



**TOWN OF PINCHER CREEK
COUNCIL MEETING AGENDA
Tuesday, November 14, 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 Special Council Meeting held on October 12, 2023 (Page 2)
 - 5.2 Minutes of the Special Council Meeting held on October 18, 2023 (Page 5)
 - 5.3 Minutes of the Organizational Meeting Council held on October 23, 2023 (Page 7)
 - 5.4 Minutes of the Regular Meeting of Council held on October 23, 2023, 2023 (Page 15)
 - 5.5 Minutes of the Special Council Meeting held on October 26, 2023 (Page 20)
 - 5.6 Minutes of the Committee of the Whole Meeting held on November 1, 2023 (Page 22)
6. **Business Arising from the Minutes**
7. **Bylaws**
8. **New Business**
 - 8.1 Council Appointed Boards, Commissions & Committees Policy No. 101-93 (Page 29)
9. **Council Reports**
 - 9.1 Upcoming Committee Meetings and Events
10. **Administration**
 - 10.1 Council Information Distribution List (Page 36)
 - 10.2 First Quarter Financial Reports (Page 37)
 - 10.3 Second Quarter Financial Reports (Page 39)
 - 10.4 Third Quarter Financial Reports (Page 41)
11. **Closed Session Discussion**
 - 11.1 Pincher Creek Early Learning Centre Board Update (No RFD) FOIP s. 16
 - 11.2 Real Estate Purchase Contract Update FOIP s. 16
 - 11.3 Multi-Purpose Facility - Lease Agreement - FOIP s. 16
 - 11.4 Peace Officer Shared Service Agreements & Request for Shared Bylaw Services - FOIP s. 21 & 24
 - 11.5 Administration Transition (No RFD) - FOIP s. 24
12. **Notice of Motion**
13. **Adjournment**

The next Regular Council Meeting is scheduled for November 27, 2023 AT 6:00 p.m.



SPECIAL COUNCIL MEETING
Held on Thursday October 12, 2023
In Person & Virtually,
Commencing at 9:00 a.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

With Regrets: B. Wright

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

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 9:07 am.

2. AGENDA APPROVAL
CLELAND:

That Council for the Town of Pincher Creek accepts the October 12, 2023 Special Council meeting agenda as presented.

CARRIED 23-467

3. NEW BUSINESS

4. CLOSED MEETING DISCUSSION
GREEN:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Thursday October 12, 2023 at 9:09 am 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 23-468

GREEN:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Thursday October 12, 2023 at 10:37 am in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-469

Mayor Anderberg called a recess at 10:37 am

Mayor Anderberg called the meeting back to order at 10:50 am

CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Thursday October 12, 2023 at 10:50 am in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-470

OLIVER:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Thursday October 12, 2023 at 12:30 pm in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-471

4.1 2024 Position Proposals - FOIP s. 17

OLIVER:

That Council for the Town of Pincher Creek consider the proposed new staff positions as listed on the attached position proposal sheets during the 2024 Operating Budget discussion process

CARRIED 23-472

4.2 Operating Budget Project Proposal Sheets- FOIP s. 17

OLIVER:

That Council for the Town of Pincher Creek consider the proposed projects as listed on the attached project proposal sheets during the 2024 budget discussion process.

CARRIED 23-473

4.3 Budget Presentation Spreadsheets- FOIP s.17

OLIVER:

That Council for the Town of Pincher Creek accept the Budget Presentation Spreadsheets as information.

CARRIED 23-474

5. ADJOURNMENT

GREEN:

That this meeting of Council on October 12, 2023 be hereby adjourned at 12:32 pm.

CARRIED 23-475

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 14th DAY OF NOVEMBER 2023**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
TUESDAY NOVEMBER 14, 2023 AT 6:00 P.M.**



SPECIAL COUNCIL MEETING
Held on October 18, 2023
In Person & Virtually,
Commencing at 1:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg
Councillors: M. Barber, D. Green, G. Cleland, B. Wright,
W. Oliver, and S. Nodge
Staff: A. Lucas, Chief Administrative Officer; K.
Green, Executive Assistant; and W. Catonio,
Director of Finance and Human Resources;

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 1:00 pm.

2. AGENDA APPROVAL
GREEN:

That Council for the Town of Pincher Creek accepts the October 18, 2023 Special Council meeting agenda as presented.

CARRIED 23-476

3. NEW BUSINESS

B. Wright joined meeting at 1:19pm

4. CLOSED MEETING DISCUSSION
CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on October 18, 2023 at 1:01 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 23-477

GREEN:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on October 18, 2023 at 2:34 pm in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-478

Mayor Anderberg called a recess at 2:34 pm

Mayor Anderberg called the meeting back to order at 2:48 pm

CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on October 18, 2023 at 2:48 pm in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-479

CLELAND:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on October 18, 2023 at 4:17 pm in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-480

4.1 2024 Operating Budget Discussions - FOIP s. 17

WRIGHT:

That Council for the Town of Pincher Creek agree to leave the Golf Course fund as is and not add anymore to the reserve in 2024

CARRIED 23-481

5. ADJOURNMENT

CLELAND:

That this meeting of Council on October 18, 2023 be hereby adjourned at 4:19 pm.

CARRIED 23-482

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 14th DAY OF NOVEMBER 2023**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
TUESDAY NOVEMBER 14, 2023 AT 6:00 P.M.**



**TOWN OF PINCHER CREEK
ORGANIZATIONAL MEETING
Monday October 23, 2023 at 5:00p.m.
In Person & Virtually**

IN ATTENDANCE: Mayor: Don Anderberg
Councillors: M. Barber, D. Green, S. Nodge, W. Oliver, G. Cleland and B. Wright
Staff: A. Lucas, Chief Administrative Officer and K. Green, Executive Assistant

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 5:00 pm.

2. AGENDA APPROVAL

GREEN:

That Council for the Town of Pincher Creek approves the October 23, 2023 agenda as presented.

CARRIED ORG 23-001

3. MEETING TIMES AND DATES

OLIVER:

That Council for the Town of Pincher Creek accept the Regular Council meeting dates and times as presented

CARRIED ORG 23-002

OLIVER:

That Council for the Town of Pincher Creek agree to maintain the Committee of the Whole as the first Wednesday of the month for the 11 months and have it starting at 8:30am with the removal of the August Committee of the Whole.

CARRIED ORG 23-003

4. Organizational Meeting

4.1 DEPUTY MAYOR APPOINTMENTS

BARBER:

That Council for the Town of Pincher Creek appoint the following Deputy Mayor October 24, 2022 to October 27, 2025.

| | |
|---------------|----------------------------------|
| Mark Barber | October 25, 2021 – June 30, 2022 |
| David Green | July 1, 2022 – February 28, 2023 |
| Sahra Nodge | March 1, 2023 – October 31, 2023 |
| Wayne Oliver | November 1, 2023 – June 30, 2024 |
| Brian Wright | July 1, 2024 – February 28, 2025 |
| Garry Cleland | March 1, 2025 – October 27, 2025 |

CARRIED ORG 23-004

4.2 COUNCIL COMMITTEE APPOINTMENTS

NODGE:

That Council for the Town of Pincher Creek agree to remove the Community Transportation Committee, Facilities Planning Study Committee and the Regional Airport Advisory Committee from the Council Committee Appointments list.

CARRIED ORG 23-005

WRIGHT:

That Council for the Town of Pincher Creek approve the Council Committee Appointments as amended.

CARRIED ORG 23-006

5. ADJOURNMENT

OLIVER:

That this Organizational Meeting of Council on October 23, 2023 be hereby adjourned at 6:00pm.

CARRIED ORG 23-007

MAYOR, Don Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 14th DAY OF NOVEMBER 2023**

S E A L

**SCHEDULE “A”
COUNCIL APPOINTMENTS
OCTOBER 23, 2023 TO OCTOBER 22, 2024**

1. ALBERTA SOUTHWEST REGIONAL ALLIANCE

Mandate: Alberta SouthWest Regional Alliance Ltd. (AlbertaSW) is a Regional Economic Development Alliance (REDA) of 16 communities working together to help each other succeed. Requires one member.

Staff Lead: Open

Meetings: First Wednesday evening monthly at various communities

Member(s): Sahra Nodge

2. ASSESSMENT REVIEW BOARD

Mandate: Oldman River Regional Services Commission and Municipalities within the region jointly established a Regional Assessment Review Board (Bylaw 2011-02) to exercise the functions of a Local Assessment Review Board (LARB) and the function of a Composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by taxpayers of a Regional Member Municipality. Requires one member and one alternate member.

Staff Lead: Legislative Services Manager

Meetings: Annually if assessment appeals are received.

Member(s): Don Anderberg

Alternative: Sahra Nodge

3. COMMUNITY EARLY LEARNING CENTRE BOARD

Mandate: Requires three members

Staff Lead:

Meetings: As required

Member(s): Don Anderberg, David Green, and Mark Barber

Alternate: Sahra Nodge

4. COMMUNITY FUTURES ALBERTA SOUTHWEST BOARD

Mandate: Establish priorities, monitor performance and be accountable to key stakeholders, such as local, provincial, and federal governments.
Requires one member.

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Mark Barber

5. COMMUNITY HOUSING COMMITTEE

Mandate: Study and provide advice regarding matters related to housing.
Requires three members.
Staff Lead: Family and Community Support Services Coordinator
Meetings: Monthly
Members: Wayne Oliver, and Garry Cleland

6. ECONOMIC DEVELOPMENT COMMITTEE

Mandate: To advise Town Council on various economic development issues.
Requires one member.
Staff Lead: Economic Development Officer
Meetings:
Member(s): Currently Inactive

7. EMERGENCY SERVICES COMMISSION

Mandate: To manage fire and ambulance services. Requires two members and one alternate member.
Staff Lead: Fire Chief
Meetings: Fourth Thursday monthly at 1:30 pm.
Member(s): Wayne Oliver and Brian Wright
Alternate: Sahra Nodge

8. FAMILY AND COMMUNITY SUPPORT SERVICES

Mandate: Agreement between Her Majesty in Right of Alberta and Town of Pincher Creek to provide for the establishment, administration, and operation of a Family and Community Support Services Program in accordance with the Family and Community Support Services Act and Regulation.
Requires one member.
Staff Lead: Family and Community Support Services Coordinator
Meetings: Third Monday monthly at 6:30 pm
Member(s): Sahra Nodge

9. FINANCE AND BUDGET COMMITTEE

Mandate: Pursuant to the Municipal Government Act, Council must adopt an operating and capital budget for each calendar year. Requires all members of Council
Staff Lead: Chief Administrative Officer/Director of Finance and Human Resources
Meetings: As required in the fall and winter prior to the budget year
Member(s): All of Council

10. HEALTH PROFESSIONS ATTRACTION AND RETENTION COMMITTEE

Mandate: Responsible for making policy decisions and ensuring through the Executive Director that appropriate staff, structures and processes are in place to carry out the policy and day-to-day tasks of the [RhPAP].
Requires one member
Staff Lead: Chief Administrative Officer
Meetings:
Member(s): Brian Wright

11. HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION

Mandate: Members to this committee must be approved by the Association Board.
Requires one member and one alternate member.
Staff Lead: Chief Administrative Officer
Meetings: As required
Member(s): Don Anderberg
Alternate: Brian Wright

12. INTERMUNICIPAL COLLABORATION FRAMEWORK STEERING COMMITTEE

Mandate: Provide for integrated and strategic planning, delivery and funding of intermunicipal services; Allocate scarce resources efficiently in the providing of local services; Ensure municipalities contribute funding to services that benefit their residents. Requires two members and one alternate
Staff Lead: Chief Administrative Officer
Meetings: As needed
Member(s): Don Anderberg and Wayne Oliver
Alternate: Garry Cleland

13. INTERMUNICIPAL DEVELOPMENT COMMITTEE

Mandate: As per Bylaw No. 1526, Intermunicipal Development Plan. Requires two members.
Staff Lead: Legislative Services Manager
Meetings: As needed (generally daytime)
Member(s): Garry Cleland and Mark Barber

14. LIBRARY BOARD and CHINOOK ARCH

Mandate: Pursuant to the Libraries Act of Alberta, the Pincher Creek & District Municipal Library will provide full and equal access to information, resources, and ideas, and promote an atmosphere of life-long learning.
Requires one member.

Staff Lead: Head Librarian
Meetings: Library Board – Fourth Wednesday every other month at 7:00 pm
Chinook Arch – First Thursday of April, August and December 6:00 pm
Member(s): Mark Barber

15. MAYORS & REEVES OF SOUTHWEST ALBERTA

Mandate: Mayors & Reeves of Southwest Alberta. Requires the Mayor.
Staff Lead: Open
Meetings: First Friday monthly at 1:00 pm in Lethbridge (No meeting in July & August)
Member(s): Don Anderberg
Alternative: Deputy Mayor

16. MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY (MDSA)

Mandate: Pursuant to the Municipal Government Act and MDSA Bylaw #1543, to review applications for discretionary developments. Requires three members.
Staff Lead: Legislative Services Manager
Meetings: Third Wednesday monthly at 9:30 am
Member(s): Sahra Nodge, Brian Wright and Wayne Oliver

17. MUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD (MSDAB)

Mandate: Pursuant to the Municipal Government Act and Bylaw #1544. Requires one member.
Staff Lead: Legislative Services Manager and Chief Administrative Officer
Meetings: As required, by Oldman River Regional Services Commission
Member(s): Don Anderberg

18. OLDMAN RIVER REGIONAL SERVICES COMMISSION (ORRSC)

Mandate: Concerns matters of subdivision, planning, etc. Requires one member and one alternate member.
Staff Lead: Chief Administrative Officer
Meetings: First day of March, June, September, and December at 7:00 pm in Lethbridge
Member(s): Don Anderberg
Alternates: Brian Wright

19. OLDMAN WATERSHED COUNCIL

Mandate: A healthy, resilient watershed where people, wildlife and habitat thrive. Requires one member

Staff Lead: Director of Operations
Meetings: Quarterly
Member(s): David Green
Alternate: Sahra Nodge

20. PINCHER CREEK FOUNDATION BOARD

Mandate: Manages the Housing Units in Pincher Creek. Requires two members.
Staff Lead: Pincher Creek Foundation CAO
Meetings: Fourth Wednesday monthly
Member(s): David Green and Sahra Nodge

21. POLICE ADVISORY COMMITTEE

Mandate: Formalize the process for receiving input from the community and the partnership between the community, the RCMP and local government. Requires one member and one alternate member.
Staff Lead: Family and Community Support Services Coordinator
Meetings: Third Wednesday every two months at 7:00 pm
Member(s): David Green
Alternate: Brian Wright

22. POLICY REVIEW COMMITTEE

Mandate: Requires two members of Council.
Staff Lead: Legislative Services Manager
Meetings: Suspended for 8 months (May 6, 2024)
Member(s): Sahra Nodge and Wayne Oliver

23. RECREATION ADVISORY BOARD

Mandate: Reviews Recreation and Parks issues, makes recommendations, and identifies issues. Requires one member.
Staff Lead: Manager of Community Services
Meetings: Monthly as schedules allow (generally evening)
Member(s): Brian Wright
Alternative: Garry Cleland

24. REGIONAL EMERGENCY MANAGEMENT ORGANIZATION

Mandate: To act as an agent of the Council to carry out the Council's statutory powers and obligations as prescribed in the Emergency Management Bylaw. Requires two members and one alternate member.
Staff Lead: Chief Administrative Officer

Meetings: Monthly
Member(s): Wayne Oliver and Brian Wright
Alternate: Don Anderberg

25. REGIONAL LANDFILL – Town/MD/Cowley/Crowsnest Pass

Mandate: Pursuant to landfill Authority bylaws. Requires one member and one alternate member.

Staff Lead: Open

Meetings: Third Wednesday monthly at 9:00 am at the Landfill

Member(s): Mark Barber

Alternate: Garry Cleland

26. Communities in Bloom

Mandate:

Meetings: Monthly

Member: Wayne Oliver

27. Scholarship Steering Committee

Mandate:

Meetings:

Member: Sahra Nodge

Note**All members of Council shall serve as alternates on all committees and boards.



REGULAR MEETING OF COUNCIL
Held on Monday October 23, 2023
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

Staff: A. Lucas, Chief Administrative Officer; and K. Green, Executive Assistant

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 6:06 pm.

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

CLELAND:

That Council for the Town of Pincher Creek agrees to add item 4.1 Royal Canadian Legion Pincher Creek Poppy Presentation to the October 23, 2023 Regular Council meeting agenda.

CARRIED 23-483

CLELAND:

That Council for the Town of Pincher Creek approves the October 23, 2023 Regular Council meeting agenda as amended.

CARRIED 23-484

4. DELEGATIONS

4.1 Royal Canadian Legion Pincher Creek – Poppy Presentation

5. ADOPTION OF MINUTES

5.1 Minutes of the Committee of the Whole held on October 4, 2023

NODGE:

That Council for the Town of Pincher Creek approves the Minutes of the Committee of the Whole held on October 4, 2023 as amended.

CARRIED 23-485

5.2 Minutes of the Special Meeting of Council held on October 5, 2023

BARBER:

That Council for the Town of Pincher Creek approves the Minutes of the Special Meeting of Council held on October 5, 2023 as presented.

CARRIED 23-486

5.3 Minutes of the Regular Meeting of Council held on October 10, 2023

OLIVER:

That Council for the Town of Pincher Creek approves the Minutes of the Regular Meeting of Council held on October 10, 2023 as amended.

CARRIED 23-487

6. BUSINESS ARISING FROM THE MINUTES

6.1 Presentation of Climate Resiliency and Adaptation Plan at COP 28

CLELAND:

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

CARRIED 23-489

6.2 Pincher Creek Golf Course Funding Request

GREEN:

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

CARRIED 23-490

6.3 2024 Franchise Fee – APEX

OLIVER:

That Council for the Town of Pincher Creek agree to increase the Natural Gas Distribution Franchise Fee percentage for the year 2024 to 35 %.

CARRIED 23-491

6.4 FortisAlberta Franchise Fee 2024

OLIVER:

That Council for the Town of Pincher Creek agree that the Electric Distribution Franchise Fee percentage for the year 2024 be increased to 20 %.

CARRIED 23-492

A. *Levair joined meeting at 6:25pm*

7. BYLAWS

8. NEW BUSINESS

8.1 WTP Pump Replacement Project Award

GREEN:

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).

CARRIED 23-493

8.2 MD Pincher Creek – Pincher Creek Emergency Services Commission Letter

WRIGHT:

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.

CARRIED 23-494

L. Goss joined meeting at 6:31pm

8.3 Application for Municipal Library Board

WRIGHT:

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

CARRIED 23-495

8.4 Kootenai Brown's Spooky Town

BARBER:

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

CARRIED 23-495

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 23-496

10. ADMINISTRATION

10.1 Council Information Distribution List

OLIVER:

That Council for the Town of Pincher Creek accepts the October 23, 2023 Council Information Distribution List as information.

CARRIED 23-497

Mayor Anderberg called a recess at 6:45 pm

Mayor Anderberg called the meeting back to order at 6:59 pm

11. CLOSED MEETING DISCUSSION

BARBER:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday October 23, 2023 at 6:59 pm in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative

Officer, Executive Assistant, Legislative Services and Director of Operations in attendance.

CARRIED 23-498

CLELAND:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday October 23, 2023 at 9:03 pm in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-499

11.1 Land Transfer – Roll #8600600- FOIP s. 23

OLIVER:

That Council for the Town of Pincher Creek direct administration to seek legal Counsel on course of action as discussed and provide information back to Council on the land transfer of Roll # 8600600.

CARRIED 23-500

11.2 Letter of Intent to Purchase Roll #0170400- FOIP s. 16

OLIVER:

That Council for the Town of Pincher Creek receive the letter of intent to purchase roll 0170400 dated October 5, 2023 as information and direct administration to inform the proposed property purchasers of the legal process and timelines required to change the zoning of the parcels to direct control.

CARRIED 23-501

Councillor Cleland requested a recorded vote:

In Favor:

Mayor Anderberg
Councillor Wright
Councillor Oliver
Councillor Nodge

Opposed:

Councillor Cleland
Councillor Barber

11.3 Offer to Purchase Roll #08603600, 08603800 & 08604000 - FOIP s. 16 & 24

WRIGHT:

That Council for the Town of Pincher Creek graciously agrees to accept the offer to buy the 3 lots as described in the offer and the Town stands by the 6-month Development Permit and Building Permit timelines and the 2-year timeline for a completed building as per the Real Estate Purchase Contract for Plan 0613747 Block 7, Lots 6, 7 & 8.

CARRIED 23-502

L. Goss left meeting at 8:48 pm

11.4 Eco-Centre Contract Extension Request- FOIP s. 27

GREEN:

That Council for the Town of Pincher Creek agree to a 1-year extension of the Eco Centre Operations Agreement with 2.5% increase in fees; and

That Council for the Town of Pincher Creek direct administration to coordinate a Joint Council Meeting with the M.D. of Pincher Creek to discuss the possibility of a 5-year contract for Eco-Centre Operations.

CARRIED 23-503

A. Levair left meeting at 8:50 pm

**11.5 Administration Transition - FOIP s.24
BARBER:**

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

CARRIED 23-504

12. NOTICE OF MOTION

**13. ADJOURNMENT
OLIVER:**

That this meeting of Council on October 23, 2023 be hereby adjourned at 9:07 pm.

CARRIED 23-505

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 14th DAY OF NOVEMBER 2023**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
TUESDAY NOVEMBER 14, 2023 AT 6:00 P.M.**



SPECIAL COUNCIL MEETING
Held on October 26, 2023
In Person & Virtually,
Commencing at 5:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

With Regrets: S. Nodge

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

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 5:00 pm.

2. AGENDA APPROVAL
CLELAND:

That Council for the Town of Pincher Creek accepts the October 26, 2023 Special Council meeting agenda as presented.

CARRIED 23-507

3. DELEGATION

4. NEW BUSINESS

4.1 Memorandum of Changes #1

4.2 Council Questions

4.3 Memorandum of Changes #2

4.4 Deliberations

Mayor Anderberg called a recess at 5:45 pm

Mayor Anderberg called the meeting back to order at 5:55 pm

5. CLOSED MEETING DISCUSSION

CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on October 26, 2023 at 5:55 pm in accordance with sections 21 & 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 23-508

WRIGHT:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on October 26, 2023 at 8:01 pm in accordance with sections 21 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 23-509

5.1 Pincher Creek Early Learning Board Presentation- FOIP s. 21

OLIVER:

That Council for the Town of Pincher Creek accept the Pincher Creek Early Learning Board presentation as presented and to provide a grant of up to \$50,000 from reserve account 414004760 PCCELC Reserve.

CARRIED 23-510

5.2 Personnel- FOIP s. 24

OLIVER:

That Council for the Town of Pincher Creek approve the funds to be added into the 2024 Operating Budget for the Manager of Human Resources and OH&S position and the Manager of Finance position

CARRIED 23-511

6. ADJOURNMENT

CLELAND:

That this meeting of Council on October 26, 2023 be hereby adjourned at 8:13 pm.

CARRIED 23-512

MAYOR, D. Anderberg

CAO, A. Lucas

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE TOWN OF PINCHER CREEK,
THIS 14th DAY OF NOVEMBER 2023 S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
TUESDAY NOVEMBER 14, 2023 AT 6:00 P.M.**



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
November 1, 2023 – 8:30 AM
962 St. John Avenue
In Person & Virtually

ATTENDANCE:

Mayor: D. Anderberg

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

Staff: A. Lucas, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; K. Green, Executive Assistant; A. Levair, Director of Operations; K. Kozak, Planning and Development 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 approve the November 1, 2023 Committee of the Whole Agenda as presented.

CARRIED COTW 2023-178

3. **DELEGATIONS**

3.1 **Rhonda Oczkowski - Communities in Bloom Evaluation**

GREEN:

That the Committee of the Whole for the Town of Pincher Creek accept Communities in Bloom report as presented with thanks from Council.

CARRIED COTW 2023-179

4. COMMITTEE REPORTS

BARBER: Oct 2 – Pincher Creek Community Early Learning Centre Board

Oct 4 – Committee of the Whole

Oct 5 – Strategic Planning

Oct 10 – Regular Council

Oct 12 – Special Council – Budget

Oct 16 – Special Council – Budget

Oct 18 – Special Council – Budget

Oct 18 - Landfill

Oct 18 – Library

Oct 20 – Community Futures

Oct 23 – Organizational & Regular Council

Oct 24 - Pincher Creek Community Early Learning Centre Board

Oct 25 - Community Futures

Oct 26 - Special Council - Budget

Oct 28 – Kootenai Brown Spooky Town

CLELAND: Oct 4 – Committee of the Whole

Oct 5 – Strategic Planning

Oct 10 – Regular Council

Oct 12 – Special Council – Budget

Oct 16 – Special Council – Budget

Oct 18 – Special Council - Budget

Oct 23 – Organizational & Regular Council

Oct 25 - Elected Officials Meeting in CNP

Oct 26 -Special Council – Budget

Oct 28 – Kootenai Brown Spooky Town

- GREEN:** Oct 4 – Committee of the Whole
Oct 5 – Strategic Planning
Oct 10 – Regular Council
Oct 12 – Special Council – Budget
Oct 13 – ABMunis Webinar
Oct 16 – Special Council – Budget
Oct 18 – Special Council – Budget
Oct 23 – Organizational & Regular Council
Oct 24 - Pincher Creek Community Early Learning Centre Board
Oct 25 – Pincher Creek Foundation
Oct 25 - Elected Officials Meeting in CNP
Oct 26 -Special Council – Budget
Oct 30 - Pincher Creek Community Early Learning Centre Board

- OLIVER:** Oct 4 – Committee of the Whole
Oct 5 – Strategic Planning
Oct 10 – Regular Council
Oct 12 – Special Council – Budget
Oct 16 – Special Council – Budget
Oct 18 – Special Council – Budget
Oct 18 - MDSA
Oct 23 – Organizational & Regular Council
Oct 25 - Elected Officials Meeting in CNP
Oct 26 – Pincher Creek Emergency Services Commission
Oct 26 -Special Council – Budget

WRIGHT: Oct 5 – Strategic Planning
Oct 10 – Regular Council
Oct 16 – Special Council – Budget
Oct 18 – Special Council – Budget
Oct 18 - MDSA
Oct 23 – Organizational & Regular Council
Oct 25 - Elected Officials Meeting in CNP
Oct 26 -Special Council – Budget
Oct 26 – Pincher Creek Emergency Services Commission

NODGE: Oct 4 – Committee of the Whole
Oct 4 – AlbertaSW
Oct 5 – Strategic Planning
Oct 5 – Family and Community Support Services
Oct 10 – Regular Council
Oct 12 – Special Council – Budget
Oct 16 – Special Council – Budget
Oct 23 – Organizational & Regular Council
Oct 25 – Pincher Creek Foundation

ANDERBERG: Oct 2- Pincher Creek Community Early Learning Centre Board
Oct 4 – Committee of the Whole
Oct 5 – Strategic Planning
Oct 6 – Mayors and Reeves
Oct 10 – Organizational & Regular Council
Oct 12 – Special Council – Budget
Oct 16 – Special Council – Budget
Oct 17 - Pincher Creek Community Early Learning Centre Board

Oct 18 – Special Council - Budget

Oct 23 – Regular Council

Oct 24 - Pincher Creek Community Early Learning Centre Board

Oct 25 - Elected Officials Meeting in CNP

Oct 26 -Special Council – Budget

CLELAND:

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

CARRIED COTW 2023-180

5. ADMINISTRATION

5.1 Operations Third Quarter Report

BARBER:

That the Committee of the Whole for the Town of Pincher Creek accepts the Operations Third Quarter Report as information with thanks.

CARRIED COTW 2023-181

6. BUSINESS ARISING FROM THE MINUTES

6.1 Population Growth Infrastructure Capacity

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek accepts the Population Growth Infrastructure Capacity as information.

CARRIED COTW 2023-182

A. Levair left meeting at 9:43 am

6.2 Old RCMP Building Land Rezoning

GREEN:

That the Committee of the Whole for the Town of Pincher Creek direct administration to present the Land Use Bylaw Amendment rezoning 655 and 659 Main Street and 656 Charlotte Street (Plan 552LK, Lots 102, 13 and 14 and Plan 460B Lot 103) to Direct Control to Council for first reading.

CARRIED COTW 2023-183

7. POLICY

8. NEW BUSINESS

8.1 Council Code of Conduct Bylaw 1622-18

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek direct administration to prepare amendments to the Council Code of Conduct Bylaw 1622 for Council consideration.

CARRIED COTW 2023-184

8.2 Council Resolution Spreadsheets

OLIVER

That the Committee of the Whole for the Town of Pincher Creek accept the resolution spreadsheets as information.

CARRIED COTW 2023-185

Mayor Anderberg called a recess at 10:04 am

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

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, November 1, 2023 at 10:20 am in accordance with section 23 of the Freedom of Information and Protection of Privacy Act with the Chief Administrative Officer; Legislative Services Manager; and Executive Assistant and in attendance.

CARRIED COTW 2023-186

GREEN:

That the Committee of the Whole for the Town of Pincher Creek to move out of a closed session of Council on Wednesday, November 1, 2023 at 10:25 am.

CARRIED COTW 2023-187

9.1 Real Estate Purchase Contract - FOIP s. 24

GREEN:

That the Committee of the Whole for the Town of Pincher Creek accept the update and information regarding the November 12, 2020 Real Estate Purchase contract for Lot 4, Block 1, Plan 0614431 (1348 Scott Avenue) and directs administration to send a thank you letter.

CARRIED COTW 2023-188

10. Adjournment

OLIVER:

That this session of Committee of the Whole be adjourned at 10:26 am.

CARRIED COTW 2023-189

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 14th DAY OF NOVEMBER 2023**

Mayor, D. Anderberg

CAO, A. Lucas

DRAFT



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

| | |
|---|---------------------------------------|
| SUBJECT: Policy No. 101-93 | |
| PRESENTED BY: Angie Lucas, Chief Administrative Officer | DATE OF MEETING: 11/14/2023 |

PURPOSE:

Policy No. 101-93 Council Appointed Boards, Commissions & Committees needs to be reviewed and updated as changes have been approved by Council to the Schedule "A" Council Appointments list and because this Policy has not been reviewed or updated since July 2009 and Administration have noted some deficiencies in a cursory review of the overall document.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct Administration to review and provide an updated draft of Policy No. 101-93 to include approved updates to Schedule "A" Council Appointments and any other draft changes and updates to the Policy as needed.

BACKGROUND/HISTORY:

The Council Appointed Boards, Commissions and Committees Policy No. 101-93 has not been reviewed and updated since 2009 and with the recent changes to the Schedule "A" Council Appointments list, and a cursory review of the Policy by Administration, it has become clear that the document needs a full review and update so that it can be used as a relevant and up to date guiding document for Council and Administration to follow.

One deficiency noted as absent is that the Terms of Reference (TOR) for most of the Commissions and Committees are missing and not attached to the Policy or perhaps the various TOR's may not have been provided by the source, kept up to date or created as yet.

This situation will need to be rectified to ensure that the Council members and Administration who have been assigned to these commissions and committees understand their roles and responsibilities and are clear on the reporting requirements from the various commissions and committees back to Council, so that important information is circulated and addressed as needed.

ALTERNATIVES:

Delay updating Policy No. 101-93 until a later date.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

Ensuring that Town policies are reviewed and updated regularly assists Council and Administration by providing clarity and information to the public on topics such as providing guidance on the basis of decision making, assists in streamlining internal processes and provides a strong foundation for consistency in how day to day work is carried out while informing budgets, ensuring legislation is met and provides a strong framework for the operation of the organization and the Town.

ATTACHMENTS:

101-93 Council Appointed Boards, Commissions & Committees_w TOR Council Liaison
101-93 Council Appointed Boards, Commissions & Committees_w TOR Council Liaison -
3289

CONCLUSION/SUMMARY:

Policy No. 101-93 needs a full review and update to bring it into compliance and ensure that the document is a relevant and up to date document that is useful for the day to day work of administration and can provide Council with a strong foundation to make decisions in the various topic areas that this Policy covers.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas

TOWN OF PINCHER CREEK

| | | |
|---|---|--------------------------|
| Approved by: Council | Date: October 25, 1993 | Policy Number: 101-93 |
| Reference: Motion#93-288 | Revision Date/by: Council July 22, 1996 Resolution #96-429 Council July 27, 2009 Resolution #09-174 | |
| COUNCIL APPOINTED BOARDS, COMMISSIONS & COMMITTEES | | |
| Policy Statement | | |

The Town of Pincher Creek will provide guidelines for the appointment, autonomy and reporting of Boards, Commissions and Committees to Council.

1. DEFINITIONS

- 1.1 Committee means a group of individuals charged with a duty to advise or act on a matter, and includes Boards, Commissions, Committees, Sub-Committees and other groups.
- 1.2 Council means the Council of the Town of Pincher Creek, in the Province of Alberta
- 1.3 Director means all Director level management positions, being those reporting directly to the CAO.
- 1.4 Quorum means an attendance of not less than two-thirds of the total membership of the Committee.
- 1.5 Representative means a person appointed to a Committee by Council.
- 1.6 Designee means a member of Council who will sit as the representative of a Council committee in the absence of and when requested by the appointed representative.
- 1.7 Sub-Committee means a grouping of individuals for the purpose of accomplishing a definite objective over a stated period of time within the terms of reference supplied
- 1.8 Task Force means a temporary grouping of Committee members set up for the purpose of accomplishing a definite task.

2. RESPONSIBILITY

2.1 Council to:

- 2.1.1. Appoint Committees and Sub-Committees when required.
- 2.1.2. Approve terms of reference for any Committee or sub-Committee.
- 2.1.3. Appoint Representatives to Committees.
- 2.1.4. Review the membership on Committees and may, for any reason it considers proper, and where provided for in this Policy or the governing By-Laws, revoke the appointment of a member of a Committee.

TOWN OF PINCHER CREEK

- 2.1.5. Amend the governing By-laws and policy from time-to-time as may be required.
- 2.1.6. Receive and review, accept or decline, the resignation of a Representative.

2.2 Chairman of a Committee to:

- 2.2.1 Call a meeting of the Committee as required.
- 2.2.2 Co-ordinate the duties of the Committee
- 2.2.3 Book the Council Chambers or the Committee Room for each meeting through the Administration.
- 2.2.4 Preparation of minutes in accordance with the standards set by the Town Director of Corporate Services.
- 2.2.5 Provide for the orientation of new members of the Committee
- 2.2.6 Review applications submitted to fill vacancies on their Committee and to provide recommendations to Council through the Director of Corporate Services.

2.3 Director of Corporate Services to:

- 2.3.1 Receive and present applications to Council for appointments on Committee
- 2.3.2 Annually review memberships or Boards to ascertain the names of all members whose term will be expiring within the current year and advise Council.
- 2.3.3 Advertise for applicants to fill vacancies on Committees.
- 2.3.4 Co-ordinate the use of the Council Chambers or the Committee Room.
- 2.3.5 Prepare and distribute minutes.
- 2.3.6 Maintain an attendance record for all Committees.
- 2.3.7 Remove terms of reference for any Committee that has completed its purpose.

2.4 Members of Committees to:

- 2.4.1 Analyze, determine and recommend or act upon a matter within the terms of reference of the Committee.
- 2.4.2 Regularly attend Committee meetings and to fully participate in presenting motions, debate and voting.
- 2.4.3 Annually appoint a Chairman, by secret ballot, by majority vote from the membership of the Committee.
- 2.4.4 Define and pass the terms of reference for sub-Committees, prior to submissions to Council for approval.

3.0 Legislation

- 3.1 This Policy shall apply to all Committees except where a particular requirement of any Act, By-law or Agreement conflicts with this Policy then that Act, By-law or Agreement shall apply.

4.0 Terms of Reference

- 4.1 Under direction of Council, the Director of Corporate Services shall prepare a terms of reference for each existing Committee.
- 4.2 The terms of reference shall be in place before any Committee is formed.
- 4.3 The Terms of Reference shall include the following:
 - 4.3.1 Name of the Committee, as set by Council, and to be used on all correspondence by the Committee
 - 4.3.2 Purpose of the Committee shown as a statement of the work to be undertaken by the Committee.
 - 4.3.3 Membership, appointments shall be as set out in the terms of reference, ending on December 31st of each year, unless otherwise stated. Terms of reference shall show membership by source (i.e. Council, Public, etc.) and term.

TOWN OF PINCHER CREEK

- 4.3.4 Frequency of Meetings – a statement of the frequency of regular meetings.
- 4.3.5 Authority – a statement of the authority granted to the Committee.
- 4.3.6 Term – a statement indicating whether the Committee is permanent or has a definite objective and time of dissolution.

5.0 Meetings

- 5.1 Each Committee shall submit in January of each year a schedule of regular meetings for that year to the Director of Corporate Services. An overall schedule shall be prepared by the Director of Corporate Services and circulated to Council, staff and all Committees.
- 5.2 Frequency of meetings shall be not less than stated in the terms of reference. Meetings may be cancelled, by resolution, if poor attendance is anticipated due to holidays or vacations.
- 5.3 Chairman may call additional meetings as required.
- 5.4 All agendas are to be prepared and circulated in advance of a meeting being held and members of the Committee shall be given sufficient time to be familiar with the agenda material, except in the case of a special meeting being called.
- 5.5 A quorum is required to hold a formal meeting.
- 5.6 All meeting are to be recorded in accordance with standards by the director of Corporate Services.
- 5.7 All meetings will be held in accordance with Roberts Rules of Order for small organizations as amended where not otherwise stated by this policy.
- 5.8 Motions do not require a seconder, cannot be made by the Chairman, are passed by a simple majority, and a Vote will be recorded only as Carried or Defeated unless otherwise requested by a member of the Committee.
- 4.3.6 Term – a statement indicating whether the Committee is permanent or has a definite objective and time of dissolution.
- 5.9 A record of attendance shall be maintained by the Director of Corporate Service based on approved minutes.
- 5.10 An excused absence occurs if a member is absent from the Town of Pincher Creek for any reason or is under the care of a doctor.
- 5.11 If a Committee member misses three consecutive regular meetings or attends infrequently, then the Committee may recommend to Council, by resolution the action the Committee would like Council to pursue.

6.0 Authority

- 6.1 Committees shall be considered as advisory only, unless granted specific authority.
- 6.2 Committees having authority to spend Town funds shall have a specific budget and spending limits approved by Council. Such budget will be prepared by the Committee and presented to the Director of Finance before September 1st of each year.
- 6.3 Committees have the authority to form their own Task Forces.
- 6.4 Committees may be granted the authority to propose the formation of a Sub-Committee to Council.
- 6.5 All contracts or Agreements require approval by Council prior to signing, unless otherwise granted.
- 6.6 Sub-Committees shall be advisory only.

7.0 Resources

- 7.1 The CAO shall designate a Director responsible to support the operations of a Committee.
- 7.2 Where there is no specific budget, all spending will be approved by the Director responsible, within overall budget limitations.
- 7.3 Physical Resources:

TOWN OF PINCHER CREEK

- 7.3.1 All office supplies required for the operations of the Committee will be provided through the Director responsible.
- 7.3.2 The Chairman of the Committee will be responsible for booking the Council Chambers, or the Conference Room, through the Administration.
- 7.3.3 Each user of the Council Chambers or Conference Room will be required to return the room to its normal condition.

7.4 Personnel Resources:

- 7.4.1 Staff will be available through the CAO for regular meetings of Committee's and for additional or Sub-Committee meetings.

8.0 Sub-Committees

- 8.1 A Sub-Committee shall be proposed by resolution of the Committee, where they are authorized to do so, and shall be subject to the approval of Council following review of availability of volunteer and staff resources, and the priorities of the organization.
- 8.2 The Terms of Reference shall be approved prior to the formation of any Sub-Committee.
- 8.3 Each Sub-Committee shall have as one of its members a member of the Committee, and that member shall be responsible for co-ordinating the communication between the Sub-Committee and Committee.

9.0 Task Force

- 9.1 A Committee does not require approval of Council to form a Task Force, but the terms of reference shall be approved by resolution of the Committee prior to the formation of the Task Force.

10.0 End of Policy

TERMS OF REFERENCE – COUNCIL LIAISON

PURPOSE OF TOWN COUNCIL LIAISON

The Town Council may choose to appoint a Council liaison to an agency, board or committee; (ABC) to maintain a conduit for two way communication with an independent, community focused organization, and related to specific projects.

Specifically, the Town Council Liaison will be the main contact who attends the special interest committee meetings as an observer, and information sharing. The Council Liaison is not attending the meetings as an advocate on behalf of the agency, committee or board.

The Council Liaison will refrain from making any commitments on behalf of the municipality, but will share the related information with Town Council on a regular basis.

TERM OF APPOINTMENT:

The Town Council Liaison appointment will be for one year, and will be reviewed annually at the October Organizational meeting.

PRINCIPLES:

The Town Council Liaison will not hold an executive position on the agency, board or committee.

Any presentations to be made by the agency, board or committee to Town Council will be made by the ABC itself, and not by the Council Liaison.

All reports or communication from the Town Council will be in writing and reviewed by the respective department head or the CAO.

The Town Council Liaison will not have a vote on the ABC decision making process.

Minutes of the agency, board or committee are to be forwarded to all of Council, and any related action items to be made by Council resolution.



**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
November 14, 2023**

| <u>Item No.</u> | <u>Date</u> | <u>Received From</u> | <u>Information</u> |
|------------------------|--------------------|-----------------------------|--|
| 1. | Oct 17, 2023 | 7-Eleven | Alberta Rural Renewal Stream Program |
| 2. | Oct 18, 2023 | Citizen | Service Request |
| 3. | Oct 12, 2023 | Heritage Inn | Letter |
| 4. | Oct 26, 2023 | MD of Pincher Creek | Letter |
| 5. | Oct 26, 2023 | Castle Mountain | Letter |
| 6. | Oct 27, 2023 | Fort Macleod | Santa Claus Parade |
| 7. | Nov 3, 2023 | PCREMO | 2024 PCREMO Budget |
| 8. | Nov 2, 2023 | Brownlee LLP | Registration for SDAB Sessions is Now Open |
| 9. | Nov 3, 2023 | AlbertaSW | 2023-11 Bulletin |
| 10. | Nov 3, 2023 | AlbertaSW | Board Minutes |
| 11. | Nov 1, 2023 | Legislative Services | Quarterly report for trapping activities |

Town of Pincher Creek
Operating Summary - By Department
 For the Three Months Ending Friday, March 31, 2023

| | 2022 Actual | 2023 Actual | 2022 Budget | 2023 Budget | Variance | % Variance |
|--|----------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------|
| Revenues | | | | | | |
| Net municipal property taxes | \$4,970,391.98 | (\$1,394,089.25) | \$4,970,250.98 | \$4,975,611.61 | \$6,369,700.86 | (28.02%) |
| User fees and sales of goods | 2,564,225.42 | 382,537.69 | 1,996,785.00 | 2,351,227.21 | 1,968,689.52 | 16.27% |
| Government transfers for operating | 1,715,135.20 | 539,368.65 | 1,085,145.41 | 1,239,577.32 | 700,208.67 | 43.51% |
| Franchise and concession contracts | 912,263.86 | 185,341.28 | 898,050.00 | 898,550.00 | 713,208.72 | 20.63% |
| Rentals | 719,722.89 | 128,512.08 | 752,808.83 | 759,024.51 | 630,512.43 | 16.93% |
| Investment income | 264,614.89 | 52,404.46 | 215,860.00 | 230,860.00 | 178,455.54 | 22.70% |
| Penalties & Costs | 85,735.87 | 25,442.98 | 99,600.00 | 100,000.00 | 74,557.02 | 25.44% |
| Licences & Permits | 169,933.41 | 67,162.41 | 112,600.00 | 112,600.00 | 45,437.59 | 59.65% |
| Other Revenues & Adjustments | 15,966.10 | 789.35 | 9,689.21 | 48,689.21 | 47,899.86 | 1.62% |
| Total Revenue | 11,417,989.62 | (12,530.35) | 10,140,789.43 | 10,716,139.86 | 10,728,670.21 | (0.12%) |
| Expenses | | | | | | |
| Legislative | 342,288.75 | 104,415.05 | 332,169.98 | 391,278.22 | 286,863.17 | 26.69% |
| Administration | 883,675.53 | 193,682.88 | 786,050.60 | 624,543.72 | 430,860.84 | 31.01% |
| Protective Services | 1,258,585.82 | 133,223.31 | 1,291,074.46 | 1,433,120.77 | 1,299,897.46 | 9.30% |
| Roads, streets, walks & lighting | 1,206,857.74 | 207,821.31 | 1,336,729.21 | 1,423,805.64 | 1,215,984.33 | 14.60% |
| Water supply & distribution | 1,180,446.72 | 228,140.46 | 1,125,994.16 | 1,267,511.37 | 1,039,370.91 | 18.00% |
| Wastewater treatment & disposal | 757,669.88 | 132,657.74 | 910,248.55 | 1,036,751.09 | 904,093.35 | 12.80% |
| Waste management | 467,432.02 | 106,036.43 | 499,014.73 | 585,890.08 | 479,853.65 | 18.10% |
| Other environmental use & protection | 51,647.63 | 9,842.57 | 61,020.76 | 88,736.26 | 78,893.69 | 11.09% |
| Public health & welfare services | 351,619.25 | 185,178.13 | 369,648.73 | 402,509.46 | 217,331.33 | 46.01% |
| Planning & development | 577,549.27 | 124,976.28 | 902,572.84 | 912,375.83 | 787,399.55 | 13.70% |
| Recreation & Culture | 4,497,245.49 | 729,471.20 | 3,734,227.86 | 4,055,298.41 | 3,325,827.21 | 17.99% |
| Total Expenses | 11,575,018.10 | 2,155,445.36 | 11,348,751.88 | 12,221,820.85 | 10,066,375.49 | 17.64% |
| Excess revenue over expenses | (157,028.48) | (2,167,975.71) | (1,207,962.45) | (1,505,680.99) | 662,294.72 | 143.99% |
| Other | | | | | | |
| Government transfers for capital | 2,329,204.03 | | 3,556,680.00 | 1,626,330.00 | 1,626,330.00 | 0.00% |
| Contributed assets | 146,085.42 | | 387,000.00 | 115,000.00 | 115,000.00 | 0.00% |
| Gain (loss) on disposal of tangible capital assets | (15,780.49) | | 500.00 | 500.00 | 500.00 | 0.00% |
| | 2,459,508.96 | | 3,944,180.00 | 1,741,830.00 | 1,741,830.00 | 0.00% |
| Excess of revenue over expenses | 2,302,480.48 | (2,167,975.71) | 2,736,217.55 | 236,149.01 | 2,404,124.72 | |
| Surplus Funds Allocated Below: | | | | | | |
| Acquisition of tangible capital assets | 3,765,461.23 | 141,078.71 | 7,211,428.00 | 5,393,900.00 | 5,252,821.29 | 2.62% |
| Loan Funding Capital Projects | | | | (1,725,000.00) | (1,725,000.00) | 0.00% |
| Repayment of debenture principle | 197,346.56 | 25,459.04 | 197,346.51 | 203,774.12 | 178,315.08 | 12.49% |
| Net transfers to/from reserves | 193,302.25 | | (3,001,103.70) | (1,958,182.91) | (1,958,182.91) | 0.00% |
| Less: Amortization | (1,768,676.74) | | (1,671,573.00) | (1,678,480.00) | (1,678,480.00) | 0.00% |
| Less: Loss on sale of TCA | (15,780.49) | | | | | 0.00% |
| Less: Purchase of Excavator & Loader on Trade In | (73,600.00) | | (80,000.00) | | 9,000.00 | 0.00% |
| | 2,298,052.81 | 166,537.75 | 2,656,097.81 | 236,011.21 | 78,473.46 | 66.75% |
| Net surplus (deficit) Actual (Balanced Budget) | 4,427.67 | (2,334,513.46) | 80,119.74 | 137.80 | 2,325,651.26 | |



TOWN OF PINCHER CREEK

Operating Statement - By Object

For the Three Months Ending Friday, March 31, 2023

| | 2022 Actual | 2023 Actual | 2022 Budget | 2023 Budget | Variance | % Variance |
|---|----------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------|
| Revenues | | | | | | |
| Net municipal property taxes | \$4,970,391.98 | (\$1,394,089.25) | \$4,970,250.98 | \$4,975,611.61 | \$6,369,700.86 | (28.02%) |
| User fees and sales of goods | 2,564,225.42 | 382,537.69 | 1,996,785.00 | 2,351,227.21 | 1,968,689.52 | 16.27% |
| Government transfers for operating | 1,715,135.20 | 539,368.65 | 1,085,145.41 | 1,239,577.32 | 700,208.67 | 43.51% |
| Franchise fees | 912,263.86 | 185,341.28 | 898,050.00 | 898,550.00 | 713,208.72 | 20.63% |
| Rentals & Leases | 719,722.89 | 128,512.08 | 752,808.83 | 759,024.51 | 630,512.43 | 16.93% |
| Return on Investments | 264,614.89 | 52,404.46 | 215,860.00 | 230,860.00 | 178,455.54 | 22.70% |
| Penalties and costs of taxes | 85,735.87 | 25,442.98 | 99,600.00 | 100,000.00 | 74,557.02 | 25.44% |
| Licences and permits | 169,933.41 | 67,162.41 | 112,600.00 | 112,600.00 | 45,437.59 | 59.65% |
| Other Revenues & Adjustments | 15,966.10 | 789.35 | 9,689.21 | 48,689.21 | 47,899.86 | 1.62% |
| Total Revenue | 11,417,989.62 | (12,530.35) | 10,140,789.43 | 10,716,139.86 | 10,728,670.21 | (0.12%) |
| Expenses | | | | | | |
| Salaries, wages & benefits | 4,770,317.74 | 921,567.62 | 4,196,430.58 | 4,350,738.58 | 3,429,170.96 | 21.18% |
| Contracted and general services | 859,450.13 | 70,420.93 | 852,859.05 | 1,058,294.38 | 987,873.45 | 6.65% |
| Professional Services | 1,074,033.45 | 233,945.06 | 1,183,099.83 | 1,317,717.96 | 1,083,772.90 | 17.75% |
| R & M and rentals & leases | 876,261.08 | 149,884.75 | 1,361,306.93 | 1,663,987.77 | 1,514,103.02 | 9.01% |
| Insurance | 168,594.47 | 183,006.40 | 162,645.02 | 171,288.00 | (11,718.40) | 106.84% |
| Goods | 541,507.12 | 97,856.55 | 460,670.03 | 527,050.01 | 429,193.46 | 18.57% |
| Utilities | 758,963.45 | 193,014.19 | 752,430.08 | 744,150.01 | 551,135.82 | 25.94% |
| Land Held For Resale - Costs | 17,521.50 | | | | | 0.00% |
| Amortization | 1,771,335.74 | | 1,671,573.00 | 1,678,480.00 | 1,678,480.00 | 0.00% |
| Transfers to Organizations | 538,431.25 | 296,011.62 | 536,388.00 | 543,499.50 | 247,487.88 | 54.46% |
| Bank Charges | 12,747.56 | 3,266.69 | 7,900.00 | 9,500.00 | 6,233.31 | 34.39% |
| Interest on long-term debt | 134,530.65 | 6,471.55 | 127,799.36 | 119,964.64 | 113,493.09 | 5.39% |
| Other Expenditure & Adjustment | 51,323.96 | | 35,650.00 | 37,150.00 | 37,150.00 | 0.00% |
| Total Expenses | 11,575,018.10 | 2,155,445.36 | 11,348,751.88 | 12,221,820.85 | 10,066,375.49 | 17.64% |
| Excess (Deficiency) revenue over expenses before other | (157,028.48) | (2,167,975.71) | (1,207,962.45) | (1,505,680.99) | 662,294.72 | 143.99% |
| Other | | | | | | |
| Government transfers for capital | 2,329,204.03 | | 3,556,680.00 | 1,626,330.00 | 1,626,330.00 | 0.00% |
| Contributed assets | 146,085.42 | | 387,000.00 | 115,000.00 | 115,000.00 | 0.00% |
| Net Gain (Loss) on sale of tangible capital assets | (15,780.49) | | 500.00 | 500.00 | 500.00 | 0.00% |
| | 2,459,508.96 | | 3,944,180.00 | 1,741,830.00 | 1,741,830.00 | 0.00% |
| Excess (Deficiency) revenue over expenses | 2,302,480.48 | (2,167,975.71) | 2,736,217.55 | 236,149.01 | 2,404,124.72 | |
| Surplus Funds Allocated Below | | | | | | |
| Acquisition of tangible capital assets | 3,765,461.23 | 141,078.71 | 7,211,428.00 | 5,393,900.00 | 5,252,821.29 | 2.62% |
| Loan Funding Capital Projects | | | | (1,725,000.00) | (1,725,000.00) | 0.00% |
| Repayment of debenture principle | 197,346.56 | 25,459.04 | 197,346.51 | 203,774.12 | 178,315.08 | 12.49% |
| Net transfers to/from reserves | 193,302.25 | | (3,001,103.70) | (1,958,182.91) | (1,958,182.91) | 0.00% |
| Amortization | (1,768,676.74) | | (1,671,573.00) | (1,678,480.00) | (1,678,480.00) | 0.00% |
| Purchase of Excavator & Loader on Trade In | (73,600.00) | | (80,000.00) | | 9,000.00 | 0.00% |
| Loss of sale of equipment | (15,780.49) | | | | | 0.00% |
| | 2,298,052.81 | 166,537.75 | 2,656,097.81 | 236,011.21 | 78,473.46 | 66.75% |
| Net surplus (deficit) Actual (Balanced Budget) | 4,427.67 | (2,334,513.46) | 80,119.74 | 137.80 | 2,325,651.26 | |

Town of Pincher Creek
Operating Summary - By Department
For the Six Months Ending Friday, June 30, 2023

| | 2022 Actual | 2023 Actual | 2022 Budget | 2023 Budget | Variance | % Variance |
|---|----------------------|---------------------|-----------------------|-----------------------|-----------------------|---------------|
| Revenues | | | | | | |
| Net municipal property taxes | \$4,970,391.98 | \$4,975,453.28 | \$4,970,250.98 | \$4,975,611.61 | \$158.33 | 100.00% |
| User fees and sales of goods | 2,564,225.42 | 1,230,155.08 | 1,996,785.00 | 2,351,227.21 | 1,121,072.13 | 52.32% |
| Government transfers for operating | 1,715,135.20 | 574,251.90 | 1,085,145.41 | 1,239,577.32 | 665,325.42 | 46.33% |
| Franchise and concession contracts | 912,263.86 | 428,708.28 | 898,050.00 | 898,550.00 | 469,841.72 | 47.71% |
| Rentals | 719,722.89 | 276,798.92 | 752,808.83 | 759,024.51 | 482,225.59 | 36.47% |
| Investment income | 264,614.89 | 75,223.39 | 215,860.00 | 230,860.00 | 155,636.61 | 32.58% |
| Penalties & Costs | 85,735.87 | 32,788.01 | 99,600.00 | 100,000.00 | 67,211.99 | 32.79% |
| Licences & Permits | 169,933.41 | 96,521.82 | 112,600.00 | 112,600.00 | 16,078.18 | 85.72% |
| Other Revenues & Adjustments | 15,966.10 | 18,802.37 | 9,689.21 | 48,689.21 | 29,886.84 | 38.62% |
| Total Revenue | 11,417,989.62 | 7,708,703.05 | 10,140,789.43 | 10,716,139.86 | 3,007,436.81 | 71.94% |
| Expenses | | | | | | |
| Legislative | 342,288.75 | 198,483.06 | 332,169.98 | 391,278.22 | 192,795.16 | 50.73% |
| Administration | 883,675.53 | 396,124.74 | 786,050.60 | 624,543.72 | 228,418.98 | 63.43% |
| Protective Services | 1,258,585.82 | 577,962.24 | 1,291,074.46 | 1,433,120.77 | 855,158.53 | 40.33% |
| Roads, streets, walks & lighting | 1,206,857.74 | 446,926.41 | 1,336,729.21 | 1,423,805.64 | 976,879.23 | 31.39% |
| Water supply & distribution | 1,180,446.72 | 452,194.92 | 1,125,994.16 | 1,267,511.37 | 815,316.45 | 35.68% |
| Wastewater treatment & disposal | 757,669.88 | 340,268.51 | 910,248.55 | 1,036,751.09 | 696,482.58 | 32.82% |
| Waste management | 467,432.02 | 251,942.24 | 499,014.73 | 585,890.08 | 333,947.84 | 43.00% |
| Other environmental use & protection | 51,647.63 | 20,886.84 | 61,020.76 | 88,736.26 | 67,849.42 | 23.54% |
| Public health & welfare services | 351,619.25 | 236,867.59 | 369,648.73 | 402,509.46 | 165,641.87 | 58.85% |
| Planning & development | 577,549.27 | 262,932.63 | 902,572.84 | 912,375.83 | 649,443.20 | 28.82% |
| Recreation & Culture | 4,497,245.49 | 1,741,080.07 | 3,734,227.86 | 4,055,298.41 | 2,314,218.34 | 42.93% |
| Total Expenses | 11,575,018.10 | 4,925,669.25 | 11,348,751.88 | 12,221,820.85 | 7,296,151.60 | 40.30% |
| Excess revenue over expenses | (157,028.48) | 2,783,033.80 | (1,207,962.45) | (1,505,680.99) | (4,288,714.79) | |
| Other | | | | | | |
| Government transfers for capital | 2,329,204.03 | | 3,556,680.00 | 1,626,330.00 | 1,626,330.00 | 0.00% |
| Contributed assets | 146,085.42 | | 387,000.00 | 115,000.00 | 115,000.00 | 0.00% |
| Gain (loss) on disposal of tangible capital assets | (15,780.49) | | 500.00 | 500.00 | 500.00 | 0.00% |
| | 2,459,508.96 | | 3,944,180.00 | 1,741,830.00 | 1,741,830.00 | 0.00% |
| Excess of revenue over expenses | 2,302,480.48 | 2,783,033.80 | 2,736,217.55 | 236,149.01 | (2,546,884.79) | |
| Surplus Funds Allocated Below: | | | | | | |
| Acquisition of tangible capital assets | 3,765,461.23 | 1,312,705.81 | 7,211,428.00 | 5,393,900.00 | 4,081,194.19 | 24.34% |
| Loan Funding Capital Projects | | | | (1,725,000.00) | (1,725,000.00) | 0.00% |
| Repayment of debenture principle | 197,346.56 | 101,064.21 | 197,346.51 | 203,774.12 | 102,709.91 | 49.60% |
| Net transfers to/from reserves | 193,302.25 | 22,678.84 | (3,001,103.70) | (1,958,182.91) | (1,980,861.75) | (1.16%) |
| Less: Amortization | (1,768,676.74) | | (1,671,573.00) | (1,678,480.00) | (1,678,480.00) | 0.00% |
| Less: Loss on sale of TCA | (15,780.49) | | | | | 0.00% |
| Less: Purchase of Excavator & Loader on Trade In | (73,600.00) | | (80,000.00) | | 9,000.00 | 0.00% |
| | 2,298,052.81 | 1,436,448.86 | 2,656,097.81 | 236,011.21 | (1,191,437.65) | |
| Net surplus (deficit) Actual (Balanced Budget) | 4,427.67 | 1,346,584.94 | 80,119.74 | 137.80 | (1,355,447.14) | |



TOWN OF PINCHER CREEK

Operating Statement - By Object

For the Six Months Ending Friday, June 30, 2023

| | 2022 Actual | 2023 Actual | 2022 Budget | 2023 Budget | Variance | % Variance |
|---|----------------------|---------------------|-----------------------|-----------------------|-----------------------|---------------|
| Revenues | | | | | | |
| Net municipal property taxes | \$4,970,391.98 | \$4,975,453.28 | \$4,970,250.98 | \$4,975,611.61 | \$158.33 | 100.00% |
| User fees and sales of goods | 2,564,225.42 | 1,230,155.08 | 1,996,785.00 | 2,351,227.21 | 1,121,072.13 | 52.32% |
| Government transfers for operating | 1,715,135.20 | 574,251.90 | 1,085,145.41 | 1,239,577.32 | 665,325.42 | 46.33% |
| Franchise fees | 912,263.86 | 428,708.28 | 898,050.00 | 898,550.00 | 469,841.72 | 47.71% |
| Rentals & Leases | 719,722.89 | 276,798.92 | 752,808.83 | 759,024.51 | 482,225.59 | 36.47% |
| Return on Investments | 264,614.89 | 75,223.39 | 215,860.00 | 230,860.00 | 155,636.61 | 32.58% |
| Penalties and costs of taxes | 85,735.87 | 32,788.01 | 99,600.00 | 100,000.00 | 67,211.99 | 32.79% |
| Licences and permits | 169,933.41 | 96,521.82 | 112,600.00 | 112,600.00 | 16,078.18 | 85.72% |
| Other Revenues & Adjustments | 15,966.10 | 18,802.37 | 9,689.21 | 48,689.21 | 29,886.84 | 38.62% |
| Total Revenue | 11,417,989.62 | 7,708,703.05 | 10,140,789.43 | 10,716,139.86 | 3,007,436.81 | 71.94% |
| Expenses | | | | | | |
| Salaries, wages & benefits | 4,770,317.74 | 1,988,014.27 | 4,196,430.58 | 4,350,738.58 | 2,362,724.31 | 45.69% |
| Contracted and general services | 859,450.13 | 535,873.84 | 852,859.05 | 1,058,294.38 | 522,420.54 | 50.64% |
| Professional Services | 1,074,033.45 | 611,043.00 | 1,183,099.83 | 1,317,717.96 | 706,674.96 | 46.37% |
| R & M and rentals & leases | 876,261.08 | 423,037.01 | 1,361,306.93 | 1,663,987.77 | 1,240,950.76 | 25.42% |
| Insurance | 168,594.47 | 182,912.50 | 162,645.02 | 171,288.00 | (11,624.50) | 106.79% |
| Goods | 541,507.12 | 237,950.02 | 460,670.03 | 527,050.01 | 289,099.99 | 45.15% |
| Utilities | 758,963.45 | 378,393.00 | 752,430.08 | 744,150.01 | 365,757.01 | 50.85% |
| Land Held For Resale - Costs | 17,521.50 | | | | | 0.00% |
| Amortization | 1,771,335.74 | | 1,671,573.00 | 1,678,480.00 | 1,678,480.00 | 0.00% |
| Transfers to Organizations | 538,431.25 | 490,877.13 | 536,388.00 | 543,499.50 | 52,622.37 | 90.32% |
| Bank Charges | 12,747.56 | 6,371.72 | 7,900.00 | 9,500.00 | 3,128.28 | 67.07% |
| Interest on long-term debt | 134,530.65 | 52,039.09 | 127,799.36 | 119,964.64 | 67,925.55 | 43.38% |
| Other Expenditure & Adjustment | 51,323.96 | 19,157.67 | 35,650.00 | 37,150.00 | 17,992.33 | 51.57% |
| Total Expenses | 11,575,018.10 | 4,925,669.25 | 11,348,751.88 | 12,221,820.85 | 7,296,151.60 | 40.30% |
| Excess (Deficiency) revenue over expenses before other | (157,028.48) | 2,783,033.80 | (1,207,962.45) | (1,505,680.99) | (4,288,714.79) | |
| Other | | | | | | |
| Government transfers for capital | 2,329,204.03 | | 3,556,680.00 | 1,626,330.00 | 1,626,330.00 | 0.00% |
| Contributed assets | 146,085.42 | | 387,000.00 | 115,000.00 | 115,000.00 | 0.00% |
| Net Gain (Loss) on sale of tangible capital assets | (15,780.49) | | 500.00 | 500.00 | 500.00 | 0.00% |
| | 2,459,508.96 | | 3,944,180.00 | 1,741,830.00 | 1,741,830.00 | 0.00% |
| Excess (Deficiency) revenue over expenses | 2,302,480.48 | 2,783,033.80 | 2,736,217.55 | 236,149.01 | (2,546,884.79) | |
| Surplus Funds Allocated Below | | | | | | |
| Acquisition of tangible capital assets | 3,765,461.23 | 1,312,705.81 | 7,211,428.00 | 5,393,900.00 | 4,081,194.19 | 24.34% |
| Loan Funding Capital Projects | | | | (1,725,000.00) | (1,725,000.00) | 0.00% |
| Repayment of debenture principle | 197,346.56 | 101,064.21 | 197,346.51 | 203,774.12 | 102,709.91 | 49.60% |
| Net transfers to/from reserves | 193,302.25 | 22,678.84 | (3,001,103.70) | (1,958,182.91) | (1,980,861.75) | (1.16%) |
| Amortization | (1,768,676.74) | | (1,671,573.00) | (1,678,480.00) | (1,678,480.00) | 0.00% |
| Purchase of Excavator & Loader on Trade In | (73,600.00) | | (80,000.00) | | 9,000.00 | 0.00% |
| Loss of sale of equipment | (15,780.49) | | | | | 0.00% |
| | 2,298,052.81 | 1,436,448.86 | 2,656,097.81 | 236,011.21 | (1,191,437.65) | |
| Net surplus (deficit) Actual (Balanced Budget) | 4,427.67 | 1,346,584.94 | 80,119.74 | 137.80 | (1,355,447.14) | |

Town of Pincher Creek
Operating Summary - By Department
 For the Nine Months Ending Saturday, September 30, 2023

| | 2022 Actual | 2023 Actual | 2022 Budget | 2023 Budget | Variance | % Variance |
|---|----------------------|---------------------|-----------------------|-----------------------|-----------------------|---------------|
| Revenues | | | | | | |
| Net municipal property taxes | \$4,970,391.98 | \$4,975,453.28 | \$4,970,250.98 | \$4,975,611.61 | \$158.33 | 100.00% |
| User fees and sales of goods | 2,564,225.42 | 1,703,521.53 | 1,996,785.00 | 2,351,227.21 | 647,705.68 | 72.45% |
| Government transfers for operating | 1,715,135.20 | 759,364.98 | 1,085,145.41 | 1,239,577.32 | 480,212.34 | 61.26% |
| Franchise and concession contracts | 912,263.86 | 630,848.52 | 898,050.00 | 898,550.00 | 267,701.48 | 70.21% |
| Rentals | 719,722.89 | 397,383.04 | 752,808.83 | 759,024.51 | 361,641.47 | 52.35% |
| Investment income | 264,614.89 | 177,308.87 | 215,860.00 | 230,860.00 | 53,551.13 | 76.80% |
| Penalties & Costs | 85,735.87 | 76,777.85 | 99,600.00 | 100,000.00 | 23,222.15 | 76.78% |
| Licences & Permits | 169,933.41 | 117,297.21 | 112,600.00 | 112,600.00 | (4,697.21) | 104.17% |
| Other Revenues & Adjustments | 15,966.10 | 21,700.32 | 9,689.21 | 48,689.21 | 26,988.89 | 44.57% |
| Total Revenue | 11,417,989.62 | 8,859,655.60 | 10,140,789.43 | 10,716,139.86 | 1,856,484.26 | 82.68% |
| Expenses | | | | | | |
| Legislative | 342,288.75 | 288,221.28 | 332,169.98 | 391,278.22 | 103,056.94 | 73.66% |
| Administration | 883,675.53 | 589,742.02 | 786,050.60 | 624,543.72 | 34,801.70 | 94.43% |
| Protective Services | 1,258,585.82 | 763,382.69 | 1,291,074.46 | 1,433,120.77 | 669,738.08 | 53.27% |
| Roads, streets, walks & lighting | 1,206,857.74 | 749,501.22 | 1,336,729.21 | 1,423,805.64 | 674,304.42 | 52.64% |
| Water supply & distribution | 1,180,446.72 | 655,708.50 | 1,125,994.16 | 1,267,511.37 | 611,802.87 | 51.73% |
| Wastewater treatment & disposal | 757,669.88 | 487,480.08 | 910,248.55 | 1,036,751.09 | 549,271.01 | 47.02% |
| Waste management | 467,432.02 | 399,020.38 | 499,014.73 | 585,890.08 | 186,869.70 | 68.10% |
| Other environmental use & protection | 51,647.63 | 32,016.71 | 61,020.76 | 88,736.26 | 56,719.55 | 36.08% |
| Public health & welfare services | 351,619.25 | 291,406.68 | 369,648.73 | 402,509.46 | 111,102.78 | 72.40% |
| Planning & development | 577,549.27 | 406,104.14 | 902,572.84 | 912,375.83 | 506,271.69 | 44.51% |
| Recreation & Culture | 4,497,245.49 | 2,633,413.28 | 3,734,227.86 | 4,055,298.41 | 1,421,885.13 | 64.94% |
| Total Expenses | 11,575,018.10 | 7,295,996.98 | 11,348,751.88 | 12,221,820.85 | 4,925,823.87 | 59.70% |
| Excess revenue over expenses | (157,028.48) | 1,563,658.62 | (1,207,962.45) | (1,505,680.99) | (3,069,339.61) | |
| Other | | | | | | |
| Government transfers for capital | 2,329,204.03 | | 3,556,680.00 | 1,626,330.00 | 1,626,330.00 | 0.00% |
| Contributed assets | 146,085.42 | | 387,000.00 | 115,000.00 | 115,000.00 | 0.00% |
| Gain (loss) on disposal of tangible capital assets | (15,780.49) | | 500.00 | 500.00 | 500.00 | 0.00% |
| | 2,459,508.96 | | 3,944,180.00 | 1,741,830.00 | 1,741,830.00 | 0.00% |
| Excess of revenue over expenses | 2,302,480.48 | 1,563,658.62 | 2,736,217.55 | 236,149.01 | (1,327,509.61) | |
| Surplus Funds Allocated Below: | | | | | | |
| Acquisition of tangible capital assets | 3,765,461.23 | 1,636,850.90 | 7,211,428.00 | 5,393,900.00 | 3,757,049.10 | 30.35% |
| Loan Funding Capital Projects | | | | (1,725,000.00) | (1,725,000.00) | 0.00% |
| Repayment of debenture principle | 197,346.56 | 126,725.04 | 197,346.51 | 203,774.12 | 77,049.08 | 62.19% |
| Net transfers to/from reserves | 193,302.25 | 22,678.84 | (3,001,103.70) | (1,958,182.91) | (1,980,861.75) | (1.16%) |
| Less: Amortization | (1,768,676.74) | | (1,671,573.00) | (1,678,480.00) | (1,678,480.00) | 0.00% |
| Less: Loss on sale of TCA | (15,780.49) | | | | | 0.00% |
| Less: Purchase of Excavator & Loader on Trade In | (73,600.00) | | (80,000.00) | | 9,000.00 | 0.00% |
| | 2,298,052.81 | 1,786,254.78 | 2,656,097.81 | 236,011.21 | (1,541,243.57) | |
| Net surplus (deficit) Actual (Balanced Budget) | 4,427.67 | (222,596.16) | 80,119.74 | 137.80 | 213,733.96 | |



TOWN OF PINCHER CREEK

Operating Statement - By Object

For the Nine Months Ending Saturday, September 30, 2023

| | 2022 Actual | 2023 Actual | 2022 Budget | 2023 Budget | Variance | % Variance |
|---|----------------------|---------------------|-----------------------|-----------------------|-----------------------|---------------|
| Revenues | | | | | | |
| Net municipal property taxes | \$4,970,391.98 | \$4,975,453.28 | \$4,970,250.98 | \$4,975,611.61 | \$158.33 | 100.00% |
| User fees and sales of goods | 2,564,225.42 | 1,703,521.53 | 1,996,785.00 | 2,351,227.21 | 647,705.68 | 72.45% |
| Government transfers for operating | 1,715,135.20 | 759,364.98 | 1,085,145.41 | 1,239,577.32 | 480,212.34 | 61.26% |
| Franchise fees | 912,263.86 | 630,848.52 | 898,050.00 | 898,550.00 | 267,701.48 | 70.21% |
| Rentals & Leases | 719,722.89 | 397,383.04 | 752,808.83 | 759,024.51 | 361,641.47 | 52.35% |
| Return on Investments | 264,614.89 | 177,308.87 | 215,860.00 | 230,860.00 | 53,551.13 | 76.80% |
| Penalties and costs of taxes | 85,735.87 | 76,777.85 | 99,600.00 | 100,000.00 | 23,222.15 | 76.78% |
| Licences and permits | 169,933.41 | 117,297.21 | 112,600.00 | 112,600.00 | (4,697.21) | 104.17% |
| Other Revenues & Adjustments | 15,966.10 | 21,700.32 | 9,689.21 | 48,689.21 | 26,988.89 | 44.57% |
| Total Revenue | 11,417,989.62 | 8,859,655.60 | 10,140,789.43 | 10,716,139.86 | 1,856,484.26 | 82.68% |
| Expenses | | | | | | |
| Salaries, wages & benefits | 4,770,317.74 | 3,100,906.80 | 4,196,430.58 | 4,350,738.58 | 1,249,831.78 | 71.27% |
| Contracted and general services | 859,450.13 | 730,394.12 | 852,859.05 | 1,058,294.38 | 327,900.26 | 69.02% |
| Professional Services | 1,074,033.45 | 860,354.88 | 1,183,099.83 | 1,317,717.96 | 457,363.08 | 65.29% |
| R & M and rentals & leases | 876,261.08 | 724,815.71 | 1,361,306.93 | 1,663,987.77 | 939,172.06 | 43.56% |
| Insurance | 168,594.47 | 182,818.60 | 162,645.02 | 171,288.00 | (11,530.60) | 106.73% |
| Goods | 541,507.12 | 391,163.87 | 460,670.03 | 527,050.01 | 135,886.14 | 74.22% |
| Utilities | 758,963.45 | 563,115.66 | 752,430.08 | 744,150.01 | 181,034.35 | 75.67% |
| Land Held For Resale - Costs | 17,521.50 | | | | | 0.00% |
| Amortization | 1,771,335.74 | | 1,671,573.00 | 1,678,480.00 | 1,678,480.00 | 0.00% |
| Transfers to Organizations | 538,431.25 | 647,956.72 | 536,388.00 | 543,499.50 | (104,457.22) | 119.22% |
| Bank Charges | 12,747.56 | 8,626.99 | 7,900.00 | 9,500.00 | 873.01 | 90.81% |
| Interest on long-term debt | 134,530.65 | 67,196.77 | 127,799.36 | 119,964.64 | 52,767.87 | 56.01% |
| Other Expenditure & Adjustment | 51,323.96 | 18,646.86 | 35,650.00 | 37,150.00 | 18,503.14 | 50.19% |
| Total Expenses | 11,575,018.10 | 7,295,996.98 | 11,348,751.88 | 12,221,820.85 | 4,925,823.87 | 59.70% |
| Excess (Deficiency) revenue over expenses before other | (157,028.48) | 1,563,658.62 | (1,207,962.45) | (1,505,680.99) | (3,069,339.61) | |
| Other | | | | | | |
| Government transfers for capital | 2,329,204.03 | | 3,556,680.00 | 1,626,330.00 | 1,626,330.00 | 0.00% |
| Contributed assets | 146,085.42 | | 387,000.00 | 115,000.00 | 115,000.00 | 0.00% |
| Net Gain (Loss) on sale of tangible capital assets | (15,780.49) | | 500.00 | 500.00 | 500.00 | 0.00% |
| | 2,459,508.96 | | 3,944,180.00 | 1,741,830.00 | 1,741,830.00 | 0.00% |
| Excess (Deficiency) revenue over expenses | 2,302,480.48 | 1,563,658.62 | 2,736,217.55 | 236,149.01 | (1,327,509.61) | |
| Surplus Funds Allocated Below | | | | | | |
| Acquisition of tangible capital assets | 3,765,461.23 | 1,636,850.90 | 7,211,428.00 | 5,393,900.00 | 3,757,049.10 | 30.35% |
| Loan Funding Capital Projects | | | | (1,725,000.00) | (1,725,000.00) | 0.00% |
| Repayment of debenture principle | 197,346.56 | 126,725.04 | 197,346.51 | 203,774.12 | 77,049.08 | 62.19% |
| Net transfers to/from reserves | 193,302.25 | 22,678.84 | (3,001,103.70) | (1,958,182.91) | (1,980,861.75) | (1.16%) |
| Amortization | (1,768,676.74) | | (1,671,573.00) | (1,678,480.00) | (1,678,480.00) | 0.00% |
| Purchase of Excavator & Loader on Trade In | (73,600.00) | | (80,000.00) | | 9,000.00 | 0.00% |
| Loss of sale of equipment | (15,780.49) | | | | | 0.00% |
| | 2,298,052.81 | 1,786,254.78 | 2,656,097.81 | 236,011.21 | (1,541,243.57) | |
| Net surplus (deficit) Actual (Balanced Budget) | 4,427.67 | (222,596.16) | 80,119.74 | 137.80 | 213,733.96 | |