

Manager Legislative Services

Highlight Report – 2nd, Quarter 2019



07 August 2019

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

Bylaws that were reviewed, approved and/or rescinded by Council for the Town of Pincher Creek are as follows:

Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw No 1544-19

On April 8, 2019 Town Council passed first, second, third and final reading of the Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw No. 1544-19.

Land Use Bylaw Amendment Bylaw No 1547-AH

On May 27th, 2019 Town Council passed first reading of Bylaw 1547-AH to re-designate that portion of approximately 771.02 m² from Public and Institutional – PI to Transitional Commercial – C4. A public hearing was held on June 24th, 2019 and subsequently Council passed second, third and final reading. A copy of the bylaw was forwarded to the Oldman River Regional Services Commission with a request to amend the land use bylaw accordingly.

Renewal of Leases/Agreements

At the October 23, 2013 Council Organizational Meeting it was agreed that 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 February 6, 2019 Town Council agreed and approved the proposed Electric Vehicle Charging Station location and directed administration to review the items of concern with the License of Occupation Agreement with ATCO Power (2010) Ltd. A revised agreement was submitted to ATCO Power for consideration. On May 13, 2019 Town Council authorized and approved the revised License of Occupation agreement. This file has now been completed.
- 2) On March 11, 2019 Town Council directed administration to contract Lindsey Patterson for the removal of beavers from the creek plus the skunk and raccoon removal service with the cost for the latter to be charged to the property owner that requests a skunk removal service. However, on May 13, 2019 Town Council approved the amended Problem Wildlife Services agreement removing the fee to be charged to the property owner for the skunk and raccoon removal service for a one (1) year term ending April 30th, 2020. This file is in progress.

- 3) On April 23, 2019 Town Council approved a three (3) year grazing lease with Terry Oczkowski for a portion of section 5-7-29-W4 in the MD of Pincher Creek. This file is in progress.
- 4) Also, on April 23, 2019 Town Council approved a three (3) year grazing lease with George and David Dingreville and Kathie McLean for a portion of section 6-7-29-W4 located in the MD of Pincher Creek. This file is in progress.
- 5) On May 27, 2019 Town Council approved a five (5) year lease agreement with the Hutterian Brethren Church of Pincher Creek for two (2) parcels plan 0613747, Block 8, Lot 1 and Plan 0512720, Block 6, Lot 1 respectively. This file is in progress.

Land Sale

A Summary List of Town Lots for sale is available on the Town of Pincher Creek website. A total of twenty-four (24) commercial zoned town owned properties are listed. These are Highway Drive-in Commercial – C2, Transitional Commercial – C4, Business Park – I3, General Industrial and Warehousing – I1 zoned lots in the North East Industrial area.

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.

Also, the replotting of the road allowance and intersection has now been registered and the Town GIS mapping updated accordingly. On May 1, 2019 Town Council directed administration to include Plan 1410447, Block 1, Lot 8 in the online Town Lots for sale list. This file has been completed.

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 11th, 2019 have been registered covering a total of twenty-two (22) properties (*13 Lands and 9 Mobile Homes*). Notification have been mailed to the property owners in accordance with the Municipal Government Act. 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.

Development Activities

Administration receives applications for development permits, home occupation and sign permits, on an ongoing basis. Any discretionary use applications and application for development 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:

12 - Development Permit Applications total value of **\$117,997.00**

Y-T-D: 17 Development Permits for an estimated aggregate total value of **\$589,997.00**

1 - Sign Permit Application

Y-T-D: 4 Sign Permit Applications

0 - Home-Based Occupation Permits

Y-T-D: 1 Home-Based Occupation Permits

3 Compliance Certificates issued

Y-T-D: 18 Compliance Certificates issued

6 MDSA applications heard/decided

Y-T-D: 9 MDSA Applications heard/decided

Quality Management Plan (QMP)

On December 5, 2018 Town Council directed administration to proceed with updating the Quality Management Plan (QMP) in consultation with the Alberta Safety Codes Council, the Town's Safety Codes Agency and local building contractors. Also, to initiate the application with the Alberta Safety Codes Council to include, in addition to the Building discipline, the Electrical, Plumbing and Gas technical disciplines in the scope of accreditation.

On May 13, 2019 Town Council approved the Quality Management Plan (QMP) dated July 2019 with an effective date of July 1, 2019 subject to the Alberta Safety Codes Council approval. This file is in progress.

Wildlife Control Program

On April 9, 2018 Council directed administration to request Eagle Creek Wildlife Control to provide a proposal 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 provided with an update on the Deer removal proposal. Again, on November 7, 2018 Town Council was provided with an update regarding the deer aversion program and directed administration to continue dialogue with Eagle Creek Wildlife Control.

On March 25, 2019 Town Council was provided with information regarding the Deer Aversion program and deferred it to the April 3, 2019 regular meeting of Council. On April 3, 2019 Town Council directed administration to advise Eagle Creek Wildlife Control that the program not exceed or extend beyond the agreed amount of \$22,300 for the services rendered.

On June 24, 2019 Ron Hanson and Ron Hanson Senior attended the Town Council meeting as a delegation reporting to Town Council by providing a 2018–2019 Deer Aversion Program summary. This file is in progress.

Bylaw Enforcement

The Bylaw Enforcement Department is to enforce the bylaws, provincial acts and regulations including; developments without permits, expired permit and unsightly premises. The internal incidents/activities reporting and tracking process of the Community Peace Officers, 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 2019 there were a total of **145 counts** year-to-date of incident types reported of which the detailed report is attached. Currently, the CPO's are handling all incoming dog and general animal complaints.

Peace Officer Shared Services

On June 24, 2019 Town Council directed administration to proceed and present the proposed draft Peace Officer Shared Service Agreement between the Town and the Village of Cowley and obtain the approvals from the Alberta Solicitor General and Public Security in accordance with the Peace Officer Act. Copies of the agreement, including supporting documents, have been forwarded to the Village of Cowley for their consideration. This file is in progress.

Order to Remedy Dangers and Unsightly Property

An Order to Remedy Danger and Unsightly Property was issued for Plan 7710064, Block B, Lot 3 in accordance the MGA section 545 and 546. In addition, Town Council granted an extension of the order of completion with a new completion date of September 30, 2019. (*Resolution 19-126 - February 25, 2019*) This file is in progress.

Stop Order

On January 14, 2019 Town Council was provided with an update regarding the Stop Order dated November 8, 2018 for Plan 7510110, Block 12, Lot 13-14 for the removal of the shipping container to bring the property in compliance with the Land Use Bylaw. On March 11, 2019 Town Council extended the completion date for the removal of the shipping container to May 31, 2019. (*Resolution 19-152*) The property owner has completed the removal of the shipping container and complied with the order. This file has now been completed.

Weed Control/Inspection

The CPO's 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