



AGENDA
TOWN OF PINCHER CREEK
COMMITTEE OF THE WHOLE
Wednesday November 2, 2022 AT 9:00 A.M.
Zoom Link

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
4. **Committee Reports**
5. **Administration**
6. **Business Arising from the Minutes**
7. **Policy**
8. **New Business**
 - 8.1 Fort Macleod Santa Claus Parade
 - 8.2 Support of Asset Management Cohort Training Facilities (Discussion)
 - 8.3 Strategic Plan Adoption (Discussion)
 - 8.4 Housing (Discussion)
 - 8.5 Councillor Orientation
9. **Closed Session Discussion**
 - 9.1 Pincher Creek Emergency Services Commission
10. **Adjournment**

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Fort Macleod Santa Claus Parade	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 11/2/2022

PURPOSE:

The town of Fort Macleod's Santa Clause Parade Committee invites you to participate in this years 39th annual Santa Claus Parade Saturday Nov 26h at 11am as well as become a financial sponsor to the Parade

RECOMMENDATION:

That Council for the Town of Pincher Creek advise the Fort Macleod's Santa Clause Parade Committee that Councillor _____ will attend the parade.

That the Town of Pincher Creek will contribute \$_____ to help sponsor the parade.

BACKGROUND/HISTORY:

Its the 39th annual Santa Claus Parade with up to 100 entries. They invite you to also become a financial sponsor which will include a Certificate of Appreciation. Donations over \$500 will be included in media coverage. Parade attendee's will line up at 10am for a parade start of 11am. Floats must be at least 8-% covered. Someone must walk along side vehicle to hand out candy for the kids safety.

ALTERNATIVES:

Accept as information

Participate in Parade with no financial contribution.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

NA

FINANCIAL IMPLICATIONS:

The cost of the donation

PUBLIC RELATIONS IMPLICATIONS:

Its a fun event to participate in.

ATTACHMENTS:

- 20221025153651461
- Santa Claus Parade - 3023

CONCLUSION/SUMMARY:

That the town attend and participate in the Town of Fort Macleod's 39th annual Santa Claus Parade.

Signatures:

Department Head:

Laurie Wilgosh

CAO:

Laurie Wilgosh





October 25th, 2022

Mayor & Council
PO Box 159
Pincher Creek, AB
T0K 1W0

RE: 39th ANNUAL SANTA CLAUS PARADE

On behalf of Mayor & Council for the Town of Fort Macleod, would like to extend an invitation to a dignitary from your Council to ride along in our horse drawn carriage and participate in the 39th annual Fort Macleod Santa Claus Parade.

The parade will take place on Saturday November 26th, 2022, starting at 11:00 am and this year's theme is "Welcome to Macleodville". The Santa Claus Parade committee has sent out Parade Entry Registration forms should your community wish to host their own entry.

Fort Macleod's Mayor & Council has a limited number of spaces in their horse drawn carriage. **Should your community delegate wish to join, please RSVP as soon possible or by Thursday November 10th, 2022**, to Executive Assistant Meranda Day Chief at m.daychief@fortmacleod.com or (403)553-4425.

In the spirit of community,

A handwritten signature in black ink, appearing to read "Anthony Burdett", with a long horizontal line extending to the right.

Anthony Burdett
Chief Administrative Officer
Town of fort Macleod
a.burdett@fortmacleod.com
(403) 553-4425

mdc/ab

Nov. 2/22

WELCOME TO MACLEODVILLE

A play on the town *Whoville* in *The Grinch Who Stole Christmas*

Good day,

September 8th, 2022

On behalf of the Town of Fort Macleod and the Fort Macleod and District Chamber of Commerce, the Santa Claus Parade Committee would like to invite you to participate in this year's 39th annual Santa Claus Parade. It will take place on Saturday, Nov. 26th at 11:00 a.m. and this year's theme is "*Welcome to Macleodville*".

Our annual Santa Claus Parade is said to be the "*Biggest and Best, West of Toronto*" with up to 100 entries, including several marching bands. Crowds of around 12,000 people from all over southern Alberta line our historic Main Street to watch our hour-long parade.

As you can imagine the costs of hosting this event are quite significant and it is only because of your generosity that our annual parade is successful. We invite and welcome you to participate in our parade and to also become a financial sponsor by contributing an amount with which you are comfortable. We are truly grateful for any and all donations and you will receive a Certificate of Appreciation.

If you choose to become a corporate sponsor you will be fully recognized for your contribution. Donors of \$500 or more will be included in our media coverage. For those who have donated in the past, a large banner with your name on it is available to be carried in the parade by yourself or your staff to celebrate your corporate sponsorship. If you are a new donor and would like a banner to be carried in the parade these are available for an additional fee.

As a valued member of our community, we look forward to your positive response of support. Please help us to continue this wonderful tradition in Fort Macleod. Donations can be dropped off at the Chamber of Commerce, or mailed to: Santa Claus Parade, PO Box 928, Fort Macleod, Alberta, T0L 0Z0. If a tax receipt is required, please make cheques payable to the "Town of Fort Macleod", if no tax receipt is required, please make cheques payable to the "Santa Claus Parade." Thank you so much and hope to see you on November 26th!

Sincerely,

Santa Claus Parade Committee

RECEIVED

OCT 20 2022

Town of Pincher Creek

P.O. Box 928, Fort Macleod, AB T0L 0Z0

Tel: 403-715-2125

Email: santaclausparade@fortmacleod.com Web: www.facebook.com/FortMacleodSantaClausParade



39th Annual Santa Claus Parade:

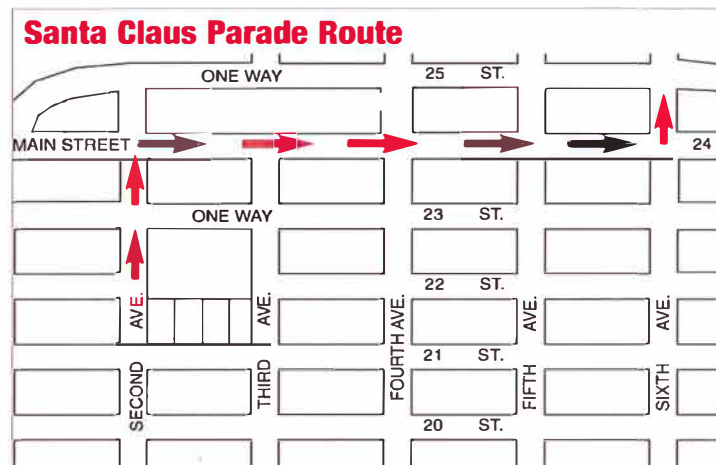
WELCOME TO MACLEODVILLE

A play on the town Whoville in *The Grinch Who Stole Christmas*

Information Sheet

Please keep this sheet for the day of the parade!

- The parade starts at 11:00 a.m. on Saturday, November 26th, 2022.
- Any participants in the parade are asked to line-up in their designated spot starting at 10:00 a.m.
- Parade Marshalls are located at the corner of 2nd Ave and 21st Street and will direct any entrants to the location where they are to line up. The Line-up assignments are also printed in the Macleod Gazette on Wednesday, November 25th, 2022.
- If your business has donated to the parade and has a banner to be carried, the individuals that are carrying the banner should meet at the corner of 2nd Ave and 21st Street. The banners will be waiting there and the marshal will wave them in when it is their turn to enter the parade.
- Please remember to walk alongside your float if you are going to hand out candy. We do not allow candy to be thrown from the floats.
- If you would like to know the line-up order, please e-mail prior to the parade.
- Above all make sure to HAVE FUN and SMILE!



This map shows the route the Santa Claus Parade will follow on Saturday.

Parade Entry Registration Form

The Town of Fort Macleod & Fort Macleod & District Chamber of Commerce present:

WELCOME TO MACLEODVILLE

A play on the town Wboville in *The Grinch Who Stole Christmas*

39th Annual Santa Claus Parade on Saturday, November 26th, 2022

Line – Up: 10 a.m. Parade Start: 11 a.m.

Name of Organization: _____

Contact Person: _____

Address: _____

Phone #: (____) _____ **Fax #:** (____) _____

Email: _____

Float Category Entered:

- | | |
|--|--|
| <input type="checkbox"/> 1. Float | <input type="checkbox"/> 2. Car/Golf Cart/Bike (please circle) |
| <input type="checkbox"/> 3. Truck & Trailer | <input type="checkbox"/> 4. Antique |
| <input type="checkbox"/> 5. Horse/Rider
(Horses must have manure bag) | <input type="checkbox"/> 6. Horse Drawn
(Horses must have manure bag) |
| <input type="checkbox"/> 7. Walking/Marching | <input type="checkbox"/> 8. Other, please describe on reverse |

Will you have music? Live _____ Taped _____ None _____

Will Candy be given out? Yes _____ No _____

****No candy is to be thrown from vehicles****

Please walk and hand out any candy. It is slippery and dangerous for the children to run towards the moving vehicles.

****Please, DO NOT use Santa Claus on Floats or other entries. ****

He has his own float at the very end of the parade. Thank you!

Floats should be at least 80% decorated

Insurance: The Town of Fort Macleod strongly encourages participants with motorized vehicle and equestrian entries to have a minimum of \$2 million liability coverage. This request is not compulsory for 2019, but is for your own protection. Please call Kris Holbeck at 403-553-4425 ext. 222 if you require further information.

I agree to the above rules and acknowledge that a minimum \$2 million liability insurance coverage has been recommended to me:

Signature of Applicant

Date

Entries can be dropped off at The Chamber of Commerce, The Macleod Gazette, or mailed according to the information on this form. For further information please call or email Sydney Tobler.

P.O. Box 928 Fort Macleod AB T0L 0Z0
Email: santaclausparade@fortmacleod.com

Sydney Tobler Tel: 403-715-2125
Web: www.facebook.com/FortMacleodSantaClausParade



Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Support of Asset Management Cohort Training	
PRESENTED BY: Al Roth, Director of Operations	DATE OF MEETING: 11/2/2022

PURPOSE:

For Council to provide formal support for the Town's participation in Asset Management Cohort training provided by Alberta Municipalities, RMA, and IAMA.

RECOMMENDATION:

That Council for the Town of Pincher Creek support administration's application for, and participation in the asset management cohort program opportunity provided by Alberta Municipalities, RMA, and IAMA, including financial support for travel costs associated with the training opportunity within annual operating budgets.

BACKGROUND/HISTORY:

While some municipalities already have their asset management journey underway, knowing how to take the next step can be a challenge.

The Intermediate Asset Management Cohort is designed to support municipalities with some demonstrated asset management capacity or that have previously completed the Introductory Asset Management Cohort. The intermediate cohort will provide guidance on how to continue to build participants' asset management capacity in ways that work for them.

Group learning content will be designed for all participants to advance their asset management knowledge and capacity. Participants in this group should have already engaged in some asset management processes, including but not limited to participating in the previous round of cohorts. At a minimum, each municipality will have achieved the following by the end of this process:

- Level of service approach and template
- Asset management communications plan template

The cohort is designed for municipal staff. There are no restrictions on which positions or departments may participate, as this is to be determined by the municipality. In past cohorts, municipalities were often represented by staff in finance, public works, planning, and senior administration, as well as other departments. If the municipality sees a benefit in including an elected official in the cohort, they may do so, but at least one cohort member must be a staff representative.

Participation in the cohort will include two in-person workshops, as well as several virtual group and one-on-one touchpoints. Participants will operationalize learning within their municipality throughout the project period by engaging others in their municipality in the development of asset management policies, internal teams, etc.

This cohort will occur from December 2022 to May 2023. Exact workshop dates will be determined based on the availability of successful applicants.

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the Asset Management Cohort Training as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Asset management education is vastly important to continue advancing the Town's asset management program.

FINANCIAL IMPLICATIONS:

There is no fee to participate in the cohort. Group learning activities, support from the project team, and guidance from asset management experts are provided free of charge for the duration of the project.

For in-person meetings, food and refreshments will be provided free of charge, though travel and accommodation costs (if required) are the responsibility of the municipality. These costs are covered within the annual operating budget.

PUBLIC RELATIONS IMPLICATIONS:

Part of the cohort will assist in drafting an asset management communication plan, which will help bring the message to staff, Council and the public of the benefits of asset management.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

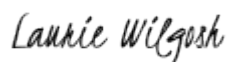
Administration supports this opportunity to participate in the asset management cohort training.

Signatures:

Department Head:



CAO:





Town of Pincher Creek



Council's Strategic Priorities 2022 -2026

Table of Contents

4	Our Vision
4	Our Mission
5	Our Values
6	Six Priorities Identified

Council's Strategic Priorities 2022-2026

7	1. Communication
7	2. Partnerships
8	3. Recreation
8	4. Asset Management
9	5. Financial Management
9	6. Economic Development





Town of Pincher Creek – Council’s Strategic Priorities

In April 2022, the Council of Pincher Creek and Town Administration met to discuss Council’s strategic vision for the community’s future. The following represents Council’s 2022-2026 Strategic Priorities.

Vision, Mission and Values

A **Vision** is what is hoped for in the future, the **Mission** is the means by which the vision will be achieved, and the **Values** are the principles that guide action.

The Town of Pincher Creek has a long-term commitment to strategic planning that is guided by the Vision, Mission and Values below:

Our Vision

Pincher Creek is a vibrant and welcoming community that provides opportunity and a good quality of life for all.

Our Mission

To advance the best interests of our community through well-planned, responsive and accountable public service.



We Value:

Our people: Citizens, Volunteers, Staff and Council members;

Respectful relationships between all stakeholders built on trust, responsibility & accountability;

Community teamwork that brings out the best in all our stakeholders;

Enabling and encouraging creative thinking to solve priority problems;

Sincere **two-way communication** to both receive input and inform all concerned;

A **safe, friendly** and **vibrant community**;

Sustainability: economic, ecological and intergenerational;

Transparent decision-making processes; and

Commitment to excellence.



Six priorities for our administration have been identified by council as important to our community:



1. COMMUNICATION:

Good communication with our community and stakeholders



2. PARTNERSHIPS:

Promote and support community sustainability through partnerships



3. RECREATION:

Assist our residents in attaining a good quality of life



4. ASSET MANAGEMENT:

Maintaining and improving the physical assets of our Town



5. FINANCIAL MANAGEMENT:

Managing the financial resources of our Town wisely



6. ECONOMIC DEVELOPMENT:

Retaining and increasing local business growth, attracting new investment and more residents

Council's Strategic Priorities & Initiatives for 2022-2026



1. Good communication with our community and stakeholders

COMMUNICATION

INITIATIVE

1.A. External Communication: Develop and implement an updated, integrated communications plan to inform, listen to, and collaborate with our external stakeholders.

Desired Outcome: A better informed and involved community. Improved customer/ stakeholder experience with the Town.

INITIATIVE

1.B. Internal Communication: Increase internal departmental communication, processes and leadership development.

Desired Outcome: Improved Administration interaction within the organization and with Council.



2. Promote and support community sustainability through partnerships

PARTNERSHIPS

INITIATIVE

2.A. Partnerships: Manage our relationships with our key stakeholders and with new potential partners by integrating our planning, and communicating well with them.

Desired Outcome: Increased dialogue and better planning processes to continue to work with M.D. of Pincher Creek #9 and other partners to support community sustainability.

INITIATIVE

2.B. Partnerships: Increase knowledge, build relationships, social capital and capacity to engage community and business stakeholders from the region.

Desired Outcome: Opportunity to work together for mutual prosperity through partnerships.

Council's Strategic Priorities & Initiatives for 2022-2026



3. Assist our residents in attaining a good quality of life

RECREATION

INITIATIVE

3.A. Recreation: A recreation infrastructure plan for our residents providing high quality parks, culture, services and opportunities that will result in significant improvement in the wellbeing of our residents.

Desired Outcome: Implementation of recreation planning that ensures existing and future infrastructure is maintained and sustainable.

INITIATIVE

3.B. Quality of life: Expand recreational and community building events to increase inclusivity and integration of all residents and encourage use of Town assets (e.g. facilities, sports fields, trails, etc.).

Desired Outcome: A community that plays well and works well together.



4. Maintain and improve the physical assets of our Town

ASSET MANAGEMENT

INITIATIVE

4.A. Asset Management: Within Town Operations, increase efficiency in asset management, planning and budgeting.

Desired Outcome: A community where all Town systems work well and have future capacity.

Council's Strategic Priorities & Initiatives for 2022-2026



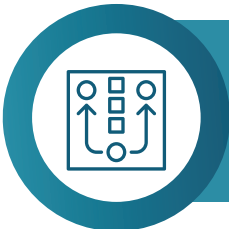
5. Manage the financial resources of our Town wisely

FINANCIAL
MANAGEMENT

INITIATIVE

5.A. Planning & Fiscal Management: More effective and efficient internal information sharing with an improved level of detail on what the Town spends, why, what and how.

Desired Outcome: Become known as a community that supports business development and new investment.



6. Retaining and increasing local business growth, attracting new investment and more residents

ECONOMIC
DEVELOPMENT

INITIATIVE

6.A. Economic Development: Plan for increased tax revenue base from new housing sources. E.g. housing of all types.

Desired Outcome: A Welcoming community with sufficient housing for new residents and workforce.

INITIATIVE

6.B. Economic Development: Plan for increased tax revenue base from new business sources. E.g. new business expansion and new business investment in the community.

Desired Outcome: New sources of Town revenue through new business investment.



Town of Pincher Creek

Council's Strategic Priorities 2022 -2026

INNOVISIONS
— & ASSOCIATES —

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: New Councillor Orientation	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 11/2/2022

PURPOSE:

The Town is required to offer an Orientation Training session within 90 days after an election

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to schedule an Orientation Training session for the newly elected councillor as per the Municipal Government Act, S.102.1(1),(2),(3).

BACKGROUND/HISTORY:

As the Town has a newly elected councillor, there is a requirement to provide appropriate training as to the responsibilities outlined in the MGA, as attached.

Administration is requesting that Council discuss who should participate, all of Council and some administration, just the CAO and the Mayor or another combination of participants. The deadline for holding the training session is January 15, 2023. A half day session is likely sufficient to cover the responsibilities outlined in the MGA.

ALTERNATIVES:

The Council direct administration to engage a consultant to provide the Councillor Orientation Training for all of Council as a refresher.

That Council receive the Councillor Orientation Training information as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

Meeting remuneration

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

mga orientation - 3027

CONCLUSION/SUMMARY:

Administration recommends that a Councillor Orientation Training session be scheduled in November 2022.

Signatures:

Department Head:

Laurie Wilgosh

CAO:

Laurie Wilgosh



Orientation training

201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office.

(2) The following topics must be addressed in orientation training required under subsection (1):

- (a) role of municipalities in Alberta;
- (b) municipal organization and functions;
- (c) key municipal plans, policies and projects;
- (d) roles and responsibilities of council and councillors;
- (e) the municipality's code of conduct;
- (f) roles and responsibilities of the chief administrative officer and staff;
- (g) budgeting and financial administration;
- (h) public participation;
- (i) any other topic prescribed by the regulations.

(3) The Minister may make regulations respecting orientation training, including, without limitation, regulations

- (a) respecting the delivery of orientation training;
- (b) prescribing topics to be addressed in orientation training.

2016 c24 s16

Exercise of certain powers and duties

202(1) Where

- (a) this or any other enactment or bylaw requires or authorizes a municipality to do something, but does not specify who in the municipality may do it, or
- (b) the municipality wishes to exercise its natural person powers,

the thing may be done or the natural person powers may be exercised by council or by the chief administrative officer, unless council specifies otherwise.

(2) Only a council may pass bylaws.

1994 cM-26.1 s202