TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Monday, July 22, 2024 at 6:00 p.m.

Council Chambers, 962 St John Ave

TEAMS LINK

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1. **CALL TO ORDER**

2. **PUBLIC HEARING**

3. **AGENDA APPROVAL**

4. **DELEGATIONS**

5. **CONSENT AGENDA**

   5.1 Minutes of 2024 the Regular Meeting of Council held on June 24, 2024 **(PAGE 2)**
   5.2 Minutes of the Committee of the Whole held on July 3, 2024 **(PAGE 6)**
   5.3 Minutes of the Special Council Meeting held on July 8, 2024 **(PAGE 12)**

6. **BUSINESS ARISING FROM THE MINUTES**

   6.1 Lebel Mansion Elevator Painting **(PAGE 16)**

7. **BYLAWS**

   7.1 Transportation of Dangerous Goods Routing Bylaw 1534-24 **(PAGE 118)**

8. **NEW BUSINESS**

   8.1 ORRSC Request **(PAGE 149)**
   8.2 Request for Waiver of Late Tax Payment Penalty **(PAGE 151)**
   8.3 Community Housing Committee **(PAGE 153)**
   8.4 Occupational Health and Safety Compliance **(PAGE 158)**

9. **REPORTS**

   9.1 Council
   9.2 Chief Administrative Officer

10. **ADMINISTRATION**

    10.1 Distribution List **(PAGE 160)**

11. **NOTICE OF MOTION**

12. **CLOSED MEETING**

    12.1 Offer to Purchase

13. **ADJOURNMENT**

The next Regular Council Meeting is scheduled for August 26, 2024 AT 6:00 p.m.

REGULAR MEETING OF COUNCIL
Held on Monday June 24, 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; W. Catonio, Director of Corporate Services; S. Burnell, Director of Operations; and C. Hunsperger, Executive Assistant

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 6:01 pm.

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

WRIGHT:

That the Council for the Town of Pincher Creek agree to add 8.2 Sponsorship for the Kainai Pancake Breakfast, and 11.1 Staff Financial Matter to the June 24, 2024 Council Meeting Agenda.

CARRIED 24-298

CLELAND:

That Council for the Town of Pincher Creek accepts the June 24, 2024 Regular Council meeting agenda as amemded.

CARRIED 24-299

4. DELEGATIONS

4.1 Deborah Reid-Meckler Vice President Ab Munis Board.

5. ADOPTION OF MINUTES

5.1 Minutes of the Regular Meeting of Council held on June 10, 2024

GREEN:

That Council for the Town of Pincher Creek approves the Minutes of the Regular Meeting of Council held on June 10th, 2024 as presented.

CARRIED 24-300

6. BUSINESS ARISING FROM THE MINUTES

6.1 Road Repair Adjacent to Heritage Inn:

WRIGHT:

That Council for the Town of Pincher Creek accept the Road Repair Adjacent to Heritage Inn report as information.

CARRIED 24-301

BYLAWS

7.1 Tax Expemtion Bylaw:

OLIVER:

That Council for the Town of Pincher Creek accept the review of the Bylaw 1629-22 Tax Expemtion Bylaw as information.

CARRIED 24-302

8. NEW BUSINESS

8.1 Canada Day Fireworks:

CLELAND:

That Council for the Town of Pincher Creek direct administration to bring this information forward to an upcoming Joint Council meeting for discussion regarding the continued support of the Canada Day Fireworks.

CARRIED 24-303

8.2 Kainai Sponcership:

NODGE:

That the Town of Pincher Creek donate Five Hundred Dollars ($500.00) to the Kainai Nation for a sponcership of a prefomance.

CARRIED 24-305

9. REPORTS

9.1 Council (Upcoming Meetings and Events)

CLEALND:

That the Council for the Town of Pincher Creek accepts the Council upcoming meeting and events as information.

9.2 Chief Administrative Officer

ANDERBERG:

That Council for the Town of Pincher Creek call a Special Council Meeting to be held on July 8,2024 at 1:30pm to discuss 2025 Budget Guidelines with the Chief Administrator Officer Report

CARRIED 24-306

CLELAND:

That the Council for the Town of Pincher Creek accepts the Chief Administrator Officer report as information.

CARRIED 24-307

9.3 Others

10. ADMINISTRATION

10.1 Council Information Distribution List

OLIVER:

That Council for the Town of Pincher Creek accepts the June 24, 2024 Council Information Distribution List as information.

CARRIED 24-308

Mayor Anderberg called a recess at 7:30pm
Mayor Anderberg called the meeting back at 7:34pm

11. CLOSED SESSION DISCUSSION

CLELAND:
That Council for the Town of Pincher Creek agree to move into closed session of Council on June 24, 2024 at 7:35pm in accordance with section 17 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer,Executive Assistant and the Director of Corporate Services.

CARRIED 24-309

OLIVER:
That Council for the Town of Pincher Creek agrees to move out of closed session of Council on June 24 2024, at 7:43pm in accordance with sections 17 of the Freedom of Information and Protection of Privacy Act.

CARRIED 24-310

OLIVER:
That Council for the Town of Pincher Creek agree to accept the staff financial matter as discussed.

CARRIED 24-311

12. NOTICE OF MOTION

13. ADJOURNMENT

CLELAND:
That this meeting of Council on June 24, 2024 be hereby adjourned at 7:52 pm.

CARRIED 24-312

_____

MAYOR, D. Anderberg

_____

CAO, K. Dunbar

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 22 DAY OF JULY 20[illegible] [illegible]E A L**

**NEXT REGULAR MEETI[illegible] OF COU[illegible]CIL TO BE HELD ON
MONDAY July 22, 2024 A[illegible]:00 P[illegible]M.**

Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
JULY 3, 2024 – 8:30 AM
962 St. John Avenue

IN ATTENDANCE

Mayor:	D. Anderberg
Councilors:	M. Barber, S. Nodge B. Wright, G. Cleland, W. Oliver
With Regrets:	D. Green
Staff:	K. Dunbar, Chief Administrative Officer; W. Catonio, Director of Corporate Services; S. Bissell, Director of Operations; A. Hlady, Director of Culture and Recreation; C. Hunsperger, Executive Assistant; L. Goss, Manager of Legislative Services; B. Millis, Manager of Human Resources and Health and Safety; K. Kozak, Development Officer; B. Fugerson, Manager of Finance; J. Harder, Capital Projects and Asset Management Coordinator.

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 8:32 am.

2. AGENDA APPROVAL

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek agree to add **8.3** Business License and **8.4** Fire Hall Land Use to the July 3, 2024, Committee of the Whole Meeting Agenda.

CARRIED COTW 2024-060

*Initials:*_____

CLELAND:

That the Committee of the Whole for The Town of Pincher Creek accept the July 3, 2024, meeting agenda as amended.

CARRIED COTW 2024-061

Councilor Barber entered meeting at 8:39am

3. SCHEDULED DELEGATIONS

3.1 Staff Introduction:

Welcome, Blake Furgeson, Manager of Finance and Jos. Harder, Capital Projects and Asset Management Coordinator.

4. COMMITTEE REPORTS

CLELAND:

That the Committee of The Whole for the Town of Pincher Creek accept the Committee reports as information.

CARRIED COTW 2024-062

5. ADMINISTRATION

6. BUSINESS ARISING FROM THE MINUTES

6.1 Open House Feedback:

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek accept the Open House Feedback Report as information.

CARRIED COTW 2024-063

*Initials:*_____

7. POLICY

8. NEW BUSINESS

8.1 Bill 20 Discussion:

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek table the discussion of **8.1** Bill 20 Discussion at 10:15am.

CARRIED COTW 2024-064

8.2 Alberta Municipalities 2024 Convention:

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek accept the Alberta Municipalities 2024 Convention as informatic

CARRIED COTW 2024-065

Councilor Wright excited Council at 10:04 am

Mayor Anderberg called a recess at 10:05 am
Mayor Anderberg called the meeting back to order at 10:15 am

8.3 Business License:

NODGE:

That the Committee of the Whole for the Town of Pincher Creek direct administration to reimburse Taylor Cahoon the $125.00 business license fee.

CARRIED COTW 2024-066

*Initials:*_____

BARBER:

That the Committee of the Whole for the Town of Pincher Creek direct administration to review business license criteria and bring back any recommendations regarding the Bylaw.

CARRED COTW 2024-067

8.4 Fire Hall Land Use:

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek direct administration to review the zoning for the new Fire Hall and bring back any required information or changes.

CARRIED 2024-068

8.1 Bill 20 Discussion:

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek lift item **8.1** Bill 20 Discussion from the table at 10:40am.

CARRIED 2024-070

Councilor Oliver excited Council at 10:50am

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek accept Bill 20 as information.

CARRIED COTW 2024-071

BARBER:

That the Committee of the Whole for the Town of Pincher Creek direct administration to respond to the Minster with the following three (3) items;

1. Downloading of responsibilities from the Province of Alberta.
2. Funding and Grant issues.
3. Bill 20, Three priority issues.

CARRIED COTW 2024-072

*Initials:*_____

9. CLOSED SESSION DISCUSSION

10. ADJOUNMENT

NODGE:

That this meeting of the Committee of the Whole herby be adjourned at 11:24am

CARRIED COTW 2024-073

APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 3RD DAY OF JULY 2024

_____

Mayor, D. Anderberg

_____

CAO, K. Dunbar

*Initials:*_____

The next Meeting of the Committee of the Whole will be held on September 4th 2024 at 8:00am

THE TOWN OF PINCHER CREEK
SPECIAL COUNCIL MEETING
Held on JULY 8TH, 2024
Council Chambers, Town Hall

IN ATTENDANCE

Mayor:	D. Anderberg
Councilors:	M. Barber, S. Nodge B. Wright, and W. Oliver
With Regrets:	D.Green, G. Cleland
Staff:	K. Dunbar, Chief Administrative Officer; W. Catonio, Director of Corporate Services; C. Humpberger, Executive Assistant; K. Uhersky, Communications and Marketing Officer.

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 1:35pm.

2. AGENDA APPROVAL

ANDERBERG:

That Council for the Town of Pincher Creek add 4.1 Closed Session to the approved the July 8th 2024, Special Council Meeting agenda as amended.

CARRIED 24-297

3. NEW BUSINESS

3.1 Budget Guidelines 2025

OLIVER:

That Council for the Town of Pincher Creek direct administration to develop an incremental two-year capital budget and an incremental two-year operating budget for the years 2025 and 2026 with the following:

A) A review process to account for external changes prior to 2026.
B) Revenue increase from property tax to not exceed 3% each year.

C) Revenue increase from Utility Rates not to exceed the greater of previous Council direction or 3% each year.

CARRIED 24-298

NODGE:

That Council for the Town of Pincher Creek direct administration to develop an additional three-year capital plan and a two-year operating plan for the subsequent years with the following:

A) Revenue increase from property tax not to exceed 3% each year.
B) Revenue increase from Utility Rates not to exceed the greater of previous Council direction or 3% each year.

CARRIED 24-299

OLIVER:

That Council for the Town of Pincher Creek direct administration to provide the following:

A) Areas where service levels could be reduced or efficiencies could be achieved to provide cost savings.
B) Recommended changes to Fees and Charges considering market comparisons, cost of service, and community benefit.

CARRIED 24-300

ANDERBERG:

That Council for the Town of Pincher Creek direct administration to prioritize budget items as:

A) Safety.
B) Legislative.
C) Strategic priorities.

CARRIED 24-301

ANDERBERG:

That the Council for the Town of Pincher Creek direct Administration to do a poll and schedule a strategic planning session for the end of July 2024.

CARRIED 24-302

BARBER:

That Council for the Town of Pincher Creek direct administration to schedule half day special council meetings for mid-October as needed.

CARRIED 24-303

4. CLOSED SESSION

OLIVER:

That Council for the Town of Pincher Creek agree to move into closed session of Council on July 8, 2024, at 3:15pm in accordance with section 19 of the Freedom of Information and Protection of Privacy Act.

CARRIED 24-304

OLIVER:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on July 8, 2024 at 3:22pm in accordance with section 19 of the Freedom of Information and Protection of Privacy Act.

CARRIED 24-305

BARBER:

That the Council for the Town of Pincher Creek accept the CAO review report as information.

CARRIED 24-306

5. ADJOURNMENT

OLIVER:

That this meeting of council on July 8 2024 be herby adjourned at 3:26pm.

CARRIED 24-308

APPROVED BY RESOLUTION
OF THE COUNIL OF THE TOWN OF PINCHER CREEK
THIS 8TH DAY OF JULY 2024 SEAL

_____

MAYOR, D. Anderberg

_____

CAO, K, Dunbar

Initials:

AGENDA ITEM NO: 6.1

Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Lebel Mansion Elevator Painting	
PRESENTED BY: Adam Grose, Recreation Manager	**DATE OF MEETING:** 7/22/2024

PURPOSE:

To determine whether painting the elevator prior to the solar panels being installed is required.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to re-paint the Lebel Mansion elevator exterior paint for a total project cost of $25,000 with funds to be transferred from the Culture Reserve 74-00-00-4760.

BACKGROUND/HISTORY:

On the May 1, 2024 COTW meeting it was moved 'That Council for the Town of Pincher Creek receive the Lebel Mansion Solar Array Project update as information, and direct administration to continue with the project as presented.'
CARRIED. COTW 2024-049
It was then moved 'That Council for the Town of Pincher Creek direct administration to explore the condition of the paint on the elevator tower before the solar panel installation and bring back painting cost options to Council if required.' CARRIED. COTW 2024-050
In the 2021 Lebel Mansion Facility Lifecycle Assessment it was noted (A02.6)
'the majority of the windows and the stair/elevator tower
are showing signs of deteriorated paint.' This portion was originally painted in 2006.
The Stephenson Engineering report identified repainting the Elevator portion in 2023 at an estimated cost of $18,000.
Administration discussed the proposal with the Allied Arts Executive Director, and Allied Arts was also consulted as to a preferred colour request. Allied Arts was supportive of re-painting the elevator, and the preferred colour was to remain white to match the verandah.
Administration submitted a Request for Quotations to several local painting contractors to have the elevator re-painted prior to solar panel installation.

ALTERNATIVES:

To receive the the elevator painting options as information.

Direct Administration to add the elevator re-painting to the 2025 budget deliberations for consideration.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:
The 2021 Stephenson Engineering Lebel Mansion Lifecycle Report identified the exterior paint on the elevator as an issue which should be addressed within 5 years.

FINANCIAL IMPLICATIONS:
Administration only received 1 quotation to re-paint the elevator at a cost of $25,000 plus GST.
The Culture reserve 74-00-00-4760 currently has approximately $91,000 in it.

PUBLIC RELATIONS IMPLICATIONS:
None

ATTACHMENTS:
2021 - Lebel Mansion Facility Lifecycle Assessment (Stephenson Engineering) - 3456

CONCLUSION/SUMMARY:
Administration supports repainting the Lebel Mansion Elevator exterior, prior to Solar Panel being installed.

Signatures:
Department Head: Adam Grose

CAO: Wendy Catenio for: CAO

stephenson ENGINEERING
A SALAS O'BRIEN COMPANY

FINAL REPORT

Facility Lifecycle Assessment Report
Lebel Mansion
696 Kettles Street
Pincher Creek, Alberta

Submitted to:
Town of Pincher Creek
962 St. John Avenue (Box 159)
Pincher Creek, AB, T0K 1W0
Attention: David Desabrais
Municipal Project Lead

Submitted by:
Stephenson Engineering Ltd.
639 5th Avenue SW, Suite 901
Calgary, Alberta T2P 0M9
Date: December 21, 2021
Project No.: 20211764

2021_02_01_ECM7

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TABLES

APPENDICES

EXECUTIVE SUMMARY

Stephenson Engineering Ltd. (Stephenson) was retained by the Town of Pincher Creek (TPC) to perform a Facility Lifecycle Assessment (FLA) in accordance with Stephenson's proposal dated October 5, 2021 of the Lebel Mansion located at 696 Kettles Street in the Town of Pincher Creek, Alberta (the "Site").

The building provides approximately 1,208 m^2 (13,000 ft^2) gross floor area (GFA) according to information provided by the client and was originally constructed circa 1909 and expanded many times until 1983. In 1986 the bulk of the added building sections were demolished leaving only the original mansion and some early additions. The building is situated on a Site covering approximately 0.20 hectares (0.5 acres) of land. The building is primarily constructed of brick masonry with cedar shake shingle roofing. The facility is utilized for an art gallery, studio and commercial office areas, and is operated by the Pincher Creek Allied Arts Council.

1.1. Defined General Terms

The common abbreviations noted below may or may not appear in the report and may not be all inclusive:

ABS: Acrylonitrile butadiene styrene

ACM: Asbestos containing material(s)

BUR: Built-up roof

CFL: Compact fluorescent light

CIP: Cast-in-place

CMU: Concrete masonry unit

CPT: Carpet tile

CRT: Capital reserve table

CT: Ceramic tile

EPDM: Ethylene propylene diene terpolymer

FLA: Facility Lifecycle Assessment

GFCI: Ground fault circuit interrupter

GFA: Gross floor area

GWB: Gypsum wall board

HID: High intensity discharge

HPS: High pressure sodium

HVAC: Heating, ventilation and air conditioning

IGU: Insulated glazing unit

LED: Light emitting diode

PCA: Property condition assessment

PCB: Polychlorinated biphenyl

PEX: Cross-linked polyethylene

PVC: Polyvinyl chloride

RTU: Roof top unit

SBS: Styrene-butadiene-styrene

SF: Square foot

SM: Square metre

SOG: Slab-on-grade

VCT: Vinyl composite tiles

1.2. Summary of Findings

A cursory summary of findings of this Facility Lifecycle Assessment (FLA) is provided below. However, details are not included or fully developed in this section, and the report must be read in its entirety for a comprehensive understanding of the items contained herein. To assess the physical condition of the site components and building, a Site Representative was interviewed and a visual site review was conducted. No destructive or non-destructive testing was conducted. No calculations were performed to confirm the adequacy of the original design.

Based on the findings of this FLA, the following conclusions are made:

- Architectural

According to the documents provided, the Pincher Creek Lebel Mansion was constructed circa 1909 as a wood-framed structure.

The sidewalks in the property are constructed with CIP concrete. The vehicle accesses to the building are located at the south and north sides of the property, off Kettles Street and Schofield Street. The parking lot and driving lanes are asphalt.

The exterior cladding was reviewed visually from grade level. The building envelope is primarily constructed with brick masonry units and wood siding with cedar shake wood shingles on the roof. Exterior wall insulation was concealed and not directly reviewed but assumed to be provided with cell filled insulation or batt insulation where gypsum wall board (GWB) are used along with a polyethylene vapour barrier. The window units of the building are primarily double-hung type of wood windows, set in painted wood frames with some awning and fixed aluminum windows on the north section (pottery Studio) of the building. The main entry door is a stained wood door with

glazed inserts and a transom set in a wood frame. Painted metal secondary doors (some with vision panes) in painted metal frames are provided throughout the exterior of the building.

Interior floor finishes are a combination of quarry tile, vinyl sheet, vinyl composite tile (VCT), and hard wood flooring. Interior walls are gypsum wall boards (GWB) CMU and CIP concrete finished with paint, and ceramic tiles in the washrooms. The ceilings in the building are mostly painted wood panel and painted GWB.

The roof system is a combination of sloped roof system finished with a cedar shake wood shingle and a flat roof finished with a modified bitumen (SBS) roof membrane. Water is drained from roof surfaces through gutters and downspouts along sections of the sloped and flat roofs. Painted wood soffits are provided around the perimeter of the roof of the building.

A cursory review was performed regarding the accessibility and barrier free compliance of the building. Generally, the building appears to not be fully barrier-free compliant, including the parking lot and approach to the building, entrances, interior circulation, and washrooms.

The architectural components are in overall acceptable condition. Capital expenditures with respect to the asphalt pavement, sidewalks, fencing, brick masonry, cedar shakes, exterior paint, joint sellers, exterior windows, utility doors, soffit, interior walls, interior doors, fire-rated doors, interior windows, gypsum board ceiling, repainting ceilings, resilient flooring, carpet flooring, cabinets, handrails, barrier-free improvements, wood shake roof, SBS roof, and gutters and downspouts are anticipated within the evaluation period. Additional investigation is recommended with respect to the site drainage, barrier-free, roof leakage, and mould.

- Structural

The original building consists of a three-story structure with a basement supported of a sandstone masonry foundation on the north side of the building and a cast-in place concrete foundation wall at the south portion. The basement floor at the south area is consisted of a cast in place concrete slab on grade and elevated floor with wood joist and wood sheathing at the Arts studio located at the north side of the building. The foundation system was below grade and could not be viewed. We assume the foundation consists of cast in place concrete strip footings. The superstructure was covered in finishes at the time of the review. Based on the limited drawings we received we assumed a wood framed superstructure. The roof framing in the original building was viewed from the attic access. The roof framing components were wooden board sheathing on wood rafters and ceiling joists.

A single-story pottery studio is located at the south side of the building with wooden deck boards on wood joists and steel beams bearing on exterior concrete block walls. The foundation is buried below grade and cannot be visually confirmed. We assumed perimeter cast-in place concrete foundation wall and strip footings.

Additional staircase and elevator at the south-east corner of the building matching all the levels of the original building except the basement with cast-in place concrete wall with strip footing foundation. Based on the drawings, the basement floor is consisted of cast-in place concrete slab

on grade, dimensional lumber framed walls, floor deck plywood sheathing on wood joists, and roof deck plywood sheathing on pre-engineered roof trusses.

Shrinkage cracks, crazing, concrete spalling, and abraded floor surface were observed in the concrete slab on grade at the main building and we recommend these cracks be filled and sealed to prevent further deterioration and monitored for additional movement. The floor slab at the Pottery Studio is covered with ceramic tiles and structural components could not be viewed. We assumed the floor slab to be consisted of cast-in place concrete slab on grade. No cracks and ground settlement of the floor was observed.

Step cracking of the brick veneer mostly at the top of the windows was observed in the east and west elevation of the main building. Load bearing block wall vertical cracks at the Pottery Studio were observed. We recommend these cracks be filled and sealed to prevent further deterioration.

The wood elements in the building are generally in marginal condition. The wood framing for the roof and walls has reached the end of its expected useful life. We recommend a structural study be completed to review the condition of the wood framing in the building.

The structural components are in overall marginal condition. No Immediate action items have been identified.

Capital expenditures with respect to the foundation walls, SOG, and CMU walls are anticipated within the evaluation period. Additional investigation is recommended with respect to the Wood framing (roof & interior walls) study.

- Mechanical

Domestic water is supplied from the local service provider. Sanitary waste is disposed to the municipal mains. Storm water is drained through overland soil absorption and surface drainage to municipal storm water drainage system. Domestic water distribution piping is generally copper where observed. Sanitary drainage pipe was generally concealed but reported cast iron. Domestic hot water is provided by one natural gas-fired water heater located in the mechanical room of the building.

Heating to the building is provided by one natural gas-fired boiler and localized hydronic heating radiators, electric heaters in the stair tower and gas fired radiant heaters in the Pottery Studio. Exhaust is accomplished by the use of roof and wall fans throughout the building. One local exhaust fan is provided for the one washroom in the basement.

The mechanical components are in overall acceptable condition. No Immediate action items have been identified. Capital expenditures with respect to the water distribution, domestic water heater, wastewater distribution, washroom fixtures, boiler, hydronic wall heaters, and ventilations are anticipated within the evaluation period. No additional investigation is recommended.

- Electrical

Electrical service is fed from a pole-mounted transformer to a main disconnect switch, rated at 200A in the mechanical room. The incoming voltage is distributed through a splitter box in the building. The main building is provided with a Square D electrical sub-panel which service various equipment in the building.

Interior lighting throughout the building is typically fluorescent T-8 and T-12 fixtures controlled by switches. Exterior lighting is wall-mounted LED fixtures controlled by photocell receptors. The building is equipped with battery pack emergency lighting and LED exit signs throughout.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Testing of the entire system - coordination, balancing, ground fault relays, and complete infrared scanning of switches and panels shall be done, as part of routine maintenance, on an annually basis and, all found deficiencies shall immediately be rectified.

The electrical components are in overall acceptable condition. Immediate action items with respect to GFCI receptacles is required. Capital expenditures with respect to the electrical subpanels, interior/exterior lighting and controls, emergency light battery packs, exit signs, exterior lighting, fire alarm panel, security camera and intrusion detector are anticipated within the evaluation period. No additional investigation is recommended at this time.

- Hazard Materials

Given the year of original construction of the building (~1909), hazardous building construction materials such as asbestos-containing materials (ACMs) and/or polychlorinated biphenyls (PCBs) may be present.

- Immediate and Capital Reserve Summary

Immediate investigation / action items identified pertain to Installation of GFCI receptacles and cover plates where necessary. Deficiencies and Capital Reserve Items have been identified within the 20-Year time frame of this report with respect to architectural, structural, mechanical and electrical components and systems. The Immediate Repairs and Capital Reserve Analysis are included in Appendix C.

1.3. Opinions of Probable Costs

The following tables summarize our opinion of budgets for capital expenditures above the threshold value of $3,000 over the 20-Year evaluation period that is identified by this report. Expenditures that are expected to be managed as part of normal operations are not shown. The budgets assume a prudent level of ongoing maintenance.

Section	Description	Immediate	Reserve Years 1 to 5 (2022 - 2024)	Reserve Years 6 to 10 (2025 - 2029)	Reserve Years 11 to	20-Year Reserve Total

					20 (2030-2039)	
4.0	Architectural	$15,500	$912,200	$96,800	$70,800	$1,079,800
5.0	Structural	$0	$22,000	$0	$0	$22,000
6.0	Mechanical	$0	$100,800	$17,400	$15,900	$134,100
7.0	Electrical	$500	$97,800	$12,400	$13,600	$123,800
	TOTALS	$16,000	$1,132,800	$126,600	$100,300	$1,359,700

Note: Immediate expenditures are not included in the Capital Reserve totals.

Table 1: Summary of Capital Reserve Expenditures per year (uninflated)

Year 1	Year 2	Year 3	Year 4	Year 5
$95,000	$235,750	$333,650	$4,000	$464,400

Year 6	Year 7	Year 8	Year 9	Year 10
$0	$0	$48,900	$0	$77,700

Year 11	Year 12	Year 13	Year 14	Year 15
$0	$0	$3,000	$19,900	$30,300

Year 16	Year 17	Year 18	Year 19	Year 20
$0	$0	$3,000	$3,600	$40,500

2. INTRODUCTION

2.1. Background

Stephenson was retained by TPC to perform an FLA in accordance with Stephenson's proposal dated October 5, 2021 of the Lebel Mansion located at 696 Kettles Street in the Town of Pincher Creek, Alberta (the "Site").

The building provides approximately 1,208 m^2 (13,000 ft^2) gross floor area (GFA) according to information provided by the client and was originally constructed circa 1909 and expanded many times until 1983. In 1986 the bulk of the added building sections were demolished leaving only the original mansion and some early additions. The building is situated on a Site covering approximately 0.20 hectares (0.5 acres) of land. The building is primarily constructed of brick masonry with cedar shake shingle roofing. The facility is utilized for an art gallery, studio and commercial office areas, operated by the Pincher Creek Allied Arts Council.

2.2. Objectives

The objective of the FLA was to document the Site conditions at the time of the Site reconnaissance and, based on available sources of information and observations of surface conditions during the Site reconnaissance, to identify the exterior site improvements as well as the building structure, envelope, interior finishes, mechanical systems, electrical systems, fire/life safety systems, conveyance devices and visually obvious signs of non-compliance with respect to building code and barrier free accessibility.

2.3. Methodology

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable and as stated in our Mandate and Report Resources in Appendix A.

Deviations and exceptions from the aforementioned ASTM are included in this report under section 2.4 ("Deviations from the Guide"). Limitations to our work are provided in Appendix B ("Limitations and Use of the Report").

Site Escort and general building information was provided by Alex Shenton, Facility Maintenance Lead (hereafter referred to as the "Site Representative"). Site reconnaissance was conducted by Dayoo Kim, M.Arch., and Christian Arriola, P.Eng., of Stephenson on October 28, 2021. The FLA was completed by Dayoo Kim, M.Arch., and reviewed by Lawrence McSorley, Architect, AAA of Stephenson. The weather at the time of assessment was sunny at 3°C with no conditions limiting access to Site. All areas of the site were accessible at the time of the assessment.

The scope of work did not include sampling or testing to identify the potential presence of hazardous building construction materials such as asbestos-containing materials (ACMs), lead-

based paints (LBPs), polychlorinated biphenyl (PCB)-containing electrical equipment or other hazardous materials. Due to the year of construction of the building (1909), it is possible that hazardous building construction materials are present on Site.

2.4. Deviations from the Guide

The FLA was conducted and this report prepared in accordance with the scope of work outlined in accordance with Stephenson's proposal dated October 5, 2021 and executed by the Client on October 13rd, 2021.

The deviations from the ASTM used as a reference to complete the FLA and report for this project were as follows:

- Capital Threshold used is the $3,000 recommended amount which was agreed upon with the Client.
- The term "Point of Contact" has been replaced with "Site Representative"
- Verification of number of parking spaces was not conducted.
- Verification of gross and net usable areas of the site buildings was not performed.

2.5. Evaluation Criteria

The FLA was completed in general accordance with the TPC stated scope of work as documented in Request of Proposal: October 13rd, 2021 (hereafter referred to as the "RFP"). The scope of the FLA was limited to identifying components, systems and potential concerns by visual examination of surface features and operating practices, and from available documented information sources. Only those items identified as being above the specified Capital Threshold will be addressed in the Capital Reserve Table. The Condition Rating system (CR) used throughout this report is based on the RFP:

Code	Description
1	**Critical Unsafe-** high risk of injury or critical system failure.
2	**Poor-** does not meet requirements, has significant deficiencies. May have high operating / maintenance costs.
3	**Marginal-** meets minimum requirements, has significant deficiencies. May have above average operating / maintenance costs.
4	**Acceptable-** meets present requirements, minor deficiencies. Average operating/maintenance costs.
5	**Good-** meets all present requirements. No deficiencies.
6	**Excellent-** as new/state of the art, meets present and foreseeable requirements.

The capital expenditures identified with respect to deficiencies or deferred maintenance shall be identified by the following categories ("Cat X"):

Category	Description
A	Code & Safety
B	Repair & Maintenance
C	Capital Expenditure
D	Modernization / Improvements
E	Other

Items identified with a CR rating of 1 and/or Cat A, shall be treated as "Immediate" action items, considered to have conditions that include deficiencies that require action in the next 60 to 90 days. Items identified with a CR of 2 or 3 and/or Cat B shall be considered to have conditions that include deficiencies that can be addressed within the next five years (2022 to 2026 in the Capital Reserve Table). Preventative Maintenance (PM) items may have been identified. These PM items are items anticipated to be required to maintain specific components/systems through to the end of their Expected Useful Life (EUL) and are considered to have CR of 4 or better that can be addressed at any time within the 20 year evaluation period (2022 to 2041 in the Capital Reserve Table).

Other non-urgent conditions identified with a CR of 4 to 6, are prioritized by their identification as Cat B to Cat E and are included in the Capital Reserve Table in an appropriate year. For items with no observed or reported deficiencies, a lifecycle replacement (LCR) cost estimate has been provided in the Capital Reserve Table spreadsheet in the year equal to the year of original installation plus that component's EUL. For example, if an item with no observed or reported deficiencies is nearing or has surpassed its EUL in the next 5 years (i.e., 2022 to 2026), an LCR cost estimate will be provided in the Lifecycle Plan spreadsheet in year 2026.

For similar components that have been replaced/installed at different times but where the age difference is equal to or less than 20% of the component's EUL, the average install year has been used in calculating the next lifecycle replacement event (i.e., for similar vinyl floor tile installed in 2008 versus 2010, each having a 20 year EUL, an average install year of 2009 has been used to calculate a single lifecycle replacement event in 2029).

No building material sampling or testing was conducted as part of this assessment.

2.6. Recommendations for Additional Investigation

RAI.1) Thermoscan inspection.

RAI.2) Barrier-free study.

RAI.3) Roof leakage investigation.

RAI.4) Roof framing structural study.

2.7. Desktop Data Collection

The following documents were reviewed:

- 1980s Legacy Drawings, prepared by J.leong and D.Mckay, dated June, 1983;
- Elevator installation detail drawing and reference manual, prepared by Global TARDIF, dated August 2006;
- Lebel Mansion Verandah Restoration, prepared by Stantec, dated January 2021;
- Lebel Mansion Addition & Renovation, prepared by Hirano & Heaton Architects Ltd and Quinn Saretsky Structural Engineers INC., dated January 2005;
- Fire Alarm System Replacement Drawing & Specification, prepared by Stantec, dated November 2020;
- Floor plan drawings, prepared by TPC;
- Lebel Mansion Engineering Study Report, prepared by John Savill Architect, dated November 1990;
- Lebel Mansion Inspection Report, prepared by Rino B Basso (Senior Preservation Advisor, Historic Sites Service), dated May 1995;
- Lebel Mansion Restoration Study Report, prepared by Hirano & Heaton Architects Ltd., dated December 1998;
- Lebel Mansion Inspection Report, prepared by Alberta Historic Resources Management., dated August 2016; and
- Lebel Mansion Visual Property Inspection Report, prepared by PILLATOPOST, dated May 2014.

2.8. Outstanding Information

No outstanding information.

2.9. Building and Fire Code Compliance Overview

The Site Representative reported that they were not aware of any outstanding work orders, building code violations or infractions, building ordinances or municipal health and fire safety by-laws violations.

2.10. Evidence of Mould

Signs of mould growth was observed in the interior and exterior of the building.

2.11. Outline of the Report

The report that follows this section contains a summary description of the Site and building systems/components along with a detailed listing and description of systems/components. Furthermore, current, imminent or anticipated deficiencies above the Capital Threshold (if any) and excluding normal operating maintenance are presented with a CR, including a description of the risk/consequence of deferral, probability of imminent/anticipated failure and/or a further description of any failure if it has already occurred.

A more detailed Capital Reserve Table is presented in Appendix C outlining the specific systems/components, EUL, Install Date, Remaining Useful Life (RUL), replacement event type, basis of estimate and specific years for Capital Reserve planning.

2.12. Mandate and Report Resources

Please refer to Appendix A for the report General Purpose, Scope of Work and Reliance for this project and for additional resources related to the assumptions used in preparing this report such as:

Operating and Maintenance Items; and,

Discussions of Overall Concepts and Terminology.

3. SITE DESCRIPTION

3.1. Site Location and Setting

Stephenson was retained by TPC to perform an FLA in accordance with Stephenson's proposal dated October 5, 2021 of the Lebel Mansion located at 696 Kettles Street in the Town of Pincher Creek, Alberta (the "Site").

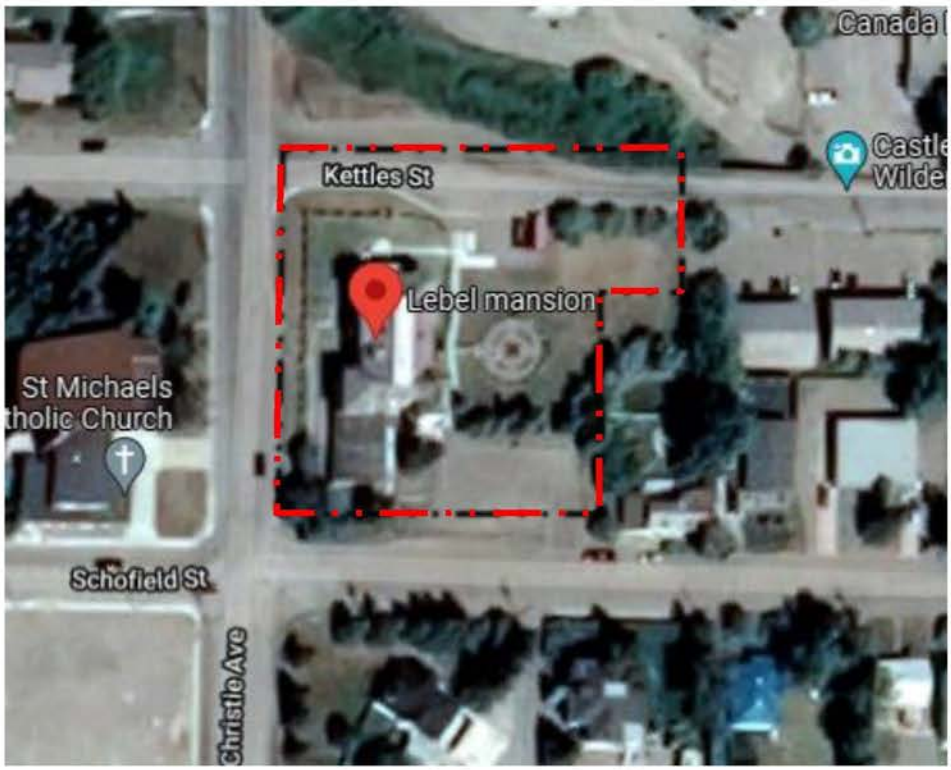
The building is primarily constructed of brick masonry with cedar shake shingle roofing. The facility is utilized for an art gallery, studio and commercial office areas, operated by the Pincher Creek Allied Arts Council.

3.2. Site Physical Description

Table 2: Building Physical Description

Site Area	0.20 hectares (0.5 acres)
Number of Buildings on Site	1 Building
Building (s) Footprint	1,208 m^2 (13,000 ft^2)
Levels Above Grade	2
Levels Below Grade	1
Date of Building Construction	1909
Date of Major Renovations	1924: Expanded and renovated as a hospital. (East and south additions). 1986: Demolished the east addition of the building section. Renovated as an Art gallery. 2006: New building addition. (stair/elevator hall at the southeast corner of the building). 2020: Installation of the elevator. 2021: Verandah restoration.
Percentage Site Coverage by Building(s)	26%
Percentage Site Coverage by Landscaped/Grassed/Bare Ground Areas	54%
Percentage Site Coverage by Paved or Other Sealed Surface Materials	20%

General view of the Site building.



Site plan including the building.

4. ARCHITECTURAL

According to the documents provided, the Pincher Creek Lebel Mansion was constructed circa 1909 as a wood-framed structure.

The sidewalks in the property are constructed with CIP concrete. The vehicle accesses to the building are located at the south and north sides of the property, off Kettles Street and Schofield Street. The parking lot and driving lanes are asphalt.

The exterior cladding was reviewed visually from grade level. The building envelope is primarily constructed with brick masonry units and wood siding with cedar shake wood shingles on the roof. Exterior wall insulation was concealed and not directly reviewed but assumed to be provided with cell filled insulation or batt insulation where gypsum wall board (GWB) are used along with a polyethylene vapour barrier. The window units of the building are primarily double-hung type of wood windows, set in painted wood frames with some awning and fixed aluminum windows on the north section (pottery Studio) of the building. The main entry door is a stained wood door with glazed inserts and a transom set in a wood frame. Painted metal secondary doors (some with vision panes) in painted metal frames are provided throughout the exterior of the building.

Interior floor finishes are a combination of quarry tile, vinyl sheet, vinyl composite tile (VCT), and hard wood flooring. Interior walls are painted CMU and GWB, with some areas are finished with ceramic tiles and wood panels. The ceilings in the building are mostly painted wood panel and painted GWB.

The roof system is a combination of sloped roof system finished with a cedar shake wood shingle and a flat roof finished with a modified bitumen (SBS) roof membrane. Water is drained from roof surfaces through gutters and downspouts along sections of the sloped and flat roofs. Painted wood soffits are provided around the perimeter of the roof of the building.

A cursory review was performed regarding the accessibility and barrier free compliance of the building. Generally, the building appears to not be fully barrier-free compliant, including the parking lot and approach to the building, entrances, interior circulation, and washrooms.

The architectural components are in overall acceptable condition. Capital expenditures with respect to the asphalt pavement, sidewalks, fencing, brick masonry, cedar shakes, exterior paint, joint sellers, exterior windows, utility doors, soffit, interior walls, interior doors, fire-rated doors, interior windows, gypsum board ceiling, repainting ceilings, resilient flooring, carpet flooring, cabinets, handrails, barrier-free improvements, wood shake roof, SBS roof, and gutters and downspouts are anticipated within the evaluation period. Additional investigation is recommended with respect to the site drainage, barrier-free, roof leakage, and mould.

A detailed description of Site and building systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

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A01.1 SITE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A01.1	Site Servicing	**Water:** Water is provided by the local service provider. **Sanitary Sewer:** Sanitary sewer is disposed to the municipal sewer mains. **Electrical:** power is fed to the building from the local service provider pad mounted electrical transformer and into the building through underground conductors.	4	-	No concerns observed or reported.
A01.2	Parking Lots & Drive Aisles	**~1985:** The parking lot and drive aisles are finished with asphalt pavement.	4	C	It is reported that repairs have been made as needed since it was replaced in 1985 and no issues were observed at the time of the assessment. The asphalt pavements are observed to be in acceptable condition and are expected to be replaced within the time frame of this report. (See **Note 4B**).
A01.3	Parking Lot Markings	Not present.	-	-	N/A
A01.4	Concrete Sidewalks	**~1985:** The sidewalk on the south and west sides of the property entrance is constructed of conventionally reinforced CIP concrete sidewalks. **~2020:** The sidewalk in front of the property entrance is constructed of conventionally reinforced CIP concrete sidewalks.	4	C	Minor cracks were observed; however, the sidewalks were observed to be in serviceable condition. Replacement of 1985 section of concrete sidewalks is recommended within the time frame of this report. (See **Note 4B**).
A01.5	Concrete Curbs / Pads	**~2020:** Concrete curbs are provided in the north and south parking lots.	4	B	Minor cracks were observed; however, the concrete curbs were observed to be in serviceable condition and are expected to continue to perform throughout the evaluation period with continued maintenance. (See **Note 4A**).
A01.6	Parking Bumpers	Not present.	-	-	N/A

A01.7	**Site Drainage**	Drainage is achieved via surface discharge to landscape and permeable areas.	**4**	-	No concerns observed or reported.
A01.8	**Grassed Areas**	Grassed/dirt/gravel areas are present in the property.	**4**	-	No concerns observed or reported.
A01.9	**Fencing**	**~2012:** Iron fencing with brick pillars and stone walls are provided on the north and west sides of the property line. Wire fencing is installed at the southwest corner of the property line, and is mounted atop a CIP concrete curb. A panted metal guard rail is provided on the ramp of the parking lot.	**3**	**C**	In 2012 the brick pillars and stone walls were refurbished, but the iron fencings are presumably original and reused. Broken localized sections of iron fencing and a damaged brick pillar (also missing its stone cap) were observed. No other concerns observed or reported. (See **Note 4B**).
A01.10	**Retaining Walls**	**~2012:** CMU and timber retaining walls are provided on the west and south sides of the property line.	**4**	**B**	Cracks were observed; however, the CMU and timber retaining walls were observed to be in acceptable condition and are expected to continue to perform throughout the evaluation period with continued maintenance. Localized repairs are recommended. (See **Note 4A**).
A01.11	**Amenities - Signage**	Wall mounted, prefinished metal plaque is provided at the main entrance of the building indicating the "ALBERTA REGISTERED HISTORIC RESOURCE".	**4**	-	No concerns observed or reported.
A01.12	**Amenities - Site Furnishing**	**~2014:** The 48-foot radius rose garden is provided on the east side of property. Circular beds of brick, walkways and wrought iron benches included.	**4**	-	No concerns observed or reported.
A01.13	**Exterior Stairs**	**~2020:** Wooden exterior staircase provides access to the verandah located on north elevations of the building.	**4**	-	No concerns observed or reported.

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A02.0 EXTERIOR WALLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A02.1	**Brick Masonry Units**	~**1909/1924:** The exterior walls of the building are primarily constructed of Brick masonry units.	4	C	Generally, the brick masonry appeared in acceptable condition. Efflorescence and loose mortar joints were observed at numerous locations. Step cracking was observed in the masonry wall mostly above the windows. Looking inside the building, no apparent sign of water infiltration was noted. We recommend mortar be reinserted between the brick masonry units and repairing areas where damage was observed in the next 2 years to maintain adequate bonding between the individual units, preserve the wall integrity and prevent water infiltration. (See **Note 4B**). And it is recommended the step cracking be filled and sealed within the next 2 years to prevent further deterioration. This work can be completed as part of routine maintenance. (See **Note 4A**).
A02.2	**Prefinished Metal Panels**	~**2012:** Prefinished metal flashings are provided at the sections where the Cedar shake single and SBS membrane are connected to the exterior wall siding.	4	-	No concerns observed or reported.
A02.3	**Cedar shakes**	~**2000:** Cedar shakes cladding is provided on the north elevation of third floor.	3	C	The shakes located on the attic windows are showing signs of deterioration and should be repaired at a cost below the Capital Threshold. No other concerns observed or reported. (See **Note 4B**).
A02.4	**Wood siding**	~**2006:** Painted wood siding is provided in the new stair/elevator addition.	4	B	The paint appears to be failing and the wood is showing some signs of localized damage. This repair work can be completed at a cost below the threshold. (See **Note 4A**).
A02.5	**Wood Panels**	~**2010:** Wood panels are provided on the north elevation of second floor.	2	B	Wood panels were showed signs of wear and damage. This replacement work can be completed at a cost below the threshold. (See **Note 4A**).

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A02.6	**Exterior Paint**	**~2006/2020:** Verandah, wood siding, soffits and trim, and the wood windows are typically finished with paint.	**3/4**	C	The majority of the windows and the stair/elevator tower are showing signs of deteriorated paint. No concerns observed or reported on the verandah or soffits. (See **Note 4B**).
A02.7	**Joint Sealers**	**~2000:** Urethane -based sealants are provided at openings, expansion joints and material transitions.	**2**	C	Joint sealer appears to generally be missing around penetrations. A cost is included to install new sealant around these sections. (See **Note 4B**).
A02.8	**Louvers**	Not present.	-	-	N/A
A02.9	**Insulation**	**~1909:** Concealed, but the exterior walls are likely provided with cell fill, batt fiber glass insulation, and/or rigid insulation.	**4**	-	No concerns observed or reported.
A02.10	**Vapour Barrier**	**~1909:** Concealed, but the exterior walls are likely provided with polyethylene vapour barrier where interior GWB is present.	**4**	-	No concerns observed or reported.

A03.0 EXTERIOR WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A03.1	**Exterior Windows**	**~1909:** The window units of the building are primarily single, double-hung and fixed type of windows, set in painted wood frames. Some of the windows also have wood storm units attached on the exterior. **~2006:** The window units of the stair/elevator addition are primarily single-hung and fixed type of windows, set in painted wood frames. **~2016:** The window units in the north section (Pottery Studio) of the building are fixed-over-awning type of windows, set in aluminum frames.	**2/4/4**	C	The original exterior windows are exhibiting the end of its useful service (i.e. draft issues, frame water damage and rot, etc.). The attic windows in particular are in poor condition. Some original windows located in the art gallery and art gift shop were refinished a few years ago, but the weather stripping was not installed, and it is presumed that a heat loss is occurring. It was also observed that air infiltration around window in the room #206 is occurring. Temporarily, the area around the window was covered with vinyl to prevent air leakage. Given the age of the windows, it is very likely that this will happen with other windows as well over time. It is recommended to perform

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					a thermoscan inspection of the building windows and its surrounding wall surfaces and to replace the original windows. (See **Note 4B**). Due to the cost of matching historic windows- we have shown the project phased over 2 years. (See **Note 4B**).
A03.2	**Curtain Wall**	Not present.	-	-	N/A

A04.0 EXTERIOR DOORS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A04.1	**Main Entrance Door**	**~2021:** The main entrance door is a swinging, double, stained wood door with glass inserts and a transom, set in stained wood frames. The door is located at the north side of the building.	**5**	-	It was reported that this maintenance door has been replaced with something similar to the original. No concerns observed or reported.
A04.2	**Secondary Doors**	**~1980:** One painted wood egress door is located on the north side of the second floor. **~2006:** Secondary egress doors are located at the north elevation of the pottery studio and the new stair/elevator addition. The doors are unpainted metal utility door and frame- some have vision panes.	**2/4**	**C**	The painted wood door was observed to be delaminating and has localized surface water damage and the exterior stairs it led to have been decommissioned, so this door is not in use. We recommend replacing this door with brick clad infill wall for aesthetic reason and to prevent air leaks and water infiltration to the building envelope. The doors installed in 2006 were in acceptable condition but should be painted. A cost to replace the decommissioned door is included in the Capital Reserve Table. (See **Note 4B**).
A04.3	**Overhead Doors**	Not present.	-	-	N/A

A01.2 FASCIA AND SOFFITS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT

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A05.1	Fascia	Not present.	-	-	N/A
A05.2	Soffit	~**1986:** The painted wood soffit around the perimeter of the roof of the building is provided with vents. A wood soffit is provided above and below the verandah.	3	C	Some localized wood water damages were observed on the wood soffit. A cost to repair the existing with new vented soffits is included in the Capital Reserve Table. (See **Note 4B**).

A06.0 INTERIOR WALLS AND PARTITIONS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A06.1	Fixed Partitions	~**1909/1924/1986/2006:** Interior partitions are generally a wood stud framed walls with gypsum wall board (GWB) or plaster finish. Brick masonry walls are provided in some sections of the storage room and mechanical room on the basement level. Painted CMU walls are provided in the Pottery studio.	4	B	Interior partitions are in acceptable condition with minor cracks and damages. Localized repairs and periodic monitoring are recommended. These works can be completed at a cost below the threshold. (See **Note 4A**).
A06.2	Interior Paint	~**2006:** Gypsum wall boards and plaster, as well as CMU are typically finished with paint.	4	C	No concerns observed or reported. (See **Note 4B**).
A06.3	Ceramic Tiles	~**1986:** The lower portion of the interior walls of the washrooms are finished with ceramic tiles.	4	C	Ceramic tiles are in acceptable condition. Some localized grout repair is needed and can be completed at a cost below the threshold. They will need to be replaced within the time frame of this report. (See **Note 4B**).

A07.0 INTERIOR DOORS AND WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT

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A07.1	Interior Doors	~**1909/1924:** The interior doors of the building are typically painted wood single swing doors, set in painted wood frames. One sliding door is provided in the art gallery. ~**2006:** Wood door, set in wood frames is provided in the art room of the basement.	4	C	Wood interior doors are in acceptable condition. Most are original and will need to be replaced within the time frame of this report with doors that are similar in character where possible. (See **Note 4B**).
A07.2	Interior Fire Rated Doors	~**2006:** Three fire-rated metal doors are present in main floor, second floor and third floor of the new stair/elevator addition. One door is also provided in both the mechanical and electrical rooms.	4	C	Fire-rated metal doors are in acceptable condition. It will need to be replaced within the time frame of this report. (See **Note 4B**).

A08.0 CEILINGS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A08.1	Suspended Ceilings	~**2020:** Lay-in suspended ceiling acoustic tiles in metal grids are provided in the office rooms (#226) on the second floor.	4	-	No other concerns observed or reported.
A08.2	Gypsum Board	~**1909/1924/1986/2006:** Most of the ceilings in the building are provided with painted gypsum board-covered ceilings.	3/4	C	Broken sections and cracks were observed on gypsum board ceilings, and localized repairs are recommended. (See **Note 4B**).
A08.3	Wood Panels	~**1924:** MDF panel ceilings are provided in the storage/utility rooms of the basement. ~**1986:** Wood panels are utilized as a ceiling finish in some office rooms.	3/4	C	Wood panels are in marginal to acceptable condition. They will need to be replaced within the time frame of this report. (See **Note 4B**).
A08.4	Ceiling Paint	~**2006:** The gypsum board-covered, acoustic tile ceilings, MDF and wood panels are typically finished with paint.	4	C	No concerns observed or reported. (See **Note 4B**).

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A09.0 FLOORING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A09.1	Quarry Tiles	~1924: Quarry tiles are provided in the Pottery studio of the basement.	4	C	The tiles are exhibiting the end of its useful service, but no concerns observed or reported. They will need to be replaced within the time frame of this report. (See **Note 4B**).
A09.2	Resilient Flooring (Sheet)	~2006: The corridors, stairs, the art studio of the basement, the performing art room of the third floor and some office rooms are provided with vinyl sheet flooring.	4	C	Generally, the condition of vinyl sheet flooring in the building is acceptable. But signs of wear and damage were observed in the art studio of the basement- cost of repair is less than the capital threshold. No other concerns observed or reported. It will need to be replaced within the time frame of this report. (See **Note 4B**).
A09.3	Resilient Flooring (Tiles)	~1986: The kitchen on the second floor is provided with VCT flooring. ~2006: New stair/elevator addition, washrooms, and some office rooms are provided with VCT flooring.	3/4	C	Generally, the condition of vinyl tile flooring in the building is marginal to acceptable. But some buckled tiles were observed in the storage/utility room of the basement. No other concerns observed or reported. They will need to be replaced within the time frame of this report. (See **Note 4B**).
A09.4	Carpet	~2006: Some office rooms, the stage, and some area in the performing arts room of the third floor are provided with carpet flooring. ~2020: The art gallery and gift shop are provided with carpet flooring.	4	B	No concerns observed or reported. But it will need to be replaced within the time frame of this report. (See **Note 4A**).
A09.5	Hardwood Flooring	~1909: Hardwood flooring is provided in storage room of the main floor and the third floor.	4	C	No concerns observed or reported. But it will need to be replaced within the time frame of this report. (See **Note 4B**).
A09.6	Floor Paint	~2006: Floor paint is provided in the storage/utility room of the basement.	3	B	No concerns observed or reported. (See **Note 4A**).

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A10.0 FIXTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A10.1	**Counter/Cabinets**	**~1986:** Painted wood cabinets are provided throughout this building. **~2006:** The kitchen areas of the building are provided with stained wood upper and lower cabinets with plastic laminate counters.	**3/4**	**C**	Wood Counter/Cabinets panels are in marginal to acceptable condition. It will need to be replaced within the time frame of this report. (See **Note 4B**).
A10.2	**Railings**	**~1986:** Stained wood railings are provided at the stairs of the original section of the building. **~2006:** Stained wood railings are provided at the stairs of the new stair/elevator addition. Wall and floor mounted painted metal rail is provided at the ramp located near the are gallery.	**4**	**C**	The railings typically do not comply with Barrier Free requirements. No other concerns observed or reported. It will need to be replaced within the time frame of this report. (See **Note 4B**).
A10.3	**Washrooms Accessories**	**~1986:** The washrooms are typically provided with paper towel and tissue dispensers, mirrors, and waste receptacles.	**3**	-	No concerns observed or reported. (See **Note 4A**).
A10.4	**Toilet Partitions**	Not present.	-	-	N/A
A10.5	**Appliances**	**~2018:** One residential grade refrigerator is provided in the kitchen on the second floor.	**4**	-	No concerns observed or reported.
A10.6	**Ramps**	**~1924:** CIP concrete ramp is provided in the storage/utility room of the basement. **~2006:** Wood ramp finished with vinyl sheet flooring is provided in the corridor near the are gallery.	**4**	-	Ramps typically do not comply with Barrier Free Requirements. No other concerns observed or reported.
A10.7	**Wayfinding**	The facility is provided with emergency exit diagrams throughout.	**4**	-	No concerns observed or reported.

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A11.0 BARRIER-FREE REQUIREMENTS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A11.1	**Parking**	The facility is not provided with a designated barrier-free parking stall.	2	D	No barrier free parking stall is provided on the property Both pavement markings and vertical signage is not on site The ramp from the parking lot only has one railing while two is required. An estimated cost for upgrading is provided in the Capital Reserve Table. (See **Note 4C**).
A11.2	**Access Route and Building Entrance**	The access route from the parking area to the building is not fully barrier-free compliant.	2	D	An access route was provided from the parking lot on the south side to the secondary entrance of the building located at the stair/elevator tower, but neither signage for the route or an automatic door opener is provided. (See **Note 4C**).
A11.3	**Interior Circulation**	The interior circulation in the facility does not meet the barrier-free standards.	2	D	The interior spaces of the building do not meet with the current barrier-free regulations due to the non-compliant door hardware installed throughout the building (knob instead of lever), and absence of tactile strips at the interior staircase to guide persons with disabilities. The building is provided with an elevator, but some of the spaces are not accessible as the ramps do not comply in design. (See **Note 4C**).
A11.4	**Washrooms**	The washrooms in the facility do not fully meet the barrier-free standards.	2	D	The washrooms are not compliant for space requirements and arrangement of accessories. The basement washroom has some barrier free components but cannot be accessed via the elevator or without going outside of the building. It also has the absence of rear grab bars and non-compliant mounting height of washroom accessories. (See **Note 4C**). It likely would be more appropriate for a unisex toilet room be added to the main level. (RAI.2).

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R01.0 ROOFING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
R01.1	Cedar Shake Shingle	~**1992:** The roofing system of the slope roof is observed to be a Cedar Shake Shingle.	3	C	No active roof leaks were observed or reported at the time of the site. But cupping and splitting of shingles with missing ridge shingles were observed at many locations. The Cedar Shake Shingle roof is nearing the end of EUL and is in marginal condition. (See **Note 4B**).
R01.2	SBS Roofing	~**2019:** The roofing system of the Pottery Studio flat roof and the balcony located on the north elevation is observed to be a modified bitumen roofing (SBS).	4	C	During the assessment, localized water stains were observed in the Pottery studio. Water ponding was also present, and the slope seemed to low to allow all water to make it to the roof gutter on the Pottery studio roof. A cost for a leakage investigation and an allowance for repairs, including the addition of a roof drain are included in the Capital Reserve Table. (See **Note 4B**).
R01.3	Gutters and Downspouts	~**1995:** Metal gutters & downspouts are provided at the slope roof. ~**2019:** Rainwater on the flat roof is drained from roof surfaces to a metal gutter and downspout.	4	B	Some debris were observed in the gutters and should be removed. No other concerns observed or reported. (See **Note 4A**).
R01.4	Cap Flashing	~**2019:** Prefinished metal flashings are provided at the sections where the Cedar shake single and SBS membrane are connected to the exterior wall siding.	4	-	No concerns observed or reported.
R01.5	Skylights	Not present.	-	-	N/A
R01.6	Roof Ladder	Not present.	-	-	N/A
R01.7	Roof Railing	Not present.	-	-	N/A

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A99.0 OTHER (STAIRS AND CONVEYANCE DEVICES)

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A99.1	Verandah	~2021: Verandah is provided at the main entrance on the north side of the building.	4	-	Decks, handrails, and balustrades were replaced. No concerns observed or reported.
A99.2	Elevators	~2020: One hydronic manufactured by GLOBAL TARDIF elevator is provided in the new stair/elevator addition. Elevator cab is finished with plastic laminate, stainless steel handrail and vinyl tile flooring.	4	-	No concerns observed or reported.

NOTES:

4A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

4B) The EUL of the unit is expected to fall beyond the evaluation period; as such, no costing has been included in the Capital Reserve Table.

4C) The parking, access route and building entrance, interior circulation, and washrooms of the facility do not meet the current barrier-free regulations of Alberta. Therefore, a barrier-free study is recommended to be completed in the facility to ensure that the aforementioned items comply with the standards.

IMMEDIATE ITEMS IDENTIFIED:

No immediate action items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

A01.2) Replace asphalt parking pavement.
A01.4) Replace concrete sidewalks.
A01.9) Repair Fencing.
A02.1) Repair brick masonry.
A02.3) Replace cedar shakes.
A02.6) Redo exterior paint.
A02.7) Replace joint sealers.
A03.1) Replace exterior windows.
A04.2) Replace egress doors to brick masonry wall.
A05.2) Repair wood soffit.
A06.2) Repaint interior walls.
A06.3) Replace ceramic tiles.

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A07.1) Replace interior doors.
A07.2) Replace fire-rated doors.
A07.3) Replace interior windows.
A08.2) Repair gypsum board ceiling.
A08.3) Replace wood panel ceiling.
A08.4) Redo ceiling paint.
A09.1) Replace quarry tiles.
A09.2) Replace resilient flooring (sheet)
A09.3) Replace resilient flooring (tiles)
A09.4) Replace carpet flooring.
A09.5) Replace wood flooring.
A10.1) Replace upper and lower cabinets.
A10.2) Replace handrails.
A11.1) Install barrier-free parking stalls signages and railing.
A11.2) Install automatic door opener.
A11.3) Upgrade interior circulation (door hardware).
A11.4) Upgrade barrier-free washrooms
R01.1) Replace wood shake roof.
R01.2) Repair SBS roof.
R01.3) Replace metal gutters & downspouts.
No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

RAI.1) Thermoscan inspection.
RAI.2) Barrier-free study.
RAI.3) Roof leakage study
No other additional investigation recommended at this time.

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Photo #A1: General view of Exterior cladding.

Photo #A2: North parking lot & Concrete sidewalks and ramps.

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Photo #A3: South parking lot and landscape area.

Photo #A4: Overview of the Rose garden.

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Photo #A5: Exterior wood stair and main entrance.

Photo #A6: General view of exterior claddings showing the stair/elevator tower. (Brick masonry, Cedar shakes, Wood panels and Wood sidings).

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Photo #A7: Step cracking on the brick masonry.

Photo #A8: Main entrance.

Photo #A9: Current condition of wood windows.

Photo #A10: Wood soffits.

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Photo #A11: Interior finishes of the Pottery studio (Basement).

Photo #A12: Interior finishes of the Mechanical room (Basement).

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Photo #A13: Interior finishes of the Art studio (Basement).

Photo #A14: Interior finishes of the Stair/elevator addition.

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Photo #A15: Interior finishes of the corridor (Main floor).

Photo #A16: Art gallery (Main floor).

Photo #A17: Typical interior finishes of the washroom.

Photo #A18: Interior finishes of the Kitchen (Second floor).

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Photo #A19: Typical interior finishes of the office room (Second floor).

Photo #A20: Window in the room #206 (air infiltration observed).

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Photo #A21: Typical interior finishes of the event room (third floor).

Photo #A22: Balcony.

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Photo #A23: Joint sealant failure.

Photo #A24: Cedar shakes shingles.

Photo #A25: SBS flat roof (Water pond observed).

Photo #A26: Replaced verandah.

5. STRUCTURAL

The original building consists of a three-story structure with a basement supported of a sandstone masonry foundation on the north side of the building and a cast-in place concrete foundation wall at the south portion. The basement floor at the south area is consisted of a cast in place concrete slab on grade and elevated floor with wood joist and wood sheathing at the Arts studio located at the north side of the building. The foundation system was below grade and could not be viewed. We assume the foundation consists of cast in place concrete strip footings. The superstructure was covered in finishes at the time of the review. Based on the limited drawings we received we assumed a wood framed superstructure. The roof framing in the original building was viewed from the attic access. The roof framing components were wooden board sheathing on wood rafters and ceiling joists.

A single-story pottery studio is located at the south side of the building with wooden deck boards on wood joists and steel beams bearing on exterior concrete block walls. The foundation is buried below grade and cannot be visually confirmed. We assumed perimeter cast-in place concrete foundation wall and strip footings.

Additional staircase and elevator at the south-east corner of the building matching all the levels of the original building except the basement with cast-in place concrete wall with strip footing foundation. Based on the drawings, the basement floor is consisted of cast-in place concrete slab on grade, dimensional lumber framed walls, floor deck plywood sheathing on wood joists, and roof deck plywood sheathing on pre-engineered roof trusses.

Shrinkage cracks, crazing, concrete spalling, and abraded floor surface were observed in the concrete slab on grade at the main building and we recommend these cracks be filled and sealed to prevent further deterioration and monitored for additional movement. The floor slab at the Pottery Studio is covered with ceramic tiles and structural components could not be viewed. We assumed the floor slab to be consisted of cast-in place concrete slab on grade. No cracks and ground settlement of the floor was observed.

Step cracking of the brick veneer mostly at the top of the windows was observed in the east and west elevation of the main building. Load bearing block wall vertical cracks at the Pottery Studio were observed. We recommend these cracks be filled and sealed to prevent further deterioration.

The wood elements in the building are generally in marginal condition. The wood framing for the roof and walls has reached the end of its expected useful life. We recommend a structural study be completed to review the condition of the wood framing in the building.

The structural components are in overall marginal condition. No Immediate action items have been identified.

Capital expenditures with respect to the foundation walls, SOG, and CMU walls are anticipated within the evaluation period. Additional investigation is recommended with respect to the Wood framing (roof & interior walls) study.

A detailed description of the Site and the building structural systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

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S01.0 FOUNDATIONS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S01.1	**Footings**	**~1909/1924/2006:** Concealed. Structural drawings unavailable to confirm the type of existing foundations.	4	-	No concerns observed or reported.
S01.2	**Foundation Walls**	**~1909/1924/2006:** Concealed. Only structural drawings of the new stair/elevator addition available to confirm the existence of foundation walls.	3	C	The concrete foundation walls were partially exposed to view from the exterior of the building. The walls appeared in acceptable condition. Diagonal settlement cracks were observed in several locations of the original building. No signs of water infiltration through the cracks were observed. Settlement cracks were observed at openings. We recommend the settlement cracks in the foundation walls be filled and sealed within the next 2 years to prevent further deterioration. And it is also recommended to monitor these locations for signs of the cracks reappearing or getting larger to determine if settlement is still occurring..

S02.0 FLOORS ON GRADE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S02.1	**Slab on Grade**	**~1909/1924/2006:** The main floor consists of concrete slab-on-grade.	3	C	The concrete slab on grade was exposed to view in some sections of the original building and the pottery studio. Shrinkage cracks, crazing, concrete spalling, and abrasion were observed in several locations. No signs of water infiltration through the cracks were observed. We recommend the that the defects in the slab on grade should be repaired to prevent further damage. Shrinkage

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					cracks be filled and sealed and partial depth repairs and concrete resurfacing for crazing cracks and surface abrasion within the next 2 years to prevent further deterioration).

S03.0 SUSPENDED FLOOR AND STAIRS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S03.1	Suspended Floors	~**1909/2006:** Wood joists with wood decks are provided on the main, second and third floors. Suspended Floors are provided in the art studio of the basement.	4	-	No concerns observed or reported.
S03.2	Crawlspace	Not present.	-	-	N/A
S03.3	Stairs	~**1909:** Wood framed interior stairs are provided in the original building. ~**2006:** Wood framed interior stairs are provided in the new stair/elevator addition.	4	-	No concerns observed or reported.

S04.0 ROOF STRUCTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S04.1	Framing	~**1909:** Wood rafters are provided in the original building. ~**1924:** Wood joists and steel beams are provided on the exterior CMU walls. ~**2006:** Wood trusses are provided on the roof structure of the new stair/elevator addition.	3	-	No concerns observed or reported. But the wood framing for the roof and walls has reached the end of its expected useful life. We recommend a structural study be completed to review the condition of the wood framing in the building. The cost for this study is combined in S05.1 Interior walls.

S04.2	Decking	~**1909:** Wood deck boards are provided on the roof structure of the original building. ~**1924:** Wood deck boards are provided on the roof structure of the pottery studio. ~**2006:** Wood deck boards are provided on the roof structure of the new stair/elevator addition.	4	-	No concerns observed or reported.

S05.0 INTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S05.1	Interior Walls	~**1909:** Loadbearing wood framing walls are provided in the original building.	3	C	Majority of the wood framing was covered with architectural finishes. Hairline thermal cracks were observed in few locations of the interior wall finishes. The wood elements in the building are generally in acceptable condition. The wood framing for the roof and walls has reached the end of its expected useful life. We recommend a structural study be completed to review the condition of the wood framing in the building. (See **Note 5B**).
S05.2	Interior Columns	~**2006:** Wood columns are provided in the new stair/elevator addition.	4	-	No concerns observed or reported.

S06.0 EXTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S06.1	Exterior Load-bearing Walls	~**1924:** Loadbearing CMU walls.	3	C/D	Vertical cracks of the concrete block walls at the Pottery Studio were observed. The cracks align with the location of the support for the roof beams. We recommend these cracks be filled and sealed to prevent further deterioration. Block spalling at the west corridor entrance

					was observed. We recommend these cracks be filled and sealed within the next 2 years to prevent further deterioration. This work can be completed as part of routine maintenance. Also, it is recommended to monitor these locations for signs of the cracks reappearing or getting larger to determine if settlement is occurring. (See **Note 5B**).
S06.2	**Exterior Columns**	**~1924:** Wood columns are provided in the verandah.	**4**	-	No concerns observed or reported.

S99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S99.1	**Specially Engineered Construction**	Not present.	-	-	N/A

NOTES:

5A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

5B) The EUL of the unit is expected to fall beyond the evaluation period; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

No immediate items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

S01.2) Repair foundation walls.
S02.1) Repair SOG.
S06.1) CMU wall repair.
No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

RAI.4) Wood framing (roof & interior walls) study.
No other recommended additional investigation required.

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Photo #S1: Crack on foundation wall.

Photo #S2: Cracks and spalling on the SOG.

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Photo #S3: Wood framing (joist & studs).

Photo #S4: Vertical cracks in CMU wall in the pottery studio.

Photo #S5: Suspended floor in the art studio of the basement.

Photo #S6: Interior wood columns and wood stairs in the new stair/elevator addition.

6. MECHANICAL

Domestic water is supplied from the local service provider. Sanitary waste is disposed to the municipal mains. Storm water is drained through overland soil absorption and surface drainage to municipal storm water drainage system. Domestic water distribution piping is generally copper where observed. Sanitary drainage pipe was generally concealed but reported cast iron. Domestic hot water is provided by one natural gas-fired water heater located in the mechanical room of the building.

Heating to the building is provided by one natural gas-fired boiler and localized hydronic heating radiators, electric heaters in the stair tower and gas fired radiant heaters in the Pottery Studio. Exhaust is accomplished by the use of roof and wall fans throughout the building. One local exhaust fan is provided for the one washroom in the basement.

The mechanical components are in overall acceptable condition. No Immediate action items have been identified. Capital expenditures with respect to the water distribution, domestic water heater, wastewater distribution, washroom fixtures, boiler, hydronic wall heaters, and ventilations are anticipated within the evaluation period. No additional investigation is recommended.

A detailed description of the Site and building mechanical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

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M01.0 SITE SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M01.1	**Domestic Water Supply**	Domestic waster is supplied by municipal mains.	4	-	No concerns observed or reported.
M01.2	**Sanitary Sewer**	Sanitary waste is disposed to municipal mains.	4	-	No concerns observed or reported.
M01.3	**Storm Sewer**	It was reported that storm water is drained through overland soil absorption and surface drainage to municipal storm water drainage system.	4	-	No concerns observed or reported.
M01.4	**Natural Gas**	Gas is supplied into the building by the local service provider.	4	-	No concerns observed or reported.

M02.0 PLUMBING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M02.1	**Water Distribution**	**~1909:** Copper domestic water distribution piping is provided. Some periodic upgrades were competed over time.	4	C	No concerns observed or reported. A replacement allowance has been provided due to its age.
M02.2	**Backflow Prevention**	Not present.	-	-	N/A
M02.3	**Domestic Hot Water Heater**	**~2015:** Domestic hot water is generated by a natural gas-fired water heater, located at the mechanical room. Manufacturer: Bradford White. Model: PDX140S8FBNH Serial: MC35903970 Input: 36,000 Btu/hr	4	C	No concerns observed or reported. (See **Note 6B**).

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		Capacity: 40 US gal			
M02.4	**Wastewater Piping**	**~1909:** Cast iron wastewater piping is provided.	**4**	**C**	No concerns observed or reported. A replacement allowance has been provided due to its age.
M02.5	**Irrigation System**	Irrigation system was installed in this property.	-	-	It was observed that irrigation system is no longer in use.
M02.6	**Washrooms Fixtures**	**~1909/1986/2006:** The washrooms fixtures include vitreous china flush tank water closets enameled steel and cast-iron tubs, and wall vitreous china lavatories	**3/3/4**	**C**	No concerns observed or reported. A replacement allowance has been provided due to its age.
M02.7	**Sinks**	**~1986:** Plastic sinks are provided in the storage/utility room of basement. **~2006:** Counter mounted stainless-steel single basin sinks are provided for the kitchen and bar area.	**3/4**	**B**	No concerns observed or reported. (See **Note 6A**).
M02.8	**Water Pumps**	**~2020:** The boiler is provided with two 3/4HP circulation pumps.	**5**	-	Circulation pumps are in good condition.

M03.0 HEATING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M03.1	**Boilers**	**~1996:** Primary heating for the building is generated by a single gas-fired heating boiler located in the mechanical room. Make: Allied engineering Model: AAE600-N-E-M Serial Number: ABJF-9981 Input: 600,000 Btu/Hr.	**4**	**C**	No concerns observed or reported. (See **Note 6B**).
M03.2	**Hydronic Wall Heaters**	**~1924/1984:** Hydronic radiant wall heaters are located along the perimeter walls throughout the	**4**	**B**	Hydronic radiant wall heaters are in acceptable condition. These have passed their EUL, but have been periodically

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		building. One hydronic radiant heater is provided on the ceiling in the art studio of the basement.			monitored and repaired. Therefore, it is recommended that they continue to be properly managed. (See **Note 6B**).
M03.3	**Electric Wall Heaters**	~**2006:** Electric Wall Heaters are installed on each floor of the new stair/elevator addition.	**4**	**B**	No concerns observed or reported. (See **Note 6A**).
M03.4	**Radiant Heaters**	~**2015:** Two gas-fired infrared radiant heaters are are present in the Pottery studio. Make: CALCANA IND Model: CAL-80A Serial Number: 8J92492 Input: 80,000 Btu/Hr.	**4**	-	No concerns observed or reported. (See **Note 6B**).

M04.0 COOLING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M04.1	**Chillers**	Not present.	**4**	-	N/A
M04.2	**Condenser**	Not present.	**4**	-	N/A
M04.3	**Air Handling Unit**	Not present.	**4**	-	N/A

M05.0 VENTILATION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M05.1	**Air Distribution**	Not present.	**4**	-	N/A
M05.2	**Ventilation**	~**Various:** Various roof and wall ventilation fans service the building. The information regarding the	**3**	**C**	Based on site interview, it appears that the facility is receiving adequate ventilation. Continuous maintenance

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		capacity of the units was not available at the time of the review.			and localized replacement are recommended. (See **Note 6A**).
M05.3	**Air Outlets & Inlets**	Not present.	**4**	-	N/A
M05.4	**Exhaust Fans**	**~2006:** The washroom in the basemen has exhaust is generally accomplished by ceiling-mounted exhaust grilles through to the wall.	**4**	**B**	No concerns observed or reported. (See **Note 6A**).

M06.0 FIRE PROTECTION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M06.1	**Fire Extinguishers**	Portable dry-type ABC fire extinguishers are provided throughout the building.	**4**	-	Inspections were observed to be up to date. Continue to inspect annually and replace as needed. Costs are below the capital threshold.
M06.2	**Sprinklers**	**~2006:** Wet-type sprinkler provide coverage throughout pottery studio, storage/utility room, corridor and art studio of the basement, as well as corridors of main, second and third floors.	**4**	-	No concerns observed or reported. Annual inspections on sprinkler systems should be carried out at a price below capital threshold. Inspections were noted to be up to date.

M07.0 CONTROLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M07.1	**Electric and Electronic Controls**	Boiler is controlled by Tekmar Digital thermostats. Electric Wall Heaters and gas-fired infrared radiant heaters were controlled by Manual thermostats.	**4**	**B**	No concerns observed or reported. (See **Note 6A**).

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M99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M99.1	Humidifiers	Not present.	-	-	N/A
M99.2	De-humidifiers	Not present.	-	-	N/A

NOTES:

6A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

6B) The EUL of the unit is expected to fall beyond the evaluation period; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

No immediate action items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

M02.1) Replace Water Distribution.
M02.3) Replace domestic water heater.
M02.4) Replace Wastewater Distribution.
M02.6) Replace washroom fixtures.
M03.1) Replace boiler.
M03.2) Repair hydronic wall heaters.
M05.2) Replace ventilations.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No recommended additional investigation required.

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Photo #M1: Gas and water service.

Photo #M2: Washroom fixtures.

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Photo #M3: Gas fired domestic water heater.

Photo #M4: Gas fired boiler.

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Photo #M5: Typical original hydronic radiant wall heater.

Photo #M6: Typical electric wall heater.

Photo #M7: Gas-fired infrared radiant heater.

Photo #M8: Typical ABC Fire extinguisher.

Photo #M9: Typical sprinkler head.

Photo #M10: Tekmar boiler controller.

7. ELECTRICAL

Electrical service is fed from a pole-mounted transformer to a main disconnect switch, rated at 200A in the mechanical room. The incoming voltage is distributed through a splitter box in the building. The main building is provided with a Square D electrical sub-panel which service various equipment in the building.

Interior lighting throughout the building is typically fluorescent T-8 and T-12 fixtures controlled by switches. Exterior lighting is wall-mounted LED fixtures controlled by photocell receptors. The building is equipped with battery pack emergency lighting and LED exit signs throughout.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Testing of the entire system - coordination, balancing, ground fault relays, and complete infrared scanning of switches and panels shall be done, as part of routine maintenance, on an annually basis and, all found deficiencies shall immediately be rectified.

The electrical components are in overall acceptable condition. Immediate action items with respect to GFCI receptacles is required. Capital expenditures with respect to the electrical subpanels, interior/exterior lighting and controls, emergency light battery packs, exit signs, exterior lighting, fire alarm panel, security camera and intrusion detector are anticipated within the evaluation period. No additional investigation is recommended at this time.

A detailed description of Site and building electrical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

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E01.0 INCOMING SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E01.1	**Exterior Transformers**	Power to the building is fed from a pole-mounted transformer.	4	-	No concerns observed or reported.
E01.2	**Conductors**	Overhead power conductors from the exterior transformer and into the interior electrical panels provide power for the building.	4	-	No concerns observed or reported.

E02.0 DISTRIBUTION EQUIPMENT

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E02.1	**Primary Distribution (Switchgear, CDPs, splitters, disconnects)**	**~1986/ 2020:** Power is fed from an exterior transformer to a Square D main disconnect switch, rated at 200 A and 240V, in the mechanical room. The main disconnect is connected to a splitter box and rated at 200 A and 120/208 V, which feed disconnects/subpanels in the building.	4	B	No concerns observed or reported. It is recommended to replace the splitter box. The cost of this is below the capital threshold. (See **Note 7A**).
E02.2	**Interior Transformers**	Not present.	-	-	No concerns observed or reported.
E02.3	**Secondary Distribution (disconnects, splitters & sub-panels)**	**~1986:** A Federal Pioneer electrical sub-panel located in the service/utility room of basement. The panel is rated at 200A and 120/240 V with 40 circuits. A Square D disconnect switch, rated at 30 A, 230V, is located in the service/utility room of basement. **~2020:** A Square D electrical sub-panel in the mechanical room of basement is provided in the building. The panel is rated at 225 A and has a 42	2/4	B	No concerns observed or reported. It is recommended to replace the 1986 sub-panel and disconnect switch. (See **Note 7B**).

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		circuit-capacity. Two Square D disconnect switches are also present for the elevator. One Schneider Electric sub-panel in the corridor of third floor. The panel is rated at 125 A and has a 4 circuit-capacity.			
E02.4	**Branch Wiring**	**~1909/1924:** Electrical branch circuit wiring is reportedly copper throughout the building.	**3**	**C**	No concerns observed or reported. A repair allowance has been provided due to its age. (See **Note 7B**).
E02.5	**Receptacles**	**~Various:** Electrical receptacles are provided throughout the building.	**3/4**	**B**	Electrical receptacles are in acceptable condition. But GFCI receptacle are not installed in the pottery studio, kitchen and bathroom. The Canadian Electrical Code requires that a Class A GFCI be provided to protect all receptacles within 1.5 metres of a sink. An immediate item is included for the installation of GFCI receptacle where needed. A cost is provided in the capital reserve table. (**Imm.1**) Other receptacles will need to be replaced within the time frame of this report, but this work can be completed at a cost below the threshold. (See **Note 7A**).
E02.6	**Surge Protection**	Not present.	-	-	N/A

E03.0 LIGHTING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E03.1	**Interior Lighting**	**~1990s:** The interior lighting is primarily provided with surface-mounted linear fluorescent light fixtures with T8 and T12 bulbs. Incandescent light fixtures were observed in some areas of the building, including storage rooms, washrooms, and the mechanical room. **~2019:** LED track lighting is provided in the are gallery and gift shop.	**4**	**C**	Interior lightings are in acceptable condition. Some Interior lightings that have passed their EUL will need to be replaced within the timeframe of this report. T12 bulbs are no longer in production. (See **Note 7B**).

E03.2	**Lighting Controls**	~**Various:** Interior lighting is controlled by in-line voltage switches for most of the areas of the building and exterior lighting is reportedly controlled by photocells.	**4**	**C**	No concerns observed or reported. It will need to be replaced within the time frame of this report. (See **Note 7B**).
E03.3	**Emergency Lighting**	~**2010:** Battery packs with integral lighting heads are provided throughout the building.	**4**	**C**	Emergency lighting are in acceptable condition. It will need to be replaced within the time frame of this report. (See **Note 7B**).
E03.4	**Exit Lighting**	~**1999:** Lit exit signs are provided at emergency exits. ~**2019:** LED exit signs are provided at emergency exits in the basement.	**4**	**C**	No concerns observed or reported. The exit signs will need to be replaced within the time frame of this report. (See **Note 7B**).
E03.5	**Exterior Lighting**	~**2009:** Exterior lighting is provided by wall mounted light fixtures, having noted LED type lamps.	**4**	**C**	No concerns observed or reported. (See **Note 7B**).

E04.0 GROUNDING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E04.1	**Grounding**	Concealed, but assumed to be present on major electrical equipment and conduit systems.	**4**	-	No concerns observed or reported.

E05.0 FIRE ALARM

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E05.1	**Fire Alarm Panel**	~**2020:** The building is outfitted with a EDWARDS alarm system located in the mechanical room and the control panel is located at the main entrance. It is monitored by the Chubb.	**4**	**C**	No concerns observed or reported. (See Note 7B).

E05.2	**Fire Alarm Devices**	**~2020:** Fire detection and alarm devices include heat detectors, smoke detectors, pull stations, and bells.	**4**	-	No concerns observed or reported.

E06.0 COMMUNICATIONS, DATA & SECURITY

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E06.1	**Telephone**	Telephone services are provided in this building.	**4**	-	No concerns observed ore reported.
E06.2	**Internet Systems**	Internet services are provided by in this building.	**4**	-	No concerns observed ore reported.
E06.3	**Surveillance Systems**	**~2010:** Surveillance cameras are provided in the tenant areas of the building. **~2020:** Surveillance cameras are provided the areas operated by Allied Arts Council of Pincher Creek (Art gallery, gift shop, art studio and pottery studio).	**4**	**C**	No concerns observed ore reported. Surveillance cameras installed in 2010 will need to be replaced within the time frame of this report. (See **Note 7B**).
E06.4	**Intrusive Systems**	**~2010:** Security system is provided throughout this building.	**4**	**C**	No concerns observed ore reported. (See **Note 7B**).

E99.0 OTHERS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E99.1	**Emergency Generators**	Not present.	-	-	N/A
E99.2	**Breaker and Disconnect Switch Testing**	Exercising of disconnect switches and circuit breakers by performing several open-and-close operations.	-	-	To be performed annually.

NOTES:

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7A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

Imm.1) Install GFCI receptacles.
No other immediate action items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

E02.3) Replace electrical subpanels.
E02.4) Repair electrical subpanels.
E03.1) Replace interior lighting.
E03.2) Replace lighting controls.
E03.3) Replace emergency light battery packs.
E03.4) Replace exit signs.
E03.5) Replace exterior lighting.
E05.1) Replace fire alarm panel.
E06.3) Replace security camera.
E06.4) Replace intrusion detector.
No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.

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Photo #E1: Main disconnect switch in mechanical room.

Photo #E2: Main distribution panel in mechanical room.

Photo #E3: Sub-distribution panel (1986).

Photo #E4: Disconnect switch in elevator mechanical room.

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Photo #E5: GFCI receptacle are not installed in pottery studio.

Photo #E6: Typical ceiling-mounted linear fluorescent light fixtures with T12 bulbs.

Photo #E7: Typical interior lighting control.

Photo #E8: Wall-mounted LED exterior light fixture.

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Photo #E9: Emergency battery pack lighting and Exit sign.

Photo #E10: Fire alarm panel.

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Photo #E11: Typical fire alarm device.

Photo #E12: Intrusive system control panel.

8. HAZARDOUS MATERIALS REPORTS

Based on the year of the construction of the building outlined in this report (~1909), hazardous building construction materials such as ACMs (asbestos containing materials), and/or PCBs (polychlorinated biphenyls) may be present in the building.

Report Signature Page

STEPHENSON ENGINEERING LTD.

Dayoo Kim, M.Arch., LEED GA.
Building Conditions Assessor
Report Author

Lawrence McSorley, Architect, AAA, MRAIC
Principal - Building Science
Senior Reviewer

APPENDIX A

Mandate & Report Resources

MANDATE AND REPORT RESOURCES

Authorization

Written Notice of Award of *2019-OP-13* was provided on September 27th 2019. A FLA of the Site identified in the Introduction section of the report was subsequently conducted. The Site is currently owned and managed by Town of Pincher Creek (TPC).

Purpose

The primary objective of the FLA was to visually examine and evaluate the present condition of the property elements, buildings and related structures. The FLA process is being undertaken to assist TPC in capital planning and evaluating the potential financial liabilities associated with the condition of the site elements, building and related structures on the sites. Stephenson Engineering understands that TPC will rely on the contents of this report for capital planning.

Scope

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable. The Stephenson Engineering Assessors (identified on the first page of the report) conducted the sites reconnaissance on the date shown. The Site reconnaissance was limited to a walk around the sites, a walk-through of the buildings and interview with personnel listed in the Introduction section of the report (referred to as the "Site Representative" in this report). Copies of selected photographs documenting conditions at the time of the visit are provided throughout the report.

The purpose of the report is to communicate identified physical deficiencies, future capital projects, and the associated opinions of estimated costs where the cost is greater than the Capital Threshold and expected to occur within the time frame used for the report. In accordance with this agreed mandate, assumptions were required to delineate between capital items and routine maintenance. Please refer to the "Operating and Maintenance Item" list below. Also, please refer to the attached "Discussions of Overall Concepts and Terminology" for additional explanation of assumptions used.

The review of the structural elements was limited to a visual review of the accessible, exposed portions of the buildings and related structures during our visit to the building. The roofs, walls, floors and ceilings were visually reviewed to collect information in this regard.

The review of the mechanical, electrical and fire safety systems was performed by non-specialists in conjunction with discussions with the Site Representative. A detailed assessment by a mechanical or electrical professional consultant should be conducted if further information regarding the condition, durability and/or expected future capital expenditures related to these systems is required.

Compliance with national and provincial building codes and/or fire codes is not part of the scope of this assessment.

The estimated costs outlined in this report are based on the conditions encountered and observations made during the reconnaissance. Estimates of quantities and areas are based on information supplied, field observations and/or interviews. Item repair/replacement costs are approximate only. Restoration costs are sensitive to local and overall economic factors and therefore, specific quotations from qualified contractors should be obtained when a specific deficiency is addressed or a capital project is to be implemented.

Operating and Maintenance Items

Stephenson Engineering assumes the following items will be maintained under normal operating budgets and are therefore not included in the Capital Reserve Table.

SITE
- Buried services
- Landscaping

STRUCTURE
- Foundations and footings

ROOF
- Periodic maintenance

WALLS AND WINDOWS
- Local periodic repairs and needle glazing
- Weather-stripping

INTERIORS
- Various common furnishings, specialty equipment
- Small residential appliances

MECHANICAL
- Motors, ductwork and in-duct equipment
- Oil supply systems
- HVAC distribution piping
- Air inlets and outlets

ELECTRICAL
- Buried conductors

DISCUSSIONS OF OVERALL CONCEPTS AND TERMINOLOGY

Evaluation Period

The period of evaluation used for this report is 20 years. Capital repairs and replacement that are reasonably expected to be required within this evaluation period and that cost in excess of the Capital Threshold are included in the Capital Reserve Table.

Effective Age

The estimated age of a building component that considers actual age as affected by maintenance history, location, weather conditions, and other factors. Effective age may be more or less than actual age.

Expected Useful Life (EUL)

The average amount of time in years that an item, component or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced.

Site Representative (POC)

Client, client's agent, or client-identified person or persons knowledgeable about the physical characteristics, maintenance, and repair of the subject property.

Remaining Useful Life (RUL)

A subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, etc.

Capital Threshold

The Capital Threshold used for this report is ($3,000). This threshold is used to determine whether a capital repair item is to be included in the Capital Reserve Table. Capital repairs identified and estimated to cost less than the threshold, or that will likely to be performed in phases, as a part of routine maintenance as required, at a cost less than the threshold are not included in the Capital Reserve Table.

Costs

Costs presented in this study for future capital repairs and replacement projects are our Opinions of Probable Budgets and are intended to include the work as per the description, taxes, permit fees, contingency and where appropriate, Engineering fees for design, specifications, tendering, project management and construction monitoring. We have generally assumed replacement will occur on a like-for-like basis except where obsolescence

or technological advancements logically dictates an upgrade. More accurate costing in the future will require a condition assessment, choice and development of an appropriate repair option, designing and tendering the work to qualified contactors.

Recommended Work

Work that is required due to end of EUL, current condition, code or immediate health risks to keep the facility operating over the evaluation period of this report. This work is considered to be beyond normal or routine maintenance work or for maintenance procedures that are currently not in force but are strongly recommended to maintain the system under consideration.

Immediate Items

Immediate repairs include deficiencies that require action in the next 60 to 90 days as a result of (i) existing or potentially unsafe conditions, (ii) negative conditions significantly impacting marketability or habitability, (iii) material building code violations, (iv) poor or deteriorated condition of a critical element or system, or (v) a condition that if left "as is" with extensive delay in addressing same, would result in or contribute to critical element or system failure within 12 months or a significant escalation in the repair cost.

Short Term Work (1 to 5 years)

Short term work includes work items that may not warrant immediate attention, but require repairs or replacement that should be undertaken on a priority basis in addition to routine preventive maintenance.

Mid Term Work (6 to 10 years)

Mid term work includes work items that require repair or replacement but do not have significant deficiencies or have not reached their EUL.

Long Term Work (more than 10 years)

Long term work includes work items that require repair or replacement beyond the evaluation period of this report or those which under our opinion, with periodic scheduled maintenance, replacement can be deferred beyond the evaluation period.

Capital Reserve Analysis

The Capital Reserve Table includes a section that provides the average annual capital costs per square foot. Replacement Reserves include (i) deficiencies that may not warrant immediate attention, but require repair or replacement that should be undertaken on a priority basis over routine preventive maintenance work and (ii) components or systems that have realized or exceeded their Expected Useful Life (EUL) during the evaluation period (realization of EUL alone does not constitute an immediate repair). Replacement reserve costs are included in Appendix C.

Opinions of probable costs are provided for material physical deficiencies and not for repairs or improvements that could be classified as:

- Cosmetic or decorative;
- Part or parcel of a building renovation program or tenant improvement/finishes;
- Enhancements to reposition the asset in the marketplace;
- For warranty transfer purposes;
- Routine or normal preventative maintenance;
- Less than the capital threshold for this report; and
- Are expected to occur beyond the time frame of this report

Cost Inflation Rate

We have presented the costs in current year (2021) values. We have used 3% in the capital reserve table attached. Further sensitivity analysis using other inflation assumptions should be tested when projecting future cash-flows.

Life Expectancies

Our estimates of the life expectancy of common element components, systems and sub-systems are based on our opinion of the observed condition during our Site visit, experience with similar material at other buildings, published industry standards, articles and recommendations made by material suppliers and manufacturers. For some materials or systems, the history of use is not sufficient to predict life expectancy accurately. Monitoring and adjustments to the assumptions are required.

The year in which the capital work is required is estimated on the basis of the current observed conditions, or the construction methods and materials used. This may be shorter or longer than the remaining time in the standard estimated life cycle based on the current age of the item. Our estimates of life cycles reflect our understanding of the standards that the prudent long-term owners would maintain. Deferring and phasing of work is often possible keeping in mind that doing so could reduce building standards, increase disruption to residents increase costs and risks.

APPENDIX B

Limitations and Use of the Report

LIMITATIONS

This report is intended to provide an assessment of the property conditions at the subject property, at the time of the site visit. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of the third parties. Should additional parties require reliance on this report, Stephenson Engineering may be contacted to extend reliance to such parties. Stephenson Engineering disclaims responsibility of consequential financial effects on transactions or property values, or requirements for follow-up actions and costs, which result from reporting the factual information contained herein.

The conclusions as presented represent the judgement of Stephenson Engineering based on the visual observations of the accessible, exposed building elements, supplemented by information and data obtained by Stephenson Engineering and discussions with the Site Representative and other representatives of the owner identified. Except as otherwise may be requested, Stephenson Engineering disclaims any obligation to update this report for events taking place, or with respect to information that becomes available to Stephenson Engineering after the time during which Stephenson Engineering conducted the FLA. No physical testing or intrusive investigations were conducted, and no samples of building materials were collected to substantiate the observations made.

In evaluating the Site, Stephenson Engineering has relied in good faith on information provided by other individuals noted in this report. Stephenson Engineering in certain instances has been required to assume that the information provided is factual and accurate. In addition, the findings in this report are based, to a large degree, upon information provided by the Site Representative. Stephenson Engineering accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this report as a result of omissions, misinterpretations or fraudulent acts of persons interviewed or contacted.

Actual costs may vary from the opinions of probable cost outlined by Stephenson Engineering. Factors affecting actual cost may include, but are not limited to, type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc.

Stephenson Engineering makes no other representations whatsoever, including those concerning the legal significance of its findings, or as to other legal matters touched on in this report, including, but not limited to, ownership of any property, or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretation. These interpretations may change over time, thus any parties making use of this report should review these issues with appropriate legal counsel.

Should additional information become available with respect to the building elements or systems, Stephenson Engineering requests that this information be brought to our attention so that we may re-assess the conclusions presented herein.

APPENDIX C
Capital Reserve Table

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Label Mansion
696 Kettles Street
Pincher Creek, Alberta

Appendix D - Capital Reserve Table

Project Information

Total Gross Floor Area (m²)	1,208	Year Built	1909	Reserve Term (years)	20
Number of Buildings	1	Age	112	Assumed Inflation	3%

Identified Costs

Report Section	Building Component	Expected Useful Life	Observed Age	Remaining Useful Life	Unit Rate	Quantity	Recommended Action	Immediate	Short Term			Mid Term					Long Term												Total
								2022	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038	Year 18 2039	Year 19 2040	Year 20 2041	
4	**ARCHITECTURAL**																												
A01	**Site**																												
A01.2	Parking Lot, Asphalt Paving	25	36	5	$22 /m²	690 m²	Replace						$14,300																$14,300
A01.4	Concrete Sidewalks	25	36	5	$137 /m²	129 m²	Replace						$17,700																$17,700
A01.9	Fences and Gates, Ornamental Metal	40	9	3	$208 /m	30 m	Repair				$6,200																		$6,200
A01.9	Brick pillars	40	9	3	Allowance	Allowance	Repair				$6,000																		$6,000
A02	**Exterior Walls**																												
A02.1	Cladding, Brick Masonry	100	112/97	3	$85 /m²	220 m²	Repair				$18,700																		$18,700
A02.3	Cedar shakes	40	20	20	$72 /m²	42 m²	Replace																					$3,000	$3,000
A02.6	Exterior Paint	15	13	2	Allowance	Allowance	Repaint			$18,000													$18,000						$36,000
A02.6	Exterior Paint	15	1	14	Allowance	Allowance	Repaint															$12,000							$12,000
A02.7	Joint Sealers	20	20	1	Allowance	Allowance	Replace		$3,000																				$3,000
A03	**Exterior Windows**																												
A03.1/RAI.1	Exterior Windows - Thermoscan Inspection				Allowance	Allowance	Study		$6,000																				$6,000
A03.1	Exterior Windows, Wood	35	112	2	$3,500 each	85 units	Replace			$148,750	$148,750																		$297,500
A03.1	Exterior Windows, Wood	35	15	20	$3,500 each	9 units	Replace																					$31,500	$31,500
A04	**Exterior Doors**																												
A04.2	Secondary Doors - Replace Brick Clad walls				Allowance	Allowance	Replace		$5,000																				$5,000
A05	**Fascia and Soffits**																												
A05.2	Exterior Soffits	40	35	5	$99 /m²	120 m²	Repair						$11,900																$11,900
A06	**Interior Walls and Partitions**																												
A06.2	Wall Finishes, Interior Paint	15	5	10	$32 /m² GFA	1,208 m² GFA	Repaint											$38,700											$38,700
A06.3	Wall Finishes, Tile	40	35	5	$123 /m²	96 m²	Replace						$11,800																$11,800
A07	**Interior Doors and Windows**																												
A07.1	Interior Doors, Hollow wood core	30	112/97	5	$2,000 each	68 units	Replace						$136,000																$136,000
A07.2	Interior Fire Rated Doors	30	15	15	$1,260 each	5 units	Replace																$6,300						$6,300
A08	**Ceilings**																												
A08.2	Ceiling Finishes, Gypsum Board				Allowance	Allowance	Repair		$8,000																				$8,000
A08.3	Ceiling Finishes, Wood Panelling	25	97/35	3	$405 /m²	72 m²	Replace				$29,200																		$29,200
A08.4	Ceiling Finishes, Paint	15	5	10	$9 /m² GFA	1,208 m² GFA	Repaint											$10,900											$10,900
A09	**Flooring**																												
A09.1	Quarry Tiles	50	97	3	$265 /m²	160 m²	Replace				$42,400																		$42,400
A09.2	Resilient Flooring (Sheet)	20	15	5	$148 /m²	380 m²	Replace						$56,200																$56,200
A09.3	Resilient Flooring (Tiles)	20	15	5	$46 /m²	550 m²	Replace						$25,300																$25,300
A09.4	Carpet	15	15	5	Allowance	Allowance	Replace						$4,000																$4,000
A09.5	Floor Finishes, Wood	30	112	8	$228 /m²	160 m²	Replace									$36,500													$36,500
A10	**Fixtures**																												
A10.1	Fixed Casework	35	35	3	$1,038 /m	62 m	Replace				$64,400																		$64,400
A10.2	Handrails	25	35	5	$222 /m	28 m	Replace						$6,200																$6,200
A10.2	Handrails	25	15	10	$222 /m	48 m	Replace											$10,700											$10,700
A11	**Barrier Free**																												
A11.1	Barrier Free Parking Stall Signage, Railing	-	-	-	Allowance	Allowance	Code	$3,500																					
A11.2	Barrier Free Access Route - Automatic door opener	-	-	-	Allowance	Allowance	Code	$4,000																					
A11.3	Interior Circulation - Upgrading door hardware	-	-	-	Allowance	Allowance	Code	$8,000																					
A11.4 / RAI.2	Barrier Free Washroom - Study & Installation	-	-	-	Allowance	Allowance	Study / Repair		$12,000	$40,000																			$52,000
R01	**Roofing**																												
R01.1	Roof, Wood Shakes	30	29	1	$150 /m²	320 m²	Replace		$48,000																				$48,000
R01.2 / RAI.3	SBS Roofing - Leakage Investigation & repair	-	-	-	Allowance	Allowance	Study / Repair		$5,000	$12,000																			$17,000
R01.3	Metal Gutters and Downspouts	30	26	5	$32 /m	230 m	Replace						$7,400																$7,400
A99	**Other**																												
	No Capital Items Identified																												
5	**STRUCTURAL**																												
S01	**Foundations**																												
S01.2	Foundation Walls - Repair				Allowance	Allowance	Repair			$5,000																			$5,000
S02	**Floors on Grade**																												
S02.1	Slab on Grade				Allowance	Allowance	Repair			$4,000																			$4,000
S03	**Suspended Floors and Stairs**																												
	No Capital Items Identified																												
S04	**Roof Structures**																												
	No Capital Items Identified																												
S05	**Interior Walls and Columns**																												
S05.1/RAI.4	Interior wood framing walls (including roof framing)				Allowance	Allowance	Study		$8,000																				$8,000
S06	**Exterior Walls and Columns**																												
S06.1	Exterior Load-bearing Walls - CMU				Allowance	Allowance	Repair			$5,000																			$5,000
S99	**Other**																												
	No Capital Items Identified																												

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Label Mansion
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Pincher Creek, Alberta

Report Section	Building Component	Expected Useful Life	Observed Age	Remaining Useful Life	Unit Rate	Quantity	Recommended Action	Immediate	Short Term			Mid Term					Long Term											Total
								2022	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038	Year 18 2039	Year 19 2040	Year 20 2041	
6	MECHANICAL																											
M01	Site Services																											
	No Capital Items Identified																											
M02	Plumbing																											
M02.1	Water Distribution	100	112	5	$33 /m²	1,208 m2	Replace						$39,900															$39,900
M02.3	Domestic Water Heaters	20	6	14	$3,929 each	1 unit	Replace															$3,900						$3,900
M02.4	Wastewater Distribution	100	112	5	$33 /m²	1,208 m2	Replace						$39,900															$39,900
M02.6	Washrooms Fixtures	20	35	3	Allowance	Allowance	Replace				$15,000																	$15,000
M03	Heating																											
M03.1	Boilers and Accessories, Hot Water	35	25	10	$11,402 each	1 unit	Replace											$11,400										$11,400
M03.2	Hydronic Wall Heaters				Allowance	Allowance	Repair						$3,000					$3,000					$3,000					$3,000	$12,000
M04	Cooling																											
	No Capital Items Identified																											
M05	Ventilation																											
M05.2	Ventilation	30	Various	3	Allowance	Allowance	Replace				$3,000					$3,000					$3,000				$3,000			$12,000
M06	Fire Protection																											
	No Capital Items Identified																											
M07	Controls																											
	No Capital Items Identified																											
M99	Other																											
	No Capital Items Identified																											
7	ELECTRICAL																											
E01	Incoming Services																											
	No Capital Items Identified																											
E02	Distribution Equipment																											
E02.3	Electrical Subpanels	30	35	5	$4,041 each	1 unit	Replace						$4,000															$4,000
E02.4	Branch Wiring				Allowance	Allowance	Repair						$3,000					$3,000					$3,000					$3,000	$12,000
E02.4 / Imm.1	GFCI receptacles				Allowance	Allowance	Code	$500																				$500
E03	Lighting																											
E03.1	Interior Lighting, Fluorescent	20	Various	5	$85 /m² GFA	600 m² GFA	Replace						$51,000															$51,000
E03.2	Lighting Controls	20	Various	5	Allowance	Allowance	Replace						$5,000															$5,000
E03.3	Emergency Lighting, Battery Packs	20	12	8	$486 each	7 units	Replace									$3,400												$3,400
E03.4	Exit Lighting	20	22	2	$300 each	10 units	Replace			$3,000																		$3,000
E03.5	Exterior Lighting	20	12	8	$1,200 each	5 units	Replace									$6,000												$6,000
E04	Grounding																											
	No Capital Items Identified																											
E05	Fire Alarm																											
E05.1	Fire Alarm Panel	20	1	19	$3,600 each	1 unit	Replace																			$3,600		$3,600
E06	Communications, Data & Security																											
E06.3	Security Camera	15	11	4	Allowance	Allowance	Replace					$4,000																$4,000
E06.3	Security Camera	15	1	14	Allowance	Allowance	Replace															$4,000						$4,000
E06.4	Security System, Intrusion Detection	15	10	5	$23 /m² GFA	1,208 m² GFA	Replace						$27,800															$27,800
E99	Other																											
	No Capital Items Identified																											

Capital Reserve Analysis

	Inflated	Uninflated
Average Cost / Year	$78,447	$47,995
Average Cost / Year / Sq. M.	$64.96	$56.28

Total Costs

	Immediate	Short Term			Mid Term					Long Term												Total
	2022	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038	Year 18 2039	Year 19 2040	Year 20 2041	
Totals (Uninflated)	$16,000	$95,000	$235,750	$333,650	$4,000	$464,400	$0	$0	$48,900	$0	$77,700	$0	$0	$3,000	$19,900	$30,300	$0	$0	$3,000	$3,600	$40,500	$1,359,700
Totals (Inflated)	$16,000	$97,850	$250,107	$364,588	$4,502	$538,367	$0	$0	$61,945	$0	$104,422	$0	$0	$4,406	$30,101	$47,206	$0	$0	$5,107	$6,313	$54,429	$1,569,343

Appendix D - Load Review - Solar Panel on Roof of Pottery Studio		Total
Demolition, installation of new structural framing, sealing of existing roof and new finishes to restore the affected area.		$25,000

DK
LPM

APPENDIX D

Load Review – Solar Panels on Roof of Pottery Studio

stephenson ENGINEERING

David Desabrais. P.Eng.
Municipal Project Lead
Town of Pincher Creek
962 St. John Avenue (Box 159)
Pincher Creek, AB
T0K 1W0

via email: David.Desabrais@pinchercreek.ca

December 20, 2021

Re: Load Review – Solar Panels on Roof of Pottery Studio
Lebel Mansion
696 Kettles Street, Pincher Creek, AB
Project Number: 20211764

Dear Mr. Desabrais,

As requested, our office has reviewed the loading imposed to the wood framed roof by the proposed solar panels. This letter outlines the information provided, the assumptions made during our review, and our comments.

Background Information

We met with you and the staff of Lebel Mansion on October 28, 2021, to discuss the scope of our assessment. During our meeting, we were informed that the building was constructed in the 1910's, with several modifications since. Our work did not include quantitative testing of the building components, testing of life safety systems, or calculations to confirm the adequacy of the original design.

We understand that the building has been designated a heritage structure and that the municipality would like us to comment on the existing structural condition of the attached single-story pottery studio located at the back portion of the main building and would like us to perform a localized review of the roof framing's load capacity for the proposed solar panels to be mounted on the roof. Our review involves a visual/physical inspection of the localized work area. Detailed calculations and analysis were not part of this review's scope of work. Note that Commentary 'L' of the National Building Code was considered when evaluating the existing structure based on satisfactory past performance.

This main building is referred to as the Lebel Mansion of Pincher Creek (Refer to Photograph #1). The attached Pottery Studio is located at the south side of the building facing Schofield Street (Refer to Photograph #2). The Pottery Studio is a single-storey wood framed structure with a gross footprint of approximately 50ft x 20 ft.

During our site meeting, we were informed that there was expansion to the building's main structure and addition of elevator and stairwell to serve the main building. The Pottery Studio has not been modified from the original structural framing.

Existing Structure

No base building structural drawings at the Pottery Studio were available for our review. From our detailed review of the roof structure using ladder, the following is based on our physical survey of the framing members and visual observation only:

- The Pottery Studio roofs appears to be constructed of flat roof Built Up Roofing System with no parapet all around (Refer to Photograph# 3).
- The roof framing appears to be constructed of T&G wood deck on 2x10 @ 16" o.c. wood joist spanning at 14ft (Refer to Photograph# 4).
- The wood joists are supported by W16 steel beams spanning 20ft supported by steel or wooden posts at both ends.

Assumptions

- The Pottery Studio's structural framing has not been modified from the original structural framing.
- The grade and species of the wood framing members is unknown. The members would have to be sampled and tested in a laboratory to determine their grade and species. For our analysis, we have assumed that all members are SPF No. 1/2.
- The existing foundation system was not exposed at the time of our review. Based on the past structural performance of the building and our observations as noted below, the existing foundation appears to be performing satisfactorily. Further investigation is required if details on the foundations are required.
- The building was constructed in conformance with the design standards and building codes in effect at the time
- The existing structure is in sound condition except as may be noted in this report.
- Solar panel is the only equipment that requires our structural review. No other equipment, components, or other items have been reviewed by our office as part of this scope.
- Applied loads on structural framing:

  Dead Load = 1.0 KPa

  Roof Live Load = 1.0 KPa

  Snow Load = 1.3 KPa Basic Snow + Snow Drift

  Maximum Net Factored Wind Uplift = 1.8 KPa

Analysis & Comments

We reviewed the existing base building framing against gravity load patterns for self-weight, live, snow plus applicable snow drift for the roof adjacent to the wall of the main building, and wind uplift based on the current codes and structural standards. This includes the loads transferred through the Pottery Studio roof wood joists and W steel beams.

Based on the information above, it is our opinion that the existing roof framing can safely sustain the gravity loads applied based on the current codes. For the joists adjacent to the wall of the existing building and supporting additional snow drift of 0.56 KPa, the joists are almost to its full capacity while the joists without snowdrift were utilized for 80% capacity ratio. Installation of new solar panels will increase the snow loading due to snow drift all around the new solar panels plus the additional weight of the equipment. Due to unknown grade and species of wood framing, in addition to the age of the building, we recommend providing additional wood framing for mounting of the new solar panel racking that will directly support the weight of the new equipment and the additional loading due to snow drift. The new framing to support the base of the solar racking is to be installed spanning parallel to the existing wood joist and to be directly connected to the existing W steel beam. Fully galvanized steel framing can be used for an exterior support on top of the existing roof and either wood or painted steel framing for installation inside the roof.

Majority of the roof framing was closed in by architectural finishes and could not be viewed throughout the building during our site visit. The framing was viewed only through small opening prepared by the staff. There was a stain which is a possible water leakage (Refer to Photograph #5). During the site visit, it was difficult for us to assess if the stains were caused by the leakage from the roof or from condensation of mechanical equipment. We recommend conducting thorough visual inspection while completing the installation of the new structural framing for the new solar panel to determine the actual condition of the existing roof framing and provide repairs or replacement if found necessary.

Vertical cracks on masonry walls align with the location of the W steel beams were observed (Refer to Photograph #6-7). Based on the observed condition, there is a possible settlement of the foundation at the post locations. There is no evidence of structural concern and future additional property damage. At this time, it is recommended that the cracks should be monitored and reassessed if it expands and widens. Possible repair with patching and repainting is recommended.

We trust this provides the information that you require at this time. Should you have any questions or require additional information, please do not hesitate to contact our office.

Yours very truly,
STEPHENSON ENGINEERING LIMITED

per_____
Christian Arriola, M.Eng. P.Eng.
Structural Engineer
christian.arriola@salasobrien.com
403-970-4544

Appendix B: Photographs

Photograph # 1 - General View of the Lebel Mansion – Image from Google Maps

Photograph # 2 - General View of the Pottery Studio – Image from Google Maps

Photo #3

Photo #4

Photo #5

Photo #6

Photo #7

END OF REPORT

APEGA The Association of Professional Engineers and Geoscientists of Alberta

PERMIT TO PRACTICE

P11864

Stephenson Engineering Ltd.

Is Hereby Authorized to Engage in the Practice of Engineering in the Province of Alberta

Start Date:	**June 1, 2021**
Expiry Date:	**May 31, 2022**
Permit Holder Since:	**June 2012**

P.Eng.
President

P.Eng.
Registrar & CEO

AGENDA ITEM NO: 7.1

Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Transportation of Dangerous Goods Routing Bylaw 1534-24	
PRESENTED BY: Lisa Goss, Legislative Service Manager	**DATE OF MEETING:** 7/22/2024

PURPOSE:

To update the Transportation of Dangerous Goods Routing Bylaw 1534 in accordance with section 17 of the Dangerous Goods Transportation and Handling Act.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give first reading to Transportation of Dangerous Goods Routing Bylaw 1534-24.

That Council for the Town of Pincher Creek agree and give second reading to Transportation of Dangerous Goods Routing Bylaw 1634-24.

BACKGROUND/HISTORY:

As per section 17 of the Dangerous Goods Transportation and Handling Act a Dangerous Goods Route Bylaw implemented by a local authority and approved by the Minister will cease to have force 5 years after its commencement, or after the effective date of renewal of approval.

Subsequent to the 2019 renewal of the 2004 bylaw, correspondence was received from Alberta Transportation identifying inaccuracies in the bylaw and advising that the inaccuracies will be required to be corrected before approval beyond 2024.

The updated draft Transportation of Dangerous Goods Routing Bylaw 1534-24 was created using the model bylaw template provided in the guidelines and was circulated internally and to Pincher Creek Emergency Services for comment. No major comments or concerns were returned internally and no comments were received from Pincher Creek Emergency Services.

The Draft Bylaw has been submitted to Alberta Transportation for review, comment and approval with no response yet at the time of writing. It is anticipated that a response will be received prior to third reading scheduled for the regular meeting of Council on August 26, 2024.

ALTERNATIVES:

That Council for the Town of Pincher Creek unanimously agree and give all three readings to Transportation of Dangerous Goods Routing Bylaw 1534-24.

That Council for the Town of Pincher Creek receive the information regarding Transportation of Dangerous Goods Routing Bylaw 1534-24 as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:
The Town of Pincher Creek Transportation of Dangerous Goods Bylaw was adopted and approved by the Minister in 2004 with respective 5 year renewals.

FINANCIAL IMPLICATIONS:
None at this time.

PUBLIC RELATIONS IMPLICATIONS:
As of June 14, 2024 the Town of Pincher Creek's Transportation of Dangerous Goods Bylaw 1534 ceased to have force.

ATTACHMENTS:
Pincher Creek - Bylaw Requires Amendment before Next Renewal 2019 - 3452
trans-guidelines-for-the-establishment-of-dangerous-goods-routes-in-alberta-municipalities - 3452
Transportation of Dangerous Goods Routing Bylaw 1534-24 - DRAFTv3 - 3452

CONCLUSION/SUMMARY:
Administration supports that Council for the Town of Pincher Creek give all three readings to Transportation of Dangerous Goods Routing Bylaw 1534-24.

Signatures:
Department Head: Lisa Goss

CAO: Konrad Dunbar

Alberta Transportation

Safety & Compliance Services
Main Floor, Twin Atria Building
4999-98 Avenue
Edmonton, Alberta T6B 2X3
Canada
Telephone: 1-800-272-9600
www.alberta.ca

May 24, 2019

Guss Kollee,
Director of Corporate Service
Town of Pincher Creek,
Alberta

Dear Gus Kollee:

Subject: Notification of Amendments Required in the Town of Pincher Creek Current Dangerous Goods Bylaw:

In support of Alberta Transportation's business plan to ensure the safe and secure transportation of dangerous goods through communities, the ministry supports municipalities in establishing and renewing Dangerous Goods (DG) Route Bylaws.

As per Section 17 of the Dangerous Goods Transportation and Handling Act, a DG Route Bylaw implemented by the local authority and approved by the Minister will cease to have force 5 years after its commencement, or after the effective date of a renewal of approval.

Alberta Transportation will now require existing municipal DG Route Bylaws be current with Alberta Transportation's guidelines before the approval will be renewed. This is to promote safety, reduce legislative conflicts, and unify municipal DG Route Bylaws.

The Town of Pincher Creek's current DG Route Bylaw 1534 has been renewed, but will cease to have force on June 14, 2024. Alberta Transportation has identified the following inaccuracies in Bylaw 1534, and will require they be corrected before Bylaw 1534 be approved beyond 2024.

- Section 4.1: "A carrier shall, when requested to do so by a peace officer or bylaw enforcement officer, produce for such officer's inspection the shipping document showing the description, origin and destination of all consignments of dangerous being transported."
    - The bylaw's requirement to list the destination (consignee) on a shipping document conflicts with the Transportation of Dangerous Goods Regulation (TDG Regs) as they do not require a consignee to be listed on a shipping document.
    - To eliminate possible legislative confliction the bylaw should remove the requirement of listing a destination (consignee) on a shipping document.
- Section 4.2: Particulars obtained by a peace officer or bylaw enforcement officer from a shipping document produced under subsection 4.1 and submitted by him in evidence in Court shall be prima facie proof of the particulars therein without the proof of signature of the person signing the shipping document.

- The bylaw indicates the shipping document will have a signature, but the TDG Regs do not require signatures on shipping document.
- To eliminate possible legislative confliction the bylaw could refer to the Consignor's Certification, which is required on most shipping documents, rather than a signature. However, consideration should be made towards tanks transporting a residue amount because these shipping documents do not require a Consignor's Certification or the accompanying signature.

Please find attached a copy of Alberta Transportation's **Guidelines for The Establishment of Dangerous Goods Routes in Alberta Municipalities** for your review.

For assistance in modifying or amending your DG Route Bylaw, or for any other transportation of dangerous goods questions, please contact Alberta EDGE at 1-800-272-9600 (24-hour number) and a Regulatory Compliance Officer will assist you.

To submit your DG Route Bylaw for review or approval please submit it to trans.dangerousgoods@gov.ab.ca or to the address above.

Yours truly,

Nancy Welsh
Manager, Alberta EDGE
Dangerous Goods and Rail Safety

A technical publication from Alberta EDGE
(Environmental and Dangerous Goods Emergencies)

Guideline for the Establishment of Dangerous Goods Routes in Alberta Municipalities

November 2022

Guidelines for the Establishment of Dangerous Goods Routes in Alberta Municipalities

Alberta EDGE (Environmental and Dangerous Goods Emergencies)

Planning, Procurement & Technical Standards Division

Technical Standard Branch

Main Floor, Twin Atria Building

4999-98 Avenue

Edmonton, Alberta T6B 2X3

Tel. Edmonton: 780-422-9600 (opt.1)

Tel. Province-wide: 1-800-272-9600 (opt.1)

Fax: 780-427-1044

This material is meant as a guide to certain parts of the Transportation of Dangerous Goods Regulations and is not meant to be a substitute for them. It is the responsibility of handlers, offerers and transporters of dangerous goods to consult the Regulations for the exact requirements. Alberta EDGE (Environmental and Dangerous Goods Emergencies) of Alberta Transportation and Economic Corridors can provide accurate information regarding the Regulations 24 hours a day.

These telephone lines are recorded to assist in responding to the emergency (natural /manmade) and/or inquiry regarding Dangerous Goods and to ensure that the information is accurate. Direct any questions regarding the recording to the Regulatory Compliance Office responding to your call or contact the manager of Alberta EDGE at 780-427-8660. Legal Authority: Dangerous Goods Transportation and Handling Act, Section 13(1).

For more information regarding this bulletin visit:

https://www.alberta.ca/safety-bulletins-and-notices-transportation-of-dangerous-goods.aspx

Contents

Introduction

Alberta municipalities can implement a Dangerous Goods Routing Bylaw to regulate the movement of dangerous goods on highways within their communities.

Section 17 of the Provincial *Dangerous Goods Transportation and Handling Act* (DGTH Act) allows a local authority to create bylaws with respect to highways under its direction, control and management. A dangerous goods route bylaw or amendments to a bylaw do not come into force until the Minister (or designate) approves it. In addition, the bylaw ceases to have force 5 years after its commencement or after the effective date of a renewal of approval under this subsection, unless the Minister (or designate) has previously renewed that approval.

The Federal *Transportation of Dangerous Goods Act* (TDG Act) and the Transportation of Dangerous Goods Regulations (TDG Regulations) improves enforcement of bylaws by defining and identifying which products are "dangerous goods". The TDG Regulations require all dangerous goods be transported in a standardized means of containment, display the appropriate safety marks, are handled and transported by someone with a transportation of dangerous goods training certificate, and are accompanied by a shipping document (unless an exemption or permit is being utilized).

Alberta EDGE (Environmental and Dangerous Goods Emergencies) set out the following guidelines to ensure all dangerous goods route bylaws within Alberta are created, implemented, and maintained to ensure transportation of dangerous goods throughout Alberta's highways remain consistent. These guidelines will assist municipalities to evaluate the impacts of restrictive routing, and provide common language and quantity thresholds to improve safety and compliance with the bylaw.

Municipalities may create or modify an effective bylaw by communicating with stakeholders impacted by the bylaw, and ensuring potential conflicts are addressed before the bylaw comes into force. Alberta EDGE can assist with this process.

Enhancing Public Safety

A dangerous goods routing bylaw should improve public safety by restricting dangerous goods traffic to a specific route. The route can divert dangerous goods traffic away from areas with a heavy concentrated population. However, restricted routes may increase the risks of incidents within these areas.

Anticipating the location of potential transportation of dangerous goods incidents on a proposed route can improve emergency response and should be considered when creating a routing bylaw. Municipal emergency response capabilities, response times and available resources should also be reviewed.

Deciding what is Needed

Determine the current issues affecting the municipality. How would a dangerous goods routing bylaw alleviate these issues? Alberta EDGE recommends utilizing a committee to assess the municipality's needs and to make recommendations.

Choose a lead agency to coordinate and monitor the project as well as conduct and direct consultation with other stakeholders such as municipal departments, provincial/federal government, residents and local associations. This helps to identify various stakeholder needs. The lead agency should evaluate the various routing factors and conduct risk analysis.

The fire department, police, transportation department, bylaw enforcement, planning and disaster services departments may provide further insight into the benefits and/or drawbacks a routing bylaw would impose. There are several potential implications that the committee should take into consideration. These are discussed in the following sections.

Economic Implications

Consider the potential economic impact a dangerous goods routing bylaw could have. Although not restricted to the municipality itself, expect some direct costs for planning, consultation, preparation and passage of the bylaw, advertising, purchase and erection of signs, and the possibility of some increased engineering costs.

Indirect commercial and private costs should also be considered. Carriers may suffer increased travel costs due to travelling greater distances for deliveries, or increased travel time due to acquiring and fulfilling bylaw permit requirements.

Local commercial businesses such as service stations, restaurants, convenience stores, motels and hotels, may also be adversely affected due to declining property values. Careful planning will help to minimize any unwarranted economic impact.

Legislative Implications

As previously mentioned, a dangerous goods route bylaw requires approval by the Minster (or designate) before it comes into force. The purpose of the approval process is to:

- Ensure bylaws are not overly restrictive and do not unduly impede the transportation system.
- Prevent a bylaw holder from transferring and/or imposing issues to neighboring municipalities; and
- Ensure all bylaws are established and maintained with a degree of uniformity.

Alberta EDGE can provide information regarding specific legislative authorities and duties, as well as effective methods to implement these guidelines.

Consistency with Federal and Provincial Legislation

The TDG Act and the TDG Regulations regulates dangerous goods transportation throughout Canada by providing:

- a standard method of classifying dangerous goods;
- dangerous goods safety marks;
- safety standards and requirements for the means of containment;
- prescribes shipping document requirements;
- training requirements for the handling, offering for transport and transporting of dangerous goods;
- dangerous goods incident reporting requirements;
- special cases of exemptions that reduce the requirements for transport; and
- other safety requirements.

These requirements improve public and environmental safety and assist with emergency response. A routing bylaw regulates the movement of dangerous goods on municipality's highways. If there is a conflict or inconsistency between a dangerous goods route bylaw and a provincial or federal enactment, the provincial or federal enactment will prevail.

Regulated Commodities and Quantities

The TDG Regulations state a product, substance or organism included by its nature or by the regulations in any of the classes is a dangerous good. There are nine classes of dangerous goods:

- Class 1: Explosives
- Class 2: Gases
- Class 3: Flammable Liquids
- Class 4: Flammable Solids; Substances Liable to Spontaneous Combustion; Substances That on Contact with Water Emit Flammable Gases (Water-reactive Substances)
- Class 5: Oxidizing Substances and Organic Peroxides
- Class 6: Toxic and Infectious Substances
- Class 7: Radioactive Materials
- Class 8: Corrosives
- Class 9: Miscellaneous Products, Substances or Organisms

Schedule 1 of the TDG Regulations lists all dangerous goods and identifies each with a unique four-digit number preceded by "UN", a shipping name, the primary class, the subsidiary class if applicable, and a packing group if applicable.

Example: UN1230, METHANOL, Class 3 (6.1), Packing Group II

Based on the quantity and class of the dangerous good in transport, the TDG Regulations require transport units display placards indicating the class and sometimes the UN number of the dangerous goods in transport.

Alberta EDGE requires "Placardable Quantities" as the threshold to which all dangerous goods routing bylaws are applicable. "Placardable Quantities" is defined as a consignment of dangerous goods in a quantity that requires placard(s) as per the TDG Regulations, or an intermediate bulk container that may be displaying labels as per Section 4.15.3(c) of the TDG Regulations SOR/2001-286, as amended. All routing bylaws must specify "placardable quantities" criteria for the following reasons:

- The TDG Regulations provides several exemptions to specific products based on economic realities and other considerations. As an example, gasoline is regulated as a Class 3 (flammable liquid) and to impose full regulatory requirements for this product on the motoring public would have a horrendous economic impact. In addition, emergency response personnel are well aware that gasoline or some other regulated product powers virtually all vehicles in Canada. Consequently, the gasoline in the fuel tank of a vehicle is exempt from all requirements of the regulations, including placarding. However, the tanker transporting gasoline in bulk is subject to placarding requirements due to the potential risk it presents in the event of an accident.

- Adoption of the placardable quantities criterion will restrict the bylaw to quantities of a product deemed a significant hazard.

- The placardable quantities criterion simplifies enforcement procedures. All transport units displaying placards are subject to the requirements of the routing bylaw and are readily identifiable by enforcement personnel. It also establishes a clear standard on those who are expected to comply.

Current and Anticipated Movements of Dangerous Goods

When establishing where, why and when placardable quantities are transported within the municipality, consideration should also be given to planned development. The majority of placardable quantities are Class 3 flammable liquids like GASOLINE (UN1203) or DIESEL FUEL (UN1202) for delivery to service stations, or through the municipality for delivery elsewhere.

The prevalence of other regulated products or substances will depend on several factors:

- dangerous goods which originate in the municipality;

- dangerous goods which are being delivered to the community for consumption or storage; and

- dangerous goods being transported through the community en route to other delivery points.

Local industry may provide information regarding the quantity, routes, frequency and timing of dangerous goods shipments within the community.

Adjacent Municipalities

Consult with the appropriate officials of bordering municipalities to ensure designated dangerous goods routes are compatible and address any regional concerns.

Access to Other Modes

Routing bylaws must consider dangerous goods being transported by rail to a facility within its borders and ensure the route restrictions do not create undue disruption by limiting access to these rail facilities. Municipalities with airports within their boundaries shall also determine impact restrictive routing could impose. For the most part, placardable quantities are not shipped by air; however, there are exceptions in some instances.

Selecting a Route

After determining where, why and when dangerous goods are transported, determine which roads are to be designated dangerous goods routes. Established truck routes may be optimal dangerous goods route. Other aspects for consideration are:

- All Federal and Provincial highways are designated dangerous goods routes and a routing bylaw cannot impose any restrictions on these highways. Provisions to accommodate the safe and efficient transportation of dangerous goods through the municipality to and from these highways should be made.

- To request imposing routing restrictions on a Federal or Provincial highway due to public or environmental safety concerns please contact Alberta EDGE for more information.

Restrictions Based On Time of Day

Large population shifts occur daily in any municipality. This will particularly concern larger municipalities where, on any given weekday, the concentration of people in its downtown core rises dramatically. Under such circumstances, it may be appropriate to restrict the movement of dangerous goods during normal business hours or when traffic flows are heaviest.

Consider how such restrictions will affect the businesses within those areas and to help reduce problems, consult with those businesses.

Example:

1. Notwithstanding section 4 (a) and (b), no carrier shall transport dangerous goods in the central business district or to a special purpose district except to obtain or deliver dangerous goods from or to a location in those districts.
2. No carrier shall transport dangerous goods in the central business district between 6:00 a.m. and 6:00 p.m., Monday to Saturday.
3. No carrier shall transport dangerous goods to or in a special purpose district on Saturdays or Sundays, or between 6:00 p.m. and 6:00 a.m., Monday to Friday, both inclusively.

Parking

There are two approaches to implementing parking restrictions:

- designate approved parking areas within the municipality based on local conditions; or
- prohibit vehicles transporting dangerous goods from parking within a given distance of a residential area.

Example:

"Vehicle storage location" means any area which is at least 150 metres away from the nearest residential, institutional or assembly occupancy, or other location, that has been accepted by the Fire Chief or an official designated by the Municipal Manager.

Whichever method is chosen, an exemption must be provided:

- to allow carriers to obey peace officers or traffic control devices;
- to pick up and/or deliver dangerous goods and other commodities,
- to service or repair the vehicle; and
- for the personal comfort needs of the driver.

Example:

No carrier shall stop within the Municipal District (M.D.) except:

a) in compliance with a peace officer, an inspector or a traffic control device
b) to load and unload
c) to repair or refuel the vehicle
d) at a vehicle storage location

Such exemptions can be included in the bylaw or, through an agency that provides permission to carriers in need.

Signs

The Government of Alberta's traffic sign catalogue provides descriptions, characteristics and inventory numbers of signs used on Alberta's highway network. The catalogue defines the "dangerous goods route" sign [RB-69 and RB-69-T] and "dangerous goods carriers prohibited" [RB-70 and RB-70-T] (shown in Appendix "B").

To restrict dangerous goods routes during specific hours the RB-69 and RB-69-T signs can be used along with time restriction signs.

It is suggested that if one 'dangerous goods carriers prohibited' sign is used then all non-dangerous goods routes within the municipality should be similarly identified, to be consistent.

For more information on road sign specifications please contact Alberta Transportation and Economic Corridors at 780-415-1050.

Off Route Permission

A dangerous goods route bylaw should provide exemptions allowing dangerous goods carriers proceed off the designated dangerous goods route for the purposes of servicing or repairing vehicles, picking up and delivering dangerous goods or other commodities, the personal needs of the driver or any other circumstance where a carrier should be allowed to depart from a designated dangerous goods route (for example, delivery of medical oxygen to clients in residential areas).

Example:

Subject to section 6, no carrier shall transport dangerous goods other than on a dangerous goods route, except:

a) to obtain or deliver dangerous goods from or to a location off a dangerous goods route or to gain access to a vehicle storage location, in which event the carrier will:
   i) proceed on a dangerous goods route to the truck route by the most direct route to the collection or delivery point or the vehicle storage location;
   ii) proceed on the truck route specified in (i) directly to the collection or delivery point, the vehicle storage location or to the street on the most direct route;
   iii) if applicable, proceed on the street specified in (ii) directly to the collection or delivery point or the vehicle storage location;
   iv) return to the dangerous goods route on the same street/truck route; or

b) to obtain emergency repairs or service at the nearest service station or repair depot located on a truck route.

A municipal agency (preferably 24hr) can be designated to authorize permits allowing a carrier to transport in a manner that does not necessarily comply with the dangerous goods route bylaw. Advertising a telephone number on all access routes to the municipality and on the municipality's website allows carriers to readily obtain verbal authorization provided the issuing agency is prepared to approve such a permit.

Example:

1. A carrier may apply for a special permit to transport dangerous goods off a designated dangerous goods route, in the central business district or to a special purpose district other than in the manner set out in sections 4 and 6.
2. A special permit may be issued by the M.D. (through the Fire Chief or an official authorized by the Municipal Manager) by telephoning or writing to the Municipal District of _____. Applications shall contain evidence to support compliance with sections 4 or 6 is impracticable.
3. The Fire Chief or official authorized by the Municipal Manager may issue a special permit granting total or partial exemption from the requirements of sections 4 or 6 and may impose any terms and conditions considered necessary to safeguard the citizens of the M.D. and their property.
4. Any contravention of the terms and conditions contained in a special permit issued under subsection (3) shall invalidate the special permit. If the fire or police department operates twenty-four hours a day, they could be designated as the issuing agency because a system of this nature provides extremely valuable advance information should a permitted carrier become involved in an accident while off route.

Provisions can also be made in the bylaw to issue written permits to cover other circumstances, which might continually recur. In the absence of a permitting system, the bylaw should be sufficiently flexible to cover the previously mentioned circumstances.

Penalties

It is recommended the bylaw provisions include payment of voluntary penalties for offences when municipal enforcement personnel have authority to issue traffic tickets or tags. While dangerous goods carriers violating a dangerous goods route bylaw may face a slightly higher fine than non-dangerous goods carriers violating a truck route bylaw, the voluntary penalty should be consistent with those found in the province's Specified Penalties for TDG violations.

Example:

1. Where a peace officer or a bylaw enforcement officer of the M.D. believes that someone has broken part of this bylaw, the peace officer may serve that person with a tag (which may be sent through the mail).
2. The form of the tag shall be determined by the M.D. and will show the date and time of the offence, the place where the offence occurred, and the section of the bylaw that was contravened.
3. When a tag is issued for a breach of section 4, 5 or 6 of this bylaw, a penalty of $[amount] will apply.

Example:

Any carrier or other person responsible for violating any of the provisions of sections 4, 5 or 6 is guilty of an offence and liable on summary conviction to a penalty not exceeding $[amount] excluding costs or, in the case of non-payment of the imposed fine and costs, to imprisonment for no more than 30 days unless the fines and costs are paid up.

Model Bylaw

Municipalities may adapt and modify the model bylaw in Appendix "A" when drafting a dangerous goods route bylaw, and are free to consult with their own legal counsel in drafting and implementing the bylaw.

Awareness

After passing a route bylaw but before it comes into force, consider presenting an awareness program(s) to educate all those expected to comply. Speaking with local industries can alleviate many concerns. The municipality can communicate the bylaws through advertisements newspapers and on the municipality's webpage. Notifying regional trucking associations can assist in notifying carriers residing outside the municipality. Posting signs on major access corridors can effectively inform carriers of the upcoming routing restrictions with, contacts (website, phone number) where more information can be obtained.

Periodic Review

After a bylaw is passed, a systematic review of its effectiveness should be completed to identify shortcomings and create procedures for correction. Include reviewing future developments in the municipality ensuring they will not outdate the bylaw.

As per Section 17(2) of the Dangerous Goods Transportation and Handling Act, a dangerous goods route bylaw comes into force for a maximum of 5 years, once approved by the Minister (or delegate). The bylaw's approval can be renewed if approved by the Minister.

For dangerous goods route bylaw questions, or to submit a bylaw for review, approval, or renewal, please contact Alberta EDGE at 1-800-272-9600 (opt.1) or edge@gov.ab.ca.

Appendix A: Model Bylaw

Municipality of _____

Province of ALBERTA

Number _____

A BYLAW OF THE MUNICIPALITY OF _____, IN THE PROVINCE OF ALBERTA TO REGULATE THE TRANSPORTATION OF DANGEROUS GOODS

WHEREAS, the Council of the Municipality of _____, duly assembled, deems it advisable to set forth the terms and conditions to regulate the transportation of dangerous goods in and through the Municipality of _____.

NOW THEREFORE, the Council of the Municipality of _____, under the authority vested in it by Section 17 of the *Dangerous Goods Transportation and Handling Act*, RSA 2000, c D-4 (the "*Dangerous Goods Transportation and Handling Act*"), hereby enacts as follows:

1. This Bylaw may be cited as the "Transportation of Dangerous Goods Routing Bylaw".

2. Unless otherwise defined, this Bylaw adopts the definitions contained in:

   a) the *Dangerous Goods Transportation and Handling Act* and its *Regulations*, as amended; and

   b) the *Traffic Safety Act*, RSA 2000, c T-6 and its *Regulations*, as amended.

3. For the purposes of this Bylaw, "placardable quantities" means:

   a) a consignment of dangerous goods in a quantity that requires placard(s) pursuant to the *Transportation of Dangerous Goods Regulations*; or

   b) an intermediate bulk container displaying labels pursuant to Section 4.15.3(c) of the *Transportation of Dangerous Goods Regulations*, SOR/2001-286, as amended.

4. No person shall transport, in or on a vehicle within the corporate limits of the Municipality of _____, any dangerous goods in placardable quantities unless the vehicle is travelling on an approved Dangerous Goods Route as shown on the map in Schedule "A" to this Bylaw.

5. Section 4 applies to all persons, except those who are:

a) obtaining or delivering dangerous goods at a location in the Municipality of _____ by the most direct route between Dangerous Goods Routes; or

b) proceeding to or from a vehicle storage location by the most direct route between Dangerous Goods Routes.

4. Notwithstanding Section 4, where a person is required to transport dangerous goods off a designated Dangerous Goods Route, a permit may be obtained from the Municipality or from the Fire Chief by telephoning or writing to:

a) Municipality: [*insert telephone number and address*], or

b) Fire Chief: [*insert telephone number and address*].

5. No person transporting dangerous goods in placardable quantities shall stop within the Municipality except:

a) at a permitted storage location, meaning any area which is at least one hundred and fifty (150) metres away from the nearest residential, institutional or assembly area and is approved by the Fire Chief;

b) to load or unload;

c) in compliance with a Peace Officer, an Inspector or a traffic control device;

d) to repair or refuel the vehicle, or

e) in compliance with a valid permit.

6. Documentation

a) Unless otherwise exempted by the *Transportation of Dangerous Goods Regulations*, a person shall, when requested by a Peace Officer, produce for the Officer's inspection any shipping document, any permit issued under this Bylaw, or any other document showing the designation of all shipments and a description of any dangerous goods.

b) Any document obtained by a Peace Officer under this Section, shall be admitted in evidence as proof, in absence of evidence to the contrary, without proof of the signature or official character of the person who signed or certified the copies of the document.

7. Violation Ticket

a) A violation ticket, notice or form commonly called a [*insert title of your local traffic ticket*] may be issued by a Peace Officer to any person alleged to have breached any provision of this Bylaw, and that violation ticket may require the payment in an amount, not to exceed [*insert maximum allowable penalty for a traffic ticket offence*], as specified in Schedule "C", attached to and forming part of the Bylaw, for that particular breach of the Bylaw;

b) A [*insert title of your local traffic ticket*] shall be deemed to be sufficiently served when it is:

i) served personally on the accused;

ii) mailed to the address of the registered owner of the vehicle concerned or to the person concerned; or

iii) attached to or left upon the vehicle allegedly involved in the offence.

c) Nothing in this Bylaw shall prevent any person from defending a charge of committing a breach of the provisions of the Bylaw.

d) Any person who commits a breach of any of the provisions of this Bylaw shall, on conviction for such breach, be liable to a penalty not exceeding [*insert the maximum allowable penalty for a breach of a bylaw*], exclusive of costs, or to imprisonment, in the case of non-payment, for a term not exceeding [*insert maximum term*], or to both fine and imprisonment.

8. This Bylaw shall come into force on the date of its approval by [*the Minister responsible for Alberta Transportation and Economic Corridors, or delegated representative.*].

READ A FIRST TIME IN COUNCIL

THIS _____ DAY OF _____, 20_____.

READ A SECOND TIME IN COUNCIL

THIS _____ DAY OF _____, 20_____.

APPROVED BY THE [*the Minister responsible for Alberta Transportation and Economic Corridors, or delegated representative*]

THIS _____ DAY OF _____, 20_____.

_____
(Signature)

READ A THIRD AND FINAL TIME IN COUNCIL

THIS _____ DAY OF _____, 20_____.

_____ _____
(Mayor) (Secretary)

Municipality of _____

Bylaw Number _____

Schedule "A"

[*Insert a map of the Municipality highlighting the municipal Dangerous Goods Routes, as well as highlighting all provincial and federal highways within the municipality as dangerous goods routes. Include an appropriate legend or a description of the dangerous goods routes.*]

Municipality of _____

Bylaw Number _____

Schedule "B"

[*Insert illustrations of signs used to designate Dangerous Goods Routes. The Manual of Uniform Traffic Control Devices for Canada sets out the design standards and specifications for Dangerous Goods Route signage, as shown in Appendix B.*]

Municipality of _____

Bylaw Number _____

Schedule "C"

SCHEDULE OF FINES

1.	Drive vehicle carrying dangerous goods, contrary to the bylaw.	$[amount]
2.	Stop vehicle carrying dangerous goods contrary to the bylaw.	$[amount]
3.	Fail to produce documents which identify a description of the load, contrary to the bylaw.	$[amount]

Appendix B

Dangerous Goods Route Signs

A municipal dangerous goods route bylaw may use Dangerous Goods Route signs and Dangerous Goods Carriers Prohibited signs to indicate the dangerous goods route.

Dangerous Goods Route **(RB-69)**	 **RB-69** **60 x 60 cm**
Dangerous Goods Route (tab) **(RB-69-T)**	 RB-69-T 60 x 30 cm
Dangerous Goods Carriers Prohibited **(RB-70)**	 **RB-70** 60 x 60 cm
Dangerous Goods Carriers Prohibited (tab) **(RB-70-T)**	 **RB-70-T** 60 x 30 cm

Transportation Association of Canada. (2021). *Manual of Uniform Traffic Control Devices for Canada Sixth Edition*. Transportation Association of Canada.

BYLAW 1534-24
OF THE TOWN OF PINCHER CREEK
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF PINCHER CREEK IN THE PROVINCE OF ALBERTA, TO REGULATE THE TRANSPORTATION OF DANGEROUS GOODS

WHEREAS, the Council of the Town of Pincher Creek, duly assembled, deems it advisable to set forth the terms and conditions to regulate the transportation of dangerous goods in and through the Town of Pincher Creek.

AND WHEREAS, in the interest of public safety the Town is desirous of restricting vehicles transporting dangerous goods to Dangerous Goods Truck Routes as much as possible;

NOW THEREFORE, the Council of the Town of Pincher Creek, under the authority vested in it by Section 17 of the *Dangerous Goods Transportation and Handling Act*, RSA 2000, c D-4 (the "*Dangerous Goods Transportation and Handling Act*"), hereby enacts as follows:

1. **Short Title**
   1.1 This Bylaw may be cited as the "Transportation of Dangerous Goods Routing Bylaw".
2. **Definitions**
   2.1 Unless otherwise defined, this Bylaw adopts the definitions contained in:
   (a) The *Dangerous Goods Transportation and Handling Act* and its *Regulations*, as amended; and
   (b) The *Traffic Safety Act*, RSA 2000, c T-6 and its *Regulations*, as amended..
   2.2 For the purposes of this Bylaw, 'placardable quantities" means:
   (a) A consignment of dangerous goods in a quantity that requires placard(s) pursuant to the *Transportation of Dangerous Goods Regulations; or*
   (b) An intermediate bulk container displaying labels pursuant to Section 4.15.3(c) of the *Transportation of Dangerous Goods Regulations, SOR/2001-286*, as amended.
3. **Transportation of Dangerous Goods**
   3.1 Subject to this bylaw, all vehicles transporting dangerous goods are also subject to the Traffic Bylaw as amended from time to time.
   3.2 No person shall transport, in or on a vehicle within the corporate limits of the Town of Pincher Creek, any dangerous goods in placardable quantities unless the vehicle is travelling on an approved Dangerous Goods Route as shown on the map in Schedule "A" to this Bylaw.
   3.3 Section 3.2 applies to all persons, except those who are:
   (a) Obtaining or delivering dangerous goods at a location in the Town of Pincher Creek by the most direct route between Dangerous Goods Routes; or

(b) Proceeding to or from a vehicle storage location by the most direct route between Dangerous Goods Routes.

3.4 Notwithstanding Section 3.2, where a person is required to transport dangerous goods off a designated Dangerous Goods Route, a permit (Schedule "D") may be obtained from the Municipality or from the Fire Chief by telephoning or writing to:

(a) Municipality

Town of Pincher Creek
962 St. John Avenue
PO Box 159
Pincher Creek, Alberta T0K 1W0
403-627-3156
Monday to Friday 8:00 am – 4:00 pm

(b) Fire Chief

Pincher Creek Emergency Services Commission
655 Charlotte Street
PO Box 1086
Pincher Creek, Alberta T0K 1W0
403-627-5333
Monday to Friday 8:00 am – 5:00 pm

3.5 No person transporting dangerous goods in placardable quantities shall stop within the Municipality except:

(a) At a permitted storage location, meaning any area which is at lease one hundred and fifty (150) meters away from the nearest residential, institutional or assembly area and is approved by the Fire Chief;
(b) To load or unload
(c) In compliance with a Peace Officer, a Bylaw Enforcement Officer an Inspector or a traffic control device;
(d) To repair or refuel the vehicle, or
(e) In compliance with a valid permit.

3.6 Documentation

(a) Unless otherwise exempted by the *Transportation of Dangerous Goods Regulations*, a person shall, when requested by a Peace Officer or Bylaw Enforcement Officer, produce for the Officer's inspection any shipping document, any permit issued under this Bylaw, or any other document showing the designation of all shipments and a description of any dangerous goods.
(b) Any document obtained be a Peace Officer or Bylaw Enforcement Officer under this Section, shall be admitted in evidence as proof, in absence of evidence to the contrary, without proof of the signature or official character of the person who signed ore certified the copies of the document.

3.7 Violation Ticket

(a) A violation ticket, notice or form commonly called an Offence Ticket may be issued by a Peace Officer or Bylaw Enforcement Officer to any person alleged to have breached any provision of this Bylaw, and that violation ticket may require the payment in an amount, not to exceed One Thousand Dollars ($1000), as specified in Schedule "C", attached to and forming part of the Bylaw, for that particular breach of the Bylaw;

(b) An Offence Ticket shall be deemed to be sufficiently served when it is:
   i. Served personally on the accused;
   ii. Mailed to the address of the registered owner of the vehicle concerned or to the person concerned; or
   iii. Attached to or left upon the vehicle allegedly involved in the offence.

(c) Nothing in this Bylaw shall prevent any person from defending a charge of committing a breach of the provisions of the Bylaw.

(d) Any person who commits a breach of any of the provisions of this Bylaw shall, on conviction for such breach, be liable to a penalty not exceeding One Thousand Dollars ($1000), exclusive of costs, or to imprisonment, in the case of non-payment, for a term not exceeding six (6) months, or to both fine and imprisonment.

4. This Bylaw shall come into force on the date of its approval by the Minister of Transportation and Economic Corridors.
5. Bylaw 1534 and amendments thereto is repealed upon Ministerial approval of Bylaw 1534-24.

READ A FIRST TIME THIS __ DAY OF _____, 2024.

READ A SECOND TIME THIS __ DAY OF _____, 2024.

READ A THIRD TIME AND FINALLY PASSED THIS __ DAY OF _____, 2024.

_____
Mayor, Don Anderberg

_____
CAO, Konrad Dunbar

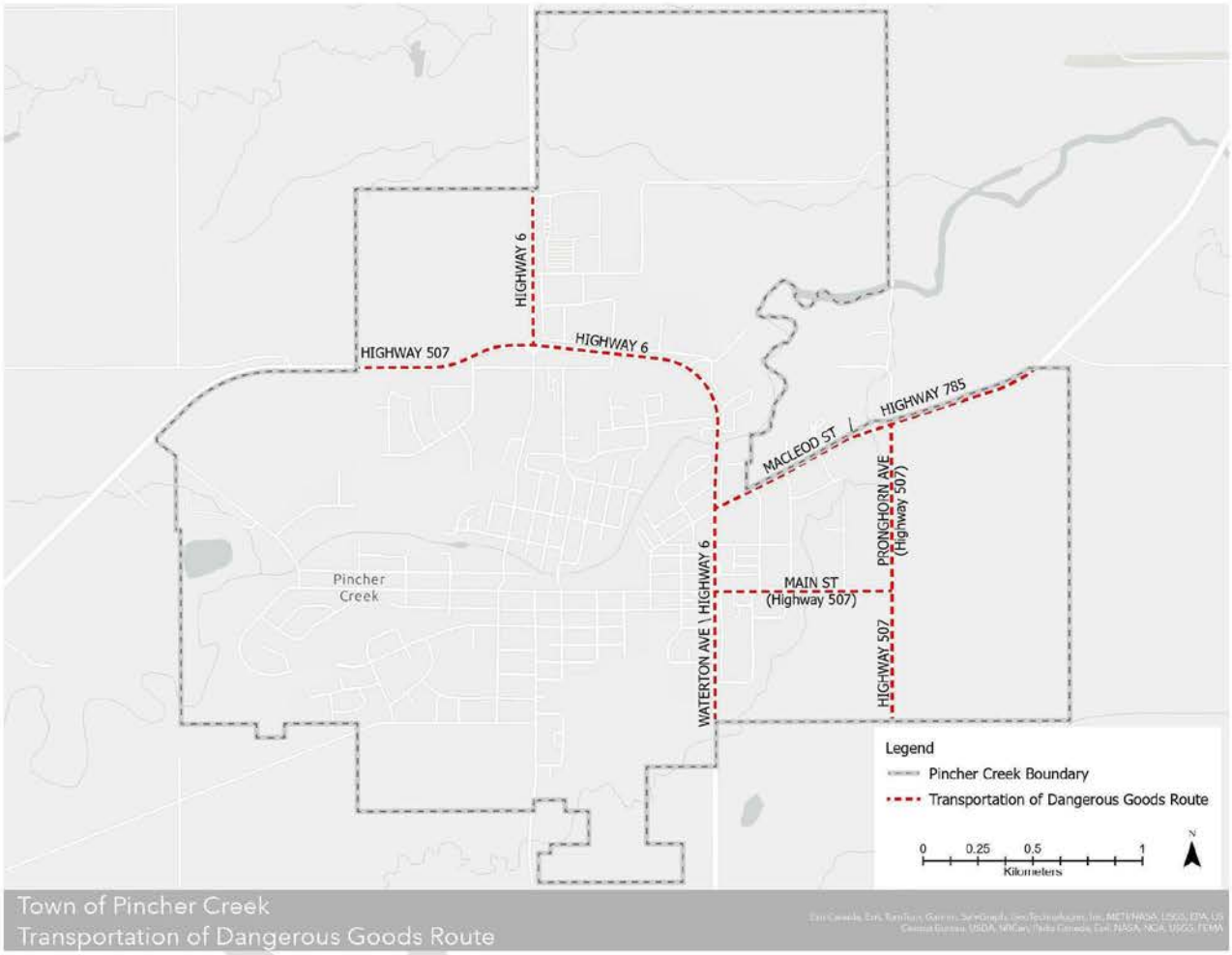
APPROVED BY THE MINISTER OF TRANSPORTATION AND ECONOMIC CORRIDORS

THIS __ DAY OF _____, 2024

_____
(Signature)

Schedule "A"

Dangerous Goods Truck Routes



Schedule "B"

Signage

A2.9.3 Dangerous Goods Route Signs

Dangerous goods route signs are used to indicate regulations related solely to the movement on roads of vehicles classified as dangerous goods carriers.

A2.9.3.1 Dangerous Goods Route Sign (RB-69)

RB-69
600 mm x 600 mm

The Dangerous Goods Route sign indicates that dangerous goods carriers, as prescribed by legislation, are permitted to travel along a road.

The sign must be supplemented with proper advance and directional arrows (IS-5 to IS-9) to indicate a turn or a change in direction of a designated route. Advance turn arrow tab signs should be installed at a point between 50 m and 150 m in advance of an intersection where the route changes direction.

A2.9.3.2 Dangerous Goods Prohibited Sign (RB-70)

RB-70
600 mm X 600 mm

The Dangerous Goods Prohibited sign indicates that dangerous goods carriers, as prescribed by legislation, are prohibited from travelling along a road.

The sign is installed on the road on which the dangerous goods carriers are prohibited, at the point where the road intersects a dangerous goods route. This provides an opportunity to direct dangerous goods carriers to the appropriate route.

2014 – TAC – Manual of Uniform Traffic Control Devices for Canada

Schedule "C"

Specified Penalties

1.	Vehicle transporting dangerous goods contrary to this Bylaw	$700
2.	Stopped vehicle transporting dangerous goods contrary to this Bylaw	$700
3.	Failure to produce documentation contrary to this Bylaw	$400

Schedule "D"

Off Route Permit

Office Of:

Off Route Permit Number

_____

Permission is hereby granted to: _____

_____

Address: _____ Phone: _____

To Transport the following Dangerous Goods: _____

From: _____

To: _____

Via: _____

_____

Permit Valid From (date/time): _____ To (date/time): _____

Description of Vehicle: _____

_____

Vehicle License Number: _____

CONDITIONS:

1. This permit number (if issued by telephone) or copy of this permit must be carried in the vehicle or vehicles affected.
2. The applicant shall keep the Town of Pincher Creek fully indemnified from any loss or damage that may arise from the transportation of the said dangerous goods.
3. The applicant shall take every precaution necessary to prevent damage to property or injury to person or persons as a result of the transportation of dangerous goods.
4. When loading or unloading dangerous goods, no portion of the vehicle shall protrude on or into any pedestrian or vehicular right-of-way.
5. Failure to comply with the conditions of this permit may result in prosecution.

Additional Conditions: _____

_____

_____
Name of Company

_____
Date and Time Issued

_____
Signature (or name) of Applicant

_____
Chief or Designate

AGENDA ITEM NO: 8.1

Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: ORRSC Request for Grant Partnership	
PRESENTED BY: Konrad Dunbar, Chief Administrative Officer	**DATE OF MEETING:** 7/22/2024

PURPOSE:

The Oldman River Regional Services Commission is applying for the Community Energy Conservation grant to help transition their building lighting to LED's. This grant requires a municipal partner as part of the application process.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct Administration to partner with the Oldman River Regional Services Commission to apply for assistance from the Community Energy Conservation Program through the Municipal Climate Change Action Centre.

BACKGROUND/HISTORY:

The Oldman River Regional Services Commission contacted administration with the following request:

"We have identified the need to transition our building's fluorescent lights to LEDs, and more recently we have identified the exciting opportunity for the Oldman River Regional Services Commission to be eligible to participate in the Community Energy Conservation (CEC) program through the Municipal Climate Change Action Centre (MCCAC). We have confirmed with the MCCAC that we would be eligible to participate in the program so long as we have a municipality partner on our application."

There is no cost to the Town and minimal administrative time is required.

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the ORRSC Request for Grant Partnership report as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

.

FINANCIAL IMPLICATIONS:

No direct financial obligations for the Town except minimal administration time as the signing authority.

PUBLIC RELATIONS IMPLICATIONS:

.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports this request.

Signatures:

Department Head: Konrad Dunbar

CAO: Konrad Dunbar

AGENDA ITEM NO: 8.2

Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Request to Waive Tax Penalty	
PRESENTED BY: Konrad Dunbar, Chief Administrative Officer	**DATE OF MEETING:** 7/22/2024

PURPOSE:

For Council to consider a request to waive the late penalty fee on tax roll account number #01068700.0000

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the report Request to Waive Tax Penalty as information and direct Administration to respond accordingly.

BACKGROUND/HISTORY:

According to the Municipal Government Act (MGA) Section 311 (1) (2) and (3), Council has the authority to impose interest on unpaid taxes at the rate established in the bylaw. The Town of Pincher Creek Bylaw number 1395-20 indicates that current taxes unpaid on July 1each year will be assessed a12% penalty. Section 346 of the MGA indicates that a penalty imposed under section 344 is part of the tax in respect of which it is imposed. Council has the authority to cancel, reduce, refund or defer taxes if it considers it equitable to do so according to section 347(1) of the MGA.

It should be noted, that the tax notices were sent out earlier than required by legislation but not as early as we would normally like to have them sent. The following is the request from the tax payer:

"Good Day
I went to pay my property taxes and I was told I was late by 1 day and was assessed a $400 dollar penalty. I work out of town and it is rare I am in town when the offices are open. I understand that due dates are in place to ensure funds are received in a timely manner, however the notieses came out due to technical difficulties, I look forward to discussing this matter further.
Thank you"

ALTERNATIVES:

That Council for the Town of Pincher Creek agree to waive the penalty applied to tax roll account number #01068700.0000

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:
The Council for the Town of Pincher Creek has received similar requests in the past and has denied them.

FINANCIAL IMPLICATIONS:
The tax payer is requesting Council to waive their tax penalty of $432.30.

PUBLIC RELATIONS IMPLICATIONS:
None at this time.

ATTACHMENTS:
None at this time.

CONCLUSION/SUMMARY:
The recommendation is consistent with past Council decisions.

Signatures:
Department Head: Konrad Dunbar

CAO: Konrad Dunbar

AGENDA ITEM NO: 8.3

Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Community Housing Committee - Derelict and/or Abandoned Properties	
PRESENTED BY:	**DATE OF MEETING:** 7/22/2024

PURPOSE:

The Community Housing Committee is working to create a comprehensive inventory of housing options in Pincher Creek. Included in this inventory are derelict and/or abandoned buildings that exist in the Town. The committee has done preliminary research on potential changes to bylaws and policies that may encourage owners of derelict and/or abandoned properties to act, therefore making the property habitable.

RECOMMENDATION:

That Council for the Town of Pincher Creek directs administration to prepare letters of concern to be sent to owners of abandoned and/or derelict properties;

and, directs administration to investigate options specific to adding abandoned and/or derelict properties to Nuisance and Untidy Premises Bylaw 1574-24;

and, directs administration to bring forward options on adding a property tax category specific to derelict and/or abandoned properties.

BACKGROUND/HISTORY:

The Community Housing Committee met on June 27, 2024 and discussed potential bylaw and policy changes that may be of help when dealing with derelict and/or abandoned properties.
Some examples of bylaw and policy changes are:

Edmonton city council approves tax subclass to crack down on derelict properties - Edmonton | Globalnews.ca

Town of Bowden- Community Standards Bylaw (Draft) Microsoft Word - Community Standards Bylaw (draft 3) for Council Open House.docx (municipalwebsites.ca)

Township of Edwardsburgh Cardinal – Ontario 2020-28 - Vacant & Abandoned Buildings Policy (twpec.ca)

There are three recommendations from the Community Housing Committee to bring forward to Council. As per the June 27, 2024 meeting minutes, the recommendations are:

MOTION 0601 -2024: Lok motioned that the Community Housing Committee recommend to Council for the Town of Pincher Creek to direct administration to prepare letters of concern to be sent to owners of abandoned and/or derelict properties as directed.
Carried.

MOTION 0602 – 2024: MacGarva motioned that the Community Housing Committee recommend to Council for the Town of Pincher Creek to direct administration to investigate options specific to adding abandoned and/or derelict properties to Nuisance and Untidy Premises Bylaw 1574-24.
Carried.

MOTION 0603-2024: Anderberg motioned that the Community Housing Committee recommend to Council for the Town of Pincher Creek to direct administration to bring forward options on adding a property tax category specific to derelict and/or abandoned properties.
Carried.

ALTERNATIVES:
That Council for the Town of Pincher Creek accepts the report "Community Housing Committee - Derelict and/or Abandoned Properties" as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:
In the 2022-2026 Strategic Plan, the outcome for Priority 6. A is "...sufficient housing for new residents and workforce."

FINANCIAL IMPLICATIONS:
Staff time and other expertise (ORRSC) will be required to modify current bylaws and policies.

PUBLIC RELATIONS IMPLICATIONS:
Many communities are in a housing crisis and Pincher Creek is no exception. Working with owners of derelict and/or abandoned properties is one 'tool' that can be used to increase the housing stock.

ATTACHMENTS:
06_Community Housing Committee MINUTES_062724 - 3450

CONCLUSION/SUMMARY:
The Community Housing Committee understands that it is important to present many options to provide current and incoming residents with housing.

Signatures:

Department Head: Konrad Dunbar

CAO: Konrad Dunbar

Town of Pincher Creek
Community Housing Committee Meeting MINUTES
Town of Pincher Creek Council Chambers
June 27, 2024@ 4:00pm

IN ATTENDANCE:

Councillors:	D. Anderberg (Mayor)
	G. Cleland
	A. Lok (PC Foundation)
	J. MacGarva (M.D.)
	W. Oliver
Staff:	A. Hlady, FCSS Coordinator

1. CALL TO ORDER

Oliver called the meeting to order at 4:00pm.

2. AGENDA APPROVAL

Cleland approved the agenda as presented.
Carried.

3. APPROVAL OF MINUTES

Meeting minutes from May 23, 2024
Anderberg motioned to accept the minutes as presented.
Carried.

4. PRIORITY LIST

4.1 Pincher Creek Regional Housing Strategy
Committee reviewed the strategy regarding short, medium, and long-term rentals.

MOTION 0601 -2024: Lok motioned that the Community Housing Committee recommend to Council for the Town of Pincher Creek to direct administration to prepare letters of concern to be sent to owners of abandoned and/or derelict properties as directed.
Carried.

MOTION 0602 – 2024: MacGarva motioned that the Community Housing Committee recommend to Council for the Town of Pincher Creek to direct administration to investigate options specific to adding abandoned and/or derelict properties to Nuisance and Untidy Premises Bylaw 1574-24.
Carried.

MOTION 0603-2024: Anderberg motioned that the Community Housing Committee recommend to Council for the Town of Pincher Creek to direct administration to bring forward options on adding a property tax category specific to derelict and/or abandoned properties.
Carried.

5. ROUNDTABLE DISCUSSION

5.1 Committee Member reports:
Anderberg mentioned municipalities are subsidizing developers.
Oliver: Requested follow up with ORRSC specific to an inventory list in Pincher Creek.
5.2 PC Foundation: All studio and senior self-contained units are full. Rent subsidy program received additional funds.
5.3 MD member update/comments: Planning commission continues to approve subdivisions for various reasons.

6. ADJOURNMENT

Lok adjourned the meeting at 5:01pm.

Read and approved on the ____ of _____, 2024.

Andrea Hlady
Town of Pincher Creek
Administration

_____
Community Housing Committee
Chairperson

AGENDA ITEM NO: 8.4

Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Occupational Health & Safety Compliance	
PRESENTED BY: Brian Millis, Human Resources and Health and Safety Manager	**DATE OF MEETING:** 7/22/2024

PURPOSE:

To move towards organizational OHS compliance regarding Hearing Conservation, Respiratory Protection, and Occupational Health and Safety procedures.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the expenditure in the amount up to $12000 to support OHS initiatives to achieve compliance, with funding to be provided through the Municipal Sustainability Reserve if required.

BACKGROUND/HISTORY:

The Alberta OHS Act and Code were amended on March 31, 2023. The last update of the internal Town of Pincher Creek OHS practices and procedures occurred mostly in 2021. The areas requiring attention include:

OHS Code Part 16 Noise: This includes employer requirements for noise exposure assessments, personal dosimetry, and baseline hearing tests for workers exposed to noise levels exceeding 82 dBA.
OHS Code Sections 244, 245, 246, 247, 248, 250: These sections pertain to Respiratory Protective Equipment.
Codes of Practice and Procedures as required by the OHS Code for:
Part 5: Confined Space Entry
Part 7: Emergency Preparedness and Response
Part 9: Fall Protection
Part 15: Hazardous Energy
Part 16: Hearing Management
Additionally, there is a need to ensure the basic elements for the Certificate of Recognition are addressed.

ALTERNATIVES:

That council for the Town of Pincher Creek accept the OHS compliance report as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:
OHS Legislative Compliance.

FINANCIAL IMPLICATIONS:
$ 5500 Baseline hearing tests for workers exposed to 82 decibels and above, area noise assessments, personal dosimetry, respiratory fit testing.
$ 6500 Town of Pincher Creek OHS procedure review and update.
Additional hearing and respiratory fit tests will be required moving forward and will be included in future OHS budgets.

PUBLIC RELATIONS IMPLICATIONS:
Minimal impact.

ATTACHMENTS:
None at this time.

CONCLUSION/SUMMARY:
We currently do not meet the minimum requirements under Alberta OHS in certain areas. These OHS initiatives are intended to provide a foundation towards achieving Alberta OHS compliance that were not identified in the 2024 budget process.

Signatures:
Department Head: Brian Millis

CAO: Wendy Catonio For: CAO

Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
July 22nd , 2024

Item No.	Date	Received From	Information
1.	June 28, 2024	ALTALINK	Notice of application filling. 185L and 412L Transmission Line Rebuild
2.	July 10, 2024	Southwest Ground Water Project	Invitation to register for Zoom event, held on July 25, 2024
3.	July 12, 2024	ASSA Regionals	Alberta Summer Swimming Association information and sponsorship
4.	July 15, 2024	SASCI Overview	Southwest Alberta Sustainable Community Initiative annual report.
5.	July 17, 2024	Coaldale Summer Fest	Invitation for 3 day event, Town of Coaldale.
6.			
7.			
8.			
9.			
10.			

oldmanwatershed.ca

Join Us for the Launch of the Southwest Alberta Groundwater Project!

Join Us for the Launch of the Southwest Alberta Groundwater Project!

OWC and Living Lakes Canada have partnered to launch a groundbreaking groundwater monitoring program in the Oldman watershed. As surface water supplies dwindle during droughts, the importance of groundwater grows. Thousands of rural residents rely on groundwater wells for household use, and ranchers depend on it for livestock watering.

Discover the current state of groundwater knowledge in Alberta at our upcoming online event. We have an exciting lineup of presentations from experts at the University of Calgary and the Government of Alberta, plus insights on grassroots monitoring efforts by nonprofits and well owners. Living Lakes Canada staff will also showcase their world-class data hub, developed with a strong emphasis on data sovereignty, especially for Indigenous Peoples.

EVENT DETAILS:

DATE: Thursday July 25th
TIME: 1:30pm to 3:30pm MST
LOCATION: Online ZOOM link will be sent to registrants prior to the event.

AGENDA:

- 1:30 PM - Welcome and Brief Overview of the Meeting
- 1:35 PM - Oldman Watershed Council: Introduction to the Project
- 1:40 PM - Living Lakes Canada:
  - How we monitor groundwater in British Columbia
  - The connection between groundwater and surface water
  - Goals and progress of the project
  - Next steps
- 2:10 PM - Groundwater in Alberta by Cathy Ryan, Professor, PhD, PGeol, PEng, University of Calgary
- 2:40 PM - Groundwater in the Oldman Watershed by Jeff Gutsell, M.Sc., P.Geol., Hydrogeologist, Alberta Environment and Protected Areas
- 3:10 PM - Questions and Comments from Attendees
- 3:30 PM - Meeting Adjourns

Don't miss this opportunity to learn about the vital role of groundwater and how we can work together to monitor and protect this precious resource. Register now to secure your spot and be part of this essential conversation.


ALBERTA SUMMER SWIMMING
ASSA
PINCHER CREEK
DOLPHINS
SWIMMING SINCE 1961
REGIONAL CHAMPIONSHIPS
OVER 400 ATHLETES, VOLUNTEERS, COACHES & FAMILIES ATTENDING
HISTORIC SWIM EVENT IN PINCHER CREEK!
A GREAT WEEKEND TO HAVE BUSINESS SALES AND SPECIALS....IT WILL BE BUSY!
PINCHER CREEK SWIMMING POOL
AUGUST 9-11, 2024
MORE INFO? EMAIL
PCDOLPHINSWIMCLUB@GMAIL.COM
HOSTED BY OUR LOCAL PC DOLPHIN SWIM CLUB

sponsorship OPPORTUNITY

We are looking for corporate sponsors for our Region F Championship Swim Meet Aug 9-11, 2024. Over 250 athletes, 125 volunteers, 30 coaches and families will be in Pincher Creek at this time to cheer our athletes on.

BECOME A PART OF OUR JOURNEY TO SUCCESS!

$2500 'TOP OF THE PODIUM' SPONSOR:

-PROMINENT, 'FRONT OF MIND' LARGE BANNER at Meet
-SOCIAL MEDIA shout-out for **week before /weekend** of Meet
-PRINT AND IN PERSON ACKNOWLEDGEMENT day of
-COMMUNITY ENGAGEMENT with local Chamber
-Customized ACKNOWLEDGEMENT in our event package (local, provincial and regional reach) for hotel sponsors

$1000 STARTING BLOCK SPONSOR:

- Medium BANNER PLACEMENT at Meet
-SOCIAL MEDIA shout-out for weekend of Meet
-PRINT AND IN PERSON ACKNOWLEDGEMENT day of
-COMMUNITY ENGAGEMENT with local Chamber

$500 FLUTTER BOARD SPONSOR:

- Small BANNER PLACEMENT at Meet
-SOCIAL MEDIA shout-out for day of Meet
-PRINT AND IN PERSON ACKNOWLEDGEMENT day of

Join us in making a difference for swim athletes in Southern Alberta!

Contact Aynsley Baker, Fundraising Chair
Phone: 403-432-2230

PINCHER CREEK DOLPHINS
SWIMMING SINCE 1961

PINCHER CREEK DOLPHINS & ASSA- Region F

ASSA- REGION F REGIONAL CHAMPIONSHIPS AUG 9-11, 2024

Annual Report 2023-2024

SASCI is providing the Municipal Councils of Pincher Creek with this overview of our work in the community this past year.

SASCI's Membership is volunteer-based and is drawn from municipal government, non-government organizations, and interested members of the public. We deliver services and programs that promote community sustainability.

SASCI has two streams of focus. Our first is to encourage collaboration among groups with whom we can share resources. To the greater community, we provide a Grant Specialist, and are close to finalizing a Community Fund. The second focus is community engagement. We believe that community sustainability depends on the community capacity for effective public discourse. To that end, we facilitate dialogue and the sharing of information with forums and training sessions.

Supporting the Community through Collaboration

SASCI is a registered society under Alberta and holds charity status. With these requirements in place, we can assist organizations who do not have the capacity or status to receive grants and donations on their own. We are recognized as a trusted partner by the funders to receive and manage monies for our community-partners (CRA refers to them as Agents). We pay for one accounting program and an administrator who processes and disburses the funds according to the grant agreements and CRA guidelines for charities. Our Agents are diverse and carry out a broad scope of sustainable activities.

Between 2020 and 2023, the most recent funding cycle (application, approval, receipt, project initiation, completion, final reports), SASCI has received and disbursed a total of $386,900 for the following projects:

- ***Panoram Foundation*** for the **Twin Butte Hall renovation project** (2021 & 2022)
- ***Enel Green Power*** for **Adaptable Outdoors Recreation Society's** paddling and fishing equipment adapted for people with physical challenges (2022); the **Pincher Creek Family Centre Forest School** (2022); the **PC Chamber Business Recovery Support Program** (2022); the **Maker Centre** youth STEM drop-in program (2022); and the **Pincher Creek Food Bank** baskets (2023)
- ***FCSS*** for the **Maker Centre**, a STEM after school drop-in program (2023)
- ***Alberta Conservation Association*** (2023), **Alberta Ecotrust** (2022), **AB Environment & Parks** (2023), **AB Forestry & Parks** (2024), **Parks Canada** (2023), **Petroleum Tech Alliance Coalition** (2022 & 2023), and the **Samuel Hanen Society** (2020-2023) for **Grassland Restoration Forum's** publications, workshops and educational opportunities for reclamation practitioners from private and government agencies.
- ***Lethbridge Community Foundation H.S. Varely Fund*** for **Adaptable Outdoors Rec Society** (2021) & the **Grassland Restoration Forum** (2022).
- ***Private donors*** to many of the above **community partners**.

Summary of Support for SASCI's operations by the Town & MD of Pincher Creek (total: $21,190)

- 2022 $11,190 FCSS funds for operations (administrative position)
- 2024 $10,000 Joint Council funds for operations (administrative position)

Supporting the Community with the Grant Specialist

In order to assist all groups in our community, not just Agents, SASCI engages a **Community Grant Specialist**.

Background of the Grant Specialist Position

- position established in May of 2018 by a group of community volunteers called the Pincher Creek Community Development Initiative (PCCDI)
- Original funding support came partially from Joint Council
- Liza Dawber was hired and has been the Grant Specialist to date
- PCCDI merged with SASCI in May of 2019, and SASCI took direct responsibility for supporting the Grant Specialist position.
- SASCI established a BRIDGEBuilder initiative to oversee the Grant Specialist, as well as establish a temporary position for a Fund Development Specialist
- Funds for BRIDGEBuilder were provided by Joint Council, Alberta's Community Initiatives Program (CIP), and philanthropic and corporate donors

2023 grant highlights from the Grant Specialist

- Funding for upgrades to the Lebel Mansion for the third year running
- more than $100,000 towards the outdoor spaces at the daycare centres and programming funding for nonprofits such as Adult Learning and Search and Rescue
- Pincher Creek Co-Op received funding valued at around $40K for a heritage marker and a book to celebrate their history in the province; as there are very few grants available for businesses, it is significant that we submitted a successful application

We are also developing our relationship with the Livingstone Range School Division to support some of their new and innovative educational initiatives that will serve.

Fast Facts

Total Applications made since May 2018	Funding received to date (money in the bank)	Applications made (funder responses pending)
$ 7,870,804	$ 2,249,840	$ 1,088,737

Summary of Support for the Grant Specialist by the Town & MD of Pincher Creek (total: $243,000)

- 2021 $8K FCSS funds for Grant Specialist
- 2022 $75K Joint Council funds for Grant Specialist
- 2023 $80K Joint Council funds for Grant Specialist
- 2024-2029 $80K Town & MD budgeted support per year from for Grant Specialist

Supporting the Community with a Community Fund

Although SASCI is grateful for all the grants for Agent projects, it has become apparent that support for operations is scarce; with this in mind, SASCI initiated a community fund. The **Fund Development Committee** is almost at the point of finalizing a contract, so that the local community fund can be set up and we can start to seed with donors. The intent of a well-thought-out contract is to ensure that future Councils understand the fund/giving platform and continue to promote and ensure the relevance of the fund. We have engaged a creative firm to help with the name and graphic design of the fund. They will advise on the promotional aspect of the product including whether the 'look' is reflective of our area, and if it serves our demographic.

Summary of Support for the Community Fund Specialist by the Town & MD of Pincher Creek (total: $25,000)

- 2021 $25K Joint Council funds for the Fund Development

Supporting the Community through information Sharing

After the announcement by Shell that they were pulling out of the community, SASCI hosted discussions between stakeholders from industry, landowners and business owners. More recently we co-hosted a candidate's forum for local elections, and we will continue to be available for such events in the future. In July 2023, the **Southwest Energy Education Program** was launched with funding support from Enel Green Power North America. The goal of the program is to work within the community to understand sentiments towards the energy sector, to increase energy literacy, and to identify opportunities. The program to date has completed a community survey, hosted a session on energy savings, an electric vehicle test drive event, a grid dynamics information session, and two separate presentations to Grade 9 & 10 classes at Matthew Halton. **A full report is available upon request**.

SASCI would like to take this opportunity to express its appreciation of the Town & MD's recognition of the invaluable assets we have in the Community Grant Specialist and the Community Fund. We look forward to working with you well into a successful future!

Respectfully submitted by

Carrie Cooley, SASCI Admin

SASCI Board Members:
Brett Wuth, Chairperson
David Simons, Treasurer
Kevin Van Koughnett, Director

On behalf of our Mayor & Council, we would like to extend an invitation to our Coaldale Summer Fest & Candy Parade event.

Coaldale Summer Fest is a 3-day event that begins Friday, August 9 with a Pool Party during the day (3 - 5 p.m.) and Movie in the Park in the evening (7 - 10 p.m.). Saturday, August 10 kicks off with a pancake breakfast at 8 a.m., our Candy Parade at 11 a.m. and live entertainment, kids activities, show n' shine, fireworks, and more all the way until 11 p.m. Sunday we round things out with a non-denominational "Cowboy Church" from 3 - 5 p.m. More details can be found here: www.coaldalesummerfest.ca.

The theme of the event this year is “Celebrating Sport & Recreation 2024”. It is always an honor to be able to include our neighboring communities in our celebrations and to welcome you to our Town.

We would like to cordially invite you to participate in the 2024 Candy Parade in two ways:

1. Mayor or Council Representative:
    - As a VIP, we would like to welcome you to Coaldale by having you ride in style. If you are able to attend our parade, please reply back to clayton.varjassy@coaldale.ca and we will work to arrange with you VIP transportation if needed.
2. Enter a Float to promote your community
    - No entry fee
    - You are welcome to bring wrapped candy to hand out along Candy Parade route
    - Bring volunteers to hand out candy

We hope you can attend our parade and celebrate with us on August 10. Please find below the registration form which we would invite you to submit no later than August 8, 2024. If you are requiring VIP transportation, please let me know by July 24.

Parade Application | 2024 Summer Fest (coaldalesummerfest.ca)

Sincerely,
Clayton Varjassy
Community Experience Manager
Town of Coaldale
(403) 345 - 1328
clayton.varjassy@coaldale.ca