



**COMMITTEE OF THE WHOLE
MEETING AGENDA**
Wednesday, October 4, 2023 at 9:00 a.m.
Council Chambers, Town Hall
[Zoom Link](#)

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
 - 3.1 Years of Service – Margaret Fisher
 - 3.2 Bylaw Officer Introduction
4. **Committee Reports**
5. **Administration**
 - 5.1 Recreation Programmer Quarterly Report April - June 2023 ([Page 2](#))
 - 5.2 Recreation Programmer Quarterly Report July – August 2023 ([Page 6](#))
 - 5.3 Community Services Quarterly Report January – March 2023 ([Page 9](#))
 - 5.4 Parks Quarterly Report April – June 2023 ([Page 22](#))
 - 5.5 Parks Quarterly Report July – September 2023 ([Page 30](#))
6. **Business Arising from the Minutes**
7. **Policy**
 - 7.1 Public Participation Policy 166-23 ([Page 35](#))
8. **New Business**
 - 8.1 Presenting the Climate Resiliency and Adaptation Plan at COP 28 in Abu Dhabi ([Page 56](#))
 - 8.2 Council Committees Review and Discussion ([Page 61](#))
 - 8.3 2024 Public Open House Dates ([Page 77](#))
 - 8.4 Schedule of Special Council Meetings for discussion of 2024 Operating and Capital Budget ([Page 79](#))
9. **Closed Session Discussion**
 - 9.1 PC Remo Budget (FOIP s. 24)
 - 9.2 Land Acquisition (FOIP s. 23)
 - 9.3 Arena Concession Operator Proposals (FOIP s. 16)
 - 9.4 Proposed Changes to the Town's Organizational Chart (FOIP s. 24)
10. **Adjournment**

Recreation Programmer
Quarterly Report
April - June 2023



Recreation Programmer – Rhonda Oczkowski

Quarterly Report April - June 2023

Volunteer Week Celebrations April 17 – 22

We look forward to celebrating and giving our thanks to over 80 volunteer groups and organizations by several activities during Volunteer Week. In partnership with the M.D. of Pincher Creek and a grant from Volunteer Alberta. This year things were changed up to an evening event of “Sip & Dessert” with guest speaker Susan Robson (78 people in attendance). A volunteer Recruitment Fair was set up at Ranchland Mall with 19 organizations setting up displays looking for volunteers. A Volunteer Workshop also presented by Susan Robson saw 19 volunteers go away with new strategies to recruit volunteers.



Pitch in Month



April 16 – May 12 is the campaign to have Pincher Creek residents help with a spring clean up. This year community members did get out to clean their neighborhoods and proof was how clean and tidy everything looks. A south hill neighborhood rallied everyone to get out and clean up the trash on the much-needed hill. Local businesses challenged each other to a night of garbage picking.

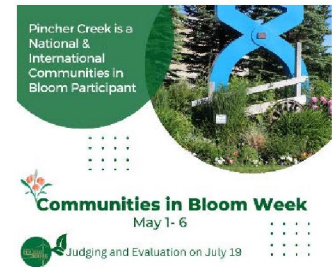


Neighborhood Walk

This popular walk got the community to visit all the neighborhoods in Town along with keeping track to how many kilometers. This group logged 28 km since it began in February. Each walk had about 8 – 10 participants, and a new person always came out. New friendships were developed, appreciation of our neighborhoods and great company.

Communities in Bloom Week

May 1 – 6 was the opportunity to kick off for the arrival of the Judges for the Pincher Creek Evaluation in July. Many social media posts inform us what we all can do in preparation of being evaluated and what is Communities in Bloom.



Baseball & Soccer

Minor baseball and soccer are in full swing during the month of May and June. The sports fields are being used every evening for the 159 soccer players and 125 minor baseball players registered.



Day on the Creek

May 18 was the annual Day on the Creek where we get to learn about our environment, how to take care and make a sustainable place to live.

- Approximately 900 youth and community members in attendance
- 27 stations along the creek path and in Lions Park, Dillmer Park, Ag Grounds
- 30 volunteers
- 40 presenters and co-presenters

Seniors Week

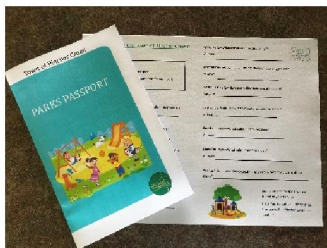
June 5 – 10. In celebration and recognition of the contributions our seniors provide in Pincher Creek they were celebrated in several ways.

- Coffee with Council at Huddellston Center – 15 people
- 150 free ice cream coupons were handed out.
- Free Yoga class – 4 people
- Music Bingo – 8 people
- Pickleball Tournament – 10 registered, cancelled due to power outage at MHHS
- Free swim all week in aquafit, lane, open swim



Parks & Recreation Month for June

This is a fun month to promote our wonderful parks and open spaces and encourage an active lifestyle.



A scavenger hunt was organized by following QR codes that took the participant around Town. Every day a social media post encouraged a different activity and if you submitted a photo doing the activity you were put in a draw for the end of the month to win some prizes. This was well participated in. A Parks Passport was available to encourage you to visit all our parks to find certain features, once completed could be handed in to the Recreation Office for some swag.

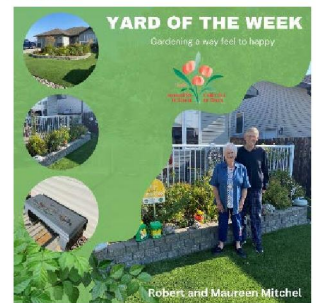


Communities in Bloom Downtown Business Planters

Thanks to a Joint Funding Grant received by Pincher Creek Communities in Bloom, a purchase of an additional 9 self-watering planters was added to make for a total of 25 planters to be rented to downtown businesses to revitalize and enhance the downtown core. All planters were taken immediately with a waiting list of businesses for more next year. The planters were filled by Bluemouse Greenhouse with the main flower color of the year “purple”. These also coordinate with the Pincher Planters hanging baskets. The dedicated Parks staff waters the planters once a week, plus looks after the Town flower gardens. This program was specially noticed by the Communities in Bloom judging team this year.

Yard of the Week

June saw the first “Yard of the Week” winner that is supported by swag from Miracle Gro and Communities in Bloom. The recipient is then responsible for picking the next yard winner, usually selecting a yard that is appealing to them. This program has created great civic pride and encourages everyone to keep things looking neat and tidy. Pincher Creek this year has never looked more aesthetically appealing. We continuously hear from visitors who comment on what a beautiful Town we have!



ReUse & Recycle Fair



June 3 the much asked about ReUse & Recycle Fair was brought back after a 3-year hiatus. The M.D. of Pincher Creek and Town worked together to make this event happen. An Alberta Recycling grant was accessed to help offset some of the

costs of the event. The Reuse fair was held at the M.D. Administrative parking lot which worked well with the new Eco Station. DBS Environmental was hired to look after household hazardous waste and e-waste. The Crowsnest/Pincher Creek Landfill donated their time and bins to collect the after-event items. The M.D. CAO and Reeve and many staff along with the Town Parks staff helped pull off the event. It was estimated over 800 people came through dropping off reusable goods and getting rid of HHW. Pincher Planters participated in their annual perennial plant exchange. Lions Club collected glasses, tabs, and cell phones. The SPCA hosted a BBQ fundraiser.

Serving the Town and MD of Pincher Creek, Community Development Services Not for Sale Photo: Pincher Creek

Join the
Recycling Roundup!

REUSE & RECYCLE FAIR

Saturday, June 3

10 a.m. to 2 p.m.

New Location!

Eco Centre | MD Office – 1037 Heron Avenue, Pincher Creek

REUSE	RECYCLE	TOXIC WASTE ROUNDUP
Residents are invited to bring items they are no longer using, and that are in good working condition, to be picked up and used by someone else. What's in your closet?	Lions Club members will accept eye glasses, hearing aids and pop-can tabs for recycling	DBS Environmental will collect hazardous household waste
NEW ECO STATION WILL BE OPEN AND ACCEPTING MATERIALS		

Hosted by the Town and MD of Pincher Creek with support from the Community of Pincher Creek Landfill

PE WOMAN SOCIETY FUNDRAISING BID

Learn more about recycling these materials at albertarecycling.ca

Recreation Programmer
Quarterly Report
July – September 2023



Recreation Programmer – Rhonda Oczkowski

Quarterly Report July – September

July 1st – Fire Works

The annual fireworks again went off for the Canada Day celebrations. This year the fireworks seemed to be exceptional and were commented on by many. They were staged near the water treatment plant. Many came out to watch at the Ag Grounds with a live D.J. providing music leading up to the 11th hour. Parking and safety controls were managed by the Rec Team.

Boredom Busters

This very popular day camp that ran all day Tuesday and Thursday during the summer months saw an average of 9 – 12 kids partake. Summer student Olivia Oliviera had the kids busy with different themed weeks, field trips visiting our parks, lots of water for the hot summer!



Nerf Games

The kids could not wait to get in to play Nerf Games in the arena. The games were offered 4 times this summer. The free play saw over 100 kids to play.

Pickleball

The pickleball group took their game to the tennis court for the summer. They can be seen playing every Monday, Wednesday and Friday starting at 8 am. They also picked up a few games Wednesday evening also.

Music Bingo

This popular activity for the 55+ group was offered and well attended 2 times during the summer. An average of 15 people came to play in the Pool Party Room with the summer student.



Communities in Bloom Judging

Pincher Creek was ready for the CIB judges on July 19. Colleen Stockford and Larry Hall got the tour, and we were able to show them all that Pincher Creek has to offer. We were evaluated on Community Appearance, Environmental Action, Heritage Conservation, Tree Management, Landscape, Plant & Floral Displays. Evaluation serves a purpose to provide feedback and suggestions as to how we can continue to nurture and enhance our community. We can be proud of how our community residents; commercial and institutional spaces, have continued to contribute to making Pincher Creek a place we enjoy living and visiting.



Communities in Bloom Social

A thank you potluck supper was held at the Kootenai Brown Village following the day of CIB judging. This provided an opportunity to thank Pincher Planters, Oldman Rose Society, community members and Town staff for all they contribute towards keeping Pincher Creek looking good and a great place to live and visit.



Business in Bloom

Local businesses were recognized and awarded for beautifying their businesses on July 19 at the CIB social. Winners were nominated by the community and final decision was made by a volunteer CIB member. Winners were based on tidiness, use of flower color, appearance, and overall impression.

- 1st Place – Small Town Collective
- 2nd Place – Royal Canadian Legion Branch
- Flower Color and Use – Dexter Oilfield
- Community Spirit – Snodgrass Funeral Home



Movie Night

Two outdoor movie nights were held. In collaboration with the Fox Theater, movies were played at Pool Park on the Arena wall. Fresh popcorn and treats were available from the Fox Theater to watch “Super Mario Bro. Movie” with 125+ people attending on August 4th. August 18 about 73 people attended the “Madagascar” movie.



Children's Festival

August 13 was a very hot day that did not stop over 300 people from attending this fun family event. You could keep cool in the Spray Park then check out the Petting Zoo, play lots of lawn games, dig in the sand, D.J. provided music for dancing, and much more. Lots of options were provided to quench your thirst and fill the hunger gap by the attending food trucks.

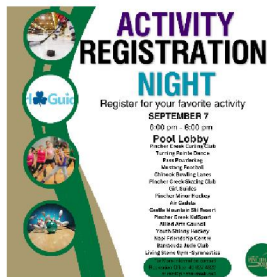


55+ Walk & Talk Tuesday

This very popular walk was enjoyed by 32 plus people over the course of the summer. New friendships were made, active living and exploring our path system. The walk was especially attractive to those new to Pincher Creek to meet new people and explore Pincher Creek.



Activity Registration Night



17 groups were in attendance to take registration and provide information about their activity on September 7, 2023. The pool lobby saw about 200 people checking out the different activities such as curling, football, hockey, judo, dance, bowling to name a few. Even with the majority of organizations doing online registration, families still want to see and talk to organizations before making the commitment.

COMMUNITY SERVICES

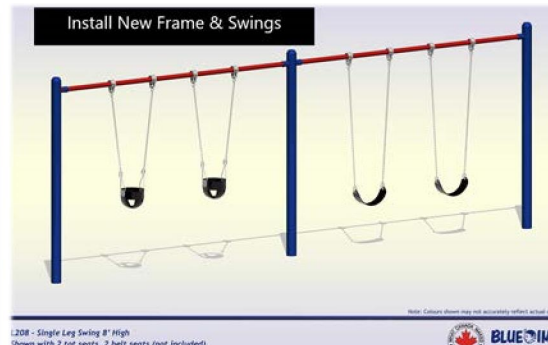
Quarterly Report

January 1 – March 31, 2023

Parks & Open Spaces Coordinator – Brock Leavins

Project Planning

During this time of the year, focussing on project planning for the coming spring, summer, and fall is critical for the readiness and execution of those projects. Some of the most glamorous projects that I am focussing on include replacing the swing sets at the Lions Tot Lot Park, replacing the trees that were removed this past year from Lebel Mansion, and installing new signage at many of the parks and campground. Some of the less glamorous projects include establishing a rotation plan for tree trimming within the Town’s parks and open spaces, improving the schedule and money spent for portable toilets at the Town’s sports fields, and planning a 5+ year estimated schedule for walking trail repairs. Although these projects may not seem glamorous, they are still significant and important for maintaining the quality and efficiency of our parks and open spaces.



Walking Trail Maintenance

With comments from the public through in-person interactions and social media, it is fairly regular to hear “thank-you for clearing the trails”, and “it’s nice to be able to enjoy these trails during the winter”. With those positive remarks, it does feel like our winter maintenance does make a positive difference in the community. One important thing to note is that the equipment and techniques used to perform these tasks are not the most efficient or most safe with the difficult terrain of the walking trails. I highly recommend looking at alternatives for these issues.



Castlevew Outdoor Skating Area

I see this project as being a success this year mainly because the facility was open from December 24th to March 14th, for a total of 70/80 possible days. The 10 days that the facility was closed was due to harsh chinook weather. During each week of this season, the Parks Staff were able to provide multiple

floods and maintenance in the days and evenings, which proved to be a key to success along with the new tarp and barrier system mentioned in the previous Quarterly Report.



Veteran's Memorial Campground Online Registration System

On February 1st of this quarter, we were able to launch our new online system for the purpose of creating an online option for the public to book their campsite during the 2023 season at their convenience. Not only did this provide convenience, but it also has provided more quality and more accurate information about the campground on the public's device. The statistics show that from February 1st to April 24th, a total of 114 online reservations have been taken, most without any customer service assistance from Town Staff.



Staff Recruiting

With the importance of maintaining a skilled, positive, and adequate work environment, recruiting summer staff for Parks positions through post-secondary career fairs is common within the industry. On February 2nd, Blake Edwards and I hosted a Town of Pincher Creek booth at the University of Lethbridge Career Fair, along with 78 other organizations. The Career Fair was open from 10:00am – 3:00pm, and during that time we spoke with 57 students/alumni. Our conversations with each student/alumni varied in duration between 1-5 minutes, of which during that time we focussed on promoting the Summer Staff Job Postings, along with promoting the Town of Pincher Creek as an organization and surrounding area attractions. I also hosted a booth at the Crowsnest Consolidated High School Career Fair on March 10th, along with 11 other organization for staff recruiting purposes. The Career Fair was open from 9:00am – 11:00am, and during that time I spoke with 64 students ranging from grade 8-12.



Tree Trimming

Spring is the perfect time of year to tree trimming within the parks and open spaces. When trees are left to grow wild within our urban areas, they can develop branches that reach into unwanted areas, develop an overcrowded canopy, and it can potentially decrease their overall health. Tree trimming can contribute to overall tree health, aesthetics, safety, and growing our community. With the direction of our planned rotation for tree trimming, our Parks Staff have started trimming in the following areas: Juan Teran, MPF Field, Bike Park, Cenotaph Park, Lebel Mansion, and more.



Coordinate Sports Fields Community Groups

With the guidance of our Booking Procedures document, I have started to coordinate with our local groups such as Minor Soccer, Minor Baseball, High School Baseball, High School Rugby, and Mustangs Football, to help establish their field schedule for our sports field facilities. In my opinion, this process can be a struggle due to the weather, league schedules, and communication habits, but the positive relationships that have been created with these community groups has held a positively impact on this process.



Recreation Programmer – Rhonda Oczkowski

Winter Walk/Jersey Day - February 1st the annual Winter Walk and Jersey Day saw many community members wearing their favorite jerseys. It was also a tribute to past councilor Wayne Elliott. The winter walk starting from the pool had 16 participants during the noon hour.



Spring Activity Registration – March 2 the annual spring activity registration had 13 organizations and groups set up in the pool lobby providing information and registration opportunities with their respective activity. There was an increase in attendance this year with 175 people going through the doors. A flyer went out to all schools and

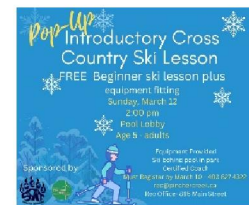


mailboxes with contact information to register for the many activities this spring.

Town Gym Activities- Winter/Spring activities at the gym include Afternoon Fitness Break with a regular 10 participants (\$7/class). Community Keep Fit instructed by volunteer Jane Bruder is a free class with a regular 15 participants. Gym Walk allows active community members to walk when the weather is inclement or too icy. About 5 or more walkers use the gym currently.

Pickleball- This sport continues to grow and is starting to run out of space at the current facilities Town Hall Gym and Canyon School. Pickleball will move to Matthew Halton in April to utilize 5 courts and provide room for the 20+ players in attendance at a time.

Cross Country Skis - Working in collaboration with Syncline Castle Ski Association (SCAT) and the Pincher Creek Library we saw a record number of borrowings of cross-country skis. SCAT received a grant to help purchase additional ski sets and boots to supplement the Town’s existing inventory. Skis were loaned out 64 times in the first quarter. SCAT sponsored 2 pop up learn the basics of Cross-Country Skiing, instructed by certified Laura Raunce. We took advantage of the snow at the pool park on February 25 and March 12. Classes were filled with 10 participants in each.



KidSport- sponsored a 2 hr free family swim on March 18 and had 168 swimmers participate. Pincher Creek KidSport has agreed to sponsor 3 more swims for the year.



Neighborhood Walk – Starting February 9, every Thursday morning, community members met at a



different neighborhood averaging 3 km/walk. An average of 8 people attended each walk, with a new face being welcomed to the group every time. We saw new to Pincher Creek and new Canadian's who quickly developed connections and were making plans and invited to meet our walkers for other activities. Everyone learned a little history of a neighborhood or something new about Pincher Creek. A total of 19 km of neighborhoods were explored by the end of March.



Arena – Public/Family skate – 1075 Jan- Mar for a total of 2575 for the season

- Private Rentals – 46 in season
- Local Tournaments – 9 in season
- School usage – 48 times
- Arena advertising – 22 sponsors of which 7 are new this season
- Shinney Hockey – 442 played for season
- Parent & Tot/Senior Skate – 152 for season

Family and Community Support Services and Special Projects

Andrea Hlady

Highlights:

FCSS initiated or provided support to the following events:

- 2023-2025 FCSS Funding Agreement. FCSS started a new multi-year agreement with the Government of Alberta (Ministry of Seniors, Community and Social Services). In March 2023, the Ministry of Seniors, Community and Social Services announced a \$5M increase to FCSS Programs across the province. The increase will take effect April 1, 2023.
- FCSS awarded Special Projects funding to support public initiatives in Pincher Creek and District that promote awareness about Pride or 2SLGBTQIA+ or advance Indigenous Relations. These are Community Development Activities to increase public awareness about community issues. The funding was awarded to: Kootenai Brown Pioneer Village: National Indigenous Peoples' Day, and Napi Friendship Centre: Show a Little Pride. Events will take place in June 2023.
- In February 2023, the Emergency Social Services (ESS) branch completed the Facilities Management course. The ESS Facilities Management training is a comprehensive session designed to assist and support practitioners in the planning for ESS facility operations. The following facilities were covered during the course: Registration Centre, Reception Centre, Group Lodging Centre (commercial lodging), Congregate Lodging Centre, Companion Animal Care Centre, Evacuation Centre, Warming Centre, and Cooling Centre.
- The Community Housing Committee updated the Terms of Reference and now includes members from both the M.D. of Pincher Creek and the Village of Cowley.

Municipal Energy Lead – Tristan Walker

The first couple months of 2023 have been spent preparing projects for implementation this summer and seek out grant funding to support them. A large focus has been on communication with the public to share projects we are undertaking, open the door for feedback, and share lessons learned. We have installed electric vehicle chargers at the splash park. We continue to analyze, scope, and implement energy savings projects while supporting community outreach and accessibility to energy information and infrastructure. Hear about some of our great initiatives below!

After our 2022 utility bill review we have achieved a **\$90,867** reduction vs 2019, double expected!

Guiding Principles

- Reduce Operational Costs
- Increase energy efficiency
- Support Community Independence

2023 Goals

- Continued modernization
- Pursuit of renewable energy
- Development of the Clean Energy Improvement Program

Quarterly Highlights	
Clean Energy Improvement Program	We submitted our pre-application to the Federation of Canadian Municipalities including a market study in partnership with the Town and MD. Updated expected program launch Q2 2024.
Climate Vulnerability study	<p>We got together with the Staff of the Municipal District, Town, Emergency Services, and Alberta Health Services to conduct a climate vulnerability assessment. This was supported by a climate projection done by Dave Sauchyn at Prairie Adaptation Research Collaborative. We determined the biggest risks were Drought, Wildfire, and Flooding! Payoff from investing in adaptation can be anywhere from 1:13 and 1:17!</p>
Green and Inclusive Community Buildings	We applied for this grant for 80% of costs in support of Arena and Multipurpose facility upgrades including rooftop solar, a new ice plant, upgraded hot water infrastructure, and pumping equipment. We also applied for 60% of the costs



Quarterly Highlights

Electric Vehicle Chargers



to make the multiuse facility net zero should it go forward.

We have installed Electric Vehicle chargers at the splash park. We are working through some network issues before having them publicly available for charging! Thank you to Enel Green Power and the Southgrow charging program for providing funding for this project.

Endotherm additive

We added Endotherm to our Pool boilers which is a product that increases the surface area of fluid to improve heat transfer properties. Projected savings are \$6,500 per year!

Lebel Mansion



We are working on repairing both the windows and roof at the Lebel mansion this year. We have identified grants from the Heritage foundation and Community Facility Enhancement Program to support these projects. Window repairs will increase the functionality of the windows as well as make them airtight to reduce heat loss.

Energy Newsletters

We have launched a Monthly newsletter to keep you up to date about what we're doing! Please let us know if there's anything you would like to see in it!

Lebel Solar Project

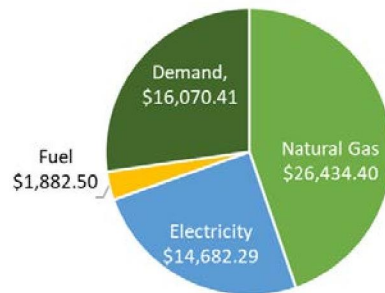
We are working to achieve full funding for this project. Grant applications are projected to be received June 2023 for implementation in late summer 2023. This project will include a monitor and kiosk inside to show information about the installation and how residents can install their own solar. It will also save between \$600-700 per year in energy costs.

Community requests

1. Investigate training staff to be energy auditors. The Greener Homes Grant and Clean Energy Improvement both require an energy audit and there is no capacity in Pincher Creek to support this.
2. What sort of energy projects would you like to see?
3. Where do you think we should focus our effort in the energy space?

Conclusion

Total Energy savings from two years of the Energy Management Program total **\$59,069** in costs and **288 tonnes** of greenhouse gasses annually. This comes at a total cost of \$540,000, however with **\$380,000 in grant funding** achieved the final bill is a **one-time cost of \$160,000**.



Aquatic Director – Blake Edwards

- Onboarding of new lifeguard, front desk & assistant lifeguard staff members
- Hosted a National Lifeguard course in February with successful results, adding a few new lifeguards to the staff.
- Hosted a Lifesaving Swim Instructor course in March resulting in 6 new swim instructors successfully completing the course. All were able to start teaching as we opened another round of lessons for the spring.
- Junior Lifeguard Club – started winter season. Registration was up again this season with some new club members joining. The club prepared for and participated in the Provincial completion in Camrose on the March 31 weekend. Our club athletes had some fantastic performances and brought back a few silver and bronze medal awards.
- Staff training – held a staff in service in January, February and March. We have identified a need for monthly in services to maintain consistency, accountability and ongoing training for staff. So far we have noticed positive changes in the team dynamics and the ability for staff to practice key job related safety skills.
- Spring Lifesaving Swim for Life swimming lessons offered for another session in March & April. We launched online registration for the first time, this was very positive and helpful for those in the community who took advantage. Registration opened on Monday March 20 and all lesson spots filled up within 2 hours. The demand for swimming lessons continues to be high so we should see more full classes as we move into the summer season.

- Lifesaving Society Safety Audit – A pool facility safety audit was performed by the Lifesaving Society on March 27 & 28. They noted one priority item to be completed and will have a number of recommended to do items once they have completed the report. Results of the report will be shared in the next quarterly report.
- Kayaking Club – The Pinch-o-creekers kayak club has been very busy this winter with an increase in interest and participation in the program. The lead for the program has held a few Saturday clinics, courses and events over the winter and into the spring.
- Kids Sport swims – the pool planned to host more Kids Sport swims for 2023 and we have chosen dates for those for the calendar year.
- Evenings and Weekends – use during these time periods seem to be trending a bit better and steady. Both have had some fluctuation during the winter with use increasing slightly as we have moved into spring.
- Holiday swims – Both February and March school break times saw an increase in pool use and swimmer attendance.
- Annual pool facility shut down completed. Tasks and projects completed were as follows deep cleaning of the facility, pool basin tile repairs, plumbing repairs in the family and main change rooms, painting and touch up painting, diving board base – paint, rock wall deep clean, inventory, pool and hot tub basin biofilm removal, pool deck calcium build up removal, replacement of the janitor room shelving and paint, mens change room walls near the shower area were scraped and painted, The pool re-opened on January 23, 2023.
- The air system and heating repair was completed this quarter.
- Pool Acid room addition progress continues, most of the exterior was completed by end of March.

Staff Event Support

- Community mass registration event – minimal pool staff participation. Mostly the staff who were regularly scheduled for the evening were in attendance and mainly answered questions when asked.

Goals – next 3 months

- Prepare for and create school programming.
- Finalize spring school swim lesson bookings, very few spots left.
- Support new staff for training
- Onboarding returning staff coming back for spring and summer
- Complete trainer apprenticeship
- Begin updates and revisions from the Lifesaving Safety Audit report recommendations
- Complete the Family Change room shower and accessibly renovations.

Recreation Manager – Adam Grose

Arena

- Usage Summary
 - Minor Hockey – 285 Hours - \$75/Hour = \$21,375
 - Skating Club – 101 Hours = \$75/Hour = \$7,575
 - Adult Rec – 72 Hours - \$130/Hour = \$9,360
 - Private Rentals – 29 Hours - \$75/Hour = \$2,175
 - Schools – 52 Hours
 - Public Skate – 43 Hours
 - No Bookings - Empty (Weekends Only) – 54 Hours
- U15 tournament January 20-22, Oldtimers Tournament January 27-29, U9 Tournament February 3-5, U7 Tournament February 18, Shenooks Tournament March 18-19, Skating Carnival March 25
- Conducted interviews for the Casual Maintenance 2 position. Hired a replacement on February 10th, 2023.

Pool

- Staffing levels continue to improve at the swimming pool with the addition of 2 new assistant lifeguards hired this quarter, both intend to take their NLS when eligible to.
- Expecting another 3-4 lifeguards returning from May-September, so will attempt to have pool open on Sunday's as well when possible.
- The transition from Red Cross swim lessons to Lifesaving Society Swim lessons has gone very well. 6 new instructors were trained in March and lessons have been able to be offered at pre-covid levels for the first time. School lessons are also fully booked starting in March.
- RFP for a maintenance contract was put out and met with interested contractors in mid March.
- Lifesaving Society Comprehensive Pool Audit was completed March 27-29, report expected back late spring/early summer.
- The endotherm additive was added to the glycol system for the pool heating unit after shutdown in January.
- New Roof-Top unit was ordered, expected delivery is 8-10 months.
- Flow Cells for Monitoring Chemicals was installed during Shut-down.
- Conducted interviews for the Full-Time Pool Clerk Position.

Parks/Sportsfields

- A campground host was contracted to start in February 2023. Online registration was implemented into our Recreation software thanks to the work of the Coordinator of Parks and Open Spaces. All campground registration can now be completed online. It is still incredibly important to have the campground host position, as they can take all the phone calls and guide the public in the transition to online registration. Campground host is expected to move down to the campground in mid May.
- Irrigation at Ag Grounds Field – unfortunately irrigation replacement was not included in the scope of the water line project, and as such administration is reviewing options for that green space and will bring back to council for consideration.
- Dog Park Irrigation Project – ISL engineering was contracted to assist administration in project management for this project, drawings have been completed, and administration is currently reviewing the drawings and probable project costs and will come up with some options for this project and determine whether this project should be brought back to Council for consideration.
- Pool Field Irrigation – a new 2” tie-in is planned to be completed in May, and will connect to the Spray Park supply line, eliminating the need for the raw water line coming from the golf course.
- MHHS Irrigation – 100 sprinkler heads have been ordered, which will replace one half (1/2) of the total heads in the field. The plan is to replace the remaining 100 heads in 2024.
- 4 summer employees were hired for the 2023 season.
- A new Swing Set was ordered for Lions Tot Lot.
- A large water tote was ordered for the MHS community gardens.

Administrative

- Completed a Recreation facility Tour with the incoming CAO – Angie Lucas
- A Summer Program Coordinator was hired, expected start date is Mid-April.
- Curling Club – Met with the Curling Club Design Build Task Force Review Committee on January 17th. Attended the Special Council Meeting on February 2nd, and Council Meeting on February 13th. Discussed grant opportunities for this project on February 24th.
- Winter Walk and Jersey Day – February 1st, 2023.
- Community Public Open House – February 1st, 2023.
- Community Mass Registration Night – March 2, 2023.
- Administration met to discuss the JUPA agreements in March. Originally these agreements were to be in place by June 10, 2023, however, the Province extended the deadline for these agreements to June 10th, 2025.
- Attended Laurie Wilgosh retirement luncheon.

MPF Coordinator – Alex Shenton

Standard operating – Arena Season Finish + Ice Shutdown

Consistently scheduling staff to accommodate flexible wintertime usage of the Arena, generally open 8am – midnight. This quarter included most of our busiest tournament weekends. After Christmas one of our full-time staff was unavailable to work and placed on short term disability. Arranged a temp staff and managed to keep the schedule full and staffed without losing any billables or closing the doors once. Arranged for the plant to be turned off and had the ice surface cleaned off and ready for trade fair use.

Annual Pool Shutdown

Arranged for pool shutdown to occur when the largest amount of utility cost for operating could be saved – Cold weather January. Primary focus this year was acid cleaning the concrete surface of the deck and repairing any noticeable or unsafe surface damage. Also took the time to patch and repair any broken or chipped tiles in the basin and hot tub. Removed, cleaned, assessed, and replaced all drain covers in the change rooms and deck areas. Week prior to starting back up – replumbed new flow cells for monitoring chemistry as the old ones had slowly developed leaks and cracking. Took the opportunity to clean, repair or replace the probes and re-calibrate all sensors. Disinfectant soaked + polished all stainless-steel deck features, diving board, and climbing wall apparatus.

MPF HCL Addition

Kluane construction and JB's Crane installed roofing beams and steel decking. Riteline was hired to re-route existing conduit away from building to avoid roofing penetrations. Once decking was complete vapor barrier, fireproofing, insulation, and roll roofing was installed. Town staff installed doors and door hardware to close up the site and allow for the removal of temp fencing. This scope also included parapet framing and temporary scaffold construction. As this phase was complete the addition has become weatherproof and is able to be locked up. Stucco contractors are hired and will likely commence work once weather permits.



PARKS
Quarterly Report
April 1 – June 30, 2023

Seasonal Parks Staff

Currently we have hired 8 seasonal parks staff that are mainly employed for 2-4 months during the spring/summer months towards our tasks of maintaining all the parks, sports fields, and open areas within Pincher Creek. A portion of our seasonal staff are high-school students, among the help of other locals and one off-season arena staff.



Spring Cleanup

The Parks Staff started off the busy season with our Spring Cleanup of all the facilities. With the anticipated schedules of local user groups, it was important to be prepared by starting earlier at facilities such as the skateboard park, tennis courts, baseball diamonds, as well as the most heavily viewed areas such as Town Hall and MPF.



Painting Sports Fields

The first local user groups to get going this year was Minor Baseball, High School Baseball, and High School Rugby. I was able to coordinate with the leaders of those groups to establish the desired dimensions and locations of their field of play, then coordinate & provide training to the Parks Staff to paint those dimensions.



Mowing Maintenance

With the early precipitation and heat that we experienced this spring, our Parks Staff struggled to get going on time and to catch up on the cutting of our 60+ mowing spots within the Town. The barriers of not having the mowers/equipment ready for the season and consistent breakdowns, along with training issues played a major role resulting in lower quality maintenance. Eventually our Parks Staff did catch up on these areas and are striving to have the Town in excellent condition for the Communities in Bloom Competition in July 2023.



New Soccer Nets

This year, along with hopefully a few continuous years to come, was the start of replacing our soccer goals. We were able to connect with a local company that built us a heavy-duty frame along with outsourcing some netting to replace our most damaged set of soccer goals at St. Michael's Field. Coordinating with Minor Soccer was key to establish a plan for the locations and regulation sizes needed for replacing goals.



Garden Refurbishment

Laura Rance, who is the main Parks Staff who is dedicated to garden maintenance throughout the Town, was able to provide a garden barrier refurbishment at Juan Teran Regional Park in April. Early in the growing season is the best time for garden projects like this.



Dog Park Maintenance

Within our list of weekly tasks, checking the dog parks for hazards happens every Wednesday during the week. Some hazards that the Parks Staff look for include holes dug by dogs, fences or gates needing repairs, vandalism, and feces. With the improvements of signs, gates, and garbage bins within the last year, the number of hazards has decreased since that time.



New Trees at the Lebel Mansion

With the removal of several hazard trees at the Lebel Mansion this past year, it became important to replace those trees. In April, Vitae was able to plant 14 trees and 6 shrubs on the grounds. This vegetation was picked to match the existing vegetation and colors of the building, keeping in mind the areas that require more shade and to be more deer resistant.



Irrigation Turn On & Repairs

The irrigation systems are turned on each year based on priority and weather forecast. As usual, starting with the heated and non-heated bathrooms at Juan Teran Regional Park and Lions Baseball Diamond, they were open to the user groups on April 27th, followed by the gardens and sports fields on May 8th. This process usually takes a couple of days to complete. The MPF Field water source was changed to now source from the Spray Park, as before the water flowed from the Golf Course. All 92 sprinkler heads were replaced at Matthew Halton Field, along with the 44 sprinkler heads in the Sproule Soccer Field, and 72 sprinkler heads at the MPF Field. Repairs to typical breaks happened at the Canyon Childcare Centre, Castleview Park, Cenotaph Park, Lebel Mansion, MPF Field, MPF Front Area, Sage Childcare Centre, and Town Office Gardens.



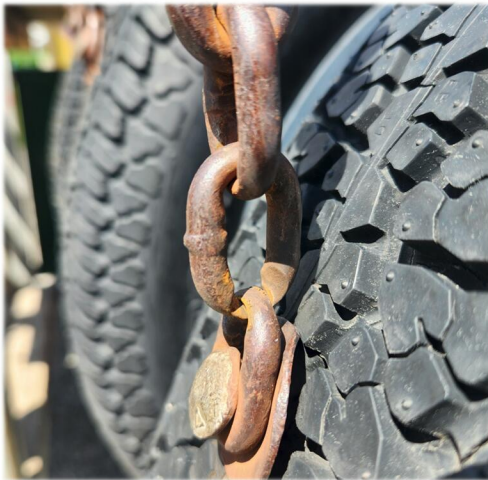
Campground Opening & New Signs

May 15th was the opening day for the Veteran's Memorial Campground, and to prepare for this camping season our Parks Staff were able to remove some out-of-date signage and install new information signs that were purchased locally from Signs Unlimited. This change has and will improve the camper experience by providing the necessary information to access the washrooms, Wi-Fi, general rules, and to find a non-reserved site for their stay without the need of the Campground Host to be on site.



Playground Inspections & Repairs

During the month of April, Lonny Ouellette completed the (CPRA) Canadian Certified Playground Inspector Course and Exam, which has enabled us to inspect and repair the Town's playground structures. Inspections of our playground took place on June 7th, and there were deficiencies found in our structures that needed repairs. Repairs to deficiencies have begun to be repaired and are ongoing based on highest to lowest hazard risk.



Matthew Halton Water Container

The Parks Staff were able to install a 330-gallon water container at the gardens located at Matthew Halton School. While coordinating with a couple of the local gardeners, the container was placed in a spot that is hidden from the main roadway and at one of the highest elevation points for its ability to gravity feed to the garden. This water container is refilled weekly on Tuesdays by Parks Staff, which takes 1-2 hours.



Bike Park Pump Track & Features

With huge help from a community volunteer, Kris Larson, we were able to rebuild/replace one of our pump tracks in the bike park. This is all a part of a strong effort to create a safer park for our users. During this process we were able to reshape the plateau portion of the Bike Park which will enable the Parks Staff to install some skill-building features later this summer.



Baseball Diamond Maintenance & Repairs

The Parks Staff were able to re-establish the safety standard of Sproule Diamond with removing the built-up ridges on the edges of the infield which was a significant hazard for users. Currently they are working on rebuilding some of the pitching mounds and installing new pitching rubbers.



Herbicide Applications

On June 25th, we contracted our services locally to Jessie Hurlburt for the annual spraying of herbicide and fertilizer at our sports fields, along with Town Hall, MPF, and a few other locations. This process has

helped improve weed control at some of our sports fields with functional/repairs irrigation systems. For the smaller park areas, a small herbicide sprayer was purchased this spring to use for those applications.



Coordinate Sports Fields Community Groups

With the guidance of our Booking Procedures document, I have started to coordinate with our local groups such as Minor Soccer, Minor Baseball, High School Baseball, High School Rugby, and Mustangs Football, to help establish their field schedule for our sports field facilities. In my opinion, this process can be a struggle due to the weather, league schedules, and communication habits, but the positive relationships that have been created with these community groups has held a positively impact on this process.





PARKS
Quarterly Report
July 1 – Sept 30, 2023

Playground Repairs

After completing the annual inspection of the Town's playgrounds on June 7th, the report outlined some deficiencies found in our structures that needed repairs. These deficiencies have begun to be repaired and are ongoing based on highest to lowest hazard risk. Some higher risk factor deficiencies include replacing the chains for the tire-walk feature at the Central Park Playground, repairing broken plastic windows at the Wentworth Park Playground, and replacing the hold features on the climbing wall at the Dilmer Park Playground.



Bike Park Feature Replacement

Last year the wooden ramp features were removed from the bike park as they were highlighted as a risk in the formal inspection. With some of the materials being donated and recycled, our Parks Staff were able to build more beginner and intermediate friendly skill developing features which include skinnies, an up-ramp, and a teeter totter.



Campground Bathroom Repairs

During the month of August, the west campground bathroom had to be closed as there was a small water leak that degraded the entire bathroom floor. After further inspection, the Parks Staff needed to remove all components from the bathroom and to replace the whole floor. This was a process that took them a couple of weeks to complete.



Walking Trail Repairs

Throughout August, our Parks Staff did trail repairs on our walking trail, focussing on the most problem areas. Repairs were completed by using crushed limestone sourced from the Crowsnest area and that was packed down to create a more accessible and maintainable surface. The areas repaired were located near 891 Dundas Street, 1103 John Avenue, Wentworth Park, 306 Canyon Drive, and throughout the Ag Grounds.



Baseball Pitching Mound Repairs

During July, the Parks Staff were able to repair the pitching mounds at Sproule Diamond and Lions Diamond. Regulation dimensions and heights for these mounds were followed as per Little League Alberta Rules and were built to 10" high at Sproule Diamond and 6" high at Lions Diamond. These projects that will build our diamonds up to regulations of user groups needs, will make a positive difference in injury incidents and possibly performance.



Communities in Bloom Competition

July 19th was the judging day for the CIB Competition. We hosted two judges from different areas of Canada, who travelled to Pincher Creek to judge us based on specific criteria which are tidiness, environmental action, heritage conservation, urban forestry, landscape, and floral displays. This event involved a lot of effort and mental capacity to prepare for. I feel like overall it was a good experience which brought a lot of excitement to parts of the community, and I feel like we should be proud of the product that we put forward for the judging.



Garden Maintenance

Throughout the spring, summer, and fall, Laura Rance who is the main Parks Staff who is dedicated to garden maintenance throughout the Town, was able to provide maintenance which includes tasks of watering, fertilizing, weeding, planting annuals, labelling plants, soil conditioning, edging, and installing deer-resistant caging. During her 3-day workweek, Laura looks after the gardens at the North Entrance Sign, South Entrance Sign, Traffic Circle, Juan Teran Garden, MPF Gardens, Town Office Gardens, and Downtown Planter Boxes.



New Garbage Containers

Along the walking trails and throughout the Town, we have 69 garbage bins of various models that are provided for public use. Along with our weekly cleaning/maintenance of those garbage bins, the Parks Staff were able to install new bins at the Fairview Cemetery, Lions Diamond, 891 Dundas Street, 581 Schofield Street, 995 Cannon Street, and at the Walking Bridge near the Bike Park.



New Dog Control Signs

As an ongoing struggle, many dog owners within the community still walk their dogs without leashes and do not pick up their dog's feces. In an effort to try to reduce these habits, new signs with clean language and symbols were installed at Sproule Diamond, Juan Teran Regional Park, Lions Diamond, the MPF Field, Veteran's Memorial Campground, and Central Park.



Lions Tot Lot Park Playground Upgrade

BDI Play Designs, a company that is based in Coaldale, was able to remove the old swing sets and install a new double set during this July. Our Parks Staff finished off the project by extending the fall protection area to meet specifications with 12" of pea gravel that is specialized for playground facilities.





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Public Participation Policy 166-23	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 10/4/2023

PURPOSE:

For Committee of the Whole to consider amendments to the Public Participation Policy.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to prepare Public Participation Policy 166-23 for Council consideration.

BACKGROUND/HISTORY:

The draft Public Participation Policy 166-23 has been reviewed by the Policy Review Committee at their April 20, May 11 and June 8, 2023 meetings respectively.

At the September 6, 2023 Committee of the Whole meeting, the committee agreed to suspend the Policy Review Committee for a period of 8 months.

Administration has reviewed draft Public Participation Policy 166-23 and is recommending additional amendments as highlighted in the attached.

ALTERNATIVES:

That Committee of the Whole for the Town of Pincher Creek direct administration to further amend draft Public Participation Policy 166-23.

That Committee of the Whole for the Town of Pincher Creek receive the information regarding draft Public Participation Policy 166-23 as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Municipal Government Act s. 216.1(1) states that Every council of a municipality must establish a public participation policy for the municipality.

FINANCIAL IMPLICATIONS:

The level of participation, depending on the project or decision will have varying budget implications.

PUBLIC RELATIONS IMPLICATIONS:

The updated Public Participation Policy provides clear direction for council, administration and stakeholders. As with most policies the final approved document will be posted on the Town of Pincher Creek website and made available to the public.

ATTACHMENTS:

166-18 Public Participation Policy - 3260

166-23 Public Participation Policy DRAFTv2 - 3260

public_participation_and_public_notification_guide_-_final - 3260

CONCLUSION/SUMMARY:

Administration supports that Committee of the Whole for the Town of Pincher Creek direct administration to prepare Public Participation Policy 166-23 for Council consideration.

Signatures:

Department Head:

Lisa Goss

CAO:

Angie Lucas

TOWN OF PINCHER CREEK

Approved by: Council	Date: June 25, 2018	Policy Number: 166-18
Reference: Resolution # 18-346	Revision Date/by: June 25, 2022	
Title: PUBLIC PARTICIPATION POLICY		

Policy Statement

The Town of Pincher Creek shall provide guidelines and processes for Public Engagement that will contribute to service levels and project decision making by Town Council and Administration.

1. Definitions

- 1.1 Chief Elected Official - is the Mayor or in his absence the Deputy Mayor.
- 1.2 Chief Administrative Officer - is the Chief Administrative Officer appointed under the MGA.
- 1.3 Department Head – the Director of Operations, Director of Community Services, Director of Finance and Human Resources, Legislative Services Manager and Administrative Manager
- 1.4 Council - elected Council of the Town of Pincher Creek performing the duties of Councilors under MGA.
- 1.5 MGA – shall mean the Municipal Government Act RSA 2000, Chapter M26 and amendments thereto.

2. Legislation Background

Section 216 .1(1) of the *Municipal Government Act* states: Every Council of a Municipality must establish a public participation policy for the municipality.

- 2.1 Alberta Regulation 193/2017; Municipal Government Act

3. Responsibilities

- 3.1 **Chief Elected Official and Town Council**
Must establish a public participation policy by July 23, 2018

3.2 Council

- a) To provide guidelines for the public engagement processes with stakeholders
- b) to help align Council priorities with residents priorities
- c) to support the decision making process with residents opinions
- d) to ensure a consistent and clear practice for obtaining resident input
- e) to determine the appropriate level of engagement
- f) to enhance the Town's reputation of engagement and response

3.3 Chief Administrative Officer

- a) To ensure that Town department heads engage in citizen information and participation as per Policy dictate

4. Methods of Communication

The municipality will use the following methods of engaging with our municipal Residents and stakeholders:

Local media	
Social Media	Town Website
iWorq (citizen comments)	Town Newsletter (paper and online)
Town Hall meetings	Personal letters and notifications
Workshops and Open Houses	Solid waste pick-up truck bulletin board
Occasional surveys	Public Bulletin Boards
Public Presentations at Shopping Mall	Local trade show
Electronic Signage	
Public Hearings and Land Use Bylaw Amendments as per statutory regulations	

In addition, we will have ongoing collaboration with public organizations, non-profit organizations, service clubs and volunteer boards.

5. Categories of information and or circumstances for engagement

Council business – i.e. Annual budget

Planning and Development – i.e. neighborhood developments (including subdivision), Municipal Development Plan, Intermunicipal Development Plan, Area Structure Plans

Protective Services – i.e. Bylaws and enforcement, Fire Dept. and Emergency Management

Operations – i.e. – construction of infrastructure, traffic management, interruption of services

Community Services – i.e. Trail development, public facility development, recreation plans, and special activities and events

The above items are examples and not a full or complete list of areas of information sharing and engagement.

6. Responsibility

Communication requires the sharing of information in both directions. The Town will endeavor to communicate effectively with the municipal residents and stakeholders regarding services, projects, policies and programs and in return residents and stakeholders will endeavor to avail themselves of the many opportunities to be informed of activities and information relating to them, their needs and responsibilities.

7. Criteria for Engagement

The Town Council and Administration will determine on an as needed basis the methods used for communication, primarily to be determined by who is directly or indirectly affected.

Residents and stakeholders will be invited to engage on any newly proposed municipal services or facilities, initially during the budget phase and periodically throughout the planning stages.

8. Strategy

The Town Council and or Administration will determine on an individual project basis the timing, pertinent information and collaboration methods for resident and stakeholder communication.

9. End of Policy

TOWN OF PINCHER CREEK POLICY



Approved by: Council	Date:	Policy Number: 166-23
Reference Motions: 18-346	Revision Date: 2027	
Title: Public Participation Policy		

Policy Statement

This Public Participation Policy has been developed to allow residents to have a voice in the decision making process, and to give our Council more information to make informed decisions. The Public Participation Policy will help guide Administration and Council on appropriate times to formally engage the public and make the process of public engagement more transparent.

POLICY

1. General Policy Principles

1.1 Council recognizes that good governance includes engaging in Public Participation by:

- 1.1.1 Creating opportunities for residents and other stakeholders to influence decisions which may affect them;
- 1.1.2 Promoting **sustainable** decisions by recognizing various stakeholder interests;
- 1.1.3 Providing residents and stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 1.1.4 Recognizing that engaging in Public Participation can enrich the decision making process.

2. General Considerations for Public Engagement

2.1 Reasons for Public Participation may include but are not limited to any of the following;

- 2.1.1 Changes in process/service level;
- 2.1.2 Reviewing existing programs and services;
- 2.1.3 Large scale project with major budget implications;

- 2.1.4 Budget process;
- 2.1.5 Strategic priorities;
- 2.1.6 Direction for Council
- 2.1.7 Statutory Requirements

3. Policy Expectations/Standards

- 3.1 All Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act, Municipal Policies and any other applicable legislation. This Policy shall also be available for public inspection.
- 3.2 The Town of Pincher Creek is committed to achieving the following standards with our Public Participation:
 - 3.2.1 **Transparency** – To be clear and open about the public process, purpose, and how the information will be used.
 - 3.2.2 **Authentic Intent** – To gather public views and ideas to help shape decisions, rather than persuade members of the public to accept a decision that has already been made.
 - 3.2.3 **Informed Participation** – Ensure participants have the information and/or access to expertise in relation to the issue at hand.
 - 3.2.4 **Accessible Participation** – To ensure our Public Participation is broadly accessible in terms of time, location, and available to all that wish to participate.
 - 3.2.5 **Feedback to Participants** – Results of Public Engagement will be reported back to Council and the public in a timely manner, along with how the results are being considered.

4. Engagement Levels/Tools

- 4.1 There are generally four levels of engagement that would have different public involvement and tools. This is reflected in the attached Public Engagement Spectrum and outlined below in order of increasing public influence.
 - 4.1.1 **Consult/Inform** – The Town of Pincher Creek seeks feedback from stakeholders to be presented to Council for additional consideration in decision making. Tools may include, but are not limited to , a simple survey, asking for general feedback on social media and other forums. Example – Would you support a new project?
 - ~~4.1.2 **Deliberate** – The Town of Pincher Creek involves stakeholders, explores differences, considers concerns, and involves the public in alternative solutions. Tools may include, but are not limited to, multi-question or open-ended survey, open houses, feedback requests through social media or advertising campaign. Example – We are starting a new project. What would you like to see in the project, what are the potential issues/concerns? Remove or Rename?~~

4.1.34.1.2 Collaborate – Deliberation as well as working directly with stakeholders to come up with solutions and alleviate concerns. Includes community initiated engagement. Tools may include, but are not limited to, Open houses and/or workshops, meetings with specific stakeholders, direct presentations to Council. Example – working on a community revitalization project, developing a community space/facility, community approaches municipality to assist on a specific project.

4.1.44.1.3 Empower – Aspects of the decision-making process are delegated to Stakeholders. The Town of Pincher Creek abides with the decisions made under delegated authority.

5. Responsibilities

5.1 Council shall:

- 5.1.1 Review this policy to ensure it complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;
- 5.1.2 Consider input obtained through Public Participation; and
- 5.1.3 Promote and support Public Participation processes without bias.

5.2 The Chief Administrative Officer shall:

- 5.2.1 Develop Public Participation plans for projects that fall within the scope of this Policy, or as directed by Council;
- 5.2.2 Implement Public Participation;
- 5.2.3 Report findings from Public Participation to Council and back to the public; and
- 5.2.4 Assess this policy and make recommendations to Council regarding Public Participation effectiveness and resources.

6. Definitions

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

6.2 Chief Elected Official means the Mayor or in his absence the Deputy Mayor.

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

6.4 Directors means all director level management positions.

6.5 Managers means all manager level management positions such as; Manager of Legislative Services, Administrative Manager, Recreation Manager.

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

6.7 Stakeholders means residents, business owners, property owners, or other individuals or groups who are impacted, directly or indirectly, by a Town action or decision.

7. End of Policy

CAO, Town of Pincher Creek

DATE

DRAFT

Public Participation Policies and Public Notification

A Guide for Municipalities



Public Participation Policies and Public Notification: A Guide for Municipalities

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The following has been prepared by the Alberta Association of Municipal Districts and Counties (AAMDC) and the Alberta Urban Municipalities Association (AUMA), in partnership with Brownlee LLP.

This Guidance Document is an educational tool that contains general information intended to assist municipalities in developing a Public Participation Policy and Public Notification Bylaw. This information is NOT a substitute for legal advice and municipalities are encouraged to consult with their legal advisors.

Part 1: Municipal Public Participation Policies

As the level of government closest to Albertans, municipalities work with residents, business, and other stakeholders to provide the services and infrastructure that is key to developing vibrant, resilient, and sustainable communities. To meet the ever-evolving needs of their residents and business communities, municipalities must work in partnership with these key stakeholders and ensure their voice is reflected in decision making.

Public participation and engagement is key to informing decisions made by municipalities and as of October 2017, municipalities are required to develop a Public Participation Policy.

Public Participation Policies, as outlined in Section 216.1 of the *Municipal Government Act*, must be publicly available and must identify how municipalities will approach public participation and engagement. The policy must also identify the types or categories of approaches the municipality will use to engage municipal stakeholders, and the types or categories of circumstances in which the municipality will engage municipal stakeholders.

Though the legislative requirements are relatively broad, they have been developed with the recognition that Alberta's municipalities are diverse and have differing needs. As a result, municipalities have the flexibility to develop a public participation policy that best meets the needs of their residents and stakeholders. The attached Public Participation Policy Template has been developed to assist municipalities in this process but municipalities are encouraged to work with their residents and stakeholders to understand how they want to be engaged and involved in municipal decision making.

Public Participation Policy – Key Dates

- Section 216.1 of the *Municipal Government Act* came into force on October 26, 2017.
- Municipalities must establish a Public Participation Policy by July 23, 2018 (270 days [9 months] from the date it came into force).

Additional Resources on Public Participation

- Alberta Municipal Affairs Regional Training Session – click [here](#).
- Public Input Toolkit – click [here](#).
- Citizen Engagement Toolkit and Social Media Resource – click [here](#).
- Elected Official Training Program (EOEP) – click [here](#).
- *Municipal Government Amendment Act* (Bill 20) – click [here](#).

Part 2: Public Participation Policy Template

The following is a sample template Public Participation Policy. It is drafted in accordance with the *Municipal Government Act* and is intended to assist municipalities in drafting their public participation policies. It should be carefully reviewed and tailored to the specific needs of each municipality. Each municipality should use their respective policy review processes to ensure consistency and accuracy.

COUNCIL POLICY REGARDING PUBLIC PARTICIPATION

I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

III. DEFINITIONS

- 1) “[insert appropriate title]” means the chief administrative officer of the Municipality or their delegate.
- 2) “**Municipal Stakeholders**” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) “**Municipality**” means the [insert municipality name].
- 4) “**Public Participation**” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) “**Public Participation Plan**” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) “**Public Participation Tools**” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

IV. POLICY RESPONSIBILITIES

1) Council Responsibilities

(a) Council shall:

- i. review and approve Public Participation Plans developed by the [insert CAO title] in accordance with this Policy or as directed by Council;
- ii. consider input obtained through Public Participation; and
- iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

- iv. [OPTIONAL] ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
- v. [OPTIONAL] promote and support Public Participation;
- vi. [OPTIONAL] request and review information from the [insert CAO title] on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

2) Administration Responsibilities

(a) [insert CAO title] shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. [OPTIONAL] consider timing, resources and engagement when developing and modifying Public Participation Plans;
- v. [OPTIONAL] evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- vi. [OPTIONAL] communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- vii. [OPTIONAL] develop the necessary procedures to implement this Policy;
- viii. [OPTIONAL] assess this Policy and make recommendations to Council about the Public Participation and resourcing;

V. PUBLIC PARTICIPATION OPPORTUNITIES

- (a) [insert CAO title] shall develop and implement a Public Participation Plan in the following circumstances: [POLICY MUST IDENTIFY CIRCUMSTANCES WHEN COUNCIL WILL SEEK PUBLIC PARTICIPATION – A LIST OF POSSIBLE OPTIONS IS PROVIDED BELOW]
- i. [OPTIONAL] when new programs or services are being established;
 - ii. [OPTIONAL] when existing programs and services are being reviewed;

- iii. [OPTIONAL] when identifying Council priorities;
- iv. [OPTIONAL] when gathering input or formulating recommendations with respect to budget;
- v. [OPTIONAL] when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- vi. [OPTIONAL] when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- vii.
- viii. [OPTIONAL] as otherwise directed by Council.

VI. POLICY EXPECTATIONS

1) Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

2) Public Participation Standards [OPTIONAL]

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.

- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

VII. PUBLIC PARTICIPATION PLANS [OPTIONAL]

- a. When so directed by this Policy or Council, the [insert CAO title] shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. the nature of the matter for which Public Participation is being sought;
 - ii. the impact of the matter on Municipal Stakeholders;
 - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. the timing of the decision and time required to gather input;
 - v. what information is required, if any, to participate; and
 - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
 - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - ii. identification of which Public Participation Tools will be utilized;
 - iii. timelines for participation;
 - iv. information about how input will be used;
 - v. the location of information required, if any, to inform the specific Public Participation.

VIII. REPORTING AND EVALUATION [OPTIONAL]

- a. Information obtained in Public Participation will be reviewed by [insert CAO title] and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
 - i. an overview of the Public Participation Plan and how it was developed;
 - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;

Public Participation Policies and Public Notification: A Guide for Municipalities

- iii. a summary of the input obtained; and
 - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

Part 3: Public Notification and Municipalities

As part of the changes to the *Municipal Government Act* amended through the *Municipal Government Amendment Act* in 2015, municipalities have been provided with enabling powers that broaden the suite of tools available to advertise and provide notice to the public about proposed bylaws, public hearings, resolutions and meetings, among other things. Specifically, these methods can now include electronic advertising such as advertising on a municipal website or the use of social media platforms (e.g. Facebook, Twitter, etc.).

Previously, a municipality was required to provide notice through newspaper advertising, mail or delivery to every residence in the area to which the bylaw or other matter related. The new legislative changes provide additional flexibility to allow municipalities to develop notification tools that will best meet the needs of their communities.

If the municipality wishes to use alternate advertising methods, such as a municipal website or social media, an authorizing bylaw must be passed. This bylaw must have the confidence of council that the method provided for in the bylaw is likely to bring the matter to the attention of substantially all residents in the relevant area, and a public hearing must be held prior to second reading of the bylaw. As well, the notice of the bylaw must be advertised in a manner consistent with the notification methods outlined in the *Municipal Government Act*. Lastly, the bylaw must be made available for public inspection.

The following sample Public Notification Bylaw Template has been designed to provide municipalities with a guide to how they develop their own public notification bylaw.

Public Notification – Key Dates

- The Public Notification Bylaw and Public Notification Methods portions of the *Municipal Government Act* came into force October 26, 2017.

Additional Resources on Public Notification

- Alberta Municipal Affairs Regional Training Session – click [here](#).
- Public Input Toolkit – click [here](#).
- Citizen Engagement Toolkit and Social Media Resource – click [here](#).
- Elected Official Training Program (EOEP) – click [here](#).
- *Municipal Government Amendment Act* (Bill 20) – click [here](#).

Part 4: Public Notification Bylaw Template

[INSERT NAME OF MUNICIPALITY]

[INSERT BYLAW NUMBER]

A BYLAW TO ESTABLISH **[insert as applicable: AN ALTERNATE METHOD [or] ALTERNATE METHODS]** FOR ADVERTISING STATUTORY NOTICES

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

NOW THEREFORE the Council of the **[insert name of municipality]**, in the Province of Alberta, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be referred to as the **[insert e.g.: “Advertising Bylaw” [or] “Public Notification Bylaw.**

Advertising Method

2. Any notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606, **[insert the following as applicable or an alternate method:]**

electronically by posting the notice prominently on the **[insert name of municipality]** official website.

[and/or]

electronically by posting the notice prominently on any of the **[insert name of municipality]**'s official social media sites.

Public Participation Policies and Public Notification: A Guide for Municipalities

[and/or]

by posting the notice prominently on the bulletin board provided for that purpose in the following municipal facilities: **[insert as applicable:** Administrative Office, Recreation Centre, Community Hall, etc.]

[or]

by posting the notice prominently on roadside signage located at the following locations: **[insert as applicable** e.g. each entrance to the Municipality, specific address(es), community league facility(ies), etc.]

READ a First time this ___ day of _____ 2018.

PUBLIC HEARING held on this _____ day of _____, 2018

READ a Second time this ___ day of _____ 2018.

READ a Third time this ___ day of _____ 2018.

SIGNED AND PASSED this ___ day of _____ 2018.

[INSERT: MAYOR/REEVE]

[INSERT: CHIEF ADMINISTRATIVE OFFICER/OTHER]



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Climate Resilience Presentation at COP 28	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 10/4/2023

PURPOSE:

To request approval to present the Climate Resiliency and Adaptation plan at the Canada Pavilion in Abu Dhabi for COP 28 in December 2023.

RECOMMENDATION:

That Council for the Town of Pincher Creek support the presentation of the Climate Resiliency and Adaptation plan at the Canada Pavilion in Abu Dhabi for COP 28 in December 2023, with the condition that travel costs for the Municipal Energy Lead are not borne by the Town of Pincher Creek.

BACKGROUND/HISTORY:

The Climate Resiliency and Adaptation plan was developed in partnership with the Municipal District of Pincher Creek with consultation from the Piikani Nation from October 2022 to June 2023. This project has gained renown in its approach to collaboration and integration of cross boarder stakeholders.

Alberta Municipalities has reached out to the Municipal Energy Project Lead to indicate a desire to propose the presentation of this project to the Canadian COP team at the event. They have also reached out to the Piikani Nation, and the AllOneSky Foundation for representatives to attend.

COP 28 is United Nations 28th Conference of Parties for the UN framework Convention on Climate Change. The conference serves as a meeting place for world leaders to gather and work on solutions to mitigate and adapt to the changing climate.

As this presentation would promote Pincher Creek on an international scale, administration is seeking Council approval before proceeding.

There is currently no training/travel budget associated with this initiative, however, the M.D. of Pincher Creek has approved a travel budget of up to \$1750 (50%) with the condition that the Town provides the other 50%. While a noble cause, management does not feel that this international presentation is an initiative of the Town, nor beneficial financially or from an employee developmental perspective, and should only be supported if there are no financial implications.

ALTERNATIVES:

That the Council for the Town of Pincher Creek accept the Climate Resiliency and Adaptation plan at the Canada Pavilion in Abu Dhabi for COP 28, as information.

That Council for the Town of Pincher Creek support the presentation of the Climate Resiliency and Adaptation plan at the Canada Pavilion in Abu Dhabi for COP 28 in December 2023, and approve up to \$1750 from the Municipal Income Stabilization Reserve for travel costs of the Municipal Energy Lead.

That the Council for the Town of Pincher Creek support the Climate Resiliency and Adaptation Plan Presentation at the Canada Pavilion in Abu Dhabi for COP 28, with no representative from the Town in attendance.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

The recommendation from administration would be to support the presentation in Abu Dhabi but not provide travel funds for this initiative, meaning no additional financial implications for the Town.

PUBLIC RELATIONS IMPLICATIONS:

Town and MD residents will be represented on an international stage for their commitment to collaboration and environmental stewardship. International organizations may take notice of the work being done in the region. This may help promote Pincher Creek as a leader in Alberta, Canada, and Internationally which could drive desire for investment, collaboration, or imitation.

Residents may react negatively to the Municipality promoting the Resiliency and Adaptation plan as a focal point.

ATTACHMENTS:

2023-09-14 Letter Town - Climate Resiliency and Adaptation Plan Presentation at COP 28

2023-09-14 Letter Town - Climate Resiliency and Adaptation Plan Presentation at COP 28 (002) - 3239

CONCLUSION/SUMMARY:

Alberta Municipalities has indicated a desire to propose the presentation of the Climate Resiliency and Adaptation Plan at COP 28. The recommendation is to support the proposal from Alberta Municipalities.

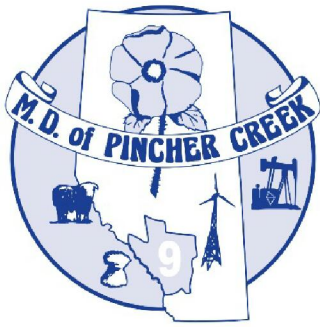
Signatures:

Department Head:

A. Zerari

CAO:

Angie Lucas



1037 Herron Ave.
PO Box 279
Pincher Creek, AB
T0K 1W0
p. 403.627.3130
f. 403.627.5070

info@mdpincercreek.ab.ca
www.mdpincercreek.ab.ca

September 14, 2023

Mayor and Council
Town of Pincher Creek
Box 159
Pincher Creek, AB T0K 1W0
cao@pinchercreek.ca

Dear Mayor and Council,

Re: Climate Resiliency and Adaptation Plan Presentation at COP 28

At the Council meeting held on September 12, 2023, the Municipal District of Pincher Creek No. 9 discussed the Climate Resiliency and Adaptation Plan Presentation at COP 28.

At that meeting, they made motion that the MD provide 50% funding (to a maximum of \$1750) for the Municipal Energy Project Lead to attend the Climate Resiliency and Adaptation Plan at COP 28 in Abu Dhabi, should the Town of Pincher Creek supply the remaining 50% and should the report be accepted for presentation at the conference;

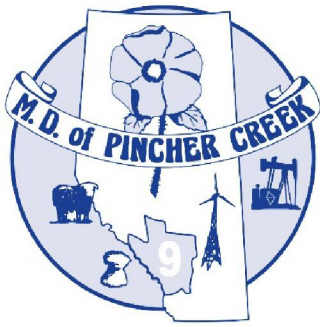
And that MD Council authorize the use of this report.

As the Town is a community partner for the Municipal Energy Project Lead, please advise what Town Council's resolution was on this request at your earliest convenience.

If you have any questions or concerns please feel free to contact the administration office at (403) 627-3130.

Yours truly,

Rick Lemire
Reeve, MD of Pincher Creek No.9



1037 Herron Ave.
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September 14, 2023

Mayor and Council
Town of Pincher Creek
Box 159
Pincher Creek, AB T0K 1W0
cao@pinchercreek.ca

Dear Mayor and Council,

Re: Climate Resiliency and Adaptation Plan Presentation at COP 28

At the Council meeting held on September 12, 2023, the Municipal District of Pincher Creek No. 9 discussed the Climate Resiliency and Adaptation Plan Presentation at COP 28.

At that meeting, they made motion that the MD provide 50% funding (to a maximum of \$1750) for the Municipal Energy Project Lead to attend the Climate Resiliency and Adaptation Plan at COP 28 in Abu Dhabi, should the Town of Pincher Creek supply the remaining 50% and should the report be accepted for presentation at the conference;

And that MD Council authorize the use of this report.

As the Town is a community partner for the Municipal Energy Project Lead, please advise what Town Council's resolution was on this request at your earliest convenience.

If you have any questions or concerns please feel free to contact the administration office at (403) 627-3130.

Yours truly,

Rick Lemire
Reeve, MD of Pincher Creek No.9



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Council Committees	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 10/4/2023

PURPOSE:

To Review the Council Appointments to Committees ahead of the October Organizational Meeting in October 2023.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept as information ahead of the Organizational meeting in October 2023.

BACKGROUND/HISTORY:

The list of Committees that Council are currently appointed to is very large and outdated, as some committees are no longer active and many do not appear to have a Terms of Reference to guide and direct the work of the members.

Administration has reviewed the Schedule "A" Council Appointments list and has suggestions for the removal of Committees that are no longer active, these are:

1. Community Transportation Committee
2. Economic Development Committee
3. Facilities Planning Study Steering Committee
4. Regional Airport Advisory Committee

In addition, Administration needs to confirm that each Committee has a current Terms of Reference in place which has been reviewed and updated within the last three years to remain current.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct Administration to bring back additional information as discussed regarding the following Committees listed on the Schedule "A" Council Appointments list _____ to the Organizational meeting scheduled for October 2023.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

Councillors are paid \$120.00 per Committee Meeting up to three hours and \$235.00 per Committee Meeting over three hours. Reducing the number of Committees will reduce the cost to the Town of Pincher Creek.

PUBLIC RELATIONS IMPLICATIONS:

Council will continue to serve the public's interests by serving on current and relevant Committees which require a Council member to attend meetings and that the Councillor will provide reports back to Council on the Committee's progress on the various issues and topics they are working on.

ATTACHMENTS:

Oct 23, 2023 Council Appointments - 3253
Oct 23, 2023 Council Appointments - Edited

CONCLUSION/SUMMARY:

Reviewing the list of Council appointments and removing any non-active Committees and determining if each active Committee still requires a Council member, will help increase organizational effectiveness and reduce overall budgetary costs associated with Council appointments to Committees.

In addition, ensuring that each Committee that a Council member serves on has a current Terms of Reference will ensure that the purpose and work of the Committee is based on the current needs of the community that the Committee serves.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas

SCHEDULE “A”
COUNCIL APPOINTMENTS
OCTOBER 23, 2023 TO OCTOBER 22, 2024

1. ALBERTA SOUTHWEST REGIONAL ALLIANCE

Mandate: Alberta SouthWest Regional Alliance Ltd. (AlbertaSW) is a Regional Economic Development Alliance (REDA) of 16 communities working together to help each other succeed. Requires one member.

Staff Lead: Open

Meetings: First Wednesday evening monthly at various communities

Member(s): Don Anderberg

2. ASSESSMENT REVIEW BOARD

Mandate: Oldman River Regional Services Commission and Municipalities within the region jointly established a Regional Assessment Review Board (Bylaw 2011-02) to exercise the functions of a Local Assessment Review Board (LARB) and the function of a Composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by taxpayers of a Regional Member Municipality. Requires one member and one alternate member.

Staff Lead: Legislative Services Manager

Meetings: Annually if assessment appeals are received.

Member(s): Don Anderberg

Alternative: Sahra Nodge

3. COMMUNITY EARLY LEARNING CENTRE BOARD

Mandate: Requires three members

Staff Lead: Director of Community Services

Meetings: As required

Member(s): Don Anderberg, David Green, and Mark Barber

Alternate: Sahra Nodge

4. COMMUNITY FUTURES ALBERTA SOUTHWEST BOARD

Mandate: Establish priorities, monitor performance and be accountable to key stakeholders, such as local, provincial, and federal governments.
Requires one member.

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Mark Barber

5. COMMUNITY HOUSING COMMITTEE

Mandate: Study and provide advice regarding matters related to housing.
Requires three members.
Staff Lead: Family and Community Support Services Coordinator
Meetings: Monthly
Members: Wayne Oliver, Garry Cleland and Sahra Nodge

6. COMMUNITY TRANSPORTATION COMMITTEE

Mandate: Study and provide advice regarding matters related to transportation.
Requires two members.
Staff Lead: Director of Operations
Meetings: As required
Membership: Currently Inactive

7. ECONOMIC DEVELOPMENT COMMITTEE

Mandate: To advise Town Council on various economic development issues.
Requires one member.
Staff Lead: Economic Development Officer
Meetings:
Member(s): Currently Inactive

8. EMERGENCY SERVICES COMMISSION

Mandate: To manage fire and ambulance services. Requires two members and one alternate member.
Staff Lead: Fire Chief
Meetings: Fourth Thursday monthly at 1:30 pm.
Member(s): Don Anderberg and Brian Wright
Alternate: Sahra Nodge

9. FACILITIES PLANNING STUDY STEERING COMMITTEE

Mandate: To study and provide advice to the Town of Pincher Creek regarding the future development, renovation or expansion of facilities including sport, recreational, community and other Town owned facilities. Requires two members.
Staff Lead: Director of Community Services
Meetings: As required - Committee on hold
Member(s): Currently Inactive

10. FAMILY AND COMMUNITY SUPPORT SERVICES

Mandate: Agreement between Her Majesty in Right of Alberta and Town of Pincher Creek to provide for the establishment, administration, and operation of a Family and Community Support Services Program in accordance with the Family and Community Support Services Act and Regulation.

Requires one member.

Staff Lead: Family and Community Support Services Coordinator

Meetings: Third Monday monthly at 6:30 pm

Member(s): Sahra Nodge

11. FINANCE AND BUDGET COMMITTEE

Mandate: Pursuant to the Municipal Government Act, Council must adopt an operating and capital budget for each calendar year. Requires all members of Council

Staff Lead: Chief Administrative Officer/Director of Finance and Human Resources

Meetings: As required in the fall and winter prior to the budget year

Member(s): All of Council

12. HEALTH PROFESSIONS ATTRACTION AND RETENTION COMMITTEE

Mandate: Responsible for making policy decisions and ensuring through the Executive Director that appropriate staff, structures and processes are in place to carry out the policy and day-to-day tasks of the [RhPAP].

Requires one member

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Brian Wright

13. HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION

Mandate: Members to this committee must be approved by the Association Board.

Requires one member and one alternate member.

Staff Lead: Chief Administrative Officer

Meetings: As required

Member(s): Don Anderberg

Alternate: Brian Wright

14. INTERMUNICIPAL COLLABORATION FRAMEWORK STEERING COMMITTEE

Mandate: Provide for integrated and strategic planning, delivery and funding of intermunicipal services; Allocate scarce resources efficiently in the providing of local services; Ensure municipalities contribute funding to

services that benefit their residents. Requires two members and one alternate

Staff Lead: Chief Administrative Officer

Meetings: As needed

Member(s): Don Anderberg and Wayne Oliver

Alternate: Mark Barber

15. INTERMUNICIPAL DEVELOPMENT COMMITTEE

Mandate: As per Bylaw No. 1526, Intermunicipal Development Plan. Requires two members.

Staff Lead: Legislative Services Manager

Meetings: As needed (generally daytime)

Member(s): Garry Cleland and Mark Barber

16. LIBRARY BOARD and CHINOOK ARCH

Mandate: Pursuant to the Libraries Act of Alberta, the Pincher Creek & District Municipal Library will provide full and equal access to information, resources, and ideas, and promote an atmosphere of life-long learning. Requires one member.

Staff Lead: Head Librarian

Meetings: Library Board – Fourth Wednesday every other month at 7:00 pm
Chinook Arch – First Thursday of April, August and December 6:00 pm

Member(s): Mark Barber

17. MAYORS & REEVES OF SOUTHWEST ALBERTA

Mandate: Mayors & Reeves of Southwest Alberta. Requires the Mayor.

Staff Lead: Open

Meetings: First Friday monthly at 1:00 pm in Lethbridge (No meeting in July & August)

Member(s): Don Anderberg

Alternative: Deputy Mayor

18. MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY (MDSA)

Mandate: Pursuant to the Municipal Government Act and MDSA Bylaw #1543, to review applications for discretionary developments. Requires three members.

Staff Lead: Legislative Services Manager

Meetings: Third Wednesday monthly at 9:30 am

Member(s): Sahra Nodge, Brian Wright and Wayne Oliver

19. MUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD (MSDAB)

Mandate: Pursuant to the Municipal Government Act and Bylaw #1544. Requires one member.
Staff Lead: Legislative Services Manager and Chief Administrative Officer
Meetings: As required, by Oldman River Regional Services Commission
Member(s): Don Anderberg

20. OLDMAN RIVER REGIONAL SERVICES COMMISSION (ORRSC)

Mandate: Concerns matters of subdivision, planning, etc. Requires one member and one alternate member.
Staff Lead: Chief Administrative Officer
Meetings: First day of March, June, September, and December at 7:00 pm in Lethbridge
Member(s): Don Anderberg
Alternates: Brian Wright

21. OLDMAN WATERSHED COUNCIL

Mandate: A healthy, resilient watershed where people, wildlife and habitat thrive. Requires one member
Staff Lead: Director of Operations
Meetings: Quarterly
Member(s): Wayne Oliver
Alternate: Sahra Nodge

22. PINCHER CREEK FOUNDATION BOARD

Mandate: Manages the Housing Units in Pincher Creek. Requires two members.
Staff Lead: Pincher Creek Foundation CAO
Meetings: Fourth Wednesday monthly
Member(s): David Green and Wayne Oliver

23. POLICE ADVISORY COMMITTEE

Mandate: Formalize the process for receiving input from the community and the partnership between the community, the RCMP and local government. Requires one member and one alternate member.
Staff Lead: Family and Community Support Services Coordinator
Meetings: Third Wednesday every two months at 7:00 pm
Member(s): Mark Barber & Brian Wright
Alternate:

24. POLICY REVIEW COMMITTEE

Mandate: Requires two members of Council.
Staff Lead: Legislative Services Manager
Meetings: Suspended for 8 months
Member(s): Sahra Nodge and Wayne Oliver

25. RECREATION ADVISORY BOARD

Mandate: Reviews Recreation and Parks issues, makes recommendations, and identifies issues. Requires one member.
Staff Lead: Director of Community Services
Meetings: Monthly as schedules allow (generally evening)
Member(s): Brian Wright
Alternative: Garry Cleland

26. REGIONAL AIRPORT ADVISORY COMMITTEE

Mandate: To advise Council on airport opportunities and issues, policy, and programs within the Southwestern Alberta Region with specific focus on the Pincher Creek Airport (CZPC). Requires two members.
Staff Lead:
Meetings: Quarterly – to be determined
Members(s): Not Applicable
Alternate:

27. REGIONAL EMERGENCY MANAGEMENT ORGANIZATION

Mandate: To act as an agent of the Council to carry out the Council's statutory powers and obligations as prescribed in the Emergency Management Bylaw. Requires two members and one alternate member.
Staff Lead: Chief Administrative Officer
Meetings: Minimum twice annually
Member(s): Don Anderberg and Brian Wright
Alternate: Sahra Nodge

28. REGIONAL LANDFILL – Town/MD/Cowley/Crowsnest Pass

Mandate: Pursuant to landfill Authority bylaws. Requires one member and one alternate member.
Staff Lead: Open
Meetings: Third Wednesday monthly at 9:00 am at the Landfill
Member(s): Mark Barber
Alternate: Garry Cleland

29. Communities in Bloom

Mandate:

Meetings:

Member: Wayne Oliver

30. Scholarship Steering Committee

Mandate:

Meetings:

Member: Sahra Nodge

Note**All members of Council shall serve as alternates on all committees and boards.

**SCHEDULE “A”
COUNCIL APPOINTMENTS
OCTOBER 23, 2023 TO OCTOBER 22, 2024**

1. ALBERTA SOUTHWEST REGIONAL ALLIANCE

Mandate: Alberta SouthWest Regional Alliance Ltd. (AlbertaSW) is a Regional Economic Development Alliance (REDA) of 16 communities working together to help each other succeed. Requires one member.

Staff Lead: Open

Meetings: First Wednesday evening monthly at various communities

Member(s): Don Anderberg

2. ASSESSMENT REVIEW BOARD

Mandate: Oldman River Regional Services Commission and Municipalities within the region jointly established a Regional Assessment Review Board (Bylaw 2011-02) to exercise the functions of a Local Assessment Review Board (LARB) and the function of a Composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by taxpayers of a Regional Member Municipality. Requires one member and one alternate member.

Staff Lead: Legislative Services Manager

Meetings: Annually if assessment appeals are received.

Member(s): Don Anderberg

Alternative: Sahra Nodge

3. COMMUNITY EARLY LEARNING CENTRE BOARD

Mandate: Requires three members

Staff Lead: ~~Director of Community Services~~

Meetings: As required

Member(s): Don Anderberg, David Green, and Mark Barber

Alternate: Sahra Nodge

4. COMMUNITY FUTURES ALBERTA SOUTHWEST BOARD

Mandate: Establish priorities, monitor performance and be accountable to key stakeholders, such as local, provincial, and federal governments.
Requires one member.

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Mark Barber

5. COMMUNITY HOUSING COMMITTEE

Mandate: Study and provide advice regarding matters related to housing.
Requires three members.
Staff Lead: Family and Community Support Services Coordinator
Meetings: Monthly
Members: Wayne Oliver, Garry Cleland and Sahra Nodge

~~6. COMMUNITY TRANSPORTATION COMMITTEE~~

~~Mandate: Study and provide advice regarding matters related to transportation.
Requires two members.
Staff Lead: Director of Operations
Meetings: As required
Membership: Currently Inactive~~

7. ECONOMIC DEVELOPMENT COMMITTEE

Mandate: To advise Town Council on various economic development issues.
Requires one member.
Staff Lead: Economic Development Officer
Meetings:
Member(s): Currently Inactive

8. EMERGENCY SERVICES COMMISSION

Mandate: To manage fire and ambulance services. Requires two members and one alternate member.
Staff Lead: Fire Chief
Meetings: Fourth Thursday monthly at 1:30 pm.
Member(s): Don Anderberg and Brian Wright
Alternate: Sahra Nodge

~~9. FACILITIES PLANNING STUDY STEERING COMMITTEE~~

~~Mandate: To study and provide advice to the Town of Pincher Creek regarding the future development, renovation or expansion of facilities including sport, recreational, community and other Town-owned facilities. Requires two members.
Staff Lead: Director of Community Services
Meetings: As required - Committee on hold
Member(s): Currently Inactive~~

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Mandate: Agreement between Her Majesty in Right of Alberta and Town of Pincher Creek to provide for the establishment, administration, and operation of a Family and Community Support Services Program in accordance with the Family and Community Support Services Act and Regulation.

Requires one member.

Staff Lead: Family and Community Support Services Coordinator

Meetings: Third Monday monthly at 6:30 pm

Member(s): Sahra Nodge

11. FINANCE AND BUDGET COMMITTEE

Mandate: Pursuant to the Municipal Government Act, Council must adopt an operating and capital budget for each calendar year. Requires all members of Council

Staff Lead: Chief Administrative Officer/Director of Finance and Human Resources

Meetings: As required in the fall and winter prior to the budget year

Member(s): All of Council

12. HEALTH PROFESSIONS ATTRACTION AND RETENTION COMMITTEE

Mandate: Responsible for making policy decisions and ensuring through the Executive Director that appropriate staff, structures and processes are in place to carry out the policy and day-to-day tasks of the [RhPAP].

Requires one member

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Brian Wright

13. HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION

Mandate: Members to this committee must be approved by the Association Board.

Requires one member and one alternate member.

Staff Lead: Chief Administrative Officer

Meetings: As required

Member(s): Don Anderberg

Alternate: Brian Wright

14. INTERMUNICIPAL COLLABORATION FRAMEWORK STEERING COMMITTEE

Mandate: Provide for integrated and strategic planning, delivery and funding of intermunicipal services; Allocate scarce resources efficiently in the providing of local services; Ensure municipalities contribute funding to

services that benefit their residents. Requires two members and one alternate

Staff Lead: Chief Administrative Officer

Meetings: As needed

Member(s): Don Anderberg and Wayne Oliver

Alternate: Mark Barber

15. INTERMUNICIPAL DEVELOPMENT COMMITTEE

Mandate: As per Bylaw No. 1526, Intermunicipal Development Plan. Requires two members.

Staff Lead: Legislative Services Manager

Meetings: As needed (generally daytime)

Member(s): Garry Cleland and Mark Barber

16. LIBRARY BOARD and CHINOOK ARCH

Mandate: Pursuant to the Libraries Act of Alberta, the Pincher Creek & District Municipal Library will provide full and equal access to information, resources, and ideas, and promote an atmosphere of life-long learning. Requires one member.

Staff Lead: Head Librarian

Meetings: Library Board – Fourth Wednesday every other month at 7:00 pm

Chinook Arch – First Thursday of April, August and December 6:00 pm

Member(s): Mark Barber

17. MAYORS & REEVES OF SOUTHWEST ALBERTA

Mandate: Mayors & Reeves of Southwest Alberta. Requires the Mayor.

Staff Lead: Open

Meetings: First Friday monthly at 1:00 pm in Lethbridge (No meeting in July & August)

Member(s): Don Anderberg

Alternative: Deputy Mayor

18. MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY (MDSA)

Mandate: Pursuant to the Municipal Government Act and MDSA Bylaw #1543, to review applications for discretionary developments. Requires three members.

Staff Lead: Legislative Services Manager

Meetings: Third Wednesday monthly at 9:30 am

Member(s): Sahra Nodge, Brian Wright and Wayne Oliver

19. MUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD (MSDAB)

Mandate: Pursuant to the Municipal Government Act and Bylaw #1544. Requires one member.

Staff Lead: Legislative Services Manager and Chief Administrative Officer

Meetings: As required, by Oldman River Regional Services Commission

Member(s): Don Anderberg

20. OLDMAN RIVER REGIONAL SERVICES COMMISSION (ORRSC)

Mandate: Concerns matters of subdivision, planning, etc. Requires one member and one alternate member.

Staff Lead: Chief Administrative Officer

Meetings: First day of March, June, September, and December at 7:00 pm in Lethbridge

Member(s): Don Anderberg

Alternates: Brian Wright

21. OLDMAN WATERSHED COUNCIL

Mandate: A healthy, resilient watershed where people, wildlife and habitat thrive. Requires one member

Staff Lead: Director of Operations

Meetings: Quarterly

Member(s): Wayne Oliver

Alternate: Sahra Nodge

22. PINCHER CREEK FOUNDATION BOARD

Mandate: Manages the Housing Units in Pincher Creek. Requires two members.

Staff Lead: Pincher Creek Foundation CAO

Meetings: Fourth Wednesday monthly

Member(s): David Green and Wayne Oliver

23. POLICE ADVISORY COMMITTEE

Mandate: Formalize the process for receiving input from the community and the partnership between the community, the RCMP and local government. Requires one member and one alternate member.

Staff Lead: Family and Community Support Services Coordinator

Meetings: Third Wednesday every two months at 7:00 pm

Member(s): Mark Barber & Brian Wright

Alternate:

24. POLICY REVIEW COMMITTEE

Mandate: Requires two members of Council.
Staff Lead: Legislative Services Manager
Meetings: Suspended for 8 months (May 6, 2024)
Member(s): Sahra Nodge and Wayne Oliver

25. RECREATION ADVISORY BOARD

Mandate: Reviews Recreation and Parks issues, makes recommendations, and identifies issues. Requires one member.
Staff Lead: Director of Community Services
Meetings: Monthly as schedules allow (generally evening)
Member(s): Brian Wright
Alternative: Garry Cleland

~~26. REGIONAL AIRPORT ADVISORY COMMITTEE~~

~~Mandate: To advise Council on airport opportunities and issues, policy, and programs within the Southwestern Alberta Region with specific focus on the Pincher Creek Airport (CZPC). Requires two members.~~
~~Staff Lead: —~~
~~Meetings: Quarterly to be determined~~
~~Members(s): Not Applicable~~
~~Alternate: —~~

27. REGIONAL EMERGENCY MANAGEMENT ORGANIZATION

Mandate: To act as an agent of the Council to carry out the Council's statutory powers and obligations as prescribed in the Emergency Management Bylaw. Requires two members and one alternate member.
Staff Lead: Chief Administrative Officer
Meetings: Minimum twice annually
Member(s): Don Anderberg and Brian Wright
Alternate: Sahra Nodge

28. REGIONAL LANDFILL – Town/MD/Cowley/Crowsnest Pass

Mandate: Pursuant to landfill Authority bylaws. Requires one member and one alternate member.
Staff Lead: Open
Meetings: Third Wednesday monthly at 9:00 am at the Landfill
Member(s): Mark Barber
Alternate: Garry Cleland

29. Communities in Bloom

Mandate:

Meetings:

Member: Wayne Oliver

30. Scholarship Steering Committee

Mandate:

Meetings:

Member: Sahra Nodge

Note**All members of Council shall serve as alternates on all committees and boards.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: 2024 Public Open House Dates	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 10/4/2023

PURPOSE:

Administration are recommending three dates for each of the three proposed Public Open House sessions for 2024 and would like a list of possible topics for discussion from Council.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to the following dates for each of the three Public Open House sessions for 2024; February 28, May 8 and June 12, and;

provide Administration with the following topics to consider and undertake further research on for the three Public Open House sessions _____.

BACKGROUND/HISTORY:

Council decided that they wanted Administration to organize three public open house sessions to take place in 2024.

The dates Administration are recommending are:

- Wednesday Feb 28, 2024
- Wednesday May 8, 2024
- Wednesday June 12, 2024

Once Council provide Administration with a variety of topics for the public open house sessions, and we also receive input from staff on these proposed topics as well, Administration will bring back a proposed agenda for each of the public open house sessions for final decision.

ALTERNATIVES:

Accept the proposed 2024 Public Open House dates as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

The cost for creating and undertaking the three public open house sessions will be brought back to Council with the proposed public open house sessions' agendas.

PUBLIC RELATIONS IMPLICATIONS:

Providing information to the public on various matters of interest or importance to the community while providing an opportunity to gain feed back from these residents and stakeholders on a variety of topics that are important to Council and Administration in order to be able to move forward with decision making around projects, plans etc.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Discuss topics and the proposed dates for the 2024 Public Open Houses and provide Administration with three definite dates for 2024 and a list of topics for Administration to review.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Schedule of Special Council Meetings for discussion of 2024 Operating and Capital Budget	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 10/4/2023

PURPOSE:

For Council to confirm the dates for the Special Council Meetings for 2024 budget discussion only.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the attached list of Special Council Meetings for 2024 Operating and Capital Budget Discussions.

BACKGROUND/HISTORY:

None at this time.

ALTERNATIVES:

That Council for the Town of Pincher Creek request Administration revise the list of Special Council Meetings for 2024 Budget discussions.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time

FINANCIAL IMPLICATIONS:

None at this time

PUBLIC RELATIONS IMPLICATIONS:

The Special Council meetings will be open to the public.

ATTACHMENTS:

2024 Budget Schedule - Revised Sept 26 - 3262

CONCLUSION/SUMMARY:

Administration supports the attached list of Special Council Meetings for discussing the 2024 Operating and Capital Budgets.

Signatures:

Department Head:

Wendy Catonio

CAO:

Angie Lucas

TOWN OF PINCHER CREEK



2024 BUDGET MEETING SCHEDULE

October 12, 2023 9:00 am to 12:00 pm	Operating Budget Presentation
October 16, 2023 5:00 pm to 8:00 pm	Capital Budget Presentation
October 18, 2023 1:00 pm to 4:00 pm	Council Deliberation
October 26, 2023 5:00 pm to 8:00 pm	Council Deliberation
November 8, 2023 9:00 am to 12:00 pm	Council Deliberation
November 16, 2023 5:00 pm to 8:00 pm	Council Deliberation
December 11, 2023 6:00 pm	The latest Council meeting to pass budgets