



**TOWN OF PINCHER CREEK COUNCIL
MEETING AGENDA
Monday, October 23, 2023 at 6:00 p.m.
Council Chambers, Town Hall
Zoom Link**

1. Call to Order

2. Scheduled Public Hearing

3. Agenda Approval

4. Scheduled Delegations

5. Adoption of Minutes

- 5.1 Minutes of the Committee of the Whole held on October 4, 2023 (Page 2)
- 5.2 Minutes of the Special Meeting of Council held on October 5, 2023 (Page 9)
- 5.3 Minutes of the Regular Meeting of Council held on October 10, 2023 (Page 12)

6. Business Arising from the Minutes

- 6.1 Presentation of Climate Resiliency and Adaptation Plan at COP 28 (Page 16)
- 6.2 Pincher Creek Golf Course Funding Request (Page 18)
- 6.3 2024 Franchise Fee – APEX (Page 22)
- 6.4 2024 Franchise Fee – FortisAlberta (Page 27)

7. Bylaws

8. New Business

- 8.1 WTP Pump Replacement Project Award (Page 38)
- 8.2 MD Pincher Creek – Pincher Creek Emergency Services Commission Letter (Page 43)
- 8.3 Application for Municipal Library Board (Page 48)
- 8.4 Kootenai Brown's Spooky Town (Page 51)

9. Council Reports

- 9.1 Upcoming Committee Meetings and Events

10. Administration

- 10.1 Council Information Distribution List (Page 55)

11. Closed Session Discussion

- 11.1 Land Transfer – Roll #8600600 - FOIP s. 24
- 11.2 Letter of Intent to Purchase Roll #0170400 - FOIP s. 16
- 11.3 Offer to Purchase Roll #08603600, 08603800 & 08604000 - FOIP s.16 & 24
- 11.4 Eco-Centre Contract Extension Request FOIP s.27
- 11.5 Administration Transition (No RFD) - FOIP s. 24

12. Notice of Motion

13. Adjournment

The next Regular Council Meeting is scheduled for November 14, 2023 AT 6:00 p.m.



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
October 4, 2023 – 8:30 AM
962 St. John Avenue
In Person & Virtually

ATTENDANCE:

Mayor: D. Anderberg

Councillors: M. Barber, S. Nodge, G. Cleland, D. Green, and W. Oliver

With Regrets: B. Wright

Staff: A. Lucas, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; K. Green, Executive Assistant; A. Levair, Director of Operations; A. Grose, Recreation Manager; A. Maund, Bylaw Officer; and L. Goss, Legislative Services Manager

1. **CALL TO ORDER**

Mayor Anderberg called the meeting to order at 8:30 am.

2. **AGENDA APPROVAL**

GREEN:

That the Committee of the Whole for the Town of Pincher Creek agrees to add 8.5 Holiday Train and 9.5 Property Purchase Proposal to the October 4, 2023 Committee of the Whole Agenda.

CARRIED COTW 2023-154

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek accepts the October 4, 2023 Committee of the Whole Agenda as amended.

CARRIED COTW 2023-155

3. **DELEGATIONS**

3.1 Years of Service - Margaret Fisher

3.2 Bylaw Officer Introduction

A. Maund left meeting at 8:40am

4. COMMITTEE REPORTS

BARBER: Sept 6 – Committee of the Whole
Sept 7 – Joint Council Meeting
Sept 11 – PCCELC AGM & Regular Council
Sept 12 – Special Council Meeting
Sept 19 – Joint Council – Grant Funding
Sept 25 – Regular Council Meeting
Sept 25 – 29 AUMA

CLELAND: Sept 6 – Committee of the Whole
Sept 7 – Joint Council Meeting

GREEN: Sept 6 – Committee of the Whole
Sept 6 – Joint Funding
Sept 7 – Joint Council Meeting
Sept 11 – Huddlestun Seniors Executive Meeting
Sept 11 - PCCELC AGM & Regular Council Meeting
Sept 12 – Special Council Meeting
Sept 18 – PCCELC Board Meeting
Sept 19 – Joint Council – Grant Funding Meeting
Sept 20 – Pincher Creek Foundation Board Meeting
Sept 25 – Regular Council Meeting
Sept 25 – 29 AUMA

OLIVER: Sept 6 – Committee of the Whole
Sept 11 – PCCELC AGM & Regular Council
Sept 12 – Special Council Meeting
Sept 19 – Joint Council – Grant Funding
Sept 20 – MDSA
Sept 25 – Regular Council Meeting

WRIGHT: Sept 6 – Joint Funding
Sept 7 – Joint Council Meeting
Sept 11 – PCCELC AGM & Regular Council
Sept 12 – Special Council Meeting
Sept 14 - PCREMO
Sept 19 – Joint Council – Grant Funding
Sept 20 – MDSA
Sept 25 – Regular Council Meeting
Sept 25 – 29 AUMA

S. Nodge joined meeting at 8:55 am

NODGE: Sept 6 – Committee of the Whole

Sept 6 – Joint Funding
Sept 7 – Joint Council Meeting

Sept 11 – PCCELC AGM & Regular Council
Sept 12 – Special Council Meeting
Sept 14 - PCREMO
Sept 19 – Joint Council – Grant Funding
Sept 20 – MDSA
Sept 25 – Regular Council Meeting

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek accept the committee reports as presented.

CARRIED COTW 2023-156

5. ADMINISTRATION

5.1 Recreation Programmer Quarterly Report April - June 2023

BARBER:

That the Committee of the Whole for the Town of Pincher Creek accepts the Recreation Programmer Quarterly Report April - June 2023 report as information with thanks.

CARRIED COTW 2023-157

5.2 Recreation Programmer Quarterly Report July - August 2023

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek accepts the Recreation Programmer Quarterly Report July - August 2023 report as information with thanks.

CARRIED COTW 2023-158

5.3 Community Services Quarterly Report January - March 2023

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek accepts the Community Services Quarterly Report January - March 2023 report as information with thanks.

CARRIED COTW 2023-159

5.4 Parks Quarterly Report April - June 2023

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek accepts the Parks Quarterly Report April - June 2023 report as information with thanks.

CARRIED COTW 2023-160

5.5 Parks Quarterly Report July- September 2023

GREEN:

That the Committee of the Whole for the Town of Pincher Creek accepts the Parks Quarterly Report July- September 2023 report as information with thanks.

CARRIED COTW 2023-161

6. BUSINESS ARISING FROM THE MINUTES

7. POLICY

7.1 Public Participation Policy 166-23

That the Committee of the Whole for the Town of Pincher Creek direct administration to prepare Public Participation Policy 166-23 for Council consideration.

CARRIED COTW 2023-162

8. New Business

8.1 Presenting the Climate Resiliency and Adaptation Plan at COP 28 in Abu Dhabi

:

NODGE:

That the Committee of the Whole for the Town of Pincher Creek support the presentation of the Climate Resiliency and Adaptation plan at the Canada Pavilion in Abu Dhabi for COP 28 in December 2023.

CARRIED COTW 2023-164

NODGE:

That the Committee of the Whole for the Town of Pincher Creek agree to approve up to \$1750 from the Municipal Income Stabilization Reserve for travel costs of the Municipal Energy Lead on the acceptance of the Climate Resiliency and Adaptation plan at the Canada Pavilion.

CARRIED COTW 2023-165

A. Levair left meeting at 9:44 am

8.2 Council Committees Review and Discussion

OLIVER

That the Committee of the Whole for the Town of Pincher Creek accept as information ahead of the Organizational meeting in October 2023.

CARRIED COTW 2023-166

L. Goss left meeting at 10:04 am

Mayor Anderberg called a recess at 10:04 am

Mayor Anderberg called the meeting back to order at 10:17 am

8.3 2024 Public Open House Dates

CLELAND:

That the Committee of the Whole for the Town of Pincher agree to the following dates for the two Public Open House sessions for 2024; February 28, and June 12, and provide Administration with the following topics to consider and undertake further research on for the two Public Open House sessions.

CARRIED COTW 2023-167

8.4 Schedule of Special Council Meetings for discussion of 2024 Operating and Capital Budget

CLELAND:

That the Committee of the Whole for the Town of Pincher approve the attached list of Special Council Meetings for 2024 Operating and Capital Budget Discussions.

CARRIED COTW 2023-168

8.5 Holiday Train

9. Closed Session

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek agree to move into a closed session of Council on Wednesday, October 4, 2023 at 11:05 am in accordance with section 23 of the Freedom of Information and Protection of Privacy Act with the Chief Administrative Officer; Director of Finance & Human Resources; and Executive Assistant and in attendance.

CARRIED COTW 2023-169

GREEN:

That the Committee of the Whole for the Town of Pincher Creek to move out of a closed session of Council on Wednesday, October 4, 2023 at 12:10 pm.

CARRIED COTW 2023-170

9.1 PC Remo Budge - FOIP s. 24

GREEN:

That the Committee of the Whole for the Town of Pincher Creek agree to include the Deputy DEMs' time in the budget as these positions may need to be filled by people other than employees of the respective municipalities.

CARRIED COTW 2023-171

A. Levair joined meeting at 11:15 am

9.2 Land Acquisition - FOIP s. 23

NODGE:

That the Committee of the Whole for the Town of Pincher Creek direct administration to enter into negotiations with the landowner for potential acquisition of the discussed property

CARRIED COTW 2023-172

A. Levair left meeting at 11:37 am

9.3 Arena Concession Operator Proposals- FOIP s. 16

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek administration to bring back the arena concession proposals to the October 10th, 2023 regular meeting of Council for decision.

CARRIED COTW 2023-173

C. Catonio left meeting at 11:40 am

A. Grose left meeting at 11:43 am

9.4 Proposed Changes to the Town's Organizational Chart- FOIP s. 24

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek accept for information the proposed changes to the Town's Organizational Chart which includes adding new staff positions in 2024.

CARRIED COTW 2023-174

9.5 Property Purchase Proposal - FOIP s. 16

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek receive the property purchase proposal update as information.

CARRIED COTW 2023-175

10. Adjournment

OLIVER:

That this session of Committee of the Whole be adjourned at 12:13 pm.

CARRIED COTW 2023-176

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 23rd DAY OF OCTOBER 2023**

Mayor, D. Anderberg

CAO, A. Lucas

DRAFT



**SPECIAL COUNCIL MEETING
Bloom Strategic Planning
Held on October 5, 2023
Commencing at 8:00 a.m.**

IN ATTENDANCE:

Mayor: D. Anderberg

Councillors: M. Barber, B. Wright, D. Green, G. Cleland,
W. Oliver, and S. Nodge

Staff: A. Lucas, Chief Administrative Officer, and
W. Catonio, Director of Finance and Human
Resources.

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 8:56 am.

2. AGENDA APPROVAL

CLELAND:

That Council for the Town of Pincher Creek approve the October 5, 2023 Special Council Meeting Agenda as presented.

CARRIED 23-447

3. CLOSED SESSION

OLIVER:

That Council for the Town of Pincher Creek agree to move into closed session of Council on October 5, 2023 at 8:57 am in accordance with section 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative and Director of Finance and Human Resources in attendance.

CARRIED 23-448

BARBER:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on October 5, 2023 at 3:20 pm in accordance with section 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-449

3.1 Bloom - FOIP s 24

BARBER:

That Council for the Town of Pincher Creek determine the capital capacity of the Town's water and wastewater infrastructure that would be needed to support the development of increased residential and commercial growth to enable the Town to increase its population up to 5000 and 10,000 residents.

CARRIED 23-450

**4. ADJOURNMENT
BARBER:**

That this meeting of Council on October 5, 2023 be hereby adjourned at 3:30 pm

CARRIED 23-451

*Special Council Meeting
October 5, 2023*

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 23rd DAY OF OCTOBER 2023 S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY OCTOBER 23, 2023 AT 6:00 P.M.**

**Regular Council Meeting
October 10, 2023**



REGULAR MEETING OF COUNCIL
Held on Tuesday October 10, 2023
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

Councillors: M. Barber, D. Green, W. Oliver, S. Nodge,
and B. Wright

With Regrets: G. Cleland

Staff: A. Lucas, Chief Administrative Officer; K.
Green, Executive Assistant; W. Catonio,
Director of Finance and Human Resources;
and L. Goss, Legislative Services Manager

1. CALL TO ORDER

Councillor Nodge called the meeting to order at 6:00 pm.

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

GREEN:

That Council for the Town of Pincher Creek agrees to add item 8.2 Citizen Request (Non-Computer) Response and Follow up to the October 10, 2023 Regular Council meeting agenda.

CARRIED 23-452

CLELAND:

That Council for the Town of Pincher Creek approves the October 10, 2023 Regular Council meeting agenda as amended.

CARRIED 23-453

Councillor Oliver Recused himself for conflict of interest at 6:07 pm

4. DELEGATIONS

4.1 Mike Peters - Sunrise Solar Project

Councillor Oliver returned to meeting at 6:43 pm

5. ADOPTION OF MINUTES

5.1 Minutes of the Regular Meeting of Council held on September 25, 2023

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting of Council held on September 25, 2023 as presented.

CARRIED 23-454

Regular Council Meeting
October 10, 2023

6. BUSINESS ARISING FROM THE MINUTES

6.1 2024 Joint Funding and Joint Budget Amounts

NODGE:

That Council for the Town of Pincher Creek approve the 2024 Joint Budget amount at 50% with the Municipal District of Pincher Creek, the Town's portion is \$219,127.50;

Further that Council for the Town of Pincher Creek agrees to fund the following organizations through the 2024 Joint Budget process:

Southwest Alberta Sustainability Community Initiative (SASCI) - \$80,000

Southwest Alberta Regional Search and Rescue Society - \$22,255

Pincher Creek Humane Society - \$36,000

Pincher Creek and District Municipal Library - \$250,000

Pincher Creek and District Historical Society (Kootenai Brown) - \$25,000

Oldman River Antique Equipment & Threshing (Heritage Acres) - \$25,000

CARRIED 23-455

NODGE:

That Council for the Town of Pincher Creek approve the 2024 per capita funding, for Joint Funding, at \$19.38, the Town's portion will be \$70,201.98.

CARRIED 23-456

NODGE:

That Council for the Town of Pincher Creek agree to fund the organizations through Joint Funding for 2024 as per the attached schedule.

CARRIED 23-457

7. BYLAWS

8. NEW BUSINESS

8.1 2023 Budget Adjustment - Consultant for Asset Retirement Obligation

OLIVER:

That Council for the Town of Pincher Creek approve a 2023 budget adjustment of \$49,484 to engage a consultant to assist administration in meeting the PSAB 3280 requirement of recognizing the Town of Pincher Creek's Asset Retirement Obligation in the 2023 audited financial statements; and further that this amount be funded from the Municipal Income Stabilization Reserve if required.

CARRIED 23-458

8.2 Citizen Request (Non-Computer) Response and Follow up

9. COUNCIL REPORTS

9.1 Upcoming Committee Meetings and Events

WRIGHT:

That Council for the Town of Pincher Creek accept the Upcoming Committee Meetings and Events as information.

CARRIED 23-459

Regular Council Meeting
October 10, 2023

10. ADMINISTRATION

10.1 Council Information Distribution List

OLIVER:

That Council for the Town of Pincher Creek accepts the October 10, 2023 Council Information Distribution List as information.

CARRIED 23-460

Mayor Anderberg called a recess at 7:16 pm

Mayor Anderberg called the meeting back to order at 7:25 pm

11. CLOSED MEETING DISCUSSION

CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Tuesday October 10, 2023 at 7:25 pm in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant and Director of Finance and Human Resources in attendance.

CARRIED 23-461

BARBER:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Tuesday October 10, 2023 at 6:53 pm in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-462

11.1 Revised Recreation Agreement - FOIP s. 21

WRIGHT:

That Council for the Town of Pincher Creek accept the revised Recreation Agreement as provided by the Municipal District of Pincher Creek.

CARRIED 23-463

11.2 Arena Concession Agreement - FOIP s. 16

GREEN:

That Council for the Town of Pincher Creek direct administration to enter into an agreement with the Sweet tea Cafe Express to operate the MCC Arena Concession for a three-year term from 2023-2026.

CARRIED 23-464

11.3 Administration Transition - FOIP s.24

GREEN:

That Council for the Town of Pincher Creek accept the Administration Transition Update as information.

CARRIED 23-465

12. NOTICE OF MOTION

ANDERBERG:

Moves that the Pincher Creek Golf Club be reimbursed for irrigation equipment expenses incurred in 2023 for to be funded from the golf course reserve for invoice 1019929-00

**Regular Council Meeting
October 10, 2023**

for \$8715.00 GST included and invoice 1020324-00 for \$6658.80 GST included for a total of \$15,373.80.

Mayor Anderberg requests that this motion be added to the Town Council Agenda of October 23, 2023 for decision.

13. ADJOURNMENT

CLELAND:

That this meeting of Council on October 10, 2023 be hereby adjourned at 8:00 pm.

CARRIED 23-466

MAYOR, D. Anderberg

CAO, A. Lucas

APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 23rd DAY OF OCTOBER 2023 S E A L

NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY OCTOBER 23, 2023 AT 6:00 P.M.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: COP28 Climate Presentation Update	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 10/23/2023

PURPOSE:

To inform the Council for the Town of Pincher Creek that the proposal to present the Climate Resiliency and Adaptation Plan at the Canadian Pavilion for COP 28 was ultimately not approved.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the COP28 Climate Presentation Update as information.

BACKGROUND/HISTORY:

Alberta Municipalities proposed the Climate Resiliency and Adaptation Plan that was developed in partnership with the Town and MD of Pincher Creek as well as the Piikani Nation, be presented at the Canadian Pavilion for COP 28 in Abu Dhabi in December 2023.

The Council for the Town of Pincher Creek approved the presentation of the plan at the October 4th Committee of the Whole Meeting. After that meeting, the Town received notification that the presentation was not approved for the Canadian Pavilion. As such, no representative will be attending COP28 on behalf of the Town, and therefore no travel costs will be incurred.

ALTERNATIVES:

N/A

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

While travel funding was previously approved, it was contingent on approval of the Climate Resiliency Presentation being approved for COP28. As the presentation was not approved, no costs will be incurred to send a delegate to COP 28.

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports accepting the COP28 update as information.

Signatures:

Department Head:

A handwritten signature in black ink, appearing to read "A. Lerari".

CAO:

A handwritten signature in black ink, appearing to read "Angie Lucas".



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Pincher Creek Golf Course Funding Request	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 10/23/2023

PURPOSE:

To address the Mayor's Notice of Motion made at the Oct 10, 2023 Council meeting regarding the letter he received from the Pincher Creek Golf Course requesting payment of the invoices for the golf course irrigation equipment.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to pay invoice #1019929-00 for \$8,715.00 and invoice #1020324-00 for \$6,658.80 for irrigation equipment at the Pincher Creek Golf Course with the funds to come from the Golf Course Irrigation Reserve account number 7221004761.

BACKGROUND/HISTORY:

Beginning in 2021, Council has been transferring \$150,000 per year from the Capital Investment Fund Reserve to a Golf Course Irrigation reserve for the purpose of replacing the irrigation system. In 2022, \$9,098 was paid for Golf Course Irrigation upgrades. The current balance in the Golf Course Irrigation Reserve account number 7221004761 is \$440,902.00.

The Pincher Creek Golf Course has requested the Town pay invoices 1019929-00 & 1020324-00 for a total of \$15,373.80 for irrigation equipment.

ALTERNATIVES:

accept as information

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

NA

FINANCIAL IMPLICATIONS:

Invoices 1019929-00 & 1020324-00 for a total of \$15,373.80.

PUBLIC RELATIONS IMPLICATIONS:

The Pincher Creek Golf Course is a valuable asset to the Town to be used by Town and MD residents for their recreation enjoyment.

ATTACHMENTS:

20231011131857660 - 3277

CONCLUSION/SUMMARY:

To address the letter from the Pincher Creek Golf Course regarding the invoices for golf course irrigation equipment.

Signatures:

Department Head:

Wendy Catonio

CAO:

Angie Lucas

NOTICE OF MOTION

10 OCTOBER 2023

MAYOR DON ANDERBERG MOVES THAT THE PINCHER CREEK GOLF CLUB BE REIMBURSED FOR IRRIGATION EQUIPMENT EXPENSES INCURRED IN 2023 TO BE FUNDED FROM THE GOLF COURSE RESERVE.

INVOICE 1019929-00 OAK CREEK GOLF AND TURF 8,715.00 GST INCLUDED

INVOICE 1020324-00 OAK CREEK GOLF AND TURF 6,658.80 GST INCLUDED

TOTAL 15,373.80

MAYOR ANDERBERG REQUESTS THAT THIS MOTION BE ADDED TO THE TOWN COUNCIL AGENDA OF OCTOBER 23, 2023 FOR DECISION.



Pincher Creek Golf Club
Box 2397
Pincher Creek, AB
T0K 1W0
403-627-2126

To the Town of Pincher Creek please find enclosed the bills for the irrigation equipment we have had to purchase this season. This is to be reimbursed to the course as per our agreement with the Town of Pincher Creek.

Thank you,

A handwritten signature in black ink, appearing to read "Charles Clymer". The signature is fluid and cursive.

Charles Clymer (Treasurer)



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: 2024 Franchise Fees - APEX Utilities	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 9/25/2023

PURPOSE:

For Council to discuss increasing franchise fees for 2024

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to increase the Natural Gas Distribution Franchise Fee percentage for the year 2024 to _____ %.

BACKGROUND/HISTORY:

Council reviews the Gas Distribution Franchise Fee percentage annually. Below is the history of franchise fees received.

Actual Franchise Fee 2014	\$286,790.85 (20%)
Actual Franchise Fee 2015	\$342,903.07 (25%)
Actual Franchise Fee 2016	\$389,362.53 (25%)
Actual Franchise Fee 2017	\$406,234.55 (25%)
Actual Franchise Fee 2018	\$435,326.39 (25%)
Actual Franchise Fee 2019	\$476,091.87 (25%)
Actual Franchise Fee 2020	\$490,833.79 (25%)
Actual Franchise Fee 2021	\$487,541.81 (25%)
Actual Franchise Fee 2022	\$514,076.01 (25%)
Estimated Franchise Fee 2021	\$524,403.63 (25%)
Estimated Franchise Fee 2022	\$534,980.97 (25%)
Estimated Franchise Fee 2023	\$626,370.00 (25%)
Estimated Franchise Fee 2024	\$608,109.56 (25%)

Historically, the estimated Delivery Revenues have been higher than actual resulting in lower franchise fees then estimated.

Council for the Town of Pincher Creek has not increased the Franchise Fee percentage since 2014.

The maximum Gas Distribution Franchise Fee that a municipality can charge is 35%. A new 10 year Natural Gas Distribution Franchise Agreement became effective on September 1, 2015.

Franchise fees are paid by all property owners even those that are exempt from paying property taxes.

Increasing the Natural Gas Distribution Franchise Fee by 1% will increase revenue for the Town of Pincher Creek by \$20,561.30 based on 2022 actuals.

ALTERNATIVES:

That Council for the Town of Pincher Creek agree that the Natural Gas Distribution Franchise Fee percentage remain unchanged at 25% for 2024.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Franchise Fees are another form of revenue for Municipalities. This fee is collected by APEX Utilities on behalf of the Town of Pincher Creek as a charge to access municipal land to construct, maintain and operate a gas distribution system to service its residents.

Franchise fees are an additional revenue stream applicable to all residents including organizations that are exempt from paying property taxes.

FINANCIAL IMPLICATIONS:

The Town of Pincher Creek's Franchise Fee Revenue continues to increase due to increased demand from new growth and increases in APEX fees. Based on the actual Total Delivery Revenues of \$2,056,130 for 2022 a 1% increase in the Franchise Fee will result in an additional \$20,561 of Franchise Fee Revenue for the Town of Pincher Creek.

PUBLIC RELATIONS IMPLICATIONS:

If Council decides to increase the Franchise Fee percentage, this increase must be advertised to Pincher Creek residents. This fee is viewed as another form of taxation by some municipal residents. An increase in this fee should be justified as to how the additional revenues will be utilized.

ATTACHMENTS:

2023 Franchise Fees Calculations for 2024 - 3252
APEX Utilities Franchise Fees - 3252

CONCLUSION/SUMMARY:

Administration supports Council increasing the Franchise Fee percentage to fund increasing costs to operate the municipality.

Signatures:

Department Head:

Wendy Catonio

CAO:

Angie Lucas

**FRANCHISE FEE 2024
REVENUE ANALYSIS**

2:29 PM
9/15/2023

YEAR	TOTAL DELIVERY REVENUES	FRANCHISE FEE %	FRANCHISE FEES	1% INCREASE	MAXIMUM 35%
APEX					
2022	2,056,129.72	25%	514,032.43	20,561.30	205,612.97
					MAXIMUM
	ESTIMATED				20%
FORTIS	REVENUES				
2023	3,047,783.00	13%	396,211.79	30,477.83	213,344.81
MUNICIPAL					
TAXES					
2023	4,952,263.86			49,522.64	

August 29, 2023

Mayor Don Anderberg and Council
Town of Pincher Creek
PO Box 159
Pincher Creek, AB T0K 1W0

Dear Mayor Anderberg and Council,

Re: TOTAL REVENUES DERIVED FROM DELIVERY TARIFF

As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement currently in effect between the Town of Pincher Creek and Apex Utilities Inc., this correspondence serves to fulfill the Company's obligation to provide the Municipality with the following information:

1. The total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and
2. An estimate of total revenues to be derived from the Delivery Tariff with the Municipal Area for the next calendar year.

This is provided to assist the Town with its budgeting process and to determine whether a percentage change to the current franchise fee is necessary for the next calendar year. If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee to be charged by November 15, 2023. Failing notification, the current franchise fee percentage of **25.0%** will remain unchanged.

	2022 Actuals	2024 Estimates
Delivery Revenues (Rate 1, 11, 2 & 12)	\$2,056,129.72	\$2,432,438.24
Delivery Revenues (Rate 3 & 13)	\$0.00	\$0.00
Total Delivery Revenues	<u>\$2,056,129.72</u>	<u>\$2,432,438.24</u>
2022 Actual Franchise	<u>\$514,076.01</u>	
2024 Estimated Franchise Fee		<u>\$608,109.56</u>

If you have any questions regarding this process or about the information provided, please contact me directly at (780) 980-7305 or via email at irichelh@apexutilities.ca. I look forward to hearing from you.

Sincerely,

Apex Utilities Inc.



Irv Richelhoff
Supervisor Business Development



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: FortisAlberta Franchise Fee 2024	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 9/25/2023

PURPOSE:

Pursuant to Section 5 of the Electric Distribution System Franchise Agreement, the Town of Pincher Creek has the option to adjust the franchise fee percentage annually upon written notice to FortisAlberta.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree that the Electric Distribution Franchise Fee percentage for the year 2024 be increased to _____%.

BACKGROUND/HISTORY:

FortisAlberta has not provided the annual information as they are waiting for information from the Alberta Utilities Commission.

However, Administration wanted to provide last years information so Council could discuss whether or not they want to increase the Franchise Fee to assist in funding increasing municipal costs.

Attached is a list of all FortisAlberta Municipalities Franchise Fee percentages as of April 1, 2023.

The council reviews the Electric Distribution Franchise Fee percentage annually. Below is the history of franchise fees received.

Actual Franchise Fee 2014	\$175,035.00 (8%)
Actual Franchise Fee 2015	\$297,617.00 (13%)
Actual Franchise Fee 2016	\$308,003.00 (13%)
Actual Franchise Fee 2017	\$325,046.73 (13%)
Actual Franchise Fee 2018	\$335,543.47 (13%)
Actual Franchise Fee 2019	\$349,041.44 (13%)
Actual Franchise Fee 2020	\$346,850.62 (13%)
Actual Franchise Fee 2021	\$367,927.33 (13%)
Estimated Franchise Fee 2022	\$393,622.00 (13%)

Estimated Franchise Fee 2023 \$396,212.00 (13%)
Estimated Franchise Fee 2023 \$457,167.00 (15%)

An increase of 1% will result in \$30,478 in additional franchise fee revenue based on the estimated 2023 revenues.

The maximum Electric Distribution Franchise Fee that the Town can charge is 20% which was determined by council during negotiations of the FortisAlberta franchise agreement.

Franchise fees are an additional revenue which is applicable to all organizations even those which are exempt from paying property taxes.

ALTERNATIVES:

That Council for the Town of Pincher Creek that the Electric Distribution Franchise Fee for the year 2024 remain unchanged at 13%.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Franchise Fees are another form of revenue for Municipalities. This fee is collected by Fortis on behalf of the Town of Pincher Creek as a charge to access municipal land to construct, maintain and operate an electric distribution system to service its residents.

FINANCIAL IMPLICATIONS:

Franchise fees are increasing every year due to increase in demand and the rate increases FortisAlberta requests. Total FortisAlberta estimated revenues for 2023 are estimated to be \$3,047,783 so a 1% increase in the Franchise fee % will increase Franchise Fee revenue for the Town of Pincher Creek by \$30,478.

PUBLIC RELATIONS IMPLICATIONS:

If Council decides to increase the Franchise Fee percentage, this increase must be advertised to Pincher Creek residents. This fee is viewed as another form of taxation by some municipal residents. An increase in this fee should be justified as to how the additional revenues will be utilized.

ATTACHMENTS:

2023 Franchise Fees Calculations for 2024 - 3256
Municipal Franchise Fee Rider - 3256

CONCLUSION/SUMMARY:

Administration supports Council increasing the FortisAlberta Franchise Fee to fund increasing municipal costs.

Signatures:

Department Head:

Wendy Catonio

CAO:

Angie Lucas

**FRANCHISE FEE 2024
REVENUE ANALYSIS**

2:29 PM
9/15/2023

YEAR	TOTAL DELIVERY REVENUES	FRANCHISE FEE %	FRANCHISE FEES	1% INCREASE	MAXIMUM 35%
APEX 2022	2,056,129.72	25%	514,032.43	20,561.30	205,612.97
					MAXIMUM 20%
FORTIS 2023	3,047,783.00	13%	396,211.79	30,477.83	213,344.81
MUNICIPAL TAXES 2023	4,952,263.86			49,522.64	

Finance

From: Cao
Sent: Wednesday, September 27, 2023 3:48 PM
To: Finance
Subject: FW: FortisAlberta Franchise Fee Documents/Changes - Pincher Creek
Attachments: FortisAlberta Municipal Franchise Letter.pdf; 2023-2024 Franchise Calculator - Pincher Creek.xlsx; Franchise Fee Advisement Template.docx; Municipal Franchise Fees (July 2023).pdf; Franchise Fee Advisement Notification - Please Return via Email by November 1.doc

FYI.....you probably already have all this information.

Angie



Angie Lucas MEdes., RPP, MCIP
CAO

email: cao@pinchercreek.ca

phone: (403) 627-3156

Town of Pincher Creek, 962 St. John Ave (Box 159) Pincher Creek, AB T0K1W0

www.pinchercreek.ca

From: Kelsey Nixon <kelsey.nixon@fortisalberta.com> **On Behalf Of** Stakeholder Relations Team
Sent: Wednesday, September 27, 2023 2:43 PM
To: Cao <cao@pinchercreek.ca>
Cc: Cody Webster <cody.webster@fortisalberta.com>
Subject: FortisAlberta Franchise Fee Documents/Changes - Pincher Creek

Good afternoon:

RE: Request Confirmation of Electric Distribution Franchise Fee for 2024

Please see the important information letter attached regarding the 2024 Franchise Agreement Fee Calculators and Confirmation of Information (Critical Information).

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2024.

1. **Review** the attached letter, Franchise Fee Calculator, and present the recommendations to Council.
2. If Council is proposing an **increase or decrease to your franchise fee**, a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks.** (Please use the sample advertisement that is attached).
3. If **increasing** your franchise fee, it must stay within the current **Franchise Fee Cap of 20%.**

4. **By November 1st, 2023**, please **email** clear copies of the following documentation to stakeholderrelations@fortisalberta.com.

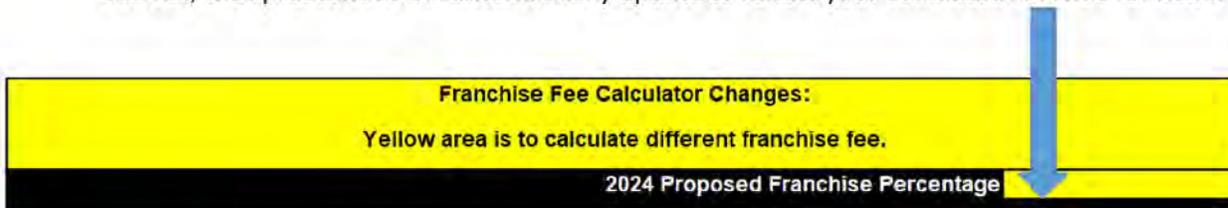
INCLUDE:

- ✓ Copies of **both** advertisements.
 - ✓ **Publication dates** for both advertisements.
 - ✓ Name & location of newspaper.
5. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in **effect April 1, 2024**.
 6. If Council decides to keep the current franchise fee you do not have to advertise, however, please notify us via email of this decision at stakeholderrelations@fortisalberta.com.

TIPS FOR USING THE FRANCHISE CALCULATOR

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the **estimated** revenue forecast from your Franchise Fee.

- ☐ On the first tab: **Financial Impacts**, you can change the Franchise Fee percentage (**yellow cell**). By changing this **cell**, the spreadsheet will automatically update to reflect your estimated revenue for 2024.



- ☐ On the second tab: Residential Bill Impacts, you can **view the impact to an Average Residential Bill Impact on the second tab by changing cell F21 & F39**. (You will need this information for your advertisement if you are changing your current fee)
- ☐ **On the third tab:** January 2021 to June 2023 you can see how much revenue your municipality has collected over the last two and a half years.

If you have any questions or concerns, please contact your Stakeholder Relations Manager.

Thank you,



We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.

September 26, 2023

RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

2024 Franchise Fee Calculator

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

Request - Confirmation of Franchise Fee

Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage.** Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

StakeholderRelations@FortisAlberta.com to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

Media Coverage on Franchise Fees

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

Microgeneration Update

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: WTP Pump Replacement Project Award	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 10/23/2023

PURPOSE:

To present to Council the award of the contract for Water Treatment Plant Pump Replacements.

RECOMMENDATION:

That Council for the Town of Pincher Creek increase the budget for the Water Treatment Plant Pump Replacements from \$250,000 to \$360,000 to be funded via Utilities Reserve; and

That Council for the Town of Pincher Creek award the Water Treatment Plant Pump Replacements project to Southern Rewind Inc. for a total of \$311,803.59 (excluding GST and Contingency).

BACKGROUND/HISTORY:

As part of the original 2023 Capital Budget, administration requested and was approved for a combined project of water and sewer upgrades on Canyon Drive.

During the design phase it was determined that it is unwise to continue with the waterline replacement portion until such time as the distribution pumps are replaced at the Water Treatment Plant. This is because the existing distribution pumps are not equipped with the ability to vary their speed (i.e. they only have 2 operating conditions: on or off). This does not allow for sufficient pressure to be maintained in other areas of the Town if the section needing replacement is taken offline. The solution proposed by both Town Operators and the engineer was to replace the distribution pumps (which are original to the plant constructed in 1991) with variable speed pumps to mitigate this issue.

At the April 11, 2023 Regular Meeting of Council, it was agreed to reallocate \$250,000 from the Canyon Drive project to the WTP Pump Upgrades, and defer the Canyon Drive Deep Utilities until after such time as the pumps were replaced.

The scope of work includes:

- Decommissioning of old, and installation of new water distribution pumps TWP-03, TWP-04, and TWP-05

- Installation of new pressure transmitter on distribution pump header
- Installation of new fluoride dosing pump
- Installation of new turbidimeter
- Installation of new pressure relief valve

The Town published the project for public bidding in September 2023 and received 5 bids, all of which came in over budget. Upon review and evaluation of all bid submissions, the recommendation of Town Administration as well as the Consultant is to award Southern Rewind Inc. which was the low bidder at \$311,803.59 (excluding GST and Contingency) and also met all criteria outlined in the Request for Proposals.

Administration is requesting a budget increase from the originally approved \$250,000 to \$360,000 to account for not only the construction contract award, but also includes the Engineering design/contract management/construction oversight, and contingency for the project.

ALTERNATIVES:

That Council for the Town of Pincher Creek request additional information.

That Council for the Town of Pincher Creek direct administration to cancel the WTP Pump Replacement Project.

That Council for the Town of Pincher Creek defer the TWTP Pump Replacement Project to 2025 Budget Deliberations.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

As part of the 2022 Infrastructure Master Plan, all equipment in the Water Treatment Plant was evaluated with recommended replacement timeframes. All pumps included in the report had a recommended replacement timeframe of 0-5 years from the time of publication.

Council is required to approve the award of the contract as per the Town's Proposal, Tendering, and Purchasing Policy which requires Council approval for any purchase over \$200,000.

FINANCIAL IMPLICATIONS:

Pump and labour costs increased more than expected between Infrastructure Master Plan budgetary estimates and public procurement. The project requires an additional \$110,000 to be completed, which would be funded through the Utilities Reserve.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

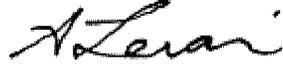
2023_WTP Pump Replacement_Recommendation_Letter - 3276

CONCLUSION/SUMMARY:

Administration supports the award of the WTP Pump Replacements Project to Southern Rewind Inc., including increasing the project budget to \$360,000.

Signatures:

Department Head:



CAO:



October 12, 2023

Our Reference: 28335

Town of Pincher Creek
 962 - St. John Ave
 Box 159, Pincher Creek, AB
 T0K 1W0

Attention: Alexa Levair, Director of Operations and Infrastructure

Dear Alexa:

Reference: Recommendation for Award – Water Treatment Plant Water Distribution Pumps Replacement

ISL Engineering and Land Services Ltd. (ISL) is pleased to provide this Recommendation to Award Letter in regard to the Town of Pincher Creek (Town) – Water Treatment Plant Water Distribution Pumps replacement project.

Five (5) quote submittals were received on October 6, 2023 for this project and evaluations of each submittal was completed by ISL.

The highest evaluated submission is Southern Rewind Inc., with a bid submission of \$327,393.77 (GST & Cash Allowance Included).

A comparison of bids is summarized in the following table.

Contractor	Quoted Price (Including Provisional Items, Cash Allowance & GST)
Southern Rewind Inc.	\$ 327,393.77
Filtrum Inc.	\$ 371,490.00
DMT Mechanical Ltd.	\$ 373,569.00
Iron Clad Mechanical Services Ltd.	\$ 395,669.40
Balzer's Canada Inc.	\$ 435,783.60

ISL completed a bid review/comparison and requested clarification from Southern Rewind's on the two items listed below;

- Southern Rewind to provide information on the brand name/manufacturer of the distribution pumps that were included in the pricing.
- Southern Rewind to provide an organizational chart that shows the team structure and who will be completing the work.

Southern Rewind responded to the letter on October 11, 2023. The responses were acceptable to ISL, we had no further concerns.



We recommend that the Town award this contract to Southern Rewind Inc. for the tendered amount of **\$327,393.77** and complete the award process as soon as possible so that the Contractor can order the pumps.

If you have any questions or require further information, please do not hesitate to contact us at your convenience.

A handwritten signature in black ink, appearing to read 'Evan Abramenko'.

Evan Abramenko, P.L. (Eng.), LEED GA
ISL Engineering and Land Services Ltd.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: MD Pincher Creek – Pincher Creek Emergency Services Commission Letter	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 10/23/2023

PURPOSE:

To review the letter from the MD of Pincher Creek dated September 29, 2023 "Pincher Creek Emergency Services" as attached.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the letter from the MD of Pincher Creek dated September 29, 2023 which states their agreement to the proposed amendments to the Pincher Creek Emergency Services Commission Funding Formula and that the Town agrees to continually review the funding formula outlined in the Membership Agreement.

BACKGROUND/HISTORY:

The letter to be reviewed has been received from the MD of Pincher Creek in response to the Town's letter to the MD, dated September 19, 2023 regarding proposed amendments to the funding formula outlined in the Membership Agreement for the Pincher Creek Emergency Services Commission.

The Town's letter was provided to the MD after the Joint Meeting between both municipalities, where proposed amendments to the funding formula for the Pincher Creek Emergency Services Commission were discussed. Both letters are attached to this RFD.

The MD has stated that they do not wish to include the Membership Agreement in the ICF Agreement. However, they agree that a thorough review and update to the Membership Agreement is necessary for clarity surrounding governance, operations, and the relationship between all parties involved.

ALTERNATIVES:

accepts the letter dated September 29th 2023 from the MD of Pincher Creek, titled "Pincher Creek Emergency Services" as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The funding formula should be continually reviewed as outlined in the Membership Agreement as this change to how the fire call pillar is calculated may increase the workload of the Administration.

FINANCIAL IMPLICATIONS:

There will be an increase in costs but it is unknown what that value is at this time.

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

2023-10-10 Town - PCESC - 3281

CONCLUSION/SUMMARY:

The MD of Pincher Creek has agreed to the Town's proposal to change how the fire call pillar is calculated and wants to make sure that the funding formula outlined in the Membership Agreement is continually reviewed. The MD does not wish to include the Membership Agreement into the ICF Agreement.

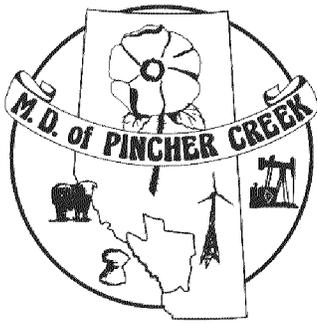
Signatures:

Department Head:



CAO:





1037 Herron Ave.
PO Box 279
Pincher Creek, AB
T0K 1W0
p. 403.627.3130
f. 403.627.5070

info@mdpincercreek.ab.ca
www.mdpincercreek.ab.ca

September 29, 2023

Mayor and Council
Town of Pincher Creek
Box 159
Pincher Creek, AB
T0K 1W0
cao@pincercreek.ca

Re: Pincher Creek Emergency Services

Dear Mayor and Council,

This letter is in response to the letter received from the Town on September 19, 2023, informing the MD of proposed amendments to the Pincher Creek Emergency Services Commission (PCESC) Funding Formula, the Membership Agreement, and the relation to the ICF Agreement.

The MD agrees to the Town's proposal to change how the fire call pillar is calculated, to reflect the cumulative time used on units to a call as determined by the 911 call sheets. We are concerned that this change simply increases the workload of the Administration. Therefore, we must ensure we continually review the funding formula as outlined in the Membership Agreement.

PCESC is in an appendix of the ICF agreement, as part of a cumulative list of areas where we collaborate. The Membership Agreement is the governing agreement. We do not wish to include the Membership Agreement in the ICF Agreement further. However, the MD agrees that a thorough review and update to the Membership Agreement is necessary for clarity surrounding governance, operations, and the relationship between all parties involved.

We trust that you understand the importance of ensuring the funding formula changes are in place for 2024.

Yours truly,

Rick Lemire
Reeve, MD of Pincher Creek No.9



Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0
403 627 3156
reception@pinchercreek.ca www.PincherCreek.ca



September 19, 2023

MD Pincher Creek
PO Box 279
Pincher Creek, AB
T0K1W0

Re: Proposed Amendments to Funding Model for the Pincher Creek Emergency Services Commission

In renegotiating the Membership Agreement (amended 2017) the Town of Pincher Creek agrees to incorporate the following changes into Schedule "D" Operating and Other Capital Funding of the Agreement:

1. We agree to move from the four pillars to three pillars.
 - a. Number of Assessed Properties and for Total Equalized Assessment to be removed.
 - b. Fire Calls
 - c. Population
2. We agree to weight each pillar at 33.3%.
3. We agree to move to a 50/50 split on the Real Property.
4. We agree to move to a 50/50 split on Other Capital Property.

However, at the June 21, 2023 meeting, we did not get the opportunity to discuss the methodology of calculating fire calls:

1. We propose a change to how the Fire Call pillar is calculated so that it reflects the cumulative time used on units to a call as determined by the 911 call sheets.

We recognize that this has been a long process to amend the Schedule D of the Membership Agreement, however, we would like to take the opportunity to ensure that the Agreement, while amended in 2017, is to be updated to reflect current governance, operations and the relationship between the parties, which requires a better understanding of the following points:

2. How the Membership Agreement between the Municipal District, the Town of Pincher Creek and the Pincher Creek Emergency Services Commission relates to the ICF Agreement, would be helpful:
 - a. For example, identifying which of the two Agreements prevails would be beneficial to the relationship between the Town of Pincher Creek and the Municipal District.





Town of Pincher Creek

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- b. The ICF Agreement (2000) may need amendments to align with the Membership Agreement once it has been revised. Once aligned there should be no misunderstandings between the two Agreements.
- c. In addition, as a party to the Membership Agreement the Pincher Creek Emergency Services Commission will be required to sign anything developed to amend this Membership Agreement and the Commission will need to ensure amendments to Bylaw 3 Funding to reflect alignment with this Agreement once it is signed.

Once we have clarity on the above points our understanding of next steps is that each Party to the Membership Agreement will receive a copy of a Draft Membership Agreement reflecting these changes. If they are agreeable to the changes the parties will present the Membership Agreement to Council for consideration. Once the changes to the Agreement are approved by both Councils and the Pincher Creek Emergency Services Commission, and signed by the appropriate authorities, the Membership Agreement will be in force. Following this Agreement becoming effective, our expectation is that the Pincher Creek Emergency Services Commission will amend their bylaw so that it aligns with the agreement.

Regards,

Don Anderberg
Mayor
Town of Pincher Creek





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Application for Municipal Library Board	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 10/23/2023

PURPOSE:

To review the application from Gordon Tolton for serving on the Library board for a one year term .

RECOMMENDATION:

That Council for the Town of Pincher Creek That Council for the Town of Pincher Creek agree that Gordon Tolton be appointed to serve for a one year term on the Library Board

BACKGROUND/HISTORY:

The Library Board is currently recruiting for a board members as there have been resignations recently.

ALTERNATIVES:

That the Board continue the recruitment for a board members.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

App. Citizen Appointment Boards_Committees_Fillable_Redacted - 3282

CONCLUSION/SUMMARY:

Administration would like to thank Gordon Tolton for his application to be a member of the Library Board

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas

TOWN OF PINCHER CREEK

Box 159, 962 St. John Avenue, Pincher Creek, AB T0K 1W0
403-627-3156 Fax: 403-627-4784 www.pinchercreek.ca
Email: reception@pinchercreek.ca

**APPLICATION FOR CITIZEN
APPOINTMENT TO BOARDS AND
COMMITTEES**

This application form provides background information on those who wish to serve on the various Town of Pincher Creek Boards and Committees.

NAME: Gordon Tolton

ADDRESS (civic and box number): [REDACTED]

TELEPHONE NUMBER: (daytime) [REDACTED] (evening) same

EMAIL ADDRESS: [REDACTED]

BOARD OR COMMITTEE INTERESTED IN SERVING ON: Municipal Library Board

TERM: 1 YEAR 2 YEARS 3 YEARS

WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD OR COMMITTEE?
Support of Literacy, the role of Libraries in civic education, Support of Reading freedom of Interest in future library expansion, and support against the banning of any reading material whatsoever.

BACKGROUND INFORMATION: (Education, Work Volunteer Positions, Previous Board or Committee Experience): College degree in irrigation technology, 8-time published author western Canadian historian, and museum educator. Works as Education coordinator at Kootenai Brown Pioneer Village. Book collector and supporter of library activities in Coaldale and Lethbridge. Board member and volunteer of several historical institutio

PERSONAL GOALS AND OBJECTIVES you would like to see reached on the Board or Committee for which you are submitting your name: Future Expansion for the Library, Support of Library Programming, and Full support for Open Readership and to support the Library in full opposition of any movement to ban books or hamper Library activities.

The information requested is being collected for the purpose of appointing citizens to Boards & Committees for the Town of Pincher Creek under the Freedom of Information and Protection of Privacy Act and is protected by the Act. If you have any questions about this contact the FOIP Coordinator at 403-627-3156.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Kootenai Brown's Spooky Town	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 10/23/2023

PURPOSE:

Council has been invited to the annual Kootenai Brown's Spooky Town. Traditionally a town councillor has been on hand to pass out candy.

RECOMMENDATION:

That Council for the Town of Pincher Creek authorize Councillor _____ to attend the " Kootenai Brown's Spooky Town" on Saturday October 28, 2023 from 1 p.m. to 4 p.m

BACKGROUND/HISTORY:

This year Kootenai Brown Pioneer Village is excited host its 7th Annual "Kootenai Brown's Spooky Town." It is a safe family friendly, fun event for all ages. It will take place on Saturday October 28th from 1:00 pm to 4:00 pm. It is a fantastic opportunity to involve all of Pincher Creek in a safe environment.

ALTERNATIVES:

accept the invite as information

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

NA

FINANCIAL IMPLICATIONS:

Candy and Councillor per diem.

PUBLIC RELATIONS IMPLICATIONS:

Its a great event we normally support.

ATTACHMENTS:

Halloween 2023 - 3283

Halloween in the Village 2023 Community Invitation - 3283

CONCLUSION/SUMMARY:

Council has been invited to the annual Kootenai Brown's Spooky Town.

Signatures:
Department Head:

Angie Lucas

CAO:

Angie Lucas

KOOTENAI BROWN'S SPOOKY TOWN

**SATURDAY OCTOBER 28TH
1:00 TO 4:00**



**Trick or Treat in the Village
BooBerry House
Haunted Barn**

**Outside event - Please dress for the Weather!
Bring treat bags, everyone is welcome
It's going to be lots of FUN!**



Hey Pincher Creek Groups, Businesses & Organizations!

This year Kootenai Brown Pioneer Village is excited host its **7th Annual “Kootenai Brown’s Spooky Town.”** It is a safe family friendly, fun event for all ages. It will take place on **Saturday October 28th from 1:00 pm to 4:00 pm.** It is a fantastic opportunity to involve all of Pincher Creek in a safe environment.

Each business, organization or group will be assigned a building. You will decorate the doorway or porch area of the Village building assigned and hand out treats to visiting children. You will need to supply handouts (candy/treats), decorations, and staff to decorate and hand out the treats. The Museum grounds will be accessible by 10:00 am Saturday morning to start decorating.

Kids will follow a map and “Trick or Treat” to each building, the last few years we have had over eight hundred kids, and one thousand people attend, please be prepared with enough treats! The Museum will have free hot chocolate. Fun additions to the day are the BOOBerry Haunted House and Haunted Barn.

If your organization, business, or group is interested in sponsoring a treat station or activity, or if you are interested in donating to the Trick or Treating, with candy or a monetary donation, your business will be recognised during the day as a participant.

This is a fund day to promote your business, group, or organization. Enjoy the community spirit, and fresh air! Please contact Janelle at mail.kbpv@gmail.com or call 403-627-3684 or stop in to book your spot.



**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
October 23, 2023**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	10/03/2023	Communities in Bloom	Evaluation Report
2.	10/06/2023	AlbertaSW	Board Bulletin October 2023
3.	10/06/2023	AlbertaSW	Approved Board Minutes of September 6, 2023
4.	10/13/2023	ORRSC	June 1, 2023 ORRSC Board of Directors Meeting Minutes - SIGNED
5.	10/05/2023	Royal Canadian Legion	Poppy Fund request Town of PC