



TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Monday, July 26, 2021 at 6:00 p.m.

Council Chambers, 962 St. John Avenue

[Virtual via Zoom](#)

1. **Call to Order**
2. **Scheduled Public Hearing**
 - 2.1 Land Use Bylaw Amendment 1547-AL
 - 2.2 Land Use Bylaw Amendment 1547-AM
3. **Agenda Approval**
4. **Scheduled Delegations**
5. **Adoption of Minutes**
 - 5.1 Minutes of the Regular Meeting of Council held on June 28, 2021
 - 5.2 Minutes of the Special Meeting of Council held on June 29, 2021
 - 5.3 Minutes of the Special Meeting of Council held on July 7, 2021
 - 5.4 Minutes of the Committee of the Whole meeting held on July 7, 2021
6. **Business Arising from the Minutes**
 - 6.1 Disposition of Delegation – Pincher Creek and District Community Food Centre – Teresa Hlady & Anne Gover
 - 6.2 Notice of Motion – Coal Mining on the Eastern Slopes of the Rockies – June 28, 2021 – Councillor Brian McGillivray
 - 6.3 Budget Consideration – Widening of Beverley McLachlin Drive
 - 6.4 Municipal Affairs – Municipal Accountability Program
7. **Bylaws**
 - 7.1 Land Use Bylaw Amendment 1547-AL
 - 7.2 Land Use Bylaw Amendment 1547-AM
8. **New Business**
 - 8.1 Support for National Suicide Prevention Hotline
 - 8.2 2021 AUMA Convention - Meeting with Minister of Municipal Affairs
 - 8.3 Heritage Preservation Partnership Program - Lebel Mansion
 - 8.4 Cardston Heritage Days Parade 2021
 - 8.5 Picture Butte Jamboree Days Parade 2021
 - 8.6 Spock Days Parade 2021
9. **Reports**
 - 9.1 Upcoming Committee Meeting and Events
10. **Administration**
 - 10.1 Council Information Distribution List
 - 10.2 Legislative Services 1st and 2nd Quarter Report
 - 10.3 Finance – Revised 1st Quarter Report
 - 10.4 Operations Department – Major Project Update
11. **Closed Session Discussion**
 - 11.1 Assessment Services Contract – FOIP s. 16, 19 & 24
 - 11.2 Development Agreement for Title 181 079 568, 211 072 056+1 and 211 072 056 – FOIP s. 16 & 24
 - 11.3 Consideration to Obtain Land – FOIP s. 17
12. **Notice of Motion**

13. **Adjournment**

The next Regular Council Meeting is scheduled for August 23, 2021 at 6:00 p.m.

AGENDA
PUBLIC HEARING FOR BYLAW No. 1547-AL

Item No. 2.1

COUNCIL CHAMBERS, TOWN HALL
6:00 P.M. MONDAY, July 26th, 2021

1. **Call to Order - Public Hearing for Bylaw No. 1547 - AL** (The Mayor).
2. **Adoption of the Agenda** – (Mayor).
3. **Purpose of Public Hearing** -- (Mayor).
The purpose of the public hearing is to present Bylaw No. 1547-AL, to re-designate the lands legally described as Plan 0614431, Block 1, Lot 4 from Transitional/Urban Reserve – TUR to Transitional Commercial – C4.
4. **Confirmation of Notice** -- (Asked for by The Mayor and replied by the CAO).
The Notice of Public Hearing was advertised in the July 7th and 14th, 2021 editions of the local weekly newspapers the Pincher Creek Echo and Shootin' the Breeze.
5. **Report from Oldman River Regional Services Commission Senior Planner** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
6. **Report from the Town's Management Staff** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
7. **Written Submissions** -- (Asked for by The Mayor – Reply by the CAO)
No written submissions received as of 12:00 Noon, July 21st, 2021.
(Read by the CAO)
8. **Persons Wishing to be Heard** -- (Asked for by The Mayor - Reply by the CAO)
No persons indicated their wish to be heard as of 12:00 Noon, July 21st, 2021.
9. (The Mayor to ask ---- are there any persons wishing to be heard) (**First** time)
In the event that there are person(s) wishing to be heard, The Mayor will request the following resolution of Council: That Council for the Town of Pincher Creek approves the presentation of the following at the Public Hearing for Bylaw No. 1547-AL:
- John Doe of 123 Main Street etc. (State Your Name and Address)

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

Bylaw No. 1547-AL will be presented to Council for consideration of second, third and final reading at the regular Council meeting on July 26th, 2021.

Town of Pincher Creek

July 26th, 2021

Development Services Report

Land Use Bylaw Amendment - Bylaw No. 1547-AL

Referral comments from management staff are as follows:

ORRSC – Senior Planner

No comments

Operational Services

Operations has the following comment regarding re-designation of Plan 0614431, Block 1, Lot 4:

- Site layout/parking should meet all land-use requirements within their private property. If the developer wishes to propose use of the Town's road right-of-way for additional parking, this should be considered as additional only and not contributing to their parking requirements (as this may be required to be redeveloped in the future).

Thank you,

Fire/Emergency Services

No comments.

Bylaw Enforcement

No comments.

AGENDA
PUBLIC HEARING FOR BYLAW No. 1547-AM

Item No. 2.2

COUNCIL CHAMBERS, TOWN HALL
6:00 P.M. MONDAY, July 26th, 2021

1. **Call to Order - Public Hearing for Bylaw No. 1547 - AM** (The Mayor).
2. **Adoption of the Agenda** – (Mayor).
3. **Purpose of Public Hearing** -- (Mayor).
The purpose of the public hearing is to present Bylaw No. 1547-AM, to re-designate the lands legally described as Plan 8410214, Block 3, Lot 7 from General Industrial and Warehousing – I1 to Residential – R1.
4. **Confirmation of Notice** -- (Asked for by The Mayor and replied by the CAO).
The Notice of Public Hearing was advertised in the July 7th and 14th, 2021 editions of the local weekly newspapers the Pincher Creek Echo and Shootin' the Breeze.
5. **Report from Oldman River Regional Services Commission Senior Planner** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
6. **Report from the Town's Management Staff** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
7. **Written Submissions** -- (Asked for by The Mayor – Reply by the CAO)
No written submissions received as of 12:00 Noon, July 21st, 2021.
(Read by the CAO)
8. **Persons Wishing to be Heard** -- (Asked for by The Mayor - Reply by the CAO)
No persons indicated their wish to be heard as of 12:00 Noon, July 21st, 2021.
9. (The Mayor to ask ---- are there any persons wishing to be heard) (First time)
In the event that there are person(s) wishing to be heard, The Mayor will request the following resolution of Council: That Council for the Town of Pincher Creek approves the presentation of the following at the Public Hearing for Bylaw No. 1547-AM:
- John Doe of 123 Main Street etc. (State Your Name and Address)

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

Bylaw No. 1547-AM will be presented to Council for consideration of second, third and final reading at the regular Council meeting on July 26th, 2021.

Town of Pincher Creek

July 26th, 2021

Development Services Report

Land Use Bylaw Amendment - Bylaw No. 1547-AM

Referral comments from management staff are as follows:

ORRSC – Senior Planner

No comments

Operational Services

In general, Operations has no concerns regarding the redesignation of Plan 8410214, Block 3, Lot 7.

Operations requires the following additional information from Legislative Services regarding Plan 8410214, Block 3, Lot 7:

- Is the frontage section of Elizabeth Street a closed road? If yes, Operations would recommend requiring the re-opening this section of road in order to provide legal access to the property.

Thank you,

Fire/Emergency Services

No comments.

Bylaw Enforcement

No comments.



REGULAR MEETING OF COUNCIL
Held on Monday June 28, 2021
Council Chambers, 962 St. John Avenue &
Virtually, commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

Councillors: B. McGillivray, L. Jackson, M. Barber and S. Korbett

Absent with Regrets: W. Elliott

Staff: L. Wilgosh, Chief Administrative Officer;
L. Rideout, Director of Community Services;
W. Catonio, Director of Finance and Human Resources;
A. Roth, Director of Operations;
A. Levair, Operations Coordinator, D. Green, Family and Community Support Services;
Marie Everts, Marketing Events and Economic Development Officer and L. Goss, Administrative Manager

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL
McGILLIVRAY:

That Council for the Town of Pincher Creek approves the June 28, 2021 agenda as amended, the amendment being the addition of item 8.5 Subdivision Application – Request for Extension File no. 2019-0-105, 8.6 Pincher Creek Coop Letter of Understanding, 8.7 Canada Day Fireworks and a Notice of Motion by Councillor McGillivray – Coal Mining on the Eastern Slopes.

CARRIED 21-236

4. DELEGATIONS

4.1 Pincher Creek and District Community Food Centre – Teresa Hlady & Anne Gover

Pincher Creek and District Community Food Centre representatives Teresa Hlady and Anne Gover attended the meeting to inform Council regarding activities of the Centre.

5. ADOPTION OF MINUTES

5.1 Minutes of the Regular Meeting of Council held on June 15, 2021

JACKSON:

That Council for the Town of Pincher Creek approve the minutes of the Regular Meeting of Council held on June 15, 2021 as presented.

CARRIED 21-237

5.2 Minutes of the Special Meeting of Council held on June 18, 2021

McGILLIVRAY:

That Council for the Town of Pincher Creek approve the minutes of the Special Meeting of Council held on June 18, 2021 as presented.

CARRIED 21-238

5.3 Minutes of the Special Meeting of Council held on June 22, 2021

ELLIOTT:

That Council for the Town of Pincher Creek approve the minutes of the Special Meeting of Council held on June 22, 2021 as presented.

CARRIED 21-239

6. BUSINESS ARISING FROM THE MINUTES

6.1 Resident Road Safety Concerns

KORBETT:

That Council for the Town of Pincher Creek direct administration to install traffic signage as per the ISL Engineering "Canyon Drive and Bev McLachlin Drive Paint and Signing Considerations" report.

CARRIED 21-240

6.2 Critical Bull Trout Habitat – Update

ELLIOTT:

That Council for the Town of Pincher Creek accept the critical bull trout habitat update as information.

CARRIED 21-241

7. BYLAWS

7.1 Storm Drainage Bylaw 1630-21

JACKSON:

That Council for the Town of Pincher Creek agree to give Bylaw No. 1630-21, Storm Drainage Bylaw, first reading.

CARRIED 21-242

KORBETT:

That Council for the Town of Pincher Creek agree to give Bylaw No. 1630-21, Storm Drainage Bylaw, second reading.

CARRIED 21-243

BARBER:

That Council for the Town of Pincher Creek unanimously agree to present Bylaw No. 1630-21, Storm Drainage Bylaw, for third reading at the regular meeting of Council on June 26, 2021.

CARRIED UNANIMOUSLY 21-244

McGILLIVRAY:

That Council for the Town of Pincher Creek agree to give Bylaw No. 1630-21, Storm Drainage Bylaw, third and final reading and that a copy of which be attached hereto and form part of the minutes.

CARRIED 21-245

A. Roth and A. Levair left the meeting at 7:02 pm.

7.2 Obsolete and Redundant Bylaw, Repeal Bylaw 1628-21 (Temporary Mandatory Face Coverings Bylaw 1628-20)

KORBETT:

That Council for the Town of Pincher Creek give the Obsolete and Redundant Repeal Bylaw No 1628-21 first reading.

CARRIED 21-246

ELLIOTT:

That Council for the Town of Pincher Creek give the Obsolete and Redundant Repeal Bylaw No 1628-21 second reading.

CARRIED 21-247

JACKSON:

That Council for the Town of Pincher Creek unanimously agree to present Obsolete and Redundant Repeal Bylaw No 1628-21 for third reading at the regular meeting of Council on June 28, 2021.

CARRIED UNANIMOUSLY 21-248

BARBER:

That Council for the Town of Pincher Creek give the Obsolete and Redundant Repeal Bylaw No 1628-21 third and final reading and that a copy of which be attached hereto and form part of the minutes.

CARRIED 21-249

7.3 Land Use Bylaw Amendment 1547-AL

McGILLIVRAY:

That Council for the Town of Pincher Creek agree and give Bylaw No. 1547-AL amending the Land Use Bylaw No. 1547 first reading.

CARRIED 21-250

JACKSON:

That Council for the Town of Pincher Creek agree to hold a Public Hearing on Bylaw No. 1547-AL amending the Land Use Bylaw on July 26th, 2021 before consideration of second and/or third reading.

CARRIED 21-251

Councillor Korbett declared a potential conflict of interest with the next agenda item and left the meeting at 7:20 pm.

Councillor Korbett returned to the meeting at 7:25 pm

7.4 Land Use Bylaw Amendment 1547-AM

JACKSON:

That Council for the Town of Pincher Creek agree and give Bylaw No. 1547-AM amending the Land Use Bylaw No. 1547 first reading.

CARRIED 21-252

BARBER:

That Council for the Town of Pincher Creek agree to hold a Public Hearing on Bylaw No. 1547-AM amending the Land Use Bylaw on July 26th, 2021 before consideration of second and/or third reading.

CARRIED 21-253

8. NEW BUSINESS

8.1 Proclamation Policy 123-21

ELLIOTT:

That Council for the Town of Pincher Creek approve Proclamation Policy 123-21 as presented.

CARRIED 21-254

8.2 Chinook Arch Regional Library System Agreement

KORBETT:

That Council for the Town of Pincher Creek support the proposed amendments to the Chinook Arch Regional Library System Agreement as presented.

CARRIED 21-255

8.3 AUMA Summer 2021 Municipal Leaders' Caucus

JACKSON:

That Council for the Town of Pincher Creek defer the AUMA Summer 2021 Municipal Leaders' Caucus to the Committee of the Whole meeting on July 7, 2021.

CARRIED 21-256

8.4 CIBC Banker's Acceptance Swap

KORBETT:

That Council for the Town of Pincher Creek agree to maintain the CIBC Banker's Acceptance Swap at 1.64% plus the Stamping Fee of 0.65% for a total of 2.29% for 30 years.

CARRIED 21-257

8.5 Subdivision Application – Request for Extension File no. 2019-0-105

KORBETT:

That Council for the Town of Pincher Creek approve and grant a one (1) year extension for Subdivision Application Request for Extension file no, 2019-0-105 Plan 445JK, Block 3 to accommodate the Early Learning Facility.

CARRIED 21-258

8.6 Pincher Creek Coop Letter of Understanding

KORBETT:

That Council for the Town of Pincher Creek approve the Pincher Creek Coop Letter of Understanding as presented.

CARRIED 21-259

8.7 Canada Day Fireworks

KORBETT:

That Council for the Town of Pincher Creek direct administration to prepare and send a letter offering condolences to Piikani Nation in light of recent events.

CARRIED 21-260

9. REPORTS

9.1 Upcoming Committee Meetings and Events

Special Municipal Development and Subdivision Authority

10. ADMINISTRATION

10.1 Council Information Distribution List

BARBER:

That Council for the Town of Pincher Creek accept the June 28, 2021 Council Information Distribution List as information.

CARRIED 21-261

10.2 First Quarter Financial Report

JACKSON:

That Council for the Town of Pincher Creek accept the First Quarter Financial Report as information with thanks.

CARRIED 21-262

Mayor Anderberg called a recess at 7:53 pm.

Mayor Anderberg called the meeting back to order at 7:58

11. CLOSED MEETING DISCUSSION

KORBETT:

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, June 28, 2021 at 7:59 pm in accordance with section 16, 17 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Finance, Director of Community Services and Administrative Manager in attendance.

CARRIED 21-263

JACKSON:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, June 28, 2021 at 8:18 pm.

CARRIED 21-264

11.1 Telus Next Generation Fibre Network Agreement – FOIP s. 16 & 24

KORBETT:

That Council for the Town of Pincher Creek approve the Telus Next Generation Fibre Network Agreement between the Town of Pincher Creek and Telus Communications Inc.

CARRIED 21-265

11.2 Tax and Utility Waiver Request – Roll #00770000 – FOIP s. 16 & 17

KORBETT:

That Council for the Town of Pincher Creek approve the request to waive \$955.05 of utility costs for utility account number 077000.002 but deny the request to waive property taxes and suggest that the property owner enter into a tax agreement to pay back taxes.

CARRIED 21-266

12. NOTICE OF MOTION

McGILLIVRAY

That Council for the Town of Pincher Creek include Coal Mining on the Eastern Slopes to a future agenda and direct administration to prepare and send a letter of support to the Town of High River regarding same.

BARBER

That Council for the Town of Pincher Creek consider widening Beverley McLachlin Drive during the next budget deliberations.

13. ADJOURNMENT

BARBER:

That this meeting of Council on June 28, 2021 be hereby adjourned at 8:25 pm.

CARRIED 21-267

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 26th DAY OF JULY 2021**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY JULY 26, 2021 AT
6:00 P.M.**



**SPECIAL MEETING OF COUNCIL
Town of Pincher Creek
Held on Tuesday, June 29, 2021
Council Chambers, 962 St. John Avenue
commencing at 1:30 p.m.**

IN ATTENDANCE: Mayor: D. Anderberg
Councillors: M. Barber, L. Jackson, W. Elliott, S. Korbett and B. McGillivray
Staff: L. Wilgosh, Chief Administrative Officer

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 1:30 p.m.

2. AGENDA APPROVAL

BARBER:

That Council for the Town of Pincher Creek approves the June 29, 2021 Special Meeting of Council agenda as presented.

CARRIED 21-268

3. NEW BUSINESS

4. CLOSED SESSION DISCUSSION

ELLIOTT:

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Tuesday, June 29, 2021 at 1:31 pm in accordance with sections 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer in attendance.

CARRIED 21-269

JACKSON:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Tuesday, June 29, 2021 at 2:11 pm.

CARRIED 21-270

Mayor Anderberg and Councillor Korbett recused themselves and left the meeting at 2:11 pm.

BARBER:

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Tuesday, June 29, 2021 at 2:12 pm in accordance with sections 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer in attendance.

CARRIED 21-271

JACKSON:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Tuesday, June 29, 2021 at 2:53 pm.

CARRIED 21-272

4.1 Committee Appointments – Pincher Creek Emergency Services Commission – FOIP s. 19 & 24

ELLIOTT:

That Council for the Town of Pincher Creek agree that Mayor Anderbergs complaint was founded and that Councillor Korbett be sanctioned as follows; to provide an official apology to Mayor Anderberg at the upcoming July Committee of the Whole meeting and to the Pincher Creek Emergency Services Commission Board at the next regular board meeting.

CARRIED 21-273

5. ADJOURNMENT

BARBER:

That this Special Meeting of Council on June 29, 2021 be hereby adjourned at 3:01 pm.

CARRIED 21-274

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 26th DAY OF JULY 2021**

S E A L

NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY JULY 26, 2021



**SPECIAL MEETING OF COUNCIL
Town of Pincher Creek
Held on Wednesday, July 7, 2021
Council Chambers, 962 St. John Avenue
commencing at 8:45 a.m.**

IN ATTENDANCE: Mayor: D. Anderberg

Councillors: M. Barber, L. Jackson, W. Elliott, S. Korbett and B. McGillivray

Staff: L. Wilgosh, Chief Administrative Officer and L. Goss, Administrative Manager

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 8:45 a.m.

2. AGENDA APPROVAL

McGILLIVRAY:

That Council for the Town of Pincher Creek approves the July 7, 2021 Special Meeting of Council agenda as presented.

CARRIED 21-275

3. NEW BUSINESS

3.1 Appointment of Substitute Returning Officer

BARBER:

That Council for the Town of Pincher Creek appoint August Kollee as Substitute Returning Officer for the Town of Pincher Creek in the upcoming 2021 Fall Municipal Election.

CARRIED 21-276

4. CLOSED SESSION DISCUSSION

5. ADJOURNMENT

JACKSON:

That this Special Meeting of Council on July 7, 2021 be hereby adjourned at 8:47 am.

CARRIED 21-277

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 26th DAY OF JULY 2021**

S E A L

NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY JULY 26, 2021

DRAFT



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
July 7, 2021 – 9:00 AM
962 St. John Avenue, Council Chambers
Virtually via Zoom

ATTENDANCE:

Mayor: D. Anderberg

Councillors: B. McGillivray, M. Barber, L. Jackson, W. Elliott and S. Korbett

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; L. Rideout, Director of Community Services; M. Everts, Events, Marketing & Economic Development Officer; D. Green, Family and Community Support Services Coordinator and L. Goss, Administrative Manager.

1. Call to Order

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

2. Agenda Approval

JACKSON:

That the Committee of the Whole for the Town of Pincher Creek approves the July 7, 2021 agenda as amended, the amendment being the addition of item 8.5 Emergency Services Commission and Regional Emergency Management Organization Committee Appointments.

CARRIED COTW 2021-091

3. Scheduled Delegations

4. Committee Reports

Councillor Korbett and Councillor McGillivray provided written reports, a copy of which is attached hereto forming part of the minutes.

BARBER	June 2	Committee of the Whole
	June 15	Regular Council
	June 18	Special Council

	June 18	Golf Course
	June 21	Community Futures
	June 22	Special Council
	June 24	Community Futures
	June 28	Regular Council
	June 29	Special Council
ELLIOTT	June 22	Special Council
	June 22	Operations Committee
	June 28	Regular Council
	June 29	Special Council
	July 6	Special Municipal Development and Subdivision Authority
JACKSON	June 2	Committee of the Whole
	June 14	Policy Review Committee
	June 15	Municipal Development and Subdivision Authority
	June 18	Special Council
	June 22	Special Council
	June 22	Operations Committee
	June 23	Pincher Creek Foundation
	June 24	Special Emergency Services Commission
	June 28	Regular Council
	June 29	Special Council
	June 30	Pincher Creek Foundation
	June 30	Emergency Services Commission
	July 6	Special Municipal Development and Subdivision Authority
<u>Mayors Report</u>		
ANDERBERG	June 1	Emergency Services Commission Mediation
	June 2	Committee of the Whole
	June 3	Emergency Services Commission Mediation
	June 3	Oldman River Regional Services Commission Board
	June 4	Highway 3 Twinning Association
	June 4	Mayors and Reeves
	June 8	Seniors Coffee with Council
	June 9	Emergency Services Commission
	June 9	MHHS Graduation Message
	June 15	Regular Council
	June 17	Coop Board – Recycling
	June 17	Early Learning Centre Board

June 18	Special Council
June 21	National Indigenous Day
June 22	Special Council
June 28	Regular Council
June 29	Special Council

ELLIOTT:

That Committee of the Whole for the Town of Pincher Creek receives the July 7, 2021 Committee Reports as information.

CARRIED COTW 2021-092

5. Administration

5.1 Upcoming Meetings

Oldman River Regional Services Commission
Community Futures
Community Hall Board

5.2 Chief Administrative Officer First and Second Quarter Report

McGILLIVRAY:

That Committee of the Whole for the Town of Pincher Creek receives the Chief Administrative Officer first and Second Quarter Report as presented.

CARRIED COTW 2021-093

6. Business Arising from the Minutes

6.1 Traffic Safety Issues

6.2 AUMA 2021 Summer Municipal Leaders' Caucus

JACKSON:

That Committee of the Whole for the Town of Pincher Creek receive the AUMA 2021 Summer Municipal Leaders' Caucus information as presented.

CARRIED COTW 2021-094

ELLIOTT:

That Committee of the Whole for the Town of Pincher Creek direct administration to proceed with hotel reservations for all of Council and the Chief Administrative Officer to attend the 2021 AUMA Conference in Edmonton Alberta.

CARRIED COTW 2021-095

Mayor Anderberg called a recess at 9:50 am

Mayor Anderberg called the meeting back to order at 10:04 am

7. Policy

8. New Business

8.1 Town of Ponoka – Funding for Rural Municipalities

JACKSON:

That Committee of the Whole for the Town of Pincher Creek approve the draft letter of support for small, rural business and direct administration to forward same to the Premier, MLA and MP.

CARRIED COTW 2021-096

8.2 Strategic Plan Review

McGILLIVRAY:

That Committee of the Whole for the Town of Pincher Creek accept the information regarding the Strategic Plan Review as presented.

CARRIED COTW 2021-097

8.3 Committee Updates

8.4 Canada Community Revitalization Plan

Natalie Gibson, Liza Dawber and Marie Everts attended the meeting to provide the committee with information regarding the Canada Community Revitalization Plan.

KORBETT:

That Committee of the Whole for the Town of Pincher Creek direct administration to proceed with the Canada Community Revitalization grant application subject to Council approval of funding.

CARRIED COTW 2021-098

8.5 Emergency Services Commission and Regional Emergency Management Organization Committee Appointments

Effective immediately, Mayor Anderberg resigned his appointment to the Pincher Creek Emergency Services Commission and Regional Emergency Management Organization.

McGILLIVRAY:

That Committee of the Whole for the Town of Pincher Creek appoint Councillor Jackson to the Pincher Creek Emergency Services Commission and Regional Emergency Management Organization

FURTHER

That Councillor Elliott be appointed as alternate on both aforementioned committees.

CARRIED COTW 2021-099

9. Closed Session

JACKSON:

That Committee of the Whole for the Town of Pincher Creek agree to move to a closed session of the Committee on Wednesday July 7, 2021 at 11:01 am in accordance with sections 16, 17, 23 and 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Finance and Human Resources, Director of Community Services, Events, Marketing & Economic Development Officer and Administrative Manager in attendance.

CARRIED COTW 2021-100

L. Rideout, M. Everts and L. Goss left the meeting at 11:15 am.

ELLIOTT:

That Committee of the Whole for the Town of Pincher Creek agree to move out of a closed session of the Committee on Wednesday, July 7, 2021 at 11:44 am.

CARRIED COTW 2021-101

9.1 Request to Waive Tax Penalties Roll #00393500 – FOIP s. 16 & 17

JACKSON:

That Committee of the Whole for the Town of Pincher Creek direct administration to proceed as previously directed regarding the request to waive \$334.70 of interest penalties for tax roll #00393500.0000.

CARRIED COTW 2021-102

9.2 Personnel – Office Hours – FOIP s. 24

MCGILLIVRAY:

That Committee of the Whole for the Town of Pincher Creek direct administration to prepare a Work from Home plan and report back on its effectiveness.

CARRIED COTW 2021-103

9.3 Personnel – FOIP s. 23

BARBER:

That Committee of the Whole for the Town of Pincher Creek receive the personnel information as presented.

CARRIED COTW 2021-104

10. Adjournment

ELLIOTT:

That this session of Committee of the Whole be adjourned at 11:46 pm.

CARRIED COTW 2021-105

COTW July 7, 2021

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 26th DAY OF JULY 2021**

Mayor, D. Anderberg

CAO, L. Wilgosh

DRAFT

Committee Report Councillor Korbett June 2021

1,3,9	EMS Mediation
2	Committee of the Whole
2	AB Southwest
15	Regular Council Meeting
18, 22, 29	Special council Meetings
17, 24	Special EMS Commission meetings
17	PCCELC Board Meeting
28	Regular Council Meeting
30	Regular EMS Commission meeting

Councillor Monthly Report

Councillor Brian McGillivray

June 2021

June 1, 2021	National Housing Symposium
June 2, 2021	National Housing Symposium
June 2, 2021	CotW Meeting
June 3, 2021	National Housing Symposium
June 8, 2021	Environmental Regulation of Coal Mining Presentation
June 10, 2021	AAPG Conference Sub-committee
June 14, 2021	Policy and Bylaw Review Committee
June 15, 2021	MDSA Meeting
June 15, 2021	Council Meeting – Power Outage One Day Delay
June 16, 2021	CNPC Landfill Board Meeting
June 17, 2021	Pincher Creek Foundation Administrative Work
June 17, 2021	PCCELC Board Meeting
June 18, 2021	Special Council Meeting - KMPG
June 19, 2021	John Barlow Advisory Board Meeting
June 21, 2021	AAPG Board Meeting
June 21, 2021	National Aboriginal Day Celebration
June 22, 2021	Special Council Meeting - EMS
June 22, 2021	Second Quarter Operations Committee Meeting
June 23, 2021	Alberta Council Conflict of Interest Legal Course
June 23, 2021	Pincher Creek Foundation Board Meeting
June 25, 2021	SDAB Tribunal Legal Course
June 27, 2021	CNPC Landfill General Manager's Retirement Celebration
June 28, 2021	Council Meeting
June 29, 2021	Special Council Meeting - EMS

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Disposition of Delegation – Pincher Creek and District Community Food Centre – Teresa Hlady & Anne Gover	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 7/26/2021

PURPOSE:

To dispose of a delegation that attended the June 28, 2021 Regular Council Meeting in accordance with Procedural Bylaw 1596-20.

RECOMMENDATION:

That Council for the Town of Pincher Creek receive the information provided by the Pincher Creek and District Community Food Centre representatives, Teresa Hlady & Anne Gover at the June 28, 2021 regular meeting of Council as presented.

BACKGROUND/HISTORY:

Pincher Creek and District Community Food Centre representatives Teresa Hlady and Anne Gover attended the June 28, 2021 regular meeting to inform Council regarding activities of the Centre.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to garner further information regarding the Pincher Creek and District Community Food Centre.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

The Pincher Creek and District Community Food Centre offers valuable services to the community.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek receive the information provided by the Pincher Creek and District Community Food Centre

representatives, Teresa Hlady & Anne Gover at the June 28, 2021 regular meeting of Council as presented.

Signatures:

Department Head:

Lisa Gross

CAO:

Lannie Wilgosh



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Notice of Motion – Coal Mining on the Eastern Slopes of the Rockies – June 28, 2021 – Councillor Brian McGillivray

PRESENTED BY:
Lisa Goss, Administrative Manager

DATE OF MEETING:
7/26/2021

PURPOSE:

For Council to consider a notice of motion made at the June 28, 2021 regular meeting of Council in accordance with Council Procedural Bylaw 1596-20.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to prepare and send a letter of support to the Mayor of High River regarding the future of the Coal Restriction Policy.

BACKGROUND/HISTORY:

Councillor McGillivray provided the attached written notice of motion at the June 28, 2021 regular meeting of Council.

ALTERNATIVES:

That Council for the Town of Pincher Creek receive as information the Notice of Motion – Coal Mining on the Eastern Slopes of the Rockies – June 28, 2021 – Councillor Brian McGillivray.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

At the February 3, 2021 Committee of the Whole meeting, direction was given to administration to prepare and send a letter of support to the Premier and related ministries requesting reinstatement of the 1976 Coal Development Policy for Alberta (attached).

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

Council has heard several delegations in recent months regarding coal development in the region.

ATTACHMENTS:

21.02.08 Premier Jason Kenney - Coal Development Policy for Alberta Reinstatement - 2691

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree to prepare and send a letter of support to the Mayor of High River regarding the future of the Coal Restriction Policy.

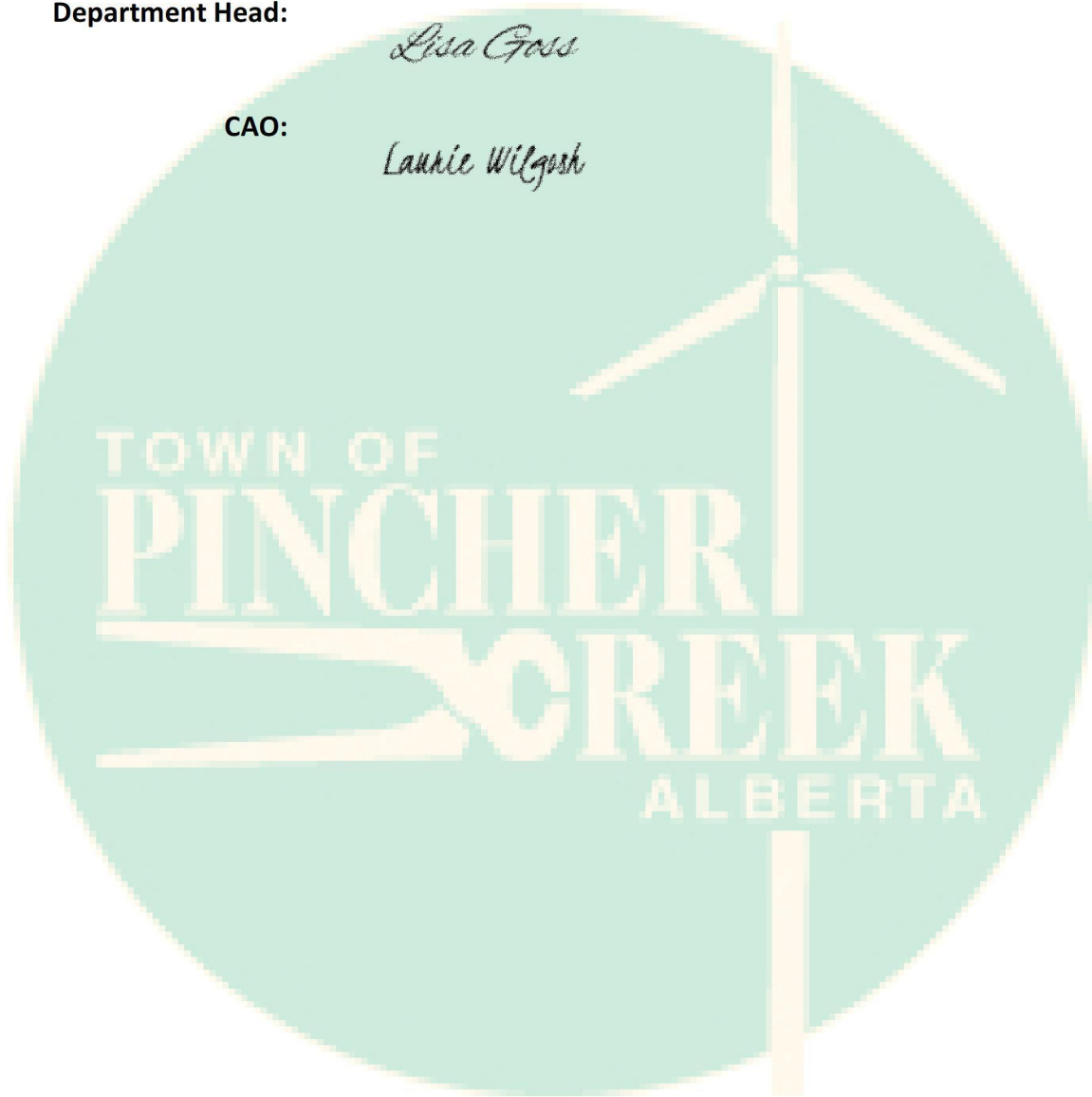
Signatures:

Department Head:

Lisa Goss

CAO:

Laurie Wilgosh



Notice of Motion -Coal Mining on the Eastern Slopes of the Rockies.

June 28, 2021

Motion: Bring forward to Council Agenda a motion to send a letter of support to the Town of High River regarding the future of their Coal Restriction Policy as noted below:

The Town of High River has met with the Coal Policy Committee and agreed to prepare a framework that would see coal exploration and development banned along the Eastern Slopes. At our May 10, 2021 Regular Meeting, Council unanimously supported the wording outlined below and we invite municipalities, organizations and businesses to join us in supporting the proposed policy

Specifically, the Town's proposed Alberta Coal Restriction Policy has three key principles:

1. No further coal exploration or development will be permitted on the Eastern Slopes of Alberta. There will no longer be categories within this area and, instead, there would only be one area defined today as the Eastern Slopes.
2. Existing coal mining operations in the Hinton / Grande Cache areas will be permitted to retire gracefully.
3. Reclamation of lands disturbed by coal exploration activities with coal exploration permits issued prior to February 8, 2021, must be reclaimed no later than December 31, 2025.

Our rationale for the three principles of the Alberta Coal Restriction Policy are as follows:

1. The inherent value of the Eastern Slopes only exists with the landscape remaining intact.
2. The headwaters and landscapes of the Eastern Slopes are critical to the future of our province. Our communities, agriculture production, food production, tourism and recreation all rely on these landscapes existing and their watersheds producing clean water. Water is a limited resource that we all require to exist. The Town is strongly opposed to any activity that increases the likelihood of water contamination. Once a waterway has been contaminated by coal mining, this action cannot be reversed. Our future generations depend on us protecting this resource.
3. The negative impacts on the environment, human health, animal health and existing economies far outweigh the new jobs, taxes, royalties or economics that may be generated as a result of coal development in this area.

The Town will collect all feedback received and present it to the Coal Policy Committee in July 2021.

If you support the proposed policy, please send me a signed letter or the signed endorsement below. Please send all letters and feedback to csnodgrass@highriver.ca, with a copy to legislativeservices@highriver.ca no later than July 15, 2021.

I will then present High River's policy to the Coal Policy Committee along with the feedback received. Organizations and businesses also are encouraged to make their own presentations to the Coal Policy Committee.

Thank you for considering supporting this important initiative.

If you have any questions, please contact me.

Sincerely,

Craig Snodgrass

Mayor of High River



February 8, 2021

Honourable Jason Kenney
Office of the Premier
307 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6
premier@gov.ab.ca

Re: Coal Development Policy for Alberta Reinstatement

Dear Premier Kenney,
Please be advised that Council for the Town of Pincher Creek passed the following resolution at their February 3, 2021 Committee of the Whole meeting;

That Committee of the Whole for the Town of Pincher Creek direct administration to prepare a letter of support to the Premier and related ministries, similar to the one prepared by the Municipal District of Pincher Creek, requesting reinstatement of the 1976 Coal Development Policy for Alberta.

Accordingly, the Town of Pincher Creek is respectfully requesting the immediate reinstatement of the June 15, 1976 Coal Development Policy for Alberta, which was rescinded on June 1, 2020.

In addition, the Town of Pincher Creek respectfully requests that the Government of Alberta begin public consultation with all stakeholders in Alberta on any proposed revision to this policy.

The Town of Pincher Creek looks forward to the engagement of stakeholders, other municipalities and Provincial Departments as this process moves toward a broader public consultation.

Trusting this information to be satisfactory.

Yours Truly,

Laurie Wilgosh

Laurie Wilgosh LGA, CAO
Town of Pincher Creek
/lg

cc: Minister of Environment & Parks, Honourable Jason Nixon aep.minister@gov.ab.ca
Minister of Energy, Honourable Sonya Savage minister.energy@gov.ab.ca
MLA for Livingstone-Macleod Roger Reid livingstone.macleod@assembly.ab.ca
Municipal District of Pincher Creek #9 info@mdpincercreek.ab.ca
Municipality of the Crowsnest Pass cao@crowsnestpass.com
Municipal District of Ranchland cao@ranchland66.com
Municipal District of Willow Creek md26@mdwillowcreek.com
Cardston County office@cardstoncounty.com
Piikani Nation reception@piikanination.com



TOWN OF PINCHER CREEK

962 St. John Ave (Box 159) Pincher Creek, AB T0K 1W0
Phone 403 627 3156 Fax 403 627 4784
reception@pincercreek.ca www.pincercreek.ca

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Budget considerations - widening of Bev McLachlin Dr.	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 7/26/2021

PURPOSE:

For Council to consider widening of Bev McLachlin Dr.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to add widening of Bev McLachlin Dr. to the upcoming five year capital projects budget review.

BACKGROUND/HISTORY:

Council has recently been considering the concerns raised by a local resident regarding the safety of Bev McLachlin Dr. Traffic safety information and recommendations were provided by ISL Engineering, and as a result signage has been ordered indicating both the curve ahead and proposed speed reduction.

Cllr. Barber brought forth a Notice of Motion during the June 28th Council meeting for Council to consider widening of Bev McLachlin Dr. in upcoming capital budget deliberations. If the resolution is passed, the Operations Dept. will obtain a cost estimate for consideration.

ALTERNATIVES:

That Council for the Town of Pincher Creek recommend that the safety concerns raised for Bev McLachlin Dr. be monitored for the next six months to a year after the new signage is in place, to determine the effects on traffic.

That Council for the Town of Pincher Creek receive the Notice of Motion presented by Cllr. Barber to consider widening of Bev McLachlin Dr. during the upcoming five year capital budget negotiations as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Widening of Bev McLachlin Dr. was not included as a recommendation in the ISL Engineering report.

FINANCIAL IMPLICATIONS:

future budget considerations

PUBLIC RELATIONS IMPLICATIONS:

Public safety is of the utmost priority

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports that Council consider the proposed widening of Bev McLachlin Dr. during upcoming capital budget considerations.

Signatures:

Department Head:

Al Roth

CAO:

Lannie Wilgosh



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Municipal Affairs Municipal Accountability Program	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 7/26/2021

PURPOSE:

For Council to receive and review the Municipal Affairs Municipal Accountability Program review

RECOMMENDATION:

That Council for the Town of Pincher Creek receive the Municipal Affairs Municipal Accountability Program report as presented, and to receive the action plan from administration as provided.

BACKGROUND/HISTORY:

In response to a petition presented by members of the public of Pincher Creek, Municipal Affairs undertook a MAP (Municipal Accountability Program) with the Town to insure that legislative compliance has and will be obtained through various departmental activities of the municipality. Thirteen items were identified(an additional item was included and missed by Municipal Affairs) in the review. Several of the items identified will be immediately addressed and others will take some time to achieve. For example the Assessment Review Board bylaw requires an amendment with the Chinook Assessment Review Board managed and operated by the Oldman River Regional Services Commission and affects the other municipal members of this board. Many of the items are considered minor amendments and the Town was advised by Municipal Affairs that this was a very good review with average results for a community our size. Overall approximately 80 process and legislative requirements were reviewed by Municipal Affairs and the CAO.

ALTERNATIVES:

That Council for the Town of Pincher Creek request additional information from administration and/or Alberta Municipal Affairs.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

The MAP review and report provided by Alberta Municipal Affairs demonstrates to the Pincher Creek residents the variety of duties and responsibilities of the Municipal

Governance and administrative structure. A review of this nature provides an overview of our procedures and recommendations for improvement.

ATTACHMENTS:

2021 Municipal Accountability Program - action plan

ADM Signed Letter

Town of Pincher Creek - 2021 Municipal Accountability Program (MAP) Report

CONCLUSION/SUMMARY:

Administration supports that Council receives the MAP review and action plan provided by Alberta Municipal Affairs and Town Administration as presented.

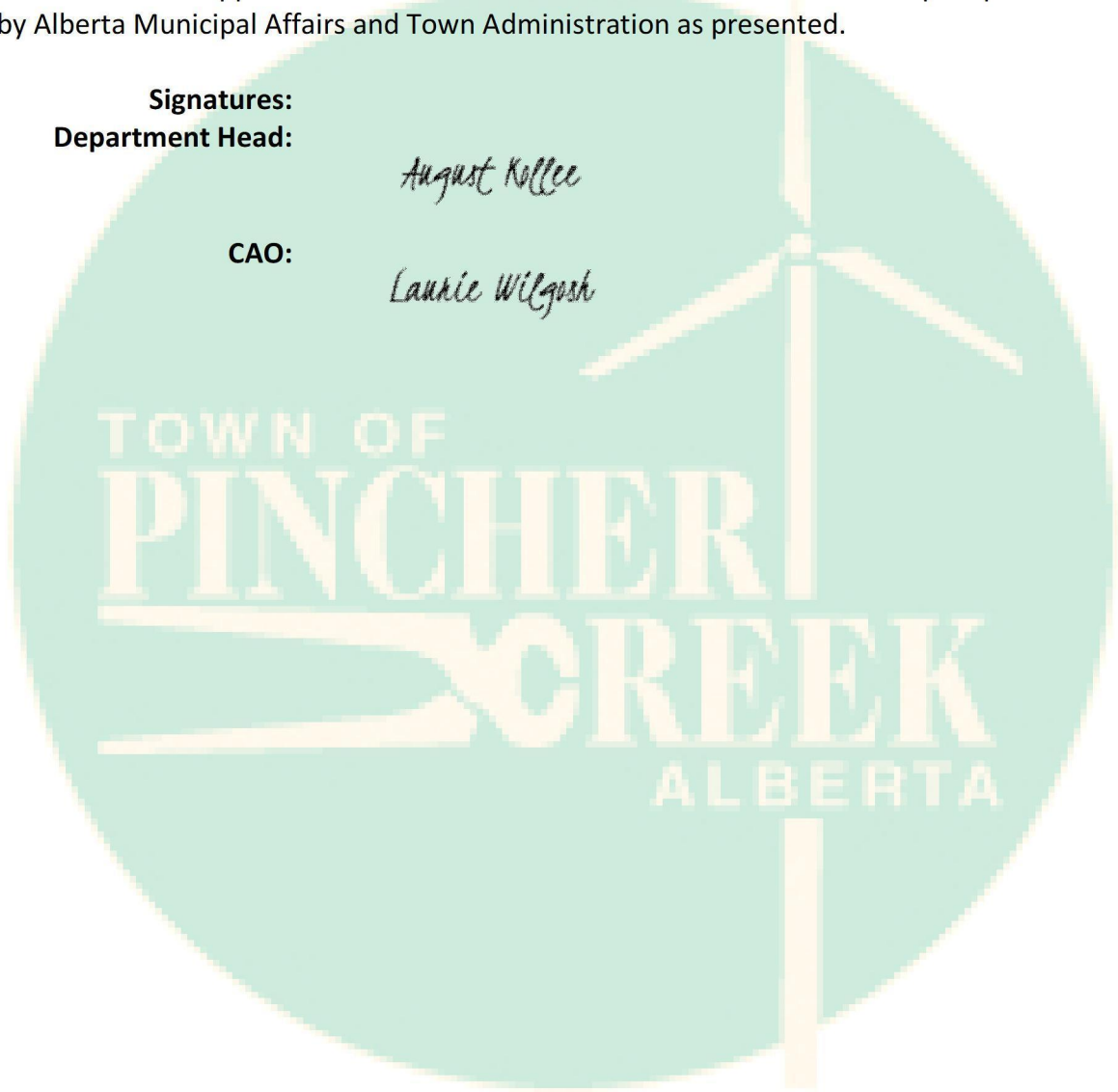
Signatures:

Department Head:

August Killee

CAO:

Laurie Wilgosh



2021 Municipal Accountability Program

Town of Pincher Creek Review – Action Plan

July 20, 2021

1. Pg. 25 – Pecuniary Interest, MGA.s.172 – Council and Administration will immediately implement the practice of identifying a Councilor’s reasons for declaring a pecuniary interest regarding a Council meeting agenda item.
2. Pg. 31 – Assessment Review Boards, MGA.s. 454 - 456 – In 2010 Council passed the Assessment Review Board Bylaw which included the appointments of the Local Assessment Review Board and the Composite Assessment Review Board, in addition to the appointment of the Chair. However, when joining the Chinook Assessment Review Board Organization managed and operated by the Oldman River Regional Services Commission by Bylaw, the previous Assessment Review Board Bylaw was repealed believing that we were in compliance, as did the other members of the Regional Board. We will work with ORRSC to achieve compliance with the necessary bylaw amendment prior to July 2022.
3. Procedural Bylaw # 1956-20, MGA.s.145 – the bylaw will be amended regarding the reference to a Special Resolution in S. 3 and 4, in addition to S. 58 – regarding a councilor must participate in Council and Council Committee meetings, at the September 27, 2021 Council meeting.
4. Borrowing Bylaw # 1570-20, MGA.s.251-259, Regulation 255/2000 – to be amended with a maximum rate of interest – to be presented to Council at the September 27, 2021 Council meeting. A maximum rate of interest had been included in relation to prime +, but a numerical interest rate must be stated.
5. Bylaw Procedures – MGA S. 187-189 – Council when passing bylaws with all readings at one meeting, always include the third reading approval unanimously, which is included in the Request for Decision. The word unanimously however has not been consistently included in the minutes. This practice will be implemented immediately.
6. Bylaw Revisions and Amendments – MGA. S. 63-69, 191, and 692 – a bylaw authorizing the CAO or a designated officer to consolidate one or more bylaws will be presented to Council prior to February 2022.
7. Salary and Benefits – MGA.S 217 – the Town’s auditor will be advised to include the Town’s Assessor in the disclosure of salaries in the 2021 Audited financial statements. The development authority included in the recommendation, is the CAO as designated officer, which is already part of the disclosure records.
8. Three year Operating and Five Year Capital Plans: MGA. 283.1/Regulation – 192/2017. During the 2022 Operating and Capital Plan/budget review both the accumulated surplus/deficit and the sources of revenue will be included and presented for council review. This is scheduled for late summer, 2021.

9. Content of Tax Notices: MGA S. 334 – the Town’s tax notice has been amended to provide instructions on how to request a tax receipt, which is simply to contact or attend the front reception desk, call or email the Town Office and a receipt will be provided.
10. Listing and Publishing Policies Used to make Planning Decisions: MGA 638.2. The Planning related documents had all previously been listed in one location on the Town’s website. Additional information will be provided to explain the hierarchy and relationship of each to the other, to be completed by February 2022 or earlier.
11. Returning/Substitute/Deputy Officers, LAEA.S.13, 16; Regulation 106/2007. A substitute returning officer for the 2021 Municipal Election has been appointed., Oaths of Office taken.
12. Nomination Forms: LAEA.S.27, 28.1, 34, 97. Nomination forms will be maintained from each election until the next.
13. Ballot Account: LAEA.S. 88, 89,94,100 – This document was provided, but not in the prescribed form. Legislated report format to be used for 2021 election results

The review of the Town’s Legislative requirements and compliance was a positive experience, while working with Alberta Municipal Affairs. We are pleased with the results and happy to follow the recommendations on the few items identified.

Laurie Wilgosh – Chief Administrative Officer

AR105934

July 5, 2021

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

Dear Ms. Wilgosh:

Your participation and cooperation during the municipal accountability review conducted in June 2021 for the Town of Pincher Creek is greatly appreciated. On behalf of the Minister, I have accepted the Town of Pincher Creek's Municipal Accountability Review Report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the town.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring attention. Recommendations and resources are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office eight weeks after you receive this letter. The response must include a timeline for completion, which is not to exceed one year.

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:

Municipal Affairs – Municipal Services Division
Attention: Desiree Kuori
17th floor, Commerce Place
10155 – 102 Street
Edmonton AB T5J 4L4


As ministry staff discussed with you during the review, it is expected the Municipal Accountability Review report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with town citizens.

.../2

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, please contact Desiree Kuori, Municipal Accountability Advisor, toll-free at 310-0000, then 780-644-8528.

Yours truly,



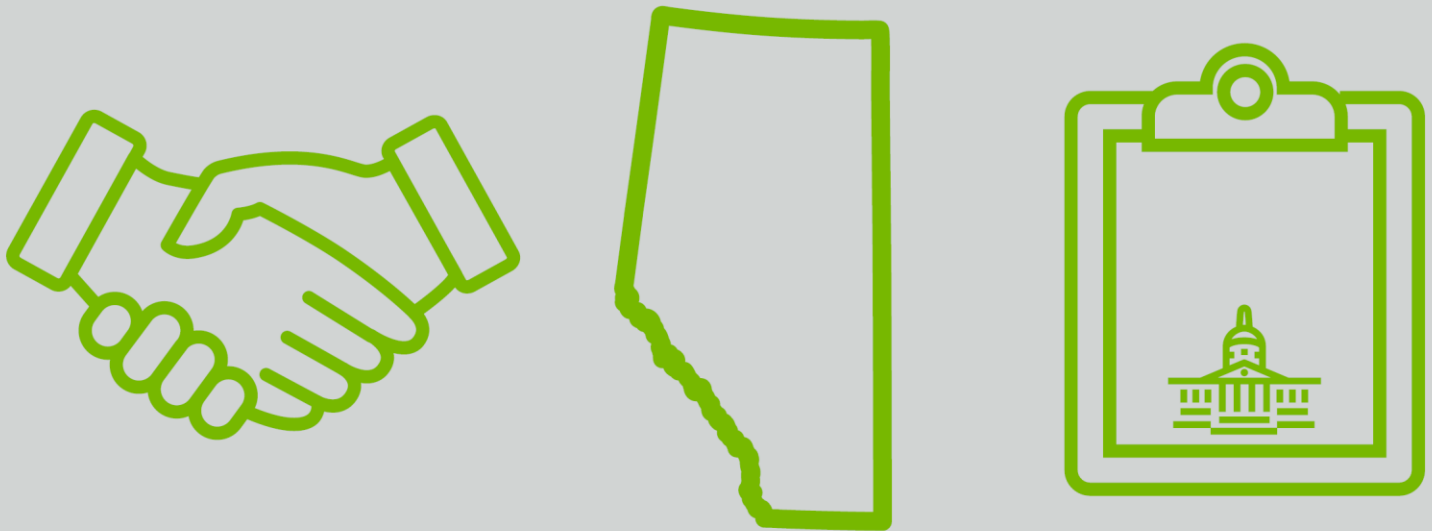
Gary Sandberg
Assistant Deputy Minister

Attachment: Town of Pincher Creek Municipal Accountability Review Report

cc: Honourable Ric McIver, Minister of Municipal Affairs
Brandy Cox, Deputy Minister, Municipal Affairs
Desiree Kuori, Municipal Accountability Advisor, Municipal Affairs

2021

Municipal Accountability Program Report



Town of Pincher Creek

Municipal Affairs, Government of Alberta

June 7, 2021

Town of Pincher Creek 2021 Municipal Accountability Program Report

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities and communities with fiscally responsible, well-managed, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on supporting municipalities in continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- support municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- support municipalities in achieving legislative compliance;
- support municipalities in being well-managed, accountable and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

In November 2020, the Minister of Municipal Affairs received from the electors of the Town of Pincher Creek, a petition requesting an inspection into the affairs of the municipality. Following a preliminary review into the issues and concerns that led to the petition, the Minister ordered that a Municipal Accountability Program (MAP) review be conducted in the town in 2021.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance,

identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed, accountable municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Town of Pincher Creek review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

Section 2: Executive Summary

2.1 Methodology

The Municipal Accountability Program consists of a review of council meeting minutes, municipal bylaws, and other municipal documents. A visit and interview with town administration is also included. These components assist in determining areas where the municipality is in compliance with legislative requirements, and to identify any areas that require improvement to achieve compliance with the many requirements the *Municipal Government Act* and other legislation imposes on municipalities.

Adhering to the current COVID-19 social distancing recommendations, Municipal Affairs staff met with town administration on June 7, 2021 by electronic means. This virtual format was used to complete the on-site portion of the Municipal Accountability Program review and to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Town of Pincher Creek is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by town administration.

2.2 Legislative Compliance

Overall the review findings are positive. The areas in which the municipality is meeting mandatory legislative requirements include:

- general matters;
- meetings;
- authority to act;
- council meeting minutes;
- code of conduct bylaw;
- property tax bylaw;
- bylaw enforcement officer bylaw;
- public participation policy;
- operating budget;
- capital budget;

- auditor, audited financial statements, auditor report;
- assessment and taxation matters;
- municipal development plan;
- land use bylaw;
- subdivision and development authority;
- subdivision and development appeal board;
- municipal emergency management; and
- libraries.

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to declare pecuniary interest in accordance with the *MGA* ([page 25](#));
- requirement to establish a local and a composite assessment review board by bylaw ([page 31](#));
- requirement for the procedural bylaw to be in accordance with the *MGA* ([page 34](#));
- requirement for the borrowing bylaw to be in accordance with the *MGA* ([page 35](#));
- requirement to pass bylaws in accordance with the *MGA* ([page 37](#));
- requirement to revise and amend bylaws in accordance with the *MGA* ([page 38](#));
- requirement for the salary and benefits to include those of all designated officers ([page 47](#));
- requirement for a municipality to implement a three-year operating plan and a five-year capital plan in accordance with the *MGA* ([page 49](#));
- requirement for the content of tax notices to be in accordance with the *MGA* ([page 54](#));
- requirement to list and publish policies related to planning decisions ([page 64](#));
- requirement for election officers to be appointed and sign the appropriate oath/statement ([page 66](#));
- requirement for nomination forms to be submitted in accordance with the *LAEA* ([page 67](#)); and
- requirement to retain the ballot account ([page 68](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance; however, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

Legislative requirements: *MGA 204*

1. Has council named a place as its municipal office?

Comments/Observations: Resolution 00-452 was passed on November 27, 2000 and establishes the municipal office as 962 St. John Avenue, Pincher Creek, AB.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Orientation Training

Legislative requirements: *MGA 201.1*

1. How was orientation training offered to elected officials following the 2017 general election and any subsequent by-elections?

Comments/Observations: All members of council were offered and attended orientation training as evidenced by municipal documentation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Chief Administrative Officer Evaluation

Legislative requirements: *MGA 205.1*

1. Has council provided the CAO with an annual written performance evaluation?

Comments/Observations: Formal written CAO evaluations are being completed annually by council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Provision of Information

Legislative requirements: *MGA 153.1*

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?

Comments/Observations: The CAO is aware of the *MGA* requirements, and typically provides information to all members of council by email.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Signing of Municipal Documents

Legislative requirements: MGA 213

1. Are the minutes of council meetings signed by:
 - the person presiding at the meeting; and
 - a designated officer?
2. Are the bylaws of a municipality signed by:
 - the chief elected official; and
 - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - the chief elected official or another person authorized by council, and by a designated officer; or
 - by a designated officer acting alone if so authorized by council?

Comments/Observations: As the visit was conducted electronically due to the COVID-19 pandemic, the town's minutes and bylaw binders were not reviewed; however, the minutes and bylaws provided and accessed online were signed by both the mayor and CAO. Cheques, and negotiable instruments are all signed by the CAO and a member of council. The documents reviewed were signed in accordance with the requirements of section 213 of the *MGA* and bylaw 1567-14.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Repair of Roads, Public Places, and Public Works (for discussion only)

Legislative requirements: MGA 532

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

Comments/Observations: The municipality is encouraged to review all policies and practices in place. In the event the policies and practices established set specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.2 Meetings

1. Public Presence at Meetings

Legislative requirements: *MGA 197(1)*, [Meeting Procedures \(COVID-19 Suppression\) Regulation 50/2020](#)

1. Are council and council committee meetings held in public?

Comments/Observations: Meetings of council are advertised to the public and open for members of the public to attend. During the public health emergency, the chief administrative officer attended meetings in-person in council chambers. Councillors and members of the public were able to attend meetings either in-person or through electronic means.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Closed Meetings

Legislative requirements: *MGA 197*

1. Before closing all or a part of a meeting to the public:
 - Is a resolution passed to indicate what part of the meeting is to be closed?
 - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
 - Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: Minutes reviewed record that prior to moving into a closed session, exceptions to disclosure under the *FOIPP Act* are cited appropriately (e.g., resolution 21-168 from the April 26, 2021 special meeting).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Organizational Meeting

Legislative requirements: *MGA 150, 152, 159(1), 192*

1. Is an Organizational Meeting held annually?
2. Is a chief elected official (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

Comments/Observations: Council held their last organizational meeting on October 26, 2020 within two weeks of the third Monday in October, which is in accordance with section 192 of the *MGA*. Council appoints the deputy chief elected official from among councillors.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Special Meetings

Legislative requirements: MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: The last special council meeting occurred on March 19, 2021. The meeting was held with more than 24 hours' notice and proper notification was provided to the public. The agenda for the special meeting was not changed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Regular Meeting Change Notice

Legislative requirements: *MGA 193*

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

Comments/Observations: No recent changes to a regularly scheduled meeting of council have occurred.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.3 Meeting Procedures

1. Authority to Act

Legislative requirements: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

Comments/Observations: A review of past meeting minutes indicate that resolutions were made for all actions requested of administration and council acted only by resolution or bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Quorum

Legislative requirements: *MGA 167* and [Meeting Procedures \(COVID-19 Suppression\) Regulation 50/2020](#)

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

Comments/Observations: The Town of Pincher Creek council consists of seven elected officials. The minutes that were reviewed met the quorum requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Voting

Legislative requirements: *MGA 182-185*

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote made prior to the vote being taken?

Comments/Observations: The CAO indicated that each member of council votes on all matters put to a vote of council. The voting documented in the council meeting minutes met the legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Pecuniary Interest

Legislative requirements: MGA 172

1. When a pecuniary interest is declared:
 - is the general nature of the pecuniary interest disclosed?
 - has the councillor abstained from voting on any question relating to the matter?
 - has the councillor abstained from any discussion on the matter if applicable? and
 - has the councillor left the room if applicable?

Comments/Observations: The minutes reviewed indicate that while members of council declare a pecuniary interest and leave the council chambers, the minutes do not include a disclosure of the general nature of the pecuniary interest as required by section 172(5) of the *MGA* (e.g., June 22, 2020 regular council meeting minutes).

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, when a member of council declares a pecuniary interest in an item before council, they must disclose the general nature of the pecuniary interest and the meeting minutes must include the disclosure in accordance with legislation.

Resources: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

5. Council Meeting Minutes

Legislative requirements: *MGA 172, 184, 185, 197, 208, 230*

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are abstentions from public hearings recorded?
6. Are the minutes recorded in accordance with section 230 of the *MGA* when a public hearing is held?
7. Are the minutes kept safe?

Comments/Observations: Minutes of council were recorded in English. Names of councillors present were recorded and minutes of the previous meeting were reviewed and approved by a resolution of council. Minutes of public hearings (e.g., council meeting held on March 8, 2021) are in accordance with section 230 of the *MGA* and the recorded vote documented in the October 26, 2021 organizational meeting minutes is in accordance with section 185 of the *MGA*. The minutes are kept in a safe location at the village office.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.4 Mandatory Bylaws

1. Code of Conduct

Legislative requirements: *MGA 146.1*, [Code of Conduct for Elected Officials Regulation 200/2017](#)

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022)

Comments/Observations: The town passed a code of conduct bylaw (bylaw 1622-18) on March 12, 2018. The bylaw applies to all members of council equally and there are sanctions in place for violations of the code of conduct bylaw. The bylaw includes the topics listed above. A complaint system has been established within the bylaw, which addresses who may make a complaint, how a complaint is made, the process to determine the validity of the complaint and the process to determine how sanctions are imposed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Establishment of the Chief Administrative Officer Position

Legislative requirements: *MGA 205*

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

Comments/Observations: Council passed bylaw 1473-06 on October 23, 2006 establishing the position of chief administrative officer for the town. Bylaw 1473-17 was passed on September 11, 2017 reaffirming the 2009 appointment of the current CAO to the position.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Property Tax Bylaw

Legislative requirements: [MGA 353-359](#), [Matters Relating to Assessment Sub-classes Regulation 202/2017](#)

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
 - assessment class (section 297);
 - Matters Relating to Assessment Sub-classes Regulation; and
 - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for (Alberta School Foundation Fund, Seniors, Designated Industrial Property)?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

Comments/Observations: The Town of Pincher Creek passes a tax bylaw annually. The 2021 tax bylaw was passed by council on April 26, 2021. None of the assessment classes have been sub-classed by the municipality. The tax ratio between residential and non-residential properties is under the legislated 5:1 ratio. The requisitions are accounted for and the calculations are correct. The municipality does not levy a minimum tax rate.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Assessment Review Boards

Legislative requirements: [MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017](#)

1. Has a local assessment review board been established?
 - Are at least three members appointed to this board?
 - Is the term of the office of each member appointed established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are at least two members appointed to this board?
 - Is the term of the appointment established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - Have the appointed members received the mandatory training?
3. Has a person been appointed as the clerk and received the mandatory training?
4. Has the municipality jointly established the local assessment review board, composite assessment review board, or both, with one or more other municipalities?
 - Have the member councils jointly designated one of the board members as chair?
 - Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: Council passed bylaw 2011-02 on May 13, 2011 authorizing a regional assessment review board. The bylaw does not establish the local and composite assessment review boards for the town, but instead authorizes the regional board to exercise the functions of both the local and composite assessment review boards.

Additionally, the bylaw does not address the appointment of a chair. Section 455(2)(a) of the *MGA* requires the councils to jointly designate one of the board members as chair.

Meets Legislative Requirements: No

Recommendations/Action Items: The town must amend or replace bylaw 2011-02 to:

- establish both a local assessment review board and a composite assessment review board;
- establish a process for jointly appointing a chair; and
- ensure the provisions of the bylaw are in compliance with legislation.

Since all members of the regional board should have the same bylaw, it would be advisable to work with all member municipalities of the regional assessment review board, as well as their legal counsel, to ensure that member bylaws are consistent and comply with the requirements of the *MGA*.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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5. Bylaw Enforcement Officers

Legislative requirements: *MGA 555-556*

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - disciplinary procedures;
 - penalties; and
 - an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

Comments/Observations: Council passed bylaw 1476-95 on April 10, 1995 establishing the powers and duties of bylaw enforcement officers, and establishing disciplinary procedures, including penalties and an appeal process for allegations of abuse of authority. The bylaw enforcement officer has taken the official oath.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.5 Discretionary Bylaws

1. Procedural Bylaw

Legislative requirements: *MGA 145*

1. Does the municipality have a procedural bylaw?

Comments/Observations: Bylaw 1956-20 was passed on February 24, 2020 and establishes meeting procedures for council and council committee meetings for the town.

Sections 3 and 4 of the bylaw state that council may waive a portion of this bylaw by special resolution. This section is in contravention of section 191 of the *MGA*, which provides that a bylaw may only be changed through the passing of another bylaw.

Section 58 of the bylaw provides that a councillor may be removed from a meeting through a council resolution. The position of Municipal Affairs is that this contravenes section 153(c) of the *MGA*, in that all councillors must participate in council and council committee meetings.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must amend or replace bylaw 1956-20 to be consistent with section 153(c) of the *MGA* which states a member of council has a duty to participate in council meetings; and moving forward, bylaws are amended in accordance with section 191 of the *MGA*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Borrowing Bylaw(s)

Legislative requirements: *MGA 251-259*, [Debt Limit Regulation 255/2000](#)

1. Does the municipality have any debt?
2. Has the borrowing been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
 - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
 - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

Comments/Observations: Bylaw 1570-20 was passed June 22, 2020 and authorizes a short-term borrowing for operating expenses in the town. The bylaw establishes the term, terms of repayment, the amount to be borrowed, and the purpose of the borrowing. The bylaw also sets out the source of funding to be used to pay the borrowing.

The bylaw does not set out the maximum rate of interest to be paid.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 1570-20 must be amended or replaced to set out the maximum rate of interest.

Resources: Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3. Committee of the Whole Bylaw

Legislative requirements: *MGA 145 and 203*

1. Does the municipality have a committee of the whole bylaw?

Comments/Observations: Bylaw 1608 -20 was passed on February 24, 2020 to establish a committee of the whole and delegate specific powers to said committee.

Meets Legislative Requirements: The bylaw met the general requirements of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.6 Bylaw Procedures

1. Passing Bylaws

Legislative requirements: *MGA 187-189*

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?

Comments/Observations: A review of a selection of bylaws indicates that while bylaws are consistently given three distinct readings, a resolution to provide unanimous consent to proceed to third reading is not documented as being carried unanimously in the council meeting minutes (e.g., resolutions 20-298 to 20-301).

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, council must pass bylaws in accordance with section 187 of the *MGA*, which states that a proposed bylaw must not have more than two readings at the same council meeting unless the councillors present unanimously agree to proceed to third reading.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Bylaw Revisions and Amendments

Legislative requirements: *MGA 63-69, 191, and 692*

1. Are revision bylaws limited to:
 - consolidation of two or more bylaws;
 - altering citation; and
 - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

Comments/Observations: The town does not use revision bylaws, but instead changes bylaws by repealing and replacing.

The town's land use bylaw (bylaw 1547) has been amended and in each instance, the amendment was advertised and received a public hearing prior to being passed. The bylaw has been consolidated up to and including April 2021 amendments. A designated officer may only make a consolidation of bylaws when council has delegated the authority by bylaw in accordance with section 69(1) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: A bylaw that authorizes the CAO or a designated officer to consolidate one or more bylaws in accordance with section 69(1) of the *MGA* is required.

Resources: Municipal Affairs has created a handbook that includes the procedures to pass, amend and revise bylaws: [Basic Principles of Bylaws](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.7 Mandatory Policies

1. Public Participation Policy

Legislative requirements: *MGA 216.1*, [Public Participation Policy Regulation 193/2017](#)

1. Has a public participation policy been passed?
2. Does the policy identify:
 - types or categories of approaches the municipality will use to engage the public; and
 - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

Comments/Observations: The town passed their public participation policy 166-18 on June 25, 2018. The policy establishes the circumstances when the municipality will engage the public and methods the town will use to engage the public.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.8 Finance

1. Operating Budget

Legislative requirements: MGA 242, 243, 244, 248, 248.1

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - the amount needed to provide for the council's policies and programs;
 - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
 - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - the amount to be transferred to reserves;
 - the amount to be transferred to the capital budget; and
 - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?
6. Has council established procedures to authorize and verify expenditures that are not included in a budget?

Comments/Observations: On December 14, 2020 council adopted an operating budget for 2021 by resolution 20-535 and amendments were adopted at the April 12, 2021 council meeting by resolution 21-142. The operating budget contains the estimated amounts for revenues, expenses, and transfers in accordance with the above identified legislative requirements. The estimated revenues are sufficient to pay the estimated expenses and the budget aligns with the property tax bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Capital Budget

Legislative requirements: *MGA 245, 246, 248.1*

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
 - the amount needed to acquire, construct, remove or improve capital property;
 - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - the amount to be transferred from the operating budget?

Comments/Observations: The 2021 capital budget was adopted at the April 12, 2021 council meeting by resolution 21-142. The capital budget includes the estimated amounts to be spent on capital purchases, the amount and sources of funds needed for capital spending, and the amounts required from the operating budget in accordance with legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Financial Records and Receipts

Legislative requirements: *MGA 268.1*

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council as often as council directs?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

Comments/Observations: The town uses Diamond Software to maintain their financial records. Financial records reviewed met the requirements set out in section 268.1. Council is provided with quarterly variance reports.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Municipal Accounts

Legislative requirements: *MGA 270*

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

Comments/Observations: Resolution 15-401 was passed at the November 23, 2015 regular meeting and designated ATB Financial. Banking records reviewed confirm that ATB Financial holds municipal financial assets.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Fidelity Bond

Legislative requirements: *MGA 212.1*

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
 - the CAO of the municipality;
 - the designated officers of the municipality; and
 - other employees of the municipality?

Comments/Observations: The town has insurance through AMSC Insurance Services Ltd. Based on information provided, insurance was in place.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Auditor, Audited Financial Statements, Auditor Report

Legislative requirements: *MGA 276, 280, 281*, [Debt Limit Regulation 255/2000](#)

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
 - the municipality's debt limit; and
 - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

Comments/Observations: The auditor was appointed by resolution 19-650 which was passed at the November 25, 2019 regular meeting. The auditor presented the audited financial statements at the April 26, 2021 council meeting and the 2020 financial statements were approved by resolution 21-158. The financial statements are available to the public at the municipal office.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

7. Salary and Benefits

Legislative requirements: *MGA 217*, [Supplementary Accounting Principles and Standards Regulation 313/2000](#)

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers of the municipality, including the assessor?

Comments/Observations: The 2020 audited financial statements include a disclosure of the salaries and benefits of members of council and the chief administrative officer. Information regarding the salaries and benefits of designated officer(s), (development authority – bylaw 1547 and municipal assessor – Bylaw 1475-17) are not included as required by section 1 of the Supplementary Accounting Principles and Standards Regulation 313/2000.

Meets Legislative Requirements: No

Recommendations/Action Items: Annual financial statements must disclose the total salary and benefits for all designated officers as a total amount, and indicate the number of designated officers as required by section 1(2)(c) of the Supplementary Accounting Principles and Standards Regulation 313/2000.

Resources: Municipal Affairs Financial Advisors are available to provide general financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

8. Management Letter

Legislative requirements: *MGA 281(3)*

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

Comments/Observations: The town received confidential recommendations from the auditor.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

9. Three-Year Operating and Five-Year Capital Plans

Legislative requirements: *MGA 283.1*, [Municipal Corporate Planning Regulation 192/2017](#)

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following;
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit;
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The municipality has prepared both a three-year operating and ten-year capital plan; however, the operating plan does not account for accumulated surplus, and the capital plan does not identify the sources of revenue.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the town must ensure that the three-year operating plan includes information regarding the accumulated surplus/deficit and the capital plan identifies the sources of revenue.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.9 Assessment and Taxation

1. Assessment Roll

Legislative requirements: MGA 210, 284.2(1), 307

1. Has the assessor been established as a designated officer by bylaw?
2. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
3. Is the assessment roll available for inspection?
4. Is there a fee for this?
5. Does the municipality have a bylaw to establish this fee?

Comments/Observations: Bylaw 1475-17 passed on December 11, 2017, establishes the municipal assessor as a designated officer and appoints a qualified assessor. The assessment roll is made available upon request and there is no fee established.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Tax Roll

Legislative requirements: *MGA 327, 329*

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
 - a description sufficient to identify the location of the property or business;
 - name and mailing address of the taxpayer;
 - the assessment;
 - the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - the total amount of all taxes imposed in respect of the property or business;
 - the amount of tax arrears; and
 - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

Comments/Observations: An annual tax roll has been completed and contains the required legislated content. As the visit was done electronically due to the COVID-19 pandemic, the town's tax software was not reviewed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Assessment and Tax Notice

Legislative requirements: *MGA 308, 333*

1. Does the municipality provide for a combined property assessment and tax notice?
2. Are assessment notices prepared annually for all assessed property, other than designated industrial property, shown on the assessment roll?
3. Are assessment notices sent to assessed persons?
4. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
5. Are the tax notices sent to the taxpayers?

Comments/Observations: Combined assessment and tax notices are prepared annually and sent to taxpayers in accordance with *MGA* requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Content of Assessment Notices

Legislative requirements: *MGA 303, 308.1, 309*

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Has the assessor set additional notice of assessment dates for amended and supplementary assessment notices? Are those notice of assessment dates later than the date that tax notices are required to be sent under Part 10?
3. Does the municipal assessment notice show the following:
 - the same information that is required to be shown on the assessment roll;
 - the notice of assessment date;
 - a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - information respecting filing a complaint in accordance with the regulations?

Comments/Observations: The assessor set a notice of assessment date of June 8, 2020 and the combined assessment and tax notice contains the required assessment information, the notice of assessment date, a statement that an assessed person may file a complaint and information on how to file an assessment complaint in accordance with legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Content of Tax Notices

Legislative requirements: MGA 334

1. Does the municipal property tax notice show the following:
 - the same information that is required to be shown on the tax roll;
 - the date the tax notice is sent to the taxpayer;
 - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - the name and address of the designated officer with whom a complaint must be filed;
 - the dates on which penalties may be imposed if the taxes are not paid; and
 - information on how to request a receipt for taxes paid?

Comments/Observations: The combined assessment and tax notice contains most of the information required by legislation; however, the notice does not contain information on how to request a receipt for taxes paid.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the town must update the assessment and tax notice to include information on how to request a receipt for taxes paid.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

6. Notice and Certification

Legislative requirements: *MGA 311, 335, 336*

1. Has the municipality published in one issue of a newspaper having general circulation in the municipality, or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent?
2. Has a designated officer certified the date the tax notices were sent?
3. Have the tax notices been sent before the end of the year in which the taxes were imposed?

Comments/Observations: Certification and notification was provided to taxpayers that the combined assessment and tax notices for 2021 were mailed May 10, 2021.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

7. Tax Arrears List

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

Comments/Observations: The town prepared the tax arrears list, and submitted the list to the Registrar on March 09, 2021, which was before the required March 31 deadline. Additionally, a tax arrears list was also prepared for designated manufactured homes within the community on March 12, 2021. The lists have been publicly posted in the entry way of the municipal office and the proper notifications to persons liable to pay were made.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

8. Tax Sale

Legislative requirements: *MGA 418, 436.08*

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

Comments/Observations: The town's last tax sale was held on January 21, 2021. The property tax recovery process met the legislative requirements including notification, sending the letter to the registrar, council setting the reserve bids, and advertising the auction.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.10 Planning

1. Municipal Development Plan (MDP)

Legislative requirements: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan (MDP) adopted by bylaw?
 - If the municipality is less than 3,500 in population and did not have an MDP before April 1, 2018, is the municipality preparing to complete and adopt the MDP by bylaw by April 1, 2021?
 - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
 - future land use;
 - future development;
 - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - transportation systems within the municipality and in relation to adjacent municipalities;
 - and
 - provision of municipal services and facilities?

Comments/Observations: Council passed bylaw 1518-13 on October 15, 2013 adopting the municipal development plan (MDP) for the town. The content of the MDP includes the topics listed above. There have been no amendments to the MDP.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Land Use Bylaw (LUB)

Legislative requirements: *MGA 230, 606, 639, 640, 642 (1), 692 (4)*, [Subdivision and Development Regulation 43/2002](#)

1. Is there a land use bylaw?
2. Does the land use bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions (contained in the land use bylaw) that development permits may be subject to;
 - how long development permits remain in effect (if applicable);
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. When an application to amend or change the land use bylaw is submitted, did the notice of the amendment include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land;
 - the purpose of the bylaw amendment or change and public hearing;
 - the address where the proposed bylaw, and any documents can be inspected; and
 - the date, time and place of the public hearing?

Comments/Observations: Bylaw 1547 was passed in July of 2005 to establish a land use bylaw for the Town of Pincher Creek. The bylaw divides the municipality into zones, and establishes a method for making development permit application decisions, including the topics listed above. The bylaw identifies permitted and discretionary uses, establishes the number of dwelling units allowed on a parcel, and provides for the issuance of development permit notices. The land use bylaw has been amended numerous times.

As noted in section 3.6.2 – Bylaw revisions and amendments, the land use bylaw consolidation has not been conducted in accordance with section 69 of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Subdivision Authority

Legislative requirements: *MGA 623, 625-626*

1. Has the municipality by bylaw provided for a subdivision authority?
2. Does the structure of the subdivision authority comply with section 623(2) of the *MGA* which specifies that it may include one or more of the following:
 - any or all members of council;
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: Bylaw 1543-15 was passed on February 9, 2015 and establishes the subdivision authority as an organization.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Development Authority

Legislative requirements: *MGA 624, 625 - 626*

1. Has the municipality by bylaw provided for a development authority?
2. Does the structure of the development authority comply with section 624(2) of the *MGA* which specifies that it may include one or more of the following:
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: Bylaw 1543-15 was passed on February 9, 2015 and establishes the development authority as an organization and a designated officer.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Subdivision and Development Appeal Board (SDAB)

Legislative requirements: [MGA 627, 628](#), [Subdivision and Development Regulation 43/2002](#), [Subdivision and Development Appeal Board Regulation 195/2017](#)

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do the SDAB members exclude those who are:
 - municipal employees;
 - members of the municipal planning commission; and
 - individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
5. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
6. Is there a clerk appointed to the SDAB?
7. Has the clerk successfully completed the required SDAB training?
8. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the Act and regulation?
9. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

Comments/Observations: Bylaw 1544-12 was passed on September 10, 2012 and establishes a subdivision and development appeal board for the town. The bylaw excludes municipal employees, members of the municipal planning commission and any person with subdivision or development authority powers from serving on the SDAB. Council has appointed a clerk to the SDAB and they have received the mandatory training.

The Town of Pincher Creek's 2019 submitted Statistical Information Return reports on the number of SDAB members and their training status as required by section 3 of the Subdivision and Development Appeal Board Regulation 195/2017.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Listing and Publishing Policies Used to Make Planning Decisions

Legislative requirements: *MGA 638.2*

1. Are the following published on the municipal website:
 - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
 - documents incorporated by reference in any bylaws passed under Part 17?

Comments/Observations: The municipal website for the town contains a list of council approved policies and bylaws relating to planning decisions; however, there is no summary of the policies and their relationship to each other as required by section 638.2 of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: The website for the town must be updated to include a document summarizing the policies and their relationship to each other in accordance with legislative requirements.

Resources: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

7. Joint Use and Planning Agreements (for discussion only)

Legislative requirements: MGA 670.1, 672 and 673, Education Act 53.1

1. Is the municipality aware that, where a school board is operating within the municipal boundaries of a municipality, the municipality must, by June 11, 2023, enter into an agreement with the school board?

2. Are they aware that the agreement must contain provisions:

- establishing a process for discussing matters relating to:
 - the planning, development and use of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality;
 - transfers under section 672 or 673 of the MGA of municipal reserves, school reserves and municipal and school reserves in the municipality;
 - disposal of school sites;
 - the servicing of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality;
 - the use of school facilities, municipal facilities and playing fields on municipal reserves, school reserves and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them, and
 - how the municipality and the school board will work collaboratively,
- establishing a process for resolving disputes, and
- establishing a time frame for regular review of the agreement, and may, subject to the the governing legislation, contain any other provisions the parties consider necessary or advisable?

Comments/Observations: The CAO is aware of the legislative amendments requiring school boards and municipalities to enter into joint use and planning agreements prior to June 11, 2023.

Resources: Municipal Affairs Planning Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.11 Elections

1. Returning /Substitute/Deputy Officers

Legislative requirements: *LAEA* 13, 16, [Local Authorities Election Forms Regulation 106/2007](#)

1. Has a returning officer been appointed for the 2021 general election?
2. Has a substitute returning officer been appointed for the 2021 general election?
3. Have all of the appointed election officers taken the required oath/statement per the Local Authorities Election Forms Regulation?

Comments/Observations: The CAO advised that they will not be acting as the returning officer for the upcoming 2021 general election and a returning officer and substitute returning officer have not yet been appointed.

The CAO advised that nomination papers have been received for the upcoming general election. While there is no legislated deadline for the returning officer and substitute returning officer to take the official oath, the official oath of office must be taken prior to performing any duties of their offices, including the preparation for, and acceptance of nomination papers.

Furthermore, section 13(2.1) of the *LAEA* requires that a substitute returning officer be appointed prior to June 30.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the returning officer and once appointed, the substitute returning officer must take the official oath prior to receiving any further nomination papers.

Resources: Municipal Affairs Advisors are available to provide elections support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Nomination Forms

Legislative requirements: LAEA 27, 28.1, 34, 97

1. Were the nomination papers signed by at least five electors of the municipality?
2. Were the nomination papers accompanied by the candidate information form (form 5)?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

Comments/Observations: The nominations papers from the 2017 general election were not available.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, nomination papers must be kept for the duration of the term of office to which they apply.

Resources: Municipal Affairs Advisors are available to provide elections support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3. Ballot Account

Legislative requirements: LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

Comments/Observations: A ballot account for the 2017 general election was not available.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, ballot accounts must be retained for the duration of the term of office to which they apply.

Resources: Municipal Affairs Advisors are available to provide elections support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

4. Disposition of Election Material

Legislative requirements: *LAEA 101*

1. Were the election materials disposed of in accordance with section 101 of the *LAEA*?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

Comments/Observations: The town disposed of the October 2017 general election materials on December 7, 2017 in accordance with Section 101 of the *LAEA*. A copy of the affidavit of destruction was retained by the municipality.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Campaign Disclosure Statements

Legislative requirements: LAEA 147.4

1. Have all campaign disclosure statements filed within the last four years been retained by the municipality?
2. Are all documents filed under this section available to the public during regular business hours?

Comments/Observations: No campaign contributions were collected by town candidates.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Local Authorities Election Act (for discussion only)

Legislative requirements: LAEA

1. Is the municipality aware of the amendments passed in July 2020 under Bill 29 (Local Authorities Amendment Act)?
 - Campaign Finance and Contribution Disclosure
 - Candidates must be nominated before incurring any campaign expenses or accepting contributions.
 - Campaign period is shortened from 4 years to one year (January 1 through December 31 of a general election year).
 - Nomination period will now align with beginning of the campaign period (nine months, January 1 of a general election year until nomination day, occurring four weeks before election).
 - Voter Accessibility
 - The Minister of Municipal Affairs may create a list of acceptable identification, in addition to government issued identification and identification provided by the List of Acceptable Identification produced by the Chief Electoral Officer of Alberta.
 - An elector may only vouch for one person, unless multiple individuals share the same residence, in which case the elector may vouch for all persons residing in the same residence.
 - The six-month Alberta residency requirement to be an eligible elector has been removed to align with provincial rules.
 - Advertising and Campaign Restrictions
 - Campaign activities and advertising on property surrounding voting stations will be prohibited.
 - Returning Officers can enforce the restriction on campaign activities or advertising at voting stations by causing campaign advertising to be removed, and instruct those obstructing the voting process or taking part in campaign activities to leave the property.
 - The names of nominated candidates will be released by municipalities 48 hours following the close of nominations.
 - Technical and Clarifying Amendments
 - Definition has been added for “nomination period” to reflect the nomination period from January 1 in the year of an election to four weeks prior to election day.
 - The local jurisdiction may pass bylaws to allow for a returning officer to establish one or more locations, outside of the local jurisdiction office, to accept nomination papers.

- The returning officer can reject a nomination paper that does not have the correct number of signatures, has not been sworn/affirmed and/or is not accompanied by a deposit (if required).
- Candidates can withdraw nomination papers given the nomination period beginning on January 1st in the year of an election.
- The Minister is no longer required to be notified of the use of special ballots, or to appoint special ballot advisors.
- Age-related limitations for institutional votes in care facilities have been removed.
- Municipalities may choose to align their election notifications with a bylaw passed under section 606.1 of the *Municipal Governance Act* that allows for electronic or other methods of advertising.
- The term “incapacitated elector” was amended to “persons with disabilities” or similar wording depending on the context.
- Clarification that if a recount has been requested in a municipality/school board that is divided into wards/divisions, the recount only has to occur in that ward/division where the recount has been requested, and not the entire municipality/school division.
- Notification of a by-election for advance vote and election day is only required to be given to the electors in the affected ward/division.
- Clarified when election materials must be destroyed (after six weeks, before 12 weeks)
- The returning officer must report all complaints or allegations under Parts 5.1 or 8 of the *LAEA* to the Elections Commissioner?

Comments/Observations: The CAO is aware of the legislative changes to the *LAEA* and has been encouraged to review and discuss existing election procedures with municipal staff and council in preparation for the 2021 general election.

Resources: Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

3.12 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

Legislative requirements: *Emergency Management Act (EMA) 11, 11.1, 11.2*

1. Has the emergency management committee been established by bylaw?
2. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
3. Is an emergency management agency established by bylaw to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
4. Has a director of the emergency management agency been appointed?
5. Has the director of emergency management received the required training (Basic Emergency Management, ICS-300, and Director of Emergency Management courses)?
6. Have municipal elected officials received the required training (Municipal Elected Officials course)?
7. Have municipal staff who have been assigned responsibilities respecting the implementation of the emergency plan received the required training (Basic Emergency Management and ICS-100 courses)?
8. Are there prepared and approved emergency plans and programs?

Comments/Observations: Bylaw 1590-19 was passed on August 26, 2019 establishing a regional emergency management committee and a regional emergency management agency for the town. A deputy director of emergency management has been appointed to act in the absence of a director of emergency management until the position is filled, and the required training has been completed.

The CAO indicated that the remaining appointees have received the mandatory training. There is an approved municipal emergency plan for the town.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.13 Libraries

1. Municipal Library Board

Legislative requirements: Libraries Act 3-5

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. Has council appointed all of the members of the library board?
4. Have two or fewer councillors been appointed to the board?
5. Are there alternate members of council appointed to the board?
6. In the case of an intermunicipal library board, are members appointed to the board in accordance with the intermunicipal agreement?
7. Does the appointment term exceed three years?
8. Does any member's number of terms exceed three consecutive terms? If so, did two-thirds of council pass a resolution stating that they may be reappointed (for each additional term)?

Comments/Observations: The Town of Pincher Creek municipal library is established through bylaw 1601-09, which was passed on January 26, 2009. One member of council is appointed to the board, and there is no alternate member. The appointment term does not exceed three years, and no member has exceeded three consecutive terms.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. System Library Board

Legislative requirements: *Libraries Act 16, Libraries Regulation 141/1998*

1. Is the municipality a member of a library system?
2. If so, has council appointed one member to the board?
3. If so, does the appointment term exceed three years?
4. Does any member's years of service exceed nine consecutive years? If so, did two-thirds of council approve each additional term?

Comments/Observations: The town is a member of the Chinook Arch Regional Library System and council appoints a council representative at the organizational meeting. No member has served more than nine consecutive years.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

Section 4: Conclusion

Your participation and cooperation during the 2020 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Pincher Creek reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed, accountable and transparent local governments.

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Land Use Bylaw Amendment 1547-AL	
PRESENTED BY: Gus Kollee, Legislative Service Manager	DATE OF MEETING: 7/26/2021

PURPOSE:

To present Council for the Town of Pincher Creek with Land Use Bylaw Amendment proposed Bylaw No. 1547-AL to re-designate Plan 0614431, Block 1, Lot 4 from Transitional / Urban Reserve - TUR to Transitional Commercial – C4.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give Bylaw No. 1547-AL amending the Land Use Bylaw No. 1547 second reading.

That Council for the Town of Pincher Creek agree and give Bylaw No. 1547-AL amending the Land Use Bylaw No. 1547 third and final reading and that a copy be attached hereto forming part of the minutes.

BACKGROUND/HISTORY:

On November 9, 2020 the Town received a Real Estate Purchase Contract from Wild Winds Brewery to purchase Plan 0614431, Block 1, Lot 4 in the amount of \$60,000.00 plus a 10% Deposit cheque in the amount of \$6,000.00 with conditions that the property be re-designated (rezoned) to Transitional Commercial - C4 as shown in the correspondence attached to the Real Estate Purchase Contract dated November 8, 2020.

On November 9, 2020 Town Council accepted the offer from Wild Winds Brewery.

ALTERNATIVES:

- That Council for the Town of Pincher Creek receives Bylaw No. 1547-AL amending the Land Use Bylaw No. 1547 as information.
- That Council for the Town of Pincher Creek direct administration to bring back Bylaw No. 1547-AL with amendments.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

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

PUBLIC RELATIONS IMPLICATIONS:

In addition to the Towns' Departments referral comments, the adjacent property owners were notified in accordance with the Land Use Bylaw section 50 and the Municipal Government Act (MGA) sections 230, 606 and 692. The Notice of Public Hearing on Bylaw 1547-AL was published for two consecutive weeks (July 7th and 14th) in the local weekly newspaper as per Advertising for Public Hearing Policy Number 115-95.

ATTACHMENTS:

Draft - Bylaw No. 1547-AL - 2695

CONCLUSION/SUMMARY:

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

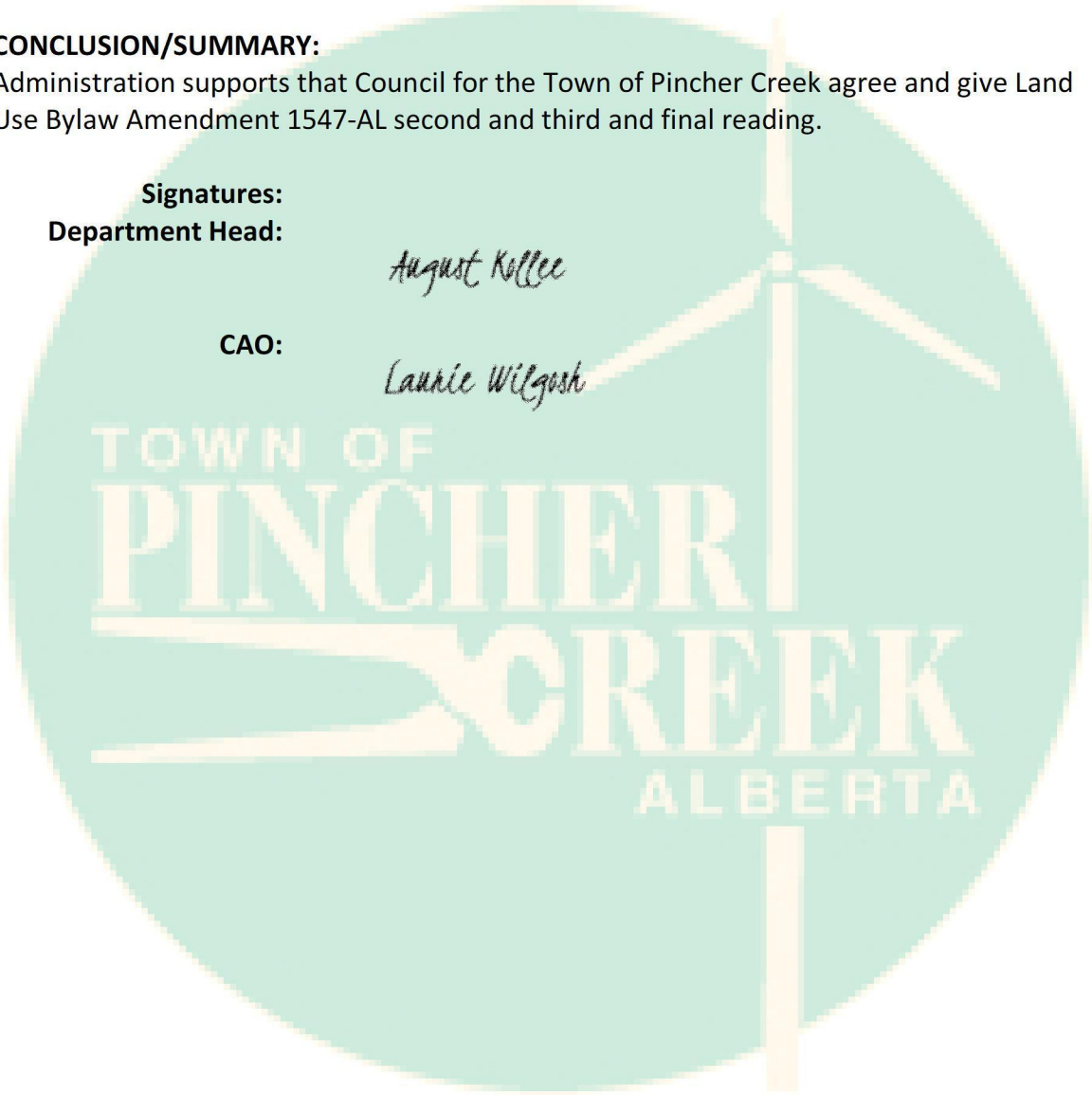
Signatures:

Department Head:

August Kellee

CAO:

Laurie Wilgosh





**BYLAW NO. 1547-AL
OF THE
TOWN OF PINCHER CREEK,
IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF AMENDING
LAND USE BYLAW NO. 1547**

WHEREAS the Council of the Town of Pincher Creek has received a request to re-designate lands within its corporate limits;

WHEREAS the Town of Pincher Creek is the registered owner of the lands to be re-designated;

WHEREAS the registered owner of the lands wishes the re-designation of the land to accommodate “Restaurants, Dwelling units as a secondary use to an approved principal use, and Specialty manufacturing/cottage industries” uses development;

AND WHEREAS the purpose of proposed Bylaw No. 1547-AL is to re-designate the lands legally described as:

Plan 0614431

Block 1

Lot 4

EXCEPTING THEREOUT:

HECTARES (ACRES) MORE OR LESS

**A) PLAN 1910167 ROAD 0.037 0.09
EXCEPTING THEREOUT ALL MINES AND MINERALS**

From “Transitional / Urban Reserve – TUR” **To**

“Transitional Commercial – C4“;

AND WHEREAS the said lands are illustrated on the map in Schedule “A” attached hereto;

AND WHEREAS the Town of Pincher Creek must prepare a corresponding bylaw and provide for its consideration at a Public Hearing;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Pincher Creek, in the Province of Alberta, duly assembled does hereby enact the following:

1. Lands legally described as:

Plan 0614431

Block 1

Lot 4

EXCEPTING THEREOUT:

HECTARES (ACRES) MORE OR LESS

**A) PLAN 1910167 ROAD 0.037 0.09
EXCEPTING THEREOUT ALL MINES AND MINERALS**

To Re-designate **From** “Transitional / Urban Reserve – TUR” **To**
“Transitional Commercial – C4“;
as illustrated on the map attached as Schedule “A”.

2. Bylaw No. 1547, being the Town of Pincher Creek Land Use Bylaw, is hereby amended.
3. The land use district map shall be amended to reflect this change.
4. This bylaw shall come into effect upon third and final reading hereof.

READ A FIRST TIME THIS 28th DAY OF June, 2021, A.D.

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

READ A SECOND TIME THIS _____ DAY OF _____, 2021, A.D.

MAYOR, Don Anderberg

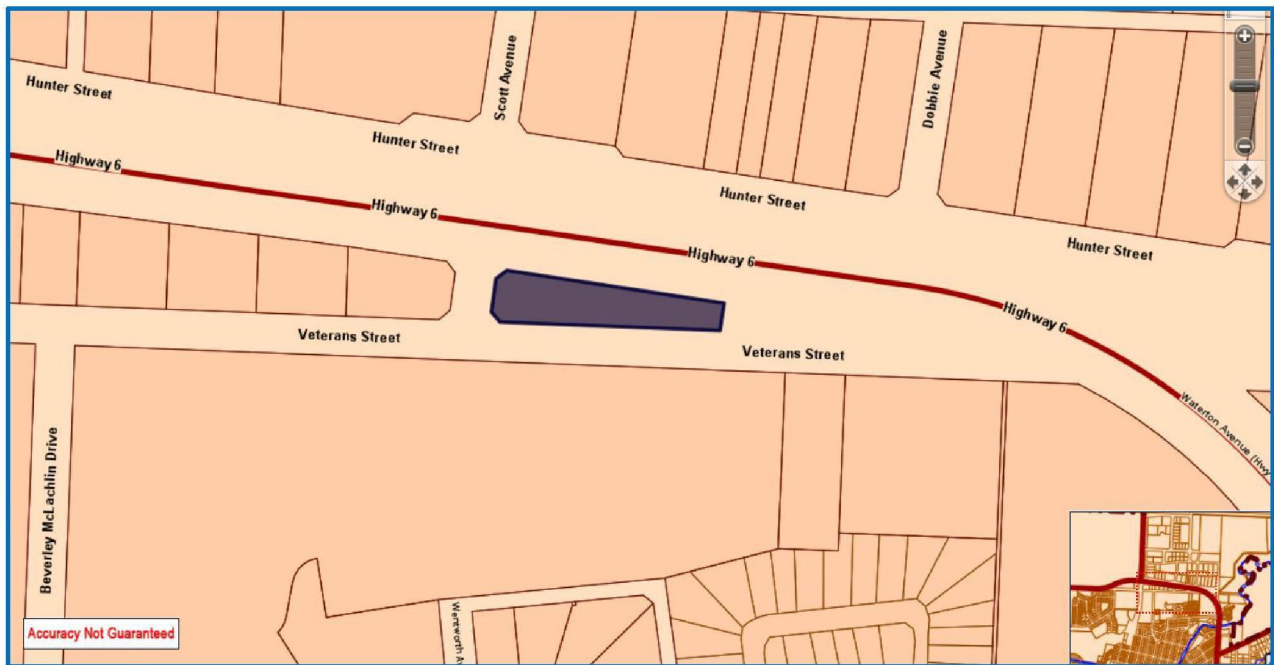
CAO, Laurie Wilgosh

READ A THIRD TIME THIS _____ DAY OF _____, 2021, A.D.

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

SCHEDULE "A"



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Land Use Bylaw Amendment 1547-AM	
PRESENTED BY: Gus Kollee, Legislative Service Manager	DATE OF MEETING: 7/26/2021

PURPOSE:

To present Council for the Town of Pincher Creek with Land Use Bylaw Amendment Application No. 2021-06 and the proposed Bylaw No. 1547-AM to re-designate Plan 8410214, Block 3, Lot 7 from General Industrial and Warehousing – I1 to Residential - R1.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give Bylaw No. 1547-AM amending the Land Use Bylaw No. 1547 second reading.

That Council for the Town of Pincher Creek agree and give Bylaw No. 1547-AM amending the Land Use Bylaw No. 1547 third and final reading and that a copy be attached hereto forming part of the minutes.

BACKGROUND/HISTORY:

On June 17, 2021 the Town received an Application for a Land Use Bylaw Amendment (Application No. 2021-06) to re-designate parcel Plan 8410214, Block 3, Lot 7 from "General Industrial and Warehousing – I1" to "Residential - R1".

The registered owner of the parcel wishes the re-designation of the land to accommodate "Single-family Dwellings" uses for future development.

ALTERNATIVES:

- That Council for the Town of Pincher Creek receives Bylaw No. 1547-AM amending the Land Use Bylaw No. 1547 as information.
- That Council for the Town of Pincher Creek direct administration to bring back Bylaw No. 1547-AM with amendments.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

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

PUBLIC RELATIONS IMPLICATIONS:

In addition to the Towns' Departments referral comments, the adjacent property owners were notified in accordance with the Land Use Bylaw section 50 and the Municipal Government Act (MGA) sections 230, 606 and 692. The Notice of Public Hearing on Bylaw 1547-AM was published for two consecutive weeks (July 7th and 14th) in the local weekly newspaper as per Advertising for Public Hearing Policy Number 115-95.

ATTACHMENTS:

Draft - Bylaw No. 1547-AM - 2696

CONCLUSION/SUMMARY:

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

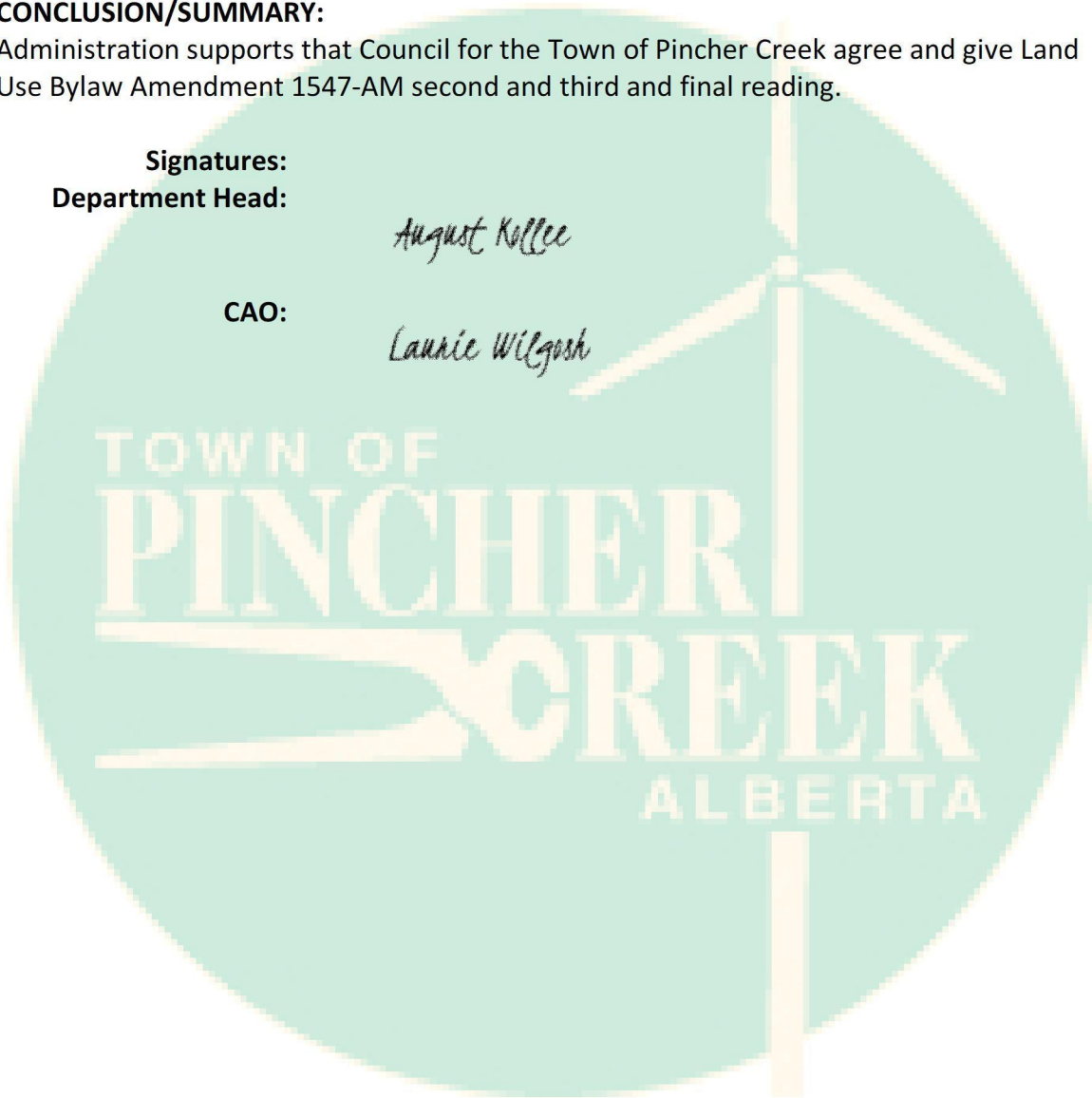
Signatures:

Department Head:

August Kellee

CAO:

Laurie Wilgosh





**BYLAW NO. 1547-AM
OF THE
TOWN OF PINCHER CREEK,
IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF AMENDING
LAND USE BYLAW NO. 1547**

WHEREAS the Council of the Town of Pincher Creek has received a request to re-designate lands within its corporate limits;

WHEREAS the registered owner of the lands wishes the re-designation of the land to accommodate “Single-family Dwellings” uses development;

AND WHEREAS the purpose of proposed Bylaw No. 1547-AM is to re-designate the lands legally described as:

**Plan 8410214
Block 3
Lot 7
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 0.518 HECTARES (1.28 ACRES) MORE OR LESS**

From “General Industrial and Warehousing – I1” To “Residential – R1”;

AND WHEREAS the said lands are illustrated on the map in Schedule “A” attached hereto;

AND WHEREAS the Town of Pincher Creek must prepare a corresponding bylaw and provide for its consideration at a Public Hearing;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Pincher Creek, in the Province of Alberta, duly assembled does hereby enact the following:

1. Lands legally described as:

**Plan 8410214
Block 3
Lot 7
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 0.518 HECTARES (1.28 ACRES) MORE OR LESS**

To Re-designate **From “General Industrial and Warehousing” To “Residential – R1”;**
as illustrated on the map attached as Schedule “A”.

2. Bylaw No. 1547, being the Town of Pincher Creek Land Use Bylaw, is hereby amended.
3. The land use district map shall be amended to reflect this change.
4. This bylaw shall come into effect upon third and final reading hereof.

READ A FIRST TIME THIS 28th DAY OF June, 2021, A.D.

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

READ A SECOND TIME THIS _____ DAY OF _____, 2021, A.D.

MAYOR, Don Anderberg

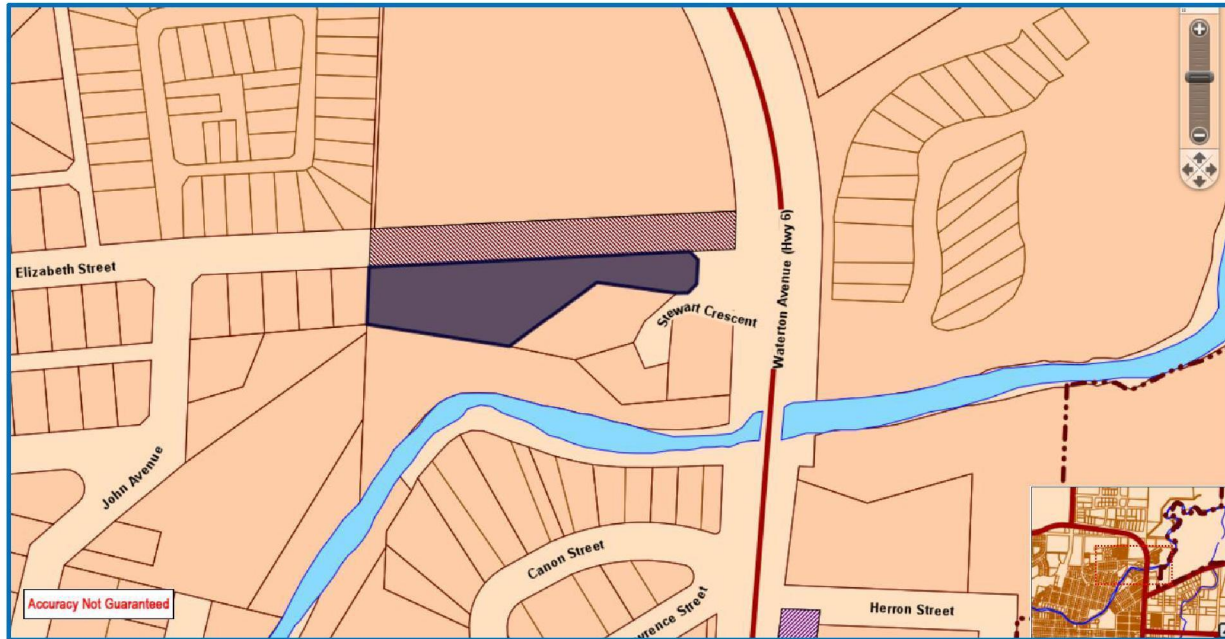
CAO, Laurie Wilgosh

READ A THIRD TIME THIS _____ DAY OF _____, 2021, A.D.

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

SCHEDULE "A"



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Support for National Suicide Prevention Hotline	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 7/26/2021

PURPOSE:

For Council to consider support for a National Suicide Prevention Hotline as requested from the Town of Cardston.

RECOMMENDATION:

That Council for the Town of Pincher Creek WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide preventions services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS the Town of Pincher Creek recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT the Town of Pincher Creek endorses this 988 crisis line initiative;

AND FURTHER directs administration to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate support.

BACKGROUND/HISTORY:

Administration received correspondence from the Town of Cardston dated June 23, 2021 requesting support for a National Suicide Prevention Hotline.

ALTERNATIVES:

That Council for the Town of Pincher Creek receives the information regarding a National Suicide Prevention Hotline from the Town of Cardston as presented.

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:

2021-06-23 Glen Motz RE 988 suicide hotline - 2683

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek support the National Suicide Prevention Hotline as requested from the Town of Cardston.

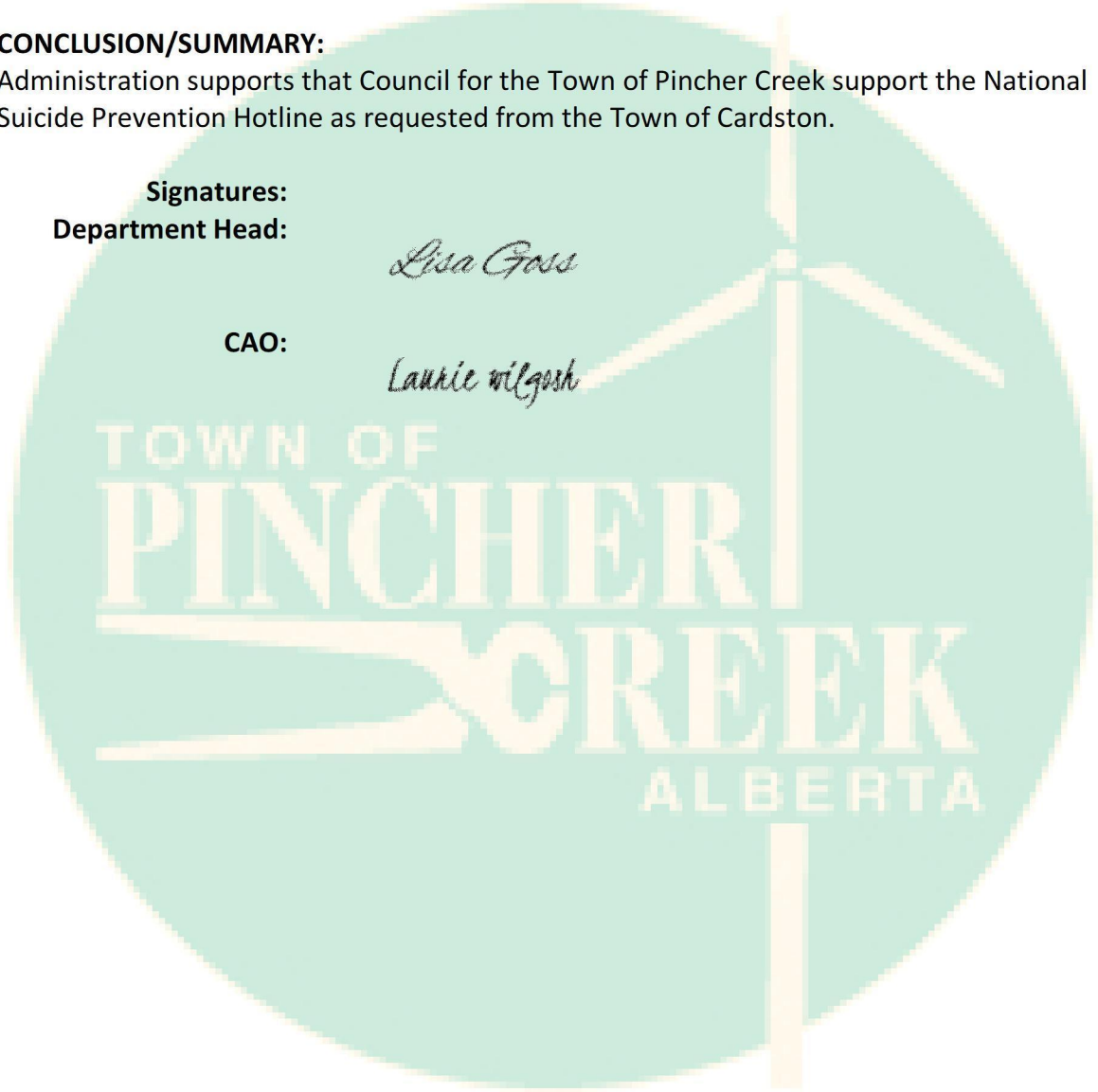
Signatures:

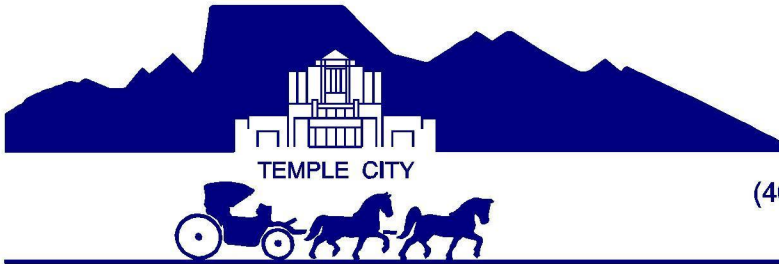
Department Head:

Lisa Goss

CAO:

Laurie Wilgosh





Town of Cardston

P.O. Box 280 • 67 - 3rd Avenue West
Cardston, Alberta, Canada T0K 0K0

(403) 653 - 3366 • 1 - 888 - 434 - 3366 • Fax: (403) 653 - 2499
Website: www.cardston.ca • Email: info@cardston.ca

Mr. Glen Motz

Member of Parliament for Medicine Hat—Cardston—Warner, Alberta
Suite 306, 2810-13th Avenue SE
Medicine Hat, Alberta
T1A 3P9

June 23rd, 2021

Dear Mr. Motz,

As you are well aware, on December 11th, 2020, the House of Commons passed a motion introduced by Conservative MP Todd Doherty, through unanimous consent, to bring a national 3-digit suicide prevention hot-line line to Canada.

That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot-line that is accessible to all Canadians.

The Council of the Town of Cardston is in full support of such an initiative, and unanimously passed the following resolution to endorse a national crisis hot-line at their June 22nd, 2021 Regular meeting of Council:

MOVED by Cllr. Selk:

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

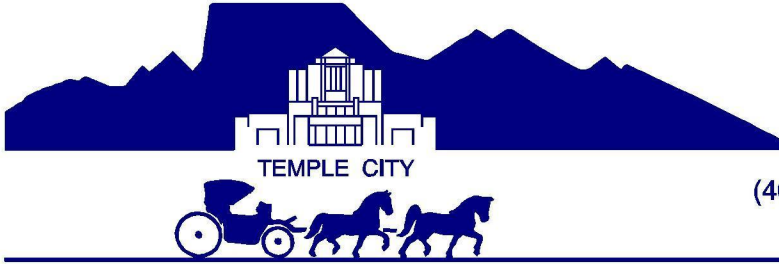
AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS the Town of Cardston recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT the Town of Cardston endorses this 988 crisis line initiative;



Town of Cardston

P.O. Box 280 • 67 - 3rd Avenue West
Cardston, Alberta, Canada T0K 0K0

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Website: www.cardston.ca • Email: info@cardston.ca

and, that Staff be directed to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.

We join many other municipalities in supporting this initiative, and encourage all other municipalities and orders of government to support it as well.

Regards,

Mayor Maggie Kronen

cc: Joseph Schow, MLA Cardston-Siksika
The Honorable Patty Hajdu, Minister of Health
Cardston County
Town of Raymond
Town of Magrath
Town of Pincher Creek
Town of Fort Macleod

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: 2021 AUMA Convention - Meeting with Minister of Municipal Affairs	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 7/26/2021

PURPOSE:

For Council to consider requesting a meeting with the Minister of Municipal Affairs at the 2021 AUMA Fall Convention, scheduled for November 17-19, 2021.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to request a meeting with the Minister of Municipal Affairs at the 2021 AUMA Fall Convention, scheduled for November 17-19, 2021 with the following topics for discussion _____.

BACKGROUND/HISTORY:

Administration received correspondence from Municipal Affairs dated July 8, 2021 regarding meeting with the Minister of Municipal Affairs at the Fall 2021 AUMA Convention.

ALTERNATIVES:

That Council for the Town of Pincher Creek receive the information as presented regarding meeting with the Minister of Municipal Affairs at the Fall 2021 AUMA Convention.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Council has met with various Ministries at past AUMA Conventions.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

The AUMA Convention provides networking opportunities with all levels of government.

ATTACHMENTS:

FW_2021 AUMA Convention - Meeting with Minister of Municipal Affairs - 2684

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek request a meeting with the Minister of Municipal Affairs at the 2021 AUMA Fall Convention, scheduled for November 17-19, 2021.

Signatures:
Department Head:

Lisa Goss

CAO:

Laurie Wilgosh



Administrative Manager

From: Cao
Sent: Thursday, July 08, 2021 2:09 PM
To: Administrative Manager
Subject: FW: 2021 AUMA Convention - Meeting with Minister of Municipal Affairs

Hi Lisa,

We will add this item to the agenda. Please maintain this invitation to be part of the RFD.

Thanks, Laurie

From: Mike Decker <Mike.Decker@gov.ab.ca> **On Behalf Of** MA MSL Engagement Group
Sent: July 8, 2021 1:36 PM
Cc: Mike Decker <Mike.Decker@gov.ab.ca>
Subject: 2021 AUMA Convention - Meeting with Minister of Municipal Affairs

Dear Chief Administrative Officers:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2021 AUMA Fall Convention, scheduled for November 17-19, 2021. It is our hope that these meetings will be in person.

We understand there may be newly elected officials on council and the meeting requirements may change following the municipal elections. However, should your municipality wish to meet with Minister McIver during the convention, please submit a request by email to MA.MSLEngagementGroup@gov.ab.ca no later than September 10, 2021.

In your meeting request, please be sure to include two specific policy items or issues your municipality would like to discuss with the Minister.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with which Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention, but may be considered for future meeting opportunities.

Meeting times with the Minister are scheduled for approximately 20 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Sincerely,

Mike Decker/Stakeholder Relations Team
Municipal Affairs

Classification: Protected A

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Heritage Preservation Partnership Program - Lebel Mansion	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 7/26/2021

PURPOSE:

To approve and sign the Grant Funding Agreement under the Heritage Preservation Partnership Program for the structural assessment and repair plan for the front porch and stairs of the Lebel Mansion.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve and sign the Grant Funding Agreement under the Heritage Preservation Partnership Program for the structural assessment and repair plan for the front porch and stairs of the Lebel Mansion.

BACKGROUND/HISTORY:

It has been identified that the verandah and stairs of the Lebel Mansion need to be repaired and the cost of \$100,000 for this project was included in the 2021 Capital Budget. Council decided at the December 7, 2020 budget meeting to apply for the historical resource grant for this project. This application was for the structural assessment and repair plan. Another application can be applied for early in 2022 for the costs of the repairs in 2021. The historic resource grant allows for retroactive application of funds.

ALTERNATIVES:

That Council for the Town of Pincher Creek requests more information from administration regarding this project.

That Council for the Town of Pincher Creek accept the grant funding agreement as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Council has identified the importance of maintaining all of the Town of Pincher Creek's assets.

FINANCIAL IMPLICATIONS:

The total cost of the structural assessment and plan was \$23,929. The cost to the Town of Pincher Creek will be \$18,459 which was included in the 2021 Capital Budget as a transfer from reserves.

PUBLIC RELATIONS IMPLICATIONS:

The Lebel Mansion is a well loved focal point of the community.

ATTACHMENTS:

1. Letter from Minister Aheer - 2685
2. Grant Funding Agreement - 2685

CONCLUSION/SUMMARY:

Administration supports council approving and signing the grant funding agreement.

Signatures:

Department Head:

Wendy Catonio

CAO:

Laurie Wilgosh





ALBERTA

CULTURE, MULTICULTURALISM AND STATUS OF WOMEN

Office of the Minister

June 30, 2021

Ms. Wendy Catonio
Director of Finance & Human Resources
Town of Pincher Creek
Box 159
962 St. John Avenue
Pincher Creek, AB T0K 1W0

Dear Ms. Catonio:

On behalf of the Government of Alberta, I am pleased to advise you that your grant application to the Heritage Preservation Partnership Program has been approved. A historic resource conservation grant of \$5,470 is awarded to the Town of Pincher Creek for the conservation of the **Lebel Mansion, Pincher Creek**. Program staff will send you a separate letter outlining the terms and conditions of the grant.

As Minister of Culture, Multiculturalism and Status of Women, I am proud to support the work of individuals and organizations to preserve and promote awareness of Alberta's heritage. If you have any questions, please contact Matthew Wangler, Executive Director of the Historic Resources Management Branch, at 780-438-8503 (toll-free by first dialing 310-0000) or matthew.wangler@gov.ab.ca.

Thank you for your commitment to the preservation and appreciation of Alberta's heritage. I wish you all the best with your project.

Sincerely,

Leela Sharon Aheer
Minister

cc: Roger Reid, MLA
Livingstone-Macleod

GRANT FUNDING AGREEMENT

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA AS REPRESENTED BY THE
MINISTER OF CULTURE, MULTICULTURALISM AND STATUS OF WOMEN**
(the "Minister")

AND

TOWN OF PINCHER CREEK
(the "Recipient")

WHEREAS the Recipient is a municipal authority formed pursuant to the *Municipal Government Act*, R.S.A. 2000, Ch M-26;

WHEREAS the Minister is empowered, pursuant to the Community Development Grants Regulation, as amended, (the "Grants Regulation") to make grants to a person or organization for purposes related to any program, service or other matter under the administration of the Minister;

AND WHEREAS the intent of this Agreement is to provide funding under the Heritage Preservation Partnership Program for the conservation of the **Lebel Mansion** located in **Pincher Creek, AB**, which is a historic resource, as set out in Schedule A attached hereto (the "Approved Project");

THEREFORE, in consideration of the terms and conditions set out in this Agreement, the Minister and the Recipient agree as follows:

CONDITIONS PRECEDENT

1. Payment of grant funds under this Agreement is subject to the Recipient satisfying the following conditions:
 - a) Initiation by the Recipient of the work required for the Approved Project.
 - b) Submission by the Recipient of the following documentation as proof of having completed all or part of the work required for the Approved Project:
 - i. Completed Record of Project Expenses Form, attached hereto as Schedule B;
 - ii. Clear, detailed invoices/receipts for material, labour and/or; and
 - iii. Copies of reports associated with the Approved Project, if applicable
 - c) Inspection of the work completed for the Approved Project, or final inspection of the Approved Project by the Minister to ensure that it complies with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

GRANT

2. The term of this Agreement shall commence upon signing of this Agreement by the parties and end on **February 28, 2022** (the "Term"). The Approved Project must be completed on or before the end of the Term unless extended by the parties in writing.
3. The Minister will pay to the Recipient a Grant for 50% of the eligible costs (the "Grant"), in an amount not to exceed **\$5,470**, subject to the conditions contained herein. The Grant will be paid as follows:
 - a) Up to one-half of the Grant will be paid when the Recipient satisfies the Condition Precedent as set out in Clause 1(a) of this Agreement.
 - b) The balance of the Grant will be paid when the Recipient satisfies the Conditions Precedent as set out in Clause 1(b) and 1(c) of this Agreement.
4. The Recipient is limited to receiving Grant funding for the Approved Project from the Minister in the amount set out in section 3.
5. The Recipient agrees to use and administer the Grant, including any accrued interest or income earned on the Grant that may be realized by the Recipient as a result of holding or investing any or all of the Grant in an interest-bearing account or security, solely for the Approved Project.

GRANT USE

6. The Recipient must use the Grant only for the Approved Project, or for any variation of that project approved by the Minister.
7. The Recipient must consult with the Historic Resources Management Branch of Alberta Culture, Multiculturalism and Status of Women with respect to conservation of the identified historic resource in completing the Approved Project.
8. The Recipient acknowledges that it will be liable for the full amount of the Grant and will be bound to the terms of this Agreement, notwithstanding the Recipient's payment of Grant funds to a third party and the subsequent use of any Grant funds by that third party.
9. If the Recipient has not satisfied the terms of the Conditions Precedent prior to the end of the Term, the Recipient will be deemed to have abandoned the Approved Project and the Grant will be terminated and the funds will no longer be available to the Recipient.

THE RECIPIENT'S REPORTING REQUIREMENTS

10. The Recipient shall:
 - a) use all reasonable efforts to proceed diligently and in a timely manner with the Approved Project;
 - b) keep and maintain, according to generally accepted accounting principles and practices consistently applied, full, complete and detailed records, books and documents relating to its operations and present them to the Minister within two weeks of a request; and

- c) formally acknowledge the Minister for their provision of the Grant on applicable reports, publications, correspondence and promotional materials. Where the Recipient disburses Grant funds to other organizations in furtherance of the Approved Project, the Recipient will ensure that it is a condition of such disbursements that the organizations receiving the Grant funds likewise acknowledge the Minister. The form of such acknowledgement will be determined in consultation with the Minister.

HOLD HARMLESS

11. The Recipient agrees to indemnify and hold harmless the Minister, and his employee's and agents, against and from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) to the extent arising from the Recipient's breach of this Agreement, or the negligence, other tortious act or wilful misconduct of the Recipient, or those for whom it is legally responsible, in relation to the performance of its obligations under this Agreement. This hold harmless provision shall survive this Agreement.

INSURANCE

12. The Recipient shall, at its own expense, and without limiting its liabilities or obligations under this Agreement, insure its operations under a contract of general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury, and property damage including loss of use thereof.
13. The Recipient shall, if required, maintain Workers' Compensation insurance in accordance with the requirements of the *Workers' Compensation Act*. The Recipient shall provide evidence of compliance with the *Workers' Compensation Act*, if requested by the Minister.
14. No representation or warranty of any kind is made by the Minister as to the completeness or suitability of this insurance and the Recipient shall determine and satisfy itself that it has appropriate and sufficient coverage to satisfy its own risk and insurance requirements and to cover its obligations under this Agreement.

TERMINATION

15. This Agreement may be terminated:
 - a) by the Minister, in the Minister's sole discretion without cause, by giving 14 days written notice to the Recipient;
 - b) immediately by the mutual written consent of each of the parties; or
 - c) if, the Recipient fails to proceed with the Approved Project, is not carrying out the Approved Project, alters the Approved Project without the consent of the Minister, uses any part of the Grant other than for the Approved Project, or has otherwise breached any of its obligations pursuant to this Agreement, the Minister may give written notice to the Recipient referring to the breach.

if, upon the expiry of seven (7) days after written notice has been received by the Recipient of its breach of any obligation under this Agreement, the Recipient has not remedied the breach, the Minister may, by written notice, terminate this Agreement, in

which case termination shall occur upon receipt or deemed receipt by the Recipient of the notice.

If this Agreement is terminated, without limiting in any way the Minister's rights or obligations under any applicable law, the Recipient will repay all or part of the Grant to the Minister in the amount and within the time period as determined by the Minister.

WAIVER OF BREACH

16. A waiver of any breach of a provision by the Minister shall not be binding upon the Recipient unless the waiver is in writing and the waiver shall not affect the Minister's rights with respect to any other or future breach by the Recipient.

NO ASSIGNMENT

17. This Agreement may not be assigned by the Recipient unless approved in writing by the Minister.

RELATIONSHIP

18. This Agreement is not intended to and does not:

- a) constitute either party as the employee or agent of the other for any purpose, or otherwise create any relationship of employment or agency;
- b) constitute or create any joint venture; or
- c) constitute or create any partnership,

and neither party shall allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, agency, joint venture, or partnership.

CHOICE OF LAW AND JURISDICTION

19. This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta and the parties hereby irrevocably attorn to the jurisdiction of the courts of that Province.

CONFIDENTIALITY AND PRIVACY

20. Any data or information concerning the Minister or any department, board, agency, or commission of the Government of Alberta, other than data or information available as a matter of public record, which is obtained by the Recipient in performing this Agreement shall be treated as confidential and not disclosed or made known to any other person without the written consent of the Minister. Notwithstanding completion or termination of this Agreement, this requirement shall continue in effect until waived by the Minister in writing.

21. The Recipient acknowledges that:

- a) the terms of this Agreement may be subject to disclosure under the Freedom of Information and Protection of Privacy Act (Alberta) ("FOIP Act"), as amended; and
- b) the Recipient's name, the grant program and the amount of the grant will be published on the Government of Alberta Grant Disclosure Portal as authorized in section 40(1)(b) and (f) of the FOIP Act.

SEVERABILITY

22. Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity, illegality or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision of this Agreement.

AMENDMENT

23. This Agreement may not be modified or amended except by mutual consent of the parties, in writing.

TIME OF THE ESSENCE

24. Time shall be of the essence in all respects of this Agreement.

PARTY REPRESENTATIVES

25. For the purpose of administering this Agreement, the Minister's representative shall be the Executive Director, Historic Resources Management Branch.

26. For the purpose of administering this Agreement, the Recipient's representative shall be the Director of Finance & Human Resources, Town of Pincher Creek .

27. Upon written notice to the other party, the Minister or the Recipient may appoint an alternate representative to act in matters relating to the administration of this Agreement.

NOTICE

28. Any notice, consent, approval or other communication under any provision of this Agreement must be in writing to be effective, and is effective when delivered by any means, including email, to the following respective addresses:

a) if to the Minister:

Attention: Matthew Wangler
Executive Director, Historic Resources Management Branch
Alberta Culture, Multiculturalism and Status of Women
8820 – 112 Street Edmonton, AB T6G 2P8
matthew.wangler@gov.ab.ca

b) if to the Recipient:

Attention: Wendy Catonio
Director of Finance & Human Resources, Town of Pincher Creek .
962 St. John Avenue, Box 159, Pincher Creek, AB T0K 1W0
finance@pinchercreek.ca

Either party may change its address information by giving notice to the other in the above manner.

EXECUTION

29. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which, together, shall be deemed to constitute one and the same agreement. This Agreement may be signed and sent by email and this procedure shall be as effective as signing and delivering an original copy.

IN WITNESS WHEREOF, the parties have executed this Agreement by their authorized representatives.

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA as represented by the Minister of Culture, Multiculturalism and Status of Women

TOWN OF PINCHER CREEK

Signature

Signature

Printed name

Printed name

Date

Date

Signature of witness

Signature of witness

Printed name

Printed name

Date

Date

SCHEDULE A

APPROVED PROJECT

The Approved Project for which the Grant has been provided to the Recipient is as follows:

- structural assessment and repair plan for the front porch and stairs

ALBERTA CULTURE, MULTICULTURALISM AND STATUS OF WOMEN

HERITAGE PRESERVATION PARTNERSHIP PROGRAM

Record of Project Expenses

Review your grant award letter and if applicable, your Grant Funding Agreement.

Enter your information directly on this form or use the form as a guide. This form is available at <https://www.alberta.ca/heritage-programs-and-activities.aspx>.

List cash expenses and donated labour, materials, services, equipment for work/project identified on your grant award letter and Grant Funding Agreement (if applicable).

Submit paper or electronic copy of this form and other required documents identified on your grant award letter (preferably in one PDF file) to: cmsw.hp@ab.ca or 8820-112 Street, Edmonton, AB T6G 2P8.

What to submit with this form

For historic resource preservation grants: Submit supporting invoices/receipts of all expenditures. Submit proof of in-kind costs, when requested by the program office. To account for donated labour: \$35 for skilled labour; \$20 for unskilled labour; other donations at verified fair market value.

For heritage surveys, publication and research grants: Submit final report and other documents as described on your grant award letter. Submit proof of project expenses, only if requested by the program office.

To account for travel expenses in Canada, use mileage and meal allowances: \$0.25 per km, breakfast-\$0.20, lunch-\$1.00, dinner-\$2.75. To account for donated labour: \$35 for skilled labour; \$20 for unskilled labour; other donations at verified fair market value.

Project				File No.	
Grant Approved		Grant Expires			
Description of Cash Expenses	Invoice/Receipt Number	Date (mm/dd/yy)	Provider	Amount excluding GST	

www.alberta.ca/heritage-programs-and-activities.aspx
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Classification: Public

Description of Cash Expenses	Invoice/Receipt Number	Date (mm/dd/yy)	Provider	Amount excluding GST
Total Cash Expenses				

Description of Donated Labour, Materials, Services or Equipment	Number of hours, number of individuals, hourly rate, other details	Amount excluding GST
Total Donated Labour, Materials, Services or Equipment		

I am a duly authorized representative having legal and/or financial signing authority. I certify that the above information is an accurate accounting of the project expenses.

Name			Signature		
Position/Title, Name of Organization			Date (mm/dd/yy)		

www.alberta.ca/heritage-programs-and-activities.aspx
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Classification: Public

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Cardston Heritage Days Parade 2021	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 7/26/2021

PURPOSE:

For Council to consider an invitation from the Town of Cardston to participate in their Heritage Days Parade and Mayor's Luncheon on Saturday August 7, 2021.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to participate in the Town of Cardston Heritage Days Parade and Mayor's Luncheon on Saturday August 7, 2021 and that a member of Council be authorized to attend.

BACKGROUND/HISTORY:

The Cardston Heritage Days Parade and Mayor's Luncheon will be held on Saturday August 7, 2021.

ALTERNATIVES:

That Council for the Town of Pincher Creek respectfully decline the invitation from the Town of Cardston to participate in their Heritage Days Parade and Mayor's Luncheon on Saturday August 7, 2021

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

A member of Council has attended this event in the past.

FINANCIAL IMPLICATIONS:

Travel expenses for Council members to attend various surrounding community events such as this are considered in the current budget.

PUBLIC RELATIONS IMPLICATIONS:

Participation in neighboring annual parades shows support and creates awareness.

ATTACHMENTS:

- FW_Cardston Heritage Days Parade 2021 - 2686
- Parade Invite - 2686

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek participate in the Town of Cardston Heritage Days Parade and Mayor's Luncheon on Saturday August 7, 2021 and that a member of Council be authorized to attend.

Signatures:
Department Head:

Lisa Goss

CAO:

Lannie Wilgosh



Administrative Manager

From: Cao
Sent: Tuesday, July 13, 2021 12:52 PM
To: Administrative Manager
Subject: FW: Cardston Heritage Days Parade 2021
Attachments: Parade Invite.pdf

Add to July 26th agenda please, will require RFD. Thanks

From: Reception
Sent: Tuesday, July 13, 2021 12:32 PM
To: Cao <cao@pinchercreek.ca>
Subject: FW: Cardston Heritage Days Parade 2021

April McGladdery

Administrative Assistant

Town of Pincher Creek

Ph: 403-627-3156

Fax: 403-627-4784

Email: reception@pinchercreek.ca

From: Terah Thesen <Terah@cardston.ca>
Sent: Tuesday, July 13, 2021 12:29 PM
To: Reception <reception@pinchercreek.ca>
Subject: Cardston Heritage Days Parade 2021

Hi Mayor Anderberg,

The Town of Cardston Mayor & Council would like to cordially invite you, or your representative, and a guest to our Heritage Days Parade and Mayor's Luncheon on Saturday, August 7, 2021. We invite you to enter a float, a decorated car, or ride a horse in the parade. The parade assembly starts at 8:00am, judging commences at 9:00am, and the parade begins sharply at 10:00am. The parade assembly is located at Town Square (the ball diamonds between 3rd & 4th Avenue and 4th & 5th Street West). Members from the Cardston Rotary Club will be there to meet you and assist you with the entry and line up.

Immediately following the parade, at approx. 11:30am, the Town of Cardston will host the Mayor's Luncheon for all attending dignitaries and their guest. This will be held at The Silk Purse, located at 355 Main Street Lane, directly west of (behind) the Card Home and attached to the Ice Arena.

We are requesting your RSVP for the Mayor's Luncheon by Friday, July 30, 2021 at 403-653-3366 or by email at terah@cardston.ca.

If you have any questions regarding the parade or luncheon, please feel free to contact me at the Town Office.

We look forward to seeing you there!

Terah Thesen

Director, Cardston & District FCSS

Town of Cardston

Box 280

Cardston, AB T0K 0K0

Phone: 403.653.5036

Fax: 403.653.2499

terah@cardston.ca

www.cardstondistrictfcss.com

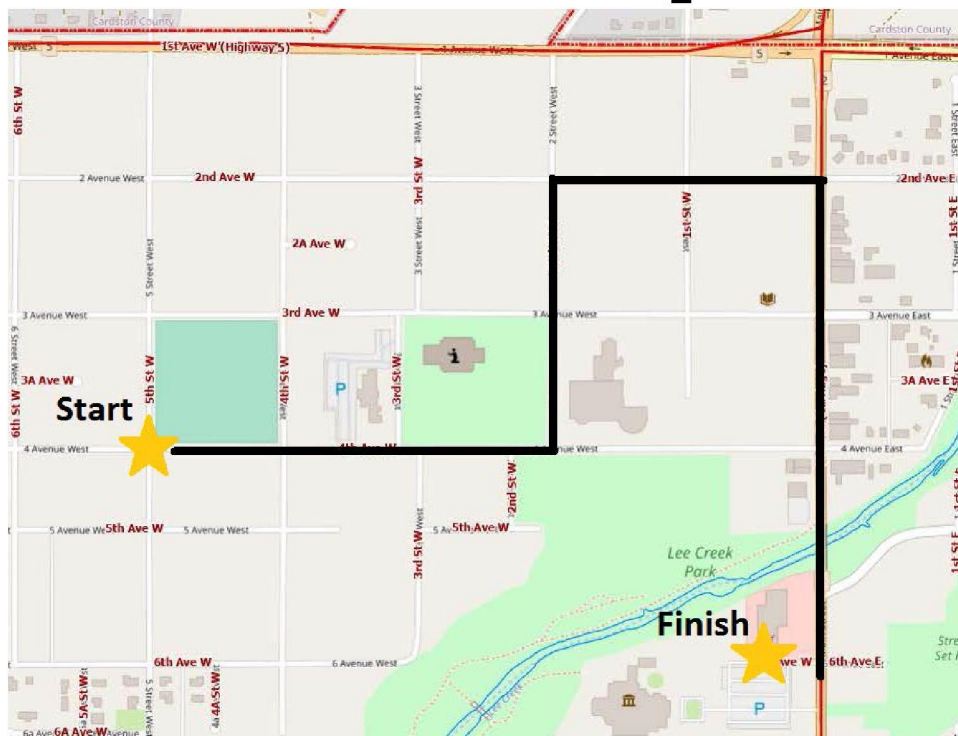
TOWN OF CARDSTON PARADE 2021

WHEN

**Saturday, August 7th
10:00am**

WHERE

Meet at Town Square



MAYOR'S LUNCHEON

**Immediately
following the parade**

**AT APPROX.
11:30AM**

**LOCATED AT
THE SILK
PURSE**

**355 Main Street Lane
Behind the Card
Home and attached
to the Ice Arena**

RSVP

**To: Terah Thesen
By Fri. July 30, 2021**

terah@cardston.ca

403-653-3366

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Picture Butte Jamboree Days Parade 2021	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 7/26/2021

PURPOSE:

For Council to consider an invitation from the Picture Butte Chamber of Commerce to participate in their Jamboree Days Parade on Saturday August 21, 2021.

RECOMMENDATION:

That Council for the Town of Pincher Creek respectfully decline the invitation to participate in the Picture Butte Jamboree Days Parade on August 21, 2021 as it conflicts with local events.

BACKGROUND/HISTORY:

The Picture Butte Jamboree Days Parade will be held on Saturday August 21, 2021.

ALTERNATIVES:

That Council for the Town of Pincher Creek agree to participate in the Picture Butte Jamboree Days Parade on Saturday August 21, 2021 and that a member of Council be authorized to attend.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

This event typically conflicts with local events.

FINANCIAL IMPLICATIONS:

Travel expenses for Council members to attend various surrounding community events such as this are considered in the current budget.

PUBLIC RELATIONS IMPLICATIONS:

Participation in neighboring annual parades shows support and creates awareness.

ATTACHMENTS:

Re_Picture Butte Jamboree Days Parade - Saturday August 21 2021 - 2689

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek respectfully decline the invitation to participate in the Picture Butte Jamboree Days Parade on August 21, 2021 as it conflicts with local events.

Signatures:

Department Head:

Lisa Goss

CAO:

Lannie Wilgosh





**PICTURE BUTTE & DISTRICT
CHAMBER OF COMMERCE**

Box 517, Picture Butte, AB T0K 1V0
403-732-4302 chamber@picturebutte.ca

1K+c
CAC
RECEIVED

JUL 06 2021

Town of Pincher Creek

June 29, 2021

Re: Picture Butte Jamboree Days Parade – Saturday, August 21, 2021

You are invited to take part in the Picture Butte 2021 Jamboree Days Parade, presented by the Picture Butte Chamber of Commerce. As in past years, we invite you to enter your float and/or have Dignitaries, Council, or Board members participate in the parade.

The Parade particulars are as follows:

- 7:00am to 10:00am: Pancake Breakfast at the North County Sportsplex
- 9:00am to 10:00am: Parade assembly in front of Dorothy Dalglish School grounds
(400 – 6th St. N)
- 10:00am to 11:00am: Judging of Parade entries
- 11:00am: Parade begins

In the best interest of Parade spectator safety and Parade liability insurance coverage, we ask that no items, including candy, be thrown to spectators from Parade entries, but instead welcome those same items handed out at the side of the road to the Parade spectators. Please advise the Chamber of Commerce if you require assistance in distributing candy.

This year, due to COVID-19 regulations we would appreciate if all the participants would be able to contact us if you are participating. In the case that we have to make changes we would like to be able to contact you. If you intend to participate please email us your name and contact information to chamber@picturebutte.ca. Be advised that vehicles will not be provided for use in the Parade

Yours sincerely,

Rita Palawaga
Chamber of Commerce Administrator
Phone: 306-960-7100

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Spock Days Parade 2021	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 7/26/2021

PURPOSE:

For Council to consider an invitation from the Town of Vulcan to participate in their Spock Days Parade on Saturday August 14, 2021.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to participate in the Town of Vulcan Spock Days Parade on Saturday August 14, 2021 and that a member of Council be authorized to attend.

BACKGROUND/HISTORY:

The Vulcan Spock Days Parade will be held on Saturday August 14, 2021.

ALTERNATIVES:

That Council for the Town of Pincher Creek respectfully decline the invitation from the Town of Vulcan to participate in their Spock Days Parade on Saturday August 14, 2021

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

A member of Council has attended this event in the past.

FINANCIAL IMPLICATIONS:

Travel expenses for Council members to attend various surrounding community events such as this are considered in the current budget.

PUBLIC RELATIONS IMPLICATIONS:

Participation in neighboring annual parades shows support and creates awareness.

ATTACHMENTS:

Spock Days Parade Invitation 2021 - 2690

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek participate in the Town of Vulcan Spock Days Parade on Saturday August 14, 2021 and that a member of Council be authorized to attend.

Signatures:

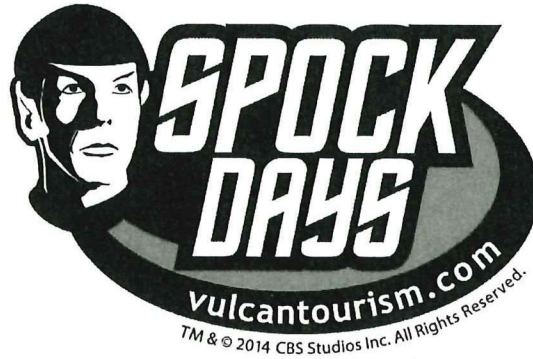
Department Head:

Lisa Goss

CAO:

Laurie Wilgosh





MJC
CNO
RECEIVED

JUL 06 2021

Town of Pincher Creek

On behalf of the Spock Days Committee,
you are invited to participate in the
Spock Days Parade on
Saturday Aug 14th, 2021

2021 is seeing the return of some of the fun things we used to take for granted. We are planning on a revised version of the Town of Vulcan's Spock Days, our annual community event organized by the Vulcan Spock Days Committee that will take place August 14th. We are hoping to bring some joy and happiness back into the community and we would like you to join with us to do it through our parade.

You are welcome to enter a float, vehicle (large/ small, new/antique) animals, family float, decorated bikes, and recorded music on your float, just about anything that will bring a smile and some happiness to those along the route is welcome. Our parade is a candy parade, and you are encouraged to hand out candy by someone walking beside your parade entry. No liquid treats preferred. **If there is Covid concerns, we will not hand out candy during the parade.**

Let us know that you are intending to join us and tell us what you are entering by sending your reply to Elaine at the Vulcan Tourist Centre and remember there is no cost to participate. **Line up starts at 9:30 am August 14th in the parking lot at the Vulcan Ice Arena located at 705 Elizabeth Street. The parade will start at 10 am and there will be a parade route map available on site.**

Thanks so much for helping to bring back the smiles and fun into our community by being part of our annual Spock Days Parade! If you have any question or comments, please contact Elaine at ekoskela@townofvulcan.ca or call 403-485-2994.

Live Long and Prosper

Bonnie Ellis
Town of Vulcan
Community Services Manager
Spock Days Committee Member



Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
July 26, 2021

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	June 26, 2021	County of Forty Mile No. 8	Letter in Support of RCMP
2.	June 28, 2021	Town of Fairview	Letter in Support of RCMP
3.	June 30, 2021	EDA	Online Course Information
4.	June 30, 2021	Pincher Creek Foundation	Letter
5.	July 6, 2021	Alberta Transportation	Alberta Transportation Southern Region Golf Tournament - August 12 Lethbridge
6.	July 5, 2021	Alberta Health Services	AHS Together4Health Headlines - COVID Community
7.	July 6, 2021	City of Mississauga	City of Mississauga Resolution 0155-2021 - Canada Day
8.	July 7, 2021	Brandy Cox, Deputy Minister	COVID-19 Municipal Governance-July 7 Issue
9.	July 7, 2021	Action on Smoking & Health (ASH Canada)	New provincial vaping regulations
10.	July 6, 2021	Town of Vulcan	Spock Days Parade
11.	July 6, 2021	Picture Butte & District Chamber of Commerce	Picture Butte Jamboree Days Parade
12.	July 8, 2021	Wind Systems magazine	Wind energy news from Wind Systems magazine – July 2021
13.	July 8, 2021	Village of Caroline	Proclamation From The Village of Caroline
14.	July 9, 2021	ORRSC Administration	May 13, 2021 ORRSC Executive Committee Meeting Minutes
15.	July 12, 2021	Alberta Association of Police Governance	Nomination open for seat with the ALERT-CAC
16.	July 13, 2021	Alberta Association of Police Governance	AB Police Interim Advisory Board Quarterly Report & Governance Recommendation
17.	July 13, 2021	Oldman Watershed Council	Oldman Watershed Council Newsletter July 13, 2021



**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
July 26, 2021**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
18.	July 15, 2021	Interim Police Advisory Board	June 2021 Interim Police Advisory Quarterly Report
19.	July 15, 2021	North American Clean Energy	Take a look at the July/August issue of North American Clean Energy
20.	July 9, 2021	David Green, FCSS	Email
21.	July 16, 2021	Office of the Premier	Thank you for contacting Premier Kenney
22.	July 19, 2021	Municipal Assessment and Grants	Budget 2021/22 – Grants in Place of Taxes (GIPOT)
23.	July 20, 2021	Gowling WLG (Canada) LLP	Application for Permission to Appeal

Manager Legislative Services

Highlight Report – 1st and 2nd Quarter 2021



26 July 2021

Highlight Report

This report is to provide the Chief Administrative Officer (*CAO*) and Council for the Town of Pincher Creek with a summary of projects, files in progress and/or completions as it pertains to the Manager of Legislative Services area. The report is used to monitor project(s) progress. The report is also used to inform and advise Council and request directives of any aspect wherever needed.

Bylaws reviewed by Council

Bylaws that were reviewed, approved and/or rescinded by Council for the Town of Pincher Creek are as follows:

Traffic Bylaw No 1599 and 1599-11

On May 11, 2020 Councillor received the Traffic Bylaws No. 1599-09 and 1599-11 Amendment as information and directed administration to review and bring recommendations back to Council. (*Resolution 20-239*) This file is in progress.

Land Use Bylaw Amendment - Bylaw No 1547-AK

On February 8, 2021, Town Council gave first reading of to amend the land use bylaw to reduce costs, speed up the approval process to achieve some red tape reduction and agreed to hold a Public Hearing on March 8th, 2021. On March 8th, 2021, and after the Public Hearing Town Council passed second, third and final reading. The land use bylaw has been updated accordingly and is available for downloading on the Oldman River Regional Services Commission (ORRSC) web site. This file is closed.

Tax Incentive Bylaw No 1629-21

On February 22, 2021, Town Council gave first reading of the tax incentive bylaw to encourage development and revitalization of non-residential properties for the general benefit of the Town and directed administration to garner internal referral comments. This file is in progress.

Obsolete and Redundant Bylaw, Repeal Bylaw 1628-21 (Temporary Mandatory Face Covering Bylaw - Bylaw No 1628-20)

On June 28, 2021, Town Council gave first, second, third and final reading of Bylaw No. 1628-21 to repeal the Temporary Mandatory Face Covering Bylaw – Bylaw No 1628-20. This file is closed.

Land Use Bylaw Amendment - Bylaw No 1547-AL

On June 28, 2021, Town Council gave first reading of to amend the land use bylaw to re-designate Plan 0614431, Block 1, Lot 4 from Transitional / Urban Reserve - TUR to Transitional Commercial – C4 and agreed to hold a Public Hearing on July 26th, 2021. This file is in progress.

Land Use Bylaw Amendment - Bylaw No 1547-AM

On June 28, 2021, Town Council gave first reading of to amend the land use bylaw to re-designate Plan 8410214, Block 3, Lot 7 from General Industrial and Warehousing – II to Residential – R1 and agreed to hold a Public Hearing on July 26th, 2021. This file is in progress.

Renewal of Leases/Agreements

The Property Review Committee consist of all members of Council. Council will be presented with all relevant leases/agreements' information on as needed bases. Leases/Agreements that were reviewed and renewed these last two (2) quarters, subject to Council approval, are as follows:

- 1) On March 8, 2021 Town Council authorized and approved a five (5) year addendum agreement to the Canadian Broadcasting Corporation lease agreement dated September 27, 2016 continuing with the same terms and conditions.
- 2) On June 8, 2020, Town Council directed administration to bring back a proposed Shared Service Agreement between the Town and the MD of Pincher Creek to provide Animal Control services. On August 24, 2020 Town Council authorized and approved the Peace Officer Sale of Service Agreement dated July 30, 2020 between the Town and the MD of Pincher Creek to provide animal control services on an as needed basis for a one (1) year term. On May 25, 2021, Town Council authorized and approved the Sale of Service Agreement between the Town and the M.D. of Pincher Creek No.9 for the Animal Control and the Noise Bylaw enforcement. This file is ongoing.
- 3) On July 27, 2020 Town Council directed administration to prepare a temporary lease agreement for Plan 9912781, Block 8, Lots 5 and 6 granting a six (6) feet above ground level fence on the West side of the parcels onto the public right-of-way and all cost associated to prepare the agreement to be borne by the property owner(s) of Roll #1070000 and Roll #1135000 respectively. A five (5) agreement has been completed and signed by the Town and property owner(s). This file is close.
- 4) On October 13, 2020, Town Council was presented with the Pincher Creek Golf Club Society lease agreement, which was deferred to the November 4th, 2020, Committee of the Whole meeting and 2021 Budget deliberations for discussion. On November 4, 2020 the Committee of the Whole received the Golf Course Lease Agreement as information to be reviewed during budget deliberations. (*Resolution COTW 2020-113*) On January 25, 2021, Town Council directed administration to schedule a meeting with representatives of the Pincher Creek Golf Club to discuss the expired lease agreement and funding requirements and bring back items to Council for consideration as required. On April 12, 2021, Town Council authorized and approved the Pincher Creek Golf Club Society five (5) year Lease Agreement dated January 1st, 2021 with amendments as discussed. (*Resolution 21-148*). This file is in progress.

- 5) On May 10, 2021, Town Council authorized and approved to enter into a lease agreement with Pincher Creek Co-op Association for parcel Title number 871 135 751 granting an encroachment on the Southeast corner onto the public right-of-way, subject to Alberta Transportation Roadside Development Application approval, and directed administration to engage North & Company to prepare the agreement and all cost associated to prepare and register the agreement be borne by the property owner(s). (*Resolution 21-182*) However, the Town received confirmation from Alberta Transportation that the right-of-way is under the control of the Alberta Transportation and that the adjacent property owners contact their office accordingly. This file is closed.

- 6) On May 10, 2021, Town Council authorized and approved the Election Services Agreement between the Town and the Livingstone Range School Division for the general election to be held October 18, 2021. (*Resolution 21-184*) this file is in progress.

Land Sale

A Summary List of Town Lots for sale is available on the Town of Pincher Creek website. A total of twenty-four (24) commercial zoned town owned properties are listed. These are Highway Drive-in Commercial – C2, Transitional Commercial – C4, Business Park – I3, General Industrial and Warehousing – I1 zoned lots in the North East Industrial area.

On August 7, 2019 Town Council accepted the offer to purchase for Plan 0613747, Block 5, Lot 6 in the amount of \$70,700 plus GST and directed administration to provide North & Company Law Office to act on the Town's behalf regarding the real estate transaction. On January 17, 2020 North & Company provide confirmation of the balance of the land sale proceeds and advised that the transfer of title is held in abeyance until receipt of further direction. The review regarding the level of completion and/or progress of the building is ongoing of which the purchaser has up to two (2) years to complete.

On November 9th, 2020 Town Council accepted the Wild Winds Brewery offer to purchase in the amount of \$60,000.00 plus GST for Plan 0614431, Block 1, Lot 4 at the corner of Scott Avenue and Veterans Street and directed administration to provide North & Company Law Office to act on the Town's behalf regarding the real estate transaction. On May 25, 2021 Town Council granted a five (5) month time extension for the Real Estate Purchase Contract dated November 12, 2020. (*Resolution 21-201*) This file is in progress.

On December 14, 2020 Town Council counter offered the offer to purchase for Roll#08603200 dated November 25, 2020 in the amount of \$67,000.00 plus GST. Instructions were provided to R Roy Davidson Law Office to act on the Town's behalf regarding the real estate transaction. This file has been completed and is closed.

General Insurance

In cooperation with the finance department we have been reviewing the property and equipment schedules including all certificates of insurance and coverage of Town owned properties. Regarding the reporting requirements for additions, deletions of assets and claims we confirm that it is current and the activities for this first and second quarter ending have been minimal.

Tax Recovery

We confirm that the Tax Recovery Arrears List for Lands and Mobile Homes dated March 12th, 2021 have been registered covering a total of twenty-six (26) properties (13 *Lands and 13 Mobile Homes*). Notification have been mailed to the property owners in accordance with the Municipal Government Act. Discharge of tax notifications for paid tax arrears accounts are being filed with Land Titles Office after confirmation of payments. This file is ongoing and in progress.

On August 24, 2020, Town Council authorized and approved to engage TAXervice to manage the property tax arrears recovery for the Town of Pincher Creek. On October 26, 2020 Town Council approved the tax arrears recovery Public Auction to be held on January 21st, 2021. (*Resolution 20-480*) The tax arrears recovery program is revenue neutral as all associated costs are at the rate-payers expense.

On February 22, 2021, Town Council directed administration to take title of parcel Plan 8089JK, Lot 262 Roll 7701000 and offer the property for sale by listing it for an amount of \$12,400 on the Town's web site. (*Resolution 21-056*) This file is ongoing.

Development Activities

Administration receives applications for development permits, home occupation and sign permits, on an ongoing basis. Any discretionary use applications and application for development waivers are referred to the Municipal Development and Subdivision Authority (*MDSA*) for decisions and/or recommendations.

Summary of development activities

this first and second quarter year-to-date are as follows:

17 - Development Permit Applications total value of \$1,058,050.00

Y-T-D: 17 Development Permits for an estimated aggregate total value of \$1,058,050.00

3 - Sign Permit Application

Y-T-D: 3 Sign Permit Applications

5 - Home-Based Occupation Permits

Y-T-D: 5 Home-Based Occupation Permits

42 Compliance Certificates issued

Y-T-D: 42 Compliance Certificates issued

17 MDSA applications heard/decided

Y-T-D: 17 MDSA Applications heard/decided

Bylaw Enforcement

The Bylaw Enforcement Department is to enforce the bylaws, provincial acts and regulations including developments without permits, expired permit and unsightly premises. The internal incidents/activities reporting and tracking process of the Community Peace Officer, which is on an ongoing basis, is current and reviewed daily, and in compliance with the Public Security Peace Officer Program. For the first and second quarter 2021 there were a total of **29 counts** year-to-date of incident types reported of which the detailed report is attached. Currently, the CPO is handling all incoming dog and general animal complaints.

Peace Officer Shared Services

In addition to providing peace officer services to the Village of Cowley the Town also provides animal control services to the MD of Pincher Creek on an on-call basis. Internal reporting regarding bylaw enforcement services, including time allocations, in each jurisdiction is ongoing and reviewed by administration accordingly.

Weed Control/Inspection

The CPO provide and oversee the Town's weed control program which typically runs from May to November in each year.

Noxious weeds are on the list of things that Community Peace Officer watch for while on routine patrols during spring and summer months. Complaints from property owners allows Bylaw Enforcement to be successful in keeping the community for most part noxious weed free.

When invasive plant species (*noxious weeds*) are detected by the CPO or by residents, there are several ways that CPO handle weed concerns in town.

- 1) Weeds on town property; CPO will contact the licenced pesticide applicator.
- 2) Make an IWork's for Public Works to maintain the area.
- 3) CPO will pull or dig up weeds if it's on a small-scale infestation. Small-scale meaning one or two invasive plants along an alley way.

- 4) Weeds on private property are handled by the property owner. CPO contact the property owner to maintain weed infestations as property owners' see fit. Authority is provided under the town's nuisance bylaw 1574-19. Section 3. This includes dandelions.

Respectfully Submitted,

Gus Kollee,
Manager Legislative Services.

/ak

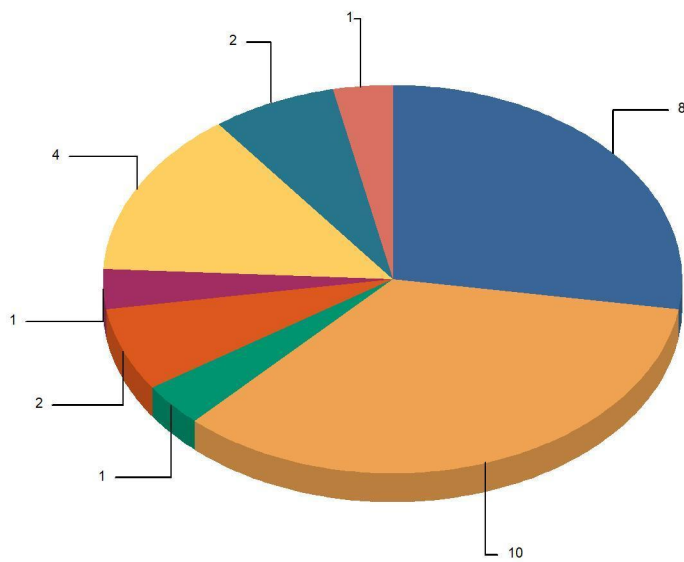
Attachments

PINCHER CREEK

QUARTERLY REPORT Statistics from Occurred Date: 1/1/2021 12:00:00AM to 6/30/2021 11:59:00PM

File/Complaint Report

Count of Incident Types



BY LAW : # 1476 CPO / BYLAW OFFICER	8
BY LAW : # 1525 ANIMAL CONTROL	10
BY LAW : # 1550 BUSINESS LICENSING	1
BY LAW : # 1574-06 NUISIANCES / UNTIDY /	2
BY LAW : PROBLEM WILDLIFE	1
PINCHER CREEK : BY LAW : # 1348 TRAFFIC	4
PINCHER CREEK : MD OF PINCHER CREEK	2
PROVINCIAL : TRAFFIC SAFETY ACT	1
Total:	29

PINCHER CREEK : BYLAW : # 1348 TRAFFIC: 4 14%

File/Complaint Report

PINCHER CREEK : BYLAW : # 1476 CPO / BYLAW OFFICER: 8 28%

PINCHER CREEK : BYLAW : # 1525 ANIMAL CONTROL: 10 34%

PINCHER CREEK : BYLAW : # 1550 BUSINESS LICENSING: 1 3%

PINCHER CREEK : BYLAW : # 1574-06 NUISIANCES / UNTIDY / UNSIGHTLY: 2 7%

PINCHER CREEK : BYLAW : PROBLEM WILDLIFE: 1 3%

PINCHER CREEK : MD OF PINCHER CREEK: 2 7%

PINCHER CREEK : PROVINCIAL : TRAFFIC SAFETY ACT: 1 3%

Grand Total: 100.00% Total # of Incident Types Reported: 29

Town of Pincher Creek
Operating Summary - By Department
For the Three Months Ending Wednesday, March 31, 2021

	2020 Actual	2021 Actual	2020 Budget	2021 Budget	Variance	% Variance
Revenues						
Net municipal property taxes (Note 1)	\$4,679,575.76	(\$421,793.19)	\$4,678,842.93	\$4,715,243.99	\$5,137,037.18	(8.95%)
User fees and sales of goods	2,068,742.70	259,195.79	1,993,273.75	1,965,674.40	1,706,478.61	13.19%
Government transfers for operating	1,747,096.60	37,185.11	1,052,668.00	1,065,529.64	1,028,344.53	3.49%
Franchise and concession contracts	837,684.41	173,530.62	825,050.00	881,050.00	707,519.38	19.70%
Rentals	635,604.13	123,873.70	752,948.60	757,048.64	633,174.94	16.36%
Investment income	249,158.16	17,617.35	220,860.00	218,860.00	201,242.65	8.05%
Penalties & Costs	92,581.22	25,015.62	92,100.00	97,600.00	72,584.38	25.63%
Licences & Permits	106,862.50	67,312.31	93,600.00	112,600.00	45,287.69	59.78%
Other Revenues & Adjustments	113,036.80	50,126.84	191,289.17	111,689.21	61,562.37	44.88%
Total Revenue	10,530,342.28	332,064.15	9,900,632.45	9,925,295.88	9,593,231.73	
Expenses						
Legislative	275,043.61	69,692.32	311,963.87	341,046.65	271,354.33	20.43%
Administration	873,354.84	203,850.83	878,629.70	851,825.75	647,974.92	23.93%
Protective Services	1,190,922.74	319,897.82	1,183,224.99	1,385,691.09	1,065,793.27	23.09%
Roads, streets, walks & lighting	1,261,256.50	196,119.27	1,255,944.17	1,417,498.66	1,221,379.39	13.84%
Water supply & distribution	1,190,187.51	206,727.37	1,118,328.17	1,376,486.53	1,169,759.16	15.02%
Wastewater treatment & disposal	775,209.37	125,907.42	785,617.26	958,477.12	832,569.70	13.14%
Waste management	459,550.48	75,484.09	552,893.14	516,462.52	440,978.43	14.62%
Other environmental use & protection	44,896.23	7,949.45	74,692.68	67,802.71	59,853.26	11.72%
Public health & welfare services (Note 2)	309,053.09	176,315.12	344,389.39	349,937.61	173,622.49	50.38%
Planning & development	581,546.05	137,213.99	701,172.27	640,158.19	502,944.20	21.43%
Recreation & Culture	3,194,353.69	678,866.49	3,397,778.62	3,367,448.95	2,688,582.46	20.16%
Total Expenses	10,155,374.11	2,198,024.17	10,604,634.26	11,272,835.78	9,074,811.61	19.50%
Excess revenue over expenses	374,968.17	(1,865,960.02)	(704,001.81)	(1,347,539.90)	518,420.12	
Other						
Government transfers for capital	882,842.76		125,000.00	5,114,378.00	5,114,378.00	0.00%
Gain (loss) on disposal of tangible capital assets	(3,919.01)		500.00	500.00	500.00	0.00%
	878,923.75		125,500.00	5,114,878.00	5,114,878.00	0.00%
Excess of revenue over expenses	1,253,891.92	(1,865,960.02)	(578,501.81)	3,767,338.10	5,633,298.12	
Surplus Funds Allocated Below:						
Acquisition of tangible capital assets	4,120,390.09	225,872.11	5,033,940.00	7,925,000.00	7,699,127.89	2.85%
Other Funding Capital Projects				(70,000.00)	(70,000.00)	0.00%
Loan Funding Capital Projects	(1,900,924.60)		(1,837,500.00)			0.00%
Repayment of debenture principle	135,381.94	24,696.17	227,709.09	191,220.49	166,524.32	12.92%
Net transfers to/from reserves	773,071.97		(2,752,605.76)	(2,673,841.35)	(2,673,841.35)	0.00%
Less: Amortization	(1,671,573.50)		(1,250,706.00)	(1,605,448.00)	(1,605,448.00)	0.00%
Less: Loss on sale of TCA	(53,919.01)					0.00%
Less: Purchase of Excavator & Loader on Trade In	(158,300.00)					0.00%
	1,244,126.89	250,568.28	(579,162.67)	3,766,931.14	3,516,362.86	
Net surplus (deficit)	9,765.03	(2,116,528.30)	660.86	406.96	2,116,935.26	

Note 1: Payments have been made for the School Requisitions and the taxes have not yet been levied

Note 2: This includes 100% of Joint Funding paid to the MD

Note 3: 2020 Actual amounts have been restated by reallocating PC EMS and the Police costs to expenses rather than reducing Municipal Taxes

Net Surplus (Deficit)	
Total Net Surplus (Deficit)	\$9,765.03
Less (Add): Net Surplus (Deficit) PCCELC	9,219.00
Town Net Surplus (Deficit)	\$ 546.00



TOWN OF PINCHER CREEK

Operating Statement - By Object

For the Three Months Ending Wednesday, March 31, 2021

	2020 Actual	2021 Actual	2020 Budget	2021 Budget	Variance	% Variance
Revenues						
Net municipal property taxes	\$4,679,575.76	(\$421,793.19)	\$4,678,842.93	\$4,715,243.99	\$5,137,037.18	(8.95%)
User fees and sales of goods	2,068,742.70	259,195.79	1,993,273.75	1,965,674.40	1,706,478.61	13.19%
Penalties and costs of taxes	92,581.22	25,015.62	92,100.00	97,600.00	72,584.38	25.63%
Licences and permits	106,862.50	67,312.31	93,600.00	112,600.00	45,287.69	59.78%
Franchise fees	837,684.41	173,530.62	825,050.00	881,050.00	707,519.38	19.70%
Return on Investments	174,158.16	17,617.35	220,860.00	218,860.00	201,242.65	8.05%
Rentals & Leases	635,604.13	123,873.70	752,948.60	757,048.64	633,174.94	16.36%
Government transfers for operating	1,822,096.60	37,185.11	1,052,668.00	1,065,529.64	1,028,344.53	3.49%
Other Revenues & Adjustments	113,036.80	50,126.84	191,289.17	111,689.21	61,562.37	44.88%
Total Revenue	10,530,342.28	332,064.15	9,900,632.45	9,925,295.88	9,593,231.73	
Expenses						
Salaries, wages & benefits	3,809,897.02	762,108.47	3,913,723.84	4,124,031.40	3,361,922.93	18.48%
Contracted and general services	690,838.56	311,101.28	740,122.64	962,926.01	651,824.73	32.31%
Professional Services	1,198,834.14	213,528.94	1,307,614.92	1,255,549.92	1,042,020.98	17.01%
R & M and rentals & leases	818,210.62	173,865.33	1,172,965.47	1,261,456.90	1,087,591.57	13.78%
Insurance	141,868.88	158,915.74	143,270.15	145,300.00	(13,615.74)	109.37%
Goods	420,692.38	68,916.39	467,826.94	440,235.03	371,318.64	15.65%
Utilities	677,922.69	178,134.90	729,429.05	790,480.01	612,345.11	22.54%
Land Held For Resale - Costs	6,036.79					0.00%
Amortization	1,675,853.50		1,250,706.00	1,605,448.00	1,605,448.00	0.00%
Transfer To Other Operating			(0.01)			0.00%
Transfers to Organizations	524,056.20	322,761.53	675,171.00	526,541.07	203,779.54	61.30%
Bank Charges	7,954.31	1,921.73	6,495.01	6,650.01	4,728.28	28.90%
Interest on long-term debt	129,499.40	6,769.86	151,038.20	135,567.43	128,797.57	4.99%
Other Expenditure & Adjustment	53,709.62		46,271.04	18,650.00	18,650.00	0.00%
Total Expenses	10,155,374.11	2,198,024.17	10,604,634.25	11,272,835.78	9,074,811.61	19.50%
Excess (Deficiency) revenue over expenses before other	374,968.17	(1,865,960.02)	(704,001.80)	(1,347,539.90)	518,420.12	
Other						
Government transfers for capital	882,842.76		125,000.00	5,114,378.00	5,114,378.00	0.00%
Net Gain (Loss) on sale of tangible capital assets	(3,919.01)		500.00	500.00	500.00	0.00%
	878,923.75		125,500.00	5,114,878.00	5,114,878.00	0.00%
Excess (Deficiency) revenue over expenses	1,253,891.92	(1,865,960.02)	(578,501.80)	3,767,338.10	5,633,298.12	
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Loan Funding Capital Projects	(1,900,924.60)		(1,837,500.00)			0.00%
Repayment of debenture principle	135,381.94	24,696.17	227,709.09	191,220.49	166,524.32	12.92%
Net transfers to/from reserves	773,071.97		(2,752,605.76)	(2,673,841.35)	(2,673,841.35)	0.00%
Amortization	(1,671,573.50)		(1,250,706.00)	(1,605,448.00)	(1,605,448.00)	0.00%
Purchase of Excavator & Loader on Trade In	(158,300.00)					0.00%
Loss on sale of tangible capital assets	(53,919.01)					0.00%
	1,244,126.89	250,568.28	(579,162.67)	3,766,931.14	3,516,362.86	
Balanced budget	9,765.03	(2,116,528.30)	660.87	406.96	2,116,935.26	



OPERATIONS DEPARTMENT

Major Project Update

As of July 19, 2021

Project Title	Status	Consultant	Contractor	Details
Lebel Mansion Elevator Access	Completed	N/A	Lethbridge Elevator Ltd.	<ul style="list-style-type: none"> - Final Inspection was completed on July 16, 2021 and passed. Elevator and now operational.
Infrastructure Master Plan	In-Progress	ISL Engineering	N/A	<ul style="list-style-type: none"> - Phase 1 completed in 2020 - Phase 2 underway
NE Industrial Area Structure Plan	In-Progress	Stantec	N/A	<ul style="list-style-type: none"> - No update (being managed by Legislative Services)
Hydrant Replacements	Awarded	N/A	Jenex Contracting Ltd.	<ul style="list-style-type: none"> - Work anticipated occur in August 2021 - Locations in the Canyon Drive/Victoria Crescent Area
Sanitary Forcemain Twinning (AMWWP Grant)	In-Progress	Stantec	Dennis' Dirtworx Ltd.	<ul style="list-style-type: none"> - Project awarded and contracts signed - Project start-up meeting completed July 6, 2021 - Construction expected to start in mid-August
Waterline Creek Crossing Replacement	Construction Postponed to 2022	Stantec	TBD	<ul style="list-style-type: none"> - Construction being postponed to 2022 due to significant impacts of Creek designation increasing preliminary design requirements. - Have received confirmation of grant extension for the Alberta Community Resiliency Program to December 31, 2022.
WTP Pump Replacements (Municipal Stimulus Grant)	Awarded	ISL Engineering	BCI-Canada (for Alum) DMT Mechanical (for additional pumps)	<ul style="list-style-type: none"> - Alum Pump System Replacement Complete - Pump Replacement RFQ completed and awarded, installation expected in October 2021.
Watermain Survey (Municipal Asset Management Grant)	In-Progress	ISL Engineering	N/A	<ul style="list-style-type: none"> - Grant funding confirmed - Survey complete, data analysis underway



OPERATIONS DEPARTMENT

Major Project Update

As of July 19, 2021

Project Title	Status	Consultant	Contractor	Details
Water Treatment Plant PLC Replacement	In-Progress	N/A	Candu Automation & Control Solutions Ltd.	<ul style="list-style-type: none"> - Parts being ordered, work expected to commence in June 2021 with completion estimated in November 2021
Community Recreation Centre HVAC Upgrades	Awarded	N/A	Chief Mountain Gas Co-op Ltd.	<ul style="list-style-type: none"> - Contract awarded - Construction Start Date TBD
Large Document Plotter/Scanner	Completed	N/A	Corporate Business Equipment Ltd.	<ul style="list-style-type: none"> - Plotter/Scanner received and operational - Project on time and on budget
Church to Willow Storm Upgrades	In-Progress	ISL Engineering	Jenex Contracting Ltd.	<ul style="list-style-type: none"> - Contract awarded - Start-up meeting scheduled for July 20, 2021 - Construction anticipated to begin in late July.
2021 Concrete Replacement	In-Progress	N/A	McNally Contractors (2011) Ltd.	<ul style="list-style-type: none"> - Start-up meeting completed July 14, 2021 - Construction expected to start late-summer/early fall
Charlotte Street Sanitary Sewer Lining	Completed	ISL Engineering	McGills Industrial Services	<ul style="list-style-type: none"> - Lining of sanitary sewer on Charlotte Street between Beaver Drive and Geddes Avenue completed - Project on time and under budget

* Above is not a comprehensive list of projects and only highlights those projects Administration deems as "major" or which we believe Council would be interested in updates.