



AGENDA
TOWN OF PINCHER CREEK
COMMITTEE OF THE WHOLE
Wednesday, February 2, 2022 at 9:00am
[Virtual via Zoom](#)

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
 - 3.1 Alberta Health Services Covid Update – Kristin Dykstra
4. **Committee Reports**
5. **Administration**
 - 5.1 MSDAB – Lay People
 - 5.2 Council – Business Cards
6. **Business Arising from the Minutes**
7. **Policy**
8. **New Business**
 - 8.1 Water Treatment Plant Operator Position
 - 8.2 Utility Rate and Mill Rate Analysis
 - 8.3 ASAA 1A Senior Boy Provincial Basketball Tournament
 - 8.4 Community Information Night
9. **Closed Session Discussion**
 - 9.1 Stephenson Engineering – Lebel Mansion Building Assessment
 - 9.2 Pincher Creek Community Early Learning Centre
10. **Adjournment**

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Water Treatment Plant Operator Position	
PRESENTED BY: Al Roth, Director of Operations	DATE OF MEETING: 2/2/2022

PURPOSE:

To provide an information update to the Committee of the Whole of the re-purposing one (1) Maintenance Operator position to the Water Treatment Plant.

RECOMMENDATION:

That Committee of the Whole for the Town of Pincher Creek to receive the update to re-purpose a Maintenance Operator position to a Water Treatment Plant Operator position, as information.

BACKGROUND/HISTORY:

The Operations Department currently has the following structure:

- Two (2) Operations Coordinators
- One (1) Asset Management Coordinator
- Five (5) Maintenance Operators
- One (1) Facility Maintenance Operator
- One (1) Water Treatment Operator

The proposed additional water treatment operator would be used for maintenance duties as required

While operators and coordinators are cross trained to cover more specialized positions during illness or vacation, Administration has found a weak point in the structure regarding workers stationed at the Water Treatment Plant (WTP).

During routine operations, a basic understanding of the Pincher Creek WTP is adequate to fulfill minimum testing requirements, however, in case of any unexpected parameters it typically requires an experienced operator with more intimate knowledge of the plant to find a solution. While we have full confidence in our current Water Treatment Plant Operator, it is risky to have only a single operator with that kind of in-depth understanding of the WTP.

Operations has traditionally sent Maintenance Operators to the WTP to "shadow" the Water Treatment Operator to obtain a basic understanding of the plant, however, this is not enough exposure to obtain enough knowledge to be confident operating the plant in adverse conditions.

Administration proposes to re-purpose one (1) of the Maintenance Operator positions to a Water Treatment Operator position. This would not result in an increase in staffing levels, but rearrange the current staff structure. Having two (2) staff dedicated to the WTP would increase the resiliency of the system and provide a large reduction in risk, especially during times of one operator being unavailable due to vacation, illness, or resignation.

While the WTP does not require two (2) full time Operators to run the plant in standard conditions, Operations would assign additional duties to these staff to ensure work hours are properly managed (such as one of the two operators assisting with snow removal during snow events).

ALTERNATIVES:

That Committee of the Whole for the Town of Pincher Creek request additional information from administration.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Increasing the staffing level at the Water Treatment Plant (WTP) would increase the resiliency/redundancy at the WTP and reduce risk exposure of the Town, especially during emergency events.

FINANCIAL IMPLICATIONS:

Due to a Water Treatment Operator position making \$1.91/hour (as per the CUPE Union Agreement) more per hour than a Maintenance Operator I, the annual increase for salary & benefits would be approximately \$4,800.

Administration anticipates this can be absorbed by the current Operating Budget.

PUBLIC RELATIONS IMPLICATIONS:

No impact to public relations.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports the proposal to re-purpose a Maintenance Operator to be a Water Treatment Operator to increase the redundancy at the WTP and reduce risk exposure of the Town.

Signatures:

Department Head:



CAO:



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Utility Rate Analysis	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 2/2/2022

PURPOSE:

To gain direction from Committee of the Whole on future increases to the utility rates to ensure utilities are self-sustaining.

RECOMMENDATION:

That Committee of the Whole for the Town of Pincher Creek direct administration to increase utility rates as _____ and include them with the fees bylaw to be presented to Council on _____.

BACKGROUND/HISTORY:

The Town of Pincher Creek has not increased utility rates since 2012. In order to continue to have the utilities as self-sustaining these rates need to be increased. Utilities have historically been self-sustaining but over the last few years changes have occurred that resulted in the need to transfer from utility reserves to cover deficits. These deficits resulted from increases in repairs and maintenance, lower revenue due to residents conserving water and the Administration portion of the Operations budget being allocated to the various cost centres managed by the Operations department. The Administration portion of the Operations Budget referred to as "Common Services" is approximately \$145,000. These expenses were funded by taxes but are now allocated to all Operations cost centres including utilities. Property taxes could be reduced for the amount allocated to the utility department.

Administration is proposing adding a new utility rate for storm water. Historically, budgeted storm water expenses of approximately \$148,000 have been funded through taxes so Council has the option of reducing taxes and adding a storm water rate to the utility bills. There are many properties that are exempt from paying taxes but all properties have a utility account thus having more users pay for this service.

Attached is a table comparing similar communities to the Town of Pincher Creek in relation to the mill rate and the utility rates. The Town of Pincher Creek's rates are the same for Residential users and Non-Residential users. Many communities that were reviewed have different rates for Residential users and Non-Residential users. As well, some communities charge higher consumption rates the more water consumed.

Also attached is a spreadsheet which shows the additional revenue that will be generated if utility rates are increased by \$1 per month including the affect on Residential users.

Water Deficits have ranged between \$160,000 and \$300,000.
Wastewater Deficits have ranged between \$66,000 and \$150,000
Solid Waste have small deficits or surpluses which assisted in offsetting the deficits in Water and Wastewater. In 2020, the deficit was approximately \$3,500.

ALTERNATIVES:

That Committee of the Whole direct Administration to bring back more information to a future meeting for further discussions.

That Committee of the Whole accept the Utility Rate analysis as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Committee of the Whole has supported a self-sustaining utility system where users pay for services consumed.

FINANCIAL IMPLICATIONS:

The increase in revenue will be dependent on the increase Committee of the Whole approves and whether or not Committee of the Whole wishes to reduce taxes for the expenses now being funded through a new utility rate.

PUBLIC RELATIONS IMPLICATIONS:

Increases to utility rates will result in residents paying more for services. If Committee of the Whole decides to increase utility rates, good communication of these increases prior to their implementation is crucial to help residents understand.

ATTACHMENTS:

- Solid Waste Analysis - 2805
- Storm Water Analysis - 2805
- Tax & Utility Comparison 2021 - 2805
- Waste Water Rate Analysis - 2805
- Water Rate Analysis - 2805

CONCLUSION/SUMMARY:

Administration supports Committee of the Whole increasing utility rates to ensure they are self-sustaining.

Signatures:

Department Head:

Wendy Catonio

CAO:

Laurie Wilgosh

Town of Pincher Creek

Utility Rate Analysis

2021

SERVICE CODE	# of Accounts	\$/MTH	\$/2 mths	Annual	Annual Cost/Acct
Waste Management					
Base Rate	1572	\$ 7.54	\$ 15.08	\$ 142,234.56	
	1572	\$ 1.00	\$ 2.00	\$ 18,864.00	\$ 12.00
	1572	\$ 1.25	\$ 2.50	\$ 23,580.00	\$ 15.00
	1572	\$ 1.50	\$ 3.00	\$ 28,296.00	\$ 18.00
	1572	\$ 2.00	\$ 4.00	\$ 37,728.00	\$ 24.00
	1572	\$ 3.00	\$ 6.00	\$ 56,592.00	\$ 36.00
	1572	\$ 4.00	\$ 8.00	\$ 75,456.00	\$ 48.00
	1572	\$ 5.00	\$ 10.00	\$ 94,320.00	\$ 60.00
	1572	\$ 6.00	\$ 12.00	\$ 113,184.00	\$ 72.00
	1572	\$ 7.00	\$ 14.00	\$ 132,048.00	\$ 84.00
	1572	\$ 8.00	\$ 16.00	\$ 150,912.00	\$ 96.00
	1572	\$ 9.00	\$ 18.00	\$ 169,776.00	\$ 108.00

Town of Pincher Creek

Utility Rate Analysis

2021

SERVICE CODE	NO. OF ACCTS	\$/MTH	\$/2 mths	Annual	Annual Cost/Acct
Storm Water					
Residential	1317	\$ 6.78	\$ 13.56	\$ 107,151.12	\$ 81.36
Commercial	256	\$ 13.56	\$ 27.12	\$ 41,656.32	\$ 162.72
Total				\$ 148,807.44	

Storm Deficit	(179,047.57)
Add: Amort	30,110.00
	(148,937.57)

Example	Resident Total Annual Cost	
	Deficit Funded	
Water	\$ 186,264.00	\$ 117.00
Wastewater	\$ 106,812.00	\$ 69.00
Waste Mgmt	\$ 18,864.00	\$ 12.00
		\$ 198.00

Residential Tax and Utility Rates Comparison

	Pincher Creek	Cardston	Claresholm *	Crowsnest Pass ***	Fort Macleod	Nanton	Raymond **	Coalhurst
Tax Rates								
Education (ASFF)	0.0026060	0.0026397	0.0026396	0.0025600	0.0025731	0.0026106	0.00256517	0.0024421
Seniors Foundation	0.0002182	0.0002136	0.0002510	N/A	0.0002734	0.0004058	0.00035388	0.0001453
General Municipal - Residential	0.0098414	0.0075950	0.0069020	0.0076415	0.0062278	0.0097600	0.00821167	0.0072684
General Municipal - Non Residential	0.012388300	0.01289300	0.01159880	0.01310380	0.0122070	0.01733460	0.01285	0.0093908
Assessments - Residential	337,417,180	287,863,490	352,856,520	856,695,780	263,232,560		326,234,550	265,542,310
Assessments - Non - Residential	110,688,630	43,532,570	101,679,760	147,319,149	110,520,880		23,893,980	14,062,460
Average Taxes	All calculations are based on a property assessment value of \$300,000							
Education (ASFF)	\$ 781.80	\$ 791.91	\$ 791.88	\$ 768.00	\$ 771.93	\$ 783.19	\$ 769.55	\$ 732.63
Seniors Foundation	\$ 65.46	\$ 64.08	\$ 75.30	N/A	\$ 82.01	\$ 121.75	\$ 106.16	\$ 43.59
General Municipal	\$ 2,952.42	\$ 2,278.50	\$ 2,070.60	\$ 2,292.45	\$ 1,868.35	\$ 2,928.00	\$ 2,463.50	\$ 2,180.52
Total (for comparison)	\$ 3,799.68	\$ 3,134.49	\$ 2,937.78	\$ 3,060.45	\$ 2,722.29	\$ 3,832.94	\$ 3,339.22	\$ 2,956.74

Utility Rates Residential* (For two months)								
Water Meter Base Rate	\$ 27.82	\$ 43.60	\$ 70.00	\$ 69.08	\$ 81.74	\$ 55.00	\$ 54.00	\$ 40.00
Water Consumption Charge	\$ 1.12/m ³	\$ 1.09/m ³	\$ 1.65/m ³	N/A	\$ 1.00/m ³	\$0 on the first 18 m ³ ; \$2.10 - \$2.75/m ³ (depending on consumption)	\$0.96/m ³	0 to 32 m ³ - \$1.25; over 32 m ³ - \$1.75
Wastewater (Sewer) Base Rate	\$ 32.12	\$ 94.00	\$ 33.00	\$ 69.08	\$ 77.50	\$ 72.00	\$ 42.00	\$ 75.56
Sewer Usage Charge	N/A	N/A	\$ 0.90/m ³ charged on 50% of water consumption for residential users	N/A	N/A	\$0 on the first 18 m ³ ; \$2.00 - \$2.65/m ³ (depending on consumption)		
Garbage Base Rate	\$ 15.08	\$ 8.80	N/A	49.62	N/A	N/A		
Garbage Collection Charge	\$ 23.40	\$ 23.50	\$ 25.00	\$ -	\$ 33.68	\$ 17.50	\$ 53.00	\$ 38.30
Recycling Base Rate	\$ 7.16	\$ 3.40	21.64	6.28	N/A	\$ 13.00		\$ 4.46
Stormwater rate						\$ 4.00		\$ 11.14
Total Base Rate (for comparison)	\$ 105.58	\$ 173.30	\$ 149.64	\$ 194.06	\$ 192.92	\$ 161.50	\$ 149.00	\$ 169.46

* Claresholm \$0.90/cum sewage charge on 50% of Water consumption
 **Raymond's rates distinguish between operating and reserve

*** CNP two non-res tax rates -
 Small business 13.1038; other 17.4718

Town of Pincher Creek

Utility Rate Analysis

2021

SERVICE CODE	# of Accounts	\$/MTH	\$/2 mths	Annual	Annual Cost/Acct
Wastewater	1548		\$ 1.00	\$ 9,288.00	\$ 6.00
	1548		\$ 2.00	\$ 18,576.00	\$ 12.00
	1548		\$ 3.00	\$ 27,864.00	\$ 18.00
	1548		\$ 4.00	\$ 37,152.00	\$ 24.00
	1548		\$ 5.00	\$ 46,440.00	\$ 30.00
	1548		\$ 6.00	\$ 55,728.00	\$ 36.00
	1548		\$ 7.00	\$ 65,016.00	\$ 42.00
	1548		\$ 8.00	\$ 74,304.00	\$ 48.00
	1548		\$ 9.00	\$ 83,592.00	\$ 54.00
	1548		\$ 10.00	\$ 92,880.00	\$ 60.00
	1548		\$ 11.00	\$ 102,168.00	\$ 66.00
	1548		\$ 11.50	\$ 106,812.00	\$ 69.00
	1548		\$ 12.00	\$ 111,456.00	\$ 72.00
	1548		\$ 13.00	\$ 120,744.00	\$ 78.00

Current Rates	NO. OF ACCTS	\$/2 mths	Annual	
Base Rate				
Commercial	255	12.96	19,828.80	
Consumption Rate for Commercial		10% of the cost of Water	37,000.00	56,828.80
Base Rate				
Residential	<u>1293</u>	32.12	<u>249,186.96</u>	
	1548			

Town of Pincher Creek

Utility Rate Analysis

2021

SERVICE CODE	# of Accounts	\$/MTH	\$/2 mths	Annual	Annual Cost/Acct
Waterlines	1592	\$ 1.00	\$ 2.00	\$ 19,104.00	\$ 12.00
	1592	\$ 2.00	\$ 4.00	\$ 38,208.00	\$ 24.00
	1592	\$ 3.00	\$ 6.00	\$ 57,312.00	\$ 36.00
	1592	\$ 4.00	\$ 8.00	\$ 76,416.00	\$ 48.00
	1592	\$ 5.00	\$ 10.00	\$ 95,520.00	\$ 60.00
	1592	\$ 6.00	\$ 12.00	\$ 114,624.00	\$ 72.00
	1592	\$ 7.00	\$ 14.00	\$ 133,728.00	\$ 84.00
	1592	\$ 8.00	\$ 16.00	\$ 152,832.00	\$ 96.00
	1592	\$ 9.00	\$ 18.00	\$ 171,936.00	\$ 108.00
	1592	\$ 9.75	\$ 19.50	\$ 186,264.00	\$ 117.00
	1592	\$ 10.00	\$ 20.00	\$ 191,040.00	\$ 120.00
	1592	\$ 11.00	\$ 22.00	\$ 210,144.00	\$ 132.00
Avg Annual Water Consumption	445,899.25	\$ 0.01		\$ 4,458.99	\$ 1.80
Avg monthly water consumption per Resident	15			\$ 180.00	

Current Rates	NO. OF ACCTS	\$/MTH	\$/2 mths	Annual	
5/8" Waterline	1470	13.91	27.82	245,372.40	
3/4" Waterline	21	49.47	98.94	12,466.44	
1" Waterline	35	67.75	135.5	28,455.00	
1.5" Waterline	16	85.03	170.06	16,325.76	
2" Waterline	43	85.03	170.06	43,875.48	
4" Waterline	7	105.35	210.7	<u>8,849.40</u>	355,344.48
	1592				

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: ASAA 1A Senior Boy Provincial Basketball Tournament	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 2/2/2022

PURPOSE:

For the Committee of the Whole for the Town of Pincher Creek to consider sponsoring the event.

RECOMMENDATION:

That Committee of the Whole for the Town of Pincher Creek become a Three Pointer Sponsor (\$500) for the tournament.

BACKGROUND/HISTORY:

The three day tournament in March will be held at Matthew Halton High School (hosted by Livingstone High School), and will be the first Provincial Basketball Championship Tournament since March of 2019.

Made up of 12 teams from around the Province. This tournament will bring to our community more than 250 athletes and their families along with coaches and support staff.

ALTERNATIVES:

Look at other sponsorship levels as outlined in the letter.

Accept the request as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Hosting a tournament of this caliber is great for our community as it gives us an opportunity to showcase all that we have to offer.

Great economic boost for the restaurants and hotels as well as many other business's.

FINANCIAL IMPLICATIONS:

Financial impact would be \$500 or whatever amount Committee of the Whole choose to sponsor to be taken from 74-12-2770 (Culture and Community)

PUBLIC RELATIONS IMPLICATIONS:

It is important for the community to see that the Town is excited and supportive of these events.

ATTACHMENTS:

LHS Basketball Sponsorship letter 2021-22 - 2807

CONCLUSION/SUMMARY:

Administration supports the town in becoming a Three Pointer Sponsor (\$500) for the tournament.

Signatures:

Department Head:

Laurie Wilgosh

CAO:

Laurie Wilgosh



November 1, 2021

Dear Community Business,

The Livingstone High School (LHS) Sports Booster Club is hard at work to engage our local community business members to support the LHS School's successful bid to host the **ASAA 1A Senior Boy Provincial Basketball Tournament** in March 2022.

We need to dig deep, not only for our local athletes, but for the 250 provincial athletes, their coaches and families, to showcase our south western Alberta hospitality. The three day tournament will be held at Matthew Halton High School (hosted by Livingstone High School), and will be the ***first Provincial Basketball Championship Tournament since March of 2019.***

We are excited for the economic spin offs for our community in hosting such an event. Our local restaurants and hotels will directly benefit from the 12 team tournament. It is another welcomed boost to our economy during this Covid recovery period.

The tournament will be a wonderful opportunity to rekindle the school and community excitement associated with high level sports.

If your business would be interested in sponsoring this event, the 2nd page of this info sheet has some donation suggestions and the corresponding recognition that your company will receive.

If you have any questions please email lhssportsbooster@gmail.com or contact Kim at 4036279841.

Thank you in advance for your support!

LHS Sports Booster Club





Livingstone School 1A Senior Boys Provincial Basketball Championships March 2022

Slam Dunk Sponsorship - \$1,000 or more

- Business name & logo on an individual sponsorship poster to be hung in the gym during event
- Poster given to Business to hang at the workplace after the event
- Business name and logo on the Sponsorship Wall in the event foyer and banquet
- Business logo printed in the Tournament program
- Business name printed in the Tournament program sponsorship acknowledgement section

3 Pointer Sponsorship - \$500

- Business name & logo on joint 3 Pointer sponsorship poster to be hung in the gym during the event
- Business name and logo on the Sponsorship Wall in the event foyer and banquet
- Business logo printed in the Tournament program
- Business name printed in the Tournament program sponsorship acknowledgement section

2 Point Swish Sponsorship - \$300

- Business name and logo on the Sponsorship Wall in the event foyer and banquet
- Business logo printed in the Tournament program
- Business name printed in the Tournament program sponsorship acknowledgement section

Free Throw Sponsorship - \$100

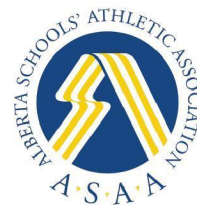
- Business name on the Sponsorship Wall in the event foyer and banquet
- Business name printed in the Tournament program sponsorship acknowledgement section

Other Sponsorship Opportunities:

In Kind Sponsorship is always appreciated and welcome. In order to pull off a successful tournament, we are looking for items for athlete goody bags, help with program printing, and draw prizes.

Items will be assigned a \$ value and your business will be recognized in the appropriate sponsorship category.

*Please send an electronic copy of your logo for sponsorship recognition to
lhssportsbooster@gmail.com



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Community Information Night	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 2/2/2022

PURPOSE:

Committee of the Whole to direct administration to prepare for the community information night.

RECOMMENDATION:

That Committee of the Whole for the Town of Pincher Creek direct administration to move forward with the plan as discussed and postpone community information night to late April/Early May.

BACKGROUND/HISTORY:

Committee of the Whole for the Town of Pincher Creek has been presenting a budget to the community for multiple years. Four years ago, the format was changed from a budget presentation to include additional communication to the community. In previous years, the community information night has been used as opportunity for Council to communicate priorities, strategic direction, projects and general information to residents in a presentation format. Committee of the Whole has also prepared written committee reports that have been shared as a pdf document with the community.

Due to Covid the 2020 was cancelled and the 2021 community information night was held virtually.

ALTERNATIVES:

That Committee of the Whole for the Town of Pincher Creek schedule a follow up meeting with administration to create an alternate plan for community information night.

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

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Link to Community Info presentation and documents from 2021:
<http://pinchercreek.ca/media/notice.php?view=526>

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

The Committee of the Whole for the Town of Pincher Creek has committed to increase communication with the public. This is one forum that has been successful in past years.

ATTACHMENTS:

Debrief – 2806 (Provided in Confidential Package)

CONCLUSION/SUMMARY:

Administration supports that Committee of the Whole for the Town of Pincher Creek direct administration to move forward with the plan as discussed and postpone community information night to late April/Early May.

Signatures:

Department Head:

Laurie Wilgosh

CAO:

Laurie Wilgosh

