



TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Tuesday, May 23, 2023 at 6:00 p.m.

Council Chambers, Town Hall

Zoom Link

1. **Call to Order**
2. **Scheduled Public Hearing**
 - 2.1 Clean Energy Improvement Program Bylaw 1634-23
 - 2.2 Land Use Bylaw Amendment 1547-AP
3. **Agenda Approval**
4. **Scheduled Delegations**
 - 4.1 Rob Mitchell, Maureen Mitchell, Marie-Helene Hochstein – Snow Removal
5. **Adoption of Minutes**
 - 5.1 Minutes of the Committee of the Whole held on May 3, 2023
 - 5.2 Minutes of the Regular Meeting of Council held on May 8, 2023
 - 5.3 Minutes of the Committee of the Whole held on May 10, 2023
6. **Business Arising from the Minutes**
 - 6.1 Disposition of Delegation – Kevin Van Tighem
 - 6.2 Policy Review Committee - Terms of Reference
7. **Bylaws**
 - 7.1 Land Use Bylaw Amendment 1547-AP - Second and Third Reading
8. **New Business**
 - 8.1 Pincher Creek & District Historical Society
 - 8.2 Climate Resiliency and Adaptation Plan Extension
 - 8.3 AMWWP Grant Agreement
 - 8.4 Coal Miner Days Parade – June 10, 2023
 - 8.5 Seniors Week - Coffee with Council
 - 8.6 Pincher Creek Pride Flag Raising
 - 8.7 Council Resolution Spreadsheet
9. **Council Reports**
 - 9.1 Upcoming Committee Meetings and Events
10. **Administration**
 - 10.1 Council Information Distribution List
11. **Closed Session Discussion**
 - 11.1 PCCELC Update - FOIP s. 24
 - 11.2 Administration Transition (No RFD) - FOIP s. 24
 - 11.3 Next Strategic Planning Session (No RFD) – FOIP s. 24
12. **Notice of Motion**
13. **Adjournment**

The next Regular Council Meeting is scheduled for June 12, 2023 AT 6:00 p.m.

AGENDA
PUBLIC HEARING FOR BYLAW No. 1634-23

Item No. 2.1

COUNCIL CHAMBERS, TOWN HALL
6:00 P.M. MONDAY, May 23rd, 2023

1. **Call to Order - Public Hearing for Bylaw No. 1634-23** (The Mayor).
2. **Adoption of the Agenda** – (Mayor).
3. **Purpose of Public Hearing** -- (Mayor).
The purpose of the public hearing is to present Bylaw No. 1634-23, to establish a Clean Energy Improvement Program.
4. **Confirmation of Notice** -- (Asked for by The Mayor and replied by the CAO).
The Notice of Public Hearing was advertised in the May 3 and 10, 2023 editions of the local weekly newspapers Shootin' the Breeze.
5. **Report from Oldman River Regional Services Commission Senior Planner** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
6. **Report from the Town's Management Staff** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
7. **Written Submissions** -- (Asked for by The Mayor – Reply by the CAO)
No written submissions received as of 12:00 Noon, May 17, 2023.
(Read by the CAO)
8. **Persons Wishing to be Heard** -- (Asked for by The Mayor - Reply by the CAO)
9. (The Mayor to ask ---- are there any persons wishing to be heard) (First time)
In the event that there are person(s) wishing to be heard, The Mayor will request the following resolution of Council: That Council for the Town of Pincher Creek approves the presentation of the following at the Public Hearing for Bylaw No. 1634-23:
- John Doe of 123 Main Street etc. (State Your Name and Address)

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

Bylaw No. 1634-23 will be presented to Council for consideration of second, third and final reading at the regular Council meeting on June 26, 2023.

Town of Pincher Creek

May 23, 2023



Development Services Report

Clean Energy Improvement Program Bylaw 1634-23

Referral comments from management staff are as follows:

ORRSC – Senior Planner

No comments

Operational Services

The Operations Department will require additional work in collaboration with Legislative Services to make minor administrative amendments to the Bylaw to ensure consistency between Town Bylaws and adherence to best practices of drafting of bylaws. It is not anticipated that these amendments will have significant impact on the substance/intent of the bylaw. Administration will endeavor to have these amendments in place prior to second reading.

Community Services

No comments

Fire/Emergency Services

No comments

Economic Development

No comments

Finance Development

No comments

Family and Community Support Services

No comments

AGENDA
PUBLIC HEARING FOR BYLAW No. 1547-AP

Item No. 2.2

COUNCIL CHAMBERS, TOWN HALL
6:00 P.M. MONDAY, May 23rd, 2023

1. **Call to Order - Public Hearing for Bylaw No. 1547 - AP** (The Mayor).
2. **Adoption of the Agenda** – (Mayor).
3. **Purpose of Public Hearing** -- (Mayor).
The purpose of the public hearing is to present Bylaw No. 1547-AP, to add Medical and Dental Office as a Discretionary Use in the Highway/Drive-In Commercial – C2 land use district.
4. **Confirmation of Notice** -- (Asked for by The Mayor and replied by the CAO).
The Notice of Public Hearing was advertised in the May 3 and 10, 2023 editions of the local weekly newspapers Shootin' the Breeze.
5. **Report from Oldman River Regional Services Commission Senior Planner** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
6. **Report from the Town's Management Staff** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
7. **Written Submissions** -- (Asked for by The Mayor – Reply by the CAO)
One written submission was submitted prior to the 4:00 pm May 17, 2023 deadline
- Mark Leishman and Rashelle Leishman
(Read by the CAO)
8. **Persons Wishing to be Heard** -- (Asked for by The Mayor - Reply by the CAO)
9. (The Mayor to ask ---- are there any persons wishing to be heard) (**First** time)
In the event that there are person(s) wishing to be heard, The Mayor will request the following resolution of Council: That Council for the Town of Pincher Creek approves the presentation of the following at the Public Hearing for Bylaw No. 1547-AP:
- John Doe of 123 Main Street etc. (State Your Name and Address)

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

Bylaw No. 1547-AP will be presented to Council for consideration of second, third and final reading at the regular Council meeting on May 23, 2023.

Town of Pincher Creek

May 23, 2023



Development Services Report

Land Use Bylaw Amendment - Bylaw No. 1547-AP

Referral comments from management staff are as follows:

ORRSC – Senior Planner

See Attached

Operational Services

The Operations Department has no comments regarding Land Use Bylaw Amendment 1547-AP.

Community Services

No comments

Fire/Emergency Services

No comments

Economic Development

No comments

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:** May 11, 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. First reading of proposed Bylaw No 1547-AP was given on April 24, 2023. 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. however they were advised that an application to amend the land use bylaw must be made for consideration by Council first as the use is not listed in the district and use cannot be waived by the Designated Officer or the Municipal Development and Subdivision Authority (MDSA).

It has been noted that one other dental office had been previously approved within the C2 land use district as an Office use previously. This permit was issued in error and does not set precedence for other uses of this type to be administered in the same manner. Although the land use bylaws definition of an Office does not explicitly exclude Medical and Dental Office from the definition, the use is not captured in the Office definition. The bylaw contains a specific and separate use and definition for Medical and Dental Office.

The land use bylaw's definitions are 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.

Office means development to accommodate:

- (a) Professional, managerial, and consulting services;
- (b) The administrative centres of businesses, trades, contractors and other organizations; and
- (c) Service-related businesses such as travel agents, insurance brokers, real estate agents.

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, and many businesses of this type are looking to locate where they are able to provide ample customer parking, it is recommended that Council give consideration to allow the use in the C2 district. It is recognized parcels in the Downtown/Retail Commercial – C1 land use district often have limitations to the amount of parking space available. 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 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. Additionally, the existing dental office in the district will be brought into conformance with the land use bylaw. If the proposed bylaw is defeated, the application for a change of use development permit must be refused. The existing dental office in the district will remain legally non-conforming.

May 17, 2023

RECEIVED

MAY 17 2023

OPPOSITION TO PROPOSED BYLAW NO. 1547-AP

Town of Pincher Creek

Pincher Creek Mayor and Town Council,

We propose that the application to amend Bylaw 1547 should be denied. The purpose of this amendment is to ultimately allow for the application of a development permit to establish a new dental office at Unit F, 1102 Chief Mountain Ave. We disagree with the amendment passing for the following reasons:

Mark W. M. Leishman Professional Corporation previously operated Ascent Dental at 978 Kettles Street until the dental practice outgrew the building from in the early 1980's. We needed much more space and parking, and constructed a new facility at 1342 Veterans Street, across from the Pincher Creek Health Centre, where some of the practice's activities also take place. Having consolidated health care facilities in close proximity to each other here in Pincher Creek has been very beneficial (hospital, medical clinic, dental clinic, veterinary clinic, pharmacy) for the community, especially as it borders Highway 6, where we have many patients that travel from the Crowsnest Pass, Lundbreck, Cowley, Brocket, Twin Butte, Glenwood, Hillspring, and Waterton to meet their healthcare needs. When we moved, we went from 6 dental chairs to 12 chairs and from 17 off-street parking spaces to 35. Since moving in June 2018, the former office has been vacant, with the exception of a short term lease by H&R Block in 2019 when their building was damaged by fire. It has been very difficult to attract interest in commercial real estate and there are currently at least three vacant dental offices in Pincher Creek, 978 Kettles Street, 746 Main Street (above Pincher Office Products), and 1035 Hewetson Ave. (by Boese & Co.) Real estate agents have been utilized several times until the listings expired. Amending the bylaw makes it even more difficult to lease or sell these already existing health care facilities, especially when all of these are in the downtown area, which could use additional revitalization.

The lack of parking in front of the Unit F space at 1102 Chief Mountain Ave. should also be a prime consideration. As the units share a parking lot, there are only two spots available in front of each unit. This is inadequate for the volume of customers and staff at a dental office. Ascent Dental was required to have 35 spaces off-street.

A development permit application 22-D0041 was submitted with a decision date of Oct. 18, 2022 for 1102 Chief Mountain Ave. to allow for a Discretionary Use: Change of Use - Cannabis Retail Sales. This is the same building as the proposed development. As the Separation Distance listed on the Town of Pincher Creek Land Use Bylaw No. 1547 are 100m for Provincial Health Care Facility, and dental practices are provincially regulated facilities governed by the Health Professions Act and the College of Dental Surgeons of Alberta (formerly the Alberta Dental Association & College), this space is ineligible to be established as a dental clinic, as a cannabis dispensary was already presumably permitted to open for business. Given the large number of children who frequent general dental practices, with the additional mention of “schools” and “child care facilities” also listed here, the separation should be especially respected here.

It has come to our attention that an 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. and subsequently applied to amend Land Use Bylaw No. 1547. The applicant for the land use bylaw amendment, 2202002 Alberta Ltd., was Andrew Barry of Barry Developments Inc. (88 Patina Ride S. W., Calgary, AB T3H 3R5) listed as the sole director and voting shareholder of Barry Developments Inc. A search of the College of Dental Surgeons of Alberta “Find A Dentist” search directory yields zero results, meaning Andrew Barry is not a licensed dentist in the province of Alberta. Under Section 26 of the College of Dental Surgeons of Alberta (formerly the Alberta Dental Association & College) Bylaws (effective Jan. 1, 2023) “No person may practice the profession of dentistry in a limited liability partnership under Part 2.1 of the *Partnership Act*.”

Section 104-115 of the *Health Professions Act* makes it clear that only a licensed member, a registered practitioner, or a professional corporation may engage in the practice of dentistry. All of the provisions of the Act, the Regulations, and the Bylaws that are applicable to an individual registered member apply with equal force and with all necessary modifications to a professional corporation. The Act does not permit there to be different rules depending on whether or not a dentist practices individually or as a professional corporation. This means that Andrew Barry is ineligible to establish a dental practice in the province of Alberta. Strict regulations exist regarding dental clinic establishment and ownership.

The Professional Corporations For Dentists Information Package specifies: The HPA 109(1)(f) also states that “no shareholder of the professional corporation has entered into a voting trust agreement, proxy or any other type of agreement vesting in another person who is not a regulated member of the same college the authority to exercise the voting rights attached to any or all of the voting shareholder's shares.” He is also ineligible to establish or own a dental practice on a regulated members behalf.

It has come to our attention that the applicant, 2202002 Alberta Ltd. is attempting to develop a dental office for Fraser N. Peterson Professional Corporation by leasing him space. For those of you familiar with Fraser Peterson, the sole director and voting shareholder of this entity, he practiced dentistry as an independent contractor associate dentist from Aug. 18, 2018 to Nov. 30, 2021 at the dental practice owned by Mark W. M. Leishman Professional Corporation, which operates in Pincher Creek, Alberta as Ascent Dental, currently located at 1342 Veterans Street. Prior to his commencement here in 2018 and again upon his termination of our employment relationship Oct. 6, 2021, he signed two separate agreements acknowledging that a confidentiality, non-competition, non-solicitation restrictive covenant would be in place for two years. He is continues to be bound by the covenant and is legally prohibited from practicing dentistry here currently. This means there is a restriction where he can not “directly or indirectly design, develop, market, manufacture or provide any product, good, or service within a 75 kilometer radius of Pincher Creek, Alberta that competes with the dental practice owned by Mark W. M. Leishman Professional Corporation. The act of having an affiliate or agent, 2202002 Alberta Ltd., apply for a development permit, land use bylaw amendment, or lease him space in Unit F at 1102 Chief Mountain Ave. constitutes a breach of these written agreements. He is legally prohibited from practicing dentistry or designing a dental clinic in southwest Alberta currently.

Ascent Dental has been actively recruiting a new dentist to come to Pincher Creek since 2021 and over the past year and a half to two years we have found it is difficult to attract licensed dentists and their families to come to town. We want continuity for our patients and have finally selected a candidate that we will be welcoming to our dental practice in the next couple of weeks. He and his family are actively exploring housing options in town so that they can join our community and become an asset to Pincher Creek for years to come. We have enjoyed living and working here with our family since 2007 and have heavily invested in this community with our dental practice and building.

We hope you will take these points into consideration when deliberating about the amendment of this bylaw. There are long-term implications here and careful thought needs to be taken, as the precedent here will affect many other businesses and services in our community. Thank you for your time and attention to this matter.



Mark Leishman



Rashelle Leishman

Town of Pincher Creek

Pincher Creek, Alberta

May 8, 2023

To: Town Council,

Rob Mitchell, Maureen Mitchell, Lee Hochstein and Marie-Helene Hochstein would like to attend council Meeting on May 23, 2023 at 6:00 pm.

We would like to talk and understand the snow pile and is left by our homes. Maybe come up with a resolution that we all could get along with for the following winters. Please call 403-627-7330 (Marie-Helene) or email us at h.mariehelene@yahoo.ca . Thank you Marie-Helene Hochstein

RECEIVED

MAY 08 2023

Town of Pincher Creek



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
May 3, 2023 – 9:00 AM
In Person & Virtually

ATTENDANCE:

Mayor: D. Anderberg

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

Staff: W. Catonio, Director of Finance and Human Resources; K. Green, Executive Assistant; L. Goss, Legislative Services; A. Grose, Recreation Manager, and A. Levair, Director of Operations

1. **CALL TO ORDER**

Mayor Anderberg called the meeting to order at 9:00 am.

2. **AGENDA APPROVAL**

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek agrees to add 9.2 AHS Update, 9.3 Personnel Update and 9.4 Letter of Concern to the May 3, 2023 Committee of the Whole Agenda.

CARRIED COTW 2023-056

Green:

That the Committee of the Whole for the Town of Pincher Creek accepts the May 3, 2023 Committee of the Whole Agenda as amended.

CARRIED COTW 2023-057

3. **DELEGATIONS**

4. **COMMITTEE REPORTS**

BARBER: April 3 – Special Council Meeting
April 5 – Committee of the Whole
April 6 – Community Futures
April 6 – Chinook Arch
April 11 – Regular Council
April 13 – Golf Committee

April 19 – Landfill
April 19 – Library
April 20 – Community Futures
April 24 – Regular Council
April 25 – Early Learning Centres
April 26 – Community Futures

M. Everts joined meeting at 9:06am

CLELAND: April 3 – Special Council Meeting
April 5 – Committee of the Whole
April 11 – Regular Council
April 24 – Regular Council

GREEN: See report attached

WRIGHT: April 3 – Special Council Meeting
April 5 – Committee of the Whole
April 18 – Volunteer Appreciation
April 20 – PCREMO
April 24 – Regular Council

NODGE: See report attached

OLIVER: See report attached

MAYOR: April 3 – Special Council Meeting
April 5 – Committee of the Whole
April 11 – Highway 3 Meeting
April 11 – Regular Council
April 14 – Mayor & Reeves
April 18 – Volunteer Appreciation
April 20 – PCREMO
April 24 – Regular Council
April 25 – Early Learning Centres
April 27 – Early Learning Centres
April 27 – EMS Commission
April 28 – Housing Committee
April 28 – Trade Show
April 29 – Trade Show

BARBER:

That Committee of the Whole for the Town of Pincher Creek accept the Committee Reports as presented

CARRIED COTW 2023-058

5. Administration

6. Business Arising from the Minutes

6.1 Tennis Courts Windscreen Fencing

CLELAND:

That Committee of the Whole for the Town of Pincher Creek direct administration to talk with the community group and bring back a plan to Council.

CARRIED COTW 2023-059

7. Policy

7.1

Policy Training Discussion

BARBER:

That Committee of the Whole for the Town of Pincher Creek accept the policy training discussion as information

CARRIED COTW 2023-060

Mayor Anderberg called a recess at 10:19 am

Mayor Anderberg called the meeting back to order at 10:30 am

8. New Business

8.1 Trust Accounts

BARBER:

That Committee of the Whole for the Town of Pincher Creek direct administration to bring back the legislation that is in place for setting up accounts to accept donations.

CARRIED COTW 2023-061

NODGE:

That Committee of the Whole for the Town of Pincher Creek direct administration to develop a Trust Account policy.

CARRIED COTW 2023-062

NODGE:

That Committee of the Whole for the Town of Pincher Creek Defer the rest of COTW schedule meeting to the rescheduled COTW meeting.

CARRIED COTW 2023-063

Councillor Barber needs to leave meeting at 11:30, moved into closed session to cover 9.4

8.2 Dissolution of Operations Committee

8.3 Town Snow Management Discussion

8.4 Alberta Municipalities Convention Sept 27 - 29, 2023

8.5 Committee of the Whole Bylaw 1608-20

K. Green, M. Everts & A. Levair left meeting at 11:01 am

9. Closed Session

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek agree to move into a closed session of Council on Wednesday, May 3, 2023 at 11:03 am in accordance with section 16 of the Freedom of Information and Protection of Privacy Act with the Director of Finance & HR in attendance.

CARRIED COTW 2023-064

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek to move out of a closed session of Council on Wednesday, May 3, 2023 at 11:25 am.

CARRIED COTW 2023-065

9.1 Pincher Creek Early Learning Centre Financial Statements – FOIP S. 16

9.2 AHS Update – FOIP S. 16

9.3 Personnel Update – FOIP S. 16

9.4 Letter of Concern – FOIP S. 16

NODGE:

That the Committee of the Whole for the Town of Pincher Creek Defer 9.4 to an upcoming COTW or Council Meeting.

CARRIED COTW 2023-066

10. Adjournment

GREEN:

That this session of Committee of the Whole be adjourned at 11:28 am.

CARRIED COTW 2023-067

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 23rd DAY OF MAY 2023**

Mayor, D. Anderberg

CAO, A. Lucas

DRAFT



REGULAR MEETING OF COUNCIL
Held on Monday May 8, 2023
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

Staff: A. Lucas, Chief Administrative Officer; K. Green, Executive Assistant; A. Levair, Director of Operations; L. Goss, Legislative Services Manager, M. Everts, Events, Marketing & Economic Development; L. Rideout, Director of Community Services; A. Hlady, FCSS; A. Grose, Recreation Manager; and W. Catonio, Director of Finance and Human Resources

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

OLIVER:

That Council for the Town of Pincher Creek agrees to add item 11.3 Development Permit Update May 8, 2023 Regular Council meeting agenda.

CARRIED 23-187

GREEN:

That Council for the Town of Pincher Creek approves the May 8, 2023 Regular Council meeting agenda as amended.

CARRIED 23-188

4. DELEGATIONS

4.1 Allied Arts Council - Stacey McRae

4.2 Community Gardens – Ianthe Goodfellow

4.3 Kevin Van Tighem - NDP Candidate for Livingstone-Macleod

L. Goss joined meeting at 6:36pm

5. ADOPTION OF MINUTES

5.1 Minutes of the Regular Meeting of Council held on April 24, 2023

BARBER:

That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting of Council held on April 24, 2023 as presented.

CARRIED 23-189

W. Oliver left meeting at 6:52pm

5.2 Minutes of the Special Meeting of Council held on May 1, 2023

WRIGHT:

That Council for the Town of Pincher Creek approves the minutes of the held on May 1, 2023 as presented.

CARRIED 23-190

6. BUSINESS ARISING FROM THE MINUTES

6.1 Reuse Fair

GREEN:

That Council for the Town of Pincher Creek recommend that administration proceed with a reuse fair in the spring of 2023 and that up to \$10 000 be allocated from the Recycling Trust Refund Reserve 43-00-00-4762 for the event in partnership with the MD of Pincher Creek & the Pincher Creek/Crowsnest Landfill. And further that a grant application is submitted to Alberta Recycling under the Municipal Recycling Roundup Grant Program for event funding and advertising funding.

CARRIED 23-191

W. Oliver joined meeting at 6:56pm

6.2 Petition to prevent the passage of Bylaw 1636-23 (Municipal Borrowing Bylaw)

GREEN:

That Council for the Town of Pincher Creek receive the information regarding a sufficient petition received to prevent the passage of Municipal Borrowing Bylaw 1636-23.

CARRIED 23-192

7. BYLAWS

7.1 Municipal Borrowing Bylaw 1636-23

BARBER:

That Council for the Town of Pincher Creek agree to rescind Municipal Borrowing Bylaw 1636-23's first reading.

CARRIED 23-193

**7.2 Northeast Pincher Creek Park 2 Area Structure Plan Bylaw 1635-23
(3rd Reading)**

BARBER:

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 1635-23 and that a copy of which be attached hereto forming part of the minutes.

CARRIED 23-195

8. NEW BUSINESS

8.1 Letter of Support Request - Cowley Lions

WRIGHT:

That Council for the Town of Pincher Creek provide a letter of support to the Cowley Lions for electrical upgrades at the Castle River Rodeo and Campground through the Community Facility Enhancement Program

CARRIED 23-196

8.2 Deputy Regional Director of Emergency Management Appointment

OLIVER:

That Council for the Town of Pincher Creek appoint Brian Millis as Deputy Regional Director of Emergency Management.

CARRIED 23-197

9. COUNCIL REPORTS

9.1 Upcoming Committee Meetings and Events

GREEN:

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

CARRIED 23-198

10. ADMINISTRATION

10.1 Council Information Distribution List

GREEN:

That Council for the Town of Pincher Creek accepts the May 8, 2023 Council Information Distribution List as information.

CARRIED 23-199

10.2 Operations 1st Quarter Report

BARBER:

That Council for the Town of Pincher Creek direct accept the Operations 1st quarter report with thanks.

CARRIED 23-200

Mayor Anderberg called a recess at 7:29 pm

M. Everts, A. Hlady, A. Grose, A. Levair, L. Rideout left the meeting at 7:30pm

Mayor Anderberg called the meeting back to order at 7:40 pm

11. CLOSED MEETING DISCUSSION

GREEN:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday May 8, 2023 at 7:40 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 23-201

CLELAND:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday May 8, 2023 at 8:30 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-202

11.1 Personnel - FOIP s. 16 & 24

WRIGHT:

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

CARRIED 23-203

11.2 Administration Transition - FOIP s. 24

NODGE:

That Council for the Town of Pincher Creek accept the Administration Transition as Information.

CARRIED 23-204

11.3 Development Permit Update - FOIP s. 16

CLELAND:

That Council for the Town of Pincher Creek accept the Development Permit Update as information.

CARRIED 23-205

L. Goss left the meeting at 8:08 pm

12. NOTICE OF MOTION

OLIVER:

That Council for the Town of Pincher Creek direct administration to prepare a report on deer culling options.

CARRIED 23-207

13. ADJOURNMENT

CLELAND:

That this meeting of Council on May 8, 2023 be hereby adjourned at 8:37 pm.

CARRIED 23-208

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 23rd DAY OF MAY 2023**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY MAY 23, 2023 AT 6:00 P.M.**

DRAFT



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
May 10, 2023 – 3:30 PM
In Person & Virtually

ATTENDANCE:

Mayor: D. Anderberg

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

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

1. **CALL TO ORDER**

Mayor Anderberg called the meeting to order at 3:30 Pm.

2. **AGENDA APPROVAL**

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek agrees to add 8.4 Football Canada letter of concern to the May 10, 2023 Committee of the Whole Agenda.

CARRIED COTW 2023-067

Green:

That the Committee of the Whole for the Town of Pincher Creek accepts the May 10, 2023 Committee of the Whole Agenda as amended.

CARRIED COTW 2023-068

3. **DELEGATIONS**

4. **COMMITTEE REPORTS**

5. **Administration**

6. **Business Arising from the Minutes**

7. **Policy**

8. New Business

8.1 Alberta Municipalities Convention Sept 27 - 29, 2023

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek direct administration to register all Councillors & CAO for the Alberta Municipalities Convention to be held at the Edmonton Convention Centre on Sep 27 - 29, 2023.

CARRIED COTW 2023-069

8.2 Committee of the Whole Bylaw 1608-20

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek direct administration to prepare an amendment to the Committee of the Whole Bylaw 1608-20 for Council consideration.

CARRIED COTW 2023-070

8.3 Council Code of Conduct Bylaw 1622-18

NODGE:

That the Committee of the Whole for the Town of Pincher Creek direct administration to amend Bylaw 1622-18 and bring back a draft amendment

CARRIED COTW 2023-071

8.4 Letter of Concern – Football

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek defer the information provided by Councillor Barber to the next meeting and to bring back further information from the football association.

CARRIED COTW 2023-072

L. Goss left meeting at 4:15pm

9. Closed Session

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek agree to move into a closed session of Council on Wednesday, May 10, 2023 at 4:20 pm in accordance with section 16 of the Freedom of Information and Protection of Privacy Act with the Chief Administrative Officer; Director of Finance & HR; and Executive Assistant and in attendance.

CARRIED COTW 2023-073

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek to move out of a closed session of Council on Wednesday, May 10, 2023 at 5:20 pm.

CARRIED COTW 2023-074

9.1 Pincher Creek Early Learning Centre Financial Statements – FOIP S. 16

NODGE:

That the Committee of the Whole for the Town of Pincher Creek receive the Pincher Creek Early Learning Centre Financial Statements as information.

CARRIED COTW 2023-075

NODGE:

That the Committee of the Whole for the Town of Pincher Creek set up a meeting with the Council and the Early Learning Centre Board to discuss the relationship between the town of Pincher Creek and the Early Learning Centre.

CARRIED COTW 2023-076

9.2 AHS Update – FOIP S. 16

NODGE:

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

CARRIED COTW 2023-077

9.3 Personnel Update – FOIP S. 16

Councillor Green recused himself at 5:20pm

NODGE:

That the Committee of the Whole for the Town of Pincher Creek agree to move into a closed session of Council on Wednesday, May 10, 2023 at 5:21 pm in accordance with section 16 of the Freedom of Information and Protection of Privacy Act with the Chief Administrative Officer; Director of Finance & HR; and Executive Assistant and in attendance.

CARRIED COTW 2023-078

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek to move out of a closed session of Council on Wednesday, May 10, 2023 at 5:36 pm.

CARRIED COTW 2023-079

Councillor Green returned to meeting at 5:40 pm

9.4 Letter of Concern – FOIP S. 16

NODGE:

That the Committee of the Whole for the Town of Pincher Creek direct administration to create a process for after receiving a complaint that are guided by concerns of administrative fairness, expediency and appeals that includes a method of yearly review and sign off by Council.

CARRIED COTW 2023-080

NODGE:

That the Committee of the Whole for the Town of Pincher Creek agree the complaint is valid and issue the following sanctions to Councillor Green, that a formal apology letter be provided to the complainant.

CARRIED COTW 2023-081

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek send a letter of acknowledgement to the complainant of the receipt of the complaint and that the compliant has been dealt with by Council by due process

CARRIED COTW 2023-082

10. Adjournment

OLIVER:

That this session of Committee of the Whole be adjourned at 5:45 pm.

CARRIED COTW 2023-083

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 23rd DAY OF MAY 2023**

Mayor, D. Anderberg

CAO, A. Lucas



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Disposition of Delegation - Kevin Van Tighem	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 5/23/2023

PURPOSE:

Kevin Van Tighem - NDP Candidate for Livingstone-Macleod came and spoke to Council about bringing rural issues forward at a provincial level, and advocating for their needs.

RECOMMENDATION:

That Council for the Town of Pincher Creek Accept as information

BACKGROUND/HISTORY:

Kevin Van Tighem, NDP Candidate for Livingstone-Macleod, and a strong team of canvassers have met and talked with over 3500 constituents so far in the Crowsnest Pass, Pincher Creek, Fort Macleod, Granum, Claresholm, Nanton and High River.

In preparation for the election in May. Mr. Tighem and his team are meeting with as many folks as possible from different sectors so he can understand and advocate for their needs. He is listening and learning and, where possible, bringing rural issues forward at a provincial level as election platforms are solidified.

ALTERNATIVES:

N/A

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

4.3 Council - Request for Delegation - 3165

CONCLUSION/SUMMARY:

Mr. Van Tighem introduced himself to Mayor and Council as the NDP candidate for the Livingstone - Macleod area and was interested in listening to any opinions and concerns from Council and residents before the provincial election in May 2023.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas

From: Stephanie Keyowski <slaflamm@gmail.com>

Sent: Monday, May 01, 2023 12:56 PM

To: Reception <reception@pinchercreek.ca>

Subject: Council - Request for Delegation

Dear Town of Pincher Creek,

Kevin Van Tighem, NDP Candidate for Livingstone-Macleod, and a strong team of canvassers have met and talked with over 3500 constituents so far in the Crowsnest Pass, Pincher Creek, Fort Macleod, Granum, Claresholm, Nanton and High River.

In preparation for the election in May, Kevin Van Tighem and his team are meeting with as many folks as possible from different sectors so he can understand and advocate for their needs. He is listening and learning and, where possible, bringing rural issues forward at a provincial level as election platforms are solidified.

Alberta's NDP is committed to returning stability and sustainability to Municipal levels of government, and working in a true spirit of collaboration. For those and other reasons, Kevin Van Tighem would welcome an opportunity to hear specifically what issues and possible solutions you, as our elected representatives, see for our area.

As Kevin's campaign manager, I am seeking an opportunity for Kevin to attend and speak with Council at the **May 8** meeting if possible. He is not looking for public endorsement, press or social media coverage but is interested primarily in introductions and building a relationship.

Simply put, Livingstone-Macleod has a candidate with a high public profile who has considerable credibility with government, and who is already demonstrating his commitment to serving our communities. There is a strong possibility that the Alberta NDP will form the next government. It would likely be of value for municipal leaders in our riding to have a working relationship with our member of that team.

Again, thank you for your time and consideration. I would happily assist with any meeting arrangements.

Sincere regards,
Stephanie Keyowski
(587)777-7641



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Policy Review Committee - Terms of Reference	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 5/23/2023

PURPOSE:

For Council to consider additional changes to the membership in the terms of reference for the Policy Review Committee.

RECOMMENDATION:

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

BACKGROUND/HISTORY:

Council adopted the Policy and Bylaw Development and Review Committee Terms of Reference in 2021 however the Terms of Reference did not follow the guidelines as outlined in the Council Appointed Boards, Commissions and Committees Policy 101-93.

At the regular meeting of Council on April 11, 2023 the terms for reference for the committee were approved. The committee then reviewed the approved terms of reference and are recommending additional amendments to the membership of the committee as outlined in the attached.

ALTERNATIVES:

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

That Council for the Town of Pincher Creek direct administration to amend the Policy Review Committee Terms of Reference and bring the item back to Council for consideration.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Updating the Terms of Reference will provide clear direction to the committee and administration.

FINANCIAL IMPLICATIONS:

Administrative resources required.

PUBLIC RELATIONS IMPLICATIONS:

MGA s. 201 "A council is responsible for developing and evaluating to policies and programs of the municipality."...

ATTACHMENTS:

2023 Policy Review Committee - Terms of Reference.v3

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek approve the updated Terms of Reference for the Policy Review Committee as presented.

Signatures:

Department Head:

Lisa Goss

CAO:

Angie Lucas



COMMITTEE Terms of Reference



Committee Name

Policy Review Committee

Purpose

The Policy Review Committee is charged with scheduling regular policy review at a minimum of every four years and drafting of new policy, all of which will be presented in due course to the full Council for review and approval.

Membership

Two members of Council to be appointed annually at the Organizational meeting. Council members shall fill the role of a revolving Chairperson to accommodate a new Chairperson each month.

~~Two Directors or Managers as per policy and department requirements and a recording secretary. The Chief Administrative Officer, Legislative Services Manager and a Recording Secretary and internal or external subject matter experts as required.~~

No members of the public at large.

Frequency of Meetings

Meetings will be held monthly or as needed. The policy review/development list will be provided at the first meeting of the Committee, as well as a proposed policy to begin review. A copy of the policy under development or review with updates will be provided at least two days prior to the committee meeting.

Authority

The Policy Review Committee shall review new and existing policies and make recommendations to Council.

Term

The Policy Review Committee shall be a permanent committee.

CAO, Town of Pincher Creek

April 11, 2023

Date



COMMITTEE Terms of Reference



Committee Name

Policy Review Committee

Purpose

The Policy Review Committee is charged with scheduling regular policy review at a minimum of every four years and drafting of new policy, all of which will be presented in due course to the full Council for review and approval. [The criteria for prioritizing policy review shall be as follows:](#)

- [1. Legislation Driven](#)
- [2. Areas of Concern](#)
- [3. Financial Policy](#)
- [4. Policies to be Rescinded](#)

Membership

Two members of Council to be appointed annually at the Organizational meeting. Council members shall fill the role of a revolving Chairperson to accommodate a new Chairperson each month.

~~Two Directors or Managers as per policy and department requirements and a recording secretary. The Chief Administrative Officer, Legislative Services Manager and a Recording Secretary and internal or external subject matter experts as required.~~

No members of the public at large.

Frequency of Meetings

Meetings will be held monthly or as needed. The policy review/development list will be provided at the first meeting of the Committee, as well as a proposed policy to begin review. A copy of the policy under development or review with updates will be provided at least two days prior to the committee meeting.

Authority

The Policy Review Committee shall review new and existing policies and make recommendations to Council.

Term

The Policy Review Committee shall be a permanent committee.

CAO, Town of Pincher Creek

| ~~April 11, 2023~~

Date



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Land Use Bylaw Amendment 1547-AP - Second and Third Reading	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 5/23/2023

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 second 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 and give third 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 and that a copy of which be attached hereto forming part of the minutes.

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 was published for two consecutive weeks in the local weekly newspaper as per Advertising for Public Hearing Policy 115-95 on May 3 and 10, 2023 respectively.

ATTACHMENTS:

MEMO Re Proposed Bylaw No. 1547-AP - Add Medican and Dental Office to C2 District - 3168

Town Pincher Creek LUB 1547 Amendment - add Medical and Dental Office to C2 - 3168

CONCLUSION/SUMMARY:

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

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: Pincher Creek & District Historical Society - Application for a Development Permit	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 5/23/2023

PURPOSE:

To provide Council for the Town of Pincher Creek with Pincher Creek & District Historical Society proposed application for a development permit to develop a 34 foot diameter open-air gazebo on 1069 James Avenue.

RECOMMENDATION:

That Council for the Town of Pincher Creek authorize and direct administration to proceed and submit the Application for a Development Permit for the development of a 34 foot diameter open-air gazebo on 1069 James Avenue, Plan 6051JK, Block B, replacing the existing 15 foot diameter gazebo presently on site, to the Municipal Development and Subdivision Authority (MDSA) for approval in accordance with the Land Use Bylaw 1547.

Further

That Council for the Town of Pincher Creek agree to waive the application fee for Development Permit 23-D0022.

BACKGROUND/HISTORY:

The current 50 Year term (May 1, 1997 – April 30, 2047) lease agreement with the Pincher Creek and District Historical Society page 3, paragraph 2 requires that the Society obtains written approval from the Town to erect buildings on the lands subject to compliance with all building codes and Municipal By-laws of the Town of Pincher Creek.

The proposed development, as per Schedule 2, Public and Institutional - PI land use district section 1. (b) Discretionary Uses – Accessory building and uses, requires MDSA approval (LUB sections 17 and 18).

Previous referral comments for similar applications at this property from the Pincher Creek Emergency Services suggested that an area structure plan with layout areas for future museum growth should be developed. This could assist in future development applications and would give Emergency Services and other town departments direction accordingly.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to garner additional information and bring back the Pincher Creek & District Historical Society proposed Application for a Development Permit 23-D0022, for Town Council consideration.

That Council for the Town of Pincher Creek receives the Pincher Creek & District Historical Society proposed Application for a Development Permit 23-D0022, as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

The application fee for discretionary uses in the Land Use Bylaw is \$150 of which the Pincher Creek & District Historical Society is requesting be waived at this time.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

Application For A Development Permit - 3161
Site Plan & Drawing - 3161

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek authorize and direct administration to proceed and submit the Application for a Development Permit (23-D0022) for the development of a 34 foot diameter open-air gazebo on 1069 James Avenue, Plan 6051JK, Block B, replacing the existing 15 foot diameter gazebo presently on site, to the Municipal Development and Subdivision Authority (MDSA) for approval in accordance with the Land Use Bylaw 1547 and waive the fees accordingly.

Signatures:

Department Head:

Lisa Goss

CAO:

Angie Lucas

APR 27 2023

SCHEDULE 11 Form A

TOWN OF PINCHER CREEK

Box 159, 962 St. John Avenue, Pincher Creek, AB T0K 1W0 403-627-3156 fax: 403-627-4784 e-mail: reception@pinchercreek.ca

Town of Pincher Creek

APPLICATION FOR A DEVELOPMENT PERMIT

APPLICATION NO. 23-D0022

APPLICANT:

NAME: Pincher Creek & District Historical Society PHONE: 403 627-3684 ADDRESS: 1037 Bev McLachlin Drive

OWNER OF LAND (if different from applicant):

NAME: Town of Pincher Creek PHONE: 403 627-3156 ADDRESS: Box 159

PROPERTY TO BE DEVELOPED:

CIVIC ADDRESS: 1037 Bev McLachlin Drive

LEGAL FILE #:

LEGAL DESCRIPTION: Lot(s) central Block B Plan 6051 JK Quarter Section Township Range West of Meridian

LAND USE DISTRICT: institution EXISTING LAND USE: Koolencai Brown Pioneer Village

DETAILS OF DEVELOPMENT:

PROPOSED USE: open-air gazebo

OFF-STREET PARKING SPACES: Number (Refer to plan for LOCATION)

MAIN BUILDING:

SETBACKS: Front 15' West 15' Rear 75' Side 100' Side 200' HEIGHT: 14' FLOOR AREA: 1148 sq. ft. PERCENT OF LOT OCCUPIED:

ACCESSORY BUILDING:

SETBACKS: Front Rear Side Side HEIGHT: FLOOR AREA: PERCENT OF LOT OCCUPIED:

PERMIT FEE: RECEIPT NO. RECEIVED BY:

PLANS ATTACHED: [X] Yes [] No ESTIMATED VALUE OF CONSTRUCTION (\$): 27000.00

ESTIMATED COMMENCEMENT: May 15, 2023 ESTIMATED COMPLETION: June 30, 2023

IMPORTANT: I have read and understand the terms noted on the reverse side of this form and hereby apply for permission to carry out the development described above and/or on the attached plans and specifications. I further certify that the owner of the land described above is aware of this application.

Date: April 27, 2023

Signature of APPLICANT: Colleen Casey Cyr, President

Date: Signature of REGISTERED OWNER:

TERMS: See Reverse



Pincher Creek & District Historical Society – P.O. Box 1226 – Pincher Creek AB T0K 1W0
403-627-3684 – mail.kbpv@gmail.com

April 27, 2023

Pincher Creek Town Council
962 St. John Ave
Pincher Creek AB T0K 1W0

Re: Application for Development Gazebo Project

Dear Members of Council,

Please find attached an application for development for a 34-foot diameter gazebo, for placement on the grounds of Kootenai Brown Pioneer Village.

This is also a statement, indicating we intend to conform to the conditions and standards applicable to the development proposed.

Please waive the development fee for this project, as we are a not-for-profit organisation. We appreciate this! More detailed plans will be presented to Park Enterprises and the builder. This gazebo will be a replacement for the 15-foot diameter one presently on location that is much too small for public use.

Please contact me if you should need any further information.

Sincerely,

Colleen Casey-Cyr
President
Pincher Creek & District Historical Society

Enc.

RECEIVED

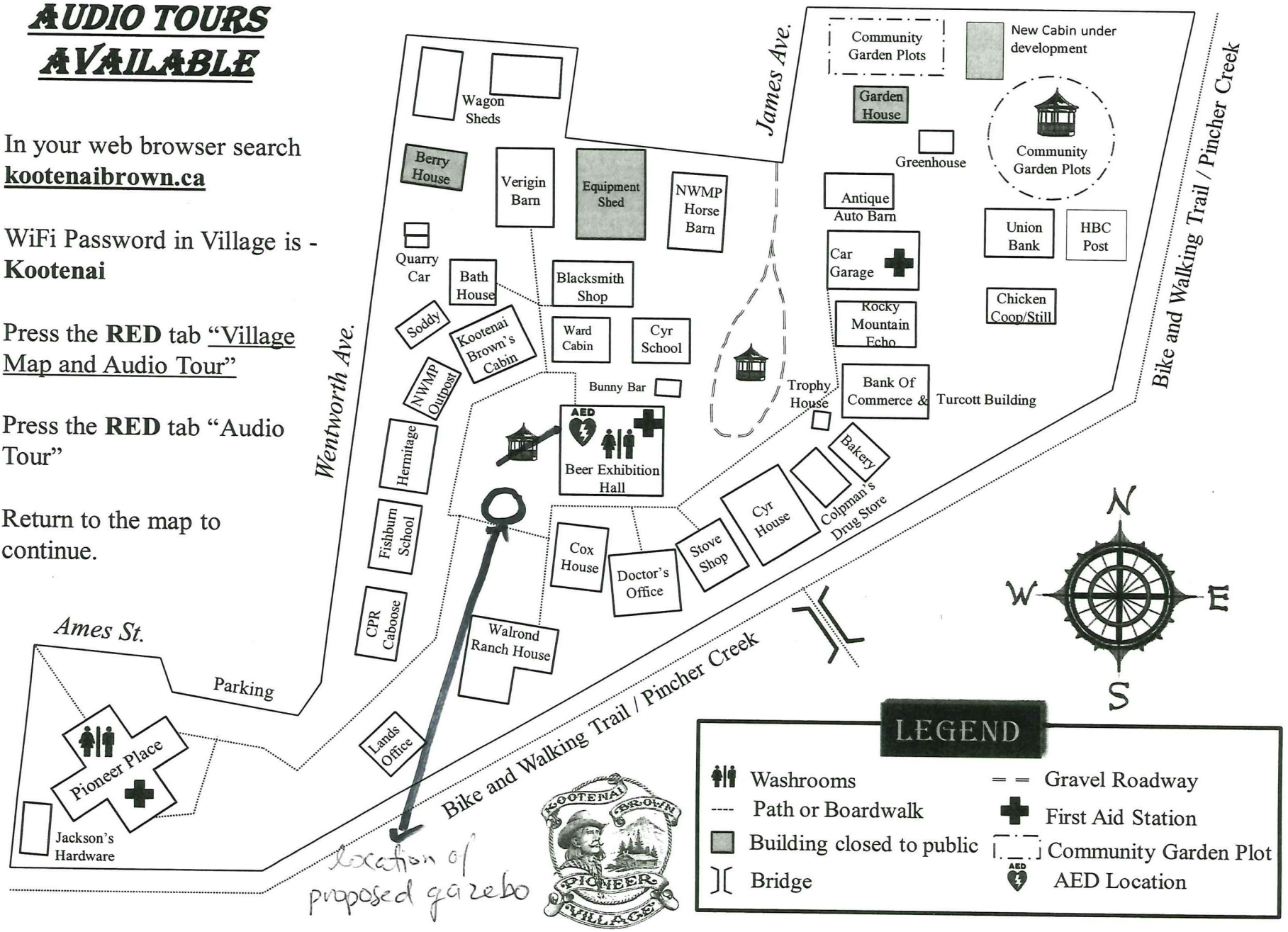
APR 27 2023

Town of Pincher Creek

AUDIO TOURS AVAILABLE

- In your web browser search kootenaibrown.ca
- WiFi Password in Village is - **Kootenai**
- Press the **RED** tab "Village Map and Audio Tour"
- Press the **RED** tab "Audio Tour"
- Return to the map to continue.

(To Downtown) Bev McLachlin Dr.

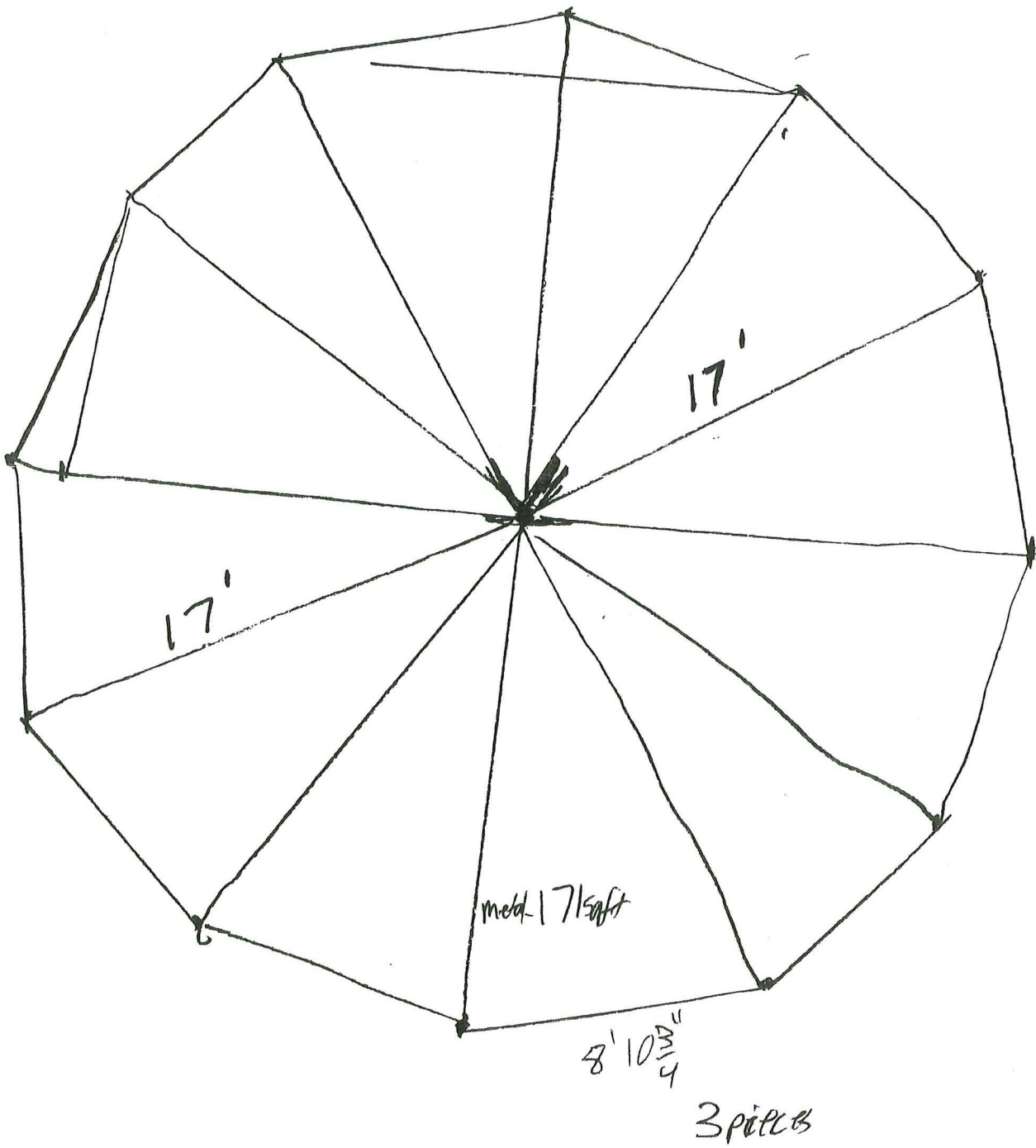
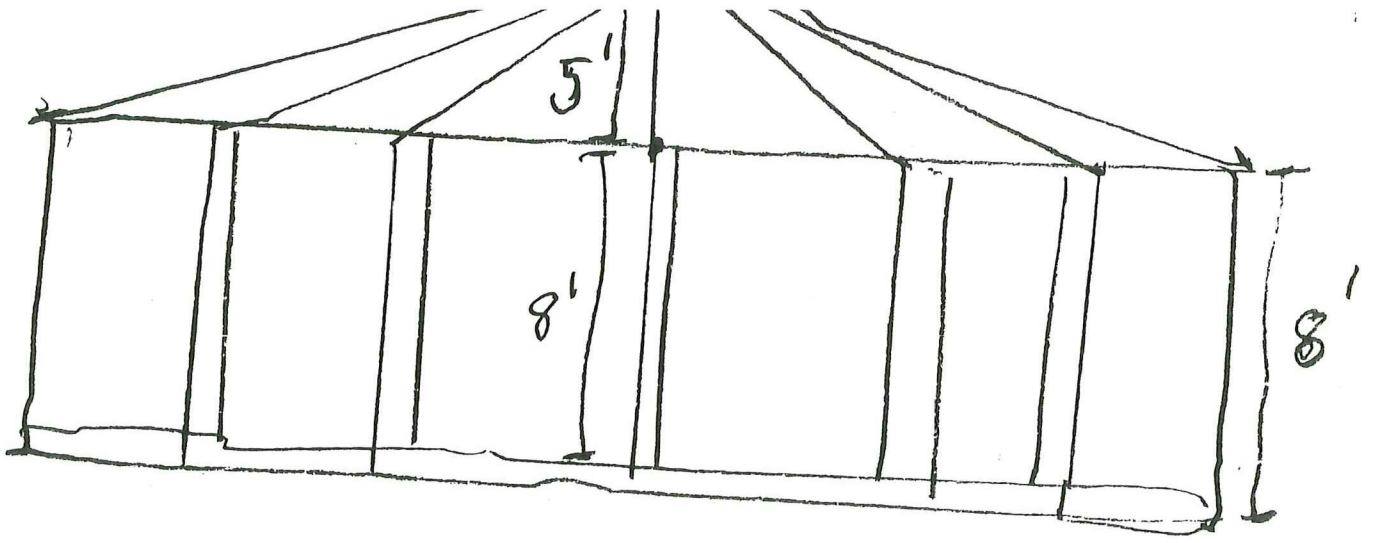


LEGEND

- Washrooms
- Path or Boardwalk
- Building closed to public
- Bridge
- Gravel Roadway
- First Aid Station
- Community Garden Plot
- AED Location



KOOTENAI BROWN PIONEER VILLAGE SITE PLAN





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Climate Resiliency and Adaptation Plan Extension	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 5/23/2023

PURPOSE:

This request for decision is for the purpose of extending the timeline for the Climate Resiliency and Adaptation Plan from May 30, 2023 to June 30, 2023.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the extension of the Climate Resiliency and Adaptation plan from May 30, 2023 to June 30, 2023 and sign the amended agreement.

BACKGROUND/HISTORY:

The Climate Resiliency and Adaptation plan was started in October of 2022 with the purpose of determining the risks posed by the local climate and developing an adaptation plan in partnership with the Municipal District of Pincher Creek. As part of this plan an economic analysis was requested on the cost of doing nothing and the cost of recommended adaptation measures.

The economic consultant encountered some significant health issues over the Winter and as such an extension was requested in early April of 2023 so the economic analysis could be completed and used to guide in the forming of the adaptation plan.

The risk assessment has been completed on schedule and presented in an open house April 13, 2023. A regional climate projections report has also been completed to date. Final deliverables to be completed are the economic analysis, the adaptation plan, and a final community engagement event.

ALTERNATIVES:

This request be accepted as information and the original deadline maintained.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Extending the deadline will allow the adaptation plan to be more complete and provide a more complete representation of the Climate vulnerabilities and potential adaptation measures to the Town of Pincher Creek and the Municipal District of Pincher Creek.

FINANCIAL IMPLICATIONS:

None

PUBLIC RELATIONS IMPLICATIONS:

The public will receive a more complete view of the Climate risks in our areas and potential adaptation measures that they can undertake or support the municipalities in undertaking.

ATTACHMENTS:

Climate Resiliency and adaptation plan extension request - 3149

CONCLUSION/SUMMARY:

As this extension comes at no additional costs and improves the quality of the final deliverables it is recommended to approve it.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas

**CLIMATE RESILIENCE CAPACITY BUILDING (CRCB) PROGRAM
FUNDING AGREEMENT AMENDMENT**

THIS AMENDMENT AGREEMENT (the “**Amendment Agreement**”) issued the 17 day of April 2023.

BETWEEN: **ASSOCIATION OF ALBERTA MUNICIPALITIES**
a society duly created under the laws of Alberta
(the “**Alberta Municipalities**”)

AND: **TOWN OF PINCHER CREEK,**
a municipal corporation, duly incorporated according to the laws of Alberta
(the “**Community**”)

IN WITNESS WHEREOF the parties have executed this Amendment Agreement as of date last signed below (“**Effective Date**”). The pages that follow form the Amendment Agreement.

ALBERTA MUNICIPALITIES

TOWN OF PINCHER CREEK

Per: _____
Name: Ronak Patel

Title: Program Manager,
Sustainability Services

Date: _____

Per: _____
Name: Wendy Catonio

Title: Director of Finance

Date: _____

Per: _____
Name: Trina Innes

Title: Executive Director,
Sustainability Services

Date: _____

Per: _____
Name: Don Anderberg

Title: Mayor

Date: _____

WHEREAS:

- A. The Alberta Municipalities and the Community have entered into a Climate Resilience Capacity Building (“**CRCB**”) Program Funding Agreement CRCB-014 effective the 1 day of September 2022 (the “**CRCB Funding Agreement**”), regarding the contribution of funding by the Alberta Municipalities to the Community for the purposes of advance internal capacity to address climate resilience and adaptation (“**CRCB Program Project**”).
- B. The Alberta Municipalities and the Community wish to amend the CRCB Funding Agreement, on the terms and conditions as set forth in this CRCB Funding Agreement Amendment.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the Alberta Municipalities and the Community agree to amend the CRCB Funding Agreement as follows:

- 1. Terms used in this CRCB Funding Agreement Amendment that are defined in the CRCB Funding Agreement shall have the same meaning they are given in the CRCB Funding Agreement, except where expressly stated to the contrary.
- 2. “Section (2)” in “Schedule B” of the CRCB Funding Agreement (page 92) is hereby deleted and replaced with the following:

“(2) Up to \$20,000 after receipt and, in Alberta Municipalities’ sole discretion, acceptance of the Final Deliverables as set out in this Agreement due on **June 30, 2023**.”

- 3. This CRCB Funding Agreement Amendment outlines that:
 - i. the Project closure date for which the Community is seeking contribution has been changed from May 30, 2023, to June 30, 2023, as requested by the Community. Please attached request for extension.
 - ii. the Community agrees to submit all previously agreed upon project closure documentation, as outlined in the Funding Agreement, including:
 - a) Evidence of a media release, outreach event, or public announcement regarding the completion and/or key findings. This evidence indicating the project was funded in whole (or in part) by the Municipal Climate Change Action Centre. All communications should indicate the Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, Rural Municipalities of Alberta and the Government of Alberta.
 - b) Financial reports, relevant to grant proceeds. Any deviations from the project budget should be explained.

- c) 3-5 high quality images of workshops, engagement events, or other activities showing the project in action, as outlined in the Funding Agreement
 - d) A short abstract sharing highlights of the project (template to be provided by the Action Centre).
 - e) A completed Program evaluation (evaluation form to be provided by the Action Centre).
 - f) Copies of all project deliverables, as agreed to during the application process.
- iii. the Alberta Municipalities is satisfied that the nature of the Work completed was consistent with the CRCB Application.
4. The Alberta Municipalities and the Community confirm the remaining terms of the CRCB Funding Agreement, and all associated Schedules remain in full force and effect and are unamended except as set out in this CRCB Funding Agreement Amendment.



Town of Pincher Creek

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

403 627 3156

reception@pinchercreek.ca www.PincherCreek.ca



April 14, 2023

Ronak Patel

Association of Alberta Municipalities

300 8616 – 51 avenue, Edmonton AB

T6E 6E6

Re: Extension request for Pincher Creek Climate risk assessment and adaptation plan

We are requesting an extension on the project from the original end date of May 30, 2023 to June 30, 2023. The reason for the extension is due to the Economic consultant having health issues over the winter which has prevented him from completing the economic analysis portion of the study. We believe this is a critical deliverable to building the value case of the adaptation plan and thus are requesting an extension to permit him to be able to complete that section. The economic assessment will be used to inform and support the adaptation planning to deliver the final report agreed upon in the original application.

Regards,

Tristan Walker

Municipal Energy Project Lead





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: AMWWP Grant Agreement	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 5/23/2023

PURPOSE:

To request Council's approval of the AMWWP grant agreement, related to the Wastewater Lift Station Solids Removal System.

RECOMMENDATION:

That Council for the Town of Pincher Creek authorize Mayor Anderberg to sign the Alberta Municipal Water Wastewater Partnership grant agreement for the Wastewater Lift Station Solids Removal System and direct administration to bring forward the Wastewater Lift Station Solids Removal System to the 2024 Budget deliberations.

BACKGROUND/HISTORY:

In 2016, the Town of Pincher Creek conducted a Wastewater System Assessment. This assessment reviewed the Wastewater Treatment Lagoons, the Main Lift Station, and the Forcemain connecting the two. This report has been successful in assisting the Town in receiving grant funding for Lagoon Control Structure Upgrades in 2019, Sanitary Forcemain Twinning in 2021, and now the Solids Removal System at the Main Lift Station.

The Assessment looked into various applications to effectively reduce the size of debris entering the wet well of the Main Lift Station (i.e. diapers, 'flushable' wipes, rags, etc.). The Assessment concluded that a 'Solids Removal System' should be implemented at the Main Lift Station to reduce wear on the pumps, decrease risk of clogs in the forcemain, and reduce debris entering the treatment lagoons.

We have been notified that the Town was successful in receiving a 52% grant from the Alberta Municipal Waste Wastewater Partnership to fund the project. The grant was approved based on 2022 estimates of a total project cost of \$460,000 (approximately \$242,000 grant funded and \$218,000 municipally funded).

This project has not yet been approved by Council as part of any Capital Budget, however, was proposed in the 5-year capital plan for 2024. In addition to being recommended in the 2016 Wastewater Assessment Report, it was also recommended in the 2022 Infrastructure Master Plan.

While the grant does not require the project to move forward in 2024, the grant does require Council's financial commitment that the project would be completed by March 31, 2028. If the project is ultimately not approved by Council to move forward, the Town would be responsible for returning all grant funds.

ALTERNATIVES:

That Council for the Town of Pincher Creek thank the Alberta Government for their support, but politely decline the AMWWP grant at this time.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The Wastewater Lift Station Solids Removal System is recommended in both the 2016 Wastewater System Assessment report as well as the 2022 Infrastructure Master Plan.

FINANCIAL IMPLICATIONS:

Council would be required to commit future capital budget funds to finance the municipal portion of the Wastewater Lift Station Solids Removal System project.

PUBLIC RELATIONS IMPLICATIONS:

No public relations implications anticipated.

ATTACHMENTS:

Pincher Creek AMWWP Agreement - WW Lift Station Solids Removal System - 3154

CONCLUSION/SUMMARY:

Administration supports the authorization of the signing of the AMWWP grant agreement by the Mayor.

Signatures:

Department Head:



CAO:



Memorandum of Agreement

between

Alberta Transportation and Economic Corridors

and

Town of Pincher Creek

for

Alberta Municipal Water/Wastewater Partnership

**Wastewater Lift Station
Solids Removal System**

MEMORANDUM OF AGREEMENT made as of the _____ of _____, 2023

BETWEEN:

HIS MAJESTY THE KING,

in right of Alberta, as represented by the Minister of Transportation and Economic Corridors
("Alberta")

-and-

Town of Pincher Creek

in the Province of Alberta (the "Municipality")

WHEREAS, the Province desires to transfer funds to the Municipality in accordance with the terms of the Alberta Municipal Water/Wastewater Partnership; and

WHEREAS, pursuant to *Transportation Grants Regulation 79/2003*, ("Grants Regulation") Alberta is authorized to make grants and to enter into a grant agreement with respect to any matter relating to the payment of a grant.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of Alberta paying to the Municipality the financial assistance and performing the obligations provided in the Agreement, the Municipality, while this Agreement is in effect, will undertake its obligations in accordance with the provisions stated in this Agreement, and the parties agree as follows:

1. The Municipality hereby agrees:
 - a) to finance the entire cost of the project,
 - b) to undertake to acquire all necessary permits, licenses, authorities, property easements and lands required to allow the implementation of the Project,
 - c) to retain competent engineering expertise as required to meet the design and construction standards acceptable to the Province,
 - d) that when undertaking the construction on a Contract basis, the Municipality shall invite tenders; and where the Municipality recommends that any tender other than the low tender be accepted, the Municipality shall submit to Alberta for its written approval its recommendation respecting such awarding, together with details of all tenders received; and

- e) that when undertaking the construction on a Day Labour basis; rates for equipment rental shall not exceed the Alberta Roadbuilders and Heavy Construction Association “Equipment Rental Rates Guide” currently in effect at the time the work is undertaken.
- f) to construct the Project at its sole risk in a proper and workmanlike manner, complete in all respects in accordance with the plans and specifications for the Project and pay all costs and expenses relating thereto,
- g) to assume all liability for all damages of any nature whatsoever caused by the Municipality, its servants, workmen, or agents, in the construction, use, operation, maintenance, repair and replacement of the Project, or any part thereof, and will indemnify and save harmless Alberta in respect of all claims or demands or actions of whatever kind and nature that may be made against Alberta or his employees, workmen, or agents by reason of the financial assistance given to the Municipality for the construction of the Project under this Agreement,
- h) to invest all funds (in excess of current expenditures) advanced from this grant, or received from the Alberta Capital Finance Authority with respect to the Project. The interest earned therefrom shall be applied to reduce the costs of the Project,
- i) to provide to Alberta, copies, certified in a manner satisfactory to Alberta, of any documents that Alberta may deem necessary for the purpose of this Agreement,
- j) to submit a statement of costs incurred and revenues received with respect to the Project, and attest in writing that the expenditures and revenues so submitted for the Project are reasonable, are attributable to the Project, and that the accounting of the same has been performed in a manner that complies with the intent and meaning of this Agreement,
- k) to submit progress reports to Alberta on a regular basis and to submit to Alberta for its written approval any costs incurred above those listed in **Schedule “A”** for which the municipality is requesting funding, before such costs are incurred,
- l) to allow Alberta or its agents access to the Project site, any engineering drawings or documents, any books of accounts relating to expenditures claimed under this Agreement, and other such project-related documents as deemed necessary by Alberta in performing an audit of the Project,

- m) that it is solely responsible for all costs to use, operate, maintain, repair, and replace the completed works, as set out in section 4, or any part thereof, as well as any and all costs to meet regulatory requirements.
- n) that it will schedule the work to be completed by **March 31, 2028**

2... Default

2.1 The following events constitute events of default under this Agreement:

- (a) the Recipient has not complied with one or more of the terms and conditions of this Agreement;
- (b) the Recipient has not completed the Project in accordance with the terms and conditions of this Agreement;
- (c) the Recipient has submitted false or misleading information to the Province or made a false or misleading representation in respect of the Project or in this Agreement, except for an error in good faith, demonstration of which is incumbent on the Recipient, to the Province's satisfaction;
- (d) the Recipient has neglected or failed to pay the Province any amount due in accordance with this Agreement.

2.2 The Province may declare a default if:

- (a) one or more of the Events of Default occurs;
- (b) the Province gave notice to the Recipient of the event which in the Province's opinion constitutes an Event of Default; and
- (c) the Recipient has failed, within thirty (30) business days of receipt of the notice, either to remedy the Event of Default or to notify and demonstrate, to the satisfaction of the Province, that it has taken such steps as are necessary to remedy the Event of Default.

2.3 In the event the Province declares a default under Section 2.2, the Province may exercise one or more of the following remedies, without limiting any remedy available to it at law:

- (a) suspend any obligation by the Province to contribute or continue to contribute funding to the Project, including any obligation to pay an amount owing prior to the date of such suspension;
- (b) terminate any obligation of the Province to contribute or continue to contribute funding to the Project, including any obligation to pay any amount owing prior to the date of such termination;

(c) require the Recipient to reimburse the Province all or part of the funding paid by the Province to the Recipient;

(d) terminate the Agreement.

3. Alberta agrees:

a) to contribute to the Municipality an amount as listed in **Schedule “A”**, under the terms of the Alberta Municipal Water/Wastewater Partnership.

b) to issue payments as outlined in **Schedule “B”** attached.

4. The parties agree that their respective contributions toward the project are for the work comprising of the **Wastewater Lift Station Solids Removal System**.

5. The parties hereto agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candor, from time to time, any modification or alteration thereof that may be rendered necessary by changing conditions.

WITNESS WHEREOF this Agreement has been duly executed by the parties hereto as of the date first above written.

SIGNED ON BEHALF OF

**His Majesty the King in right of
Alberta as represented by the
Minister of Transportation and
Economic Corridors**

Darren Davidson, Regional Director

Witness

Date Signed

SIGNED ON BEHALF OF

Town of Pincher Creek
As represented by the Mayor:

His Worship Don Anderberg, Mayor

Witness

Date Signed

Schedule A

“Schedule of Costs”

Grant Program: Alberta Municipal Water/Wastewater Partnership

Municipality	Town of Pincher Creek
Project Name	Wastewater Lift Station Solids Removal System
Grant Number	706391

Financial Information	
Estimated Project Cost (Total)	\$410,000
Engineering (Eligible Cost Only)	\$50,000
Estimated Eligible Project Cost (Total)	\$460,000
Eligible Grant = 52.61%	\$242,006
Municipality Share	\$217,994

Schedule B

Schedule of Payments

1. Alberta hereby agrees to issue the following grant payments with respect to the Project, subject to available budget:
 - a) An initial payment prior to March 31, 2024 in the amount to coincide with the progress of the project.
 - b) A payment, representing the balance of the grant after receipt of the final statement of costs together with:
 - i) a certification that the Project is complete and that no additional costs will be submitted, and
 - ii) such other documentation as requested by Alberta.
 - c) Notwithstanding (1) and (a) above, upon identifying available budget funds in any fiscal year, issue at its discretion, any payments, including advance payments and/or payment in full.



ALBERTA

TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

April 13, 2023

AR 93180

His Worship Don Anderberg
Mayor
Town of Pincher Creek
PO Box 159
Pincher Creek, AB T0K 1W0
reception@pinchercreek.ca

Dear Mayor Anderberg:

I am pleased to advise you and your council that the following project will be funded under the Alberta Municipal Water/Wastewater Partnership. Based on your application, the approved grant is 52.61 per cent of the estimated eligible project cost.

Wastewater Lift Station – Solids Removal System, up to a maximum grant of \$242,006.00.

The final grant amount will be based on the actual eligible costs at the time of project completion, up to the approved maximum grant amount. As part of the previous approval conditions, no cost increases can be considered. With this funding, the Town of Pincher Creek will be solely responsible for all costs to use, operate, maintain, repair, and replace the completed project.

While I look forward to sharing this important investment, please do not publicly communicate this funding approval until provincial announcements are made.

Our government continues to make investments in hospitals, schools, roads, bridges, transit, and water infrastructure to support municipalities in improving critical local transportation infrastructure, creating jobs, and stimulating the economy.

Transportation and Economic Corridors staff will be in contact with your administration to formalize the funding agreement to undertake this work.

Sincerely,

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Roger Reid, MLA, Livingstone-MacLeod
Darren Davidson, Regional Director, Southern Region, Transportation and Economic Corridors



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Coal Miner Days Parade	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 4/11/2023

PURPOSE:

The Sparwood Coal Miner Days Society invites you to get involved and partner with us for Coal Miner Days 2023. We would invite you to participate in the Coal Miner Days Parade on June 10, 2023. Showcasing your business or organization through community spirit benefits everyone involved. There is no entry fee to participate in the parade. However, all parade participants must register. This year's theme is "Bringing Back the Fun!" The Parade will form between 9:30 am and 10:30 am at the Greenwood Mall parking lot and judging will begin at 10:00 am.

RECOMMENDATION:

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

BACKGROUND/HISTORY:

Someone from Council usually attends this parade

ALTERNATIVES:

accept the Coal Miner Days Parade invite as information

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

Council remuneration

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

2023 Parade Invite Entry Form - 3114

CONCLUSION/SUMMARY:

A Councillor to attend the event

Signatures:
Department Head:

Angie Lucas

CAO:

Angie Lucas



Coal Miner Days

February 8, 2023

The Sparwood Coal Miner Days Society invite you to get involved and partner with us for Coal Miner Days 2023. We would invite you to participate in the Coal Miner Days Parade on June 10, 2023. Showcasing your business or organization through community spirit benefits everyone involved. There is no entry fee to participate in the parade. However, **all parade participants must register**. This year's theme is "Bringing Back the Fun!" The Parade will form between 9:30 am and 10:30 am at the Greenwood Mall parking lot and judging will begin at 10:00 am.

You **must register at the check-in table prior to 9:45** and be in your marked spot by 10:00 in order to be judged. If you are not in place before 10:00 you will be required to join at the end of the parade and you will not be considered for judging.

The Parade is scheduled to begin at 11 am sharp!

We are very excited to announce that the Parade winners will receive a great prize that they can distribute to your organization how you see fit. The list of prizes will be announced on our facebook page so please stay tuned for that big announcement. www.facebook.com/coalminerdays

The parade committee reserves the right to bar any entrant not conforming to the rules and regulations. Any entrant refusing to follow Police or Parade official's instructions or any entrant deemed a hazard to others, or any entrant whose entry is offensive to the public will be ejected. All floats must carry a dry chemical five-pound fire extinguisher. Please note, the District of Sparwood has a policy that prohibits the throwing of candy from any floats or vehicles. Anyone wishing to disperse candy must do so by walking along the route to discourage children from running into the roadway.

Safety Considerations:

1. Alcoholic beverages are strictly prohibited.
2. Parade Marshall reserves the right to reject any impaired individuals.
3. For safety reasons, **absolutely no candy or other objects to be thrown from any moving vehicle**.
4. The use of fire, gas or propane devices is not permitted.
5. All parade vehicle drivers must have a valid driver's license.
6. It is the responsibility of the float sponsor to provide adequate safety measures to secure the individuals riding on their float.
7. Adults must supervise children on parade floats.
8. Participants **must not** get on or off moving floats or vehicles.
9. Vehicles **must not stop** in the middle of the parade route, or in any way hinder the forward procession of the parade.
10. Participants are responsible for the observation of safety standards.
11. Horses are permitted but must have own liability insurance.

Please complete the enclosed parade entry form and return to the below address, Sparwood Chamber of Commerce, email to Sparwood@coalminerdays.com by **June 1st, 2023**. If you require any further information or have any questions, please contact our Coal Miner Days Parade Event Coordinator, Paultette Rosler at 250.910.7573.

Thank you for your ongoing or new interest in the celebration of our community. Join us and have some fun! It's time to show off your community spirit!!!

Sincerely,

Paultette Rosler
Parade Coordinator Coal Miner Days

Box 1041, Sparwood, BC V0B 2G0, Sparwood@coalminerdays.com www.coalminerdays.ca



“Bringing Back the FUN!”

Parade Entry Form

Parade Categories (Please mark an X)

Antique Vehicle	_____	Animal	_____
Child/Youth	_____	Musical Group	_____
Service/Church Group	_____	Bikes & Trikes	_____
Business	_____	Other (please specify)	_____
Community Float	_____		_____
Community Group	_____		

Entrant Information:

Organization/Business (Please print): _____

Contact Person: _____

Vehicle &/or Float length: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Parade Details:

Parade Time: 11:00 am
 Parade Date: Saturday, June 10, 2023
 Marshalling/Judging: Sparwood Chamber of Commerce/ Aspen Dr
 Entry Deadline: **June 1st, 2023**

Please send, email or drop of your completed entry form to Sparwood Coal Miner Days Society before **June 1st, 2023** to ensure your registration to the parade. (Paperwork can be dropped off at the Sparwood Chamber.)

RESPONSIBILITY RELEASE AGREEMENT

I/We the undersigned, hereby agree and shall defend, indemnify and hold harmless the Sparwood Coal Miner Days Society, the District of Sparwood, the Sparwood Chamber of Commerce, their elective and appointive council, boards and representatives, from any liability for damage or claims for damage for property and/or personal injury, including death, which may arise from or be in any way connected with my participation in the Coal Miner Days Parade.

I/We have read the above, understand and agree to the concerns, terms, and conditions.

Name: _____ (please print)

Signature: _____ Date: _____

*****The Parade coordinator reserves the right to limit entries or reject inappropriate entries.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Seniors Week - Coffee with Council	
PRESENTED BY: LaVonne Rideout, Community Services	DATE OF MEETING: 5/23/2023

PURPOSE:

The purpose of Coffee with Council during Seniors' Week is to dedicate time to this demographic and potentially hear and learn issues of concern for citizens of this age group.

RECOMMENDATION:

That Council for the Town of Pincher Creek support Seniors' Week and delegate Council members to join Coffee with Council on June 5, 2023.

BACKGROUND/HISTORY:

Seniors' Week has been recognized since 1986 to celebrate and recognize the contributions seniors make to enhance the quality of life in Alberta. Seniors' Week was inspired by the vision of the late Alice Modin. More than 30 years ago, Modin began a campaign to start a seniors' day in Strathcona County that helped pave the way for Seniors' Week.

In 2023, Seniors' Week in June 5-11, 2023.

ALTERNATIVES:

The alternative is to cancel this specific initiative, but proceed with other events scheduled for Seniors' week.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

This is an event that has been implemented in the past with great response and success.

FINANCIAL IMPLICATIONS:

Council members will receive compensation for their time spent at Coffee with Council as per Council Remuneration Bylaw #1578-22.

PUBLIC RELATIONS IMPLICATIONS:

Seniors' week is a national platform to recognize many community members and is likely viewed favourably in the community.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration is looking forward to celebrating Seniors' Week from June 5-11, and appreciates Council's involvement in the week.

Signatures:

Department Head:

La Vonne

CAO:

Angie Lucas



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Pincher Creek Pride Flag Raising	
PRESENTED BY: LaVonne Rideout, Community Services	DATE OF MEETING: 5/23/2023

PURPOSE:

On June 01, 2023 the community of Pincher Creek will be invited to a Pride Flag Raising. This is an opportunity to demonstrate inclusion and diversity, and support all people in the community.

We would also request a Councillor from the Town of Pincher Creek be present to speak to those gathered and express support and help celebrate the diversity of LGBTQ+ communities, while acknowledging their history, the hardships they have endured and the progress that has been made.

RECOMMENDATION:

That Council for the Town of Pincher Creek support the Pride Flag Raising event (June 1, 2023 at 4:15pm) and approve a Councillor to attend the event and speak on behalf of the Town of Pincher Creek.

BACKGROUND/HISTORY:

June is Pride Month in Canada. Early June typically kicks off the Pride season of festivals and celebrations from coast to coast to coast that run until the end of August. Participation with and in pride celebrations are just some of the ways that the our community can show their respect to people from the lesbian, gay, bisexual, transgender, queer and 2-spirited (LGBTQ2+) communities. More importantly it embodies the principle of inclusivity and demonstrates we are a welcoming community. In June 2022, Pincher Creek flew the Pride Flag for 2 weeks of the month. The flag raising event was attended by approximately 50 community members. Businesses also showed their support by flying flags for the month.

ALTERNATIVES:

No alternatives are presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The vision for the Town of Pincher Creek includes being a 'Welcoming Community'. Celebrating differences among our community members is an important and significant step to demonstrating Welcomeness.

FINANCIAL IMPLICATIONS:

There are financial implications including remuneration as per Councillor Remuneration bylaw 1578-22.

PUBLIC RELATIONS IMPLICATIONS:

Council will likely receive both positive and negative responses from the public.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

To hold true to our Vision of being a Welcoming Community, administration values the support of Council and is looking forward to hosting this event.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Council Resolution Spreadsheet	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 5/23/2023

PURPOSE:

To provide council with the 2023 resolution spreadsheets to show the current status of Council decisions as at the end of April 2023.

RECOMMENDATION:

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

BACKGROUND/HISTORY:

The resolution spreadsheets document the Council resolutions provided at the various Council meetings, including Regular Council meetings, the Committee of the Whole meetings, Special Council meetings and Public Hearing meetings.

The resolution spreadsheets are brought to Council every three to four months for review and information so that Council are aware of the status of each of the items requiring action by administration.

Each resolution is assigned to a specific department, depending on the subject matter. The resolutions are then added to the specific department work plans and administration carry out any and all actions needed to resolve and complete the resolution. However, in some cases administration will bring the resolution back to Council for further clarity and direction if concerns or questions have been raised during the process of carrying out the implementation needed to complete the direction of the resolution.

Administration also use the spreadsheets as a record of which resolutions have been completed and which are still in the process of being worked on under their supervision so that department work plans can be updated accordingly. This enables administration to quickly determine how much additional work is being looked after by each department on a quarterly basis.

ALTERNATIVES:

Council request further information on the current status of Resolution number _____ that is not yet complete.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Provides clear and current information with regards to the status of resolutions of council.

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

The resolution spreadsheets will be updated so that all completed resolutions will be removed from the current spreadsheet and placed on an archived spreadsheet for clear records management purposes. All resolutions still being worked on will be kept on the current spreadsheets.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas

**TOWN OF PINCHER CREEK
POST-COUNCIL MEETING ASSIGNMENTS**

Date	Motion #	Resolutions	Assigned to	Status	Completed	Comments
January 9, 2023	23-008	That Council for the Town of Pincher Creek approve the Town of Pincher Creek and Municipal District of Pincher Creek Quality Management Plan for the Fire Discipline as presented.	Manager of Legislative Services			
January 9, 2023	23-012	That Council for the Town of Pincher Creek approve and authorize the Development Agreement between the Town of Pincher Creek and Gero Construction and Development Ltd. for parcel Plan 0512718, Block 4, Lot 23, 1366 Dobbie Avenue, the development area.	Manager of Legislative Services	Complete	Yes	Agreement has been executed and copies provided to the parties. Will be registered on title.
January 9, 2023	23-013	That Council for the Town of Pincher Creek approve reimbursing intern CAO for her moving expense as presented.		Complete	Yes	
January 9, 2023	23-014	That Council for the Town of Pincher Creek direct administration to prepare an amended lease agreement with the Allied Arts Council as discussed and bring back to Council for Consideration.	Director of Community Services	Complete		RFD completed for February 27
January 23, 2023	23-020	That Council for the Town of Pincher Creek agree and give first reading to Northeast Pincher Creek Part 2 Area Structure Plan Bylaw 1635-23.	Manager of Legislative Services	Complete	Yes	
January 23, 2023	23-021	That Council for the Town of Pincher Creek agree to hold a Public Hearing on Northeast Pincher Creek Part 2 Area Structure Plan Bylaw 1635-23 on February 27, 2023 before consideration of second and/or third reading.	Manager of Legislative Services	Complete	Yes	
January 23, 2023	23-022	That Council for the Town of Pincher Creek give the Chief Administrative Officer appointment Bylaw # 1473-23 first reading.		Complete	Yes	

January 23, 2023	23-023	That Council for the Town of Pincher Creek give Bylaw # 1473-23 second reading.		Complete	Yes	
January 23, 2023	23-024	That Council for the Town of Pincher Creek unanimously agree and approve presenting the Chief Administrative Officer Appointment Bylaw # 1473-23 for third and final reading.		Complete	Yes	
January 23, 2023	23-025	That Council for the Town of Pincher Creek give third and final reading to the Chief Administrative Officer appointment bylaw # 1473-23 and that a copy of which will be attached hereto and form part of the minutes.		Complete	Yes	
January 23, 2023	23-026	That Council for the Town of Pincher Creek approve an additional \$11,000 for the Neptune 360 Software and Hardware Upgrades to be funded from the Utility Reserve account 41-00-00-4760.		Complete	Yes	
January 23, 2023	23-027	That Council for the Town of Pincher Creek approve the reallocation of the total amount of \$36,000 to Capital account 41-00-00-6614.		Complete	Yes	
January 23, 2023	23-028	That Council for the Town of Pincher Creek authorizes Councillors _Nodge & Barber to attend the Economic Developers Alberta AGM and Conference on April 11-14, 2023 and for the attendance to be funded from general ledger account 11-00-00-2210, Council training and travel.		Complete		
January 23, 2023	23-029	That Council for the Town of Pincher Creek provide formal approval to apply for the Green and Inclusive Buildings grant and Community Buildings Retrofit (CBR) grant to fully fund upgrades to the Multipurpose facility and Arena, while committing to adding \$240,000 to the budget for 2024 and 2025 should the CBR application fail.	Energy Lead - Tristan	Complete		
January 23, 2023	23-031	That Council for the Town of Pincher Creek bring the concerned citizen letter on deer and fence height to the March Committee of the Whole.	Manager of Legislative Services	In Progress		

January 23, 2023	23-035	That Council for the Town of Pincher Creek agrees to waive the rental income from Sage Early Learning Centre for May, June and July 2022 in the amount of \$6,300.	Director of Community Services	In Progress		
January 23, 2023	23-036	That Council for the Town of Pincher Creek agrees to waive the rental income from the Canyon Creek Early Learning Centre for June and July 2022 in the amount of \$4,200.	Director of Community Services	In Progress		
January 23, 2023	23-037	That Council for the Town of Pincher Creek agree to waive the PCCELC rental income from January to June 2023.	Director of Community Services	In Progress		
January 23, 2023	23-038	That Council for the Town of Pincher Creek will have a special council meeting February 2, 2023 at 6:00pm on the curling rink proposal.		Complete	Yes	
January 23, 2023	23-039	That Council for the Town of Pincher Creek direct administration to respond to the email received.	CAO	??		(Mayor Communications, Mayor received email but was for the MD)
February 2, 2023	23-045	That Council for the Town of Pincher Creek agree to postpone indefinitely the Curling Rink Facility to the February 13th, 2023 Council Meeting.		Complete		
February 13, 2023	23-052	That Council for the Town of Pincher Creek approve the proposal to construct a new Town owned curling rink facility on the land described as Plan 3880BD, Block 1 and Plan 3562GP, Block E, Roll # 0440000 as discussed		Complete		
February 13, 2023	23-053	That Council for the Town of Pincher Creek direct administration to amend the 2023 Capital Budget Plan to include an additional \$2,750,000 for the curling rink facility project to be funded through long term financing.	Director of Finance and HR	Complete		
February 13, 2023	23-054	That Council for the Town of Pincher Creek direct administration to prepare a Borrowing Bylaw for \$4,000,000 to be brought back to the February 27, 2023 Council meeting.	Director of Finance and HR	Complete		

February 13, 2023	23-055	That Council for the Town of Pincher Creek direct administration to prepare a Borrowing Bylaw for \$4,000,000 to be brought back to the February 27, 2023 Council meeting		Complete		
February 13, 2023	23-056	That Council for the Town of Pincher Creek direct administration to proceed with demolition of the Old RCMP Building located at 659 Main Street.	Director of Operations	In Progress		Stantec Consulting is providing procurement assistance. Should have update for Council in May/June.
February 13, 2023	23-057	That Council for the Town of Pincher Creek agrees that Jennifer Carpenter be appointed for a three-year term on the Library Board.		Complete		
February 13, 2023	23-058	That Council for the Town of Pincher Creek direct administration to meet with Broadview concerned citizens to discuss the best location for the speed sentry.	Director of Operations	Complete	Yes	Director Levair met with citizens Bonnie Gaetz-Simpson & Mike Swystun on March 8, 2023 to resolve location for speed sign.
February 13, 2023	23-062	That Council for the Town of Pincher direct Administration to proceed with obtaining commercial property appraisals for the two properties as discussed and to fund up to \$10 000 from Professional Services 110 000 2230.	Economic Development Officer	In Progress		
February 13, 2023	23-063	That Council for the Town of Pincher accepts the union negotiations update as information		Complete		
February 27, 2023	23-069	That Council for the Town of Pincher Creek give first reading to Municipal Borrowing Bylaw No. 1636-23 with regards to incurring indebtedness by the issuance of a loan or authorized debt instrument in an amount up to \$4,000,000.		Complete		
February 27, 2023	23-070	That Council for the Town of Pincher Creek direct administration to advertise Bylaw No. 1636-23 for two weeks; the week of March 8, 2023 and March 15, 2023. The 15-day petition period would start March 16, 2023 and end March 30, 2023.	Director of Finance and HR	Complete		

February 27, 2023	23-071	That Council for the Town of Pincher Creek direct administration to provide information on the borrowing capacity of the town	Director of Finance and HR	Complete		
February 27, 2023	23-072	That Council for the Town of Pincher Creek agree to give first reading to the Municipal Borrowing Bylaw #1570-23.		Complete		
February 27, 2023	23-073	That Council for the Town of Pincher Creek agree to give second reading to the Municipal Borrowing Bylaw #1570-23.		Cancelled		First Reading rescinded at May 8th, 2023 Council meeting.
February 27, 2023	23-074	That Council for the Town of Pincher Creek upon unanimous consent, agree to present the Municipal Borrowing Bylaw #1570-23 for third and final reading.		Cancelled		
February 27, 2023	23-075	That Council for the Town of Pincher Creek agree to give third and final reading to the Municipal Borrowing Bylaw #1570-23, and that a copy be attached hereto and form part of the minutes.		Cancelled		
February 27, 2023	23-076	That Council for the Town of Pincher Creek agree to proclaim March 26, 2023 as Purple Day in honor of Epilepsy Calgary		Complete		
February 27, 2023	23-077	That Council for the Town of Pincher Creek directs the Mayor as required by bylaw 1622-18 and investigate code of conduct and administration respond to the author of the letter.		Complete		
February 27, 2023	23-078	That Council for the Town of Pincher Creek receive the letter from the Oldman Watershed Council as information.		Complete		
February 27, 2023	23-079	That Council for the Town of Pincher Creek provide direction and approval for additions to the curling rink design build to meet standards necessary for the Green and Inclusive Buildings Grant		On Hold		Waiting on Grant decision.

February 27, 2023	23-080	<p>That Council for the Town of Pincher Creek agree to meet the grant criteria and the applicants design must be built to net zero standards (Zero Carbon Building (ZCB) Design Standard V3)</p> <ul style="list-style-type: none"> -Be built to highest accessibility standards (Canadian Standards Association's Technical Standard Accessible Design for the Built Environment) -Be built as an economic driver and for the benefit of multiple user groups, with weight put on underserved populations. Additions to the existing request to meet these standards have been identified in the Recreation Master Plan as priorities including: <ul style="list-style-type: none"> - A climbing/bouldering wall to provide an accessible space for diverse recreation (Priority 6) - And an exhibition or conference space to provide capacity to gather and share in a variety of formats to create a destination to drive the local economy. 		On Hold		Waiting on Grant decision.
February 27, 2023	23-081	That Council for the Town of Pincher Creek accepts the update as information.		Complete		Piikani Nation Chief and Council Meet & Greet
February 27, 2023	23-083	That Council for the Town of Pincher Creek move that Councillor Green attend the Public Agriculture Literacy Program training.		Complete		
February 27, 2023	23-088	That Council for the Town of Pincher direct administration to share the draft lease agreement with the Allied Arts Council of Pincher Creek for consideration and if agreeable prepare and execute same.	Director of Community Services	Complete		

February 27, 2023	23-089	That Council for the Town of Pincher accept the Memorandum of Agreement and that the Mayor be authorized to sign the Memorandum of Agreement between the Town of Pincher Creek and Local 927 of the Canadian Union of Public Employees for the period of April 1, 2022 to March 31, 2026		Complete		
February 27, 2023	23-090	That Council for the Town of Pincher accepts the debrief update as information		Complete		Joint Council debrief
February 27, 2023	23-091	That Council for the Town of Pincher accepts the personnel update as information		Complete		
March 13, 2023	23-097	That Council for the Town of Pincher Creek direct administration to investigate the possibility of amending the Land Use Bylaw for temporary fencing.	Manager of Legislative Services	In Progress		
March 13, 2023	23-098	That Council for the Town of Pincher Creek support Councillor Nodge attending the Pincher Creek & District Chamber of Commerce AGM on March 15th, 2023.		Complete		
March 13, 2023	23-099	That Council for the Town of Pincher Creek Administration recommends that Council direct Administration to prepare a Letter of Support for the Vertical Church to accompany their grant proposal to the Community Foundation of Lethbridge and Southwestern Alberta.		Complete		
March 13, 2023	23-100	That Council for the Town of Pincher Creek agree that Councillor Green will attend the Southern Alberta Economic Development Forum on March 30th, 2023 in Lethbridge		Complete		
March 13, 2023	23-103	That Council for the Town of Pincher Creek direct administration to draft letters responding to items 15 & 17 from the March 13, 2023 Council Distribution List.		Complete		

March 13, 2023	23-106	That Council for the Town of Pincher Creek direct administration to follow up with a letter of response to the MD with outstanding issues and to establish 2023 as the base year.	Director of Finance and HR	Complete	Yes	a letter was emailed to Director of Finance at the MD on March 24, 2023. On April 19, 2023, Director of Finance and HR for the Town received an email from Director of Finance at the MD for clarification
March 13, 2023	23-107	That Council for the Town of Pincher Creek direct administration to communicate to the MD that the cost of operating the Recreation Facilities is reduced by removing the CAO and director of community services salaries and keeping the rolls of finance, safety, payroll, accounts receivable and accounts payable as they are key contributors for the safe and effective operations of the recreation services.	Director of Finance and HR	Complete	yes	a letter was emailed to Director of Finance at the MD on March 24, 2023. On April 19, 2023, Director of Finance and HR for the Town received an email from Director of Finance at the MD for clarification
March 13, 2023	23-108	That Council for the Town of Pincher Creek direct administration to bring the amendments of the recreation agreement to council for approval.	Director of Community Services	In Progress		
March 13, 2023	23-109	That Council for the Town of Pincher expresses our support for the Rhapsody Physician Award and the Rhapsody Health-care Heroes Award for nominated doctors		Complete		
March 13, 2023	23-110	That Council for the Town of Pincher Creek provide additional funding to support the staffing of a full-time permanent Planner/Development Officer position in 2023 to provide planning and development functions and services for the community.		Complete		
March 13, 2023	23-111	That Council for the Town of Pincher receive the Pincher Creek Foundation Letter as information.		Complete		

March 27, 2023	23-116	That Council for the Town of Pincher Creek receive the information regarding the information regarding the process and options available if the Town receives a petition in opposition to the Borrowing Bylaw 1635-23.		Complete		
March 27, 2023	23-117	That Council for the Town of Pincher Creek agree to amend the approved capital budget for the sander/snow plow from \$300,000 to \$350,000 and that the funding source be amended from a loan to funding from the Equipment Reserve account number 3100004760 and the Capital Investment Reserve account number 0000004760.	Director of Finance and HR	Complete		
March 27, 2023	23-118	That Council for the Town of Pincher Creek award the sander/snow plow contract to New West Freightliner Inc. (Lethbridge) for a total of \$328,897.00 (excluding GST).	Director of Operations	Complete		
March 27, 2023	23-119	That Council for the Town of Pincher Creek provide feedback on the climate risk assessment results and commit to attending the public Open House on April 13th, 2023 at the Heritage Inn.		Complete		
March 27, 2023	23-120	That Council for the Town of Pincher Creek provide formal approval to accept \$5,000 of funding from Evolugen to purchase solar photovoltaic equipment in support of developing a renewable energy installation and educational display the Lebel Mansion.		Complete		
March 27, 2023	23-121	That Council for the Town of Pincher Creek receive the Energy Management Update as information.	Energy Lead - Tristan	Complete		
March 27, 2023	23-122	That Council for the Town of Pincher Creek provides an in-kind sponsorship of 600 bags, lanyards, and frisbees to the Alberta Trappers Convention Rendezvous by the Creek.	Economic Development Officer	Complete		

March 27, 2023	23-123	That Council for the Town of Pincher Creek agree to sponsor the 2023 Lightchasers Nature Photography Conference as a "Rise and Shine Sponsor" (\$750) and for it to be funded from the Community Contingency Grant account# 7412 00 2770, and further that Mayor Anderberg provides a welcome from the Town of Pincher Creek at the opening of the conference.	Economic Development Officer	In Progress		
March 27, 2023	23-124	That Council for the Town of Pincher Creek direct administration to look into the Windscreen at the Tennis Courts for pickleball and bring back to Council.	Manager of Recreation Services	Complete	Yes	Presented information at the May 3rd COTW, and a new resolution was put forward to meet with the Pickleball group and come back to Council with a plan to have repairs completed and a WindScreen Installed.
March 27, 2023	23-127	That Council for the Town of Pincher Creek accepts the FCM Funding Decision letter as information.		Complete		
March 27, 2023	23-130	That Council for the Town of Pincher Creek direct administration to enter into a temporary 6-month extension of the current 2017-2022 Safety Codes Services Agreement and advertise request for proposals for Safety Codes Services for the Town of Pincher Creek in due course.	Manager of Legislative Services	In Progress		
March 27, 2023	23-131	That Council for the Town of Pincher receive the update on the RCMP building insurance claim as information.		Complete		
March 27, 2023	23-132	That Council for the Town of Pincher Creek direct administration to respectfully decline signing a marketing agreement with Service Line Warranties of Canada.		Complete		

March 27, 2023	23-133	That Council for the Town of Pincher direct administration to invite Dr. Parker to a joint council meeting with the MD to talk about health care worker recruitment in Pincher Creek.	CAO	In Progress		Waiting to hear back from the MD for a Joint Council meeting date to be set up.
March 27, 2023	23-134	That Council for the Town of Pincher direct administration to place Administration Transition on the agenda as a standing item in closed session.		Complete		
April 11, 2023	23-140	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.		Complete		
April 11, 2023	23-141	That Council for the Town of Pincher Creek approve the Terms of Reference for the Policy Review Committee as presented.	Manager of Legislative Services	Complete		
April 11, 2023	23-142	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.	Manager of Legislative Services	In Progress		
April 11, 2023	23-143	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.	Director of Operations	Complete		
April 11, 2023	23-144	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.	Director of Finance and HR	Complete		

April 11, 2023	23-145	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.	Economic Development Officer	In Progress		
April 11, 2023	23-147	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.	FCSS - Andrea	In Progress		
April 11, 2023	23-151	That Council for the Town of Pincher Creek approve the 2023 Pincher Planters Agreement		Complete		
April 11, 2023	23-152	That Council for the Town of Pincher receive the update on Administration Transition as information.		Complete		
April 24, 2023	23-157	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.		Complete		
April 24, 2023	23-158	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 414004760 PCCELC Reserve.		Complete		

April 24, 2023	23-159	That Council for the Town of Pincher Creek accept the presentation from the Rec Advisory Committee as information with thanks for their contributions to the community.		Complete		
April 24, 2023	23-160	That Council for the Town of Pincher Direct administration to research fencing options and pricing for this site and bring back to a future council meeting.	Manager of Recreation Services	In Progress		
April 24, 2023	23-161	That Council for the Town of Pincher Creek agree to give the 2023 Property Tax Bylaw No. 1620-23, first reading.		Complete		
April 24, 2023	23-162	That Council for the Town of Pincher Creek agree to give the 2023 Property Tax Bylaw No. 1620-23, second reading.		Complete		
April 24, 2023	23-163	That Council for the Town of Pincher Creek unanimously agree to present the 2023 Property Tax Bylaw No. 1620-23, for third reading.		Complete		
April 24, 2023	23-164	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.	Director of Finance and HR	Complete		
April 24, 2023	23-165	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.	Manager of Legislative Services	Complete		
April 24, 2023	23-166	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.	Manager of Legislative Services	In Progress		

April 24, 2023	23-167	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.	Manager of Legislative Services	Complete		
April 24, 2023	23-168	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.	Manager of Legislative Services	In Progress		
April 24, 2023	23-169	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 as amended.	Manager of Legislative Services	Complete		
April 24, 2023	23-170	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.	Director of Finance and HR	Complete		
April 24, 2023	23-171	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.	Director of Operations	Complete	Yes	Scope change request letter was sent via email on April 28, 2023.

April 24, 2023	23-172	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.	FCSS - Andrea	In Progress		
April 24, 2023	23-173	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.	Kristie	Complete		Letter Sent
April 24, 2023	23-174	That Council for the Town of Pincher Creek Administration send a letter of support for the NRCAN Grant before April 28th, 2023.	Kristie	Complete		Letter Sent
April 24, 2023	23-175	That Council for the Town of Pincher Creek direct administration to investigate the reintroduction of the deer hazing program and bring it back to council.	Manager of Legislative Services???	In Progress		
April 24, 2023	23-176	That Council for the Town of Pincher Creek recognize Marie and her team for the outstanding Volunteer appreciation event.	CAO	Complete		
April 24, 2023	23-179	That Council for the Town of Pincher Creek direct administration to research the census numbers and its implications for the town and what the process will be.	Director of Finance and HR	In Progress		
April 24, 2023	23-182	That Council for the Town of Pincher Creek accept the housing opportunities update as information		Complete		
April 24, 2023	23-183	That Council for the Town of Pincher accept the Pincher Creek Emergency Services Commission 2023 report as information		Complete		

April 24, 2023	23-184	That Council for the Town of Pincher call a special meeting to conduct an interim probationary review of the CAO.	Director of Finance	In Progress		
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**TOWN OF PINCHER CREEK
COMMITTEE OF THE WHOLE RESOLUTIONS**

Date	Motion #	Resolutions	Assigned to	Status	Completed	Comments
January 4, 2023	COTW 2023-003	That Committee of the Whole for the Town of Pincher Creek accept the sentry speed sign locations information as presented.		Complete		
January 4, 2023	COTW 2023-004	That Committee of the Whole for the Town of Pincher Creek refer the Disposition of Delegation – Jeff Kaupp, including the ice scheduling policy, to the Recreation Advisory Committee for consideration and recommendation		Complete		
January 4, 2023	COTW 2023-006	That Committee of the Whole for the Town of Pincher Creek agree with the 2023 proposed schedule of February 1, June 7 and October 4 at 6:00 pm for the Public Information Sessions.		Complete		
January 4, 2023	COTW 2023-007	That Committee of the Whole for the Town of Pincher Creek accept the Town Administration Office – Facility Needs Assessment information as presented.		Complete		

January 4, 2023	COTW 2023-008	That the Committee of the Whole for the Town of Pincher Creek direct administration to review the Winter Street Maintenance Policy 302-13A and any additional Council direction regarding Adelaide Street and bring back a recommendation to Council for consideration.	Director of Operations	Complete	Yes Feb 21 2023	RFD was completed for February 1 COTW meeting
January 4, 2023	COTW 2023-011	That the Committee of the Whole for the Town of Pincher Creek direct administration to review the personnel information as discussed in consultation with the Municipal District of Pincher Creek and bring the item back to Council for consideration.	Manager of Legislative Services	??		To inform Council of proposed changes to the structure of the bylaw enforcement department
January 4, 2023	COTW 2023-012	That the Committee of the Whole for the Town of Pincher Creek agree to the request from the Municipal District of Pincher Creek to schedule a Joint Council meeting.	Laurie Wilgosh	Complete	Yes Feb 21 2023	
January 4, 2023	COTW 2023-013	That the Committee of the Whole for the Town of Pincher Creek accept the correspondence as information.		Complete		MD Correspondence
January 4, 2023	COTW 2023-014	That the Committee of the Whole for the Town of Pincher Creek respectfully decline the proposed offer to purchase Roll #00433000 as discussed	Manager of Legislative Services	???		

February 1, 2023	COTW 2023-019	That Committee of the Whole for the Town of Pincher Creek direct administration to monitor and prioritize the accesses to Crestview Lodge, Vista Village, Whispering Winds and Creekside Condo's on Adelaide Street to remain in place until the policy is updated	CAO	In Progress		
February 1, 2023	COTW 2023-020	That Committee of the Whole for the Town of Pincher Creek direct administration to schedule three upcoming and facilitated planning sessions to review the Municipal Development Plan and Council's Strategic Priorities 2022-2026, in conjunction with a review and priority setting for facilities, land requirements and building condition assessments.	CAO/Economic Development Officer	In Progress		
February 1, 2023	COTW 2023-021	That Committee of the Whole for the Town of Pincher Creek approve the expenditure to cover the cost of the Mayor taking the Municipal Corporate Financial Course.		Complete		
February 1, 2023	COTW 2023-022	That the Committee of the Whole for the Town of Pincher Creek extend an invitation to the new Piikani Council & Chief for a meet & greet.	CAO	Complete		
February 1, 2023	COTW 2023-023	That the Committee of the Whole for the Town of Pincher Creek add to a future Committee of the Whole the discussion of a territorial acknowledgement to follow the meet and greet.	CAO	In Progress		Listed on the June COTW agenda for discussion

February 1, 2023	COTW 2023-026	That the Committee of the Whole for the Town of Pincher Creek as per the Management Policy # 137-99, 2.1 - Council approves the new Bylaw/Safety Coordinator position as presented.		Complete		
February 1, 2023	COTW 2023-027	That Committee of the Whole approve a transition from the Community Peace Officer program to a Bylaw Department, with one officer and one Bylaw and Safety Coordinator.		Complete		
February 1, 2023	COTW 2023-028	That the Committee of the Whole for the Town of Pincher Creek direct administration to request a joint council meeting with the Municipal District and Village of Cowley and the community doctors as discussed.		Complete		
February 1, 2023	COTW 2023-029	That the Committee of the Whole for the Town of Pincher Creek direct administration to schedule a recreation facilities tour.	Director of Community Services	Complete		
March 1, 2023	COTW 2023-035	That Committee of the Whole for the Town of Pincher Creek direct administration to draft a letter indicating the towns support in keeping the RCMP as the provincial police force in Alberta.		Complete		
March 1, 2023	COTW 2023-036	That Committee of the Whole for the Town of Pincher Creek direct administration to set up a meeting with Sgt Hodge and for him to attend the April Committee of the Whole.		Complete		

March 1, 2023	COTW 2023-037	That Committee of the Whole for the Town of Pincher Creek direct administration to set up a meeting with MP John Barlow to advance our advocacy around operating the Chief Mountain Boarder crossing and maintaining the RCMP as the provincial police force.	CAO	Complete		Mr. John Barlow will attend the June 26th Council meeting.
March 1, 2023	COTW 2023-038	That Committee of the Whole for the Town of Pincher Creek receive the recent deer count performed unofficially by local wildlife biologist Maria Didkowsky.		Complete		
March 1, 2023	COTW 2023-039	That the Committee of the Whole for the Town of Pincher Creek receive letter as information and direct administration to respond to Mrs Filipuzzi and inform her that the building isn't owned by the town and inform her of the conditions of the building.		Complete		
March 1, 2023	COTW 2023-040	That Committee of the Whole for the Town of Pincher Creek direct administration to bring forward a request for decision surrounding a reuse fair in the spring of 2023.	Economic Development Officer	Complete		May 8 agenda
March 1, 2023	COTW 2023-043	That the Committee of the Whole for the Town of Pincher Creek defer indefinitely the RHPAP request to the March 13, 2023 meeting		Complete		
March 1, 2023	COTW 2023-044	That the Committee of the Whole for the Town of Pincher Creek accept Piikani meeting as information.		Complete		

March 1, 2023	COTW 2023-045	That the Committee of the Whole for the Town of Pincher Creek direct administration to bring back the Development Office position to the next committee meeting.		Complete		
April 5, 2023	COTW 2023-049	That Committee of the Whole for the Town of Pincher Creek accepts the Financial First Quarter Report by Department as information.		Complete		
April 5, 2023	COTW 2023-050	That Committee of the Whole for the Town of Pincher Creek accepts the Financial First Quarter Report by Object as information.		Complete		
April 5, 2023	COTW 2023-051	That Committee of the Whole for the Town of Pincher Creek direct administration to record meetings for the benefits of the minutes and destroy the recordings once minutes are completed	Manager of Legislative Services	In Progress		
April 5, 2023	COTW 2023-052	That Committee of the Whole for the Town of Pincher Creek direct administration to develop a policy on recording of council meetings for the accuracy of minute taking.	Manager of Legislative Services	In Progress		
April 5, 2023	COTW 2023-053	That the Committee of the Whole for the Town of Pincher Creek direct administration to move forward with the June 7th Public Open House plan as discussed	Economic Development Officer	In Progress		

April 5, 2023	COTW 2023-054	That the Committee of the Whole for the Town of Pincher Creek direct administration to include a review of the Council Conduct Bylaw to the next Committee of the Whole Meeting.	Manager of Legislative Services	In Progress		
May 3, 2023	COTW 2023-056	That the Committee of the Whole for the Town of Pincher Creek agrees to add 9.2 AHS Update, 9.3 Personnel Update and 9.4 Letter of Concern to the May 3, 2023 Committee of the Whole Agenda		Complete		
May 3, 2023	COTW 2023-059	That Committee of the Whole for the Town of Pincher Creek direct administration to talk with the community group and bring back a plan to Council.	Recreation Manager			
May 3, 2023	COTW 2023-060	That Committee of the Whole for the Town of Pincher Creek accept the policy training discussion as information		Complete		
May 3, 2023	COTW 2023-061	That Committee of the Whole for the Town of Pincher Creek direct administration to bring back the legislation that is in place for setting up accounts to accept donations.	Director of Finance and HR			
May 3, 2023	COTW 2023-062	That Committee of the Whole for the Town of Pincher Creek direct administration to develop a Trust Account policy.	Director of Finance and HR			
May 3, 2023	COTW 2023-063	That Committee of the Whole for the Town of Pincher Creek Defer the rest of COTW schedule meeting to the rescheduled COTW meeting.		Complete		

May 3, 2023	COTW 2023-066	That the Committee of the Whole for the Town of Pincher Creek Defer 9.4 to an upcoming COTW or Council Meeting.		Complete		
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**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
May 23, 2023**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	May 8, 2023	Citizen	Letter
2.	May 8, 2023	Old Man Rose Society	Letter