

Manager Legislative Services

Highlight Report – 3rd, Quarter 2019



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Bylaws that were reviewed, approved and/or rescinded by Council for the Town of Pincher Creek are as follows:

Regional Emergency Management Organization Bylaw No 1590-19

Town Council passed first, second, third and final reading Regional Emergency Management Organization Bylaw No. 1590-19 effective August 26, 2019. The Regional Emergency Management Organization Advisory Committee (REMO) recommended that the partnering municipalities adopt the Emergency Management Bylaw to facilitate and obtain Ministerial orders and approvals as per the Emergency Management Act, RSA 2000, Chapter E-6.8.

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 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.
- 2) On August 7, 2019 Town Council approved and authorized the Grant of Easement Rights across Plan 8511150, Block 1, Lot 1 to accommodate the Wind Farm project of Enel Alberta Wind Inc. the Riverview Wind Power Plant Project. On August 26, 2019 Town Council approved and authorized a Second Amendment to the Wind Energy Lease Agreement for the land section 5-7-29-W4 with Enel Alberta Wind Inc. to enable Enel to pay crop damage upfront directly to the tenant and be reimbursed for the damages.

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 August 7, 2019 Town Council accepted the offer to purchase for Plan 0613747, Block 5, Lot 6 in the amount of \$70,700 plus GST and directed administration to provide North & Company Law Office to act on the Town's behalf regarding the real estate transaction. This file is in progress.

On September 4, 2019 Town Council received the right of first refusal for Plan 2917FC, Parcel A as information and directed administration to discharge Caveat 801088468 accordingly. This was as a result of notification by the property owner that the subject property was going to be listed. The property owner has been notified and the discharge of Caveat 801088468 has been completed. 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 third 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 third quarter year-to-date are as follows:

9 - Development Permit Applications total value of **\$4,150,068**

Y-T-D: 26 Development Permits for an estimated aggregate total value of **\$4,740,065.00**

3 - Sign Permit Application

Y-T-D: 7 Sign Permit Applications

0 - Home-Based Occupation Permits

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

12 Compliance Certificates issued

Y-T-D: 30 Compliance Certificates issued

9 MDSA applications heard/decided

Y-T-D: 18 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 which was obtained on July 3, 2019. This file is closed.

Safety Codes Council Audit

The Safety Codes Council conducted an audit of the Town's permitting and inspection services in the building discipline on July 8-12, 2019. The audit was completed August 15, 2019 and filed with the Safety Codes Council. The executive audit summary observations included in three (3) recommendations which all have been acted on accordingly. The Safety Codes Council Audit of the Building Discipline for the Period of April 1, 2018 to March 31, 2019 report and comments are provided to Town Council under separate cover. This file is in progress.

Wildlife Control Program

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.

On July 2, 2019 Town Council defeated a resolution to direct administration to prepare a new Deer Aversion Program service agreement for the season 2020. This file is closed.

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 third quarter 2019 there were a total of **225 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.

Public Complaint

On August 7, 2019 Town Council was provided with information regarding the public complaint file no. 20190628-000127. Administration became aware of the Code of Conduct allegations and reported it to the Government of Alberta's Peace Officer Program (POP) as required under section 18 of the *Peace Officer Act* and program policy. Administration also investigated the complaint and provided the disposition to the POP. The Peace Officer Program confirmed receipt of the written disposition provided in accordance with section 15 of the *Peace Officer Act*. Based on their review of all submitted material, POP advised to be satisfied that the investigation and reporting processes have been managed in accordance with the governing legislation and policy. This file has been closed.

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