



AGENDA
TOWN OF PINCHER CREEK
COMMITTEE OF THE WHOLE
Wednesday, February 3, 2021 AT 9:00 A.M.
962 St. John Avenue, Council Chambers
[Virtual via GoToMeeting](#)

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
 - 3.1 Alberta Health Services – COVID Update – 9:00 am
4. **Committee Reports**
5. **Administration**
 - 5.1 Upcoming Meetings
6. **Business Arising from the Minutes**
 - 6.1 Litkowski Statement of Concerns
 - 6.2 Community Information Session – No RFD
7. **Policy**
8. **New Business**
 - 8.1 Subdivision and Development Training
9. **Closed Session**
 - 9.1 RCMP Facility Report – FOIP s. 24
 - 9.2 NE Area Structure Plan – FOIP s. 29
 - 9.3 Pincher Creek Early Learning Centre Ltd. Expenses – FOIP s. 19
 - 9.4 Regional Water Allocations – No RFD – FOIP s. 21
 - 9.5 Community Peace Officer – No RFD – FOIP s. 24
 - 9.6 Alberta Emergency Management Agency – South Region Membership
– No RFD – FOIP s. 21
 - 9.7 Pincher Creek Emergency Services Commission Funding Formula
– No RFD – FOIP s. 21
10. **Adjournment**

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Committee of the Whole

SUBJECT: September 14, 2020 Litkowski statement of concerns	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 2/3/2021

PURPOSE:

For Committee of the Whole to review and approve the Economic Development Strategy and statistics report as presented

RECOMMENDATION:

That Committee of the Whole for the Town of Pincher Creek approve the attached report to be provided to Mr. Jim Litkowski and the community of Pincher Creek in response to concerns raised on Sept. 14, 2020 by Mr. Litkowski regarding the Town Council's economic development and tourism strategy.

BACKGROUND/HISTORY:

Mr. Litkowski, a former Town Councillor and resident of the Town of Pincher Creek presented a statement of concerns regarding the Town's strategic plan, financial controls and processes, and other municipal functions. As part of the concern raised, Mr. Litkowski summarized his presentation with a request to Municipal Affairs for a Municipal Inspection.

One of the departments or categories raised was the Town Council's Economic Development Strategy. As council takes resident's concerns seriously and are striving to ensure that residents understand municipal procedures and the Town's priorities, council appointed a small ad hoc committee made up of two council members and two senior administrative members to draft responses and explanations in reply to the concerns raised, to ensure transparency in the Town operations.

This response regarding Economic Development strategy and statistics is the third in the Town's responses. To read the first two responses, you will find the link on the Town's website.

ALTERNATIVES:

That Committee of the Whole for the Town of Pincher Creek receive the proposed report regarding the Town's economic development strategy including tourism, and the Business response plan, which is ongoing due to COVID 19 restrictions.

That Committee of the Whole for the Town of Pincher Creek refer the report on the Town's Economic Development strategy back to administration for further information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Value in Town resident's knowledge and understanding of the Economic Development strategy and related topics

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

Town Council and administration recognize the value in residents knowledge, understanding and trust of our municipal processes

ATTACHMENTS:

Litkowski response Economic - 574

CONCLUSION/SUMMARY:

Administration recommends that Council review the Economic Development Strategy and related information and approve same to be provided to Mr. Litkowski and the community as a whole

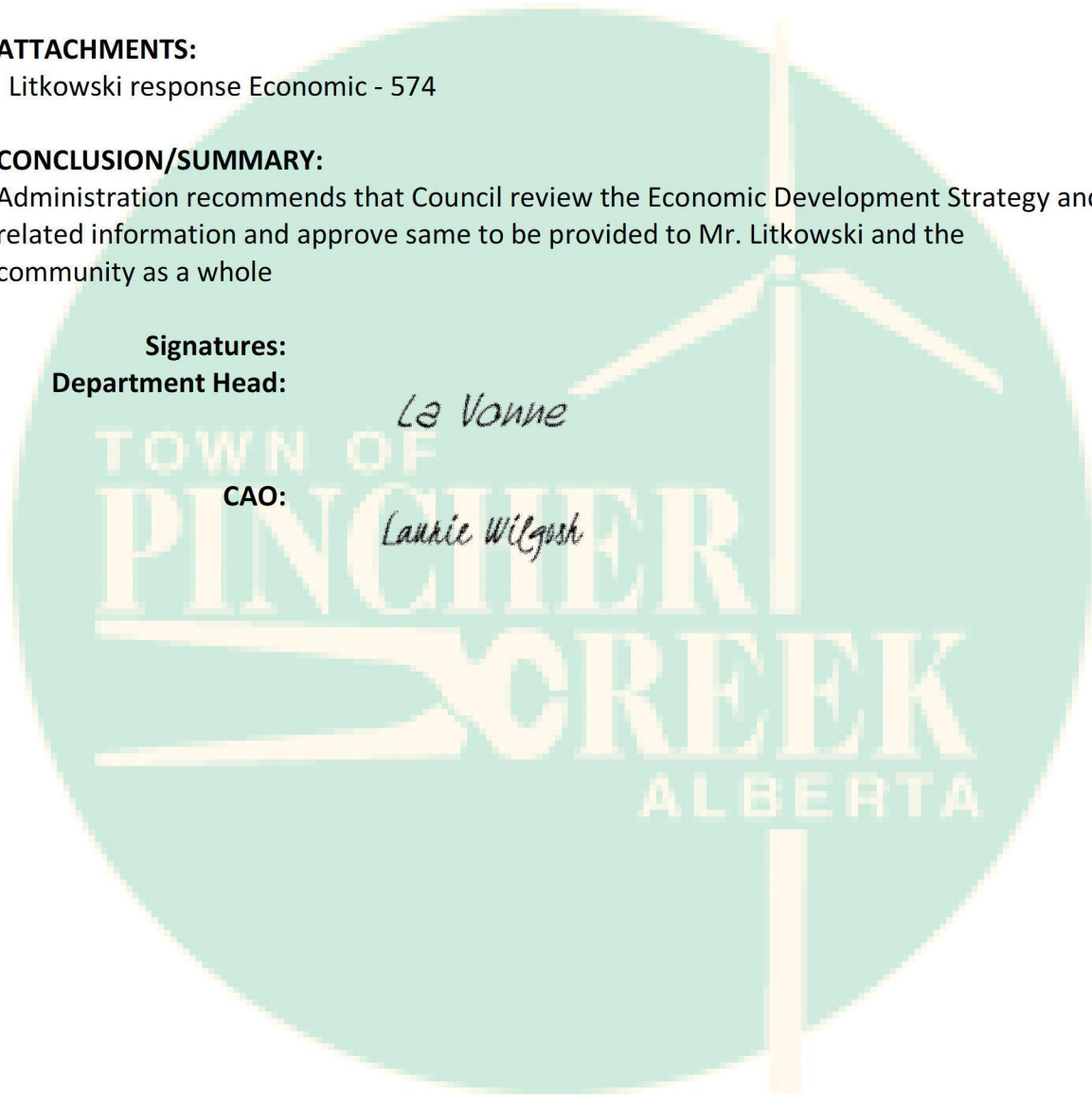
Signatures:

Department Head:

La Vonne

CAO:

Lanikie Wilgosh



Response to Mr. Litkowski

Economic Development, Tourism and senior statistics

During a presentation to Mayor and Council on September 14th Mr. Litkowski stated that the Town of Pincher Creek has “no economic or tourism development planned.”

Let’s start by addressing the economic development planning:

The Town is currently 75% of the way through a community economic development strategy. A provincial grant called CARES or the Community and Regional Economic Support program is being used to help fund the project and strategy.

The project objective is: To develop strategies and action plans that best utilize community assets and advantages to support the existing business community and encourage new business investment.

This staged project has included a business retention and expansion survey, community consultation and collaborative strategy creation.

Some of the key accomplishments so far include:

- Completion of a Tourism Inventory of Town and MD tourism operations. The inventory categories are: accommodations; attractions; facilities; tourism operators; and events.
- Additions made to the Pincher Creek baseline business database (2020): All of Pincher Creek’s businesses have now been assigned NAICS (North America Industry Classification System) codes.
- Creation of a Pincher Creek Demographic Snapshot: a 20-page summary of Pincher Creek’s population demographics including, but not limited to, household population; age; income; levels of education; labour force; labour force participation rate; and employment based on occupation.
- Presentation of a ‘What we Heard’ summary: based on the engagement of over 100 community organizations and businesses –a summary of key opportunities and challenges.

The strategy was initially planned to be presented in March 2020, when COVID-19 arrived in Alberta a decision was made to press pause on a plan that may not be applicable in a pandemic. The strategy was paused but the work was not. We quickly moved into a business recovery support program. We know that 80 to 90% of new business investment comes from within our existing business community. Our small businesses are the backbone of our community and supporting them is vital for the resiliency of our entire community. The business recovery support program is still open and available to Pincher Creek businesses and has a dedicated local support person, Bob. This is a unique program to Pincher Creek and the feedback from businesses partaking has been very positive.

Covid-19 provided the opportunity for us to effectively implement some of the actions that would have been on the to do list, we are already showcasing that this strategy will be an action strategy and will not sit on a shelf.

This strategy and the economic development plan is just one cog in a large wheel of economic development. Some of the other cogs currently being addressed are; child care, transportation and housing.

Mr. Litkowski also referenced the lack of tourism planning in his presentation to Council on September 14th.

In January 2019 the Government of Alberta released the Castle Region Tourism Strategy. The Town of Pincher Creek council, administration and community members were actively engaged in the creation of this strategy. Strategic Priority number 1 from this report is to Strengthen Community and Industry Capacity. To work with tourism organizations and municipalities to assess destination management approaches and the creation of an overarching tourism leadership and management organization to ensure that all stakeholders are working towards the same tourism goals and priorities.

Team members from the Town of Pincher Creek and Community Futures Crowsnest Pass took the lead on this priority. With support from Town council, the MD of Pincher Creek Council, the Crowsnest Pass Council, Community Futures Crowsnest Pass, Crowsnest Pass Chamber of Commerce, Castle Mountain Resort and Alberta Southwest a matching grant was applied for. Funding for an analysis and strategy creation for a regional destination management organization was received.

The draft strategy was presented to all three Councils in late 2019. A regional destination management organization continues to be explored. Regional applications to Travel Alberta for funding tourism were submitted for the summer and winter intakes. The winter application was approved, and the Town of Pincher Creek is partnered with Waterton Chamber of Commerce for this project.

Tourism continues to be an important part of our economy and is clearly defined on the Town 2018-2022 Strategic plan. During this time, the Town has offered scholarships to local operators to attend the Growing Rural Tourism conference, co-hosted multiple tourism specific workshops including a Alberta's tourism entrepreneur workshop and partnered to create local marketable content. Many tourism operators have been involved in video and photography projects through the last few years that are used to market our region as an impressive tourism location.

We continue to engage and support our tourism operators through our Economic Development Officer, our regional supports and with partner funding opportunities through Travel Alberta.

Town of Pincher Creek business statistics, from 2020.

Licenses businesses 396

New businesses 47, only 21% of the new businesses are home businesses.

From 2016 through to 2020 twenty-eight spaces have been filled on Main Street and nineteen spaces in the downtown core. These numbers are pulled from our business license statistics and DO NOT include home businesses. Out of the forty-seven spaces filled 76 percentage are still operating today, that means that only 11 are no longer operating in our community. An interesting note is that 66 percentage of these business owners are women. This may be why we have a vibrant Women in Business group hosted by our local Chamber of Commerce.

In the presentation to Council Mr. Litkowski advised council that 47% of the Town of Pincher Creek are seniors. We are unsure where this information was obtained, here are the statistics Canada facts:
Average Age: 43.9 years

Median Age: 45.1 years

In the town of Pincher Creek there are 845 seniors, aged 65 years and older out of a population of 3525 or 24%.

Should Mr. Litkowski or other residents of the Town of Pincher Creek have further questions regarding the Town's economic development strategy and statistics, please contact the Town Office.

DRAFT

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Committee of the Whole

SUBJECT: Subdivision & Development Training	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 2/3/2021

PURPOSE:

For Committee of the Whole to consider Subdivision & Development Training offered by the Municipal Government Board.

RECOMMENDATION:

That Committee of the Whole for the Town of Pincher Creek authorize the participation of Councillor _____ in the Subdivision and Development Training in 2021.

BACKGROUND/HISTORY:

Effective November 2019, the provincial administration of the Subdivision and Development Appeal Board (SDAB) Training program for Members and Clerks was transferred to the Municipal Government Board (MGB).

SDABs hear most subdivision appeals, all development permit appeals and stop work order appeals.

The Town of Pincher Creek participates in the Chinook Intermunicipal Subdivision and Development Appeal Board (Bylaw 1544-19). Trained members from the region are appointed to the Board as required.

ALTERNATIVES:

That Committee of the Whole for the Town of Pincher Creek receives the information regarding Subdivision & Development Training as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Members of Council have participated in this training in the past.

FINANCIAL IMPLICATIONS:

There is no fee to attend the virtual training sessions, Councillor remuneration would apply.

PUBLIC RELATIONS IMPLICATIONS:

Training opportunities such as this allow members of Council to better serve the public. Although trained members would likely not be appointed to a Town of Pincher Creek appeal, they would be appointed to a participating community appeal.

ATTACHMENTS:

1. Subdivision & Development Training email correspondence dated 21.01.11 - 571
2. SDAB Training Dates - 571
3. Training_Request_Form - 571

CONCLUSION/SUMMARY:

Administration supports that Committee of the Whole for the Town of Pincher Creek authorize the participation of a Councillor in the Subdivision and Development Training in 2021.

Signatures:

Department Head:

Lisa Goss

CAO:

Laurie Wilgosh



Administrative Manager

From: Cao
Sent: Monday, January 11, 2021 8:43 AM
To: Administrative Manager; Legislative
Subject: FW: Subdivision & Development Training
Attachments: SDAB Training Dates.pdf; Training_Request_Form.pdf

Lisa,

I think the only council member we have who is trained for this is Don. I am thinking we might want to bring this to Council on the 25th of January to see if anyone else wishes to take the training?

Thanks, Laurie

From: MGB Training <mgb.training@gov.ab.ca>
Sent: January 11, 2021 8:36 AM
Subject: Subdivision & Development Training

All CAOs and stakeholders;

Effective November 2019, the provincial administration of the Subdivision and Development Appeal Board (SDAB) Training program for Members and Clerks was transferred to the Municipal Government Board (MGB).

The Minister approved training program is set out in Ministerial Order [MSL019-18](#) The Ministerial Order establishes the training program for clerks in Appendix 1 and for members in Appendix 2.

The Municipal Government Board SDAB Training program for 2021 is now open, subject to demand. Please see the attached document for course dates or refer to our website for more information [MGB Website](#)

To register, please complete a registration form attached to this email or found on our website and forward to mgb.training@gov.ab.ca.

Any questions with respect to the registration process, or program content, should be directed to the Municipal Government Board at 780-427-4864, or by email to mgb.training@gov.ab.ca

Sincerely,

Susan McRory
Chair
Municipal Government Board/New Home Buyer Protection Board
Surface Rights Board/Land Compensation Board
780-427-4864



Summerside Business Centre
1229 - 91 Street SW Edmonton AB Canada T6X 1E9

Classification: Protected A

Subdivision and Development Appeal Board Training Dates 2021

Registration is required. Please visit our website for registration information or call 780-427-4864.

<https://www.alberta.ca/subdivision-and-development-appeal-boards-training.aspx>

Course Date	Course
February	
22-25 (AM)	New Member & Clerk
22-24 (PM)	Member & Clerk Refresher
April	
12-15 (AM)	New Member & Clerk
12-14 (PM)	Member & Clerk Refresher
June	
7-10 (AM)	New Member & Clerk
7-9 (PM)	Member & Clerk Refresher
November	
22-25 (AM)	New Member & Clerk
22-24 (PM)	Member & Clerk Refresher

****Due to COVID all courses will be held online until further notice**

Registration is required. A WebEx meeting invitation will be sent, approximately one week prior to the session. Participants are required to ensure they have the appropriate equipment to participate through video and audio during the session.

Training Request - Members and Clerks

Applicant Information

_____ First Name _____ Last Name

Email: _____ Telephone: _____

Course Information

ARB Training SDAB Training

Course Location _____ Training Date: _____

New Member Member Refresher Clerk Refresher New Clerk

Municipality/Municipal Organization

Name of Municipality Appointed To: _____

Name of (CAO/Director/Manager) authorizing training:

_____ First Name _____ Last Name

Email: _____ Telephone: _____

_____ Signature of CAO/Director/Manager _____ Date
