
Manager Legislative Services
Highlight Report –3rd Quarter 2014



27 October 2014

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The bylaws that were reviewed, approved and/or rescinded by Council for the Town of Pincher Creek are as follows:

At previous COTW meetings Council members reviewed the Land Use Bylaw 1547 land use districts with the ORRSC Senior Planner in attendance resulting in the adoption of the following land use bylaw amendments:

LUB amendment Bylaw No. 1547-T second reading August 25th, 2014
– In progress to be brought back to COTW with proposed amendments.

LUB amendment Bylaw No. 1547-U third and final reading August 25th, 2014
– Land Use Bylaw and GIS to be updated by adding a Business Park-I3 district. In progress.

LUB amendment Bylaw No. 1547-V third and final reading August 25th, 2014
– Land Use Bylaw, GIS and Tax roll cards to be updated with the re-zoning of the N.E. Industrial Area from I2 to I3. In progress.

Council reviewed and approved the Lebel Mansion Historical Designation Bylaw 1614-14 on June 9th, 2014. Registration of the bylaw under the Historical Resource Act at the Alberta Land Titles Office and Alberta Register of Historic Places was completed on August 21, 2014. File completed.

Road Closure - Bylaw No. 1616-14 – first reading September 29, 2014.
- As a result of a request by an adjacent property owner on May 30th, 2014 Town Council agreed to give the road closure bylaw first reading and to hold a Public Hearing on November 10, 2014. In progress.

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 lease agreements information on as needed bases. Leases that were reviewed and renewed this first quarter, subject to Council approval, are as follows:

1. Disposal of Sewage Agreements / File in progress
Council was presented with a detailed report regarding the Disposal of Sewage Agreements and considering alternate options. This file is in progress.

2. Encroachment Agreement Roll#0680600
Council approved the agreement 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 light industrial zoned lots in the North East Industrial area. We continue 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. 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 January 23, 2014 Council approved the sale of a Town owned parcel in the N.E. Industrial area Plan 0613747, Block 7, Lot 1 in the amount of \$75, 000.00. The sale was closed on July 25th, 2014 in accordance with the real estate purchase agreement. 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's of Town owned properties.

In consultation with the Director of Community Services additional insurance coverage was requested through AMSC to cover the Southern Alberta Summer Games events held July 2 - 5, 2014. This file is closed.

We also received a request from the P.C. Golf Club to review insurance coverage of all buildings including accessory building which was updated and confirmed by AMSC September 3, 2014.

A follow-up with AMSC regarding a sewer-backup at Plan 7756AL, Lot 30 resulted in Town Council's directive on August 25, 2014 (*Motion #14-361*) to compensate the property owner. This file was completed on September 15, 2014.

Regarding the reporting requirements for additions, deletions of assets and claims we confirm that it is current and the activities for the second quarter have been minimal.

Tax Recovery

During this third quarter period we completed the interest penalty calculation for unpaid property taxes. Notices were prepared and mailed to the effected property owners in the first week of July, 2014.

P.C. Humane Society

Council directed administration to meet with the Pincher Creek Humane Society to discuss the new proposed building. The Director of Operational Services and Manager of Legislative Services have been meeting with the Humane Society executives on a regular basis.

On June 9th, 2014 Council passed resolutions supporting and authorizing the Pincher Creek Humane Society to proceed with the demolition and construction of the new animal shelter and award the contract to Sebring Construction Ltd. Council also, authorized administration to assist the Humane Society with obtaining all permits required to facilitate the construction and completion of the new animal shelter.

Several progress payments for the level of completion of the new facility have been processed at the request/recommendation of the Humane Society and the Project Consultant Krystal Engineers & Consultants.

The last meeting with the Humane Society and administration was held on September 24th, 2014 covering with talks regarding the additional fundraising efforts. The next regular meeting is scheduled for Friday October 31, 2014. This file is in progress.

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 3rd, 2014. The remaining parcel closing date is scheduled for March 1, 2015. The next regular committee meeting is scheduled for October 29th, 2014. This file is in progress.

Development

Planning and Development

The Development Officer's position has been vacant since July 4th, 2014 and as a result the position was advertised in the Lethbridge Herald, Pass Herald and Pincher Creek Echo. In the interim, administration has made arrangements internally to accommodate and streamline the development permit application process maintaining the expected service levels. This file is in progress.

Summary of development activities is as follows:

14 Development Permit Applications total value of \$1,595,800

Y-T-D: 26 Development Permits Applications for an aggregate total value of \$3,452,131.00

2 Sign Permit Applications total value of \$3,500.00

Y-T-D: 14 Sign Permit Applications for an aggregate total value of \$17,450.00

2 Home-Based Occupation Permits

Y-T-D: 16 Home-Based Occupation Permits

16 Compliance Certificates issued

Y-T-D: 27 Compliance Certificates issued

6 MDSA applications heard/adjudicated

Y-T-D: 23 Applications Reviewed

Safety Codes Council

As previously reported, administration participated in an eSITE electronic Safety Information Tracking Environment demonstration. eSITE is a web based application designed, developed, supported and hosted by the Safety Codes Council. It is used by Alberta Municipal Affairs as an effective tool for monitoring agency and delegated administrative organization (DAO) activity. We are currently evaluating the availability and timing of perhaps implementing eSITE to enhance the development application processes.

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 247 the particulars of which are attached.

In addition, due to the first heavy snowfall September 12, 2014, the Bylaw department assisted coordinating and overseeing with the Operations Department a temporary site East of the Fire Hall to receive broken and fallen tree branches and disposal. 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.

Additional information regarding the activities of the Bylaw Services Department is provided under a separate detailed report prepared by the Community Peace Officers for your perusal.

Respectfully Submitted,

Gus Kollee,
Manager Legislative Services.

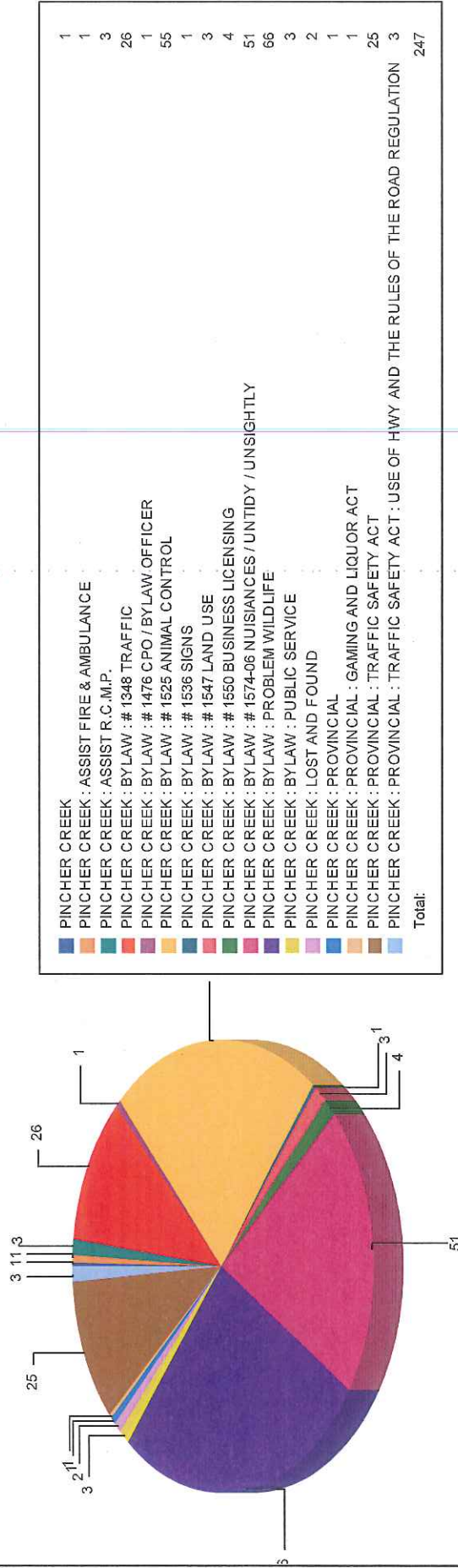
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Attachments

PINCHER CREEK

TOWN OF PINCHER CREEK Statistics from Occurred Date: 2014/01/01 to 2014/09/30

File/Complaint Report

Count of Incident Types



PINCHER CREEK: 1 0%

File/Complaint Report

PINCHER CREEK : ASSIST FIRE & AMBULANCE: 1 0%

PINCHER CREEK : ASSIST R.C.M.P.: 3 1%

PINCHER CREEK : BYLAW : # 1348 TRAFFIC: 26 11%

PINCHER CREEK : BYLAW : # 1476 CPO / BYLAW OFFICER: 1 0%

PINCHER CREEK : BYLAW : # 1525 ANIMAL CONTROL: 55 22%

PINCHER CREEK : BYLAW : # 1536 SIGNS: 1 0%

PINCHER CREEK : BYLAW : # 1547 LAND USE: 3 1%

PINCHER CREEK : BYLAW : # 1550 BUSINESS LICENSING: 4 2%

PINCHER CREEK : BYLAW : # 1574-06 NUISANCES / UNTIDY / UNSIGHTLY: 51 21%

PINCHER CREEK : BYLAW : PROBLEM WILDLIFE: 66 27%

PINCHER CREEK : BYLAW : PUBLIC SERVICE: 3 1%

PINCHER CREEK : LOST AND FOUND: 2 1%

PINCHER CREEK : PROVINCIAL: 1 0%

PINCHER CREEK : PROVINCIAL : GAMING AND LIQUOR ACT: 1 0%

PINCHER CREEK : PROVINCIAL : TRAFFIC SAFETY ACT: 25 10%

PINCHER CREEK : PROVINCIAL : TRAFFIC SAFETY ACT : USE OF HWY AND THE RULES OF THE ROAD REGULATION: 3 1%

Grand Total: 100.00% Total # of Incident Types Reported: 247

A review of the Third quarter of 2014 for the Pincher Creek Bylaw Department.

So far this fall has been very busy. The transition of our new Bylaw/Community Peace Officer continues smoothly. The formal training for CPO John Herasemluk is near completion.

We are maintaining our partnership with First Student Bus Lines in an effort to curtail offences committed by motorists against school busses. I am happy to report we have not prosecuted any related charges for driving offences in school zones thus far. It is hoped that this is an indicator that our efforts in creating awareness with our motoring public are being appreciated by same.

Foot patrols continue to be conducted. This allows us the opportunity to familiarize ourselves with and keep a roving eye on our homeless clients whom we have good rapport with.

We continue to support the contracted Animal Control Officer and provide the required guidance. Animal Control continues to produce monthly reports with respect to her activities.

We continue to maintain a partnership with Environment and Sustainable Resource Development and continue to liaise with them from time to time. It has been a busy Spring/Summer so far with skunks and other nuisance wild life and as such they are great partners as we tend to help each other. Also, of interest are the increased bear sightings in Town. This office is cognisant of an apparent increase in the deer population.

Bylaw Services continues to make patrols in an effort to mitigate the abuse of disabled person parking stalls. This effort is seeing results as we are seeing fewer infractions now. The hospital parking was one of our main problem areas.

Bylaw Services Traffic Sentry has been used in different areas of Town and continues to be an effective tool to create awareness for drivers. The Sentry reads the speed of motor vehicles and displays same. It has been utilized in problem areas where perceived speed of vehicles appears excessive. The sentry also creates awareness in new speed zones and is used in conjunction with radar patrols.

Although we believe that education (not prosecution) is the answer to the Town driving woes, we have laid charges. To date we have laid thirty six (36) charges typically for speeding, stop sign and parking infractions. We continue to follow the Alberta Traffic Safety Plan Calendar with respect to enforcement. The Alberta Traffic Safety Plan Calendar is provided by the Solicitor General Office and is intended to streamline enforcement agencies.

We continue to liaise with the RCMP who are very supportive to the Town and are very forthcoming when their assistance is requested.

Control of dangerous trees has taken a large part of this department's time this quarter. We identify problem trees either during patrols or by complaint. We then utilize the services of an arborist where it is unclear of what action should be taken. Our urban forest is very important for many reasons. The early heavy snowfalls in the last two months caused massive damage to hundreds of trees. In some places streets were impassable. Complementing the efforts of Public Works were many hours of volunteer work donated by this department as well as the Pincher Creek Fire Department. A spot east of the Fire Department was utilized as a common area for the dumping of tree branches. From there they were either mulched or hauled away. Thanks to all who participated in completing this monumental task.

Bylaw Services is overseeing the control of regulated weeds in Town. Trouble areas are identified and action is taken to reduce the infestation. Hand pulling as well as chemical spray by certified persons has been utilized. We are working with a consulting company for a strategy specific to the Town of Pincher Creek. This past summer saw more control of our blue weeds in the industrial area.

The effort to evolve in a proactive fashion and be service oriented will continue. Our office policy of eliciting feedback from our citizens with respect to our performance from their perspective will ensure a model of self evolution directed at bettering service delivery. This office supports the core values as set out by the Town of Pincher Creek.

We would also like to thank all the management, staff and Council for your support throughout the year. As we interact with you during our day to day functions we are reminded of how fortunate we are to be a part of this administration. The professionalism and dedication displayed towards each other is second to none.

Should there be any questions with respect to this report please feel free to contact Bylaw Services at your convenience. I have attached statistics with respect to our complaints for your attention.

Gordon B Pitt
John Herasemluk
Pincher Creek Municipal Enforcement