

Manager Legislative Services

Highlight Report – 2nd, Quarter 2018



27 August 2018

Highlight Report

This report is to provide the Chief Administrative Officer (CAO) and Council for the Town of Pincher Creek with a summary of projects, files in progress and/or completions as it pertains to the Manager of Legislative Services area. The report is used to monitor project(s) progress. The report is also used to inform and advise Council and request directives of any aspect wherever needed.

Bylaws reviewed by Council

The bylaws that were reviewed, approved and/or rescinded by Council for the Town of Pincher Creek are as follows:

Council Code of Conduct Bylaw No. 1621-17

On October 10th, 2017 Town Council passed first, and on October 23rd, 2017 second reading. In addition, Council directed administration to review the guidelines regarding the Council Code of Conduct and bring the item back to Council for review. As per MGA section 188, *“The previous readings of a proposed bylaw are rescinded if the proposed bylaw (a) does not receive third reading within 2 years after first reading.”*

Animal Control Bylaw No 1598-18

On May 2nd, 2018 Town Council Passed first, second, third and final reading of the Animal Control Bylaw No 1598-18 to facilitate the off-leash Dog Park area.

Land Use Bylaw Amendment Bylaw No 1547-AE

On May 14th, 2018 Town Council gave first reading of Bylaw 1547-AE to re-designate Plan 0810929, Block 1, Lot 13 (Approximately 2,954 ft²) from Residential - R1 to Multi Family Residential - R4 of which the first reading of the bylaw was defeated.

Land Use Bylaw Amendment Bylaw No. 1547-AD

On March 12, 2018 Town Council Passed first reading of Bylaw No 1547-AD and agreed to hold a Public Hearing on the bylaw April 9, 2018. The purpose of the bylaw is to amend the Land Use Bylaw Schedule 2, Business Park – I3 section 1, adding “Dwelling units as a secondary use to an approved principal use” to the list of Discretionary Uses and deleting “Residential uses” in the list of Prohibited Uses. On April 9, 2018 Town Council held the Public Hearing and subsequently passed second, third and final reading of Bylaw No. 1547-AD.

Land Use Bylaw Amendment Bylaw No 1547-AF

On June 25th, 2018 Town Council passed first reading of Bylaw 1547-AF to include Cannabis Retail Sales and Cannabis Facility uses and standards of development for these uses be part of the land use bylaw and to hold a public hearing on July 23rd, 2018. This file is in progress.

Council Procedural Bylaw No 1596-18A

On June 25th, 2018 Town Council Passed first, second, third and final reading of the Council Procedural Bylaw No 1596-18A to accommodate the request for more time for Council members’ review of Agenda information.

Renewal of Leases/Agreements

At the October 23, 2013 Council Organizational Meeting it was agreed the Property Review Committee consist of all members of Council. Council will be presented with all relevant leases/agreements information on as needed bases. Leases/Agreements that were reviewed and renewed this quarter, subject to Council approval, are as follows:

- 1) On April 23, 2018 Town Council approved the Pincher Creek 5 Pin Bowlers five (5) year lease dated May 1, 2018 for that portion of the Community Recreation Complex known as the Bowling Lanes, Squash Courts and foyer. This file is closed.
- 2) On May 14th, 2018 Town Council agreed and approved to reinstate the five (5) year Lease Agreement with the Children's World Daycare Society for a portion of the Town Hall building dated May 14, 2018. This file is closed.
- 3) On May 28th, 2018 Town Council directed administration to prepare a lease agreement for Plan 1710737, Block C, Lot 8 with the Pincher Creek Emergency Services Commission (PCESC). The subject property is located adjacent to the Fire Hall property. On June 25, 2018 Town Council approved a five (5) year lease agreement between the Town and PCESC dated July 2018. This file is in progress.
- 4) On June 25th, 2018 Town Council approved the two (2) year Lease Agreement dated June 18, 2018 between the Town and the Vertical Church for 659 Main Street known as the Pincher Creek Food Bank. This file is closed.

Land Sale

A Summary List of Town lots for sale is available on the Town of Pincher Creek web site. These are the I3-Business Park and I1- General Industrial and Warehousing zoned lots in the North East Industrial area.

The process of notifying adjacent property owners of six (6) properties the Town owns with the offer for sale information and first right of refusal is ongoing. Three properties are now listed on the Town's website as the adjacent owners have not indicated an interest. This file is on-going and in progress.

On June 19, 2017, the Town received a request from the adjacent property owner to consider renting or selling part of the Town owned property Plan 2524H, Lot 39. The request was forwarded to the Committee of the Whole on July 5, 2017 and agreed to offer for sale the subject property. (*Resolution COTW 2017-135*) The offer for sale was presented to the adjacent property owner in writing on July 24, 2017 with as at the time of writing no reply. This file is in progress.

On January 22, 2018 Town Council authorized and directed administration to proceed with the purchase on the entire lot Plan 1410447, Block 1, Lot 8 and to provide the land required for Veteran Street local improvement intersection allocation approximately 2,978.8 ft² of lot 8. On June 21, 2018 North & Company Law Office confirmed the transfer and completion of the land purchase. At such time the replotting of the road allowance and intersection is registered a new certificate title will be issued and same to be presented to Town Council for further direction. This file is in progress.

Land Sale

Continued:

On February 13, 2018 Town Council directed administration to present an offer to purchase Roll #3900000, Plan 0512720, Block 6, Lot 1 – located near Mountain View Avenue in the N.E. Industrial area approximately 20 acres. The offer was accepted March 16, 2018 and on April 23rd, 2018 North & Company confirmed the transfer and completion of the land purchase. This file is closed.

General Insurance

In cooperation with the finance department we have been reviewing the property and equipment schedules including all certificates of insurance and coverage of Town owned properties. Regarding the reporting requirements for additions, deletions of assets and claims we confirm that it is current and the activities for the second quarter have been minimal.

Tax Recovery

We confirm that the Tax Recovery Arrears List for Lands and Mobile Homes dated March 16th, 2018 have been registered covering a total of fifteen (15) properties (13 Lands and 2 Mobile Homes). Discharge of tax notifications for paid tax arrears accounts are being filed with Land Titles Office subsequent to confirmation of payments. This file is ongoing and in progress.

On April 9, 2018 Town Council authorized and approved entering into a twelve (12) months Tax Arrears Payment Agreements for Roll #01422000 with the final balance outstanding including tax arrears penalties to be paid in full on February 28, 2019. This file is ongoing and to be reviewed accordingly.

Community Housing Committee

Legislative Services department has been participating and providing support to the Community Housing Committee. Administration assisted the Committee in developing a Request for Proposals (RFP) to provide the Town with a comprehensive plan for development of multi-family housing and potential commercial or community uses. Housing Strategies Inc. prepared an updated Housing Needs Assessment report for the Town of Pincher Creek, which was approved and accepted by Town Council. The next regular Community Housing Committee meeting is scheduled for July 2018. This file is in progress.

Development

Administration receives applications for development permits, home occupation and sign permits on an ongoing basis. Any discretionary use applications and application for waivers are referred to the Municipal Development and Subdivision Authority (MDSA) for decisions and/or recommendations.

Summary of development activities this second quarter year-to-date are as follows:

9 - Development Permit Applications total value of **\$855,220.00**

Y-T-D: 16 Development Permits for an estimated aggregate total value of **\$1,172,270.00**

0 - Demolition Permit Application

Y-T-D: 1 Demolition Permit Applications

1 - Sign Permit Application

Y-T-D: 2 Sign Permit Applications

1 - Home-Based Occupation Permits

Y-T-D: 4 Home-Based Occupation Permits

10 Compliance Certificates issued

Y-T-D: 18 Compliance Certificates issued

7 MDSA applications heard/decided

Y-T-D: 13 MDSA Applications heard/decided

Wildlife Control Proposal

On April 9, 2018 Council directed administration to request Eagle Creek Wildlife Control to present a proposal to the Town regarding the Deer population in Pincher Creek and the requirement to obtain any necessary permits and liability coverage. On April 23, 2018 Town Council directed administration to engage Eagle Creek Wildlife Control to provide for the removal of Mule Deer from the Town and to provide the Town with a copy of the Provincial Permit and Liability Insurance coverage naming the Town as additional insured.

On June 6th, 2018 Town Council was provide with an update on the Deer removal. Accordingly, Town Council directed administration to continue the dialogue with Wildlife Damage Consultant (Eagle Creek Wildlife Control) Alberta Environment and Parks (AEP) and the District Fish and Wildlife Officer to develop an Urban Deer Control program for the Town to allow the control program to be implemented September 2018. This file is in progress.

Bylaw Enforcement

The Bylaw Enforcement Department is currently reviewing municipal enforcement regarding developments without permits, expired permit and unsightly premises. The internal incidents/activities reporting and tracking process of the Community Peace Officer and Bylaw Officer, which is on an ongoing basis, is current and reviewed daily and in compliance with

the Public Security Peace Officer Program. For the second quarter 2018 there were a total of 97 counts of incident types reported of which the detailed report is attached.

Currently, the CPO and the Bylaw Enforcement Officer are handling all incoming animal complaints.

Weed Control/Inspection

The CPO and the Bylaw Enforcement Officer have been working in conjunction with the Southern Alberta Weed Committee (SAWC) coordinator to determine the services that could compliment the Town's current Weed Control program. The SAWC weed control program position typically runs from May to November in each year.

Respectfully Submitted,

Gus Kollee,
Manager Legislative Services.

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Attachments