

## Manager Legislative Services

Highlight Report – 3rd, Quarter 2015



26 October 2015

## Highlight Report

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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 CAO uses the report to monitor stage and project progress. The CAO also uses it to inform and advise Council for the Town of Pincher Creek and requests 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The bylaws that were reviewed, approved and/or rescinded by Council for the Town of Pincher Creek are as follows:

On July 3<sup>rd</sup>, 2015 the Town of Pincher Creek received a request from the property owners to proceed with the process to amend the Land Use Bylaw and re-designate Plan 9111546, Block 5, Lot 2 from “Residential – R1 to Manufactured/Mobile Home – R2”.

On July 28, 2015 Council gave first reading of Bylaw No. 1547-X and agreed to hold a public hearing on August 24, 2015. Subsequent to the public hearing Council passed second third and final reading of Bylaw 1547-X. Implementation of the bylaw amendment was completed on September 10, 2015.

### 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 first quarter, subject to Council approval, is as follows:

- 1) Pincher Creek Curling Club Lease Agreement  
Council approved a three (3) Lease Agreement with the Pincher Creek Curling Club. However the Curling Club requested an amendment. This file is in progress.
- 2) Encroachment Agreement Roll#00170100  
On August 24, 2015 Council approved the encroachment agreement for Roll #00170100. Currently waiting for confirmation of registration at Land Title Office. File is in progress.
- 3) Encroachment Agreement Roll#0680600  
Council approved the encroachment agreement on April 28, 2014. Currently waiting for confirmation of Land Titles registration. File is in progress.

## 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 May 11, 2015 Council approved and authorized to proceed with the removal and disposal of a portion of the Municipal Reserve of approximately 1,800 ft<sup>2</sup> of Plan 8810262, Block 15, Lot 20MR (*Pineridge Subdivision Area*). On June 8<sup>th</sup>, 2015, and prior to Council voting on the resolution, a Public Hearing on the removal of designation as a municipal reserve for that portion of approximately 1,800 ft<sup>2</sup> was held. A subdivision application was presented to the Municipal Development and Subdivision Authority (*MDSA*) to facilitate the consolidation of the subject lands. Confirmation of registration of the subdivision is anticipated to occur in October 2015. This file is in progress.

## Lot Consolidation/Subdivision

On July 8<sup>th</sup>, 2015 the Committee of the Whole directed administration to proceed with the lot consolidation and subdivision of Central Park and the Town Hall Property. A tentative plan for the subdivision was prepared by Brown Okamura & Associates Ltd. and an application for the subdivision submitted to ORRSC. The application for the subdivision is scheduled for presentation to the Municipal Development and Subdivision Authority on November 17, 2015. Also, notification to adjacent property owners is part of the subdivision application process.

## General Insurance

In cooperation with the finance department we have been reviewing the property and equipment schedules including all certificates of insurance and coverage's 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 dated March 30, 2015 has been registered with the Land Title Office. Notifications were processed and mailed to the respective property owners. In addition, discharge of tax notifications for paid tax arrears accounts are being filed with Land Titles Office upon confirmation of payments.

## Community Housing Committee

Legislative Services department has been participating and providing support to the Community Housing Committee. The Committee recommended to Town Council the acquisition of two parcels Plan 552LK Lot 13 and Lot 14. The real estate transaction for Lot 14 was completed on September 3<sup>rd</sup>, 2014 and Lot 13 on March 1, 2015.

In addition, 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 to meet present and future demands of the community on six sites which includes the Fire Hall property and the vacant parcel east of the Fire Hall. The draft RFP was presented to Town Council to garner Council's support prior to posting the RFP on the Alberta Purchasing Connection (*APC*) web site. JMAA Architecture was awarded with the contract to prepare a proposed development concept plan for the six (6) sites.

The next regular Community Housing Committee meeting is scheduled for October, 2015. This file is in progress.

## Development

### Planning and Development

Administration continues to receive applications for development permits, home occupation and sign permits confident in maintaining the expected service levels. Any discretionary use applications for waivers are referred to the MDSA for approval and or recommendation.

#### Summary of development activities are as follows:

**7** Development Permit Applications total value of **\$1,401,500.00**

**Y-T-D: 23** Development Permits for an estimated aggregate total value of **\$13,087,000.00**

**Nil** - Sign Permit Application

**Y-T-D: 4** Sign Permit Applications for an aggregate total value of **\$27,200.00**

**Nil** - Home-Based Occupation Permits

**Y-T-D: 4** Home-Based Occupation Permits

**10** Compliance Certificates issued

**Y-T-D: 19** Compliance Certificates issued

**5** MDSA applications heard/decided

**Y-T-D: 14** Applications Reviewed/Approved

## Bylaw Enforcement

The internal incidents/activities reporting and tracking process of the Community Peace Officer's (CPO's), which is on an ongoing basis, is current and reviewed daily and in compliance with the Public Security Peace Officer Program. The total year-to-date (YTD) Count of Incidents reported stands at 189 the particulars of which are attached.

## 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