



**AGENDA**  
**TOWN OF PINCHER CREEK**  
**COMMITTEE OF THE WHOLE**  
Wednesday, July 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**
4. **Committee Reports**
5. **Administration**
  - 5.1 Upcoming Meetings
  - 5.2 Chief Administrative Officer First and Second Quarter Report
6. **Business Arising from the Minutes**
  - 6.1 Traffic Safety Issues – No RFD
  - 6.2 AUMA 2021 Summer Municipal Leaders’ Caucus – No RFD
7. **Policy**
8. **New Business**
  - 8.1 Town of Ponoka – Funding for Rural Municipalities
  - 8.2 Strategic Plan Review – No RFD
  - 8.3 Committee Updates – No RFD
  - 8.4 Canada Community Revitalization Plan – No RFD
9. **Closed Session**
  - 9.1 Request to Waive Tax Penalties Roll # 00393500 – FOIP s. 16 & 17
  - 9.2 Personnel – Office Hours –No RFD – FOIP s. 24
  - 9.3 Personnel – No RFD – FOIP s. 23
10. **Adjournment**





**Chief Administrative Officer  
2021 First and Second  
Quarter Report**

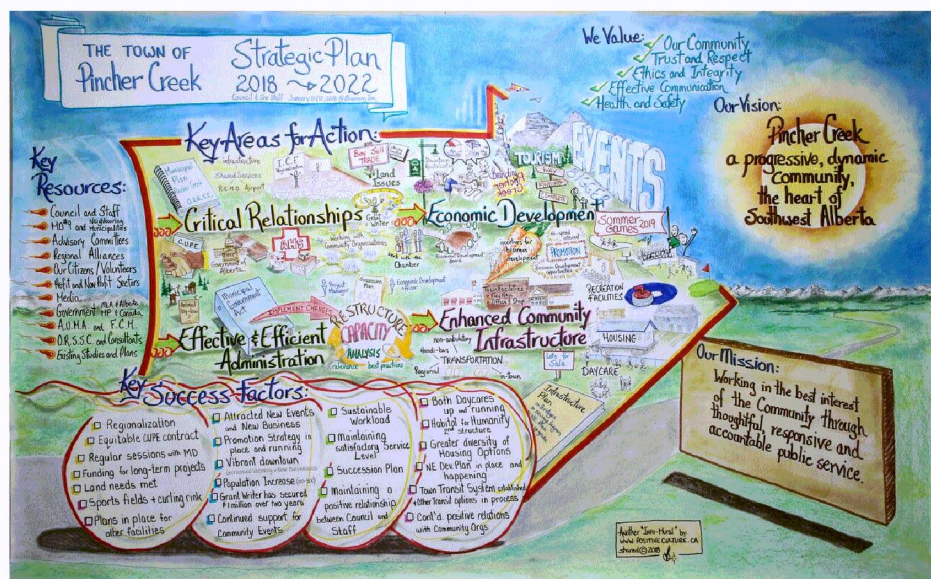
**July 2021**

**Town of Pincher Creek  
Authored by: Laurie Wilgosh**



## Highlights:

- \* Donation made to Pincher Creek Humane Society – in honor of the late Cllr. Sussanne O-Rourke
- \* Report received and approved for Mr. Jim Litkowski – re: Economic Development and Tourism projects and statistics, etc.
- \* Cllr. Brian McGillivray – approved for Subdivision and Development Appeal Board training -
- \* 2021 Municipal Emergency Plan – reviewed and accepted by Council
- \* Public Auction approved for sale of land parcel in Tax Recovery process
- \* Police Advisory Committee – attendees – Cllr. McGillivray and Cllr. Barber
- \* Approval for George Cuff – to provide Council Orientation in Fall of 2021 – meeting MGA legislation to provide training for new council members within 90 days following election
- \* Recycling service to continue in community, in partnership with regional partners and sincere gratitude to KJ Cameron Services; temporary location at Pincher Creek Co-op Mall parking lot
- \* 2021 Policing priorities – Community presence, engagement and education, Crime Prevention including drug and traffic enforcement
- \* Approval of final draft of Pincher Creek Regional Recreation Master Plan
- \* Cllr McGillivray and Cllr. Korbett – approved for media training presented by Doug Downs of JGR Communications
- \* Notice received and accepted from Alberta Municipal Affairs that a Municipal Inspection was not warranted, a MAP (Municipal Accountability Program) confirming legislative compliance will be conducted. Materials and documentation have been provided and a report on approximately 80 legislative requirements will be forthcoming.





***“Working in the best interest of the Community  
through thoughtful, responsive and accountable public  
service”***

## Other Pertinent Resolutions

- application made to Alberta Community Partnership – Town lead/managing partner for funding to develop the Airport Master Plan. Application was unsuccessful, however project will continue with shared regional funding.
- resignation from Director of Emergency Management – Brett Wuth, received with thanks for his service
- MOST (Municipal Operating Support Transfer)– Pincher Creek allocation - \$373,785 – expense breakdown provided to council
- Avail LLP appointed as auditor for Pincher Creek Early Learning Centre Ltd.
- Direction to administration to prepare a survey to collect resident input on topics of concerns and discussion for the Community Information Session in March
- Public engagement scheduled for presentation of North East Area Structure Plan
- Proposed revised Funding formula for the Pincher Creek Foundation, phase in over 5 yrs. – to M.D. of Pincher Creek # 9 for consideration
- Pincher Creek Emergency Services Commission – funding formula mediation, approval of Barbara McNeil and Associates, to be shared 50/50 with M.D. of Pincher Creek
- Letter of support provided to Mst. Of Justice and Solicitor General to maintain the current Alberta RCMP Policing mandate
- support and approval for the application to the MCCAC Municipal Climate Change Action Centre for the funding application to hire an Energy Manager for a one year duration, tentative 2nd year extension in partnership with the M.D. of Pincher Creek and SASCI
- contract awarded for Church to Willow St. storm system upgrades – to Jenex Contracting Ltd. - \$377,042 excluding GST and contingency
- COVID Relief Funding approval for local organizations - \$130,000 – criteria and application will be provided on the Town’s website in due course
- annual financial support for STARS approved at \$2.00 per capita



- Pop-Up Patios with additional funding of \$10,260 for related supplies approved for temporary curbside access
- Approval given for up to \$30,000 for the Golf and Curling Club conceptual plan by Les Furber
- \$90,000 allocated for the Arena Fire Alarm upgrades
- Council direction given to prepare the proposed Trailer Parking amendments to the Traffic Bylaw, and present to the Policy Committee for review
- Community Organizations grant success – report received from the Community Grant Specialist that out of \$4,823,927 in applications, funding received to date amounts to \$1,211,188 with \$1,618,140 still outstanding

## Bylaws – new, amended or repealed

- Land Use bylaw Amendment – 1547-AK – re: administrative revisions to enhance Red Tape Reduction - passed
- Tax Incentive Bylaw # 1629-21 – first reading, direction to obtain internal administrative referral comments
- Library Board Bylaw Schedule C – received, re: return of overdue materials - Council approval not required
- 2021 Property Tax Bylaw # 1620-21 – passed, with no municipal increase and any requisition increases to be covered from municipal reserves
- Storm Drainage Bylaw # 1630-21 – Passed, provides structure and recognition that all runoff requires management and has a cumulative effect
- Obsolete and Redundant Bylaw, Repeal Bylaw # 1628-21 – Temporary Mandatory Face Coverage Bylaw – 1628-20 – Passed all three readings, repeal date to coincide with Provincial Health Order timeframe of July 1st





## Policies – new and amended

- Workplace Fraternization Policy # 169-18 – approved
- Proclamation Policy # 123-21 – approved as amended
- Policy Committee Terms of Reference revised to include Bylaw development and review, excepting Statutory Plans Division 4 including Land Use Bylaw



## Council Delegations

- Livingstone Landowners Group – Norma Dougall and Bobbi Lambright – providing information regarding the Grassy Mountain Coal Mine project and potential effects to water rights and quality
- Yellowstone to Yukon Conservation Initiative – Patty Richards, Connie Simmons and Hilary Young – exploring nature-based economic opportunities for SW Alberta
- Cabin Ridge Coal Exploration – Linda Jefferson and Brad Johnston – presenting information regarding Cabin Ridge Coal Exploration project
- Sergeant Ryan Hodge – provided statistical update to Council
- Bruce Thurber – BDT Engineering Ltd. – RCMP facility report
- Riversdale Resources – Keith Bott, Jackie Woodman, Gary Houston and Alistair Gibbons – update on procedures
- Resident – Judy Lane – traffic safety concerns on Bev McLachlin Dr.
- Allied Arts Council – Healthy Community Initiative – Stacy McRae and Val Wynder – Amphitheatre project proposal
- P.C. Library – Janice Day, Sandra Baker and Mike Barkwith – Library bylaw amendment
- Resident – Coal Mining proposals – Cody Johnson
- Kootenai Brown Pioneer Village – Colleen Cyr, grant support for electrical upgrades and pergola roof construction, and in addition support for Pioneer Place addition



- Innovisions – Natalie Gibson and Carolyn Guichon – update on Economic Development Strategy draft
- James Van Leeuwen – Southwest Alberta Sustainable Community Initiative – re: MCCAC Energy Manager proposal
- Town staff service awards – Michael Whittington – 10 yrs, Wendy Catonio – 15 yrs, and Hilary Matheson – 20 yrs.
- Golf and Curling Club Steering Committee – Garry Cleland – request for support – re: Les Furber study
- KPMG 2020 Financial Statement/audit presentation – Derek Taylor
- Recreation Master Plan review – Justin Rousseau and Drew Ziegler
- Atrium Coal presentation – Andy Caruso and Tony Mauro
- Kristin Dykstra – AHS Covid status and restrictions update
- Saint Michaels School Outdoor Basketball Court project – Christy Gustavison, Karen Schmidt and Ted Harrity – proposal and request for support
- Jeff Corradetti – new Chamber of Commerce president – introduction
- David Desabrais - new Pincher Creek Regional Energy Manager, introductions
- Review of KPMG Organizational Structure review – Tim Swanson, shared methodology, and update on recommendations
- Teresa Hlady and Anne Gover – Pincher Creek and District Community Food Centre – update on services provided to date

## CAO – meetings, webinars, courses, etc.

- Operations Committee meetings
- Staff and Manager’s meetings – bi-weekly
- Personnel – exit interview
- Attended meeting with members of Council and Health Minister – Tyler Shandro
- Regional Emergency Management Organization – Advisory Committee
- Joint Council with M.D. and Town
- Intermunicipal Collaboration Framework Committee
- Asset Management Webinar
- Joint Health and Safety Committee meetings
- Special Council meetings
- Pincher Creek Early Learning Centre Committee
- AHS COVID updates for CAO’s with Dr. Hinshaw
- AUMA Provincial Budget review



- Golf Course Executive meeting
- Manager's Human Resources updates and planning/job descriptions review
- MDSA – Municipal Development and Subdivision Authority
- AUMA/AMSC – energy (gas) aggregation review and extension
- Resident/CAO – cemetery meeting
- RCMP/Engineer – facility study review
- Pincher Creek Emergency Services Commission – funding formula mediation
- Town/MD – cao's and finance officers – re: shared expense reviews
- North East Area Structure Plan – open house
- Temporary and permanent recycling collection sites meetings; Town, MD, Landfill and P.C. Co-op
- Union and Management – regular bi-annual meeting
- AUMA Spring Caucus – virtual session
- Pincher Creek Volunteer Appreciation virtual event
- Transportation Committee meetings – proposal to Pincher Creek Foundation/Crestview Lodge
- Formal Facility Inspection – old pool
- Pincher Creek Emergency Services Commission – re: proposed bylaw amendments
- Oldman River Regional Services Commission – service review and GIS upgrades
- Desiree Kuori – Municipal Affairs – MAP review of documentation
- Policy Committee





## Staff Safety Meeting Topics

January – (Operations Dept ) – Power Line Safety

February – (Administration) – Element 1 – Management, Leadership and Organizational Commitment

March – (Recreation) – Element 2 – Hazzard Assessment

April – (Library) – Element 3 – Hazzard Controls

May – (Operations) – Element 4 - Health and Safety Committee – roles and responsibilities

June – (Administration) – Element 5 – Qualifications, Orientations, and Training



Unfortunately we achieved a 77% grade for our external COR audit, and 80% is required, we will be participating in an external audit again in 2021. This will be a combination of documentation and staff interviews. Presently the Joint Health and Safety Committee is working on the Action Plan to identify recommendations and improvements

## Reports:

- Enel Alberta Windpower Inc. – decommissioning of wind turbine
- Community Flood Risk Assessment – Council support for Alberta Environmental Protection – grant application for a flood risk assessment using CanFlood for Pincher Creek
- National Indigenous Day (tentative Council event) plans, to include Blessing and Smudge Ceremony
- Memorandum of Understanding approved with M.D. of Pincher Creek, Village of Cowley, Town of Pincher Creek and Vertical Church as an Emergency Reception Centre
- Sanitary Forcemain project – awarded to Dennis Dirtworx Ltd. – Town reserves – 48% and Provincial Grant – 52%, estimate of costs - \$3,698,425.23, excluding GST
- the Community Information session was presented virtually on March 25th, with approximately 70 participants
- congratulations go to Marie Everts who was the deserving recipient of the Young Professional Award at the Alberta Economic Development conference



## Upcoming Projects and Priorities:

- Several town positions are vacant or will be due to upcoming retirements – Administration is looking to fill the following: Coordinator – Recreation Dept., Manager – Public Works Dept. , Retirement vacancies: Administrative Assistant – records and cemetery, FCSS Coordinator and Legislative Services Manager; tentative – fill second Community Peace Officer position
- Safety and Human Resources – is a top priority and being outsourced; consideration should be to bring it in house, for training and consistency
- 2022 Operating and Capital Budget – draft review and approval, meetings with Council to follow shortly
- 2021 Election preparations

The COVID Pandemic changed the way that the Town provided many services throughout 2020 and the first half of 2021. Administrative staff have taken shifts working both in the office and from their homes. A high level of service was provided, and we look forward to continuing our service and getting back to meeting our residents person to person.

Thanks to all, residents, Council, staff and others for your ongoing support.

Laurie Wilgosh - CAO





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# AUMA 2021 Summer Municipal Leaders' Caucus

[Event Details](#) [Program & Speakers](#)

**Registration is now open** for AUMA's Summer 2021 Municipal Leaders' Caucuses! This year, AUMA is visiting the following five communities:

- July 20 – Bow Island (Bow Island Multiplex)
  - July 21 – High River (Heritage Inn Hotel & Convention Centre)
  - July 27 – Sexsmith (Civic Centre)
  - July 28 – Redwater (Pembina Place)
  - July 29 – Wetaskiwin (Best Western Wayside Inn)
- \*July 29th will also be offered virtually

While indoor gatherings are currently restricted, as we move closer to Stage 3, and restrictions lift, we are confident we will be able to move forward with in-person events.

Caucus will consist of a one-day program that will run from 10 a.m. to 2 p.m., and the schedule and agenda will be the same at all locations. Registration for in-person attendance is \$100 for the day and includes light breakfast, refreshments, and lunch. Doors will open at 9:30 a.m.

The session on July 29 will be streamed on Zoom to allow for members to participate who are not comfortable with attending in-person, at a cost of \$25. In-person and virtual registration can be found using the [same link](#).

Stay tuned to the Digest for program details, which will be available soon. We hope to see you there!

<ul style="list-style-type: none"> <li>- Welcoming &amp; Inclusive Communities</li> <li>- Elected Officials Education Program</li> </ul>	<p><b>Date</b></p> <p>July 20 - 29, 2021</p> <p><a href="#">Add to calendar</a></p>	<ul style="list-style-type: none"> <li>- MCCAC Municipal Climate Change Action Centre</li> </ul>
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[Register](#)

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Town of Ponoka – Funding for Rural Municipalities	
<b>PRESENTED BY:</b> Lisa Goss, Administrative Manager	<b>DATE OF MEETING:</b> 7/7/2021

**PURPOSE:**

To consider a request for support from the Town of Ponoka requesting more financial help for small, rural businesses.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the draft letter of support for small, rural business and direct administration to forward same to the Premier, MLA and MP.

**BACKGROUND/HISTORY:**

Administration received correspondence from the Town of Ponoka dated June 24, 2021 regarding concerns related to the COVID-19 pandemic and the affect on the business community.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek direct administration to amend the draft letter of support for small, rural business and direct administration to forward same to the Premier, MLA and MP.

That Council for the Town of Pincher Creek receive the Town of Ponoka – Funding for Rural Municipalities information as presented.

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

None at this time.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

Allocating funding directly to rural municipalities allows for effective distribution to their communities businesses and specific needs

**ATTACHMENTS:**

Letter to Rural Municipalities – 2679

DRAFT 21.06.28 Town of Ponoka - Funding for Rural Municipalities - Letter of Support



**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek approve the draft letter of support for small, rural business and direct administration to forward same to the Premier, MLA and MP.

**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Laurie Wilgosh*





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June 24, 2021

Dear Mayor/Reeve:

Ponoka Town Council is reaching out to other smaller rural communities like ours to voice our concerns regarding the COVID-19 pandemic. We wish to share with you our concerns for our business community as we believe you may be experiencing similar issues. We would also like to propose a solution for these concerns and are requesting your support.

Over the last sixteen months, our small town businesses have experienced an extremely tough rollercoaster ride amid a long string of lockdowns and restrictions. As we all know they, unlike urban businesses, already face a different kind of challenge because they do not have the larger population base that businesses in the larger cities can draw on.

Even now that restrictions are being lifted, it takes much longer for these small, rural businesses to recover and bounce back; and given that they have been hit with successive waves of shut downs over the past several months, the damage has been cumulative. We worry that a number of our small businesses may not survive. And we worry about the terrible impact that losing these businesses would have on our community considering they are an integral part of our town's economy. They not only run businesses, they are consumers too. They buy houses and pay taxes. They are also an important part of our social fabric, as many of them sponsor sports teams, coach our young athletes, and are leaders, friends and neighbours in our community. We are deeply concerned about the potential loss of these businesses.

In response to these concerns, we have begun writing letters to the Premier, our MLA, and our MP. We are requesting additional funding be given to rural municipalities. This money would be specifically earmarked for small businesses and distributed to them through municipal councils. Our position is that local municipal councils understand the unique needs of their communities and their businesses, and therefore are in the best position to distribute these additional dollars most effectively.

Our frustration with government has been that their actions and solutions always appear to be a one-size-fits-all measure with the emphasis tilted toward the larger cities in our province. We understand that we are all hurting, but we also can see that there is a tone deafness in particular when it comes to small businesses in rural Alberta. Our concern is that these small, rural businesses are the lifeblood of this province yet they have always contributed disproportionately more to our GDP than they have ever received back in compensation. They are struggling and hurting now. It is time we do something for them or we will soon find that not only will some of them be gone, but small towns in this province may start to disappear along with them.

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Follow Town of Ponoka online at:  
[www.ponoka.ca](http://www.ponoka.ca)



Town of Ponoka  
200, 5604 – 50 Street  
Ponoka, AB T4J 1G5  
Main: 403-783-4431  
Fax: 403-783-6745





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Rural Municipalities

June 24, 2021

Page 2.

Ponoka Town Council is asking for your support by simply requesting that you join us in writing letters to our Premier, your MLA and MP requesting more financial help for small, rural businesses. This will remind our provincial and federal governments that the rural communities in this province are hurting, and hurting badly.

Finally, please feel free to contact the Mayor's Office in the Town of Ponoka for further discussion on how we could collectively pursue other possible solutions in the future.

Yours sincerely,

Ponoka Town Council.

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Follow Town of Ponoka online at:  
[www.ponoka.ca](http://www.ponoka.ca)



Town of Ponoka  
200, 5604 – 50 Street  
Ponoka, AB T4J 1G5  
Main: 403-783-4431  
Fax: 403-783-6745



June 28, 2021

Our File 6.3.1

Office of the Premier  
307 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta T5K 2B6  
[premier@gov.ab.ca](mailto:premier@gov.ab.ca)

The Honorable Jason Kenny, M.L.A., Premier of Alberta,

On behalf of the Town of Pincher Creek, we are writing to you in support of allocating funding directly to rural municipalities allowing for effective distribution to their communities businesses and specific needs in the wake of the COVID-19 global pandemic.

Since March of 2020, our locally owned businesses have experienced unprecedented impacts entirely beyond their control. Even though restrictions are starting to be lifted, the long term effects will run deep for these small, rural businesses and be difficult to recover from. The negative impact on communities losing these important small businesses will run even deeper.

We sincerely hope that the needs of community businesses and our residents are taken very seriously, and that they are fully supported moving forward.

Please do not hesitate to reach out directly for further discussion regarding our support.

Your time and consideration on this matter is appreciated.

Sincerely,

Don Anderberg, Mayor

Town of Pincher Creek

cc: Mr. Roger Reid, M.L.A., Member of the Legislative Assembly [Livingstone.Macleod@assembly.ab.ca](mailto:Livingstone.Macleod@assembly.ab.ca)  
Honorable John Barlow MP [John.Barlow@parl.gc.ca](mailto:John.Barlow@parl.gc.ca)



**TOWN OF PINCHER CREEK**

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