



CAO Report

2017 FIRST QUARTER

Laurie Wilgosh, LGA | April 24, 2017

Highlights

- Bylaw Officer Appointment as per Bylaw # 1476-95 – Gord Pitt
- Contract approval with HDR Inc. – proposal to provide oversight and development of public transit system
- Castle Provincial Park and Castle Wildland Provincial Park Management Plan – Town Council submission approval
- 685 Hewetson Ave. Property Sale price approval - \$150,000 – with conditions
- MSDAB (Municipal Subdivision and Development Appeal Board) appointment – Dale Uhrbach for three year term
- New 2017 Humane Society Agreements, with Town, M.D. and Humane Society – Operating and Service Agreements – approved for one year term

Other Pertinent Resolutions

- Acceptance of Motivation’s Child Care Needs Assessment
- Dupuy St. land dedication to Habitat for Humanity Housing proposal
- Jersey Day Proclamation – February 1, 2017 – re: Kraft Hockeyville community competition
- Agreement to participate in University of Alberta – MARD (medically at risk drivers) Pilot Project
- Motivation – Day Care Consultant – phase 2 – business plan and space assessment
- Local Improvement Plan #1619-17 – petition – deemed insufficient
- Town Folio Demonstration – provides Town stats, economic and other related information – very informative and user friendly

Bylaws

- Cemetery Bylaw Amendments #1538-16 – Passed
- Local Improvement Tax Bylaw # 1619-17 – re: Veteran’s St. Development – passed
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Policies

- None in this quarter

Council Delegations

- Jessie Nelson and Brenda Heisler – Curling club insurance concerns
- John Hancock – Sovereigns Medal for Volunteerism Recipient
- Mr. and Mrs. M. Goodfellow – concern with curling club/golf course proposal
- RCMP Sergeant Mark Harrison – Community Performance Plan and Communications Planning
- Debbie Reid – Curling Club – CFEP grant application for ice plant replacement
- Alecia Williams – Wildrose Rough Runner – funding request
- Dick Burnham – Rotary Club – Community Garden location request
- Colleen Cyr – Kootenai Brown Museum – Canada 150 Free Admission for local residents
- Nancy Tripp – Castle Wildland Provincial Park concerns
- Mike Burla – Senior Planner – ORRSC – ongoing community planning
- Sarah Landry (employee) – Royal Lifesaving Society Award Recipient
- David Wittman – Gibbs Gage – consultant for Curling/Community Recreation Centre – final report
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CAO Meetings, Webinars and Courses

- Regular bi-weekly staff and management meetings
- Operations Staff/Operations Coordinator meetings
- Transportation Committee meetings
- Day Care Committee meetings
- Joint Health and Safety Committee meetings
- Monthly Health & Safety Talks
- MARD weekly telephone conference calls
- Humane Society meeting with Town and M.D. Council representatives
- Alberta Environment and Parks/Castle Parks Management Plan
- Regional Emergency Management Organization meetings
- Pincher Creek HandiBus/MARD program
- Housing and Habitat for Humanity meetings
- Transportation/Livingstone Range School Division
- Economic Development Committee/Council
- Public Information Meeting
- Public Transportation Presentation
- Regional Municipal Emergency Plan/AEMA meeting
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Staff Safety Topics

January – Operation Dept. Element One – Organizational Commitment and Safety Policy Statement Review

February – Administrations Dept. – Element Two – Hazard Identification and Assessment and Safety Policy Statement Review

March – Recreation Dept. – Element Three – Hazard Control and Safety Policy Location

Upcoming Projects and Priorities

- Day Care Needs Project – ongoing development of overall plan to be drafted and reviewed with Motivation, LRSD and Holy Spirit School Division with Town Committee
- Housing Committee – Working with Habitat for Humanity and Elks Club to tentatively proceed with a housing development on Dupuy St. property

- ARDN (Alberta Rural Development Network) to prepare CMHC Seed Funding application relative to Charlotte St. property
- Committee researching and considering other housing alternatives to best meet needs in community
- Transportation Committee – ongoing weekly meetings with MARD University Representatives, and potential partnership and support with Handi Bus Society; plans for Town presentation at Grey Matters Conference in September
- With Council's approval the Memorandum of Agreement for the Green Trip Funding has been signed and returned to Alberta Transportation for processing
- Planning is continuing with HDR Inc. and other transportation providers to determine most efficient, and usable service for community
- Recommendation going for Council approval to survey parents regarding school bussing needs, and general public for basic transportation needs
- Emergency Management Training – Emergency Operations Centre training scheduled for April 25th and 26th for 17 Town employees, and provided by Alberta Emergency Management Agency; followed by a Table Top Exercise involving the Town, the M.D. and the Village of Cowley on May 11th at the M.D. EOC
- Plan to revise Cemetery Agreement with Town and M.D. in next quarter
- Wayfinding Project – contractor bids have been received and are presently being evaluated for Council approval
- Millrate Bylaw has been passed and property tax levies will be applied and mailed by May 1st
- Preparation for October municipal election process
- MGA – Municipal Government Act amendments are being reviewed, with planning to follow for implementation where required – including planning for Council Training and Code of Conduct, with Council orientation following the October municipal elections
- Mayor's AUMA Caucus in Edmonton – CAO and Mayor Anderberg attended; Sessions were presented regarding: Economic Development and Broadband, CARES funding, and natural gas production expansion for hydro production by Mst. Darren Bilous,
- Alberta Environment and Parks – Mst. Shannon Phillips
- Alberta Infrastructure and Transportation – Mst. Brian Mason
- AUMA Alvin Long – Stable energy contracts to 2021

- Honorable Anne McLellan, Bill Sweeney – Alberta Justice, and Corp. Richard Nowak – re: proposed Marijuana legislation and municipal implications
- Pembina Institute – re: Climate Change and B.C. carbon tax
- MGA amendment reviews – Code of Conduct for Council members, mandatory Council training within 90 days of being elected, ICF (Intercollaboration Framework) templates, and MSI Funding.
- The first quarter of 2017 was very busy for Town Staff and Council members, and it looks like the second quarter will follow suit. We'll continue to put forth our best efforts to provide the services that the citizens of Pincher Creek deserve and have come to expect.



Respectfully submitted by: Laurie Wilgosh – Chief Administrative Officer