



TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Monday, April 24, 2023 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 KPMG - 2022 Audited Financial Statement
5. **Adoption of Minutes**
 - 5.1 Minutes of the Regular Meeting of Council held on April 11, 2023
6. **Business Arising from the Minutes**
 - 6.1 2023 Operating and Capital Budget Adjustments
 - 6.2 2022 Year End Adjustments
 - 6.3 Disposition of Delegation – Rec Advisory Committee
 - 6.4 Disposition of Delegation – Oldman Rose Society
7. **Bylaws**
 - 7.1 2023 Property Tax Bylaw #1620-23
 - 7.2 Clean Energy Improvement Program Bylaw 1634-23
 - 7.3 Land Use Bylaw Amendment 1547-AP
 - 7.4 Northeast Pincher Creek Part 2 Area Structure Plan 1635-23
8. **New Business**
 - 8.1 2022 Audited Financial Statements
 - 8.2 WTP Sodium Hypochlorite Disinfection Project Amendment
 - 8.3 Community Housing Committee – Terms of Reference
 - 8.4 Falun Dafa Day Greeting Letter/Flag Raising
 - 8.5 Support for NRCAN grant to fund regional energy management in 2024
9. **Council Reports**
 - 9.1 Upcoming Committee Meetings and Events
10. **Administration**
 - 10.1 Council Information Distribution List
 - 10.2 Municipal Census Regulation
11. **Closed Session Discussion**
 - 11.1 Housing Opportunities Update – FOIP s. 16
 - 11.2 Pincher Creek Emergency Services Commission 2023 - FOIP s. 16
 - 11.3 Administration Transition - FOIP s. 24
12. **Notice of Motion**
13. **Adjournment**

The next Regular Council Meeting is scheduled for May 8, 2023 AT 6:00 p.m.



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

IN ATTENDANCE:

Mayor: D. Anderberg

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

Absent with Regrets: B. Wright

Staff: A. Lucas, Chief Administrative Officer; A. Levair, Director of Operations; M. Everts, Events, Marketing & Economic Development; L. Rideout, Director of Community Services and L. Goss, Legislative Services Manager

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

GREEN:

That Council for the Town of Pincher Creek agrees to add item 8.5 Elected Officials Meeting to the April 11, 2023 regular Council meeting agenda.

CARRIED 23-136

CLELAND:

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

CARRIED 23-137

4. DELEGATIONS

4.1 Oldman Rose Society – Kay Weir

Kay Weir, representing the Oldman Rose Society, attended the meeting to provide Council with a history of the society in the community, the programs supported by the society and a request for fencing around the rose garden to keep the deer out located on the Lebel Mansion property at 696 Kettles Street.

5. ADOPTION OF MINUTES

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

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting of Council held on March 27, 2023 as presented.

CARRIED 23-138

5.2 Minutes of the Special Meeting of Council held on April 3, 2023

BARBER:

That Council for the Town of Pincher Creek approves the minutes of the Special Meeting of Council held on April 3, 2023 as presented.

CARRIED 23-139

6. BUSINESS ARISING FROM THE MINUTES

7. BYLAWS

8. NEW BUSINESS

8.1 Coal Miner Days Parade

BARBER:

That Council for the Town of Pincher Creek That Council for the Town of Pincher Creek accept the Coal Miner Days Parade invite and send Councillor Barber and Councillor Cleland to attend on June 10, 2023.

CARRIED 23-140

8.2 Policy Review Committee - Terms of Reference

OLIVER:

That Council for the Town of Pincher Creek approve the Terms of Reference for the Policy Review Committee as presented.

CARRIED 23-141

OLIVER:

That Council for the Town of Pincher Creek direct administration to prepare and amendment to the Committee of the Whole Bylaw 1608-18 to include a Policy Discussion section on the agenda for presentation to the Policy Review Committee for review and recommendation to Council.

CARRIED 23-142

8.3 Capital Budget Adjustment- Water/Wastewater Projects

GREEN:

That Council for the Town of Pincher Creek amend the 2023 Capital Budget to reallocate \$250,000 from the combined budget of \$810,000 for water/sewer upgrades on Canyon Drive to Pump Replacements at the Water Treatment Plant to be funded through the Utility Reserve.

CARRIED 23-143

8.4 Furniture and Equipment

OLIVER:

That Council for the Town of Pincher Creek approve the purchase of additional office furniture and information technology equipment for new and existing employees in the amount of \$25,000; and further that these purchases be funded through the General Contingency Reserve if required.

CARRIED 23-144

8.5 Elected Officials Meeting

OLIVER:

That Council for the Town of Pincher Creek direct administration to research the feasibility of hosting the Elected Officials Meeting in Pincher Creek in the Fall of 2023 and to include the Piikani Nation.

CARRIED 23-145

A. Levair left the meeting at 6:46 pm.

9. COUNCIL REPORTS

9.1 Upcoming Committee Meetings and Events

CLELAND:

That Council for the Town of Pincher Creek accepts upcoming meetings and events as information.

CARRIED 23-146

9.2 Committee Report Alberta Southwest

NODGE:

That Council for the Town of Pincher Creek direct administration to extend an invitation to & Villages to make a presentation to the Community Housing Committee regarding their Regional Solution for Housing Supply project.

CARRIED 23-147

10. ADMINISTRATION

10.1 Council Information Distribution List

GREEN:

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

CARRIED 23-148

Mayor Anderberg called a recess at 7:29 pm

M. Everts, L. Rideout and L. Goss left the meeting at 7:33 pm

Mayor Anderberg called the meeting back to order at 7:42 pm

11. CLOSED MEETING DISCUSSION

CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Tuesday April 11, 2023 at 7:43 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer in attendance.

CARRIED 23-149

OLIVER:

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

CARRIED 23-150

11.1 Pincher Planters - Lease Agreement- FOIP s. 16

BARBER:

That Council for the Town of Pincher Creek approve the 2023 Pincher Planters Agreement.

CARRIED 23-151

11.2 Administration Transition - FOIP s. 24

OLIVER:

That Council for the Town of Pincher receive the update on Administration Transition as information.

CARRIED 23-152

12. NOTICE OF MOTION

13. ADJOURNMENT

CLELAND:

That this meeting of Council on April 11, 2023 be hereby adjourned at 8:14 pm.

CARRIED 23-153

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 24th DAY OF APRIL 2023**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY APRIL 24, 2023 AT 6:00 P.M.**



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: 2023 Operating and Capital Budget Adjustments	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 4/24/2023

PURPOSE:

To adjust the 2023 Operating Budget.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the attached 2023 Operating Budget Adjustments and that a copy of which be attached hereto and form part of the minutes.

BACKGROUND/HISTORY:

The 2023 Operating Budget passed December 12, 2022 included a 1.6256% tax increase to cover Operating Expenses. As well, a 1.4672% tax increase was required to cover additional Policing costs downloaded by the Provincial Government. Once the Collective Agreement was agreed to an additional 0.5492% was required to cover salaries and benefits. The 2023 taxes from New Growth was estimated at \$20,000 but the actual new growth was \$80,192 resultng in an additional \$60,192 in new taxes. The Education Requisition decreased by \$20,053 for 2023 as compared to 2022. The PC Foundation Requisition for Crestview Lodge increased by \$9,643 due to a change in the method of funding the requisition between the Town and the MD as well as an increase in costs to operate the facility. These changes are reflected on the attached Memo of Changes Spring 2023

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the 2023 Operating Budget Adjustments as information.

That Council for the Town of Pincher Creek request additional information from Administration to be provided at a future Council Meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

Additional tax revenue of 3.642% for municipal operations to cover increasing costs, new collective agreement and additional downloaded Police costs from the Province.

PUBLIC RELATIONS IMPLICATIONS:

The 2023 revised Operating Budget will be made available to the public on the website and at the Town office.

ATTACHMENTS:

2023 Memo of Changes Spring 2023 - 3143

CONCLUSION/SUMMARY:

Administration supports Council approving the 2023 Operating Budget Adjustments as attached.

Signatures:

Department Head:

Wendy Catonio

CAO:

Angie Lucas



TOWN OF PINCHER CREEK
2023
Operating Budget Adjustments
April 24, 2023
Memo of Changes
Spring 2023

1:35 PM
 4/20/2023

				BUDGET PRESENTED 2023
DEPARTMENT	REV/EXP	G/L ACCOUNT #	DESCRIPTION	
Net Deficit	with amortization		Net Deficit as passed December 12, 2022	(1,678,345.00)
Various	Amortization	Various	Amortization not funded	1,678,480.00
Net Surplus			As of December 12, 2022	135.00
General Municipal	Property Taxes	various	additional taxes from new assessment	60,192.00
General Municipal	Education Requisition	various	decrease in education requisition from the Province	20,053.00
General Municipal	Property Taxes	various	reduce taxes for decreased education requisition	(20,053.00)
General Municipal	PC Foundation Requisition	0000002730	increase in PC Foundation Requisition for Crestview Lodge	(9,643.00)
General Municipal	Property Taxes	various	increase taxes for increased PC Foundation requisition	9,643.00
Various	Benefits	various	increase in benefits due to more participation in benefit plans	(60,192.00)
Various	Salaries and Benefits	various	changes in the new Collective Agreement	(27,166.00)
General Municipal	Property Taxes	various	increase taxes to cover new Collective Agreement	27,169.00
			Net Surplus	138.00

Mayor Don Anderberg

CAO/Director of Finance HR



TOWN OF PINCHER CREEK
2023
Operating Budget Adjustments
April 24, 2023
Memo of Changes
Spring 2023

1:35 PM
 4/20/2023

	(1,678,342.00)
	(1,678,480.00)
	138.00

Mayor Don Anderberg

CAO/Director of Finance HR



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: 2022 Year End Adjustments	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 4/24/2023

PURPOSE:

For Council to approve changes to funding for 2022 projects.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the funding changes for the following 2022 Capital Projects:

Waterline Replacement to be funded from Municipal Sustainability Initiative Grant rather than reserves for \$30,566.98; Replacement of HVAC/Furnace Main Lift Station to be funded from reserves rather than Municipal Sustainability Initiative Grant for \$22,443.00; Sodium Hypochlorite Generation System to be funded from Alberta Municipal Water/Wastewater Grant rather than reserves for \$14,767.06 and Grants of \$64,100 to Pincher Creek Community Early Learning Centre to be funded through reserve account 7414004760 PCCELC Reserve.

BACKGROUND/HISTORY:

When the budgets are passed in December prior to the completion of year end, Administration is estimating how much grant funding will be remaining to be allocated to future projects. Administration suggests that the first source of funding to be used is grants to ensure they are expended and not withdrawn by the Province if not utilized in the appropriate time frame. Historically, trail projects have been funded through the Municipal Sustainability Initiative Grant but lately those projects have not proceeded due to costs exceeding budgets. Therefore, Administration is suggesting using the MSI Grant for the above noted projects for 2022.

The Sodium Hypochlorite Generation System was budgeted to be funded through reserves but Administration received notification after the budget was passed that this project has been accepted through Alberta Municipal Water/Wastewater Program.

ALTERNATIVES:

That Council for the Town of Pincher Creek accept this as information.

That Council for the Town of Pincher Creek request additional information to be presented at a future Council meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

By utilizing the grant funding more funds remain in reserves for future projects.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports reallocating funding from reserves to MSI and AMWWP as indicated.

Signatures:

Department Head:

Wendy Catonio

CAO:

Angie Lucas



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Disposition of Delegation - Rec Advisory Committee	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 4/24/2023

PURPOSE:

To dispose of the delegation from the Rec Advisory Committee

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the presentation from the Rec Advisory Committee as information

BACKGROUND/HISTORY:

N/A

ALTERNATIVES:

N/A

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Council to accept the Rec Advisory Committee as information

Signatures:
Department Head:

Angie Lucas

CAO:

Angie Lucas



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Disposition of Delegation - Oldman Rose Society	
PRESENTED BY: Adam, Recreation Manager	DATE OF MEETING: 4/24/2023

PURPOSE:

To dispose of the delegation by Kay Weir from the Oldman Rose Society.

RECOMMENDATION:

That Council for the Town of Pincher Creek Accept the presentation from the Oldman Rose Society as information with thanks for their contributions to community beautification.

BACKGROUND/HISTORY:

At the April 11th, 2023 regular meeting of Council, Kay Weir from the Oldman Rose Society came as a delegation to Council to discuss their request for fencing around the Rose Garden located at 696 Kettles Street.

ALTERNATIVES:

Direct administration to research fencing options and pricing for this site and bring back to a future council meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

The Oldman Rose Society has been an active community group since 2007 assisting in the beautification of Pincher Creek.

ATTACHMENTS:

Rose Society Letter April 11, 2023 - 3135

CONCLUSION/SUMMARY:

Administration supports that council for the Town of Pincher Creek accept the presentation from the Oldman Rose Society as information.

Signatures:
Department Head:

Adam Grose

CAO:

Angie Lucas

Presentation to Pincher Creek Town Council
April 11, 2023 - 6 p.m.

FOR THE LOVE OF ROSES

History: The Oldman Rose Society of Southern Alberta (ORSSA) was formed in 2007

- Rental agreement from the town to use the space on the East side of the Lebel, site of the old hospital
- Design based on a Celtic cross, defined by brick walls
- Grants received by Alberta gaming commission which allowed us to install underground watering system, create the beds with landscaping bricks, bring in topsoil, contract a curved sidewalk linking the parking lots for universal access, build the entrance pillars, archway and sign.

Donations received:

- Many community members (over 100 private donors) and industries (Shell Canada), Children of the Wind, Calgary Rose Society, MD Pincher Creek, Town of Pincher Creek > Kite Festival
- In memorial dedications, brass plaques attached to the brick entrance pillars which obligates us to keep a well maintained, attractive space. We can't guarantee that because of damage by the deer
- Benches

Accolades:

- Communities in Bloom
- Festival of Roses
- National Roses Canada
- Calgary Rose Society

Advantages to the community:

- Tourism attraction
- Quiet place to have a lunch, used regularly. Because of the location, the traffic noises of main street are minimal
- Inspiration and education re. growing roses in Pincher Creek. Most of the selected plantings are hardy roses that have been developed for our harsh climate by Canadian rose breeders, true Heritage Roses.
- A beautiful use of green space

Successful activities of the Rose Society:

- Formal afternoon teas on the grounds
- Official opening by Harry McGee, (president of National Roses Canada) bringing greetings from Ottawa in 2009.
- Visits from members of the Calgary Rose Society
- Educational events re: pest control, pruning, successful propagation, soil and nutrients needed for successful rose growing, and the choosing of appropriate species for this area
- Hosting the Annual Festival of Flowers Show, supported by the Town

Problems caused by deer:

- Destruction of the roses, negating all the hard work done by the Rose Society volunteers
- Last year we attempted to put chicken wire around the roses, which was unsightly and created more work when fertilizing, weeding and pruning.

What the Society has tried to discourage the deer:

- Various organic sprays which have worked marginally, renewed application needed after each rainfall and even more frequently.
- Solar powered motion sensors creating flashing lights that have to be turned on and off when the area is used. It's often forgotten (another high maintenance measure)
- All these measures have been totally ineffectual

Requested action from the Town:

- Fence the East side of the building with a 6-7 ft. tall fence outside the trees with 4 spring loaded gates at the sidewalk entrances. This would not interfere with access or activities planned by the AAC. Map
- Approx. 450 ft. required with steel posts at 8 ft. intervals.

How does the Town Council propose to support the Rose Society and other gardens in town if we are to participate in Communities in Bloom? Based on last year's example, there will not be any significant roses to display unless something is done.

With the Town's help in controlling the deer, the Rose Society is more than willing to bring the garden back to its formal glory -(see calendar from 2017). Our membership is decreasing as the frustration builds.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: 2023 Property Tax Bylaw #1620-23	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 4/24/2023

PURPOSE:

For Council to receive and pass the 2023 Property Tax Bylaw #1620-23, which will authorize administration to process the 2023 property tax levies.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to give the 2023 Property Tax Bylaw No. 1620-23, first reading.

That Council for the Town of Pincher Creek agree to give the 2023 Property Tax Bylaw No. 1620-23, second reading.

That Council for the Town of Pincher Creek unanimously agree to present the 2023 Property Tax Bylaw No. 1620-23, for third reading.

That Council for the Town of Pincher Creek agree to give the 2023 Property Tax Bylaw No. 1620-23, third and final reading and that a copy of which be attached hereto and form part of the minutes.

BACKGROUND/HISTORY:

The Town is required to pass a property tax bylaw each year which determines the revenue necessary to meet the current municipal budget which includes payments to third parties such as Pincher Creek Emergency Services and the Province for Policing, education requisitions, Crestview Lodge requisition, and the Government of Alberta Requisition for Designated Industrial Properties including linear property.

The Town's property assessments have increased by 41,225,920 of which 6,922,540 is new growth for 2023 and 34,303,380 is inflation for existing property owners in 2023.

The total property tax rates for 2023 have decreased from 2022 as follows:

Residential rate decreased by 1.1521 as the 2023 total property tax rate is 11.9502 as compared to 13.1023 for 2022.

Non-Residential rate decreased by 1.0944 as the 2023 total property tax rate is 15.7575 as compared to 16.8519 for 2022.

These decreases are due to the following factors:

1. Increase in property assessment values
2. reallocating storm water costs from property taxes to utilities

Attached is the requisitions for Education, Crestview Lodge and Designated Industrial Properties. The payment for 2023 to Pincher Creek Emergency Services is \$426,578.26 for operations and capital, as indicated in the attached letter from January 31, 2023. This amount is included in the cost of Municipal Services.

Included in the Confidential Package is the budget for the Pincher Creek Emergency Services.

All readings of this bylaw are required in order for the tax notices to be mailed in May.

ALTERNATIVES:

That Council for the Town of Pincher Creek request further information and direct administration to bring the 2023 Property Tax Bylaw to a future Council Meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time

FINANCIAL IMPLICATIONS:

The breakdown of requisitions and municipal revenue is outlined in the attached bylaw. There is a municipal tax increase of 3.642% which includes an increase of 2.1748% for Municipal operations including recent changes to the Collective Agreement with CUPE and an increase of 1.4672% for payments to the Province for Policing.

PUBLIC RELATIONS IMPLICATIONS:

The Property Tax Bylaw provides information to the Ratepayers of Pincher Creek regarding the requisitions and municipal requirements of the Town.

ATTACHMENTS:

- 2023 PC Emergency Services Commission Levy - 3138
- 2023 PROPERTY TAX BYLAW #1620-23 DRAFT - 3138
- 2023 Requisitions - 3138

CONCLUSION/SUMMARY:

Administration recommends the passing of this bylaw as pursuant to Section 353 of the Municipal Government Act, council must pass a property tax bylaw annually.

Signatures:

Department Head:

Wendy Catonio

CAO:

Angie Lucas



Pincher Creek Emergency Services Commission

The Town of Pincher Creek
Box 159
Pincher Creek, Alberta
T0K 1W0

January 31, 2023

SUBJECT: 2023 Pincher Creek Emergency Services Commission Levy

Attention: Laurie Wilgosh, CAO

Dear Mrs. Wilgosh,

The Pincher Creek Emergency Services Commission Board approved a budget for the Pincher Creek Emergency Services Commission for 2023 with resolution 2022/ 113 at the Regular Meeting held on November 24, 2022.

The levy portion has been calculated using the current approved process defined in the Commission's bylaws 3. The levy percentage for the Town of Pincher Creek for 2023 is 38.87%.

There were capital purchases in the budget for 2023 with a total of \$196,100.00.

The operational budget does not include reserve contributions for 2023.

The levy calculation for the operations portion is as follows:

2023 Operations Budget	\$901,382.00
2023 Capital Budget	\$196,100.00
Operations $\$901,382.00 \times 0.388688162$	\$350,356.51
Capital $\$196,100.00 \times 0.388688162$	<u>\$ 76,221.75</u>
Total Levy for 2023	\$426,578.26



Pincher Creek Emergency Services Commission

The Levy to be paid is divided into 4 payments and are due on the following:

January 31	\$106,644.56
March 31	\$106,644.57
June 30	\$106,644.56
September 30	<u>\$106,644.57</u>

Total Levy for the fiscal year 2023 \$426,578.26

Please call if you have any questions.

Yours Truly,

Pat Neumann
Chief
Pincher Creek Emergency Services Commission



TOWN OF PINCHER CREEK
2023 Property Tax Bylaw # 1620-23

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF PINCHER CREEK FOR THE 2023 TAXATION YEAR

WHEREAS, the Town of Pincher Creek has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the Council meeting held on December 12, 2022 and budget adjustments April 24, 2023;

WHEREAS, the estimated municipal revenues from all sources other than property taxation total **5,764,368** and:

WHEREAS, the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Town of Pincher Creek for 2023 total **10,543,341**; and the balance of **4,778,973** is to be raised by general municipal property taxation

WHEREAS, the estimated amount required to repay principal debt to be raised by general municipal taxation is **203,774** and;

WHEREAS, the estimated amount required for current year capital expenditures to be raised by general municipal taxation is **NIL** and;

WHEREAS, the estimated amount required from future financial plans to be raised by municipal taxation is **1,447,703** and

WHEREAS, the estimated amount transferred from reserves is **1,478,178** and

THEREFORE the total amount to be raised by general municipal taxation is **4,952,272** and

WHEREAS, the requisitions are:

Alberta School Foundation Fund

- | | |
|--------------------------|---------|
| - Residential & Farmland | 659,727 |
| - Non-residential | 396,311 |

Holy Spirit RCSR 4

- | | |
|--------------------------|---------|
| - Residential & Farmland | 227,055 |
| - Non Residential | 45,822 |

Pincher Creek Foundation – Crestview Lodge	134,703
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Designated Industrial Properties	497
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TOWN OF PINCHER CREEK
2023 Property Tax Bylaw # 1620-23

WHEREAS, the Council of the Town of Pincher Creek is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Status of Alberta; 2000, and

WHEREAS, the assessed value of all property in the Town of Pincher Creek as shown on the assessment roll is:

Residential and Farmland	369,821,790
Non-Residential	<u>128,206,520</u>
 Total Assessment	 <u>498,028,310</u>

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Council of the Town of Pincher Creek, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Pincher Creek:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
General Municipal			
Residential & Farmland	3,431,909	369,821,790	0.0092799
Non-residential	<u>1,520,363</u>	<u>128,206,520</u>	0.0118587
Total	<u>4,952,272</u>	<u>498,028,310</u>	
 ASFF (Residential & Farmland)	 664,516	 277,124,013	 0.0023979
ASFF (Non-Residential)	<u>393,684</u>	<u>110,840,731</u>	0.0035518
Totals	<u>1,058,200</u>	<u>387,964,744</u>	
 Holy Spirit RCSR4			
Residential & Farmland	222,280	92,697,777	0.0023979
Non Residential	<u>48,451</u>	<u>13,641,239</u>	0.0035518
Totals	<u>270,731</u>	<u>106,339,016</u>	
 Pincher Creek Foundation	 <u>134,694</u>	 <u>494,469,830</u>	 0.0002724
 Designated Industrial Properties	 <u>497</u>	 <u>6,658,830</u>	 0.0000746



**TOWN OF PINCHER CREEK
2023 Property Tax Bylaw # 1620-23**

Grand Totals 6,416,394

2. This Bylaw comes into full force and effect upon the date of third and final reading.

READ A FIRST TIME this 24th day of April, 2023

MAYOR, Don Anderberg

CAO, Angie Lucas

READ A SECOND TIME this 24th day of April, 2023

MAYOR, Don Anderberg

CAO, Angie Lucas

GIVEN UNANIMOUS CONSENT TO GO TO THIRD READING this 24th day of April, 2023

MAYOR, Don Anderberg

CAO, Angie Lucas

READ A THIRD TIME and finally passed this 24th day of April, 2023

MAYOR, Don Anderberg



TOWN OF PINCHER CREEK
2023 Property Tax Bylaw # 1620-23

CAO, Angie Lucas

DRAFT

PRELIMINARY

2023 EDUCATION PROPERTY TAX REQUISITION

FOR

TOWN OF PINCHER CREEK

PAYMENT TO ALBERTA SCHOOL FOUNDATION FUND (ASFF)

Assessment Class	Basic Rate (1)	Equalized Assessment(2)	ASFF Requisition (1) x (2) / 1,000
Residential and Farmland	\$2.56	\$257,706,034	\$659,727.45
Non-Residential	\$3.76	\$105,401,801	\$396,310.77
Total			\$ 1,056,038.22

PAYMENT TO HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO. 4

Assessment Class	Basic Rate (1)	Equalized Assessment(2)	Opted Out Requisition (1) x (2) / 1,000
Residential and Farmland	\$2.56	\$88,693,441	\$227,055.21
Non-Residential	\$3.76	\$12,186,683	\$45,821.93
tal			\$272,877.14

Total 2023 Property Taxes for Education: \$ 1,328,915.36

Report created on Apr 03, 2023.



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

Pincher Creek Foundation

“Providing Safe & Affordable Housing for Seniors for over 50 years”

January 10, 2022

Laurie Wilgosh, Chief Administrative Officer
The Town of Pincher Creek
PO Box 159
Pincher Creek, Alberta
T0K 1W0

Dear Laurie,

RE: 2023 REQUISITION INVOICE # I 464518 - Crestview Lodge

The Board of Directors of the Pincher Creek Foundation has received the 2022 Municipal Requisition “Calculation of Shared Costs”.

The 2023 total Requisition for Crestview Lodge has changed from 2022, agreed to and allocated, based on the joint decision by Council’s as per attached breakdown. This is an agreed upon overall 8% increase from the 2022 requisition. Also, your % of split \$ changed from 26.30% to 29.60% for the Town of Pincher Creek. This invoice is in accordance with Section 7 of the Alberta Housing Act (RSA2000) and is shared as follows:


The amount owing to the Pincher Creek Foundation is as follows:

Town of Pincher Creek: **29.60% of \$455077.00 = \$134702.79**
As per Invoice #I 464518 enclosed.

As soon as we receive our 2022 Audited Financial Statements for Crestview Lodge, approved by the Board, we will send them to you.

Please contact us if you have any further questions.

Yours truly,


Linda Noecker

Financial Administrator
Pincher Creek Foundation
Crestview Lodge/Community Housing
Phone: EXT 3
finance@pcfoundation.ca

Calculation of Equalized Assessment for 2023:

Agreed Upon and Allocated based on % as follows:

	<u>Percent / Division</u>
M.D. of Pincher Creek #9	69.40%
Town of Pincher Creek	29.60%
Village of Cowley	1.00%
Total of Equalized Assessment	<u><u>100.00%</u></u>

2023 MILL RATE as approved by Board: **\$455,077.00**

Calculation of Requisition Amount:

MD of Pincher Creek #9	\$	455,077.00	Times by	69.40%	=	\$315,823.44
Town of Pincher Creek	\$	455,077.00	Times by	29.60%	=	\$134,702.79
Village of Cowley	\$	455,077.00	Times by	1.00%	=	\$4,550.77

Total Municipal Requisition \$ to Receive: \$455,077.00

Find: Mgmt/Municiple Requisition - ALL/2023/2023 Equalised Assessment Breakdown

March 31, 2023

Ms. Laurie Wilgosh
Chief Administrative Officer
Town of Pincher Creek
PO Box 159
Pincher Creek, AB T0K 1W0

cao@pinchercreek.ca

Dear Chief Administrative Officer:

Subject: 2023 Tax Year - Designated Industrial (DI) Property Requisition

Legislated changes within the *Municipal Government Act (MGA)* has the cost of centralization of DI Property assessments recovered through a requisition paid by the DI property assessed persons.

The 2023 provincial uniform tax rate for all DI property assessment was set at **\$0.0746** per \$1,000 of DI property assessment as per Ministerial Order No MAG:005/23.

If the total requisition amount is less than \$1,000 for a municipality, there will be no requirement to remit payment, but it still must be applied to the DI property owners' tax bill.

The details of the requisition amount and any balance forward from the 2022 requisition for your municipality is included in the attached notice.

A reconciled notice will be sent to municipalities in early 2024 and will reflect DI property assessment changes that occurred in the year as a result of an amendment, Land and Property Rights Tribunal decisions, or a supplementary assessment. Credit balances or balances owing will be reflected on the 2024 requisition payable by the municipality.

If you have any questions about the requisition, please contact Ken Anderson, Manager, Finance and Administration at (780) 427-8962 or email at ken.anderson@gov.ab.ca.

We look forward to maintaining a strong working relationship as we move forward with centralization.

Sincerely,



Victoria Bachmann
Executive Director
Assessment Services Branch

Attachment



**Alberta Municipal Affairs
2023 Designated Industrial (DI) Property Requisition Notice**

Municipal Code: 0250
Municipality: Town of Pincher Creek
 PO Box 159
 Pincher Creek, AB T0K 1W0

Notice Date: March 31, 2023
Tax Year: 2023
Due Date: 30 days from Municipal tax due date

<p>PLEASE MAKE CHEQUES PAYABLE TO GOVERNMENT OF ALBERTA AND MAIL TO:</p> <p>Alberta Municipal Affairs Provincial Assessor's Office Assessment Services Branch 15TH Floor Commerce Place 10155 - 102 Street NW Edmonton AB T5J 4L4 Canada</p>	<p>THIS DOCUMENT IS ISSUED BY:</p> <p>Alberta Municipal Affairs Provincial Assessor's Office Assessment Services Branch 15TH Floor Commerce Place 10155 - 102 Street NW Edmonton AB T5J 4L4 Canada Ph: 780-422-1377</p>
---	---

Ministerial Order Number	Remittance Balance from Previous Years	2022 AY* DI Property Assessment	2023 DI Property Requisition	Tax Rate Per \$1,000	Government Policy Credit	2023 Remittance Credits	Balance on Requisition
MAG:005/23	\$0.00	6,658,830	\$496.75	0.0746	\$496.75		\$0.00

Notes:

1. 2022 AY* = 2022 Assessment Year
2. All taxable designated industrial property is subject to the requisition.
3. The tax rate set by the Minister must be the rate applied. **Do not adjust the rate.**
4. Machinery and equipment exempted from taxation by municipal bylaw under Section 364(1.1) of the Municipal Government Act is not subject to the DI Requisition.
5. Properties, where GIPOT is paid, are not subject to the DI Requisition.
6. Government Policy Credit reflects: 2023 requisitions under \$1000 canceled, and/or Designated Industrial Requisition Credit (DIRC).
 - a. If the annual DI Property Tax Requisition amount is less than \$1,000 for a municipality, there will be no requirement to remit payment, but it still must be applied to the DI property owners' tax bill.
7. A minus (-) symbol in the "Balance on Requisition" box indicates a credit balance.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Clean Energy Improvement Program Bylaw 1634-22	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 4/24/2023

PURPOSE:

This bylaw was originally passed August 22, 2022. Section 390.3 (5) of the MGA indicates that a public hearing must be held before 2nd and 3rd reading can be passed. That was not completed originally, therefore to have a properly legislated bylaw for this program it needs to be rescinded and re-issued following the proper processes.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give first reading to Clean Energy Improvement Program Bylaw 1634-23, rescinding Clean Energy Improvement Program Bylaw 1634-22.

That Council for the Town of Pincher Creek agree to hold a Public Hearing on Clean Energy Improvement Program Bylaw 1634-23 on May 23, 2023 before consideration of second and/or third reading.

BACKGROUND/HISTORY:

This bylaw was originally passed August 22, 2022. Section 390.3 (5) of the MGA indicates that a public hearing must be held before 2nd and 3rd reading can be passed. That was not completed originally, therefore to have a properly legislated bylaw for this program it needs to be rescinded and re-issued following the proper processes.

The Clean Energy Improvement Program (CEIP) provides loans to property owners for clean energy improvements that are repaid through their property tax bill. This allows owners the flexibility of selling their property and passing the loan onto the new owner instead of having to commit to long payback times that come with some infrastructure.

This program is administered by Alberta Municipalities, who provide support in starting the program and then also with administrative tasks once it has been implemented. The first step in offering the program to our residents is passing a bylaw indicating our terms for creating an agreement between the Municipality and the property owner for a clean energy improvement. This has been done and the bylaw is presented as an attachment to this request for first reading.

ALTERNATIVES:

That Council for the Town of Pincher Creek rescind and repeal Clean Energy Improvement Program Bylaw 1634-22.

That Council for the Town of Pincher Creek receive the information regarding Clean Energy Improvement Program Bylaw 1634-23 as information.

That Council for the Town of Pincher Creek direct administration to amend draft Clean Energy Improvement Program Bylaw 1634-23 prior to first reading.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

The Town and MD are applying to receive a loan for 80% of the total program costs, along with a grant valued at 50% of the loan to cover startup fees, loanee defaults, marketing, auditing requirements and administration costs over the first 4 years of the program.

The remaining 20% will need to be funded internally or through a bank.

The program provides capital financing for residents to increase resiliency, lower energy costs, and extend the lifetime in their homes. The capital is repaid through the property tax roll, which gives homeowners the flexibility to sell their properties and no longer be liable for the loan. This program will help increase the quality of the housing stock and the value of properties.

PUBLIC RELATIONS IMPLICATIONS:

Having a Public hearing will provide the public with an opportunity to voice their opinions on this bylaw.

Going forward with this program will show our residents that we are committed to supporting them reduce greenhouse gas emissions and save on energy costs. It will also give us an opportunity to continue to be a leader in the sustainability space and set an example for other municipalities to follow.

Partnering with the MD will show our continued commitment to creating a strong relationship and working together to improve the Pincher Creek area.

ATTACHMENTS:

1634-23 - Clean Energy Improvement Program Bylaw
Pincher Creek CEIP bylaw - 3125

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree and give first reading to Clean Energy Improvement Program Bylaw 1634-23, rescinding Clean Energy Improvement Program Bylaw 1634-22 and schedule Public Hearing on Clean Energy

Improvement Program Bylaw 1634-23 on May 22, 2023 before consideration of second and/or third reading.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas



BY-LAW #1634-23
of the
TOWN OF PINCHER CREEK

**A BYLAW OF THE MUNICIPALITY OF THE TOWN OF
PINCHER CREEK, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH A CLEAN ENERGY IMPROVEMENT PROGRAM.**

WHEREAS, the purpose of a municipality is to foster the well-being of the environment and provide services, facilities, and more that, in the opinion of council are necessary or desirable for all, or as part of the municipality;

WHEREAS, the Clean Energy Improvement Program is a financing program that uses municipal financing to facilitate the implementation of clean energy improvements to residential and non-residential, and non-designated industrial properties through the use of a local assessment mechanism to provide security for repayment of the financing;

WHEREAS, Alberta Municipal Services Corporation (operating as Alberta Municipalities) has been designated by the Minister as the Program Administrator responsible for the Clean Energy Improvement Program to support municipalities in Alberta that finance clean energy improvements;

WHEREAS, the Council of Pincher Creek wishes to enable a Clean Energy Improvement Tax Bylaw to establish a Clean Energy Improvement Program pursuant to section 390.3 of the Municipal government Act, R.S.A 200, c. M-26 ('the Act');

WHEREAS, the Council of the Town of Pincher Creek wishes to enable financing for clean energy improvements for eligible properties in their municipality.

NOW THEREFORE, the Council of the Town of Pincher Creek; duly assembled enacts as follows:

1. SECTION 1: TITLE

1.1 This Bylaw be cited as the "Clean Energy Improvement Tax Bylaw" of the Town of Pincher Creek.

2. SECTION 2: DEFINITIONS

In this bylaw, unless the context otherwise requires, the word, term, or expressions:

- 2.1 ACT - means the Municipal Government Act, R.S.A. 2000, c. M-26 as amended, and any amendment or substitutions thereof;
- 2.2 BYLAW - means this Clean Energy Improvement Tax Bylaw;
- 2.3 CHIEF ADMINISTRATIVE OFFICER (CAO) - means the person appointed to the position of the chief administrative officer for the Town of Pincher Creek, within the meaning of the Municipal Government Act.



- 2.4 CLEAN ENERGY IMPROVEMENT AGREEMENT or AGREEMENT - means the agreement executed between the Municipality and the Owner of an Eligible Property whereby the Owner agrees to pay an amount required to cover the costs of financing each Eligible Clean Energy Improvement approved by the Program Administrator, as drafted in accordance with section 390.4 of the Act;
- 2.5 CLEAN ENERGY IMPROVEMENT TAX - means a tax levied against an Eligible Property pursuant to an Agreement;
- 2.6 ELIGIBLE PROPERTY - means a property located within the Municipality that is designated as residential, non-residential or not-designated industrial property but does not include designated industrial property or government-owned properties;
- 2.7 DESIGNATED MANUFACTURED HOME - means a manufactured home, mobile home, modular home or travel trailer;
- 2.8 MUNICIPALITY - means the Town of Pincher Creek;
- 2.9 OWNER - means, collectively, the registered owners of a property;
- 2.10 PROGRAM - means the Clean Energy Improvement Program as described in the Act and Regulation and defined henceforth.
- 2.11 PROGRAM ADMINISTRATOR - means the Alberta Municipal Services Corporation (operating as Alberta Municipalities) or provincially designated Program Administrator as defined in the Clean Energy Improvements Regulation.
- 2.12 REGULATION - means the Clean Energy Improvements Regulation, A.R. 212/2018 and amendments thereto.

3. SECTION 3: GENERAL RULES

- 3.1. A property Owner of an Eligible Property within the Municipality can apply to the Program Administrator to seek financing for a clean energy improvement to their property.
- 3.2. Participation in the Program is limited to eligible properties, defined as a property located within the Municipality that is designated as residential, non-residential, or not-designated industrial property, but does not include designated industrial property, government owned properties, and designated manufactured homes.
- 3.3. An applicant of a non-profit property that is tax-exempt would be responsible to pay any and all principal and interest of the Clean Energy Improvement Program costs as per the Clean Energy Improvement Agreement.
- 3.4. The Chief Administrative Officer, or designate of the Town of Pincher Creek is hereby authorized to Impose a Clean Energy Improvement Tax, in respect of each clean energy improvement made to a property, where a municipality has entered into a Clean Energy Improvement Agreement with the property Owner(s) of that property.
- 3.5. The Clean Energy Improvement Tax will be voluntarily levied against a property when there is a Clean Energy Improvement Agreement to raise revenue to pay the amount required to recover



the costs of those clean energy improvements, including principal and interest, to do so between the Municipality and the property Owner.

- 3.6. The property Owner(s) must meet the criteria listed below to be eligible to participate in the Clean Energy Improvement Program:
- i) They must be current on their taxation payment for the property, for a period of five years, prior to the date of the application to the Program;
 - ii) They must have never been in collections for a property in the Town of Pincher Creek;
 - iii) They may, for first time property Owners that have purchased the property within the last 5 years, be subject to an enhanced financial eligibility review;
 - iv) They must, for property Owners that are new to the Municipality and do not have a financial history with the Municipality, submit a record of property tax verification from another municipality, for any property previously owned in a different Municipality;
 - v) They must provide mortgage information, if the mortgage amount exceeds the assessed value of the home. In such case the Municipality reserves the right to deny the applicant;
 - vi) They must be in good standing with the Municipality. The Municipality reserves the right to deny the applicant if the applicant is not in good standing with any Department of the Municipality. The Municipality reserves the right to define what “good standing” entails, and can include but is not limited to any development compliance issues, or any other accounts receivable outstanding or unresolved issues.;
 - vii) They must not be in bankruptcy (or insolvency), the property must not be in foreclosure, and the property Owner(s) will be required to provide a sworn statement confirming this;
 - viii) They must be current on their mortgage payment, current on any other debts secured by the property and have not been late on any such payments. They may be required to submit a letter from their financial institution confirming this;
 - ix) They must not be in more than three (3) Clean Energy Improvement Agreements
 - x) They must meet any additionally eligibility criteria as identified by the Municipality or the Program Administrator.
- 3.7. For a clean energy improvement to be eligible, it must be an installation that is permanently affixed to the eligible property which:
- i) Will result in increased energy efficiency or use of renewable energy on that property;
 - ii) Involves:
 - a) Interior and Exterior Lighting and Lighting Controls;
 - b) HVAC (I.e., high efficiency furnace);
 - c) Water Heating
 - d) Building envelope improvements (i.e., insulation)
 - e) Renewable energy upgrades (i.e., photovoltaic solar system);
 - f) Or such other clean energy improvements as are approved and agreed to in writing by the Municipality within the Agreement, and those improvements provided on the list of eligible upgrades available through the Program Administrator’s website <https://www.myceip.ca/residential/>;
 - iii) Is not less than three thousand (\$3,000) dollars in capital cost of the project value;
 - iv) Capital costs do not exceed \$50,000 for residential
 - v) Total project costs will not exceed \$500,000 for non-residential or non-designated industrial property.



- 3.8. Whereby the amount of the tax authorized by a bylaw under section 353 (property tax) of the Municipal Government Act most recently, and imposed on the property is greater than or equal to the annual payment calculated in accordance with the following Formula:

$$\frac{A + B + C}{D}$$

Where

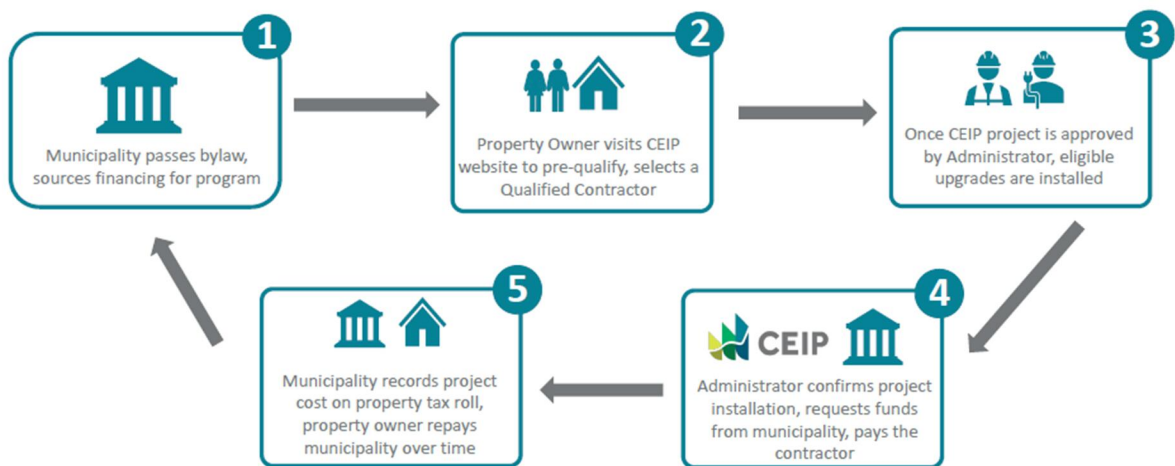
- A is the capital cost of undertaking the clean energy improvement;
- B is the total cost of professional services needed for the clean energy improvement;
- C is the total cost of all incidental costs;
- D is the lesser of the probable lifetime, calculated in years, of the improvement or the maximum financing term established by the Municipality.

- 3.9. The Clean Energy Improvement Agreement will be as set out under section 390.4 of the Municipal Government Act, and as amended.
- 3.10. The period over which the cost of each eligible clean energy improvement will be spread will be to a maximum, over the probable lifetime of the improvement, and where the annual repayment amount does not exceed the annual taxation amount for the property in question. For multiple upgrades each improvement will be calculated individually, and the repayment term set at the discretion of the Municipality.
- 3.11. A property Owner may submit one application per year.
- 3.12. The property Owner(s) can apply for the program by submitting an application to the Program Administrator for the Clean Energy Improvement Program, including any required supporting documentation, and following all program requirements as outlined by the Program Administrator and the Municipality;
- 3.13. A property Owner must pay the required application fee, pursuant to section 8 of the Regulation.
- 3.14. That for the purpose of the Clean Energy Improvement Program, the sum of project amounts as they are approved may be borrowed by the Municipality.
- 3.15. The annual maximum amount to be borrowed by the Municipality towards the Clean Energy Improvement Program is \$300,000 for residential and \$500,000 for non-residential, and not-designated industrial properties.
- 3.16. The annual borrowed amount by the Municipality will have a maximum rate of interest of ten percent (10%), and a maximum term of twenty-five (25) years.
- 3.17. The borrowed amount by the property Owner will have a maximum rate of interest calculated at the time of the agreement, and repayment term based on the lifespan of the improvement(s).



- 3.18. The principal and interest owing under the borrowing will be paid using the proceeds from Clean Energy Improvement Tax and payments made by the approved project recipients through to the Municipality on the annual improvement levy.
- 3.19. A Clean Energy Improvement Tax will be imposed on the property that is subject to a Clean Energy Improvement Agreement at any time following the signing of the Clean Energy Improvement Agreement.
- 3.20. In the event that a property owner wishes to repay the Clean Energy Improvement Program financing early, the amount owing will be calculated at the time of the request, based on the principal and interest remaining and the terms of the financing being used for the project(s).
- 3.21. Any project(s) that has been approved under the Clean Energy Improvement Program must be completed within the time limit as set out under the Agreement.
- 3.22. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of this bylaw and shall not invalidate the whole bylaw.
- 3.23. Upon third and final reading, Clean Energy Improvement Program Bylaw 1634-22 is hereby repealed.
- 3.24. This bylaw comes into force upon third reading and is signed by the Mayor and Chief Administrative Officer or Designate.

How does CEIP work?





Read a first time by Council on _____, 2023.

Mayor

Chief Administrative Officer

Public Hearing held on _____, 2023.

Mayor

Chief Administrative Officer

Read a second time by Council on _____, 2023.

Mayor

Chief Administrative Office

Read a third time by Council on _____, 2023.

Mayor

Chief Administrative Officer



**BY-LAW #xx-xx
of the
TOWN OF PINCHER CREEK**

**A BYLAW OF THE MUNICIPALITY OF THE TOWN OF
PINCHER CREEK, IN THE PROVINCE OF ALBERTA, TO
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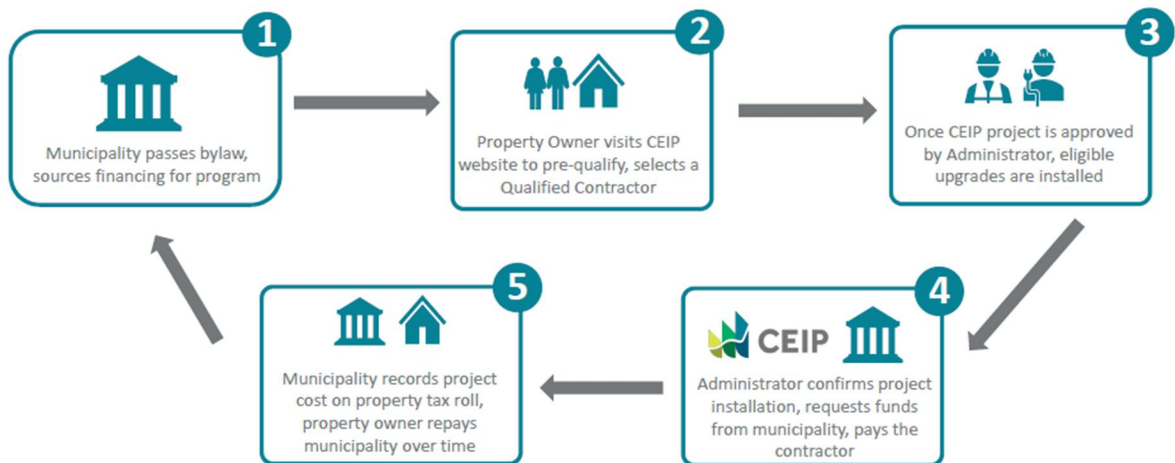
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- 3.16. The annual borrowed amount by the Municipality will have a maximum rate of interest of ten percent (10%), and a maximum term of twenty-five (25) years.
- 3.17. The borrowed amount by the property Owner will have a maximum rate of interest calculated at the time of the agreement, and repayment term based on the lifespan of the improvement(s).



- 3.18. The principal and interest owing under the borrowing will be paid using the proceeds from Clean Energy Improvement Tax and payments made by the approved project recipients through to the Municipality on the annual improvement levy.
- 3.19. A Clean Energy Improvement Tax will be imposed on the property that is subject to a Clean Energy Improvement Agreement at any time following the signing of the Clean Energy Improvement Agreement.
- 3.20. In the event that a property owner wishes to repay the Clean Energy Improvement Program financing early, the amount owing will be calculated at the time of the request, based on the principal and interest remaining and the terms of the financing being used for the project(s).
- 3.21. Any project(s) that has been approved under the Clean Energy Improvement Program must be completed within the time limit as set out under the Agreement.
- 3.22. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of this bylaw and shall not invalidate the whole bylaw.
- 3.23. This bylaw comes into force upon third reading and is signed by the Mayor and Chief Administrative Officer or Designate.

How does CEIP work?



Bylaw No. xx-xx, Clean Energy Improvement Program



Read a first time by Council on _____, 2023.

Mayor

Chief Administrative Officer

Public Hearing held on _____, 2023.

Mayor

Chief Administrative Officer

Read a second time by Council on _____, 2023.

Mayor

Chief Administrative Office

Read a third time by Council on _____, 2023.

Mayor

Chief Administrative Officer



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Land Use Bylaw Amendment 1547-AP	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 4/24/2023

PURPOSE:

For Council to consider amending the Land Use Bylaw to include "Medical and Dental Office" as a discretionary use in the Highway/Drive-in Commercial - C2 land use district.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give first reading to Land Use Bylaw Amendment 1547-AP amending Land Use Bylaw 1547 to include "Medical and Dental Office" as a discretionary use in the Highway/Drive-in Commercial - C2 land use district.

That Council for the Town of Pincher Creek agree to hold a Public Hearing on Bylaw 1547-AP amending the Land Use Bylaw on May 23, 2023 before consideration of second and/or third reading.

BACKGROUND/HISTORY:

See attached.

ALTERNATIVES:

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

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

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

See attached.

FINANCIAL IMPLICATIONS:

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

PUBLIC RELATIONS IMPLICATIONS:

In addition to the Towns' Department referral comments, the adjacent property owners are to be notified in accordance with the Land Use Bylaw section 50 and the Municipal

Government Act sections 230, 606 and 692. Subsequent to first reading of Bylaw 1547-AP the Notice of Public Hearing on Bylaw 1547-AP is to be published for two consecutive weeks in the local weekly newspaper as per Advertising for Public Hearing Policy 115-95. The suggested dates for advertising are May 3 and 10, 2023 respectively.

ATTACHMENTS:

MEMO Re Proposed Bylaw No. 1547-AP - Add Medical and Dental Office to C2 District - 3127

Town Pincher Creek LUB 1547 Amendment - add Medical and Dental Office to C2 - 3127

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree and give Bylaw 1547-AP amending the Land Use Bylaw 1547 first reading and to hold a Public Hearing on May 22, 2023.

Signatures:

Department Head:

Lisa Goss

CAO:

Angie Lucas

Memo

To: Angie Lucas – CAO, Town of Pincher Creek
Cc: Lisa Goss – Legislative Services Manager, Town of Pincher Creek
From: Kattie Schlamp – ORRSC Planner **Date:** April 13, 2023
Re: Proposed Land Use Bylaw Amendment No. 1547-AP

The Town of Pincher Creek has received an application to amend Land Use Bylaw No. 1547 in order to add Medical and Dental Office as a Discretionary Use in the Highway/Drive-In Commercial – C2 land use district. The Applicant, 2202002 Alberta Ltd. had originally applied for a change of use development permit to operate a dental office at Unit F, 1102 Chief Mountain Ave. As the land use district does not have a listed permitted or discretionary use to accommodate a dental office, the use is currently prohibited. As the use cannot be waived, the Applicant was advised that an application to amend the land use bylaw must be made for consideration by Council. If Council approves the amendment, then the use could be considered as a discretionary use in the district.

The land use bylaw's definition of Medical and Dental Office is as follows:

Medical and dental office means development providing medical and health care on an outpatient basis. Examples of this use include medical and dental offices, clinics, occupational health and safety offices, counselling services, chiropractic and naturopathic services, and such other uses as the Municipal Development and Subdivision Authority considers similar in character and nature to any of these uses, but this excludes dispensaries (which sell pharmaceutical and related medical supplies) as an accessory use.

The intent of the Highway/Drive-In Commercial – C2 land use district is to:

- (a) manage development of commercial uses which require both high visibility and ready access to designated highways for the benefit of the motoring public;
- (b) provide convenient highway proximate locations for commercial uses;
- (c) ensure that development and land uses in this district is functional and attractive.

As a dental office may benefit from high visibility and convenient access it is recommended that Council give consideration to allow the use in the C2 district. If Medical and dental office is added as a use to the C2 district, an application could be made for any parcel of land within the C2 district. As the use is suggested to be discretionary, the Municipal Development and Subdivision Authority (MDSA) may exercise its discretion to ensure the proposal is a suitable fit for the proposed location.

If proposed Bylaw 1547-AP is adopted to add Medical and dental office as a discretionary use, then the application for a change of use development permit at Unit F, 1102 Chief Mountain Ave. may be decided on by the MDSA. If the proposed bylaw is defeated, the application for a change of use development permit must be refused.

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

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 has received a request to accommodate "Medical and Dental Office" as a use in the Highway/Drive-In Commercial – C2 land use district;

AND WHEREAS the purpose of the proposed amendment is to add the Use of "Medical and Dental Office" as a Discretionary Use in the Highway/Drive-In Commercial – C2 land use district;

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. That "Medical and Dental Office" be added as a Discretionary Use to Schedule 2, Highway/Drive-In Commercial – C2, Section 1.
2. Bylaw No. 1547, being the municipal Land Use Bylaw, is hereby amended and consolidated.
3. This bylaw shall come into effect upon third and final reading thereof.

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

SUBJECT: Northeast Pincher Creek Part 2 Area Structure Plan Bylaw 1635-23	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 4/24/2023

PURPOSE:

For Council to consider second reading of Northeast Pincher Creek Part 2 Area Structure Plan Bylaw 1635-23.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give second reading to Northeast Pincher Creek Part 2 Area Structure Plan Bylaw 1635-23.

BACKGROUND/HISTORY:

The North East Area Structure Plan has been on the books for several years however experienced delays in implementation due to covid.

At the July 6, 2022 Committee of the Whole meeting the NE ASP was deferred to a Special Committee of the Whole meeting on July 11, 2022 of which was subsequently cancelled. The item was brought forward at the September 7, 2022 Committee of the Whole meeting where it was deferred to the next Council meeting on September 12, 2022 where direction was given to circulate the Plan for referral and prepare a bylaw for adoption.

In addition, as directed, the wetland assessment has commenced for the areas identified in the draft NE ASP as potential wetlands.

First reading of the Northeast Pincher Creek Part 2 Area Structure Plan Bylaw 1635-23 was passed at the regular meeting of Council on January 23, 2023. In addition, Council agreed to hold a Public Hearing on February 27, 2023 before consideration of second and/or third reading.

ALTERNATIVES:

That Council for the Town of Pincher Creek receives the information regarding Northeast Pincher Creek Part 2 Area Structure Plan Bylaw 1635-23 as presented.

That Council for the Town of Pincher Creek direct administration to amend Northeast Pincher Creek Part 2 Area Structure Plan Bylaw 1635-23 prior to consideration of second reading.

That Council for the Town of Pincher Creek agree and give third and final reading to Northeast Pincher Creek Part 2 Area Structure Plan Bylaw 1635-12 and that a copy of which be attached hereto forming part of the minutes.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

A full review and update of the Municipal Development Plan is required in order to facilitate a larger strategic planning discussion regarding aligning with the communities vision for the future.

FINANCIAL IMPLICATIONS:

Implementation of the Plan once adopted will require future budget considerations.

PUBLIC RELATIONS IMPLICATIONS:

The Public Hearing saw several members of the public in attendance with only one person wishing to be heard. The individual followed up with an email to administration dated March 7 with a response sent back on March 17 (attached)

ATTACHMENTS:

2023.03.07_email correspondence re_Public Hearing for Bylaw 1635-23 - 3107

Figure 7.1 amended - 3107

NE ASP amendments - March 2023 - Schedule C - 3107

Pincher Creek NE ASP Bylaw 1427 Amendment Part 2 - adopting amended bylaw - 3107
rep_ne pincher creek part 2 asp_final_AMENDMENTS - 3107

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree and give second (and third) reading to Northeast Pincher Creek Part 2 Area Structure Plan Bylaw 1635-23.

Signatures:

Department Head:

Lisa Goss

CAO:

Angie Lucas

Legislative

From: Legislative
Sent: Friday, March 17, 2023 9:26 AM
To: 'Megan Metheral'; Reception; Cao
Subject: RE: Public Hearing Bylaw No.1635-23

Good Day,

Thank you for attending the Public Hearing for Bylaw 1635-23 to adopt the Northeast incher Creek Part 2 Area Structure Plan on February 27, 2023 followed by the email correspondence dated March 7, 2023 requesting additional clarity and information.

With respect to the Phase I Environmental Site Assessment prepared by Stantec Consulting Ltd. For the Town of Pincher Creek dated July 13, 2020 (Job No. 116549010). The report is not referring to a single parcel of land or for an individual development. It is referring to the entire ASP amendment boundary area comprised of approximately 117.7-acres of land and consisting of 20 separate titles of land. There are three land use district designations (zonings) currently in place amongst the various parcels: Transitional Urban Reserve (TUR), General Industrial and Warehousing (I1) and Light Industrial (I2). Similarly, the Phase 1 ESA that was conducted by Stantec Engineering which forms part of the plan, was a general review of the entire ASP amendment boundary area of 117.7-acres and was not for a specific parcel of land or for an individual development being proposed. The Phase 1 ESA study is largely a desktop exercise examining the history and available municipal & provincial information on the land, known past land uses, a biophysical review, along with some in the field visual inspections. This was conducted to help identify any concerns that may need to be address in moving forward with development of the area.

With respect to the 2018 Strategic Plan Mission Statement “Working in the best interest of the community through thoughtful, responsive and accountable public service.” To address the mission statement, the Town of Pincher Creek commenced an update to 1989 ASP to better plan for the area, to identify potential issues regarding infrastructure constraints that could be costly for the municipality; considered policies and objectives in its strategic plan, Intermunicipal Development Plan, and Municipal Development Plan; collaborated with community groups; conducted public engagement and an open house on the project, and has endeavored to update the plan to best address long-term community needs to attract new residents and businesses to the Town of Pincher Creek. This area has been identified and planned for a combination/mix of recreational and industrial/commercial land use since the original 1989 ASP was first adopted.

With respect to 7.1.1 of the Draft Northeast Pincher Creek Part 2 Area Structure Plan amendment as prepared by Stantec recommending that lands in the ASP amendment boundary area not be designated as General Industrial and Warehousing (I1) for a couple of reasons. (Note: only a portion, 43.65-acres of the 117.7-acre ASP land area, is presently designated as I1.) First, as the majority of the lands are intended for recreational use and light industrial, commercial business which could include restaurants, hotels/motels, etc., it was suggested the I1 land use district was not appropriate to be mixed with these types of uses where there could be potential land use conflicts. Second, there are municipal infrastructure constraints in this area (that are cost prohibitive to remedy) such as sewer capacity issues. This means some of the industrial uses in the I1 district cannot be accommodated in this area. The ASP will still allow for a wide variety of other industrial and commercial land use districts to accommodate business. There are 540 to 665 potential acres of future industrial land within municipal boundaries of the Town of Pincher Creek.

Trusting this information to be satisfactory.

Kind Regards,

Lisa Goss
Legislative Services Manager

From: Megan Metheral <meganmetheral@outlook.com>

Sent: Tuesday, March 07, 2023 2:41 PM

To: Reception <reception@pinchercreek.ca>; Legislative <legislative@pinchercreek.ca>; Cao <cao@pinchercreek.ca>

Subject: Public Hearing Bylaw No.1635-23

Attention to: Mayor and Council, Legislative, and CAO Town of Pincher Creek, Ab.

Good afternoon,

This request pertains to the public hearing question to the intention of the Town of Pincher Creek to consider adopting Bylaw No. 1635-23, Northeast Pincher Creek Part 2 Area Structure Plan. Pursuant to my presented question during the Public Hearing I request further information on the following.

Background information

Within the Northeast Pincher Creek Part 2 Area Structure Plan, Prepared for Town of Pincher Creek, prepared by Stantec Consulting Ltd on July 2022, it states the existing land use of the area includes Transitional/Urban Reserve (TUR), General Industrial and Warehousing (L1), and Light Industrial (L2). In section 7.1, point 7.1.1 General Industrial and Warehousing policies that L1 land use shall not be permitted in the Plan Area.

The Phase 1 ESA, NE Industrial Parcel of Land SE 1/4 26-006-30 W4M and SW 1/4 26-006-30 W4M Pincher Creek, Ab, prepared for Town of Pincher Creek by Stantec, Job No. 116549010, on July 13, 2020. In section 2.1 Objectives it states that the Phase 1 ESA was conducted for the Town of Pincher Creek in support of a proposed industrial development with its western and southwestern portions considered for potential residential development. From the map found in Appendix A titled "Site Location Plan", the Phase 1 ESA Site area encompasses the NE Industrial Parcel of Land, which includes land use designations of TUR, L1, and L2.

Found within the Town of Pincher Creek Municipal Development Plan MDP Bylaw 1518-13 is the map titled "Dangerous Goods and Truck Route Bylaw No. 1547, July 25, 2005. Oldman River Regional Services Commission Map. April 30, 2013". Within the map is land use designation for areas identified as L1, and areas identified as L2 within the subject area of the NE Industrial Parcel.

Request for Information

The following request is to the Town of Pincher Creek to provide further clarity and information to the proposed amendments and adoption of Bylaw No. 1635-23:

1. In respect to the Stantec report conducted for the Town of Pincher Creek in support of a proposed industrial development within the site area of the NE Industrial parcel, please clarify the site location within this parcel and if the land use was designated as L1, L2, or TUR. Please provide supporting documentation as to what this proposed industrial development was/is and how it garnered support by the Town of Pincher Creek.

Within the Northeast Pincher Creek Part 2 ASP, section 3.4 Town of Pincher Creek Strategic Plan 2018, it states the Mission as "working in the best interest of the community through thoughtful, responsive and accountable public service".

2. From the Dangerous Goods Route Map found within Bylaw No. 1518-13 MDP, the map identifies areas of land use designation L1. In the Stantec report of July 2022, policies recommend in respect to L1 designation that no L1 will be

permitted in the Plan Area. This point is vague and a clear description or decision is required to understand why that land use designation has been removed from Bylaw No. 1635-23, and where these lands will be redirected to.

Thank you,

Megan Metheral
Citizen of the Town of Pincher Creek



FIGURE 7.1 | NE PINCHER CREEK ASP
Parks and Open Space

- TOWN OF PINCHER CREEK BOUNDARY
- NE PINCHER CREEK PART 2 ASP BOUNDARY (47.65Ha/117.74ac)
- BYLAW NO. 1427 NE PINCHER CREEK ASP BOUNDARY (1989)
- PROPOSED PROPERTY LINES
- EXISTING PATHWAY SYSTEM
- FUTURE PATHWAY SYSTEM
- FUTURE ROADWAY

PREPARED FOR: Town of Pincher Creek

U:\116549010\drawings\figures\116549010_Figure 7.1_Parks And Open Space.dwg
2021/09/01 2:11 PM By: Bourgen, Shel



116549010
September 1, 2021

CONCEPT ONLY: THIS DRAWING IS AN ARTISTIC REPRESENTATION OF DESIGNS PREPARED BY STANTEC CONSULTING LTD. IT IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE. COPYRIGHT RESERVED.

SCHEDULE “C”

Bylaw No. 1635-23 - NE ASP Part 2 – ptn of SW & SE 26-6-30-W4M

(Amendment to the 1989 Northeast Pincher Creek Area Structure Plan Bylaw No. 1427.)

Amendments to be included after First Reading of Bylaw No. 1635-23, January 23, 2023.

(Amendments resulting from information heard at Public Hearing on February 27, 2023.)

Figure 7.1 has been amended to remove the text “Potential Ball Diamond Area from the area identified for the proposed future Highway 3 bypass right-of-way.

Add the following amendments of text, policy, and statements:

8.0 Transportation

Subsection 8.1 Transportation Network (*add policies*)

4. The area identified as the future Highway 3 bypass (to Highway 6) shall not be developed with permanent structures, buildings, or recreational infrastructure, that will necessitate them having to be removed when the bypass right-of-way is purchased by AT for highway road construction.
5. The existing Lot 25, Block 4, Plan 0611417, will be impacted by the future Highway 3 bypass and cannot be developed in the SE portion required for the highway right-of-way. Access to the remnant lot area shall only be provided to the north from McEachern St.
6. If the lane in the plan labelled Area “H” (East-half of Block 7, Plan 0613747) is deemed unnecessary and a consolidation of all the existing titles to land in Area “H” occurs in order to form one amalgamated block, then a formal road (lane) closure process will be required to be undertaken by the Town (see area “H” on **Figure 10.1**).

10.0 Plan Implementation (*add policies*)

6. The Town will submit a Historical Resource (HR) application to the province for the adopted ASP to obtain clearance or determine if a Historical Resource Assessment needs to be completed prior to subdivision or development.
7. The Town will redesignate all current “General Industrial & Warehousing (I1) land to (I2). Individual lot purchasers and developers shall be responsible for the application and costs associated with changing the designation to C2 or I3 land use district if so desired to accommodate their proposal and intended use.
8. If the commissioned wetland analysis confirms the presence of wetlands in the development area of the ASP, the Town’s preference will be to compensate through a land removal and relocation process to relocate the wetlands to the north stormwater facility area a constructed wetland replacement. All provincial Water Act applications and approvals required to facilitate this process shall be undertaken by the municipality prior to the sale or development of any impacted lands.

9. Prior to the sale of land in Area “H” where the ESA identified a waste material stockpile of various materials (see Appendix A, Environmental Site Assessment Site Plans, **Figure 4.0**) the Town shall remove the debris and remediate the soil conditions to an acceptable standard based on the intended future industrial/commercial use. If the land is proposed for short-term accommodation (e.g., hotel/motel) or a business involving food preparation, the municipality may decide to conduct a further environmental assessment of the soil to ensure no hydrocarbons or other toxic materials are present in consideration of provincial guidelines.

11.0 Development Phasing (*add policies*)

Subsection 11.2 Phase 2 Development

2. The proposed Phase 3 fronting Mountain Ave (see area “H” on **Figure 10.1**), should not proceed until Phase 2 is 2/3 complete or the planned budget and detailed servicing plans for the ASP are revised with Council’s approval, to commence to an earlier time frame.

Section 11.3 Subdivision

4. If the portion of road (Dobbie Ave - see area “A” on **Figure 10.1**) between Area “B” parcels of the plan is deemed unnecessary as the ASP proposes and a consolidation of the existing adjacent titles of land in Area “B” occurs in order to form one amalgamated block, then a formal road closure bylaw process will be required to be undertaken by the Town (see **Figure 10.1**).



TOWN OF PINCHER CREEK IN THE PROVINCE OF ALBERTA

BYLAW NO. 1635-23

BEING a bylaw of the Town of Pincher Creek in the Province of Alberta, to adopt Bylaw No. 1635-23 Northeast Pincher Creek Part 2 Area Structure Plan, being a bylaw to amend the 1989 Northeast Pincher Creek Area Structure Plan Bylaw No. 1427 applicable for the lands generally described as:

Portions of the SW 26-6-30-W4M including:

- LOT 1, BLOCK 8, PLAN 0613747
- LOTS 6, 7, 8, 9, 10, 11, 12, 13, 14 & 15, BLOCK 7, PLAN 0613747
- LOT 15, BLOCK 5, PLAN 0613747
- LOT 1, BLOCK 6, PLAN 0512720
- LOTS 24 & 25, BLOCK 4, PLAN 0611417
- LOTS 12, 16 & 17, BLOCK 4, PLAN 0512718
- LOT 2, BLOCK 5, PLAN 0512718

Portion of the SE 26-6-30-W4M including:

- BLOCK 1, PLAN 2060JK

AND WHEREAS the Plan Area encompasses an area of 47.6 Ha (117.7 acres) and includes lands within Bylaw No. 1427 and additional adjacent lands, with the said lands as illustrated on the map in Schedule "A" attached hereto.

AND WHEREAS THE PURPOSE of Northeast Pincher Creek Part 2 Area Structure Plan (ASP) is to provide for the future land use, subdivision layout and design, road networks, servicing guide and engineering support information applicable to the land to allow for orderly and efficient development of the said lands as described in the ASP document, attached as Schedule "B" 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. That the Northeast Pincher Creek Part 2 Area Structure Plan attached hereto as Schedule "B" be adopted by Bylaw No. 1635-23 for the subject lands as described.
2. That the 1989 Northeast Pincher Creek Area Structure Plan Bylaw No. 1427 be amended to include the updates and amendments as described in Bylaw No. 1635-23.
3. Final formatting and consolidation shall take place following the passage of the bylaw.
4. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this ____ day of _____, 2023.

Mayor – Don Anderberg

Chief Administrative Officer – Laurie Wilgosh

READ a **second** time, as amended per Schedule “C”, this ____ day of _____, 2023.

Mayor – Don Anderberg

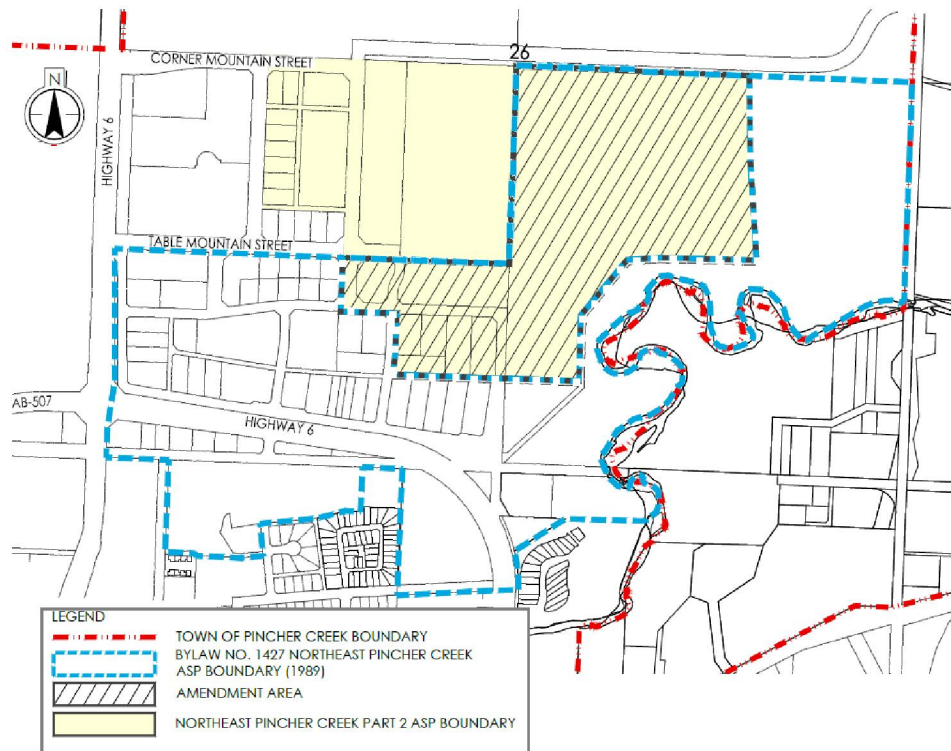
Chief Administrative Officer – Angie Lucas

READ a **third** time, as amended per Schedule “C”, and PASSED this ____ day of _____, 2023.

Mayor – Don Anderberg

Chief Administrative Officer – Angie Lucas

Schedule “A”



Schedule “B” - Northeast Pincher Creek Part 2 Area Structure Plan (ASP document)



Northeast Pincher Creek Part 2
Area Structure Plan

July 2022

Prepared for:

Town of Pincher Creek

Prepared by:

Stantec Consulting Ltd.

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NORTHEAST PINCHER CREEK PART 2

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NORTHEAST PINCHER CREEK PART 2 ASP

Introduction

1.0 INTRODUCTION

The purpose of the Northeast Pincher Creek Part 2 Area Structure Plan (ASP) (herein referred to as the 'Plan'), is to establish the framework for a refined industrial park concept, coupled with community recreation opportunities within the lands described as located in portions of the SW & SE ¼ Section 26 - Township 6 – Range 30 W4M (herein referred to as the 'Plan Area'), illustrated in **Figure 1.1 Location Plan**. Areas of the Plan are also included in the previously completed *Northeast Pincher Creek Area Structure Plan (1989, Bylaw No. 1427)*. This Plan, as presented, supersedes previous direction provided within the Northeast Pincher Creek ASP (Bylaw No. 1427) and provides guidance for future design and development in the industrial, highway commercial and recreational sector. This Plan, however, does not provide additional information for development of lands south of Highway 6.

Development policies, objectives, guidelines, and standards (in keeping with the municipality's current strategic vision and development direction) of the community will be identified in this Plan as the basis for future subdivision, detailed design, and construction-related decisions within the Plan Area. The intent of this Plan is to help facilitate efficient and financially responsible growth in the northeast sector of Pincher Creek.

Recreational and open space uses will be provided for in the community, in alignment with previous direction and goals established by the Northeast Pincher Creek ASP (Bylaw No. 1427), updated through this Plan. A key goal of the Plan is to provide development flexibility during rapidly changing market conditions. To this end, the Plan defines large block parcels, roads, and critical infrastructure corridors. Final Land Use and subdivision of smaller parcels will occur as required, based on demand.

1.1 PLAN INTERPRETATION

1.1.1 Relationship to the Northeast Pincher Creek ASP (Bylaw No. 1427)

The Plan is meant to be read independently of the existing Northeast Pincher Creek ASP (Bylaw No. 1427). Should any conflicts arise, the policies of this document (affecting all areas identified within the Plan Area, illustrated on **Figure 1.1 Location Plan**) supersede those noted within the Northeast Pincher Creek ASP (Bylaw No. 1427).

1.1.2 Map Interpretation

Unless otherwise specified in this Plan, the boundaries or locations of any symbols or areas shown on a map are approximate only, not absolute, and will be interpreted as such. They are not intended to define exact locations except where they coincide with clearly recognizable physical features or fixed boundaries such as property lines or road or utility rights-of-way. The precise location of these boundaries, for the purpose of evaluating development proposals, will be determined by the Approving Authority at the time of application. No measurements or distances of areas should be taken from the maps included in this Plan.

NORTHEAST PINCHER CREEK PART 2 ASP

Introduction

1.1.3 Policy Interpretation

The policies of the Plan apply to those lands described as the Plan Area (portions of the SW & SE ¼ Section 26 -Township 6 – Range 30 W4M), illustrated in **Figure 1.1 Location Plan**. Policies in this Plan are meant to guide future subdivision, detailed design, and construction stages.

Policies that use the words “shall,” “will,” or “must,” apply to all situations, without exception, usually in relation to a statement of action, legislative direction, or situations where a desired result is required.

The word “should,” is explicitly used to further clarify the directional nature of a policy section. Policies that use “should” are to be applied in all situations, unless it can be clearly demonstrated to the satisfaction of the Town that the policy is not reasonable, practical, or feasible in a given situation. Proposed alternatives will comply with applicable policies and guidelines to the satisfaction of the Town.

Policies that use the word “may” are used to define a permissible outcome, subject to developer interest and/or municipality preference to a specific situation. These policies are intended to clarify what potential outcomes could occur, rather than prescribe a specific outcome for the Plan.

Statutory vs. Non-Statutory Plans

Statutory plans are developed by a municipality for the purposes of identifying future plans for development within municipal boundaries and the immediately surrounding area. Statutory plans must be consistent with one another and with any regional plans adopted for the area under the Alberta Land Stewardship Act (ALSA). A statutory plan must obtain three readings of the associated Bylaw and conduct a public hearing before it is adopted by Council. Once adopted, there is a lawful obligation on the part of both the municipality and the residents to adhere to the plan. The following documents and plans below are examples of statutory plans in Alberta:

- Municipal Development Plan (MDP)
- Intermunicipal Development Plans (IDPs)
- **Area Structure Plans (ASPs)**
- Area Redevelopment Plans (ARPs)

A non-statutory plan is one passed by Council resolution, which can be done in the form of a Bylaw. They are often developed to help encourage a certain direction for development or growth in a particular area but do not require three readings of the Bylaw and public hearing to enact. Examples of non-statutory plans and documents include:

- Outline Plans/Conceptual Schemes/Concept Plans
- Intermunicipal Collaboration Frameworks (ICFs)
- Transportation Master Plans (TMPs), Parks and Recreation Master Plans, among other guiding plans

This Plan (the Northeast Pincher Creek Part 2 ASP) is a statutory plan.

1.1.4 Appendix Interpretation

The appendices do not form part of the statutory portion of the ASP. The intent of the appendices is to provide additional information and, in some cases, assist with illustrating policies of the ASP.

NORTHEAST PINCHER CREEK PART 2 ASP

Existing Conditions

2.0 EXISTING CONDITIONS

2.1 SITE LOCATION

The Plan Area is located within the Town of Pincher Creek, encompassing an area of 47.6 Ha (117.7 acres). The development area is bounded to the south by Table Mountain Street and McEachern Street and to the west by Chief Mountain Avenue, undeveloped land north of the Plan boundary, and an existing wetland and current Town boundary to the east. Refer to **Figure 1.1 Location Plan**.

As of time of Plan preparation, the Town of Pincher Creek is the registered landowner of all lands within the Plan Area, legally described as:

- Plan 2060JK, Block 1, Title Number 131M128
- Plan 061 1417, Block 4, Lot 24, Title Number 061 162 006
- Plan 051 2720, Block 6, Lot 1, Title Number 181 074 833
- Plan 051 2718, Block 4, Lot 12, Title Number 051 278 951 +5
- Plan 051 2718, Block 4, Lot 16, Title Number 051 278 951 +9
- Plan 051 2718, Block 4, Lot 17, Title Number 051 278 951 +10
- Plan 051 2718, Block 5, Lot 2, Title Number 051 278 951 +18
- Plan 061 1417, Block 4, Lot 25, Title Number 061 162 006 +1
- Plan 061 3747, Block 5, Lot 15, Title Number 061 427 678 +12
- Plan 061 3747, Block 7, Lot 6, Title Number 061 427 678 +18
- Plan 061 3747, Block 7, Lot 7, Title Number 061 427 678 +19
- Plan 061 3747, Block 7, Lot 8, Title Number 061 427 678 +20
- Plan 061 3747, Block 7, Lot 9, Title Number 061 427 678 +21
- Plan 061 3747, Block 7, Lot 10, Title Number 061 427 678 +22
- Plan 061 3747, Block 7, Lot 11, Title Number 061 427 678 +23
- Plan 061 3747, Block 7, Lot 12, Title Number 061 427 678 +24
- Plan 061 3747, Block 7, Lot 13, Title Number 061 427 678 +25
- Plan 061 3747, Block 7, Lot 14, Title Number 061 427 678 +26
- Plan 061 3747, Block 7, Lot 15, Title Number 061 427 678 +27
- Plan 061 3747, Block 8, Lot 1, Title Number 061 427 678 +28

Refer to **Figure 2.2 Land Ownership**.

NORTHEAST PINCHER CREEK PART 2 ASP

Existing Conditions

2.2 EXISTING LAND USE

Existing Land Use districts within the Plan Area include:

- Transitional / Urban Reserve (TUR),
- General Industrial and Warehousing (I1), and
- Light Industrial (I2).

Historically, the Plan Area has been used as cultivated farmland. Lands on the eastern half of the Plan Area have been utilized as municipal sewage lagoons and a stockpile containing discarded soil material, asphalt, concrete, PVC scrap wood, and metals, among other materials. All previously disturbed areas have been reclaimed and are identified in the attached *FINAL – Phase 1 Environmental Site Assessment (2020, Stantec Consulting Ltd.)* report (refer to **Appendix B – Environmental Site Assessment**).

2.3 OPPORTUNITIES AND CONSTRAINTS

The Plan Area is partially developed and subdivided with various types of support infrastructure, outlined in this section, and illustrated in **Figure 2.3 Opportunities and Constraints**.

2.3.1 Existing Water Distribution System

The Town of Pincher Creek's existing water distribution system surrounds or is adjacent to the Plan Area. Extensions to the water system can be made from Corner Mountain Street to the north, as well as Table Mountain Street and McEachern Street to the south.

2.3.2 Existing Sanitary Sewer System

There is an existing sewage Lift Station #2 on the north side of the Corner Mountain Street and Chief Mountain Avenue intersection that currently services the existing lots on Chief Mountain Avenue. Information provided from the Town's Public Works Department indicates that this lift station is only sized for industrial lots fronting Chief Mountain Street. The existing gravity main along Table Mountain Street has limited servicing reach to the north due to site topography but can be utilized by adjacent parcels. This trunkline drains to the main Town Lift Station #1 located on the eastern margins of the plan.

2.3.3 Existing Site Drainage

Existing drainage onsite flows to the northeast constructed Wetlands as identified in the *Master Drainage Plan for North East Pincher Creek (April 2006, Martin Geomatic Consultants Ltd.)*. Onsite systems are a combination of pipes, culverts, and open drainage ditches providing drainage continuity through the Plan Area. For further information on existing site drainage conditions, refer to **Section 9.3 Stormwater Management**.

NORTHEAST PINCHER CREEK PART 2 ASP

Existing Conditions

2.3.4 Fortis Overhead Power

There is both a single-phase overhead power that runs around the entirety of the Plan Area, as well as the main three-phase distribution overhead power line that runs north-south through the middle of the Plan Area. The three-phase line is one of the main feeds into Pincher Creek directly from the substation on Range Road 301 and could not sustain a full outage at the time of development. There is a possibility that overhead lines can be relocated or buried and covered by underground right of ways at the time of detailed roadway design and subdivision.

2.3.5 Altagas & Altagas Pipelines

The existing Altagas and Altagas Pipelines have sufficient capacity for servicing this site at the time of Plan preparation; however, should intensification occur, or development plans change in the future, the available capacity will need to be evaluated at time of development. There is an existing service line that runs north-south through the center of the Plan Area. Altagas has confirmed that this line can be capped and tied into the Town gas distribution system at the time of subdivision and is not a constraint to development. There is a high-pressure line that runs across the north side of the Plan Area, tying into the regulating station that is adjacent to Highway 6 and Corner Mountain Street.

2.3.6 Telecommunications

Telus has existing infrastructure surrounding the Plan Area with a mix of underground infrastructure and aerial cable. Major facility upgrades for servicing the Plan Area are not anticipated to be required as of time of Plan preparation.

2.3.7 MD of Pincher Creek

Drainage impacts need to be considered during future designs and construction for the existing residential area of Lowland Heights, which is within the MD of Pincher Creek.

2.3.8 Local Road Network

The current local road network is laid out in a modified north-south, east-west grid pattern, adjusting for the alignment of Highway 6 further south of the Plan Area. Opportunities exist to improve the functionality of the internal roadway network along the eastern portion of the Plan Area through extension of Table Mountain Street to Allison Street and removing the curvilinear portion of Dobbie Avenue north of McEachern Street (refer to **Figure 2.3**).

2.3.9 Highway 3 Bypass

Alberta Transportation's preliminary design of the **Highway 3 Bypass** is identified in **Figure 2.1** and **Figure 2.3** and shows the Highway re-alignment in relation to the ASP Boundary. The design and construction time of this bypass is unknown as of time of Plan preparation. The current alignment identifies a future encroachment into two existing parcels along Allison Street (Plan 0611417 Block 4 Lot 25 and Plan 0113201 Block 4 Lot 9). Future acquisition and subdivision will be required to accommodate this alignment. **Please refer to Appendix E – Alberta Transportation Correspondence.**

NORTHEAST PINCHER CREEK PART 2 ASP

Existing Conditions

2.3.10 Confined Feeding Operations (CFOs)

The required Minimum Distance Separation (MDS) from confined feeding operations (CFOs) to development is based on guidelines that are laid out by the Natural Resource Conservation Board. MDS setbacks are based on the Category of Livestock (i.e. Beef, Dairy, Swine), the type of livestock (cows/finishers, feeders, feeder calf), and the number of animals on site. Data for the setback was based on information from the *Intermunicipal Development Plan for the Town of Pincher Creek and the MD of Pincher Creek (2010)*. This setback does not impact the Plan Area.

2.3.11 Former Stockpile

The southeast corner of the Plan Area contains a former stockpile that has been capped. Based on guidelines from Alberta Environment and Parks (AEP) the minimum setback of 300m for residential, hospitals and food establishments must be maintained unless the municipality applies for a reduced setback waiver. Based on the location of the stockpile, the setback will not impact developable land occupied by industrial/commercial land uses.

2.3.12 Former Sewage Lagoon

The location of four former sewage lagoons in use from approximately 1975-1985 are located east of the ¼ section line running north-south through the middle of the Plan Area. This land has since been reclaimed. Refer to **Appendix B – Environmental Site Assessment** for more information.

2.3.13 Floodway and Floodway Fringe

The Pincher Creek (watercourse) lies to the south and east of the Plan Area. The floodway and floodway fringe do not enter the Plan Area. Floodway and floodway fringe data was provided by the Oldman River Regional Services Commission.

2.3.14 Biophysical Assessment

A desktop evaluation of the biophysical environment focusing on wetlands is provided in **Appendix C – Biophysical Assessment**.

NORTHEAST PINCHER CREEK PART 2 ASP

Planning and Policy Context

3.0 PLANNING AND POLICY CONTEXT

The Plan has been prepared in accordance with Section 633 of the MGA which requires that an ASP contain the following:

- Sequence of development proposed for the area,
- The land uses proposed for an area, either generally or with respect to specific parts of the area,
- The general location of major transportation routes and public utilities, and
- May contain other matters as the Town of Pincher Creek Council considers necessary, including Town of Pincher Creek Council's Strategic Objectives and Vision and matters related to reserves, among others.

Planning and policy context items are identified below along with key elements of Plan compliance with higher order plans, where applicable.

3.1 SOUTH SASKATCHEWAN REGIONAL PLAN

The South Saskatchewan Regional Plan (SSRP) came into effect in September 2014. It sets out a directive for managing the land and natural resources of the lands within the South Saskatchewan River Basin, the Milk River Basin and the Alberta portion of the Cypress Hills. The SSRP sets the stage for growth in the South Saskatchewan Region, identifying strategic directions over a 10-year period (2014-2024). The SSRP establishes a long-term vision for the region, aligns policies at the regional levels to balance Alberta's economic, environmental, and social goals, describes strategies, actions, and approaches to achieve desired outcomes and objectives, and provides guidance to local decision-makers regarding land use management in the region.

3.2 TOWN OF PINCHER CREEK MD OF PINCHER CREEK NO. 9 IDP

The *Town of Pincher Creek MD of Pincher Creek IDP (2010)* was adopted in September 2010 under Bylaw No. 2010-11 (Town) and Bylaw No. 1200-10 (MD). The IDP serves to guide further regional development direction between neighboring communities and provide a framework for ongoing regional investments and intermunicipal collaboration. The Plan is in keeping with the vision and direction of the IDP in many respects, including, but not limited to:

- Establishing land use patterns compatible with development and land use policies of the MD of Pincher Creek,
- Establishes a framework for development that is part of an orderly urban expansion, minimizing disruption to the agricultural community,
- Further advancement of a safe and efficient roadway network; and
- Outlines parameters for servicing lands in an appropriate location and in accordance with appropriate municipal standards.

NORTHEAST PINCHER CREEK PART 2 ASP

Planning and Policy Context

3.3 TOWN OF PINCHER CREEK MDP

The Town of Pincher Creek MDP was adopted in October 2013 under bylaw No. 1518-13. The MDP serves to guide future growth and development within Pincher Creek towards a desired future, envisioning what the community will look like over a 5 to 20+ year horizon. The MDP establishes a framework to coordinate policies, programs, and investments of the Town, as well as serve as a foundation on which actions and decisions of Council, Town Administration, and other decision-making bodies are based. The MDP describes “what” and “how” other plans, documents, and ASPs (such as the Northeast Pincher Creek Part 2 ASP) are made, providing high-level objectives and goals for each type of plan.

The Plan is meant to be read in conjunction with the MDP, integrating and reflecting its overarching policies through land use decisions, based on the desired outcomes and principal objectives of the MDP. These outcomes are reflected in the land use and associated policies contained within this Plan.

3.4 TOWN OF PINCHER CREEK STRATEGIC PLAN

The Town of Pincher Creek’s 2018 Strategic Plan establishes the municipal priorities through to 2022 and provides Council high-level direction. Note, the 2018 Strategic Plan Mission:

Working in the best interest of the community through thoughtful, responsive and accountable public service.

The Plan specifically addresses a number of Town Strategic Plan objectives, including, but not limited to:

- Further contributing to the ongoing efforts of the Northeast Development Plan,
- Attracting new businesses through new industrial development land opportunities,
- Further defining the land area to provide new sports fields, and
- Supporting additional employment lands to serve future population increase.

The Plan will attract new business to the community by providing the framework for the development and implementation of new industry which in turn will provide jobs and potentially new residents to the community.

The Plan will also attract new events to the community through the establishment of a large open space area that could include numerous facilities like sports fields and a new recreational center in keeping with the *Town of Pincher Creeks Recreation Master Plan’s* Guiding Principles.

The Plan outlines key development considerations and options for ultimate utility installations through the Plan Area for stormwater management that will outline efficient growth approaches for industrial lands and future development west of Highway 6.

4.0 SUPPORTING DOCUMENTATION

The following is a summary of key items from the supplementary reports appended to the Plan.

4.1 ENVIRONMENTAL SITE ASSESSMENT

Stantec has prepared a consolidated Phase I Environmental Site Assessment (ESA) to support the Plan. The *FINAL – Phase 1 Environmental Site Assessment (2020, Stantec Consulting Ltd.)* report is included in **Appendix B – Environmental Site Assessment** for reference. Key items requiring consideration at the time of subdivision and construction include the following:

- *Former Sewage Lagoon Areas*-soil, groundwater and soil vapour reviews are recommended prior to development in these areas. The placement of buildings and structures in these areas is not recommended without further environmental and geotechnical investigations.
- *Low Lying Areas* - Should low lying areas be re-developed as identified within the Plan Area, care should be taken to remove all organic materials prior to reclamation.
- *Waste Material Stockpile* – An informal waste material stockpile area has been identified east of Chief Mountain Avenue. Further evaluation of this material including methods of safe disposal are recommended prior to development.

The level of detail required for future evaluations and recommendations will be subject to the final intended land use and occupancy of the site area.

4.2 BIOPHYSICAL REVIEW

Stantec has prepared a desktop environmental review of biophysical elements for the Plan. This review is included in **Appendix C – Biophysical Review** for reference. Key items requiring consideration at the time of subdivision and construction include, but are not limited to the following:

- *Waterbody and Vegetation Surveys* (seasonally constrained June through September).
- *Wildlife Habitat Reconnaissance* (seasonally constrained May through September).
- *Water Act Approvals* including field surveys of ephemeral waterbodies, wetlands, and drainages in advance of construction and prior to any removal or replacement.

Field evaluations and reporting of waterbodies will likely include compensation to the Province of Alberta.

4.3 ADDITIONAL STUDIES

Additional studies that should be completed prior to subdivision and development include an Historical Resource Assessment (HRA) and Geotechnical assessment. From a historical resource perspective, it is anticipated as unlikely that historical elements remain onsite given agricultural and former land uses identified in **Section 2.0 Existing Conditions**. Site specific geotechnical work is recommended at the time of development and subdivision to confirm all project requirements; the existing conditions inventory provides guidance on these future efforts within the plan boundary.

5.0 PUBLIC ENGAGEMENT

5.1 OPEN HOUSE

A virtual open house showcasing land use, infrastructure and community connectivity was hosted on April 8, 2021, from 7:00 PM to 8:00 PM. Following the open house, presentation material was made available to the community through the Town website as well as a recording of virtual event. The slide deck as presented is attached as **Appendix D – Open House** along with formal comments received during online forum.

The following summary of community comments gathered and noted about the plan content from the virtual event is included for reference.

1. Concern expressed about future recreational facilities and amenities that might conflict with existing facilities in the downtown core. The town should not create competition to downtown core and negatively impact it.
2. Pleased to see trail linkages and integration of open space to the wetland areas and opportunity for open space development. Permitted uses seem appropriate given what is already happening in the area.
3. Concern expressed if enough land was being dedicated to industrial uses.
4. Concern expressed about community connectivity and access across Highway 6; this needs to be considered for future design and evaluated to create safe transportation corridors for all users.
5. Pleased to see flexibility in the final size dedication of Open Space and Industrial Land as market conditions will change over time
6. Pleased with detail of municipal infrastructure in the plan and how it will attract and prepare our community for future investment.

NORTHEAST PINCHER CREEK PART 2 ASP

Land Use Concept and Statistics

6.0 LAND USE CONCEPT AND STATISTICS

The Plan is comprised of the following proposed general land use classifications, outlined in **Table 1 Land Use Statistics** below (refer to **Figure 6.1 Land Use Concept**):

Table 1 Land Use Statistics

Land Use Category	Area		% of Plan Area
	ha	ac	
Industrial/Commercial (I2, I3, C2)	9.01 ha	22.26 ac	19.0%
Parks and Open Space (POS)	25.83 ha	63.83 ac	54.2%
Roads	4.99 ha	12.33 ac	10.4%
Stormwater Facility	7.82 ha	19.32 ac	16.4%
Total Plan Area	47.65 ha	117.74 ac	100.0%

The proposed land use concept is intended to provide direction to future subdivision and investment; it is not intended to prescribe the final divisions of land parcels, roads and utility right of ways. Depending on changing market conditions and need, the Town of Pincher Creek may consider the adjustment of land distributions within the Plan Area at its discretion. This plan provides flexibility using either I2, I3 or C2 to adapt to future land uses and maximize opportunities for employment land development that integrates with the current built for and future recreational plans. Given the business and recreational uses within the Plan Area, residential or I1 zonings are not considered appropriate.

Final land use districts will be confirmed prior to subdivision and detailed design. A portion of lands are currently zoned I1 and I2.

7.0 LAND USE

This section outlines policies for areas identified in **Figure 6.1 Land Use Concept**. The proposed land use districts shown in the Land Use Concept are conceptual and subject to refinement prior to subdivision and detailed design. The proposed land use districts represent the intended outcomes and options for future development types and may not reflect final outcomes following future subdivision and detailed design exercises.

Policies

The following policies apply to the entirety of the Plan Area.

1. Display of vehicles, machinery or equipment may be permitted under I2 or I3 districts if such display does not interfere with the front or side yards.
2. Primary entrances to buildings should be visible from the street and accentuated through building articulation, and both hard and soft landscaping.
3. Public amenity spaces for employees should be visible and adjacent to the street to encourage activity on the street. These spaces should provide shelter and seating.
4. Light Industrial (I2) and Business Park (I3) areas shall conform to quality architectural, landscaping and site development guidelines including landscaping, screening, parking and access, garbage containment, outside storage, signage, lighting, and appearance guidelines.

For details on permitted and discretionary uses along with other site development conditions, refer to the Town of Pincher Creek Land Use Bylaw No. 1547.

NORTHEAST PINCHER CREEK PART 2 ASP

Land Use

7.1 INDUSTRIAL (I)

The intent of Industrial parcels is to provide opportunity for appropriate land uses that support non-residential development. Industrial zoning under the I1, I2 and I3 districts as identified in the Town of Pincher Creek Land Use Bylaw No. 1547. The intent of these districts is as follows:

7.1.1 General Industrial and Warehousing (I1)

The intent of the **General Industrial and Warehousing (I1)** land use district is to:

- (a) accommodate a wide range of predominantly light industrial and warehousing uses;
- (b) accommodate selected commercial uses; and
- (c) accommodate where possible other industrial uses which may:
 - be considered noxious or hazardous since they involve operations, processes or substances which require safety or other precautions;
 - require special precautions and/or siting to minimize land use conflicts;
 - require exceptionally large lots; or
 - require careful consideration because they require services beyond those which are readily available.

Policies

1. I1 land use districts shall not be permitted in the Plan Area.

7.1.2 Light Industrial (I2)

The intent of **Light Industrial (I2)** is to allow light industrial and other comparable development in those areas of the Town that are considered to be most suitable while prohibiting noxious uses.

Policies

1. Light Industrial should be located in those areas illustrated in **Figure 6.1 Land Use Concept**.
2. Light Industrial should include uses such as equipment or vehicle sales and servicing, light manufacturing, contractor, utility, and public service uses. Subordinate office uses may be present as long as they do not interfere with the primary use.
3. Outdoor storage shall be permitted within the Light Industrial area; however, applicants must demonstrate effective screening to minimize the visual impact at the development permit stage.

NORTHEAST PINCHER CREEK PART 2 ASP

Land Use

7.1.3 Business Park (I3)

The intent of **Business Park (I3)** land use district is to accommodate a variety of compatible commercial, light industrial, recreational, public, and institutional uses in the business park, promoting a harmonious business environment.

Policies

1. Business Park should be located in those areas illustrated in the Land Use Concept.
2. Business Park should include a range of restaurants, contractors, drive-in and offices. Secondary uses which enable the primary intent of business and integrate with adjacent land uses which promote a harmonious business environment can be supported.
3. Outdoor storage shall be permitted within the areas of **Figure 6.1 Land Use Concept** identified as I3; however, applicants must demonstrate effective screening to minimize the visual impact at the development permit stage.

7.2 HIGHWAY / DRIVE-IN COMMERCIAL (C2)

The intent of **Highway / Drive-in Commercial (C2)** is to manage the development of commercial uses which require high visibility and ready access to designated highways for the benefit of motoring public and provide convenient highway proximate locations for commercial uses.

Policies

1. Highway / Drive-In Commercial should be located in those areas illustrated in **Figure 6.1 Land Use Concept**.
2. Highway / Drive-In Commercial should include a range of commercial uses that serve automotive access.
3. Landscaping of developments within C2 districts shall be provided on all street frontages.
4. Drive-throughs, if proposed at development permit stage, shall be integrated into the building design and shall not be a component of the building frontage (i.e., drive-throughs shall not be located in the front of buildings).
5. Loading and waste and recycling facilities should be designed to avoid negative visual impact to the adjacent road and POS districts.

NORTHEAST PINCHER CREEK PART 2 ASP

Land Use

7.3 PARKS AND OPEN SPACE (POS)

The proposed ***Parks and Open Space (POS)*** district is currently located on Transitional Urban Reserve (TUR). Due to existing site conditions in certain areas of this land and location in proximity to prominent local roadways, public open space development is proposed as a way to provide valuable public open space in a highly accessible area, near major commercial and industrial opportunities. In addition, the open space as identified allows for future highway bypass development with minimal impact to municipal infrastructure removals and interruptions to future programming opportunities for the open space area.

The intent of the POS district is to identify public parks and recreation areas and facilitate their development; identify lands designated as Environmental Reserve (ER) or Municipal Reserve (MR) under the MGA and provide a means whereby buffer strips and public open space may be readily identified.

Policies

1. The POS areas should be located as illustrated in **Figure 6.1 Land Use Concept**.
2. POS districts within the Plan Area should not be less than 4.00 ha (9.88 ac) or exceed 25.83 ha (63.83 ac) in order to provide adequate open space programming, as well as maintain lands for future commercial/industrial development opportunities.
3. POS may include commercial uses and/or private recreational buildings which serve a community recreational purpose.
4. The general layout of pathways and facility siting should follow the recommendations outlined in **Figure 7.1 Parks and Open Space**.
5. Main entrances to buildings should be visible from the street and accentuated through building articulation, and both hard and soft landscaping.
6. Opportunities for viewing and seating along the boundary of Pincher Creek should be considered during detailed design.

8.0 TRANSPORTATION

8.1 TRANSPORTATION NETWORK

The proposed roadway network layout is a continuation of the existing roadways and integrates the new area into the existing development to facilitate an effective transition. Existing and future conditions were considered in the development of the network, including the future Highway 3 bypass on the east side of the Plan Area. Generally, the Plan Area is provided with existing access from all directions. No additional access requirements are anticipated and no additional connections to the existing highway network (Highway 6 and future Highway 3 bypass) are proposed. While construction of the highway bypass is anticipated to occur over the long-term (which could be as long as 15+ years), the future highway right-of-way is required to be protected in the short-term. For this reason, the roadway network has been designed with this future connection in mind.

Internal roadways within the Plan Area are not intended to intersect with the Highway 3 bypass right-of-way. This is to ensure that proposed circulation within the Plan Area will not be affected at time of highway bypass construction and limit interruptions to the Highway 3 bypass intersecting with Highway 6. Allison Street, south of McEachern Street, will require future modification (or closure) to account for the future Highway 3 bypass connection with Highway 6.

The conceptual roadway and pathway network are outlined in **Figure 8.1 Transportation Network**.

Policies

1. Roadways within the Plan Area should generally follow the roadway network outlined in **Figure 8.1 Transportation Network**.
2. Right-of-way shall be protected for the future Highway 3 bypass as part of all future subdivision, land use, and development permit applications.
3. Future pathway connections should generally align with those illustrated in **Figure 8.1 Transportation Network**.
4. The area identified as the future Highway 3 bypass (to Highway 6) shall not be developed with permanent structures, buildings, or recreational infrastructure, that will necessitate them having to be removed when the bypass right-of-way is purchased by AT for highway road construction.
5. The existing Lot 25, Block 4, Plan 0611417, will be impacted by the future Highway 3 bypass and cannot be developed in the SE portion required for the highway right-of-way. Access to the remnant lot area shall only be provided to the north from McEachern St.
6. If the lane in the plan labelled Area "H" (East-half of Block 7, Plan 0613747) is deemed unnecessary and a consolidation of all the existing titles to land in Area "H" occurs in order to form one amalgamated block, then a formal road (lane) closure process will be required to be undertaken by the Town (see area "H" on **Figure 10.1**).

NORTHEAST PINCHER CREEK PART 2 ASP

Transportation

8.1.1 Transportation Opportunities

There is a skew in the road where the existing Corner Mountain Street will be extended to intersect with the existing 90-degree curve to the east. There is potential for a roundabout at this location to improve sightlines and keep traffic flowing safely. Completion of design-work related to future intersection upgrades at Corner Mountain Street will require future land acquisitions. Interim intersection improvements should also be considered during staged development of the intersection.

Policies

1. Intersection treatments/upgrades (including a potential roundabout solution) for the existing Corner Mountain Street intersection shall be explored at subdivision or detailed design stage to address/compensate for the skewed intersection alignment.

8.1.2 Roadway Cross-Sections

All existing roadways within the Plan Area are developed to a rural classification with an approximate 10 m wide asphalt surface, typically represented by the cross-section shown in **Figure 8.2 Existing Rural Road**.

All roads in the Plan Area will be constructed to an urban cross-section with curb and gutter. This conversion (from the previously developed rural cross-sections) to an urban cross-section will allow the public to integrate into the Plan Area through a greater variety of transportation modes, making use of the sidewalks to access the recreational areas from nearby businesses and beyond. Asphalt width would be set to a minimum of 12 m, allowing truck traffic to pass with passenger vehicles parked on each side of the road. The proposed cross-section is identified in **Figure 8.3 Typical Urban Standard**.

Policies

1. Roadways within the Plan Area should be developed to an urban standard cross-section (see **Figure 8.3 Typical Urban Standard** cross-section).

NORTHEAST PINCHER CREEK PART 2 ASP

Servicing

9.0 SERVICING

The following section outlines the conceptual servicing systems along with flow and demand estimations. All information shall be reviewed and confirmed at detailed design.

9.1 SANITARY SEWER

As identified in Section 2.3, the plan area is partially serviced by a combination of gravity and pressurized systems. **Figure 9.1 Sanitary Sewer System** highlights existing and proposed sewage collection systems. Our evaluation of future sewage flows within the plan area has been derived utilizing *Alberta Government, Part 4 Wastewater System Guidelines for Design, Operating and Monitoring (March 2013)*.

- Dry Weather Flow 30 m³ / ha / day
- Wet Weather Flows 7.5 m³ / ha / day
- Infiltration 2.25 m³ / ha / day
- Peaking Factor 6.659 (Q Average^{-0.168})

Based on the above, the total estimated sewage from the Plan Area to receiving systems for conveyance and treatment is outlined in **Table 2 Conveyance and Treatment Capacity** below.

Table 2 Conveyance and Treatment Capacity

Land Use	Land Area	Cumulative Area	Peak Flow	Peak Volume
Commercial Industrial (Upstream)	19 (47 ac)	19 ha (47 ac)	17 L/s	1,492 m ³
Industrial/Recreation (Plan Area)	10 (25 ac)	29 ha (72 ac)	25 L/s	2,141 m ³

The *Town of Pincher Creek's Infrastructure Master Plan (IMP) Update* (October 2010, AECOM) indicates that capacity exists in the Table Mountain Street gravity sewer line for peak flows identified above. The Ø250 sewer is identified to have a capacity of 56 L/s, and the Ø300 sewer is identified to have a capacity of 68 L/s. Full buildout of lands upstream of, and including the Plan Area, can be accommodated in the existing Table Mountain Gravity Sewer through a combination of gravity sewer and lift station infrastructure improvements as identified.

However, should a future northeast sewer servicing trunk be extended from the east along the north boundary of the Plan Area, peak sewage flows to Table Mountain Street Sewer will be reduced. For further information on the staging of sewer, refer to **Section 9.0 Implementation and Subdivision**.

Policies

1. All sewage discharged to public systems shall meet the requirements of the Town of Pincher Creek Utility Bylaw and as such, developments may be required to complete on-site treatment of sewage prior to release.
2. Reuse of water on-site should be encouraged over wastewater release to municipal sewage systems where practical.

NORTHEAST PINCHER CREEK PART 2 ASP

Servicing

3. Residual capacities of sewer systems should be re-evaluated by the municipality at every development stage to ensure the efficient utilization of downstream infrastructure.
4. The completion of parcel development utilizing existing sewer infrastructure should be prioritized over parcels requiring offsite infrastructure improvements.

Servicing

9.2 WATER DISTRIBUTION

The Plan is currently serviced with potable water distribution systems that terminate at the margins of the Plan Area. These existing installations allow for the looping of water systems during phased implementation of development. The creation of dead-end water systems during industrial site development should be avoided to provide for system redundancy and adequate fire flows. As per the Town of Pincher Creek IMP, a minimum Ø250mm water mains should be installed throughout the Plan Area. However, Ø300mm water main should be extended along Corner Mountain Street as it will potentially connect to future development north of the Plan Area. It should be noted that existing and proposed water distribution systems do not meet the demands of high-water consumption industries like food processing.

Fire hydrant spacing within industrial lands is currently required at 100 m intervals, measured along the roadway centerline. However, this spacing could be adjusted to suit onsite parcel development requirements if confirmed during the installation of municipal systems.

Refer to **Figure 9.2 Water Distribution System** for conceptual water servicing network.

Policies

1. Dead end waterline systems should be avoided where practical to allow for adequate system redundancies and improve fire flows to development areas.
2. Minimum Ø250mm water mains should be installed throughout the Plan Area.

Servicing

9.3 STORMWATER MANAGEMENT

The stormwater management servicing concept for the Plan is proposed as a standard urban dual-drainage system comprised of a:

- Minor storm sewer system (Pipes and Catch basins), and
- Major storm system (Surface Drainage along Road R/W to Ponds).

This dual-drainage system allows the Town to move to an urbanized road cross-section with curbs, gutters, and sidewalks, and away from the rural cross-sections (ditches/swales) currently in use. The interface of these two systems will need to be carefully investigated at detailed design.

The critical infrastructure component for future regional development (inclusive of the Plan Area) is the creation of a trunk line from the existing storm water management facility in the northeast area of the Plan Area, installed along Corner Mountain Street to Highway 6. This line shall be sized to account for upstream flows as identified in the *Master Drainage Plan for North East Pincher Creek* (2006, Martin Geomatic Consultants Ltd.) Refer to **Figure 9.3.2 Stormwater Management-Watershed Context**.

Hydrologic models using **PCSWMM Version 7.3** have been developed for the Plan Area to provide preliminary sizing requirements of drainage systems based on existing ground conditions and grades. The models estimate pre- and post-development conditions stormwater runoff across the Plan Area and offsite areas that contribute stormwater runoff to the existing constructed wetland in the northeast corner of the Plan boundary.

Rainfall events are simulated using a theoretical design storm using the Chicago Distribution to evaluate stormwater management system behavior as identified in the *Master Drainage Plan for North East Pincher Creek* (2006, Martin Geomatic Consultants Ltd.). The 1:5 year, 24-hour Chicago design event was used to determine runoff rates from the Plan Area to calculate the flows discharged to the minor systems. The total rainfall resulting from the 1:5 year, 24-hour rainfall event is 43.4 mm. The 1:100 year, 24-hour Chicago design event was used to confirm requirements of the major drainage system, including storage facilities. Total rainfall resulting from the 1:100 year, 24-hour rainfall event is 106.9 mm. Graphs A and B present the rainfall hyetographs for 1:5-year and 1:100-year 24-hour design storms.

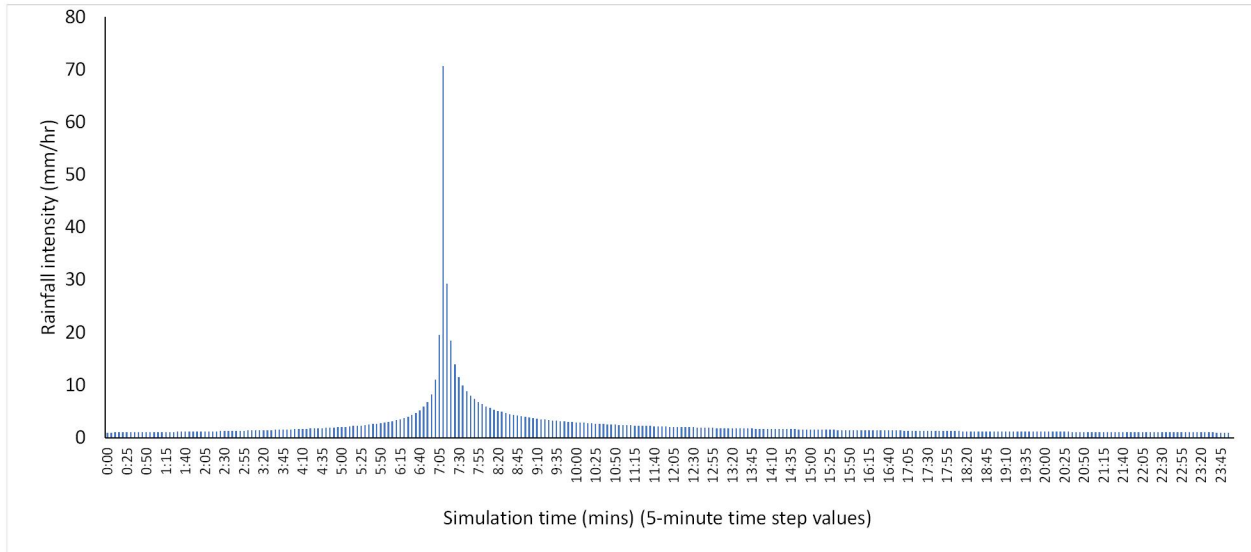
For the purpose of this evaluation, developed conditions for all lands except for lands north of the Plan Area are assumed.

Graph A: Design Storm Rainfall Hyetograph for a 1:5-Year 24-Hour Design Storm and Graph B: Design Storm Rainfall Hyetograph for a 1:100-Year 24-Hour Design Storm illustrate these 1:5 and 1:100-year scenarios.

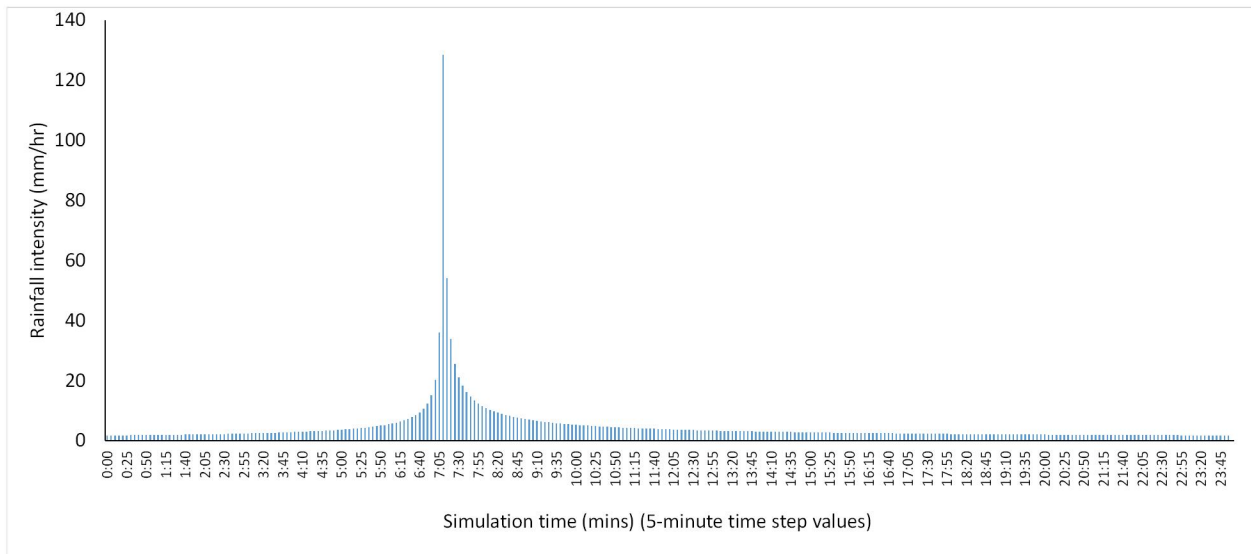
NORTHEAST PINCHER CREEK PART 2 ASP

Servicing

Graph A: Design Storm Rainfall Hyetograph for a 1:5-Year 24-Hour Design Storm



Graph B: Design Storm Rainfall Hyetograph for a 1:100-Year 24-Hour Design Storm



Servicing

9.3.1 Watershed Context

Figure 9.3.2 Stormwater Management-Watershed Context illustrates the Plan boundary in relation to the overall watershed. Catchment boundaries were derived from the existing ground conditions Digital Elevation Model (DEM). Drainage area includes lands south of Highway 507 (S4_1, S4_2, S4_3), west of Highway 6 (S1, S2, S3_1, S3_2), north of the Plan Area (S5), the Plan Area, and the constructed wetland.

The Plan Area was divided into a series of sub-catchments based on topography. Soil within the Plan Area is expected to have the infiltration characteristics of clay, and infiltration is accounted for by utilizing the Green-Ampt infiltration method, using values provided in the *Master Drainage Plan for North East Pincher Creek* (April 2006, Martin Geomatic Consultants Ltd.). Soil and surface characteristics parameters are presented in **Table 3 Model Design Parameters – Soil and Surface Characteristics** below.

Table 3 Model Design Parameters – Soil and Surface Characteristics

Design Parameter	Value
Soil Suction Head	320.4 mm
Hydraulic Conductivity	0.254 mm/hr
Depression Storage - Impervious Surfaces	1.6 mm
Depression Storage - Pervious Surfaces	5.0 mm
Initial Soil Moisture Deficit (Fraction)	0.113
Manning's n value - Impervious Surfaces	0.015
Manning's n value - Pervious Surfaces	0.15

9.3.2 Existing Conditions – Stormwater

The existing condition includes development areas south of Highway 507 and east of Highway 6. Other areas are mainly undeveloped. All areas are ultimately discharged to the constructed wetland, which is a hybrid facility that includes a forebay, an upper basin, and a lower basin. This facility will control runoff from the upstream catchment and provide treatment for runoff. The runoff eventually drains to the outlet channel and into Pincher Creek. Pre-development condition characteristics are shown in **Table 4 Pre-Development Conditions Subcatchment Characteristics** below and illustrated in **Figure 9.3.2 Stormwater Management-Existing Site Conditions**.

Table 4 Pre-Development Conditions Subcatchment Characteristics

Subcatchment ID	Area		Flow Width	Slope %	Imperv. %
	ha	ac			
S1	17.3 ha	42.7 ac	417 m	2.1 %	5.6 %
S2	8.5 ha	21.0 ac	229 m	2.3 %	3.9 %
S3	180.9 ha	447.0 ac	926 m	3.1 %	0.9 %
S4	56.2 ha	138.9 ac	954 m	3.3 %	32.8 %
S5	100.0 ha	247.1 ac	1085 m	1.9 %	12.1 %
S6	65.4 ha	161.6 ac	472 m	2.3 %	35.0 %

NORTHEAST PINCHER CREEK PART 2 ASP

Servicing

9.3.3 Proposed Infrastructure

A conceptual servicing strategy is identified on **Figure 9.3.3 Stormwater Management-Proposed Infrastructure** that consists of a standard dual drainage system. Where possible, restrictions from catchment areas west of Highway 6 and south of Highway 507 were identified and modeled at 9.2 L/s/ha. The maximum discharge rate from these developed areas (S1, S2, S3_1, S4_1, S4_2, S4_3) to the Plan Area at the intersection of Highway 6 and Corner Mountain Street is 2.35 m³/s in a 1:100-year storm event. Furthermore, the maximum discharges to the outlet channel were estimated at 5.65 m³/s and 4.06 m³/s in the pre- and post-development conditions.

Post-development sub-catchment characteristics are shown **Table 5 Post-Development Conditions Subcatchment Characteristics** below.

Table 5 Post-Development Conditions Subcatchment Characteristics

Subcatchment ID	Area		Width (m)	Slope (%)	Imperv. (%)
	ha	ac			
110	6.2 ha	15.3 ac	200 m	2.4 %	70.0 %
120-1	3.2 ha	7.9 ac	500 m	2.6 %	70.0 %
120-2	8.1 ha	20.0 ac	500 m	2.5 %	70.0 %
120-3	2.1 ha	5.2 ac	340 m	2.7 %	70.0 %
200-1	2.0 ha	4.94 ac	360 m	3.1 %	70.0 %
200-2	5.0 ha	12.4 ac	576 m	1.5 %	70.0 %
210	2.4 ha	5.9 ac	90 m	3.0 %	70.0 %
215	1.0 ha	2.5 ac	300 m	3.3 %	70.0 %
220	7.5 ha	18.5 ac	240 m	3.2 %	70.0 %
230	4.7 ha	11.6 ac	230 m	3.0 %	70.0 %
300	1.0 ha	2.5 ac	40 m	2.9 %	70.0 %
310	4.4 ha	10.9 ac	200 m	1.4 %	70.0 %
320	2.8 ha	6.9 ac	160 m	1.8 %	70.0 %
330	4.1 ha	10.1 ac	150 m	2.6 %	70.0 %
S1	17.3 ha	42.7 ac	417 m	2.1 %	50.0 %
S2	8.5 ha	21.0 ac	229 m	2.3 %	50.0 %
S3_1	102.8 ha	254.0 ac	660 m	3.4 %	50.0 %
S3_2	78.1 ha	193.0 ac	500 m	2.6 %	0.2 %
S4_1	22.9 ha	56.6 ac	350 m	3.5 %	50.0 %
S4_2	13.8 ha	34.1 ac	290 m	3.5 %	50.0 %
S4_3	19.6 ha	48.4 ac	500 m	2.9 %	50.0 %
S5	80.0 ha	197.7 ac	1300 m	1.8 %	2.0 %
Wetland	27.9 ha	68.9 ac	400 m	1.9 %	38.0 %

NORTHEAST PINCHER CREEK PART 2 ASP

Servicing

9.3.4 Minor Storm System

Preliminary pipe sizing, in the table below, is provided based on existing topography and grades and subject to further refinement at detailed design and subdivision. Downstream pipe sizing has been modelled based upon a restricted release rate of 40L/s/Ha from future private parcels. In addition, existing restrictions as implemented by the Walmart Development west of our plan have been considered in the pipe sizing provided in **Table 6 Minor Stormwater System Sizing Information** below.

Table 6 Minor Stormwater System Sizing Information

Pipe ID	Size	Length	Slope %	Roughness	Contributing Area		Max. Flow
					ha	ac	
MIN110-wetland	1350 mm	712.8 m	1.4 %	0.011	239.3 ha	591.3 ac	4.68 m ³ /s
MIN120-110	900 mm	203.1 m	2.0 %	0.011	199.2 ha	492.2 ac	1.71 m ³ /s
MIN130-120_1	525 mm	49.5 m	1.0 %	0.011	128.6 ha	317.8 ac	0.47 m ³ /s
MIN130-120_2	675 mm	261.0 m	1.7 %	0.011	185.8 ha	459.1 ac	0.94 m ³ /s
MIN200-110	1050 mm	370.1 m	0.9 %	0.011	33.9 ha	83.8 ac	2.58 m ³ /s
MIN210-200	375 mm	182.7 m	2.5 %	0.011	2.4 ha	2.4 ac	0.18 m ³ /s
MIN215-J2	600 mm	16.3 m	3.1 %	0.011	57.2 ha	141.3 ac	0.92 m ³ /s
MIN220-200	900 mm	118.8 m	0.4 %	0.011	16.4 ha	16.4 ac	1.13 m ³ /s
MIN230-220	450 mm	277.8 m	2.9 %	0.011	4.7 ha	11.6 ac	0.39 m ³ /s
MIN300-200	900 mm	320.9 m	0.2 %	0.011	12.2 ha	30.1 ac	0.68 m ³ /s
MIN310-300	675 mm	107.2 m	0.5 %	0.011	11.3 ha	27.9 ac	0.61 m ³ /s
MIN320-310	525 mm	146.7 m	0.3 %	0.011	2.8 ha	6.9 ac	0.23 m ³ /s

9.3.5 Major Storm System

Roadway cross-sections will require further evaluation during detailed drainage designs to confirm accommodation of emergency overland flows from both public and private parcels. Roadway right-of-way widths are anticipated to be adequate for these purposes based on the potential for defining and routing sub-catchments that can spill into the wetland facility in multiple locations during detailed design.

Private parcels shall be serviced with a restricted release rate of 40 L/s/ha and will be required to detain stormwater onsite during the 1:100year rainfall event. It is estimated that private parcels will be required to store approximately 300m³/Ha subject to future site statistics and levels of impervious area. This equates to roughly 30mm of storage depth over 1Ha. Development permits for these future parcels shall require a stormwater management plan that confirms onsite storage and drainage effects on downstream minor and major systems.

9.3.6 Constructed Wetland Utilization

Based on the above restrictions, the existing wetland will be operating at 96% of ultimate capacity. This is based upon an ultimate active storage volume of 125,000 m³ and our modelled volume from all upstream catchments of 120,000 m³.

NORTHEAST PINCHER CREEK PART 2 ASP

Servicing

Policies

1. Private parcel developments shall be restricted to a release rate of 40 L/s/ha and will be required to detain stormwater onsite during the 1:100year rainfall event.
2. All stormwater run-off directed to public systems shall meet the requirements of the Town of Pincher Creek Utility Bylaw.
3. Industrial uses that could affect the quality of stormwater run-off shall be evaluated at the development permit stage and may require environmental review and treatment before discharge to public systems.
4. Stormwater conveyance systems in public roadways shall be dual drainage systems with a minor pipe system and major overland conveyance system. Ditch systems (Rural cross-section) should be avoided where it is practical to do so.
5. Drainage impacts shall be considered in conjunction with the MD of Pincher Creek during future site designs and construction for those parcels located within the affected catchment areas shared with the existing residential area of Lowland Heights, located within the MD of Pincher Creek.

NORTHEAST PINCHER CREEK PART 2 ASP

Servicing

9.4 ELECTRICAL, NATURAL GAS, AND TELECOMMUNICATIONS

Electrical, Natural Gas and Telecommunications systems are located at the boundaries of the plan area and their extension and servicing will be confirmed at the time of subdivision and detailed design. Current existing installations of Fortis and Altagas as identified in **Section 2.0 Existing Conditions** will need to be accommodated or relocated based on final development. During detailed design and permitting stages, load requirements will have to be provided to Altagas for infrastructure sizing.

Communications with all parties at the time of plan development indicate that sufficient capacities exist for land uses proposed.

Policies

1. Decisions to relocate or accommodate existing Fortis and Altagas infrastructure shall be addressed at subdivision and/or detailed design stage.

NORTHEAST PINCHER CREEK PART 2 ASP

Plan Implementation

10.0 PLAN IMPLEMENTATION

Future development requirements for the Plan Area are anticipated to consist of the following, but not limited to:

- Parcel specific geotechnical and environmental field investigations including wetland compensation strategies,
- Review of Town of Pincher Creek Municipal Master Servicing and Drainage Plans,
- Land use designations selecting the appropriate district(s) among those identified in **Section 7.0**,
- Subdivision, detailed design of infrastructure, and regulatory approvals,
- Development permits for individual/site-specific developments within the Plan Area, and
- Building permits.

The policies within the ASP will be monitored over time in relation to development and monitoring of the MDP and other applicable overarching statutory and non-statutory plans. Where determined necessary, these policies will be updated through the Plan Amendment process, either generally, or in response to a specific issue.

To ensure the ASP is a living document that reflects new policies adopted by Council over time, it should be reviewed and updated periodically from the time it is initially adopted until such time as the Development Authority determines The Plan Area is fully built out.

Policies

1. Where applicable, geotechnical investigations shall be required for parcels at the discretion of the Development Authority (to be determined by the Development Authority prior to subdivision or development permit approval, whichever applies).
2. Where applicable, further environmental investigations (i.e., Biophysical Impact Assessment) shall be required for select parcels at the discretion of the Development Authority (to be determined by the Development Authority prior to subdivision or development permit approval, whichever applies).
3. The Plan should be reviewed and updated every 10 years from the time of initial adoption, until such time as the Plan is recognized to achieve full buildout by the Development Authority.
4. The Town (land developers) shall be responsible for the provision of Roads and Main Utilities during or prior to subdivision stage (whichever applies) and does not include shallow utility servicing extensions to individual lots/parcels.
5. Design and construction of shallow utility servicing to individual lots (including connection(s) to the Main) shall be the responsibility of the land purchaser or builder/developer of the individual parcel at their expense.

NORTHEAST PINCHER CREEK PART 2 ASP

Plan Implementation

6. The Town will submit a Historical Resource (HR) application to the province for the adopted ASP to obtain clearance or determine if a Historical Resource Assessment needs to be completed prior to subdivision or development.
7. The Town will redesignate all current "General Industrial & Warehousing (I1) land to (I2). Individual lot purchasers and developers shall be responsible for the application and costs associated with changing the designation to C2 or I3 land use district if so desired to accommodate their proposal and intended use.
8. If the commissioned wetland analysis confirms the presence of wetlands in the development area of the ASP, the Town's preference will be to compensate through a land removal and relocation process to relocate the wetlands to the north stormwater facility area a constructed wetland replacement. All provincial Water Act applications and approvals required to facilitate this process shall be undertaken by the municipality prior to the sale or development of any impacted lands.
9. Prior to the sale of land in Area "H" where the ESA identified a waste material stockpile of various materials (see Appendix A, Environmental Site Assessment Site Plans, **Figure 4.0**) the Town shall remove the debris and remediate the soil conditions to an acceptable standard based on the intended future industrial/commercial use. If the land is proposed for short-term accommodation (e.g., hotel/motel) or a business involving food preparation, the municipality may decide to conduct a further environmental assessment of the soil to ensure no hydrocarbons or other toxic materials are present in consideration of provincial guidelines.

11.0 DEVELOPMENT PHASING

Staging and subdivision (including consolidation, where deemed appropriate) will be completed to facilitate a sequencing of development that will be effective, efficient, and affordable. Refer to **Figure 10.1 Staging and Subdivision** for the anticipated staging and subdivision sequencing for the Plan Area.

Critical to the urbanization of transportation corridors (sidewalk, curb and gutter) within the Plan Area will be the installation of a storm trunk along the north boundary of the Plan Area to the existing regional stormwater management facility, incorporated from the pond to Chief Mountain Avenue as part of Phase 1.

11.1 PHASE 1 DEVELOPMENT

Areas identified in Phase 1 are to be serviced through an extension of existing sanitary sewage collection and water distribution systems. Stormwater system improvements identified above will be required. Ties to existing rural road cross-sections (swales/ditches) west of Phase 1 will require site specific evaluations at detailed design to ensure drainage continuity from lands upstream of the plan area. Altagas realignment and integration into new infrastructure will be required on the eastern margin of the Phase 1 development zone and protection/relocation of their high-pressure gas line will be required during the installation of future infrastructure on the projection of Corner Mountain Street.

Policies

1. Site-specific evaluations for municipal infrastructure extensions and improvements shall be conducted by the developer, in conjunction with the Town, for developments in Stage 1.

11.2 PHASE 2 DEVELOPMENT

Areas identified in Phase 2 can be conveniently serviced by nearby water distribution systems. With respect to sanitary servicing, two options are available:

- Interim gravity connection to existing Lift Station #2 (review of system capacity and potential for upgrades will be required at the time of detailed design), and
- Completion of a northeast sewer trunk line from Lift Station #1 as identified in the Town of Pincher Creek's Infrastructure Master Plan.

Stormwater system improvements identified above will be required. Creation of a realigned right-of-way for Corner Mountain Street is to be considered, including a potential roundabout intersection as identified in **Section 8.1.1 Transportation Opportunities**. Adjustments to the transportation system will require additional land acquisition from the north.

Policies

1. A review of sanitary servicing capacity and requirements for upgrades shall be conducted by the developer, in conjunction with Town Administration, during detailed design stage for all proposed developments located in Stage 2.

NORTHEAST PINCHER CREEK PART 2 ASP

Development Phasing

2. The proposed Phase 3 fronting Mountain Ave (see area “H” on **Figure 10.1**), should not proceed until Phase 2 is 2/3 complete or the planned budget and detailed servicing plans for the ASP are revised with Council’s approval, to commence to an earlier time frame.

11.3 SUBDIVISION

Consolidation of existing parcels owned by the Town within the Plan Area may be considered, excluding those parcels serviced along Chief Mountain Avenue. Consolidation of smaller lots to form larger parcels provides the municipality with flexibility as it reacts to changing market conditions and investment opportunities from third parties. Subdivision and servicing of smaller parcels should occur during the development permit stage as pre-servicing and subdivision efforts could result in complications with larger-scale development proposals, or installation of infrastructure that is not required in the future.

Opportunities for parcel consolidation identified in **Figure 10.1 Phasing & Subdivision** must also consider implications regarding road and lane closures. Proposals for consolidation which result in closure of that portion of Dobbie Avenue north of McEachern Street (identified as “A” on **Figure 10.1**), or that portion of the laneway west of Mountainview Avenue (see area “H” on **Figure 10.1**) shall require a bylaw road (lane) closure application to accompany the proposed subdivision.

Policies

1. The Town should explore parcel consolidations for those parcels identified as “Parcel Consolidation” on **Figure 10.1 Phasing & Subdivision** prior to subdivision or detailed design stage (whichever applies).
2. The Town should explore road closures and new right-of-way corridors, specifically label “A” as identified on **Figure 10.1 Phasing & Subdivision**, prior to subdivision or detailed design stage (whichever applies).
3. The Town should explore potential easement removals and new easement registrations as identified on **Figure 10.1 Phasing & Subdivision** prior to subdivision or detailed design stage (whichever applies).
4. If the portion of road (Dobbie Ave - see area “A” on **Figure 10.1**) between Area “B” parcels of the plan is deemed unnecessary as the ASP proposes and a consolidation of the existing adjacent titles of land in Area “B” occurs in order to form one amalgamated block, then a formal road closure bylaw process will be required to be undertaken by the Town (see **Figure 10.1**).

NORTHEAST PINCHER CREEK PART 2

Afterward

12.0 AFTERWARD

The Northeast Pincher Creek ASP Part 2 has been developed as a refinement to the previously completed Bylaw 1427 Northeast Pincher Creek ASP (1989, Bylaw No. 1427). The information identified within this Plan has been included based on review of the following municipal reference documents:

- *Master Drainage Plan for North East Pincher Creek* (April 2006, Martin Geomatic Consultants Ltd.)
- *The Town of Pincher Creek and MD of Pincher Creeks Intermunicipal Development Plan (IDP) Bylaw No. 2010-11 (Town) and Bylaw No. 1200-10 (MD)*
- Pincher Creek's Municipal Development Plan (MDP) was adopted in October 2013 under bylaw No. 1518-13.
- Pincher Creek Regional Recreation Master Plan 2021
- Pincher Creek Infrastructure Master Plan (October 2010)



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: 2022 Audited Consolidated Financial Statements	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 4/24/2023

PURPOSE:

To approve the 2022 Audited Consolidated Financial Statements.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the 2022 Audited Consolidated Financial Statements and Auditor's Report and a copy of these Financial Statements be attached hereto and form part of the minutes; and that the Financial Information Return for the year ended December 31, 2022 be forwarded to Alberta Municipal Affairs; and that the Corporate Tax Return for the year ending December 31, 2022 be forwarded to Canada Revenue Agency; and that the Financial Statements be made available to the public through advertisement.

BACKGROUND/HISTORY:

276(1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook, and

(b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.

(2) The municipality's financial statements must include

(a) the municipality's debt limit, and

(b) the amount of the municipality's debt as defined in the regulations under section 271.

(3) Each municipality must make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the

council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared.

Barrett Bettger, CPA, CA and Ashton Phillips CPA of KPMG LLP, the Town's appointed auditors, presented for review the December 31, 2022 Consolidated Financial Statements on April 24, 2023.

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the 2021 Audited Consolidated Financial Statements as information.

That Council for the Town of Pincher Creek request further information from Administration to be presented at a future Council Meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Approving the financial statements prior to May 1 every year, contributes to effective communication with the public.

FINANCIAL IMPLICATIONS:

As per MGA section 276, this is a requirement so the auditor's fees are included in the budget every year.

PUBLIC RELATIONS IMPLICATIONS:

The 2022 Audited Consolidated Financial Statements will be made available to the public at the Town office and on the Town of Pincher Creek's website. There will be an advertisement in the local media and Town website explaining their availability.

ATTACHMENTS:

Town of Pincher Creek 2022 FS Watermarked DRAFT - 3140

CONCLUSION/SUMMARY:

Administration recommends approving the 2022 Audited Year Consolidated Financial Statements.

Signatures:

Department Head:

Wendy Catonio

CAO:

Angie Lucas

Consolidated Financial Statements of

**TOWN OF PINCHER
CREEK**

And Independent Auditor's Report thereon

Year ended December 31, 2022

DRAFT



KPMG LLP
3410 Fairway Plaza Road South
Lethbridge AB T1K 7T5
Canada
Tel 403-380-5700
Fax 403-380-5760

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Members of Council of the Town of Pincher Creek

Opinion

We have audited the consolidated financial statements of Town of Pincher Creek (the "Town"), which comprise:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statement of operations for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2022, and its consolidated results of operations, changes in net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Other Information

Management is responsible for the other information. Other information comprises:

- the information, other than the financial statements and the auditor's report thereon, included in the *Annual Report*. The *Annual Report* is expected to be made available to us after the date of the auditor's report.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit and remain alert for indications that the other information appears to be materially misstated.

When we read the *Annual Report*, if we conclude that there is a material misstatement of this other information, we are required to report the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Lethbridge, Canada

April 24, 2023

TOWN OF PINCHER CREEK

Consolidated Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial Assets:		
Cash and short-term investments (note 3)	\$ 4,116,709	\$ 6,171,502
Taxes and grants in place of taxes (note 4)	216,490	234,142
Trade and other receivables (note 5)	1,728,028	1,672,239
Land held for resale	384,295	401,816
Investments and marketable securities (note 6)	7,133,817	6,753,774
	<u>13,579,339</u>	<u>15,233,473</u>
Financial Liabilities:		
Accounts payable and accrued liabilities	1,747,755	2,238,197
Deposits	118,466	115,631
Deferred revenue (note 7)	1,014,318	2,319,722
Debt (note 8)	3,498,137	3,695,483
	<u>6,378,676</u>	<u>8,369,033</u>
Net financial assets	7,200,663	6,864,440
Non-Financial Assets:		
Prepaid expenses	117,685	117,869
Inventory for consumption	267,786	279,690
Tangible capital assets (Schedule 6)	51,077,535	49,099,191
	<u>51,463,006</u>	<u>49,496,750</u>
Commitments (note 14)		
Contingent liabilities (note 16)		
Accumulated surplus (note 9 and Schedule 3)	<u>\$ 58,663,669</u>	<u>\$ 56,361,190</u>

See accompanying notes to consolidated financial statements.

TOWN OF PINCHER CREEK

Consolidated Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	Budget	2022	2021
Revenue:			
Net municipal property taxes (Schedule 4)	\$ 4,970,251	\$ 4,970,392	\$ 4,715,680
User fees and sales of goods	1,996,785	2,564,225	2,220,119
Government transfers for operating (Schedule 1)	1,085,145	1,715,135	1,514,980
Franchise fees and concession contracts	898,050	912,264	855,438
Rentals	752,808	719,723	630,343
Investment income	215,860	264,615	228,066
Penalties and cost of taxes	99,600	85,736	81,730
Licenses and permits	112,600	169,933	131,123
Other	96,689	162,052	142,955
Total revenue	10,227,788	11,564,075	10,520,434
Expenses (Schedule 5):			
Recreation and culture	3,733,679	4,497,155	3,913,402
Water supply and distribution	1,125,994	1,180,447	1,266,661
Protective services	1,291,074	1,258,586	1,264,155
Roads, streets, walks and lighting	1,336,729	1,206,858	1,219,335
Wastewater treatment and disposal	910,249	757,670	853,711
Administration	786,599	883,766	852,555
Waste management	499,015	467,432	510,074
Planning and development	902,573	577,549	490,473
Public health and welfare services	369,649	351,619	330,749
Legislative	332,170	342,289	307,785
Other	61,019	51,649	50,927
Total expenses	11,348,750	11,575,020	11,059,827
Deficiency of revenue over expenses from operations	(1,120,962)	(10,945)	(539,393)
Government transfers for capital (Schedule 1)	3,556,680	2,329,204	2,522,384
Gain (loss) on disposal of tangible capital assets	500	(15,780)	(6,863)
	3,557,180	2,313,424	2,515,521
Excess of revenues over expenses	2,436,218	2,302,479	1,976,128
Accumulated surplus, beginning of year	56,361,190	56,361,190	54,385,062
Accumulated surplus, end of year	\$ 58,797,408	\$ 58,663,669	\$ 56,361,190

See accompanying notes to consolidated financial statements.

TOWN OF PINCHER CREEK

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	Budget	2022	2021
Excess of revenue over expenses	\$ 2,436,218	\$ 2,302,479	\$ 1,976,128
Acquisition of tangible capital assets	(6,212,182)	(3,765,460)	(3,480,599)
Amortization of tangible capital assets	1,671,573	1,771,336	1,795,742
Loss on sale on tangible capital assets	-	15,780	6,863
Proceeds on sale on tangible capital assets	-	-	144,400
Net change in prepaid expense	-	184	(2,317)
Net change in inventory for consumption	-	11,904	10,570
Change in net financial assets	(2,104,391)	336,223	450,787
Net financial assets, beginning of year	6,864,440	6,864,440	6,413,653
Net financial assets, end of year	\$ 4,760,049	\$ 7,200,663	\$ 6,864,440

See accompanying notes to consolidated financial statements.

TOWN OF PINCHER CREEK

Consolidated Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	\$ 2,302,479	\$ 1,976,128
Non-cash items included in excess of revenue over expenses:		
Amortization of tangible capital assets	1,771,336	1,795,742
Loss on sale of tangible capital assets	15,780	6,863
	<u>4,089,595</u>	<u>3,778,733</u>
Changes in non-cash assets and liabilities:		
Taxes and grants in place of taxes	17,652	96,085
Trade and other receivables	(55,789)	888,793
Land held for resale	17,521	-
Prepaid expenses	184	(2,317)
Accounts payable and accrued liabilities	(490,442)	1,156,102
Deferred revenue	(1,305,404)	1,005,223
Deposits	2,835	26,647
Inventory for consumption	11,904	10,570
	<u>2,288,056</u>	<u>6,959,836</u>
Capital activities:		
Acquisition of tangible capital assets	(3,765,460)	(3,480,599)
Proceeds on disposal of tangible capital assets	-	144,400
	<u>(3,765,460)</u>	<u>(3,336,199)</u>
Investing activities:		
Decrease (increase) in investments	(380,043)	618,128
Financing activities:		
Payments on long-term debt	(197,346)	(191,221)
Increase (decrease) in cash and short-term investments	<u>(2,054,793)</u>	<u>4,050,544</u>
Cash and short-term investments, beginning of year	6,171,502	2,120,958
Cash and short-term investments, end of year	<u>\$ 4,116,709</u>	<u>\$ 6,171,502</u>

See accompanying notes to consolidated financial statements.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements

Year ended December 31, 2022

1. Significant accounting policies:

The consolidated financial statements of the Town of Pincher Creek (the "Town") are the representations of management prepared in accordance with Canadian Public Sector Accounting Standards. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting entity:

The consolidated financial statements reflect the assets, liabilities, revenue and expenses, changes in accumulated surplus and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the municipality and are, therefore, accountable to the Council for the administration of their financial affairs and resources. Included with the Town is the Pincher Creek Community Early Learning Centre Ltd.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting:

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(c) Cash and temporary investments:

Cash and temporary investments includes cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition.

(d) Investments:

Investments are recorded at amortized cost. Investment premiums and discounts are amortized over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

(e) Government transfers:

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

(f) Inventories for resale:

Land inventory held for resale is recorded as the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as tangible capital assets under their respective function.

(g) Contaminated sites liability:

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(h) Requisition over-levy and under-levy:

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(i) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations.

i. Tangible capital assets:

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Assets	Years
Buildings	15 - 50
Land improvements	15 - 60
Engineered structures	20 - 98
Machinery and equipment	5 - 10
Vehicles	10

Assets under construction are not amortized until the asset is available for productive use.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(i) Non-financial assets (continued):

ii. Contribution of tangible capital assets:

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

iii. Inventories:

Inventories held for consumption are recorded at the lower of cost and replacement cost.

iv. Asset impairment:

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Town's ability to provide goods and services, or when the value of the future economic benefits associated with the tangible capital asset are less than their book value. The net write downs are accounted for as an expense.

(j) Use of estimates:

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Significant areas subject to such estimates and assumptions include the estimated useful life of tangible capital assets, taxes and grants in place of taxes, and land held for resale. Actual results could differ from those estimates.

2. Recent accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2023, the Town will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

2. Recent accounting pronouncements (continued):

(a) PS 1201- Financial Statement Presentation:

The implementation of this standard requires a new statement of re-measurement gains and losses separate from the statement of operations. This new statement will include the unrealized gains and losses arising from the re-measurement of financial instruments and items denominated in foreign currency. This standard is effective for fiscal years beginning on or after April 1, 2022.

(b) PS 3450- Financial Instruments:

This section establishes recognition, measurement, and disclosure requirements for derivative and non-derivative instruments. The standard requires fair value measurements of derivative instruments and equity instruments; all other financial instruments can be measured at either cost or fair value depending upon elections made by the government. Unrealized gains and losses will be presented on the new statement of re-measurement gains and losses arising from the adoption of PS 1201. There will also be a requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities. As the Town does not invest in derivatives or equity instruments based on its investment policy, it is anticipated that the adoption of this standard will have a minimal impact on the Town. This standard is effective for fiscal years beginning on or after April 1, 2022.

(c) PS 2601 - Foreign Currency Translation:

This section establishes guidance on the recognition, measurement, presentation and disclosure of assets and liabilities denominated in foreign currencies. The section requires monetary assets and liabilities, denominated in a foreign currency and non-monetary items valued at fair value, denominated in a foreign currency to be adjusted to reflect the exchange rates in effect at the financial statement date. The resulting unrealized gains and losses are to be presented in the new statement of re-measurement gains and losses. This standard is effective for fiscal years beginning on or after April 1, 2022.

(d) PS 3041 - Portfolio Investments:

This section removes the distinction between temporary and portfolio investments and provides additional guidance on recognition, measurement, presentation and disclosure of these types of investments. Upon adoption of this section and PS 3450, PS 3040 - Portfolio Investments will no longer be applicable. This standard is effective for fiscal years beginning on or after April 1, 2022.

The requirements in PS 1201, PS 3450, PS 2601 and PS 3041 are required to be implemented at the same time.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

2. Recent accounting pronouncements (continued):

(e) PS 3280 - Asset Retirement Obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This standard is effective for fiscal years beginning on or after April 1, 2022.

(f) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This standard has been deferred by PSAB and is now effective for fiscal years beginning on or after April 1, 2023.

(g) PSG-8 - Purchased Intangibles:

This new guideline allows for recognition of intangibles purchased through an exchange transaction. Narrow-scope amendments were made to PS 1000 Financial Statement Concepts to remove prohibition on recognition of intangibles purchased through exchange transactions and PS 1201 Financial Statement Presentation to remove the requirement to disclose that purchased intangibles are not recognized. This is effective for fiscal years beginning on or after April 1, 2023.

(h) PS 3160 - Public Private Partnerships:

This section establishes standards on how to account for public private partnership arrangements. This standard is effective for fiscal years beginning on or after April 1, 2023.

3. Cash and short-term investments:

	2022	2021
Cash	\$ 3,138,311	\$ 5,092,140
Short-term investments	978,398	1,079,362
	<u>\$ 4,116,709</u>	<u>\$ 6,171,502</u>

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

4. Taxes and grants in place of taxes:

	2022	2021
Taxes and grants in place of taxes:		
Current taxes and grants in place of taxes	\$ 167,541	\$ 184,367
Arrears taxes	48,949	49,775
	\$ 216,490	\$ 234,142

5. Trade and other receivables:

	2022	2021
Local improvement levies	\$ 792,522	\$ 834,158
Trade accounts	897,430	726,676
Goods and services tax recoverable	6,007	58,242
Due from provincial government	32,069	34,248
Due from federal government	-	18,915
	\$ 1,728,028	\$ 1,672,239

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

6. Investments and marketable securities:

	2022		2021	
	Cost	Market value	Cost	Market value
CIBC Wood Gundy:				
Fixed income securities (due 2022 - 2033)	\$ 3,150,157	\$ 2,691,672	\$ 3,150,157	\$ 3,119,221
Bank of Montreal - Equity Linked (due 2031)	602,800	602,800	602,800	602,800
Bank of Montreal - balance protected (due 2031)	688,300	688,300	688,300	688,300
Canadian Imperial Bank of Commerce - balance protected (due 2029)	84,600	82,308	-	-
BMO Wealth Management:				
Fixed income securities (due 2023-2029)	2,336,986	2,330,437	2,034,589	2,237,628
Other:				
Accrued investment interest	270,974	270,978	277,928	277,928
	\$ 7,133,817	\$ 6,666,495	\$ 6,753,774	\$ 6,925,877

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

7. Deferred revenue:

	2022	2021
Deferred revenue, beginning of year	\$ 2,319,722	\$ 1,314,499
Funds received in the year:		
Operating	280,184	563,175
Capital	948,038	4,140,997
	1,228,222	4,704,172
Amounts recognized in revenue during the year:		
Operating	(292,600)	(1,815,067)
Capital	(2,241,026)	(1,883,882)
	(2,533,626)	(3,698,949)
Deferred revenue, end of year	\$ 1,014,318	\$ 2,319,722
Deferred revenue is comprised of:		
Operating:		
Municipal Energy Manager	\$ 18,933	\$ -
Climate Resilience Capacity Building (CRCB)	77,985	-
Economic Development	-	13,877
Prepaid property tax	34,665	78,900
Basic Management Transportation grant	-	47,130
Other	3,686	7,778
Capital:		
Municipal Stimulus Program	-	342,480
Alberta Community Resilience	-	722,217
Alberta Municipal Water Program	11,865	593,242
Canada Community Building Fund	497,584	514,098
MSI Capital	369,600	-
	\$ 1,014,318	\$ 2,319,722

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

8. Debt:

	2022	2021
Debenture tax supported	\$ 840,068	\$ 908,076
Other supported debentures	808,069	870,740
Bankers acceptance loan	1,850,000	1,916,667
	3,498,137	3,695,483
Current portion	(137,107)	(130,680)
Current portion of Bankers acceptance repayable	(66,667)	-
Bankers acceptance repayable	(1,783,333)	(1,916,667)
	\$ 1,511,030	\$ 1,648,136

Principal and interest repayments are as follows:

	Principal	Interest	Total
2023	\$ 203,774	\$ 108,175	\$ 311,949
2024	210,518	100,417	310,935
2025	217,594	92,316	309,910
2026	225,019	83,573	308,592
2027	232,809	74,764	307,573
Thereafter	2,408,423	398,043	2,806,466
	\$ 3,498,137	\$ 857,288	\$ 4,355,425

Debenture debt is repayable to Alberta Municipal Financing Corporation and bears interest at the rates of 4.59% to 5% per annum, before Provincial subsidy, and matures in 2032. Debenture debt is issued on the credit and security of the Town at large.

Interest payments on long-term debt amounted to \$84,394 (2021 - \$90,542).

The Town has an authorized demand bankers acceptance loan up to a maximum of \$1,850,000 bearing interest at 2.29% the bankers acceptance is due on demand. As at December 31, 2022, the balance outstanding was \$1,850,000. During 2022 the bankers acceptance loan was changed in that, CIBC has indicated that they are accepting term payments of \$5,556 per month plus interest.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

9. Accumulated surplus

Accumulated surplus consist of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2022	2021
Unrestricted surplus	\$ 773,231	\$ 839,745
Restricted surplus:		
Operating:		
Municipal income stabilization	652,109	650,386
Early learning centre	366,590	487,729
Legislative	2,894	19,776
Disaster services	13,402	13,402
Capital:		
Legislative and administration	777,898	1,061,655
Protective services	114,128	107,023
Fire Equipment	120,338	-
Equipment	218,770	173,379
Streets	197,347	105,522
Utilities	2,565,892	3,046,267
Garbage Equipment	145,000	72,500
Recycling	19,039	19,039
Cemetery	38,407	36,407
Land development	625,434	184,676
Pool	121,011	102,657
Arena building	3,073,697	2,921,024
General parks	225,649	160,149
Cultural	69,086	55,085
General sportsfield	150,666	147,377
Community recreation centre building	103,684	103,684
Golf Course	290,902	150,000
PC early learning centre	419,097	500,000
	10,311,040	10,117,737
Equity in tangible capital assets	47,579,398	45,403,708
	\$ 58,663,669	\$ 56,361,190

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

9. Accumulated surplus (continued):

	2022	2021
Equity in tangible capital assets:		
Tangible capital assets (Schedule 6)	\$ 90,838,084	\$ 87,253,478
Accumulated amortization (Schedule 6)	(39,760,549)	(38,154,287)
Loans related to capital assets	(3,498,137)	(3,695,483)
	\$ 47,579,398	\$ 45,403,708

10. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/2000 for the Town be disclosed as follows:

	2022	2021
Total debt limit	\$ 17,346,113	\$ 15,780,651
Total debt	(3,498,137)	(3,695,483)
Amount of debt limit unused	13,847,976	12,085,168
Debt servicing limit	2,891,019	2,630,109
Debt servicing	(311,949)	(2,132,202)
Amount of debt servicing unused	\$ 2,579,070	\$ 497,907

The debt limit is calculated at 1.5 times revenue of the Town (as defined in Alberta Regulation 255/2000) and the debt service is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Town. Rather, the financial statements must be interpreted as a whole.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

11. Local Authorities Pension Plan:

The Town participates in a multi-employer defined pension plan. The plan is accounted for as a defined contribution plan.

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 281,764 people and about 435 employers. The LAPP is financed by employer and employee contributions and investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 8.45% (9.39% in 2021) of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.80% (13.84% in 2021) on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 7.45% (8.39% in 2021) of pensionable salary up to the year's maximum pensionable salary and 11.80% (12.84% in 2021) on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2022 were \$220,169 (2021 - \$214,907). Total current service contributions by the employees of the Town to the LAPP in 2022 were \$195,951 (2021 - \$193,751).

LAPP reported a surplus of \$11.9 billion in 2021.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

12. Segmented disclosure:

Segmented information has been identified based upon lines of service provided by the Town. Town services are provided by departments and their activities are reported by functional area in the body of the financial statements. The segmented information is presented in Schedule 2. Certain lines of service that have been separately disclosed in the segments information, along with the services they provide, are as follows:

(a) General government:

The mandate of general government includes all taxation, Council and administrative functional activities

(b) Protective services:

The mandate of Protective Services is to provide for the rescue and protection of people and property within the Town through effective and efficient management and coordination of emergency service systems and resources.

(c) Transportation services:

Transportation services is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, streets, walks and lighting.

(d) Planning and development:

Planning and development is responsible for the administration of residential, commercial, industrial and agricultural development services within the Town.

(e) Recreation and culture:

The recreation and culture department is responsible for operation and maintenance of parks, sports fields, recreation, community and cultural facilities within the Town.

(f) Environmental services:

Environmental services is responsible for water supply and distribution services within the Town, as well as wastewater treatment and disposal activities and waste management functions.

(g) Public health:

Public health provides funding for programs that support individuals, families, and communities. Programs and services are delivered through Family and Community Support Services.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu of taxes are allocated to the segments based on the segment's budgeted net expenditure. User charges and other revenue have been allocated to the segments based upon the segment that generated the revenue. Government transfers have been allocated to the segment based upon the purpose for which the transfer was made.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

13. Salary and benefits disclosure:

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	Salaries (i)	Benefits and Allowances (ii)	Total 2022	Total 2021
Mayor Anderberg	\$ 43,035	\$ 2,849	\$ 45,884	\$ 40,701
Councilor McGillivray	-	-	-	32,079
Councilor Korbett	-	-	-	25,597
Councilor Jackson	-	-	-	22,569
Councilor Barber	38,310	4,152	42,462	36,583
Councilor Elliott	9,645	644	10,289	19,768
Councilor Node	26,621	3,641	30,262	5,839
Councilor Oliver	24,285	1,323	25,608	4,599
Councilor Wright	21,090	3,326	24,416	5,722
Councilor Green	31,085	-	31,085	5,223
	\$ 194,071	\$ 15,935	\$ 210,006	\$ 198,680
Chief Administrative Officer	\$ 140,060	\$ 32,312	\$ 172,372	\$ 156,809
Designated Officer	\$ 45,817	\$ -	\$ 45,817	\$ 42,537

- i) Salary includes regular base pay. For Councilors, salary includes a monthly allowance to attend special events and per diem reimbursement for authorized meetings attended.
- ii) For non-elected officials, employers share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, and long and short-term plans as well as travel allowances.

Benefits and allowances also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement services, concessionary loans, travel allowances, car allowances, and club memberships.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

14. Commitment:

The Town has committed up to \$1,250,000 of matching funds towards the construction of a new curling rink. This project had not begun by December 31, 2022.

15. Financial instruments:

The Town as part of its operations carries a number of financial instruments, such as cash and cash equivalents, accounts receivable, investments, accounts payable and accrued liabilities and long term debt. It is management's opinion that the Town is not exposed to significant interest, or currency risks arising from these financial instruments except as otherwise disclosed.

Unless otherwise noted, the fair value of these financial instruments approximates their carrying values.

i. Interest rate risk:

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Town manages exposure through its normal operating and financing activities.

ii. Credit concentration:

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfil their obligations. The large number of diversity of taxpayers and customers minimizes the credit risk.

iii. Liquidity risk:

Liquidity risk is the risk that the Town will not be able to meet its financial obligations as they become due. The Town manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions.

TOWN OF PINCHER CREEK

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

16. Contingent liabilities:

- i. The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.
- ii. The Town has been named as a defendant in a legal action surrounding a contract dispute with a construction contractor. The ultimate resolution of the claim is not determinable at this time.

17. Budget:

The budgeted information presented in these financial statements is based upon the 2022 operating and capital budgets. Amortization was not contemplated in development of the budget and, as such, has not been included.

18. Approval of financial statements:

Council and Management approved these financial statements.

19. Comparative information:

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

TOWN OF PINCHER CREEK

Schedule 1 - Schedule of Government Transfers

Year ended December 31, 2022, with comparative information for 2021

	Budget	2022	2021
Transfers for operating:			
Provincial government	\$ 457,995	\$ 716,032	\$ 664,687
Other municipal governments	601,650	989,055	828,978
Federal government	25,500	10,048	21,315
	1,085,145	1,715,135	1,514,980
Transfers for capital:			
Provincial government	2,976,680	2,232,544	2,043,242
Federal government	580,000	96,660	479,142
	3,556,680	2,329,204	2,522,384
Total government transfers	\$ 4,641,825	\$ 4,044,339	\$ 4,037,364

TOWN OF PINCHER CREEK

Schedule 2 - Schedule of Segmented Disclosures

Year ended December 31, 2022, with comparative information for 2021

	General government	Protective services	Transportation services	Environmental services	Public health services	Planning and development	Recreation and culture	Total 2022	Total 2021
Revenue:									
Net municipal taxes	\$ 4,970,392	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,970,392	\$ 4,715,680
User fees and sales of goods	79,995	-	8,254	1,699,977	17,277	474,350	284,372	2,564,225	2,220,119
Government transfers	-	41,100	152,037	2,161,849	166,123	13,877	1,509,353	4,044,339	4,037,364
Penalties and cost of taxes	61,887	17,049	-	6,800	-	-	-	85,736	81,730
Licenses and permits	58,172	1,979	-	-	-	109,782	-	169,933	131,123
Franchise and concession contracts	912,264	-	-	-	-	-	-	912,264	855,438
Rentals	5,931	280,777	800	84,225	68,958	106,205	172,827	719,723	630,343
Investment income	257,942	-	-	-	6,673	-	-	264,615	228,066
Other	1,658	7,920	105,821	250	29,541	-	16,862	162,052	142,955
	6,348,241	348,825	266,912	3,953,101	288,572	704,214	1,983,414	13,893,279	13,042,818
Expenses:									
Salaries, wages and benefits	752,632	242,818	405,786	764,864	152,549	268,059	2,182,717	4,769,425	4,213,991
Contracted and general services	324,499	625,626	241,441	601,234	45,661	271,877	858,879	2,939,217	3,106,504
Materials, goods, and utilities	47,873	56,055	283,587	363,831	14,854	37,613	514,179	1,317,992	1,214,737
Transfers to organizations	-	75,676	-	19,253	158,816	-	282,686	536,431	513,542
Interest on long-term debt	-	84,395	-	-	-	-	50,136	134,531	135,477
Other expenditures	51,325	-	-	-	-	-	42,015	93,340	69,329
Bank charges and interest	2,597	-	-	2,767	-	-	7,384	12,748	10,505
Amortization	47,040	149,294	306,044	705,247	4,462	-	559,249	1,771,336	1,795,742
	1,225,966	1,233,864	1,206,858	2,457,196	376,342	577,549	4,497,245	11,575,020	11,059,827
Excess (deficiency) of revenue over expenses before other	5,122,275	(885,039)	(939,946)	1,495,905	(87,770)	126,665	(2,513,831)	2,318,259	1,982,991
Other									
Loss on disposal of tangible capital assets	-	-	(15,780)	-	-	-	-	(15,780)	(6,863)
Excess (deficiency) of revenue over expenses	\$ 5,122,275	\$ (885,039)	\$ (955,726)	\$ 1,495,905	\$ (87,770)	\$ 126,665	\$ (2,513,831)	\$ 2,302,479	\$ 1,976,128

TOWN OF PINCHER CREEK

Schedule 3 - Schedule of Changes in Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	Unrestricted	Restricted surplus	Equity in tangible capital assets	2022	2021
Balance, beginning of year	\$ 839,745	\$ 10,117,737	\$ 45,403,708	\$ 56,361,190	\$ 54,385,062
Excess of revenues over expenses	2,302,479	-	-	2,302,479	1,976,128
Transferred from restricted surplus	1,995,975	(1,995,975)	-	-	-
Transferred to restricted surplus	(2,189,278)	2,189,278	-	-	-
Acquisition of tangible capital assets	(3,765,460)	-	3,765,460	-	-
Net book value of tangible capital assets disposed	15,780	-	(15,780)	-	-
Amortization of tangible capital assets	1,771,336	-	(1,771,336)	-	-
Debt principal paid	(197,346)	-	197,346	-	-
Change in accumulated surplus	(66,514)	193,303	2,175,690	2,302,479	1,976,128
Balance, end of year	\$ 773,231	\$ 10,311,040	\$ 47,579,398	\$ 58,663,669	\$ 56,361,190

TOWN OF PINCHER CREEK

Schedule 4 - Schedule of Net Municipal Property Taxes

Year ended December 31, 2022, with comparative information for 2021

	Budget	2022	2021
General taxation:			
Real property tax	\$ 6,253,414	\$ 6,253,417	\$ 5,946,834
Linear property tax	100,467	100,467	94,328
Government grants in place of property taxes	53,282	53,282	49,680
Local improvement/special tax	23,336	23,014	23,334
	6,430,499	6,430,180	6,114,176
Requisitions:			
Alberta School Foundation Fund	1,070,852	1,070,852	1,032,424
Holy Spirit School Division	278,116	278,116	269,069
Crestview Lodge	110,820	110,820	97,003
Designated Industrial Property	460	-	-
	1,460,248	1,459,788	1,398,496
Net municipal property tax	\$ 4,970,251	\$ 4,970,392	\$ 4,715,680

TOWN OF PINCHER CREEK

Schedule 5 - Schedule of Expenses by Object

Year ended December 31, 2022, with comparative information for 2021

	Budget	2022	2021
Salaries, wages and benefits	\$ 4,195,771	\$ 4,769,425	\$ 4,213,991
Contracted and general services	3,485,570	2,939,217	3,106,504
Materials, goods and utilities	1,213,600	1,317,992	1,214,737
Transfers to local boards and agencies	611,387	536,431	513,542
Interest on long-term debt	127,799	134,531	135,477
Other expenditures	35,150	93,340	69,329
Bank charges and short-term interest	7,900	12,748	10,505
Amortization	1,671,573	1,771,336	1,795,742
Total expenses by object	\$ 11,348,750	\$ 11,575,020	\$ 11,059,827

TOWN OF PINCHER CREEK

Schedule 6 - Schedule of Tangible Capital Assets

Year ended December 31, 2022, with comparative information for 2021

	Land	Land improvements	Buildings	Engineered structures	Machinery and equipment	Vehicles	2022	2021
Cost:								
Balance, beginning of year	\$ 5,113,777	\$ 5,508,507	\$ 17,139,201	\$ 53,980,907	\$ 4,162,450	\$ 1,348,636	\$ 87,253,478	\$ 83,959,175
Acquisition of tangible capital assets	-	119,829	168,385	3,300,830	132,606	43,810	3,765,460	3,480,599
Disposal of tangible capital assets	-	(19,984)	-	-	(160,870)	-	(180,854)	(186,296)
Balance, end of year	5,113,777	5,608,352	17,307,586	57,281,737	4,134,186	1,392,446	90,838,084	87,253,478
Accumulated amortization:								
Balance, beginning of year	-	2,785,824	9,438,819	23,039,551	2,185,944	704,149	38,154,287	36,393,578
Accumulated amortization on disposals	-	(6,528)	-	-	(158,546)	-	(165,074)	(35,033)
Amortization	-	199,660	488,255	752,785	233,734	96,902	1,771,336	1,795,742
Balance, end of year	-	2,978,956	9,927,074	23,792,336	2,261,132	801,051	39,760,549	38,154,287
Net book value of tangible capital assets	5,113,777	2,629,396	7,380,512	33,489,401	1,873,054	591,395	51,077,535	49,099,191
2021 Net book value of tangible capital assets	\$ 5,113,777	\$ 2,722,683	\$ 7,700,382	\$ 30,942,256	\$ 1,976,506	\$ 644,487	\$ 49,099,191	



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: WTP Sodium Hypochlorite Disinfection Project Amendment	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 3/27/2023

PURPOSE:

To review options for construction of updated disinfection system at the Water Treatment Plant.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to apply for an amendment to the Alberta Municipal Water Wastewater Partnership Grant to change project scope from on-site generation of sodium hypochlorite to liquid sodium hypochlorite dosing for disinfection upgrades at the water treatment plant, with results and any anticipated budget changes to be presented at a future council meeting.

BACKGROUND/HISTORY:

In 2018 the Town conducted a feasibility study to transition the Water Treatment Plant away from chlorine gas disinfection, and towards sodium hypochlorite. Chlorine gas is a very dangerous substance. While the Town does have rigorous health & safety protocols in place to handle gaseous chlorine, it would reduce the Town's risk and liability to transition to sodium hypochlorite. Sodium Hypochlorite is similar to household bleach, however household bleach is sold at a concentration of 5-7% sodium hypochlorite.

When transitioning to sodium hypochlorite disinfection, there are two options:

- localized dosing (can be bulk delivered liquid sodium hypochlorite or tablets)
- on-site generation (using salt and electricity to produce sodium hypochlorite solution)

If the disinfectant were to be delivered to the Water Treatment Plant in liquid bulk, or generated on-site, the solution would be between 8-12%

As part of the 2018 feasibility study, it was determined that although the capital costs are higher, in the long-term it was more cost effective to construct an on-site generation system because of the lower operating costs over time.

In 2022 Pincher Creek was notified that we were successful in receiving the Alberta Municipal Water/Wastewater Partnership grant for this project. Council approved \$350,000 for this project in the Capital Budget. In early 2023 the project was put out for public bidding in which proposals came in substantially over budget.

The 2018 study estimated the total construction costs to be approximately \$305,000 (2018 dollars) and both administration and the engineers were quite shocked when the proposals were submitted. When accounting for engineering, equipment and installation the project now is anticipated to cost approximately \$900,000.

This drastic increase has caused administration and the Town's engineers to re-evaluate the project, and the cost/benefit analysis that was prepared in 2018. Administration felt it was important to advise Council of the impending challenges to this proposed project in a timely manner. In light of the expedited nature of this report, the below numbers are not confirmed and have a high margin of error.

The Operations Department sees potentially 3 paths forward:

1. Increase the project budget to complete the on-site generation installation as originally proposed (capital budget increase from \$350,000 to \$900,000)

A consideration before proceeding with this option is that the original grant funding of 52% from the province only covers to a maximum total project value of \$442,000. Anything above this project value would be 100% the responsibility of the Town of Pincher Creek.

2. Change the project scope to a liquid sodium hypochlorite dosing system, with bulk liquid sodium hypochlorite being delivered at regular intervals (capital budget increase from \$350,000 to \$475,000)

This option is less expensive in terms of capital investment, but may have slightly higher operating costs. The Town would also require application for a scope change amendment for the previously approved grant to ensure it is still applicable to this changed project.

3. Continue with chlorine gas system with significant upgrades due to safety and end-of-life components (capital budget from \$350,000 to \$475,000)

This option is not recommended as the purpose of the feasibility study and transition to sodium hypochlorite was to remove the risk and liability associated with working with toxic gaseous chlorine.

Administration does not recommend moving ahead with any budget amendments at this time without further direction from Council and further investigation by administration and the Town's Engineers relating to detailed costs and grant implications.

Administration believes that the most cost effective way forward, when accounting for both capital and operating costs combined, would be to change to a liquid sodium hypochlorite dosing system.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to review existing utilities reserves and report back on financial feasibility of completing on-site generation system.

That Council for the Town of Pincher Creek direct administration to conduct a thorough cost-benefit analysis of different water disinfection systems.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The Town's water disinfection processes require upgrading due to age. This can be completed in a number of different directions. A feasibility study for sodium hypochlorite was completed in 2018, and the transition to sodium hypochlorite was further supported in the 2022 Infrastructure Master Plan.

FINANCIAL IMPLICATIONS:

At this time administration does not recommend moving ahead with budget amendments until further discussion is had between administration, Council, the Town's engineers, and grant providers.

PUBLIC RELATIONS IMPLICATIONS:

No concerns at this time regarding public relations.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports and recommends application for a scope amendment to the Alberta Water Wastewater Partnership Grant from on-site sodium hypochlorite generation to a liquid sodium hypochlorite dosing system.

Signatures:

Department Head:



CAO:





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Community Housing Committee	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 4/24/2023

PURPOSE:

That Council review the amended Community Housing Committee Terms of Reference and support the resolution to add Village of Cowley representative in membership.

RECOMMENDATION:

That Council for the Town of Pincher Creek That Council for the Town of Pincher Creek adopt the following two resolutions:

Resolution 1) The Community Housing Committee recommends to Council to adopt the amended Terms of Reference to include in membership category one (1) representative from the Village of Cowley; and,

Resolution 2) The Community Housing Committee recommends to Council to direct administration to send invitation to Village of Cowley.

BACKGROUND/HISTORY:

The Community Housing Committee has been active for many years and recognizes that the community is in a housing crisis. This includes housing across the entire spectrum.

ALTERNATIVES:

The Community Housing Committee believes adopting these two resolutions is in the best interest of the broader community and is not presenting alternatives.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

In the past, the Community Housing Committee has not had representation from the Village of Cowley.

FINANCIAL IMPLICATIONS:

There are no financial implications specific to these two resolutions.

PUBLIC RELATIONS IMPLICATIONS:

Specific to these two resolutions, the Community Housing Committee believes inviting a representative from the Village of Cowley will increase information sharing and the opportunity for the Village of Cowley to provide input through the Community Housing Committee.

ATTACHMENTS:

Community Housing Committee Terms of Reference_DRAFT_03232023 - 3133

CONCLUSION/SUMMARY:

The Community Housing Committee will carry out resolutions should they be adopted.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas



COMMUNITY HOUSING COMMITTEE Terms of Reference



Committee Name

Community Housing Committee

Purpose

The Pincher Creek Community Housing Committee will provide advice to the Town of Pincher Creek Council on matters related to:

- Housing Trends and Needs, including local, regional, provincial, and national statistics and forecasting.
- Housing Policies and Bylaws; including suggestions to update existing documentation if required.
- Land Use Designations and Area Structure Plans.
- Interfacing with the Pincher Creek Foundation as the local housing authority.
- Inventory of available local land and housing.
- Federal/provincial housing grants and initiatives.

Specifically, the Committee will:

- review and discuss documentation contained in a 'Housing Library' including:
 - Housing Needs Assessments
 - Community Economic Development Strategy
 - Town of Pincher Creek Strategic Plan
 - Town of Pincher Creek related policies and bylaws
 - Historical documentation: projects, housing issues, public and private properties, housing applications, Indigenous housing initiatives, Rural Development Network work
- review Area Structure Plans and provide recommendations.
- work with the Housing Community Action Team.
- review current land use practices related to various housing types and locations and provide recommendations if required.
- receive and consider housing information from the public.
- provide regular reports to their respective Council regarding the progress of the committee.

Membership

The Committee shall be composed of up to 7 voting members as appointed by Council. Composition shall be as follows:

Town of Pincher Creek – three (3) Councillors
Municipal District of Pincher Creek – one (1) Councillor

Village of Cowley – one (1) Councillor
 Pincher Creek Foundation – one (1) representative
 Community Housing Action Team – one (1) representative

A member of the Committee will be disqualified to serve on the Committee if they:

- Cease to be a resident of Pincher Creek, the M.D. of Pincher Creek or the Village of Cowley.
- Are absent for three (3) meetings unless absences are authorized by the Town of Pincher Creek.
- Send written notice of resignation to the Town of Pincher Creek.

Frequency of Meetings

- Meetings will be conducted in accordance with Procedural Bylaw 1596-21.

Authority

- The Committee shall act in an advisory capacity to the Town Council and shall not have the power to direct Town consultants or enter into any agreements.

Term

- two (2) years or until such time as the purpose of the committee has been fulfilled
- the Committee shall serve at the pleasure of Council and may be dissolved at any time with the agreement of the Town of Pincher Creek or by committee resignation or recommendation.

 CAO, Town of Pincher Creek

 Date

Approved by:	Date:	Policy Number
Committee of the Whole	December 7, 2022	
Reference:	Approval/Revision Date:	Motion #
Committee of the Whole	May 2016	
	November 2, 2022	
	December 5, 2022	#COTW 2020-041
	March 23, 2023	CHC Meeting Minutes
Title: Community Housing Committee Terms of Reference		



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Falun Dafa Day Greeting Letter/Flag Raising	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 4/24/2023

PURPOSE:

For Council to consider a request from the Falun Dafa Association to recognize the 31st anniversary of Falun Dafa's introduction to the public and the contributions of the Falun Dafa community in Canada.

RECOMMENDATION:

That Council for the Town of Pincher Creek receive the request to recognize the 31st anniversary of Falun Dafa in Canada in May and direct administration to send a letter of support to the Falun Dafa Association of Calgary.

BACKGROUND/HISTORY:

On April 25, 2022 Council received the request to recognize the 30th anniversary of World Falun Dafa Day and agreed to send a letter of congratulations to the Falun Dafa Association of Calgary.

ALTERNATIVES:

That Council for the Town of Pincher Creek receive the information regarding Falun Dafa Day Greeting Letter/Flag Raising as presented.

That Council for the Town of Pincher Creek agree to and direct administration to prepare and send a greeting letter and facilitate a flag raising ceremony commemorating Falun Dafa Day in May of 2023.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

Administrative resources required.

PUBLIC RELATIONS IMPLICATIONS:

There may be residents of the community that recognize and perhaps practice the Falun Dafa spiritual teachings and exercises.

ATTACHMENTS:

RE A special request for a Falun Dafa Day greeting letterflag raising - 3137

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek receive the request to recognize the 31st anniversary of Falun Dafa in Canada in May and direct administration to send a letter of support to the Falun Dafa Association of Calgary.

Signatures:

Department Head:

Lisa Goss

CAO:

Angie Lucas

Dear Mayor Anderberg,

Hope this message finds you well.

We truly appreciate your invaluable support for the past year, which has given the local Falun Dafa members enormous encouragement to promote good values.

For the upcoming celebration of the 31st Anniversary of Falun Dafa in Canada in May, it would be much appreciated if you could continue to show your support. The same greeting message from last year can be used if you prefer.

Thank you very much again for your support!

Sincerely,

Mei Chen
Falun Dafa Association of Calgary

For your reference, below is the message/special request from the Falun Dafa Association.

Dear Mayor Anderberg ,

In recognition of the 31st anniversary of Falun Dafa's introduction to the public, and the contributions of the Falun Dafa community in Canada, we respectfully request a greeting letter and flag raising for our annual Falun Dafa Day celebration in May 2023. On this occasion, we celebrate the values of Truthfulness, Compassion, and Tolerance that we espouse.

[Falun Dafa](#) (also known as Falun Gong) is a mind/body meditation and improvement practice based on the universal principles of Truthfulness, Compassion, and Tolerance. It was introduced by the founder, Mr. Li Hongzhi, in 1992 in China and it is now enjoyed by millions from diverse racial and cultural backgrounds in over 100 countries.

Here in Canada, for the past 30 years, Falun Gong volunteers have taught [free meditation exercises](#) to help Canadians improve their mental, moral and physical wellbeing, contributing to a more healthy and harmonious society.

We truly appreciate your invaluable support for the past year, which has given the local Falun Dafa members enormous encouragement to promote good values.

In 2022, we were grateful to have had 23 cities do flag-raising or lighting-up their city halls to celebrate Falun Dafa Day and also received over 110 supporting letters and/or proclamations from Canadian MPs, MPPs/MLAs, and Mayors across Canada.

As you are aware, for the past 24-years the Falun Gong community has been victims of persecution by the communist regime in China, which includes intimidation, threats, and misinformation campaigns here in Canada to hide the crimes they are responsible for and silence possible support from Canadian society. While Human rights and legal experts affirm that [crimes against humanity](#) and [genocide](#) is occurring in China, Falun Dafa practitioners have peacefully endured, persevered, and stood up for basic human rights and freedoms.

Canadians who practice Falun Gong—many of whom arrived as refugees fleeing the persecution in China—are truly grateful that we can enjoy the freedom, diversity and compassionate support of Canadians. We are proud to call Canada our home.

Your greeting message will help support Canada’s cultural diversity, freedom of conscience, and also the universal values of truthfulness, compassion and tolerance.

We would truly appreciate if you could please send by May 10, 2023. Should you have any questions, please don’t hesitate to contact us.

Sincerely,

Mei Chen
on behalf of Falun Dafa Association of Calgary

4 Enclosures below:

1. A short video of ‘An Introduction to Falun Gong’ (6:35 min)

<https://www.youtube.com/watch?v=aJ-A6xY47jc>

For more information, please visit faluninfo.net

2. 23 Flag Raising and Light-up Ceremony Hosting Cities in 2022:

ON : Toronto, Kingston, Burlington, Milton, Cornwall, North Bay, Orangeville, St. Catharine, Orillia, Brighton, Brock, Quinte West, Scugog, Amherstburg, Belleville;

AB: Edmonton, Red Deer; **SK:** Regina, Saskatoon; **BC:** Port Moody, Nanaimo, New Westminster;



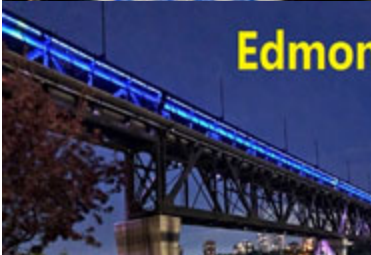


3. Greetings for Falun Dafa Month Celebration 2022 (excerpt from 110 greetings issued by representatives of three levels of government):

“Falun Dafa traditions encourage practitioners to improve their mental and physical well-being, while being rooted in the honourable values of truthfulness, compassion and tolerance; I would like to thank the many Falun Dafa practitioners who took these values to heart during the pandemic. I am grateful for the efforts you made within your communities to encourage and uplift your neighbors during these hard times.” **–Hon. Candice Bergen, interim leader of the Conservative party, greetings 2022**



“Falun Dafa is the spiritual discipline based on truthfulness, compassion, and forbearance. This week on Parliament Hill I had the pleasure of joining a special group of individuals who celebrated the 30th year Anniversary of Falun Dafa.” **–Hon. Judy Sgro, co-chair of the Falun Gong Parliamentary Friendship Group, rally speech 2022**



“I would like to thank the Falun Dafa communities for your work to preserving the traditional Chinese culture which continues to enrich Canada’s Multicultural landscape, Falun Dafa communities have been integral in bringing Communist party’s atrocities to light, practitioners are on the front lines of holding the government to account ” **- MP Garnett Genuis, , co-chair of the Falun Gong Parliamentary Friendship Group, greeting 2022**



“The universal values of Truthfulness, Compassion and Tolerance, which are at the heart of Falun Dafa, are also ideals for Canada. I appreciate your contribution to bring these values to life in Canada for a more healthy, peaceful, tolerance and compassionate society.” **– MP Hon. Pierre Poilievre , greeting letter 2022**

As Parliamentary Leader of the Green Party of Canada and Member of Parliament for Saanich-Gulf Islands, I am pleased to extend my warmest congratulations to the Falun Dafa community as you gather to celebrate Falun Dafa Day. I have great respect for the principles of Truth, Benevolence and Forbearance.

– MP Elizabeth May , Parliamentary Leader of the Green Party, greeting letter 2022

“May 13th is a very special day as practitioners and supporters around the world will celebrate this year 30th Anniversary. Truthfulness, compassion, and tolerance,... have “so much meaning” in society today. I want to wish all to have a special celebration on May 13th” **– MP Kevin Lamoureux, greeting video 2022**

“Communities rooted in spirituality have played an important role in building the social fabric of our province. Many of the values that we cherish today —compassion, generosity, and justice— are anchored in spiritual traditions. Inherent among those who practice is the courage to continuously seek positive transformation in one’s own life and society.”**-Ontario Lieutenant Governor Elizabeth Dowdeswell, greeting letter 2022**

“We live in a time of much division and conflict, and the values of truthfulness, compassion and tolerance that are espoused by Falun Dafa are timely, indeed. New Canadians who have fled persecution due to their practice of Falun Gong have demonstrated exceptional resilience in the face of great hardship.” -**Lieutenant Governor Russ Mirasty of the Province of Saskatchewan, greeting letter 2022**

“I would like to extend a big thank you to the Falun Dafa community in Fredericton, for their dedication to promoting a more harmonious and healthy society. Thank you for your continuous efforts to encouraging tolerance and compassion and building a better world for all of us.” – **Her Worship Kate Rogers, Fredericton, greeting letter 2022**

We also received greetings from:

MPs: *Mark Gerretsen, Ryan Turnbull, Brad Vis, Kerry-Lynne Findley, Mark Dalton, Ted Falk, James Bezan, Luc Berthold, Marilyn Gladu, Ryan Williams, Dan Muys, Colin Carrie, Melissa Lantsman, Anna Roberts, John Brassard, Scott Reid, Larry Brock, Eric Duncan, Jamie Schmale, Michael Cooper, Len Webber, Pat Kelly, Rachael Thomas, Greg McLean, Mike Lake, Ziad Aboultaif, Dane Lloyd, Chris Warkentin, Arnold Viersen*

MPPs/MLAs: *Daisy Wai, Robin Martin, Peter Bethlenfalvy, Sam Oosterhoff, Belinda Karahalios, Dominic Cardy, Minister Ron Orr, Diljeet Brar, MLA Burrows*

Mayors' Proclamation/Greetings: *Ottawa, Calgary, Fredericton, Winnipeg, Victoria, Hamilton, Oshawa, Vaughan, London, Leamington, Westport, Flatrock, Southwest Middlesex, Mississippi Mills, Ramara, Sarnia, Springwater, Sault Ste.Marie, Tecumseh, LaSalle, Muskoka Lakes, New Tecumseth, Napanee, Cold Lake, Banff, Devon, Spruce Grove, Pincher Creek, Maple Ridge, Port Coquitlam, Chiliwack, Duncan, Armstrong, Kelowna, Gibson, New West, Cote SaintLuc*

4. About Falun Dafa:

[Falun Dafa](#) (also known as Falun Gong) is a self-improvement practice rooted in the ancient schools of cultivation in China. It consists of meditative exercises, and a moral philosophy aimed at the promotion of virtue. At the core of Falun Dafa's teachings are the tenets of Truthfulness, Compassion, and Forbearance. Practitioners of Falun Dafa aim to live in accordance with these principles, taking them as a guide for daily life and practice.

Falun Dafa transcends cultural boundaries and contributes to a healthier and more harmonious society. Since Falun Dafa's public introduction in 1992, hundreds of millions of people from diverse cultural backgrounds in over 100 countries, including Canada, benefit from practicing Falun Gong, where the [free teachings](#) help people improve their mental, moral, and physical wellbeing.

On 20 July, 1999, the Chinese Communist Party (CCP) launched a campaign to eradicate Falun Gong. For the past 23 years, major human rights organizations, the United Nations, the U.S. government, and NGOs, etc. have extensively documented the nation-wide campaign of hatred, mass imprisonment, forced slave labour, torture, and killing of people who practice Falun Dafa in China.

Hence, millions of Falun Dafa practitioners and their families have been torn apart. Countless practitioners have been killed for their vital organs that are sold by the state. International legal experts say that crime [against humanity](#), and possibly [genocide](#)



Cold Genocide: Falun Gong in China

Maria Cheung

The article explores patterns of a cold genocide in the eradication campaign against Falun Gong. Falun Gong is a...

have occurred. Falun Gong community and supporters in Canada continue to experience various kinds of intimidation, harassment, and vilification by the CCP.

The Falun Dafa community, both within China and abroad, has endured two decades of unimaginable adversity with resolute non-violence and persistence to uphold freedom and the universal values. This has garnered worldwide recognition, including thousands of greetings and proclamations from governments and officials.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: NRCAN Grant to support deep retrofit implementation	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 4/24/2023

PURPOSE:

The purpose of this request for decision is to present information on an application from Alberta Southwest to the Natural Resources Canada Deep Retrofit Accelerator grant in partnership with the other municipalities. The grant provides 100% funding for activities such as:

- Identifying and aggregate deep retrofit projects in all participating municipalities in the region
- Guiding the process of developing and implementing specific retrofit projects
- Staying up to date on available funding and financing to implement specific deep retrofit projects
- Building community and regional capacity through education, consultation, and collaboration to share knowledge/lessons learned that support implementing energy efficiency upgrades

RECOMMENDATION:

That Council for the Town of Pincher Creek Administration recommends that the Council for the Town of Pincher Creek receive this information about the Alberta Southwest application to develop a Regional Energy Management Program in 2024 and request for letter of support before April 28th, 2023.

BACKGROUND/HISTORY:

The Municipal Energy Project Lead was invited to the March Alberta Southwest Meeting to present on the values of Energy Management and the success that has been had in the Town and MD. This grant stream was presented to Alberta Southwest and a request was made to share it with the other municipalities at the meeting so they have the opportunity to partner together and submit an application to begin energy management.

This grant provides 100% funding for energy management activities with emphasis on identifying deep retrofit opportunities for low income and marginalized groups over a broad footprint. It also supports capacity development, project identification, energy baseline studies, funding identification, and community outreach activities.

The due date for the application is April 28, 2023 with the expected launch date of the energy management program starting in Quarter 2 of 2024.

ALTERNATIVES:

The Town of Pincher Creek disregard the information presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Providing a letter of support for the application does not commit the Town to any additional project or salary funding for 2024.

FINANCIAL IMPLICATIONS:

The Town of Pincher Creek would have the option to maintain energy management capacity without having to provide salary in the budget post 2024 Q2 should this grant application be approved.

PUBLIC RELATIONS IMPLICATIONS:

The residents of communities involved will continue to benefit from reduced costs and increased infrastructure modernization. There will also be long term benefits of sharing lessons learned with the public and providing support in community energy retrofits so residents can attain their own personal energy savings goals.

ATTACHMENTS:

Regional Energy Management - 3134

Regional Energy Management Letter of Support - 3134

CONCLUSION/SUMMARY:

The grant opportunity provides full funding towards maintaining energy management capacity into the future at no cost to the Town.

Alberta Southwest requested a letter of support prior to the April 28th deadline from communities in the region that were interested in the energy management services that would be available should the grant be approved.

Signatures:

Department Head:



CAO:



REGIONAL ENERGY MANAGEMENT



ENGAGEMENT



IMPLEMENTATION

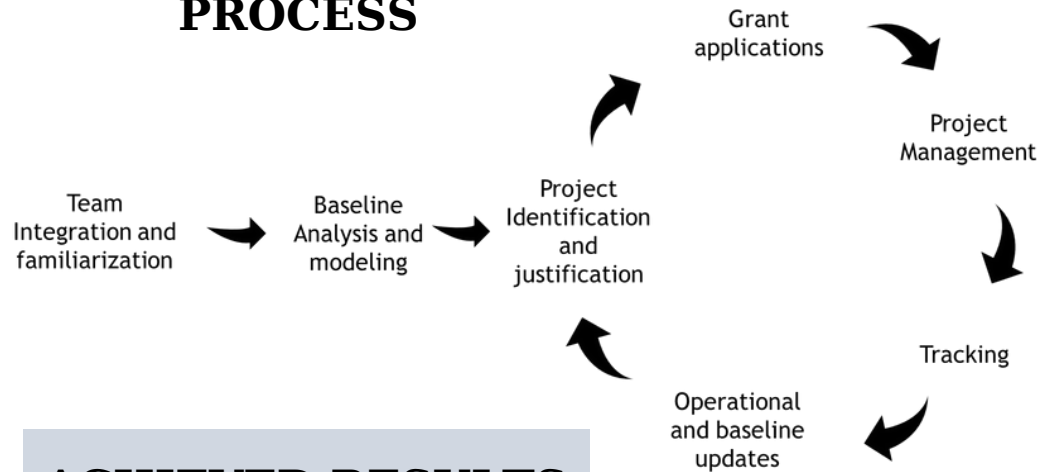


PLANNING

SERVICES

- Community outreach
- Lunch and Learns
- Operational Strategy
- Newsletter creation
- Presentations to Council
- Energy Baseline Analysis
- Emissions Inventory
- Energy audits
- Energy modelling
- Cost saving identification
- Project identification
- Grant identification
- Grant applications
- Project Management
- Tracking
- Capacity Building
- Procurement plans
- Policy development
- Climate Adaptation
- Energy goals and plans

PROCESS



ACHIEVED RESULTS



QUOTED COSTS:
\$540,000
\$160,000
WITH REBATES



SIMPLE PAYBACK WITH
FUNDING:
2.7 YRS



ENERGY COST
SAVINGS:
\$59,000+/YEAR

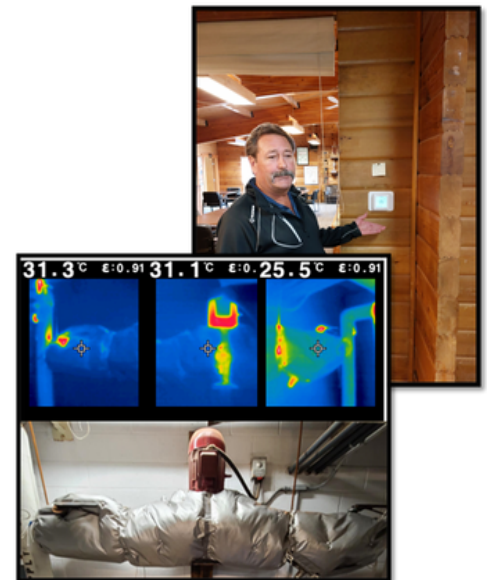


GREEN HOUSE GAS
EMISSIONS
REDUCTION:
288 TONNES/YEAR
\$17K CARBON TAX
\$48K BY 2030



20-YEAR SAVINGS

\$2.8M



Why does it matter?

Carbon Pricing:

- \$20/ton CO2 in 2019
- Increasing annually (Currently \$65/ton)
- \$170/ton by 2030
- 2022 Estimated Tax: ~\$190,000
- 2030 Estimated Tax: ~\$680,000+

NRCAN DEEP RETROFIT ACCELERATOR

- April 11th, 2023 - Determine interested parties
- April 14th, 2023 - Receive written commitment and support
- April 17th-21st 2023 - Meet with representatives and gather data
- April 24th, 2023 - Build application with Alberta Southwest
- April 28th 2023 - Submit application



Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0

403 627 3156

reception@pinchercreek.ca www.PincherCreek.ca



Natural Resources Canada
Deep Retrofit Accelerator Initiative Team
580 Booth St. Ottawa, ON K1A0E4

RE: NRCAN Deep Retrofit Accelerator Project Letter of Support

This letter is to express the Town of Pincher Creek's statement of support for Alberta SouthWest (AlbertaSW) application to the NRCAN Deep Retrofit Accelerator program to develop a Regional Energy Management Program to support the communities of Southwest Alberta.

The communities of Alberta SouthWest have worked in partnership for over 20 years, demonstrating award-winning collaborative success. As a member of that partnership, we value the opportunity to learn about new approaches and technology, increase our knowledge and create efficiencies in our municipal and community operations.

This project proposal will support activities to:

- Continue to identify and aggregate deep retrofit projects in all participating municipalities in the region
- Guide the process of developing and implementing specific retrofit projects
- Stay up to date on available funding and financing to implement specific deep retrofit projects
- Build community and regional capacity through education, consultation, and collaboration to share knowledge/lessons learned that support implementing energy efficiency upgrades

The Town of Pincher Creek has successfully undertaken an energy management program over the past two years which has shown success in energy savings amounting to immense dollar and emissions savings. The Municipality serves a diverse community including the neighbouring Piikani Nation, and newcomers to Canada with a heavy focus on the agricultural sector. We continue to strive to provide a welcoming, sustainable, and affordable place of living for all our residents.

Having a regional energy specialist allows for the community to retain its energy management abilities and stay up to date on technological advancements and new funding opportunities. A regional energy management program would also support the capacity for public outreach, project management, and progressive energy inventory updates. Working together regionally creates a larger impact, the opportunity to learn from other communities, and support cohesive progress, and identify possible implementation efficiencies.

Supporting the development of the plans and pathways creates the knowledge of issues, options to increase efficiency, and the data and business case to support our further commitment of dollars and resources towards energy projects identified within those plans. We fully believe this will be a beneficial program for all municipalities in Southwest Alberta and look forward to working together to continue building a sustainable and affordable place to call home.

Don Anderberg

Mayor of the Town of Pincher Creek





Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
April 24, 2023

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	Apr 6, 2023	TC Energy	NGTL West Path Delivery 2023 Project
2.	Apr 6, 2023	AB MUNIS	Register for April 20 FOMG Webinar on Climate Risk Assessment and Adaptation
3.	Apr 6, 2023	AB Municipal Affairs	Ministerial Order No. MSD:021/23
4.	Apr 11, 2023	AB Municipal Affairs	ICF Agreements, Ministerial Order No. MSD:024/23
5.	Apr 6, 2023	AB Municipal Affairs	Ministerial Order No. MSD:024/23
6.	Apr 12, 2023	Town of Tofield	Exemption of Newspaper from EPR Program Revisions
7.	Apr 14, 2023	AB Municipal Affairs	Information Bulletin 3/2023 Bill 9: Red Tape Reduction Statutes
8.	Apr 13, 2023	Pembina	New Pembina Institute Report on Carbon Dioxide Removal
9.	Apr 17, 2023	Citizen	Health Care Town Hall
10.	Apr 17, 2023	AB MUNIS	Update on RCMP Retroactive Salary Costs
11.	Apr 18, 2023	Kootenai Brown Pioneer Village	Commemoration of the Coronation of King Charles III
12.	Apr 19, 2023	Rural Development Network	Register now for the Virtual Canadian Rural and Remote Homeless and Housing Symposium June 6-8, 2023

AR109161

Attention: Chief Administrative Officers, Municipal Clerks, and Census Coordinators

Re: Municipal Census Regulation and Municipal Census Manual

In 2019, the Government of Alberta announced its intention to move from municipal census counts to population estimates for the purposes of allocating provincial grants to municipalities. Over the last several months, former Minister of Municipal Affairs Ric McIver and I have both heard that municipalities strongly prefer that we revert to the recognition of municipal census counts. As a result of that feedback, and after consultation with my colleague the Honourable Travis Toews, President of Treasury Board and Minister of Finance, I am pleased to announce the approval of the Municipal Census Regulation and Municipal Census Manual.

The attached regulation and manual not only outline municipal census requirements, but also incorporate the feedback we have received since 2019, including updating the definitions of “usual residence” and “shadow population.” In addition, we have extended the period for enumeration, and for how long the ministry will recognize a municipal shadow population count.

The manual was developed in partnership with Statistics Canada and addresses many of the concerns identified by you, our municipal partners. The manual, when used alongside the Municipal Census Regulation, provides municipalities with the tools necessary to conduct a municipal census that is consistent with best practices and ensures an accurate population count.

Some of the more notable enhancements over previous versions include:

- standardized methodology to enumerate persons with no usual residence;
- alignment of collection methodologies to reflect best practices and key learnings from the most recent federal census;
- updates to key census definitions including usual residence and shadow population;
- standardized approach to enumerating shadow population;
- the ability to include an estimated resident count for non-contacted dwellings and refusals recognized as part of the population total;
- a mechanism to review population submissions and verify population counts; and
- several other textual changes to the included forms, templates, and materials.

The new regulation and census manual will allow municipalities to conduct a census in 2024. Following the submission of the 2024 results, my department will be reaching out to you in an effort to capture what worked well, and what could be improved.

If you have any questions or would like additional information regarding the regulation or manual, please contact a Municipal Information Advisor by email at ma.updates@gov.ab.ca or by telephone, toll-free by first dialing 310-0000, then 780-422-2555.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rebecca Schulz', with a stylized, cursive script.

Rebecca Schulz
Minister

Attachment: Municipal Census Regulation and Manual



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Shaw

MINISTERIAL ORDER NO. MSD:001/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 604 of the *Municipal Government Act*, make the Municipal Census Regulation as set out in the attached Appendix.

Dated at Edmonton, Alberta, this 28th day of March, 2023.

Rebecca Schulz
Minister of Municipal Affairs

FILED UNDER
THE REGULATIONS ACT

ALBERTA REGULATION 88/2023

ON APRIL 6 20 23

DEPUTY REGISTRAR OF REGULATIONS

APPENDIX
Municipal Government Act
MUNICIPAL CENSUS REGULATION

Table of Contents

1	Interpretation
2	Municipal Census Manual
3	Census rules
4	Shadow population
5	Review of census results
6	Change in geographic area
7	Use of census data
8	Expiry

Interpretation

1(1) In this Regulation,

- (a) “census day” means the date chosen by a municipal authority as the census date, occurring within a census period in which an enumeration is conducted, which can be a date prior to the start of enumeration;
- (b) “census period” means a 3-month consecutive period beginning on a date that is on or after March 1 and ending on a date that is on or before July 31 of the same year;
- (c) “municipal census” means a population count of the total number of individuals whose usual residence is in a municipal authority, conducted in accordance with this Regulation;
- (d) “shadow population” means the temporary residents of a municipal authority who are employed by an industrial or commercial establishment in the municipal authority and who have worked at least 120 hours for that employer in the 3-month period immediately preceding census day;
- (e) “temporary resident” means a person who resides in a municipal authority on census day but whose usual residence is located in another municipal authority or a place outside Alberta.

(2) For the purposes of this Regulation, the “usual residence” of a person is a location within a municipal authority with a residential street address or physical address that

- (a) is the main dwelling site of the person on census day, and
- (b) is the place where the person lives and sleeps and to which, when the person is absent from it, the person intends to return.

(3) Notwithstanding subsection (2),

- (a) the “usual residence” of a person who has been in an institution, such as a correctional institution or hospital, for less than 6 months is deemed to be the place that was the person’s usual residence before the person entered the institution, and
- (b) a student who
 - (i) is in attendance at an educational institution within or outside Alberta,
 - (ii) is residing in a place temporarily for the purpose of attending an educational institution, and
 - (iii) has family members who are usually resident in Alberta and with whom the student usually resides when not in attendance at an educational institutionis deemed to reside with those family members.

Municipal Census Manual

2 The Minister, by order, shall issue a Municipal Census Manual and may amend the Manual from time to time.

Census rules

3(1) A municipal authority that wishes to conduct a municipal census must

- (a) notify the Minister’s department by February 28 of the year in which the census will be conducted that the municipal authority will be conducting a municipal census and whether the municipal authority will count the

- shadow population of the municipal authority when conducting the census,
- (b) choose a census period and census day before beginning enumeration,
 - (c) ensure that the person in charge of the census swears or affirms the oath prescribed in the Municipal Census Manual prior to the census being conducted,
 - (d) ensure that all census enumerators complete the statement of a census enumerator prescribed in the Municipal Census Manual prior to undertaking work on the census,
 - (e) conduct the census in accordance with this Regulation and the Municipal Census Manual, and
 - (f) submit the results of the census in the form prescribed by the Municipal Census Manual before September 1 of the year in which the census was conducted.

(2) Notwithstanding subsection (1), if a municipal authority wants to conduct a census that is not in accordance with this Regulation and the Municipal Census Manual and have the results recognized by the Minister as the population of that municipal authority, the municipal authority must receive the Minister's approval prior to February 28 of the census year.

Shadow population

4(1) Subject to subsection (2), if the shadow population in a municipal authority is

- (a) greater than 1000 persons, or
- (b) less than 1000 persons but greater in number than 10% of the permanent population,

and the municipal authority has submitted its shadow population count to the Minister in the form prescribed by the Municipal Census Manual by no later than September 1 of the census year, a municipal authority may have the shadow population count included as part of the municipal authority's population total.

(2) The Minister shall determine whether the shadow population count in a municipal authority will be included as part of the municipal authority's population total.

(3) A shadow population count that is included in a municipal authority's population total shall be removed from the municipal authority's population total on the release of the next federal census for the municipal authority.

Review of census results

5 The Minister may direct a municipal authority to provide information regarding a municipal census to the Minister, in the form and manner determined by the Minister, for the purposes of reviewing a municipal census result.

Change in geographic area

6 If the geographic area of a municipal authority changes after June 30 in a year in which the municipal authority has conducted a municipal census, the Minister may require the municipal authority to update the results of the census and submit the updated results to the Minister in accordance with the directions of the Minister.

Use of census data

7 The Minister may use the results of a municipal census and shadow population count to determine the population of a municipal authority, as published by the Minister's department from time to time.

Expiry

8 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on November 30, 2032.