



**TOWN OF PINCHER CREEK COUNCIL  
MEETING AGENDA  
Monday, January 27, 2020 at 6:00 p.m.  
Council Chambers, Town Hall  
962 St. John Avenue**

1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
4. **Scheduled Delegations**
5. **Adoption of Minutes**
  - 5.1 Minutes of the Regular Meeting of Council held on January 8, 2020
  - 5.2 Minutes of the Regular Meeting of Council held on January 13, 2020
6. **Business Arising from the Minutes**
  - 6.1 Police Funding Model - Letter To Minister of Justice and Solicitor General
7. **Bylaws**
  - 7.1 Proposed Amendments To The Fee Structure By-Law 1584 Schedule C
8. **New Business**
  - 8.1 ORRSC GIS Grant Support
  - 8.2 Municipal Asset Management Grant Application Support
  - 8.3 Engineering Services Request For Proposals
9. **Council Reports**
10. **Administration**
  - 10.1 Council Information Distribution List
11. **Closed Session Discussion**
  - 11.1 J. Szumlas Inter-Council Interactions Report – FOIP s. 22
  - 11.2 Notice of Termination of Lease – FOIP s. 16
  - 11.3 Pincher Creek Transportation Brokerage Proposal – FOIP s. 16
  - 11.4 Intermunicipal Collaboraration Framework Update – FOIP s. 21
12. **Notice of Motion**
13. **Adjournment**

*The next Regular Council Meeting is scheduled for February 5, 2020 AT 9:00 a.m.*



**REGULAR MEETING OF COUNCIL**  
**Held on Wednesday January 8, 2020 in the**  
**Town Hall Council Chambers, commencing at 8:00 a.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

Councillors: B. McGillivray, S. O'Rourke, L. Jackson  
M. Barber S. Korbett and W. Elliott

Staff: L. Wilgosh, Chief Administrative Officer;  
L. Rideout, Director of Community Services;  
W. Catonio, Director of Finance and Human Resources;  
A. Kollee, Manager of Legislative Services;  
D. Green, Family and Community Support Services Coordinator and L. Goss, Administrative Manager

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 8:02 am.

**2. SCHEDULED PUBLIC HEARING**

**3. AGENDA APPROVAL**

**JACKSON:**

That Council for the Town of Pincher Creek approves the January 8, 2020 agenda as amended, the amendment being the addition of item 6.5 Pincher Creek Community Early Learning Center Non Profit Status and item 8.6 Economic Developers Association Conference.

**CARRIED 20-001**

**4. DELEGATIONS**

**4. ADOPTION OF MINUTES**

**5.1 Minutes of the Regular Meeting of Council held on December 9, 2019**

**ELLIOTT:**

That Council for the Town of Pincher Creek approve the minutes of the regular meeting of Council held on December 9, 2019 as presented.

**CARRIED 20-002**

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 Notice of Motion – Councillor McGillivray – Bylaw 1578-19A**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek direct administration to prepare a bylaw amendment for Bylaw #1578-19A to include s.3 sub section .c "Committee of the Whole, Council Policy Review Committee, Council Budget Committee and any other meeting of Council where all members of Council are appointed to serve on"; and to bring back the proposed bylaw amendment to the next Council meeting for consideration.

**CARRIED 20-003**

W. Catonio joined the meeting at 8:12 am.

**6.2 TC Energy – Preston Seier – Disposition of Delegation**

**KORBETT:**

That Council for the Town of Pincher Creek receive the information provided by Preston Seier, representing TC Energy, regarding the proposed NOVA Gas Transmission Ltd. West Path Delivery, as presented.

**CARRIED 20-004**

**6.3 Riversdale Resources – Keith Bott – Disposition of Delegation**

**ELLIOTT:**

That Council for the Town of Pincher Creek receive the information provided by Keith Bott, representing Riversdale Resources, regarding the progress of Riversdale Resources as presented.

**CARRIED 20-005**

**6.4 Disposition of Delegation – Pincher Creek Golf and Curling Club Steering Committee**

**BARBER:**

That Council for the Town of Pincher Creek agree to allocate \$25,000 for an expansion conceptual plan at the Pincher Creek Golf Club.

**DEFEATED**

**6.5 Pincher Creek Community Early Learning Centre Non Profit Status**

**KORBETT:**

That Council for the Town of Pincher Creek agree that the Pincher Creek Community Early Learning Centre be declared as nonprofit status.

**CARRIED 20-006**

**7. BYLAWS**

**8. NEW BUSINESS**

**8.1 Auditor Appointment 2019**

**JACKSON:**

That Council for the Town of Pincher Creek appoint Avail CPA as auditors for the year ended December 31, 2019 for the Town of Pincher Creek's controlled corporation the "Pincher Creek Community Early Learning Centre Ltd."

**CARRIED 20-007**

**8.2 Credit Card Payment Options**

**ELLIOTT:**

That Council for the Town of Pincher Creek approve the revised Payment Card Acceptance Policy #702-20.

**CARRIED 20-008**



**ELLIOTT:**

That Council for the Town of Pincher Creek approve entering into a contract with OptionPay for the purpose of accepting credit card payments for settling all services provided by the Town including utilities and property taxes and that all costs of such transactions be paid by the customer.

**CARRIED 20-009**

*L. Rideout left the meeting at 9:08 am.*

**8.3 Letters of Support for Pincher Creek and Area Early Childhood Coalition, Pincher Creek (Parent Link) Family Centre and the Healthy Families Home Visit**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek approve the letters of support recommending approval for Core Funding from the Family Resource Network for Pincher Creek and Area Early Childhood Coalition, Pincher Creek (Parent Link) Family Centre and the Healthy Families Home Visitation Program.

**CARRIED 20-010**

*L. Rideout joined the meeting at 9:13 am.*

**8.4 Community Hall Request for Support**

**KORBETT:**

That Council for the Town of Pincher Creek provide the Pincher Creek Community Hall Board Association with a letter of support for their grant application to Community Facility Enhancement Program to upgrade the flooring at the hall.

**CARRIED 20-011**

**8.5 AUMA President's Summit on Municipal Finances**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek authorize the attendance of Mayor Anderberg along with the Chief Administrative Officer at the AUMA President's Summit on Municipal Finances on January 22 and 23, 2020 in Edmonton, Alberta.

**CARRIED 20-012**

**8.6 Economic Developers Association Conference**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek authorize the attendance of Councillor Korbett at the Economic Developers Association Conference on April 1-3, 2020 in Kananaskis.

**CARRIED 20-013**

**9. COUNCIL REPORTS:**

**ELLIOTT**

December 9  
January 7

Regular Council  
Operations Committee

**O'ROURKE**

December 9

Regular Council  
Napi Christmas Party



*Regular Council Meeting  
January 8, 2020*

<b>JACKSON</b>	December 9	Regular Council
	December 13	Transportation
	December 14	Pincher Creek Foundation Christmas Party
	January 7	Operations Committee
<b>KORBETT</b>	December 9	Regular Council
	December 11	Rural Physician Attraction Event
	December 14	Skate into Winter Event
	December 16	MLA Roger Reid
	December 17	Alberta SouthWest Conference Call
	December 17	MLA Roger Reid and MP John Barlow
	December 18	Chamber Mix and Mingle
	December 19	Emergency Services Commission
	December 19	Pincher Creek Community Early Learning Centre
	December 20	MLA Roger Reid
	January 7	Early Learning Centre Site Tour
January 7	Pincher Creek Community Early Learning Centre	
<b>BARBER</b>	December 9	Regular Council
	December 12	Golf Course
	December 18	Community Futures
<b>McGILLIVRAY</b>	December 9	Regular Council
	December 10	Early Learning Centre Site Tour
	December 11	Landfill Association
	December 13	Transportation Committee
	December 18	Landfill Association
	December 19	Pincher Creek Community Early Learning Centre
	December 20	MLA Roger Reid
	January 7	Pincher Creek Community Early Learning Centre
<b><u>Mayor's Report</u></b>		
<b>ANDERBERG</b>	December 9	Regular Council
	December 11	CP Holiday Train
	December 13	Transportation Committee
	December 14	Alberta Health Services Funding
	December 16	Lethbridge Community Foundation
	December 16	Family and Community Support Services
	December 19	Emergency Services Commission
	December 19	Pincher Creek Community Early Learning Centre
	December 20	MLA Roger Reid and Good Samaritans Society
	January 3	Mayors and Reeves
	January 7	Pincher Creek Community Early Learning Centre

**BARBER:**

That Council for the Town of Pincher Creek accepts the Mayor and Council Reports for January 8, 2020 as information.

**CARRIED 20-014**

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**JACKSON:**

That Council for the Town of Pincher Creek accept the January 8, 2020 Council Information Distribution List as information.

**CARRIED 20-015**

**10.2 Chief Administrative Officer Updates**

**BARBER:**

That Council for the Town of Pincher Creek receives the Chief Administrative Officer Updates for January 8, 2020 as presented.

**CARRIED 20-016**

*Mayor Anderberg called a recess at 10:00 am.*

*W. Catonio, L. Rideout, D. Green and L. Goss left the meeting at 10:00 am*

*Mayor Anderberg called the meeting back to order at 10:14 am.*

**11. CLOSED MEETING DISCUSSION**

**JACKSON:**

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Wednesday January 8, 2020 at 10:14 am in accordance with section 19 and 22 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer and John Szumlas in attendance.

**CARRIED 20-017**

*J. Szumlas left the meeting at 11:20 am.*

**McGILLIVRAY:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Wednesday, January 8, 2020 at 12:02 pm.

**CARRIED 20-018**

**11.1 J. Szumlas Inter-Council Interactions Report – FOIP s. 22**

**KORBETT:**

That Council for the Town of Pincher Creek defer the John Szumlas Inter-Council Interactions Report to the January 27, 2020 regular meeting of Council.

**CARRIED 20-019**

**11.2 CAO 2020 Objectives – FOIP s. 19**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek review and determine three priority objectives for the Chief Administrative Officer to pursue in 2020 as discussed.

**CARRIED 20-020**

**12. NOTICE OF MOTION**



**13. ADJOURNMENT  
O'ROURKE:**

That this meeting of Council on January 8, 2020 be hereby adjourned at 12:05 pm.

**CARRIED 20-021**

\_\_\_\_\_  
MAYOR, D. Anderberg

\_\_\_\_\_  
CAO, L. Wilgosh

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 27<sup>th</sup> DAY OF JANUARY 2020**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY JANUARY 13, 2020  
AT 6:00 P.M.**



**REGULAR MEETING OF COUNCIL**  
**Held on Monday January 13, 2020 in the**  
**Town Hall Council Chambers, commencing at 6:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

Councillors: S. O'Rourke, L. Jackson, M. Barber  
S. Korbett and W. Elliott

Absent with Regrets: B. McGillivray

Staff: L. Wilgosh, Chief Administrative Officer;  
L. Rideout, Director of Community Services  
and L. Goss, Administrative Manager

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 6:02 pm.

**2. SCHEDULED PUBLIC HEARING**

**3. AGENDA APPROVAL**

**JACKSON:**

That Council for the Town of Pincher Creek approves the January 13, 2020 agenda as amended, the amendment being the addition of item 8.2 Federation of Canadian Municipalities Conference.

**CARRIED 20-022**

**4. DELEGATIONS**

**4.1 Community Mental Health Learning Immersion – Ola Crook**

Ola Crook attended the meeting representing the Pincher Creek Community Early Childhood Coalition to invite Council and staff to a Community Mental Health Learning Immersion on February 6 and 7, 2020 at the Heritage Inn.

**4. ADOPTION OF MINUTES**

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 Police Funding Model Update**

**KORBETT:**

That Council for the Town of Pincher Creek direct administration to prepare a letter for Council approval outlining Council's concerns with the proposed Police Funding model as discussed to Honorable Doug Schweitzer, Minister of Justice and Solicitor General with copies to Premier Jason Kenny, MLA Roger Reid, Executive Director Marlin Degrand and to AUMA President Barry Morishita.

**CARRIED 20-023**

*L. Rideout joined the meeting at 6:30 pm.*

**7. BYLAWS**



**8. NEW BUSINESS**

**8.1 Memorandum of Understanding – RCMP and the Town of Pincher Creek  
ELLIOTT:**

That Council for the Town of Pincher Creek approve and authorize entering into a Memorandum of Understanding with the RCMP "K" Division Dated January 1, 2020, ending December 31, 2024 and a copy of which be attached hereto and form part of the minutes.

**CARRIED 20-024**

**8.2 Federation of Canadian Municipalities Conference  
KORBETT:**

That Council for the Town of Pincher Creek receive the information regarding the 2020 Federation of Canadian Municipalities Conference as presented.

**CARRIED 20-025**

**9. COUNCIL REPORTS:**

<b>ELLIOTT</b>	January 8	Regular Council
<b>O'ROURKE</b>	January 8	Regular Council
<b>JACKSON</b>	January 8	Regular Council
<b>KORBETT</b>	January 8	Regular Council
	January 8	Alberta SouthWest
<b>BARBER</b>	January 8	Regular Council
<b><u>Mayor's Report</u></b>		
<b>ANDERBERG</b>	January 8	Regular Council
	January 8	RCMP Funding
	January 9	Oldman River Regional Services Commission Executive

**BARBER:**

That Council for the Town of Pincher Creek accepts the Mayor and Council Reports for January 13, 2020 as information.

**CARRIED 20-026**

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**BARBER:**

That Council for the Town of Pincher Creek accept the January 13, 2020 Council Information Distribution List as information.

**CARRIED 20-027**

*Mayor Anderberg called a recess at 6:48 pm.*

*Mayor Anderberg called the meeting back to order at 6:56 pm.*

**11. CLOSED MEETING DISCUSSION**

**O'ROURKE:**

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday January 13, 2020 at 6:56 pm in accordance with section 16 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services and Administrative Manager in attendance.

**CARRIED 20-028**

**O'ROURKE:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, January 13, 2020 at 8:12 pm.

**CARRIED 20-029**

**11.1 Encroachment Agreement Roll #1070000 and Roll #1135000 – FOIP s. 16**

**BARBER:**

That Council for the Town of Pincher Creek authorize and approve an encroachment agreement for Plan 9912781, Block 8, Lots 5 and 6 granting a light standard and a Sign onto the public right-of-way as shown in the attached Real Property Report dated December 6, 2019 and all cost associated to prepare and register the agreement be borne by the property owner(s) of Roll #1070000 and Roll #1135000 respectively.

**CARRIED 20-030**

**11.2 Pincher Creek Transportation Brokerage Proposal – FOIP s. 16**

**KORBETT:**

That Council for the Town of Pincher Creek defer the Pincher Creek Transportation Brokerage Proposal to the January 27, 2020 regular meeting of Council pending further information from administration.

**CARRIED 20-031**

**11.3 Natural Resources Conservation Board Application LA19026 – FOIP s. 16**

**JACKSON:**

That Council for the Town of Pincher Creek direct administration to send a letter to the Natural Resources Conservation Board, prior to the January 31, 2020 response deadline outlining the Town's concerns of odor control and how the applicant intends to mitigate this concern, and in addition the manure management plan including protection of the local watercourse and potential for run-off and watercourse contamination.

**FURTHER**

That the Natural Resources Conservation Board be advised that the Town's Master Drainage Plan of 2006 indicates that the North East Catchment Area = 411 ha at a slope of 1.4% draining into the Town's storm water pond system could be affected. And that similar conditions be placed on this application as were on the Hutterien Brethren application.

**CARRIED 20-032**

**12. NOTICE OF MOTION**



**13. ADJOURNMENT  
O'ROURKE:**

That this meeting of Council on January 13, 2020 be hereby adjourned at 8:16 pm.

**CARRIED 20-033**

\_\_\_\_\_  
MAYOR, D. Anderberg

\_\_\_\_\_  
CAO, L. Wilgosh

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 27<sup>th</sup> DAY OF JANUARY 2020**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY JANUARY 27, 2020  
AT 6:00 P.M.**

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Police Funding Model - Letter to Minister of Justice and Solicitor General	
<b>PRESENTED BY:</b> Lisa Goss, Administrative Manager	<b>DATE OF MEETING:</b> 1/27/2020

**PURPOSE:**

As directed by Council at the January 13, 2020 regular meeting of Council.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the draft letter to the Minister of Justice and Solicitor General regarding the police funding model and direct administration for prepare and send same.

**BACKGROUND/HISTORY:**

Adminstration provided an update regarding the police funding model at the January 13, 2020 regular meeting of Council. As a result of the discussion the following resolution was passed;

"That Council for the Town of Pincher Creek direct administration to prepare a letter for Council approval outlining Council's concerns with the proposed Police Funding model as discussed to Honorable Doug Schweitzer, Minister of Justice and Solicitor General with copies to Premier Jason Kenny, MLA Roger Reid, Executive Director Marlin Degrand and to AUMA President Barry Morishita."

**ALTERNATIVES:**

That Council for the Town of Pincher Creek direct administration to amend the draft letter to the Minister of Justice and Solicitor General regarding the police funding model.

That Council for the Town of Pincher Creek receives the information regarding the Police Funding Model - Letter to Minister of Justice and Solicitor General, as presented.

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

A review of the enforcement services for the Town of Pincher Creek could be considered.

**FINANCIAL IMPLICATIONS:**

The additional police funding charges represent a 1.5% tax increase in 2020 to a 5% increase in 2023/24.

**PUBLIC RELATIONS IMPLICATIONS:**

Residents of Pincher Creek will understand the need for additional police funding if the Province has done a review of the present staffing models, ensuring that the additional funding will help to enforce and prevent local and rural crime and not be spent on



providing services elsewhere in the province while leaving the local detachment short handed.

**ATTACHMENTS:**

20.01.21 Police Funding Model - Minister of Justice and Solicitor General - Honourable Doug Schweitzer - 353

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek approve the draft letter to the Minister of Justice and Solicitor General regarding the police funding model and direct administration for prepare and send same.

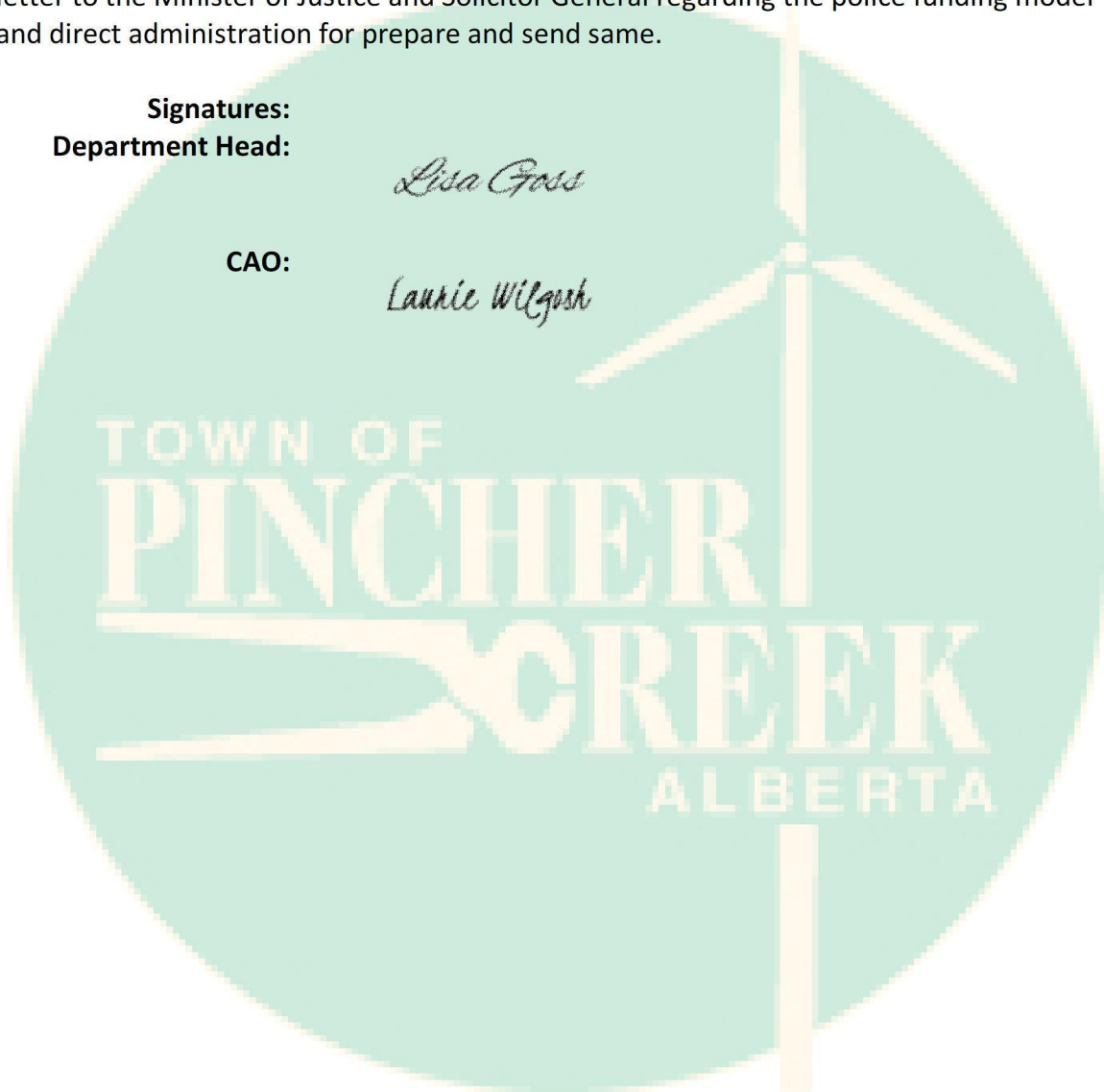
**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Laurie Wilgosh*



January 28, 2020

Honorable Doug Schweitzer, Minister of Justice and Solicitor General  
424 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Honorable Schweitzer,

Re: police funding model for municipalities under 5000 population

On behalf of the Town of Pincher Creek we would like to bring to your attention, some concerns and questions we have regarding the new Police Funding model and associated process. Please understand that the Town Council is supportive of a fair funding proposal, however we are concerned that this process has been rushed without the appropriate review of services and individual municipal consideration.

Our concerns and questions are listed below:

Timing of funding implementation – we were advised of the funding allocation on December 5<sup>th</sup>, 2019 – Town budget was approved on December 9<sup>th</sup>; the allocation represents just under 2% tax increase for 2020 alone. We had tentatively budgeted for the original proposed model of 30% population, and 70% assessment, which was changed at a later date leaving us little to no time to prepare.

We were invited to submit our questions on October 1, 2019 and we replied on October 2, however there was no clarity on the following webinar as to whether the concerns raised would be addressed.

We have been in contact with at least six other municipalities, all of whom have confirmed that there local RCMP detachments are under staffed and have been much of the time (60 – 70%) over the last 10 years or more. These are all legitimate absences due to sickness, vacation, maternity and paternity leaves, etc. but make us wonder how can we quantify the need for additional resources when we never seem to have a full complement of officers.

Why are we being asked to pay for a service up front which we do not have the trained personnel to fill at this time? How long will it take to train and employ up to 300 more officers, and then, where will they be deployed? Will each of our municipalities directly benefit from additional resources?

If this proposal indicates a legitimate need, with policing being a provincial mandate, why not increase the income tax revenue from Alberta workers rather than downloading it to municipalities, many of whom are struggling to provide the necessities to their residents at a reasonable rate? This proposed change to funding of additional police services was advocated by the AUMA, and we are not confident that proper representative and consideration was given to the plight of the smaller municipalities as was given to the larger ones. While we understand the need to have equitable funding, there should be a review of services, identifying need and the ability to fill positions.

Community Peace Officers are employed by many municipalities and their services augment the RCMP enforcement in the municipalities, have those enforcement officers been appropriately considered in the equation?

Lastly, our RCMP detachment is responsible for enforcement services in Waterton National Park. Although they try to enlist retired officers to provide coverage over the summer season, it's not always possible. In this circumstance, the Pincher Creek detachment is called on to respond. The 2019 summer staffing in Pincher Creek was down to two officers for most of the summer, which means if one has the day off and the other is called to Waterton, or responding to Castle Park, then no one is available to respond in the Town or rural area of Pincher Creek. With the influx of 500,000 visitors to Waterton Park alone, we are very underserved. Is a credit being considered for municipalities bordering National and Provincial Parks with high visitor counts?

The request and recommendation of the Town of Pincher Creek is to work on filling the vacant or understaffed employee contingency presently on the RCMP roster, and then implement an organized review of service delivery which will provide tangible results to safety and enforcement in our municipalities.

Thank you for the opportunity to voice our concerns and questions, and we look forward to your response.

Sincerely,

Mayor Don Anderberg  
Town of Pincher Creek

cc. Premier Jason Kenny, MLA Roger Reid, Executive Director Marlin Degrand  
AUMA President Barry Morishita



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Proposed Amendments to the Fee Structure By-Law Schedule C	
<b>PRESENTED BY:</b> Adam, Recreation Manager	<b>DATE OF MEETING:</b> 1/27/2020

**PURPOSE:**

For Council to review Schedule “C” of the Fee Structure Bylaw 1584-20 and to determine the 2020 Fees for the Town of Pincher Creek Recreation and Community Services Department.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree to give first reading to Fee Structure Bylaw 1584-20.

That Council for the Town of Pincher Creek agree to give second reading to Fee Structure Bylaw 1584-20.

That Council for the Town of Pincher Creek agree unanimously to present Fee Structure Bylaw 1584-20 for third and final reading at the January 27, 2020 Council meeting.

That Council for the Town of Pincher Creek agree to give third and final reading to Fee Structure Bylaw 1584-20 and that a copy of which be attached hereto and form part of the minutes.

**BACKGROUND/HISTORY:**

Administration undertakes regular reviews of the fees & charges schedule. Bylaw 1584-20 with Schedule C amendments, is being presented to Council for their consideration.

In December 2016, Council agreed to waive the 2017 Swim Pool Admissions Fees and General Pool Passes listed in Schedule C for a one year term to celebrate Canada’s 150 and as an economic generator for the community. In 2018, there is an enhanced service level with the addition of the pool slide, which has increased the operating side (utilities, chemicals, staffing, maintenance).

At the December 11, 2017 Council Meeting, Council for the Town of Pincher Creek passed By-Law 1584-17, including the proposed Schedule ‘C’ changes. In 2018 the Swimming Pool Admission Fees for Open & Family Swims were FREE for 0-17 years, and adults who attended Open/Family Swims were assessed a special rate of \$4.00/adult (rather than \$5.75). The \$5.75 rate would still apply for Lane & Masters swims.

At the January 2, 2019 Council meeting, By-Law 1584-19 was passed which included an increase to pool admissions, but did not include any other fees for the recreation and Community services department.

Regarding Schedule C – the Community Services Department completed a full fees & charges review and comparison with other southern Alberta community fees. The Recreation Advisory Committee reviewed the fees at the January 15, 2020 meeting and their recommendation to Council for the Town of Pincher Creek regarding pool fees is as indicated on Schedule C.

**ALTERNATIVES:**

- To keep all fees the same as Bylaw 1584-19
- Have an overall increase to all fees, based on community comparison.
- Reduce all/some fees by an amount i.e. 50% reduction
- Re-implement the “Youth Pincher Creek” Pass (free admission) for only Grades 7, 8, 9 as an alternative to free for all youth 0-17 years. With the YPC pass, youth would still need to register for their pass rather than a “walk-in” so the benefit would go to those youth attending school in Pincher Creek & Area.
- Charge full admission fees but ensure that there are “affordable” options available in the weekly schedule i.e. a toonie/loonie swims or a “sponsored” or “free” swims.
- Implement a fee assistance program for low-income families.
- Implement the fee changes at an alternative date.

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

- Free swimming was offered to all users to commemorate Canada 150 in 2017. Visitation to the pool for all sessions & programs increased from 33,029 in 2016 to 41,000 (est.) for 2017, therefore a 25% increase this year.
- Age usership breakdowns for Open & Family Swims were: Adult 34.4%; Child 47.6%; Srs. 2.5% and Aquafit 15.5%. The combined Adult/Senior/Aquafit usage exceeded the Child/Youth attendance by 5% (almost a 50/50 split in usage).
- Regarding attendance in 2017, 33.8% of visitations to Open & Family Swims took place during July & August while 31% was from October to December. Attendance for these sessions topped out the week of July 31- August 6 with 1138 attending, or an average of 163 swimmers per day. Over the year, there was an average of around 85 swimmers/day for Open & Family sessions, based on the number of days the facility is open.
- Attendance in 2018 dropped slightly from 2017, however, only slightly.
- Regarding residency, attendance at Open & Family was: Town 63.67%; M.D. 16.49%; Out of Region 14.34%; Piikani 5.5%.

**FINANCIAL IMPLICATIONS:**

- Council approved \$49,000 in revenue for pool admissions in the 2019-2022 Operating Budget, therefore any alteration to the proposed fees would have an impact on the 2019-2022 Operating Budget.

**PUBLIC RELATIONS IMPLICATIONS:**

The small fee increase will have some financial impact on the groups and patrons utilizing the town facilities where a fee increase is indicated.



**ATTACHMENTS:**

2019 Pool Fee Comparison for Background to RFD - 350

2020 Fees Bylaw Schedule C - 350

**CONCLUSION/SUMMARY:**

That Administration supports that Council approve Fee Structure Bylaw 1584-20 as proposed with all three readings to be held at the January 27, 2020 meeting.

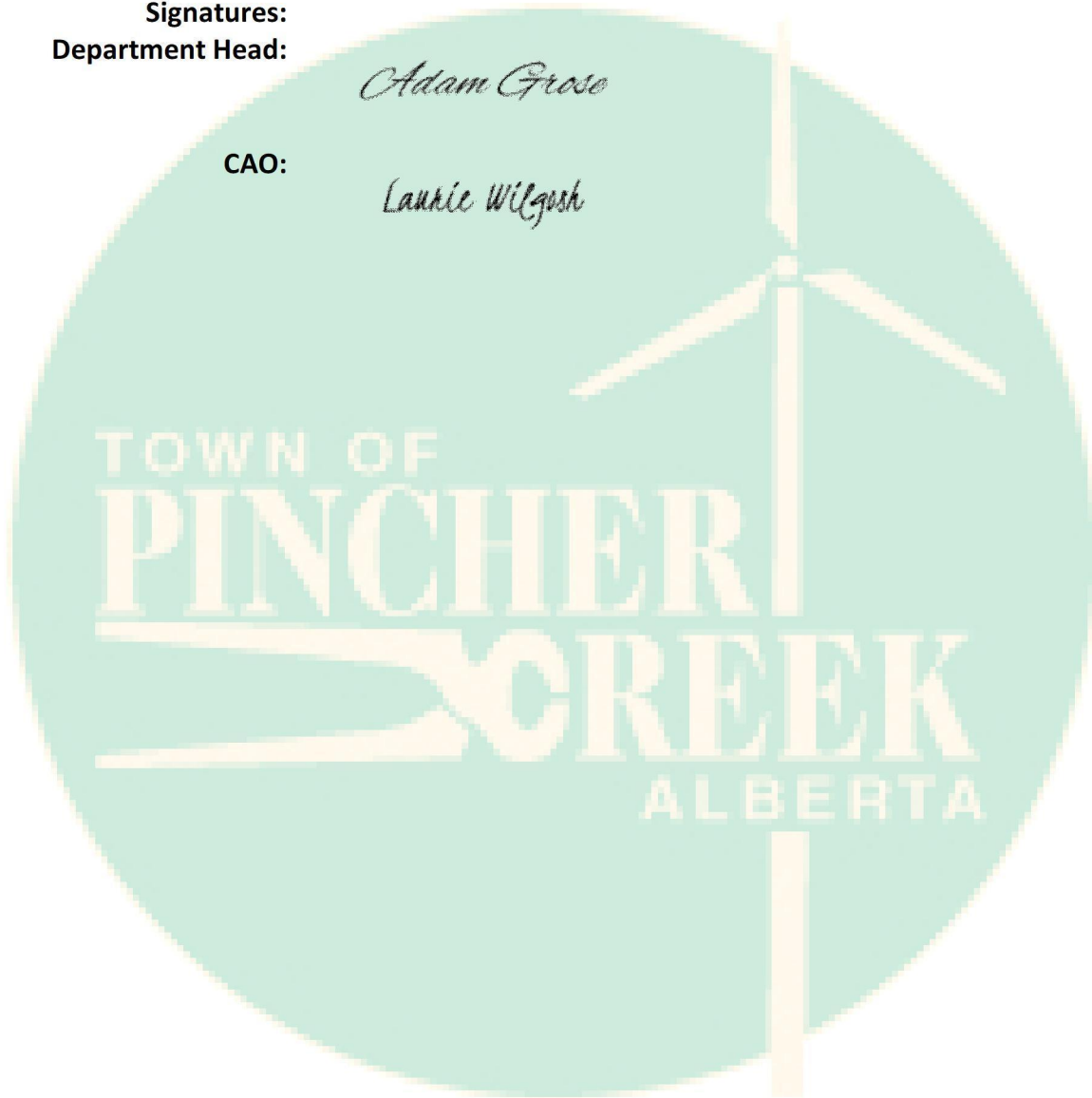
**Signatures:**

**Department Head:**

*Adam Grose*

**CAO:**

*Lanick Wilgosh*







**FEE COMPARISON 2019 – Southern Alberta Aquatic Facilities (November 14, 2019)**

	Taber	Stettler	Fort Macleod	Crowsnest Pass	Brooks	Didsbury	Olds	Stirling	Pincher Creek	Clareholm
Adult	\$7.00	\$5.25	\$5.00	\$10.00	\$7.50	\$5.75	\$5.75	\$6.00	\$4.00	\$5.50
Senior	\$6.00	\$4.75	\$4.00	\$5.00	\$6.25	\$4.50	\$4.50	\$6.00	\$4.00	\$4.00
Infant (0-3)	FREE	FREE	FREE	FREE	FREE	FREE	\$1.00	FREE	FREE	FREE
Preschool (4-6)	\$5.00	\$3.50	\$3.50	\$5.00	\$3.50	\$2.75	\$2.00	\$5.00	\$3.00	\$2.00
Student (7-17)	\$6.00	\$4.75	\$4.00	\$5.00	\$6.00	\$4.50	\$4.50	\$5.00	\$3.00	\$3.25
Family	\$15.75	\$15.00	\$15.00	\$20.00	\$19.00	\$15.00	\$12.50	\$25.00	\$10.00	\$13.00



**TOWN OF PINCHER CREEK PARKS & RECREATION OFFICE**

895 Main Street (Box 159) Pincher Creek, AB T0K 1W0

Phone 403 627 4322 Fax 403 627 4784

[recmanager@pinchercreek.ca](mailto:recmanager@pinchercreek.ca)

[www.pinchercreek.ca](http://www.pinchercreek.ca)



**BYLAW No. 1584-~~2019~~**  
**OF THE**  
**TOWN OF PINCHER CREEK**

**A BYLAW OF THE TOWN OF PINCHER CREEK, IN**  
**THE PROVINCE OF ALBERTA, FOR THE PURPOSE**  
**OF ESTABLISHING A FEE STRUCTURE**

WHEREAS pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto, a municipality has the authority to pass bylaws regarding services provided by or on behalf of the municipality, and

WHEREAS the Town of Pincher Creek wishes to establish a Fee Structure for the Town of Pincher Creek.

NOW THEREFORE, Council of the Municipality of the Town of Pincher Creek, in the province of Alberta, hereby enacts as follows:

1. Schedule A, B & C attached hereto, shall establish a fee structure for the Town of Pincher Creek.
2. Bylaw # No. 1584-~~1917~~ and amendments thereto are hereby repealed.
3. This bylaw comes into force and effect upon final reading thereof.

READ A FIRST TIME THIS ~~27<sup>th</sup>~~ <sup>2<sup>nd</sup></sup> DAY OF JANUARY, 20~~2019~~, A.D.

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MAYOR, Don Anderberg

\_\_\_\_\_  
CAO, L. Wilgosh

READ A SECOND TIME THIS ~~27<sup>th</sup>~~ <sup>5<sup>2<sup>nd</sup></sup> DAY OF JANUARY, 20~~2019~~, A.D.</sup>

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\_\_\_\_\_  
MAYOR, Don Anderberg

\_\_\_\_\_  
CAO, L. Wilgosh

Initials \_\_\_\_\_

Bylaw #1584-19

READ A THIRD TIME THIS ~~27<sup>th</sup>~~<sup>2<sup>nd</sup></sup> DAY OF JANUARY, 20~~20~~<sup>19</sup>, A.D.

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\_\_\_\_\_  
MAYOR, Don Anderberg

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CAO, L. Wilgosh

Initials \_\_\_\_\_



**SCHEDULE "C"  
COMMUNITY SERVICES**

<b>PARKS/SPORTSFIELDS (In effect <del>June 1, 2015</del> May 1, 2020)</b>	<b>Fees</b>
Baseball Youth (Per Season)	<del>\$20.00</del> <b>\$22.00/Player</b>
Slo Pitch/Baseball Adult (Per Season)	\$400.00/Team
<del>Slo Pitch Tournament (Adult)</del>	<del>\$300.00 + \$50.00/Diamond</del>
Slo Pitch Tournament ( <del>Adult OOR</del> ) JTT Park	<del>\$500.00</del> <b>\$750.00 + \$50.00/Diamond</b>
Concession at Diamonds (per day/booking)	\$60.00
Concession at Diamonds (OOR)	\$110.00
Picnic Table Rental	\$12.00/Table
Bleacher Rental	\$85.00/Set
Park/Sports field Booking Fee	<del>\$30.00</del> <b>\$40.00/Booking</b>
Soccer Youth (Per Season)	<del>\$20.00</del> <b>\$22.00/Player</b>
Soccer Adult Team (Per Season)	\$400.00/Team
Football Youth (Per Season)	<del>\$20.00</del> <b>\$22.00/Player</b>
<del>Equipment Rental (Limer, etc.)</del>	<del>\$10.00/Item</del>
<del>Bases Rental</del>	<del>\$20.00/Set</del>
School Use (Joint Use Agreement)	N/C
Campground Reservation Fee	One Night Campground Fee as Below
Campground per Night	\$35.00/Day (Full Service – Power, Sewer and Water) \$30.00/Day (Partial Service - Power) \$20.00/Day (Tent)
Firewood Large Bundle	\$7.00/bundle
Firewood Small Bundle	\$5.00/bundle
<b>ARENA-Summer (In effect <del>January 1</del> May 1, 2020<del>18</del>)</b>	<b>Fees</b>
Arena Slab-Profit Making/Trade Fair	\$850.00/Day; ½ Price Set-Up
Arena Main Arena Youth	<del>\$20.00</del> <b>\$30.00/Hour</b>
Arena Main Arena Adult	<del>\$30.00</del> <b>\$40.00/Hour</b>
Arena Lobby-Profit Making	\$20.00/Hour
Arena Lobby-Non Profit	\$10.00/Hour
Arena Concession	\$60.00/Day
<b>ARENA-Winter (In effect <del>January 1</del> September 1, 2020<del>18</del>)</b>	<b>Fees</b>
Minor Hockey, Figure Skating, Youth	<del>\$70.00</del> <b>\$73.00/Hour</b>
<del>Senior Hockey Practice</del>	<del>\$65.00/Hour</del>
Recreation Hockey, Adult	<del>\$120.00</del> <b>\$125.00/Hour</b>
Minor Hockey, Figure Skating Youth (OOR)	<del>\$120.00</del> <b>\$150.00/Hour</b>
<del>Recreation Hockey/Adult (OOR)</del>	<del>\$140.00/Hour</del>
Shinny Hockey Drop In (Daytime)	<del>\$6.00</del> <b>\$7.00/Player</b>
Shinny Hockey Drop In (Evening)	\$15.00/Player
Parent 'N Tot Drop in	N/C for Adult or Child
Statutory Holiday Rental (Boxing Day)	\$150.00/Hour
Public/Family Skating Sponsorship	\$500 - \$3,000/Season

Initials \_\_\_\_\_

Bylaw #1584-19

**ARENA-Winter (In effect ~~January 1, 2018~~ September 1, 2020) continued Fees**

Non-Prime Time Usage	\$10.00/Off Per Hour
Board Advertising	<del>\$424.00</del> <u>450.00</u> /Year
Wall Advertising	<del>\$238.50</del> <u>250.00</u> /Year
Centre Ice Advertising	\$636.00/Year
Neutral Zone Advertising	\$530.00/Year
Zamboni Advertising	\$620.00/Year
Concession Lease (Winter Season)	\$1,000/year
Senior Citizen Centre Lease	\$1,000/year
Arena Event Set-Up/Take Down	½ Price
Schools (Joint Use Agreement)	N/C

**POOL CHARGES/FEES (In effect February 1, 202019) Fees**

<del>Child-Infant/Preschool</del> (0-3 Years) Drop In	<del>_____</del> N/C
Child ( <del>4-6-4-7</del> Years) Drop In	\$3.00
Youth ( <del>7-17-8-17</del> Years) Drop In	<del>\$3.00</del> <u>4.00</u>
Adult (18+ Years) Drop In	<del>\$5.75</del> <u>6.00</u> (\$4.00 for Family/Open Swim)
Senior (55+ Years) Drop In	<del>\$4.75</del> <u>5.00</u> (\$4.00 for Family/Open Swim)
Family	<del>\$10.00</del> <u>14.00</u>
Sr. Aquafit Drop In	<del>\$5.00</del> <u>5.50</u>
Masters/Boot Camp/Aquafit Drop In/ <del>Boot Camp</del>	<del>_____</del> \$6.00 <u>7.00</u>
<del>Boot Camp Class Drop in (Without child minding)</del>	<del>_____</del> \$6.00
Boot Camp Child-Minding	<del>\$3.00</del> <u>4.00</u> /child
1 Month Pass Pre-school (0-3 Years)	N/C
1 Month Pass Adult	<del>\$47.00</del> <u>50.00</u>
1 Month Pass Senior (55+ Years)	<del>\$38.00</del> <u>40.00</u>
1 Month Pass Aquafit	<del>\$49.00</del> <u>52.00</u>
1 Month Pass Sr. Aquafit (55+ Years)	<del>\$40.00</del> <u>42.00</u>
6 Month Pass Pre-school (0-3 Years)	N/C
6 Month Pass Adult	<del>\$198.00</del> <u>210.00</u>
6 Month Pass Senior (55+ Years)	<del>\$162.00</del> <u>170.00</u>
6 Month Pass Aquafit	<del>\$207.00</del> <u>215.00</u>
6 Month Pass Sr. Aquafit (55+ Years)	<del>\$171.00</del> <u>180.00</u>
1 Year Pass Adult	<del>\$330.00</del> <u>340.00</u>
1 Year Pass Senior (55+ Years)	<del>\$270.00</del> <u>280.00</u>
1 Year Pass Aquafit	<del>\$345.00</del> <u>350.00</u>
1 Year Pass Sr. Aquafit (55+ Years)	<del>\$285.00</del> <u>300.00</u>
10 Punch Child Minding	<del>\$27.00</del> <u>36.00</u>
<del>10 Punch 18+ (Family/Open Swim)</del>	<del>_____</del> \$36.00
10 Punch Child/Youth	<del>\$27.00</del> <u>36.00</u>
10 Punch Adult	<del>\$51.75</del> <u>54.00</u>
10 Punch Senior (55+ Years)	<del>\$42.75</del> <u>45.00</u>

Initials \_\_\_\_\_

Bylaw #1584-19

**POOL CHARGES/FEEES (In effect February 1, 2020~~19~~) continued Fees**

10 Punch Aquafit/Masters/Bootcamp	<del>\$54.00</del> <u>63.00</u>
10 Punch Sr. Aquafit (55+ Years)	<del>\$45.00</del> <u>49.50</u>
<u>10 Punch Family Swim</u>	<u>\$126.00</u>
20 Punch Child Minding	<del>\$54.00</del> <u>72.00</u>
<del>20 Punch 18+ (Family/Open Swim)</del>	<del>\$68.00</del>
20 Punch Child/Youth	<del>\$51.00</del> <u>72.00</u>
20 Punch Adult	<del>\$97.75</del> <u>\$108.00</u>
20 Punch Senior (55+ Years)	<del>\$80.75</del> <u>90.00</u>
20 Punch Aquafit/Masters/Bootcamp	<del>\$102.00</del> <u>117.00</u>
20 Punch Sr. Aquafit (55+ Years)	<del>\$85.00</del> <u>93.50</u>
<u>20 Punch Family Pass</u>	<u>\$ 238.00</u>
<del>Pool Day Pass (Single)</del>	<del>\$1.00 Added to Drop in Fee</del>
<del>Pool Day Pass (Family)</del>	<del>\$2.00 Added to Drop in Fee</del>
Junior Lifeguard Club Session*	\$180.00
Water Safety Instructor Course	\$325.00 <u>plus materials</u>
Water Safety Instructor Re-cert	\$95.00 <u>plus materials</u>
Lifesaving Instructor Course	\$250.00 <u>plus materials</u>
Lifesaving Instructor Re-cert	\$60.00 <u>plus materials</u>
National Lifeguard Course	\$315.00 <u>plus materials</u>
National Lifeguard Re-cert	\$50.00 <u>plus materials</u>
First Aid Course*	\$160.00 <u>plus materials</u>
First Aid Course Re-cert	\$80.00 <u>plus materials</u>
Bronze Medallion*/Bronze Cross - Combined Course	\$225.00 <u>plus materials</u>
Bronze Medallion or Bronze Cross - Full Course	\$130.00 <u>plus materials</u>
Babysitting Course*	<del>\$65.00</del> <u>75.00</u>
Boating Certification*	\$20.00/Manual; \$25.00/Exam
Concession Room (Not-for-profit, Public)	\$10.00/Hour \$20.00/Half Day \$40.00/Full Day
Concession Room (Commercial, Profit Making)	\$20.00/Hour \$40/Half Day \$80/Full Day
<del>Semi-Private Pool Rental (1-20 Guests)</del>	<del>\$65.00 (Concession Room Extra) \$3.50/Person Extra for Each 21+ Guests</del>
Private Pool Rental	<del>\$120.00</del> <u>130.00</u> /Hour (Incl. 1 Hr. Concession Room)
Private Pool Rental Extra Guard	<del>\$20.00</del> <u>25.00</u> /Guard/Increment of Swimmers
Sponsored Swim	<del>\$140.00</del> <u>150.00</u> /Hour (Includes 1 Extra Guard)
Swim Club All Lanes/Full Pool	<del>\$57.00</del> <u>65.00</u> /Hour
Swim Club Lane Rental	<del>\$12.50</del> <u>15.00</u> /Lane
Kayak Club Full Pool	<del>\$57.00</del> <u>65.00</u> /Hour
<del>Scuba Course*</del>	<del>\$350.00/Student</del>
Showers	\$2.00/Person
Hot Tub Only	\$2.00/Person

Initials\_\_\_\_\_



Bylaw #1584-19	
Locker Rental – Per Day	\$0.50
Locker Rental – Per Month	\$7.50
<b>POOL CHARGES/FEES (In effect February 1, 2019) continued</b>	<b>Fees</b>
Locker Rental – Per Year	\$75.00
Pool Toy Request/Extra Guard (Rentals/Schools)	<del>\$20.00</del> <u>25.00</u>
Private Lessons (1/2 Hour)*	\$22.50
Private Lessons (1 Hour)*	\$30.00
Semi-Private Lessons (1/2 Hour)*	\$17.50
Semi-Private Lessons (1 Hour)*	\$25.00
5 Week Red Cross Lessons (Pre-school-SK2) *	<del>\$42.50</del> <u>45.00</u>
5 Week Red Cross Lessons (Swim Kids 3-6)*	<del>\$45.50</del> <u>48.00</u>
5 Week Red Cross Lessons (Swim Kids 7-10) *	<del>\$47.50</del> <u>50.00</u>
<del>10-8</del> Week Red Cross Lessons (Pre-school-SK2) *	<del>\$55.00</del> <u>60.00</u>
<del>10-8</del> Week Red Cross Lessons (Swim Kids 3-6) *	<del>\$57.00</del> <u>62.50</u>
<del>10-8</del> Week Red Cross Lessons (Swim Kids 7-10) *	<del>\$60.00</del> <u>65.00</u>
School Lessons (Full Red Cross/Student) *	<del>\$30.00</del> <u>35.00</u>
School Lessons (Certificate Program) *	<del>\$19.00</del> <u>25.00</u>
Fitness/Stroke Improvement (Per Student/Day) *	<del>\$4.00</del> <u>4.50</u>
Fitness/Stroke Improvement (Per Session 3-5 Days)	<del>\$19.00</del> <u>25.00</u>
School Kayaking/Student	\$6.00
School Open Swim - 1 Hour (Per Student)	<del>\$3.00</del> <u>3.50</u>
School Open Swim – 2 Hours (Per Student)	\$4.00

<b>PROGRAM FEES (In effect <del>September</del> <u>January 1, 2020</u>)</b>	<b>Fees</b>
Aerobics Adult	<del>\$6.50 Drop-In</del> <u>\$6.00</u> <del>7.00 with Pass</del>
Summer Games Registration Fee*	\$10.00
- <del>\$20.00</del> <u>25.00</u> is charged but <del>\$10</del> <u>12.00</u> is forwarded on to host community	
Programs i.e. Clinics and Workshops	Offered on a break-even basis.

**Note:** All Fees include GST except those marked with an asterisk\* and or if registrant is under 14 years of age.

**Note:** Director and Manager have authority to offer promotional or discounted fees to the public on an occasional basis such as when offering a new program or the “first class free come and try it” promotion or a 10% discount on passes in conjunction with community wide promotion.

**OOR** – Out of Region Residency

Initials\_\_\_\_\_

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> ORRSC GIS Grant Support	
<b>PRESENTED BY:</b> Al Roth, Director of Operations	<b>DATE OF MEETING:</b> 1/27/2020

**PURPOSE:**

To confirm formal support from the Pincher Creek Council for the Oldman River Regional Services Commission's grant funding application to enhance the GIS software being used by various municipalities in southern Alberta, including Pincher Creek.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek THAT Council for the Town of Pincher Creek, authorize the Town of Pincher Creek's participation in an application for the 2020 Oldman River Region GIS Enhancement Project submitted by the Town of Coaldale under the Intermunicipal Collaboration component Alberta Community Partnership Grant, further, that the Town of Pincher Creek, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

**BACKGROUND/HISTORY:**

The Oldman River Region GIS partnership is seeking grant funding to enhance their GIS infrastructure to meet the needs of evolving requirements for its 45 member municipalities. The partnership's current version of GIS software is approaching the end of its lifecycle, and in that time not only has the landscape of GIS sophistication changed, but the amount of different types of GIS users within a municipality has increased exponentially. GIS information is now a key component that ties in multiple facets within a municipality from planning, finance, public works, and policing while at the same time, provides front line access to municipal rate payers. The partnership aims to utilize a software package provided by ESRI, the worldwide leader in geospatial software, to build a new, highly functional and expandable GIS solution that will provide all users with the necessary tools to make informed decisions.

The membership will rely on a long-standing and successful relationship with the Oldman River Regional Services Commission (ORRSC) who has acted as their GIS contractor for the past 17 years to offer guidance throughout the enhancement process. Along with ORRSC's guidance, the members will play the most important role in the enhancement project as they, in the end, are the users of the GIS system and will be providing constant input to help mold and shape the final project. The consultation will include frequent "inside looks" at the performance and layout of each member site individually as it is being built.

The enhancement project will first produce a new GIS viewer for all users using Geocortex software. Geocortex is a Canadian GIS solution offered as part of a suite from ESRI Canada



and is an award winning GIS viewer that is used across many municipalities in Canada and the United States. The Geocortex software is scalable and can be continually expanded with additional tools, reporting functions, and workflows to meet the needs of large municipalities while on the other hand, can be easily simplified for use in a small municipality. The use of Geocortex allows for never before seen customization using workflows to create custom operations within the GIS itself.

Secondly, the project will allow the use of feature rich web mapping applications which have become very prevalent in the world of GIS in the past five years. Member municipalities will be able to have adhoc web mapping applications created in very little time that are able to serve a very specific purpose. These applications can be department specific and can be created for use over various periods of time from an app showing a parade route that will only be used for a few weeks, to a permanent application that takes users on a walking tour of the municipality which highlights historic buildings. The latter map, known as a "tour" map was voted as one of the top new features of the ESRI web map applications and is now being used by municipalities to aid tourism and economic development.

This enhancement project with the assistance of renowned software solutions provided by ESRI will greatly increase each of the 45 members' efficiency, accountability and service delivery to their rate payers.

**ALTERNATIVES:**

THAT Council for the Town of Pincher Creek request more information.

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

Enhanced GIS software for Town employee and public use.

**FINANCIAL IMPLICATIONS:**

None.

**PUBLIC RELATIONS IMPLICATIONS:**

None.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration supports this initiative as the current software framework for ORRSC's GIS is not as user friendly as more updated versions and will make Town's staff's use of the GIS software more efficient.

**Signatures:**

**Department Head:**





CAO:

*Laurie Wilgosh*



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Municipal Asset Management Grant Application Support	
<b>PRESENTED BY:</b> Al Roth, Director of Operations	<b>DATE OF MEETING:</b> 1/27/2020

**PURPOSE:**

To confirm formal support from the Pincher Creek Council administration's grant funding application to FCM's Municipal Asset Management Program (MAMP). As this grant covers up to 80% of costs, a budget commitment for the remaining portion is also required.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek direct administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for "Survey of Existing Watermain Network for GIS Compatibility". Be it therefore resolved that the Town of Pincher Creek commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program: 1) Legal survey of existing watermain network; and 2) Data analysis of legal survey of existing watermain network to make data compatible with asset management software and GIS.

Be it further resolved that the Town of Pincher Creek commits up to \$12,500 from its budget toward the costs of this initiative.

**BACKGROUND/HISTORY:**

The Municipal Asset Management Program (MAMP) is a five-year, \$50-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The maximum MAMP contribution to a project is \$50,000 The contribution shall represent no more than 80% of the eligible project cost.

Pincher Creek administration has identified gaps in our infrastructure data. Specifically, the GIS data for the watermain network is inaccurate and makes locating infrastructure and maintaining detailed data extremely difficult. The MAMP grant would allow administration to move forward with a detailed update of infrastructure geo-spatial information including a legal survey of the existing watermain network and further data analysis to make that information usable within the Town's asset management software and GIS applications.

As part of the MAMP grant requirements, the application must include a formal resolution of council supporting the grant application for the specific project identified, as well as commit to funding the remaining portion of project costs not covered by the MAMP grant.

Formal cost estimates have not yet been received by the Town for this project, however, it is anticipated this project will cost approximately \$50,000. As the maximum grant contribution is \$50,000 and 80% of costs, administration requests Council commit up to \$12,500 of municipal funds to allow the application to be for the maximum contribution. Once formal cost estimates are received, administration would work diligently to keep costs low to minimize Town's contribution.

As part of the 2020 operating budget, administration had accounted for \$50,000 from the MAMP grant, however, were not aware that it required a 20% commitment from the municipality. The (up to) \$12,500 Town contribution would be an additional expense previously unaccounted for.

**ALTERNATIVES:**

THAT Council for the Town of Pincher Creek direct administration to propose alternative asset management projects for this grant application.

THAT Council for the Town of Pincher Creek reject administration's application for the MAMP grant.

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

None

**FINANCIAL IMPLICATIONS:**

The approved 2020 operating budget allocated \$50,000 towards this project from the MAMP grant. The additional (up to) \$12,500 matching contribution would require a withdrawal from the Waterline Replacement Reserve 4100004760.

**PUBLIC RELATIONS IMPLICATIONS:**

None

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Updating the Town's infrastructure data for the watermain network would help move the Town's asset management program forward by increasing data reliability and usability. Administration highly recommends and supports Council in moving forward with the MAMP grant application to re-survey the Town's watermain network to increase the accuracy of our GIS data.

**Signatures:**

**Department Head:**



**CAO:**







# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Engineering Services Request for Proposals	
<b>PRESENTED BY:</b> Al Roth, Director of Operations	<b>DATE OF MEETING:</b> 1/27/2020

**PURPOSE:**

To inform Council of the results of the public Request for Proposals issued for general engineering services for 2020 – 2022.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek receive the Engineering Services Request for Proposals results as information.

**BACKGROUND/HISTORY:**

A public Request for Proposals (RFP) was issued on October 1, 2019 for Engineering Services for 2020 – 2022 . A proponent information meeting was held on October 17, 2019 and was attended by 14 engineering firms. The RFP closed on November 6, 2019 and the Town received 19 proposals from firms offering wide-ranging services such as design, project management, building condition assessments, geotechnical services, civil engineering services etc.

The evaluation committee reviewed all 19 proposals on their qualifications, experience, proposed project team and leadership, their range of services being offered and their overall fee structure proposal. As a result of the thorough evaluations, the evaluation team has awarded Master Services Agreements to the 5 Engineering Firms (more detail below).

The Master Services Agreement which has been offered to each of the successful proponents outlines all contractual obligations should they be assigned future work by the Town of Pincher Creek. These agreements are non-exclusive, meaning simply because we have an agreement with various firms does not restrict Pincher Creek to using only these companies. The agreements are also clear in that there is no guarantee that a selected engineering firm will be engaged in services.

The Master Service Agreement for each proponent outlines the hourly rates for the different tiers of employees (i.e. project manager, administrative assistant, engineer, planner etc.) as well predetermined charge-out rates for mileage and sub-consultant mark-up percentages (if any). This ensures there are no unexpected surges in rates.

The award of the Master Services Agreements has not resulted in a commitment of any funds from Pincher Creek. Funds will only be allocated when a "service order" is issued by

Administration on a project-by-project basis. For each project, administration will either assign a project (for lower value projects) to an engineer who has sufficient experience/capacity for a project, or request proposals from multiple firms which already have Master Services Agreements with the Town. This allows the Town to assign projects to consultants who have the best expertise for that specific project, the availability to meet the Town's schedule, or to award a project based on what the top priority is for the specific instance.

The five successful engineering firms are:

- BDT Engineering Ltd.
- ISL Engineering and Land Services Ltd.
- Stantec Consulting Ltd.
- Stephenson Engineering Limited
- Talbera International Technologies Ltd.

A brief overview of the firms' expertise is attached.

There are overlaps in the successful proponents' offered services which allows Pincher Creek to request project specific proposals from multiple engineering firms and assess which would be best suited for each assignment/project.

We believe the combination of services offered by the successful proponents will help Pincher Creek be efficient and effective with the upcoming capital and operating requirements of the Town.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek request more information from administration.

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

None

**FINANCIAL IMPLICATIONS:**

No finances have been committed as a result of this Request for Proposals. Work assignments given to each engineering firm will be on a project-by-project basis with financial implications specific to each project.

**PUBLIC RELATIONS IMPLICATIONS:**

None

**ATTACHMENTS:**

Overview of Successful Engineering Firms 2020-2022 - 352

**CONCLUSION/SUMMARY:**

At the recommendation of the evaluation committee and the support of administration, Master Services Agreements for Engineering Services for 2020 – 2022 were awarded to the following consultants:

- BDT Engineering Ltd.



- ISL Engineering and Land Services Ltd.
- Stantec Consulting Ltd.
- Stephenson Engineering Limited
- Talbera International Technologies Ltd.

**Signatures:**

**Department Head:**

*Al Roth*

**CAO:**

*Laurie Wilgosh*



## Overview of Successful Engineering Firms 2020-2022

### Town of Pincher Creek

#### **BDT ENGINEERING LTD.**

- **Location:** Lethbridge
- **Service Areas:** Geotechnical
- **Lead Staff Highlights:** Bruce Thurber has over 25 years of geotechnical experience and previous municipal experience as the Manager of Engineering for the City of Medicine Hat.
- **Company Highlights:** BDT Engineering Ltd. was established in 2016 and focuses services from preliminary geotechnical assessments through to detailed design and materials testing through construction. The company currently has 4 employees and continues to grow and expand through 2020.

#### **ISL ENGINEERING AND LAND SERVICES LTD.**

- **Location:** Lethbridge
- **Service Areas:** Deep Utilities, Roads, Stormwater Management, Water Treatment, Wastewater Lagoons, Building Assessments, Building Renovations, Environmental
- **Lead Staff Highlights:** Arne Gjerlaug has over 25 years of engineering experience in Southern Alberta and has been with ISL for 12 years.
- **Company Highlights:** ISL Engineering and Land Services Ltd. has 14 offices in western Canada and the Lethbridge office regularly collaborates with the Calgary and Edmonton Offices. Their recent municipal clients include Nanton, Lethbridge, Picture Butte, Milk River, Claresholm, Coaldale and High River.

#### **STANTEC CONSULTING LTD.**

- **Location:** Lethbridge
- **Service Areas:** Deep Utilities, Roads, Stormwater Management, Water Treatment, Wastewater Lagoons, Geotechnical, Building Assessments, Building Renovations, Environmental
- **Lead Staff Highlights:** Brad Schmidtke has over 20 years' experience with a focus in southern Alberta including project management of the Sherring Business and Industrial Park Expansion, The Crossings mixed-use development, and the Galt No. 8 Mine Site Redevelopment.
- **Company Highlights:** Stantec has a vast network of offices, in which "Alberta South" includes over 1,500 staff in buildings, transportation, water/wastewater, community development, power and environmental services. The Lethbridge office has vast experience working with small southern Alberta municipalities including: Municipality of Crowsnest Pass, M.D. of Taber, Cypress County, Town of Claresholm, Town of Vulcan, M.D. of Willow Creed, Town of Vauxhall and Town of Cardston.

**STEPHENSON ENGINEERING LIMITED**

- **Location:** Calgary
- **Service Areas:** Building Assessments, Building Renovations
- **Lead Staff Highlights:** Lawrence McSorely has over 32 years' experience as an architect and has complete, managed and/or held key roles in over 800 building construction projects and over 1,200 site assessments.
- **Company Highlights:** Stephenson Engineering Limited was established in 1969 and has offices in Calgary, Toronto and Ottawa. They have completed over 10,000 projects in the last 4 decades and includes clients such as the City of Calgary, Alberta Infrastructure and various municipalities.

**TALBERA INTERNATIONAL TECHNOLOGIES LTD.**

- **Location:** Lethbridge
- **Service Areas:** Deep Utilities, Roads, Stormwater Management, Water Treatment, Wastewater Lagoons, Building Assessments, Building Renovations
- **Lead Staff Highlights:** Alberta Tagoe has 15 years of engineering experience and started Talbera International Technologies Ltd. in 2015. He has managed a wide array of projects for the Town of Cardston, Lethbridge County, the Blood Tribe and the Town of Pincher Creek.
- **Company Highlights:** Talbera has grown to 10 employees over the first 4 years since being established in 2015. Highlights of their work include design and project management of Pincher Creek's new Early Learning Centers (currently under construction), the Town of Cardston's Infrastructure Master Plan and the Blood Tribe's Water Treatment Systems Assessment and Optimization.





**Town of Pincher Creek**  
**COUNCIL DISTRIBUTION LIST**  
**January 27, 2020**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
1.	January 6, 2020	David Cox, Pincher Creek Emergency Services Commission	Letter
2.	January 16, 2020	Laura Hughes, Pembina Institute	Upcoming events for the municipal leaders in renewable energy series
3.	January 13, 2020	Dani Coffey, Dalhousie University	The Political/Administrative Alignment Imperative
4.	January 10, 2020	Paul Wynnyk, Municipal Affairs, Government of Alberta	Correction Notice: Assessment Model Review Letter
5.	January 2, 2020	Citizen	Recycling
6.	January 9, 2020	Citizen	Non-Fluoridated water request
7.	January 13, 2020	ORRSC Administration	ORRSC Executive Minutes - November 21, 2019
8.	January 13, 2020	Wendy Granson, Medical Officer of Health (MOH) Office – South Zone	Legalization of Edibles, Extracts and Topicals (EET) - Information for Municipalities
9.	January 14, 2020	Recycling Council of Alberta	Announcing Waste to Energy Symposium - March 12 in St. Albert, AB
10.	January 10, 2020	Crowsnest/Pincher Creek Landfill Association	2020 rates
11.	January 5, 2020	Lindsey Johnson, CPO, Town of Pincher Creek	Re Special Accommodation Snow Removal application
12.	January 16, 2020	Wind Systems magazine	A preview of the new issue of Wind Systems magazine – January 2020
13.	January 21, 2020	STARS air ambulance	Your Horizons newsletter has landed! A thank-you, from STARS.
14.	January 22, 2020	Carolyn Schinkel, Chinook Arch Regional Library System	Chinook Arch Regional Library System - Board Report