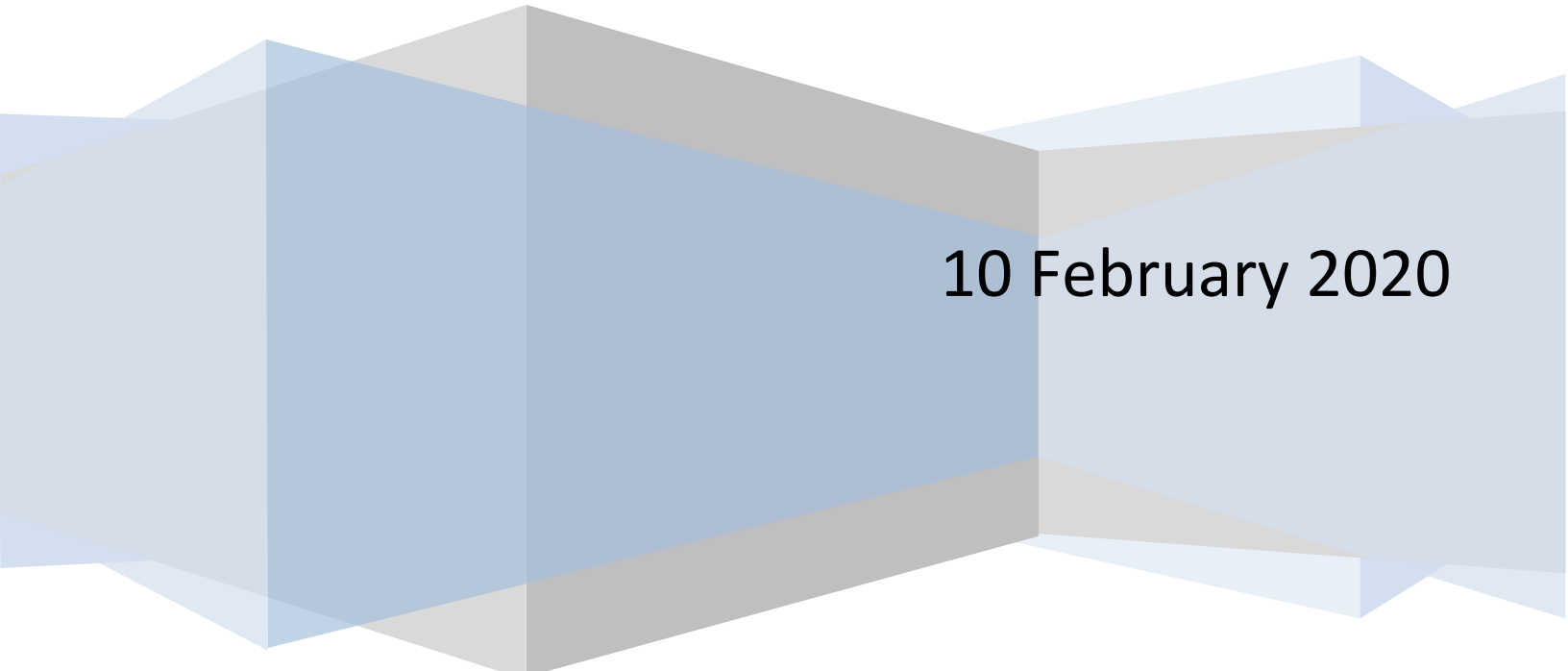


Manager Legislative Services

Highlight Report – 4th, Quarter 2019

10 February 2020



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Bylaws that were reviewed, approved and/or rescinded by Council for the Town of Pincher Creek are as follows:

Land Use Bylaw No 1547-AI

On November 12th, 2019 Town Council passed first and subsequent to holding the public hearing on December 9th, 2019 passed, second, third and final reading of Bylaw No. 1547-AI. The purpose of the land use bylaw amendment is to re-designate a portion (1.73 acres) of Plan 9912781, Block 8 Lot 6 from Highway Drive-in Commercial – C2 to General Industrial and Warehousing -I1 to accommodate “Wholesale or Storage Warehousing” use development.

Policy and Procedures reviewed by Council

Special Accommodation Snow Removal Policy Number 309-19

On December 9th, 2019 Town Council reviewed and approved the Special Accommodation Snow Removal Policy Number 309-19. (*Resolution 19-681*) The snow removal policy is to recognize the need to assist persons 65 years of age and over, or those who are physically disabled with clearing of snow, ice and other winter debris from public accessible side walks adjacent to their property.

Renewal of Leases/Agreements

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 October 28, 2019 Town Council approved the Acknowledgment and Consent agreement dated October 22, 2019 between The Town of Pincher Creek, Riverview Limited Partnership and Alberta Electric System Operator (AESO) the assignment of the Lease Agreement dated July 12, 2011. The lease agreement is for the Wind Farm project of Enel Alberta Wind Inc., the Riverview Wind Power Plant Project for the land section 5-7-29-W4.
- 3) On November 12, 2019 Town Council directed Administration to advertise the Town owned properties to receive tenders to lease Parcel 1 (Sec 5-7-29-W4 approximately 439.5 acres) and Parcel 2 (Plan Pincher Creek 8511150, Block 1, Lot 1 approximately 112.5 acres) for the purpose of growing agricultural crops. This file is in progress.
- 4.) On December 9th, 2019 Town Council directed administration to prepare a one (1) year lease agreement with Attachment World Inc. for parcel Plan 0614431, Block 1, Lot 4. Furthermore, that administration submit an Application for a Development Permit for the change of use to the Municipal Subdivision and Development Authority for their consideration to accommodate farm/industrial machinery sales, rental and service – discretionary uses (similar uses). 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 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 October 28th, 2019 Town Council countered the offer to purchase Roll #008603000 dated October 22, 2019 for an amount of not less than \$74,570.00 and advise the applicant of the Municipal Government Act regulation the advertising requirements if selling land below market value. The applicant declined the offer to 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 fourth 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 fourth quarter year-to-date are as follows:

- 4** - Development Permit Applications total value of **\$122,950**
- Y-T-D: 30** Development Permits for an estimated aggregate total value of **\$4,863,015.00**
- 2** - Sign Permit Application
- Y-T-D: 9** Sign Permit Applications
- 1** - Home-Based Occupation Permits
- Y-T-D: 2** Home-Based Occupation Permits
- 15** Compliance Certificates issued
- Y-T-D: 45** Compliance Certificates issued
- 2** MDSA applications heard/decided
- Y-T-D: 20** 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 was provided to Town Council under separate cover.

On October 28th, 2019 administration filed with the Safety Codes Council a final summary report. 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 fourth quarter 2019 there were a total of **310 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.

Peace Office Program Review

On November 26, 2019 administration received the audit report from the Law Enforcement and Oversight Branch who conducted a peace office program review on August 21, 2019.

The audit review identified six (6) issues of which Item 1: To develop internal policies related to Exhibit Handling, Cannabis Enforcement, Known Risk Clients, Communication and the Use and Handling of Issued Weapons have been completed. Accordingly, Policy Number 205-20, 208-20, 209-20, 210-20 and 211-20, are subject to Town Council approval.

Item 2: We confirm that a file is being maintained with the documentation of JFO's (*Joint Forces Operations*) as they occur.

Item 3: An updated MOU with the RCMP was approved by Town Council and has been submitted to the RCMP for signing.

Item 4: The Town of Pincher Creek traffic safety plan has been developed, subject to Town Council approval.

Item 5: The Town of Pincher Creek has extended the annual OH&S hazardous assessment to include Peace Officers.

Item 6: All documentation related to internal investigations of public complaints are placed in the peace officer personnel files.

This file is in progress.

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