



**TOWN OF PINCHER CREEK COUNCIL  
MEETING AGENDA  
Monday, June 10, 2024 at 6:00 p.m.  
Council Chambers, Town Hall - Teams Link**

**1. Call to Order**

**2. Scheduled Public Hearing**

**3. Agenda Approval**

**4. Scheduled Delegations**

**5. Adoption of Minutes**

5.1 Minutes of the Regular Meeting of Council held on May 27, 2024 (Page 2)

**6. Business Arising from the Minutes**

6.1 Disposition of Delegation - Royal Canadian Legion - Municipal Historic Resource Designation Request (Page 5)

**7. Bylaws**

7.1 Nuisance Bylaw 1574-24 (Page 19)

7.2 Council Procedural Bylaw 1596-24 (Page 29)

**8. New Business**

8.1 Pincher Creek Curling Club MOU (Page 50)

8.2 Pool Chemical Room Sire Suppression System (Page 54)

8.3 Municipal Affairs Statutes Amendments Bill 20 (Page 56)

8.4 25th Anniversary Multi-Purpose Facility (Page 65)

8.5 Pincher Creek & District Ag Society Letter of Support Request (Page 67)

8.6 Subdivision Development Review and Approval Process Improvements (Page 71)

8.7 Property Tax Arrears Recovery - Public Auction (Page 73)

**9. Reports**

9.1 Council (Upcoming Meetings & Events)

9.2 Chief Administrative Officer

9.3 Others

**10. Administration**

10.1 Distribution List (Page 77)

**11. Closed Session Discussion**

**12. Notice of Motion**

**13. Adjournment**

*The next Regular Council Meeting is scheduled for June 24, 2024 AT 6:00 p.m.*



**REGULAR MEETING OF COUNCIL**  
**Held on Monday May 27, 2024**  
**In Person & Virtually, Commencing at 6:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

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

Staff: K. Dunbar, Chief Administrative Officer; A. Hlady, FCSS; and K. Green, Executive Assistant

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 6:00 pm.

**2. SCHEDULED PUBLIC HEARING**

**3. AGENDA APPROVAL**

**WRIGHT:**

That Council for the Town of Pincher Creek accepts the May 27, 2024 Regular Council meeting agenda as presented.

**CARRIED 24-264**

**4. DELEGATIONS**

- 4.1 RCMP- Cpl Marty Reed
- 4.2 Royal Canadian Legion Pincher Creek Branch

**5. ADOPTION OF MINUTES**

**5.1 Minutes of the Regular Meeting of Council held on May 13, 2024**

**OLIVER:**

That Council for the Town of Pincher Creek approves the Minutes of the Regular Meeting of Council held on May 13, 2024 as amended.

**CARRIED 24-265**

**5.2 Minutes of the Special Meeting of Council held on May 16, 2024**

**GREEN:**

That Council for the Town of Pincher Creek approves the Minutes of the Special Meeting of Council held on May 16, 2024 as presented.

**CARRIED 24-266**

**5.3 Minutes of the Special Meeting of Council held on May 21, 2024**

**OLIVER:**

That Council for the Town of Pincher Creek approves the Minutes of the Special Meeting of Council held on May 21, 2024 as presented.

**CARRIED 24-267**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. BYLAWS**

**7.1 Council Procedural Bylaw 1596-24**

**BARBER:**

That Council for the Town of Pincher Creek agree to give the Council Procedural Bylaw 1596-24, first reading.

**CARRIED 24-268**

**WRIGHT:**

That Council for the Town of Pincher Creek agree to give the Council Procedural Bylaw 1596-24, second reading.

**CARRIED 24-269**

**8. NEW BUSINESS**

**8.1 Letter of support for Heritage Acres**

**OLIVER:**

That Council for the Town of Pincher Creek direct administration to write a letter of support for the Heritage Acres Farm Museum and the Community Facility Enhancement Program.

**CARRIED 24-270**

**8.2 Pincher Creek Family Centre Request**

**OLIVER:**

That Council for the Town of Pincher Creek agree to allow the Pincher Creek Family Centre to use the fenced in area on the south side of the Town Hall building.

**CARRIED 24-271**

*Mayor Anderberg recused himself at 7:02pm*

**8.3 Mayors Course Request**

**NODGE:**

That Council for the Town of Pincher Creek agrees to pay the cost of the Regional Partnership and Collaboration Course for Mayor Anderberg.

**CARRIED 24-272**

*Mayor Anderberg returned to meeting at 7:05pm*

**9. REPORTS**

**9.1 Council (Upcoming Meetings and Events)**

**9.2 Chief Administrative Officer**

**9.3 Others**

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**BARBER:**

That Council for the Town of Pincher Creek accepts the May 27, 2024 Council Information Distribution List as information.

**CARRIED 24-273**

**11. NOTICE OF MOTION**

**13. ADJOURNMENT**

**OLIVER:**

That this meeting of Council on May 27, 2024 be hereby adjourned at 7:13 pm.

**CARRIED 24-274**

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MAYOR, D. Anderberg

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CAO, K. Dunbar

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 10 DAY OF JUNE 2024**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY JUNE 10, 2024 AT 6:00 P.M.**



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Disposition of Delegation - Royal Canadian Legion - Municipal Historic Resource Designation Request	
<b>PRESENTED BY:</b> Lisa Goss, Legislative Service Manager	<b>DATE OF MEETING:</b> 6/10/2024

**PURPOSE:**

For Council to consider a request from the Royal Canadian Legion Pincher Creek Branch No. 43 to designate the Legion premises (691 Main Street) as a Municipal Heritage Historical Site.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek direct administration to prepare a Municipal Historical Resource Designation Bylaw for the Royal Canadian Legion at 691 Main Street and legally described as Plan 460B, Lot 95.

**BACKGROUND/HISTORY:**

Representatives of the Royal Canadian Legion attended the May 27, 2024 regular meeting of Council as a delegation requesting that Council consider designation of the Legion premises as a Municipal Heritage Historical Site.

In anticipation of this request, administration has met with the Manager of Historic Places Research and Designation at the Historic Resources Management Branch to identify the process for municipal designation in accordance with the Historical Resources Act. The process can take 8-10 months.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receives the request from the Royal Canadian Legion Pincher Creek Branch No. 43 to designate the Legion premises (691 Main Street) as a Municipal Heritage Historical Site as information.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

Between 2010 and 2012 the Town of Pincher Creek participated in the Municipal Heritage Partnership Program. The program identified the Legion (691 Main Street) as a place of interest.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

The disposition of the delegation is in accordance with Procedural Bylaw 1596-21.

**ATTACHMENTS:**

2024.05.04 Royal Canadian Legion Correspondence - 3421

Places of Interest List - 3421

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek direct administration to prepare a Municipal Historical Resource Designation Bylaw for the Royal Canadian Legion at 691 Main Street and legally described as Plan 460B, Lot 95.

**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Kenneth Dunbar*

# PLACES OF INTEREST LIST

By Kelsey Erickson

Updated by Farley Wuth and Diane Burt Stuckey

As we started going through the lists of addresses to pick out the ones that were of interest we realized that there were many! The choices are primarily based upon architectural or structural details and their histories. We really liked the buildings that have an historical look to them. We feel that Main Street is very important because it has such old structures that also were prominent in Pincher Creek's growth and economy. Historical plaques on Main Street, with the old churches and in the residential areas are a good idea because people could read historical info on the buildings as they see them. I also think that Pincher Creek's religious history is unique and interesting, especially how the United Church was created and how the original Anglican and Methodist Church buildings remain in the community today. Pincher Creek definitely has some interesting buildings and history that help give the town its unique character.



Most of the buildings listed here and included in the survey project represent aspects of three of the settlement eras in Pincher Creek's history: NWMP and Ranching 1878 - 1898;

Immigration and the Farming Boom 1898 – 1914; and Era of the World Wars and Economic Stabilization 1914 – 1945.

There are thirty-four (34) buildings and/or sites recommended for this Places of Interest List (POIL). Inclusion in this list does not mean to override property rights but just bespeaks of the structural and historical importance of these potential heritage buildings. The list also does not mean to be exclusionary ~ additional suggestions by Council, property owners and the general public is welcome.

## ADELAIDE STREET:

**666 Adelaide Street** – Very beautiful brick building with lots of window detail. It is one of the few brick buildings in the community and was constructed by bricklayer Eugene Chamberlain. It was built for the Alberta Morden family circa 1894; they were the first non-NWMP Family to settle in Pincher Creek. Unfortunately Albert Morden died when he drowned in the creek in 1907. Later, it was a Doctor's office (Dr. Debuc) and a Baptist Manse. It is located on the north bank of the Pincher Creek and has a rich history.



**734 Adelaide Street** - This building is quite big and has four shed style dormers. It is a very nice looking house with beautiful stained glass in and around the entrance door. It was a boarding house at one point, known as the “Wigwam” which is where the single businessmen from the early 1900s resided. Later, it was owned by the Morgan Family who operated a garage in Pincher Creek and by the Porter Family who retired in from the Black Mountain Ranch.



## ALBERT AVENUE:



**1098 Albert Avenue** – This house is very impressive with unique cube style architectural features and a balcony. Circa 1905, it also has an extensive history being successive residences to the James Scott and Scotty Freebairn families. James Scott was Pincher Creek’s first elected Mayor 1906 – 1910 and businessman Scotty Freebairn who purchased the home in 1925, operated a ladies clothing store.

**1148 Albert Avenue** – This is the former Charlie Colpman House. Charlie ran a drug store on Main Street from 1927 to 1965, one that was sold to Jeff Higa. The drugstore originally was owned by the McCrea Family. This large house has several interesting architectural details both outside and inside.



## BEV MCLACHLIN DRIVE: (FORMERLY BRIDGE AVENUE)



**1044 Bev McLachlin Drive** – This two-storey frame house with a decorated partial wrap around verandah was constructed on this property circa 1904 by the James Schofield family who with Henry Hyde established some twenty-one years earlier the first general store in Pincher Creek. Schofield went onto to become one of the community’s most successful businessmen and also operated the Marna Lake Ranch southwest of town. The house retains its historic charm as up to now it has had only four owners, all with pioneer connections with the Pincher Creek area.



Dr. Gillespie, an early medical doctor, and his family owned the house from 1928 to 1948, and Peter and Maria Beck, Danish immigrants who farmed in the Chipman Creek District as of 1905, were the property owners from 1948 to circa 1982. June and Ken Phillips, descendants of the Crook family, have owned the house for the past thirty odd years.



**1052 Bev McLachlin Drive** – This small one storey cottage style house is believed to date back to the 1890s and represents the building style common during the ranching period in Pincher Creek's history which ran from the settlement's establishment in 1878 to the arrival of the railway in 1898. At one point it was the Andrew Bower residence. Bower, a former NWMP Officer and Great War Veteran, served as a Waterton Lakes Park Warden. He was the first Warden to die in the line of duty, in 1925.

**1128 Bev McLachlin Drive** – Architecturally, this two storey frame house on the west side of Bev McLachlin Drive is noted for its unusual two storey bay window. Originally, the house was the residence of Robert Cooper who served on Pincher Creek's first Town Council, operated a harness shop on Main Street, and was appointed Waterton Lakes National Park's Warden upon Kootenai Brown's death in 1916. A political appointment, Cooper lost his job when the Dominion Administration changed in 1921.



## CHARLOTTE STREET:



**523 Charlotte Street** – This two-storey frame house constructed during the pre-First World War Boom Era was the home of pioneers Henry and Alice Halton. Immigrants from England who also homesteaded south of Pincher Creek and sought coal mining work out at Fernie, Henry and Alice were the parents to the famed World War Two BBC news correspondent Matthew Halton. The local high school bears the name Matthew Halton.



### CHRISTIE AVENUE:

**947 Christie Avenue** – This is very unique looking Dutch style with four dormers and is well maintained making it stand out. It was built in 1902 by Timothee Lebel, a local merchant prior to the Lebel Mansion and it is the former Van Oyen property.

### GEDDES AVENUE:

**1044 Geddes Avenue** – Well maintained house. It was built 1904 as part of the Geddes Ranch which covered the land at the west end of Town. It was the home of the Plunkett family; Mr. Plunkett was the Secretary-Treasurer of the Town of Pincher Creek from 1907 till his death in 1940. Mr. Theodore Dillmer lived in the house since 1962 and he eventually donated a remaining 6.5 acres of land to the Town to become Dillmer Park.



### HEWETSON AVENUE:



**1108 Hewetson Avenue** – Allison house and constructed in 1910 or 1911 for his new bride. The Allison family was connected with early homesteading, business and municipal political circles. This house is a Registered Historic Resource.

### INDIAN STREET:

**515 Indian Street** – Circa 1887, this residence was built by A.H. Lynch - Staunton who was one of the North West Mounted Police that founded the detachment and horse farm. The original portion was built with logs from the Beauvais Lake area. There were a series of owners of this property and Garth and Joan Turcott have lived there since 1958. It is a very well maintained and beautiful home. There is a lot of detail on this house which really makes it stand out. The original kitchen included a sod roof.



## KETTLES STREET:



**654 Kettles Street** – Stone house. It was built circa 1903 by George Dore, Pincher Creek's stonemason who also built the Lebel Store, the Union (Royal) Bank and the 1912 brick Town Hall. Also was the home 1922 through the late 1950s for the Ludgar and Madeline Gareau family, early French Canadian and Metis settlers who retired into town from the Beauvais Lake District. The house passed through a number of hands and was finally purchased by Joan Gunderson in 1977. This house is a Registered Historic Resource. This house is unique not so much for the architecture, being a simple cottage style with a pyramidal roof, but for the sandstone with which it was built.

**696 Kettles Street** – The Lebel Mansion was constructed in 1910 by Mr. Timothee Lebel and it became the family home until October 1924. The home was constructed of brick and demonstrates a certain amount of French Canadian and Queen Anne influences with its verandah columns, high basement and corner towers. Mr. Lebel was one of the earliest and most influential businessmen in Pincher Creek. He sold the residence some fourteen years later to the Sisters of Jesus who operated it as a hospital, known as St. Vincent's. It remained as Pincher Creek's hospital until the new facility was built on the community's north hill in 1983. It was added to in 1930 (south wing, still standing) and in 1949 (east wing, since torn down) however most of the original features have been maintained. An annex with a new staircase and future elevator was added to the rear of the building in 2006. It now owned by the Town of Pincher Creek and it has been the home of the Pincher Creek Allied Arts Centre since 1985. The site was designated as a Registered Historic Resource in 1976. The historic sandstone and wrought iron fence was removed in 2011 and is in storage.



## LAWRENCE STREET:



**992 Lawrence Street** – This is a small cottage style house built out of sandstone quarried from Harrad's Quarry west of Brocket. It was built circa 1912 by a dentist from Fort Macleod (Dr. George Mills). It is one of three remaining sandstone buildings in Pincher Creek.

**MAIN STREET:**

**375 Main Street** – Very large house under renovation at the moment. It dates back to circa 1911. It has a nice open verandah. Its first owner was Pincher Creek businessman Harvey Bossenberry who also served as the Town's Mayor during the 1920s and MLA from 1930 to 1935. The house was sold to Mr. and Mrs. Bob McGarva, local ranchers in 1944-45 and they rented the pasture land to the west until they purchased it from the Plunkett estate.

**577 Main Street** – Really well maintained with interesting architecture. Built circa 1910; it was the home of the Bull Family. Mary Bull was a long time Pincher Creek Public School teacher from 1898 to 1930. She also was active in the Red Cross. The Keer family has owned the house since 1959.



**578 Main Street** – Another really nice house. It is a two storey building with and bay windows. It is currently being renovated. It has an interesting stone wall on the west side of the property. Pincher Creek lawyer Mr. Carswell resided here during the 1950s.

**606 Main Street** – This one is an obvious choice. It is a really nice house and has been well maintained. This is the original Charles and Elisabeth Kettles home, constructed circa 1890 or 1892. Kettles was one of the Northwest Mounted Police constables who established Pincher Creek in 1878. Following his retirement from the Force, in 1879, Kettles remained in the community as an early businessman and rancher. His ranch adjoined the house and spread over the south hill. Architectural details such as the arched windows and entrance remain.





**664 Main Street** – This is the former Methodist church building. It is interesting how the most enduring and oldest buildings are often times religious in nature. The Church was established in 1886. The building is now owned by the Lions Club and serves as a hall for the Club and community.

**686, 688, and 690 Main Street** – Built by Mr. Schofield in 1905 as a general store and has held many of the town's shops over the years. It is an important part of Pincher Creek's history. It served as Schofield's second store and also housed the Oddfellows and Rebekah Lodges since 1907.



**691 Main Street** - This one is interesting for its sandstone materials and architecture. The large part of the sandstone was hauled from the Willock quarry west of Town and the remainder from a location east of Pincher Station. The building has a long and interesting history, originating as the T. Lebel & Company mercantile store. It served as the Lebel store from 1904 to 1924 when it became the Webster Store. Originally constructed as a three store building, a major fire in 1915 resulted in the top floor being removed. It became the home of the Pincher Creek Branch Number 43 Legion in 1945.



**718 and 722 Main Street** – Alberta Hotel. It really has a “western” feel to it and has an interesting history. It was built by the Connelly Bros. in 1885? and is the community's oldest surviving hotel. The first concerts, theatre plays and dances were held at the hotel until the Opera House was built in 1899. The Crowsnest Pass Illustrated ca 1912 referred to the hotel as “The Farmers and Ranchers Hotel in Pincher Creek. A display ad stated that the hotel catered especially to stockmen and farmers and rooms were \$1.50.





**729 Main Street – King Edward Hotel.** Built circa 1904 by Jim Henderson and located on the site of what was Pincher Creek’s first store and post office. Originally the hotel had contained front balconies on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. It was owned by the Lethbridge Breweries for many years. A 1912 display ad from the Crowsnest Pass Illustrated listed it as “The Commercial Hotel of Pincher Creek” with “Table and Bar Unsurpassed”. The hotel met the trains arriving at Pincher Station and rates were \$2.00 per day.

**816 Main Street – St. John’s Anglican Church.** This is another obvious choice for its history. Dating back to 1884, it has sat on this location since 1889 when the government granted 1 acre of land west of the NWMP Reserve. It was moved at a cost of \$425 from the Anglican Cemetery site one mile east of town. It is the oldest continuously used Church of England in all of Alberta and is the oldest church building and parish/congregation in Pincher Creek. It has beautiful stained glass windows.



## **POLICE AVENUE:**



**958 Police Avenue – Pincher Creek United Church Manse.** It is a two-storey structure with a rock and mortar foundation, and was constructed on this location in 1898 as the Manse for the Pincher Creek Presbyterian Church. It is one of the older surviving houses in Pincher Creek.

**972 Police Avenue** – Pincher Creek United Church. The windows are stained glass and have a really nice shape. It's well decorated and is quite large. It is a part of Pincher Creek's religious history. The Pincher Creek United Church congregation is the oldest one in Canada, dating back to 1917, and the church building, which was constructed in 1925, was the first United Church structure built in Canada. The property originally belonged to the local Presbyterian Church which dated back to 1891/1893. The church manse is directly south of the church. The beautiful stain glass windows bear the names of many pioneer families that were members of the congregation.



## SCHOFIELD STREET:



**704 Schofield Street** – The house is massive with 2.5 stories and has a lot of interesting architecture (including a wrap around verandah with an upper balcony) and windows. It is a fancy home. It dates to circa 1912 and served as the home to the Pelletier Family for over half a century. It was purchased by the Harry Sorge family in 1966. The house has two living rooms and a maid's room. A large barn to the south has always been part of the property.

This is the only surviving barn still remaining in the community, located to the rear of the house. It was built on location in 1912 and used for horses and hay storage. Such outbuildings were common during the pioneer era when most early settlers had a few farm animals (a horse or two supplemented by a few milk cows) when they resided in town. Back then, there were few differences between residing in town and living in a rural setting.





**730 Schofield Street** – Large building with some interesting features such as a balcony and dormers. Built circa 1910, it was the home for William and Margaret Dobbie, early Pincher Creek pioneers. William Dobbie owned the old Arlington Hotel on Main Street and served as the Town of Pincher Creek's second elected Mayor from 1910 to 1914. Later, during the 1940s and 1950s, the house served as the dormitory for rural students wishing to complete their high school education in town.

**810 Schofield Street** – This large two-storey house was constructed circa 1904 as the second manse for St. John's Church of England. As of circa 1926, it was purchased by the Laidlaw family whose members were Pincher City businessmen. Pauline and Keith Warren, who have owned it for over forty years, are only the dwelling's third owners. The structure retains its early charm and architectural details.



**835 Schofield Street** – Regardless of the current condition, it is a very impressive house with 2.5 stories and a side staircase. The closed verandah and the windows are very unique. It was built between 1910 and 1919. This is known as the Montgomery/Schoening residence, purchased by the later family in 1949.



## STEWART CRESCENT: (formerly Waterton Avenue)



**1232/1236 Stewart Crescent** – These log buildings are really interesting. The architecture is unique and buildings have been well maintained. The main house and two-storey cabin were constructed in the early 1930s by the Gaston Rigaux family. The third cabin was added in 1946. The entire house was built by Gaston Rigaux and Ed Dion. The three fireplaces were built by Carl Carlson.

## WENTWORTH AVENUE:

**1079 Wentworth Avenue** – Constructed circa 1907 and now part the Kootenai Brown Pioneer Village grounds (and still on its original foundation), this frame cottage style house was first resided in by the William Berry Family who had a homestead in the Chipman Creek District while at the same time operating the first hardware store in Pincher Creek.



## WEST END OF PINCHER CREEK:



**SW ¼ 22-6-30 W4 – First Nations Campsite/Bison Kill** - Archaeological site. Fieldwork in 1990 identified cultural material (bison bones) from approximately a thousand years ago. This is a small kill site and perhaps the best preserved buffalo jump within the Town boundaries. Found were multiple component campsite/kill sites on a series of terraces. It may have been a processing area as well. Size is approximately 250 meters north-south by 125 meters east-west. Actual location of the kill is uncertain although there are several high terrains in the area.

**Dated: December 12, 2012**

RECEIVED

RECEIVED

MAY 10 2024



Town of Pincher Creek



Town of Pincher Creek

## ROYAL CANADIAN LEGION PINCHER CREEK BRANCH NO 43

691 MAIN STREET, PO BOX 131 PINCHER CREEK, ALBERTA T0K1W0

TELEPHONE 403 627 4024 EMAIL [rclegion@outlook.com](mailto:rclegion@outlook.com)

May 4, 2024

Town of Pincher Creek  
PO Box 159  
Pincher Creek, Alberta

Re: Municipal Historical Resource Designation  
Royal Canadian Legion Building  
691 Main Street, Pincher Creek, AB

The Royal Canadian Legion Pincher Creek Branch #43 is requesting that the Town of Pincher Creek, please consider designation of the Legion Premises as a Municipal Heritage Historical Site.

The Legion has been doing their due diligence and research and have been in contact with the Manager, Historic Places Research and Designation, Historic Resources Management Branch, Alberta Arts, Culture & Status of Women who has provided us with information on proceeding to obtain the Municipal Designation.

The Town Council would be required to enter into an agreement with the Legion to waive compensation and designate the land. Also, Council is required to pass a Bylaw.

The Town has designated the Lebel Mansion as Municipal Historical Site, which is closely linked to our building as T. Lebel operated his store on our premises.

The Legion is prepared to assist your Legislative Director in crafting the Bylaw, along with the Historic Resources Manager.

The Royal Canadian Legion Pincher Creek Branch #43 would like to meet with Council to present our request for a Municipal Heritage Resource Designation.

Please included us as a delegation on your Council Agenda for Monday, May 13<sup>th</sup>, 2024.

Thank you.

Dick Burnham, Branch Service Officer



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Nuisance Bylaw 1574-24	
<b>PRESENTED BY:</b> Lisa Goss, Legislative Service Manager	<b>DATE OF MEETING:</b> 6/10/2024

### **PURPOSE:**

For Council to consider an update to Nuisance Bylaw 1574-24 regarding the allowable grass height on property within the Town of Pincher Creek.

### **RECOMMENDATION:**

That Council for the Town of Pincher Creek agree and give first reading to Nuisance Bylaw 1574-24.

That Council for the Town of Pincher Creek agree and give second reading to Nuisance Bylaw 1574-24.

That Council for the Town of Pincher Creek unanimously agree to present Nuisance Bylaw 1574-24 for third and final reading at the regular meeting on June 10, 2024.

That Council for the Town of Pincher Creek agree and give third and final reading to Nuisance Bylaw 1574-24.

### **BACKGROUND/HISTORY:**

Nuisance Bylaw 1574 was updated in 2019 to include provisions which would coincide with the Deer Aversion Program. At that time, the omission of section 3.4 was simply an oversight. During the onboarding process of a new bylaw enforcement officer, the oversight was observed.

### **ALTERNATIVES:**

That Council for the Town of Pincher Creek receives the information regarding Nuisance Bylaw 1574 as presented.

That Council for the Town of Pincher Creek directs administration to further amend Nuisance Bylaw 1574.

### **IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

None at this time.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

The proposed update to the Nuisance Bylaw provides clear direction for administration and the public regarding the allowable grass height on property within the Town of Pincher Creek.

**ATTACHMENTS:**

Nuisance Bylaw 1574-24 DRAFT - 3417

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek agrees and gives all three readings to Nuisance Bylaw 1574-24.

**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Kenneth Dumbart*



**BYLAW NO. 1574-2419**  
**BEING A BYLAW OF THE**  
**TOWN OF PINCHER CREEK**  
**FOR THE PURPOSE OF THE PREVENTION AND**  
**CONTROL OF NUISANCES AND REGULATING**  
**UNTIDY AND UNSIGHTLY PREMISES**

**WHEREAS**, under the authority of the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, the Council of a municipality may pass bylaws for the preventing of nuisances generally and regulating untidy and unsightly private and public premises.

**AND WHEREAS**, the Council deems it expedient to pass a bylaw pursuant to Chapter M-26 of the Municipal Government Act, Revised Statutes of Alberta and amendments thereto,

**NOW, THEREFORE**, THE COUNCIL OF THE TOWN OF PINCHER CREEK ENACTS AS FOLLOWS:

**PART 1-Title and Definitions**

**Section 1: Title**

1.1 This bylaw may be cited as the “**Nuisance Bylaw**.”

**Section 2: Definitions**

- 2.1 “**ACT**” means the Municipal Government Act, R.S.A. 2000, c M-26.1 as amended
- 2.2 “**BOULEVARD**” means that portion of a street which lies between the roadway and the front property line of the land abutting said street
- 2.3 “**BYLAW ENFORCEMENT OFFICER**” means a person authorized by Council to carry out The provisions of this bylaw or the Municipal Administrator (CAO) of the Town of Pincher Creek or a member of the Royal Canadian Mounted Police.
- 2.4 “**COUNCIL**” means the Council of the Town of Pincher Creek
- 2.5 “**LITTER**” means;
- a. any solid or liquid material or product or combination of solid or liquid material or liquid materials of product, including but not limited to;
  - b. any rubbish, refuse, garbage, paper, package, container, bottle, can, manure, human or animal excrement or sewage of the whole or a part of an animal carcass, or
  - c. the whole or part of any article, raw or processed material, motor vehicle or other machinery that is disposed of.
- 2.6 “**CHIEF ADMINISTRATIVE OFFICER (CAO)**” means a person appointed under the Municipal Government Act by the Town of Pincher Creek Council.

- 2.7 **"NUISANCE"** means any act or deed, or omission, or thing, which is, or could be reasonably expected to be annoying, or troublesome, or destructive, or harmful, or inconvenient, or injurious to another person and/or his property, of anything troublesome or bothersome to other people for which complaints are received.
- 2.8 **"OCCUPANT"** means any person occupying any property, whether he is the owner of lessee of such property or whether such person resides thereon or conducts a business thereon.
- 2.9 **"ORDER"** means an order as described in Section 545 and 546 of the Municipal Governments Act.
- 2.10 **"OWNER"** means a person occupying any property, whether he is the owner of lessee of such property or whether such person resides thereon or conducts a business thereon
- 2.11 **"PEST"** means any animal, bird, reptile or insect which causes or could reasonably be expected to cause an annoyance or damage or injury to any person, or animal or plant.
- 2.12 **"PROPERTY"** means:
- (a) a parcel of land
  - (b) an improvement
  - (c) a parcel of land and the improvement to it.
- 2.12 **"RUBBISH"** means and included any paper product, or fabric, or wood, or plastic, or glass, or metal and/or any matter or substance of any kind which has apparently been discarded, or abandoned, or in any way disposed of.
- 2.13 **"TOWN"** means the Town of Pincher Creek.
- 2.14 **"UNTIDY"** or **"UNSIGHTLY"** means any property or part of it on which there is litter, rubbish or debris of any kind which causes the property or any part of it to look untidy or unsightly.
- 2.15 **"WILDLIFE"** means any animal that is not domestic and is feral, such as birds, reptiles, insects, feral cats and dogs, skunks, raccoons, or deer.
- 2.16 **"WILDLIFE ATTRACTANT"** means any substance that could be reasonably expected to attract wildlife.

## **PART 2- Regulations**

### **Section 3: Regulations**

- 3 Every owner, lessee, tenant or agent of the owner of any real property within the Town of Pincher Creek, or if such property is unoccupied, the owner thereof shall ensure that:
- 3.1 No person being the owner, agent, of the owner, lessee or occupant of land or premises, shall permit that land or premises or boulevard adjacent to property to be or remain untidy or unsightly.
- 3.2 No person being the owner, lessee, tenant or agent of the owner of any land or premises with the Town shall permit any building structure or erection of any kind whatsoever, or any excavating, depression, drain or ditch, watercourse, pond, surface water, refuse or other matter or thing upon private land, street or road in or about any building or structure of which such person is the owner, lessee, tenant or agent of the owner, to be or to remain a nuisance and/or dangerous to the public safety or health.

- 3.3 Every person who is an owner, lessee, tenant or agent of the owner of land or premise shall eradicate dandelions and noxious weeds and plants from the property occupied by him and from the boulevard which abuts or flanks a property occupied by him.
- 3.4 Every person who is an owner, lessee, tenant or agent of the owner of land or premises shall cut the grass on the property which he occupies, on the boulevard which abuts or flanks a property occupied by him and on any lane or alley which abuts or flanks a property occupied by him to prevent it from growing to a height of more than six inches.
- 3.45 Every person who is an owner, lessee, tenant or agent of the owner of land or premises shall remove from property occupied by him any dead grass or bush or rubbish which may be untidy or unsightly and which may harbour pests or wildlife.
- 3.56 Council may direct the owner, agent of the owner, lessee or occupier of any property to take such measures as the CAO and/or Bylaw Enforcement Officer in their discretion deems necessary for the prevention or abatement of a nuisance or for the remedying or any untidy or unsightly condition on any premises.
- 3.67 The owner of residential properties in the Town of Pincher Creek shall ensure the neat and orderly storage of unregistered and non-operational vehicles is limited to no more than two (2) vehicles on any one property.
- 3.78 The owner of residential properties in the Town of Pincher Creek shall ensure the neat and orderly storage of, or disposal or dilapidated furniture or household appliances, scrap metal, scrap lumber, tires and motor vehicle parts.

#### **Section 4: Control of Litter**

- 4.1 No person shall place, deposit, throw or cause to be placed, deposited or thrown any litter upon any street, land, sidewalk, parking lot, park or other public place or water course; or on property not their own; except in a receptacle provided for such purpose
- 4.2 All private or general contractors shall ensure the construction, renovation or demolition of a building, keep the land in a reasonable condition so as not to constitute a nuisance, and shall secure all manner of debris to prevent it from blowing onto any other private or public property.
- 4.3 A person who has placed, deposited or thrown or caused to be placed or thrown any litter upon any street, land, sidewalk, parking place, park or other public place or water course or on any property not their own shall forthwith remove it.
- 4.4 If any person fails to remove any litter or any materials or objects referred to in this section or any other obstruction deposited by them, off and from the highways or street, lanes, alley's and byways, property not their own or public places of the Town, the Bylaw Enforcement Officer shall cause such removal to be done at the expense of such person, and the expense of so doing shall be recoverable from such person in any court of competent jurisdiction.

## **NO DUST IN THE AIR**

### **Section 5: Dust in the Air**

- 5.1 No person being the owner, agent of the owner, lessee or occupant of land or premises shall cause or permit any opaque or dense dust to be emitted into the atmosphere from any operations on the premises from that land or premises.

### **Section 6: Posters on Walls**

- 6.1 No person shall post or exhibit, or cause, permit or allow to be posted or exhibited on any wall or fencepost or elsewhere on or adjacent to a highway or public place, any placard, playbill, poster, writing or picture, without the prior written permission of the CAO or designate.
- 6.2 The Bylaw Enforcement Officer is hereby authorized to remove and destroy any such placard, playbill, poster, writing or picture erected or maintained without such permission.

### **Section 7: Piling, Storing Materials or Equipment**

- 7.1 No Person shall place, pile or store any material or equipment on Town Property without first applying for and obtaining a permit for such purpose from the Town. The Council is hereby authorized to make provisions and regulations for the granting of such permits and to set the charges and terms in respect thereof.
- 7.2 Any person placing or causing to be placed, any dirt, gravel, concrete, equipment or any such obstruction on Town property without a permit shall remove or cause the removal thereof within twenty-four (24) hours after being notified to do so. Council may authorize the removal of the obstruction and completion of any necessary repairs, and charge the cost thereof to the person causing the obstruction

### **Section 8: Pest and Wildlife Controls**

- 8.1 No person shall permit the proliferation of any pest that is likely to spread disease, be destructive or dangerous or otherwise become a nuisance.
- 8.2 No person shall feed, attempt to feed or permit the feeding of wildlife and must not feed other animals in a manner that is likely to attract wildlife.
- 8.3 No person shall accumulate, place or permit the placement of wildlife attractants.

### **Section 9: Control of Trees and Shrubs**

- 9.1 Every owner, agent, lessee or occupier of a premises shall ensure that branches, stems or trunks of trees or shrubs, whether on private property or otherwise shall not in anyway interfere with or endanger the lines, poles, conduit pipes, sewers or other works of an utility serving or owned by the Town of Pincher Creek: the Council for the Town of Pincher Creek, CAO, Director of Operations or the Bylaw Enforcement Officer may direct the owner, agent, lessee or occupier of the property on which such tree or shrub stands to remove or prune the tree or shrub, or to take



- such other steps as the Council, CAO, Director of Operations of the Bylaw Enforcement Officer deems necessary to alleviate the interference with or danger to such works.
- 9.2 Every owner, agent, lessee or occupier of premises shall ensure that their tree branches and shrubs overhanging or encroaching a public sidewalk, road, lane or alley shall be pruned or trimmed to height of at least twelve (12) feet above said public sidewalk, road, lane or alley.
- 9.3 Every person who is an owner, agent, lessee or occupier of premises shall be responsible for the trimming, maintenance and removal of trees and shrubs:
- (a) On the said premises.
  - (b) on the Boulevard which abuts or flanks the said premises.
  - (c) and on any lane or alley which abuts or flanks the said premises.
- 9.4 Maintenance of a tree on property owned by the Town of Pincher Creek that, in the opinion of the Director of Operations or a Town appointed arborist, is required to mitigate an exigent situation, will be the responsibly of the Town.
- 9.5 No person or owner of a parcel of land shall permit fruit from a tree or bush, or otherwise located on a parcel of land, to accumulate on the tree, bush or ground such that it attracts wildlife.

### **PART 3- Enforcement**

#### **Section 10: Authority to Enter and Enforce**

- 10.1 A Bylaw Enforcement Officer may, for the purpose of ensuring that the provisions of this bylaw are being complied with to enter in or upon the property, in accordance with Section 542 of the *Municipal Government Act*, to carry out an inspection, enforcement of other action required or authorized by this bylaw, the *Municipal Government Act*, or other statutes.
- 10.2 The Bylaw Enforcement Officer may declare that any property or premises within the Town is in contravention of this Bylaw.
- 10.3 The Bylaw Enforcement Officer may direct the owner, agent or the owner, lessee or occupier of any property to take such measures as the Bylaw Enforcement Officer at his discretion deems necessary for the prevention or abatement of a nuisance or for the remedying of any untidy or unsightly condition on any premises or to ensure that the provisions of this bylaw are complied with, and may:
- (a) Issue a warning notice by mail to the owner, agent, lessee or occupier of the land or premises in question advising them of the condition and directing that the condition be rectified within fourteen (14) days.
  - (b) Issue a written order in accordance with Section 545 or 546 of the *Municipal Government Act*.
- 10.4 Should any property owner, agent, lessee or occupier fail, neglect or refuse to remedy the condition as directed in the said Order, the Town of Pincher Creek may cause the work to be performed as deemed necessary to remedy the condition and charge the all cost of such work to the owner, agent, lessee or occupier, and in default of payment, relative to;

- (a) Dealing with the unsightly condition of a property in accordance with Section 550 of the Act, and;
- (b) Collect any unpaid costs and expenses of the actions or measures taken by the Town in accordance with the Act, which includes adding unpaid costs and expenses to the tax roll of the property.

10.5 Any person who enters property to remedy a condition as directed by the CAO or the Bylaw Enforcement Officer shall be deemed to have the authorization of Council and shall not incur any liability, therefrom.

### **Section 11: Penalties**

- 11.1 Any Person who breaches a provision of this bylaw shall be guilty of an offence and shall be liable upon summary conviction to a fine of not less than \$200.00 and not more than \$500.00.
- 11.2 Notwithstanding the foregoing, a person charged with an offence under this Bylaw may make a voluntary payment at the Town office at any time up to fourteen (14) days after the date the offence ticket is issued and in such case, prosecution for the offence will not proceed.
- 11.3 Voluntary payment shall be \$75.00.
- 11.4 Where an alleged offender has made payment under this bylaw and is prosecuted under a summons issued for the offence in respect of which such payment has been made, such payment will be refunded.
- 11.5 If an alleged offender does not pay the penalty amount, then such person may, by summons, be required to appear in Court and shall be liable on summary conviction to pay a minimum fine equal to the penalty amount plus Court costs.

### **Section 12: Appeal Provisions**

- 12.1 A person who considers themselves aggrieved by an order issued pursuant to Section 545 of the Act may request that Council review the Order by filing a written request for review pursuant to and in accordance with, Section 546 of the Act.
- 12.2 An appeal under this section shall be delivered in person or sent by registered mail to the CAO within fourteen (14) days of the date on which the direction was served on the owner, agent, lessee or occupier.
- 12.3 Council shall consider the appeal at its next regular meeting after the appeal has been received.
- 12.4 After considering the appeal, Council may confirm the order or if it is satisfied that the order is unreasonable, unjust or in any manner contrary to the intent and meaning of this bylaw, cancel, vary, substitute or modify the order.

**PART 4: Legal**

**Section 13: Severability**

13.1 Should any section or part of this bylaw be found to have been improperly enacted or ultra vires, for any reason, then such section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted has not been enacted as part of this bylaw.

**Section 14: Repeal**

14.1 That Bylaw #1574-~~14~~9 and amendments thereto are hereby repealed.

14.2 This bylaw shall come into force and effect ~~on the final date of passing thereof upon third and final reading.~~

READ A FIRST TIME THIS ~~25~~<sup>10</sup>~~th~~ DAY OF ~~February 2019~~June, 2024, A.D.

\_\_\_\_\_  
\_\_\_\_\_  
**Mayor, Don Anderberg**

\_\_\_\_\_  
\_\_\_\_\_  
**CAO, Laurie Wilgosh**

READ A SECOND TIME THIS <sup>6</sup>~~10~~<sup>th</sup> DAY OF ~~March 2019~~June, 2024, A.D.

\_\_\_\_\_  
\_\_\_\_\_  
**Mayor, Don Anderberg**

\_\_\_\_\_  
\_\_\_\_\_  
**CAO, Laurie Wilgosh**

READ A THIRD TIME THIS <sup>6</sup>~~10~~<sup>th</sup> DAY OF ~~March 2019~~June, 2024, A.D.

\_\_\_\_\_  
**Mayor, Don Anderberg**

CAO, ~~Laurie Wilgosh~~ Konrad Dunbar

DRAFT



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Council Procedural Bylaw 1596-24	
<b>PRESENTED BY:</b> Konrad Dunbar, Chief Administrative Officer	<b>DATE OF MEETING:</b> 6/10/2024

**PURPOSE:**

For the Council Procedural Bylaw 1596-24 as amended to be read a third time.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree to give the Council Procedural Bylaw 1596-24, third and final reading.

**BACKGROUND/HISTORY:**

On May 27th, 2024 Council gave First and Second reading with amendments to the Council Procedural Bylaw 1596-24.

Administration has made those amendments and provided an updated copy for third and final reading.

**ALTERNATIVES:**

NA

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

The Procedural Bylaw has been updated to provide improved transparency and efficiency.

**FINANCIAL IMPLICATIONS:**

Reduced Council and administration time for attendance at meetings and in preparation of reports.

**PUBLIC RELATIONS IMPLICATIONS:**

Increased transparency of the Council decision process and accuracy of published meeting minutes.

**ATTACHMENTS:**

Final 1596-24 Council Procedural Bylaw - 3415

**CONCLUSION/SUMMARY:**

The amended bylaw is consistent with the requirements of the MGA and other municipalities within Alberta.

**Signatures:**

**Department Head:**

*Konrad Dunbar*

**CAO:**

*Konrad Dunbar*



BYLAW 1596-24  
of the  
Town of Pincher Creek

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**BYLAW 1596-24**  
**Of The**  
**TOWN OF PINCHER CREEK**

**A BYLAW OF THE TOWN OF PINCHER CREEK, IN THE PROVINCE OF**  
**ALBERTA, FOR THE PURPOSE OF REGULATING PROCEEDINGS OF COUNCIL MEETINGS**

---

**WHEREAS** pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Municipality has the authority to pass bylaws for municipal purposes respecting citizens' safety, health and welfare, property, services and business activities;

**AND WHEREAS** Section 145 of the Municipal Government Act allows a Council to pass bylaws for the establishment, functions, procedures and conduct of Council committees and other bodies established by Council;

**AND WHEREAS** Section 146(b) of the Municipal Government Act allows a Council to pass bylaws where Council committees may consist of a combination of Councillors and other persons;

**AND WHEREAS** Section 153(e) of the Municipal Government Act states that a Councillors duty is to keep in confidence matters discussed in private at a Council or committee meeting until discussed at a meeting held in public.

**AND WHEREAS** Section 180(1) of the Municipal Government Act requires Council to act only by resolution or bylaw;

**AND WHEREAS** Section 197(1) of the Municipal Government Act states that a Council and Council Committees must conduct their meetings in public;

**AND WHEREAS** Section 197(2) of the Municipal Government Act allows a Council and its committees to close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act;

**AND WHEREAS** Section 198 of the Municipal Government Act states that everyone has a right to be present at Council and committee meetings conducted in public unless the person chairing the meeting expels a person for improper conduct;

**NOW THEREFORE** the Council of the Town of Pincher Creek, in the Province of Alberta, duly assembled in a regular meeting, hereby enacts the following rules for the order and conduct of all Council meetings.



## TITLE

This bylaw shall be cited as the "Council Procedural Bylaw".

## DEFINITIONS

All terms and phrases used in this bylaw shall be as defined in the Municipal Government Act, being Chapter M-26, of the Statutes of Alberta, 2000, and amendments thereto, unless otherwise noted.

**"CAO"** is the Town of Pincher Creeks Chief Administrative Officer in accordance with Section 205 of Alberta's Municipal Government Act;

**"Committee"** is a standing committee, special committee or ad hoc committee established in accordance with Section 145 of the Municipal Government Act;

**"Committee of the Whole"** is a committee consisting of all Councillors;

**"Consent Agenda"** is a section of the Council Agenda that may include multiple reports that is approved through an omni-bus motion;

**"Council"** consists of a Chief Elected Official (Mayor) and six Councillors, all of which are elected by the citizens of the Town of Pincher Creek;

**"Councillor"** shall mean every Councillor including the Chief Elected Official;

**"Closed Meeting"** shall mean a Council or committee meeting or part of a meeting which is held in private and closed to the public may include any person or persons invited to attend by Council;

**"Mayor"** is the Town of Pincher Creek's Chief Elected Official;

**"MGA"** refers to the Municipal Government Act, being Chapter M-26, Statutes of Alberta, 2000 and amendments thereto;

**"Notice of Motion"** refers to the expression of a Councillors intention to place a motion before Council at a future Council Meeting;

**"Omni-bus"** refers to a motion that combines multiple items under one Council resolution.

**"Presiding Officer"** is the person who chairs a Council or committee and who shall be either the Mayor, the Deputy Mayor, a committee chairperson, or a Councillor appointed by council or that is selected by committee members as directed by the resolution establishing the committee;

**"Special Meeting"** is a public meeting of all Councillors scheduled outside of the regular Council meeting schedule;

**"Special Resolution"** is one that requires majority of Councillors to vote in support of a resolution;

**"Town"** is the Town of Pincher Creek in the Province of Alberta.

## **APPLICATION**

1. This bylaw shall govern the proceedings of Council and committees established by Council.
2. If a matter relating to meeting procedure is not addressed in this bylaw, the law of the Parliament of Canada shall be followed. In such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.

## **ORGANIZATIONAL MEETING**

3. Council shall hold an annual organizational meeting pursuant to the time frame specified in Section 192 of the MGA.
4. The first meeting following a general municipal election is an organizational meeting where;
  - a) the Mayor takes the Oath of Office of the Mayor,
  - b) every Councillor takes the Oath of Office of Councillor,
  - c) Councillors are assigned to Council's statutory, standing, and/or ad hoc committees and to other bodies on which Council wishes to be represented,
  - d) Council may make a motion to appoint one or more Councillors as Deputy Mayor and if so, the Deputy Mayor(s) take the Oath of office of Deputy Mayor.

The election of Deputy Mayor is based on a rotational system whereby all Councillors are granted an opportunity so serve in that capacity over the term. Each of the six Councillors is to be designated for an eight-month term. The office of Deputy Mayor can be removed without reason or cause, by a majority vote.

5. At annual organizational meetings in years that do not have municipal elections, Council;
  - a) confirms membership on statutory, standing, and ad hoc committees as well as other bodies on which Council wishes to be represented,
  - b) adopts Council's regular meeting schedule for the period until and including the next organizational meeting,
  - c) undertakes such organizational business as may be required.

## **COUNCIL AND COMMITTEE MEETINGS**

6. All meetings of Council will be held in public except when;
  - a) a person is excluded for improper conduct,
  - b) when Council adopts a resolution to move to a closed session .

## *LOCATION, DATE AND TIME*

7. All regular Council meetings shall be held in the Town's Council Chambers, located at 962 St. John Avenue, Pincher Creek, Alberta

8. Regular meetings shall be held on the second and fourth Mondays of each month, with the exception of July, August and December.
  - a) meetings shall be held on the fourth Monday of July and of August,
  - b) meetings shall be held on the second Monday of December,
  - c) when a statutory holiday falls on a Monday, the Council meeting will be moved to the following Tuesday.
9. Council may change the time, date or location of their respective meetings by special resolution provided that in both cases at least twenty-four (24) hours' notice of the change is given;
  - a) in writing to all Councillors,
  - b) by posting a notice of the change at the entrance of the Town Office for members of the public;
  - c) by posting a notice of the change on the home page of the Town's website, and in any other manner as directed by resolution of Council.

#### *QUORUM*

10. A quorum refers to a simple majority of Councillors or committee members present at a meeting.
11. Councillors may participate in Council meetings via electronic audio or visual communications under the following conditions;
  - a) the facilities' technology must allow all Councillors to hear the discussion involving all other participants at the meeting,
  - b) the remote Councillor shall be considered present and part of the quorum,
  - c) the recording secretary shall record the names and the electronic communications format by which the Councillor(s) participated.
12. If the Mayor or Deputy Mayor is not in attendance within twenty (20) minutes after the hour appointed for a meeting and a quorum is present, the CAO or designate shall call the meeting to order. A Presiding Officer shall be chosen by the Councillors present, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
13. Unless a quorum is present within twenty (20) minutes after the time appointed for the meeting, the meeting will stand adjourned until,
  - a) the next regular meeting date, or
  - b) until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

The recording secretary shall record the names of the Councillors present at the expiration of the 20 minute time limit.

14. If a quorum is lost after the meeting is called to order, the meeting shall be suspended until quorum can be re-obtained.

15. If quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

*SPECIAL MEETINGS*

16. Pursuant to Section 194 of the MGA,
  - a) the Mayor may call a special Council meeting by giving at least 24 hours written notice to all Councillors and the public, advising them of the meeting's purpose, location, date and time.
  - b) the Mayor must call a special Council meeting upon receipt of a written request for the meeting, stating its purpose, from a majority of the Councillors.
  - c) the Mayor may call a special Council meeting on shorter notice to all Councillors without providing notice to the public, if two-thirds of Councillors agree to this in writing before the beginning of the meeting.
  - d) no business other than that stated in the notice calling the special meeting shall be considered at the meeting unless all Councillors are present and council agrees to deal with the matter in question.

*COMMITTEE MEETINGS*

17. Unless otherwise established, the time and place for Council committee meeting shall be set at the call of the committee Chair or as set out in bylaw or policy.
18. All Council committees shall adhere to the rules of procedure established in this bylaw unless otherwise modified by Council.

**COUNCIL MEETING AGENDAS**

*STANDARD ORDER OF BUSINESS*

19. The business of regular Council meetings follows a standard format set out in Schedule A.
20. Notwithstanding the standard Order of Business, the Mayor and pertinent committee chair may arrange for items dealing with a particular subject to be grouped together on the agenda of any individual meeting.
21. The standard agenda may be amended from time to time by Council resolution.
22. The Mayor shall review the agenda with the CAO prior to distribution to Councillors.

*CONSENT AGENDA*

23. The CAO and Mayor may determine that some matter(s) will be identified as a Consent Agenda.
24. The Consent Agenda may include:
  - a. Minutes;
  - b. report(s) with recommendation(s) to postpone Council's consideration of a matter;
  - c. report(s) with recommendation(s) that Council receive the Report for information with no further action;
  - d. reports with recommendations for routine business; and/or

- e. Notice(s) of Motion that are being introduced that have been published in the Agenda.
- 25. Any Councillor may request that a matter be removed from the Consent Agenda. The matter shall be removed from the Consent Agenda and placed on the regular Agenda without debate.
- 26. Any Councillor may request that a matter be amended (typographical error) in a non-substantive manner without removal from the consent agenda.
- 27. Matter(s) remaining on the Consent Agenda shall be moved and voted on without debate by omnibus Motion.

*SUPPORTING DOCUMENTS*

- 28. All documents and notices of delegations intended to be addressed by Council shall be submitted to the CAO not later than 4:00 pm one week prior to the Thursday agenda posting.
- 29. If past the deadline, Council items may be brought forth for placement on a following meeting agenda.

*DISTRIBUTION*

- 30. By 1:00 pm on the Thursday before the regularly scheduled Council meeting, the CAO shall distribute to each Councillor;
  - a) the agenda,
  - b) the minutes of the last regular meeting and any subsequent special meetings,
  - c) a statement of quarterly accounts (if applicable),
  - d) any material pertinent to the forthcoming regular meeting including documents that support requests for decision.
- 31. By 1:00 pm on the Thursday before the regular Council meeting;
  - a) agendas for Council meetings and statutory, standing, and ad hoc committee meetings shall be posted in the Council's area on the Town's web site,
  - b) a news release announcing the posting of the agenda for the upcoming Council meeting shall be posted on the home page of the Town's web site,
  - c) a calendar shall be placed in the public area of the Town of Pincher Creek's Administration Building, located at 962 St. John Avenue.
- 32. Any written communication intended for Council or a committee which reaches the CAO must;
  - a) be legible and coherent,
  - b) be signed by at least one person who provides a printed name and address,
  - c) be on paper or in an electronic format,
  - d) not be libelous, impertinent, or improper.
- 33. When the CAO receives written communication meeting the requirements specified in Article 33, he/she must;

- a) refer the communication to the administration for a report or a direct response, and inform Councillors through the agenda, of the referral,
  - b) if it relates to an item already on an agenda, provide a copy of the communication to Councillors with the agenda.
34. If the requirements of Article 32 are not met, the communication may be filed unless the CAO determines it to be libelous, impertinent, or improper, in which case the CAO summarizes the communication and informs Council that it is being withheld.
35. Council may direct the communication being withheld to be forwarded to Council.
36. The CAO must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

## **GENERAL PROCEEDINGS AT MEETINGS**

### *AGENDA*

37. Council must vote to adopt the agenda.
38. Council may only make changes to the agenda by special resolution and these changes may only consist of adding new items or deleting items.
39. If no motion is made about a specific item on the agenda, Council need not deal with that item during the meeting.

### *MINUTES*

40. The minutes of each meeting must be circulated to each Councillor prior to the meeting at which they are to be adopted.
41. Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate.
42. If the minutes;
- a) contain errors or omissions, Council must pass a resolution to amend the minutes and adopt the minutes as amended,
  - b) do not contain errors or omissions, Council must adopt the minutes as circulated.

### *DESIRE TO SPEAK*

43. Any Councillor desiring to speak shall address all remarks to the Presiding Officer and shall confine communication to the question or motion on the table.
44. Councillors wishing to speak on an agenda item during a meeting must indicate their intention by raising their hand. Any Councillor present via electronic communications, shall address the Presiding Officer by stating "I wish to speak on the matter at hand".
45. Each Councillor should not speak more than once until every Councillor has had the opportunity to speak except;

- a) in the explanation of a material part of the speech which may have been misunderstood,
- b) in reply,
- c) to close debate,
- d) after everyone else wishing to speak has spoken.

*MOTIONS AND RESOLUTIONS*

- 46. Every motion or resolution shall be stated clearly by the mover and when duly moved, shall be open for consideration.
- 47. After a resolution has been stated or read, it shall be deemed to be in possession of Council, but may be withdrawn by unanimous consent of the Councillors present.
- 48. Each Councillor should limit discussion on any motion to ten (10) minutes.

*ORDER AND DECORUM*

- 49. The Presiding Officer shall maintain order and decorum and decide questions of order, subject to an appeal to the Council.
- 50. The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of the members present without debate.
- 51. When the Presiding Officer is called upon to decide a point of order or practice, he or she shall cite the rule of authority applicable, as set out in this bylaw or otherwise referred to in Roberts Rules of Order.
- 52. A member called to order by the Presiding Officer shall immediately discontinue speaking and the debate shall be suspended until the point of order is decided.

*REPORTS*

- 53. An information report from a committee, agency or administrative staff that does not request Council action other than receipt as information may only be;
  - a) received as information without debate,
  - b) referred to a committee or the CAO by majority vote without debate, or
  - c) debated, if a special resolution as passed to allow a motion to be made without notice.
- 54. Reports from the CAO or other management personnel which request a decision by Council may be debated and Council may;
  - a) vote on the request, or
  - b) refer the request to a committee or the CAO for investigation and report.

*COUNCILLOR REQUEST FOR INFORMATION*

- 55. Councillors may request information from the CAO on any matter within the municipality's jurisdiction.

56. When a Councillor requests information, the CAO or designate, will provide a response to each Councillor at the next Council meeting. If that is not possible, the CAO will provide a progress report indicating when the answer to the inquiry may be expected.

*CLOSED SESSIONS*

57. Council and committees may conduct all or a part of a meeting closed to the public;
- a) only if a matter to be discussed is within one of the categories of private information referred to in Section 197 of the MGA, and, a majority of the Councillors present are of the opinion that it is in the public interest to close the meeting to the public;
  - b) shall state the purpose, time and those in attendance in the resolution to close the meeting to the public;
  - c) the rules of Council shall be observed in the closed meeting;
  - d) the only resolution Council have the power to make in the closed meeting is to revert back to an open meeting.

**DISCIPLINARY PROCEDURES**

58. Councillors shall not;
- a) use offensive or unparliamentary language in the meeting or directed to Council, any Councillor or any other person;
  - b) disobey the rules of the meeting or decision of the Presiding Officer or of Councillors on questions of order or practice; or upon the interpretation of the rules of the meeting;
  - c) speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, of Council or of any other governing body in Canada;
  - d) leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
  - e) interrupt a Councillor while speaking, except to raise a point of order;
  - f) discuss a vote of Council after the vote has been taken, unless to rescind;
  - g) influence or direct any municipal employees;
  - h) direct inquiries to municipal employees other than the CAO who will be responsible for ensuring that the inquiry is responded to.

*COUNCILLOR BREACHES OF ORDER*

59. When a Councillor has been warned about breaches of order but continues to engage in them, the Presiding Officer may name the Councillor by stating their name and declaring the offence. The Recording Secretary must note the offence in the minutes.
60. If a Councillor who has been named apologizes and withdraws any objectionable statement, then the Councillor may remain and continue participating in the meeting and the Presiding Officer may direct that the notation of the offence be removed from the minutes.

*PUBLIC BREACHES OF ORDER*



61. Any members of the public are not allowed to approach or to speak to any Councillor during a Council meeting without the Presiding Officer's permission.
62. The Presiding Officer may order any member of the public who disturbs Council or committee proceedings by words or actions, to be expelled.
63. If the person refuses to leave voluntarily, the Presiding Officer may request that the Royal Canadian Mounted Police to remove the person.

## **MOTIONS AND RESOLUTIONS**

### *MOTION BEFORE COUNCIL*

64. After a motion is read or stated by the Presiding Officer, it shall be deemed to be in the possession of the Council, but may be withdrawn by the mover at any time before debate or decision.
65. A motion does not require a seconder.
66. The Mayor shall be permitted to put forward motions.
67. Any Councillor may require the motion under discussion to be read at any time during the debate, except when a Councillor is speaking.
68. The mover of a motion must be present when the vote on the motion is taken. Councillors participating via electronic audio or visual communications are deemed to be present.
69. When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Presiding Officer shall grant permission. If any objection is made, however, it is necessary to obtain leave by motion to withdraw and this motion cannot be debated or amended.
70. Once a motion is withdrawn, the effect is the same as if it had never been made.
71. When a motion is under debate, no new motion shall be received other than a motion to;
  - a) adjourn (non-debatable);
  - b) withdraw (non-debatable);
  - c) table (non-debatable);
  - d) call the question (non-debatable);
  - e) postpone to a certain time or date (debatable);
  - f) refer (debatable);
  - g) amend (debatable);
  - h) postpone indefinitely (debatable).

### *SPECIAL RESOLUTIONS*

72. When Council deems that it is necessary to take an expedient action for the benefit of the municipality and that it should happen before the next regularly scheduled Council meeting, it may pass a special resolution.

73. A Councillor addresses the Presiding Officer to request that Council consider a special resolution and states what the resolution is about.
74. If a majority of Councillors in attendance vote in favor of allowing the resolution, then it can be presented to Council.
75. If Council defeats the request, then the Councillor can present the resolution under the Council agenda item that addresses notices of motion and it will be dealt with at the next regular Council meeting.

#### *NOTICES OF MOTION*

76. A notice of motion must be used to introduce a new matter for Council's consideration which does not appear on the agenda, and should be used to give notice when an extended period of time is advisable prior to considering a subject.
  - a) the Councillor shall read the notice of motion which must be recorded in the minutes and shall form part of the agenda for the subsequent meeting.
  - b) a Councillor who hands the written notice of motion to the CAO to be read at any regular meeting, need not necessarily be present during the reading of the motion.
77. A Councillor may make a motion introducing a new matter only if:
  - a) notice is given at the previous regular Council meeting,
  - b) a legible copy of the content of the notice is made available to the CAO no later than 12:00 pm on the Monday before the regular meeting, or
  - c) Council passes a special resolution dispensing with notice.
78. A notice of motion must give sufficient detail about the subject of the motion and any proposed action and must state the date of the meeting at which the motion will be made.
79. A notice of motion must be given without discussion of the matter but any written copies distributed may include explanatory paragraphs.
80. When notice has been given, the CAO will include the proposed motion in the agenda of the meeting for the date indicated in the notice. If a motion is not made at the meeting indicated in the notice, it will be removed from the agenda and may only be made by a new notice of motion.

#### *SIMILARITY OF MOTIONS*

81. No motion shall be made that is the same as, or similar to the previous motion made during the same meeting.
82. Any issue addressed by Council at any regular Council meeting where a resolution has been voted upon (either carried or defeated), other than a motion to postpone, shall not be allowed to be brought back to any regular meeting for further consideration until at least three (3) months following the date of the Council meeting where it was originally addressed except by means of majority vote of Council in attendance.

#### *LACK OF QUORUM FOR A MOTION*

83. If a motion cannot be voted on because there would be no quorum due to an abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular Council meeting.
84. If Council is unable to achieve a quorum due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order under the MGA.

*VOTING ON A MOTION*

85. A motion, excepting a special resolution, shall be carried when a majority of Councillors at a meeting vote in favor of the motion.
86. A motion is lost when the vote is defeated or tied.
87. Where a question under consideration contains distinct propositions, the vote upon each proposition may be taken separately, at the request of any Councillor.

*ABSTENTIONS FROM VOTING*

88. Pursuant to Section 183 of the MGA, a Councillor must vote on a matter put to a vote at the meeting unless he or she is required or permitted to abstain from voting under this or any other enactment.
89. Councillors who have a pecuniary interest, as defined in Section 170 of the MGA where, in any matter related to a question put to a vote, shall, if present;
  - a) declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter,
  - b) abstain from discussions or voting on any question relating to the matter, and
  - c) remove themselves from the room until the matter is concluded.
90. The minutes shall indicate each abstention and its reasons including the declaration of disclosure of a pecuniary interest, and shall also indicate the times at which the Councillor left and returned to the room.
91. Notwithstanding Article 88, if a matter related to a Councillor's pecuniary interest is a question upon which the Councillor as a taxpayer, an elector or an owner, has a right to be heard by Council, it is not necessary for the Councillor to leave the room.

*PUTTING A MOTION TO A VOTE*

92. Once the Presiding Officer puts a question to a vote;
  - a) no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared,
  - b) every member present including the Presiding Officer, shall vote unless they are required to abstain.

*VOTE VALIDITY*

93. Votes on all motions must be taken according to the following procedure;
  - a) the Presiding Officer must put forth the motion,

- b) all Councillors, including the Mayor, must vote by a show of hands,
- c) the Presiding Officer must declare the result of the vote and state the names of any Councillor who voted against the motion..

94. Notwithstanding Article 92, a Councillor who is present via electronic audio or visual communications when the motion is put forth, shall be counted as for the motion by stating clearly "in favor" or against the motion by stating clearly "against".

#### *VOTING RESULTS*

95. After the Presiding Officer declares the result of a vote, the Councillors may not change their vote for any reason.

### **BYLAWS**

#### *PROCEDURE*

96. Where a bylaw is presented to a Council meeting for enactment, the CAO shall cause the number, short title and brief description of the bylaw to appear on the meeting agenda.

97. The following shall apply to the passage of all bylaws:

- a) A bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the bylaw.
- b) Councillors may then debate the substance of the bylaw, or consider amendments to it.
- c) Any proposed amendments shall be put to a vote if required. If carried, they shall be considered as having been incorporated in the bylaw at first reading.
- d) When all amendments have been accepted or rejected, the Mayor shall call for a vote on the motion for first reading of the bylaw.
- e) When a bylaw is subject to a statutory public hearing, a date and time shall be established for the hearing following first reading.
- f) All aspects of the passage of a bylaw at first reading shall apply to second and third readings of any bylaw.

#### *THREE READINGS*

98. A bylaw shall not be given more than two readings at one meeting unless Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings.

99. A bylaw shall be passed when a majority of Councillors present vote in favor of third reading, provided that any applicable provincial statute does not require a greater majority.

#### *ENACTMENT OF A BYLAW*

100. When a bylaw has been given three readings and is signed in accordance with Section 213 of the MGA, it is considered an enactment of the Town and is effective immediately, unless the bylaw or an applicable provincial statute provides otherwise.
101. The previous readings of a proposed bylaw are rescinded if the proposed bylaw does not receive third reading within two years of first reading or is defeated on second or third reading.
102. After passage, a bylaw shall be dated, signed by the Mayor or designate, and by the CAO.

## **DELEGATIONS, PUBLIC HEARINGS AND PETITIONS**

### *DELEGATIONS*

103. A person or representative of any group of persons who wish to have any matter considered by Council shall address a written communication to the Town outlining the points they wish to bring to Council's attention.
  - a) Such communication shall be in the hands of the CAO not later than 4:00 pm one week prior to the Thursday agenda posting.
  - b) When a communication contains a request for an appearance to address Council, Councillors may either hear the representative by resolution or refer it to a Committee.
  - c) No person or group shall appear as a delegation to Council on the same or on a related subject until three months has passed since the date of the first presentation, unless specifically requested by a majority vote of Council in attendance.
  - d) When a person or representative of a group wishes to address Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate committee, may defer the matter to another meeting of Council, may appoint a special committee to deal with the matter, or deal with the matter itself at the meeting, if so agreed upon by a special resolution of Council.
  - e) Matters presented by delegation shall be brought back to Council for disposition within 30 days.
104. Delegations appearing before Council may be addressed by any Councillor through the Presiding Officer, by asking the delegation or the CAO relevant questions but may not debate the matter or the answers.
105. The presentations by a person or a delegation must be;
  - a) limited to 15 minutes unless a special resolution extends allotted time,
  - b) received as information without debate,
  - c) referred without debate to a Committee or the CAO for a report, or debated, if a special resolution is passed to allow a motion to be made without notice.

### *PUBLIC HEARINGS*

106. The conduct of any statutory public hearing to address a proposed bylaw or Council resolution shall be governed by this bylaw.

107. Public hearings shall be held on the same day as a regular Council meeting and will begin immediately following the meeting's Call to Order, unless otherwise set by Council resolution. Council's regular meeting will follow immediately after the public hearing.
108. Wherever possible, persons interested in speaking at a public hearing should register with the CAO prior to the public hearing.
109. The Presiding Officer shall declare the public hearing in session and shall outline public hearing procedures.
110. The CAO or their designate shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.
111. The Presiding Officer shall request that those who wish to make presentations identify themselves. The Presiding Officer shall then open the floor to public presentations.
112. The Presiding Officer shall call upon those persons who have registered with the CAO to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. Persons who do not identify themselves will not be given the opportunity to speak.
113. Presentations by the public may be made verbally and/or in written format. Written submissions shall be collected by the CAO and retained for information purposes.
114. Each verbal presentation shall be limited to ten (10) minutes unless there is a majority vote of Council to extend the allotted time.
115. Following public presentations, the Presiding Officer shall close the public hearing.
116. If no one is present to speak to a proposed bylaw or resolution which requires a public hearing, Council may hear an introduction of the matter from the CAO or their designate, ask relevant questions, and then must close the public hearing.
117. After the close of the public hearing, Council may debate matters raised at the public hearing during the regular Council meeting following the public hearing, and may;
  - a) pass the bylaw or resolution, or
  - b) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.
118. When a public hearing on a proposed bylaw or resolution is held, a Councillor must abstain from voting on the bylaw or resolution if the Councillor is absent from a part or all of the public hearing.

#### *PETITIONS*

119. When a group or a person wishes to present a petition to Council on any matter within its jurisdiction, the petition must;
  - a) be typewritten or legibly written,
  - b) clearly articulate the issue,

- c) be signed,
- d) indicate if a representative wishes to address the Council on the subject matter of the petition.

120. Before considering a petition, the Council may refer it to the appropriate committee for a report.

121. If the petition concerns a matter which the Council deems urgent, Council may consider it at the next regular Council meeting and may take immediate action thereon.

#### **APPEAL OF PRESIDING OFFICER'S RULING**

122. The decision of the Presiding Officer shall be final, subject to an immediate appeal by a Councillor present at the meeting.

123. If a decision is appealed, the Presiding Officer shall give concise reasons for the ruling and the Councillors, without debate, shall decide the question.

124. The ruling of the Councillors shall be final.

#### **RECORD OF PROCEEDINGS**

125. The CAO is responsible for the record of Council and committee proceedings but may delegate any duties to a recording secretary.

126. The record of proceedings shall include;

- a) all decisions and other proceedings without note or comment,
- b) the names of Councillors present at and absent from each meeting,
- c) the names of Councillors that voted against a motion,
- d) any abstention pursuant to a declaration of pecuniary interest made by any Councillor in accordance with section 170 of the MGA and/or any other abstention permitted by statute,
- e) the signatures of the Presiding Officer and the Chief Administrative Officer.

127. Meetings, except for closed sessions, may be digitally recorded by means of an audio-visual recording for record keeping purposes.

128. Digital recordings of meetings will be deleted thirty (30) days after the minutes have been approved by council.

129. Requests for the correction of inaccuracies or omissions in draft minutes should be submitted to the CAO as soon as possible after draft minutes are circulated.

130. Questions about inaccuracies and omissions in meeting minutes will be reviewed by the CAO against the audio-visual recording made of the meeting.

131. The CAO will determine if any corrections are required and recirculate the minutes.

#### **ENACTMENT**

Bylaw 1596-24

132. Bylaw No. 1596-21 and amendments thereto is hereby repealed in its entirety.

133. Bylaw No. 1596-24 shall take force and effect on the day of its final reading and upon being signed.

READ A FIRST TIME THIS 27<sup>TH</sup> DAY OF MAY 2024

READ A SECOND TIME THIS 27<sup>TH</sup> DAY OF MAY 2024

READ A THIRD TIME THIS 27<sup>TH</sup> DAY OF MAY 2024

---

Mayor Don Anderberg

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CAO, Konrad Dunbar

DRAFT



**APPENDIX A**

**STANDARD COUNCIL MEETING AGENDA**

1. Call to Order
2. Public Hearings
3. Agenda Approval
4. Delegations
5. Consent Agenda
6. Business Arising from the Minutes
7. Bylaws
8. New Business
9. Reports
  - Council
  - Chief Administrative Officer
  - Others
10. Administration (Correspondence, Information)
11. Notice of Motion
12. Closed Meeting
13. Adjournment



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Pincher Creek Curling Club MOU	
<b>PRESENTED BY:</b> Konrad Dunbar, Chief Administrative Officer	<b>DATE OF MEETING:</b> 6/10/2024

### **PURPOSE:**

This Memorandum of Understanding (MOU) will set the expectations of the Town and Curling Club regarding deliverables that are and will be required for the construction of the Community Recreation Centre.

### **RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the Memorandum of Understanding with the Pincher Creek Curling Club and direct administration to proceed in obtaining the relevant signatures.

### **BACKGROUND/HISTORY:**

On June 12th Council passed the following motion:

- That Council for the Town of Pincher Creek direct administration to draft a Memorandum of Understanding between the Town and the Curling Club identifying roles and responsibilities and bring it back to Council. -

It is important to both the Town of Pincher Creek and the Pincher Creek Curling Club that the Community Recreation Centre project is completed responsibly and efficiently. The project is proposed to be located on land owned by the Town and therefore, the Town has a vested interest in all aspects of this project.

The attached MOU has been reviewed by both Town Administration and the Curling Club Board to ensure that the interests of both parties are being met.

### **ALTERNATIVES:**

That Council for the Town of Pincher Creek direct administration to revise the Memorandum of Understanding and bring the revised MOU back to Council.

### **IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

The Pincher Creek Curling Club has indicated that time is of the essence and would like to proceed with obtaining the information required by this MOU

**FINANCIAL IMPLICATIONS:**

NA

**PUBLIC RELATIONS IMPLICATIONS:**

The MOU sets out the parameters for future discussions and requests between the parties.

**ATTACHMENTS:**

Draft MOU - 3416

**CONCLUSION/SUMMARY:**

Administration has provided the draft MOU to the Club for review and received comments that have been included.

**Signatures:**

**Department Head:**

*Konrad Dunbar*

**CAO:**

*Konrad Dunbar*

## Memorandum of Understanding

Between

The Town of Pincher Creek (Town)

And

Pincher Creek Curling Club (Club)

This memorandum of understanding (MOU) sets the terms and understanding between the Town and the Club regarding the construction of a new curling rink located on property owned by the Town and currently in use as a parking lot by the Picher Creek golf Club.

### **Background**

It is important to both the Town and the Club that this project is completed responsibly and efficiently. The project is proposed to be located on land owned by the Town and therefore, the Town has a vested interest in all aspects of this project.

### **Purpose**

This MOU will set the expectations of the Town and Curling Club regarding deliverables that are and will be required.

The above goal will be accomplished by providing to the Town the following information:

- A comprehensive engineered site plan complete with but limited to:
  - Site Plan
    - Legal description
    - Property lines
    - Registered easements
    - Existing utilities
    - Proposed building locations
    - Proposed site modifications
  - Geotechnical report
  - Design report
    - Utility servicing requirements
    - Utility replacements/modifications
    - Parking analysis
    - Access requirements
    - Fire/emergency response requirements including impacts to existing building
    - Swept vehicle analysis
    - Staging plan
    - Plan to maintain access to current uses during construction
    - Proposed modifications to existing building

- A business plan complete with:
  - Three years of recent financial information for review
  - Proposed ownership structure
  - Proposed leasing agreement including term length and termination.
  - Financial tracking and oversight
  - Construction timing
  - Detailed construction costs
  - Funding arrangements
  
- Operating business plan with:
  - Long term financial viability of operations
  - Ability to provide maintenance long term
  
- A demolition plan for the existing club building
  - To be included in lease agreement
  - And include proposed timing of demolition.

**Reporting**

In addition to the information supplied above, it is expected that the Club will provide proof that all procurement activities are consistent with the North West Partnership Trade Agreement.

**Funding**

The Town has committed to providing \$1,250,000.00 for this project and should be recognized as providing the proposed land/location as an additional "contribution in kind". All other funding is the responsibility of the Club

**Duration**

This MOU shall become effective upon signature by the authorized officials from the parties and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from, this MOU shall end upon successful completion of the project.

**Contact Information**

Town of Pincher Creek  
 Chief Administrative Officer  
 962 St. John Ave  
 Pincher Creek, AB

Pincher Creek Curling Club  
 President  
 845 Main Street  
 Pincher Creek, AB

**Signature Information**

\_\_\_\_\_  
 Mayor Don Anderberg

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Pool Chemical Room Sire Suppression System	
<b>PRESENTED BY:</b> Adam Grose, Recreation Manager	<b>DATE OF MEETING:</b> 6/10/2024

### **PURPOSE:**

A request to increase the budget for the New Pool Chemical Room to tie into the existing Sprinkler System.

### **RECOMMENDATION:**

That Council for the Town of Pincher Creek allocate an additional \$30,000 for a total project cost of \$130,000 to upgrade the fire alarm and fire suppression system to include the new pool chemical room, with funds coming from the Swimming Pool Reserve 71-02-00-4760.

### **BACKGROUND/HISTORY:**

In the 2022 capital budget, \$70,000 was allocated to complete the new chemical room addition at the Multi-Purpose Facility. In September 2022, the budget was increased by \$30,000 due to an increase in material costs to complete the chemical room addition. During the final permit inspection it was discovered that the fire suppression system needed to be tied into the new expansion, and some additional electrical work also needed to be completed to integrate the fire alarm system to the expansion. Quotes were received to complete this work, totaling \$27,000, with a \$3,000 contingency if additional engineered drawings would be required to extend the sprinkler system.

### **ALTERNATIVES:**

To add this additional project scope for the pool chemical room addition to the 2025 budget deliberations.

### **IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

One of Council's strategic priorities is to have recreation infrastructure for our residents providing high quality parks, culture, services and opportunities that will result in significant improvement in the wellbeing of our residents.

### **FINANCIAL IMPLICATIONS:**

Currently \$100,000 has been spent on the new chemical room expansion project. There is currently approximately \$180,000 in the pool reserve 71-02-00-4760.

By removing the acid from the mechanical room we will extend the life of the electrical and metal components in the mechanical room.

**PUBLIC RELATIONS IMPLICATIONS:**

This will not affect the Public, however, having a proper fire suppression and fire alarm system will significantly improve staff safety in the case of an emergency.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration supports an increase in the project budget for the New Pool Chemical Room to tie into the existing sprinkler system and fire alarm system.

**Signatures:**

**Department Head:**

*Adam Grose*

**CAO:**

*Konrad Dunbar*



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Municipal Affairs Statutes Amendments - Bill 20	
<b>PRESENTED BY:</b> Konrad Dunbar, Chief Administrative Officer	<b>DATE OF MEETING:</b> 6/10/2024

**PURPOSE:**

To update Council on Bill 20: The Municipal Affairs Statutes Amendment Act, and provide direction to administration given the provided updated information.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek send a letter to the Premier that recommends that the Government of Alberta rescind Bill 20, the Municipal Affairs Statutes Amendment Act, due to the extensive concerns raised by municipal leaders across Alberta, including the Town of Pincher Creek council, and that the Government of Alberta engage municipal governments through a collaborative and trust-based consultation process to update the Local Authorities Election Act and Municipal Government Act to assist municipal governments to effectively govern in the interests of their residents and deliver on the future needs of each community in Alberta.

**BACKGROUND/HISTORY:**

In response to the originally proposed amendments to the Municipal Government Act (MGA) and the Local Authorities Election Act the following motion was made and passed by Committee of the Whole on April 3rd, 2024.

- That Council for the Town of Pincher Creek direct administration to draft a letter to the local MLA, Minister of Municipal Affairs and the Premier opposing political parties in local elections and further, to use ABmunis key messages in social media/newsletter postings. -

Due to changes in staffing, this was not completed. And at the June 3rd, 2024 Council meeting, Council further indicated the need for this letter to be written. However, in preparing the letter, administration notes that more information has been provided by Alberta Municipalities and Municipal Affairs.

May 9th, 2024 Alberta Municipalities provided an updated key messages document complete with a proposed motion for Council to consider.



May 24th, 2024 Municipal Affairs provided a letter explaining Bill 20 and some amendments the were tabled on May 23rd, 2024.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek accept the Municipal Affairs Statutes Amendments - Bill 20 report as information and directs administration that no further work is required.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

Previous motion:

- That Council for the Town of Pincher Creek direct administration to draft a letter to the local MLA, Minister of Municipal Affairs and the Premier opposing political parties in local elections and further, to use ABmunis key messages in social media/newsletter postings. -

**FINANCIAL IMPLICATIONS:**

NA

**PUBLIC RELATIONS IMPLICATIONS:**

.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

The Municipal Affairs Statutes Amendments Act has a wide variety of amendments and directly relates to the election and conduct of elected officials, therefore it is important that Council has the most up to date information.

**Signatures:**

**Department Head:**

*Konrad Dunbar*

**CAO:**

*Konrad Dunbar*

# Bill 20 – *Municipal Affairs Statutes Amendment Act, 2024* (AMENDED)

The proposed *Municipal Affairs Statutes Amendment Act, 2024*, would make changes to two key pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*.

- The *LAEA* establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The *MGA* establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

On May 23, 2024, amendments were tabled to more clearly outline the authorities to dismiss a councillor and repeal a bylaw.

## Changes to local election rules under the *LAEA*

Proposed changes to the *LAEA* aim to add greater transparency to and trust in local election processes.

Description of Proposed Changes	Current Status
Align candidate eligibility criteria with councillor disqualification criteria in the <i>MGA</i> .	Candidates elected to council may face immediate disqualification due to misalignment with the <i>MGA</i> 's criteria.
Allow municipalities to require criminal record checks for candidates.	No provisions in place.
Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign.
Allow donations outside the local election year and require annual reporting of donations.	Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000 per year.
Require third-party advertisers interested in plebiscites to register and report finances. Only Albertans, Alberta companies and Alberta unions can contribute to issues-based third-party advertisers, up to a maximum of \$5,000.	The <i>LAEA</i> only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.
Limit donations to third party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The current donation limit is \$30,000 for all individuals, unions, and corporations.
Enable regulation-making authority to define local political parties. This approach will be piloted in Calgary and Edmonton.	No provisions in place to regulate political parties at the local level.
Repeal the municipal authority to develop a voters list.	Municipalities can prepare a voters list, which must be shared with all candidates.
Require municipalities to use the most current provincial register of electors from Elections Alberta.	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities can choose to develop one or not.
Expand the use of special ballots while strengthening special ballot processes.	Special ballots can only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limit vouching to the ability to vouch for someone's address.	An elector can vouch for an individual's age, residence, and identity.
Repeal the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers can object to an elector; however, the elector can still vote.
Enable regulation-making authority to postpone elections in emergencies.	No provisions in place to enable the Minister to postpone an election in the event of a natural disaster.

Prohibit automated voting equipment, such as electronic tabulators.	The <i>LAEA</i> permits municipalities, by bylaw, to process ballots by automated voting equipment.
Require recounts if requested by a candidate when the margin is within 0.5 percent of total votes.	Returning officers have discretion regarding recounts.
Clarifying rules and streamlining processes for scrutineers.	Concerns have been raised that the rules for scrutineers are not clear.

## Strengthening the accountability of local councils under the *MGA*

Proposed changes to the *MGA* will help ensure local councils and elected officials are mindful of the common interests of Albertans and held to greater account by the citizens who elected them.

Description of Proposed Changes	Current Status
Require a councillor's seat to become vacant upon disqualification.	Municipal councils or electors can only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Require mandatory orientation training for councillors.	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.
<b>AMENDED:</b> Allow Cabinet to remove a councillor by ordering a vote of the electors to determine whether the councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allow elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials can only recuse themselves for matters in which they have a financial interest.
Make the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer is responsible for validating recall petitions.
<b>AMENDED:</b> Enable Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met that allow Cabinet to intervene (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada.	Cabinet may only intervene with respect to a land use bylaw or statutory plan.  No provisions exist.
Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allow the Minister to outline joint use planning agreement criteria and requirements.	All criteria for these agreements are currently in the <i>MGA</i> .
Specify that the assessed person for an electric generation system is the operator.	There is a lack of clarity regarding who should be assessed for electrical generation systems.

## Accelerating housing development under the *MGA*

Affordable and attainable housing has become one of the most urgent concerns across the country, and Alberta's government is constantly searching for innovative ways to meet this challenge, including new tools for municipalities to leverage under the *MGA*.

Description of Proposed Changes	Current Status
Require municipalities to offer digital options for public hearings on planning and development and restrict them from holding extra hearings when not required by legislation.	No requirements in place for digital options. Municipalities can hold extra hearings beyond what's legislated.

Description of Proposed Changes	Current Status
Fully exempt non-profit subsidized affordable housing from property taxation.	No provisions in place.
Enable multi-year residential property tax incentives.	Municipalities may offer multi-year incentives for non-residential development, but not residential development.
Limit the ability of municipalities to require non-statutory studies as requirements for building and development permits.	No provisions in place.

## Next steps

Should the legislation pass, supporting regulations would be developed through stakeholder engagement with municipalities and other partners, which is expected to take place in late spring and summer of 2024. If passed, it is anticipated that the majority of the legislation would come into force upon proclamation. Provisions that have property tax implications retain a January 1, 2025, coming into force date.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

May 24, 2024

Dear Chief Elected Official

As you are aware, I recently introduced Bill 20: the Municipal Affairs Statutes Amendment Act, 2024 which proposes to modify two key pieces of legislation for Alberta municipalities – the Municipal Government Act (MGA) and the Local Authorities Election Act (LAEA). The proposed legislation will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials.

Firstly, I want to recognize the passionate and constructive feedback I have received from the many mayors, reeves, councillors, and school board trustees across the province over the past few weeks. Your involvement and ardent commentary are a testament to your good work as public servants.

I've heard your concerns and at the May 23, 2024, Committee of the Whole, amendments to Bill 20 were tabled to further clarify the intent of this bill and ensure that locally elected municipal governments will continue to govern in response to the priorities and interests of their residents.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws will be considered as a last resort; I anticipate that this power will be used very rarely, if ever. As you may know, the ability for the provincial government to repeal or amend bylaws, or dismiss councillors is not new, as municipalities receive their authority from the provincial government as laid out in Canada's Constitution and Alberta's MGA. While Bill 20 proposes to update the process for the provincial government to act more quickly in extenuating, urgent circumstances, these are not new powers.

These amendments will provide additional guardrails for when municipal bylaws can be repealed through the Cabinet process, and remove the direct ability for Cabinet to dismiss a councillor. Cabinet would retain the authority to have a vote of the electors on the potential removal of a councillor, putting this choice back into the hands of the voters.

We have also received a number of questions about some of the changes to the LAEA regarding fundraising. Bill 20 will also increase transparency in campaign financing. Under the old rules, the LAEA only regulated Third Party Advertisers (TPAs) who advertised for the promotion or opposition of a candidate during an election, with donations to such entities limited to a maximum of \$30,000 for all individuals, unions, and corporations. The proposed changes require TPAs who are interested in an issue (rather than a specific candidate) to register and report their finances. We are further proposing to restrict contributions to \$5,000, and for

.../2

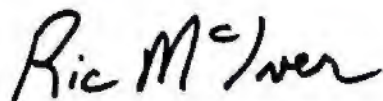
contributions to only be made by Albertans, Alberta companies, or Alberta unions. We are also proposing to further develop expense limits in the regulations.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. Bill 20 will provide rules around enabling local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary. I will also note that any that no candidate will be required to join a political party - they will always remain voluntary and local.

I will continue to consider feedback as I bring Bill 20 through the legislative process. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve. Should the legislation pass, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

Please find enclosed the Bill 20 Fact Sheet, which can be found on the Government of Alberta website. This document offers clarifications on what Bill 20 means for municipalities and how the changes will impact municipal governments. For more information, please visit: [www.alberta.ca/strengthening-local-elections-and-councils](http://www.alberta.ca/strengthening-local-elections-and-councils).

Sincerely,



Ric McIver  
Minister

Attachment: Bill 20 – Fact Sheet

## Key Messages and Proposed Council Motion on Bill 20: Municipal Affairs Statutes Amendment Act

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May 9, 2024

### Key Messages for ABmunis' members:

The **NAME OF MUNICIPALITY** recommends that the Government of Alberta rescind Bill 20, the *Municipal Affairs Statutes Amendment Act*, due to concern that Bill 20's proposed legislative amendments will:

- Increase divisiveness within council and our community instead of encouraging collaborative decision-making to solve the future challenges our community faces.
- Prioritize the interests of the provincial cabinet over the interests of the residents of **MUNICIPALITY**.
- Increase the influence of corporations and unions in municipal government through political donations to local candidates, which will drown out the interests of everyday Albertans who cannot afford to donate large sums of money to political campaigns.
- Create tax inequities between individuals and corporations as it relates to donations to municipal candidates.
- Give power to the provincial cabinet to remove a councillor without clear criteria, which creates an environment where councillors will become more accountable to provincial government leaders instead of our local residents.
- Increase costs for property taxpayers by forcing a hand count of election results instead of allowing the use of proven and more cost-effective electronic equipment.
- Increase costs for property taxpayers by forcing our municipality to create and regularly maintain a permanent electors register.
- Allow councillors to claim that they have a perceived conflict of interest and avoid making politically challenging decisions in council.
- Remove our council's ability to determine what studies are needed for each type of development. Without the power to ask developers for that information, our municipality will be forced to fund those studies ourselves and pass the cost onto all existing residents instead of new development paying for itself.
- Fail to address the fundamental flaws of the current recall rules, which has destabilized the local political environment.
- Fail to give municipalities the option to require candidates to file financial disclosures prior to election day.
- Lead to unforeseen consequences because of the short window, without full input from municipal governments, in which Bill 20 was developed.

Messages that are more specific to smaller and more rural municipalities:

- Forces the **NAME OF MUNICIPALITY** to conduct online public hearings on planning and development which is not possible due to a lack of high-speed internet in our municipality.
- Increases costs for property taxpayers by forcing our municipality to purchase audio and video equipment that will enable residents to participate in public hearings through an online format.

## Proposed Council Motion

Municipalities may consider passing a motion in council to communicate your council's view of Bill 20. The following is a template that municipalities may use or consider developing your own motion based on your council's views.

*That the **NAME OF MUNICIPALITY** send a letter to the Premier that recommends that the Government of Alberta rescind Bill 20, the Municipal Affairs Statutes Amendment Act, due to the extensive concerns raised by municipal leaders across Alberta, including **MUNICIPALITY** council, and that the Government of Alberta engage municipal governments through a collaborative and trust-based consultation process to update the Local Authorities Election Act and Municipal Government Act to assist municipal governments to effectively govern in the interests of their residents and deliver on the future needs of each community in Alberta.*

## Background

- In fall 2023, the Government of Alberta conducted an online survey on a wide scope of issues related to the *Local Authorities Election Act* and *Municipal Government Act*.
- On April 25, 2024, the Government of Alberta introduced Bill 20, the Municipal Affairs Statutes Amendment Act.
  - [Bill 20](#)
  - [Government of Alberta's Summary Sheet on Bill 20](#) – April 25, 2024
- On April 29, 2024, ABmunis hosted a [media conference](#) to respond to proposals in Bill 20.
- On May 2, 2024, Minister McIver [announced](#) that the province will introduce amendments to clarify aspects of Bill 20 based on concerns raised.
- On May 3, 2024, ABmunis published a [preliminary analysis report](#) on Bill 20.
- On May 8, 2024, ABmunis hosted webinar for municipalities and sought member input on ABmunis' position on Bill 20. Based on a webinar poll with 221 responses, 76 per cent of members want Bill 20 to be rescinded and 8 per cent don't have an opinion yet.
- As of May 9, 2024, Bill 20 is at second reading.
- The spring legislative session is scheduled to end May 30, 2024.

## ABmunis' Resources and News Releases on Bill 20

- Visit ABmunis' [Keep Local Elections Local](#) webpage to access our analysis, videos, and resources.
- [April 25, 2024](#) news release
- [April 29, 2024](#) news release
- [May 8, 2024](#) news release





# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> 25th Anniversary Multi-Purpose Facility	
<b>PRESENTED BY:</b> Adam Grose, Recreation Manager	<b>DATE OF MEETING:</b> 6/10/2024

### **PURPOSE:**

The Pincher Creek Swimming Pool is now 25 years old! To mark the special occasion the Pincher Creek Recreation Department and Pincher Creek Pool Staff are excited to have a celebration event for the community. The event will take place on July 8th from 5:00-8:00pm at the Pincher Creek Swimming Pool. A barbeque is planned from 5:00-6:00pm and a free-swimming session from 6:00-8:00pm with a DJ, games, prizes, and words from our dignitaries.

### **RECOMMENDATION:**

That Council for the Town of Pincher Creek directs administration to allocate \$1,000 to the event from the Pool Reserves (account #71-02-00-4760). The funds will cover the cost of the DJ (\$350), food and beverages (\$450), and participation prizes (\$200).

And that Council commits to participate in the event by greeting members of the public and cooking burgers at the barbeque station.

### **BACKGROUND/HISTORY:**

An indoor aquatic centre is a unique characteristic of a smaller centre. Many residents use the pool not only for fitness and rehabilitation purposes but also for socializing and children 'play dates'. Recognition for 25 years in service is a special occasion.

Currently, the pool runs a full schedule of swim lessons and aquafit programming. The successful Dolphins Swim Club also uses the venue as its home base, boasting alumni who have progressed to swim at post-secondary level.

From April to June 2023 the pool hosted 6,368 swims and 1,141 swims during swim lessons. As of June 2024, there are 22 university and high school students employed (casual and part-time). The Pincher Creek Swimming Pool is a hub for the area in many ways.

### **ALTERNATIVES:**

None

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

As per Council's Strategic Priorities 2022-2026, Priority #3 is Recreation and Initiative 3.b. is Quality of Life: Expand recreational and community building events to increase inclusivity and integration of all residents and encourage use of Town assets.

This is a celebration of a well-loved Town asset.

**FINANCIAL IMPLICATIONS:**

The immediate cost would be \$1,000. There are no long-term financial implications from the event.

**PUBLIC RELATIONS IMPLICATIONS:**

The Pincher Creek Swimming Pool has been a popular recreational facility ever since it first opened. The swimming pool facility offers many amenities that improve public health and wellbeing. It is anticipated that the decision to fund an event for the swimming pool will be positively received by the public.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

The Pincher Creek Recreation Department and Pincher Creek Pool Staff are excited to showcase the Pool as an important amenity in the community.

**Signatures:**

**Department Head:**

*Adam Grose*

**CAO:**

*Kenneth Dunbar*



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Pincher Creek & District Ag Society Letter of Support Request	
<b>PRESENTED BY:</b> Konrad Dunbar, Chief Administrative Officer	<b>DATE OF MEETING:</b> 6/10/2024

### **PURPOSE:**

The Pincher Creek & District Agricultural Society is in the process of completing a grant application to the Alberta Government under the Agricultural Societies Infrastructure Revitalization Program (ASIRP) (Alberta Agricultural Societies Program | Alberta.ca). As the Ag Society leases the property from the town, the Ag Society is looking for a letter of support from the Town of Pincher Creek to complete the application.

### **RECOMMENDATION:**

That Council for the Town of Pincher Creek direct administration to write a letter of support for the Pincher Creek & District Agricultural Society for their grant application to the Alberta Government under the Agricultural Societies Infrastructure Revitalization Program.

### **BACKGROUND/HISTORY:**

The outdoor arena was installed in the early 1980's and is located on the Ag Society grounds and is the cornerstone to the Ag Society as several large and community focused events are held annually.

- Pincher Creek Pro Rodeo
- The Cowboy Show ( Canada's longest running ranch rodeo)
- Buckwild - Ranch horse bucking horse competition that runs in conjunction with the Cowboy Show.
- Pincher Creek Nites - Local rodeo series from June to September
- South Century Team roping
- Boss Feeds Team roping series
- ABRA summer barrel series.

The outdoor arena is also booked privately throughout the summer to general riding and rodeo practice, the arena has not had any major upgrades in 35-40 years.

### **ALTERNATIVES:**

That council for the Town of Pincher Creek accept the Pincher Creek & District Ag Society Letter of Support Request as information.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

na

**FINANCIAL IMPLICATIONS:**

None

**PUBLIC RELATIONS IMPLICATIONS:**

It is a great organization for the community.

**ATTACHMENTS:**

Pincher Creek & District Ag Society Letter of Support Request - 3424

**CONCLUSION/SUMMARY:**

The Pincher Creek & District Agricultural Society requires the support of the Town as part of the grant application to the Alberta Government under the Agricultural Societies Infrastructure Revitalization Program.

**Signatures:**

**Department Head:**

*Kenrad Dunbar*

**CAO:**

*Kenrad Dunbar*

**Subject:**

FW: Pincher Creek & District Ag Society Letter of Support Request

Hello Town of Pincher Creek and Council,

The Pincher Creek & District Agricultural Society is in the process of completing a grant application to the Alberta Government under the Agricultural Societies Infrastructure Revitalization Program (ASIRP) ( [Alberta Agricultural Societies Program | Alberta.ca](#) ). As the Ag Society leases the property from the town, the Ag Society is looking for a letter of support from the Town of Pincher Creek to complete the application.

An overview of the project the Ag society would like to complete is.

- Remove existing outdoor arena panels and ground in arena infield.
- Re level sub grade in arena infield
- Purchase and install a new double return alley for livestock handling, this is based on feedback from the Pro Rodeo and Ranch Rodeo, the existing setup has several efficiency and safety issues.
- Modify the timed event area of arena to improve functionality of the arena and the flow of livestock and competitors.
- install new ground and re install existing arena panels.

The scope of this work is within the existing footprint of the outdoor arena and would only require several new posts to be installed, the Ag Society will provide a detailed summary of the work to the Town development officer to confirm if any permits are needed prior to the work starting. The anticipated window to complete this work upon successful grant funding application would be between September 15, 2024 & October 15, 2024.

The outdoor arena was installed in the early 1980's and is located on the Ag Society grounds and is the cornerstone to the Ag Society as several large and community focused events are held annually.

- Pincher Creek Pro Rodeo
- The Cowboy Show ( Canada's longest running ranch rodeo)

- Buckwild - Ranch horse bucking horse competition that runs in conjunction with the Cowboy Show.
- Pincher Creek Nites - Local rodeo series from June to September
- South Century Team roping
- Boss Feeds Team roping series
- ABRA summer barrel series.

The outdoor arena is also booked privately throughout the summer to general riding and rodeo practice, the arena has not had any major upgrades in 35-40 years.

Regards  
Travis McRae



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Subdivision Development Review and Approval Process Improvements	
<b>PRESENTED BY:</b> Konrad Dunbar, Chief Administrative Officer	<b>DATE OF MEETING:</b> 6/10/2024

### **PURPOSE:**

The Town of Pincher Creek doesn't have well defined subdivision development processes or adequate staffing resources to meet the needs and timelines of recently proposed subdivision projects in Pincher Creek.

### **RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the addition of one full time staff position for the remainder of the 2024 budget year and on an ongoing basis thereafter;

and approve a one time funding of \$100,000.00 for technical assistance with the funds coming from the Municipal Stabilization Fund.

### **BACKGROUND/HISTORY:**

It has been many years since the Town has had an application for a subdivision development. Many of the processes, staff resources and knowledge have not been kept up to date. This has lead to a highly inefficient process and increasing delays to developers. We are currently working with a developer who has indicated the desire to start a housing project in Pincher Creek this year. However, due to our outdated processes and staffing shortages we are very unlikely to meet the timelines requested by the developer.

Administration is prepared to move forward quickly on this and future projects, but we require additional staffing resources to ensure that service levels in other areas are not negatively impacted impacted.

### **ALTERNATIVES:**

That Council for the Town of Pincher Creek approve a one time funding of \$100,000.00 for technical assistance with the funds coming from the Municipal Stabilization Fund;

and direct administration to include one additional full time staff for the budget year 2025 and on an ongoing basis thereafter.

### **IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

Increased development is an important part of economic development and is successful when the developer and the Town can work together to reduce approval timelines and increase efficiencies throughout the process.

**FINANCIAL IMPLICATIONS:**

Increased efficiency and a reduced approval timeline will positively affect the ability for developers to build additional cost effective housing.

**PUBLIC RELATIONS IMPLICATIONS:**

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**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration recommends increasing staff capacity and access to technical resources to ensure a faster, smoother and more efficient review and approval process.

**Signatures:**

**Department Head:**

*Kenneth Dumbare*

**CAO:**

*Kenneth Dumbare*





# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Property Tax Arrears Recovery - Public Auction	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Corporate Services	<b>DATE OF MEETING:</b> 6/10/2024

### **PURPOSE:**

To garner Town Council approval of the 2024 Public Auction - Terms and Conditions for the parcels of lands that may be offered for sale to recover the tax arrears and to garner Town Council approval to schedule the public auction date, time and place for the parcels of lands that may be offered for sale to recover the tax arrears.

### **RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the Terms and Conditions of Sale for the 2024 Public Auction.

That Council for the Town of Pincher Creek approve the tax arrears recovery Public Auction date as follows:

Date: October 21, 2024

Time: 10:00 a.m.

Place: 962 St. John Ave. Town Hall in Council Chambers, Pincher Creek, AB T0K 1W0

That Council for the Town of Pincher Creek, pursuant to Section 553 (1)(f) of the Municipal Government Act, approve the addition of all tax recovery costs to the relevant rolls.

### **BACKGROUND/HISTORY:**

As set out the Municipal Government Act s.411 and s.418 the municipality may attempt to recover tax arrears in respect of a parcel of land and start an action to sell the parcel at a public auction.

Currently there is three (3) parcels that may have to go forward to public auction and thus require terms and conditions of sale accordingly.

In addition, the Municipal Government Act s.419 provides that council must establish a reserve bid that is as close as reasonable to the market value of each parcel. TAXervice has recommended to schedule the public auction for sometime between September 15

and November 15, 2024. However, we do not require the market values until a later date.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receive the Terms and Conditions of Sale 2024 Public Auction as information.

That Council for the Town of Pincher Creek direct administration to bring back the Terms and Conditions of Sale 2024 Public Auction to the next regular Council meeting.

That Council for the Town of Pincher Creek receive the request to schedule a tax arrears recovery public auction date as information.

That Council for the Town of Pincher Creek direct administration to bring back the request to schedule the tax arrears recovery public auction to the next regular Council meeting.

**IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:**

The Terms and Conditions provides that a parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.

The date, time and place to hold a public auction must be approved by Town Council.

**FINANCIAL IMPLICATIONS:**

The tax arrears recovery is revenue neutral as all associated cost is at the taxpayers expense.

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

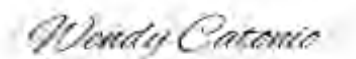
Terms and Conditions of Sale - 3425

**CONCLUSION/SUMMARY:**

Administration supports that Town Council approve the Terms and Conditions of Sale for the 2024 Public Auction and the date, time and place for the tax arrears recovery public auction and adding the cost of tax recovery to the relevant rolls.

**Signatures:**

**Department Head:**



CAO:

A handwritten signature in cursive script, reading "Howard B. Dunbar". The signature is written in black ink on a white background.

## 2024 - Public Auction – Terms and Conditions

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1. Any parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and title will be subject to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes and utilities for the current year. There will be no adjustment to the date of sale.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
  - a. The full purchase price if it is \$10,000 or less; OR
  - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.

(if the certified cheque or bank draft exceeds the final purchase price, the excess will be refunded within a reasonable time)
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.



**Town of Pincher Creek  
COUNCIL DISTRIBUTION LIST  
June 10, 2024**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
1.	05/24/2024	Minister McIver	Letter from Minister McIver - Bill 20 House Amendments
2.	05/24/2024	Minister McIver	2024 Local Government Fiscal Framework Allocations
3.	05/23/2024	Allied Arts	Letter
4.	06/03/2024	MA LGFF Capital	Local Government Fiscal Framework - Memoranda of Agreement
5.	06/03/2024	ABmunis	Reminder – 2024 Summer MLC starts next week
6.	06/03/2024	ABmunis	President's video Update - May 31
7.	06/05/2024	Fort Macleod	Fort Macleod 150th Opening Ceremonies Invite
8.	05/30/2024	Napi Friendship Association	Napi Friendship Association - Indigenous Peoples Day Event June 21st
9.	05/28/2024	Filipino Community Group	Letter
10.	05/28/2024	ABmunis	Nominate a municipal peer for an award by June 14
11.	06/7/2024	MD Pincher Creek	Eco Centre Survey Results



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

May 24, 2024

Dear Chief Elected Official

As you are aware, I recently introduced Bill 20: the Municipal Affairs Statutes Amendment Act, 2024 which proposes to modify two key pieces of legislation for Alberta municipalities – the Municipal Government Act (MGA) and the Local Authorities Election Act (LAEA). The proposed legislation will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials.

Firstly, I want to recognize the passionate and constructive feedback I have received from the many mayors, reeves, councillors, and school board trustees across the province over the past few weeks. Your involvement and ardent commentary are a testament to your good work as public servants.

I've heard your concerns and at the May 23, 2024, Committee of the Whole, amendments to Bill 20 were tabled to further clarify the intent of this bill and ensure that locally elected municipal governments will continue to govern in response to the priorities and interests of their residents.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws will be considered as a last resort; I anticipate that this power will be used very rarely, if ever. As you may know, the ability for the provincial government to repeal or amend bylaws, or dismiss councillors is not new, as municipalities receive their authority from the provincial government as laid out in Canada's Constitution and Alberta's MGA. While Bill 20 proposes to update the process for the provincial government to act more quickly in extenuating, urgent circumstances, these are not new powers.

These amendments will provide additional guardrails for when municipal bylaws can be repealed through the Cabinet process, and remove the direct ability for Cabinet to dismiss a councillor. Cabinet would retain the authority to have a vote of the electors on the potential removal of a councillor, putting this choice back into the hands of the voters.

We have also received a number of questions about some of the changes to the LAEA regarding fundraising. Bill 20 will also increase transparency in campaign financing. Under the old rules, the LAEA only regulated Third Party Advertisers (TPAs) who advertised for the promotion or opposition of a candidate during an election, with donations to such entities limited to a maximum of \$30,000 for all individuals, unions, and corporations. The proposed changes require TPAs who are interested in an issue (rather than a specific candidate) to register and report their finances. We are further proposing to restrict contributions to \$5,000, and for

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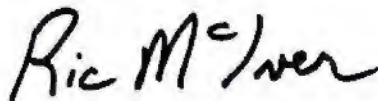
contributions to only be made by Albertans, Alberta companies, or Alberta unions. We are also proposing to further develop expense limits in the regulations.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. Bill 20 will provide rules around enabling local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary. I will also note that any that no candidate will be required to join a political party - they will always remain voluntary and local.

I will continue to consider feedback as I bring Bill 20 through the legislative process. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve. Should the legislation pass, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

Please find enclosed the Bill 20 Fact Sheet, which can be found on the Government of Alberta website. This document offers clarifications on what Bill 20 means for municipalities and how the changes will impact municipal governments. For more information, please visit: [www.alberta.ca/strengthening-local-elections-and-councils](http://www.alberta.ca/strengthening-local-elections-and-councils).

Sincerely,



Ric McIver  
Minister

Attachment: Bill 20 – Fact Sheet

# Bill 20 – *Municipal Affairs Statutes Amendment Act, 2024* (AMENDED)

The proposed *Municipal Affairs Statutes Amendment Act, 2024*, would make changes to two key pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*.

- The *LAEA* establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The *MGA* establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

On May 23, 2024, amendments were tabled to more clearly outline the authorities to dismiss a councillor and repeal a bylaw.

## Changes to local election rules under the *LAEA*

Proposed changes to the *LAEA* aim to add greater transparency to and trust in local election processes.

Description of Proposed Changes	Current Status
Align candidate eligibility criteria with councillor disqualification criteria in the <i>MGA</i> .	Candidates elected to council may face immediate disqualification due to misalignment with the <i>MGA</i> 's criteria.
Allow municipalities to require criminal record checks for candidates.	No provisions in place.
Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign.
Allow donations outside the local election year and require annual reporting of donations.	Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000 per year.
Require third-party advertisers interested in plebiscites to register and report finances. Only Albertans, Alberta companies and Alberta unions can contribute to issues-based third-party advertisers, up to a maximum of \$5,000.	The <i>LAEA</i> only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.
Limit donations to third party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The current donation limit is \$30,000 for all individuals, unions, and corporations.
Enable regulation-making authority to define local political parties. This approach will be piloted in Calgary and Edmonton.	No provisions in place to regulate political parties at the local level.
Repeal the municipal authority to develop a voters list.	Municipalities can prepare a voters list, which must be shared with all candidates.
Require municipalities to use the most current provincial register of electors from Elections Alberta.	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities can choose to develop one or not.
Expand the use of special ballots while strengthening special ballot processes.	Special ballots can only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limit vouching to the ability to vouch for someone's address.	An elector can vouch for an individual's age, residence, and identity.
Repeal the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers can object to an elector; however, the elector can still vote.
Enable regulation-making authority to postpone elections in emergencies.	No provisions in place to enable the Minister to postpone an election in the event of a natural disaster.



Prohibit automated voting equipment, such as electronic tabulators.	The <i>LAEA</i> permits municipalities, by bylaw, to process ballots by automated voting equipment.
Require recounts if requested by a candidate when the margin is within 0.5 percent of total votes.	Returning officers have discretion regarding recounts.
Clarifying rules and streamlining processes for scrutineers.	Concerns have been raised that the rules for scrutineers are not clear.

## Strengthening the accountability of local councils under the *MGA*

Proposed changes to the *MGA* will help ensure local councils and elected officials are mindful of the common interests of Albertans and held to greater account by the citizens who elected them.

Description of Proposed Changes	Current Status
Require a councillor's seat to become vacant upon disqualification.	Municipal councils or electors can only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Require mandatory orientation training for councillors.	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.
<b>AMENDED:</b> Allow Cabinet to remove a councillor by ordering a vote of the electors to determine whether the councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allow elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials can only recuse themselves for matters in which they have a financial interest.
Make the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer is responsible for validating recall petitions.
<b>AMENDED:</b> Enable Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met that allow Cabinet to intervene (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada.	Cabinet may only intervene with respect to a land use bylaw or statutory plan.  No provisions exist.
Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allow the Minister to outline joint use planning agreement criteria and requirements.	All criteria for these agreements are currently in the <i>MGA</i> .
Specify that the assessed person for an electric generation system is the operator.	There is a lack of clarity regarding who should be assessed for electrical generation systems.

## Accelerating housing development under the *MGA*

Affordable and attainable housing has become one of the most urgent concerns across the country, and Alberta's government is constantly searching for innovative ways to meet this challenge, including new tools for municipalities to leverage under the *MGA*.

Description of Proposed Changes	Current Status
Require municipalities to offer digital options for public hearings on planning and development and restrict them from holding extra hearings when not required by legislation.	No requirements in place for digital options. Municipalities can hold extra hearings beyond what's legislated.

Description of Proposed Changes	Current Status
Fully exempt non-profit subsidized affordable housing from property taxation.	No provisions in place.
Enable multi-year residential property tax incentives.	Municipalities may offer multi-year incentives for non-residential development, but not residential development.
Limit the ability of municipalities to require non-statutory studies as requirements for building and development permits.	No provisions in place.

## Next steps

Should the legislation pass, supporting regulations would be developed through stakeholder engagement with municipalities and other partners, which is expected to take place in late spring and summer of 2024. If passed, it is anticipated that the majority of the legislation would come into force upon proclamation. Provisions that have property tax implications retain a January 1, 2025, coming into force date.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114112

May 21, 2024

His Worship Don Anderberg  
Mayor  
Town of Pincher Creek  
PO Box 159  
Pincher Creek AB T0K 1W0

Dear Mayor Anderberg:

Further to the information on Local Government Fiscal Framework (LGFF) funding announced on December 15, 2023, I am pleased to provide correspondence for your record confirming the 2024 LGFF Capital and LGFF Operating allocations for your community.

For the Town of Pincher Creek:

- The 2024 LGFF Capital allocation is \$605,993.
- The 2024 LGFF Operating allocation is \$73,266.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2025, your community will be eligible for \$677,939. Information on 2026 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2022/23 and 2023/24 has been confirmed and applied to calculate 2026 program funding. LGFF Capital amounts will be published annually on the program website each fall.

Further information on LGFF funding for all local governments is available on the LGFF website at [www.alberta.ca/LGFF](http://www.alberta.ca/LGFF).

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The LGFF program represents the culmination of significant work between the Government of Alberta and local governments across the province, and I am pleased the program will further our partnership in building Alberta communities together. I look forward to working with your community, and every local government across Alberta, as we continue to build strong and prosperous communities together.

Sincerely,



Ric McIver  
Minister

cc: Konrad Dunbar, Chief Administrative Officer, Town of Pincher Creek



ALLIED ARTS COUNCIL OF PINCHER CREEK

**Allied Arts Council of Pincher Creek  
Executive Director Succession Plan**

Dear Town Council,

The Allied Arts Council of Pincher Creek delegation to Council is to inform the Councillors of the upcoming staffing changes ahead of the Joint Council funding submission timeline.

At the end of June 2024, Stacey McRae will be stepping away from the Executive Director position at the Allied Arts Council of Pincher Creek.

Kassandra Chancey, the organizations Assistant Director since July 2020 will be stepping into the ED roll after undergoing extensive, immersive training with Stacey over the past year. Kassandra is well prepared to take on the position and will lead it well.

Stacey will remain available to the organization remotely, on a contract basis, to ensure continuity for the organization until June of 2025, if needed.

Our intention with informing the Council of the change as an act of good faith and transparency to our funder. We wanted to ensure the trust placed on the AAC from both MD and Town Council is stable and each of you knows we are committed to serving the community and have a stable and well defined path forward.

We welcome questions from Council if needed.

Kassandra will be the representative moving forward for the Allied Arts Council of Pincher Creek.

Thank you for your time,

Stacey McRae  
Outgoing Executive Director  
Allied Arts Council of Pincher Creek

May 22, 2024

**From:** MA LGFF Capital <MA.LGFFCapital@gov.ab.ca>  
**Sent:** Monday, June 3, 2024 11:19 AM  
**To:** April McGladdery <reception@pinchercreek.ca>  
**Cc:** Konrad Dunbar <cao@pinchercreek.ca>  
**Subject:** Local Government Fiscal Framework - Memoranda of Agreement

Dear Chief Elected Official:

The Government of Alberta recognizes the importance of building Alberta's economy and quality of life through investment in local infrastructure, and we are committed to providing predictable, long-term infrastructure funding for all communities under the Local Government Fiscal Framework (LGFF). In followup to my December 15, 2023, LGFF program announcement, I am pleased to provide you with Memoranda of Agreement (MOAs) for the LGFF Capital and LGFF Operating.

The MOAs will govern the funding under the program. The agreements are to be signed by up to two individuals duly authorized by council to sign agreements under Section 213(4) of the Municipal Government Act. Payment of the LGFF allocations cannot be released until the MOAs are signed, returned, and other payment conditions are met. Please returned the signed agreements to [ma.lgffcapital@gov.ab.ca](mailto:ma.lgffcapital@gov.ab.ca). A seal in lieu of signature will not be accepted.

Program guidelines, which outline eligible expenses, are available at: [www.alberta.ca/local-government-fiscal-framework](http://www.alberta.ca/local-government-fiscal-framework). Local government allocations, which were posted in December 2023, are also available on the website. As always, Municipal Affairs grant advisors are available to support you in this process and answer any questions you may have about the LGFF. You may contact an advisor toll free by dialing 310-0000, then 780-422-7125.

I look forward to our continued partnership to ensure your local infrastructure and operating needs continue to be supported as we build Alberta's future together.

Sincerely,

Ric McIver  
Minister

Attachments:

[LGFF Capital Memorandum of Agreement](#)  
[LGFF Operating Memorandum of Agreement](#)

**Classification: Protected A**

# LOCAL GOVERNMENT FISCAL FRAMEWORK CAPITAL PROGRAM

## MEMORANDUM OF AGREEMENT

BETWEEN:

**HIS MAJESTY IN RIGHT OF ALBERTA**, as  
represented by the Minister of Municipal Affairs  
(hereinafter called the “**Minister**”)

**AND**

**THE TOWN OF PINCHER CREEK** in the Province of Alberta  
(hereinafter called the “**Local Government**”)

(Collectively, the “**Parties**,” and each a “**Party**”)

**WHEREAS** the *Local Government Fiscal Framework Act* establishes the framework for providing local governments with long-term and predictable funding to support the provision of infrastructure and to facilitate economic prosperity.

**WHEREAS** local infrastructure is a critical component of the local and provincial economy, increases the livability of Alberta communities, and enables resiliency and adaptation in response to changing local conditions.

**WHEREAS** under the *Local Government Fiscal Framework Act*, the Minister is authorized to enter into agreements providing for funding and respecting any matters relating to the provision of the funding.

**WHEREAS** the Local Government and the Minister are entering into this Agreement relating to the provision of the funding.

**NOW THEREFORE** in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

### Definitions

1. In this Agreement,
  - (a) “**Agreement**” means this funding agreement between the Parties, which may, from time to time, be amended by the Parties.
  - (b) “**Application**” has the meaning ascribed to such term in the Program Guidelines.
  - (c) “**Credit Items**” has the meaning ascribed to such term in the Program Guidelines.
  - (d) “**Eligible Costs**” means eligible costs and expenses as described in the Program Guidelines.
  - (e) “**Funding**” means funds made available by the Minister to the Local Government under this Agreement, to be used solely for Eligible Costs, and includes any earned interest on the said funds that may be realized by the Local Government as a result of holding or investing any or all of the funds, as well as any Credit Items reported by the Local Government.
  - (f) “**Local Government Fiscal Framework Act**” means the *Local Government Fiscal Framework Act*, SA 2019, c.L-21.5, as amended from time to time.

File No: 02334-010

- (g) **“Program Guidelines”** means, unless the context requires otherwise, the *Local Government Fiscal Framework Capital Program Guidelines* or such other guidelines or directions applicable to the Local Government Fiscal Framework Capital Program as prescribed or determined by the Minister, as amended from time to time.
- (h) **“Project”** has the meaning ascribed to such term in the Program Guidelines.
- (i) **“Statement of Expenditures and Project Outcomes”** has the meaning ascribed to such term in the Program Guidelines.

### **Funding**

- 2. The Minister agrees to provide Funding to the Local Government in accordance with and subject to the *Local Government Fiscal Framework Act*, and subject to the following:
  - (a) funding is subject to the appropriation of monies for the purposes of this Agreement by the Legislature of Alberta;
  - (b) the Parties shall execute this Agreement and the Local Government shall return an executed Agreement to the Minister;
  - (c) compliance with all other payment conditions outlined in the Program Guidelines; and
  - (d) all other terms of this Agreement and the Program Guidelines.

### **Local Government Responsibilities**

- 3. The Local Government will provide to the Minister:
  - (a) an Application for Projects;
  - (b) an annual Statement of Expenditures and Project Outcomes, that includes certification by the Local Government that it is compliant with the terms and conditions of this Agreement and the Program Guidelines;
  - (c) annual financial statements; and
  - (d) any other information requested by the Minister in relation to this Agreement or the Funding,

and where the Program Guidelines prescribe a format for any of (a)-(d), consistent with such format requirements.

- 4. The Local Government agrees to:
  - (a) accept the Funding provided under this Agreement subject to; and
  - (b) comply with,all criteria, items, terms, and conditions contained in the Program Guidelines.
- 5. The Local Government agrees that it may not use the Funding, or claim any other compensation, for its costs, expenses, inconvenience, or time expended in relation to the administration of the Funding or the administration of this Agreement.
- 6. The Local Government acknowledges that the Funding provided under this Agreement is not a commitment to fund all potential Project costs. The Local Government is responsible for ensuring suitable financing is in place for each Project.
- 7. The Local Government agrees to allow the Minister or person authorized by the Minister access to each Project site.



### **Termination of Agreement**

8. The Minister may terminate this Agreement by notifying the Local Government in writing on 90 days' notice. Upon termination under this clause:
  - (a) the Local Government may use any unexpended portion of the Funding, which prior to termination was formally committed to the Local Government in accordance with the Program Guidelines, regardless of whether such Funding has yet been paid to the Local Government; and
  - (b) all provisions of this Agreement shall continue to apply to the Funding in (a) as though the Agreement had not been terminated.

### **Debt to the Crown**

9. If the Local Government owes an amount to the Crown in right of Alberta, the Minister may deduct from the Funding all or a portion of the amount owing.

### **Repayment of Funding**

10. If the Local Government does not meet all its obligations under this Agreement, or uses the Funding for any unauthorized purpose, the Minister will notify the Local Government of such breach in writing and the Local Government must remedy such breach within a reasonable time in the Minister's sole discretion as so stated in the notice. If, in the opinion of the Minister, the Local Government does not remedy the breach, the Minister may require the Local Government to repay all or part of the Funding, or such lesser amount as the Minister may determine, to the Minister, or the Minister may deduct from the Local Government's future Funding all or a portion of the amount owing.

### **Local Government Indemnity and Insurance**

11. The Local Government shall indemnify and hold harmless the Minister and the Minister's employees and agents against and from any third party claims, demands, actions, or costs (including legal costs on a solicitor-client basis) for which the Local Government is legally responsible in relation to the subject matter of this Agreement, including those arising out of negligence or willful acts by the Local Government or its employees, officers, contractors, or agents.
12. The Local Government shall ensure that it maintains suitable insurance coverage including but not limited to liability insurance with appropriate terms and limits for any Project and, when applicable, property insurance on an "all risk" basis covering the Project for replacement cost.

### **Independent Status**

13. The Local Government is an independent legal entity and nothing in this Agreement is to be construed as creating a relationship of employment, agency, or partnership between the Minister and the Local Government. Neither Party shall allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, partnership, agency, or joint venture.
14. Any persons engaged by the Local Government to provide goods and services in carrying out this Agreement are employees, agents or contractors of the Local Government and not of the Minister.

### **Conflicts**

15. The Local Government shall not enter into any other agreement, the requirements of which will conflict with the requirements of this Agreement, or that will or may result in its interest in any other agreement and this Agreement being in conflict.
16. The Local Government shall ensure that the Local Government and its officers, employees and agents:

- (a) conduct their duties related to this Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality to question;
- (b) not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest; and
- (c) have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement,

and the Local Government shall promptly disclose to the Minister any such conflict of interest or apparent conflict of interest arising under this clause.

#### **Freedom of Information and Protection of Privacy**

17. The Local Government acknowledges that this Agreement may be subject to disclosure pursuant to the *Freedom of Information and Protection of Privacy Act (Alberta) (FOIP)*. The Local Government further acknowledges that FOIP applies to information obtained, related, generated, collected, or provided to the Minister under this Agreement and that any information in the custody or under the control of the Minister may be disclosed.

#### **General Provisions**

18. This Agreement will come into effect April 1, 2024, and will be in effect until March 31, 2034, unless terminated in accordance with this Agreement.
19. The Parties may amend this Agreement only by mutual written agreement signed by the Parties.
20. This Agreement is the entire agreement between the Minister and the Local Government with respect to the Funding. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.
17. Notwithstanding any other provisions of this Agreement, those clauses of this Agreement which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including without limitation clauses:
- (a) Local Government Responsibilities – Clauses 3 to 7;
  - (b) Repayment of Funding – Clause 10;
  - (c) Local Government Indemnity – Clause 11;
  - (d) Freedom of Information and Protection of Privacy – Clause 17; and
  - (e) Entire Agreement – Clause 20.
18. Any notice, approval, consent, or other communication under this Agreement shall be deemed to be given to the other Party if in writing and personally delivered, sent by prepaid registered mail, couriered or emailed to the addresses as follows:

#### The Minister:

c/o Director, Grant Program Delivery  
Municipal Affairs  
15<sup>th</sup> Floor Commerce Place  
10155 - 102 Street  
Edmonton AB T5J 4L4  
Email: MA.LGFFcapital@gov.ab.ca

Local Government:

Town of Pincher Creek  
PO Box 159  
Pincher Creek AB T0K 1W0  
Attention: Chief Administrative Officer  
Email: reception@pinchercreek.ca

Either Party may change its contact information by giving written notice to the other in the above manner.

19. This Agreement does not replace, supersede, or alter the terms of any other existing funding agreement between the Minister and the Local Government.
20. Nothing in this Agreement in any way relieves the Local Government from strict compliance with the *Local Government Fiscal Framework Act* or otherwise impacts the interpretation or application of the *Local Government Fiscal Framework Act*.
21. The rights, remedies, and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
22. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
23. This Agreement is binding upon the Parties and their successors.
24. This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta and the Parties submit to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.
25. The Local Government represents and warrants to the Minister that the execution of the Agreement has been duly and validly authorized by the Local Government in accordance with all applicable laws.
26. The Local Government shall not assign, either directly or indirectly, this Agreement or any right of the Local Government under this Agreement.
27. A waiver of any breach of a term or condition of this Agreement will not bind the Party giving it unless it is in writing. A waiver which is binding will not affect the rights of the Party giving it with respect to any other or any future breach.
28. Time is of the essence in this Agreement.

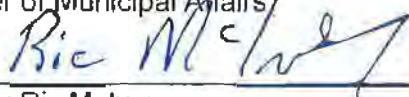
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29. Communication of execution of this Agreement emailed in PDF format shall constitute good delivery.

The Parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

**HIS MAJESTY IN RIGHT OF ALBERTA**, as represented by the Minister of Municipal Affairs

Signed by the  
Minister of Municipal Affairs  
of the Province of Alberta

Per:   
Name: Ric McIver  
Title: Minister of Municipal Affairs  
Date: May 29, 2024

**LOCAL GOVERNMENT**

Signed by a duly  
authorized representative  
of the Local Government

Per: \_\_\_\_\_  
Name of Local Government:  
Name of signatory:  
Title:  
Date:

Signed by a duly  
authorized representative  
of the Local Government

Per: \_\_\_\_\_  
Name of Local Government:  
Name of signatory:  
Title:  
Date:

# LOCAL GOVERNMENT FISCAL FRAMEWORK OPERATING PROGRAM

## MEMORANDUM OF AGREEMENT

BETWEEN:

**HIS MAJESTY IN RIGHT OF ALBERTA**, as  
represented by the Minister of Municipal Affairs  
(hereinafter called the “**Minister**”)

**AND**

**THE TOWN OF PINCHER CREEK** in the Province of Alberta  
(hereinafter called the “**Local Government**”)

(Collectively, the “**Parties**,” and each a “**Party**”)

**WHEREAS** the Minister recognizes the benefits of providing operating funding to assist local governments in delivering municipal services to Albertans; and

**WHEREAS** under the *Ministerial Grants Regulation*, Alta Reg 215/2022 the Minister is authorized to make grants and enter into agreements with respect to any matters relating to the payment of grants.

**WHEREAS** the Local Government and the Minister are entering into this Agreement governing the use and purpose of the grant.

**NOW THEREFORE** in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

### Definitions

1. In this Agreement,
  - (a) “**Agreement**” means this grant funding agreement between the Parties, which may, from time to time, be amended by the Parties.
  - (b) “**Credit Items**” has the meaning ascribed to such term in the Program Guidelines.
  - (c) “**Eligible Expenditures**” means “eligible expenditures” and “eligible expenses” as described in the Program Guidelines.
  - (d) “**Funding**” means any grant funds paid by the Minister to the Local Government under this Agreement, to be used solely for Eligible Expenditures, and includes any earned interest on the said funds that may be realized by the Local Government as a result of holding or investing any or all of the funds, as well as any Credit Items reported by the Local Government.
  - (e) “**Grants Regulation**” means the Ministerial Grants Regulation, Alta Reg 215/2022, as amended from time to time.
  - (f) “**Program Guidelines**” means, unless the context requires otherwise, the Local Government Fiscal Framework Operating Program Guidelines or such other guidelines or directions applicable to the Local Government Fiscal Framework Operating Program as prescribed or determined by the Minister, as amended from time to time.

File No: 02335-010

- (g) **“Statement of Funding and Expenditures”** has the meaning ascribed to such term in the Program Guidelines.

### **Funding**

- 2. The Minister agrees to provide Funding to the Local Government under the Local Government Fiscal Framework Operating Program, subject to the following:
  - (a) funding is subject to the appropriation of monies for the purposes of this Agreement by the Legislature of Alberta;
  - (b) funding allocations determined by the Minister as outlined in the Program Guidelines, and communicated annually to the Local Government by the Minister;
  - (c) the Parties shall execute this Agreement and the Local Government shall return an executed Agreement to the Minister prior to the Minister;
  - (d) compliance with all other payment conditions outlined in the Program Guidelines; and
  - (e) all other terms of this Agreement and the Program Guidelines.

### **Local Government Responsibilities**

- 3. The Local Government will provide to the Minister:
  - (a) an annual Statement of Funding and Expenditures, including certification by the Local Government that it is compliant with the terms and conditions of this Agreement and the Program Guidelines;
  - (b) annual financial statements; and
  - (c) any other information requested by the Minister in relation to this Agreement or the Funding,

and where the Program Guidelines prescribe a format for any of (a)-(c), consistent with such format requirements.

- 4. The Local Government agrees to:
  - (a) accept the Funding provided under this Agreement subject to; and
  - (b) comply with,all criteria, items, terms and conditions contained in the Program Guidelines.

### **Termination of Agreement**

- 5. The Minister may terminate this Agreement by notifying the Local Government in writing on 90 days' notice. Upon termination under this clause:
  - (a) the Local Government may use any unexpended portion of the Funding which prior to termination was formally committed to the Local Government in accordance with the Program Guidelines, regardless of whether such Funding has yet been paid to the Local Government, and
  - (b) all provisions of this Agreement shall continue to apply to the Funding in (a) as though the Agreement had not been terminated.

### **Debt to the Crown**

- 6. If the Local Government owes an amount to the Crown in right of Alberta, the Minister may deduct from the Funding all or a portion of the amount owing.

### **Repayment of Funding**

7. If the Local Government does not meet all its obligations under this Agreement, or uses the Funding for any unauthorized purpose, the Minister will notify the Local Government of such breach in writing and the Local Government must remedy such breach within a reasonable time in the Minister's sole discretion as so stated in the notice. If, in the opinion of the Minister, the Local Government does not remedy the breach, the Minister may require the Local Government to repay all or part of the Funding, or such lesser amount as the Minister may determine, to the Minister, or the Minister may deduct from any future Funding to the Local Government all or a portion of the amount owing.

### **Local Government Indemnity**

8. The Local Government shall indemnify and hold harmless the Minister and the Minister's employees and agents against and from any third-party claims, demands, actions, or costs (including legal costs on a solicitor-client basis) for which the Local Government is legally responsible in relation to the subject matter of this Agreement, including those arising out of negligence or willful acts by the Local Government or its employees, officers, contractors, or agents.

### **Independent Status**

9. The Local Government is an independent legal entity and nothing in this Agreement is to be construed as creating a relationship of employment, agency, or partnership between the Minister and the Local Government. Neither Party shall allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, partnership, agency, or joint venture.
10. Any persons engaged by the Local Government to provide goods and services in carrying out this Agreement are employees, agents, or contractors of the Local Government and not of the Minister.

### **Conflicts**

11. The Local Government shall not enter into any other agreement, the requirements of which will conflict with the requirements of this Agreement, or that will or may result in its interest in any other agreement and this Agreement being in conflict.
12. The Local Government shall ensure that the Local Government and its officers, employees, and agents:
  - (a) conduct their duties related to this Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality to question;
  - (b) not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest; and
  - (c) have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement,

and the Local Government shall promptly disclose to the Minister any such conflict of interest or apparent conflict of interest arising under this clause.

### **Freedom of Information and Protection of Privacy**

13. The Local Government acknowledges that this Agreement may be subject to disclosure pursuant to the *Freedom of Information and Protection of Privacy Act (Alberta) (FOIP)*. The Local Government further acknowledges that *FOIP* applies to information obtained, related, generated, collected or provided to the Minister under this Agreement and that any information in the custody or under the control of the Minister may be disclosed.

### **General Provisions**

14. This Agreement will come into effect April 1, 2024, and will be in effect until March 31, 2034, unless terminated in accordance with this Agreement.
15. The Parties may amend this Agreement only by mutual written agreement signed by the Parties.
16. This Agreement is the entire agreement between the Minister and the Local Government with respect to the Funding. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.
17. Notwithstanding any other provisions of this Agreement, those clauses of this Agreement which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including without limitation clauses:
  - (a) Local Government Responsibilities – Clauses 3 and 4;
  - (b) Repayment of Funding – Clause 7;
  - (c) Local Government Indemnity – Clause 8;
  - (d) Freedom of Information and Protection of Privacy – Clause 13; and
  - (e) Entire Agreement – Clause 16.
18. Any notice, approval, consent, or other communication under this Agreement shall be deemed to be given to the other Party if in writing and personally delivered, sent by prepaid registered mail, couriered or emailed to the addresses as follows:

#### The Minister:

c/o Director, Grant Program Delivery  
Municipal Affairs  
15<sup>th</sup> Floor Commerce Place  
10155 - 102 Street  
Edmonton AB T5J 4L4  
Email: MA.LGFFoperating@gov.ab.ca

#### Local Government:

Town of Pincher Creek  
PO Box 159  
Pincher Creek AB T0K 1W0  
Attention: Chief Administrative Officer  
Email: reception@pinchercreek.ca

Either Party may change its contact information by giving written notice to the other in the above manner.

19. This Agreement does not replace, supersede, or alter the terms of any other existing funding agreement between the Minister and the Local Government.



20. Nothing in this Agreement in any way relieves the Local Government from strict compliance with the Grants Regulation or otherwise impacts the interpretation or application of the Grants Regulation.
21. The rights, remedies, and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
22. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
23. This Agreement is binding upon the Parties and their successors.
24. This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta and the Parties submit to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.
25. The Local Government represents and warrants to the Minister that the execution of the Agreement has been duly and validly authorized by the Local Government in accordance with all applicable laws.
26. The Local Government shall not assign, either directly or indirectly, this Agreement or any right of the Local Government under this Agreement.
27. A waiver of any breach of a term or condition of this Agreement will not bind the Party giving it unless it is in writing. A waiver which is binding will not affect the rights of the Party giving it with respect to any other or any future breach.
28. Time is of the essence in this Agreement.


**This space left intentionally blank.**

29. Communication of execution of this Agreement emailed in PDF format shall constitute good delivery.

The Parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

**HIS MAJESTY IN RIGHT OF ALBERTA**, as represented by the Minister of Municipal Affairs

Signed by the  
Minister of Municipal Affairs  
of the Province of Alberta

Per:   
Name: Ric McIver  
Title: Minister of Municipal Affairs  
Date: May 29, 2024

**LOCAL GOVERNMENT**

Signed by a duly  
authorized representative  
of the Local Government

Per: \_\_\_\_\_  
Name of Local Government:  
Name of signatory:  
Title:  
Date:

Signed by a duly  
authorized representative  
of the Local Government

Per: \_\_\_\_\_  
Name of Local Government:  
Name of signatory:  
Title:  
Date:

## Kristie Green

---

**Subject:** FW: Reminder – 2024 Summer MLC starts next week  
**Attachments:** Draft Agenda for Summer 2024 MLC.pdf

This is the final call for registration for the 2024 ABmunis Summer Municipal Leaders' Caucuses, start next week. This year, Alberta Municipalities is visiting the following five communities:

- June 12 – Town of Falher (Falher Regional Centre)
- June 13 – Town of Bonnyville (Centennial Centre)
- June 14 – City of St. Albert (St. Albert Curling Club)
- June 26 – Village of Stirling (Stirling Community Centre)
- June 27 – Town of Innisfail (Innisfail Golf Club)

Each Caucus will consist of a one-day program and the agenda will be the same at all locations. The agenda will run from 10:00 a.m. to 3:00 p.m. each day. Registration for in-person attendance is \$110 for the day and includes light breakfast, refreshments and lunch. The draft agenda is attached for your review and the link to register is on the [ABmunis event webpage](#).

The session on June 14 will be streamed on Zoom to allow for members to participate who are not able to attend in-person, at a cost of \$55.

If you have any other questions, please email [events@abmunis.ca](mailto:events@abmunis.ca). We look forward to seeing you there.

Sincerely,  
**Tyler Gandam** | President

---

E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

## Draft Agenda for Summer 2024 Municipal Leaders' Caucus

Wednesday, June 12	Town of Falher	Falher Regional Recreation Centre
Thursday, June 13	Town of Bonnyville	Centennial Centre
Friday, June 14	City of St. Albert	St. Albert Curling Club
Wednesday, June 26	Village of Stirling	Stirling Community Centre
Thursday, June 27	Town of Innisfail	Innisfail Golf Club

<b>10:00 a.m.</b>	<b>Opening Remarks</b>
<b>10:05 a.m.</b>	<b>Welcome from the Mayor of the Host Municipality</b>
<b>10:10 a.m.</b>	<b>Welcome from MLA of the Host Constituency</b>
<b>10:15 a.m.</b>	<b>A Watery Icebreaker Activity</b>
<b>10:30 a.m.</b>	<p><b>Municipal Water Conservation</b></p> <p>Municipalities have the power to use water more effectively. In 2014, ABmunis adopted a water conservation policy asking municipalities to reduce their consumption by 30% by 2020 and we achieved that target! But lots of work remains. Our provincial average water consumption improved, but all municipalities can improve on water conservation through reduced demand and reduced infrastructure water loss. ABmunis is studying what new targets might look like, how best to measure progress, and how to support municipalities become better water managers.</p>
<b>11:15 a.m.</b>	<p><b>Provincial Infrastructure Funding</b></p> <p>You know how important provincial funding is to help build and maintain your local infrastructure. But do your residents, local media, and provincial MLAs truly understand the challenge your community faces if provincial funding for municipalities remains low? This session will involve an update on ABmunis' plans for new research to strengthen our advocacy for increased municipal infrastructure funding. Members are encouraged to come prepared to share one or two important infrastructure projects that are being delayed or cancelled because of your current funding challenges.</p>
<b>11:45 a.m.</b>	<p><b>Assessment Model Review</b></p> <p>It has been almost 20 years since the Government of Alberta has updated the assessment models for regulated property such as oil and gas wells and pipelines, telecommunications, railway, electrical power, and machinery and equipment. In that time, there have been three different, smaller-scale reviews, with the last one ending in 2020 when the Government of Alberta backed away from its plans and implemented several <a href="#">short-term tax incentives</a> for oil and gas wells. This session will inform members about Municipal Affairs' current plan to review and update the assessment models for regulated property, which could have substantial impacts for some municipalities in four to five years.</p>
<b>12:00 p.m.</b>	<b>Lunch</b>

<p><b>1:00 p.m.</b></p>	<p><b>Local Election and Municipal Governance Changes</b>  The province’s spring legislative session led to many surprising and highly concerning changes to legislation that will have significant impacts on municipal elections and municipal government operations. We will provide an overview of the changes and what they mean for municipal leaders. Members are encouraged to use this session to share what they’ve heard from MLAs and residents regarding changes to the <i>Local Authorities Election Act</i> and <i>Municipal Government Act</i> and highlight potential risks and consequences that ABmunis should be aware of. For example, we want to hear your thoughts on our advocacy approach and efforts as well as how changes to conflict of interest provisions and the increased ability for provincial oversight and interference may make you feel intimidated or impact the function of council.</p>
<p><b>1:45 p.m.</b></p>	<p><b>ABmunis Advocacy and Your Municipality</b>  This session will explore how the provincial government makes decisions and how you can inform and influence those decisions. How is your relationship with your MLA? What is your approach to engagement? Share your approach and hear from others as to what is and isn’t working in terms of engagement. ABmunis will also highlight our advocacy, how we approach priority issues, and how you can help amplify our message.</p>
<p><b>2:20 p.m.</b></p>	<p><b>President’s Report</b>  Brief update on other initiatives ABmunis is undertaking on your behalf.</p>
<p><b>2:30 p.m.</b></p>	<p><b>Host Municipality Session</b></p>
<p><b>2:55 p.m.</b></p>	<p><b>Closing Remarks</b></p>

**Kristie Green**

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**Subject:** FW: President's video Update - May 31

Good afternoon ABmunis members,

Here's my [second video update](#) to wrap up what has been an eventful week.

It's important to me to keep you informed about what we are doing at Alberta Municipalities as we continue to advocate on priority issues. It's also important that I hear from you about those issues, so I am really looking forward to seeing you at our next opportunity to get together.

See you soon.

**Tyler Gandam** | President

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E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-  
6644 | [www.abmunis.ca](http://www.abmunis.ca)



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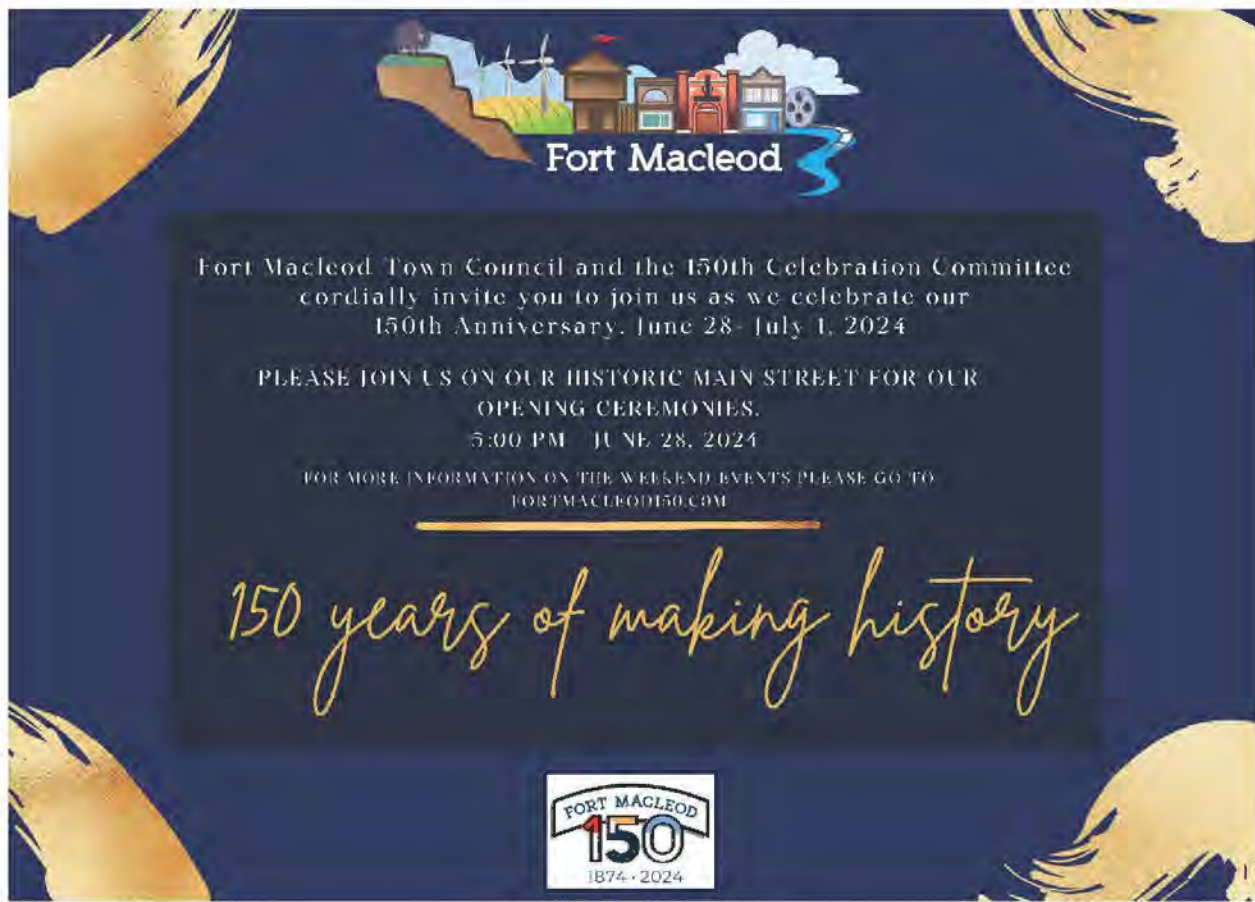
## EVENT BRIEFING

May 31, 2024

# TOWN OF FORT MACLEOD 150<sup>TH</sup> ANNIVERSARY CELEBRATION

## HOSPITALITY SUITE & OPENING CEREMONIES

Friday, June 28<sup>th</sup>, 2024



### HOSPITALITY SUITE

Please join us at the hospitality suite for delegates one hour before the Opening Ceremonies.

- LOCATION:** Historic Bank of Commerce Building  
204 - Main (24<sup>th</sup>) Street Fort Macleod, AB
- TIME:** 4:00 – 5:00 PM
- NOTES:** Light refreshments will be served.

## OPENING CEREMONIES

Fort Macleod Town Council and the 150th Celebration Committee invite you to join us on Historic Main Street for our Opening Ceremonies, June 28 – July 1, 2024, as we celebrate our 150th anniversary.

- LOCATION:** ATCO Stage  
300 Block of Historic Main (24<sup>th</sup>) Street Fort Macleod, AB  
(Map below)
- TIME:** 5:00 – 5:45 PM
- RSVP:** Please RSVP by **June 14, 2024**  
Meranda Day Chief  
[execassist@fortmacleod.com](mailto:execassist@fortmacleod.com)
- DRESS CODE:** Please dress for the weather, as the event will be held outdoors.
- PARKING:** Free Public Parking is available across from the Fort Museum. Main Street will be closed to vehicle traffic. Foot traffic only.
- NOTES:** Live music will begin on the ATCO stage following the event.

The entire weekend itinerary can be found on our website: [www.fortmacleod.com](http://www.fortmacleod.com)

The complete Opening Ceremonies Program will be sent by June 24, 2024.

### MAP:





# Educational Demo-powwow

June 21st  
Kootenai brown pioneer  
village

We will be joined  
By the presence  
Of indigenous  
Royalty

## Dancing categories



Don't be shy  
To take  
Photos

Fancy  
Grass dance  
Jingle dress  
Chicken  
Woman's  
traditional

Gates open  
9:30 am  
Event starts at  
10:00 am

Bring cash if  
you'd  
Like to tip our  
dancers

Special thanks to  
our sponsors for  
making this event  
possible



Soup and fry bread  
will be served



Libby Bacor  
Pincher Creek, Alberta  
Canada

May 28, 2024

Mayor Don Anderberg  
Pincher Creek, Alberta  
Canada

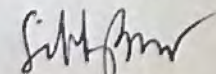
Sir,

I, Libby Bacor, representative of the Filipino community of Pincher Creek, Alberta invites you to grace the occasion of our celebration for Philippine Independence Day on June 15, 2024. We have organized for the first time here at Pincher Creek to commemorate Independence Day away from home.

For Filipinos living abroad, the mere hint of home is enough to make them smile. Meeting up with a 'kababayan', cooking 'sinigang' at home and drinking Filipino beer are just some of the things many Filipinos take pleasure in. Perhaps that is why every June 12, when the Philippines celebrates Independence Day, Filipinos from all over the world join in on the fun as well. This national holiday ties us to our country's history and culture, wherever we might be.

Moreover, we would like to hear some inspiring words from you. We hope that you'll oblige and look forward to your visit.

Yours Respectfully,



Libby Bacor

**Kristie Green**

---

**Subject:** FW: Nominate a municipal peer for an award by June 14

**From:** Tyler Gandam <[president@abmunis.ca](mailto:president@abmunis.ca)>  
**Sent:** Tuesday, May 28, 2024 9:04 AM  
**To:** April McGladdery <[reception@pinchercreek.ca](mailto:reception@pinchercreek.ca)>  
**Subject:** Nominate a municipal peer for an award by June 14

Good Morning ABmunis Members;

Don't miss the opportunity to nominate a municipal leader in your community for a 2024 ABmunis Award! The nomination deadline of June 14 is fast approaching.

These awards are presented at our Convention and recognize individuals and teams who have made extraordinary contributions to their communities. Here are the award categories for this year:

**1. Award of Excellence**

Recognizes past and present elected municipal officials with outstanding civic leadership who have held office for at least three years in Alberta. Download the nomination form [here](#).

**2. Distinguished Service Award**

Recognizes an elected official who has served 20 or more years in one or more Alberta municipalities. Download the nomination form [here](#).

**3. Dedicated Chief Administrative Officer Award**

This award recognizes long-term excellence and dedication to municipal government and chief administrative management. Download the nomination form [here](#).

**4. Dedicated Senior Municipal Team Award**

This award acknowledges an outstanding municipal team that demonstrated excellence and dedication to a municipal government. Download the nomination form [here](#).

We are looking forward to acknowledging and celebrating Alberta's outstanding community builders! Please email [awards@abmunis.ca](mailto:awards@abmunis.ca) if you have any questions.

Sincerely,  
**Tyler Gandam** | President

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E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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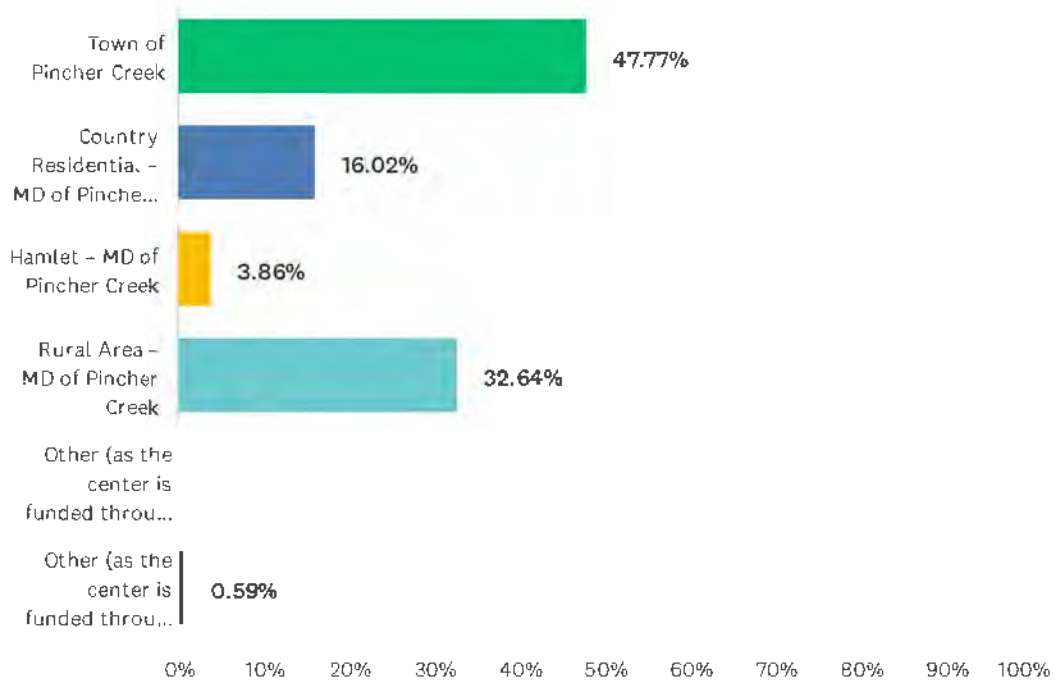
Eco Centre Survey  
Results  
May 2024



Eco Centre

# Q1 Where do you live?

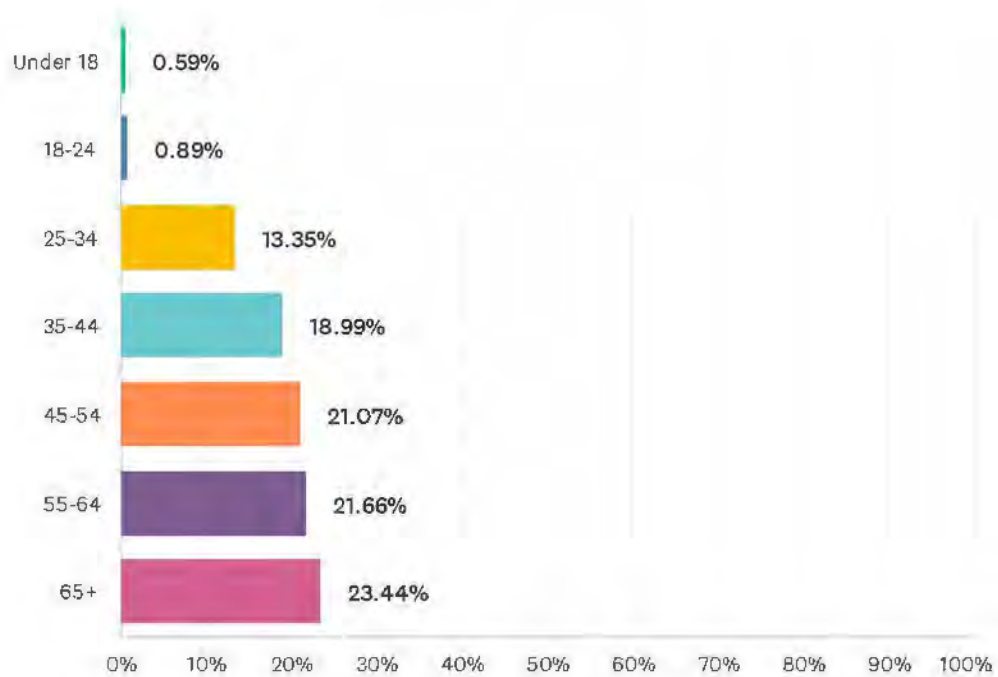
Answered: 337 Skipped: 0



## Eco Centre

### Q2 Age of person(s) that utilizes the Eco Centre:

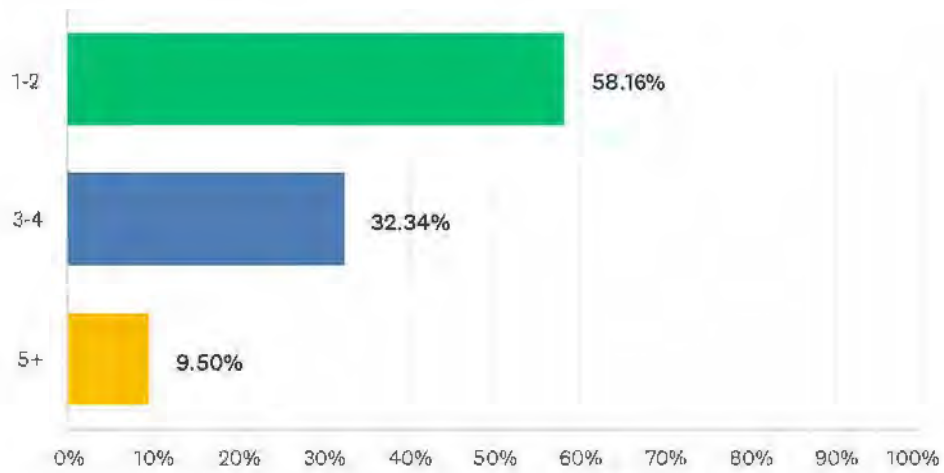
Answered: 337 Skipped: 0



Eco Centre

Q3 Including yourself, how many people are in the home?

Answered: 337 Skipped: 0

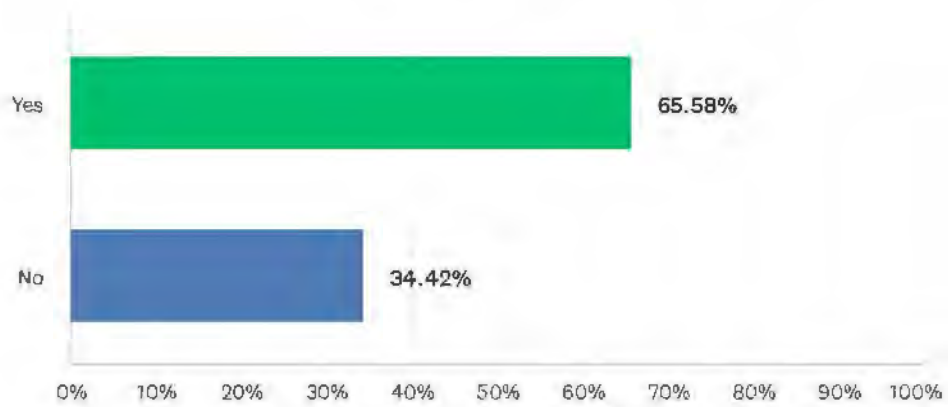




Eco Centre

Q4 Do you use the Eco Centre for household waste?

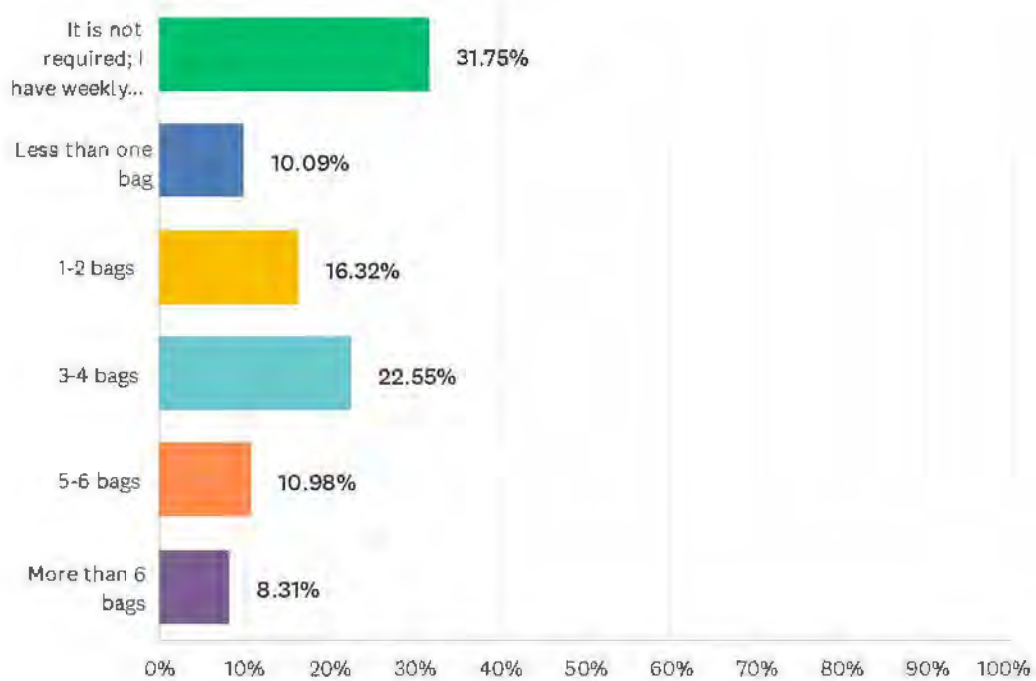
Answered: 337 Skipped: 0



Eco Centre

### Q5 On average, monthly, how much household waste do you bring to the Eco Centre?

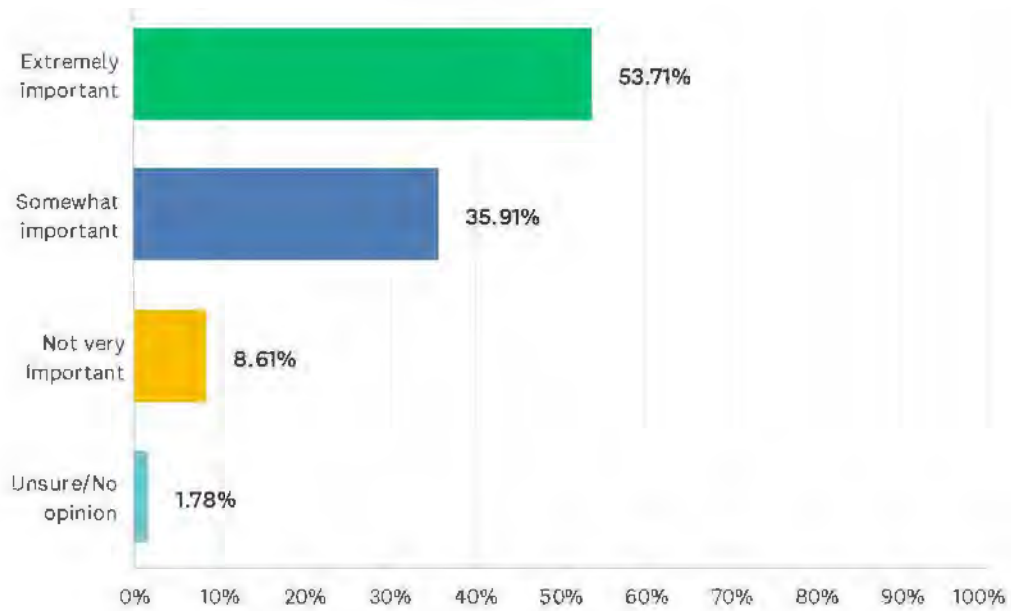
Answered: 337 Skipped: 0



Eco Centre

Q6 How vital is waste diversion (i.e., recycling and waste reduction) to you?

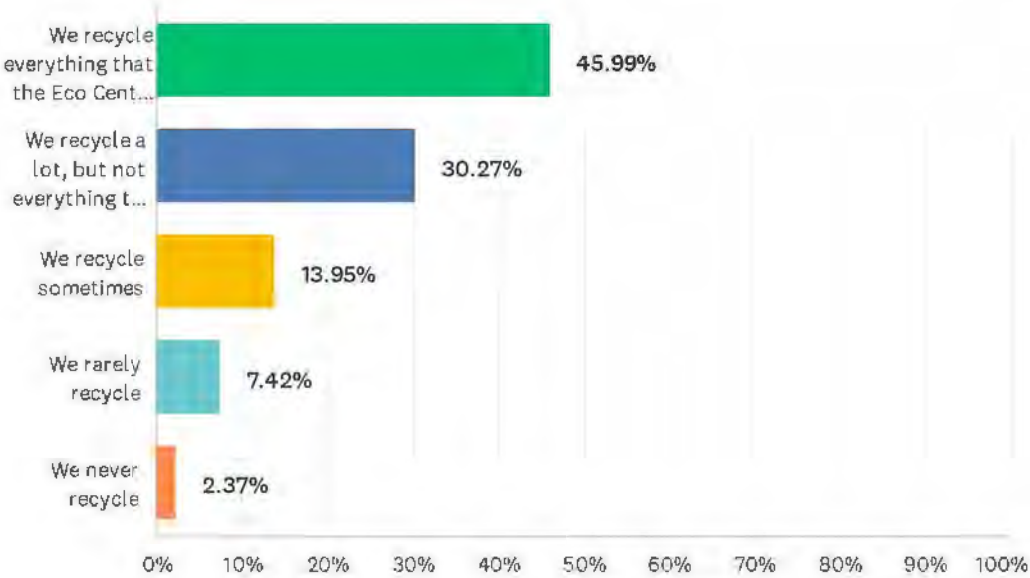
Answered: 337 Skipped: 0



Eco Centre

Q7 Which of the following statements best describes your household?

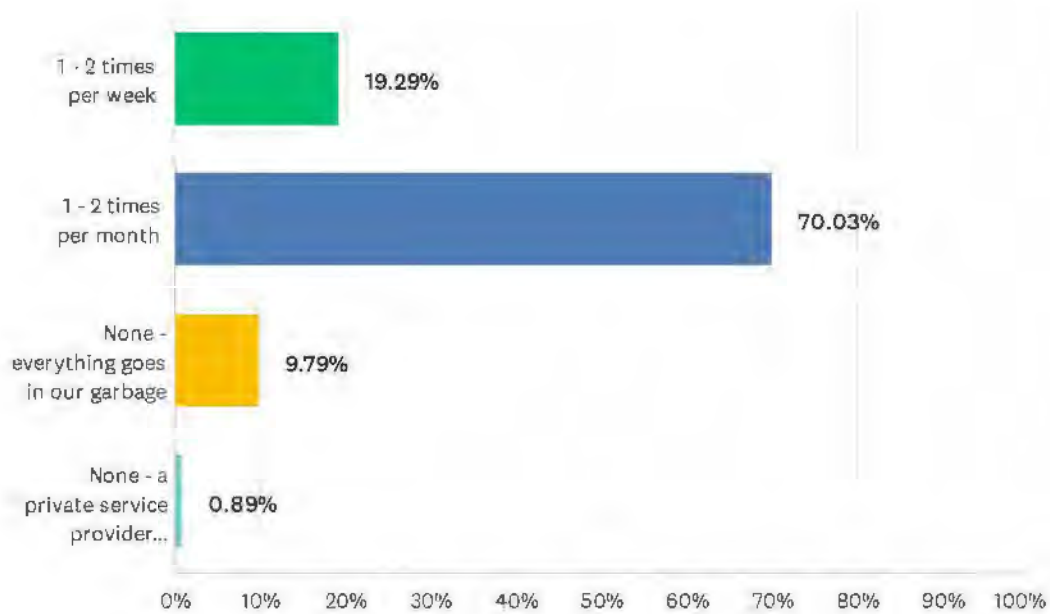
Answered: 337 Skipped: 0



Eco Centre

### Q8 How often do you go to the recycling drop-off center if you actively participate in recycling?

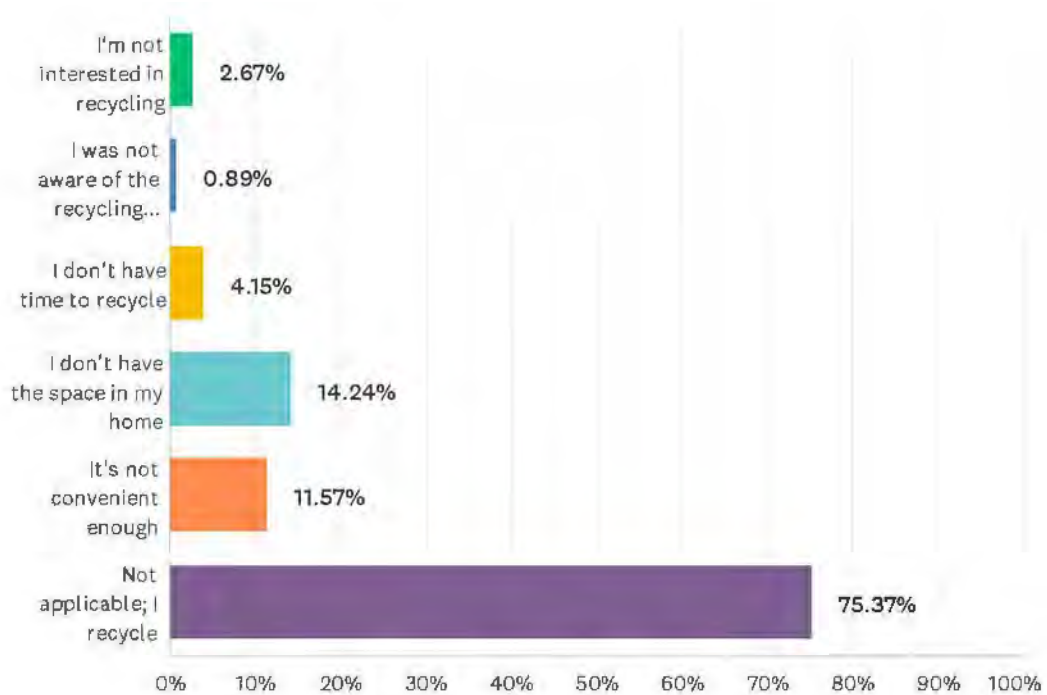
Answered: 337 Skipped: 0



Eco Centre

Q9 If your household does not recycle, please tell us why.

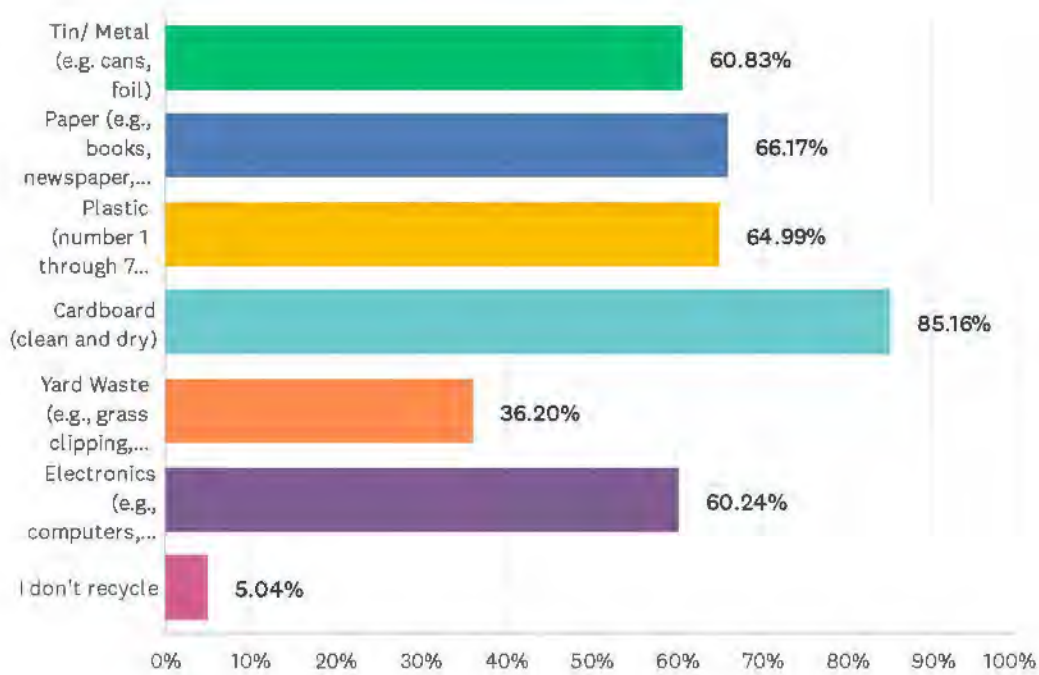
Answered: 337 Skipped: 0



Eco Centre

Q10 Which of the following household items do you recycle now? (Select all that apply)

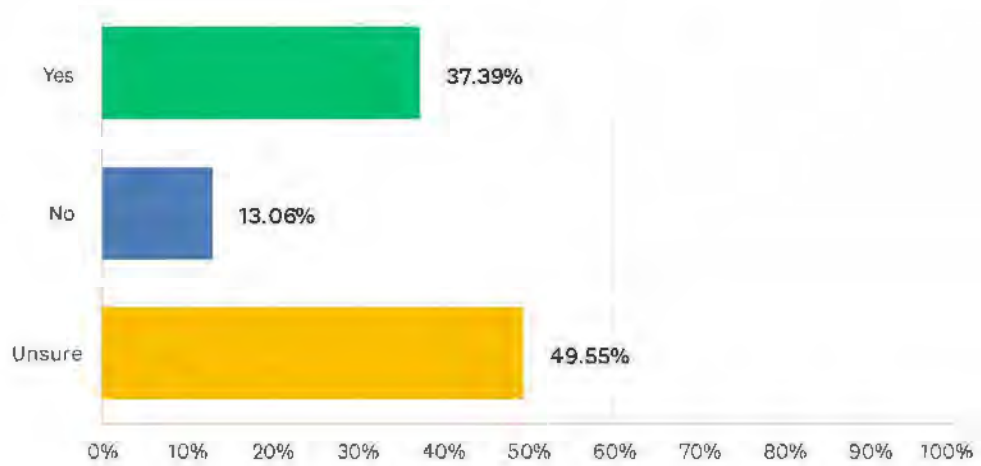
Answered: 337 Skipped: 0



Eco Centre

Q11 Does the Eco Centre's current recycling program keep recyclable material out of landfills?

Answered: 337 Skipped: 0



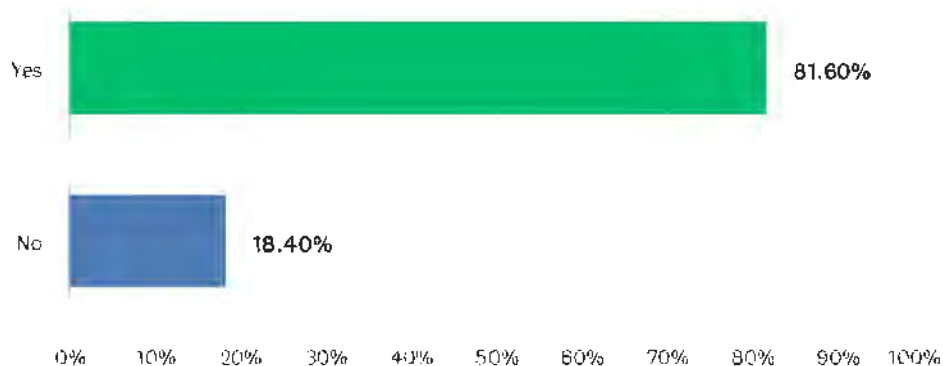


Eco Centre

Q12 Unfortunately, we had to move to an operated site due to the constant misuse of refuse bins. The municipality had additional costs to clean up the mess that people left behind who refused to put items in the container.

This caused issues with wildlife in the area and was an eyesore in our community. Additionally, hazardous materials were thrown into bins, causing safety concerns. The center remains staffed and operated by the Pincher Creek Waste & Recycle Centre. The hours are Tuesday to Sunday (closed on Mondays and Statutory Holidays) from 7:30 am to 5:30 pm. Do you feel the hours/days of operation are adequate for your use?

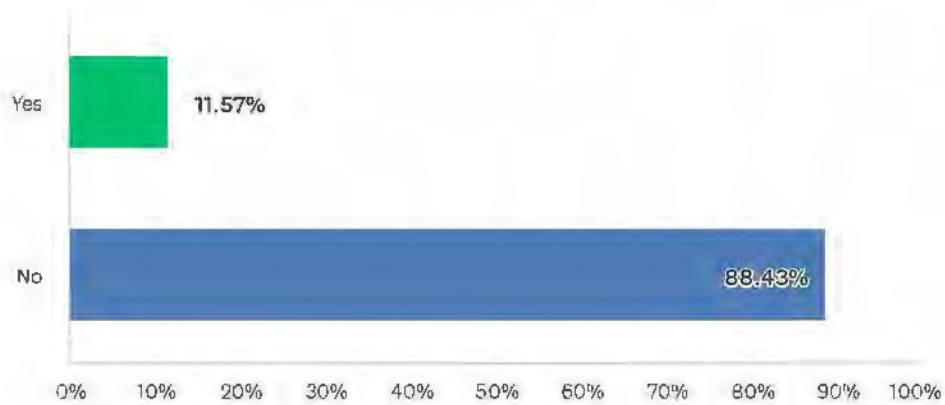
Answered: 337 Skipped: 0



Eco Centre

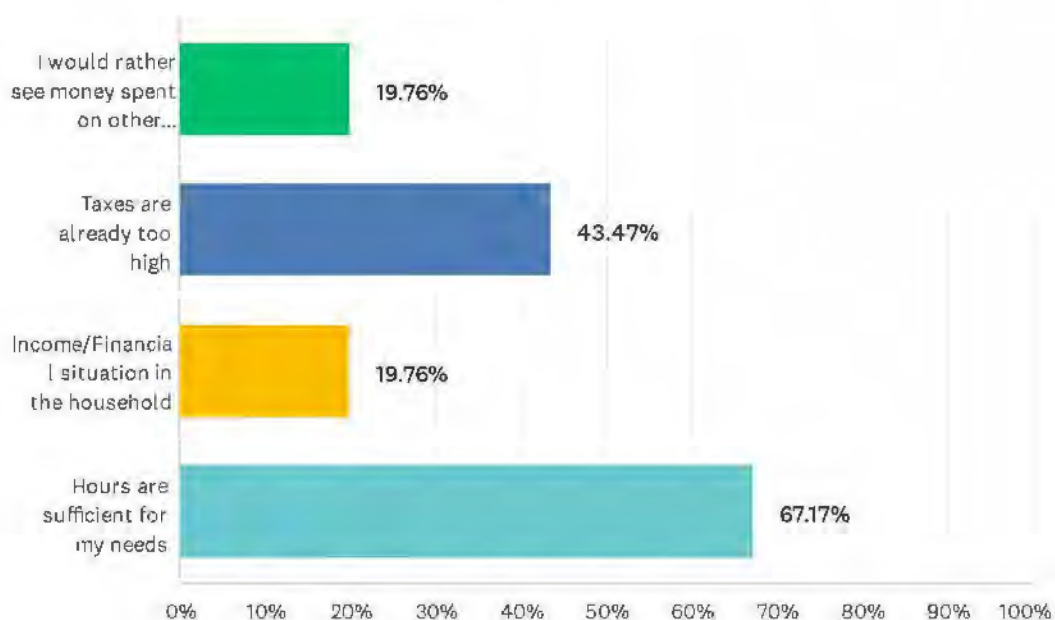
Q13 As this program is funded through tax dollars, if the Eco Centre were to reconfigure the hours of operation, would you be willing to pay for additional hours?

Answered: 337 Skipped: 0



### Q14 If you said no to the previous question, why are you unwilling to pay more for extended hours?

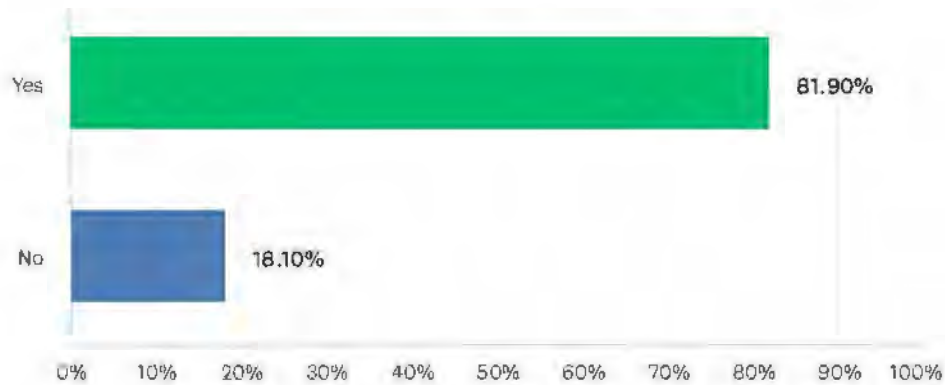
Answered: 329 Skipped: 8



Eco Centre

Q15 Currently, the Eco Centre can take the following items: Household refuse and recycling only (no commercial use). Bins include household refuse, recycling (cardboard/paper/metal/plastics), appliances, furniture, electronics, metal, wood, and yard waste. Does the variety of bins meet your current needs?

Answered: 337 Skipped: 0



## Eco Centre

Q16 Considerable planning has been dedicated to determining the materials the Eco Centre can accept. However, due to restrictions imposed by the Provincial Government, there are certain items that the Eco Centre cannot accept. Your understanding and cooperation in this matter are greatly appreciated, as it underscores the Eco Center's crucial role in our waste management efforts. Please note the following as to what the Eco Centre can't accept:

- Agricultural plastics \*can't be accepted at Landfill or Eco Centre
- Glass \*As there currently is no market for recycling it, there is no place close to taking the glass.
- Hazardous Materials \*Transportation of these materials is governed by the Environment and Protected Area (AEP), and becoming a hazardous materials station would require more stringent measures.

Given the above information, are there further bins you would utilize? Please give an example.

Answered: 100 Skipped: 234

- (14) Oil
- (2) Bin for branches, they could be made into free mulch for the community
- (2) Chemical jugs
- (24) Glass - lots of comments on frustration and lack of understanding why we can't recycle it
- (3) Baler Twine and/or Net Wrap.
- (4) Commercial cardboard/paper recycling
- (4) Styrofoam
- (6) Hazardous materials, paint
- (8) Composting bins for other items besides grass clippings, more food waste that is composted
- (8) Clean Soft plastics of all kinds
- (8) Grass clippings/Yard waste - like the old one, easier to empty for people
- (9) Batteries, household and other
- (2) Bring back bins that were in Cowley.

#### Tires

Metal cans such as soup cans, foil pie plates, more variety in the 1-7 scale of recycling programs (plastic) newsprint and magazines

Pet waste

#### Other Comments:

As a senior citizen with a large yard, it is really difficult hauling my many heavy grass/yard waste containers up the stairs and then lifting them over to dump into the dumpster. Would be helpful and easier to be able to simply walk into a bin from ground level to complete my task.

Assistance with wiping laptops and cell phones of personal info prior to disposal

I would like to see the eco centre not here. Most centres are now going to home bins that are picked on a regular basis. If this was implemented it would definitely pay extra but not paying extra for eco centre. Small towns almost everywhere are using bins (3 different ones) which are picked up at homes.

If we had the diversity more bins for recycling at residential would be more convenient!

Need to have the terms simplified. By metal do you mean small cans like cat food or soup cans? And by plastic do you mean like Folgers coffee tubs?

the large bin. A better system is need where one can go directly from a vehicle trunk and drop bags down without lifting much.

Why does it have to be supervised. Waste of tax dollars. ☐

Most of those bins could be anywhere, not supervised. Maybe the large electronics bin needs to stay.

Would just be nice for the bins to be emptied more often there have been numerous times bins are full when I've gone down to empty my recycling

A bin for whiners and complainers. Jokes. Thanks for what has been done. Stay strong and firm re people that are never satisfied. best wishes.

We find the items you'll accept at the Eco center to be convenient and helpful.

With the landfill so close I feel bins provided are sufficient

For our needs , the bins supplied are adequate

I am satisfied with what is currently being offered.

Eco Centre

**Q17 We are keeping track of the responses received from residents for both the Town and MD and may make changes based on communication provided by the public. To gain feedback and possible changes to the structure of the Eco Centre, what are some constructive ideas you have on anything not covered by these questions?**

Answered: 111 Skipped: 22

(4) A re-use area for items that can be re-used and not just destroyed.

(5) Allowing for businesses to utilize the recycling options. □

(9) Education of what can be recycled. Not everyone follows instructions but some do, some is better than none so please share more instructions, more communication and let the community help to recycle more efficiently.

(13) Bins are cumbersome, openings are too high, and stairs aren't good for mobility issues

(4) Additional Communication on where recycling goes - people feel it is all just dumped into the landfill. Post tonnage of what is taken monthly

(3) Get rid of gates/staff

(3) Stop asking where we are from (Town/MD)

(4) Wants home pickup service

(4) Frustration when bins are out to be emptied, told to "dump in the big bin"

(2) Site is muddy, needs more gravel and bigger signs

(2) Late night once a week for people to bring in

(9) Yard layout is troublesome - bottlenecks - end up waiting in line

it locked up. Actually recycle the items that we are required to separate i.e. cardboard. Why are we and our local businesses required to separate cardboard when it goes to the same place as regular garbage?

Community Involvement in decision making and clean up efforts, youth representation (such as the Matthew Halton High School ECO club)

Don't close the facility or increase fees/taxes

Actually having an attendant that helps unload as per the job posting. Have gone numerous times to have the attendant just sit in the shed. Also the reason I don't want to pay anymore as I don't feel they are doing much anyways.

Prosecute those that litter and quit punishing the law abiding tax paying citizens by making it difficult for them to dispose of garbage. Maybe if the RCMP and local "peace" officers/sheriff's weren't so busy giving out tint tickets to teenagers we could deal with those dumping garbage.

Scan card for after hours with security cameras watching. You leave a mess or anything of the sort look through the footage match it with the scan card. Receive a fine or loose your scan card.

Start incinerating garbage at the landfill

The Province needs to find a market/use for glass. Also, a method needs to be developed to shred plastic bags and Styrofoam.

This program is a waste of money as the market for many recyclable products is non existent. Do your homework.

Waste of money.although well intentioned it isnt convenient and doesnt promote recycling

grocery bags.Is there an opportunity to have a dispensary unit at the Eco Center which would allow patrons to purchase quantities of 10 to use as the internal waste bag as part of the double bag system.This would facilitate faster composting at the landfill until such time that decent large "stronger compostable" □

bags are manufactured and available.

Tax dollars in this town are poorly spent.



Would prefer Monday thru Sat but would be happier with Monday thru Friday.

is there a lot of demand for weekday daytime hours? would like weekday evening option but not for more cost

Try not to change the open/closed days and times open too often. □

I feel MD could save some money by reducing to a 5 day week. Sunday/Monday closed.

Open Mondays and one evening per week

Would like to pass along a thank you to Steve at the Eco Station. He is always willing to help, friendly. This is so nice to see.

We have a place in both the town and Md where we pay taxes. That is why I selected both. We appreciate the eco center and that it is cleaned and staffed. Without staff it would be a disaster. The Eco Centre is great. Much better organized than the old site. The man that works there is very friendly and helpful.

It's adequate as it is

It's quite good.

Job well done. I enjoy the convenience of the Eco center.

It works fine for my personal needs

It works great for me

The staff there do good work, keeping everything in order.

The structure of the bins make them difficult to use, the small slots make it so that I have to add every piece recycling (cardboard or plastic) one by one

The staff at the eco centre is amazing, helpful and friendly

Staff the centre with someone helpful and with a personality

I'm extremely satisfied with the new structure of the eco centre. Keep up the good work!

I think it has worked very well and the tweaks that have been made since it opened were thoughtful and reasonable.

All of the staff that I have come into contact there are exceptional. I'm sure its not anyone's favourite job in the world but I commend every one of them for always being so upbeat, helpful, enthusiastic, smiling, welcoming ... I don't know where you found them but the world could sure use more of them everywhere. Great hiring whoever hired them. Attitude is so important and they have all demonstrated such a great attitude in doing their work. A pleasure to go there, they make the place.

helpful.

friendly staff.

I really like it, it's so handy when I do need to take things in. Keep up the good work

I think it's great as is and very valuable especially to people living in the country

I'm quite happy with the eco centre

I'm very happy with the Eco Centre! Very easy to access, the hours are enough that I can always get there if I plan ahead. Great job! You are diverting a lot of material from the landfill.

Not a constructive idea but the one main guy that runs it is phenomenal. The guy is always out helping and interacting and keeps it so clean and organized. Kudos to him.

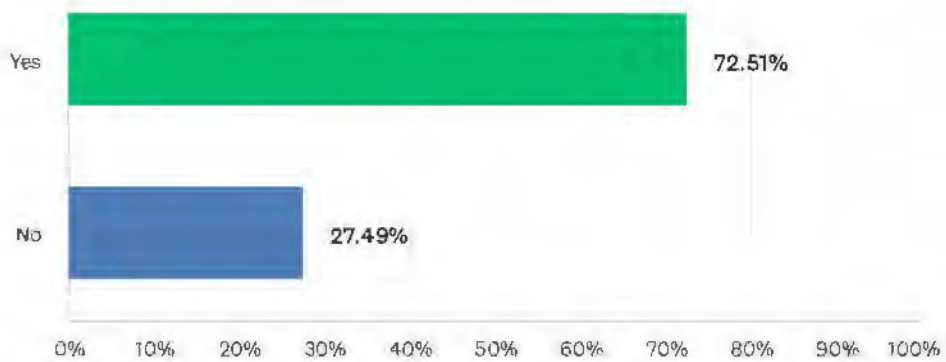
Nothing, we love the eco centre

garbage off.

Eco Centre

Q18 Do you feel you receive enough information on your area's waste management programs and services?

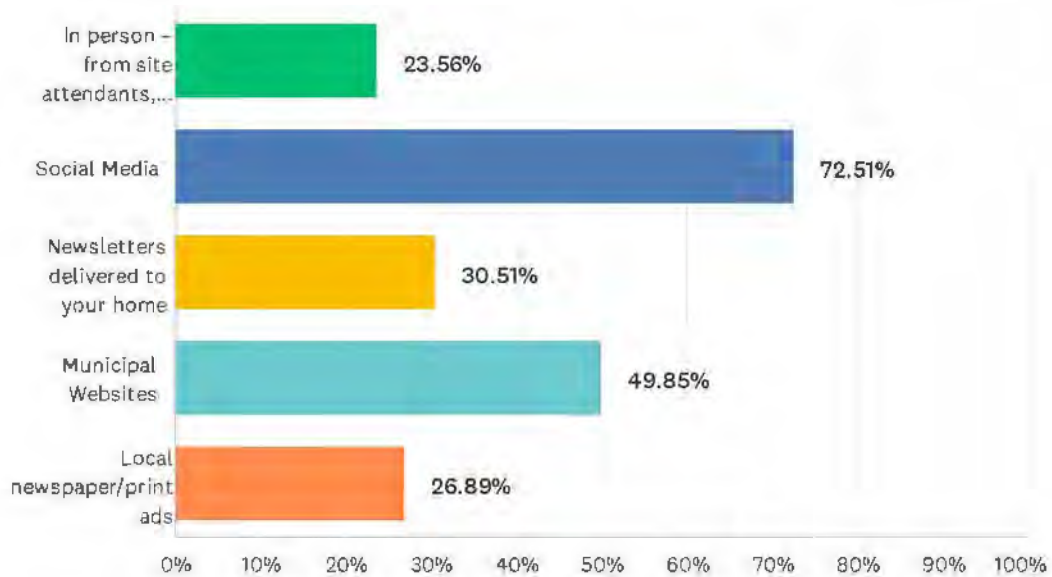
Answered: 331 Skipped: 6



Eco Centre

### Q19 How would you like to be informed about garbage and recycling services in the future?

Answered: 331 Skipped: 6





## PINCHER CREEK ECO CENTRE

Attendant is on site to assist with all inquiries - Tuesday to Sunday 7:30am to 5:30 pm

Any and all further questions please direct to the Crowsnest Pincher Creek Waste & Recycle Centre  
(as part of the Crowsnest Pincher Creek Landfill Association) at 403 628-3849

### CARDBOARD

- Clean, dry, and flattened boxes (no wax coating, material or metal attached)
- Pizza boxes (liners removed must be free of food debris and grease)
- Tissue boxes (plastic removed)
- Toilet paper and paper towel rolls (no paper attached)
- Food containers (clean with plastic removed)
- Egg cartons (no Styrofoam or plastic)
- Cereal and shoe boxes (remove packaging and flatten)

### PLASTIC (must be rinsed clean)

- Jugs such as vinegar and laundry detergent
- Containers (such as mayonnaise and Peanut Butter)
- Tubs (such as margarine and yogurt)
- Clamshells (such as berry, spinach and egg cartons)
- Take out containers (clean with no food residue)

### PAPER

- Computer and writing paper.
- Envelopes non padded (plastic removed)
- Paper bags
- Plain brown packing paper
- Newsprint and nonglossy flyers
- **(NOT RECYCLABLE: Wrapping paper, glossy paper, magazines, books and shredded paper)**

### APPLIANCES

- Washer
- Dryer
- Fridge
- Freezer\*
- A/C Units\*
- Water Coolers \*

**\*\$20 cash payable on delivery of all units having Freon**

### BULK

- Couches, chairs, mattresses and box springs

### DOMESTIC

- Household garbage

### WOOD/YARD DEBRIS (no treated wood)

- Boards, plywood and press board
- Wooden Furniture
- Shrubs, branches and other yard debris

### METAL (containers must be rinsed clean labels removed. No screw, nails or small metal pieces)

- Dishwashers and Stoves
- Hot Water Tanks
- Metal containers
- Tin Cans and foil trays
- Metal tins
- Bulky metal