



**COMMITTEE OF THE WHOLE
MEETING AGENDA**
Wednesday, July 5, 2023 at 8:30 a.m.
Council Chambers, Town Hall
[Zoom Link](#)

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
 - 3.1 Library Board – Kayla Lorenzen, Sandra Baker & Michael Barkwith ([pg. 2](#))
4. **Committee Reports**
5. **Administration**
6. **Business Arising from the Minutes**
 - 6.1 Town Snow Management Discussion ([pg. 4](#))
 - 6.2 Huddleston Coffee with Council (No RFD)
7. **Policy**
 - 7.1 Policy Training
8. **New Business**
 - 8.1 Claresholm Parade – Aug 12, 2023 ([pg. 7](#))
 - 8.2 Annual Alberta Fire Training Conference Donation ([pg. 13](#))
9. **Closed Session Discussion**
 - 9.1 PCCELC Financial Update - FOIP 16
 - 9.2 Strategic Planning Sessions - FOIP 24
 - 9.3 Shared Services Costing Framework Discussion (No RFD) - FOIP 21
10. **Adjournment**

Pincher Creek Municipal Library Expansion Plan

Why Expand the Library?

- The current space is too small—we have one of the smallest libraries per capita in the province
- We don't have enough room for the amount of collections we are supposed to for our population size and have to rely more on Inter-Library Loans
- Also our shelves are too high and too close together to meet accessibility standards
- We have no storage room and have to rely on a SeaCan in the old pool and a maintenance room to store seasonal materials and equipment
- We do not have space to offer more than one table for patrons to use
- Our 1 meeting room only fits about 10 people and is too small for some of programs or for community groups that would like to borrow it
- We often have multiple people/groups that would like to use the meeting room at the same time
- The children's area is too small for the programs that we offer there and people are often crammed uncomfortably together
- There is no teen area for kids to hang out in after school
- We have no where for families to put their strollers or car seats during programs
- There is no staff work area and staff often have to move around the library to get their work done
- We don't have space for more computers, for adults or in the children's area

What is Our Plan for the Ideal New Library?

- Expand our size to 7500 Sq/ft to accommodate our current and future populations and programs
- Create a forward thinking library space that will not need to be expanded or majorly renovated for 30-50 years
- Multiple program rooms of different sizes for different programs and community groups to use
- A small quiet office for patrons to use
- One program room will have access to a sink as well as an external door for groups to use outside of library hours
- A performing arts space
- An art gallery space
- A quiet reading area with couches and tables
- Multiple tables for patron use throughout the day
- A staff work room/rest room with storage
- An easily accessible storage room for our current and future sport/recreation equipment
- A central circulation desk
- Room for more shelving to accommodate additional materials for patrons to borrow
- Accessible barrier free public washrooms
- Expanded children's and teen spaces for programming and families/patrons to spend time in
- All of the above on one safe comfortable easy to use accessible level

Pincher Creek Municipal Library Expansion Plan

Over the spring of 2023, the Pincher Creek Municipal Library distributed a survey for patrons to fill out as well as a community engagement night. These were so that the library could gain insight and information on the direction of programming, services, and the library as a whole. The responses were very insightful.

When asked what could be improved on at the library almost 21% of respondents expressed a need for a bigger library space. Patrons want:

“Need more work spaces”

“More comfy and secluded places to read”

“The best improvement would be a larger facility”

“More space for a wider range of books”

“Larger space for cultural activities, teen space and collections”

“We need a bigger space! With a community theatre space.”

More spaces for the community to hold meetings “a large multi-purpose area”

People are concerned about the look of downtown. Several people in our survey and our community engagement night felt that this was an issue that needs to change. Expanding or moving the Library could help with this issue.

“Concerned with our main street! Would like to see it filled with more thriving businesses that would welcome people to town, and encourage more local spending”

“Downtown core needs serious revitalization”

“Our downtown is a wasteland”

“revitalize downtown”

We have empty buildings downtown!...Provide incentives for beautification on main street”

When asked about the ideal library for our community, 35% of comments stated a bigger library or a better facility was needed for the library. Patrons want:

“Bigger meeting rooms for talks and presentations”

“Bigger. Maybe more nooks and crannies and comfy chairs for reading”

“They could use a bigger building to house more programs for the community, children and for their own staff as well”

“Larger kids area...more study tables and comfy chairs”

“A way bigger area for the children and have access for them to have computers as well”

“Much more sitting space to do work”

“more space for immediate collection”

“larger space and more funding”

In both the survey comments and the community engagement night, a Performing Arts Centre was brought up as a need for our community. There is a desire for there to be more cultural events within the community and there needs to be a place where it can happen.

“We could use more access to live music/theatre/performing arts”

“More multicultural events”

“Larger gathering space for child/youth community events... and cultural events”

“Theatre space for lectures, open mike, poetry, music – coffee shop/cafeteria – more space for sitting and reading and studying”



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Town Snow Management Discussion	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 7/5/2023

PURPOSE:

To have a discussion with Council of the overarching principles to inform snow management policies moving forward in Pincher Creek.

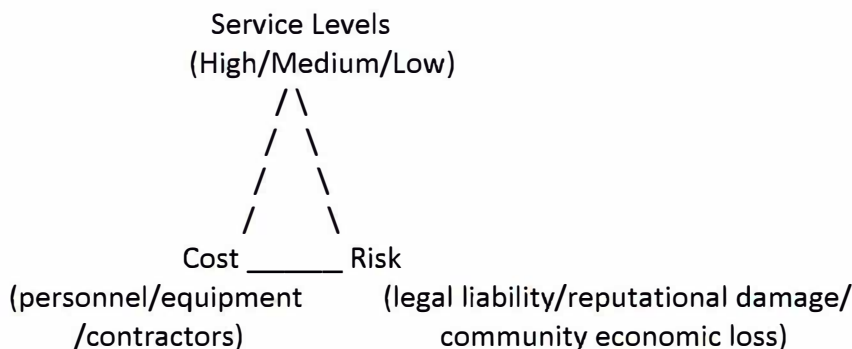
RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to draft a Public Engagement Strategy for the purpose of soliciting community feedback on Snow Management to be brought to the August Committee of the Whole for discussion.

BACKGROUND/HISTORY:

There is no right or wrong answer with policy direction from Council, especially regarding snow removal. Policies can range from not doing any snow removal (very cost effective, but likely to upset residents) to immediately removing and hauling away any/all snow that falls on roads, sidewalks, and pathways (very expensive, also likely to upset residents). Ultimately, the solution lies somewhere in the middle and every community must determine where along the spectrum they fall to find an acceptable balance for their residents when weighing costs against service levels.

In order to assist administration in drafting a policy that attempts to embody the values of residents (as funneled through Council), we would like to have an open discussion/brainstorming with Council of what some of the values of the community may be. It is also strongly recommended that the community is engaged for their feedback and values before drafting a policy on snow management. This will allow for Council to make informed decisions hearing from the entire community.



The above triangle represents all decisions made by administration and council. Any choice made towards one of the points will impact the other 2 points. For example, by increasing a service level, you increase costs but reduce risk.

Some initial questions for Council to discuss are:

- Should there be a higher emphasis on pedestrian or vehicle traffic?
- Is there a difference in approach between residential and business areas?
- Is there a target for cost increase/decrease?

Some values to consider and discuss are:

- Economic Development
- Safety
 - For staff?
 - For general public?
 - For emergency services?
 - For those with mobility issues?
- Cost Savings
- Accessibility
 - For seniors?
 - For businesses?
 - For tourists?
 - For recreational activities?
 - For schools?
- Limitation of liability

By not including a specific value, it does not mean that it is unimportant, but rather that it does not form one of the tenets of the policy approach.

Samples of policy statements from other municipalities which emphasize their overarching values:

- ...aims to maintain transportation networks in a SAFE, FISCALLY RESPONSIBLE, and EFFECTIVE manner.
- ... to prevent or REDUCE ACCIDENTS and injury, facilitate the handling of emergencies by the FIRST RESPONDERS and police services and MINIMIZE ECONOMIC LOSS to the community.
- ...to REDUCE snow and ice HAZARDS to provide REASONABLE ROAD SAFETY and mobility under normal winter weather conditions.
- ...will manage snow and ice on municipal roadways and on sidewalks adjacent to municipal property to prevent or REDUCE ACCIDENTS and injuries, ensure safe access for EMERGENCY VEHICLES, MINIMIZE ECONOMIC LOSS to the community, and mitigate harm to the ENVIRONMENT.

- ... To ensure municipal streets and sidewalks are maintained in a REASONABLY SAFE condition during periods of snowfall and icy conditions balanced against BUDGETARY LIMITATIONS, available personnel and equipment.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to incorporate the values of _____, _____, and _____ when drafting the revised policies regarding Snow Management.

That Council for the Town of Pincher Creek table the Snow Management Discussion to be brought forward at the August Committee of the Whole for further discussion.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Implications will be dependent on Council's values, and will be brought forward with the drafted policy.

FINANCIAL IMPLICATIONS:

None at this time. Financial impacts will be brought forward with the drafted policy options.

PUBLIC RELATIONS IMPLICATIONS:

Of all of Council's policies, snow management is one of the highest categories of receiving resident comments, complaints, and feedback. It is recommended the Town conduct community engagement before making policy decisions on snow management.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports Council's thorough discussion of snow management values.

Signatures:

Department Head:



CAO:





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Claresholm Parade August 12, 2023	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 6/26/2023

PURPOSE:

Invite to the annual Claresholm Fair Days CANDY Parade on August 12, 2023!

RECOMMENDATION:

That Council for the Town of Pincher Creek will attend the Claresholm Fair Days CANDY Parade on August 12, 2023 and send Councillor _____.

BACKGROUND/HISTORY:

- This year's parade theme is "The Good Old Days." Think of all the fun things past fair days events bring to mind - be creative!
- All entries to be at the marshalling area (Claresholm Community Centre parking lot - NOTE! New Parade Route this year!) by 9:30 AM for judging, with the parade to start at 11 AM.
- Our parade is promoted as a CANDY parade but it is not mandatory to participate. We highly encourage it!
- The Town of Claresholm reserves the right to refuse parade entries deemed to be obscene, dangerous or in poor taste.
- Please complete this entry by August 10, 2023. You can also register the morning of the parade if necessary.

ALTERNATIVES:

accept the Claresholm Parade as information

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

NA

FINANCIAL IMPLICATIONS:

Cost of Councillor attending the parade & Candy

PUBLIC RELATIONS IMPLICATIONS:

NA

ATTACHMENTS:

Claresholm Parade Entry 2023 - 3192

CONCLUSION/SUMMARY:

A Councillor to attend the event.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas

Claresholm Parade Entry 2023

We invite you out to be a part of the annual Claresholm Fair Days CANDY Parade on August 12, 2023! Judging begins at 9:30 AM and the parade begins at 11AM sharp!

Parade Rules & Information:

- This year's parade theme is "The Good Old Days." Think of all the fun things past fair days events bring to mind - be creative!
- All entries to be at the marshalling area (Claresholm Community Centre parking lot - NOTE! New Parade Route this year!) by 9:30 AM for judging, with the parade to start at 11 AM.
- Our parade is promoted as a CANDY parade but it is not mandatory to participate. We highly encourage it!
- The Town of Claresholm reserves the right to refuse parade entries deemed to be obscene, dangerous or in poor taste.
- Please complete this entry by August 10, 2023. You can also register the morning of the parade if necessary.

 [Request edit access](#)



There is no fee to enter the parade but this year, we will be accepting cash donations at the entrance to support our ongoing costs.

Thank you for joining us and for making our parade the best one ever!

[Sign in to Google](#) to save your progress. [Learn more](#)

Email/ contact number

Your answer

Organization / business representing

Your answer

Category for judging (pick best fit)

- Antique Vehicles
- Children and Youth
- Commercial/Business
- Decorated Horse
- Organization, service club, or municipality
- Other:

 [Request edit access](#)



Contact name

Your answer

Waiver of Liability and Agreement - I agree that the Volunteers and Organizing Committee will not be held responsible for any accident or loss, however caused, and damages, which may arise, from such accident or loss. If a medical emergency occurs during the parade and I am not available to take charge, the Volunteers and/or Organizing Committee may call for an ambulance or other medical assistance. Costs of ambulance or other services will be my responsibility. I give permission to publish names, parade related information and photographs of myself and entry participants. By clicking I accept, I agree to the Waiver of Liability & Agreement for all participants listed above.

I accept

Submit

Clear form


Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)

Google Forms

 Request edit access



 Request edit access





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Annual Alberta Fire Training Conference Donation	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 7/5/2023

PURPOSE:

The Alberta Fire Training Conference is hoping that you are interested in making a donation to the Alberta Fire Training Conference. This year, the silent auction proceeds will be going to a Tsuu T’iina Nation Firefighter who was diagnosed with a terminal illness. They are hoping to raise money for him and his family during this immensely difficult time

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to donate \$_____ to the Alberta Fire Training Conference.

BACKGROUND/HISTORY:

Regardless of the amount you choose to donate, your business will be seen by other vendors, and delegates from across the western region! Sponsors will be listed on overhead screens continuously throughout the tradeshow hours and linked on our website. If a monetary donation is not an option, no problem, we have another way you can show your support!

The second option is to donate to the silent auction or to our swag bags. Donations can include but are not limited to, gift certificates, getaway packages, household items, vehicle items, firefighter tools, gear, etc.

ALTERNATIVES:

accept as information

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

NA

FINANCIAL IMPLICATIONS:

The cost of the donation.

PUBLIC RELATIONS IMPLICATIONS:

A good cause to support

ATTACHMENTS:

AFTC 2023 Sponsorship Registration - 3204

CONCLUSION/SUMMARY:

Supporting the the Alberta Fire Training Conference

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

The Alberta Fire Training Conference Committee is excited to announce our **18th Annual Alberta Fire Training Conference**.

The conference will take place from **October 19 to October 21** at the Lethbridge Coast Hotel. This year's theme is **"Back to the Basics"**.

The Alberta Fire Training Conference brings modern training information to firefighters across Western Canada through educational seminars and hands-on training, as well as hosts a wide variety of service-related vendors at the walk-through tradeshow.

The conference begins on Thursday with Captain Sean Gray from Cob County Fire & Emergency Services and Captain John Ceriello from FDNY instructing our "Hands On Training". These two world-class instructors will share their knowledge on fire behaviour, fire control, airflow and flow paths, etc.

Both Captain Gray and Captain Ceriello will join us again on Friday with a full-day seminar discussing topics such as the coordinated attack, search and rescue, and fireground operations.

On Saturday, the participants can choose from several sessions with topics such as fire service leadership, flow paths, VES techniques, etc.

The conference also includes our annual tradeshow on Friday and Saturday.

Mark your calendar for this exciting training and educational opportunity!



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

Sponsorships

Donations can be made for meals or the following 5 levels:

First Alarm:

\$100 - \$300 which will have you identified as a sponsor in the conference program, as well as being featured on the PowerPoint.

Two Alarm:

\$301 - \$600 which will have you identified in the conference program, featured in medium font on the power point, and have promotional literature (if provided) included in delegates' welcome bag.

Three Alarm:

\$601 - \$999 which will have you identified in the conference program, featured in medium font on the power point, have their link/logo on our website, have promotional literature (if provided) included in delegates' welcome bag and be announced as a sponsor at coffee breaks.

Four Alarm:

\$1,000 – \$2,000 which will have you identified in the conference program, featured in large font on the power point, have their link/logo on our website, have promotional literature (if provided) included in delegates' welcome bag, and be announced as a sponsor at coffee breaks.

Five Alarm:

\$2,001 < greater which will have you identified in the conference program, featured in extra-large font on the power point, have their link/logo on our website, receive sponsorship recognition at the lunch/banquet and of Guest Speaker, have promotional literature (if provided) included in delegates' welcome bag, and have their banner displayed at the lunch/banquet (if a banner is provided).

Regardless of the amount you choose to donate, your business will be seen by other vendors, and delegates from across the western region! Sponsors will be listed on overhead screens continuously throughout the tradeshow hours and linked on our website. If a monetary donation is not an option, no problem, we have another way you can show your support! The second option is to donate to the silent auction or to our swag bags. Donations can include but are not limited to, gift certificates, getaway packages, household items, vehicle items, firefighter tools, gear, etc.



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

Silent Auction

Proceeds from the silent auction will be given to John Pace. John is a current member of the Tsuut'ina Nation Fire and Rescue Service who is battling cancer. All monies collected will assist John and his family. All donations are greatly appreciated for this worthy cause.

Sponsors and Silent Auction Donations

Please provide your website address and artwork for your logo (in either bitmap or jpeg format) for linking and posting on the website. All sponsors will be listed by sponsorship level in the program booklet that are included in the delegates packages. Sponsorship literature, when provided, will also be included in the delegate packages. All information and material **MUST** be received before September 15 to allow time for printing of programs and assembly of delegate packages.

To sponsor or donate, please visit www.abfiretraining.org after July 1.

Arrangements for pick up/drop off Silent Auction items will be made upon confirmation of donation.

Any questions, please contact Jenn McMaster:
(403) 485-3122

jennifer.mcmaster@vulcancounty.ab.ca



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

SPONSORSHIP REGISTRATION

Company Name		
Company Representative		
Address		
City	Province	Postal Code
Phone Number	Email	
Sponsorship Level: <input type="checkbox"/> 5 Alarm \$2,001 or greater <input type="checkbox"/> 4 Alarm \$1,000 - \$2,000 <input type="checkbox"/> 3 Alarm \$601 - \$999 <input type="checkbox"/> 2 Alarm \$301 - \$600 <input type="checkbox"/> 1 Alarm \$100 - \$300 <p style="text-align: right;">TOTAL: \$ _____</p>		
<input type="checkbox"/> Cheque	Mail completed sponsorship form and cheque to: Southern Alberta Fire Department Conference 7019 Township Road 114, Cypress County, AB T0K 1Z0	
<input type="checkbox"/> Cash/Online	Contact Dustin at dustin.vossler@cypress.ab.ca to arrange payment	

OFFICE USE ONLY	Donation Received by	Date
	Signature	