



# TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Monday, February 27, 2023 at 6:00 p.m.

Council Chambers, Town Hall

[Zoom Link](#)

1. **Call to Order**

2. **Scheduled Public Hearing**

2.1 Pincher Creek Part 2 Northeast Area Structure Plan Bylaw 1635-23

3. **Agenda Approval**

4. **Scheduled Delegations**

4.1 Glenda Farnden – Stars

4.2 Faith Zachar - Pincher Creek Football Club

5. **Adoption of Minutes**

5.1 Minutes of the Regular Meeting of Council held on February 13, 2023

5.2 Minutes of the Joint Council Meeting held on November 15, 2022

6. **Business Arising from the Minutes**

6.1 Disposition Of Delegation - Alan Mcrae (Triple T Energy)

7. **Bylaws**

7.1 Municipal Borrowing Bylaw 1636-23 – Curling Rink

7.2 Municipal Borrowing Bylaw 1570-23

8. **New Business**

8.1 Epilepsy Calgary – Purple Day – Proclamation

8.2 Riplinger Wind Project Proposal

8.3 Oldman Watershed Council Letter

8.4 Community Recreation & Events Centre for Green and Inclusive Buildings Grant

8.5 Piikani Nation Chief and Council Meet & Greet

9. **Council Reports**

10. **Administration**

10.1 Council Information Distribution List

10.2 Community Services Quarterly Report

11. **Closed Session Discussion**

11.1 Allied Arts Lease Agreement - FOIP s. 16 & 24

11.2 CUPE Local 927, Draft Union Contract Review- FOIP s. 16 & 24

- 11.3 Debrief of Joint Council meeting FOIP s. 21
- 11.4 Personnel (Discussion) – FOIP s. 24 & 25

12. **Notice of Motion**

13. **Adjournment**

*The next Regular Council Meeting is scheduled for March 13, 2023 AT 6:00 p.m.*





**REGULAR MEETING OF COUNCIL**  
**Held on Monday February 13, 2023**  
**In Person & Virtually,**  
**Commencing at 6:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

Councillors: M. Barber, D. Green, W. Oliver, B. Wright,  
G. Cleland, and S. Nodge

Staff: A. Lucas, Chief Administrative Officer; K. Green, Executive Assistant; W. Catonio Director of Finance and Human Resources, A. Grose, Recreation Manager; M. Everts, Events, Marketing & Economic Development; L. Rideout, Director of Community Services; A. Hlady, FCSS; T. Walker, Energy Lead and L. Wilgosh, Former CAO

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 6:00 pm.

**2. AGENDA APPROVAL**  
**CLELAND:**

The Council for the Town of Pincher Creek agrees to add 8.3 Broadview Speed Sentry Location and 11.2 Union Negotiations to the February 13, 2023 agenda.

**CARRIED 23-047**

**GREEN:**

The Council for the Town of Pincher Creek approves the February 13, 2023 agenda as amended.

**CARRIED 23-048**

**4. DELEGATIONS**

**5. ADOPTION OF MINUTES**

**5.1 Minutes of the Regular Meeting of Council held on January 23, 2023**

**NODGE:**

That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting of Council held on January 23, 2023 as amended changing item 11 FOIP number.

**CARRIED 23-049**

**5.2 Minutes of the Committee of the Whole held on February 1, 2023**

**WRIGHT:**

That Council for the Town of Pincher Creek approves the minutes of the Committee of the Whole held on February 1, 2023 as presented.

**CARRIED 23-50**

**5.3 Minutes of the Special Meeting of Council held on February 2, 2023**

**GREEN:**

That Council for the Town of Pincher Creek approves the minutes of the Special Meeting of Council held on February 2, 2023 as presented.

**CARRIED 23-051**

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 Curling Rink Construction Proposal**

**BARBER:**

That Council for the Town of Pincher Creek approve the proposal to construct a new Town owned curling rink facility on the land described as Plan 3880BD, Block 1 and Plan 3562GP, Block E, Roll # 0440000 as discussed.

**CARRIED 23-052**

Mayor Anderberg requests a recorded vote:

For:

Barber

Cleland

Anderberg

Oliver

Against:

Green

Nodge

Wright

**BARBER:**

That Council for the Town of Pincher Creek direct administration to amend the 2023 Capital Budget Plan to include an additional \$2,750,000 for the curling rink facility project to be funded through long term financing.

**CARRIED 23-053**

**BARBER:**

That Council for the Town of Pincher Creek direct administration to prepare a Borrowing Bylaw for \$4,000,000 to be brought back to the February 27, 2023 Council meeting.

**CARRIED 23-054**

**BARBER:**

The Town of Pincher Creek provide formal approval to apply for the Green and Inclusive Building grant for new construction of a community curling rink.

**CARRIED 23-055**

**7. BYLAWS**

**8. NEW BUSINESS**

**8.1 Old RCMP Building Demolition**

**WRIGHT:**

That Council for the Town of Pincher Creek direct administration to proceed with demolition of the Old RCMP Building located at 659 Main Street.

**CARRIED 23-056**

**8.2 Library Board Appointment**

**WRIGHT:**

That Council for the Town of Pincher Creek agrees that Jennifer Carpenter be appointed for a three-year term on the Library Board.

**CARRIED 23-057**

**8.3 Broadview Speed Sentry Location**

**BARBER:**

That Council for the Town of Pincher Creek direct administration to meet with Broadview concerned citizens to discuss the best location for the speed sentry.

**CARRIED 23-058**

**9. COUNCIL Report**

**9.1 UPCOMING COMMITTEE MEETINGS AND EVENTS**

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**GREEN:**

That Council for the Town of Pincher Creek accepts the February 13, 2023 Council Information Distribution List as information.

**CARRIED 23-059**

*Mayor Anderberg called a recess at 7:25 pm*

*Mayor Anderberg called the meeting back to order at 7:35 pm*

*T. Walker, A. Hlady and A. Grose left meeting at 7:25 pm*

**11. CLOSED MEETING DISCUSSION**

**CLELAND:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday, February 13, 2023 at 7:35 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Community Services, Former CAO and Director of Finance and Human Resources in attendance.

**CARRIED 23-060**



**OLIVER:**

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday, February 13, 2023 at 7:50 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Community Services, Former CAO and Director of Finance and Human Resources in attendance.

**CARRIED 23-061**

**11.1 Property Appraisal - s. 16**

**WRIGHT:**

That Council for the Town of Pincher direct Administration to proceed with obtaining commercial property appraisals for the two properties as discussed and to fund up to \$10 000 from Professional Services 110 000 2230.

**CARRIED 23-062**

*M. Everts left meeting at 7:52 pm*

**11.2 Union Negotiations – s. 16 & 24**

**CLELAND:**

That Council for the Town of Pincher accepts the union negotiations update as information.

**CARRIED 23-063**

**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

**OLIVER:**

That this meeting of Council on February 13, 2023 be hereby adjourned at 7:53 pm.

**CARRIED 23-064**

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MAYOR, D. Anderberg

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CAO, A. Lucas

*Regular Council Meeting  
February 13, 2023*

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 27 DAY OF FEBRUARY 2023**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY FEBRUARY 27, 2023 AT 6:00 P.M.**

DRAFT



**JOINT COUNCIL MEETING**  
**Town of Pincher Creek & Municipal District of Pincher Creek #9**  
**Held on Tuesday November 15, 2022**  
**Council Chambers**  
**Commencing at 6:00 p.m.**

**IN ATTENDANCE:**

**Town of Pincher Creek** – Mayor - D. Anderberg  
 Councillors: M. Barber, D. Green, W. Oliver, B. Wright, and G. Cleland  
 Staff: CAO Laurie Wilgosh, and Kristie Green – Executive Assistant

**Municipal District of Pincher Creek #9** – Reeve Rick Lemire, Deputy Reeve Tony Bruder  
 Councillors: David Cox, Harold Hollingshead, John MacGarva  
 Staff: CAO Roland Milligan, and Executive Assistant Jessica McClelland

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 6:00 p.m.

**2. AGENDA APPROVAL**  
**WRIGHT:**

That Council for the Town of Pincher Creek agree to add items 4.4 Christmas Tree Disposal at Eco Site, 4.5 Funding for Columbarium and 4.6 Housing Discussion to the November 15, 2022 Joint Council Meeting and accept agenda as amended.

**CARRIED 22-521**

**3. Notes from Last Meeting**  
**GREEN:**

That Council for the Town of Pincher Creek agree to accept the notes from last meeting as presented.

**CARRIED 22-522**

**4. NEW BUSINESS**

**4.1 Sewage Disposal Facilities**  
 MD CAO to research

**4.2 Commercial Recycling – Eco Station**  
 MD CAO to discuss with Landfill

**4.3 Physician Recruitment**

MD to contact RHPAP committee chair

**4.4 Christmas Tree Disposal at Eco Site**

MD CAO to discuss with Landfill manager

**4.5 Funding for Columbarium**

**OLIVER:**

That Council for the Town of Pincher Creek authorize the purchase of a Columbarium funded from the perpetual care fund.

**CARRIED 22-523**

**4.6 Housing Discussion**

**4.7 Joint Funding Budget**

**GREEN:**

That Council for the Town of Pincher Creek move that the Oldman River Antique Equipment and Threshing Club (Heritage Acres Farm Museum), Pincher Creek and District Historical Society (Kootenai Brown Pioneer Village) and the Grant Writer from the joint funding process be reallocated to the joint budget process; and further

That Council request a four-year budget (including financial ask) as part of all joint budget presentations; and further

That in an effort to provide stable and predictable funding to all parties involved in the joint budget process, Council may agree in principle to fund joint budgets for their current term or require a presentation annually.

**CARRIED 22-524**

**WRIGHT:**

That Council for the Town of Pincher Creek agree to appoint Councillors Green and Nodge to the Joint Funding Review Commission with Councillor Wright as an alternate.

**CARRIED 22-525**

**5. Roundtable**

**6. ADJOURNMENT**

**CLELAND:**

That this Joint Council Meeting on November 15, 2021 is hereby adjourned at 7:43 pm.

**CARRIED**

\_\_\_\_\_  
MAYOR, D. Anderberg

\_\_\_\_\_  
CAO, L. Wilgosh

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 27<sup>th</sup> DAY OF FEBRUARY 2023**

**SEAL**

DRAFT



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Disposition of Delegation - Alan McRae (Triple T Energy)	
<b>PRESENTED BY:</b>	<b>DATE OF MEETING:</b> 2/27/2023

**PURPOSE:**

To respond to the delegation presented by Triple T Energy to the February 1, 2023 Committee of the Whole.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek accept the disposition of delegation by Alan McRae of Triple T Energy as information.

**BACKGROUND/HISTORY:**

Mr. Alan McRae attended the February 1, 2023 Committee of the Whole meeting to discuss the handling of a wastewater incident in the summer of 2022. Mr. McRae brought forward multiple questions regarding the incident, and while some can be answered publicly, additional confidential information is enclosed in Council's package.

Firstly, Mr. McRae provided his account of the events on July 7, 2022 which were for the most part consistent with the Town's recollection of events. The Town first became aware of a wastewater issue when Town Staff attended the Main Lift Station and noticed a black substance, inconsistent with household waste, coating the structure. An investigation immediately began which led to the Triple T disposal site at 1377 Hunter Street. With the unknown nature of this substance, the Director of Operations entered the site without first asking permission, under the authority of Bylaw 1607-21 which stated:

"The Director of Operations in charge of administering each utility and other duly authorized employees of the Town and contractors appointed by the Town, bearing proper credentials and identification, shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provision of this bylaw."

Town staff acted with urgency as to the unknown nature of the substance and the potential for contamination of the Town's Wastewater Treatment Lagoons. Staff deemed this an emergency.

Wastewater samples were taken at the Main Lift Station the same day as the contamination was discovered. Mr. McRae in his delegation iterated that since the sample results came back negative (under allowable parameters) it proved there was no contamination and they therefore should not have been charged for clean-up. In a letter

previously written to Triple T Energy, the Town clearly explained that "This sample is reflective of the actively flowing effluent at the time of sampling and not indicative of any contamination which had flowed through the system prior to testing. Samples were not taken of black substance coating the lift station walls or manhole at 1377 Hunter Street".

Mr. McRae's delegation had asked why they were not given the opportunity to clean the contamination up themselves. In an emergency situation, with the Town unaware what the substance was, a reclamation company was hired. As this affected much more than private infrastructure, it was imperative that the work was completed by a company well versed in a wide range of contaminants. These clean-up efforts require scouring of pipes, manholes, and lift station structures and ensuring that all effluent resulting from the clean-up is captured and hauled away. In addition to the clean-up, Rapid Response provided contamination reporting (included in Council's confidential package).

The delegation questioned why two vac trucks were needed. This was because of the unknown volume the clean-up efforts would require. Trucks are dispatched for a worst case scenario.

The delegation asked why there was no contact with Triple T before contacting Alberta Environment. Pincher Creek is responsible for our Wastewater System and any contaminants in it. We are bound to immediately report potential contraventions to our approvals, which any contamination would be. We followed our protocols as required by Alberta Environment.

Administration has previously presented to Council that allowing dumping of hauled wastewater poses a significant risk to the Town's wastewater system and subjects the Town to liability. Previous direction from Council at the June 13, 2022 regular meeting of Council was that the Town will be moving away from allowing hauled wastewater to be disposed of on private property.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek direct administration to terminate the existing Disposal of Sewage Agreement.

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

Allowing any disposal of hauled wastewater into the Town's sewer system significantly increases the Town's risk and liability. The new Wastewater Bylaw places the authority of permitting any disposal sites with the CAO. Administration does intend to terminate the existing disposal agreement with Triple T Energy and replace with a more robust agreement, unless directed otherwise.

**FINANCIAL IMPLICATIONS:**

The clean-up costs for the July 7, 2022 incident were a total of \$9,500.02.

**PUBLIC RELATIONS IMPLICATIONS:**

Triple T Energy is the only private entity within Pincher Creek to allow for the dumping of hauled wastewater (Co-op and the Campground allow for the dumping for RV sewage

only). This potentially indicates favoritism as they are the sole controller of who is allowed to use the facility. This can also place an unfair business advantage to one entity.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration supports the transition away from allowing private disposal sites, but understands that Council may want to consider interim options.

**Signatures:**

**Department Head:**

*A. Zerari*

**CAO:**

*Angie Lucas*





# Town of Pincher Creek

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Municipal Borrowing Bylaw No. 1636-23 Re: Curling Rink Facility	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Finance and Human Resources	<b>DATE OF MEETING:</b> 2/27/2023

**PURPOSE:**

To secure funding to construct a Curling Rink facility at 942 Hyde Street in the Town of Pincher Creek.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek give first reading to Municipal Borrowing Bylaw No. 1636-23 with regards to incurring indebtedness by the issuance of a loan or authorized debt instrument in an amount up to \$4,000,000.

That Council for the Town of Pincher Creek direct administration to advertise Bylaw No. 1636-23 for two weeks; the week of March 8, 2023 and March 15, 2023. The 15 day petition period would start March 16, 2023 and end March 30, 2023.

**BACKGROUND/HISTORY:**

Town Council has been considering the need and potential location for a new curling rink in Pincher Creek for a number of years. The Recreation Master Plan which was adopted in 2021 indicated that a new curling facility was the third priority of Pincher Creek and region residents. The first two items: trail system and arena upgrades are also underway and ongoing.

According to the curling club, the membership is growing as are the numbers of new curlers including local and area youth. If the curling rink proposal is approved by Council, a new curling rink would be located at the golf course property and designed for year round usage which would be a big benefit over seasonal use only and provide an alternate recreational and event space for the community.

Town Council after having approved the drafting of a conceptual plan for a new rink, posted a Request for Proposals for a design build plan earlier in 2022, which was planned as a costing exercise, allowing the Council to consider a realistic budget for the proposal.

Council met on Thursday, February 2nd, 2023 to review the recommendations provided by the Council Task force committee as to which RFP would provide the best value for the Town. Council has come to the conclusion that a new curling rink could be constructed for approximately \$4,000,000 , and if approved, grant funding would be immediately applied for. One grant which is only available for a green and inclusive building construction

covers 60% of the construction, capital costs, while another is for \$1,000,000. In addition the Town would hope to receive locally funded donations.

At the February 13, 2023 Regular Meeting of Council, the decision was made to construct a new curling rink facility through long term financing. Administration was instructed to prepare a Borrowing Bylaw for the February 27, 2023 Regular Meeting of Council.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek not pass the Borrowing Bylaw for the construction of the new curling rink and direct administration to look for alternative sources of funding.

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

At least three studies have been provided over the last 10 to 12 years regarding the building condition of the present curling rink and the potential location for a future rink.

**FINANCIAL IMPLICATIONS:**

\$4,000,000 to \$5,000,000 depending on whether a green, energy efficiency design is chosen. The higher cost is dependent on receiving a grant for 60% of the cost.

**PUBLIC RELATIONS IMPLICATIONS:**

Support for a new recreation facility may vary, however a new curling rink was the third priority choice as indicated in the 2021 Recreation Master Plan.

**ATTACHMENTS:**

1636-23 - Municipal Borrowing Bylaw - Curling Rink Facility

**CONCLUSION/SUMMARY:**

Administration supports Council passing first reading of the Borrowing Bylaw.

**Signatures:**

**Department Head:**

*Wendy Catonio*

**CAO:**

*Angie Lucas*



**BYLAW NO. 1636-23  
MUNICIPAL BORROWING BYLAW  
OF THE TOWN OF PINCHER CREEK  
IN THE PROVINCE OF ALBERTA**

This bylaw authorizes the Council of the Town of Pincher Creek to incur indebtedness by the issuance of a loan or other authorized debt instrument in the amount up to \$4,000,000.00 for the purpose of constructing a Curling Rink Facility at 942 Hyde Street in the Town of Pincher Creek, in the Province of Alberta, being legally described as:

**PLAN 3880BD  
BLOCK 1 &  
PLAN 3562GP  
BLOCK E  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

**WHEREAS:**

1. The Council of the Town of Pincher Creek agrees to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the financing, undertaking and completion of the construction of a Curling Rink Facility.
2. Plans and specifications have been prepared and the total cost of the project is estimated to be \$4,000,000.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Local Government Transfer	\$	0
Capital Reserves		0
Provincial Grants		0
Loan or other debt instrument		<u>4,000,000.00</u>
Total Cost	\$	<u>4,000,000.00</u>

3. In order to complete the project, it will be necessary for the Town of Pincher Creek to borrow the sum up to \$4,000,000.00, for a period not to exceed 30 years, from an authorized Canadian financial institution, by the issuance of a loan or other debt instrument and on the terms and conditions referred to in this bylaw. The estimated lifetime of the project financed under this bylaw is equal to, or in excess of 30 years.





4. The principal amount of the outstanding debt of the Town of Pincher Creek at December 31, 2022 is \$3,497,117 and no part of the principal or interest is in arrears.
5. All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE TOWN OF PINCHER CREEK,  
DULY ASSEMBLED, ENACTS AS FOLLOWS:**

6. That for the purpose of constructing the building to house the Curling Rink Facility for the sum up to FOUR MILLION DOLLARS (\$4,000,000) be borrowed from an authorized Canadian Financial Institution by way of loan or other debt instrument on the credit and security of the Town on Pincher Creek at large, of which amount the full sum up to \$4,000,000.00 is to be paid by the Town of Pincher Creek at large.
7. The proper officers of the Town of Pincher Creek are hereby authorized to issue loans or other debt instruments on behalf of the Town of Pincher Creek for the amount and purpose as authorized by this bylaw, namely the construction of the Curling Rink Facility.
8. The Town of Pincher Creek shall repay the indebtedness according to the repayment structure in effect, namely monthly payments of combined principal and interest instalments not to exceed THIRTY (30) years calculated at a rate not to exceed EIGHT (8) percent.
9. The Town of Pincher Creek shall levy and raise taxes in each year sufficient to pay the indebtedness.
10. The indebtedness shall be contracted on the credit and security of the Town of Pincher Creek.
11. The net amount borrowed under the bylaw shall be applied only to the project specified by the bylaw.
12. This bylaw comes into force on the date it is passed.



READ A FIRST TIME THIS 27th DAY OF FEBRUARY, 2023.

\_\_\_\_\_  
Mayor, Don Anderberg

\_\_\_\_\_  
CAO, Angie Lucas

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor, Don Anderberg

\_\_\_\_\_  
CAO, Angie Lucas

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor, Don Anderberg

\_\_\_\_\_  
CAO, Angie Lucas





**BYLAW NO. 1636-23  
MUNICIPAL BORROWING BYLAW  
OF THE TOWN OF PINCHER CREEK  
IN THE PROVINCE OF ALBERTA**

This bylaw authorizes the Council of the Town of Pincher Creek to incur indebtedness by the issuance of a loan or other authorized debt instrument in the amount up to \$4,000,000.00 for the purpose of constructing a Curling Rink Facility at 942 Hyde Street in the Town of Pincher Creek, in the Province of Alberta, being legally described as:

**PLAN 3880BD  
BLOCK 1 &  
PLAN 3562GP  
BLOCK E  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

**WHEREAS:**

1. The Council of the Town of Pincher Creek agrees to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the financing, undertaking and completion of the construction of a Curling Rink Facility.
2. Plans and specifications have been prepared and the total cost of the project is estimated to be \$4,000,000.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Local Government Transfer	\$	0
Capital Reserves		0
Provincial Grants		0
Loan or other debt instrument		<u>4,000,000.00</u>
Total Cost	\$	<u>4,000,000.00</u>

3. In order to complete the project, it will be necessary for the Town of Pincher Creek to borrow the sum up to \$4,000,000.00, for a period not to exceed 30 years, from an authorized Canadian financial institution, by the issuance of a loan or other debt instrument and on the terms and conditions referred to in this bylaw. The estimated lifetime of the project financed under this bylaw is equal to, or in excess of 30 years.



4. The principal amount of the outstanding debt of the Town of Pincher Creek at December 31, 2022 is \$3,497,117 and no part of the principal or interest is in arrears.
5. All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE TOWN OF PINCHER CREEK,  
DULY ASSEMBLED, ENACTS AS FOLLOWS:**

6. That for the purpose of constructing the building to house the Curling Rink Facility for the sum up to FOUR MILLION DOLLARS (\$4,000,000) be borrowed from an authorized Canadian Financial Institution by way of loan or other debt instrument on the credit and security of the Town on Pincher Creek at large, of which amount the full sum up to \$4,000,000.00 is to be paid by the Town of Pincher Creek at large.
7. The proper officers of the Town of Pincher Creek are hereby authorized to issue loans or other debt instruments on behalf of the Town of Pincher Creek for the amount and purpose as authorized by this bylaw, namely the construction of the Curling Rink Facility.
8. The Town of Pincher Creek shall repay the indebtedness according to the repayment structure in effect, namely monthly payments of combined principal and interest instalments not to exceed THIRTY (30) years calculated at a rate not to exceed EIGHT (8) percent.
9. The Town of Pincher Creek shall levy and raise taxes in each year sufficient to pay the indebtedness.
10. The indebtedness shall be contracted on the credit and security of the Town of Pincher Creek.
11. The net amount borrowed under the bylaw shall be applied only to the project specified by the bylaw.
12. This bylaw comes into force on the date it is passed.



READ A FIRST TIME THIS 27th DAY OF FEBRUARY, 2023.

\_\_\_\_\_  
Mayor, Don Anderberg

\_\_\_\_\_  
CAO, Angie Lucas

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor, Don Anderberg

\_\_\_\_\_  
CAO, Angie Lucas

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor, Don Anderberg

\_\_\_\_\_  
CAO, Angie Lucas

# Town of Pincher Creek

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Municipal Borrowing Bylaw #1570-23	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Finance and Human Resources	<b>DATE OF MEETING:</b> 2/27/2023

**PURPOSE:**

For Council to annually approve the Municipal Borrowing Bylaw #1570-23 for the purpose of \$1,000,000 revolving line of credit and \$50,000 Mastercard as per ATB Financial requirements.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree to give first reading to the Municipal Borrowing Bylaw #1570-23.

That Council for the Town of Pincher Creek agree to give second reading to the Municipal Borrowing Bylaw #1570-23.

That Council for the Town of Pincher Creek upon unanimous consent, agree to present the Municipal Borrowing Bylaw #1570-23 for third and final reading.

That Council for the Town of Pincher Creek agree to give third and final reading to the Municipal Borrowing Bylaw #1570-23, and that a copy be attached hereto and form part of the minutes.

**BACKGROUND/HISTORY:**

Although the Town of Pincher Creek had a duly authorized borrowing bylaw as per the Municipal Government Act Section 256 with no termination date, ATB Financial requires a new borrowing bylaw EVERY year.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek direct administration to provide further information.

That Council for the Town of Pincher Creek accept the Municipal Borrowing Bylaw #1570-23 as information.

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

None at this time

**FINANCIAL IMPLICATIONS:**

The line of credit interest rate is Prime plus 1.00%. Currently, Prime is 6.70% so the line of credit interest rate is 7.70%.

Interest will only be payable on the Mastercard if the account is not paid in full by the due date. Administration has authorized ATB Financial to pay the Mastercard account automatically on the due date so an interest charge will never be paid.

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time

**ATTACHMENTS:**

Municipal Borrowing Bylaw (1570-23) - 3096

**CONCLUSION/SUMMARY:**

Administration supports Council for the Town of Pincher Creek approving the Municipal Borrowing Bylaw #1570-23 in order to help regulate cash flow if required.

**Signatures:**

**Department Head:**

*Wendy Catonio*

**CAO:**

*Angie Lucas*







Bylaw No. 1570-23

**BYLAW NO. 1570-23  
MUNICIPAL BORROWING BYLAW**

**OF THE TOWN OF PINCHER CREEK  
IN THE PROVINCE OF ALBERTA**

**This bylaw authorizes the Council for the Town of Pincher Creek to borrow for the purpose of financing operating expenditures as specified in Section 256 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.**

**WHEREAS** the Council for the Town of Pincher Creek (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Revolving line of credit for short-term financial purposes (under 1 year) and:

Mastercard for short-term financial purposes (under 1 year)

**NOW THEREFORE** pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a By-law that:

1. The Corporation borrow from ATB Financial up to the principal sum of **\$1,000,000.00 (ONE MILLION DOLLARS AND 00/100 CENTS)** repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB Financial plus 1.00%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
  - (a) Pursuant to Section 251 (2) (b) of the Municipal Government Act, the interest rate in respect of such direct revolving advances shall not in any event exceed a maximum rate of 5% per annum.
2. The Corporation borrow from ATB Financial (Mastercard) sums of money from time to time to complete operating expenditures for convenience purposes and where required by suppliers. Provided that the principal sum owed to ATB Financial at one time not exceed the sum of **\$50,000 (FIFTY THOUSAND DOLLARS AND 00/100 CENTS)**.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - (a) to apply to ATB Financial for the aforesaid loans to the Corporation and to arrange with ATB Financial the amount, terms and



Bylaw No. 1570-23

conditions of the loan and security or securities to be given to ATB Financial;

- (b) as security for any money borrowed from ATB Financial
  - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
  - (ii) to give or furnish to ATB Financial all such securities and promises as ATB Financial may require to secure repayment of such loans and interest thereon, and
  - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB Financial of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB Financial the security or securities required by it.

4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are: Property Taxation
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB Financial is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB Financial will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB Financial will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. That Bylaw #1570-22 be repealed.
7. This Bylaw comes into force on the final passing thereof.



Bylaw No. 1570-23

**READ A FIRST TIME** this 27<sup>th</sup> day of February, 2023

\_\_\_\_\_

MAYOR, Don Anderberg

\_\_\_\_\_

CAO, Angie Lucas

**READ A SECOND TIME** this 27<sup>th</sup> day of February, 2023

\_\_\_\_\_

MAYOR, Don Anderberg

\_\_\_\_\_

CAO, Angie Lucas

**READ A THIRD TIME** this 27<sup>th</sup> day of February, 2023

\_\_\_\_\_

MAYOR, Don Anderberg

\_\_\_\_\_

CAO, Angie Lucas





Bylaw No. 1570-23

**CERTIFICATE**

**WE HEREBY CERTIFY** that the foregoing bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the 27<sup>th</sup> day of February, 2023, at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

WITNESS our hands and the seal of the Corporation this 27<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Chief Elected Official

Seal

\_\_\_\_\_  
Chief Administrative Officer

# Town of Pincher Creek

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Epilepsy Calgary – Purple Day – Proclamation	
<b>PRESENTED BY:</b> Laurie Wilgosh, Chief Administrative Officer	<b>DATE OF MEETING:</b> 2/27/2023

**PURPOSE:**

To declare March 26, 2023 as Purple Day in honor of Epilepsy Calgary

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree to declare March 26, 2023 as Purple Day in honor of Epilepsy Calgary

**BACKGROUND/HISTORY:**

Purple: it's not just the colour of royalty – it's also the colour that sparks a conversation every March and inspires us to light our community purple.

In 2008 a girl named Cassidy Megan had a great idea. She wanted to get people talking about epilepsy because, as someone living with the condition, she knew firsthand there were too many myths and too many people with seizures who felt alone.

And it stuck. Great ideas have a tendency to do that. It helped that Cassidy, like all people with epilepsy, is an incredibly special and determined person. March 26th became internationally recognized as Purple Day.

Every March, through community outreach and various events, the Epilepsy Association of Calgary tries to raise awareness of epilepsy.

Join us and help spread the facts about epilepsy. This year we want you to #postyourpurple and show you support Albertans living with epilepsy!

**ALTERNATIVES:**

to accept as information

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

na

**FINANCIAL IMPLICATIONS:**

na

**PUBLIC RELATIONS IMPLICATIONS:**

supporting a good cause

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Agree to declare March 26, 2023 as Purple Day in honor of Epilepsy Calgary

**Signatures:**

**Department Head:**

*Angie Lucas*

**CAO:**

*Angie Lucas*



Subject: Town of Pincher Creek, Riplinger Wind Project Proposal

Hello, in relation to Town of Pincher Creek bylaw on Code of Conduct, 1622-18 It has come to the attention of many individuals affected by the proposed Riplinger Wind Farm(TransAlta) that a councillor with the Town of Pincher Creek is the "*Wind Operations Supervisor Western Region at TransAlta Corporation.*" At the recent Town Hall/Open House held by TransAlta in the Village of Hill Spring on February 17, 2023, this councillor attended the meeting as a TranAlta representative.

It seems to me that this is a conflict of interest under the below Town of Pincher Creek Bylaw No. 1622-18. Considering the proposed wind farm project will be built in the MD of Cardston, and have a interconnection falling within the MD of Pincher, as well as a future application for a transmission connector line of approximately 45-km going from the wind farm project through the MD of Pincher Creek to a substation in the MD of Pincher Creek I believe the Town of Pincher Creek has an inherent relationship to the proposed project.

I believe that as a councillor with the Town of Pincher Creek, this individuals attendance at project meetings, as either a TransAlta employee or as a Town of Pincher Creek Councillor *could* be seen as potentially using one's councillor influence for the financial gain or benefits to their associated business/employer. Additionally the Town of Pincher Creek stands to gain economically from such a project as a result of project related activity in the area.

It is not a concern to me whom they work for but rather their very public appearance at the TransAlta open house. The MD of Pincher Creek and the Town of Pincher Creek also share a Inter-municipal Development Plan. As they share this it would be my assessment that industrial development projects occurring through either of the 2 municipalities would hold the councillors on either side to such code of conduct bylaws wherever the infrastructure will occur.

It is not my intention to harm this councillors image or role with the Town or with their employer but rather I would expect this councillor to recuse themselves from all public engagements when acting on behalf of the Town of Pincher Creek or TransAlta, and recuse themselves from all council discourse on the proposed project.

Simply, people attending the TransAlta event on February 17, 2023 in the Village of Hill Spring, recognized the individual as a "Town of Pincher Creek Councillor" acting on behalf of TransAlta during project proposal event, and have expressed concerns related to the councillors potential influence.

I would appreciate your comments and response.

Thank you,

[REDACTED]

[REDACTED]

[REDACTED]

## Agenda Item: 8.3



Oldman Watershed Council  
Unit 276, 104 13 St N  
Lethbridge, Alberta T1H 2R4  
[info@oldmanwatershed.ca](mailto:info@oldmanwatershed.ca)  
(403) 330-1346

Mayor Don Anderberg  
Town of Pincher Creek  
PO Box 159  
Pincher Creek Alberta T0K 1W0

Dear Mayor Don Anderberg and Council,

January 4, 2023

Thank you for your on-going support of the Oldman Watershed Council and our mission to keep our water and land—*the foundation of our economy and society*—healthy and safe. You are an essential part of the fabric of our organization and we offer our sincerest thanks for your support as a donor.

The Oldman Watershed Council is your partner and a collaborative forum for all voices. Our Board of Directors is made up of 19 seats from all sectors, where each voice is at the table and has an equal vote. Municipalities have the most seats, with 3; 1 for towns and villages, 1 for rural municipalities, and 1 for the City of Lethbridge. OWC provides updates to municipalities at the monthly Mayors and Reeves of Southwest Alberta meetings.

When contentious issues are being debated, OWC provides reliable, trustworthy information so that you can make your own informed decisions—it is vital to have an unbiased, factual, science-based voice informing the conversation. Our unique role helps depolarize debates and assist decision-makers in making efficient and effective choices. We often receive accolades from stakeholders and government officials that our non-judgmental approach and information sharing is valuable and appreciated. We are uniquely positioned to help you make the best decisions for your community by providing neutral, apolitical information.

We work alongside all levels of government, stakeholders, and First Nations partners to improve the health of the watershed. We provide information about key watershed issues and work on the ground to restore ecosystems in Southern Alberta. For example, in 2021-22, we rehabilitated 11 streambanks by staking over 2500 willows. This reinforced eroding banks, improved water quality, and now provides critical habitat for fish and wildlife. In our community, we directly engaged with 3500+ people in-person and many more through our 11,000+ social audience who engage with our blogs, videos, and other content.

Our flagship project focuses on directly supporting watershed stewardship with funding, training, and technical expertise. Whether it is First Nations land managers, agricultural producers, backcountry recreationists, or an urban homeowner, we assist everyone in their journey to adopt watershed-friendly practices and minimize their environmental impacts. We invest in grassroots restoration projects and showcase these beneficial practices to the broader community. Additionally, we ensure that the needed educational opportunities, appropriate infrastructure, and practical guidelines exist to support steward initiatives. OWC focuses on *real solutions*. I hope you will take a moment to look through our [annual report](#), which highlights some of our amazing work through photos and brief project summaries.

Your municipality is asked to help ensure this critical work continues with a **standardized rate of 48¢ per resident for the April 2022 to March 2023 fiscal year. For 3,642 residents, based on the 2019 Municipal Affairs Population List, that is a donation of \$1,712.** Thank you for your support over the years, it is making a difference. Your contribution provides critical funding which allows us to provide citizen education, habitat restoration, and be an unbiased forum for all voices in the watershed.

Sincerely,

Doug Kaupp, OWC Chair and General Manager of Water and Wastewater, City of Lethbridge



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Community Recreation & Events Centre for Green and Inclusive Buildings Grant	
<b>PRESENTED BY:</b> LaVonne Rideout, Community Services	<b>DATE OF MEETING:</b> 2/27/2023

**PURPOSE:**

To clarify direction and approval from council for additions to the Community Recreation & Events Centre design build to meet standards necessary for the Green and Inclusive Buildings Grant

**RECOMMENDATION:**

That Council for the Town of Pincher Creek provide direction and approval for additions to the Community Recreation & Events Centre design build to meet standards necessary for the Green and Inclusive Buildings Grant

**BACKGROUND/HISTORY:**

The Green and Inclusive Community Buildings (GICB) grant funds 60% of net zero multiuse new build project costs incurred between April 2021, and March 2026. The deadline to apply for GICB is February 28, 2023.

To meet the grant criteria the applicants design must:

- Be built to net zero standards (Zero Carbon Building (ZCB) Design Standard V3)
- Be built to highest accessibility standards ( Canadian Standards Association's Technical Standard Accessible Design for the Built Environment)
- Be built as an economic driver and for the benefit of multiple user groups, with weight put on underserved populations. Additions to the existing request to meet these standards have been identified in the Recreation Master Plan as priorities including:
  - A performing arts rehearsal space in the form of an auditorium with a stage to serve the arts and culture community in rural Alberta (Priority 7)
  - A climbing/bouldering wall to provide an accessible space for diverse recreation (Priority 6)
  - An exhibition or conference space to provide capacity to gather, and share in a variety of formats to create a destination to drive the local economy.

**ALTERNATIVES:**

There could be other ideas brought forward as to alternate uses.

Not apply for the grant.

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

The additions to the use of the facility fit with what was heard from the community and according to the recreation Master Plan.

**FINANCIAL IMPLICATIONS:**

Including these facilities will increase the cost of construction.

It will increase the chances of success for 60% funding from the GICB grant which will offset the extra costs.

The curling club operates for 6 months of the year. The operational costs for the remaining 6 months need to be planned for.

If the Town is not successful in being awarded the grant we are not committed to the recommended changes.

**PUBLIC RELATIONS IMPLICATIONS:**

Adding inclusive and accessible infrastructure will show the public that the Town is acknowledging their feedback and requests.

It will offer a wider variety of accessible recreation activities and facilities to diverse groups within the community.

Finally, it will provide a destination for groups from out of Town to visit and help drive the local economy.

**ATTACHMENTS:**

GICB-Applicant-Guide-BCVI-Guide-du-demandeur-EN - 3103

**CONCLUSION/SUMMARY:**

Administration supports the additions to the Community Recreation & Events Centre design build to meet standards necessary for the Green and Inclusive Buildings Grant.

**Signatures:**

**Department Head:**

*Le Vonne*

**CAO:**

*Angie Lucas*

# Green and Inclusive Community Buildings

Applicant Guide

Version Date: December 2022



Infrastructure  
Canada

Canada



## What is the objective of the Green and Inclusive Community Buildings Program?

The Green and Inclusive Community Buildings (GICB) Program is a national merit-based program with the objective of improving the availability and condition of community buildings in Canadian communities experiencing higher needs and who are currently underserved. At the same time, the Program helps to stimulate the economy while creating good job opportunities and aligning to the goals of Canada's strengthened climate plan.

The Program advances the Government's climate priorities by improving energy efficiency, reducing GHG emissions, and enhancing the climate resilience of community buildings.

## How does the Program work?

The Government of Canada announced up to \$1.5 billion in federal funding over five years to establish the GICB Program. The Program support retrofits, repairs or upgrades of existing publicly-accessible community buildings and the construction of new publicly-accessible community buildings that serve underserved and high-needs communities across Canada.

Community buildings are non-commercial community-oriented structures and spaces that provide open, available, and accessible community services to the public. With this Program, the Government of Canada is making investments to improve the availability and condition of community buildings – in particular in areas with populations experiencing higher needs – while also making the buildings more energy efficient, lower carbon, resilient, and high performing.

The Program focuses on publicly accessible community buildings with a recognition that these structures and spaces are at the heart of community vitality: they are the places where Canadians gather, access essential services, and learn and play. The quality, availability and location of these spaces – along with the services that they sustain – play a meaningful role in fostering inclusion in society and combating systemic inequities.

## How does this Program fit in with Canada's fight against climate change?

The GICB Program is part of Canada's strengthened climate plan, which was introduced in December 2020 as the Healthy Environment and a Healthy Economy. The Program supports the first pillar of the plan by improving the places where Canadians live and gather – which will cut pollution, make life more affordable and create thousands of jobs in construction.

Funding through this Program will build and adapt community buildings to reduce carbon emissions, advance best practices to implement GHG mitigation measures, foster awareness and alignment to green building standards nationally and internationally, and encourage best practices in building design for climate change resilience. Investments in the repair and construction of community buildings will generate employment and community development opportunities, helping communities to recover from the economic impacts of COVID-19.

## Who can apply to the GICB Program?

Funding under the GICB Program is provided directly by Infrastructure Canada to recipients at the local community level.

**Eligible applicants** include:

- A municipal or regional government established by or under provincial or territorial statute
- A provincial or territorial government
- A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly-owned by a province, territory, municipal or regional government, including, but not limited to:
  - Municipally-owned corporations (e.g. autonomous organizations owned by municipalities, used to produce or deliver local public services outside the local bureaucracy, such as water management, economic development or tourism agencies)
  - A provincial or territorial organization that delivers municipal services (e.g. community health services)
  - Any other form of local governance that exists outside of the municipality description (e.g. local service districts)
- Federally or provincially incorporated not-for-profit organizations and registered charities
- Indigenous recipients
  - Indigenous Governing Body, including the following:
    - A band council within the meaning of section 2 of the [Indian Act](#)
    - A First Nation, Inuit or Metis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between His Majesty the King in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation
    - A First Nation, Inuit or Metis government that is established by or under legislation whether federal or provincial that incorporates a governance structure
  - A federally or provincially incorporated not-for-profit organization whose primary mandate is to serve Indigenous peoples (e.g. Friendship centres, aboriginal women's associations)
  - Not-for-profit Indigenous development corporations

**Ineligible applicants** include, but are not limited to:

- Commercial and for-profit organizations
- Individuals and private citizens
- Federal entities, including federal Crown corporations

To be considered eligible for funding, applicants must demonstrate that they have the required authority to undertake the project on the building/asset or land.



**Please Note:**

- The **Primary Contact** must be directly affiliated with the applicant organization and duly authorized to submit an application.
- The **Secondary Contact** may be a third party engaged to support in the completion of an application (as applicable).

## What kinds of projects are eligible for funding?

The GICB Program funds two types of projects:

- **Retrofits, repairs and upgrades to existing community buildings.** Retrofits are changes to an existing building/asset that seek to renovate, upgrade, or repair aspects of the building/asset in a manner that improves environmental outcomes. Retrofits must be to a facility that is fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of retrofit projects and their conditions for eligibility, see the section below "[Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings.](#)"
- **The construction of new community buildings.** New builds must be of a building/asset that is open and fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of new build projects and their conditions for eligibility, please see the section below "[New builds - Applying for funding for the construction of new community buildings.](#)"

To be eligible for funding, retrofitted and new buildings must be in areas with underserved populations experiencing higher needs and be the site of programming and/or activities that demonstrably serve these populations.

## Types of projects and funding streams

The GICB Program has two main funding streams: a continuous, non-competitive intake for small and medium retrofits, and a scheduled, competitive intake process for large retrofits and new builds.

Continuous intake stream for small and medium **retrofit projects** across Canada.

- **Small retrofit projects** are those that range in size from \$100,000 to \$249,999 in total eligible costs.
- **Medium retrofit projects** are those that range in size from \$250,000 to \$2,999,999 in total eligible costs.

Scheduled competitive intake for **large retrofits** and **new buildings** across Canada.

- **Large retrofit projects** are those that range in size from \$3,000,000 to \$25,000,000\* in total eligible costs.
- **New build projects** are those that range in size from \$3,000,000 to \$25,000,000\* in total eligible costs.

\* Projects in excess of \$25,000,000 may be considered on a case-by case basis.

A minimum of \$150 million will be allocated on a distinctions-basis to Indigenous projects being led by and for Indigenous populations and communities. Indigenous applicants are encouraged to apply for projects of all types and sizes.

## How do I apply?

Applications will be accepted **until February 28, 2023 at 15:00 (Eastern Time)** through Infrastructure Canada's online and accessible application portal. Applicants who are unable to apply through the portal are asked to reach out to the GICB Program team at [gicbp-pbcvi@infcc.gc.ca](mailto:gicbp-pbcvi@infcc.gc.ca)

Eligible applicants must submit a separate application for each project they wish to have considered for funding.

In case of multiple applications from a single applicant, applicants must provide ranking information regarding the priority of each project.

## Continuous intake stream

Applicants with **small and medium retrofit projects** to existing community buildings ranging in total eligible cost from \$100,000 to \$2,999,999 are accepted on a continuous basis **until February 28, 2023 at 15:00 (ET)**.

The selection of projects for funding is based on eligibility criteria and the achievement of a minimum merit threshold as well as the availability of funding. For more details on eligibility and merit criteria for the continuous intake stream, please see "[How will my application for retrofit funding be evaluated?](#)"

## Scheduled intake stream

Applications for **large retrofit projects** to existing community buildings or **new community building projects** with total eligible costs ranging from \$3 million to \$25 million\* are accepted through a scheduled, competitive intake process **until February 28, 2023 at 15:00 (ET)**.

\* Projects in excess of \$25,000,000 may be considered on a case-by case basis.

The selection of projects for funding is based on eligibility criteria and the competitive evaluation of all applications using merit criteria. For more details on eligibility and merit criteria for the scheduled intake stream, please see "[How will my application for retrofit funding be evaluated?](#)" and "[How will my application for funding for a new building project be evaluated?](#)"

## How is the size of my project determined?

*The size of a project is based on total eligible costs. This figure is lower than total project costs because certain expenses will not be reimbursed by Infrastructure Canada (e.g., land, lease of building, staff salaries, maintenance and operations, etc.)*

*Please refer to the sections **What costs are eligible?** and **What costs are ineligible?** to determine the federal contribution for your project and the balance of funds your organization will need to secure for your project.*

*The maximum federal contribution amount approved is described in the section entitled **How much of my costs will this program cover?** Any cost increases or overruns for the project will be the responsibility of funding recipients.*



## What are the minimum requirements for buildings?

The following are required for projects of all types, sizes and streams:

- The building/asset must be a non-commercial community-oriented structure or space that provides open, available, and publicly-accessible community services.
- The building/asset must be located in an area with underserved populations experiencing higher needs and be the site of the publicly-accessible programming and/or activities that demonstrably serve these populations.
- The building/asset must be an eligible asset type.
- At least two-thirds of the building/asset's floor space must be used for publicly open and accessible services. Please see section below on [Mixed-Use Buildings](#).
- The applicant must have authority over the building/asset either as the owner or have secured an agreement with the asset owner for a minimum of 6 years, to carry out the project. (**Note:** Asset ownership will be confirmed for all approved projects through the provision of a signed proof of ownership, a declaration or written authority that the applicant has permission from the owner to undertake the project.)
- Applicants must award contracts in a way that is fair, transparent and competitive. If you have or are planning to award non-competitive contracts (sole source) as part of your project, you must receive authorization from the Government of Canada for these costs to be deemed eligible for federal reimbursement. See section below on [Non-competitive Procurement \(Sole Sourcing\)](#).
- The project must be implemented no earlier than April 1<sup>st</sup>, 2021, and completed no later than March 31<sup>st</sup>, 2026.
- Applications for completed projects will not be considered for funding.
- The applicant must submit their building's structural information, energy profile, and GHG emissions using the RETScreen® Expert software (retrofits only).
- The project must not lead to an increase in the building's operational GHG emissions (retrofits only).
- Applicants for new construction projects must demonstrate that a climate risk assessment was conducted and mitigation measures are identified for the project. For retrofit projects, applicants must demonstrate that climate data was examined to identify the risks and associated mitigation measures for the project.
- The applicant must commit to securing the necessary capital to proceed if approved for federal funding.
- The applicant must attest to the manner in which the project conforms to relevant building and construction laws and regulations. This includes the completion (or planned completion) of an environmental assessment, as well as public and Indigenous consultation as may be required by federal and provincial/territorial governments.
- The applicant must attest to the manner in which the project aligns with building standards and codes that apply to the jurisdiction of the existing building and, as applicable, those set out in the section entitled "[What are the required construction standards for new buildings?](#)"
- All new build project applicants must attest that the project will, at a minimum, meet the highest published accessibility standard(s) – as defined in the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) or relevant provincial or territorial building codes, or municipal by-laws.

## What are the specific application requirements?

### Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings

#### What kinds of buildings can be retrofitted?

The GICB Program provides funding towards retrofits, repairs, and upgrades to the space of a community building that is accessible to the public and provides a community service.

The expansion or addition of 30% or greater of an existing building's footprint\* is considered a new build project. Projects involving the demolition of over 30% of an existing building's footprint are also considered new build projects. Projects involving the demolition and/or rebuilding of under 30% of an existing building's footprint are considered retrofit projects.

\* A building's footprint provides the outline of a building drawn along the exterior walls, with a description of the exact size, shape, and location of its foundation. Floorspace is the surface area of the floor(s) in a building.

The following community buildings/assets are eligible for retrofit projects:

- Community, culture and recreation facilities (e.g. community centres, public sports and recreation facilities; cultural buildings; libraries; child and youth centres; community adult learning centres; seniors activity centres)
- Community health and wellness facilities (e.g. food safety and security, community food storage facilities, greenhouses and food banks; community health centres; addictions and mental health centres; rehabilitation centres, etc.)
- Indigenous health and social infrastructure facilities (e.g. short-term medical recovery facilities, long-term care facilities/elders lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, early childhood and daycares)

#### What kinds of buildings cannot be retrofitted?

The following types of buildings cannot be funded under the GICB Program:

- Administrative buildings
- Hospitals, police, fire, paramedic/ambulatory stations, long-term care facilities (except Indigenous facilities specified as eligible)
- Daycare centres (except Indigenous facilities specified as eligible)
- Shelters (except Indigenous facilities specified as eligible)
- Religious facilities (places operating for religious worship, training or study; places administering or promoting organized religious activities)
- Multi-unit housing and hospices
- Schools and post-secondary facilities, including their recreational facilities (except Indigenous facilities specified as eligible)
- Projects to be undertaken in a federally-owned building
- Public Works buildings and associated facilities (utilities, water treatment plants, etc.)



## What types of retrofit measures are eligible?

Eligible retrofits must include **green** retrofit measures, and, where applicable, must include measures that increase the overall **accessibility and/or safety** of the building.

## Green retrofit measures and requirements

Green retrofit measures are those that renovate, upgrade, and/or repair aspects of a physical building in a way that improves environmental outcomes.

In order to be eligible for funding consideration, all retrofit projects are encouraged to achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption. Projects with greater energy efficiency improvements will receive a higher score and are more likely to be selected for funding.

Projects that demonstrate the ability to achieve greater GHG emission reductions relative to the building's baseline will receive a higher score.

Examples of retrofit measures could include:

- Sealing with caulking or spray foam
- Adding insulation
- Upgrading lighting systems
- Replacing window glazing
- Updating low-flow faucets with sensors and automatic shut-offs
- Installing sub-metering
- HVAC upgrades
- Implementation of new operating mechanisms such as:
  - An energy management system
  - Building automation system
  - Sensors
  - Control equipment
  - Metering equipment
- Related communication systems to support above renovations

Other examples of retrofits can include but are not limited to:

- Significant reconfigurations to the interior for the purpose of energy savings
- Roof replacement
- Climate resilience retrofits
- Adding or rearranging windows to increase interior sunlight
- Renewable energy retrofits
- Solar PV array
- Wind turbines
- Geothermal exchange systems

Applicants are encouraged to consider including retrofit measures that will increase the resilience of the building to climate change impacts. For example, projects located in a high wind area might consider using wind resistant material or design, and projects located in areas with high risks of flooding may consider flood-resilience design elements.

While resiliency measures and improvements are not required for a project, applicants must demonstrate that they have considered future potential climate impacts on their project, and the current resilience of the asset to those potential impacts.

## Accessibility and/or safety retrofit measures and requirements

Retrofit measures that increase an eligible building's accessibility and/or safety are eligible for funding under the GICB Program, as long as the project **also** meets the green retrofit measures criteria (e.g., ambitious energy efficiency improvements).

Please consider the [definitions](#) of "disability" and "barriers" per the [Accessible Canada Act](#) (2019) in your application.

- **Barrier:** means anything—including anything physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice—that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation.
- **Disability:** means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society.

Accessibility measures within retrofits or renovations can include, but are not limited to the following:

- Wheelchair ramps for accessibility
- Visual fire safety devices
- Firm, slip resistant floor finishes, with no glare or busy patterns
- Widened doorways
- Washroom renovations for wheelchair access
- Automated doorways
- Tactile walking surface indicators
- Installing screen readers
- Assistive listening and communication enhancement technologies
- Constructing a universally designed space
- Smooth, ground level entrances without stairs
- Surface textures that require low force to traverse on level, less than 5 pounds force per 120 pounds rolling force
- Single-hand operation with closed fist for operable components including fire alarm pull stations
- Auditory output redundant with information on visual displays
- Visual output redundant with information in auditory output
- Choice of language on speech output
- Ramp access in swimming pools
- Instruction that presents material both orally and visually
- Labels in large print and/or braille on equipment control buttons

Retrofit projects that intend to include improved accessibility measures are encouraged to meet the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) or relevant provincial or territorial building codes, or municipal by-laws.



## What kinds of retrofit measures are ineligible?

The following measures and activities are **ineligible** under the GICB Program:

- Electricity and/or energy production, transmission, and distribution
  - Electricity production for sale on the market(except in jurisdictions that require energy to be sold back to the grid)
  - Transmission and distribution infrastructure (district energy)
- Low-emission fuels
  - Fuel transportation infrastructure
  - Production of low emissions fuels for sale on the market
- Research, Development and Demonstration (RD&D)
  - Any RD&D projects aimed at demonstrating the effectiveness of a product or technology used as part of the project must conclude prior to the application. Any concurrent RD&D activities cannot be included in the project scope and costs. Exceptions may be given to certain technologies at the discretion of INFC.

## How will my application for retrofit funding be evaluated?

Continuous and Scheduled intake (Small/medium retrofits & Large retrofits)

- Small/Medium retrofit projects with total eligible project costs between \$100,000 and \$2,999,999 are evaluated on a continuous basis, with projects needing to meet or exceed a minimum merit score threshold in order to be granted funding.
- Large retrofit projects with total eligible project costs between \$3,000,000 and \$25,000,000 are evaluated on a competitive basis, with projects being scored and ranked against one another.

Retrofit projects that meet all mandatory eligibility criteria are evaluated based on the strength of the application and will receive a merit score in relation to the following criteria:

**Located in and demonstrate the ability to serve one or more communities with high needs:**

Projects that provide greater benefits to high need communities will receive a higher score.

**Increased accessibility:** Projects that increase accessibility and projects that commit to including accessibility elements that meet the highest standards for accessibility will receive a higher score.

**GHG Reductions:** Projects that demonstrate the ability to achieve greater GHG emission reductions relative to the buildings baseline will receive a higher score.

**Energy Savings:** Projects that will achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption, as calculated with the RETScreen Expert software, will receive a higher score.

**Climate resiliency and adoption of best practices:** Projects that demonstrate strong climate resiliency considerations and measures will receive a higher score. Applicants must consult climate data to identify climate risks relevant to their project/building location. Projects that provide clear, reasonable and accurate detail for why climate resiliency is already addressed/ not within the scope of the project will not be subject to this criterion and will be assessed relative to other project merits.

**Confidence in delivery/risk:** Applicants who can demonstrate strong project risk identification and propose practical mitigation measures will receive a higher score. Other factors considered under this criterion include: outcomes of community consultation(s) undertaken, permits identified/obtained, phase of the project's design.

## New builds - Applying for funding for the construction of new community buildings

The construction of new community buildings is eligible under the GICB Program in cases where construction will fill a missing or distinct gap in a service requirement of high needs communities where critical community infrastructure is lacking.

### What kinds of buildings can be newly constructed?

Eligible new buildings construction projects must be facilities that are accessible to the public and that provide a community service. They include the following:

- Community, culture and recreation facilities (e.g. community centres; libraries, public sports and recreation facilities; cultural buildings; child and youth centres; community adult learning centres; seniors' activity centres)
- Indigenous health and social infrastructure facilities (e.g. community health centres, long-term care facilities/elders' lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, early childhood and daycares)

All new building projects must be planned to be completed within the timeframe between April 1, 2021 and March 31, 2026.

### What types of new buildings are ineligible?

The following types of buildings cannot be funded under the GICB Program:

- Community health and wellness facilities (e.g. Community health centres, community greenhouses, etc.) except Indigenous facilities specified as eligible.
- Administrative buildings
- Hospitals, police, fire, paramedic/ambulatory stations, long-term care facilities (except Indigenous facilities specified as eligible)
- Daycare centres (except Indigenous facilities specified as eligible)
- Shelters (except Indigenous facilities specified as eligible)
- Religious facilities (places operating for religious worship, training or study; places administering or promoting organized religious activities)
- Multi-unit housing and hospices
- Schools and post-secondary facilities, including their recreational facilities (except Indigenous facilities specified as eligible)
- Projects to be undertaken in a federally-owned building
- Public Works buildings and associated facilities (utilities, water treatment plants, etc.)

### What are the required construction standards for new buildings?

On June 21, 2022 the Canada Green Building Council (CAGBC) introduced the latest version (v3) of its Zero Carbon Building (ZCB) Design Standard. In accordance with the requirements set by the CAGBC, all buildings in Canada seeking the ZCB-Design Standard certification must register and certify the design of their building under the new ZCB-Design Standard v3.



All applications for New Build projects under the GICB Program's second scheduled intake will be required to meet the ZCB-Design Standard v3. Exceptions to this requirement will be granted if a project was registered with the CAGBC's ZCB-Design Standard v2 prior to the September 29, 2022 deadline for version 2.

New construction projects will be required to meet the minimum standards below.

#### **Built to be net-zero carbon**

- A net-zero carbon building means a highly energy efficient building that produces onsite, or procures, carbon-free renewable energy or high-quality carbon offsets in an amount sufficient to offset the annual carbon emissions associated with building materials and operation without the need for a transition plan.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the project is designed to meet the Zero Carbon Building Design Standard V3 without the need for a net-zero carbon transition plan is required. The attestation letter is intended to provide the required level of assurance that the project will be able to obtain ZCB-Design V3 certification.

**OR**

#### **Built to be net-zero-carbon-ready**

- A net-zero-carbon-ready building is one that has been designed and built to a level of performance such that in accordance with a transition plan it will, i.e. with the addition of solar panels or other renewable energy technologies, achieve net-zero performance in carbon emissions.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the project is designed to meet the Zero Carbon Building Design Standard V3 with a transition plan is required. The transition plan for achieving net-zero-carbon performance is also required as part of the application.

**OR**

#### **Be exempt from net-zero-carbon and net-zero-carbon-ready and built to the highest standard**

- Applicants from remote and/or Northern communities, (including all communities in the territories and typically [climate Zone 8](#) - communities with more than 7000 Heating Degree Days, as identified in the 2017 National Energy Code of Canada for Buildings) may seek an exemption to the net-zero requirement for new builds if the project is in a location where standards cannot be met due to geographical or logistical constraints.
- In cases where an applicant is seeking an exemption, their new building must be built to a 'high efficiency standard,' that will allow the building's energy performance to exceed the [2017 National Energy Code of Canada for Buildings](#), or the provincial or territorial code (where the project site is located), whichever code is the higher standard.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the building is designed to exceed the energy performance of the 2017 National Energy Code of Canada for Buildings (or the newest energy code published) or the provincial or territorial code (where the project site is located), whichever code is the higher standard, is required. The specific design measures being implemented for the building are also required as part of the application.

## What other criteria does my new building project need to meet?

### Climate resiliency

To be eligible for funding, new building projects must demonstrate they have conducted a climate risk assessment and identify measures mitigating all medium and high risks. The data sources used in the risk assessment must be cited, and explanations provided for identified climate risks.

For instance, new buildings in areas prone to flooding or wildfires, should take into account the effects these events can have on the building and should include resiliency measures in their building's design to mitigate the risks that these events will pose to the building and to the community.

### How will my application for funding for a new building project be evaluated?

All new build projects will be evaluated on a competitive basis, with projects being scored and ranked against one another.

New build projects that meet all mandatory eligibility criteria are evaluated based on the strength of the application and will receive a merit score in relation to the following criteria:

**Located in and demonstrates the ability to serve one or more communities with high needs:** Projects that provide greater benefits to high needs communities will receive a higher score.

**Accessibility.** All new build projects must meet the highest published accessibility standard(s) – as defined in the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) – or relevant provincial or territorial building codes, or municipal by-laws.

**Zero carbon design standard:** Projects that are designed to meet net-zero carbon performance without the need for a transition plan will receive a higher score. Applicants may seek an exemption from this requirement, however the project will receive a lower score.

**Climate resiliency and best practices adoption:** Projects that demonstrate strong climate resiliency considerations and mitigation measures will be scored higher. Applicants that consult and cite climate data sources to identify climate risks relevant to their building/location will receive a higher score.

**Confidence in delivery/risk:** Projects that demonstrate a strong risk assessment and mitigation measures will receive a higher score. Factors considered under this criterion include the amount of information provided in the budget, outcomes of any community consultation(s) undertaken, whether permits have been identified/obtained, and the internal capacity to manage and deliver the project.



## Additional Information

### How much of my costs will this program cover?

The GICB Program will provide funding up to the following limits of total eligible project costs.

Table 1: Project cost share, by project type and size		
Total Eligible Project Cost	General program (up to % max from program)	In the territories and for Indigenous communities* (up to % max from program)
Retrofits up to \$9,999,999	80%	100%
Retrofits costs \$10,000,000 +	60%	100%
New builds up to first \$9,999,999 of costs	60%	100%
New build costs \$10,000,000 +	50%	100%

\*All Indigenous eligible recipients as defined in the terms and conditions of this program are eligible for up to 100% federal stacking.

The maximum amount permitted from all Government of Canada sources is 100% of eligible costs.

The maximum amount permitted from Canadian governments combined (including municipal, provincial and territorial) is 100% of eligible costs.

#### Note:

- **Applicants are responsible for considering Inflation when deciding on project costs for projects.**
- The application of the maximum level of funding provided by the program towards eligible costs will be implemented on a marginal dollar value basis whereby the total eligible project costs up to the first \$9,999,999 will have the higher maximum % funding rate applied and for every dollar above \$10,000,000 the lower % rate applied. For example: a retrofit project with \$12,000,000 in eligible costs would be provided a maximum of  $\$9,999,999 \times .80 + \$2,000,001 \times .60 = (\$7,999,999.20) + (\$1,200,000.60) = \$9,199,999.80$  in funding from GICB towards eligible costs.

**Special Consideration:** Applicants are responsible for considering Government of Canada funding program eligibility criteria and funding limits as project costs cannot necessarily be stacked or duplicated across multiple programs.

If you have applied for, or have received funding from any other Infrastructure Canada program, you are advised to email us at [gicbp-pbcvi@infcc.gc.ca](mailto:gicbp-pbcvi@infcc.gc.ca).

## When will I know if my project has been selected for funding?

Applicants are able to track the status of their application using the online application portal. Once a decision has been made on project funding, Infrastructure Canada will notify successful and unsuccessful applicants of the outcome of the process. If a project is approved for funding, Infrastructure Canada will contact the project's primary contact and indicate next steps for moving forward with a funding agreement. This notification does not necessarily guarantee that federal funding will be provided. Funding may be subject to certain conditions, such as the completion of an environmental impact assessment, regulatory authorizations/permits, or consultations with Indigenous Peoples.

## How will I receive funding – as a grant or as a contribution?

Funding amounts are determined based on an assessment of the recipient's planned activities and budget submission, previous financial performance and the capacity of the recipient to achieve results.

The type of funding received (grant or contribution) is determined based on the type of project and the amount of funds being requested.

In general, funding is provided as a grant for small retrofit projects seeking \$100,000 to \$249,999. In some cases, retrofit projects under \$250,000 may be funded through contribution agreements.

Funding is provided as a contribution for all projects above \$250,000.

## What is the maximum amount payable under this program?

The maximum amount allocated to any **retrofit** project under this program is \$250,000 in grant funding and \$25 million in contribution funding.

Larger retrofits and new build projects (above \$25 million in total eligible costs) may also be considered in cases where the federal investment can be effectively delivered by March 31, 2026, either to complete the project or bring the project to a next phase of funding for completion where the investments are secured.

## What costs are eligible?

Eligible costs are those considered by Infrastructure Canada to be direct and necessary for the successful implementation of an eligible project. Eligible expenditures for both grant funding and contribution funding under the GICB Program are as follows:

- costs that are incurred between April 1, 2021, and March 31, 2026
- costs to build, renovate, expand or improve fixed capital assets and community buildings
- fees paid to professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the renovation, expansion or improvement work or new builds of eligible infrastructure, including planning and energy audit costs
- costs of environmental assessments, monitoring and follow up activities as required by the *Impact Assessment Act* or equivalent legislation



- costs associated with a public announcement and official ceremony or of required temporary or permanent signage that includes the cost of creation and posting of signage
- costs for the purpose of Indigenous consultation/engagement activities
- other costs that are considered to be direct and necessary for the successful implementation of the project and that are approved in advance by the Government of Canada
- salaries, wages and other incremental costs (i.e. materials or equipment) of the recipient provided that:
  - the recipient confirms and substantiates that it is not economically feasible to tender a contract
  - the costs are incurred and directly in respect to the work that would have been subject of the contract, and
  - costs are approved in advance and are included (in a contribution agreement)

Applicable to Indigenous and not-for-profit recipients only:

- legal fees (excluding those related to litigation) up to the amount specifically identified within contribution agreement.

## What costs are ineligible?

Ineligible costs include:

- project costs incurred prior to April 1, 2021, or after March 31, 2026
- services or work that is normally provided by the recipient or a related party
- salaries and other employment benefits of any employees of the recipient except as outlined above in Eligible Project Expenditures
- in-kind contributions (goods or services)
- taxes, such as GST and HST, for which the recipient is eligible for a tax rebate and all other costs eligible for rebates
- cost of leasing of equipment by the recipient except for as indicated in eligible costs above
- legal fees (except as specifically indicated as eligible for Indigenous, non-government and not-for-profit recipients)
- purchase or lease of real property (land or building), or any interest therein, and related costs
- collateral on mortgage financing and payment of interest charges
- structural renovations not specific to the project
- costs related to marketing activities and business promotion
- costs for activities intended to directly influence/lobby governments
- travel costs for recipients (except costs that are necessary for the successful implementation of the project)
- operations and maintenance costs, and
- other costs not specifically related for the project.

## How will I be reimbursed for eligible project costs?

### Contributions

Eligible project costs can be reimbursed to the recipient if a contribution agreement is signed by Infrastructure Canada and the recipient, and once all application payment conditions have been met.

Under a contribution agreement, costs must first be incurred by the recipient, and if deemed eligible, will then be reimbursed at the prescribed percentage of the federal contribution.

### Grants

Funding will be provided at the signature of the grant agreement between INFC and the recipient. Infrastructure Canada reserves the right to hold back a portion of grant funding to be released once all reporting conditions have been met.

## RETScreen® software requirements

### About RETScreen®

Developed by Natural Resources Canada (NRCAN), the software is free to download and works as a comprehensive 'decision support tool' for energy efficiency, renewable energy and cogeneration project feasibility analysis, as well as ongoing energy performance analysis.

A completed RETScreen® Assessment provides an overview of a building's current or baseline energy consumption, fuel consumption, energy cost savings, GHG emissions reductions, and the financial viability and risk analysis of a proposed project.

**All retrofit** projects applying for funding under the GICB Program **are required to** submit their building's structural information, energy profile, and GHG emissions using the RETScreen® Expert software.

Applicants are required to enter information regarding their building and project into RETScreen® including: site location, building characteristics, current or baseline energy consumption, proposed measures, project costs, etc.

Please consult [Using RETScreen for your GICB application with Infrastructure Canada](#) to complete your draft RETScreen. Applicants are encouraged to consult Natural Resources Canada at [RETScreen@nrcan-rncan.gc.ca](mailto:RETScreen@nrcan-rncan.gc.ca) for advice and clarification prior to submitting their RETScreen Assessment.

**New build** projects may create a RETScreen profile for their building(s) as well, but it is **not required**.

For more information, please visit the [RETScreen Capacity Building Page](#).



## Non-competitive Procurement (Sole Sourcing)

### Are non-competitive procurement processes (“sole-source” contracts) allowed?

All contracts must be awarded in a way that is fair, transparent and competitive. When non-competitive contracts are necessary for the implementation of a project, Infrastructure Canada's approval of the contract as an eligible expenditure is required before the signature of the contract.

The Minister of Intergovernmental Affairs, Infrastructure and Communities may approve projects involving non-competitive contracts that:

- have an estimated value below \$40,000 for construction or goods contracts, or \$100,000 for service contracts; or
- are with a public sector entity; or
- can only be performed by one person or entity; or
- are with an Indigenous organization and or governing body and there is a benefit to an Indigenous community.

If you are seeking a non-competitive procurement process outside of the Minister's delegation cited above, Infrastructure Canada will need to seek approval from the Treasury Board of Canada (TB). Obtaining Treasury Board approval is a lengthy and resource intensive process that may take several months and will require a strong rationale for the non-competitive procurement process as well as more complex and in-depth information requirements.

## Mixed Use Buildings

Community buildings often serve multiple purposes and can include uses that are not eligible as stand alone buildings. For example, a community centre could include a portion of its space for a daycare, or a building could also provide some offices for administrative use but also include a majority of the space for a community hall. As noted above, at least two-thirds of the building or asset's floor space must be used for publicly open and accessible services in order to be eligible. This permits some flexibility in determining eligibility of mixed use buildings.

Note that the amount of funding requested may be adjusted to account for the amount of space that is used for publicly open and accessible services. Furthermore, some types of buildings remain ineligible (e.g., hospitals, police, fire, paramedic/ambulatory stations, schools and post-secondary facilities).

## Environmental assessments

An Environmental Assessment ensures that project impacts are carefully reviewed before a federal department or agency recommends whether a proposed project may proceed. Depending on where the project is located and the potential for adverse effects, an environmental impact assessment may be required prior to undertaking construction activities.

Applicants are responsible for providing information to determine whether their project may require an impact assessment under the federal [Impact Assessment Act \(IAA\)](#), or an environmental assessment under Modern Treaties or Northern Regimes.

If you are unsure of the legislative responsibilities, please consult the appropriate provincial or territorial government for environmental assessment requirements and the Impact Assessment



Agency of Canada's (IAAC's) [website](#) for the basics of federal IA requirements. Under the IAA, projects may be designated (s.8) or may be subject to requirements if they are on federal lands (s.82). **EA requirements must be met for a project to proceed.**

## Duty to consult

The Government of Canada may have a legal duty to consult with, and if applicable, accommodate, Indigenous Peoples when it contemplates conduct that might adversely impact Indigenous or treaty rights. These rights include, but are not limited to, the right to hunt, fish, and practice traditional activities and ceremonies. Infrastructure Canada will assess potential impacts of projects on these constitutionally protected Indigenous and treaty rights to ensure that those affected are properly notified, consulted and, where required, accommodated.

While the duty to consult is an obligation that rests with the Crown, the Government of Canada will expect funding recipients under the GICB program to carry out certain procedural aspects of consultation on a proposed project, where appropriate ( e.g. providing notification letters to, and organizing consultation sessions with, Indigenous communities that will be affected by the proposed project).

## Reporting and audit requirements

All recipients of grant funding and contribution funding must provide reports to Infrastructure Canada. The terms of reporting requirements will be set out in project funding agreements. These may include any of the following: annual and final reports, status and progress updates, financial reports and evaluation reports. Annual and final reports will include, at minimum, information regarding the implementation progress of the retrofit or new building project and details of project funding and their management.

Recipients undertaking projects with total eligible project costs of \$10,000,000 and above will be required to report on Community Employment Benefits (CEB) to provide public reporting on the employment and procurement opportunities achieved with a range of target groups (e.g., apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, recent immigrants, small-sized, medium-sized and social enterprises) as detailed in the [CEB General Guidance](#). The framework for CEB has been designed to encourage recipients to consider measures to increase access for specified groups to employment through their projects while ensuring compliance with all trade obligations. Recipients with projects below this threshold are also invited to report on these targets, but are not required to do so.

Reports on progress toward climate-focused objectives can be created through the RETScreen Expert software by inputting the building's new energy consumption information into the building's profile. At minimum, the report should include the building's net energy savings and net GHG emission reductions. Exact requirements regarding eligibility to hire an external third party to conduct reporting on behalf of the recipient(s) will be included in the contribution agreements with recipients. Infrastructure Canada will monitor approved projects to ensure that funds are used in accordance with the terms and conditions of the grant or contribution agreement.

Recipients may be required to conduct and submit one audit over the course of the contribution agreement, carried out by an independent third party. Infrastructure Canada will reserve the right to review and audit recipients as deemed necessary.



## Endorsement

In order for Infrastructure Canada to provide funding, projects must be duly authorized or endorsed by a resolution of Council, Band or Board of Directors, as applicable. The resolution must be received before a grant or contribution agreement can be executed.

## Disposal of assets

If at any time within six (6) years from the date of completion of the project, the recipient of project funding under the GICB Program sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset funded, in whole or in part, with the financial assistance contributed under the terms of the program, the recipient will have the responsibility to inform Infrastructure Canada and the recipient may be required, at Infrastructure Canada's discretion, to repay the federal government contribution in full or in part. Grant agreements and contribution agreements will include clauses on the disposal of asset period.

## Privacy and Confidentiality

The information provided by an applicant in their application and under any other form will be used by the Government of Canada for the review, evaluation and selection of applications under the Green and Inclusive Community Buildings Program, that is administered and managed by Infrastructure Canada, and/or for confirming past federal funding sought by the applicant.

Federal government institutions are bound by the requirements of the [Access to Information Act](#) and the [Privacy Act](#), as well as the [Library and Archives Canada Act](#). These laws apply to the use, disclosure and retention of information (such as personal, confidential or other) under the control of federal government institutions.

Applicants should note that Infrastructure Canada may consult and share the information provided in applications with other federal government institutions or other organizations for the purpose of assisting Infrastructure Canada with project review and evaluation, determining eligibility under other federal government programs, and confirming past federal funding sought by an applicant. Infrastructure Canada may also use and disclose the information to external experts (e.g., scientific, technical, financial, marketing, or commercialization), hired by the Government of Canada under contract with confidentiality obligations, for the purpose of assisting Infrastructure Canada with project review and evaluation and/or determining eligibility under other federal government programs.

In submitting an application, applicants are consenting to such uses, sharing and disclosures of the information for the purposes described above. Applicants are invited to clearly identify in their application the provision of any information that contains trade secrets, is confidential or that if disclosed, could reasonably be expected to result in material financial loss or gain to, or to prejudice the competitive position of, a third party, or, to interfere with contractual or other negotiations of a third party, as outlined in section 20 of the *Access to Information Act*. Once a funding agreement is signed, the name of the successful applicant, location, date of approval, the funding amount, and the project description may be proactively disclosed to the public.



## Any questions?

If you have any questions about the Green and Inclusive Community Buildings Program that were not answered by this guide, please contact the GICB Program team at [gicbp-pbcvi@infcc.gc.ca](mailto:gicbp-pbcvi@infcc.gc.ca).

Version date: December 2022



**From:** [eac@piikanination.com](mailto:eac@piikanination.com) <[eac@piikanination.com](mailto:eac@piikanination.com)>  
**Sent:** Thursday, February 23, 2023 1:50 PM  
**To:** Reception <[reception@pinchercreek.ca](mailto:reception@pinchercreek.ca)>  
**Cc:** Troy (Bossman) Knowlton <[troy.k@piikanination.com](mailto:troy.k@piikanination.com)>; Selena Yellow Horn <[selena.yh@piikanination.com](mailto:selena.yh@piikanination.com)>  
**Subject:** Piikani Nation Chief and Council meet n greet

Oki Mayor Andenberg,

Accept this email as notification that Piikani Nation Chief and Council confirm to schedule a time for a meet and greet.

Re: Meet n Greet  
Tentative dates;  
March 9, 2023 1:00 – 3:00 p.m.  
March 13, 2023 9:00 am to 12 noon,  
I look forward to your confirmation.

---

Thank you,  
Rita Morning Bull  
Executive Assistant  
Chief and Council  
P: 403.965.3940 ex. 215  
F: 403.965.3098  
E: [eac@piikanination.com](mailto:eac@piikanination.com)

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**Town of Pincher Creek**  
**COUNCIL DISTRIBUTION LIST**  
**February 27, 2023**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
<b>1.</b>	Feb 9, 2023	TC Energy	NGTL West Path Delivery 2023: Clearing Notification
<b>2.</b>	Feb 10, 2023	Alberta Health Services	AHS Together4Health Headlines
<b>3.</b>	Feb 14, 2023	RCMP	Policing Schedule Changes - Pincher Creek RCMP
<b>4.</b>	Feb 14, 2023	Town of Toefield	Letter of Support - Relocation of Camrose Casino
<b>5.</b>	Feb 13, 2023	Town of Cardston	Blood Tribe MOU
<b>6.</b>	Feb 16, 2023	Alberta Association of Police Governance	Municipal Councillors: On-line Education for Police Governance & Oversight
<b>7.</b>	Feb 17, 2023	RCMP	RCMP Town Hall - March 8 at 6 p.m.
<b>8.</b>	Feb 24, 2023	Alberta Health Services	Office of the Auditor General report – COVID-19 in Continuing Care





COMMUNITY SERVICES  
QUARTERLY REPORT

OCTOBER – DECEMBER 2022



# Family and Community Support Services and Special Projects

## Andrea Hlady

### Highlights:

FCSS initiated or provided support to the following events:

- **Interagency Meetings:** FCSS hosted nine Interagency Meetings in 2022. The meetings were online and in-person, with a festive December meeting. There is always a lot of sharing and discussion that happens.
- **2023-2025 FCSS Funding Agreement.** FCSS Coordinator informed the Board that the new multi-year agreement with the Government of Alberta (Ministry of Seniors, Community and Social Services) has been approved and signed by all parties.
- **FCSS Association** of Alberta hosted their annual conference on November 16-18, 2022. At this conference, the new Accountability Framework was mentioned with a brief introduction to the new Provincial Prevention Priorities. The Government of Alberta has identified the following key social issues affecting Albertans. These social issues are the basis for provincial prevention priorities and should be considered when local FCSS programs are planning their community programming. These Priorities, released December 2022, include:
  - **Homelessness and housing insecurity** – Increased rates of homelessness have been associated with unaffordability of quality housing and high levels of substance abuse and family violence. Recent estimates suggest that more than 235,000 people in Canada experience homelessness every year. In Alberta, at least 11.4% of Alberta households are unable to afford the housing they need.
  - **Mental health and addictions** – Mental health issues affect many Canadians. A recent survey found one in three Canadians were struggling with their mental health<sup>5</sup> and one in five Canadians will experience a mental health problem or addiction in any given year. In Alberta, use of opioids and deaths from drug poisonings have been increasing at alarming rates. In 2021, the highest number of opioid deaths were recorded in a year, with 1,610 individuals dying from an unintentional opioid overdose, 38% higher than in 2020 (1,167) and 158% higher than in 2019 (625).
  - **Employment** – Alberta’s unemployment rate remains somewhat higher compared to other provinces. While trending downwards, in March 2022, Alberta’s unemployment rate was 6.5%, compared to the national unemployment rate of 5.3%. In 2020, the Income Support program supported an average of 52,397 cases per month in Alberta. Of the total numbers of average annual Income Support caseloads, 31,364 were clients who were “expected to work” and 21,033 cases represent Albertans with “barriers to full employment”.
  - **Family and sexual violence** across the lifespan – In a nation-wide web panel survey, 10% of women said they were very or extremely concerned about experiencing domestic violence<sup>10</sup>. In 2019, Alberta had the sixth highest rate of police-reported family violence

compared to other provinces<sup>11</sup> and the fourth highest rate of police-reported sexual assault.

- **Aging well in community** – Alignment of health, housing, and community based services can create safe and supportive environments for Albertans to age well in the community. It is estimated that 22% of people in long term care could be avoided with the right community based supports in place. Approaches to integrate healthcare and community-based supports are essential to enable Albertans to age in their homes and communities and lower their risk of seeking hospitalization and/or long-term care.

## Coordinator of Parks and Open Spaces Brock Leavins

### **Mustangs Football Playoffs at Matthew Halton Field**

With the success that the Mustangs Football program had during the regular season, it enabled them to press on into the playoffs during October. Even with the challenges of working around weather patterns, our Parks Staff were able to provide a freshly painted field for their practices and games. Alterations were made to the type of line paint this year, along with the water mixing ratio to provide brighter and longer lasting lines.

During this past year it was voiced by the Mustangs Football Program that the maintenance of the Matthew Halton Field was below expectations and standards. Our Parks Staff were able to make repairs and adjustments to the irrigation system that supplies that field and were able to adjust and repairs to the in-field system to provide a safer field of play, even into the latter part of October





### Walking Trail Maintenance

With the voice that the community put forward in the surveys involved in the Recreation Master Plan (2020), it was highlighted that the maintenance of the Walking Trails was a high priority and that positive change was needed. During the Fall and Winter months, our Parks Staff have continued to provide maintenance to the main walking trail, “Diane’s Way”. This maintenance includes snow removal and applying rock/sand to sloped ice areas. This maintenance is not an easy task, as the equipment and techniques used to perform these tasks are not the most efficient or most safe with the difficult terrain of the walking trails. Proper equipment and techniques should be explored soon to prevent any probable incidents.



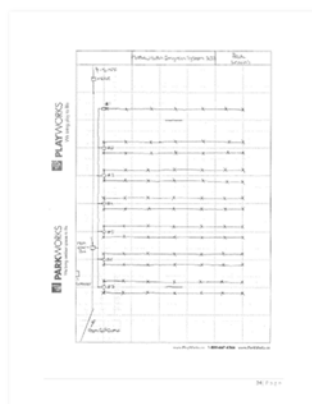
### Winterizing Irrigation Systems

With the low operational quality of our parks and sports fields irrigation systems exposed to me this Summer, it became clear that the standards of maintenance and care of these systems need to be higher. This Summer, all irrigations systems were turned on to evaluate their status and needs for repairs. With that, all irrigation systems would then need to be winterized to protect them from any damage caused over this Winter. The process of blowing out each system with a compressed air system, including the new systems at both Sage and Canyon Creek Child Care Centres, is very time consuming, and takes 2-4 weeks to complete. Planning, training of Seasonal Parks Staff and winterizing earlier in September will be a goal for this next year.



### Irrigation System Documents Updates

Once again, with the quality of our parks and sports fields irrigation systems, along with the little amount of records and documentation, it was necessary to establish maps and procedural documents for these systems. During the Fall months, system maps were created for all irrigated facilities, along with winterization procedures and an updated Irrigation Master Document.



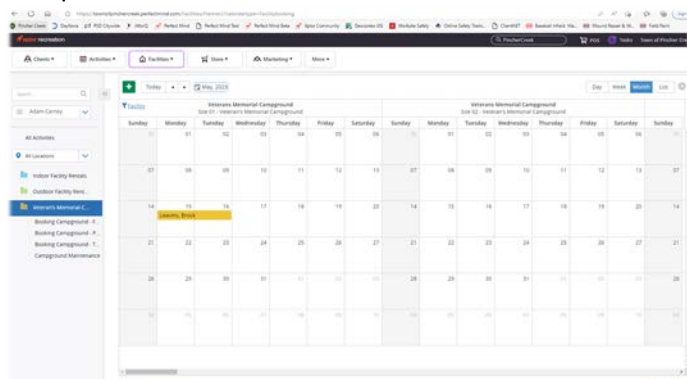
### Castleview Outdoor Skating Area

The struggles with the outdoor skating area last year highlighted our need to come up with a system that could withstand the Winter chinooks. During this last year and previous years, ice was created on the black asphalt surface in the middle of the park. During the cold stretched of the winter, the ice was able to become thick enough and flat enough for a large area of fun skating, but as soon as the temperatures neared the plus degrees, the sun would shine through to that dark asphalt and soon melt the whole area. This year, with a budget targeting material under \$500, we were able to purchase a 60'X40' Sher-Wood Ice Rink Tarp, which is specifically designed for exterior use and is durable enough to withstand challenging weather. The skating area was installed with a 2"X6" wood barrier, and was ready for the public to use on December 24<sup>th</sup>, and ongoing throughout the holidays.



### Veteran's Memorial Campground Registration System

At the end of this October, we said a big thank you to our Campground Hosts, who had been with the Town for the past 5+ years, but will not be returning this next season. With the transition, now is a good time to update our registration system. These past years our campground visitors had the options to call in for a reservation or to pay as they arrive. The Perfect Mind system that we are transitioning into will allow those two options again, but will also allow the public to reserve their campsites online. Another large positive with this transition is the ease of communication within the department. The Perfect Mind program is the same program that is used for Aquatic Centre registrations/processing/bookings, Parks & Sports Field facility bookings, and possibly for the MCC Arena in the near future. With that, any computer in the department can see the schedule of all facilities and users, including which campsites are open or reserved.



## Project Planning

As projects and most Parks maintenance tasks are completed during this time, it's not the biggest time for me to reflect on this year's projects and to focus on the coming projects for 2023. With the exciting budget that our department's leadership/management has put forward, I will be planning for projects such as upgrades to playground features, new signs for a selection of our parks, tree maintenance, and irrigation upgrades. This time also allows me to create more efficient and effective processes for the Parks Staff's tasks, which focusses on safety, training, and recording.



## MPF Coordinator Alex Shenton

### Standard operating – Arena Season + Pool Shutdown prep.

Consistently scheduling staff to accommodate flexible winter time usage of the Arena, generally open 8am – midnight. Covering any shifts for staff in need both Arena (Operator) and Pool Side (Lifeguarding). Arranging all chemical and supply purchasing ETC. required for the pool shutdown in January so we are ready to rock. Arranging all purchasing for janitorial and maintenance supplies for the MPF facility going into first quarter after assessing and documenting all inventory.

### Annual Boiler Services

Working with certified contractor – Kelly's Plumbing (Pincher Creek) to go through each boiler in our department's care for an annual service prior to winter/ heating season. This includes 2 super hots in the pool basement, 1 Pentair in the waterslide mech, 1 super hot at the Lebel, 2 Rinnai on-demands at the arena, and 2 visemann's at the early learning centers.



### **Huddlestun + Arena Changeroom Furnace replacements**

In conjunction with Tristan Walker - Hired Chief Mountain Gas Co-Op (Pincher Creek) to replace old furnaces with new high efficiency models. Hired Riteline (Pincher Creek) electric to install Wi-Fi thermostats and controls. Was the primary site contact for access and assistance for the contractors while they performed the work.

### **Landscaping @ Early Learning Centers – Clean up Phase 1**

Took down all the temporary fencing and moved all the toys and terrain back into the yards. Moved the storage sheds with help from a contractor (Sorge Trucking) to their final destinations. Built a proto-type tire rack for the staff to put away the tires in an orderly fashion. Helped ELC staff relocate all their parts and pieces back into their proper spaces. Did an overall cleanup of the areas and left the remaining items in question at the discretion of the ELC staff to be dealt with at a future time.

### **Replace failed hot tub Sand Filter @ Pool Basement**

Working in conjunction with DMT mechanical (Lethbridge) we replaced the failing hot tub component. The fiberglass vessel had developed cracking and was leaking quite severely from its threaded ports. Step one consisted of isolating the filter and emptying all the sand out of the old filter, the completely disconnecting it from the system to remove it. Step two we arranged for DMT to reconnect the new filter, which required an edit to the existing plumbing configuration, and the filter inlets were at a slightly different heights compared to the previous model. Lastly the sand was replaced inside the filter and reconnected to the hot tub filtration system.

### **Mixing Valve replacement @ Pool Mechanical**

Working in conjunction with Chief Mountain Gas Co-op – we are attempting to replace a seized mixing valve in the MPF heating system. Likely requires the removal of a section of ducting to create enough access to said valve in a safe fashion. The union was severely seized and will require a different solution.

## **Municipal Energy Lead**

### **Tristan Walker**

October to December saw the Energy Project Lead focus a lot of time on developing our Climate Change Resiliency and Adaptation Study and completing the last of the projects for 2022. We continue to work with our new REALice system to improve ice quality and reach operational standards. Did you know that if you change your lights to LED you can save up to 80% of the energy! We continue to analyze, scope, and implement energy savings projects while supporting community outreach and accessibility to energy information and infrastructure. Hear about some of our great initiatives below!

### **Project Updates**

Several projects were closed out this quarter to improve energy efficiency at our facilities, and the wheels have been set in motion to start projects to benefit the community. Major infrastructure

projects completed were the installation new high efficiency furnaces with programmable thermostats at the Memorial Arena and a lighting retrofit at the Lebel Mansion. The savings from these measures are shown below.

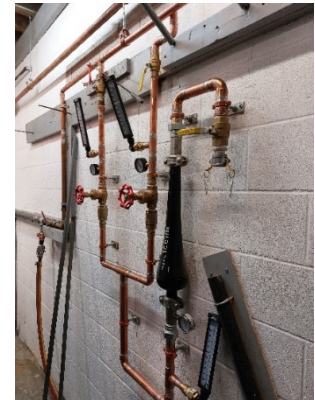
*Table 1: Recreation projects, along with their associated annual emissions and cost savings*

Project	Annual emissions savings (tCO2e)	Annual savings (\$)
Arena Furnaces	5.2	830
Lebel Lights	4.1	1,488
<b>Totals</b>	9.3	2,318

The Climate Resiliency and Adaptation plan was kicked off in October and is well underway with a community survey wrapping up in December. More information about the projects identified can be found below;

### REALice

We have received feedback from the community and are working to improve ice quality. We have engaged with the operators in Bow Island who have run this system for 3 years now and indicate that after ironing out the kinks in year 1 the ice has been much better. We are adjusting our parameters to match theirs with ice temperatures up to 23 degrees Fahrenheit, supply water at 60 degrees Fahrenheit, and adjusted maintenance strategies. We continue to monitor the ice and welcome feedback. December has shown noticeable improvement in the cohesion and reductions in how brittle the ice is.



### Arena Furnaces

The new furnaces at the arena are 96% efficient, replacing 20-year-old 80% efficient furnaces and introducing more control. This retrofit covers the Huddleston Seniors Center, the change rooms, and the washrooms in the Arena. The project was 75% funded by the Municipal Climate Change Action Center, with a cost of approximately \$5,000 to the Town producing savings of \$830 and 5.2 tonnes of GHG annually.

### Lebel Lighting Retrofit

The lights in the Lebel Mansion had been identified as an issue for a long time. Many fixtures were in ill repair, there were patchwork fixes made and lights added to make up the difference. The recreation team worked with Allied Arts to plan a full retrofit that sees LED light panels installed uniformly throughout the mansion as well as small fans to increase airflow. This project is projected to save \$1,488 in energy costs through reduction in demand and energy use, as well as 4.1 tonnes of green house gas annually!



## Climate Resiliency and Adaptation Plan

The project kicked off at the beginning of October with presentations to both the MD and Town Council. A showcase was held in November to allow for staff at both the MD and Town to share how their roles were affected by climate change and what they see the vulnerabilities to be in the future. A survey was released in November as well to the community to get feedback on the same subject. Over 230 responses were recorded! Plans for Quarter 1 of 2023 include a risk assessment workshop with municipal staff, completion of the climate projection report, and the cost analysis report.

## Planned Work

As we continue to progress as a team in our work towards sustainability there are some major milestones coming up. In quarter 1 of 2023 we will be investigating continuing to modernize the MPF and Arena through targeting a variety of grants to support an ice plant upgrade, heating and ventilation upgrades, improved accessibility and lighting retrofits. Electric Vehicle chargers funded by Enel Green Power and Southgrow are scheduled to be installed at the Splash Park as well! Another project we are continuing to develop is a renewable energy showcase at the Lebel mansion that will provide an exhibit to see how solar systems are built and what the benefits are! We are also working with industrial partners to trial various energy efficiency projects, refurbishing our boiler system at Lebel, identifying lighting projects, and moving forward with the Clean Energy Improvement Program. As always, we are continuing to analyze our energy usage and look for potential areas of improvement.

## Conclusion

The Municipal Energy Project Lead with huge help from staff has saved an estimated 9.3 tonnes of CO<sub>2</sub>e/year, and \$2,318/year in the recreation department this quarter, with more savings planned for the near future. We are excited to continue increasing accessibility to the community and reducing our impact on climate change as we pursue innovative solutions to energy efficiency! Finally, if you have an idea for how the municipal facilities could save energy don't hesitate to reach out to [energy@pinchercreek.ca](mailto:energy@pinchercreek.ca)!

## Aquatic Director Blake Edwards

- Onboarding of 1 new staff member who is training to become a lifeguard , 1 front desk
- Junior Lifeguard Club – had a very successful 2022 falls season. Registration was increased this season with some new club members joining. Skills were focused on competition level
  - The Pincher Creek Survivors will attended the Lethbridge Junior Lifeguard competition swim meet in November.
- Staff training – held a staff in service November 20. Review of communication, shift scheduling and Dayforce availability use, Lifeguard fundamentals – zone coverage, scanning, blind spots, body language, and patron conversations. Task & time management, review of fee changes and front desk procedures.



- Soft Launch of Lifesaving Swim for Life swimming lesson program was successful with some solid learning and competencies reviewed for the swim instructors. We were able to fill all of our classes for the fall and add more to the wait list for 2023. The demand for swimming lessons continues to be high as we work to train and hire more instructors.
- Kids Sport swims – the pool planned to host more Kids Sport swims for 2023 and we have chosen dates for those for the calendar year. KidSport sponsors the swims to make them available free for participation.
- Fall weekend stats – the pool was open on the following weekends this fall. Patron numbers were as follows.
  - Saturday November 5 – 50, Sunday November 6 – 52
  - Saturday November 19 – 53, Sunday November 20 – 47
  - Saturday December 3 – 36, Sunday December 4 – 18
- Evenings and Weekends – With the outcry of demand the pool to be open more on the weekends our attendance stats did not reflect the feedback from the community. Sunday's in particular were low. Our evening swims for entirety of the fall were consistently low in attendance.
- December holiday swims – we saw an increase in pool use and swimmers attending during the holiday break. The week between Christmas and New Year's was particularly busy.
- Preparation for annual pool facility shut down began as we coordinated with facility departments to tackle a few main projects. Those include deep cleaning of the facility, pool basin tile repairs, plumbing repairs in the family and main change rooms, painting and touch up painting, inventory, pool and hot tub basin biofilm removal, pool deck calcium build up removal. The pool will re-open on January 23, 2023.

### Staff Event Support

- Holiday Passport campaign – minimal staff, 1 generally at a time at the front desk.

### Goals – next 3 months

- Prep to host two leadership courses including Bronze Cross, National lifeguard.
- Training and support for our recreation software program to increase and streamline use
- Planning has started to host a Swimming Instructor course locally to train more instructors to be able to increase our swimming lesson classes in the spring.

## Recreation Programmer

### Rhonda Oczkowski

### Communities in Bloom

The Communities in Bloom committee has decided that 2023 we will participate in being evaluated in the National Division of Circle of Excellence. Pincher Creek has not participated since 2018 in the International Division. Participating and being part of the CIB program encourages communities to develop civic pride, mitigate and adapt to the impacts of climate change, enhance green spaces,



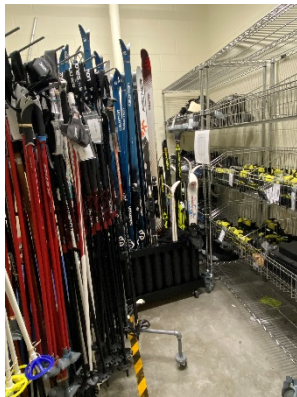
## Skate into Winter

December 10, 2022 was the annual Skate into Winter event. Families were able to enjoy an afternoon of free skating along with a DJ providing music, fun prizes, hot chocolate donated by Tim Horton's, goodies and a fire bowl on the ice to warm you up. Attendance was down this year with approximately 35 people in attendance.



## Cross Country Ski Lending Program

The Syncline Castle Trails Association has generously purchased 30 adult cross country ski sets along with additional boots to be added to the existing skis we have already. Working with the Pincher Creek Library, they provide and keep track of the skis being lent out along with the snowshoes. SCAT also purchased the supplies to create a storage area at the pool with boot racks, ski and pole racks.



This free lending program has allowed families and individuals to stay active enjoying the great outdoors. The Christmas season saw **ALL** snowshoes and cross country skis out being used, indicating a need, awareness of the program and active living.

SCAT has also subsidized guided hikes/snowshoes program to make it affordable for those trying it out for the first time and new to the area. SCAT will also be paying for an instructor to provide a pop up introductory cross country ski lesson to happen at the pool park when the snow allows.



## Arena Skates

The Free Public, Family, Parent & Tot and Senior Skate have seen significant increase in usage this year, After Covid restrictions being lifted people are feeling more comfortable to attend community events. It was recorded that approximately 1500 people have participated at the above mentioned free skates. The average attendance is about 35+ per session. With the access of the free skate lending program it has enabled all to access the rink. Thanks to our sponsors the Rotary Club and the Pincher Creek Legion #43 helps cover the cost of the arena ice time.





## RECREATION MANAGER

### ADAM GROSE

#### Arena

- Usage Summary
  - Minor Hockey – 362 Hours - \$75/Hour = \$27,150
  - Skating Club – 85 Hours = \$75/Hour = \$6,375
  - Adult Rec – 56 Hours - \$130/Hour = \$7,280
  - Private Rentals – 30 Hours - \$75/Hour = \$2,250
  - Schools – 26 Hours
  - Public Skate – 67 Hours
  - No Bookings - Empty (Weekends Only) – 78 Hours
- Brine Leak – A brine leak was detected on November 4<sup>th</sup>, 2022. Startec was called on an emergency call-out, the leak was not visible at either of the headers, thankfully the same line which was repaired in the fall was the culprit and Startec was able to isolate the individual brine line and the arena was able to continue operating as normal. It is estimated that 2,500 litres of brine was lost prior to getting the leak isolated, total cost for the emergency repair was approximately \$10,000.
- One arena staff member unfortunately needed to go on an emergency leave of absence, the position has been posted and a temporary replacement is expected to be hired in the new year.
- REALice – There has been some negative feedback from the public regarding the quality of the ice, and whether the REALice system could be contributing to this issue. Arena staff met with the Municipal energy lead and management to discuss the concerns. Some procedures were adjusted to match the REALice manufacturer's specifications, and the ice quality appears to be improving.

#### Pool

- Staffing levels have improved slightly at the swimming pool with the addition of 3 new front desk staff, and one day-time lifeguard hired this quarter. 2 of the 3 front desk staff have expressed interest in getting their lifeguarding certifications in the new year.
- Annual Shut-Down is planned to start on January 3, 2023.
- Upcoming Courses:
  - January 28-30 – Bronze Cross
  - February 20-24 – NLS
  - March 2-3, 10-12

### Administrative

- Several budget meetings were attended.
- At the SARA AGM Adam Grose stepped down as the chair of SARA. Summer Games will not be held in 2023, however, there is some interest for 2024 and 2026. The format of the Southern Alberta Summer Games is being reviewed, and may move to a different format in the future, however, nothing has been finalized to date. The town of Pincher Creek will continue its participation in SARA and work closely with the new executive.
- The Recreation Advisory Committee held a meeting on October 19<sup>th</sup>, 2022. There is still one vacant position on this committee. The Committee Terms of Reference and member board appointment will be coming to Council in the new year for review and update.
- A mock Emergency Management Incident training was held on October 17<sup>th</sup>, 2022.
- Held Meetings with both Livingstone Range School Division and Holy Spirits in regards to working the newly legislated Joint Use Planning (and Facilities) Agreements

### Curling Club Update

- The Request for Proposals for a Design-Build for the proposed Curling facility was released on October 17<sup>th</sup>, 2022.
- The closing date was November 17<sup>th</sup>, 2022.
- A summary presentation regarding the RFP's was presented by BDT Engineering to Council at the November 28<sup>th</sup>, 2022, Council Meeting.
- At the December 12<sup>th</sup>, 2022 regular meeting of council a Task Force consisting of 3 members of Council, Administration and a curling club representative was established to review the RFP Submissions.
- The Task Force is expected to meet in early January to review the RFP submissions and provide recommendations to Council.

### Job Postings

- Several Job Postings have been posted or are soon to be posted including Campground Host, Summer Parks Staff, Sumer Games/Program Coordinator, Pool Clerk (Full Time Position), Parks Maintenance 2 (Casual Position), Lifeguards

# ECONOMIC DEVELOPMENT OFFICER & EVENTS

## MARIE EVERTS

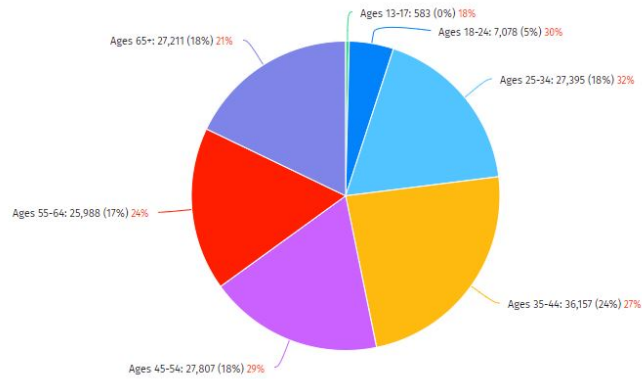
### Social Media Communication:

#### Town of Pincher Creek Facebook Page

Reach: 162 200

Views: 11 837

New likes: 87

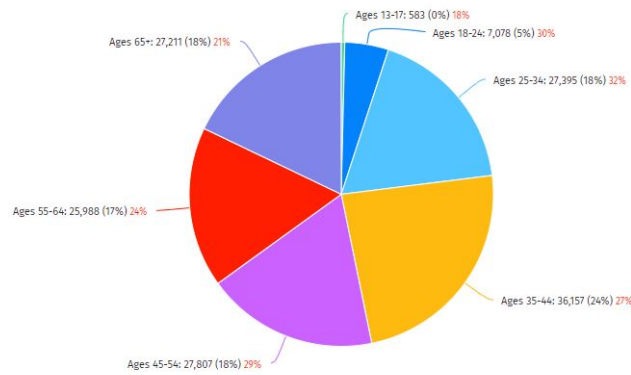


#### Pincher Creek Recreation Facebook Page

Reach: 37 809

Views: 6371

New Likes: 21





## Town of Pincher Creek Instagram Account

Reach: 1440

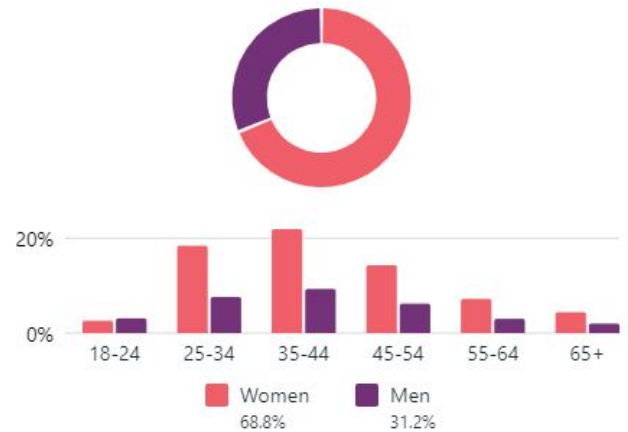
Profile visits: 355

Total followers: 54 (new)

Instagram followers ⓘ

1,495

Age & gender ⓘ



## Website Communication:

Pageviews: 32 829

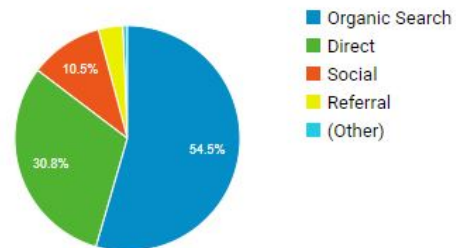
Users: 10 286

Average time of page: 1:31

Top pages: (not including home page)

- 1) multi-purpose facility (pool)
- 2) home
- 3) arena
- 4) election results
- 5) employment
- 6) events
- 7) contact
- 8) minutes

Top Channels



## EVENTS!

By-election

Awards of Excellence

Parade of Lights

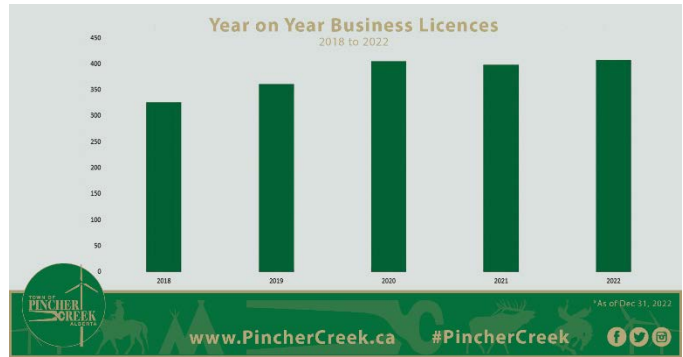
Christmas Celebration for the team

Ugly Sweater Day



**Business Licensing In-review:**

Year	Licensed Businesses
2014	210
2015	229
2016	257
2017	276
2018	326
2019	362
2020	406
2021	399
2022	408



Year	NEW Business Licenses
2016	27
2017	24
2018	36
2019	37
2020	50
2021	42
2022	60





Respectfully submitted by Ola Crook, Board Secretary PCCELC on Feb 2nd, 2023

In October, two members of the board, Ola Crook and Michelle Spencer were appointed board representatives for the newly founded Parent Advisory Board, spearheaded by a group of parents/caregivers from Canyon and Sage Early Learning Centers. The first meeting was October 18th, which Ola Crook attended in person and Michelle over the phone. Concerns, feedback and enthusiasm was shared to see more parent engagement at the Centers.

The Board of Directors met to review the Strategic Plan in October and many good discussions were had about the shared visions, unifying both Centers under one shared set of values, policies & procedures and reviewed the organizational chart of the board itself. Very positive and valuable feedback was shared from the commencement of the first Strat Plan session to the review.

In November and December, a job posting for the Executive Director position was shared amongst Indeed, Facebook and on the Pincher Childcare website. Several resumes were received and the HR committee has been moving through candidate interviews until present. Several policies were reviewed as well : Sick days, snow/inclement weather as well as a staff training policy. The latter is a new incentive the board has adopted as a method for recruitment and retention of staff. As such, any employee with a Level 1, 2 or 3 certification who has an approved Alberta Professional Development Grant will be reimbursed by the province for course fees and tuition, and the Centre will be reimbursed for wages for time spent on education up to specified maximums.

An interview was performed with the Rural Employment and Development Initiative team via zoom. This program helps organizations properly prepare to support newcomers to Canada in seeking employment and community relations. Both Early Learning Centers and the board are excited to be a part of the program and make connections with recruiters.

The PCCELC Board continues to foster and build a positive relationship with its Directors and ECE staff. We thank the Town of Pincher Creek for their continued support and financial contributions in order to grow our Centers into the world class facilities they are.



# Sage Early Learning Centre

## October Overview 2022

### Enrolment & Staffing:

- Capacity: 65%
- 55/84 children (all enrolment types)
- Staff: 7 full time, 2 part-time and 5 on call

### Training:

- Imagine Workshop on Program Planning in anticipation of starting planning time for all FT staff.

### Extra Notes:

- Inspire Room opens! We shift our eldest Discover Room Children to Inspire, and start a few new enrolments in Discover



## November Overview

### Enrolment & Staffing:

- Capacity: 65%
- 55/84 children (all enrolment types)
- 5 terminations and 5 new enrolments
- Staff: 5 full-time, 1 part-time, 5 on call
- Loss of 4 full-time staff and 1 part-time staff
- 2 new full-time were able to be hired

### Training

- Sage received 1 licensing non compliance from unlabeled Tylenol stored at the centre
- Extra training at staff meeting was done to address this

### Extra Notes

- Custodian starts at Sage
- Inspire Room closes due to the 5 staff lost, and we are Able to combine this room with the Explorers.



## December Overview

### Enrolment & Staffing:

- Capacity: 59%
- 2 Full time and 3 part-time terminations
- Staff: 5 full-time, 1 part-time, 5 on call
- Loss of 4 full-time staff and 1 part-time staff
- 2 new full-time were able to be hired

### Training

- Directors at Sage and Canyon prepare for READI training, Which will help PCCCLC become a more inclusive organization towards newcomers of Canada looking for employment in childcare.

### Extra Notes:

- Staff has been given 45 minutes of Program Planning Per week, which has significantly increased the quality of care we are providing to the children.



Erica



Anna



Emily



Araceli



Leason



Raven



Kimberlee