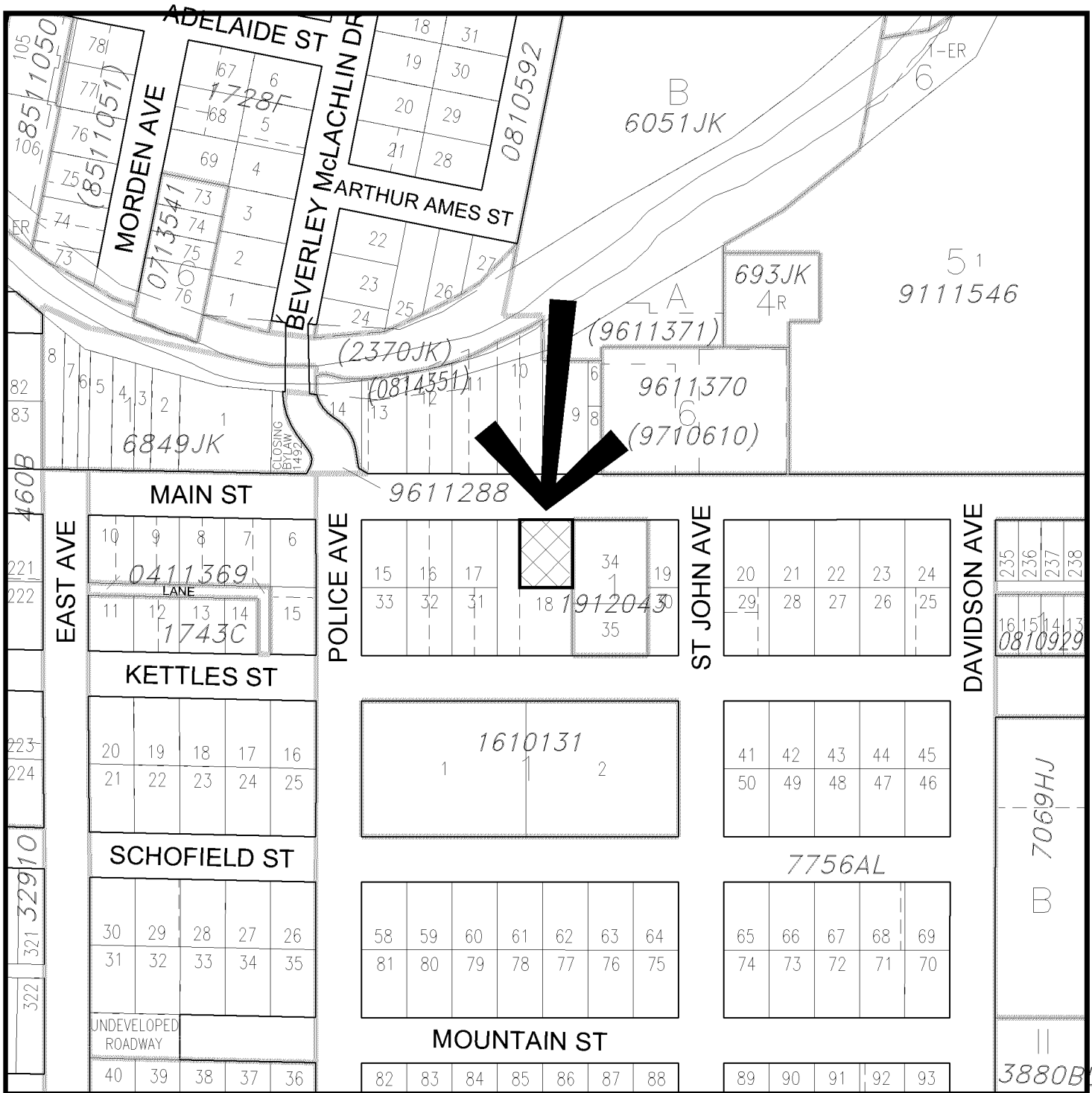
THEREFORE, TAKE NOTICE THAT a public hearing to consider proposed Bylaw No. 1547-AT will be held in the Town of Pincher Creek Council Chambers at 6:00 p.m. on January 8, 2024.

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](mailto: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 15<sup>th</sup> 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



0 50 100 150 200 Metres



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL 403-328-1344  
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

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

**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 \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Don Anderberg*

\_\_\_\_\_  
*Chief Administrative Officer – Angie Lucas*

READ a **second** time this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Don Anderberg*

\_\_\_\_\_  
*Chief Administrative Officer – Angie Lucas*

READ a **third** time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
*Mayor – Don Anderberg*

\_\_\_\_\_  
*Chief Administrative Officer – Angie Lucas*



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Safety Codes Services Contract Award	
<b>PRESENTED BY:</b> Lisa Goss, Legislative Service Manager	<b>DATE OF MEETING:</b> 1/22/2024

**PURPOSE:**

To award the contract for Safety Codes Services.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek award a 5-year contract for Safety Codes Services to Park Enterprises Ltd. with a permit fee percentage split of 70% (Agency) / 30% (Town).

**BACKGROUND/HISTORY:**

The Town's current Safety Codes Services contract is expiring and the Town must enter into a new contract. A public Request for Proposals (RFP) was posted on November 1, 2023 and closed November 30, 2023. In response to the RFP the Town received bids from the following vendors:

- Park Enterprises Ltd.
- Superior Safety Codes Inc.
- The Inspections Group Inc.

An evaluation committee consisting of 3 Town employees reviewed all submitted proposals and determined the best value proposal to belong to Park Enterprises Ltd.

The Town's current contract is with Park Enterprises, however, all proposals were evaluated with equal consideration with a focus on experience working with municipalities that are accredited in all disciplines (building, plumbing, gas and electrical).

**ALTERNATIVES:**

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

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

Entering into a new contract for Safety Codes Services will ensure uninterrupted services to the community.

**FINANCIAL IMPLICATIONS:**

Safety codes services are self-funded by inspection fees paid for by the homeowner or property developer. The Town's previous safety codes services were a 65%/35% fee split for Agency/Town. The new contract award will involve a 70%/30% Agency/Town fee split. The successful proposal was also the most financially advantageous.

**PUBLIC RELATIONS IMPLICATIONS:**

As the successful proponent is the existing provider, no change of service to the public is expected.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration supports the award of the Safety Codes Services contract to Park Enterprises Ltd.

**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Doug Henderson*



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> 2024 Pincher Creek Foundation Requisition	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Finance and Human Resources	<b>DATE OF MEETING:</b> 12/11/2023

**PURPOSE:**

To present the information to Council.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek accept the 2024 Pincher Creek Foundation Requisition as information.

**BACKGROUND/HISTORY:**

2023 Total Requisition	\$455,077.00
2023 Town of Pincher Creek	\$134,702.79

2024 Total Requisition	\$540,976.00
2024 Town of Pincher Creek	\$172,571.34

The overall Pincher Creek Foundation Requisition increased 18.8%  
The Town of Pincher Creek's share increased 28% due to the overall increase and an increase in the percentage split as agreed to with the MD.

Attached is a spreadsheet on how the increase for the Town of Pincher Creek will increase until 2026 when it becomes 39.5%.

**ALTERNATIVES:**

None

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

None

**FINANCIAL IMPLICATIONS:**

There will be no financial implications for the Town of Pincher Creek as this is a third party requisition which is passed on to the residents.

This is approximately a 0.75% tax increase.

**PUBLIC RELATIONS IMPLICATIONS:**

This requisition is a separate item on the Town's tax notice.

**ATTACHMENTS:**

2022 Revised Funding Formula - 3309

Town of Pincher Creek 2024 requisition - 3309

**CONCLUSION/SUMMARY:**

Administration supports Council accepting this as information

**Signatures:**

**Department Head:**

*Wendy Catonio*

**CAO:**

*Angie Lucas*



*Crestview Lodge   Canyon Manor   Willow Court Cottages   Canyon Cottages   Family Housing*

December 4, 2023

Wendy Catonio  
Director of Finance & HR  
Town of Pincher Creek  
PO Box 159  
Pincher Creek, AB  
T0K 1W0

Dear Ms. Catonio,

**RE: 2024 REQUISITION – PINCHER CREEK FOUNDATION/CRESTVIEW LODGE**

Pincher Creek Foundation Board of Directors has approved our 2024 fiscal budget which includes the Requisition totaling \$540,976.00. Town of Pincher Creek maintains 31.9%, which relates to \$172,571.34 for 2024 year.

We appreciate the continual support of the Town of Pincher Creek and will forward our audited financial statements for 2023 upon approval by the Board. The invoice has been enclosed for payment processing purposes.

Sincerely,

Annie Lok

Chief Administrative Officer

978 Hyde Street P.O. Box 1058 Pincher Creek Alberta T0K1W0  
Phone: 403 627-3833 Ext. 1 Fax: 403 627-3302  
Email: [cao@pcfoundation.ca](mailto:cao@pcfoundation.ca)



Pincher Creek Foundation-Crestview Lodge  
 978 Hyde St.  
 PO Box 1058  
 Pincher Creek , AB  
 TOK 1W0

**Invoice**

Date	Invoice#
12/5/2023	REQ20241

Invoice to:
Town of Pincher Creek PO Box 159 Pincher Creek, AB TOK 1W0

		P.O No.	Terms	Project	
Qty	Description			Rate	Amount
1	Municipal Requisition for 2024 Year			31.90%	\$ 172,571.34
				<b>Total</b>	\$ 172,571.34

GST/HST No. 131044521

PINCHER CREEK FOUNDATION  
 CRESTVIEW LODGE  
 CALCULATION OF SHARED COSTS

2:17 PM  
 2/18/2022

	2021	2022	2023	2024	2025	2026
<b>M.D. of Pincher Creek #9</b>	76.03%	72.70%	69.40%	66.10%	62.80%	59.50%
<b>Town of Pincher Creek</b>	23.02%	26.30%	29.60%	32.90%	36.20%	39.50%
<b>Village of Cowley</b>	0.95%	1.00%	1.00%	1.00%	1.00%	1.00%
<b>Total</b>	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

<b>Total Requisition</b>	421,368.00
<b>M.D. of Pincher Creek #9</b>	320,366.09
<b>Town of Pincher Creek</b>	96,998.91
<b>Village of Cowley</b>	4,003.00
<b>Cowley at 1%</b>	4,213.68



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Community Engagement Sessions	
<b>PRESENTED BY:</b> Doug Henderson, Chief Administrative Officer	<b>DATE OF MEETING:</b> 1/22/2024

**PURPOSE:**

To discuss the 2024 Public Engagement Sessions.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agrees to cancel the February 28, 2024 Community Engagement Session.

**BACKGROUND/HISTORY:**

Council decided to have 2 public open houses for 2024, on February 28 and June 12. Due to staff changes and shortages, administration is not able to put a presentation together for February 28, 2024. Council can select a new date or have the session but no presentation from administration. "Coffee with Council" is an informal way for councilors to meet with residents, inform them of projects in progress and listen to their concerns.

Administration would like direction on topics to discuss at the June session and the preferred format.

**ALTERNATIVES:**

accept the February 28 Community Engagement Session update as information.

agree to move the February 28, 2024 session to (date) \_\_\_\_\_, with specific presentations on (topics) \_\_\_\_\_.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

Different formats of community engagement have been tried in the past with varying success.

**FINANCIAL IMPLICATIONS:**

none

**PUBLIC RELATIONS IMPLICATIONS:**

Community Engagement is very important to Council but with staff shortages administration is unable to provide a quality presentation.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Discuss the 2024 public engagement sessions.

**Signatures:**

**Department Head:**

*Doug Henderson*

**CAO:**

*Doug Henderson*



**Town of Pincher Creek  
COUNCIL DISTRIBUTION LIST  
January 22, 2024**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
<b>1.</b>	Dec 20, 2023	Pembina	Year End Update
<b>2.</b>	Jan 3, 2024	Fortis Alberta	2022 FortisAlberta Franchise Annual Report
<b>3.</b>	Jan 11 ,2024	Alberta Municipalities	Registration closes soon for online Munis 101 EOEP course
<b>4.</b>	Jan 11, 2024	Brownlee Law	Emerging Trends in Municipal Law is Only A Month Away!
<b>5.</b>	Jan 16, 2024	PSES Engagement	Engagement on improving police governance in Alberta
<b>6.</b>	Jan 17, 2024	Alberta Municipalities	2023 Alberta Municipalities Advocacy Survey

**Subject:** FW: Year end update

Dear Mayor Anderberg,

I am writing to share with you some exciting news. I have joined Pembina's electricity team as program director after two years as a senior advisor with Pembina's oil and gas team.

It's been an exciting couple of months transitioning from the oil and gas team to the electricity team and I am looking forward to leading this ambitious team, spearheading Pembina's work in all things related to grid decarbonization, regulatory reform, coal phaseout and more.

Before completing the full shift to Electricity, I took the time to wrap up my work with the Green Budget Coalition, providing [recommendations for Budget 2024](#), and projects with the oil and gas team, including [Survival of the Cleanest](#), a report where we show that Canada's oilsands remain the most cost and emissions intensive globally.

As one of one of the largest contributors to climate change, Canada needs to continue delivering on its climate commitments and ramp-up climate action across all sectors to make substantial progress on reducing emissions to 40% to 45% below 2005 levels by 2030.

A critical piece that contributes to this is the federal government's draft Clean Electricity Regulations (CER). The draft CER was published in August 2023, providing policy certainty and regulations for provinces to significantly decarbonize their grids by 2035, but also opportunities for consultation. We submitted our [recommendations to the draft CER](#) along with a more thorough presentation of [our modelling](#). Our submissions show that a robust CER is necessary and beneficial, while decarbonizing the grid can offer savings of up to \$600 per household annually in Alberta.

The electricity team also recognizes that renewable energy development in Alberta has been targeted recently. Alberta's renewable energy industry is a significant part of the Alberta energy sector with more than 3/4 of Canada's wind and solar development last year. Yet, it was unnecessarily halted at a time when Alberta urgently needs the lowest cost electricity generation that wind and solar projects provide. While Pembina supports the responsible development of natural resources, a seven-month moratorium on renewable energy development is not necessary to better understand land-use, reclamation, Alberta's generation supply mix and its "pristine viewscapes."

However, as part of the moratorium process, the Alberta Utilities Commissions (AUC) issued a notice for parties interested in participating in its inquiry into the ongoing economic, orderly and efficiency development of electricity generation in Alberta. We submitted our [response to Module A](#) of the inquiry in collaboration with Ecojustice and Big Spruce Law, participated in the in-person oral submission, and look forward to continuing to participate in the process with a submission for Module B of the inquiry in the new year. We hope to see other energy sectors held accountable to similar standards, rules, and processes as the renewable energy sector – especially where liability management needs substantial reform.

In the meantime, and as the moratorium has impacted 118 renewable energy projects, Alberta continues to promote the natural gas sector with no plans for carbon capture. While there remains a place for gas in the low-carbon economy, it must be abated and complemented with renewable energy technology. Ignoring this puts Alberta at risk of locking in costly emissions for decades to come. Our most recent report, [Grid-Locked: Risks of unabated gas-fired electricity for a clean grid in Alberta](#), explores gas buildout in Alberta and provides recommendations for Alberta to achieve an affordable, reliable and clean grid by 2035. We find that, despite already having enough existing and developing capacity to meet its needs through 2035, unabated gas assets are increasing in Alberta.

I am pleased to have had the opportunity to work on such important projects in my first two months as program director with Pembina's electricity team and I look forward to sharing with you our work in 2024. Until then, happy

new year.

Sincerely,

Scott MacDougall

**Scott MacDougall, P.Eng.**

Director, Electricity | Pembina Institute  
305-75 Albert St, Ottawa, ON K1P 5E7  
587-229-7709 | [scottm@pembina.org](mailto:scottm@pembina.org)  
[www.pembina.org](http://www.pembina.org)

*The Pembina Institute recognizes and affirms respectfully these ancestral territories of the Anishinaabe Algonquin Nation and the presence of many Indigenous Peoples. These lands we are upon are also now home to many diverse urban First Nations, Inuit, and Metis Peoples. Learn more about the ancestral territory you are on [here](#).*

**DONATE NOW**

Our work is made possible by the generous support of engaged citizens who share our passion for advancing urgent climate action. The Pembina Institute is a registered charity; to make a donation in the form of cash, stocks/securities or through a planned gift in your will, please visit our [Donate page](#) or contact us at [donations@pembina.org](mailto:donations@pembina.org).

[Manage your interest in Pembina work](#)



# Town of Pincher Creek 2022 Franchise Presentation

**Cody Webster**  
**Stakeholder Relations Manager**

**FORTIS**  
**ALBERTA**



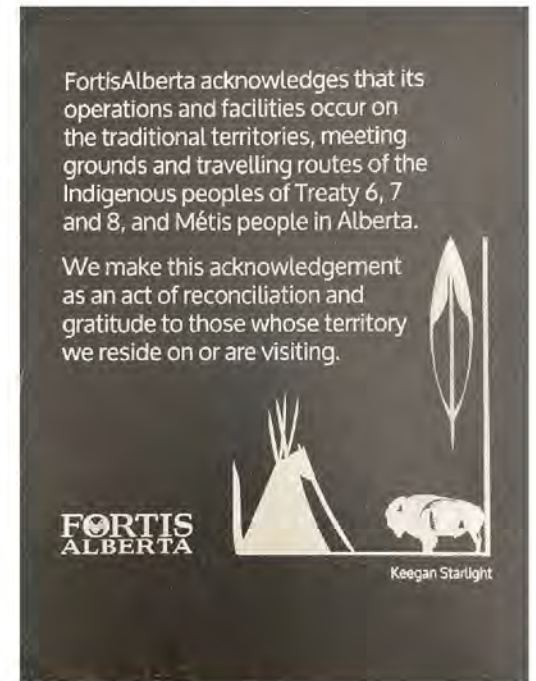
# Acknowledgement of Traditional Land

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FortisAlberta acknowledges that its operations and facilities occur on the traditional territories, meeting grounds and travelling routes of the Indigenous Peoples of Treaty 6, 7 and 8, and Métis people in Alberta.

We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

[FortisAlberta's Indigenous Commitment Statement](#)





## FortisAlberta at a Glance

**583,500+**

customers (residential, farm and industrial sites)

**128,000 km+**

of power lines



**1 million+**

power poles

**60%**

of Alberta's electric distribution network



**17,000 GWh**

of electricity delivered per year

**15%**

of electricity delivered each year is generated by renewable sources connected to our system

**240**

number of communities we operate in

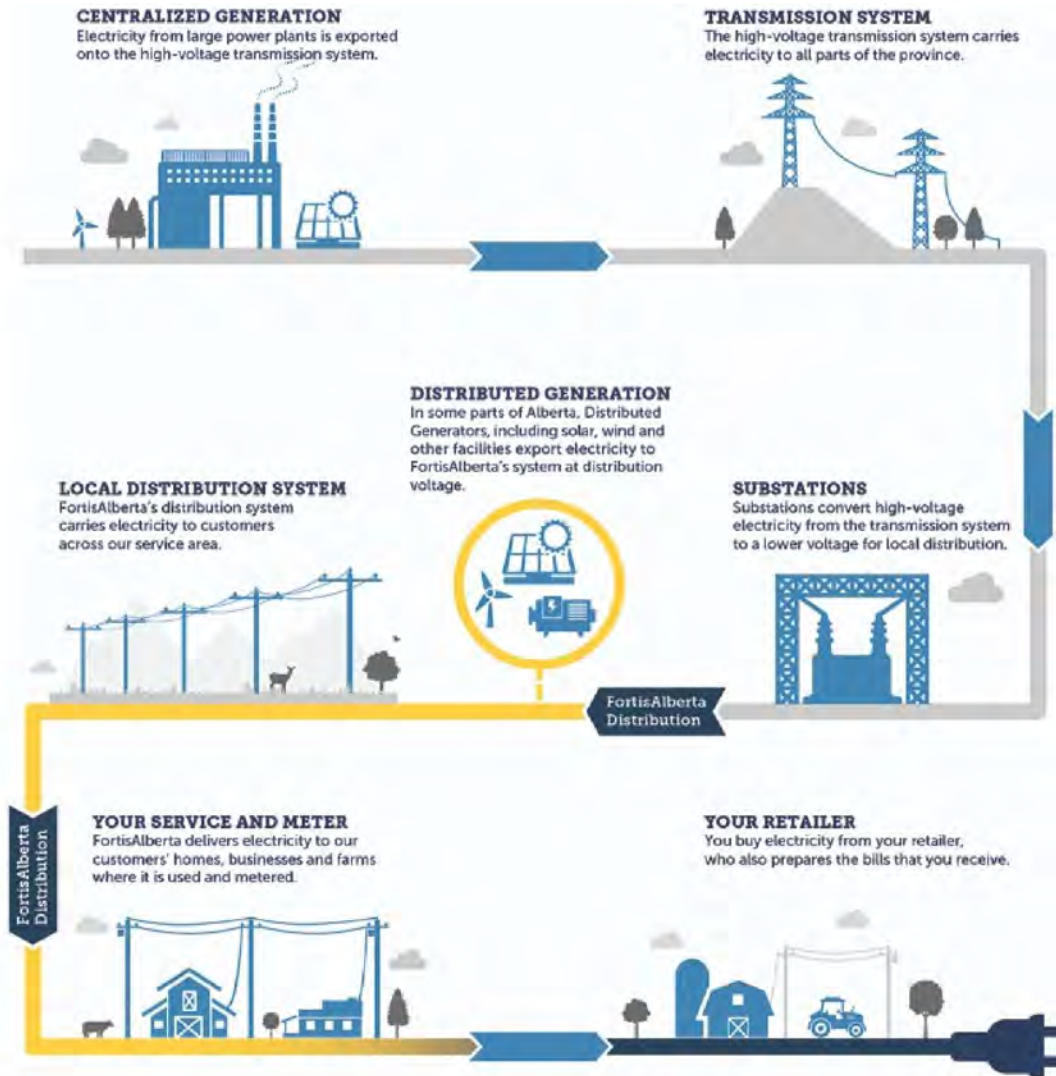


**1200+**

Albertans employed

**FORTIS  
ALBERTA**

# Alberta's Electricity System

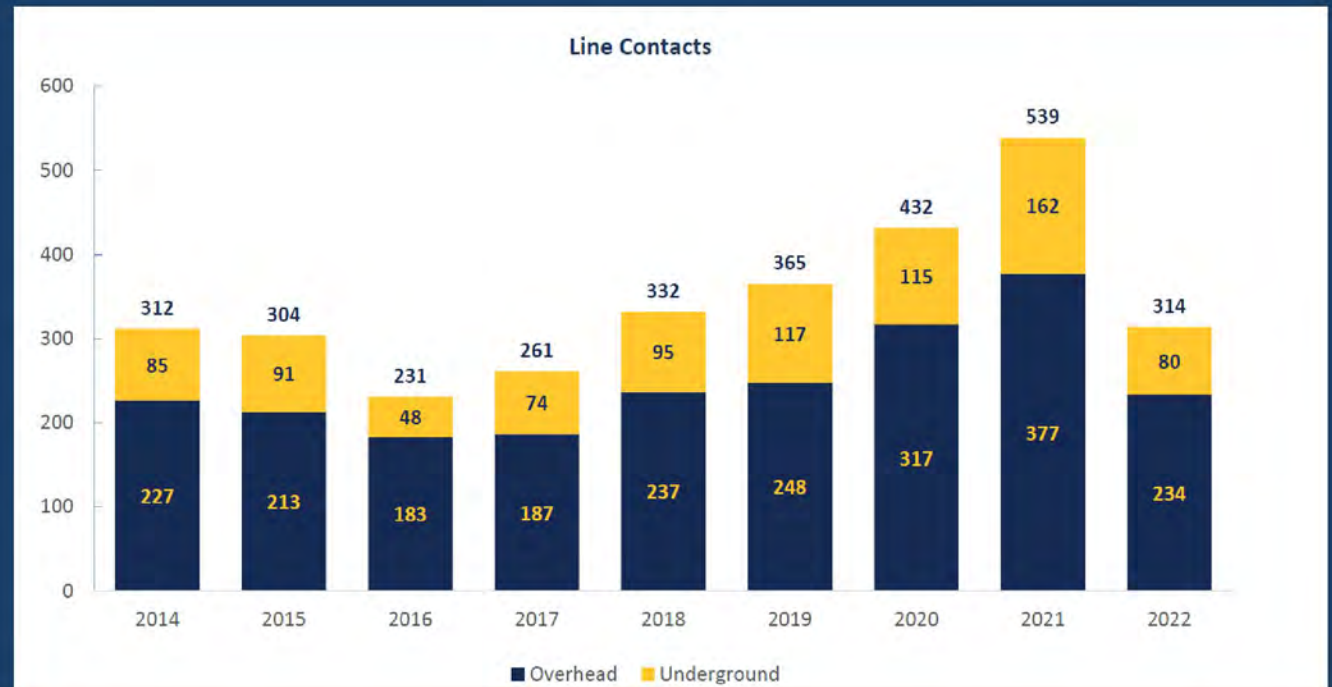




# Electrical Safety



#clickbeforeyoudig



# Reliability Results

YEAR	SAIDI	SAIFI
2022	1.20	1.03
2021	4.39	2.42
2020	0.13	0.07

*These major event outages have occurred within your Municipality over the last 3 years.*

$$\text{SAIDI (System Average Interruption Duration Index)} = \frac{\text{Total Customer-Hours of Interruption}}{\text{Total Customers Served}}$$

$$\text{SAIFI (System Average Interruption Frequency Index)} = \frac{\text{Total Customer Interruptions}}{\text{Total Customers Served}}$$

	2020		2021		2022	
	SAIDI	SAIFI	SAIDI	SAIFI	SAIDI	SAIFI
<b>FortisAlberta Average</b>	1.82	1.20	2.42	1.42	1.70	1.08
<b>Canadian Average</b>	5.49	2.44	4.50	2.28	8.33	2.63

The Canadian and FortisAlberta Inc. Averages exclude significant events (i.e., hurricanes, floods, ice storms etc.)



# Outage Detail

Cause	Outage Date ▲	Customer Hours	Customer Interruptions
Adverse Weather	11/15/2021	1179	1206
	11/30/2021	15200	1220
	11/30/2021	235	42
	11/30/2021	1882	199
	11/30/2021	216	16
	6/15/2022	2090	1944
Equipment Failure	5/20/2020	2772	973
	5/26/2021	284	82
Foreign Interference	8/12/2020	2060	1238
	11/14/2020	291	659
Loss of Supply	11/16/2020	3638	1933
	6/14/2021	6049	1932



We're available 24/7 during power outages and emergencies.



CALL NOW

- ⚡

**OUTAGE MAP**

View and report power outages within the FortisAlberta service territory.

➤
- 🔦

**STREETLIGHT MAP**

Locate streetlights, request repairs, and check the repair status.

➤
- 👤

**MY ACCOUNT**

View site and project status information and review your electricity consumption.

➤
- 🏠

**CHECK PROJECT STATUS**

Check the status of your new or upgraded service.

➤
- 🌐

**ABOUT US**

Page 80 Connect with us online and learn more about the company.

➤

# Streetlights

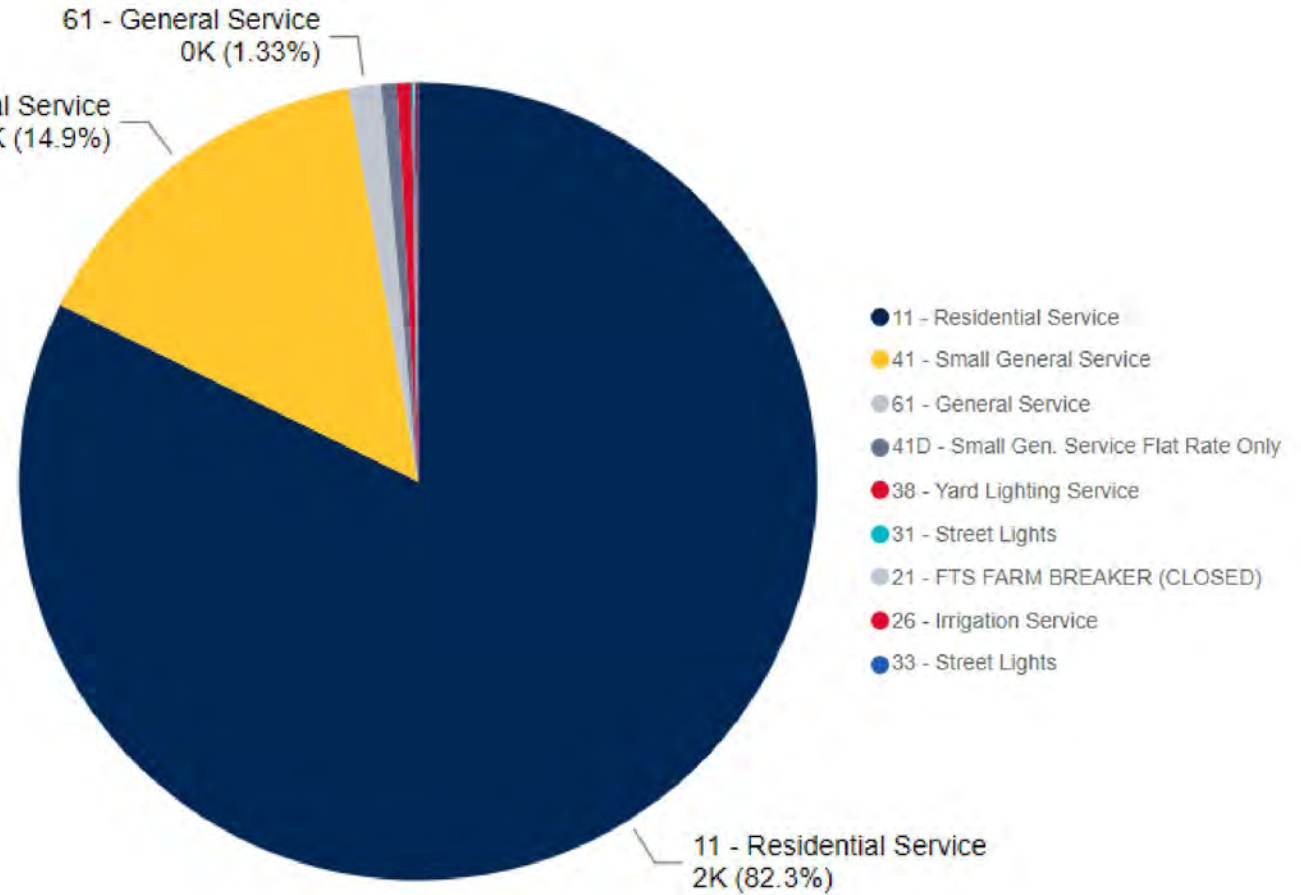
Rate Code	Description	Site ID	Quantity
3873	100 HPS CONNECT/UNMTRD YARDLIT	0040249123118	1
3873	100 HPS CONNECT/UNMTRD YARDLIT	0040293145117	1
3180	100 LED EQ CONNECT/UNMTRD INVE	0040001225416	25
3876	100 LED EQ CONNECT/UNMTRD YARD	0040249123118	1
3343	150 HPS CONNECT/UNMTRD NON-INV	0040001225420	7
3343	150 HPS CONNECT/UNMTRD NON-INV	0040482817118	1
3182	150 LED EQ CONNECT/UNMTRD INVE	0040001225416	90
3334	250 HPS CONNECT/UNMTRD NON-INV	0040001225420	4
3186	250 LED EQ CONNECT/UNMTRD INVE	0040001225416	24
3386	250 LED-EQ CONN/UNMTRD NON-INV	0040001225420	5
3188	400 LED EQ CONNECT/UNMTRD INVE	0040001225416	1
3388	400 LED-EQ CONN/UNMTRD NON-INV	0040001225420	2
3174	70 LED EQ CONNECT/UNMTRD YARDL	0040001225416	324
<b>Total</b>			<b>486</b>

This inventory is as of December 31, 2022

Total Number of Reported Streetlight Outages from January 1 – December 31, 2022		
Total # of Streetlight Repairs Reported	Total # of Streetlight Repairs Met SLA	Total # of Streetlight Repairs Missed SLA
11	10	1

# Site Count with Consumption

Site Count	2020	2021	2022
11 - Residential Service	1,659	1,662	1,674
21 - FTS FARM BREAKER (CLOSED)			1
26 - Irrigation Service	1	1	1
31 - Street Lights	2	2	2
33 - Street Lights	1	1	1
38 - Yard Lighting Service	13	12	12
41 - Small General Service	285	287	303
41D - Small Gen. Service Flat Rate Only	13	13	13
61 - General Service	28	27	27
<b>Total</b>	<b>2,002</b>	<b>2,005</b>	<b>2,034</b>





# Municipal Sites with Consumption

Rate Category	2022 Site Count	2022 Consumption
26 – Irrigation Service	1	160
31 - Streetlights	1	89,867
33 – Streetlights	2	37,202
38 – Yard Lighting Service	2	1,223
41 – Small General Service	29	554,782
41D – Small Gen. Service Flat Rate Only	4	30,486
61 – General Service	5	1,258,190
<b>Total</b>	<b>44</b>	<b>1,971,910</b>

# Franchise Fee & Linear Tax

Franchise Fee	2020	2021	2022
11 - Residential Service	\$145,054	\$151,714	\$159,679
26 - Irrigation Service	\$481	\$495	\$490
31 - Street Lights	\$18,948	\$19,331	\$20,078
33 - Street Lights	\$680	\$722	\$712
38 - Yard Lighting Service	\$346	\$349	\$218
41 - Small General Service	\$84,635	\$89,542	\$102,058
41D - Small Gen. Service Flat Rate Only	\$1,558	\$1,643	\$1,611
61 - General Service	\$96,913	\$102,093	\$111,939
<b>Total</b>	<b>\$348,616</b>	<b>\$365,889</b>	<b>\$396,786</b>

Linear Tax	2020	2021	2022
11 - Residential Service	\$13,582	\$12,325	\$12,705
31 - Street Lights	\$1,752	\$1,562	\$1,605
33 - Street Lights	\$63	\$58	\$57
41 - Small General Service	\$7,904	\$7,258	\$8,134
41D - Small Gen. Service Flat Rate Only	\$144	\$133	\$129
61 - General Service	\$9,042	\$8,280	\$8,924
<b>Total</b>	<b>\$32,486</b>	<b>\$29,616</b>	<b>\$31,554</b>

# Maintenance Activities

FortisAlberta spent over \$115M in capital maintenance activities in 2022 and has forecasted to spend over \$115M\* again for 2023. \* this does not include line moves or urgent repairs.

Municipality	Feeder	Detailed Line Patrol	Pole & Ground Replacement	Vegetation Management
Town of Pincher Creek	396S-117TS	2025	2026	2023
	396S-41LE	2029	2030	2024
	502S-425LS	2023	2024	2025





# System Planning

<b>Distribution Feeder</b>	396S-117TS 396S-41LE
<b>Substation Transformer</b>	22.5 MVA
<b>2032 Estimated Substation Transformer Capacity</b>	8.1 MVA
<b>2032 Estimated Distribution Feeder Capacity</b>	11.0 MVA



For detailed planning capacity information please contact your Stakeholder Relations Manager.



## Battery Energy Storage System

The battery energy storage system is a unique reliability solution to meet the needs of the Townsite of Waterton. The battery has a capacity of 5.2 MWh and can supply backup power to customers for up to four hours during peak periods.



## Coaldale Operations Centre

FortisAlberta completed construction of our first zero carbon building, as outlined by the Canada Green Building Council. The design of the building reduces energy consumption and utilizes onsite solar generation.

# 2022 YEAR IN REVIEW



## Electric Vehicles

Rate 62, the Electric Vehicle Fast Charging Service rate was approved by the Alberta Utilities Commission. For more details, please contact your Stakeholder Relations Manager.

**THANK YOU**

Town of Pincher Creek

@ April 30, 2023

Investment Year	Subdivision	Order	Original		Investment				Refund	Adjustment	Expired	Amount Outstanding	Final Refund Year
			Lights	Lots	Amt per Light	Amount per Lot	Due						
1980	Pincher Creek - 57 Lots U/G	11502-04099	16.0	57.0	575.00	450.00	34,850.00	34,850.00			-	1990	
			16.0	57.0			34,850.00	34,850.00	-	-	-		
1998	Castleview Heights	6502-9576		12.0	1,050.00	760.00	9,120.00	9,120.00			-	2008	
	Fairway Heights	6502-9575		6.0	1,050.00	760.00	4,560.00	3,800.00		760.00	-		
				18.0			13,680.00	12,920.00	-	760.00	-		
2000	North Castleview	6505-4236		9.0	1,050.00	820.00	7,380.00	7,380.00			-	2010	
				9.0			7,380.00	7,380.00	-	-	-		

Outstanding		Number of Adjustment		Expired	
Lights	Lots	Lights	Lots	Lights	Lots
-	-	-	-	-	-
-	-	-	-	-	1.0
-	-	-	-	-	1.0
-	-	-	-	-	-

Town of Pincher Creek

@ April 30, 2023

Investment Year	Subdivision	Order	Original		Investment				Expired	Amount Outstanding	Final Refund Year	
			Lights	Lots	Amt per Light	Amount per Lot	Due	Refund				Adjustment
<b>Statement of Construction Advance for Town of Pincher Creek</b>												
			Number of		Investment							
			Lights	Lots	Amt per Light	Amount per Lot	Due	Refund	Adjustment	Expired	Amount Outstanding	Final Refund Year
1980			16.0	57.0			34,850.00	34,850.00	-	-	-	1990
1998			-	18.0			13,680.00	12,920.00	-	760.00	-	2008
2000			-	9.0			7,380.00	7,380.00	-	-	-	2010
<b>Total</b>			<b>16.0</b>	<b>84.0</b>			<b>55,910.00</b>	<b>55,150.00</b>	<b>-</b>	<b>760.00</b>	<b>-</b>	

Outstanding		Number of Adjustment		Expired	
Lights	Lots	Lights	Lots	Lights	Lots
-	-	-	-	-	-
-	-	-	-	-	1.0
-	-	-	-	-	-
-	-	-	-	-	1.0





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**From:** Exec. Assistant on behalf of Dan Rude <EA\_DRude@abmunis.ca>  
**Sent:** Thursday, January 11, 2024 2:13 PM  
**To:** Cao <cao@pinchercreek.ca>  
**Subject:** Registration closes soon for online Munis 101 EOEP course

Dear Mayors, Councillors, and CAOs:

Alberta's [Elected Officials Education Program](#) (EOEP) is hosting an online offering of the popular Munis 101 course for the last time this council term. This course has received rave reviews since it was launched in 2017.

Munis 101 provides municipal elected officials the key information and strategies that you need to excel in your role including:

- The basics of municipal governance and legislation in Alberta.
- Your responsibilities as an elected official, codes of conduct, and decision-making processes.
- Understanding planning and development and effective collaboration.
- The elected official role in overseeing your municipality's finances.

The Munis 101 course will be held over four online Zoom sessions from 2:00pm to 4:00pm and you must be able to attend all four sessions to be credited with completion of the course. The dates of the four sessions are:

- Thursday, January 25, 2024
- Thursday, February 1, 2024
- Thursday, February 8, 2024
- Thursday, February 15, 2024

[Register for Munis 101 now!](#)

Registration is also open for three other EOEP courses:

- Council's Role in Service Delivery – Online – February 7, 14, 21, and 28 at 6:00 - 8:00pm

- Land Use and Development Approvals – In-person, Edmonton (RMA's Convention) – March 18 at 8:30am – 4:00pm
- Council's Role in Strategic Planning – In-person, Edmonton (RMA's Convention) – March 18 at 8:30am – 4:00pm

All registration details can be found at [eoep.ca](http://eoep.ca).

While EOEP courses are designed for elected officials, CAOs are also encouraged to take the courses so they are aware of what is being covered and are “on the same page” with their elected officials. Note that only elected officials are eligible to receive the Municipal Elected Leaders Certificate (MELC) through the University of Alberta's Augustana Extended Education program.

Questions may be sent to [leanne@eoep.ca](mailto:leanne@eoep.ca).

Thank you,

**Dan Rude** | Chief Executive Officer

---

D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll-Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*



# EMERGING TRENDS IN MUNICIPAL LAW

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PRESENTED  
BY



BROWNLEE LLP  
*Barristers & Solicitors*

Emerging Trends in Municipal Law is only a month away!

Don't miss out on the opportunity to network with municipal professionals from across Alberta, while learning the latest legal insights and current issues relevant to municipalities across the province.

During these sessions, we will cover the following topics and potentially more;

1. Teamwork: How Governance CAN Work
2. Flushing out the Details: Clearing Up Concerns Related to Municipal Utility Bylaws
3. Is the “just cause” test finally catching up to our new higher standards of workplace conduct and harassment free workplaces?
4. Municipal Risk Management

*In addition, the seminar will feature our renowned annual sessions:*

5. Recent Cases and Legislative Changes
6. Bear Pit Session (Open Q&A Discussion Period)

The topics presented will be identical at the Calgary and Edmonton/Virtual sessions.

## Event Details

<p><b>Calgary</b></p> <p><u>Date:</u> Thursday, February 8, 2024</p> <p><u>Time:</u> 7:45 am – 4:30 pm</p> <p><u>Location:</u> <b>Best Western Premier</b></p> <p><u>Address:</u> 1316 33 Street NE, Calgary</p>	<p><b>Edmonton</b></p> <p><u>Date:</u> Thursday, February 15, 2024</p> <p><u>Time:</u> 7:45 am – 4:30 pm</p> <p><u>Location:</u> <b>Edmonton Expo Centre</b></p> <p><u>Address:</u> 7515 - 118 Ave. NW, Edmonton</p>
<p><b>REGISTER</b></p> <p><b>Feb. 8, 2024</b></p>	<p><b>REGISTER</b></p> <p><b>Feb. 15, 2024</b></p>

**In-Person Admission: \$190 + GST**

**Virtual Admission: \$130 + GST**

If you have any questions, please contact Nicole Moyo at [nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com).

*This event is by invitation only.*

We hope you can join us!

## Brownlee LLP

*This message is sent on behalf of the Brownlee Municipal Practice Area.*

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Calgary, AB T2P 3S8  
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Website: [BrownleeLaw.com](http://BrownleeLaw.com)

LinkedIn: [Brownlee LLP](#)



**NICOLE MOYO | EVENTS ASSISTANT | BROWNLEE LLP**

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**m. 780-497-4800 | d. 780-970-5739 | f. 780-424-3254 | [nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com)**

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**Toll-Free. 800-661-9069 | [www.brownleelaw.com](http://www.brownleelaw.com)**

*We acknowledge the traditional territories of the Indigenous peoples of the Treaty 6 region and the Metis settlements and Metis Nation of Alberta, regions 2, 3 and 4. We respect the histories, languages and cultures of the First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our community.*

***Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by [clicking here](#).***

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January 12, 2024

Mayor and Council

Town of Pincher Creek

Email: [cao@pinchercreek.ca](mailto:cao@pinchercreek.ca)

To whom it may concern:

The Cowley Lions Club operates a campground situated on the Castle River west of Pincher Creek, The Campground has been in existence since approximately 2000. When the campground was first developed, users camped in small trailers, tent trailers and tents. Gone are the days that these units were sufficient to meet the needs of the campers, requiring a maximum 15 AMP power only so that was what the campground was equipped with. Today's camping units are larger, requiring greater power to operate which we can not accommodate very well. When we are full in the hot summers, breakers are often blown and people are unable to use their air conditioners and other electrical appliances such as CPAP machines. In light of this need to have greater power, the Lions Club is applying for a provincial Community Facility Enhancement Program grant and would appreciate if you could give us a Letter of Support for the application to upgrade the electrical system to meet the requirements of today's society.

In the past few years we have seen an increase in the usage of the campground, partly due to COVID 19 and the desire for people to recreate close to town. The Government of Alberta and Tourism Alberta have been actively promoting our region and we are a family oriented affordable campground, easily assessable to all.

The Cowley Lions Club has been in existence since 1963, and our membership is from all communities in the area. The communities benefit from the work of these dedicated volunteers and our efforts increase tourism to our downtowns, businesses and facilities.

We would appreciate it very much if you could prepare a Letter of Support and address it to myself at [aenelson@telusplanet.net](mailto:aenelson@telusplanet.net) as soon as possible as the deadline for submissions is right around the corner.

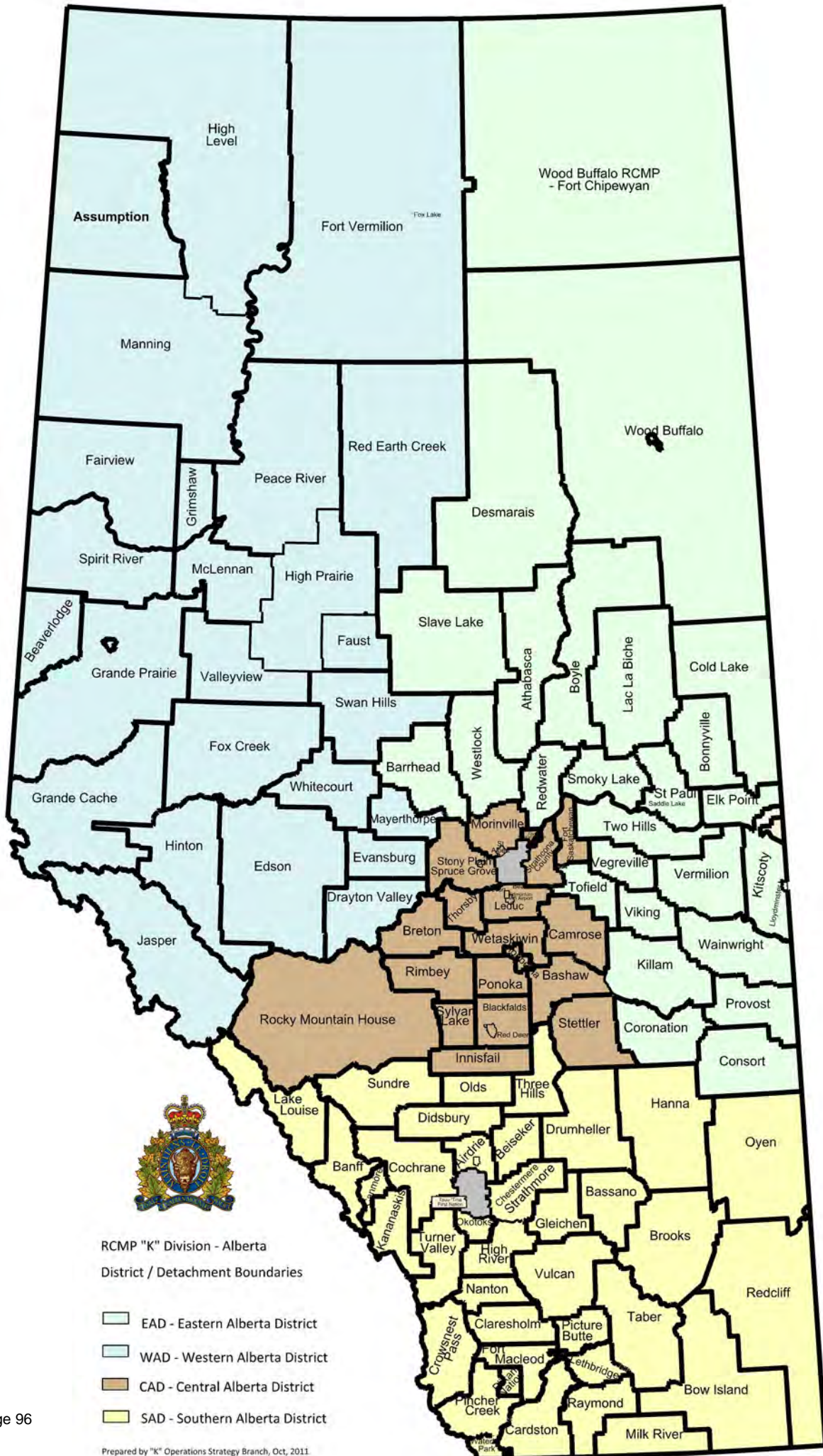
Sincerely yours,

Edna Nelson

Grant Chair

Cowley Lions Club

403-627-4573



RCMP "K" Division - Alberta  
 District / Detachment Boundaries

- EAD - Eastern Alberta District
- WAD - Western Alberta District
- CAD - Central Alberta District
- SAD - Southern Alberta District



# Engagement on improving police governance

## Discussion guide on legislated governance changes in communities served by the Royal Canadian Mounted Police (RCMP) in Alberta

### Introduction

The Government of Alberta (GoA) invites stakeholders to inform the development of supporting regulations enabled by the *Police Amendment Act, 2022* (PAA) related to police governance in Alberta.

The PAA mandates the establishment of civilian governance bodies for all communities policed by the RCMP, including regional and municipal policing committees (for communities with a municipal police service agreement) and a provincial police advisory board (PPAB) (for those under the provincial police service agreement). As a next step to the 2022 legislative amendments, the GoA is now developing supporting regulations to clarify the powers, duties, functions, and composition of these new governance bodies, as well as the regional configurations for the regional policing committees. Your input is crucial to help the government gain a comprehensive understanding of the different needs and perspectives of Alberta's diverse communities to develop these regulations.

### Input submission

This discussion guide aims to facilitate discussions within your organization by offering pertinent context and assisting in the preparation of written submission. You are invited to provide input through the online questionnaire, which aligns with the questions outlined in this discussion guide.

[To access the online questionnaire, please use this link.](#)

This discussion guide is tailored for communities that fall under the Provincial Police Service Agreement (PPSA) that will be represented by the Provincial Police Advisory Board. The online questionnaire will prompt you to identify your affiliation and automatically direct you to parts of the engagement that are relevant to your community.

### Scope

This engagement seeks stakeholder input on establishment of civilian governance bodies, including regional and municipal policing committees and the PPAB in communities policed by the RCMP. This includes the powers, duties, functions, and composition of these new governance bodies, as well as the regional configurations for the regional policing committees.

### Overview of *Police Amendment Act, 2022*

Following several years of engagement with stakeholders and the public, the Legislative Assembly passed the PAA in December 2022 to modernize policing in Alberta. The legislation was intended to increase police transparency and enhance public trust to help build safer communities. In addition to other reforms, the legislation created formal civilian governance bodies for all communities policed by the RCMP in Alberta, with the intent for communities to have a role in setting policing priorities and performance goals. Before the amendments, communities did not have this role.

### PAA key changes:

- establishes an independent agency, the Police Review Commission, to manage complaints against police and conduct disciplinary proceedings
- mandates the creation of civilian governing bodies for communities policed by the RCMP
- expands the mandate of Alberta Serious Incident Response Team (ASIRT) to investigate cases of serious injury or death and serious and sensitive allegations involving peace officers (for example, Alberta Sheriffs and community peace officers)
- requires police commissions to develop community safety plans and report annually on their progress



- requires police commissions to create diversity and inclusion plans to reflect the communities they serve and better understand their needs
- enables the Minister of Public Safety and Emergency Services to set provincial policing priorities to help foster consistency in policing across Alberta
- requires police commissions to create their own policing priorities that consider the provincial priorities and report annually on their progress
- adds 8 guiding principles for Alberta police services to provide a foundation of core beliefs and values
- makes administrative changes to the Law Enforcement Review Board

While some PAA provisions have been proclaimed and are in force, others have not been proclaimed and are not in force yet, including the provisions related to civilian governance bodies.

More information on the PAA can be found on [the Government of Alberta website](#).

### **Civilian governance bodies**

The legislation mandates civilian governance bodies for all communities policed by the RCMP in Alberta, giving them a role in setting policing priorities and performance goals they've never had under the existing governance structure.

Once proclaimed into force, the PAA requires the following governance changes:

- the creation of formal civilian governance bodies in communities policed by the RCMP under Municipal Police Service Agreements (MPSA) that will give these communities a greater role in setting policing priorities and performance goals.
  - Communities with a population of under 15,000 will be represented by regional governance bodies – but will have the option to form their own municipal governance body.
  - Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal governance bodies.
- the creation of a PPAB that will enable communities served by the RCMP under the Provincial Police Service Agreement (PPSA) to be represented on a provincial board that will make recommendations on province-wide policing priorities.

These governance bodies are generally comprised of community members who are not police officers, and provide guidance and input into policing priorities and performance goals.

These governance bodies are tailored to meet the distinct needs of diverse communities. Regional policing committees for smaller communities will ensure that they can have a say without creating an unreasonable administrative burden on them, while municipal policing committees will help meet the needs of larger communities policed by the RCMP. Communities under the PPSA will be represented by a single provincial board that will make recommendations on province-wide policing priorities.

There are similar governance bodies that are currently in place in Alberta, but the PAA-mandated representation for communities served by the RCMP does not currently exist until the relevant provisions in the PAA are proclaimed. For example, municipal police services are governed by police commissions (i.e. the Edmonton Police Commission is the governance body for the Edmonton Police Service), and a few RCMP-served municipalities in Alberta currently have optional police advisory committees.

### **Provincial Police Advisory Board**

Once implemented, communities served by the RCMP under the PPSA will be represented on a provincial board that will make recommendations on province-wide policing priorities. The provincial board will have one seat designated for a First Nations representative and one seat designated for a representative of Métis communities, as mandated through the legislative amendments.

### **Powers, duties and functions**

The powers, duties and functions of the PPAB are not outlined in the PAA, and will need to be addressed in the new regulations. For example, this could include a more formal role in developing community safety plans.

In comparison, the *Police Act* outlines responsibilities for police commissions. These responsibilities include the allocation of funds that are provided by council, establishing policies providing for efficient and effective policing, issuing instructions as needed to the chief of police, and ensuring the police service has sufficient staffing to carry out their functions.

The PPAB will be subject to the *Alberta Public Agencies Governance Act* (APAGA). APAGA will require the board, once established, to create a Mandate and Roles document that will set out their mandate, roles and responsibilities, and processes.

### Community Safety Plans

There is currently no requirement for the PPAB to develop or report on a Community Safety Plan.

In comparison, Section 31 (1) of the *Police Act* requires police commissions to develop a Community Safety Plan in conjunction with the police service that includes a plan for collaboration with community agencies, and to report annually on the implementation of and any updates to the plan.

Community safety plans encourage police to work more closely with civilian partners and put added focus on alternatives to enforcement that target root causes of crime, like addiction treatment, housing and employment supports. The planning process will result in greater coordination between police and civilian partners, helping them identify and close gaps in services for people who need help. Greater collaboration with partners could help prevent crime, while also allowing police to devote more resources toward serious and violent offences.

### Policing priorities

While the *Police Act* identifies several parties with a role in setting policing priorities, the responsibilities of the PPAB in setting policing priorities are not outlined in the PAA and may be addressed in the new regulations.

For example, the Minister may set priorities for policing in the province, while municipal police commissions must establish the priorities of their municipal police service, while taking the provincial priorities under consideration.

#### Discussion questions

- What powers, duties and functions should the PPAB have?
- PPAB should be involved in the creation of a Community Safety Plan.
  - Choose one option: Disagree, Neutral, Agree
  - Why or why not?
- The PPAB should be involved in setting policing priorities.
  - Choose one option: Disagree, Neutral, Agree
  - Why or why not?

### Composition of the PPAB

The PAA states that the PPAB will have not more than 15 members, appointed by the Minister in accordance with the regulations, with at minimum one member from a First Nation and one member from a Métis settlement or community.

The composition could include factors such as any other mandated representation and member qualifications.

#### Discussion questions

- Aside from the requirement for one First Nations and one Métis representative, are there any other specific groups that should have mandated PPAB representation?
- Are there any other considerations the Government could take into account when establishing the PPAB?

### Mechanisms for local input

Given the diverse communities that will be represented by the PPAB, it is important to examine mechanisms for community engagement and ways to ensure the board's alignment with the needs of the communities it represents. While formalizing these processes in regulations may not be necessary, input is being gathered to ensure that the regulations can effectively support and align with potential mechanisms.

**Discussion questions**

- The PPAB should be required to seek feedback from the communities it serves.
  - Choose one option: Disagree, Neutral, Agree
  - Why or why not?
- What requirements could help ensure a consistent feedback loop from the public to inform board activity and police governance?
- What mechanisms for local input could be considered?

**Additional input**

While the questions included in this discussion guide will help inform regulatory development related to police governance in Alberta, stakeholders may also share any other feedback related to these changes that may not have been addressed in the discussion questions.

**Next steps**

Following stakeholder engagement, the government will develop new regulations in support of the PAA related to police governance in Alberta.

**Questions/contact**

If you have any questions related to this engagement, please contact the Public Safety and Emergency Services (PSES) Engagement team at: [PSES.Engagement@gov.ab.ca](mailto:PSES.Engagement@gov.ab.ca).

**From:** Exec. Assistant on behalf of Dan Rude <[EA\\_DRude@abmunis.ca](mailto:EA_DRude@abmunis.ca)>

**Sent:** Wednesday, January 17, 2024 9:38 AM

**To:** Reception <[reception@pinchercreek.ca](mailto:reception@pinchercreek.ca)>

**Subject:** 2023 Alberta Municipalities Advocacy Survey

Good morning,



Please take a few minutes to provide us with feedback on how we can improve the advocacy efforts that we undertook on your behalf in 2023. Your feedback is very valuable to us and has a direct impact in what we do and how we do it.

Weblink to the survey: <https://www.surveymonkey.com/r/X73GMPZ>

All survey responses are confidential, and any reports produced will not identify any individual.

The survey is available until Wednesday, January 31, 2024. Individuals who complete the survey and

provide contact information will be entered in a draw to win a \$500 VISA gift card.

If you have any questions or concerns regarding this survey, please contact Susan at: [susan@abmunis.ca](mailto:susan@abmunis.ca).

Thanks,

**Dan Rude** | Chief Executive Officer

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D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)  
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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*