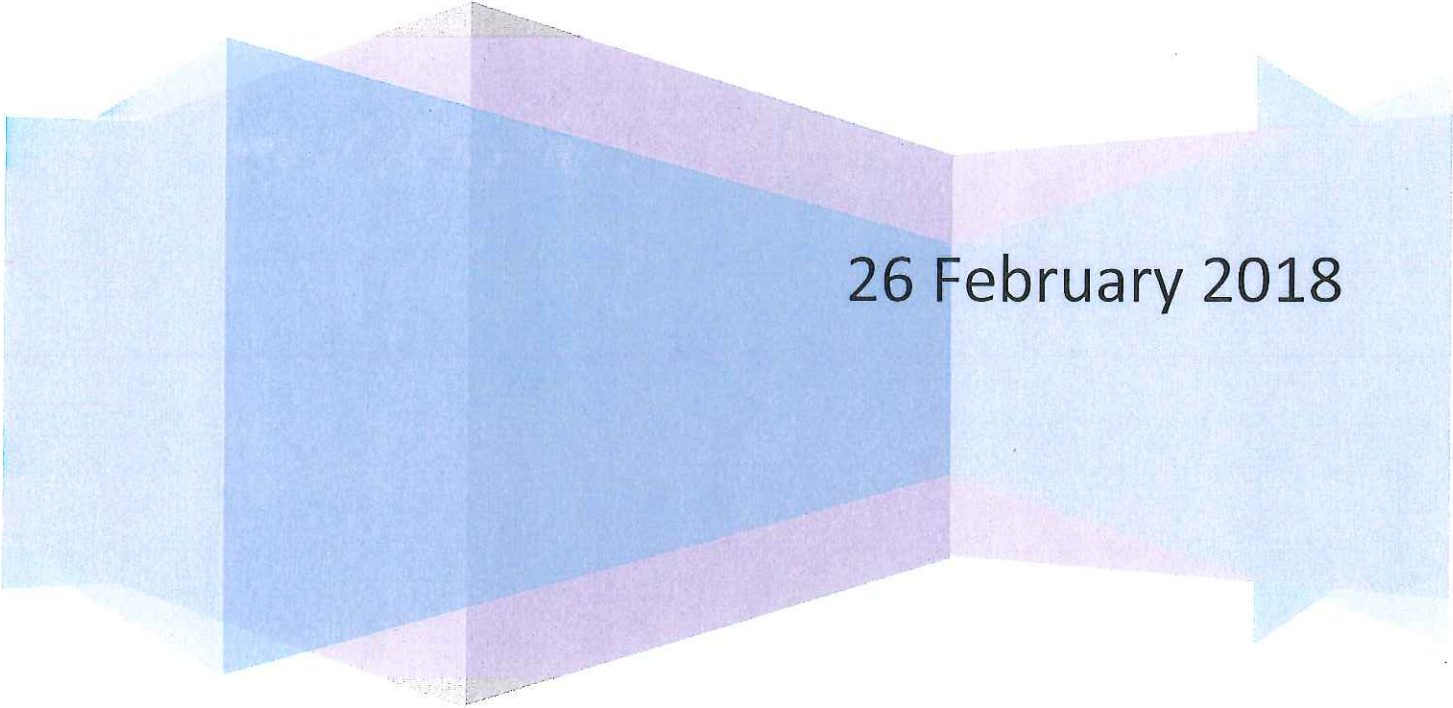


Manager Legislative Services

Highlight Report – 4th, Quarter 2017



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The bylaws that were reviewed, approved and/or rescinded by Council for the Town of Pincher Creek are as follows: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

Fee Structure Bylaw 1584-17

On December 11, 2017 Town Council passed first, second, third and final reading of the Fee Structure Bylaw.

Appointing an Assessor Bylaw 1475-17

On December 11, 2017 Town Council passed first, second, third and final reading of the Appointing an Assessor Bylaw.

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 November 14, 2017 Town Council approved the Pincher Creek Humane Society/SPCA five (5) year lease for the land of the animal shelter located on 1086 Kettles Street.
- 2) On December 11, 2017 Town Council agreed and approved the Service Agreement for the Pincher Creek Humane Society/SPCA dated January 1, 2018. The service agreement covers the 2018 ending December 31, 2018. This file is closed.
- 3) On November 27, 2017 Town Council directed and authorized administration to proceed with the Enel Alberta Wind Inc. lease assignment, pursuant to section 7.1 of the lease, to Riverview Limited Partnership, an affiliate of Enel Alberta Wind. Inc. This file has been completed.

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 July 17, 2017, the Town received a Real Estate Purchase Contract from 642669 Alberta Ltd to purchase Plan 1710737, Block C, Lot 9 in the amount of \$131,250.00. Town Council accepted the offer and directed administration to provide instructions to North & Company Law Office to act on the Town's behalf regarding the real estate transaction. (*Resolution 17-305*) As per purchase contract the Purchaser is to obtain a Development Permit and a Building Permit within 6 months. A Development Permit was issued on December 19, 2017 to develop a 12 Unit Condominium. This file is in progress.

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 14th, 2017 have been registered covering a total of fourteen (14) properties (8 *Lands* and 6 *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.

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 February 2018. This file is in progress.

Municipal Election 2017

Legislative Services department has been participating and providing support with the 2017 Municipal Election. Town Council appointed Lou Burnham as the Returning Office who provide the training for election workers (*deputy returning officers*). The election and declaration of results have been completed and the newly elected Town Council was sworn in on October 23rd, 2017.

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 MDSA for decisions and/or recommendations.

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

11 Development Permit Applications total value of **\$6,194,180.00**

Y-T-D: 41 Development Permits for an estimated aggregate total value of **\$10,088,905.00**

0 - Demolition Permit Application

Y-T-D: 3 Demolition Permit Applications

1 - Sign Permit Application

Y-T-D: 8 Sign Permit Applications

0 - Home-Based Occupation Permits

Y-T-D: 7 Home-Based Occupation Permits

4 Compliance Certificates issued

Y-T-D: 36 Compliance Certificates issued

4 MDSA applications heard/decided

Y-T-D: 19 Applications heard/decided

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 fourth quarter 2017 there were a total of 142 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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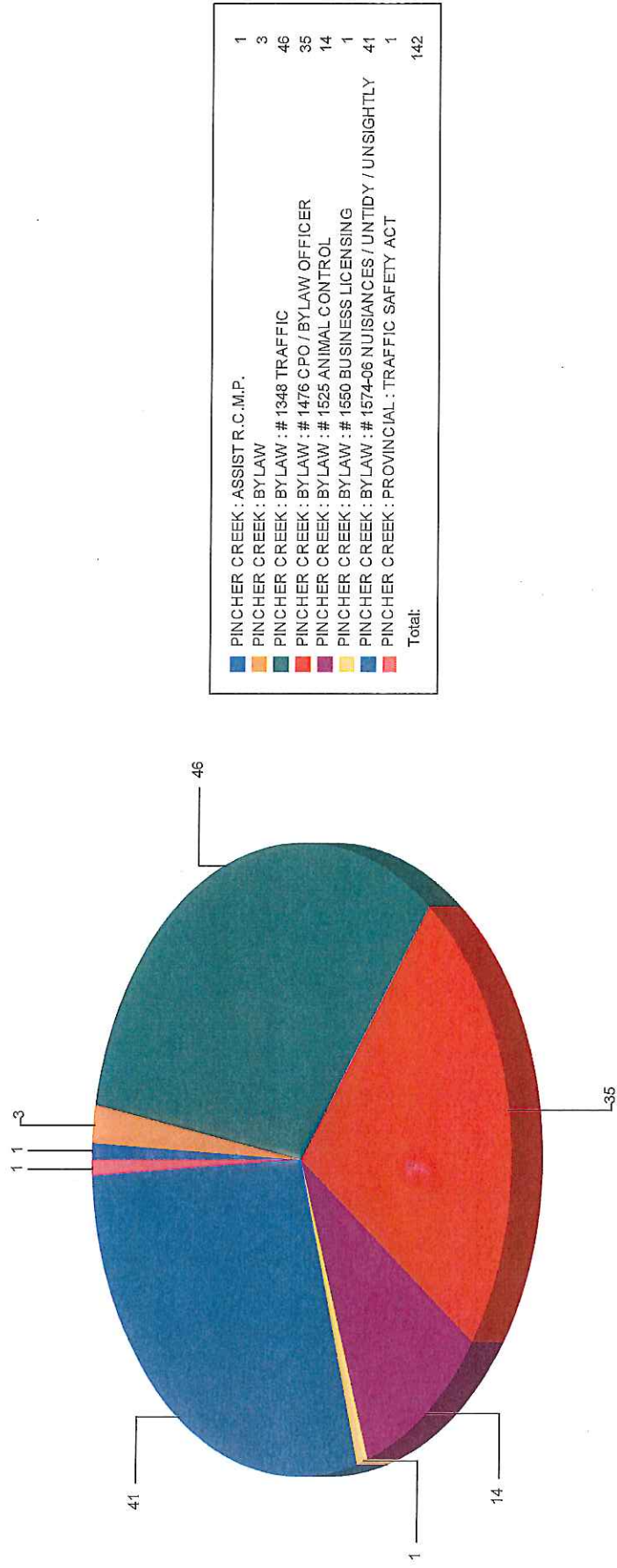
Attachments

PINCHER CREEK

TOWN OF PINCHER CREEK Statistics from Occurred Date: 1/1/2017 12:00:00AM to 12/31/2017 11:59:00PM

File/Complaint Report

Count of Incident Types



PINCHER CREEK : ASSIST R.C.M.P.: 1 1%

File/Complaint Report

PINCHER CREEK : BYLAW : 3 2%

PINCHER CREEK : BYLAW : # 1348 TRAFFIC : 46 32%

PINCHER CREEK : BYLAW : # 1476 CPO / BYLAW OFFICER : 35 25%

PINCHER CREEK : BYLAW : # 1525 ANIMAL CONTROL : 14 10%

PINCHER CREEK : BYLAW : # 1550 BUSINESS LICENSING : 1 1%

PINCHER CREEK : BYLAW : # 1574-06 NUISIANCES / UNTIDY / UNSIGHTLY : 41 29%

PINCHER CREEK : PROVINCIAL : TRAFFIC SAFETY ACT : 1 1%

Grand Total: 100.00% Total # of Incident Types Reported: 142