

Manager Legislative Services

Highlight Report – 4th, Quarter 2018



28 January 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

The bylaws that were reviewed, approved and/or rescinded by Council for the Town of Pincher Creek are as follows:

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. A public hearing was held on July 23rd, 2018 and subsequently Council passed second reading directing administration to bring back the bylaw for third and final reading on October 9, 2018 at which time Town Council passed third and final reading. The effective date for the bylaw was set for October 17, 2018.

Council Procedural Bylaw Amendment 1596-18B

On November 13, 2018 Town Council passed first, second, third and final reading of Council Procedural Bylaw No. 1596-18B to amend the bylaw and change “In-camera Meetings” to “Closed Meeting” for clarity and consistency with the Municipal Government Act section 197(2).

Cannabis Consumption Bylaw No. 1623-18

On October 9, 2018 Town Council passed first, second third and final reading of the Cannabis Consumption Bylaw No. 1623-18 to regulate consumption in public places.

Intermunicipal Library Board Bylaw No. 1601-18

On November 13, 2018 Town Council passed first, second, third and final reading of the Intermunicipal Library Board Bylaw amending and include the revised intermunicipal agreement between the MD of Pincher Creek, Village of Cowley and the Town.

Local Improvement Tax Bylaw No. 1619-18

On December 5, 2018 Town Council passed first, second, third and final reading amending Bylaw No. 1619-17, which imposes a Local Improvement Tax to cover the Veterans Street Upgrades – Surface and Deep Utilities local improvement project to lands that directly benefit from the local improvements.

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 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. The agreement has been forwarded to the PCESC for signatures. This file is in progress.
- 2) On December 10, 2018 Town Council approved the Letter of Addendum to allow Cross Country Skiing and Snowshoeing activities on the Pincher Creek Golf Course designated trails. This file has been completed and closed.
- 3) On December 10th, 2018 Town Council approved a five (5) year lease agreement with 1261511 Alberta Ltd. operating as CrossFit Pincher Creek for a portion of the Pincher Creek Multi-Purpose Facility (approximately 1,750 ft²). This file has been completed and 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.

On August 27, 2018 Town Council authorized and directed administration to proceed with the removal of Municipal Reserve designation and disposal of land and sale of approximately 688.89 ft² portion of Plan 8810262, Block 15, Lot 20MR, and to hold a public hearing regarding the disposal and sale. A purchase agreement has been prepared detailing the process

Land Sale Continued

and estimated cost to be signed by the Town and the Purchaser(s). Administration has contacted the purchaser to find out if they wish to move forward with the land acquisition. 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 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.

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 fourth quarter year-to-date are as follows:

8 - Development Permit Applications total value of \$573,680.00
Y-T-D: 34 Development Permits for an estimated aggregate total value of \$2,693,394.00
1 - Demolition Permit Application
Y-T-D: 3 Demolition Permit Applications
1 - Sign Permit Application
Y-T-D: 5 Sign Permit Applications
1 - Home-Based Occupation Permits
Y-T-D: 6 Home-Based Occupation Permits
2 Compliance Certificates issued
Y-T-D: 30 Compliance Certificates issued
7 MDSA applications heard/decided
Y-T-D: 28 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. In addition 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. This file is in progress.

Wildlife Control Program

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 proposal. 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 in the fall of 2018.

On November 7, 2018 Town Council was provided with an updated regarding the deer control program and directed administration to continue dialogue with Eagle Creek Wildlife Control. 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 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 2018 there were a total of 223 counts of incident types reported of which the detailed report is attached. In addition, Bylaw Enforcement prepared a final quarterly report for 2018 a copy of which is attached.

Currently, the CPO's are handling all incoming dog and general animal complaints.

Peace Officer Appointment

On November 26, 2018 Town Council appointed Lindsey Johnson to the position of Community Peace Officer/Bylaw Enforcement Officer in accordance with the Municipal Government Act section 556, the Peace Officer Act and the Town's Bylaw No. 1476-95.

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. The Southern Alberta Weed Coordinator Activity Report August – September 2018 was previously provided.

Respectfully Submitted,

Gus Kollee,
Manager Legislative Services.

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Attachments