



**TOWN OF PINCHER CREEK COUNCIL
MEETING AGENDA
Monday, December 12, 2022 at 6:00 p.m.
Council Chambers, Town Hall
Zoom**

1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
4. **Scheduled Delegations**
 - 4.1 Jeff Kaupp - President of Minor Hockey
5. **Adoption of Minutes**
 - 5.1 Minutes of the Regular Meeting held on November 28, 2022
6. **Business Arising from the Minutes**
 - 6.1 Request For Regional Reconciliation Contributions
7. **Bylaws**
 - 7.1 Council Remuneration Bylaw #1578-22
 - 7.2 1605-22 Garbage Utility Bylaw
 - 7.3 Proposed Amendments To The Fee Structure By-Law 1584-22a
 - 7.4 Land Use Bylaw Amendment 1547-Ao - Short-Term Rentals
8. **New Business**
 - 8.1 Canada Post Office - Accessibility Upgrades
 - 8.2 Curling Rink Task Force
 - 8.3 Council Meeting Schedule As Per Procedural Bylaw # 1596-21
 - 8.4 Lebel Solar Installation Lethbridge Community Foundation Funding Acceptance
 - 8.5 2023 Operating Budget
 - 8.6 2023 Capital Budget
9. **Council Reports**
 - 9.1 Upcoming Committee Meetings and Events
10. **Administration**
 - 10.1 Council Information Distribution List
 - 10.2 Community Services Quarterly Report

11. Closed Session Discussion

11.1 Demand Instalment Loan - 16, 24, 25

11.2 Request To Open Icf - Intermunicipal Collaboration Framework
Agreement/Recreation - FOIP S. 21

12. Notice of Motion

13. Adjournment

The next Regular Council Meeting is scheduled for January 9, 2023 AT 6:00 p.m.



REGULAR MEETING OF COUNCIL
Held on Monday November 28, 2022
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance & HR, K. Green, Executive Assistant; A. Grose, Recreation Manager; M. Everts, Events, Marketing and Economic Development; L. Rideout, Director of Community Services; T. Walker, Energy Lead, and A. Levair, Director of Operations

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL
WRIGHT:

The Council for the Town of Pincher Creek approve the November 28, 2022 agenda as presented.

CARRIED 22-464

4. DELEGATIONS

5. ADOPTION OF MINUTES

5.1 Minutes of the Budget Meeting held on November 3, 2022

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on November 3, 2022.

CARRIED 22-465

5.2 Minutes of the Budget Meeting held on November 8, 2022

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on November 8, 2022.

CARRIED 22-466

5.3 Minutes of the Committee of the Whole held on November 9, 2022

BARBER:

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on November 9, 2022.

CARRIED 22-467

5.4 Minutes of the Budget Meeting held on November 10, 2022

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on November 10, 2022.

CARRIED 22-468

5.5 Minutes of the Regular Meeting of Council held on November 14, 2022

CLELAND:

That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting of Council held on November 14, 2022.

CARRIED 22-469

5.6 Minutes of the Budget Meeting held on November 16, 2022

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on November 16, 2022

CARRIED 22-470

6. BUSINESS ARISING FROM THE MINUTES

7. BYLAWS

7.1 Land Use Bylaw Amendment 1547-AO – Short-Term Rentals

NODGE:

That Council for the Town of Pincher Creek agree and give Bylaw 1547-AO amending the Land Use Bylaw 1547 second reading inclusive of amendments as discussed.

Councillor Oliver requested a recorded vote:

In Favour
Anderberg
Oliver
Wright
Cleland
Nodge
Green

Opposed
Barber

CARRIED 22-471

Regular Council Meeting

November 28, 2022

D. Anderberg declared a potential conflict of interest with the next agenda item and left the meeting at 7:19 pm.

7.2 Council Renumeration Bylaw #1578-22

OLIVER:

That Council for the Town of Pincher Creek agree to give first reading to the Council Remuneration Bylaw #1578-22.

CARRIED 22-473

D. Anderberg returned to meeting at 7:20 pm

8. NEW BUSINESS

8.1 Town Administration Office - Facility Needs Assessment

GREEN:

That Council for the Town of Pincher Creek defer the Town Administration Office Facility Needs Assessment to the Jan 2023 Committee of the Whole.

CARRIED 22-474

8.2 Lebel Window Refurbishment Funding Decision

NODGE:

That Council for the Town of Pincher Creek provide approval to complete \$100,000 of window refurbishment at the Lebel mansion to be applicable for the maximum matching grant funding value of \$50,000 from the Historic Resource Conservation Grant from reserves.

CARRIED 22-475

T. Walker left meeting at 8:47 pm

9. COUNCIL REPORTS

9.1 Upcoming Committee meetings and events

10. ADMINISTRATION

10.1 Council Information Distribution List

NODGE:

That Council for the Town of Pincher Creek accepts the October 24, 2022 Council Information Distribution List as information.

CARRIED 22-476

NODGE:

That Council for the Town of Pincher Creek direct administration to respond to the letter from Group Group Youth Society.

CARRIED 22-477

10.2 Operations 3rd Quarter Report

BARBER:

That Council for the Town of Pincher Creek accepts the Operations 3rd Quarter Report as information with thanks.

CARRIED 22-478

10.3 Legislative Services 2nd & 3rd Quarter Report

CLELAND:

That Council for the Town of Pincher Creek accepts Legislative Services 2nd & 3rd Quarter Report as information with thanks.

CARRIED 22-479

10.4 2nd Quarter Financial Reports by Department & Object

BARBER:

That Council for the Town of Pincher Creek accepts 2nd Quarter Financial Reports by Department & Object as information.

CARRIED 22-480

10.5 3rd Quarter Financial Reports by Department & Object

WRIGHT:

That Council for the Town of Pincher Creek accepts 3rd Quarter Financial Reports by Department & Object as information.

CARRIED 22-481

11. CLOSED MEETING DISCUSSION

CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday, November 28, 2022 at 7:23 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Events, Marketing, and Economic Development, Director of Finance & HR, Director of Community Services, Energy Lead and Operations Manager in attendance.

CARRIED 22-482

NODGE:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday, November 28, 2022 at 7:55 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Events, Marketing and Economic Development, Director of Community Services, Director of Finance & HR, Energy Lead and Operations Manager in attendance.

CARRIED 22-483

Mayor Anderberg called a recess at 7:55 pm

B. Thurber left meeting at 7:55 pm

Mayor Anderberg called the meeting back to order at 8:04 pm

CLOSED MEETING DISCUSSION

CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday, November 28, 2022 at 8:56 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Events, Marketing and Economic Development, Director of Finance & HR, Director of Community Services, and Operations Manager in attendance.

CARRIED 22-484

CLELAND:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday, November 28, 2022 at 9:46 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Events, Marketing and Economic Development, Director of Finance & HR, Director of Community Services, and Operations Manager in attendance.

CARRIED 22-485

11.1 Curling Club Design Build RFP (Delegate: Bruce Thurber) - 16 & 21

OLIVER:

That Council for the Town of Pincher Creek accept the Curling Club Design Build RFP presentation as information.

CARRIED 22-486

11.2 Offer To Purchase A Portion Of Roll #0277700 & #0277600 - s. 16 & 24

WRIGHT:

That Council for the Town of Pincher Creek accepts the offer to purchase from Dan and Brenda Therriault in the amount of \$5000 plus GST for a portion of Plan 1728F Lots 73 and 74 subject to the subdivision and lot consolidation and that the costs associated with the land transfer, subdivision and lot consolidation be borne by the purchaser.

FURTHER

That Council for the Town of Pincher Creek direct administration to advertise the disposal of land in accordance with section 70 of the Municipal Government Act.

CARRIED 22-487

11.3 Development - Plan 06114431, Block 1, Lot 4 - 16 & 24

OLIVER:

That Council for the Town of Pincher Creek receives the request from Wild Winds Brewery regarding the utility services costs for parcel Plan 0614431, Block 1, Lot 4, as information and direct administration to provide the agreed to documents to purchaser.

CARRIED 22-488

11.4 Request To Remove Waste Management and Recycling Fees From Utility Account 0632000.010 - 16 & 21

OLIVER:

That Council for the Town of Pincher Creek accept the request to remove waste management and recycling fixed fees from Utility Customer account number 0632000.010 as they are a collaborating partner in waste management and recycling programs.

CARRIED 22-489

11.5 Proposed Land Acquisition - 16 & 24

NODGE:

That the Council for the Town of Pincher Creek make an offer of \$1 for each property along with a donation receipt for the fair market value as determined by an appropriate property valuation; and further that Council for the Town of Pincher Creek request administration to pursue a valuation of each property if required with funding to come from the land reserve up to \$20,000.

CARRIED 22-490

12. NOTICE OF MOTION

NODGE:

That the Council for the Town of Pincher Creek agree to have a discussion on the Regular meetings of Council times starting at 5:00pm and a hard stop at 9:00pm.

CARRIED 22-491

13. ADJOURNMENT

CLELAND:

That this meeting of Council on November 28, 2022 be hereby adjourned at 9:56 pm.

CARRIED 22-492

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 12th DAY OF DECEMBER 2022 S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY DECEMBER 12, 2022 AT 6:00 P.M.**

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Request for Regional Reconciliation Contributions	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 12/11/2023

PURPOSE:

to present the letter from Kanai MOU.

RECOMMENDATION:

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

BACKGROUND/HISTORY:

Council has passed a resolution in support of the Kainai/Cardston MOU

ALTERNATIVES:

na

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

na

FINANCIAL IMPLICATIONS:

na

PUBLIC RELATIONS IMPLICATIONS:

Building a relationship with Kanai.

ATTACHMENTS:

Request for Regional Reconciliation Contributions - 3054

CONCLUSION/SUMMARY:

To accept the letter as information and agree to go ahead with sourcing out funding to further the collaboration.

Signatures:

Department Head:

Laurie Wilgosh

CAO:

Laurie Wilgosh



Request for Regional Reconciliation Contributions

Blood Tribe Regional MOU Initiative and Representative Table

In early 2022, Councillor Paula Brown from the Town of Cardston and Kainai Blood Tribe Councillor Diandra Bruised Head approached their respective councils to request the collaboration efforts to develop a relational Memorandum of Understanding. While this was precluded by one that was signed between the Blood Tribe and the City of Lethbridge earlier in 2021, the history of racialized conflict between Cardston and the Blood Tribe and locational proximity could not be reflected nor addressed in a copied agreement. This would address many working relationships, including (not limited to) Economic Development, Health, Children Services, Communication Protocols, and illustrating the positive interactions between the political and leadership bodies of the Blood Tribe and regions that interrelate.

Since initiating conversations, the progressive intent has inspired the further inclusion of surrounding municipalities including the County of Cardston, Fort Macleod, Magrath, and Pincher Creek.

Good relationship building only strengthens the success of all members of society, however, due to the colonization of the land, members of the Blood Tribe have disproportionately struggled with poor and poverty-level socioeconomic issues. The Blood Tribe has declared an Opioids Epidemic in 2017 and has funded taskforces and initiatives to combat substance abuse issues. These issues do not end at the border of the Blood Reserve, yet service protocols are limited. Economic Development strides continue with limited regional alignment, furthering gaps between communities.

Any agreements made will be informed by the Blood Tribe Leakage Study – how Blood Tribe members contribute to local economies, the Racism study, the National Indigenous Economic Strategy, and Kainaiysinni: The Blood Tribe Constitution and Elders Proclamation. They will be working documents and open to the addition of further political representatives.

We are requesting contributions to be made for: a Table coordinator, quarterly Table meetings with 2 (two) councillors of each region represented, 2-5 Blackfoot elders per meeting, catering, and guest/presenter honoraria. The regions are willing to provide in-kind venue spaces for the meetings. Until a financial account is deemed to be needed and created for the group, these contributions will be made to the Blood Tribe, due to the understanding of Reconciliation and control of Indigenous-directed dollars.

For further conversation, feel free to contact Councillor Diandra Bruised Head (diandrabh@bloodtribe.org) or Councillor Paula Brown (plmbrown5@gmail.com)

Sincerely,
Diandra Bruised Head
Paula Brown

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Council Remuneration Bylaw #1578-22	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 12/12/2022

PURPOSE:

For Council to review the changes in the Council Remuneration Bylaw #1578-22.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to give second reading to the Council Remuneration Bylaw #1578-22.

That Council for the Town of Pincher Creek agree to give the Council Remuneration Bylaw #1578-22 third and final reading and that a copy of which be attached hereto and form part of the minutes.

BACKGROUND/HISTORY:

During the 2023 budget deliberations, Council agreed that the Mayor's stipend should be increased from \$1,075 per month to \$1,200 per month starting January 1, 2023. As well, it was agreed to increase the mileage fee from \$0.50 per km to \$0.61 per km to accurately reflect the increasing costs of travel to conduct Council business.

ALTERNATIVES:

That Council for the Town of Pincher Creek request administration to provide further information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

Increasing the Mayor's stipend by \$125 per month will result in an annual increase of \$1,500. This amount will be included in the 2023 operating budget to be passed in December 2022.

PUBLIC RELATIONS IMPLICATIONS:

Council agrees that due to the added responsibilities the Mayor has, the monthly stipend should be double the amount for Council members.

ATTACHMENTS:

Council Remuneration Bylaw 1578-22 - 3050

CONCLUSION/SUMMARY:

Administration supports Council for the Town of Pincher Creek giving second and third reading to the Council Remuneration Bylaw #1578-22.

Signatures:

Department Head:

Wendy Catonio

CAO:

Laurie Wilgosh





Town of Pincher Creek
Council Remuneration Bylaw # 1578-220

BYLAW #1578-202
of
TOWN OF PINCHER CREEK

**A BYLAW OF THE TOWN OF PINCHER CREEK, IN THE PROVINCE OF
ALBERTA, FOR THE PURPOSE OF PROVIDING REMUNERATION TO
THE COUNCIL OF THE TOWN OF PINCHER CREEK**

WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Municipality has the authority to pass bylaws regarding services provided by or on behalf of the municipality;

AND WHEREAS Council wishes to provide for remuneration for the Chief Elected Official and Councillors.

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

DEFINITIONS

1. **Regular Meeting** of Council shall mean regularly scheduled meetings of Council as determined at the Organizational Meeting of Council or by resolution of Council.
2. **Special Meeting** of Council shall be as defined in the Municipal Government Act, Section 194, as follows:
 - a. The Chief Elected Official may call a Special Council meeting when he/she considers it appropriate to do so, and must call a Special Council Meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
 - b. A Special Meeting must be held within 14 days after the date that the Chief Elected Official receives the request or shorter period provided for by bylaw.
 - c. The Chief Elected Official calls a Special Council meeting by giving at least 24 hours notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
 - d. A Special Council meeting may be held with less than 24 hours notice to all Councillors and without notice to the public if at least 2/3 of the Whole Council agrees to this in writing before the beginning of the meeting.



- e. No matter other than that stated in the notice calling the Special Council meeting may be transacted at the meeting unless the Whole Council is present at the meeting and the Council agrees to deal with the matter in question.
- f. Joint Council/special meeting with the Municipal District of Pincher Creek No. 9, held at either municipalities Council Chambers.

3. **Other Council Meetings**

- a. Regional Council meeting to include the following: Town of Pincher Creek, Municipal District of Pincher Creek No. 9, Village of Cowley and Crowsnest Pass Councils.
- b. Elected Officials meeting consisting of Council members from south eastern British Columbia and south western Alberta.
- c. Committee of the Whole, Council Policy Review Committee, Council Budget Committee and any other meeting of Council where all members of Council are appointed to serve on.

Committee meetings shall mean those committees that members of Council have been appointed to or been authorized by resolution of Council to attend.

Monthly stipend shall mean a monthly salary plus general expenses and shall include activities such as consultation with the public either by telephone or in-person, attendance and/or presentations at public relations events, such as in Town parades, presentations at school, opening remarks at local events, etc. Volunteer Luncheon, Town Facility Site Visits, Public Works Week Celebration Event, Flag Raising Ceremonies, Town Facility Grand Openings, Chamber of Commerce Awards Night, Remembrance Day Services, Committee and Board Christmas Party's, Parade of Lights, Town Christmas Party, Children's Festival.

- 4. **Per Diem** shall mean the allowance paid to Council while out of Town on official Town business and payable only in the event that they are not being remunerated for attending said function.

- 5. **Other eligible expenses:** Claim based on time requirement and Council Approval:

Napi PowWow	Pincher Creek Family Centre – Literacy Day
Early Childhood Development Coalition	Town Council Facility Tour
Community Information Event Rehearsal	Community Information meeting
Pincher Creek Trade Show	Curling Rink Presentation and or meetings
Emergency Preparedness Event,	Vertical Church – Food Bank Event
Habitat for Humanity Events	Town Pancake Breakfast
Golf Course Events,	Senior's Homes Site visits and events
Highway 3 public events	Out of Town Community Parades



- | | |
|--|--|
| National Indigenous People's Day | Heritage Acres Community Events |
| Kootenai Brown Museum Festivities | Summer Games Opening and Closing |
| Communities in Bloom Judges meeting | Crestview Lodge Tour & Public Events |
| Heritage Acres Pancake Breakfast | Chamber of Commerce Mix and Mingle |
| Local Business Invitational Events | Local Meetings with AUMA/Provincial Official |
| Allied Arts annual events | Halloween in the Village |
| Shell public presentation | Community Christmas Carol Event |
| Day Trips relative to committee appointments | |

REMUNERATION

6. The Chief Elected Official shall receive a stipend of \$~~1075~~1,200.00 per month. The newly elected Chief Elected Official shall receive the first stipend for November in the year of election.
7. The Councillors shall receive a stipend of \$600.00 per month. The newly elected Councillors shall receive the first stipend for November in the year of election.
8. The Chief Elected Official and Councillors shall receive \$235.00 per Regular and Special Meeting of Council

The Chief Elected Official and Councillors shall receive \$120.00 per Committee Meeting up to three 3 hours

The Chief Elected Official and Councillors shall receive \$235.00 per Committee Meeting over three (3) hours in length.

If the Town of Pincher Creek is reimbursed at a higher rate than provided above by another organization for a Committee Meeting attended, the Town will pay the at the higher rate for that meeting only.
9. Per diems shall be paid for out of town functions at the rate of \$120.00 for half day (up to three (3) hours) and \$235.00 for full day. This claim can be made only in the event that members of Council are not already being remunerated for attending said function.
10. When a Town of Pincher Creek Councillor is required to use his/her vehicle to go out of town on Town business, they shall be reimbursed at the rate of \$0.~~50~~61 per km.



Town of Pincher Creek
Council Remuneration Bylaw # 1578-~~220~~

11. The Chief Elected Official and Councillors shall be paid promptly upon monthly submission of the appropriate forms to the Accounts Payable Department.
12. That Bylaw #1578-~~19A20~~ and all amendments thereto are hereby repealed.
13. This bylaw comes into force and effect upon ~~February 5, 2020~~ January 1, 2023.

Read A First Time this 28th 5th day of ~~February~~ November, 202~~20~~ A.D.

Mayor- Don Anderberg (seal)

Chief Administrative Officer – Laurie Wilgosh

Read A Second Time this 12th 5th-day of ~~February~~ December, 202~~20~~ A.D.

Mayor – Don Anderberg

Chief Administrative Officer – Laurie Wilgosh

Read A Third Time and Passed this 12th 5th day of ~~February~~ December, 202~~20~~, A.D.

Mayor – Don Anderberg

Chief Administrative Officer – Laurie Wilgosh

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: 1605-22 Garbage Utility Bylaw	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 12/12/2022

PURPOSE:

To transfer the Garbage Utility Rates from Garbage Utility Bylaw to the Fee Structure Bylaw.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to give first reading to the Garbage Utility By-Law #1605-22.

That the Council for the Town of Pincher Creek agree to give second reading to the Garbage Utility By-Law #1605-22.

That the Council for the Town of Pincher Creek unanimously agree to present the Garbage Utility By-Law #1605-22 on December 12, 2022 at the Regular Council meeting for third and final reading.

That the Council for the Town of Pincher Creek agree to give third and final reading to the Garbage Utility By-Law #1605-22, and a copy be attached hereto and form part of the minutes.

BACKGROUND/HISTORY:

Administration agrees that all the Town's fees and rates should be included in the fee structure bylaw rather than individual bylaws. During the revision of the water and wastewater bylaws this practice was started. During the budget process, Council agreed to increase utility rates for water, wastewater and waste management. Since the garbage rates are included in the Garbage Bylaw, Administration thought it was a good opportunity to transfer them to the Fee Structure Bylaw to be consistent with all the utility bylaws.

Nothing else was changed in the Garbage Bylaw except for removing the rates so they could be included and updated in the Fee Structure Bylaw.

ALTERNATIVES:

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

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

1605-22 Garbage Utility Bylaw - DRAFT - 3058

CONCLUSION/SUMMARY:

Administration supports Council agreeing to pass all three readings of the Garbage Utility Bylaw so that the Utility Rates can be transferred to the Fee Structure Bylaw and updated as discussed in the 2023 Budget Deliberations.

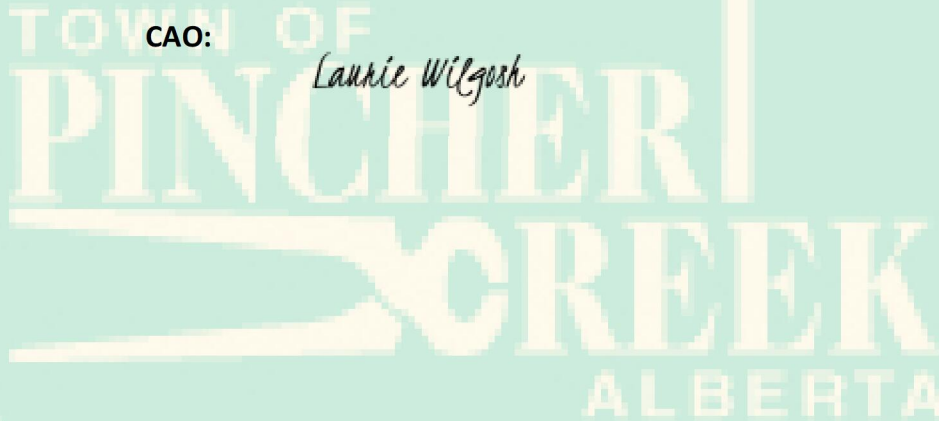
Signatures:

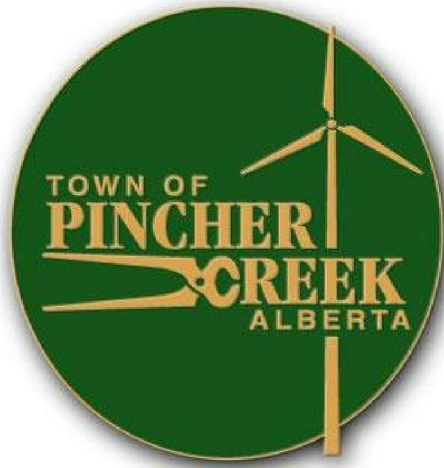
Department Head:

Wendy Catonio

CAO:

Laurie Wilgosh





TOWN OF PINCHER CREEK

GARBAGE UTILITY BYLAW

1605-~~13~~22

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**BYLAW #1605-1322 of the
TOWN OF PINCHER CREEK**

**A BYLAW OF THE MUNICIPALITY OF THE
TOWN OF PINCHER CREEK, IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF REGULATING THE GARBAGE UTILITY WITHIN THE
MUNICIPALITY OF THE TOWN OF PINCHER CREEK**

WHEREAS the Municipal Government Act, being Chapter M-26, R.S.A. 2000 and amendments thereto, permits the municipality to pass Bylaws regarding public utilities.

WHEREAS the Council of the Town of Pincher Creek wishes to establish regulations, rates and penalties for garbage utility services.

NOW THEREFORE, the Municipal Council of the Town of Pincher Creek hereby enacts as follows:

1.0 TITLE AND DEFINITIONS:

1.1 Title: This bylaw may be cited as “**The Garbage Utility Bylaw of the Town of Pincher Creek.**”

1.2 Definitions. In this bylaw unless the context otherwise requires:

APPLICATION means the application made by the consumer to the Town for the supply of utility services.

AUTHORIZED PERSON means any employee of the Town of Pincher Creek.

COMMERCIAL shall mean all properties over two dwelling units, retail, commercial, industrial, church, schools, and properties owned or operated by non-profit organizations.

COMMUNITY PEACE OFFICER means the Community Peace Officer as appointed by the Town of Pincher Creek.

CONSUMER means any person who has entered into a Contract with the Town for utility services, and is the owner of any premises connected to or provided with utility.

COUNCIL means the Council of the Town elected pursuant to the provisions of the Municipal Elections Act.

FINANCIAL INSTITUTION means a bank, a trust company, or a credit union, located in the Town.

HIGHWAY means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway, or other place whether publicly or privately owned any part of which the public is ordinarily entitled or permitted to use for the passage of vehicles.

INSPECTOR means the Building Inspector appointed by Council of the Town of Pincher Creek.

CAO means the Town CAO or CAO of the Town of Pincher Creek as appointed by Town Council and includes any person authorized by him/her or the Town to act for or carry out the duties of the Town CAO to the extent that authorization is given.

MGA means the Municipal Government Act, Chapter M-26 R.S.A. 2000 and amendments thereto.

NON-RESIDENTIAL CONSUMERS means those persons who use a utility service for any purpose other than exclusively residential purposes. For greater certainty and

without limiting the generality of the foregoing, this shall include services provided for buildings intended for commercial use where part of the building may be used as a residence or where service is provided for buildings intended for commercial use where part of the building may be used as a residence or where service is provided for two or more buildings even though one building may be used for residential purposes.

OWNER means the registered owner of a property or the purchaser thereof.

PERSON includes any individual, partnership, firm, corporation, municipality, association, society, political or other group, and the heirs, executors, administrators, or other legal representatives of a person to whom the context can apply according to law.

RESIDENTIAL CONSUMERS means those persons who occupy a building used exclusively for residential purposes and provided with a utility.

RESIDENTIAL shall mean all properties with two dwelling units or less.

SOLID WASTE COLLECTION CART (CART) shall mean a two or four wheeled plastic container, sixty-five (65) litre; ninety-five (95) litre; six hundred sixty (660) litre or eleven hundred (1100) litre.

STREET means all those lands situated, within a registered road right-of-way at the Land Titles Office, Calgary, Alberta.

DIRECTOR OF OPERATIONS means the Director of Operations for the Town of Pincher Creek or person authorized by him or by the Town to act for or carry out the duties of the Director of Operations.

DIRECTOR OF FINANCE AND HUMAN RESOURCES means the Town Director of Finance and Human Resources of the Town of Pincher Creek as appointed by Bylaw or a person authorized by the Director of Finance and Human Resources to act or carry out the duties of the Town Director of Finance and Human Resources.

UTILITY AND UTILITY SERVICE shall mean and include, as the context may require; the provision of garbage services.

2.0 ADMINISTRATION OF UTILITY AND COLLECTIONS

2.1 Application for Utility Service

- a. The utility services shall be under the general supervision and control of the Town CAO.
- b. The Director of Operations and Director of Finance and Human Resources shall exercise the powers and perform the duties with respect to the utility services conferred and placed upon them by this and any other bylaw of the Town applicable thereto and any order or direction the Town CAO or Council with respect thereto.
- c. All Schedules attached form part of this bylaw and may be amended from time to time by simple resolution of Council.

2.2 Termination and/or Temporary Disconnection

- a. (i) When the premises to which utility service is provided becomes vacant and no new application for service has been made, the Town may terminate the contract and, in lieu of disconnecting the service, open a new utility account in the name of the owner who shall be responsible only for charges thereafter incurred or a minimum bi-monthly fixed charge. See Schedule A and the Fee Structure Bylaw.

- (ii) A tenant or owner may request a temporary discontinuance of a service in which case the tenant or owner shall be responsible for a minimum bi-monthly fixed charge. See Schedule A and the Fee Structure Bylaw.
 - (iii) Nothing herein shall prevent the owner from requesting that the Town disconnect such utility service provided the owner pays the service charge prescribed herein.
- b. The Town may discontinue the supply of all utility service for any of the following reasons:
- non-payment of any utility accounts, or
 - inability of the Town to obtain access to a residential premises for a period of three months, or
 - failure by, or refusal of, a consumer to comply with any provision of this bylaw, or
 - failure by, or refusal of, a consumer to comply with any provisions of any Provincial Acts, the Building Code, or any regulations thereunder, or
 - in any other case provided for in this bylaw.

and in such event the Town, its officers, employees or agents shall not be liable for any damages of any kind from such discontinuance of service.

3.0 PAYMENT OF UTILITY ACCOUNTS

3.1 Rates & Charges Payable

All rates and charges payable hereunder shall be paid to the Town within the time prescribed by this bylaw. Penalty Rates for unpaid accounts are as listed in Schedule B.

- a. The entire utility account is due and payable when rendered and if not paid by the penalty date stated on the utility bill is deemed to be in arrears. Failure to receive a utility bill does not relieve the customer of liability.
- b. A consumer who has not paid the full utility account rendered on or before the penalty date stated in the utility account may have the supply of all or any utility services discontinued without notice. The Town reserves the right to disconnect utility services to any consumer whose utility account falls into arrears if the utility account remains unpaid after 7 days of being notified of such arrears by letter. The utility service will not be reinstated until all arrears and charges owed to the Town are paid.

3.2 Interim Account

- a. Where any service rate or charge is designated by reference to a certain time, the charge for a lesser period of time shall be calculated on a proportionate basis.
- b. The Director of Finance and Human Resources may enforce payment of all accounts rendered hereunder by whatever means he/she considers appropriate in accordance with the Municipal Government Act.

3.3 Appeals/Errors

- a. Notwithstanding any other provision of this bylaw or the rate schedules forming part hereof, any consumer who feels himself aggrieved in respect of rate charged to him under this bylaw on the ground that such rates are unfair, unreasonable or discriminatory may, by notice in writing delivered to the Director of Operations, Town CAO or Town Director of Finance and Human Resources, specifying the grounds of his complaint, appeal such rates. Such appeal shall in the first instance be heard and determined by the Director of Operations, Town CAO or

Town Director of Finance and Human Resources, provided that if such consumer is not satisfied with such determination he may, by notice in writing to be delivered to the Town CAO within 30 days of the date of such determination, further appeal the matter of Council.

- b. In the event an error has occurred in the utility billing:
 - a. and the town is responsible, the account will be adjusted for 3 billing periods plus the current period.
 - ii. and the consumer is responsible, it shall be adjusted on the date notification is received.

4.0 GARBAGE COLLECTION SERVICE

4.1 Administration

- a)
 - i) The Town shall cause waste to be collected once per week for residential dwellings and as per demand for commercial accounts upon approval of the Director of Operations.
 - ii) When a waste pick-up day falls on a holiday, the Town will continue the normal pick-up and the pick-up for that particular holiday day will be done on the next working day. Exceptions may be made at the discretion of the Director of Operations.
- b) The Town shall supervise the facilities and equipment necessary or desirable for disposal of waste collected or disposed of by the Town.
- c) The Director of Operations shall:
 - i) Supervise the collection, removal and disposal of waste.
 - ii) Direct the days and times that collections shall be made from different portions of the Town, and
 - iii) Decide as to the quantities and classes of waste to be removed from any premises or accepted by the Town for disposal.
- d) **Toxic Materials** will not be picked up. Please ensure that all toxic materials (paint and household products) are taken to the Annual Reuse Fair .
- e) Payment of Accounts:
 - i) All charges and rates payable under this Bylaw and the Fee Structure Bylaw shall be paid to the office of the Director of Finance and Human Resources and the collection of all disbursements connected with the operation of the garbage collection system and supervision of books of accounts shall be under the immediate control and direction of the Director of Finance and Human Resources. The Director of Finance and Human Resources shall be promptly notified, by the Public Works Department so that the proper charges or allowance may be made when collection begins or is discontinued.

4.2 Collection Service

- a) The collection of garbage by the Town of Pincher Creek or other agencies as approved by the Town is compulsory for all residential, commercial and industrial residents of the Town.

- b) The residential Occupant of the Premises will be provided with a Waste Collection Cart.
- The Town will provide at its own expense the first Waste Collection Cart to premises:
- i) The cart is to remain at the Premises at all times;
 - ii) The Town may, at the time of collection or any other time, remove, repair, or replace any obsolete, damaged or non-serviceable carts;
 - iii) If the Waste Collection Cart is lost or stolen, or damaged through negligence of the occupant, the Occupant shall be responsible for purchasing a replacement cart from the Town or pay for the cost of repairs;
 - iv) The Town owns all Waste Collection Carts.
- c) A Waste Receptacle or Collection Cart shall not be filled to a height greater than 5 cm from the top of the receptacle.
- d) The customer to avoid build-up of odours shall clean out the Waste Receptacle and/or Collection Cart regularly.
- e) No person shall place waste in any waste receptacle without the permission of the owner or occupant of the premise.
- f) The Director reserves the right to withhold collection of waste where the Waste Receptacle does not meet the necessary requirements or is in a depilated, unsafe, or in an unsanitary condition or is contrary to the instructions and operating policy of the Director.
- g) Except where in the opinion of the Director of Operations it is impractical to store waste receptacles outside of the building, the Town shall not make a collection of waste from inside any building.
- h) The occupant of premises from which waste is to be collected shall:
- i) Place the cart out on the front street by the curb abutting the front of the dwelling or front street, to which the Town has unobstructed access, or in the lane where deemed applicable by the Director of Operations on collection day;
 - ii) Shall place or locate the waste carts for collection in such a manner that they will not overturn or be likely to be overturned.
 - iii) Store the cart out of sight, if possible, on the premise;
 - iv) The Town shall collect waste from only one pick-up point from each premise, except where the Director has designated any other pick-up point he/she considers necessary.
 - v) As of April 1, 2009, cardboard is excluded from the residential waste stream and should be taken to a recycling depot; and
 - vi) As of November 1, 2008, cardboard will not be accepted from any business utility account.
- i) In Commercial Areas:
- i) The occupant shall supply sufficient container capacity. The containers may be a commercial garbage container, which meets the Town's specifications, which may be obtained from the Town Office, or may

be the regular type of container as outlined previously in this bylaw. In any instance, in commercial areas, no more than two (2) 95 litre cart containers supplied by the Town per premises will be allowed before a commercial garbage container must be used.

- ii) When a commercial garbage container is used or required, it shall be placed on an asphalt or concrete pad. The size and location of the pad is subject to approval by the Director of Operations.

4.3 Restrictions and Prohibitions of Garbage Services

- a) Except as otherwise provided, no person shall place waste from a building or premises elsewhere than in waste receptacles, which comply with the requirements of this bylaw.
- b) Except as otherwise herein provided, no person shall place or keep waste receptacles upon any portion of a street, lane or boulevard and such waste receptacles may be removed and disposed of by the Town.
- c) Cardboard and construction materials shall not be considered as garbage or refuse and it shall be the responsibility of the occupant of the premises to arrange for the disposal or recycling of these materials.
- d) Used oil or oil by-products shall not be disposed of into the Town's sanitary sewer system. It shall be the responsibility of the occupant to provide proper containers and to dispose of the said containers in a proper manner.
- e) It shall be unlawful for any person to dump garbage or any other waste material anywhere within the limits of the Town of Pincher Creek.
- f) Burning of Garbage:
 - (1) All burning is subject to the Fire Bylaw of the Town of Pincher Creek and amendments thereto.
 - (ii) Burning in commercial, industrial, school, church, hospital or similar public use facilities will not be allowed unless in incinerators that are approved by the Alberta Department of Environment. Ashes from such incinerators will be collected only if placed in proper receptacles.
- g) Every occupier of a hotel, boarding house, restaurant or retail or wholesale food outlet within the Town from which wet garbage is produced, shall make due provision for the disposal of wet garbage by means of food waste disposal units to the sanitary sewer system of the Town or otherwise and shall not permit more than one day's accumulation of wet garbage on his premises at any time.

5.0 POWER AND AUTHORITY OF TOWN EMPLOYEES

- 5.1 The Director of Operations in charge of administering each utility and other duly authorized employees of the Town and contractors appointed by the Town, bearing proper credentials and identification, shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provision of this bylaw. If such inspection discloses any failure, omission, or neglect respecting any utility upon the consumers' premises, or discloses any defect in the location, construction, design or maintenance of any facility any connection there from to the utility service, the person making such inspection shall, in writing, notify the consumer, owner, proprietor or occupier to rectify the cause of complaint within a reasonable time as determined by the Director of Operations. Such person shall within the time limit rectify such cause of complaint stated in the notice.

- 5.2 The Town may serve any person violating any provision of this bylaw with written notice stating the nature of the violation and requiring the satisfactory correction thereof within 48 hours, or such additional time as determined by the Director of Operations. Such person shall, within the time stated in such notice, permanently cease all violations.

6.0 OFFENCES AND PENALTIES

- 6.1 Any person who contravenes this Bylaw is guilty of an offence and may forfeit the right to use the public utility system and be subject to a fine not exceeding ten thousand dollars (\$10,000.00).
- 6.2 In lieu of prosecution for contravention of this Bylaw, the Town of Pincher Creek may issue an offence ticket imposing a penalty for offences in accordance with the amounts set out in Schedule "A", and the Fee Structure Bylaw.
- 6.3 An offence ticket may be issued by a peace officer, the Bylaw Enforcement Officer, Inspector, CAO, or Director of Operations to any person, firm or corporation who has allegedly breached any provision of this Bylaw and the said offence ticket shall require the appropriate penalty payment to the Town of Pincher Creek within fourteen (14) days from the date of service of the said offence ticket.
- 6.4 The offence ticket in the form and content of which is set forth in Form "B" annexed hereto and made part of this Bylaw, is hereby prescribed and approved as the offence ticket to be issued for any contravention of this Bylaw.
- 6.5 Service of such offence ticket shall be sufficient if it is:
a) personally served, or
b) if mailed to the address of the person, firm or corporation who has allegedly contravened this Bylaw.
- 6.6 If at any time after the expiration of the fourteen (14) days from service of the offence ticket, and up to and excluding the three days prior to the return date on any summons issued, a person tenders payment for an offence ticket issued for contravention of any section of this Bylaw, the Town shall accept payment of the penalty specified in Schedule "A", and the Fee Structure Bylaw, in lieu of prosecution.
- 6.7 If the person upon whom such offence ticket is served fails to pay the required sum within the times hereinbefore limited, the provisions of this section for acceptance of payment in lieu of prosecution do not apply.
- 6.8 Where any person has made payment pursuant to the provisions of this part and is prosecuted for the offence in respect of which such payment has been made, such payment shall be refunded.
- 6.9 Should a person not pay the penalty provided for contravention of any section of this Bylaw and a prosecution has been entered against him/her, he/she shall be liable on summary conviction to a fine not exceeding ten thousand dollars (\$10,000.00).

7.0 SUSPENSION OF EXISTING CONTROLS

- 7.1 Bylaw #1605-09-13 and all other bylaws regarding garbage collection services are hereby repealed.

8.0 DATE OF COMMENCEMENT

- 8.1 This bylaw shall come into effect upon final passing thereof.

READ A FIRST TIME THIS ~~25th~~ 12th DAY OF ~~FEBRUARY~~ DECEMBER, ~~2013~~ 2022

MAYOR, ~~Ernie Olsen~~ Don Anderberg

CAO, L. Wilgosh

READ A SECOND TIME THIS ~~25th~~ 12th DAY OF ~~FEBRUARY~~ DECEMBER, ~~2013~~ 2022

MAYOR, ~~Ernie Olsen~~ Don Anderberg

CAO, L. Wilgosh

READ A THIRD AND FINAL TIME THIS ~~11th~~ 12th DAY OF ~~MARCH~~ DECEMBER, ~~2013~~ 2022

MAYOR, ~~Ernie Olsen~~ Don Anderberg

CAO, L. Wilgosh

DRAFT

SCHEDULE "A"
GARBAGE COLLECTION RATES

1. That rates for the collection and disposal of garbage be as follows:

a. Garbage Fixed Base Rate _____ \$ 7.54/month

b. Cart Rates

Per Cart Rate once per week pickup

_____ 65 L Cart _____	\$9.20/month _____
_____ 95 L Cart _____	\$11.70/month _____
_____ 660 L Cart _____	\$16.63/month _____
_____ 1100 L Cart _____	\$19.13/month _____

c. Additional Rates

_____ Extra Cart Pick-up Rate _____ see applicable cart rate

2. The recycle fee shall be as follows:

a. Residential and Commercial _____ \$ 3.58/month

3. Penalties:

- _____ a. First Offence \$ 50.00
- _____ b. Second Offence \$100.00
- _____ c. Third and Subsequent Offences \$500.00

All Rates as per Fee Structure Bylaw

DRAFT

SCHEDULE 'B'
PENALTY RATE

1. That in the event that such utility bill for utility services remains unpaid twenty (20) days following the due date, the said due date considered to be the date of receipt and the said date of receipt considered to be four (4) days after the date of mailing, there shall be added thereto by way of a penalty, an amount which shall be two and one half percent (2.5%) of the then unpaid utility bill. If the principal and initial penalty remains unpaid, compounding can occur at the same rate every twenty-one (21) days from the imposition of the initial penalty.

DRAFT

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Proposed Amendments to the Fee Structure By-Law 1584-22A	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 12/12/2022

PURPOSE:

For Council to review the proposed changes to Schedule B as discussed during the 2023 Budget Deliberations.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to give first reading to Fee Structure Bylaw 1584-22A.

That Council for the Town of Pincher Creek agree to give second reading to Fee Structure Bylaw 1584-22A.

That Council for the Town of Pincher Creek agree unanimously to present Fee Structure Bylaw 1584-22A for third and final reading at the December 12, 2022 regular Council meeting.

That Council for the Town of Pincher Creek agree to give third and final reading to Fee Structure Bylaw 1584-22A, and that a copy of which be attached hereto and form part of the minutes.

BACKGROUND/HISTORY:

The Town of Pincher Creek has not increased utility rates for 10 years. During budget deliberations, Council agreed that rates need to be increased to help cover the rising costs of goods and services that the Town requires to provide these services. The 2023 utility budget for revenue has been increased by \$103,554 annually.

Administration suggested that certain costs historically covered by property taxes such as Storm Water Management and Administration related to utilities should be invoiced through the utility bills rather than property taxes. Approximately \$255,000 that was historically billed through property taxes will now be invoiced through utilities. The total municipal property taxes will be decreased by \$255,000.

The rate increases reflected in the proposed Fee Structure Bylaw 1584-22A are:

- Storm Water Rates - Residential - \$8.50 per month
- Storm Water Rates - Non-Residential - \$17.00 per month

Residential and Non-Residential rate increases:

Water Line Rates - \$3.75 per month

Wastewater Rates - \$2.25 per month

Waste Mgmt Fixed Rate - \$3.25 per month

Total Residential increase \$17.75 per month or \$35.50 per billing period

Total Non-Residential increase \$26.25 per month or \$52.50 per billing period

ALTERNATIVES:

That Council for the Town of Pincher Creek request Administration provide further information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Council desires utilities to eventually be self-sustaining as they were historically.

FINANCIAL IMPLICATIONS:

The 2023 budget reflects an increase in utility revenue of approximately \$103,500 annually.

PUBLIC RELATIONS IMPLICATIONS:

Early in 2023 the Town will be providing the public with detailed information on these changes.

ATTACHMENTS:

1584-22A Fee Structure Bylaw DRAFT - 3059

DRAFT 2023 Schedules showing changes - 3059

CONCLUSION/SUMMARY:

Administration supports Council passing the Fee Structure Bylaw #1584-22A.

Signatures:

Department Head:

Wendy Catonio

CAO:

Laurie Wilgosh



BYLAW No. 1584-22A
OF THE
TOWN OF PINCHER CREEK

A BYLAW OF THE TOWN OF PINCHER CREEK, IN
THE PROVINCE OF ALBERTA, FOR THE PURPOSE
OF ESTABLISHING A FEE STRUCTURE

WHEREAS pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto, a municipality has the authority to pass bylaws regarding services provided by or on behalf of the municipality, and

WHEREAS the Town of Pincher Creek wishes to establish a Fee Structure for the Town of Pincher Creek.

NOW THEREFORE, Council of the Municipality of the Town of Pincher Creek, in the province of Alberta, hereby enacts as follows:

1. Schedule A, B & C attached hereto, shall establish a fee structure for the Town of Pincher Creek.
2. Bylaw # No. 1584-202 and amendments thereto are hereby repealed.
3. This bylaw comes into force and effect ~~September 1, 2022~~ January 1, 2023.

READ A FIRST TIME THIS 1225th DAY OF ~~JULY~~December, 2022, A.D.

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

READ A SECOND TIME THIS ~~22nd~~ 12th DAY OF ~~AUGUST~~December, 2022, A.D.

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

Bylaw #1584-22A

READ A THIRD TIME THIS ~~30th~~-12th DAY OF ~~AUGUST~~,December, 2022, A.D.

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

DRAFT

Initials_____

TOWN OF PINCHER CREEK
Bylaw #1584-22A - Schedules
Effective as of January 1, 2023 (unless otherwise noted)

E = GST EXEMPT I = RATE INCLUDES GST T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE

SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
SCHEDULE "A" - CORPORATE SERVICES				
Charges				
Outstanding Accounts Receivables		2.50%	2.50%	0.00%
Land Assessments				
Certificates	each	\$30.00	\$30.00	\$0.00
Notice Letter	each	\$50.00	\$50.00	\$0.00
Land Compliance Letter	each	\$150.00	\$150.00	\$0.00
Development Review Board Appeals - Residential 3 or fewer dwellings	per parcel	\$50.00	\$50.00	\$0.00
Development Review Board Appeals - Residential 4 or more dwellings	per parcel	\$500.00	\$500.00	\$0.00
Development Review Board Appeals - Non-Residential	per parcel	\$500.00	\$500.00	\$0.00
Land Tax Recovery Notification - Searches	each	\$20.00	\$20.00	\$0.00
Land Tax Recovery Notification - Registration of Tax Recovery Notice	each	\$20.00	\$20.00	\$0.00
Land Tax Recovery Notification - Discharge of Tax Recovery Notice	each	\$20.00	\$20.00	\$0.00
Land Tax Recovery Notification - All other Land Title Requests	each	At Cost	At Cost	\$0.00
Property Registry - Searches	per parcel	minimum \$20.00 or cost (whatever is greater)	minimum \$20.00 or cost (whatever is greater)	\$0.00
Property Registry - Registration of Tax Recovery Lien	each	minimum \$20.00 or cost (whatever is greater)	minimum \$20.00 or cost (whatever is greater)	\$0.00
Property Registry - Discharge of Tax Recovery Lien	each	minimum \$20.00 or cost (whatever is greater)	minimum \$20.00 or cost (whatever is greater)	\$0.00
Property Registry - All other Personal Property Registry Requests	each	minimum \$20.00 or cost (whatever is greater)	minimum \$20.00 or cost (whatever is greater)	\$0.00
Licenses				
Per Business License Bylaw				
Fees				
Per Animal Control Bylaw				
Bylaws				
Per Cemetery Bylaw				
Photocopies				
Photocopies	each	\$35.00	\$35.00	\$0.00
Signage				
Signs	each	\$2.50	\$2.50	\$0.00
Signs (36" x 48")	each	\$20.00	\$20.00	\$0.00
Signs (24" x 18")	each	\$10.00	\$10.00	\$0.00
Information				
Business License List/per set	each	\$0.00	\$0.00	\$0.00
Bylaw	each	\$0.00	\$0.00	\$0.00

TOWN OF PINCHER CREEK
Bylaw #1584-22A - Schedules
Effective as of January 1, 2023 (unless otherwise noted)

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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
Development Plan	each	\$0.00	\$0.00	\$0.00
Municipal Development Plan	each	\$0.00	\$0.00	\$0.00
Planning Standards	each	\$0.00	\$0.00	\$0.00
Committee Minutes - Up to 2 sets of minutes	each	\$0.00	\$0.00	\$0.00
Committee Minutes - More than 2 sets/per extra set	each	\$0.00	\$0.00	\$0.00
Committee Minutes - Current minutes distributed on a regular basis	each	\$0.00	\$0.00	\$0.00
Supplementary Information (photocopies)	per page	\$0.25	\$0.25	\$0.00
Agenda Packages	each	\$0.00	\$0.00	\$0.00
Bylaws	each	\$0.00	\$0.00	\$0.00

DRAFT

TOWN OF PINCHER CREEK
Bylaw #1584-22A - Schedules
Effective as of January 1, 2023 (unless otherwise noted)

E = GST EXEMPT I = RATE INCLUDES GST T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE

SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
CHEDULE "B" - OPERATIONAL SERVICES				
Services (relating to Bylaw 1631)				
Service Charge - Residential Metered - 5/8" (15mm) Meter	per month	\$13.91	\$17.66	\$3.75
Service Charge - Residential Metered - 3/4" (20mm) Meter	per month	\$49.47	\$53.22	\$3.75
Service Charge - Residential Metered - 1" (25mm) Meter	per month	\$67.75	\$71.50	\$3.75
Service Charge - Residential Metered - 1-1/2" (40mm) Meter	per month	\$85.03	\$88.78	\$3.75
Service Charge - Residential Metered - 2" (50mm) Meter	per month	\$85.03	\$88.78	\$3.75
Service Charge - Residential Metered - 3" (75mm) Meter	per month	\$105.35	\$109.10	\$3.75
Service Charge - Residential Metered - 4" (100mm) Meter	per month	\$105.35	\$109.10	\$3.75
Service Charge - Non-Residential Metered - 5/8" (15mm) Meter	per month	\$13.91	\$17.66	\$3.75
Service Charge - Non-Residential Metered - 3/4" (20mm) Meter	per month	\$49.47	\$53.22	\$3.75
Service Charge - Non-Residential Metered - 1" (25mm) Meter	per month	\$67.75	\$71.50	\$3.75
Service Charge - Non-Residential Metered - 1-1/2" (40mm) Meter	per month	\$85.03	\$88.78	\$3.75
Service Charge - Non-Residential Metered - 2" (50mm) Meter	per month	\$85.03	\$88.78	\$3.75
Service Charge - Non-Residential Metered - 3" (75mm) Meter	per month	\$105.35	\$109.10	\$3.75
Service Charge - Non-Residential Metered - 4" (100mm) Meter	per month	\$105.35	\$109.10	\$3.75
Usage Charge (Town User) - Residential Metered	m3	\$1.12	\$1.12	\$0.00
Usage Charge (Town User) - Non-Residential Metered	m3	\$1.12	\$1.12	\$0.00
Usage Charge (Town User) - Irrigation	m3	\$1.12	\$1.12	\$0.00
Annual Flat Rate (Non-Metered)	per month	\$64.32	\$68.07	\$3.75
Monthly Water Rate	per 30 days	\$75.00	\$75.00	\$0.00
Connection Unit - Refundable Deposit	per occurrence	\$500.00	\$500.00	\$0.00
Connection Unit - Service Charge (minimum 7 days)	per day	\$30.00	\$30.00	\$0.00
Connection Unit - Usage Charge	m3	\$1.30	\$1.30	\$0.00
Service Hookup Fee - Residential	per occurrence	\$125.00	\$125.00	\$0.00
Service Hookup Fee - Non-Residential	per occurrence	\$200.00	\$200.00	\$0.00
Disconnection/Reconnection - Temporary Disconnection	per occurrence	\$50.00	\$50.00	\$0.00
Disconnection/Reconnection - Cut-Off for Non-Payment	per occurrence	\$150.00	\$150.00	\$0.00
Disconnection/Reconnection - Reconnection During Regular Business Hours	per occurrence	\$50.00	\$50.00	\$0.00
Disconnection/Reconnection - Reconnection Outside Regular Business Hours	per occurrence	\$150.00	\$150.00	\$0.00
Meters - Installation Fee - 1" (25mm) or smaller	per occurrence	\$400.00	\$400.00	\$0.00
Meters - Installation Fee - over 1" (25mm)	per occurrence	cost + 10%	cost + 10%	\$0.00
Meters - Replacement - 1" (25mm) or smaller	per occurrence	\$400.00	\$400.00	\$0.00
Meters - Replacement - over 1" (25mm)	per occurrence	cost + 10%	cost + 10%	\$0.00
Meters - Removal	per occurrence	\$150.00	\$150.00	\$0.00
Meters - Additional Reads	per occurrence	\$25.00	\$25.00	\$0.00
Meters - Calibration Testing	per occurrence	\$200.00	\$200.00	\$0.00

TOWN OF PINCHER CREEK
Bylaw #1584-22A - Schedules
Effective as of January 1, 2023 (unless otherwise noted)

E = GST EXEMPT I = RATE INCLUDES GST T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE

SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
Provide False Information (Section 2.2)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Fail to Install Low Flow Plumbing Fixtures (Section 5.1)	per occurrence	\$500.00	\$500.00	\$0.00
Allow Potable Water to Run Off Parcel for 30m or more (Section 5.3)	per occurrence	\$200.00	\$200.00	\$0.00
Allow Potable Water to Run Off Parcel Directly to Catch Basin (Section 5.3)	per occurrence	\$200.00	\$200.00	\$0.00
Allow Spray or Stream of Potable Water to Run Into Street or Sidewalk or Parcel (Section 5.3)	per occurrence	\$200.00	\$200.00	\$0.00
Outdoor Use of Water Contrary to Stage 2 Restrictions (Section 6.2)	per occurrence	\$600.00	\$600.00	\$0.00
Outdoor Use of Water Contrary to Stage 3 Restrictions (Section 6.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Outdoor Use of Water Contrary to Stage 4 Restrictions (Section 6.2)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Enter Fenced Area of Water System without Permission (Section 7.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Climb Structure of Water System (Section 7.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Disobey Sign or Cross Barrier in Pincher Creek Riparian Area (Section 7.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Place Thing in Water or on Ice of Pincher Creek (Section 7.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Activity which may Pollute Pincher Creek (Section 7.2)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Climb, Damage, or Tamper with Water System (Section 7.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Damage, Destroy, Remove, Interfere with Water System (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Interfere with Another Customer's Use of Water System (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Use of Boosting Device to Increase Water Pressure (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Prohibited Installation Upstream of Water Meter (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Prohibited Installation Upstream of Premises-Isolating Cross Connection Control Device (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Tamper, Break, or Removal Seal on Water Service Connection or Water Meter (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Prohibited Connection to Water System (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Hindrance of Town Employee or Agent (Section 7.4)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failure to Notify of Damaged Water Meter (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failure to Notify of Broken Seal on Bypass Valve or Water Meter within 24 hours (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Interfere or Tamper with Water Meter or Reading Device (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Prohibited Opening of Bypass Valve or Metering Installation (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failure to Provide Meter Reading (Section 7.5)	per occurrence	\$500.00	\$500.00	\$0.00
Failure to Maintain Shut-Off Valve (Section 7.6)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Operation of a Water Service Valve (Section 7.6)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Allow Unauthorized Operation of a Water Service Valve (Section 7.6)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Cross Connection (Section 7.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Install a Cross Connection Control Device (Section 7.7)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failure to Test a Cross Connection Control Device (Section 7.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Retain Test Records On-Site (Section 7.7)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to File Passed Testable Cross Connection Control Device Test Report within 30 Days (Section 7.7)	per occurrence	\$500.00	\$500.00	\$0.00

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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
Fail to File Failed Testable Cross Connection Control Device Test Report within 2 Days (Section 7.7)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to Replace Testable Cross Connection Control Device within 5 Days (Section 7.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Opening or Closing of Hydrant or Hydrant Valve (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Connection to a Hydrant (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Use of Water from a Hydrant (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Paint or Allow to be Painted a Hydrant Unauthorized Color (Section 7.8)	per occurrence	\$100.00	\$100.00	\$0.00
Allow Obstruction of a Hydrant (Section 7.8)	per occurrence	\$150.00	\$150.00	\$0.00
Allow Thing to Interfere with Operation of a Hydrant (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Comply with Hydrant Connection Unit Requirements (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized use of Alternate Source of Water (Section 8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Connection of Alternate Water Source to Water System (Section 8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Prohibited Sharing of Water Supply from One Premises to Other Eligible Premises (Section 8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Comply with a Requirement of the CAO (Section 10.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Comply with a Requirement or Condition of a Written Approval or Permit (Section 10.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Comply with a Requirement or Condition of an Agreement (Section 10.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Comply with Remedial Order (Section 10.3)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Water Services (relating to Bylaw 1632)				
Water Service Charge - Residential Metered	per month	\$16.06	\$18.31	\$2.25
Water Service Charge - Non-Residential Metered	per month	\$6.48	\$8.73	\$2.25
Water Service Charge - Residential Flat (Non-Metered)	per month	\$16.06	\$18.31	\$2.25
Water Service Charge - Non-Residential Effluent Meter	per month	\$0.00	\$0.00	\$0.00
Water Usage Charge (Town User) - Residential Metered	m3	\$0.00	\$0.00	\$0.00
Water Usage Charge (Town User) - Non-Residential Metered	m3	10% of water fee	10% of water fee	\$0.00
Water Usage Charge (Town User) - Non-Residential Effluent Meter	m3	\$0.00	\$0.00	\$0.00
Water Surcharge Service Charge	per month	\$0.00	\$0.00	\$0.00
Water Surcharge Usage Charge - BOD Surcharge	per mg/L	\$0.00	\$0.00	\$0.00
Water Surcharge Usage Charge - TSS Surcharge	per mg/L	\$0.00	\$0.00	\$0.00
Water Surcharge Usage Charge - FOG Surcharge	per mg/L	\$0.00	\$0.00	\$0.00
Wastewater Charge		\$0.00	\$0.00	\$0.00
Installing or Operating a Wastewater Treatment Facility Without Written Approval (Section 2.1)	per occurrence	\$2,500.00	\$2,500.00	\$0.00
Failing to Comply with All Conditions or Requirements for the Installation or Operation of a Wastewater Treatment Facility (Section 2.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Ensure that the Wastewater Service Connection and Owner's Plumbing System Comply with the Safety Codes Act (Section 2.2)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failing to Ensure that Any Required Permits, Inspections, or Other Approvals Required by the Safety Codes Act or other Legislation are Valid and Subsisting Prior to Connection to the Wastewater System (Section 2.2)	per occurrence	\$1,000.00	\$1,000.00	\$0.00

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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with Any Part of the Sewer System, or Allowing the Same (Section 5.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with Any Device on or On the Wastewater System for Flow Measuring, Sampling Testing, or Contamination Prevention, or Allowing the Same (Section 5.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with a Monitoring Point, or Allowing the Same (Section 5.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Obstructing or Preventing Access to a Monitoring Access Point or Acting in a Manner that Obstructs or Prevents Access to a Monitoring Access Point (Section 5.1)	per occurrence	\$500.00	\$500.00	\$0.00
Entering into a Chamber, Structure, or Premises Associated with the Wastewater System Without Approval (Section 5.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Re-Using Wastewater Without Written Approval From Both the CAO and Safety Codes Officer (Section 5.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Comply with a Condition in an Approval for Wastewater Re-Use (Section 5.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Releasing, or Allowing the Release of Wastewater that Contains a Prohibited Substance into the Wastewater System (Section 5.3)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Releasing, or Allowing the Release of Wastewater into the Wastewater System that Contains a Substance That Exceeds a Concentration Limit as Defined in Schedule "B" or Schedule "C" (Section 5.3)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Releasing, or Allowing the Release of Wastewater that Does Not Comply With All Other Requirements of this Schedule to the Wastewater System (Section 5.3)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Comply with a Condition in a Written Approval for Allowing Wastewater to Enter into the Wastewater System (Section 5.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Diluting Wastewater for the Purpose of Complying the Requirements of this Bylaw (Section 5.3)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failing to Dispose of Wastewater from a Premises into Either the Wastewater System or a Private Wastewater System (Section 6.1)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Disposing of a Substance into the Wastewater System Prior to the Connection of the Plumbing System to the Sewer System (Section 6.1)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Directing or Allowing Clear Water Waste to be Directed into the Wastewater System (Section 6.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Install, Operate, Monitor, Provide Access To, or Properly Maintain a Wastewater Pre-Treatment System (Section 6.6)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Depositing, or Allowing to be Deposited, Waste Residue from a Pre-Treatment System into the Wastewater System Without Approval (Section 6.6)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Obtain and Retain Manuals, Instructions, and Specifications Related to the Installation, Operation, Maintenance, and Cleaning of the Pre-Treatment System Installed at a Premises (Section 6.6)	per occurrence	\$200.00	\$200.00	\$0.00
Failing to Maintain a Maintenance Schedule and Record of Each Maintenance for the Pre-Treatment System Installed at a Premises for a Period of Two Years, Including Records for Disposal of Waste Residue (Section 6.6)	per occurrence	\$500.00	\$500.00	\$0.00

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Failing to Submit Records Requested by the CAO (Section 6.6)	per occurrence	\$500.00	\$500.00	\$0.00
Failing to Install an FOG Interceptor (Section 6.7)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failing to Monitor, Operate, Properly Maintain, and Clean Each FOG Interceptor (Section 6.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Ensure that Wastewater Does Not Exceed the Maximum Allowable Concentration Limits for FOG set under Schedule "C" (Section 6.7)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Install an Interceptor (Section 6.7)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failing to Monitor, Operate, Properly Maintain, and Clean Each Interceptor (Section 6.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Ensure that Wastewater Does Not Exceed the Maximum Allowable Concentration Limits for Solids, Flammable Liquids, and TSS as set out in Schedule "B" and Schedule "C" (Section 6.7)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Install a Dental Amalgam Separator on a Fixture that may Release Dental Amalgam Waste Containing into the Wastewater System (Section 6.7)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failing to Install a Dental Amalgam Separator on a Fixture that may Release Dental Amalgam Waste Containing into the Wastewater System that is Directly Accessible (Section 6.7)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failing to Monitor, Operate, Maintain, and Clean a Dental Amalgam Separator (Section 6.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Using Emulsifiers, Enzymes, Bacteria, Solvents, Hot Water, or Other Agent to Facilitate the Passage of FOG or Solids through an Interceptor (Section 6.7)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failing to Provide One or More Monitoring Access Points for the Monitoring of Wastewater (Section 7.1)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failing to Provide Direct Access to Any Monitoring Access Point Located on the Premises (Section 7.1)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failing to Obtain Approval for Hauled Wastewater (Section 8.1)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Pay Any Fees and Charges Related to a Hauled Wastewater Approval or Agreement as set out in Schedule "H" (Section 8.1)	per occurrence	\$200.00	\$200.00	\$0.00
Releasing Hauled Wastewater at an Unauthorized Location (Section 8.1)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Immediately Notify the Proper Authorities where a Substance is Released into the Wastewater System (Section 9.1)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failing to Submit a Written Report About a Release (Section 9.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Take All Reasonable Measures to Mitigate the Release of a Substance (Section 9.1)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Have a Written Approval, Permit, or Agreement Available for Inspection on Request (Section 10.1)	per occurrence	\$200.00	\$200.00	\$0.00
Failing to Comply with a Requirement of the CAO (Section 10.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Comply with a Requirement or Condition of an Agreement (Section 10.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Comply with a Requirement or Condition of a Written Approval or Permit (Section 10.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Comply with a Remedial Order (Section 11.3)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Obstructing an Officer, the CAO, or their Designates in the Exercise of their Powers or Duties (Section 11.4)	per occurrence	\$1,000.00	\$1,000.00	\$0.00

Water Services (relating to Bylaw 1630)

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Drainage Service Charge - Residential	per month	\$0.00	\$8.50	\$8.50
Drainage Service Charge - Non-Residential	per month	\$0.00	\$17.00	\$17.00
Release of Prohibited Material (Section 5.1)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to Notify of Release (Section 5.3)	per occurrence	\$75.00	\$75.00	\$0.00
Fail to Mitigate a Prohibited Release (Section 5.3)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to Cover or Clearly Mark Hoses (Section 5.3)	per occurrence	\$75.00	\$75.00	\$0.00
Allow Termination within 2m (Section 5.4)	per occurrence	\$75.00	\$75.00	\$0.00
Connect Directly to Foundation Drain or Weeping Tile (Section 5.4)	per occurrence	\$75.00	\$75.00	\$0.00
Pump/Redirect Water from a Parcel (Section 5.4)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to Maintain Interceptor (Section 5.6)	per occurrence	\$500.00	\$500.00	\$0.00
Release Prohibited Material from an Interceptor (Section 5.6)	per occurrence	\$500.00	\$500.00	\$0.00
Unauthorized Use of Storm Drainage System (Section 5.7)	per occurrence	\$500.00	\$500.00	\$0.00
Allow Structure On or Over Storm Drainage Facility (Section 5.8)	per occurrence	\$500.00	\$500.00	\$0.00
Failure to Ensure Storm Drainage Facility Remains Clear of Debris (Section 5.8)	per occurrence	\$500.00	\$500.00	\$0.00
Insufficient Clearance Over a Storm Drainage Facility (Section 5.8)	per occurrence	\$500.00	\$500.00	\$0.00
Restricting flow into or within the Storm Drainage System (Section 5.8)	per occurrence	\$500.00	\$500.00	\$0.00
Unauthorized Connection to Storm Drainage System (Section 5.9)	per occurrence	\$500.00	\$500.00	\$0.00
Unauthorized Re-Use of Connection (Section 5.9)	per occurrence	\$500.00	\$500.00	\$0.00
Failure to Notify Town of Discontinuation of Use (Section 5.9)	per occurrence	\$75.00	\$75.00	\$0.00
Violation of Approval or Condition of Approval (Section 6.1)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to Comply with Remedial Order (Section 7.2)	per occurrence	\$500.00	\$500.00	\$0.00
Hindering an Authorized Town Employee (Section 7.4)	per occurrence	\$500.00	\$500.00	\$0.00
Services (relating to Bylaw 1605)				
Collection Fixed Rate	per month	\$7.54	\$10.79	\$3.25
Fixed Rate (Residential & Commercial)	per month	\$3.58	\$3.58	\$0.00
Collection Cart Rate - 65L	per month	\$9.20	\$9.20	\$0.00
Collection Cart Rate - 95L	per month	\$11.70	\$11.70	\$0.00
Collection Cart Rate - 660L	per month	\$16.63	\$16.63	\$0.00
Collection Cart Rate - 1100L	per month	\$19.13	\$19.13	\$0.00
Collection Additional Pick-Up - 65L	per occurrence	\$9.20	\$9.20	\$0.00
Collection Additional Pick-Up - 95L	per occurrence	\$11.70	\$11.70	\$0.00
Collection Additional Pick-Up - 660L	per occurrence	\$16.63	\$16.63	\$0.00
Collection Additional Pick-Up - 1100L	per occurrence	\$19.13	\$19.13	\$0.00
First Offence	per occurrence	\$50.00	\$50.00	\$0.00
Second Offence	per occurrence	\$100.00	\$100.00	\$0.00
Third and Subsequent Offences	per occurrence	\$500.00	\$500.00	\$0.00

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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
er current Alberta Road Builders and Heavy Equipment Association Handbook				
oods		Cost + 25% restocking fee	Cost + 25% restocking fee	\$0.00

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TOWN OF PINCHER CREEK
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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
SCHEDULE "C" - COMMUNITY SERVICES				
SPORTSFIELDS				
Youth (Per Season)	per player	\$25.00	\$25.00	\$0.00
Baseball Adult (Per Season)	per team	\$450.00	\$450.00	\$0.00
Tournament J/T Park		\$750.00	\$750.00	\$0.00
Use at Diamonds (per day/booking)		\$60.00	\$60.00	\$0.00
Use at Diamonds (OOR)		\$110.00	\$110.00	\$0.00
Rental	per set	\$85.00	\$85.00	\$0.00
Sports field Booking Fee	per booking	\$40.00	\$40.00	\$0.00
Youth (Per Season)	per player	\$25.00	\$25.00	\$0.00
Adult Team (Per Season)	per team	\$450.00	\$450.00	\$0.00
Youth (Per Season)	per player	\$25.00	\$25.00	\$0.00
Use (Joint Use Agreement)		\$0.00	\$0.00	\$0.00
Ground Reservation Fee	per reservation	One Night Campground Fee as Below	One Night Campground Fee as Below	\$0.00
Ground (Full Service - Power, Sewer & Water)	per night	\$40.00	\$40.00	\$0.00
Ground (Partial Service - Power)	per night	\$35.00	\$35.00	\$0.00
Ground (Tent)	per night	\$25.00	\$25.00	\$0.00
Ground Bundle	per bundle	\$10.00	\$10.00	\$0.00
Summer (in effect May 1 - August 31)				
Club-Profits Making/Trade Fair	per day	\$850.00	\$850.00	\$0.00
Club Set-up Profits Making/Trade Fair	per day	\$425.00	\$425.00	\$0.00
Ice Arena Youth	per hour	\$30.00	\$30.00	\$0.00
Ice Arena Adult	per hour	\$40.00	\$40.00	\$0.00
Club-Profits Making	per hour	\$20.00	\$20.00	\$0.00
Club-Non Profit	per hour	\$10.00	\$10.00	\$0.00
Concession	per day	\$60.00	\$60.00	\$0.00
Winter (in effect September 1 - April 30)				
Hockey, Figure Skating, Youth	per hour	\$75.00	\$75.00	\$0.00
Hockey, Adult	per hour	\$130.00	\$130.00	\$0.00
Hockey, Figure Skating Youth (OOR)	per hour	\$175.00	\$175.00	\$0.00
Hockey Drop In (Daytime)	per player	\$8.00	\$8.00	\$0.00
Child Drop in		\$0.00	\$0.00	\$0.00
Ice Holiday Rental (Boxing Day)	per hour	\$150.00	\$150.00	\$0.00
Family Skating Sponsorship	per season	\$3,000.00	\$3,000.00	\$0.00
Ice Time Usage	Dollars off per hour	\$10.00	\$10.00	\$0.00

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Advertising	per year	\$450.00	\$450.00	\$0.00
Advertising	per year	\$250.00	\$250.00	\$0.00
Billboard Advertising	per year	\$650.00	\$650.00	\$0.00
Bus Advertising	per year	\$500.00	\$500.00	\$0.00
Commercial Advertising	per year	\$650.00	\$650.00	\$0.00
Concession Lease (Winter Season)	per year	\$1,000.00	\$1,000.00	\$0.00
Community Centre Lease	per year	\$1,000.00	\$1,000.00	\$0.00
Event Set-Up/Take Down (Joint Use Agreement)		half price \$2.00	half price \$2.00	\$0.00
Preschool (0-3 Years) Drop In		\$0.00	\$0.00	\$0.00
Shower		\$2.00	\$2.00	\$0.00
3-7 Years) Drop In		\$3.00	\$3.00	\$0.00
8-17 Years) Drop In		\$5.00	\$5.00	\$0.00
18+ Years) Drop In		\$7.00	\$7.00	\$0.00
25+ Years) Drop In		\$6.00	\$6.00	\$0.00
30+ Years) Drop In		\$15.00	\$15.00	\$0.00
Swim Suit Drop In		\$6.00	\$6.00	\$0.00
Boot Camp/Aquafit Drop In/Boot Camp		\$8.00	\$8.00	\$0.00
Pass Child	per month	\$24.00	\$24.00	\$0.00
Pass Youth	per month	\$32.00	\$32.00	\$0.00
Pass Family	per month	\$80.00	\$80.00	\$0.00
Pass Pre-school (0-3 Years)	per month	\$0.00	\$0.00	\$0.00
Pass Adult	per month	\$50.00	\$50.00	\$0.00
Pass Senior (55+ Years)	per month	\$40.00	\$40.00	\$0.00
Pass Aquafit	per month	\$52.00	\$52.00	\$0.00
Pass Sr. Aquafit (55+ Years)	per month	\$42.00	\$42.00	\$0.00
Pass Child	per 6 months	\$99.00	\$99.00	\$0.00
Pass Youth	per 6 months	\$136.00	\$136.00	\$0.00
Pass Family	per 6 months	\$338.00	\$338.00	\$0.00
Pass Pre-school (0-3 Years)	per 6 months	\$0.00	\$0.00	\$0.00
Pass Adult	per 6 months	\$210.00	\$210.00	\$0.00
Pass Senior (55+ Years)	per 6 months	\$170.00	\$170.00	\$0.00
Pass Aquafit	per 6 months	\$215.00	\$215.00	\$0.00
Pass Sr. Aquafit (55+ Years)	per 6 months	\$180.00	\$180.00	\$0.00
Pass Child	per year	\$165.00	\$165.00	\$0.00
Pass Youth	per year	\$224.00	\$224.00	\$0.00

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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
ss Family	per year	\$565.00	\$565.00	\$0.00
ss Adult	per year	\$340.00	\$340.00	\$0.00
ss Senior (55+ Years)	per year	\$280.00	\$280.00	\$0.00
ss Aquafit	per year	\$350.00	\$350.00	\$0.00
ss Sr. Aquafit (55+ Years)	per year	\$300.00	\$300.00	\$0.00
Child		\$27.00	\$27.00	\$0.00
Youth		\$45.00	\$45.00	\$0.00
Adult		\$63.00	\$63.00	\$0.00
Senior (55+ Years)		\$54.00	\$54.00	\$0.00
Aquafit/Masters/Bootcamp		\$72.00	\$72.00	\$0.00
Sr. Aquafit (55+ Years)		\$54.00	\$54.00	\$0.00
Family Swim		\$145.00	\$145.00	\$0.00
Child		\$57.00	\$57.00	\$0.00
Youth		\$85.00	\$85.00	\$0.00
Adult		\$119.00	\$119.00	\$0.00
Senior (55+ Years)		\$102.00	\$102.00	\$0.00
Aquafit/Masters/Bootcamp		\$136.00	\$136.00	\$0.00
Sr. Aquafit (55+ Years)		\$102.00	\$102.00	\$0.00
Family Pass		\$255.00	\$255.00	\$0.00
eguard Club Session		\$180.00	\$180.00	\$0.00
fety Instructor Course	per course	\$325.00	\$325.00	\$0.00
fety Instructor Re-cert	per course	\$95.00	\$95.00	\$0.00
g Instructor Course	per course	\$325.00	\$325.00	\$0.00
g Instructor Re-cert	per course	\$60.00	\$60.00	\$0.00
Lifeguard Course	per course	\$367.00	\$367.00	\$0.00
Lifeguard Re-cert	per course	\$60.00	\$60.00	\$0.00
Course	per course	\$180.00	\$180.00	\$0.00
Course Re-cert	per course	\$80.00	\$80.00	\$0.00
edallion/Bronze Cross - Combined Course	per course	\$225.00	\$225.00	\$0.00
edallion or Bronze Cross - Full Course	per course	\$160.00	\$160.00	\$0.00
ng Course	per course	\$84.00	\$84.00	\$0.00
Manual	each	\$20.00	\$20.00	\$0.00
exam	per exam	\$25.00	\$25.00	\$0.00
on Room (Not-for-profit, Public)	per hour	\$10.00	\$10.00	\$0.00
on Room (Not-for-profit, Public)	per half day	\$20.00	\$20.00	\$0.00
on Room (Not-for-profit, Public)	per full day	\$40.00	\$40.00	\$0.00
on Room (Commercial, Profit Making)	per hour	\$20.00	\$20.00	\$0.00

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on Room (Commercial, Profit Making)	per half day	\$40.00	\$40.00	\$0.00
on Room (Commercial, Profit Making)	per full day	\$80.00	\$80.00	\$0.00
ool Rental	per hour	\$140.00	\$140.00	\$0.00
ool Rental Extra Guard	per guard	\$30.00	\$30.00	\$0.00
ental Pool Toy	per hour	\$30.00	\$30.00	\$0.00
nd Swim	per swim	\$170.00	\$170.00	\$0.00
b All Lanes/Full Pool	per hour	\$70.00	\$70.00	\$0.00
b Lane Rental	per lane	\$16.00	\$16.00	\$0.00
ub Full Pool	per hour	\$70.00	\$70.00	\$0.00
ental – Per Month	per month	\$7.50	\$7.50	\$0.00
ental – Per Year	per year	\$75.00	\$75.00	\$0.00
essons	1/2 hour	\$22.50	\$22.50	\$0.00
essons	1 hour	\$30.00	\$30.00	\$0.00
rate Lessons	1/2 hour/person	\$17.50	\$17.50	\$0.00
rate Lessons	1 hour/person	\$25.00	\$25.00	\$0.00
ed Cross Lessons (Pre-school-SK2)		\$47.00	\$47.00	\$0.00
ed Cross Lessons (Swim Kids 3-6)		\$50.00	\$50.00	\$0.00
ed Cross Lessons (Swim Kids 7-10)		\$52.00	\$52.00	\$0.00
ed Cross Lessons (Pre-school-SK2)		\$62.50	\$62.50	\$0.00
ed Cross Lessons (Swim Kids 3-6)		\$65.00	\$65.00	\$0.00
ed Cross Lessons (Swim Kids 7-10)		\$67.50	\$67.50	\$0.00
essons (Full Red Cross/Student)		\$36.50	\$36.50	\$0.00
essons (Certificate Program)		\$26.50	\$26.50	\$0.00
roke Improvement (Per Student/Day)		\$5.00	\$5.00	\$0.00
ayaking/Student		\$6.00	\$6.00	\$0.00
pen Swim - 1 Hour (Per Student)		\$3.50	\$3.50	\$0.00
pen Swim – 2 Hours (Per Student)		\$4.00	\$4.00	\$0.00
s				
Adult		\$7.00	\$7.00	\$0.00
Games Registration Fee (\$25.00 is charged but \$12.00 is forwarded on to host community)		\$10.00	\$10.00	\$0.00
s i.e. Clinics and Workshops			Offered on a break-even basis. Offered on a break-even basis.	\$0.00

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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
SCHEDULE "A" - CORPORATE SERVICES				
Charges				
Outstanding Accounts Receivables		2.50%	2.50%	0.00%
Land Assessments				
Certificates	each	\$30.00	\$30.00	\$0.00
Notice Letter	each	\$50.00	\$50.00	\$0.00
Land Compliance Letter	each	\$150.00	\$150.00	\$0.00
Development Review Board Appeals - Residential 3 or fewer dwellings	per parcel	\$50.00	\$50.00	\$0.00
Development Review Board Appeals - Residential 4 or more dwellings	per parcel	\$500.00	\$500.00	\$0.00
Development Review Board Appeals - Non-Residential	per parcel	\$500.00	\$500.00	\$0.00
Land Tax Recovery Notification - Searches	each	\$20.00	\$20.00	\$0.00
Land Tax Recovery Notification - Registration of Tax Recovery Notice	each	\$20.00	\$20.00	\$0.00
Land Tax Recovery Notification - Discharge of Tax Recovery Notice	each	\$20.00	\$20.00	\$0.00
Land Tax Recovery Notification - All other Land Title Requests	each	At Cost	At Cost	\$0.00
Property Registry - Searches	per parcel	minimum \$20.00 or cost (whatever is greater)	minimum \$20.00 or cost (whatever is greater)	\$0.00
Property Registry - Registration of Tax Recovery Lien	each	minimum \$20.00 or cost (whatever is greater)	minimum \$20.00 or cost (whatever is greater)	\$0.00
Property Registry - Discharge of Tax Recovery Lien	each	minimum \$20.00 or cost (whatever is greater)	minimum \$20.00 or cost (whatever is greater)	\$0.00
Property Registry - All other Personal Property Registry Requests	each	minimum \$20.00 or cost (whatever is greater)	minimum \$20.00 or cost (whatever is greater)	\$0.00
Licenses				
Per Business License Bylaw				
Permits				
Per Animal Control Bylaw				
Permits				
Per Cemetery Bylaw				
Permits				
Per Cheques				
Cheques	each	\$35.00	\$35.00	\$0.00
Permits				
Pins	each	\$2.50	\$2.50	\$0.00
Maps (36" x 48")	each	\$20.00	\$20.00	\$0.00
Maps (24" x 18")	each	\$10.00	\$10.00	\$0.00
Permits				
Information				
Business License List/per set	each	\$0.00	\$0.00	\$0.00
Bylaw	each	\$0.00	\$0.00	\$0.00

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Development Plan	each	\$0.00	\$0.00	\$0.00
Municipal Development Plan	each	\$0.00	\$0.00	\$0.00
Planning Standards	each	\$0.00	\$0.00	\$0.00
Committee Minutes - Up to 2 sets of minutes	each	\$0.00	\$0.00	\$0.00
Committee Minutes - More than 2 sets/per extra set	each	\$0.00	\$0.00	\$0.00
Committee Minutes - Current minutes distributed on a regular basis	each	\$0.00	\$0.00	\$0.00
Supplementary Information (photocopies)	per page	\$0.25	\$0.25	\$0.00
Agenda Packages	each	\$0.00	\$0.00	\$0.00
Bylaws	each	\$0.00	\$0.00	\$0.00

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TOWN OF PINCHER CREEK
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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
CHEDULE "B" - OPERATIONAL SERVICES				
Services (relating to Bylaw 1631)				
Service Charge - Residential Metered - 5/8" (15mm) Meter	per month	\$13.91	\$17.66	\$3.75
Service Charge - Residential Metered - 3/4" (20mm) Meter	per month	\$49.47	\$53.22	\$3.75
Service Charge - Residential Metered - 1" (25mm) Meter	per month	\$67.75	\$71.50	\$3.75
Service Charge - Residential Metered - 1-1/2" (40mm) Meter	per month	\$85.03	\$88.78	\$3.75
Service Charge - Residential Metered - 2" (50mm) Meter	per month	\$85.03	\$88.78	\$3.75
Service Charge - Residential Metered - 3" (75mm) Meter	per month	\$105.35	\$109.10	\$3.75
Service Charge - Residential Metered - 4" (100mm) Meter	per month	\$105.35	\$109.10	\$3.75
Service Charge - Non-Residential Metered - 5/8" (15mm) Meter	per month	\$13.91	\$17.66	\$3.75
Service Charge - Non-Residential Metered - 3/4" (20mm) Meter	per month	\$49.47	\$53.22	\$3.75
Service Charge - Non-Residential Metered - 1" (25mm) Meter	per month	\$67.75	\$71.50	\$3.75
Service Charge - Non-Residential Metered - 1-1/2" (40mm) Meter	per month	\$85.03	\$88.78	\$3.75
Service Charge - Non-Residential Metered - 2" (50mm) Meter	per month	\$85.03	\$88.78	\$3.75
Service Charge - Non-Residential Metered - 3" (75mm) Meter	per month	\$105.35	\$109.10	\$3.75
Service Charge - Non-Residential Metered - 4" (100mm) Meter	per month	\$105.35	\$109.10	\$3.75
Usage Charge (Town User) - Residential Metered	m3	\$1.12	\$1.12	\$0.00
Usage Charge (Town User) - Non-Residential Metered	m3	\$1.12	\$1.12	\$0.00
Usage Charge (Town User) - Irrigation	m3	\$1.12	\$1.12	\$0.00
Annual Flat Rate (Non-Metered)	per month	\$64.32	\$68.07	\$3.75
Monthly Water Rate	per 30 days	\$75.00	\$75.00	\$0.00
Connection Unit - Refundable Deposit	per occurrence	\$500.00	\$500.00	\$0.00
Connection Unit - Service Charge (minimum 7 days)	per day	\$30.00	\$30.00	\$0.00
Connection Unit - Usage Charge	m3	\$1.30	\$1.30	\$0.00
Service Hookup Fee - Residential	per occurrence	\$125.00	\$125.00	\$0.00
Service Hookup Fee - Non-Residential	per occurrence	\$200.00	\$200.00	\$0.00
Disconnection/Reconnection - Temporary Disconnection	per occurrence	\$50.00	\$50.00	\$0.00
Disconnection/Reconnection - Cut-Off for Non-Payment	per occurrence	\$150.00	\$150.00	\$0.00
Disconnection/Reconnection - Reconnection During Regular Business Hours	per occurrence	\$50.00	\$50.00	\$0.00
Disconnection/Reconnection - Reconnection Outside Regular Business Hours	per occurrence	\$150.00	\$150.00	\$0.00
Meters - Installation Fee - 1" (25mm) or smaller	per occurrence	\$400.00	\$400.00	\$0.00
Meters - Installation Fee - over 1" (25mm)	per occurrence	cost + 10%	cost + 10%	\$0.00
Meters - Replacement - 1" (25mm) or smaller	per occurrence	\$400.00	\$400.00	\$0.00
Meters - Replacement - over 1" (25mm)	per occurrence	cost + 10%	cost + 10%	\$0.00
Meters - Removal	per occurrence	\$150.00	\$150.00	\$0.00
Meters - Additional Reads	per occurrence	\$25.00	\$25.00	\$0.00
Meters - Calibration Testing	per occurrence	\$200.00	\$200.00	\$0.00

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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
Provide False Information (Section 2.2)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Fail to Install Low Flow Plumbing Fixtures (Section 5.1)	per occurrence	\$500.00	\$500.00	\$0.00
Allow Potable Water to Run Off Parcel for 30m or more (Section 5.3)	per occurrence	\$200.00	\$200.00	\$0.00
Allow Potable Water to Run Off Parcel Directly to Catch Basin (Section 5.3)	per occurrence	\$200.00	\$200.00	\$0.00
Allow Spray or Stream of Potable Water to Run Into Street or Sidewalk or Parcel (Section 5.3)	per occurrence	\$200.00	\$200.00	\$0.00
Outdoor Use of Water Contrary to Stage 2 Restrictions (Section 6.2)	per occurrence	\$600.00	\$600.00	\$0.00
Outdoor Use of Water Contrary to Stage 3 Restrictions (Section 6.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Outdoor Use of Water Contrary to Stage 4 Restrictions (Section 6.2)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Enter Fenced Area of Water System without Permission (Section 7.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Climb Structure of Water System (Section 7.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Disobey Sign or Cross Barrier in Pincher Creek Riparian Area (Section 7.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Place Thing in Water or on Ice of Pincher Creek (Section 7.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Activity which may Pollute Pincher Creek (Section 7.2)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Climb, Damage, or Tamper with Water System (Section 7.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Damage, Destroy, Remove, Interfere with Water System (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Interfere with Another Customer's Use of Water System (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Use of Boosting Device to Increase Water Pressure (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Prohibited Installation Upstream of Water Meter (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Prohibited Installation Upstream of Premises-Isolating Cross Connection Control Device (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Tamper, Break, or Removal Seal on Water Service Connection or Water Meter (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Prohibited Connection to Water System (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Hindrance of Town Employee or Agent (Section 7.4)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failure to Notify of Damaged Water Meter (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failure to Notify of Broken Seal on Bypass Valve or Water Meter within 24 hours (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Interfere or Tamper with Water Meter or Reading Device (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Prohibited Opening of Bypass Valve or Metering Installation (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failure to Provide Meter Reading (Section 7.5)	per occurrence	\$500.00	\$500.00	\$0.00
Failure to Maintain Shut-Off Valve (Section 7.6)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Operation of a Water Service Valve (Section 7.6)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Allow Unauthorized Operation of a Water Service Valve (Section 7.6)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Cross Connection (Section 7.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Install a Cross Connection Control Device (Section 7.7)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failure to Test a Cross Connection Control Device (Section 7.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Retain Test Records On-Site (Section 7.7)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to File Passed Testable Cross Connection Control Device Test Report within 30 Days (Section 7.7)	per occurrence	\$500.00	\$500.00	\$0.00

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Fail to File Failed Testable Cross Connection Control Device Test Report within 2 Days (Section 7.7)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to Replace Testable Cross Connection Control Device within 5 Days (Section 7.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Opening or Closing of Hydrant or Hydrant Valve (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Connection to a Hydrant (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Use of Water from a Hydrant (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Paint or Allow to be Painted a Hydrant Unauthorized Color (Section 7.8)	per occurrence	\$100.00	\$100.00	\$0.00
Allow Obstruction of a Hydrant (Section 7.8)	per occurrence	\$150.00	\$150.00	\$0.00
Allow Thing to Interfere with Operation of a Hydrant (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Comply with Hydrant Connection Unit Requirements (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized use of Alternate Source of Water (Section 8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Unauthorized Connection of Alternate Water Source to Water System (Section 8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Prohibited Sharing of Water Supply from One Premises to Other Eligible Premises (Section 8)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Comply with a Requirement of the CAO (Section 10.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Comply with a Requirement or Condition of a Written Approval or Permit (Section 10.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Comply with a Requirement or Condition of an Agreement (Section 10.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failure to Comply with Remedial Order (Section 10.3)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Water Services (relating to Bylaw 1632)				
Water Service Charge - Residential Metered	per month	\$16.06	\$18.31	\$2.25
Water Service Charge - Non-Residential Metered	per month	\$6.48	\$8.73	\$2.25
Water Service Charge - Residential Flat (Non-Metered)	per month	\$16.06	\$18.31	\$2.25
Water Service Charge - Non-Residential Effluent Meter	per month	\$0.00	\$0.00	\$0.00
Water Usage Charge (Town User) - Residential Metered	m3	\$0.00	\$0.00	\$0.00
Water Usage Charge (Town User) - Non-Residential Metered	m3	10% of water fee	10% of water fee	\$0.00
Water Usage Charge (Town User) - Non-Residential Effluent Meter	m3	\$0.00	\$0.00	\$0.00
Water Surcharge Service Charge	per month	\$0.00	\$0.00	\$0.00
Water Surcharge Usage Charge - BOD Surcharge	per mg/L	\$0.00	\$0.00	\$0.00
Water Surcharge Usage Charge - TSS Surcharge	per mg/L	\$0.00	\$0.00	\$0.00
Water Surcharge Usage Charge - FOG Surcharge	per mg/L	\$0.00	\$0.00	\$0.00
Wastewater Charge		\$0.00	\$0.00	\$0.00
Installing or Operating a Wastewater Treatment Facility Without Written Approval (Section 2.1)	per occurrence	\$2,500.00	\$2,500.00	\$0.00
Failing to Comply with All Conditions or Requirements for the Installation or Operation of a Wastewater Treatment Facility (Section 2.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Ensure that the Wastewater Service Connection and Owner's Plumbing System Comply with the Safety Codes Act (Section 2.2)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failing to Ensure that Any Required Permits, Inspections, or Other Approvals Required by the Safety Codes Act or other Legislation are Valid and Subsisting Prior to Connection to the Wastewater System (Section 2.2)	per occurrence	\$1,000.00	\$1,000.00	\$0.00

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Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with Any Part of the Sewer System, or Allowing the Same (Section 5.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with Any Device on or On the Wastewater System for Flow Measuring, Sampling Testing, or Contamination Prevention, or Allowing the Same (Section 5.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with a Monitoring Point, or Allowing the Same (Section 5.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Obstructing or Preventing Access to a Monitoring Access Point or Acting in a Manner that Obstructs or Prevents Access to a Monitoring Access Point (Section 5.1)	per occurrence	\$500.00	\$500.00	\$0.00
Entering into a Chamber, Structure, or Premises Associated with the Wastewater System Without Approval (Section 5.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Re-Using Wastewater Without Written Approval From Both the CAO and Safety Codes Officer (Section 5.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Comply with a Condition in an Approval for Wastewater Re-Use (Section 5.2)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Releasing, or Allowing the Release of Wastewater that Contains a Prohibited Substance into the Wastewater System (Section 5.3)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Releasing, or Allowing the Release of Wastewater into the Wastewater System that Contains a Substance That Exceeds a Concentration Limit as Defined in Schedule "B" or Schedule "C" (Section 5.3)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Releasing, or Allowing the Release of Wastewater that Does Not Comply With All Other Requirements of this Bylaw into the Wastewater System (Section 5.3)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Comply with a Condition in a Written Approval for Allowing Wastewater to Enter into the Wastewater System (Section 5.3)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Diluting Wastewater for the Purpose of Complying the Requirements of this Bylaw (Section 5.3)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failing to Dispose of Wastewater from a Premises into Either the Wastewater System or a Private Wastewater Treatment System (Section 6.1)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Disposing of a Substance into the Wastewater System Prior to the Connection of the Plumbing System to the Sewer System (Section 6.1)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Directing or Allowing Clear Water Waste to be Directed into the Wastewater System (Section 6.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Install, Operate, Monitor, Provide Access To, or Properly Maintain a Wastewater Pre-Treatment System (Section 6.6)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Depositing, or Allowing to be Deposited, Waste Residue from a Pre-Treatment System into the Wastewater System Without Approval (Section 6.6)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Obtain and Retain Manuals, Instructions, and Specifications Related to the Installation, Operation, Maintenance, and Cleaning of the Pre-Treatment System Installed at a Premises (Section 6.6)	per occurrence	\$200.00	\$200.00	\$0.00
Failing to Maintain a Maintenance Schedule and Record of Each Maintenance for the Pre-Treatment System Installed at a Premises for a Period of Two Years, Including Records for Disposal of Waste Residue (Section 6.6)	per occurrence	\$500.00	\$500.00	\$0.00

TOWN OF PINCHER CREEK
Bylaw #1584-22A - Schedules
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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
Failing to Submit Submit Records Requested by the CAO (Section 6.6)	per occurrence	\$500.00	\$500.00	\$0.00
Failing to Install an FOG Interceptor (Section 6.7)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failing to Monitor, Operate, Properly Maintain, and Clean Each FOG Interceptor (Section 6.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Ensure that Wastewater Does Not Exceed the Maximum Allowable Concentration Limits for FOG set chedule "C" (Section 6.7)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Install an Interceptor (Section 6.7)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failing to Monitor, Operate, Properly Maintain, and Clean Each Interceptor (Section 6.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Ensure that Wastewater Does Not Exceed the Maximum Allowable Concentration Limits for bons, Flammable Liquids, and TSS as set out in Schedule "B" and Schedule "C" (Section 6.7)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Install a Dental Amalgam Separator on a Fixture that may Release Dental Amalgam Waste Containing into the Wastewater System (Section 6.7)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failing to Install a Dental Amalgam Separator on a Fixture that may Release Dental Amalgam Waste Containing into the Wastewater System that is Directly Accessible (Section 6.7)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failing to Monitor, Operate, Maintain, and Clean a Dental Amalgam Separator (Section 6.7)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Using Emulsifiers, Enzymes, Bacteria, Solvents, Hot Water, or Other Agent to Facilitate the Passage of FOG or bons through an Interceptor (Section 6.7)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failing to Provide One or More Monitoring Access Points for the Monitoring of Wastewater (Section 7.1)	per occurrence	\$2,000.00	\$2,000.00	\$0.00
Failing to Provide Direct Access to Any Monitoring Access Point Located on the Premises (Section 7.1)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failing to Obtain Approval for Hauled Wastewater (Section 8.1)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Pay Any Fees and Charges Related to a Hauled Wastewater Approval or Agreement as set out in "H" (Section 8.1)	per occurrence	\$200.00	\$200.00	\$0.00
Releasing Hauled Wastewater at an Unauthorized Location (Section 8.1)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Immediately Notify the Proper Authorities where a Substance is Released into the Wastewater System 9.1)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Failing to Submit a Written Report About a Release (Section 9.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Take All Reasonable Measures to Mitigate the Release of a Substance (Section 9.1)	per occurrence	\$3,000.00	\$3,000.00	\$0.00
Failing to Have a Written Approval, Permit, or Agreement Available for Inspection on Request (Section 10.1)	per occurrence	\$200.00	\$200.00	\$0.00
Failing to Comply with a Requirement of the CAO (Section 10.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Comply with a Requirement or Condition of an Agreement (Section 10.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Comply with a Requirement or Condition of a Written Approval or Permit (Section 10.1)	per occurrence	\$1,500.00	\$1,500.00	\$0.00
Failing to Comply with a Remedial Order (Section 11.3)	per occurrence	\$1,000.00	\$1,000.00	\$0.00
Obstructing an Officer, the CAO, or their Designates in the Exercise of their Powers or Duties (Section 11.4)	per occurrence	\$1,000.00	\$1,000.00	\$0.00

Water Services (relating to Bylaw 1630)

TOWN OF PINCHER CREEK
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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
Drainage Service Charge - Residential	per month	\$0.00	\$8.50	\$8.50
Drainage Service Charge - Non-Residential	per month	\$0.00	\$17.00	\$17.00
Release of Prohibited Material (Section 5.1)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to Notify of Release (Section 5.3)	per occurrence	\$75.00	\$75.00	\$0.00
Fail to Mitigate a Prohibited Release (Section 5.3)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to Cover or Clearly Mark Hoses (Section 5.3)	per occurrence	\$75.00	\$75.00	\$0.00
Allow Termination within 2m (Section 5.4)	per occurrence	\$75.00	\$75.00	\$0.00
Connect Directly to Foundation Drain or Weeping Tile (Section 5.4)	per occurrence	\$75.00	\$75.00	\$0.00
Pump/Redirect Water from a Parcel (Section 5.4)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to Maintain Interceptor (Section 5.6)	per occurrence	\$500.00	\$500.00	\$0.00
Release Prohibited Material from an Interceptor (Section 5.6)	per occurrence	\$500.00	\$500.00	\$0.00
Unauthorized Use of Storm Drainage System (Section 5.7)	per occurrence	\$500.00	\$500.00	\$0.00
Allow Structure On or Over Storm Drainage Facility (Section 5.8)	per occurrence	\$500.00	\$500.00	\$0.00
Failure to Ensure Storm Drainage Facility Remains Clear of Debris (Section 5.8)	per occurrence	\$500.00	\$500.00	\$0.00
Insufficient Clearance Over a Storm Drainage Facility (Section 5.8)	per occurrence	\$500.00	\$500.00	\$0.00
Restricting flow into or within the Storm Drainage System (Section 5.8)	per occurrence	\$500.00	\$500.00	\$0.00
Unauthorized Connection to Storm Drainage System (Section 5.9)	per occurrence	\$500.00	\$500.00	\$0.00
Unauthorized Re-Use of Connection (Section 5.9)	per occurrence	\$500.00	\$500.00	\$0.00
Failure to Notify Town of Discontinuation of Use (Section 5.9)	per occurrence	\$75.00	\$75.00	\$0.00
Violation of Approval or Condition of Approval (Section 6.1)	per occurrence	\$500.00	\$500.00	\$0.00
Fail to Comply with Remedial Order (Section 7.2)	per occurrence	\$500.00	\$500.00	\$0.00
Hindering an Authorized Town Employee (Section 7.4)	per occurrence	\$500.00	\$500.00	\$0.00
Services (relating to Bylaw 1605)				
Collection Fixed Rate	per month	\$7.54	\$10.79	\$3.25
Fixed Rate (Residential & Commercial)	per month	\$3.58	\$3.58	\$0.00
Collection Cart Rate - 65L	per month	\$9.20	\$9.20	\$0.00
Collection Cart Rate - 95L	per month	\$11.70	\$11.70	\$0.00
Collection Cart Rate - 660L	per month	\$16.63	\$16.63	\$0.00
Collection Cart Rate - 1100L	per month	\$19.13	\$19.13	\$0.00
Collection Additional Pick-Up - 65L	per occurrence	\$9.20	\$9.20	\$0.00
Collection Additional Pick-Up - 95L	per occurrence	\$11.70	\$11.70	\$0.00
Collection Additional Pick-Up - 660L	per occurrence	\$16.63	\$16.63	\$0.00
Collection Additional Pick-Up - 1100L	per occurrence	\$19.13	\$19.13	\$0.00
First Offence	per occurrence	\$50.00	\$50.00	\$0.00
Second Offence	per occurrence	\$100.00	\$100.00	\$0.00
Third and Subsequent Offences	per occurrence	\$500.00	\$500.00	\$0.00

ment Services

TOWN OF PINCHER CREEK
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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
er current Alberta Road Builders and Heavy Equipment Association Handbook				
oods		Cost + 25% restocking fee	Cost + 25% restocking fee	\$0.00

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TOWN OF PINCHER CREEK
Bylaw #1584-22A - Schedules
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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
SCHEDULE "C" - COMMUNITY SERVICES				
SPORTSFIELDS				
Youth (Per Season)	per player	\$25.00	\$25.00	\$0.00
Baseball Adult (Per Season)	per team	\$450.00	\$450.00	\$0.00
Tournament J/T Park		\$750.00	\$750.00	\$0.00
Use at Diamonds (per day/booking)		\$60.00	\$60.00	\$0.00
Use at Diamonds (OOR)		\$110.00	\$110.00	\$0.00
Rental	per set	\$85.00	\$85.00	\$0.00
Sports field Booking Fee	per booking	\$40.00	\$40.00	\$0.00
Youth (Per Season)	per player	\$25.00	\$25.00	\$0.00
Adult Team (Per Season)	per team	\$450.00	\$450.00	\$0.00
Youth (Per Season)	per player	\$25.00	\$25.00	\$0.00
Use (Joint Use Agreement)		\$0.00	\$0.00	\$0.00
Ground Reservation Fee	per reservation	One Night Campground Fee as Below	One Night Campground Fee as Below	\$0.00
Ground (Full Service - Power, Sewer & Water)	per night	\$40.00	\$40.00	\$0.00
Ground (Partial Service - Power)	per night	\$35.00	\$35.00	\$0.00
Ground (Tent)	per night	\$25.00	\$25.00	\$0.00
Ground Bundle	per bundle	\$10.00	\$10.00	\$0.00
Summer (in effect May 1 - August 31)				
Club-Profits Making/Trade Fair	per day	\$850.00	\$850.00	\$0.00
Club Set-up Profits Making/Trade Fair	per day	\$425.00	\$425.00	\$0.00
Ice Arena Youth	per hour	\$30.00	\$30.00	\$0.00
Ice Arena Adult	per hour	\$40.00	\$40.00	\$0.00
Club-Profits Making	per hour	\$20.00	\$20.00	\$0.00
Club-Non Profit	per hour	\$10.00	\$10.00	\$0.00
Concession	per day	\$60.00	\$60.00	\$0.00
Winter (in effect September 1 - April 30)				
Hockey, Figure Skating, Youth	per hour	\$75.00	\$75.00	\$0.00
Hockey, Adult	per hour	\$130.00	\$130.00	\$0.00
Hockey, Figure Skating Youth (OOR)	per hour	\$175.00	\$175.00	\$0.00
Hockey Drop In (Daytime)	per player	\$8.00	\$8.00	\$0.00
Child Drop in		\$0.00	\$0.00	\$0.00
Ice Holiday Rental (Boxing Day)	per hour	\$150.00	\$150.00	\$0.00
Family Skating Sponsorship	per season	\$3,000.00	\$3,000.00	\$0.00
Ice Time Usage	Dollars off per hour	\$10.00	\$10.00	\$0.00

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SERVICE	UNITS OF MEASURE	PREVIOUS Rates effective September 1, 2022	Rates effective January 1, 2023 (unless otherwise noted)	CHANGE INCR/DECR
Advertising	per year	\$450.00	\$450.00	\$0.00
Advertising	per year	\$250.00	\$250.00	\$0.00
Billboard Advertising	per year	\$650.00	\$650.00	\$0.00
Bus Advertising	per year	\$500.00	\$500.00	\$0.00
Commercial Advertising	per year	\$650.00	\$650.00	\$0.00
Concession Lease (Winter Season)	per year	\$1,000.00	\$1,000.00	\$0.00
Community Centre Lease	per year	\$1,000.00	\$1,000.00	\$0.00
Event Set-Up/Take Down (Joint Use Agreement)		half price \$2.00	half price \$2.00	\$0.00
Preschool (0-3 Years) Drop In		\$0.00	\$0.00	\$0.00
Shower		\$2.00	\$2.00	\$0.00
3-6 Years) Drop In		\$3.00	\$3.00	\$0.00
7-17 Years) Drop In		\$5.00	\$5.00	\$0.00
18-24 Years) Drop In		\$7.00	\$7.00	\$0.00
25-34 Years) Drop In		\$6.00	\$6.00	\$0.00
35-44 Years) Drop In		\$15.00	\$15.00	\$0.00
45-54 Years) Drop In		\$6.00	\$6.00	\$0.00
55+ Years) Drop In		\$8.00	\$8.00	\$0.00
Pass Child	per month	\$24.00	\$24.00	\$0.00
Pass Youth	per month	\$32.00	\$32.00	\$0.00
Pass Family	per month	\$80.00	\$80.00	\$0.00
Pass Pre-school (0-3 Years)	per month	\$0.00	\$0.00	\$0.00
Pass Adult	per month	\$50.00	\$50.00	\$0.00
Pass Senior (55+ Years)	per month	\$40.00	\$40.00	\$0.00
Pass Aquafit	per month	\$52.00	\$52.00	\$0.00
Pass Sr. Aquafit (55+ Years)	per month	\$42.00	\$42.00	\$0.00
Pass Child	per 6 months	\$99.00	\$99.00	\$0.00
Pass Youth	per 6 months	\$136.00	\$136.00	\$0.00
Pass Family	per 6 months	\$338.00	\$338.00	\$0.00
Pass Pre-school (0-3 Years)	per 6 months	\$0.00	\$0.00	\$0.00
Pass Adult	per 6 months	\$210.00	\$210.00	\$0.00
Pass Senior (55+ Years)	per 6 months	\$170.00	\$170.00	\$0.00
Pass Aquafit	per 6 months	\$215.00	\$215.00	\$0.00
Pass Sr. Aquafit (55+ Years)	per 6 months	\$180.00	\$180.00	\$0.00
Pass Child	per year	\$165.00	\$165.00	\$0.00
Pass Youth	per year	\$224.00	\$224.00	\$0.00

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ss Family	per year	\$565.00	\$565.00	\$0.00
ss Adult	per year	\$340.00	\$340.00	\$0.00
ss Senior (55+ Years)	per year	\$280.00	\$280.00	\$0.00
ss Aquafit	per year	\$350.00	\$350.00	\$0.00
ss Sr. Aquafit (55+ Years)	per year	\$300.00	\$300.00	\$0.00
Child		\$27.00	\$27.00	\$0.00
Youth		\$45.00	\$45.00	\$0.00
Adult		\$63.00	\$63.00	\$0.00
Senior (55+ Years)		\$54.00	\$54.00	\$0.00
Aquafit/Masters/Bootcamp		\$72.00	\$72.00	\$0.00
Sr. Aquafit (55+ Years)		\$54.00	\$54.00	\$0.00
Family Swim		\$145.00	\$145.00	\$0.00
Child		\$57.00	\$57.00	\$0.00
Youth		\$85.00	\$85.00	\$0.00
Adult		\$119.00	\$119.00	\$0.00
Senior (55+ Years)		\$102.00	\$102.00	\$0.00
Aquafit/Masters/Bootcamp		\$136.00	\$136.00	\$0.00
Sr. Aquafit (55+ Years)		\$102.00	\$102.00	\$0.00
Family Pass		\$255.00	\$255.00	\$0.00
eguard Club Session		\$180.00	\$180.00	\$0.00
fety Instructor Course	per course	\$325.00	\$325.00	\$0.00
fety Instructor Re-cert	per course	\$95.00	\$95.00	\$0.00
g Instructor Course	per course	\$325.00	\$325.00	\$0.00
g Instructor Re-cert	per course	\$60.00	\$60.00	\$0.00
Lifeguard Course	per course	\$367.00	\$367.00	\$0.00
Lifeguard Re-cert	per course	\$60.00	\$60.00	\$0.00
Course	per course	\$180.00	\$180.00	\$0.00
Course Re-cert	per course	\$80.00	\$80.00	\$0.00
edallion/Bronze Cross - Combined Course	per course	\$225.00	\$225.00	\$0.00
edallion or Bronze Cross - Full Course	per course	\$160.00	\$160.00	\$0.00
ng Course	per course	\$84.00	\$84.00	\$0.00
Manual	each	\$20.00	\$20.00	\$0.00
exam	per exam	\$25.00	\$25.00	\$0.00
on Room (Not-for-profit, Public)	per hour	\$10.00	\$10.00	\$0.00
on Room (Not-for-profit, Public)	per half day	\$20.00	\$20.00	\$0.00
on Room (Not-for-profit, Public)	per full day	\$40.00	\$40.00	\$0.00
on Room (Commercial, Profit Making)	per hour	\$20.00	\$20.00	\$0.00

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on Room (Commercial, Profit Making)	per half day	\$40.00	\$40.00	\$0.00
on Room (Commercial, Profit Making)	per full day	\$80.00	\$80.00	\$0.00
ool Rental	per hour	\$140.00	\$140.00	\$0.00
ool Rental Extra Guard	per guard	\$30.00	\$30.00	\$0.00
ental Pool Toy	per hour	\$30.00	\$30.00	\$0.00
nd Swim	per swim	\$170.00	\$170.00	\$0.00
b All Lanes/Full Pool	per hour	\$70.00	\$70.00	\$0.00
b Lane Rental	per lane	\$16.00	\$16.00	\$0.00
ub Full Pool	per hour	\$70.00	\$70.00	\$0.00
ental – Per Month	per month	\$7.50	\$7.50	\$0.00
ental – Per Year	per year	\$75.00	\$75.00	\$0.00
essons	1/2 hour	\$22.50	\$22.50	\$0.00
essons	1 hour	\$30.00	\$30.00	\$0.00
rate Lessons	1/2 hour/person	\$17.50	\$17.50	\$0.00
rate Lessons	1 hour/person	\$25.00	\$25.00	\$0.00
ed Cross Lessons (Pre-school-SK2)		\$47.00	\$47.00	\$0.00
ed Cross Lessons (Swim Kids 3-6)		\$50.00	\$50.00	\$0.00
ed Cross Lessons (Swim Kids 7-10)		\$52.00	\$52.00	\$0.00
ed Cross Lessons (Pre-school-SK2)		\$62.50	\$62.50	\$0.00
ed Cross Lessons (Swim Kids 3-6)		\$65.00	\$65.00	\$0.00
ed Cross Lessons (Swim Kids 7-10)		\$67.50	\$67.50	\$0.00
essons (Full Red Cross/Student)		\$36.50	\$36.50	\$0.00
essons (Certificate Program)		\$26.50	\$26.50	\$0.00
roke Improvement (Per Student/Day)		\$5.00	\$5.00	\$0.00
ayaking/Student		\$6.00	\$6.00	\$0.00
pen Swim - 1 Hour (Per Student)		\$3.50	\$3.50	\$0.00
pen Swim – 2 Hours (Per Student)		\$4.00	\$4.00	\$0.00
s				
Adult		\$7.00	\$7.00	\$0.00
Games Registration Fee (\$25.00 is charged but \$12.00 is forwarded on to host community)		\$10.00	\$10.00	\$0.00
s i.e. Clinics and Workshops			Offered on a break-even basis. Offered on a break-even basis.	\$0.00

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Land Use Bylaw Amendment 1547-AO - Short-term Rentals	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 12/12/2022

PURPOSE:

For Council to consider third and final reading of Land Use Bylaw Amendment 1547-AO - Short-term Rentals.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give Bylaw 1547-AO amending the Land Use Bylaw 1547 third and final reading and that a copy of which be attached hereto forming part of the minutes.

BACKGROUND/HISTORY:

At the August 3, 2022 Committee of the Whole meeting, direction was given to administration to prepare a Land Use Bylaw Amendment according to Council discussion and include regulations for short-term rentals in the Town of Pincher Creek.

A delegation of concerned citizens presented to Council at their regular meeting on August 22, 2022 regarding short-term rentals in Pincher Creek.

Correspondence dated October 7, 2022 was received from a citizen addressing concerns regarding Short-term Rentals.

At the October 11, 2022 regular meeting of Council, Land Use Bylaw Amendment 1547-AO - Short-Term Rentals, received first reading and Council agreed to hold a Public Hearing on November 14, 2022.

The Public Hearing was well attended with several persons wishing to be heard. At the regular meeting on November 14, 2022 Council deferred the Land Use Bylaw Amendment to November 28, 2022.

At the November 28, 2022 regular meeting of Council Land Use Bylaw Amendment 1547-AO - Short-term Rentals received second reading inclusive of amendments as discussed. The vote was recorded with six in favour and one opposed.

ALTERNATIVES:

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

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

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The current Land Use Bylaw 1547 and amendments thereto is silent regarding regulations on tourist homes and/or short-term rentals. There have been several inquiries made recently to establish short-term rental types of uses in private homes.

In the event the proposed bylaw amendment receives third and final reading consideration should be given as to how the new regulations be implemented.

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-AO the Notice of Public Hearing on Bylaw 1547-AO was published for two consecutive weeks in the local weekly newspaper on November 2 and 9, 2022 as per Advertising for Public Hearing Policy 115-95.

ATTACHMENTS:

Town Pincher Creek LUB 1547 Amendment - add Short-term rentals_FINAL

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree and give Bylaw 1547-AO amending the Land Use Bylaw 1547 third and final reading.

Signatures:

Department Head:

Lisa Goss

CAO:

Laurie Wilgosh



TOWN OF PINCHER CREEK BYLAW NO. 1547-AO

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 deemed it necessary to regulate the use, standards, siting, and operational criteria of Short-term rental accommodation within the various residential land use districts of the municipality, as described in Schedule A.

AND WHEREAS the general purpose of the proposed amendment is to address the following:

- Add 'Short-term Rentals Type 1' and 'Short-term Rentals Type 2' to the 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' and 'Multi-family Residential – R4' districts as either a permitted, discretionary, or prohibited use as categorized and defined as attached Schedule A.
- Add new definitions to the land use bylaw Schedule 13, Definitions, for 'Short-term Rentals', 'Short-term Rentals Type 1' and 'Short-term Rentals Type 2'.
- Add to Schedule 4, Standards of Development a section on 'Short-term Rentals' which outlines the criteria, application requirements, and standards for the potential of a residential property owner to establish and operate a Short-term Rental accommodation with the Town of Pincher Creek, as described in the attached Schedule A.

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. Bylaw No. 1547, being the municipal Land Use Bylaw, is hereby amended by Bylaw 1547-AO to include Short-term rentals in the land use bylaw as prescribed in Schedule A attached.
2. Bylaw No. 1547-AO shall come into effect upon third and final reading thereof.
3. Bylaw No. 1547-AO is hereby adopted.

READ a **first** time this 11th day of October 2022.

Mayor – Don Anderberg

Chief Administrative Officer – Laurie Wilgosh

READ a **second** time **as amended** this 28th day of November 2022.

Mayor – Don Anderberg

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READ a **third** time **as amended** and finally passed this 12th day of December 2022.

Mayor – Don Anderberg

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SCHEDULE A

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

AMENDMENTS: Add uses, criteria, standards, and definitions for Short-term Rentals

- *Second Reading as Amended November 28, 2022 (denoted by strike-through text and red text additions).*
- *Amend all references to 'Development Authority' to be changed to 'Municipal Development and Subdivision Authority'. Renumber all revised sections (policies & standards) sequentially as needed.*

Add to the 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' and 'Multi-family Residential – R4' districts '**Short-term Rentals Type 1**' as a permitted use.

Add to the 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' '**Short-term Rentals Type 2**' use as a discretionary use.

Add to the 'Multi-family Residential – R4' district '**Short-term Rentals Type 2**' as a Prohibited use.

Add to the land use bylaw Schedule 13, Definitions

Short-term Rentals means a dwelling unit (including a house, apartment, multi-unit dwelling, or individual room), operated as a temporary or short-term rental or lease accommodation unit, occupied by a guest or guests for a period of less than 28 continuance days where the residence owner may or may not be present or residing on site, and includes all temporary or short-term rentals, vacation homes or temporary accommodation for commercial purposes or for compensation. This use does not include Bed and Breakfasts, Home Occupations, Motels, or Hotels which are separately defined uses. ~~It also excludes temporary or short term billeting of minor or under 20 athletes on sports teams.~~ (Removed as Amended at 2nd Reading)

Short-term Rentals Type 1 (owner-occupied) means a short-term rental or lease situation where an owner lives/resides (owner-occupied) in the dwelling as their primary abode (residence) but may rent out the house or rooms as accommodation on a temporary or short-term bases for a period of less than 28 continuance days but not to exceed 60 days in a calendar year for financial gain. (*Note: This may apply to situations where an owner rents out their house while they are away on vacation or out of the country for an extended period, etc.*)

Short-term Rentals Type 2 (non-owner-occupied rental) means a short-term rental or lease situation where an owner does not live/reside in the dwelling as their primary residence (non-owner-occupied rental) but rents out the house or rooms as accommodation on temporary or short-term bases for a period of less than 28 continuance days as a rental, vacation home or temporary accommodation for commercial purposes, or a commercial entity uses the home exclusively for short-term rentals. (*Note: This applies to situations where a person or business owns a dwelling(s) that they primarily rent for accommodation for commercial income, etc.*)

Add a clause to the land use bylaw Schedule 3, Development Not Requiring a Permit

No development permit is required for Short-term Rentals Type 1 as defined in this bylaw provided the standards of the bylaw are met and they are listed as a permitted use in the applicable land use district. (Short-term Rentals Type 2 do require a development permit.)

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

SECTION 31 SHORT-TERM RENTALS

Standards

- 31.1 Short-term Rentals are prohibited in residential districts except where they are expressly listed as a permitted or discretionary use.
- 31.2 Short-term Rentals Type 1 listed as a permitted use in any land use district do not require a development permit as prescribed in Schedule 3, Development Not Requiring a Permit. All other types of Short-term Rentals do require a development permit.
- 31.3 Short-term Rentals that are prohibited or are found to be operating without a valid development permit and/or Business Licence are subject to the imposition of fines/penalties by the municipality in accordance with the fee schedule or other applicable bylaw.
- 31.4 Short-term Rentals are characterized by:
- (a) The advertising or management of a dwelling unit as a Short-term Rental, temporary accommodation, tourist accommodation or vacation rental on social media, the internet or on vacation rental websites, such as but not limited to Airbnb, VRBO, or where the intent is for the occupant to stay for short-term visiting or vacation purposes rather than use the property solely as a permanent residence.
 - (b) The use of a system of reservations, deposits, confirmations, and payments for nightly accommodation at the residence.
 - (c) The active management and commercial nature of the dwelling being used as a Short-term Rental.
- ~~31.5 The Short term Rentals use excludes the temporary or short term billeting of minor or under 20 athletes on sports teams and they are exempt from the permitting and business license requirements. (Removed as Amended at 2nd Reading)~~
- 31.5 The number of rental units or bedrooms in the Short-term Rentals and the maximum occupancy of the dwelling shall be stated on the application form and included as a condition of approval in the development permit. The Municipal Development and Subdivision Authority may limit the number of rental units and/or the maximum occupancy of a Short-term Rentals on a case-by-case basis having regard for suitability and potential impacts to the town, street, or area neighbors.
- 31.6 The Municipal Development and Subdivision Authority may limit the number of dwellings used as short-term rental units on a street or defined area, and no more than ~~5%~~3% of the total number of single-detached dwellings in the R-1 land use district of the Town of Pincher Creek may be approved as a Short-term Rentals Type 2, based on a first come first served basis. (Revised and Amended at 2nd Reading)
- 31.7 The Municipal Development and Subdivision Authority may in its discretion, place any conditions it deems reasonable, on a development permit approved for Short-term Rentals to manage potential impacts to neighbors or ensure the use is operating within the regulations and standards of the bylaw.
- 31.8 Where approved, Short-term Rentals shall be developed and operated in accordance with the following regulations in order to ensure that the impacts of this commercial use do not unduly affect the amenities of the residential neighbourhood in which they are located:

- (a) Short-term Rentals require a development permit except for those specially listed in Schedule 3, Development Not Requiring a Permit. A permit may be revoked at any time if, in the opinion of a designated officer, the operator has violated any provision of this bylaw or the conditions of a permit.
- (b) ~~On-site Parking stalls~~ shall be provided as required by the Municipal Development and Subdivision Authority. For Short-term Rentals Type 2, a parking layout plan must be submitted as part of the application illustrating what is available or proposed. The plan must clearly illustrate the location and size dimensions of the parking stall areas on the property. *(Revised as Amended at 2nd Reading)*
- (c) A recreational vehicle (camper trailer) shall not be used as accommodation for the owner/operator, other residents of the property or for the Short-term Rentals guests.
- (d) The exterior appearance of a dwelling approved as a Short-term Rentals shall not be altered, renovated, or changed to make the residential dwelling significantly stand-out or be readily recognized or identified as a commercial accommodation rental unit except where limited signage may be approved as provided for in this bylaw.
- (e) Short-term Rentals shall not interfere with the rights of other neighbours and residents ~~to quiet enjoyment of a residential neighbourhood and owners and renters must adhere to the requirements of the Town of Pincher Creek Nuisance Bylaw.~~ *(Revised as Amended at 2nd Reading)*
- (f) Approved Short-term Rentals must apply for and maintain a current yearly municipal Business Licence from the municipality.
- (g) The Municipal Development and Subdivision Authority shall not approve a development permit for both a Short-term Rental **Type 2** and Bed & Breakfast on the same property. **Short-term Rental Type 1 may be allowed to operate concurrently.** *(Revised as Amended at 2nd Reading)*
- (h) The Municipal Development and Subdivision Authority may place conditions on a development permit to address or mitigate concerns with compatibility to the neighbourhood or to ensure the standards of this bylaw are being met.
- (i) The Municipal Development and Subdivision Authority may refuse to approve a development permit for a Short-term Rentals if they determine there are other pre-existing Short-term Rentals established in the vicinity or neighborhood and additional such use would negatively affect the neighborhood, cause traffic or parking concerns, or interfere with the residents right to peaceful enjoyment of their property.

31.9 The owner/operator of the Short-term Rental shall:

- (a) Have a valid business license and disclose their license number in all online postings and advertisements. The business license must also be posted and visible inside the dwelling to rental guests.
- (b) Keep and maintain, or have kept and maintained by a company or individual identified in the development permit application, a guest record/register that shall be reasonably available for inspection by the designated officer.

- (c) Provide personal contact information of the operator to the designated officer that is kept accurate and up to date during the duration of the active operation of the dwelling as a Short-term Rental.
- (d) Provide and maintain the **on-site** parking as required by the Municipal Development and Subdivision Authority. *(Removed as Amended at 2nd Reading)*
- (e) Advertising related to the Short-term Rental shall not be displayed until after a development permit is issued. Signage shall only be displayed as allowed for in this bylaw and includes:
 - (i) one window signage, no larger than 0.4 m² (4 sq. ft.); or
 - (ii) up to one freestanding sign no more than 1.5 m (5 ft.) above ground or sidewalk grade and shall not be more than 0.4 m² (4 ft.²) in area.
 - (iii) For any signage associated with a Short-term Rental, it must be made of a material that is complementary to the principal dwelling; and
 - (iv) not be directly illuminated in any way.
- (f) Be responsible for contacting the municipal Safety Codes officials and complying with requirements applicable to the dwelling or dwelling unit conforming to the *National Building Code – Alberta Edition* as required, particularly regarding fire safety.
- (g) Be responsible for complying with Alberta Government requirements relating to the provincial tourism levy on accommodation. The owner/operator will be required to show verification of compliance to the **designated officer or the** Municipal Development and Subdivision Authority when requested. *(Revised as Amended at 2nd Reading)*
- (h) Be required to have valid insurance coverage for the dwelling or dwelling unit being used as a commercial rental accommodation property. The owner/operator will be required to show verification of such when requested by the **designated officer or the** Municipal Development and Subdivision Authority. *(Revised as Amended at 2nd Reading)*
- (i) Comply with any requirements and obligations relating to the *Public Health Act, Housing Regulation* as applicable.
- (j) **If pets are allowed in the Short-term Rental, the yard for the property must be entirely enclosed and fenced to keep pets contained on-site.** *(Added as Amended at 2nd Reading)*

SCHEDULE A

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

AMENDMENTS: Add uses, criteria, standards, and definitions for Short-term Rentals

- *Second Reading as Amended November 28, 2022 (denoted by strike-through text and red text additions).*
- *Amend all references to 'Development Authority' to be changed to 'Municipal Development and Subdivision Authority'. Renumber all revised sections (policies & standards) sequentially as needed.*

Add to the 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' and 'Multi-family Residential – R4' districts '**Short-term Rentals Type 1**' as a permitted use.

Add to the 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' '**Short-term Rentals Type 2**' use as a discretionary use.

Add to the 'Multi-family Residential – R4' district '**Short-term Rentals Type 2**' as a Prohibited use.

Add to the land use bylaw Schedule 13, Definitions

Short-term Rentals means a dwelling unit (including a house, apartment, multi-unit dwelling, or individual room), operated as a temporary or short-term rental or lease accommodation unit, occupied by a guest or guests for a period of less than 28 continuance days where the residence owner may or may not be present or residing on site, and includes all temporary or short-term rentals, vacation homes or temporary accommodation for commercial purposes or for compensation. This use does not include Bed and Breakfasts, Home Occupations, Motels, or Hotels which are separately defined uses.

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

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TOWN OF PINCHER CREEK BYLAW NO. 1547-AO

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 deemed it necessary to regulate the use, standards, siting, and operational criteria of Short-term rental accommodation within the various residential land use districts of the municipality, as described in Schedule A.

AND WHEREAS the general purpose of the proposed amendment is to address the following:

- Add 'Short-term Rentals Type 1' and 'Short-term Rentals Type 2' to the 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' and 'Multi-family Residential – R4' districts as either a permitted, discretionary, or prohibited use as categorized and defined as attached Schedule A.
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READ a **first** time this 11th day of October 2022.

Mayor – Don Anderberg

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READ a **second** time **as amended** this 28th day of November 2022.

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SCHEDULE A

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

AMENDMENTS: Add uses, criteria, standards, and definitions for Short-term Rentals

Add to the 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' and 'Multi-family Residential – R4' districts '**Short-term Rentals Type 1**' as a permitted use.

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- 31.6 The Municipal Development and Subdivision Authority may limit the number of dwellings used as short-term rental units on a street or defined area, and no more than 3% of the total number of single-detached dwellings in the R-1 land use district of the Town of Pincher Creek may be approved as a Short-term Rentals Type 2, based on a first come first served basis.
- 31.7 The Municipal Development and Subdivision Authority may in its discretion, place any conditions it deems reasonable, on a development permit approved for Short-term Rentals to manage potential impacts to neighbors or ensure the use is operating within the regulations and standards of the bylaw.
- 31.8 Where approved, Short-term Rentals shall be developed and operated in accordance with the following regulations in order to ensure that the impacts of this commercial use do not unduly affect the amenities of the residential neighbourhood in which they are located:

- (a) Short-term Rentals require a development permit except for those specially listed in Schedule 3, Development Not Requiring a Permit. A permit may be revoked at any time if, in the opinion of a designated officer, the operator has violated any provision of this bylaw or the conditions of a permit.
- (b) Parking shall be provided as required by the Municipal Development and Subdivision Authority. For Short-term Rentals Type 2, a parking layout plan must be submitted as part of the application illustrating what is available or proposed. The plan must clearly illustrate the location and size dimensions of the parking stall areas on the property.
- (c) A recreational vehicle (camper trailer) shall not be used as accommodation for the owner/operator, other residents of the property or for the Short-term Rentals guests.
- (d) The exterior appearance of a dwelling approved as a Short-term Rentals shall not be altered, renovated, or changed to make the residential dwelling significantly stand-out or be readily recognized or identified as a commercial accommodation rental unit except where limited signage may be approved as provided for in this bylaw.
- (e) Short-term Rentals shall not interfere with the rights of other neighbours and residents and owners and renters must adhere to the requirements of the Town of Pincher Creek Nuisance Bylaw.
- (f) Approved Short-term Rentals must apply for and maintain a current yearly municipal Business Licence from the municipality.
- (g) The Municipal Development and Subdivision Authority shall not approve a development permit for both a Short-term Rental Type 2 and Bed & Breakfast on the same property. Short-term Rental Type 1 may be allowed to operate concurrently.
- (h) The Municipal Development and Subdivision Authority may place conditions on a development permit to address or mitigate concerns with compatibility to the neighbourhood or to ensure the standards of this bylaw are being met.
- (i) The Municipal Development and Subdivision Authority may refuse to approve a development permit for a Short-term Rentals if they determine there are other pre-existing Short-term Rentals established in the vicinity or neighborhood and additional such use would negatively affect the neighborhood, cause traffic or parking concerns, or interfere with the residents right to peaceful enjoyment of their property.

31.9 The owner/operator of the Short-term Rental shall:

- (a) Have a valid business license and disclose their license number in all online postings and advertisements. The business license must also be posted and visible inside the dwelling to rental guests.
- (b) Keep and maintain, or have kept and maintained by a company or individual identified in the development permit application, a guest record/register that shall be reasonably available for inspection by the designated officer.

- (c) Provide personal contact information of the operator to the designated officer that is kept accurate and up to date during the duration of the active operation of the dwelling as a Short-term Rental.
- (d) Provide and maintain the parking as required by the Municipal Development and Subdivision Authority. (*Removed as Amended at 2nd Reading*)
- (e) Advertising related to the Short-term Rental shall not be displayed until after a development permit is issued. Signage shall only be displayed as allowed for in this bylaw and includes:
 - (i) one window signage, no larger than 0.4 m² (4 sq. ft.); or
 - (ii) up to one freestanding sign no more than 1.5 m (5 ft.) above ground or sidewalk grade and shall not be more than 0.4 m² (4 ft.²) in area.
 - (iii) For any signage associated with a Short-term Rental, it must be made of a material that is complementary to the principal dwelling; and
 - (iv) not be directly illuminated in any way.
- (f) Be responsible for contacting the municipal Safety Codes officials and complying with requirements applicable to the dwelling or dwelling unit conforming to the *National Building Code – Alberta Edition* as required, particularly regarding fire safety.
- (g) Be responsible for complying with Alberta Government requirements relating to the provincial tourism levy on accommodation. The owner/operator will be required to show verification of compliance to the designated officer or the Municipal Development and Subdivision Authority when requested.
- (h) Be required to have valid insurance coverage for the dwelling or dwelling unit being used as a commercial rental accommodation property. The owner/operator will be required to show verification of such when requested by the designated officer or the Municipal Development and Subdivision Authority.
- (i) Comply with any requirements and obligations relating to the *Public Health Act, Housing Regulation* as applicable.
- (j) If pets are allowed in the Short-term Rental, the yard for the property must be entirely enclosed and fenced to keep pets contained on-site.

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Canada Post Office - Accessibility Upgrades	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 12/12/2022

PURPOSE:

Information Only

RECOMMENDATION:

That Council for the Town of Pincher Creek receive the information regarding the Canada Post Office - Accessibility Upgrades as presented.

BACKGROUND/HISTORY:

On November 25, 2022 administration received correspondence from YEG Architectural Inc. advising of the intent to update the accessibility standards of the Canada Post Office in the Town of Pincher Creek focusing on improving accessibility from the parking stall (located on municipal property) to the main entrance.

Canada Post requested confirmation of the following: "Canada Post Corporation would like to confirm if the proposed off-site upgrades will be allowed and if the municipality would address the off-site upgrades directly as part of their efforts to improve community accessibility?"

While administration fully supports their proposed plan to improve accessibility to the post office, administration does not support taking responsibility for the off-site improvements. As with any private development, the developer is responsible for costs associated with improvements, including within the Town right-of-way. From the summited request, it appears the off-site improvements they are looking for include:

- re-paving on street parking stalls for smoother surface (\$8,000)
- line painting of parking stalls (\$2,250)
- Replace signage & add additional signage for parking (\$1,500)
- Additional pavement marking crosshatch at wheelchair ramp (\$1,500)
- Replace wheelchair ramp (\$1,000)
- Exterior lights for parking stalls (\$6,500)

TOTAL - \$20,750

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to garner additional information regarding the proposed Canada Post Office Accessibility Upgrades.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Approving the proposed upgrades to line painting in front of the post office will result in increased workload for Operations staff to maintain those paint markings on a regular basis.

FINANCIAL IMPLICATIONS:

Administration does not recommend financing the requested municipal improvements for the accessibility upgrades, however, if Council were to accept the request it would cost approximately \$20,750 (according to Canada Post's estimates).

PUBLIC RELATIONS IMPLICATIONS:

As per Schedule 4, Section 24 and Schedule 3, Section 1(e) a development permit is not required for the proposed Canada Post Office Accessibility Upgrades however will require Safety Codes permits (building, plumbing, electrical).

ATTACHMENTS:

Canada Post Corporation - Accessibility Upgrades - 3049
CPC PINCHER CREEK 60% - 3049

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek receive the information regarding the Canada Post Office - Accessibility Upgrades as presented.

Signatures:

Department Head:

Lisa Goss

CAO:

Laurie Wilgosh





YEG ARCHITECTURAL INC.

Jaco Erwee Principal Architect, AAA, AIBC, SAA, CAPS
John Gursoy CEO

2022-11-25

Laurie Wilgosh
Chief Administrative Officer
Town of Pincher Creek
962 St. John Avenue
Pincher Creek, Alberta
T0K 1W0

Laurie:

Canada Post Corporation is planning to update the accessibility standards for their facility located within your municipality/ local authority.

The proposed upgrades follow Canada Post National Accessibility Design Standards (2022 Edition), as well as CSA standards and is based on an accessibility audit completed through the Rick Hansen Foundation and subsequent report.

The proposed project focuses on improving accessibility from the parking stall to the main entrance with attention giving to signage, parking stall location, ramps, steps, and entrance door clear widths.

A significant challenge within the accessibility upgrade is the off-site (Municipal) access from the existing or proposed accessible parking stalls to the on-site provided/proposed steps and ramps.

Canada Post Corporation would like to confirm if the proposed off-site upgrades will be allowed and if the municipality would address the off-site upgrades directly as part of their efforts to improve community accessibility?

As an introduction to the project, please find enclosed the conceptual design documentation as well as the Rick Hansen Foundation rating summary.

We look forward to working with you.

Sincerely,

Jaco Erwee AAA, AIBC, SAA, CAPS
Principal, Architect





ARCHITECTURAL CONSULTANT

YEG Architectural Inc.
15885-116 Avenue NW Edmonton
Alberta T5M 3W1

STRUCTURAL CONSULTANT

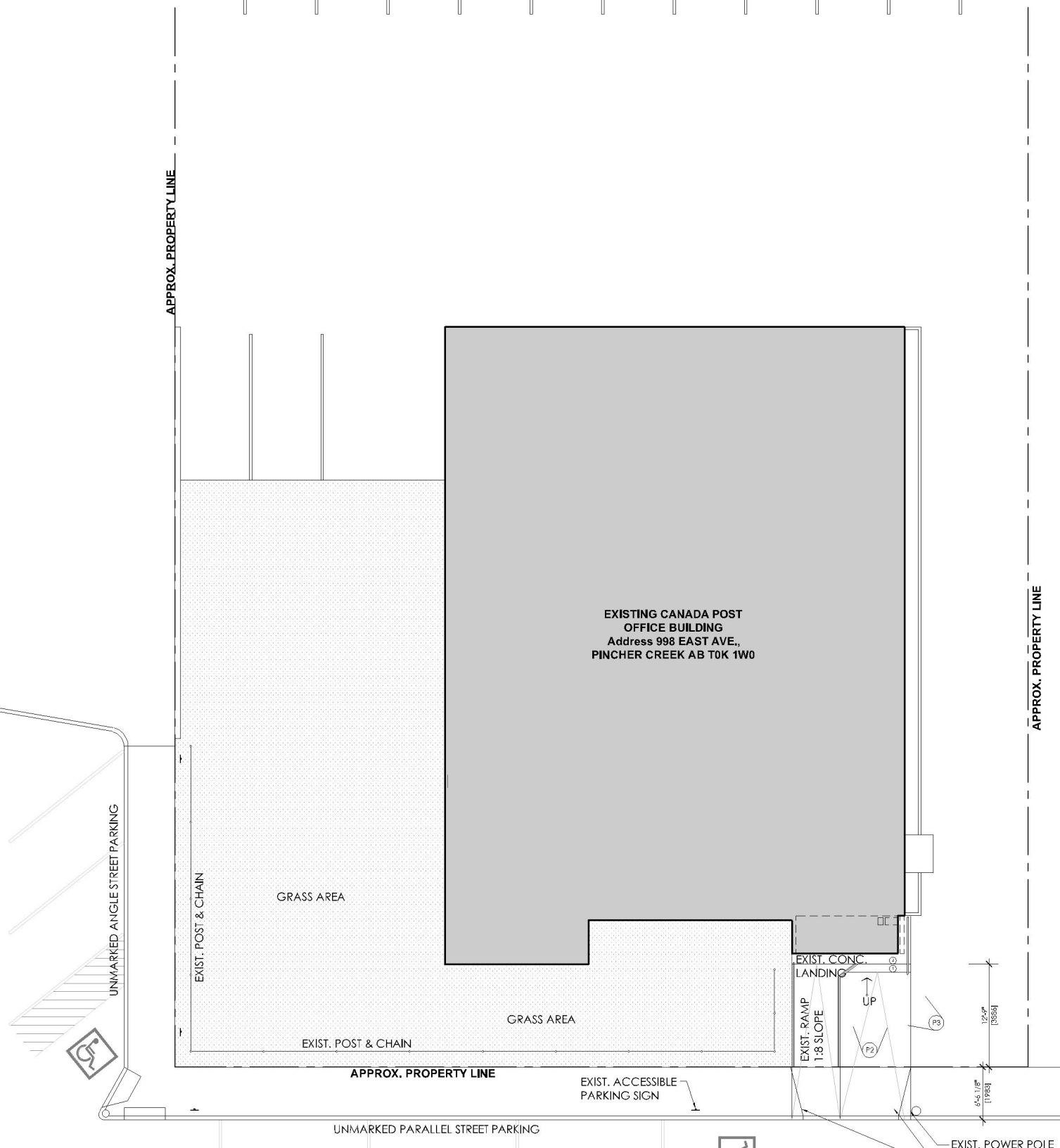
YEG Engineering Group Inc.
15885-116 Avenue NW Edmonton
Alberta T5M 3W1

ELECTRICAL CONSULTANT

YEG Engineering Group Inc.
15885-116 Avenue NW Edmonton
Alberta T5M 3W1



↑ KETTLE ST.





P2



- LEGEND**
- 01 DEMO. EXIST. GRASS AREA FOR NEW RAMP/LANDING
 - 02 DEMO. EXISTING RAMP, LANDING & HANDRAIL
 - 03 DEMO. GUARDRAIL AND HANDRAIL
 - 04 DEMO. EXIST. DOOR



APPROX. PROPERTY LINE

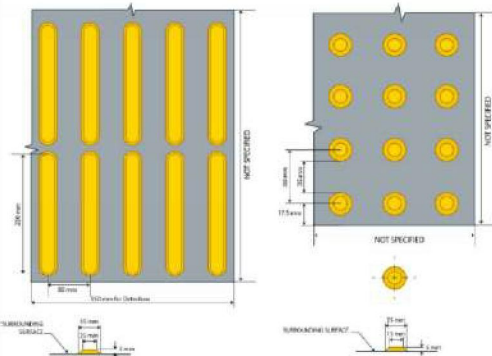


UNMARKED PARALLEL STREET PARKING



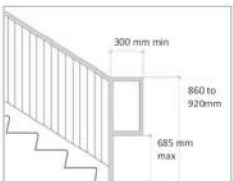
flat-topped domes installed on a walking surface.

- Attention TWSIs should have the following specifications:
- 1) The height of the fl at-topped domes should be 5mm +/- 1mm.
 - 2) The diameter of the top of the fl at-topped domes should be between 12 mm and 20mm.
 - 3) The diameter of the lower base of the fl at-topped domes should be 10mm +/- 1mm more than the diameter of the top.
 - 4) The distance between the bases of adjacent domes should be a minimum of 15mm.
 - 5) The spacing between adjacent fl at-topped domes should be adjusted depending on the size of the domes, as shown in the table below. The larger the individual domes, the farther the space between them:



2.2.6. Handrails

Handrails are installed on both sides of the ramp, at a consistent height of 860 to 920 mm above the ground. (CSA B651.18 - 5.5.8) [provided - see drawing]
Handrails have a graspable cross-section that is either circular with an outside diameter of 30 to 40 mm, or elliptical shape. [provided - see drawing]
Provide handrail extensions at least 300 mm long at the top and bottom of the ramps that do not interfere with other paths of travel. [provided - see drawing]



2.2.7. Edge protection

Curb or barrier at the edges of the ramp a minimum height of 100 mm (CSA B651-18 - 5.5.6).

2.4.11. Level threshold

Ensure a raised threshold is a maximum of 13 mm and is bevelled, ramped, or rounded.

2.4.12. Clear space on exterior and interior of door

Provide clear space for access and manoeuvring on both sides of the entrance with extra space on the pull side.

- Ensure at least 1500 mm depth on the pull side of the door.
- Ensure at least 1350 mm depth on the push side of the door.

To ensure adequate clear space for larger mobility devices, provide at least 1500 mm manoeuvring space between doors free of the door swing. (ISO 21542 – 6.6.4)

2.4.13. Outward-opening doors

Provide cane-detectable feature to ensure people who are



Figure 16: Outward-opening power-operated doors with cane-detectable guards

2.4.14. Glazed doors have colour-contrasted strips or markings

Applies to frameless glass doors, fully-glazed doors, glazed screens, sidelights, and where approximately 75% of the door is glazed.
Incorporates continuous colour-contrasted markings at eye level along the full width of glazed doors for safety and visibility.

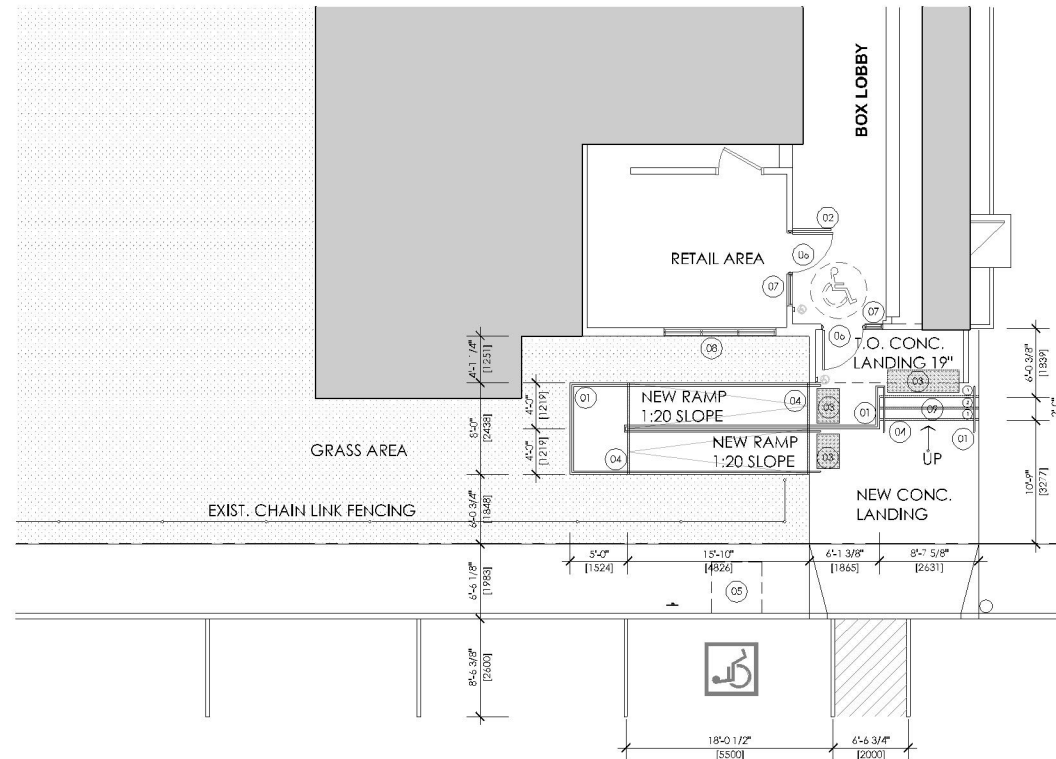
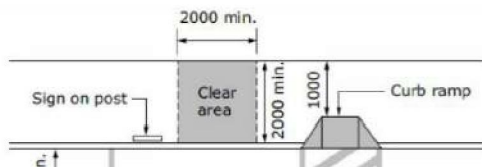
- Etched strips or white frosted decals do not provide suitable colour contrast for people with low vision.

Incorporates continuous colour-contrasted markings at two levels along full width of glazed doors.

Highlights edges of frame less glass doors clearly so they are easily identified when open and closed; visually contrasting strips can be used.

LEGEND

- 01 NEW HANDRAIL
- 02 CANE-DETECTABLE GUARD
- 03 NEW 600mm WIDE COLOUR CONTRASTED TACTILE ATTENTION INDICATORS TYP. (2.3.5. CPC ACCESSIBILITY DESIGN STANDARDS)
- 04 NEW COLOUR CONTRASTED SLIP-RESISTANT STRIP TYP. (2.2.5. CPC ACCESSIBILITY DESIGN STANDARDS)
- 05 CLEAR TURNING AREA
- 06 NEW DOOR w/ 40" CLEAR OPENING
- 07 NEW WINDOW
- 08 NEW LIGHT FIXTURE
- 09 REWORK EXISTING STEPS BY ADDING NEW STEP TO BE THREE STEPS IN TOTAL



ENLARGED SITE PLAN

SCALE: 1/8" = 1'-0"

NOTE:

1. IN A BARRIER-FREE PATH OF TRAVEL, A DOWNWARD CHANGE IN ELEVATION SHALL BE SIGNALLED USING A 600 MM WIDE TACTILE WARNING STRIP PLACED 250 MM FROM THE EDGE AND FOR THE FULL WIDTH OF A STAIR, ESCALATOR, MOVING WALK, RAMP OR PLATFORM AND IDENTIFIED USING COLOUR AND BRIGHTNESS CONTRAST." - NBC/AB - 3.8.3.2.(5)
2. A CANE-DETECTABLE GUARD SHALL BE INSTALLED ON THE HINGED SIDE OF POWER-ASSISTED DOORS THAT SWING OPEN INTO THE PATH OF TRAVEL." - NBC/AB 3.8.3.6.(7)

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Curling Rink Task Force	
PRESENTED BY: LaVonne Rideout, Community Services	DATE OF MEETING: 12/11/2023

PURPOSE:

To establish a Curling Rink Task Force.

RECOMMENDATION:

That Council for the Town of Pincher Creek adopt the attached terms of reference and assign the following three councillors to the committee _____, _____, and _____.

BACKGROUND/HISTORY:

Council has requested that a task force be set up to review the proposals for the curling rink build and work with administration to award the contract.

It was also recommended that up to two councillor from the MD and a member of the curling club be invited to the task force as well.

ALTERNATIVES:

Council proceeds without a TOR

Council decides that a task force is not needed at this time.

Council receive this as information

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Curling rink RFP

FINANCIAL IMPLICATIONS:

Cost of councilors time (per diem) to sit on the committee.

PUBLIC RELATIONS IMPLICATIONS:

Not applicable

ATTACHMENTS:

Curling Club Design-Build RFP Review Committee - 3056

CONCLUSION/SUMMARY:

That the council review and adopt the attached TOR and assign three councillors to the task force.

Signatures:
Department Head:

La Vonne

CAO:

Lannie Wilgosh



TERMS OF REFERENCE

Curling Club Design Build RFP Review Advisory Committee

PURPOSE OF THE COMMITTEE:

The Pincher Creek Curling Club Design Build Review Committee shall study and provide advice to the Town of Pincher Creek and the M.D. of Pincher Creek regarding the Curling Club Design-Build Request for Proposals (RFP).

Specifically, the Committee will:

- Review and understand the Town of Pincher Creek RFP – Community Recreation Center (CRC) Design-Build Request for Proposals issued on October 17th, 2022, and the associated instructions to proponents, including all addendum's provided to the proponents.
- Establish and approve evaluation criteria which may include qualifications, experience, cost, and capacity of the proponent to provide and successfully complete the services required by the Town of Pincher Creek as well as any optional services offered by the proponent.
- Review the submitted RFP's for the CRC Design-Build and evaluate the proposals based on the established evaluation criteria.
- If required conduct interviews with any of the proponents, the Committee feels are necessary and may make recommendations to negotiate any aspect of any proposal at any time.
- Provide a recommendation to Town Council as to the preferred proponent proposal.
- Keep confidential all documents, data, information, and other materials related to the RFP's.

MEMBERSHIP:

The Committee shall be composed of up to six voting members. Composition shall be as follows:

- Town of Pincher Creek – three (3) Councillors
- Municipal District of Pincher Creek – up to two (2) Councillors
- Pincher Creek Curling Club Society – one (1) Member

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

- Cease to be a resident of Pincher Creek or area.
- Upon sending written notice to the Town of Pincher Creek.
- Have received any communication or contact from the proponents for the purpose of lobbying or attempting to influence the outcome of this RFP process.

Town administrative staff and appointed advisors may attend in an advisory capacity.

TERMS OF REFERENCE
Curling Club Design Build RFP Review Advisory Committee

TERM OF COMMITTEE:

The Committee shall serve at the pleasure of Council and may be dissolved at any time during the process with the agreement of the Town of Pincher Creek or by the Committee resignation or recommendation.

CONDUCT OF MEETINGS:

- A Chairman shall be appointed at the first regular meeting from within the voting members of the Committee as per Town Policy #113-12 Council Members as Chairman.
- The Committee shall hold meetings on an as needed basis. Special meetings may be called by the Chairman whenever it is considered expedient to do so or when requested in writing by a majority of the Committee members. Verbal or written notice shall be given to the Committee members with not less than 24 hours prior to the meeting.
- Quorum will be a majority of appointed members.
- Motions do not require a seconder and are passed by a simple majority.
- All members including the Chairman shall vote on all questions. In the event of a tie, the motion shall be lost.
- Agendas and associated background information are to be prepared by Town Administration and circulated in advance of the meeting.
- Town Administration shall record in writing the minutes of all regular and special meetings including a record of attendance. Copies of all minutes should be forwarded to the Council and Committee members within 14 days of approval.
- Committee recommendations shall forward in writing to the Town of Pincher Creek for consideration.

AUTHORITY OF THE COMMITTEE:

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

FINANCIAL:

- Committee may not incur any expenses unless authorized by the Town of Pincher Creek.

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Council meeting schedule as per Procedural bylaw # 1596-21	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 12/12/2022

PURPOSE:

Request to discuss Council meeting time schedule

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to discuss the notice of motion presented by Cllr. Nodge at the November 28th, 2022 Council meeting to consider a meeting start time of 5 p.m. and a hard stop at 9 p.m.

BACKGROUND/HISTORY:

Changes to the regular meeting schedule may require an amendment to the Procedural Bylaw # 1596-21.

ALTERNATIVES:

That Council defer the council meeting time schedule Notice of Motion to the January 4th, 2023 Committee of the Whole meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports that council discuss the regular council meeting time schedule at requested.

Signatures:

Department Head:

Laurie Wilgosh

CAO:

Lannie Wilgosh



Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Lebel Solar Installation Lethbridge Community Foundation Funding Acceptance	
PRESENTED BY: LaVonne Rideout, Community Services	DATE OF MEETING: 12/12/2022

PURPOSE:

Accept the grant from Lethbridge Community Foundation towards the Lebel Solar Installation

RECOMMENDATION:

That Council for the Town of Pincher Creek provide formal approval to accept \$10,000 of funding from the Lethbridge Community Foundation to purchase solar photovoltaic equipment in support of developing a renewable energy installation and educational display the Lebel Mansion.

BACKGROUND/HISTORY:

Pincher Creek has a very diverse and strong energy history. The area is currently a leader in the energy transition and is showing increasing energy ingenuity when it comes to industry and sustainability. While the community has shown leadership in this area, there is little advertisement or showcasing in public spaces. The Lebel Mansion provides a venue that is open to the public and receives visitors for a variety of events throughout the year where a narrative can start to be developed about the rich energy history and progressive approach to technology.

There has been a rise in interest from the community about renewable energy, specifically how to go about installing it privately.

Developing a publicly available and visible installation provides power savings on site, but also an opportunity for education on the subject, and a platform for displaying the intricacies of the technology.

The Lethbridge Community Foundation has committed \$10,000 of funding towards this project through the Community Priorities Grant which was applied for in partnership with the Allied Arts Council of Pincher Creek.

ALTERNATIVES:

We accept as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

.

FINANCIAL IMPLICATIONS:

The installation is projected to reduce energy costs at the Lebel Mansion by \$700 per year.

The project requires approximately \$25,000 more in funding to meet the budget which is being sought from a variety of organizations.

PUBLIC RELATIONS IMPLICATIONS:

The renewable energy installation will be visible to the public and the accompanying educational exhibit will provide an opportunity to visitors to learn about the energy transition and history of energy ingenuity within Southern Alberta. It will also provide information for residents about renewable energy and how to undertake and install it themselves.

The Town must advertise the donation from the Lethbridge Community Foundation on location, in press release, and on all material developed for the project.

ATTACHMENTS:

Fall 2022 Grant Agreement Charities (002) - 3060

CONCLUSION/SUMMARY:

Administration supports accepting the grant from Lethbridge Community Foundation towards the Lebel Solar Installation.

Signatures:

Department Head:

Le Vonne

CAO:

Laurie Wilgosh



GRANT AGREEMENT

The **Community Foundation of Lethbridge and Southwestern Alberta** (the Community Foundation) hereby grants the sum of \$10,000.00 to the Town of Pincher Creek (Grantee), which the Grantee hereby accepts on the following terms and conditions:

1. Town of Pincher Creek shall use the funds for the Lebel Mansion Renewable Energy Installation and education display Project, as requested in the Community Priorities Grant Application. The Grantee may not make any changes to the project without the prior written approval of the Community Foundation.
2. The Grantee agrees to provide appropriate recognition for the Community Foundation for receipt of this grant using the Community Foundation’s logo and the “Community Foundation of Lethbridge and Southwestern Alberta” name. *Please refer to Schedule “A” for recognition requirements and expectations.*
3. The Grantee may release information regarding receipt of the grant without prior approval of the Community Foundation provided all conditions of this Agreement have been accepted. The Grantee is encouraged to make its own public announcement about this grant to attract additional public support. The Community Foundation **must** be recognized in any and all public announcements, press releases, new articles, or other published references related to this project, and a copy sent to the Community Foundation.
4. The Grantee agrees to provide the Community Foundation with a written **Final Report** of the project details, the impact of the grant on the community, and an account of how the funds were spent on or before **January 12, 2024**. This report will be accessible via the applicant’s account on the online grants portal.
5. Upon request, the Grantee agrees to provide the Community Foundation with specific details regarding the impact of the grant on their work. The Community Foundation has the right to write, publish, and share impact stories in any of its publication or on its website.

The Grantee agrees to the conditions set out herein. DATE: _____

Community Foundation of Lethbridge and Southwestern Alberta

Town of Pincher Creek

Charleen Davidson, Executive Director

Authorized Signing Authority

Print Name



SCHEDULE "A" Recognition Expectations

The following outlines the expected recognition (where applicable) of the Community Foundation of Lethbridge and Southwestern Alberta (the Community Foundation) for its support of your project through the Community Priorities Grants Program.

6. The Grantee agrees to recognize the Community Foundation for support for all media related to this project, including on the Grantee's website, annual reports, and all publications that include financial contributors. The Grantee agrees to work with the Community Foundation staff for wording used to describe the Community Foundation, and to capitalize on any promotional activities the Grantee endeavors to undertake.
7. Publications and promotional materials relating to this project produced by Grantees must carry the Community Foundation's logo on all print materials produced in relation to the project as well as the following acknowledgement:

"(GRANTEE) gratefully acknowledges the financial support of the Community Foundation of Lethbridge and Southwestern Alberta, a public foundation serving the community of Southwestern Alberta."

8. The Community Foundation's Logo must be included:
 - On all printed materials relevant to the project for which grant funding is provided;
 - On all print advertisements that include corporate recognition;
 - On the official organizational and project website;
 - On all print materials produced for distribution relevant to the project for which grant funding is provided.

NOTE: the logo should be prominent in size and location. Please contact the Community Foundation office at 403-328-5297 or grants@cflsa.ca for a copy of its logo, or for more information.

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: 2023 Operating Budget	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 12/12/2022

PURPOSE:

Pursuant to Sections 242, 243, 248 and 248.1 of the Municipal Government Act (MGA), an operating budget must be approved by Council to authorize expenditures.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the 2023 Operating Budget as presented and that a copy of this budget be attached hereto and form part of the minutes.

BACKGROUND/HISTORY:

Administration prepared the 2023 Operating budget and each department presented their budget to Council. As Council made decisions, a document called "Memo of Changes" was prepared that disclosed all changes Council agreed to. The Memo of Changes from the previous budget meeting were reviewed by Council and signed by the Mayor and CAO. Attached is the 2023 Operating Budget by Department and By Expenditure category.

After the last budget meeting, Administration added two projects already approved by Council resolution in 2022 but not completed. These projects were the Climate Resiliency Grant in the amount of \$150,000 in Grant and \$150,000 in expenditure and the Lebel Window Project increase of \$50,000 from reserves for a total project cost of \$100,000. The remaining \$50,000 was already identified in the budget as a Grant.

ALTERNATIVES:

That Council for the Town of Pincher Creek agree to adopt an interim budget and continue budget discussions in 2023.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The 2023 Operating Budget includes the necessary revenues and expenditures adapted to the uncertain times the Town is currently faced with.

FINANCIAL IMPLICATIONS:

The 2023 Operating Budget includes utility rate increases of \$103,554 and a municipal tax increase of approximately 1.64% or \$80,416. Payments and requisitions known at this time such as funding for police services has increased approximately 1.48% or \$72,582.

Other requisitions such as the education and Pincher Creek Foundation are unknown at this time.

PUBLIC RELATIONS IMPLICATIONS:

Council and Administration will be hosting a public budget information meeting in early to mid 2023.

ATTACHMENTS:

2023 Operating Budget By Department - 3061

2023 Operating Budget by Object - 3061

CONCLUSION/SUMMARY:

Budget documents are flexible living documents that reflect the values of the community. Administration supports that Council for the Town of Pincher Creek approve the 2023 Operating Budget as presented.

Signatures:

Department Head:

Wendy Catonio

CAO:

Lannie Wilgosh



Town of Pincher Creek 2023 Operating Budget - By Department

	2021 Actual Audited	2021 Budget	2022 Actual Unaudited	2022 Budget	2023 Budget
Revenues					
Net municipal property taxes (Note 1)	\$4,715,680.17	\$4,715,243.99	\$4,970,391.98	\$4,970,250.98	\$4,888,240.71
User fees and sales of goods	2,220,118.52	1,965,674.40	2,149,153.35	1,996,785.00	2,351,227.21
Government transfers for operating	1,514,980.55	1,065,529.64	779,888.87	1,085,145.41	1,239,577.32
Franchise and concession contracts (Note 2)	855,437.68	881,050.00	746,740.49	898,050.00	898,550.00
Rentals	630,342.68	757,048.64	574,763.27	752,808.83	759,024.51
Investment income	228,065.71	218,860.00	151,325.78	215,860.00	230,860.00
Penalties & Costs	81,730.47	97,600.00	79,935.46	99,600.00	100,000.00
Licences & Permits (Note 3)	131,123.15	112,600.00	162,708.41	112,600.00	112,600.00
Other Revenues & Adjustments	142,955.34	111,689.21	16,713.68	9,689.21	128,689.21
Total Revenue	10,520,434.27	9,925,295.88	9,631,621.29	10,140,789.43	10,708,768.96
Expenses (Note 4)					
Legislative	307,784.98	341,046.65	303,832.60	332,169.98	391,165.72
Administration	852,511.66	851,825.75	753,688.52	786,050.60	561,742.13
Protective Services	1,264,154.94	1,385,691.09	1,040,459.72	1,291,074.46	1,333,900.86
Roads, streets, walks & lighting	1,219,335.04	1,417,498.66	751,364.59	1,336,729.21	1,421,056.93
Water supply & distribution	1,266,661.33	1,376,486.53	725,201.00	1,125,994.16	1,263,506.53
Wastewater treatment & disposal	853,710.98	958,477.12	456,913.11	910,248.55	1,033,673.87
Waste management	510,073.64	516,462.52	359,852.90	499,014.73	584,440.79
Other environmental use & protection	50,927.52	67,802.71	29,770.24	61,020.76	88,553.68
Public health & welfare services	330,748.86	349,937.61	312,615.65	369,648.73	401,451.74
Planning & development	490,472.94	640,158.19	500,179.27	902,572.84	911,567.38
Recreation & Culture	3,913,445.17	3,367,448.95	2,725,660.15	3,734,227.86	4,033,831.98
Total Expenses	11,059,827.06	11,272,835.78	7,959,537.75	11,348,751.88	12,024,891.61
Excess revenue over expenses	-539,392.79	-1,347,539.90	1,672,083.54	-1,207,962.45	-1,316,122.65
Other					
Government transfers for capital	2,522,383.86	5,114,378.00	50,000.00	3,929,625.00	1,626,330.00
Other funding				87,000.00	
Gain (loss) on disposal of tangible capital assets	-6,862.33	500.00		500.00	500.00
	2,515,521.53	5,114,878.00	50,000.00	4,017,125.00	1,626,830.00
Excess of revenue over expenses	1,976,128.74	3,767,338.10	1,722,083.54	2,809,162.55	310,707.35
Surplus Funds Allocated Below:					
Acquisition of tangible capital assets	3,480,598.78	7,925,000.00	3,043,525.49	7,211,428.00	5,393,900.00
Loan Funding Capital Projects	-99,075.40			-300,000.00	-1,760,000.00
Repayment of debenture principle	191,220.54	191,220.49	191,791.00	197,346.51	203,774.12
Net transfers to/from reserves	264,512.09	-2,743,841.35	62,400.75	-2,628,158.70	-1,848,621.92
Transfer from operating for Equipment Trade in	13,800.00				
Less: Amortization	-1,792,372.75	-1,605,448.00		-1,671,573.00	-1,678,480.00
Less: Loss on sale of TCA	-6,862.33				
Less: Purchase of Excavator & Loader on Trade In	-158,200.00		0.00	0.00	
	1,893,620.93	3,766,931.14	3,297,717.24	2,809,042.81	310,572.20
Net surplus (deficit) Actual (Balanced Budget)	82,507.81	406.96	-1,575,633.70	119.74	135.15

Approval



TOWN OF PINCHER CREEK

2023 Operating Budget - By Object

	2021 Actual Audited	2021 Budget	2022 Actual Unaudited	2022 Budget	2023 Budget
Revenues					
Net municipal property taxes	\$4,715,680.17	\$4,715,243.99	\$4,970,391.98	\$4,970,250.98	\$4,888,240.71
User fees and sales of goods	2,220,118.52	1,965,674.40	2,149,153.35	1,996,785.00	2,351,227.21
Government transfers for operating	1,514,980.55	1,065,529.64	779,888.87	1,085,145.41	1,239,577.32
Franchise fees	855,437.68	881,050.00	746,740.49	898,050.00	898,550.00
Rentals & Leases	630,342.68	757,048.64	574,763.27	752,808.83	759,024.51
Return on Investments	228,065.71	218,860.00	151,325.78	215,860.00	230,860.00
Penalties and costs of taxes	81,730.47	97,600.00	79,935.46	99,600.00	100,000.00
Licences and permits	131,123.15	112,600.00	162,708.41	112,600.00	112,600.00
Other Revenues & Adjustments	142,955.34	111,689.21	16,713.68	9,689.21	163,689.21
Total Revenue	10,520,434.27	9,925,295.88	9,631,621.29	10,140,789.43	10,743,768.96
Expenses					
Salaries, wages & benefits	4,213,990.62	4,124,031.40	3,630,805.54	4,196,430.58	4,263,370.33
Contracted and general services	903,705.54	962,926.01	796,289.32	852,859.05	948,733.39
Professional Services	1,136,523.81	1,255,549.92	867,479.14	1,183,099.83	1,317,717.96
R & M and rentals & leases	903,463.62	1,261,456.90	690,760.78	1,361,306.93	1,663,987.77
Insurance	162,810.66	145,300.00	168,625.78	162,645.02	171,288.00
Goods	480,691.93	440,235.03	442,119.86	460,670.03	527,050.01
Utilities	734,045.35	790,480.01	610,086.04	752,430.08	744,150.01
Amortization	1,795,741.75	1,605,448.00		1,671,573.00	1,678,480.00
Transfers to Organizations	513,542.46	526,541.07	571,675.55	536,388.00	543,499.50
Bank Charges	10,505.04	6,650.01	8,903.53	7,900.00	9,500.00
Interest on long-term debt	135,476.92	135,567.43	121,468.25	127,799.36	119,964.64
Other Expenditure & Adjustment	69,329.36	18,650.00	51,323.96	35,650.00	37,150.00
Total Expenses	11,059,827.06	11,272,835.78	7,959,537.75	11,348,751.88	12,024,891.61
Excess (Deficiency) revenue over expenses before other	-539,392.79	-1,347,539.90	1,672,083.54	-1,207,962.45	-1,281,122.65
Other					
Government transfers for capital	2,522,383.86	5,114,378.00	50,000.00	3,929,625.00	1,626,330.00
Other funding				87,000.00	
Net Gain (Loss) on sale of tangible capital assets	-6,862.33	500.00		500.00	500.00
	2,515,521.53	5,114,878.00	50,000.00	4,017,125.00	1,626,830.00
Excess (Deficiency) revenue over expenses	1,976,128.74	3,767,338.10	1,722,083.54	2,809,162.55	345,707.35
Surplus Funds Allocated Below					
Acquisition of tangible capital assets	3,480,598.78	7,925,000.00	3,043,525.49	7,211,428.00	5,393,900.00
Loan Funding Capital Projects	-99,075.40			-300,000.00	-1,725,000.00
Repayment of debenture principle	191,220.54	191,220.49	191,791.00	197,346.51	203,774.12
Net transfers to/from reserves	264,512.09	-2,743,841.35	62,400.75	-2,628,158.70	-1,848,621.92
Transfer from operating for Equipment Trade In	13,800.00				
Amortization	-1,792,372.75	-1,605,448.00		-1,671,573.00	-1,678,480.00
Purchase of Excavator & Loader on Trade In	-158,200.00		0.00	0.00	
Loss of sale of equipment	-6,862.33				
	1,893,620.93	3,766,931.14	3,297,717.24	2,809,042.81	345,572.20
Balanced budget	82,507.81	406.96	-1,575,633.70	119.74	135.15

Approved



TOWN OF PINCHER CREEK 2023 Capital Budget

Date Printed:
12/9/2022

	<u>2021 Actual Audited</u>	<u>2021 Budget</u>	<u>2022 Actual Unaudited</u>	<u>2022 Budget</u>	<u>2023 Budget</u>
Revenues					
Debenture (loan) funding	\$99,075				\$1,725,000
Provincial grants	2,522,384	5,114,378	50,000	3,929,625	1,626,330
Transfer from reserves	616,645	2,708,622		2,894,803	1,927,570
Transfer from operating	13,800				
Other Revenues & Adjustments	84,294	102,000	11,035	387,000	115,000
Total Revenue	3,336,198	7,925,000	61,035	7,211,428	5,393,900
Expenses					
Legislative	44,790	50,000			
Administration	14,763	15,000		13,028	15,000
Common and equipment pool	158,200		117,410	125,000	100,000
Roads, streets, walks & lighting	65,782	80,000	170,447	413,000	460,000
Water supply and distribution	195,968	1,695,000	600,678	2,434,800	1,500,000
Wastewater treatment and disp	2,623,309	5,488,000	2,005,001	3,759,000	1,563,900
FCSS					80,000
Planning and development	82,513	50,000	2,832	50,000	
Recreation facilities	80,994	195,000	136,848	253,000	165,000
Culture and community	214,280	352,000	60,310	163,600	1,510,000
Total Expenses	3,480,599	7,925,000	3,093,526	7,211,428	5,393,900
Balanced Budget	-144,401		-3,032,491		

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: 2023 Capital Budget	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 12/12/2022

PURPOSE:

Pursuant to Sections 245, 246, 248 and 248.1 of the Municipal Government Act (MGA), a capital budget must be approved by Council to authorize expenditures.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the 2023 Capital Budget as presented and that a copy of this budget be attached hereto and form part of the minutes.

BACKGROUND/HISTORY:

Administration prepared the capital budget and each department presented their projects to Council. Council, with advice from administration, decided which projects were critical and should remain and which projects could be deferred to another year. Budget documents are flexible living documents that reflect the values of the community.

ALTERNATIVES:

As per the MGA, Council must approve an annual capital budget so there is no alternative.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The 2023 Capital Budget includes the necessary revenues and expenditures adapted to the uncertain times the town is currently facing.

FINANCIAL IMPLICATIONS:

The total 2023 Capital Budget is \$5,393,900. The Town is estimating that \$1,626,330 will be funded through Provincial Grants, \$1,725,000 will be a lease or loan, \$115,000 will be funded through a third party and the remainder of \$1,927,570 is scheduled to come from reserves. The reserve amount may change once other grant sources have been confirmed or if Council and administration decides to borrow the funds instead.

PUBLIC RELATIONS IMPLICATIONS:

Council and Administration will be hosting a public budget information session in early to mid 2023.

ATTACHMENTS:

- 2023 Capital Budget - 3062
- 2023 Project List - 3062

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek approve the 2023 Capital Budget as presented.

Signatures:

Department Head:

Wendy Catonio

CAO:

Laurie Wilgosh



TOWN OF PINCHER CREEK 2023 CAPITAL BUDGET

7:33 AM
2022-12-09

GL ACCT NO.	DESCRIPTION	Project Class	2023	FUNDING SOURCES			
				RESERVES	GRANTS	LOANS/LEASE	OTHER
Water Distribution							
4200006614	Canyon Drive Waterline Integrity Upgrades w/ Valve Insertions	Replacement/Upgrade Existing Assets	\$ 280,000.00	\$ 280,000.00			
4100006612	Waterline Replacement (carryover from 2021 & 2022)	Replacement/Upgrade Existing Assets	\$ 1,100,000.00	\$ 838,448.00	\$ 261,552.00		
Wastewater Collection							
4200006613	Sanitary Sewer Lining	Preserve/Extend Life of Existing Assets	\$ 100,000.00	\$ 100,000.00			
4200006614	Canyon Drive Sanitary Main Replacement - Phase 1	Replacement/Upgrade Existing Assets	\$ 530,000.00	\$ 125,963.00	\$ 404,037.00		
Stormwater Collection							
3700006611	Poplar Ave (Willow Street to Main Street) Stormwater Upgrades	Replacement/Upgrade Existing Assets	\$ 465,000.00		\$ 465,000.00		
Water Treatment							
4100006630	Sodium Hypochlorite Generation System (carryover from 2022)	New (Safety)	\$ 335,000.00	\$ 159,259.00	\$ 175,741.00		
4100006611	WTP Internal Plumbing Replacement	Replacement/Upgrade Existing Assets	\$ 25,000.00	\$ 25,000.00			
4100006611	SCADA Communication Radio Replacements	Replacement/Upgrade Existing Assets	\$ 40,000.00	\$ 40,000.00			
Streets							
3200006611	Sidewalk Replacements (carryover from 2022 + additional funds)	Replacement/Upgrade Existing Assets	\$ 160,000.00		\$ 160,000.00		
Fleet							
4200006630	Backhoe	Replacement/Upgrade Existing Assets	\$ 175,000.00			\$ 175,000.00	
3200006630	Sander/Snow Plow (carryover from 2022)	Replacement/Upgrade Existing Assets	\$ 300,000.00			\$ 300,000.00	
4200006630	Skid Steer Excavator (Trade-In)	Replacement/Upgrade Existing Assets	\$ 7,950.00	\$ 7,950.00			
4200006630	Mini Backhoe (Trade-In)	Replacement/Upgrade Existing Assets	\$ 5,950.00	\$ 5,950.00			
Facilities							
3100006620	Operations Facility ATCO Trailer Upgrade	New (Growth)	\$ 100,000.00	\$ 65,000.00			\$ 35,000.00

Approved

TOWN OF PINCHER CREEK 2023 CAPITAL BUDGET

7:33 AM
2022-12-09

GL ACCT NO.	DESCRIPTION	Project Class	2023	FUNDING SOURCES			
				RESERVES	GRANTS	LOANS/LEASE	OTHER
7412006620	New Curling Rink	Replacement/Upgrade Existing Assets	\$ 1,250,000.00			\$ 1,250,000.00	
7413006620	Lebel Mansion Roof (carryover from 2022 + additional funds)		\$ 160,000.00	\$ 80,000.00	\$ 80,000.00		
7414006620 & 7414006621	Early Learning Centres Outdoor Play Spaces (carryover from 2022 + additional funds)		\$ 100,000.00	\$ 20,000.00	\$ 80,000.00		
Information Technology							
1200006630	Workstation Hardware	Replacement/Upgrade Existing Assets	\$ 15,000.00	\$ 15,000.00			
Parks/Trails							
7105006611	Dilmer Park Natural Playground (carryover from 2022)	New (Expanded Service)	\$ 20,000.00	\$ 20,000.00			
7105006612	Trail Construction (Elizabeth St to Juan Teran Park) (carryover from 2022)	New (Expanded Service)	\$ 75,000.00	\$ 75,000.00			
Playgrounds							
7105006611	Lions Tot Lot	Replacement/Upgrade Existing Assets	\$ 10,000.00	\$ 10,000.00			
Cemetery							
5600006630	Purchase New Columbarium	New (Growth)	\$ 80,000.00				\$ 80,000.00
7105006630	Upgrade Irrigation Lines to extend to Dog Park (carryover from 2022 + additional funds)	New (Expanded Service)	\$ 60,000.00	\$ 60,000.00			
TOTAL			\$ 5,393,900.00	\$ 1,927,570.00	\$ 1,626,330.00	\$ 1,725,000.00	\$ 115,000.00
							\$ 5,393,900.00

Approved



**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
December 12, 2022**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	Nov 25, 2022	TC Energy	NGTL West Path Delivery 2022 - Project In-Service Notification
2.	Nov 30, 2022	InnoVisions and Associates	BASTION Investment Opportunity Network meeting - November 29, 2022
3.	Dec 2, 2022	Alberta Health Services	AHS Together-4Health Headlines
4.	Dec 5, 2022	LPRT Training	REGISTRATION IS OPEN: 2023 SDAB/ARB Training Dates
5.	Dec 6, 2022	Office of the Minister	Letter from Minister Ellis
6.	Dec 6, 2022	Western Region-Engagement (STATCAN)	DATA LENS AB – Your Census News Update, December 2022
7.	Dec 7, 2022	Eco Centre	Eco Center Christmas hours
8.	Dec 8, 2022	AlbertaSW	AlbertaSW December 2022 Bulletin and Approved November Minutes
9.	Dec 8, 2022	TC Energy	NGTL WPD 2022 Project Update: CER Amending Order Project Update No. 8
10.	Nov 9, 2022	Alberta Health	Community Engagement Social Media Post
11.	Nov 9, 2022	Minister of Transportation	Letter
12.	Nov 23, 2022	MLA Roger Reid	Letter



Community Services Quarterly Report

July to September 2022

Recreation Manager – Adam Grose

Arena

- The arena fire alarm project is 99% complete, there was one outstanding item identified by the engineers prior to this project being closed out. An illuminated sign needs to be installed in the sunroom between the pool and arena for if a fire alarm is activated it will notify any patrons coming from the pool to the arena.
- Ice scheduling meeting on August 31, 2022 - Arena is back up to running at full capacity for Patrons, Minor Hockey has teams in every age group and 2 U11 teams, Figure Skating is running Pre-can and Can Skate this year again and were able to secure coaching for this program. MHHS Hockey Academy, 3 adult rec teams, free public skating sponsored by Rotary and Legion.
- The brine leak was located and repaired prior to arena start-up.
- The arena concession agreement was awarded to JB's Diner.

Pool

- Staffing levels remain low at the swimming pool. Current staffing levels are: 1- Aquatic Coordinator, 3-Senior Lifeguards, 1-JLC Coach (and senior lifeguard), 3- Junior Lifeguards, 4- Aquafit Instructors, 1-Day Time Pool Clerk, 2-Evening/weekend front desk staff (both hired in this quarter). Current best practices for swimming pool operation require a minimum of 2-3 staff at any given time while the pool is operational, and there must be always a minimum of 1 Senior Lifeguard (swimming pool operator) on duty. All current Junior Lifeguards are currently students and are not available to work during the day. A NLS Course is currently scheduled for February 20-24, 2023. Will target students and locals to see if we can acquire more staff.
- September 9th staff attended a transfer course from Red Cross Lessons to Lifesaving Society Lessons. The pool is transitioning to Lifesaving Society as the Red Cross is getting out of the aquatic industry.
- Held the Fall Community Registration Night at the Pool on September 8th.

Administrative

- Several budget meetings and preparation to have the 2023 Operating budget prepared for presentation, and the 2023-2028 Capital Projects.
- Recreation Advisory Committee Meeting – September 21st.
- Attended the Joint Funding Meeting on September 7th.
- Attended the Energy Lunch and Learn on September 12th.

Curling Club Progress

- Met with BDT Engineering August 11th at the proposed Curling Rink site, to better prepare for having a Design-Build RFP prepared.
- Draft RFP was presented to Council for Feedback with an anticipated Opening date for the RFP October 17th, 2022.

Marketing, Events & EDO, Marie Everts

Communication stats:

Social Media Communication:

Town of Pincher Creek Facebook Page

Reach: 46 301

Visits: 13 485

New likes: 22

Pincher Creek Recreation Facebook Page

Reach: 11 227

Visits: 2037

New Likes: 67

Town of Pincher Creek Instagram Account

Reach:1275

Profile visits: 613

Total followers: 1489 (73 new)

Website Communication:

Pageviews: 40 484

Users: 15 075

Average time of page: 1:19

Top pages: (not including home page)

- 1) multi-purpose facility (pool)
- 2) home
- 3) campground
- 4) events
- 5) employment
- 6) contact
- 7) bylaws
- 8) visit (tourism page)

EVENTS!

Canada Day

Wednesday Farmers Markets

Kiteboarding Exhibition at Windy point (live feed)

Women In Business Event (July & September)

Children's Festival in the Park

Pincher Creek Parade

Pincher Creek Pro Rodeo

Lemonade Day

Movie in the Park

Moon Shadow Run

National Truth & Reconciliation event

Canada Day Fireworks: approx. viewers 3000

Children's Festival, approx. attendance: more than 500

Pincher Creek parade, approx. floats: over 45

Pincher Creek Pro Rodeo: attendance TBA

Pincher Creek Rodeo Cabaret: over 600 attendees

Lemonade Day participants: 9

Moon Shadow Run: over 100

Pincher Creek Farmers Market 2022,

hosted by Pincher Creek & District Chamber of Commerce and proudly supported by the Town of Pincher Creek

12 markets (June to September)

16 – average number of vendors signed up at each market (including food vendors)

44 vendors (26 Pincher Creek, 4 Fort Macleod, 4 CNP, 6 Lethbridge, 4 other)

The farthest vendor was from Medicine Hat (1)

Proudly supporting makers, bakers and producers in our region! The Market proudly brings weekly vendors to downtown Pincher Creek.

Pincher Creek Women in Business

hosted by Pincher Creek & District Chamber of Commerce and proudly supported by the Town of Pincher Creek

July event attendance: 24

Family and Community Support Services and Special Projects

Andrea Hlady

Highlights:

FCSS initiated or provided support to the following events:

- FCSS 2023 Funding (Applications vetted and Grants awarded): The FCSS Board met on September 21, 2022 to look at all proposals and decide on funding recipients. The successful organizations for 2023 are:

Organization	2023 Grant
Adaptable Outdoors	18,250.00
Allied Arts Council	12,000.00
Canyon School Early Learning Program	10,000.00
Group Group Youth	45,000.00
Holy Spirit SD: Family School Liaison Counsellor	40,000.00
Napi Friendship Centre	25,000.00
PC & Area Early Childhood Coalition	10,000.00
PC & District Historical Society	5,000.00
PC Family Resource Society	40,000.00
Ranchlands Victim Services Society	2,500.00
SASCI	4,500.00
TOTAL Project funding	212,250.00

- Famers Market: This year, the Famers Market committee decided to offer a Non-profit table to local organizations who are serving families and individuals in the area. All 12 available dates were filled! These groups added to the market-goer's experience, and they were also able to speak to people and raise awareness for their unique causes.
- Interagency Meetings: FCSS continues to host Interagency meetings with organizations who are either based or serving people in Pincher Creek. The September meeting was an in-person event and all participants appreciated the opportunity to spend a bit of time with their colleagues in social services and others who support the sector.
- Emergency Social Services: 14 members from the Town of Pincher Creek and the MD completed the ESS Basics course (September 14, 2022), and as a group, became familiar with local resources that we would need should a Reception Centre be activated. All members toured the Old Pool building (Trailer with cots and blankets, sandbags), Town Office (ESS supplies specific to Reception centre set-up), and Community Hall (generator and potential map of Hall).

- **Committee Reports/Updates:**

Council committees include:

- Indigenous Cultural Awareness Training: Attended a full-day training hosted by Indigenous Tourism Alberta
- Police Advisory Committee: Active with new members joining (attributed to change in staffing)
- Community Housing Committee: Working on providing documentation for Council to support potential staff member dedicated to housing.
- Emergency Social Services: Supporting preparation for a mock event (November 2022).

The Huddlestun Seniors Centre

The Huddlestun Seniors Centre continues to work on programming following their post-Covid re-opening. They now have an ever-changing calendar that tells the where and when of actives. Their calendar is on their Facebook page and is also posted on the door at the Centre. Bridge and crib, occasional Bingo, social night of sipping and stitching are weekly and more forthcoming activities are in the works.

You are encouraged to join them and check out the “facelift”... many renovations... all good!

The Centre is there for you and your input and support are needed.

Recreation Programmer – Rhonda Oczkowski

Community Events & Activities

Canada Day – July 1st.

The annual fireworks saw a beautiful evening. Spectator attendance was down at the Agriculture sports field but it was reported that the roads coming into Pincher Creek were lined with vehicles and a lot of backyard viewing. Bluerock D.J. was putting out the music and kids enjoyed dancing in the park.

55+ Walk and Talk



Every Tuesday morning for July and August a walk was hosted by either a staff member of Community Services and Recreation and Councilor David Green. Walks along the creek paths introduced those new to the area, new to walking, meeting new people. This activity was very well received with an average of 7 people per walk and always new ones in attendance. Starting points for the walk included the pool, Firehall gazebo and at the Community Hall. New friendships were created, those afraid to walk alone or unsure of the path systems felt more confident going out and great discussions were to be had.



Boredom Busters

This all-day summer camp was held on Tuesday's and Thursday's under the leadership of our summer student Stephanie Ball from July 5 – August 18. Kids from the ages 5 – 12 years of age had a different themed weeks such as science week, sports week, back to the past week and so on. Average class size was 8 - 10 kids which Stephanie had a student helper to help with the full day of activities. Activities included crafts, physical outdoor play, swimming pool/spray park, group games, museum visit.



Music Bingo

This 55+ activity was introduced during senior's week and was so much fun and was asked by the seniors to repeat. A music bingo was held in July and August, Wednesday morning in the Senior center. The Town provided the coffee, snacks, and some prizes. The players enjoyed and reminisced about the old-time music.

Nerf Games

Nerf games has not been available for the last 2 years and was highly anticipated and participated in July and August, 4 times at the arena. 121 kids came out to play during those times.

GaGa Ball

This very popular game was not so popular here. There is a GaGa Ball court located at MHHS in the North field. It was offered 3 x with little success in attracting kids to come out to play. Lack of interest could be partly because we had a hot summer and outdoor activity did not seem appealing or if kids could not find a friend to attend with they would not come.



Summer Games – Disc Golf

This annual Southern Alberta Summer Games event which was last held in Pincher Creek in 2019. This year it was decided to have different communities host a variety of events rather than it being held in one location due to the uncertainty of the pandemic. Pincher Creek hosted “Disc Golf” The Gales Force Golf Disc Association of Pincher Creek volunteered to run the event on July 9th. It had 25 participants, mostly from Pincher Creek. We did have some Pincher Creek residents attend Pickleball, and the photography in other communities. The format was not well received and participated in. Pincher Creek also hosted Kiteboarding at the Oldman Dam on July 23. Of all days, there was not a breath of wind! It would have had a great turn out lack of wind was a problem. The Southern Alberta Regional Association (SARA) is looking for a community to host a full event summer games in 2023.

Movie in the Park



We lucked out and had two beautiful evenings to provide a movie in the park (Central Park) July 15 and August 19. These two events saw around 40 – 50 people in attendance. Group Group Youth provided popcorn and snacks for sale.

Play Ambassadors

Our 2 student Boredom Busters were so enthusiastic and fun that we used the Spray Park on Wednesdays from 11 – 1 pm to encourage families park to play with the outdoor activity kits we have such as croquet, outdoor chess, ring toss and many more. This provided another element the park and got to the point of people asking when they were around, so they made sure to time their visit to the Spray Park to coincide with the play ambassadors.



them in visiting the bubbles, to play in

Business in Bloom

This year we changed the format in determining our winners of the Communities in Bloom Business in Bloom winners. The community was encouraged to nominate their pick of business that displayed the flower color red, neatness, no weeds, appearance. The judges then took these nominations and made the final decision. Winners this year are 1st place –



Crestview Lodge, 2nd place- Dexter Oilfield Inc. Honorable mention went to Pincher Creek Legion and Small Town Collective. Each received a Miracle Grow package.

Children's Festival

The Children's Festival this year was moved a week before Fair and Rodeo to August 14. It was again located in pool park. The incredible weather saw over 500 people in attendance. The popular petting zoo was brought back along with traditional games, face painting, pie throw, D.J. and dancing, physical literacy, water play, loose parts, and so many more to list. Peter Strikes with A Gun provided a blessing.

3 food trucks were on hand. The spray park and water slide were in high use with the heat. St Michaels school provided 13 youth volunteers to help with the various stations.



Parade

This year's theme for the annual parade was "Gold" A float for council was done up in gold with the silhouette theme.

Shoreline Clean-up



We recognize and encourage the Great Canadian Shoreline Clean-up. August 25, parks team did go along the creek and pick up garbage. Also, community members participated on their own time and supported this great cause to keep our creek and environment clean and healthy.

Activity Registration Night

September 8 was the annual fall mass registration night at the pool lobby. There were 22 different booths to gather information and register for the various programs offered in the community this fall. The groups/organizations saw an increase in registration. Families coming out to this event were down . Approximately 100 people came through.



Fall Activity Guide



A flyer was delivered to every mailbox in Pincher Creek. All schools including Piikani received this flyer also that went home with all students. The activity guide contained a list of contact information of the various groups and organizations offering fall programming. This included youth, adult, and 55+ activities

Moon Shadow Run

September 10 was the annual Moon Shadow Run. It was back to its regular format after 2 years. The start and finish line were in the pool park. Participants were at 122 people with 20 volunteers helping to make it again a very successful run/walk of 2.5 km, 5 km and 10 km. We received sponsorship from 11 returning and previous supports to a total of \$2750.00. This off sets the cost of the t-shirts and expenses to host the event. The balance of the registration fee's is then donated to the Pincher Creek KidSport chapter. (This balance is not finalized yet). The swimming pool was open for a swim prior to the event and was very well attended. 2 food trucks were also in attendance. This year the run was conflicting with 2 other runs being held in Southern Alberta, which then took away some of our regular participants.



Gym Programming

Regular activity in the Town Hall Gym resumed on September 12. The programs Community Keep Fit on Monday/Wednesday, Afternoon Fitness Break on Monday/Thursdays, Gym Walk every Tuesday/Friday, and Pickleball Monday/Wednesday/Friday. Pickleball has also been arranged to happen at Canyon School on Wednesday evenings.

Yard of the Month



The final yard selected by a yard winner recipient was selected in September. The long hot summer provided for some fantastic yard winners. A total of 6- yard winners were selected by community members. Winners received a sponsored Miracle Grow pkg from National Communities in Bloom.

M.C.C. Arena

Arena opened to the public and minor hockey on September 24. Increase in arena board and in ice advertising. South West Waste took center ice along with arena board advertising. Cascade Energy Services took the neutral zone. Gained 6 new arena board advertisers. Pincher Creek Rotary Club and the Pincher Creek Legion Branch #43 again have sponsored the public and family skate times.



Committee Meetings/Trainings

- Communities in Bloom – August 24
- Historical Society Committee Meeting – September 12
- Energy Lunch & Learn – September 12
- Emergency Social Services (ESS) training – September 15
- Recreation Advisory Committee Meeting – September 21
- Indigenous Tourism Alberta – September 28

MPF Coordinator – Alex Shenton

Digitize Facility Equipment Manuals

Began scanning / downloading electronic copies of all manuals for mechanical systems, machinery, and tools. Intention is to create an accessible cloud-based folder so we can share this information with staff instantly. This process also led the organization and cleaning of all the physical files as well. This process should allow us to communicate with subcontractors much more efficiently about specific equipment and parts; save us money in the long run.

Changeover Concession to new lease holder

Minor renovations to the concession space including plumbing relocation, bricking in an unused serving window, patching drywall ceiling, and a fresh coat of paint on the walls. Several failing appliances were disposed of properly and some shelving was installed in their place. All the remaining furniture / property of minor hockey that they failed to deal with has been moved onto a pallet in the old pool for the time being. The new renters have passed their inspections and are now up and running.

Landscaping @ Early Learning Centers

Vitae Environmental Services was hired for phase one of the landscaping process at the early learning centers. Town staff cleaned out the yards and relocated all the objects / toys/ terrain into temporary areas. The temporary areas were then snow fenced off with one gate access and egress by town employees as well. Vitae proceeded to do their scope of work which included regrading, sodding, constructing irrigation systems, tree/shrub planting, mulch bed development, shade poles , as well as the installation of a hand pump water feature. It should be noted the MD donated a fair amount of large rocks to be integrated into the spaces as well.

Repointing Mortar @ Lebel Mansion

Topaz masonry was hired to assess and repair the mortar in the exterior brick around the Lebel. It was a week and half long process with two staff grinding, mixing, and patching the building envelope. The

town provided a man lift for the contractor from DJ rentals to accelerate the process. This job should help protect the building from driving wind and rain from penetrating into the interior walls, most notably on the west face.

Developing Storage Space for Figure Skating @ Arena

Underneath the bleachers in the northwest corner of the Arena we had BMT construction pour a concrete floor on a previously unfinished gravel area. Town staff then framed in and painted an area which will be developed in conjunction with figure skating to suit their needs on the ground floor. They currently use the press box for all their equipment and costumes, which we intend to develop into a mini fitness area.

Arena Startup

Startec refrigeration came down Sept 2nd, 2022 to start the plant up. At that time we cleaned the condensate out of the condenser sump, descaled the condenser, re-concentrated our brine solution, repaired another new leak, and were operational by the end of the day. We found a deficiency on the compressor motor skid, where metal fatigue has started cracking the engine mount. I am currently in the process of pricing and arranging that repair. Town staff then painted and installed the ice over the next two and a half weeks. All new advertisements were then installed prior to opening to the public.

Municipal Energy Lead – Tristan Walker

July to September saw the Energy Project Lead focus a lot of time on developing our Clean Energy Improvement Program and Climate Change Resiliency and Adaptation Study. There was also an Energy Lunch and Learn for Town staff that shared information about energy usage in Canada, and how we can save energy in our own homes. Did you know that if you schedule your home to turn down the heat while you sleep or are at work you can save hundreds of dollars! On top of that, we continue to analyze, scope and implement energy savings projects. Hear about some of our great initiatives below!

Project Updates

Several projects were closed out this quarter to improve energy efficiency at our facilities, and the wheels have been set in motion to start projects to benefit the community. Energy efficiency measures completed were the installation of a programmable thermostat at the Community Recreation facility, closing out the building management system (BMS) at the Multi Purpose Facility, and continuing to resolve inefficiencies. The savings from these measures are shown below.

Table 1: Recreation projects, along with their associated annual emissions and cost savings

Project	Annual emissions savings (tCO2e)	Annual savings (\$)
Programmable thermostats	4.3	650
BMS	61	9,100
Resolving Inefficiencies	10	2,500
Totals	75.3	12,250

The Climate Resiliency and adaptation plan funding proposal has been accepted for 100% funding up to \$160,000, and the Clean Energy Improvement Program Bylaw has been passed with scheduled program development starting January 2023. More information about the projects identified can be found below;

REALice

Ice has been put in and we have been working with our operators to ensure the highest quality for our skaters. Initially the ice plant was set too cold and creating brittle ice, so we increased the set points and have received great feedback! Here's Bruce and Lonnie working on making our ice;



Programmable Thermostats

The programmable thermostats installed at the Bowling Alley and Golf course allow for remote monitoring of the temperature to catch failures early, and scheduling of temperatures so we are not heating or cooling the space when nobody is using it. This installation projects to save \$650 annually with a further reduction of 4.3 tonnes of CO2 emissions. Check it out!

Resolving Inefficiencies

As always, we preach making sure existing equipment is being operated properly and not using more energy than is needed. A great example of this was found this quarter as a pump was left to run all night when it wasn't needed, the team at the Pool identified this and now turn it off overnight which saves thousands of dollars per year. Another example is removing electrical services at abandoned locations



which stops the payment of distribution fees. By changing these, and implementing usage as the equipment was intended, we saved huge amounts of energy, and lengthened the life of the equipment at zero cost to us as an organization. Great job!

Clean Energy Improvement Program

This is a program that allows property owners to take out a low interest loan for the purpose of implementing energy efficiency projects on their property. The benefit of this program is the loan is tied to property tax bill and allows the owner to free themselves of responsibility should they decide to sell the property. The bylaw has officially been passed and we are seeking funding assistance to begin developing the program in January 2023, targeting a launch date of October 2023.

Planned Work

As we continue to progress as a team in our work towards sustainability there are some major milestones coming up. One big project we are excited to develop is a renewable energy showcase at the Lebel mansion that will provide an exhibit to see how solar systems are built and what the benefits are! We are also working with industrial partners to trial various energy efficiency projects, refurbishing our boiler system at Lebel, identifying lighting projects, and moving forward with the Clean Energy Improvement Program. As always, we are continuing to analyze our energy usage and look for potential areas of improvement.

Conclusion

The Municipal Energy Project Lead with huge help from staff has saved an estimated 75.3 tonnes of CO₂e/year, and \$12,250/year in the recreation department this quarter, with more savings planned for the near future. We are excited to continue increasing accessibility to the community and reducing our impact on climate change as we pursue innovative solutions to energy efficiency! Finally, if you have an idea for how the municipal facilities could save energy don't hesitate to reach out to energy@pinchercreek.ca!



Report Early Learning Centers

In July, the PCCELC Board reviewed its pro forma budget to extrapolate numbers for a 90% capacity projection. This allowed us to better understand the financial projections/shortfalls for the Early Learning Centre's and be able to present this to the Town of Pincher Creek council.

At the end of June, the board completed a very valuable Strategic Planning session with Mr. Bob Dyrda. This session brought many beneficial items to light and discussion was very fruitful. The PCCELC board plans to share the strategic plan with the Town Council once it is ready.

We received a notice of resignation from our Executive Director Jennifer Hicks (at the Sage Centre) in June. We were very sad to part with this amazing leader and were very grateful for the work and energy she dedicated to the centre and its staff. As part of an exit strategy, positions for both Canyon and Sage Executive Directors were posted and we received a good number of great candidates resumes. Erica Bronkhorst was hired to act as Assistant Directors for Sage ELC with mentorship from Jennifer Hicks. Tammee Wiebe stepped up to assist as acting ED for Canyon ELC during the staff changeover. We were very grateful for the assistance and energy in keeping the board up to date on happenings at the Centre.

We were delighted to announce that in September, we hired Annette Bad Eagle as Executive Director for Canyon ELC and Erica Bronkhorst for the ED position at Sage ELC. Both women bring a plethora of knowledge, experience and wonderful team leadership to the Centres and have made great strides already.

The board was excited to finalize wage increases for all staff at the Early Learning Centres to reflect a more competitive wage structure and enhance recruitment opportunities. We are also working on building training incentives for those staff who would like to advance their Early Childhood Education levels. This is very exciting for our Centres (as a capacity building tool) and for our staff!

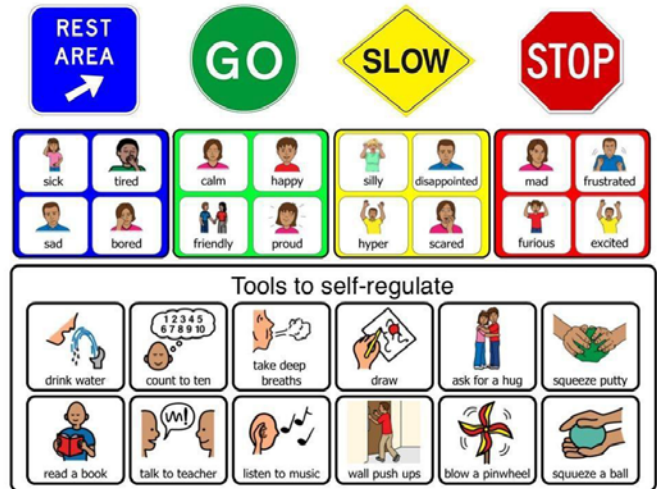
The board continues to work diligently to foster better communication between the board and families currently using the early learning centres. As such, a Parent Advisory Committee was struck by several parents representing Canyon and Sage ELCs. Ola Crook and Michelle Spencer were nominated to act as board representative on this committee to stay abreast of any concerns, feedback and suggestions brought forth from families/ caregivers.

We thank the Town of Pincher Creek for their continued support and financial contributions to grow our Centres into the world class facilities they are.

SAGE Early Learning Child Centre

July

- Zones of Regulation were introduced, coached, and modelled to staff to implement as commonplace at Sage
- The Zones are a curriculum that fosters self-regulation and emotional control in all children but is found to be an especially useful tool for children demonstrating exceptional or challenging behaviors’.
- Attendance: 58%
 - 51/87 children (all enrolment types)



August

- 1 week closure for staff training with Imagine
- Lots of summer fun, including water play, visits from community members, and off-site visits
- Attendance: 65%
 - 57/87 children (all enrolment types)



September

- Erica takes over Sage
- Staff is stabilizing; 6 FT staff, 3 PT (one staff dismissed at end of Sept. Before probation period ended), and 5 on-call staff
- Annette organizes activities to help honor National Day for Truth and Reconciliation
- Attendance: 65%
 - 57/87 children (all enrolment types)



Discover Room
12m – 2.5 y
Kynita & Kimberly



Creator Room
5y+
Emily & Sam



Explorer Room
3y – 4 y



Inspire Room
2.5 y
Anna

Parks & Open Spaces – Brock Leavins

Highlights

During this period, most of my highlights are grouped towards coordinating, maintaining, repairing, and operating parks facilities and open spaces. Listed below are my top highlights:

- **Irrigation Operation & Repairs**

- During the season the Parks Staff were able to make significant repairs to various irrigation systems. With this skill being new to many Parks Staff, I felt like it was especially important for me to lead and train those staff to gain the knowledge on how to repair these types of systems.



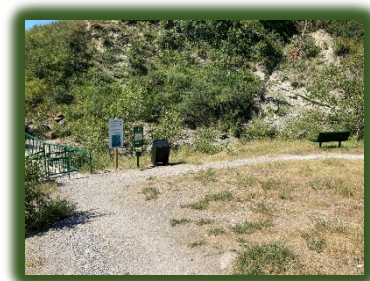
- **Bike Park Platform and Ramp Improvements**

- With these structures being noted negatively during the 2022 Formal Inspection, I felt it was very important to have the allocated budgeted money to go towards the improvement of these structures. The structures in place now are much safer and are more intermediate friendly.



- **Ag Grounds/West Dog Park Signs and Garbage Improvements**

- With direction from council, after hearing concerns from the Ag Society, efforts were made to improve the garbage infrastructure in the area as well as improving the signs. Before the improvements, the signs were easily interpreted to miscommunicate about the use of the area, but now the signs are cleanly organized and communicate appropriately.



- **Downtown Planter Box Program**

- All the participating local businesses were impressed at the quality of the planter boxes this year, which did include increased attention/maintenance and watering from Laura Rance, a member of our Parks Staff whose tasks are

more focused on gardening. Hopefully we can grow the program next year with more planters.

- **Walking Trail Maintenance**
 - The Parks Staff were able to make repairs to sections of the walking trail along the creek this season, of which shaping and adding to the limestone base will help increase safety, watershed, and overall use.
- **Event Assistance and Participation**



During the Summer there were many events that the Town was involved with, of which our Parks Staff were able to flexible and positive about helping prepare the facilities such as for the Slo-Pitch Year End Tournament, Pro Rodeo, and Lebel Mansion Concerts, but also partake in events such as the Creek Cleanup.



- **Parks Staff**



- With this being my first year with the Town of Pincher Creek, I feel like I was very lucky to have such an amazing group of Parks Staff. I felt like I was under a lot of stress and pressure this year, but as a group the Parks Staff were able to pull through and were positive contributors to the community that has been established by the Community Services/Recreation Management.

Parks support for Events

- **Pro Rodeo**
 - Setup 4 hrs X 2 Staff = 8 hrs
 - Cleanup 4 hrs X 2 Staff = 8 hrs
 - **Total = 16 hours**
- **High School Rodeo**
 - Setup 2 hrs X 2 Staff = 4 hrs

- Cleanup 2 hrs X 2 Staff = 4 hrs
 - **Total = 8 hours**
- **Farmers Market**
 - Setup 3 hrs X 2 Staff = 6 hrs
 - Cleanup 2 hrs X 2 Staff = 4 hrs
 - **Total = 10 hours X 12 Farmers Market Per Season = 120 hours**

Goals

During this period, most goals are aimed towards planning for the next Spring season. Listed below are my top goals:

- **Knowing What to Expect**
 - With the completion of my first year with the Town, there are way less questions in my mind, and this will lead me to provide a more quality service but to also be more efficient with my time. My goal is to use the budget as a road map and to successfully complete all future projects within the projected timelines.
- **Setting Up to Succeed**
 - Planning and organizing will be my biggest strengths going forward, as I now have the time to plan and organize for future projects. I want to organize myself and future staff with the correct skills, training, and equipment to improve the quality of work from Parks Staff specifically.
- **More Coordination, Less Hands On**
 - During this last year I recognized that leading the staff in the field was only small game successful, and that to be big game successful I need to be coordinating more, training more, and setting up workers to be successful as workers. My goal is to be less hands on, and to be less stressed by coordinating projects and daily tasks from the background, and to push workers to be more confident hands on.

Significant Future Projects

With the budget and direction passed to me, listed below are the most significant projects of focus during this next quarter, exempt of normal operating and maintenance responsibilities and projects.

- Joint Use Agreement with School Divisions
- Skateboard Park Repairs
- Castleview Outdoor Skating Area
- Planning Parks and Sports Field New Signs
- Planning Projects for the next Spring and Summer with the New Budget

Committee Reports/Updates

- **Health and Safety Committee**
 - Over the previous months, I have been involved with the Health and Safety Committee. So far, I have found this time to be more of a learning process about the highlights and difficulties of this specific workplace. During this quarter I found it to be very difficult to participate in these meetings as my time was usually spent coordinating staff on their daily tasks. Over the next quarter I plan to be more involved and to participate in all scheduled meetings.