



TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Monday, July 24, 2023 at 6:00 p.m.

Council Chambers, Town Hall

[Zoom Link](#)

1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
4. **Scheduled Delegations**
 - 4.1 Phoenix Taylor - Skate Boarding Locations ([Pg. 2](#))
 - 4.2 St Michaels School - Outdoor Basketball Court Project ([Pg. 3](#))
 - 4.3 Golf Course Board - Irrigation Request
5. **Adoption of Minutes**
 - 5.1 Minutes of the Regular Meeting of Council held on June 12, 2023 ([Pg. 9](#))
 - 5.2 Minutes of the Special Meeting of Council held on June 20, 2023 ([Pg. 16](#))
 - 5.3 Minutes of the Regular Meeting of Council held on June 26, 2023 ([Pg. 18](#))
 - 5.4 Minutes of the Special Meeting of Council held on June 26, 2023 ([Pg. 24](#))
6. **Business Arising from the Minutes**
 - 6.1 Disposition of Delegation - Wendy Ryan (Organic Compost Bin at Town Shop) ([Pg. 26](#))
 - 6.2 Unsuccessful Green and Inclusive Community Buildings (GICB) Application ([Pg. 29](#))
7. **Bylaws**
 - 7.1 Land Use Bylaw Amendment 1547-AQ – First Reading ([Pg. 33](#))
8. **New Business**
 - 8.1 Schofield Street Drainage Update ([Pg. 42](#))
 - 8.2 Policy and Procedures Standards Policy 102-23 ([Pg. 48](#))
9. **Council Reports**
 - 9.1 Upcoming Committee Meetings and Events
10. **Administration**
 - 10.1 Council Information Distribution List ([Pg. 63](#))
11. **Closed Session Discussion**
 - 11.1 Application of Outstanding Costs to Tax Roll - FOIP s. 16
 - 11.2 Pincher Creek Emergency Services Commission Funding Formula – FOIP s. 21
 - 11.3 Personnel – FOIP s. 17 & 19
 - 11.4 Administration Transition (No RFD) - FOIP s. 24
12. **Notice of Motion**
13. **Adjournment**

The next Regular Council Meeting is scheduled for August 28, 2023 AT 6:00 p.m.

July 12, 2023

Dear Mayor and Council:

My name is Phoenix Taylor, I am 13 years old and have been living half-time with my Grandparents in Pincher Creek, AB.

I think that a designated outdoor roller blading/roller hockey court would be a nice add to for the Town of Pincher Creek.

I have been using the Tennis Courts, but roller blading is not currently allowed on the Tennis Courts, and I have been asked to leave. The Tennis Courts make a for a good location because it is fenced in and has a reasonably smooth surface.

I think a good location for this court would be the alley way between the curling rink and the old swimming pool. It would be best to have this area fenced and have a smooth surface either asphalt or concrete.

I would be willing to temporarily supply hockey nets or work out a deal with the arena to borrow nets. I would also be willing to help sweep and keep the location clean for the spring and summer.

Thank-you for taking the time to listen to my presentation.

Sincerely,

Phoenix

St Michael's School
Outdoor Basketball Court
Project
(2021-2023)

- **A full-size outdoor community basketball court** at the Hank Planger community playground... with the support of Holy Spirit Catholic School Division and the Town of Pincher Creek to be completed by fall of 2023.
- **Adjacent to the premium, inclusive community playground** at St. Michael's School. This playground facility has served our community for over 12 years as a gathering place for all ages, abilities, and recreational needs.
- **An amazing opportunity to bring us together, benefit our community, and promote outdoor fitness and unstructured free play.** Future host spot for basketball tournaments, Summer Games, outdoor leagues & other sports such as pickleball, outdoor fitness classes, hockey, the list goes on and on.



ved location by division & town



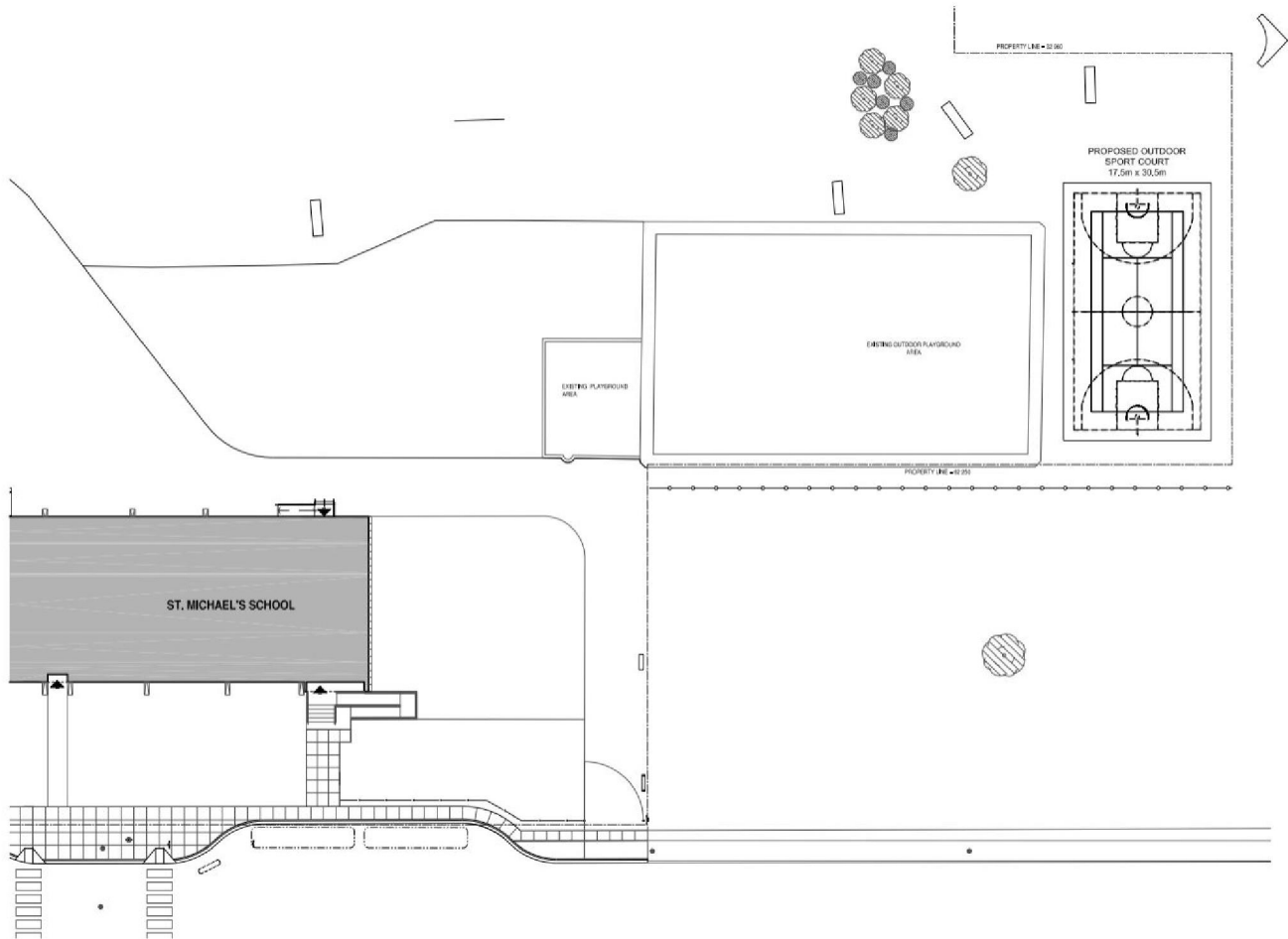
Inspired by Versacourt in Raymond AB



Concrete is poured & hoops are up!



**Plexipave, chain link fence and bleachers
for the finish!**



NOTES

NO.	REV.	DATE	REVISIONS

FWBA ARCHITECTS
 15700 150th Street, Surrey, BC V4N 1V5
 TEL: 604.273.8112 FAX: 604.273.8113

ST. MICHAEL'S SCHOOL BASKETBALL COURT
 15700 150th Street, Surrey, BC V4N 1V5

HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION No. 4
 15700 150th Street, Surrey, BC V4N 1V5

SITE PLAN
 A02-01P

Project support

- Holy Spirit Catholic School Division has endorsed the project
- Town of Pincher Creek approval; approved permits, etc.
- Over \$40,000.00 in donations
- Over \$80,000.00 fundraised dollars from Outdoor Court committee of parents in the past two years- all separate and aside from the school.
- Phase One completed October 2022 (poured concrete pad and install of 2 hoops and poles)
- Phase Two underway (landscaping, plexipave topcoat, chain link, bleachers) to be completed by October 2023 (still short \$10,000.00 to make Phase 2 funding)

Requests for consideration

- Town contribution to the project recognizing the community benefit as a way of acknowledging ongoing contribution of Holy Spirit School Division & Friends of St Michaels to the community playground
- Consideration for joint community funding with M.D. of Pincher Creek (Joint funding application to be submitted for a second time in two years next week for consideration)
- Attending Town Council Mtg to ask for contributions toward the final \$10,000.00 needed for phase 2 to be completed as well as donation of bleachers similar to the ones located at the soccer fields in town
- Attending MD Meeting to ask for possible contributions (monetary or otherwise- ie: garbage can) toward Phase 2 completion (MD voted to give \$5000.00 on July 10, 2023)



REGULAR MEETING OF COUNCIL
Held on Monday June 12, 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; W. Catonio, Director of Finance and Human Resources; T. Walker, Energy Lead; A. Levair, Director of Operations; and L. Rideout, Director of Community Services

1. CALL TO ORDER

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

3. AGENDA APPROVAL
NODGE:

That Council for the Town of Pincher Creek agrees to add items 6.6 And Villages Decision and 8.6 Round Table on Public Open House to the June 12, 2023 Regular Council meeting agenda.

CARRIED 23-251

CLELAND:

That Council for the Town of Pincher Creek approves the June 12, 2023 Regular Council meeting agenda as amended.

CARRIED 23-252

4. DELEGATIONS

4.1 Wendy Ryan - Organic Compost Bin at Town Shop

A. Hlady joined the meeting at 6:22pm

5. ADOPTION OF MINUTES

5.1 Minutes of the Special Council Meeting held on May 15, 2023

OLIVER:

That Council for the Town of Pincher Creek approves the minutes of the Special Council Meeting held on May 15, 2023 as amended.

CARRIED 23-253

5.2 Minutes of the Regular Meeting of Council held on May 23, 2023

WRIGHT:

That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting of Council held on May 23, 2023 as presented.

CARRIED 23-254

6. BUSINESS ARISING FROM THE MINUTES

6.1 Disposition of Delegation - Allied Arts Council

OLIVER:

That Council for the Town of Pincher Creek agree to defer the Disposition of Delegation for the Allied Arts Council to the June 26, 2023 Council Meeting.

CARRIED 23-255

6.2 Disposition of Delegation – Community Gardens

BARBER:

That Council for the Town of Pincher Creek add irrigation to these locations as soon as possible.

DEFEATED

OLIVER:

That Council for the Town of Pincher Creek agree to look at permanent irrigation solutions for the Carriage Garden for the 2024 season and bring it back to the 2024 budget negotiations.

CARRIED 23-256

NODGE:

That Council for the Town of Pincher Creek direct administration to schedule a meeting between Council, Administration, Allied Arts Council, and the Oldman Rose Society once we have the fencing costs.

CARRIED 23-257

6.3 Football Canada – Letter of Concern

WRIGHT:

That Council for the Town of Pincher Creek direct administration to send a letter to Football Canada stating the concerns.

CARRIED 23-258

6.4 Alberta Municipalities Awards

WRIGHT:

That Council for the Town of Pincher Creek agree to nominate Day on the Creek for the Municipal Environmental Award

CARRIED 23-259

WRIGHT:

That Council for the Town of Pincher Creek agree to nominate Councillor Elliott for the Award of Excellence.

CARRIED 23-260

6.5 Community Facility Enhancement Program Grant Application – Curling Club

BARBER:

That Council for the Town of Pincher Creek agree to provide the following information to the Community Facility Enhancement Program regarding the construction of a new curling rink in Pincher Creek: 1) that the Town will allow a new Pincher Creek Curling Rink to be constructed at the Pincher Creek CRC

building Lot E Block E Plan 3562GP Pincher Creek, being land owned by the Town of Pincher Creek.

CARRIED 23-261

BARBER:

That Council for the Town of Pincher Creek will provide the Pincher Creek Curling Club with access to the described lands for the purpose of carrying out this project.

CARRIED 23-262

Councillor Nodge requested a recorded vote:

For:

Barber
Cleland
Anderberg
Oliver
Green
Wright

Against:

Nodge

BARBER:

That Council for the Town of Pincher Creek is committed to contribute the matching amount of \$1.25 Million financial support as required for this project.

CARRIED 23-263

BARBER:

That Council for the Town of Pincher Creek will enter into a 5-year lease agreement with the Pincher Creek Curling Club.

CARRIED 23-264

NODGE:

That Council for the Town of Pincher Creek direct administration to draft a Memorandum of Understanding between the Town and the Curling Club identifying roles and responsibilities and bring it back to Council.

CARRIED 23-265

6.6 And Villages Decision

NODGE:

That Council for the Town of Pincher Creek declines the invitation to participate in the And Villages regional housing support.

CARRIED 23-266

A. Hlady left the meeting at 7:26pm

7. BYLAWS

8. NEW BUSINESS

8.1 RCMP Quarterly Reporting

CLELAND:

That Council for the Town of Pincher accepts the RCMP Quarterly Reporting as information.

CARRIED 23-267

8.2 Net-Zero Community Accelerator Program

GREEN:

That Council for the Town of Pincher Creek approve \$4,000 from the Municipal Income Stabilization Reserve G/L 00-0000-4705 to proceed with the Net-Zero Communities Accelerator program with QUEST Canada.

CARRIED 23-268

T. Walker left the meeting at 7:36pm

8.3 2023 Coaldale Summer Fest Parade

GREEN:

That Council for the Town of Pincher Creek accept the Coaldale Summer Fest invite and send Councillors Barber & Cleland to attend the annual Candy Parade on Saturday, August 12, 2023.

CARRIED 23-269

8.4 Wildcat Days Parade 2023

BARBER:

That Council for the Town of Pincher Creek accept the Wildcat Days Parade 2023 invite and send Councillors Barber & Cleland to attend on July 1, 2023

CARRIED 23-270

8.5 SCADA Radio Replacements Project Budget Request

WRIGHT:

That Council for the Town of Pincher Creek approve an increase to the budget for the SCADA Radio Replacement project from \$40,000 to \$50,000, with additional funding from Utility Reserve G/L 4100004760.

CARRIED 23-271

8.6 Round Table on Open House

WRIGHT:

That Council for the Town of Pincher Creek accept the Open House Update as information.

CARRIED 23-272

9. COUNCIL REPORTS

9.1 Upcoming Committee Meetings and Events

OLIVER:

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

CARRIED 23-273

10. ADMINISTRATION

10.1 Council Information Distribution List

CLELAND:

That Council for the Town of Pincher Creek accepts the June 12, 2023 Council Information Distribution List as information.

CARRIED 23-274

Mayor Anderberg called a recess at 8:02 pm

L. Rideout left meeting at 8:08 pm

Mayor Anderberg called the meeting back to order at 8:10 pm

11. CLOSED MEETING DISCUSSION

CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday June 12, 2023 at 8:10 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Operations and Director of Finance and Human Resources in attendance.

CARRIED 23-275

OLIVER:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday June 12, 2023 at 9:08 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-276

11.1 Curling Club Lease Agreement- FOIP s. 16

CLELAND:

That Council for the Town of Pincher Creek direct administration to present the 2023 draft lease agreement between the Town of Pincher Creek and the Pincher Creek Curling Club to the Pincher Creek Curling Club for consideration.

CARRIED 23-277

11.2 Projects Update- FOIP s. 24

CLELAND:

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

CARRIED 23-278

A. Levair left meeting at 8:41 pm

11.3 Tax Arrears Payment Agreement Roll #00254000.0000 – FOIP s. 16

WRIGHT:

That Council for the Town of Pincher Creek That Council for the Town of Pincher Creek authorize and approve entering into a thirty-six {36} month Tax Arrears Payment Agreement for Roll #00254000.0000 for the years 2022 and prior.

CARRIED 23-279

11.4 Council Time Sheets - FOIP s. 24

OLIVER:

That Council for the Town of Pincher Creek accepts the Council Time Sheets as information.

CARRIED 23-280

11.5 Administration Transition - FOIP s. 24

CLELAND:

That Council for the Town of Pincher Creek accepts the Administration Transition update as information.

CARRIED 23-281

K. Green and A. Lucas left meeting at 8:56 pm

WRIGHT:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday June 12, 2023 at 8:57 pm in accordance with section 16 & with the Director of Finance and Human Resources in attendance.

CARRIED 23-282

WRIGHT:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday June 12, 2023 at 9:05 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-283

11.6 Personnel Update- FOIP s. 24

WRIGHT:

That Council for the Town of Pincher Creek accepts the Personnel Update as information.

CARRIED 23-284

12. NOTICE OF MOTION

13. ADJOURNMENT

CLELAND:

That this meeting of Council on June 12, 2023 be hereby adjourned at 9:06 pm.

CARRIED 23-276

MAYOR, D. Anderberg

CAO, A. Lucas

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

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD
ON MONDAY AUGUST 28, 2023 AT 6:00 P.M.**



**SPECIAL COUNCIL MEETING
Held on June 20, 2023
Commencing at 3:00 p.m.**

IN ATTENDANCE:

Mayor: D. Anderberg

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

Absent with Regrets: W. Oliver

Staff:

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 3:05 pm.

**2. AGENDA APPROVAL
NODGE:**

That Council for the Town of Pincher Creek approve the June 20, 2023 Special Council Meeting Agenda as presented.

CARRIED 23-277

3. NEW BUSINESS

**4. CLOSED MEETING DISCUSSION
CLELAND:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on June 20, 2023 at 3:10pm in accordance with section 16 and 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-278

WRIGHT:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on June 20, 2023 at 5:30 pm in accordance with section 16 and 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-279

**4.1 Personnel – FOIP s. 24
WRIGHT:**

That Council for the Town of Pincher Creek accept the report by Windowpane Management as information

CARRIED 23-280

4.2 Development Agreement for Plan 9110298, Block 1, Lot 2 - FOIP 16

CLELAND:

That Council for the Town of Pincher Creek agree that the Development Agreement for Plan 9110298, Blk 1, Lot 2 be approved as presented.

CARRIED 23-281

NODGE:

That Council for the Town of Pincher Creek call a Special Meeting on June 27th at 10:00 AM to discuss Personnel.

CARRIED 23-282

5. ADJOURNMENT

CLELAND:

That this meeting of Council on June 20, 2023 be hereby adjourned at 5:35 pm.

CARRIED 23-283

MAYOR, D. Anderberg

CAO, A. Lucas

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

S E A L

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



REGULAR MEETING OF COUNCIL
Held on Monday June 26, 2023
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

Staff: A. Lucas, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; A. Grose, Recreation Manager; T. Walker, Energy Lead; and L. Rideout, Director of Community Services

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARINGS

3. AGENDA APPROVAL
NODGE:

That Council for the Town of Pincher Creek agrees to add items 11.4 June 14, 2023 Letter from MD on PCEMS and to the June 26, 2023 Regular Council meeting agenda.

CARRIED 23-287

GREEN:

That Council for the Town of Pincher Creek approves the June 26, 2023 Regular Council meeting agenda as amended.

CARRIED 23-288

4. DELEGATIONS

4.1 MP John Barlow

5. ADOPTION OF MINUTES

5.1 Minutes of the Committee of the Whole held on June 7, 2023

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Committee of the Whole held on June 7, 2023 as presented.

CARRIED 23-289

5.2 Minutes of the Regular Meeting of Council held on June 12, 2023

WRIGHT:

That Council for the Town of Pincher Creek agree to bring back the minutes of the Regular Meeting of Council held on June 12, 2023 to the July Committee of the Whole.

CARRIED 23-290

6. BUSINESS ARISING FROM THE MINUTES

6.1 Disposition of Delegation – Snow Removal (Hochstein & Mitchell)

GREEN:

That Council for the Town of Pincher Creek accept the snow removal presentation as information and inform the delegation that their comments will be considered in the future drafting of snow management policies.

CARRIED 23-291

6.2 Tennis Courts Windscreen Fencing

WRIGHT:

That Council for the Town of Pincher Creek direct administration to add tennis court wind screen fencing to the 2024 budget deliberations.

CARRIED 23-292

6.3 Disposition of Delegation - Stacey McRae - Allied Arts

CLELAND:

That Council for the Town of Pincher Creek direct administration to move forward with motion 23-257 from the June 12, 2023 council meeting.

CARRIED 23-293

6.4 Oldman Rose Society Fencing Options

NODGE:

That Council for the Town of Pincher Creek receive fencing pricing as information with thanks.

CARRIED 23-294

6.5 Letter of Confirmed Funding

GREEN:

That Council for the Town of Pincher Creek agree to provide the municipal portion of each residential application under the Clean Energy Improvement Program up to a maximum of \$53,046.75 per year for four years

CARRIED 23-295

GREEN:

That Council for the Town of Pincher Creek agree to fund the \$53,046.75 each year from the Municipal Income Stabilization Reserve account #0000004705 and further, that the Municipal Income Stabilization Reserve will be replenished as the loan is paid back through a tax agreement.

CARRIED 23-296

GREEN:

That Council for the Town of Pincher Creek authorizes the Mayor to sign and send the letter of commitment.

CARRIED 23-297

7. BYLAWS

7.1 Clean Energy Improvement Program Bylaw 1634-22 – Second Reading

OLIVER:

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

CARRIED 23-298

NODGE:

That Council for the Town of Pincher Creek agree to give third and final reading to the Clean Energy Improvement Program Bylaw 1634-23 and that a copy of which be attached hereto and form part of the minutes.

CARRIED 23-299

8. NEW BUSINESS

8.1 Funding acceptance from Enel Green Power for the Lebel Mansion Solar Installation

WRIGHT:

That Council for the Town of Pincher defer indefinitely to the August 28, 2023 Council meeting in consideration with proceeding with the project.

CARRIED 23-300

T. Walker left meeting at 7:33 pm

8.2 Food Bank Donations Fund

GREEN:

That Council for the Town of Pincher Creek direct administration to forward the balance in the Food Bank Trust Account of \$182,487.67 to the Pincher Creek and District Community Food Centre.

CARRIED 23-301

Councillor Oliver recused himself for item 8.3 at 7:34pm

8.3 Evolugen Proposed Solar Project - Objection Letter

BARBER:

That Council for the Town of Pincher Creek agree and approve the objection letter to Evolugen regarding a proposed Solar Power Plant Proposal in the Urban Fringe land use zone in the Municipal District of Pincher Creek.

CARRIED 23-302

Councillor Oliver rejoined the meeting at 7:42pm

8.4 Communities in Bloom Judging Agenda and Council Participation

OLIVER:

That Council for the Town of Pincher Creek review the information for the Communities in Bloom judging schedule and agenda and commit to participating in key aspects of the program and Council members are encouraged to participate in all aspects as their time commitments allow.

CARRIED 23-303

8.5 Library Board Appointment

BARBER:

That Council for the Town of Pincher Creek agree that Anja Van Der Heijden be appointed to the Library Board for a term of three years.

CARRIED 23-304

A. Grose left meeting at 7:47 pm

9. COUNCIL REPORTS

9.1 Upcoming Committee Meetings and Events

10. ADMINISTRATION

10.1 Council Information Distribution List

BARBER:

That Council for the Town of Pincher Creek accepts the June 26, 2023 Council Information Distribution List as information.

CARRIED 23-305

Mayor Anderberg called a recess at 7:56 pm

L. Rideout left meeting at 7:56 pm

Mayor Anderberg called the meeting back to order at 8:06 pm

11. CLOSED MEETING DISCUSSION

CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday June 26, 2023 at 8:07 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Operations and Director of Finance and Human Resources in attendance.

CARRIED 23-306

CLELAND:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday June 26, 2023 at 9:20 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-307

11.1 Mutual Release Agreement – Roll #8600600- FOIP s. 16

OLIVER:

That Council for the Town of Pincher Creek That Council for the Town of Pincher Creek direct administration to garner further legal advice on the options to deal with plan 0613747 block 5 lot 6

CARRIED 23-308

11.2 Community Medical Care Discussion- FOIP s. 24

ANDERBERG:

That Council for the Town of Pincher direct administration to set up a meeting as discussed.

CARRIED 23-309

11.3 Administration Transition – FOIP s. 24

OLIVER:

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

CARRIED 23-310

11.4 Letter from MD on PCEMS - FOIP s. 24

NODGE:

That Council for the Town of Pincher Creek directs administration to respond to the Letter from MD on PCEMS from June 14, 2023 with thanks.

CARRIED 23-311

12. NOTICE OF MOTION

NODGE:

That Council for the Town of Pincher Creek direct administration to prepare an amendment to Land Use Bylaw 1547, to enable short term rental as a discretionary use in the Transitional Commercial Land uses designation C4.

CARRIED 23-312

13. ADJOURNMENT

WRIGHT:

That this meeting of Council on June 26, 2023 be hereby adjourned at 9:25 pm.

CARRIED 23-313

*Regular Council Meeting
June 26, 2023*

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 24th DAY OF JULY 2023 S E A L**

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



SPECIAL COUNCIL MEETING
Held on June 26, 2023
Commencing at 5:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

Staff: W. Catonio, Director of Finance and Human
Resources; K. Green, Executive Assistant; A.
Grose, Recreation Manager; and L. Rideout,
Director of Community Services

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 5:05 pm.

2. AGENDA APPROVAL

CLELAND:

That Council for the Town of Pincher Creek approve the June 27, 2023 Special Council Meeting Agenda as presented.

CARRIED 23-284

3. DELEGATIONS

3.1 Derek Shackleford and his Grade 6 students from Canyon School

NODGE:

That Council for the Town of Pincher Creek agree to add a consideration of a crosswalk and flashing lights on beaver drive to the walking trails to the 2024 budget discussions

CARRIED 23-285

4. ADJOURNMENT

GREEN:

That this meeting of Council on June 26, 2023 be hereby adjourned at 5:30 pm

CARRIED 23-286

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 24th DAY OF JULY 2023 S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY AUGUST 28, 2023 AT 6:00 P.M.**



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Disposition of Delegation - Organics Bin (Wendy Ryan)	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 7/24/2023

PURPOSE:

To dispose of the delegation by Wendy Ryan on June 12, 2023 requesting reinstatement of the Organics Bin at the Operations Yard.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the disposition of delegation of Wendy Ryan regarding the Organics Bin as information and forward community concerns onto the M.D. of Pincher Creek as the managing partner of the Eco-Centre.

BACKGROUND/HISTORY:

Wendy Ryan attending the Regular Meeting of Council on June 12, 2023 to present her concerns with the discontinuance of the Organics Bin previously available at the Town Operations Yard.

During the 2023 operating budget deliberations, Council approved the discontinuance of the Town providing a dedicated organics bin at the Town Operations Yard. This decision was based on the fact that the new Eco-Centre located at 1037 Heron Avenue would have the ability to collect organics, and budget previously allocated to the organics bin would be used towards the Town's portion of the cost to operate the Eco-Centre.

The previously offered Organics Bin located at the Town Operations Yard cost between \$15,000 - \$20,000 per year, and required dedicated staff time to 'tamp down' large limbs before the bin could be hauled away. The Organics Bin was open 24/7 which was convenient for residents but caused frequent abuse including the dumping of furniture, tires, and garbage.

Because the Organics Bin had been removed from the approved budget, administration moved forward with converting the 'ramp' which has previously used to access the Organics Bin, which can now be utilized for equipment loading. Because of the adjustments that have been made, in order to reinstate the ramp to its previous state it would require approximately 2-days of labour of 2 staff members with various equipment (in-kind contribution of approximately \$3,500) and an additional \$7,000 in trucking and materials required to reconstruct the ramp. These costs are in addition to reinstating the \$20,000 annual operating cost for the bin.

Members of Council participated in the negotiations with the M.D. of Pincher Creek to create the joint Eco-Centre, in which the M.D. of Pincher Creek is the managing partner. The Town is responsible for 40% of Operating Costs of the Eco-Centre which amounts to approximately \$90,000 per year.

During the negotiations, it was consciously discussed that the service level for the existing Organics Bin was exceptionally high, and that service levels would be reduced (relating to organics) by participating in the Eco-Centre.

Administration believes that Council should maintain the existing service levels by not reinstating the original Organics Bin, and continuing to promote use of the Eco-Centre. Administration also recommends that a meeting be held with the M.D. of Pincher Creek and the operating contractor of the Eco-Centre to discuss any potential opportunities for on-going improvements.

If Council were to approve the Town Organics Bin in addition to participation in the Eco-Centre, the recycling utility rate would be required to increase by approximately \$1.05 per month.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to reinstate the Organics Bin at the Town Operations Yard for the 2024 season, approving \$7,000 from the Recycling Reserve account number 4300004762 to reconstruct the access ramp, and bring back a \$1.05 increase to the recycling utility rate in the Fee Structure Bylaw to be effective for 2024.

That Council for the Town of Pincher Creek direct administration to set up a joint meeting to discuss operating contract amendments for the Eco-Centre.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

Reinstating the Organics Bin would result in a one-time cost of \$7,000 (funded by the recycling reserve) + Town labour & equipment to reconstruct the access ramp, and an on-going operating budget increase of \$20,000 to be funded by a \$1.05/month increase to the recycling utility rate.

PUBLIC RELATIONS IMPLICATIONS:

The delegation provided details on their dissatisfaction with the decreased service levels for organics disposal. This included dissatisfaction by the 'Pincher Planters' group.

Increasing utility rates to reinstate the Organics Bin would likely cause upset as the Town would then be paying for a similar service in two locations.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports council maintaining the existing service levels and continuing acceptance of organics at the Eco-Centre.

Signatures:

Department Head:

Handwritten signature in cursive script, appearing to read "A. Lerari".

CAO:

Handwritten signature in cursive script, appearing to read "Angie Lucas".



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Unsuccessful Green and Inclusive Community Buildings Application	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 7/24/2023

PURPOSE:

To inform Council that the grant application for the Pincher Creek Recreation and Events Center to the Green and Inclusive Community Buildings (GICB) program has been unsuccessful.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the GICB program's letter regarding the unsuccessful application for the Pincher Creek Recreation and Events Center as information.

BACKGROUND/HISTORY:

The Green and Inclusive Community Buildings (GICB) program is a grant funding program which funds 60% of net-zero multi-use new building projects. At the request of Council, administration applied for the GICB program in relation to the creation of a new Pincher Creek Recreation and Events Center that would house the potential new curling rink.

At the February 27, 2023 Regular Meeting of Council, the following resolutions were passed:

#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.

#23-080: 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)

- 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:
 - 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 July 17, 2023 the Town of Pincher Creek received notification that the project was not selected for funding because "Your project's attestation letter did not sufficiently demonstrate that the project is designed to meet—with or without the addition of a verified transition plan—the Zero Carbon Building Design Standard Version 3, or that it should be exempt from this standard."

The letter also included the information that "Please note that all assessment results are final, and that the program parameters governing the GICB program do not permit Infrastructure Canada nor the Minister of Intergovernmental Affairs, Infrastructure and Communities to approve projects which do not meet all eligibility requirements."

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to research additional funding options.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

The grant was submitted for a total project estimated cost of \$6,064,500 in which the grant, if successful, would have provided \$3,605,160 in funding for the Pincher Creek Recreation and Events Center project.

As a valid petition was submitted and verified by Pincher Creek against borrowing bylaw #1636-23, Council passed the resolution #23-193 at the May 8, 2023 Council Meeting: That Council for the Town of Pincher Creek agree to rescind Municipal Borrowing Bylaw 1636-23's first reading.

With the unsuccessful grant application and rescinding of the borrowing bylaw, the project currently has no approved funding, as all previously approved funding sources in the 2023 Capital Budget were long-term financing.

PUBLIC RELATIONS IMPLICATIONS:

The Pincher Creek Recreation and Events Center has been a much discussed topic in the community with varied levels of support.

ATTACHMENTS:

GICB Grant Unsuccessful - Curling Rink - 3215

CONCLUSION/SUMMARY:

Administration supports Council's acceptance of the unsuccessful GICB grant application as information.

Signatures:
Department Head:

A handwritten signature in cursive script, appearing to read "A. Lerari".

CAO:

A handwritten signature in cursive script, appearing to read "Angie Lucas".

Town of Pincher Creek
Tristan Walker
962 St John Ave, Pincher Creek AB T0K 1W0

Dear Tristan Walker,

Thank you for submitting your application to Infrastructure Canada's Green and Inclusive Community Buildings (GICB) program. We appreciate your interest in this initiative, which supports green and energy efficient retrofits, repairs or upgrades to existing publicly accessible community buildings and the construction of new publicly accessible community buildings.

The program received considerable interest from communities and organizations across Canada, with hundreds of projects requesting billions of dollars in funding. Following a thorough review of your application for the *Pincher Creek Recreation and Events Center (AP-000003232)*, we regret to inform you that your project was not selected for funding for the following reason(s):

- Your project's attestation letter did not sufficiently demonstrate that the project is designed to meet—with or without the addition of a verified transition plan—the Zero Carbon Building Design Standard Version 3, or that it should be exempt from this standard.

Due to the competitive nature of the intake, the program could only assess projects based on the information provided. You may wish to consult the [Applicant Guide](#) for more detailed information about the above-noted reason(s). Please note that all assessment results are final, and that the program parameters governing the GICB program do not permit Infrastructure Canada nor the Minister of Intergovernmental Affairs, Infrastructure and Communities to approve projects which do not meet all eligibility requirements.

Your other application(s) submitted to the GICB program are still under review. The assessment results will be communicated once they are available.

If you have questions about the GICB program, please contact us at gicbp-pbcvi@infcc.gc.ca and we will be pleased to provide you with additional support. You can find more information about other Infrastructure Canada funding programs at www.infrastructure.gc.ca.

Yours sincerely,



Paul Loo
Director General,
Resilient and Innovative Communities Directorate
Infrastructure Canada



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Land Use Bylaw Amendment 1547-AQ - First Reading	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 7/24/2023

PURPOSE:

For Council to consider amending the Land Use Bylaw to include "Drive-In Restaurant" as a permitted use in the Transitional Commercial - C4 land use district.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give first reading to Land Use Bylaw Amendment 1547-AQ amending the Land Use Bylaw 1547 to include "Drive-In Restaurant" as a permitted use in the Transitional Commercial - C4 land use district.

That Council for the Town of Pincher Creek agree to hold a Public Hearing on Bylaw 1547-AQ amending the Land Use Bylaw on August 28, 2023 before consideration of second and/or third reading.

BACKGROUND/HISTORY:

See attached.

ALTERNATIVES:

That Council for the Town of Pincher Creek receives Bylaw 1547-AQ 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 is to be updated accordingly.

PUBLIC RELATIONS IMPLICATIONS:

In addition to the Towns' Department referral comments, the adjacent property owners are to be notified in accordance with the Land Use Bylaw section 50 and the Municipal Government Act sections 230, 606 and 692. Subsequent to first reading of Bylaw 1547-

AQ the Notice of Public Hearing on Bylaw 1547-AQ is to be published for two consecutive weeks in the local weekly newspaper as per Advertising for Public Hearing Policy 115-95. The suggested dates for advertising are August 9 and 16, 2023 respectively.

ATTACHMENTS:

Application for a Land Use Bylaw Amendment - June 20, 2023 - 3206
DRAFT Town Pincher Creek LUB 1547 Amendment - add Drive-in Restaurant to C4 - 3206
Schedule A - Drive-In Restaurant Standards - 3206
Town Pincher Creek LUB Amendment - add Drive through restaurant to C4 - MEMO -
3206

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree and give Bylaw 1547-AQ amending the Land Use Bylaw 1547 first reading and to hold a Public Hearing on August 28, 2023.

Signatures:
Department Head:

Lisa Goss

CAO:

Angie Lucas

RECEIVED

JUN 20 2023

SCHEDULE 11
Form I

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 LAND USE BYLAW AMENDMENT

APPLICATION NO. _____

APPLICANT: Avinash Thakor

ADDRESS: 878 Main Street Pincher Creek AB T0K1W0

REGISTERED OWNER: 2257137 Alberta Ltd.

ADDRESS: 534 Moonlight Lane West Lethbridge AB T1J 5K1

LEGAL DESCRIPTION: Lot(s) 235,236 - - 3880BD Block _____ Plan _____

Quarter _____ Section _____ Township _____ Range _____

PROPOSED AMENDMENT:

FROM: Commercial – C4

TO: Drive-in Restaurants Permitted

APPLICANT'S SUBMISSION:

Please state your reasons for applying for this amendment. Attach a separate sheet if necessary.

To have access and make the drive thru permitted and operational

REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:

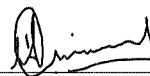
I certify that I am the registered owner or that the registered owner(s) of the land described above is aware of this application.

Fees Submitted \$ 500

Receipt No. _____

DATE: 16th June 2023

SIGNED: _____



Applicant

avidestiny@gmail.com

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

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 "Drive-In Restaurant" as a use in the Transitional Commercial – C4 land use district;

AND WHEREAS the purpose of the proposed amendment is to add the Use of "Drive-In Restaurant" as a Permitted Use in the Transitional Commercial – C4 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 "Drive-In Restaurant" be added as a Permitted Use to Schedule 2, Transitional Commercial – C4, Section 1.
2. That Schedule 4, Standards of Development, of Land Use Bylaw 1547 is amended as indicated in attached Schedule A to add standards for Drive-In Restaurants.
3. Bylaw No. 1547, being the municipal Land Use Bylaw, is hereby amended and consolidated.
4. 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

Schedule A

Town of Pincher Creek Land Use Bylaw No. 1547 as amended by Bylaw No. 1547-AQ

AMENDMENTS: Add standards for Drive-In Restaurants

Add a section to the land use bylaw Schedule 4, Standards of Development

Section 32 Drive-In Restaurants

- (a) Any drive-in restaurant may be located only:
 - (i) Where it can be shown that it does not inhibit safe traffic movement; and
 - (ii) Where it is provided within a shopping centre site; or
 - (iii) Where it is provided along a highway or main arterial road; or
 - (iv) At the intersection of two or more public roadways, not including lanes.
- (b) The Development Authority shall, where necessary to mitigate the effect on adjacent residential properties, regulate the hours of operation of the drive-thru portion of a restaurant.
- (c) Drive-thru aisles shall be:
 - (i) when adjacent to a residential district, screened or landscaped to the satisfaction of the Development Authority to provide a noise barrier for the adjacent residential properties;
 - (ii) a minimum width of 3.66 m (12 ft.);
 - (iii) fenced, where necessary, to prevent access to a lane or street or to act as a screen;
 - (iv) sited so that pedestrians entering and exiting the building are not required to cross the driving aisle.
 - i. When it is absolutely necessary for pedestrian to have to cross drive-thru aisles, crosswalks shall be clearly demarcated from the parking area to the building entrance;
 - (v) sited so that other vehicles leaving or entering the parking lot won't be impeded by others using the drive-thru.
- (d) Areas required for parking or circulation of vehicles shall be hard surfaced to the satisfaction of the Development Authority.
- (e) Parking shall be provided in accordance with Schedule 9.
- (f) Parking stalls dedicated to mobile order pick-up shall not be included in the computation of parking requirements in Schedule 9.
- (g) Exits and entrances shall be as approved by the Development Authority, and circulation within the lot shall be directional and adequately signed.
- (h) Front, side, and rear yards abutting parking or circulation areas shall be adequately landscaped to the satisfaction of the Development Authority and in accordance with Schedule 10.
- (i) In addition to off-street parking requirements, a drive-thru is required to provide adequate stacking space for vehicles utilizing the drive-thru. The use of laneways or roadways as stacking space is prohibited.
 - (i) For new developments, a drive-thru is required to provide a minimum stacking space of 30.5 m (100 ft.) from order box to pick-up window.
 - (ii) For existing buildings to be retrofitted to a drive-in restaurant, the stacking space shall be at the discretion of the Development Authority and shall ensure vehicle queuing does not hinder vehicle or pedestrian safety or flow.

- (j) Drive-in restaurants may have outdoor speakers (menu order box) provided:
 - (i) The speakers are not located within 30.5 m (100 ft.) of a property line of any parcel designated as a residential district; or
 - (ii) They are separated from a residential district by a non-residential building;
 - (iii) The Development Authority may vary the distance in subsection (i) where adequate buffering has been provided to lessen the impact on adjacent residential properties.
- (k) Waste collection receptacles for the purpose of disposing of rubbish and debris shall be provided on the exterior of the restaurant as required by the Development Authority.
- (l) Applications for drive-in restaurants must be accompanied by a site plan that meets the measurable standards of this section and illustrates the location of site access(es), garbage receptacles, landscaping, etc.

Memo

To: Angie Lucas – CAO, Town of Pincher Creek
Cc: Lisa Goss – Legislative Services Manager, Town of Pincher Creek
From: Steve Harty Senior Planner **Date:** July 12, 2023
Re: Proposed Land Use Bylaw Amendment No. 1547-AQ

The Town of Pincher Creek has received an application to amend Land Use Bylaw No. 1547 in order to add Drive-in Restaurant as a Permitted Use in the Transitional Commercial – C4 land use district. The applicant operates the Subway restaurant on Main St. currently undergoing renovations and he wants to open and offer a drive-thru window service. The Subway originally had a drive-thru pick up window when it opened in 2001, but it has not operated in over a decade. (Note: the applicant has an error on his submitted application, as he states the proposed amendment is “From Commercial-C4 to Drive-in Restaurants Permitted.” Technically, he is applying to add the Drive-in Restaurant use to the C4 land use district as it is not a use currently allowed.)

As the land use district does not have a listed permitted or discretionary use to accommodate a Drive-in Restaurant, the use is currently prohibited. As the use provisions of the bylaw cannot be waived, the applicant has applied to amend the land use bylaw for consideration by Council.

BACKGROUND

The restaurant and drive-in for the Subway on Main Street was originally approved by the town in 2001. The lot was previously a parking lot, and the current building was constructed in 2001 specifically for the Subway restaurant. It appears when the development permit was processed by the town back in 2001 it was done so incorrectly. The permit stated it was issued pursuant to the Downtown/Retail Commercial - C1 zoning under a bylaw not in effect (Bylaw No. 1440 from 1992) when in actuality, Land Use Bylaw No. 1501 (adopted in 1998) was in effect for the town in 2001. The applicable bylaw had the lot zoned C4 and not C1. A drive-in use was not permitted in the C4 district. However, even if the development officer of the day referred to or used that older bylaw to process the original permit in 2001, Bylaw No. 1440 had the lot zoning as Residential - R1 and not C1. So, either way, it would have been incorrect to issue a permit in 2001 for a drive-in use.

Our archival bylaw records indicate that the subject parcel was designated to C4 in 1998 and that was when the C4 land use district was also introduced into the land use bylaw. Since 1998, drive-in restaurant use has never been a use allowed in that district.

COMMENTS

As the Subway drive-in/pick-up window has been boarded up and not used for more than a decade it is deemed a discontinued use, and any recommencement of the use requires a new development permit approval. The current Land Use Bylaw No. 1547 states that “when any use has been discontinued for a period of 24 months or more, any development permit that may have been issued is no longer valid and

said use may not be recommenced until a new application for a development permit has been made and a new development permit issued.” Prior to applying for a development permit, the applicant has applied to add the needed use to the Transitional Commercial - C4 district. It is noted the use is presently only allowed in the Highway Commercial - C2 land use district of the bylaw.

The land use bylaw’s definition of Drive-in restaurant is as follows:

Drive-in restaurant means a restaurant which offers car attendant service or drive-through pickup service.

The intent of the Transitional Commercial – C4 land use district is to identify residential areas within the community whereby the commercial expansion of the downtown may be feasible and/or desirable to develop.

OPTIONS / RECOMMENDATION

From a town planning perspective, the bylaw amendment as applied for is not supported as consideration for adding the use as a permitted use to the Transitional Commercial – C4 land use district is seen as problematic. Common planning and land use concerns associated with drive-thru type uses that require consideration, especially in proximity or adjacent to residential uses, are:

- a drive-thru generates additional local traffic, and if poorly designed or configured to accommodate such, it can create safety issues due to vehicle back-ups on the adjoining street;
- odours & air quality - idling vehicles waiting in queue lines lessen the quality of air in the vicinity;
- excessive noise – from menu speaker boxes, patrons shouting orders, vehicle engines idling;
- light pollution – from vehicle headlights, site and building lights; and
- litter and debris issues from blowing food packaging.

Additionally, adding the use to the C4 district may be premature, as the C4 district’s purpose and associated land uses are under review as part of the larger land use bylaw update process. It is anticipated that the district may be revised and could become more focussed on various residential uses and affordable housing accommodations with mixed commercial uses. Drive-ins could create more conflict with residential uses and many C4 lots are also not appropriately sized for drive-in restaurant stacking aisles. Permitted uses are also not appealable by adjacent or affected parties if a development permit is issued.

At the conclusion of the public hearing stage, some potential options that Council will have available to consider are:

1. Refuse the amendment application if the use in the C4 district is deemed to be not suitable for the reasons as previously outlined.
2. Approve the LUB amendment application “as amended” and prescribe the use as discretionary rather than permitted to enable the MDSA to exercise its discretion to ensure any proposal is a suitable fit for the proposed location and adjacent land uses, and also add to the bylaw development standards to help regulate the use. (Some draft standards have been prepared for consideration in the new draft land use bylaw, but it is noted that the Subway parcel would need a waiver of some of these by the Municipal Development and Subdivision Authority (MDSA) if they were incorporated into the bylaw as some criteria could not be met.)
3. Approve the amendment as applied for (i.e., add as a permitted use) but also adopt the bylaw “as amended” to include and add the drive-in development standards to help regulate the use.

4. Approve the amendment simply as applied for to allow the use as permitted in the C4 district. If Drive-in restaurant is added as a permitted use to the C4 district a development permit application could be made for any parcel of land within the C4 district, and the Development Authority is duty bound to issue a permit if the bylaw requirements are met.

If proposed Bylaw 1547-AQP is adopted to add Drive-in restaurant as either a permitted or discretionary use in the C4 district, then a development permit application for the development may be decided on by the applicable Development Authority. If the proposed bylaw is defeated but Council sees merit in the drive-in proposal to specifically apply to the Subway restaurant situation, an alternative option may be that the applicant could be directed to apply for an amendment to perhaps Direct Control. This would enable it to be site specific for the parcel the Subway restaurant is located on and so that the use is not applicable to all lands designated C4.

Alberta planning law and legal advice has been that first reading of a bylaw application should be given as the applicant has the right to see the processing of their application occur, and both the applicant and the public have a right to attend and speak at a public hearing that is set upon first reading of the bylaw which gives the bylaw standing. The public hearing process allows Council the opportunity to hear all positions (in favour or opposed) on the bylaw and to make an informed decision. If first reading is not given, the applicant could appeal that decision to the Alberta Court of Appeal.

Additional planning comments may be provided at the public hearing stage based upon direction of Council or feedback received from the public advertising process. Attached also for consideration is a draft of proposed Drive-in restaurant requirements and standards of development to incorporate into the land use bylaw.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Schofield Street Drainage Update	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 7/24/2023

PURPOSE:

To update council on on-going drainage issues adjacent to Schofield Street and next steps forward.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to meet with affected residents regarding encroachments onto Town property adjacent to Schofield Street, and that drainage improvements be brought forward during 2024 budget deliberations.

BACKGROUND/HISTORY:

The Town has received drainage complaints that stormwater from the greenspace north of properties 557-581 Schofield Street is draining into their properties. The area was reviewed and determined that multiple properties have fences that are significantly encroaching into the Town's greenspace. At the most extreme point, the property owner's back yard extends 4.5m (15 feet) into the Town's greenspace. In order to mitigate further drainage issues, the area would require the following:

- Removal of encroaching private fences on Town property
- Re-grading of the area to promote drainage away from the properties
- Installation of a small drainage swale

The above scope of work would cost approximately \$75,000 and is anticipated to be presented as part of the 2024 budget deliberations.

As private fences in the area would be required to be removed, it is not recommended the Town pay for replacement of private fences which were placed outside of the owner's property. Administration feels it would be considerate to approach the property owners this year to allow time for them to plan to either:

- Relocate the fence themselves
- Plan/budget for replacement next year
- Plan to not replace their fence after removal

Administration is seeking Council's feedback on the project prior to engaging the residents, as it would not be advantageous to engage the residents on a project which is unlikely to move forward. Council's support of the engagement in 2023 in no way

obligates any approval of future projects, but instead would be a pro-active step in ensuring there is less impediments to the project in the future.

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the Schofield Street Drainage Update as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

By proceeding with removal of the encroaching fences, the Town will be limiting liability of having unapproved infrastructure on Town owned land.

FINANCIAL IMPLICATIONS:

The re-grading project will be presented as part of the 2024 budget deliberations. The scope of direct engagement of the property owners in 2023 does not have any budget implications.

PUBLIC RELATIONS IMPLICATIONS:

There would be 4 affected residents that will likely be extremely upset that their fences are being removed. It will result in their back yards being reduced in size (by removing the encroachment area and limiting the backyard only to their private property lines). It will also require the property owners to spend additional money to replace their fences if they so choose.

ATTACHMENTS:

Landowner Sketches - 3207

CONCLUSION/SUMMARY:

Administration supports moving forward with engagement of affected property owners on Schofield Street in advance of a potential drainage improvement project in 2024.

Signatures:

Department Head:



CAO:





SCHOFIELD ST DRAINAGE



SCHOFIELD ST DRAINAGE



SCHOFIELD ST DRAINAGE



LEGEND	
—	EXISTING FEATURES
—	EXISTING PROPERTY LINE
—○—	EXISTING FENCE



ALL MEASUREMENTS ARE BASED OFF OF CADASTRAL LINEWORK PROVIDED BY OTHERS.

SCHOFIELD ST DRAINAGE



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Policy and Procedures Standards Policy 102-23	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 7/24/2023

PURPOSE:

For Council to consider amendments to Policy and Procedures Standards Policy 102-23 as recommended by the Policy Review Committee.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve Policy and Procedures Standards Policy 102-23 as presented.

BACKGROUND/HISTORY:

The Policy Review Committee reviewed Policy and Procedures Standards Policy 102-20 at their March 9, April 20, May 11 and June 8 meetings respectively. The committee considered several versions and revisions of the policy which included;

- moving the definitions to the back of the policy
- reversing the order in which the responsibilities are listed, starting with Council
- including a signature line for the CAO to sign off on
- including the criteria for policy review as laid out in the newly updated committee terms of reference
- incorporating items included in the procedure section of policy 102-20 into the updated policy and removing the remaining procedures from the policy (once the policy is approved by Council the CAO will create and authorize the procedure)
- amending the policy review period from five (5) years to four (4) years as laid out in the newly updated committee terms for reference

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to amend Policy and Procedures Standards Policy 102-23 and bring the amendments back to Council for consideration.

That Council for the Town of Pincher Creek receive the Policy and Procedures Standards Policy 102-23 information as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Previous to this review and update, the policy was most recently updated in 2020.

FINANCIAL IMPLICATIONS:

None at this time. Administrative resources required.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

102-20 Policy and Procedures Standards - 3210

102-23 Policy and Procedures Standards DRAFTv4 - 3210

23.06.08 Policy Review Committee Meeting Minutes - 3210

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek approve Policy and Procedures Standards Policy 102-23 as presented.

Signatures:

Department Head:

Lisa Goss

CAO:

Angie Lucas

TOWN OF PINCHER CREEK POLICY



Approved by: Council	Date: November 4, 2020	Policy Number: 102-20
Reference Motions: 93-320 2020-106		Revision Date: 2025
Title: Policy and Procedures Standards		

Policy Statement

The purpose of this policy is to establish and outline the standards and process for policy development. Policies and procedures are created by the Town of Pincher Creek to set out a standard of performance or to address a discretionary duty the Town of Pincher Creek will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service the Town of Pincher Creek will perform to. The Town of Pincher Creek will have a system for organizing policies and procedures that allows for efficient approval and review and will assist ratepayers and employees in understanding Council’s direction on recurrent matters. This system will establish municipal programs and services, and set service levels. It will also be used to establish Pincher Creek’s business and strategic priorities and, where appropriate, to mitigate risk.

1. Definitions

- 1.1 CAO means the Chief Administrative Officer for the Town of Pincher Creek.
- 1.2 Council means the Council for the Town of Pincher Creek, in the Province of Alberta.
- 1.3 Directors means all director level management positions.
- 1.4 Managers means all manager level management positions such as; Manager of Legislative Services, Administrative Manager, Recreation Manager.
- 1.5 MGA means the Municipal Government Act for the Province of Alberta.
- 1.6 Policy means a statement from Council about a discretionary duty or standard of performance the Town of Pincher Creek will or will not do. It addresses recurrent issues to provide guidelines, narrow enough to give clear guidance, but broad enough to leave room for administrative discretion, setting out the level and manner the Town of Pincher Creek will provide services. A policy cannot be used where a bylaw is required.
- 1.7 Procedure means a description of how administration will carry out the standards set out in policies. Authority to create and revise procedures will rest with the CAO or designate, except

where Council directs itself or the CAO by resolution. Procedures are an action-oriented statement from the CAO on how to carry out the intent of the policy and is intended to address recurrent issues, deal with issues that affect employees, and address internal issues that have interdepartmental impact. Procedures relate to matters that have been delegated to the CAO by legislation or bylaw.

- 1.8 Senior Leadership Team means the team composed of the CAO, directors and managers.

POLICY

2. General Principles

- 2.1 The authority to approve the policies of the Town of Pincher Creek is vested in Council as the governing body.
- 2.2 Administration of the policies and any internal procedures associated with the implementation of Council policies is the responsibility of the CAO.
- 2.3 Policies should be reviewed at least every five (5) years to ensure policies are relevant, remain current and continue to meet the needs of Council, the ratepayers, and administration.
- 2.4 Guidelines when considering the most appropriate document:
- 2.4.1 A Bylaw is appropriate when:
- 2.4.1.1 Council is delegating responsibility (under the MGA Council can only assign responsibility by bylaw)
 - 2.4.1.2 Ratepayers are being required to do or not do something, or there is a direct financial requirement of ratepayers, such as levying of fees
 - 2.4.1.3 Provincial or Federal legislation requires that a matter be dealt with by bylaw
- 2.4.2 A Policy is appropriate when:
- 2.4.2.1 Residents are being informed of the Town of Pincher Creek's position on a matter
 - 2.4.2.2 Council is setting the policies and programs of the Town of Pincher Creek
 - 2.4.2.3 Council is providing information to residents on what level of services the Town of Pincher Creek intends to provide (or not provide)
- 2.4.3 A Procedure is appropriate when:
- 2.4.3.1 An issue that would otherwise be dealt with by Policy, but the authority to deal with the subject has been delegated to the CAO
 - 2.4.3.2 Supervising and directing the activities of the employees of the Town of Pincher Creek
 - 2.4.3.3 Considering the hiring, firing, disciplining, terminating, demoting, or transferring of employees of the Town of Pincher Creek
 - 2.4.3.4 Explaining how to accomplish a task; when specific steps are set out
 - 2.4.3.5 Assigning responsibility for a task to a department or a particular position
 - 2.4.3.6 Listing the steps that administration will take to give effect to a bylaw, policy or other internal administrative matter

3. Responsibilities

3.1 Staff

- 3.1.1 Staff are responsible to adhere to the policies established by Council
- 3.1.2 Staff are responsible to adhere to any procedures and guidelines established by the CAO or designate for implementing Council policies
- 3.1.3 Recommend any revisions or amendment to their supervisor

3.2 Managers

- 3.2.1 Managers are responsible to ensure that their staff are abiding by Council approved policies and any procedures established by the CAO or designate for implementing those policies
- 3.2.2 Managers are responsible to review Council approved policies at least every five (5) years
- 3.2.3 Managers are responsible to listen to recommended changes from other staff regarding policies in their area
- 3.2.4 Managers or their designate are responsible to present revised or recommended policies to the policy review committee and Council for approval
- 3.2.5 Assist in developing procedures for the implementation of Council policies

3.3 Directors

- 3.3.1 Directors are responsible to review draft policies and procedures affecting their area of responsibility
- 3.3.2 Ensure procedures for the implementation of Council policies are in place
- 3.3.3 Ensure the regular review of policies and procedures is conducted in each department in their area
- 3.3.4 Ensure managers and staff are abiding by Council policies, and follow Town of Pincher Creek policies and procedures themselves
- 3.3.5 Make recommendations for revisions and amendments to policies
- 3.3.6 Support the development of procedures as necessary
- 3.3.7 Assist managers in presenting revised or recommended policies to the policy review committee and Council

3.4 Chief Administrative Officer

- 3.4.1 Review recommended changes to policies, or proposed policies, from directors prior to the presentation of the policies to the policy review committee. Ensure policies are aligned with Council direction, the Town of Pincher Creek's strategic plans, goals and objectives. Ensure the policy does not conflict with any Town of Pincher Creek Bylaw or Federal or Provincial legislation
- 3.4.2 Direct the preparation of draft policies and procedures
- 3.4.3 Recommend development of policy in specific area to Council
- 3.4.4 Recommend approval or revision of policies to Council
- 3.4.5 Implement procedures as necessary for any approved policy

**Removed responsibilities for 'chairman of specific board, commission and committees'*

3.5 Council

- 3.5.1 Ensure policies are aligned with Council direction, strategic plans, goals and objectives
- 3.5.2 Evaluate policies to ensure that they meet the planned objective, and examine policies through political perspective for impacts to ratepayers and the Town of Pincher Creek as a whole
- 3.5.3 Make recommendations for revisions or proposed policies to address the needs of the Town of Pincher Creek. Direction for the creation of new policies or revisions to current policies must be made and supported by resolution of a majority of Council
- 3.5.4 Abide by Council policies, and defend and support policies approved by Council to the public
- 3.5.5 Appoint members of Council to the policy review committee
- 3.5.6 Approve by resolution policies that meet the objectives of Council, promote good governance, and accountable and efficient administration for the betterment of the Town of Pincher Creek as a whole

4. End of Policy

PROCEDURE

1. Administration will develop a policy template for staff to follow in the creation of policies. The policy template will be made easily accessible to staff.
2. Administration may develop a procedure for drafting and revising policies.
3. Administration will keep an electronic record of all Council approved policies and CAO approved procedures. All policies shall be made available to staff and Council and all policies should be available to members of the public. Administration shall also maintain a review schedule of policies and bylaws in order to track the official development of policies.

4. General Policy Guidelines

4.1 A policy number will be assigned to each policy based on the following allocation:

General Municipal Services	100-199
Protective Services	200-299
Operational Services	300-399
Environmental Services	400-499
Safety and Human Resource Services	500-599
Development Services	600-699
Community Services	700-799
Other Services	900-999

**consider including economic development*

4.2 All policies should include:

- 4.2.1 Title
- 4.2.2 Policy Number
- 4.2.3 Effective Date (Date passed by Council resolution)
- 4.2.4 Motion Number
- 4.2.5 Review Date (Five years after approval of policy)
- 4.2.6 Purpose Statement
- 4.2.7 Definitions
- 4.2.8 Policy
 - 4.2.8.1 General Principles of the policy
 - 4.2.8.2 Relevant legislation or bylaws the policy pertains to

4.2.8.3 Application of the policy, including whom the policy applies and the department(s) responsible for the implementation of the policy

4.2.8.4 Other pertinent information regarding the program, service or administration function of the policy

4.2.9 Procedure (Attachment to the policy if required)

4.2.9.1 Overview of how the policy will be implemented by administration

5. Policy Approval Process

5.1 New or revised policies may be development at the request of Council, or recommendation of Council Committee, the public, the CAO or other Town of Pincher Creek staff, or as required by Provincial, or Federal law or by bylaw

5.2 All proposed or revised policies must be presented to the policy review committee prior to being brought before Council, unless the revised or proposed policy requires immediate decision of Council

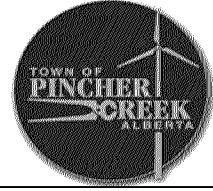
5.3 Each policy is approved by resolution of Council

5.4 Routine updates, grammatical or spelling changes, or updates that do not change the intent of the policy do not require Council approval. These routine amendments require the approval of the CAO

5.5 The CAO or designate shall provide for the distribution and maintenance of the policy record. Policies should be readily accessible to staff and Council, and available to the public

*Internal directives left out at this time

TOWN OF PINCHER CREEK POLICY



Approved by: Council	Date: July 24, 2023	Policy Number: 102-23
Reference Motions: 93-320 2020-106 23-???	Revision Date: 2027	
Title: Policy and Procedures Standards		

Policy Statement

The purpose of this policy is to establish and outline the standards and process for policy development. Policies and procedures are created by the Town of Pincher Creek to set out a standard of performance or to address a discretionary duty the Town of Pincher Creek will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service the Town of Pincher Creek will perform to. The Town of Pincher Creek will have a system for organizing policies and procedures that allows for efficient approval and review and will assist ratepayers and employees in understanding Council’s direction on recurrent matters. This system will establish municipal programs and services, and set service levels. It will also be used to establish Pincher Creek’s business and strategic priorities and, where appropriate, to mitigate risk. New or revised policies may be developed at the request of Council, or recommendation of Council Committee, the public, the CAO or other Town of Pincher Creek staff, or as required by Provincial, or Federal law or by bylaw.

POLICY

1. General Principles

- 1.1 The authority to approve the policies of the Town of Pincher Creek is vested in Council as the governing body.
- 1.2 Administration of the policies and any internal procedures associated with the implementation of Council policies is the responsibility of the CAO.
- 1.3 Policies should be reviewed at least every four (4) years to ensure policies are relevant, remain current and continue to meet the needs of Council, the ratepayers, and administration. The criteria for prioritizing policy review shall be as follows;
 - 1.3.1 Legislation Driven
 - 1.3.2 Areas of Concern
 - 1.3.3 Financial Policy
 - 1.3.4 Policies to be Rescinded

1.4 General Policy Guidelines

1.4.1 A policy number will be assigned to each policy based on the following allocation:

General Municipal Services	100-199
Protective Services	200-299
Operational Services	300-399
Environmental Services	400-499
Safety and Human Resources Services	500-599
Development Services	600-699
Community Services	700-799
Other Services	900-999

1.5 Guidelines when considering the most appropriate document:

1.5.1 A Bylaw is appropriate when:

- 1.5.1.1 Council is delegating responsibility (under the MGA Council can only assign responsibility by bylaw)
- 1.5.1.2 Ratepayers are being required to do or not do something, or there is a direct financial requirement of ratepayers, such as levying of fees
- 1.5.1.3 Provincial or Federal legislation requires that a matter be dealt with by bylaw

1.5.2 A Policy is appropriate when:

- 1.5.2.1 Residents are being informed of the Town of Pincher Creek's position on a matter
- 1.5.2.2 Council is setting the policies and programs of the Town of Pincher Creek
- 1.5.2.3 Council is providing information to residents on what level of services the Town of Pincher Creek intends to provide (or not provide)

1.5.3 A Procedure is appropriate when:

- 1.5.3.1 An issue that would otherwise be dealt with by Policy, but the authority to deal with the subject has been delegated to the CAO
- 1.5.3.2 Supervising and directing the activities of the employees of the Town of Pincher Creek
- 1.5.3.3 Considering the hiring, firing, disciplining, terminating, demoting, or transferring of employees of the Town of Pincher Creek
- 1.5.3.4 Explaining how to accomplish a task; when specific steps are set out
- 1.5.3.5 Assigning responsibility for a task to a department or a particular position
- 1.5.3.6 Listing the steps that administration will take to give effect to a bylaw, policy or other internal administrative matter

2. Responsibilities

2.1 Council

- 2.1.1 Ensure policies are aligned with Council direction, strategic plans, goals and objectives
- 2.1.2 Evaluate policies to ensure that they meet the planned objective, and examine policies through political perspective for impacts to ratepayers and the Town of Pincher Creek as a whole
- 2.1.3 Make recommendations for revisions or proposed policies to address the needs of the Town of Pincher Creek. Direction for the creation of new policies or revisions to current policies must be made and supported by resolution of a majority of Council
- 2.1.4 Abide by Council policies, and defend and support policies approved by Council to the public
- 2.1.5 Appoint members of Council to the policy review committee
- 2.1.6 Approve by resolution policies that meet the objectives of Council, promote good governance, and accountable and efficient administration for the betterment of the Town of Pincher Creek as a whole

2.2 Chief Administrative Officer

- 2.2.1 Review recommended changes to policies, or proposed policies, from directors prior to the presentation of the policies to the policy review committee. Ensure policies are aligned with Council direction, the Town of Pincher Creek's strategic plans, goals and objectives. Ensure the policy does not conflict with any Town of Pincher Creek Bylaw or Federal or Provincial legislation
- 2.2.2 Direct the preparation of draft policies and procedures
- 2.2.3 Recommend development of policy in specific area to Council
- 2.2.4 Recommend approval or revision of policies to Council
- 2.2.5 Implement procedures as necessary for any approved policy
- 2.2.6 Develop a list of administrative policies that can be delegated to the CAO has authority to approve and implement
- 2.2.7 May develop a procedure for drafting and revising policies
- 2.2.8 Develop a policy template for staff to follow in the creation of policies. The policy template will be made easily accessible to staff

- 2.2.9 Keep an electronic record of all Council approved policies and CAO approved procedures. All policies shall be made available to staff and Council and all policies should be available to members of the public. The CAO shall also maintain a review schedule of policies and bylaws in order to track the official development of policies

2.3 Directors

- 2.3.1 Directors are responsible to review draft policies and procedures affecting their area of responsibility
- 2.3.2 Ensure procedures for the implementation of Council policies are in place
- 2.3.3 Ensure the regular review of policies and procedures is conducted in each department in their area
- 2.3.4 Ensure managers and staff are abiding by Council policies, and follow Town of Pincher Creek policies and procedures themselves
- 2.3.5 Make recommendations for revisions and amendments to policies
- 2.3.6 Support the development of procedures as necessary
- 2.3.7 Assist managers in presenting revised or recommended policies to the policy review committee and Council

2.4 Managers

- 2.4.1 Managers are responsible to ensure that their staff are abiding by Council approved policies and any procedures established by the CAO or designate for implementing those policies
- 2.4.2 Managers are responsible to review Council approved policies at least every four (4) years
- 2.4.3 Managers are responsible to listen to recommended changes from other staff regarding policies in their area
- 2.4.4 Managers or their designate are responsible to present revised or recommended policies to the policy review committee and Council for approval
- 2.4.5 Assist in developing procedures for the implementation of Council policies

2.5 Staff

- 2.5.1 Staff are responsible to adhere to the policies established by Council
- 2.5.2 Staff are responsible to adhere to any procedures and guidelines established by the CAO or designate for implementing Council policies

2.5.3 Recommend any revisions or amendment to their supervisor

3. Definitions

3.1 CAO means the Chief Administrative Officer for the Town of Pincher Creek.

3.2 Council means the Council for the Town of Pincher Creek, in the Province of Alberta.

3.3 Directors means all director level management positions.

3.4 Managers means all manager level management positions such as; Legislative Services Manager, Operations Manager and Recreation Manager.

3.5 MGA means the Municipal Government Act for the Province of Alberta.

3.6 Policy means a statement from Council about a discretionary duty or standard of performance the Town of Pincher Creek will or will not do. It addresses recurrent issues to provide guidelines, narrow enough to give clear guidance, but broad enough to leave room for administrative discretion, setting out the level and manner the Town of Pincher Creek will provide services. A policy cannot be used where a bylaw is required.

3.7 Procedure means a description of how administration will carry out the standards set out in policies. Authority to create and revise procedures will rest with the CAO or designate, except where Council directs itself or the CAO by resolution. Procedures are an action-oriented statement from the CAO on how to carry out the intent of the policy and is intended to address recurrent issues, deal with issues that affect employees, and address internal issues that have interdepartmental impact. Procedures relate to matters that have been delegated to the CAO by legislation or bylaw.

3.8 Senior Leadership Team means the team composed of the CAO, directors and managers.

4. End of Policy

CAO, Town of Pincher Creek

DATE



Town of Pincher Creek
Policy Review Committee
June 8, 2023 – 10:00 AM
962 St. John Avenue

ATTENDANCE:

Councillors: S. Nodge and W. Oliver

Staff: A. Lucas, Chief Administrative Officer; L. Goss, Legislative Services Manager and K. Green, Executive Assistant

1. **Call to Order**

Councillor Nodge called the meeting to order at 10:19 am.

2. **Agenda Approval**

OLIVER:

That the Policy Review Committee for the Town of Pincher Creek agrees to approve the June 8, 2023 agenda as presented.

CARRIED

3. **Approval of Minutes**

OLIVER:

That the Policy Review Committee for the Town of Pincher Creek agrees to approve the May 11, 2023 minutes as presented.

CARRIED

4. **Terms of Reference**

4.1 **Review updated Terms of Reference**

OLIVER:

That the Policy Review Committee for the Town of Pincher Creek agree to include Council Procedure Bylaw 1596-21 on the next Policy Review Committee agenda

CARRIED

5.1 **Policies**

5.1 **Policy and Procedures Standards 102-23 DRAFT**

OLIVER:

That the Policy Review Committee for the Town of Pincher Creek recommend the draft Policy and Procedures Standards 102-23 to Council for consideration.

CARRIED

5.2 Public Participation Policy 166-18

OLIVER:

That the Policy Review Committee for the Town of Pincher Creek agree to defer the Public Participation Policy 166-18 to the next Policy Review Committee meeting for further consideration.

CARRIED

6. Adjournment

OLIVER:

That this session of the Policy Review Committee be adjourned at 11:14 pm

CARRIED

CAO, A. Lucas



**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
July 24, 2023**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	07/18/2023	Stars	Letter
2.	07/10/2023	Town of Cardston	Letter – Parade invite
3.	07/12/2023	Resident	Letter
4.	06/23/2023	Transalta	Riplinger Wind Project