



**AGENDA**  
**TOWN OF PINCHER CREEK**  
**COMMITTEE OF THE WHOLE**  
Wednesday, April 7, 2021 AT 9:00 A.M.  
962 St. John Avenue, Council Chambers  
[Virtual via Zoom](#)

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
  - 3.1 2020 Financial Statements – KPMG – Derek Taylor – 9:00 am
  - 3.2 Recreation Master Plan Review – Expedition Management Consulting Ltd. – Justin Rousseau & Drew Ziegler – 10:00 am
  - 3.3 Main Street Graduation Banners – Lisa Kaupp – 11:00 am
4. **Committee Reports**
5. **Administration**
  - 5.1 Upcoming Meetings
  - 5.2 Operations Department – Major Project Update
6. **Business Arising from the Minutes**
  - 6.1 Recreation Master Plan
7. **Policy**
8. **New Business**
  - 8.1 Media Training: The Basics
  - 8.2 RCMP Letter of Support
  - 8.3 Alberta Health Service – Covid Update – No RFD
9. **Closed Session**
  - 9.1 Municipal Operating Support Transfer (MOST) Funding Update – FOIP s. 24
  - 9.2 Pincher Creek Golf Club Society – Lease Agreement – FOIP s. 16 & 24
  - 9.3 Pincher Creek Golf Club Society – Counter and Sink Development – FOIP s. 16 & 24
  - 9.4 Terms of Mediation - Emergency Services Commission Funding Formula - FOIP s. 21
  - 9.5 Personnel – No RFD - FOIP s. 19
10. **Adjournment**



## OPERATIONS DEPARTMENT

### Major Project Update

As of March 19, 2021

Project Title	Status	Consultant	Contractor	Details
<b>Lebel Mansion Elevator Access</b>	In-Progress	N/A	Lethbridge Elevator Ltd.	<ul style="list-style-type: none"> <li>- Project 95% complete</li> <li>- Final inspection expected in April 2021</li> </ul>
<b>Infrastructure Master Plan</b>	In-Progress	ISL Engineering	N/A	<ul style="list-style-type: none"> <li>- Phase 1 completed in 2020</li> <li>- Phase 2 underway</li> </ul>
<b>NE Industrial Area Structure Plan</b>	In-Progress	Stantec	N/A	<ul style="list-style-type: none"> <li>- Public Open House schedule for April 8, 2021</li> </ul>
<b>Hydrant Replacements</b>	Awarded	N/A	Jenex Contracting Ltd.	<ul style="list-style-type: none"> <li>- Work anticipated occur in August 2021</li> <li>- Locations in the Canyon Drive/Victoria Crescent Area</li> </ul>
<b>Sanitary Forcemain Twinning (AMWWP Grant)</b>	Design	Stantec	TBD	<ul style="list-style-type: none"> <li>- Preliminary design underway</li> <li>- Expected to tender in early May 2021</li> </ul>
<b>Waterline Creek Crossing Replacement</b>	Design	Stantec	TBD	<ul style="list-style-type: none"> <li>- Preliminary design underway</li> <li>- Expected to tender in early May 2021</li> </ul>
<b>WTP Pump Replacements (Municipal Stimulus Grant)</b>	Design	ISL Engineering	BCI-Canada (for Alum) TBD (for additional pumps)	<ul style="list-style-type: none"> <li>- Alum Pump System Replacement Complete</li> <li>- On-going evaluation of additional pump replacements will continue through 2021</li> </ul>
<b>Watermain Survey (Municipal Asset Management Grant)</b>	In-Progress	ISL Engineering	N/A	<ul style="list-style-type: none"> <li>- Grant funding confirmed</li> <li>- Survey to begin April 2021</li> </ul>
<b>Water Treatment Plant PLC Replacement</b>	Awarded	N/A	Candu Automation & Control Solutions Ltd.	<ul style="list-style-type: none"> <li>- Parts being ordered, work expected to commence in June 2021 with completion estimated in October 2021</li> </ul>



## OPERATIONS DEPARTMENT

### Major Project Update

As of March 19, 2021

Project Title	Status	Consultant	Contractor	Details
<b>Community Recreation Centre HVAC Upgrades</b>	Out for Bidding	N/A	TBD	<ul style="list-style-type: none"> <li>- RFP currently available on Town Website for bidding</li> <li>- Proposal deadline: April 15, 2021</li> </ul>
<b>Large Document Plotter/Scanner</b>	Out for Bidding	N/A	TBD	<ul style="list-style-type: none"> <li>- RFP has been sent to multiple vendors</li> <li>- Proposal deadline: April 8, 2021</li> </ul>
<b>Church to Willow Storm Upgrades</b>	Waiting on Award	ISL Engineering	TBD	<ul style="list-style-type: none"> <li>- RFP closed March 18, 2021</li> <li>- Presenting RFD for award to Council on April 12, 2021</li> </ul>
<b>2021 Concrete Replacement</b>	Design	N/A	TBD	<ul style="list-style-type: none"> <li>- Administration working to finalize locations for 2021 project</li> </ul>

\* Above is not a comprehensive list of projects and only highlights those projects Administration deems as “major” or which we believe Council would be interested in updates.

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Committee of the Whole*

<b>SUBJECT:</b> Recreation Master Plan	
<b>PRESENTED BY:</b> Adam, Recreation Manager	<b>DATE OF MEETING:</b> 4/7/2021

**PURPOSE:**

Committee of the Whole for the Town of Pincher Creek to review the Final Recreation Master Plan

**RECOMMENDATION:**

That Committee of the Whole for the Town of Pincher Creek accept the final Regional Recreation Master Plan as presented.

**BACKGROUND/HISTORY:**

In April, 2020 a Request for Proposals was sent out for proponents to bid on creating a Regional Recreation Master Plan. A selection committee was set-up consisting of Town Administration, MD of Pincher Creek Administration and 2 members of the Recreation Advisory Committee.

In June 2020, Expedition Management Consulting was awarded the tender to complete a Regional Recreation Master Plan.

Several community consultation sessions, stakeholder interviews, citizen surveys, and in-person sessions were completed.

In March, 2021 the Draft Recreation Master Plan was again shared with both Council(s), and also taken to the public for feedback.

The Final Recreation Master Plan was received by administration on March 30, 2021.

**ALTERNATIVES:**

Not to accept the Final Recreation Master Plan at this time.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

Several Plans helped to support this plan including:

2008 Parks and Open Spaces Plan

2008 AECOM Facility Infrastructure Master Plan

2019 Arena and Curling Rink Lifecycle Assessment Report

**FINANCIAL IMPLICATIONS:**

Funding for the Recreation Master Plan was split with 2/3 coming from the Town of Pincher Creek, and 1/3 coming from the MD of Pincher Creek. The Town's portion of funding for the Recreation Master Plan was included in the 2020 Operating budget.

**PUBLIC RELATIONS IMPLICATIONS:**

The Recreation Master Plan will provide guidance to the Town and MD Council and administration for future recreation initiatives. There was a significant amount of community consultation and priorities outlined in the plan outlining the public's wants and needs for recreation for the next 10-20 years.

**ATTACHMENTS:**

[Full and Condensed Pincher Creek Regional Recreation Master Plan \(March 30, 2021\)](#)

**CONCLUSION/SUMMARY:**

Administration supports that Committee of the Whole for the Town of Pincher Creek accept the final Regional Recreation Master Plan as information.

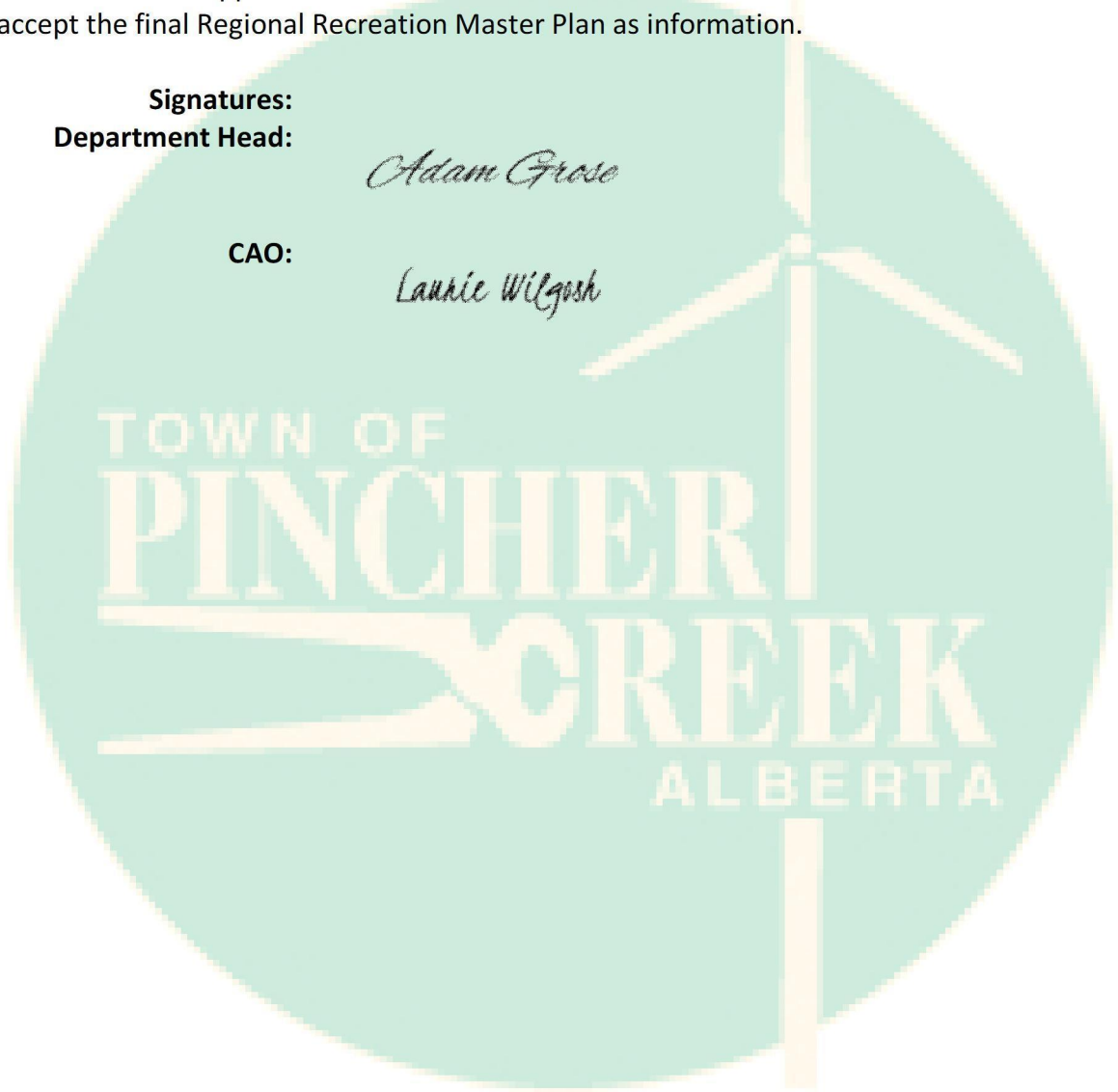
**Signatures:**

**Department Head:**

*Adam Grose*

**CAO:**

*Laurie Wilgosh*



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Committee of the Whole*

<b>SUBJECT:</b> Media Training: The Basics	
<b>PRESENTED BY:</b> Lisa Goss, Administrative Manager	<b>DATE OF MEETING:</b> 4/7/2021

**PURPOSE:**

For Committee of the Whole to consider attendance and participation in a Media Training: The Basics webinar scheduled for April 14, 2021

**RECOMMENDATION:**

That Committee of the Whole for the Town of Pincher Creek authorize the attendance of Councillor McGillivray and Cllr. Korbett at the Media Training: The Basics webinar on April 14, 2021.

**BACKGROUND/HISTORY:**

Put on by the Alberta Counsel, Doug Downs from JGR Communications will host the media training webinar.

**ALTERNATIVES:**

That Committee of the Whole for the Town of Pincher Creek receives the Media Training: The Basics as information.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

None at this time.

**FINANCIAL IMPLICATIONS:**

The fee to attend this training webinar is \$50.

**PUBLIC RELATIONS IMPLICATIONS:**

Attendance at events such as this provide current education and networking opportunities for Councillors.

**ATTACHMENTS:**

Webinar - Media Training\_ The Basics - 1612

**CONCLUSION/SUMMARY:**

Administration supports that Committee of the Whole for the Town of Pincher Creek authorize the attendance of Councillor McGillivray and Cllr. Korbett at the Media Training: The Basics webinar on April 14, 2021.

**Signatures:**

Department Head:

*Lisa Goss*

CAO:

*Lannie Wilgosh*



[View this email in your browser](#)



## ALBERTA COUNSEL

### **Media Training: The Basics**

With Doug Downs of JGR Communications

We are excited to welcome Doug Downs from JGR Communications as the host for our media training webinar.

**Date:** April 14, 2021

**Time:** 10:00am - 12:00pm

**Tickets:** \$50.00 [albertacounsel.com/media\\_training](https://albertacounsel.com/media_training)

In this session, Doug Downs of JGR Communications brings his 30+ years of media experience (from both sides of the interview) to introduce you to a formulaic approach to help you tailor and communicate your messages to your intended audiences through media interviews.

Here are some of the items you can expect to learn:

1. What reporters want from you when they do a story
2. How you should be set up internally for responding to media enquiries
3. The differences between interviews for TV, radio, newspaper, podcasts, and blogs
4. Ground rules for media interviews – what to expect, what’s “off the record,” and when
5. Why reporters get stuck on certain story angles or storytelling formulas
6. How to structure your responses for best results
7. Tricky tactics reporters will use to make you feel less comfortable and how to deal with them
8. How to avoid the mid-interview disaster
9. How podcast interviews are different, and why you should be seeking them out

From this formulaic overview, the key to successful media interviews is weaving your personality into the delivery. That takes time and practice but from this session you



will have the high-level strategies.



# MEDIA TRAINING: THE BASICS



With Doug Downs of  
JGR Communications

In this session, Doug Downs of JGR Communications brings his 30+ years of media experience, from both sides of the interview, will introduce you to a formulaic approach to tailor and communicating your messages to your intended audiences through media interviews.

### What to expect:

- What reporters want from you when they do a story
- How you should be set up internally for responding to media enquiries
- The differences between interviews for TV, radio, newspaper, podcasts, and blogs
- Ground rules for media interviews - what to expect, what's "off the record," and when
- Why reporters get stuck on certain story angles or storytelling formulas
- How to structure your responses for best results
- Tricky tactics reporters will use to make you feel less comfortable and how to deal with them
- How to avoid the mid-interview disaster
- How podcast interviews are different, and why you should be seeking them out

**April 14, 2021**  
**10 AM - 12 PM**  
**\$50 + GST**

Register at  
[albertacounsel.com](http://albertacounsel.com)



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800, 9707-110 Street  
Edmonton, AB  
T5K 2L9

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# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Committee of the Whole*

<b>SUBJECT:</b> RCMP Letter of Support	
<b>PRESENTED BY:</b> Lisa Goss, Administrative Manager	<b>DATE OF MEETING:</b> 4/7/2021

**PURPOSE:**

For Committee of the Whole to consider providing a letter of support to the Minister of Justice and Solicitor General to maintain and provide additional support for the current provincial RCMP structure.

**RECOMMENDATION:**

That Committee of the Whole for the Town of Pincher Creek direct administration to prepare and send a similar letter to the Minister of Justice and Solicitor General as the one sent by the Municipal District of Pincher Creek dated March 15, 2021 regarding the President's Summit on Policing and support to maintain the RCMP in Alberta

**BACKGROUND/HISTORY:**

Provincial Government has been considering bringing in a Provincial Police Force rather than continuing with the Federal Royal Canadian Mounted Police force, similar to Ontario and Quebec.

**ALTERNATIVES:**

That Committee of the Whole for the Town of Pincher Creek receives the RCMP letter of support as information.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

None at this time.

**FINANCIAL IMPLICATIONS:**

Unknown

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

Pages from March 9 Letters Sent - 2613

**CONCLUSION/SUMMARY:**

Administration supports that Committee of the Whole for the Town of Pincher Creek agree to prepare and send a similar letter to the Minister of Justice and Solicitor General

as the one sent by the Municipal District of Pincher Creek dated March 15, 2021 regarding the President's Summit on Policing.

**Signatures:**

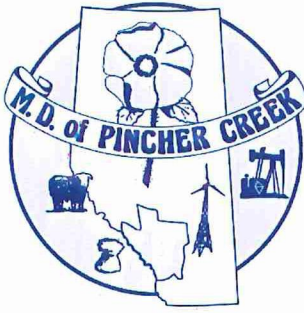
**Department Head:**

*Lisa Goss*

**CAO:**

*Laurie Wilgosh*





1037 Herron Ave.  
PO Box 279  
Pincher Creek, AB  
T0K 1W0  
p. 403.627.3130  
f. 403.627.5070  
[info@mdpincercreek.ab.ca](mailto:info@mdpincercreek.ab.ca)  
[www.mdpincercreek.ab.ca](http://www.mdpincercreek.ab.ca)

March 15, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 97 Avenue  
Edmonton, AB TSK 2B6

Dear Minister,

Re: President's Summit on Policing

On behalf of the Council for the MD of Pincher Creek, this letter concerns the recent President's Summit on Policing. Our Council has concerns and does not support the Province of Alberta's initiative to replace the RCMP with an Alberta Provincial Police Force.

There are tangible results from the provincial survey that the Province should recognize as a negative response and a clear indicator that the majority are not in favor of a Provincial Police Force.

The staggering costs alone should be enough of a deterrent to stop any further consideration. Municipalities across the Province are currently planning how they cover the existing Police Funding Model's costs. They can not be expected to consider additional expenses for this unwanted initiative.

The MD of Pincher Creek would like to express that we are more than satisfied with our local RCMP detachments' level of service. As our Municipal borders cross two boundaries for the RCMP, we are fortunate to have a highly collaborative relationship with both of our local detachments. We do not foresee that the money invested in this Alberta Provincial Police Force would increase policing in our area nor could it match the outstanding service that we currently receive.

We respectfully request that you reconsider replacing the RCMP with an Alberta Provincial Police Force and work with the RCMP to provide more support for them and, therefore the MD of Pincher Creek and our greater region.

Yours truly,

Reeve Brian Hammond

cc: MLA Roger Reid  
K Division  
Commander Pincher Creek RCMP Detachment  
Commander Crowsnest Pass RCMP Detachment