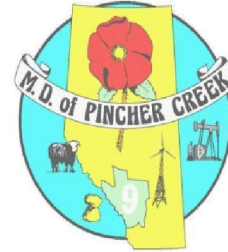




**TOWN OF PINCHER CREEK COUNCIL  
MEETING AGENDA  
Monday, February 10, 2020 at 6:00 p.m.  
Council Chambers, Town Hall  
962 St. John Avenue**

1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
4. **Scheduled Delegations**
5. **Adoption of Minutes**
  - 5.1 Minutes of the Special Meeting of Council held on January 31, 2020
  - 5.2 Minutes of the Regular Meeting of Council held on February 5, 2020
6. **Business Arising from the Minutes**
  - 6.1 Disposition Of Delegation - Library Expansion Proposal - Janice Day
7. **Bylaws**
8. **New Business**
  - 8.1 PCESC Lease Agreement - Plan 7610607 (Transmitting Tower)
  - 8.2 Bus Shelter Requests
9. **Council Reports**
10. **Administration**
  - 10.1 Council Information Distribution List
  - 10.2 Legislative Services 4th Quarter Report
  - 10.3 Operations 4th Quarter Report
  - 10.4 AEMA – Municipal Emergency Plan/Program Review Report
11. **Closed Session Discussion**
  - 11.1 Pincher Creek Emergency Services Commission Funding Formula Review - FOIP S. 16, 21 and 24
  - 11.2 Peace Officer Shared Service Agreement - Village Of Cowley - FOIP s.16 and s. 24
  - 11.3 Insurance Claim - FOIP S. 16
  - 11.4 Draft Request For Proposal - Recreation Master Plan – FOIP S. 24
12. **Notice of Motion**
13. **Adjournment**

*The next Regular Council Meeting is scheduled for February 24, 2020 at 6:00 p.m.*



**SPECIAL MEETING OF COUNCIL**  
**Town of Pincher Creek and Municipal District of Pincher Creek No. 9**  
**Held on Thursday, January 30, 2020 in the**  
**MD Council Chambers, commencing at 6:00 p.m.**

**IN ATTENDANCE:** Mayor: D. Anderberg  
 Councillors: M. Barber, L. Jackson, M. Barber, S. Korbett, B. McGillivray and S. O'Rourke  
 Staff: L. Wilgosh, Chief Administrative Officer  
 MD Reeve: B. Hammond  
 MD Councillors: B. Everts, R. Lemire, Q. Stevick and T. Yagos  
 MD Staff: T. MacCulloch, Chief Administrative Officer and J. McClelland, Executive Assistant

**1. CALL TO ORDER**

Reeve Brian Hammond called the meeting to order at 6:03 p.m.

**2. AGENDA APPROVAL**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek approves the January 30, 2020 agenda as presented.

**CARRIED 20-057**

**3. NOVEMBER 21, 2019 SPECIAL COUNCIL MEETING MINUTES**

The Minutes from the November 21, 2019 Special Council meeting were discussed.

**4. OLD BUSINESS**

**5. NEW BUSINESS**

**5.1 Food Bank**

**KORBETT:**

That Council for the Town of Pincher Creek direct administration to work with Chris and Gemma Ney to coordinate the announcement of the closure of the food bank.

**FURTHER**

That administration be directed to research alternate Government agencies for future assistance for the community.

**CARRIED 20-058**

**5.4 Regional Recreation Master Plan**

The request for proposals for the regional recreation master plan will be distributed to both Town and Municipal District Councils for review.

**5.2 Landfill and Recycling**

No action

**5.3 Pincher Creek Emergency Services Funding Formula Review**

**JACKSON:**

That Council for the Town of Pincher Creek defer the Pincher Creek Emergency Services Funding Formula Review to the February 10, 2020 regular meeting of Council.

**CARRIED 20-059**

**6. ADJOURNMENT**

**KORBETT:**

That this Special Meeting of Council on January 30, 2020 be hereby adjourned at 8:49 p.m.

**CARRIED 20-060**

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

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

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 10<sup>th</sup> DAY OF FEBRUARY 2020**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY FEBRUARY 10,  
2020**



**REGULAR MEETING OF COUNCIL**  
**Held on Wednesday February 5, 2020 in the**  
**Town Hall Council Chambers, commencing at 9:00 a.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

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

Staff: L. Wilgosh, Chief Administrative Officer;  
W. Catonio, Director of Finance and Human  
Resources; L. Rideout, Director of  
Community Services; A. Grose, Recreation  
Manager; D. Green, Family and Community  
Support Services Coordinator; M. Everts,  
Events, Marketing & Economic Development  
Officer; A. Levair, Operations Coordinator  
and L. Goss, Administrative Manager

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 9:00 am.

**2. SCHEDULED PUBLIC HEARING**

**3. AGENDA APPROVAL**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek approves the February 5, 2020 agenda as amended, the amendment being that item 8.1 Committee Appointments be moved to 11.4, Closed Session.

**CARRIED 20-061**

**4. DELEGATIONS**

**4.1 Physicians Compensation Update**

Samantha Myhr and Jeff Brockman attended the meeting to provide information to Council regarding proposed changes to physician compensation.

*A. Levair joined the meeting at 9:12 am.*

**McGILLIVRAY:**

That Council for the Town of Pincher Creek agree to add item 8.3 Physicians Compensation to the regular meeting of Council on February 5, 2020.

**CARRIED 20-062**

**4.2 Library Expansion Proposal – Janice Day**

Janice Day, Michael Barkwith and Sandra Baker attended the meeting to express the Library's desires to Council to expand the Library facility and request a letter of support.

**5. ADOPTION OF MINUTES**

**5.1 Minutes of the Regular Meeting of Council held on January 27, 2020**

**KORBETT:**

That Council for the Town of Pincher Creek approve the minutes of the regular meeting of Council held on January 27, 2020 as presented.

**CARRIED 20-063**

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 Council Procedures/Recommendations – Bylaw 1596-18B**

**JACKSON:**

That Council for the Town of Pincher Creek direct administration to amend the Committee of the Whole Bylaw 1608-18 Schedule A, and Schedule B to include that meeting be held on the first Wednesday of the month at 9:00 am, and to bring it back for review and subsequent approval.

**CARRIED 20-064**

**KORBETT:**

That Council for the Town of Pincher Creek direct administration to further amend the Procedural Bylaw # 1596-18B to reschedule two regular Council meetings per month on the second and fourth Monday evenings, and one regular Council meeting per month in July, August and December.

**CARRIED 20-065**

**JACKSON:**

That Council for the Town of Pincher Creek adopt the proposal by J. Szumlas, Activation Analysis to appoint each Councillor on a rotational basis of two months duration to assume the Presiding Officer position of Committee of the Whole.

**DEFEATED**

**6.2 Disposition of Delegation – Community Mental Health Learning Immersion Sessions – Ola Crook**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek approve the donation of \$1200.00 towards the expenses of the Community Mental Health Learning Immersion sessions on February 6th and 7th, 2020.

**CARRIED 20-066**

*Mayor Anderberg called a recess at 10:23 am.*

*Mayor Anderberg called the meeting back to order at 10:34 am.*

**7. BYLAWS**

**7.1 Council Remuneration Bylaw 1578-20**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek agree to give first reading to Council Remuneration Bylaw 1578-20.

**CARRIED 20-067**

**ELLIOTT:**

That Council for the Town of Pincher Creek agree to give second reading to Council Remuneration Bylaw 1578-20.

**CARRIED 20-068**

**JACKSON:**

That Council for the Town of Pincher Creek unanimously agree to present Council Remuneration Bylaw 1578-20 for third and final reading at the February 5, 2020 regular meeting of Council.

**CARRIED 20-069**

**KORBETT:**

That Council for the Town of Pincher Creek agree to give third and final reading to Council Remuneration Bylaw 1578-20 and that a copy of which be attached hereto and form part of the minutes.

**CARRIED 20-070**

**8. NEW BUSINESS**

**8.1 Facility Life Cycle Assessment Reports – Curling Rink and MCC Arena**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek receive as information the Final Reports for the Facility Lifecycle Assessments at the Pincher Creek Curling Rink and the MCC Arena, and direct Administration to forward the Curling Rink report to the Curling Club and recommend that the Curling Club act on the critical items noted in the Stephenson Engineering Facility Lifecycle Assessment Report for the Pincher Creek Curling Club dated January 23, 2020..

**CARRIED 20-071**

*A. Levair left the meeting at 11:10 am.*

**8.2 Physicians Compensation**

**KORBETT:**

That Council for the Town of Pincher Creek direct administration to prepare and send a letter to the Minister of Health regarding the negative effects of the proposed physician compensation changes in the province to rural health care.

**CARRIED 20-072**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek authorize Mayor Anderberg to bring the topic of Physicians Compensation to the Mayors and Reeves organization, the Alberta Urban Municipalities Association and the Rural Municipalities Association to assume the lead role in regional community consultation regarding concerns with the Albert Health Services proposed physician compensation reduction.

**CARRIED 20-073**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek direct administration to inform the Municipal District of Pincher Creek Chief Administrative Officer of the Towns concerns regarding the Alberta Health Services proposed physician compensation reduction.

**CARRIED 20-074**

*A. Grose left the meeting at 11:19 am.*

**9. COUNCIL REPORTS:**

<b>KORBETT</b>	January 27 January February 4	Regular Council Emergency Management Advisory Economic Development Strategy Session
<b>BARBER</b>	January 27 January 30	Regular Council Joint Council
<b>McGILLIVRAY</b>	January 27 January 30	Regular Council Joint Council
<b>ELLIOTT</b>	January 13	Regular Council
<b>O'ROURKE</b>	January 27 January 30	Regular Council Joint Council
<b>JACKSON</b>	January 13 January 15 January 30	Regular Council Crestview Lodge Roundtable Joint Council
<b><u>Mayor's Report</u></b>		
<b>ANDERBERG</b>	January 27 January 28 January 30 February 4	Regular Council Rural Health Care in Claresholm Joint Council Early Learning Centre Site Tours

**JACKSON:**

That Council for the Town of Pincher Creek accepts the Mayor and Council Reports for February 5, 2020 as information.

**CARRIED 20-075**

*M. Everts and David Green joined the meeting at 11:30 am.*

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**KORBETT:**

That Council for the Town of Pincher Creek accept the February 5, 2020 Council Information Distribution List as information.

**CARRIED 20-076**

**10.2 Community Information Evening**

Review of program

*Mayor Anderberg called a recess at 12:12 pm.*

*L. Rideout, D. Green and M. Everts left the meeting at 12:12 pm.*

*Mayor Anderberg called the meeting back to order at 12:21 pm.*

**11. CLOSED MEETING DISCUSSION**

**ELLIOTT:**

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Wednesday, February 5, 2020 at 12:21 pm in accordance with section 17, 19 and 22 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer and Administrative Manager in attendance.

**CARRIED 20-077**

*L. Goss left the meeting at 12:35 pm.*

**KORBETT:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Wednesday, February 5, 2020 at 12:42 pm.

**CARRIED 20-078**

**11.1 Municipal Development and Subdivision Authority Appointments – FOIP s. 17 & 19**

**KORBETT:**

That Council for the Town of Pincher Creek appoint Megan Metheral to the Municipal Development and Subdivision Authority for a three year term, November 2018 to November 2021.

**CARRIED 20-079**

**KORBETT:**

That Council for the Town of Pincher Creek appoint Dick Burnham to the Municipal Development and Subdivision Authority for a three year term, April 2020 to April 2023.

**CARRIED 20-080**

**11.2 Personnel – FOIP s. 17 & 19**

**BARBER:**

That Council for the Town of Pincher Creek receives the personnel information as presented.

**CARRIED 20-081**

**11.3 J. Szumlas Inter-Council Interactions Report – FOIP s. 12**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek receives the J. Szumlas Inter-Council Interactions Report and presented.

**CARRIED 20-082**



*Mayor Anderberg called a recess at 12:45 pm.  
Mayor Anderberg called the meeting back to order at 1:14 pm.  
Councillor O'Rourke declared a potential pecuniary interest and left the meeting at 1:14 pm.*

**McGILLIVRAY:**

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Wednesday, February 5, 2020 at 1:15 pm in accordance with section 17, 19 and 22 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer in attendance.

**CARRIED 20-083**

**ELLIOTT:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Wednesday, February 5, 2020 at 12:42 pm.

**CARRIED 20-084**

**11.4 Committee Appointments**

**JACKSON:**

That Council for the Town of Pincher Creek agree and appoint Councillor O'Rourke to the Operations Committee, replacing Councillor McGillivray, the Police Advisory Committee, replacing Councillor Barber, the Community Housing Committee, replacing Councillor Elliott.

**FURTHER**

That Councillor McGillivray be appointed as alternate to the Operations Committee.

**CARRIED 20-085**

**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

**BARBER:**

That this meeting of Council on February 5, 2020 be hereby adjourned at 2:25 pm.

**CARRIED 20-086**

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

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

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 10<sup>th</sup> DAY OF FEBRUARY 2020**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY FEBRUARY 10,  
2020 AT 6:00 P.M.**

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Disposition of Delegation - Library Expansion Proposal - Janice Day	
<b>PRESENTED BY:</b> Lisa Goss, Administrative Manager	<b>DATE OF MEETING:</b> 2/10/2020

**PURPOSE:**

For Council to dispose of a delegation that attended the February 5, 2020 regular meeting of Council in accordance with Procedural Bylaw 1596-18B

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree and approve the draft library expansion letter of support and direct administration to prepare and send same to the Pincher Creek Library.

**BACKGROUND/HISTORY:**

Janice Day, Michael Barkwith and Sandra Baker attended the February 5, 2020 regular meeting of Council as a scheduled delegation to express the Library's desire to Council to expand the Library facility and request a letter of support.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receives the Library Expansion Proposal information as presented.

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

None at this time.

**FINANCIAL IMPLICATIONS:**

The library is aware that the 2020 budget has been passed and contains no funding for the expansion at the library. It is likely that future requests will be forthcoming regarding additional funding towards the project.

**PUBLIC RELATIONS IMPLICATIONS:**

The Pincher Creek Library provides valuable services and programs to the community.

**ATTACHMENTS:**

Library Expansion - letter of support - 366

**CONCLUSION/SUMMARY:**

Administration supports that a letter of support be sent to the Library regarding their expansion project.

**Signatures:**  
**Department Head:**

*Lisa Goss*

**CAO:**

*Lannie Wilgosh*



## Town Letterhead

February 05, 2020

To whom it may concern:

The Mayor and members of the Council, Town of Pincher Creek, offer their support to the Board of the Pincher Creek and District Municipal Library as it seeks options for expansion and renovations to the current Library premises.

The Council appreciates the work the Library does in the community and its contributions to the social well-being of the community.

The Council is excited about the possibilities of library expansion and will keep it under consideration in future budget deliberations.

Sincerely,

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> PCESC Lease Agreement - Plan 7610607 (Transmitting Tower)	
<b>PRESENTED BY:</b> Gus Kollee, Legislative Service Manager	<b>DATE OF MEETING:</b> 2/10/2020

**PURPOSE:**

To present Council with a proposed lease agreement between the Town, MD of Pincher Creek and Pincher Creek Emergency Services Commission (PCESC) for the Town owned property Plan 7610607 known as the water storage site to accommodate the communication tower and building.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek authorize and approve the Lease Agreement dated January 23rd, 2020 between the Town of Pincher Creek, Municipal District of Pincher Creek and the Pincher Creek Emergency Services Commission (PCESC) for the land Plan 7610607 to accommodate the transmitting Tower and Building.

**BACKGROUND/HISTORY:**

The subject property is approximately one (1) acre parcel and in addition to the Town's water storage facilities the Pincher Creek Emergency Services has its communication tower and building on the land to provide coverage for their radio communication system.

The new lease agreement provides clarity regarding the purpose and use of the lands including the terms.

**ALTERNATIVES:**

1.) That Council for the Town of Pincher Creek receives the lease agreement between the Town, MD of Pincher Creek and the Pincher Creek Emergency Services dated January 23, 2020 as information.

2.) That Council for the Town of Pincher Creek direct administration, to amend the proposed lease agreement between the Town, MD of Pincher Creek and the Pincher Creek Emergency Services dated January 23, 2020 and bring back the final agreement for approval.

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

The Emergency Services communication services are an essential to the Town and the MD of Pincher Creek.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

EMS Communication Tower Lease 2020 - 363

Title Number 761152113+1 EMS Communication Tower - 363

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek approve the Lease Agreement dated January 23rd, 2020 between the Town, MD of Pincher Creek and the Pincher Creek Emergency Services Commission (PCESC) for the land Plan 7610607 to accommodate the transmitting Tower and Building.

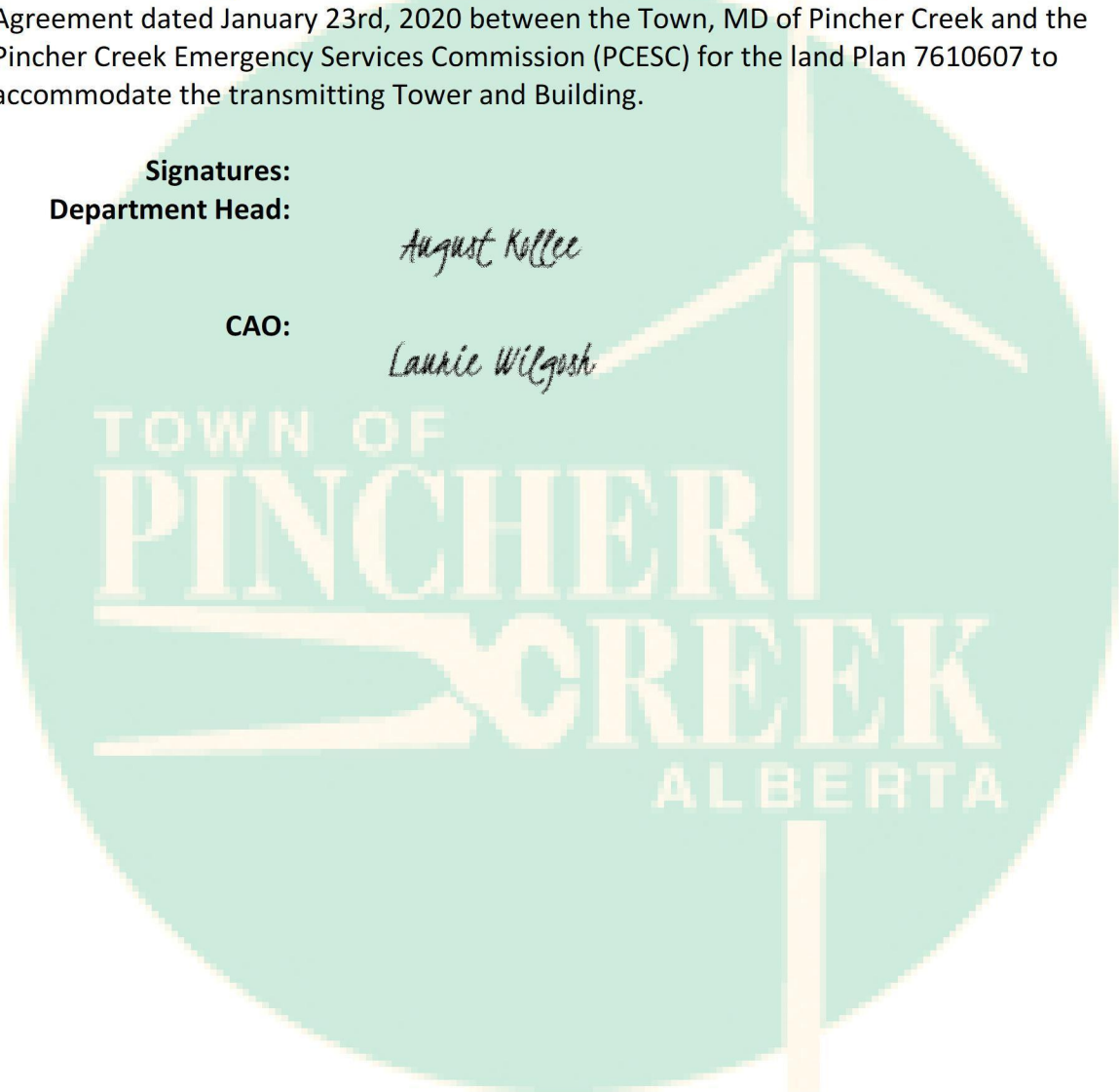
**Signatures:**

**Department Head:**

*August Kellee*

**CAO:**

*Lannie Wilgosh*



THIS LEASE made in triplicate this 23<sup>rd</sup> day of January, 2020, A.D.

BETWEEN:

THE TOWN OF PINCHER CREEK  
of Box 159  
Pincher Creek, AB T0K 1W0

(Hereinafter called the Lessor)

-and-

THE MUNICIPAL DISTRICT OF PINCHER CREEK NO.9  
of Box 279  
Pincher Creek, AB T0K 1W0

(Hereinafter called the Lessee 1)

-and-

PINCHER CREEK EMERGENCY SERVICES COMMISSION  
of Box 1086  
Pincher Creek, AB T0K 1W0

(Hereinafter called the Lessee 2)

WHEREAS the Lessor is the registered owner of the lands legally described as Plan 7610607 (hereinafter called "the said lands").

WHEREAS the Lessees lease a portion of the said lands to place a transmitting Tower on the said lands as set out in the Plan attached as Schedule A and which are marked in blue (hereinafter called "the leased lands").

NOW THEREFORE THIS AGREEMENT WITNESS that in consideration of the mutual covenants and promises that the parties hereto agree as follows:

1. The Preamble shall form part of this Agreement.
2. The Lessor hereby leases to the Lessees the leased land.

**Term**

3. The term of the lease shall be 1 year, commencing January 01, 2017. The Lessees shall have the right to renew the lease for four-1 year periods, subject to prior termination as hereinafter set out.

**Lease Payment**

4. The Lessees shall pay to the Lessor the sum of \$1.00 per year for the leased lands, the payments to be made in advance on the first day of January in each and every year thereafter.

**Purpose & Use of Lands**

5. The lease lands shall only be used for:
  - a) The construction of a Radio Communication Tower and Communication Building owned by the Lessees to be used by the parties as follows:
    - i. The installation, operation and maintenance of radio communication devices for the Public Works Departments of the Lessor and Lessee No. 1 in the Communication Tower and in the Communication Building;
    - ii. The installation, operation and maintenance of radio communication devices for Lessee No. 2 in the Communication Tower and in the Communication Building;
    - iii. The Lessor shall have the use of the Communication Tower and the Communication Building for any use that is deemed beneficial to the Town of Pincher Creek and to the community as a whole by the Lessor. The Lessor shall ensure that use or uses do not interfere or impair the communication of the Lessees that are already in existence.

**Prior Termination**

6.
  - a) Any party may withdraw from this Agreement upon 180 days written notice given by the withdrawing party to the other parties. Upon a party withdrawing from this agreement, they shall remove their communication equipment from the Tower and Building. The withdrawing party shall not be entitled to be paid or reimbursed for any of the capital costs it incurred for the construction of the Tower or the Building.
  - b) In the event that the Lessee No.2 withdraws from the Agreement, the Agreement between all parties shall be terminated, with 180 days written notice, and the Lessee No. 1 and No. 2 shall remove the Tower and reclaim the property upon six months' notice from the Lessor.



### **Duties and Obligation of the Lessees**

7. The Lessees shall not transfer, assign or sublet the leased lands, or any part thereof or the use of their communication equipment without the consent of the Lessor.
8. The Lessees shall secure the leased lands in the manner as specified by the Lessor from time to time.
9. The Lessees shall maintain the Tower and the Building in good condition and shall be equally responsible for the said maintenance and all other operating costs including electricity costs.
10. The Lessees shall notify the Lessor each time the Lessees personnel or contractors need to access the said leased lands. The Lessees may notify the Lessor by telephone, letter or email and the notification shall be given prior to scheduled repairs. The above notification provisions will not apply in the case of emergency repairs and the Lessees may notify the Lessor after emergency repairs are done.
11. The Lessees will not, at any time during the said term, use, exercise or carry on or permit, or suffer to be used, exercised, or carried on, in or upon the leased lands or any part thereof, any noxious, noisome, or offensive art, trade, business, occupation or calling and no act, matter or thing whatsoever shall at any time during the said term be done in or upon the said premises or any part thereof, which shall, or may, be or grow to the annoyance, nuisance, grievance, damage, or any disturbance of the occupiers or owners of the adjoining lands and properties.
12. The Lessees shall not construct any building or other structures on the said lands without consent in writing of the Lessor.
13. The Lessees shall maintain the said lands in a neat and tidy manner, without limiting the generality of the foregoing.
14. The Lessees shall indemnify and hold harmless the Lessor from any and all claims that may arise from this Agreement including third party claims and claims arising from works and maintenance to the Lessees' communication equipment.
15. Upon the termination of this lease by all parties, the Lessees, at the request of the Lessor, shall remove the Communication Tower and Building and shall restore the lands to the state the surrounding lands are in, the cost of which shall be split equally between the two Lessees.

### **Rights of Lessor**

16. The Lessor shall have the right at any time to enter in or upon the said leased lands and to do any works upon said leased lands without notice or compensation to the Lessees for any damage occasioned by any said works.

**EMS Communications Tower Lease effective January 2019 has been rescinded and has been replaced with EMS Communications Tower Lease effective January 2020.**

IN WITNESS WHEREAS the Parties have executed this Agreement the day and year first above written.

TOWN OF PINCHER CREEK

Per: \_\_\_\_\_

MUNICIPAL DISTRICT OF PINCHER CREEK NO.9

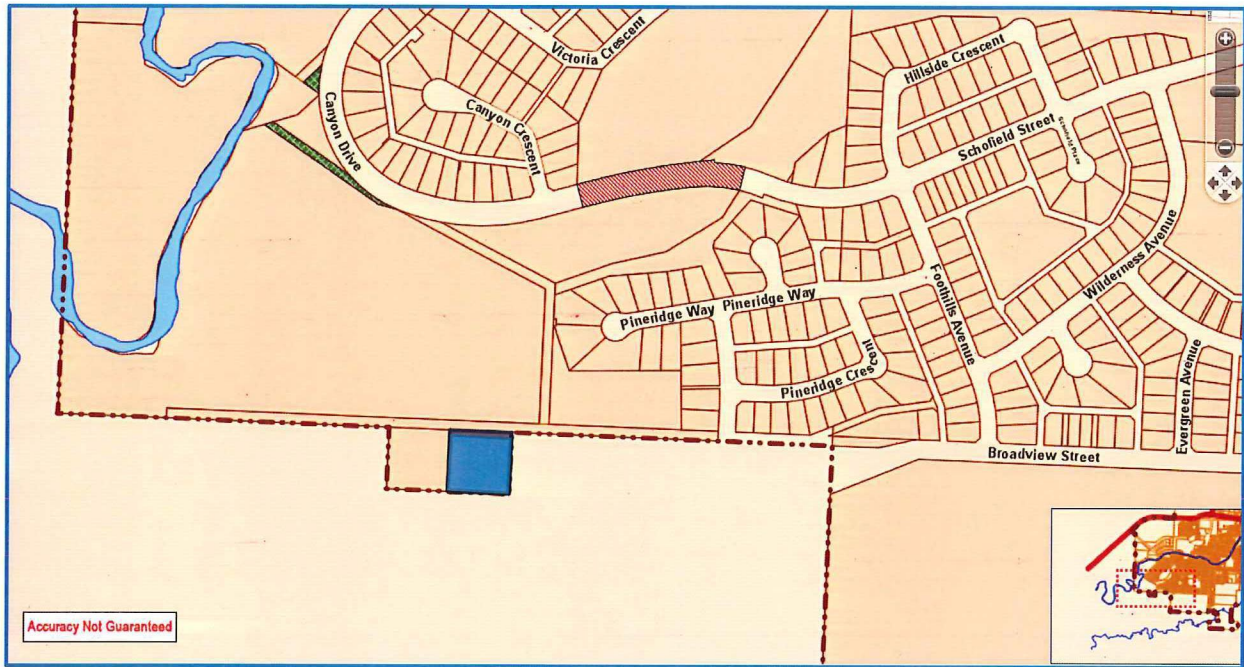
Per:  \_\_\_\_\_

PINCHER CREEK EMERGENCY SERVICES COMMISSION

Per:  \_\_\_\_\_

# Schedule A

Plan 7610607



Preview

S		
LINC	SHORT LEGAL	TITLE NUMBER
0023 707 847	7610607;OT	761 152 113 +1

LEGAL DESCRIPTION

PLAN 7610607  
 THE ADDITIONAL WATER STORAGE SITE  
 CONTAINING 0.405 OF A HECTARE (1 ACRE) MORE OR LESS  
 EXCEPTING THEREOUT ALL MINES AND MINERALS  
 AND THE RIGHT TO WORK THE SAME

ATS REFERENCE: 4;30;6;15;NW  
 ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF PINCHER CREEK

-----				
		REGISTERED OWNER(S)		
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
-----				
761 152 113	09/12/1976		\$2,500	

OWNERS

THE TOWN OF PINCHER CREEK.  
 OF PINCHER CREEK  
 ALBERTA

[Close](#)

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Bus Shelter Requests	
<b>PRESENTED BY:</b> Lisa Goss, Administrative Manager	<b>DATE OF MEETING:</b> 2/10/2020

**PURPOSE:**

For Council to consider requests received from various groups for the donation or sale of the bus shelters.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek direct administration to respond to Kootenai Brown Pioneer Village, the Pincher Creek Foundation and the Pincher Creek Golf Club and advise the groups that further consideration will be given to regional transportation and that the bus shelters are not available at this time.

**BACKGROUND/HISTORY:**

In May of 2019 Council passed a resolution to discontinue the daily schedule bus service as of May 31, 2019 and research other local and regional transportation needs and options.

At the regular meeting of Council on January 27, 2020 the following resolutions were passed;

That Council for the Town of Pincher Creek accept the proposal to prepare a transportation brokerage concept as information and approve the plan to go ahead as presented including a scheduling model component with funding to come from Account # 3200002230 Streets/professional services if not approved through the Green Trip/PTIF funding. (20-053)

That Council for the Town of Pincher Creek direct administration to request a one year extension on the expenditure of the Green Trip/PTIF funding to complete and implement a new transportation plan of the Town of Pincher Creek. (20-054)

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receives the bus shelter requests from Kootenai Brown Pioneer Village, the Pincher Creek Foundation and the Pincher Creek Golf Club as information.

That Council for the Town of Pincher Creek agree to donate one bus shelter to each the Kootenai Brown Pioneer Village, the Pincher Creek Foundation and the Pincher Creek Golf Club.

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

None at this time.

**FINANCIAL IMPLICATIONS:**

The cost of each bus shelter was approximately \$20,000-\$25,000

**PUBLIC RELATIONS IMPLICATIONS:**

As it has not yet been determined the outcome of the transportation project, it is premature to donate or sell the bus shelters.

**ATTACHMENTS:**

Kootenai Brown Pioneer Village - Request for Bus Shelters - 364

Pincher Creek Foundation - Request for Bus Shelters - 364

Pincher Creek Golf Club - Request for Bus Shelters - 364

**CONCLUSION/SUMMARY:**

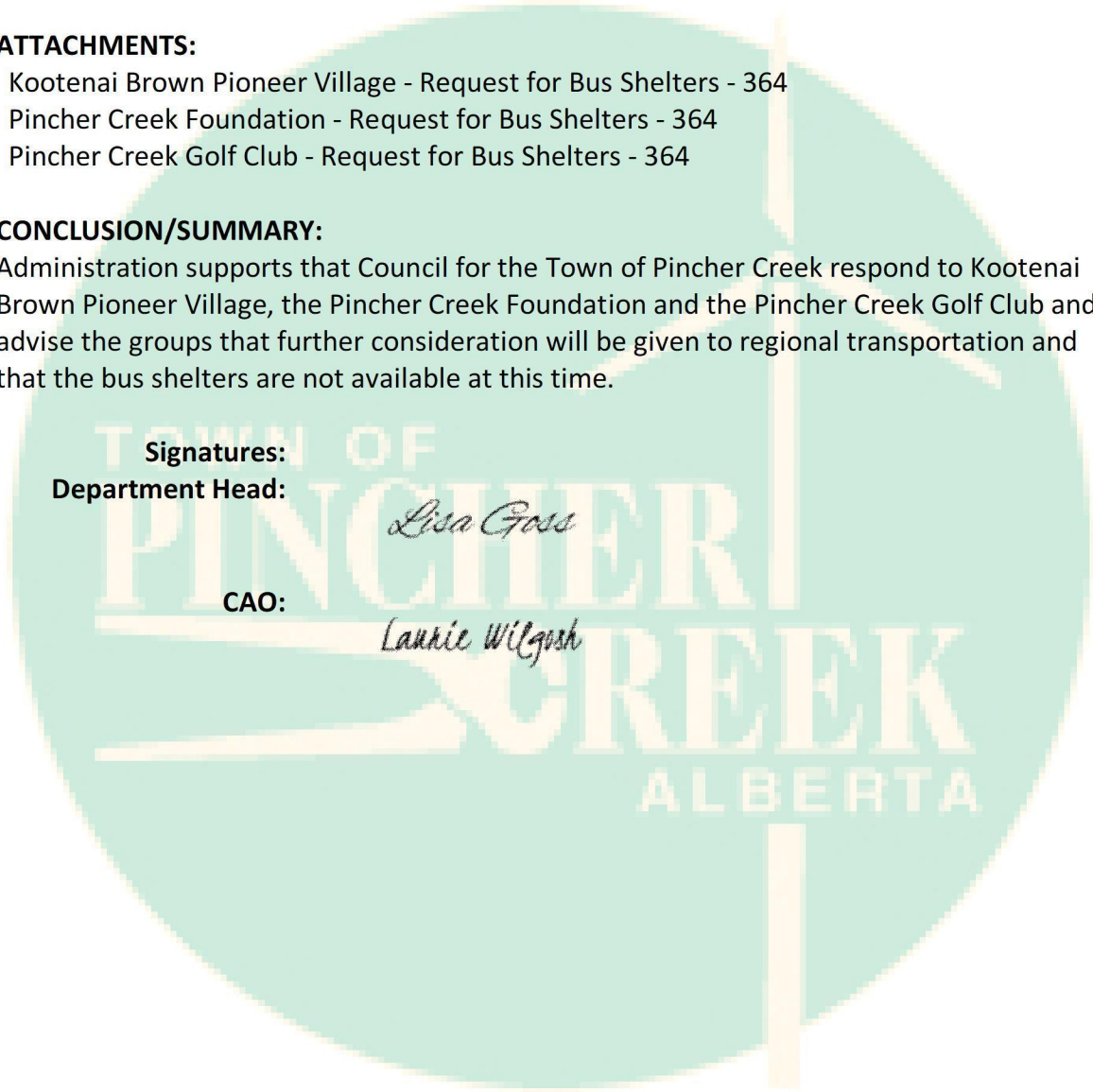
Administration supports that Council for the Town of Pincher Creek respond to Kootenai Brown Pioneer Village, the Pincher Creek Foundation and the Pincher Creek Golf Club and advise the groups that further consideration will be given to regional transportation and that the bus shelters are not available at this time.

**Signatures:**  
**Department Head:**

*Lisa Goss*

**CAO:**

*Laurie Wilgosh*



Feb. 10, 2020

Cao

---

**From:** Farley Wuth <fswuth.kbpv@gmail.com>  
**Sent:** Tuesday, January 21, 2020 3:22 PM  
**To:** Cao  
**Subject:** Town of Pincher Creek bus and Bus Shelters

To Laurie Wilgosh --

Hi Laurie

We just had a meeting here at the Kootenai Brown Pioneer Village re our upcoming events and facility and are wondering if the Town of Pincher Creek could help with a couple of items.

01: We are offering the public a historical driving tour out to the Fishburn, Utopia and St. Henry's Church districts southeast of town on Saturday, 29th August of this year. We are wondering if the Town of Pincher Creek bus could be rented for that tour. Is this a possibility? What would be the rental costs? Are we responsible for providing a driver? How many passengers does it carry? We understand that the bus is in storage. Please let us know what you think. Part of the route we have planned is on paved highways while the rest is on gravel.

02: We also understand that the former bus shelters no longer are being used. Would it be possible for the Town to donate these to our Pincher Creek and District Historical Society to be used as shelters on our Kootenai Brown Pioneer Village grounds? These would be ideal for public shelters during our special events and educational programs, seniors activities. If you could let us know if this request too, it would be much appreciated.

Thank you again for your help in these matters Laurie!

--  
Farley Wuth  
Curator  
[fswuth.kbpv@gmail.com](mailto:fswuth.kbpv@gmail.com)  
[www.kootenaibrown.ca](http://www.kootenaibrown.ca)

Feb. 10, 2020

**Cao**

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**From:** Millie Loeffler <cao@pcfound.ca>  
**Sent:** Thursday, October 24, 2019 1:13 PM  
**To:** Laurie Wilgosh  
**Cc:** Lorne Jackson; Brian McGillivray  
**Subject:** Clear transportation Booths

Good afternoon, Crestview Lodge has a couple of designated outdoor smoking areas, however they are not sheltered.

We have noticed that there are some of the clear bus stop booths stored in the Town yard, and we are wondering if they are available to be sold ?

If the Town is able to dispose of them and / or does not have another designated use, Crestview Lodge would like to have one or two of them. They would make a perfect shelter for our residents who must go outside to smoke.

Thank you for your consideration .....

Regards,

**Millie Loeffler**  
**Chief Administrative Officer & Lodge Manager**  
Pincher Creek Foundation  
Crestview Lodge/Community Housing  
Box 1058, 978 Hyde Street  
Pincher Creek, AB T0K 1W0  
Phone: 403-627-3833 ext 1  
Fax: 403-627-3302  
Email : [cao@pcfound.ca](mailto:cao@pcfound.ca)

Confidential: This communication is intended for the individual or institution to which it is addressed and should not be distributed, copied, or disclosed to anyone else. The document(s) in this communication may contain personal, confidential, or privileged information, which may be subject to the Freedom of Information and Protection of Privacy Act, the Health Information Act and other legislation. If you have received this communication in error, please notify the sender immediately. Thank you for your cooperation





Feb. 10, 2020  
**RECEIVED**

JAN 30 2020

**Town of Pincher Creek**

January 25, 2020

Town of Pincher Creek  
Box 159  
Pincher Creek, AB  
T0K 1W0  
Attn: Laurie Wilgosh, CAO

Dear Laurie,

The executive of the Pincher Creek Golf Club looks forward to the continued collaboration between the Town of Pincher Creek and the Pincher Creek Golf Club. Respectfully, the Club would like to make a formal request to the Town for the donation of the bus shelters as a result of the recent unsuccessful transportation project. The shelters would be repurposed for wind shelters and located at various tee boxes throughout the course. Your consideration and support of the Pincher Creek Golf Club wind shelter project is greatly appreciated.

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Charles Clymer', written over a horizontal line.

Charles Clymer, Treasurer

Pincher Creek Golf Club Executive

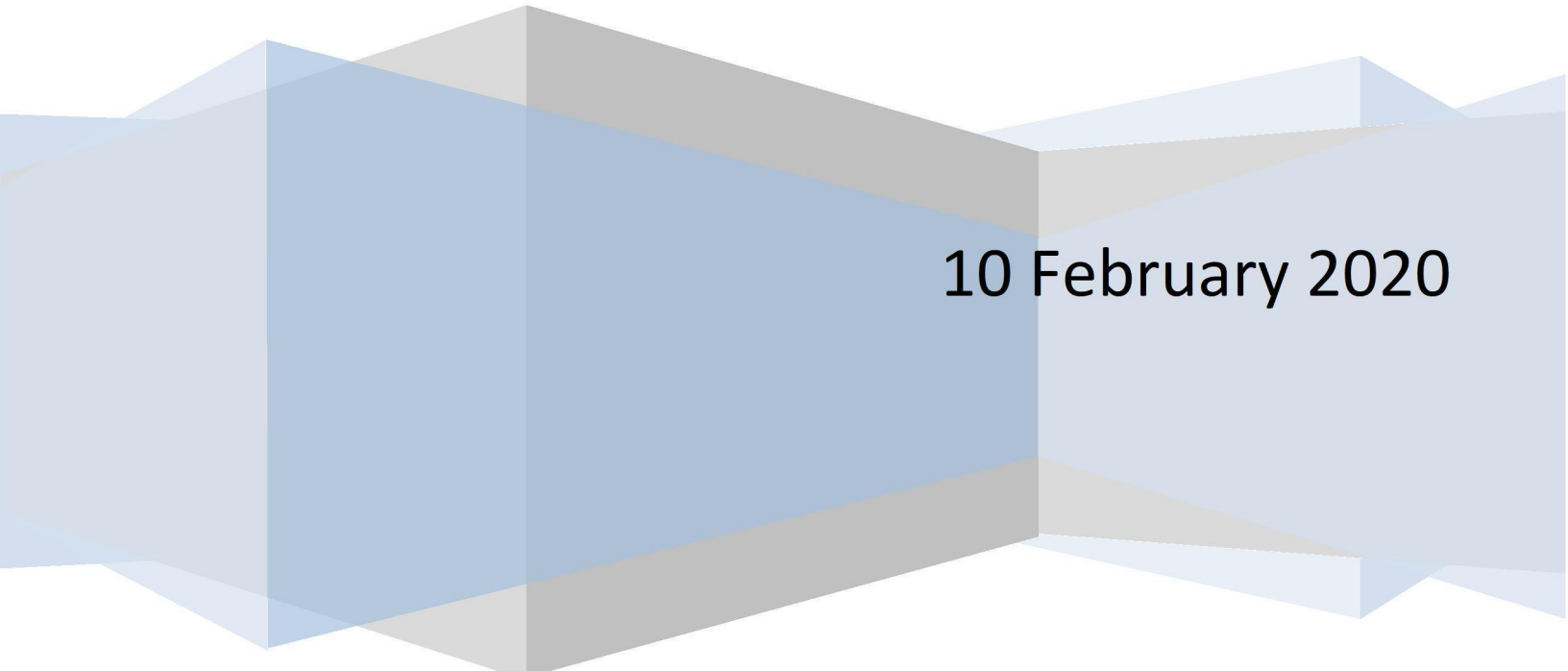


**Town of Pincher Creek  
COUNCIL DISTRIBUTION LIST  
February 10, 2020**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
1.	February 2, 2020	Citizen	Letter re Support Relief
2.	February 4, 2020	P.C. Community Center Hall Society	Thank you
3.	February 4, 2020	P.C. Community Center Hall Society	Letter
4.	February 4, 2020	Public Affairs Canada	TC Energy West Path Delivery NGTL 2023 Notification
5.	February 5, 2020	Tanya Thorn   Councillor, Town of Okotoks; Director - Towns South, AUMA	AUMA Update - January
6.	February 5, 2020	Tanya Thorn   Councillor, Town of Okotoks; Director - Towns South, AUMA	AUMA Update – January #2

## Manager Legislative Services

Highlight Report – 4th, Quarter 2019



10 February 2020

## Highlight Report

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This report is to provide the Chief Administrative Officer (*CAO*) and Council for the Town of Pincher Creek with a summary of projects, files in progress and/or completions as it pertains to the Manager of Legislative Services area. The report is used to monitor project(s) progress. The report is also used to inform and advise Council and request directives of any aspect wherever needed.

### Bylaws reviewed by Council

Bylaws that were reviewed, approved and/or rescinded by Council for the Town of Pincher Creek are as follows:

#### Land Use Bylaw No 1547-AI

On November 12<sup>th</sup>, 2019 Town Council passed first and subsequent to holding the public hearing on December 9<sup>th</sup>, 2019 passed, second, third and final reading of Bylaw No. 1547-AI. The purpose of the land use bylaw amendment is to re-designate a portion (1.73 acres) of Plan 9912781, Block 8 Lot 6 from Highway Drive-in Commercial – C2 to General Industrial and Warehousing -I1 to accommodate “Wholesale or Storage Warehousing” use development.

### Policy and Procedures reviewed by Council

#### Special Accommodation Snow Removal Policy Number 309-19

On December 9<sup>th</sup>, 2019 Town Council reviewed and approved the Special Accommodation Snow Removal Policy Number 309-19. (*Resolution 19-681*) The snow removal policy is to recognize the need to assist persons 65 years of age and over, or those who are physically disabled with clearing of snow, ice and other winter debris from public accessible side walks adjacent to their property.

### Renewal of Leases/Agreements

The Property Review Committee consist of all members of Council. Council will be presented with all relevant leases/agreements information on as needed bases. Leases/Agreements that were reviewed and renewed this quarter, subject to Council approval, are as follows:

- 1) On March 11, 2019 Town Council directed administration to contract Lindsey Patterson for the removal of beavers from the creek plus the skunk and raccoon removal service with the cost for the latter to be charged to the property owner that requests a skunk removal service. However, on May 13, 2019 Town Council approved the amended Problem Wildlife Services agreement removing the fee to be charged to the property owner for the skunk and raccoon removal service for a one (1) year term ending April 30<sup>th</sup>, 2020. This file is in progress.

- 2) On October 28, 2019 Town Council approved the Acknowledgment and Consent agreement dated October 22, 2019 between The Town of Pincher Creek, Riverview Limited Partnership and Alberta Electric System Operator (AESO) the assignment of the Lease Agreement dated July 12, 2011. The lease agreement is for the Wind Farm project of Enel Alberta Wind Inc., the Riverview Wind Power Plant Project for the land section 5-7-29-W4.
- 3) On November 12, 2019 Town Council directed Administration to advertise the Town owned properties to receive tenders to lease Parcel 1 (Sec 5-7-29-W4 approximately 439.5 acres) and Parcel 2 (Plan Pincher Creek 8511150, Block 1, Lot 1 approximately 112.5 acres) for the purpose of growing agricultural crops. This file is in progress.
- 4.) On December 9<sup>th</sup>, 2019 Town Council directed administration to prepare a one (1) year lease agreement with Attachment World Inc. for parcel Plan 0614431, Block 1, Lot 4. Furthermore, that administration submit an Application for a Development Permit for the change of use to the Municipal Subdivision and Development Authority for their consideration to accommodate farm/industrial machinery sales, rental and service – discretionary uses (similar uses). This file is in progress.

## Land Sale

A Summary List of Town Lots for sale is available on the Town of Pincher Creek website. A total of twenty-four (24) commercial zoned town owned properties are listed. These are Highway Drive-in Commercial – C2, Transitional Commercial – C4, Business Park – I3, General Industrial and Warehousing – I1 zoned lots in the North East Industrial area.

On August 7, 2019 Town Council accepted the offer to purchase for Plan 0613747, Block 5, Lot 6 in the amount of \$70,700 plus GST and directed administration to provide North & Company Law Office to act on the Town's behalf regarding the real estate transaction. This file is in progress.

On October 28<sup>th</sup>, 2019 Town Council countered the offer to purchase Roll #008603000 dated October 22, 2019 for an amount of not less than \$74,570.00 and advise the applicant of the Municipal Government Act regulation the advertising requirements if selling land below market value. The applicant declined the offer to purchase. This file is closed.

## General Insurance

In cooperation with the finance department we have been reviewing the property and equipment schedules including all certificates of insurance and coverage of Town owned properties. Regarding the reporting requirements for additions, deletions of assets and claims we confirm that it is current and the activities for the fourth quarter have been minimal.

## Tax Recovery

We confirm that the Tax Recovery Arrears List for Lands and Mobile Homes dated March 11<sup>th</sup>, 2019 have been registered covering a total of twenty-two (22) properties (*13 Lands and 9 Mobile Homes*). Notification have been mailed to the property owners in accordance with the Municipal Government Act. Discharge of tax notifications for paid tax arrears accounts are being filed with Land Titles Office subsequent to confirmation of payments. This file is ongoing and in progress.

## Development Activities

Administration receives applications for development permits, home occupation and sign permits, on an ongoing basis. Any discretionary use applications and application for development waivers are referred to the Municipal Development and Subdivision Authority (MDSA) for decisions and/or recommendations.

### **Summary of development activities this fourth quarter year-to-date are as follows:**

- 4** - Development Permit Applications total value of **\$122,950**  
**Y-T-D: 30** Development Permits for an estimated aggregate total value of **\$4,863,015.00**
- 2** - Sign Permit Application  
**Y-T-D: 9** Sign Permit Applications
- 1** - Home-Based Occupation Permits  
**Y-T-D: 2** Home-Based Occupation Permits
- 15** Compliance Certificates issued  
**Y-T-D: 45** Compliance Certificates issued
- 2** MDSA applications heard/decided  
**Y-T-D: 20** MDSA Applications heard/decided

## Quality Management Plan (QMP)

On December 5, 2018 Town Council directed administration to proceed with updating the Quality Management Plan (QMP) in consultation with the Alberta Safety Codes Council, the Town's Safety Codes Agency and local building contractors. Also, to initiate the application with the Alberta Safety Codes Council to include, in addition to the Building discipline, the Electrical, Plumbing and Gas technical disciplines in the scope of accreditation.

On May 13, 2019 Town Council approved the Quality Management Plan (QMP) dated July 2019 with an effective date of July 1, 2019 subject to the Alberta Safety Codes Council approval which was obtained on July 3, 2019. This file is closed.

## Safety Codes Council Audit

The Safety Codes Council conducted an audit of the Town's permitting and inspection services in the building discipline on July 8-12, 2019. The audit was completed August 15, 2019 and filed with the Safety Codes Council. The executive audit summary observations included in three (3) recommendations which all have been acted on accordingly. The Safety Codes Council Audit of the Building Discipline for the Period of April 1, 2018 to March 31, 2019 report and comments was provided to Town Council under separate cover.

On October 28<sup>th</sup>, 2019 administration filed with the Safety Codes Council a final summary report. This file is closed.

## Bylaw Enforcement

The Bylaw Enforcement Department is to enforce the bylaws, provincial acts and regulations including; developments without permits, expired permit and unsightly premises. The internal incidents/activities reporting and tracking process of the Community Peace Officers, which is on an ongoing basis, is current and reviewed daily, and in compliance with the Public Security Peace Officer Program. For the fourth quarter 2019 there were a total of **310 counts** year-to-date of incident types reported of which the detailed report is attached. Currently, the CPO's are handling all incoming dog and general animal complaints.

## Peace Officer Shared Services

On June 24, 2019 Town Council directed administration to proceed and present the proposed draft Peace Officer Shared Service Agreement between the Town and the Village of Cowley and obtain the approvals from the Alberta Solicitor General and Public Security in accordance with the Peace Officer Act. Copies of the agreement, including supporting documents, have been forwarded to the Village of Cowley for their consideration. This file is in progress.

## Order to Remedy Dangers and Unsightly Property

An Order to Remedy Danger and Unsightly Property was issued for Plan 7710064, Block B, Lot 3 in accordance the MGA section 545 and 546. In addition, Town Council granted an extension of the order of completion with a new completion date of September 30, 2019. (*Resolution 19-126 - February 25, 2019*) This file is in progress.

## Peace Office Program Review

On November 26, 2019 administration received the audit report from the Law Enforcement and Oversight Branch who conducted a peace office program review on August 21, 2019.

The audit review identified six (6) issues of which Item 1: To develop internal policies related to Exhibit Handling, Cannabis Enforcement, Known Risk Clients, Communication and the Use and Handling of Issued Weapons have been completed. Accordingly, Policy Number 205-20, 208-20, 209-20, 210-20 and 211-20, are subject to Town Council approval.

Item 2: We confirm that a file is being maintained with the documentation of JFO's (*Joint Forces Operations*) as they occur.

Item 3: An updated MOU with the RCMP was approved by Town Council and has been submitted to the RCMP for signing.

Item 4: The Town of Pincher Creek traffic safety plan has been developed, subject to Town Council approval.

Item 5: The Town of Pincher Creek has extended the annual OH&S hazardous assessment to include Peace Officers.

Item 6: All documentation related to internal investigations of public complaints are placed in the peace officer personnel files.

This file is in progress.

## Weed Control/Inspection

The CPO's have been working in conjunction with the Southern Alberta Weed Committee (SAWC) coordinator to determine the services that could compliment the Town's current Weed Control program. The SAWC weed control program position typically runs from May to November in each year.

Respectfully Submitted,

Gus Kollee,  
Manager Legislative Services.

/ak

Attachments

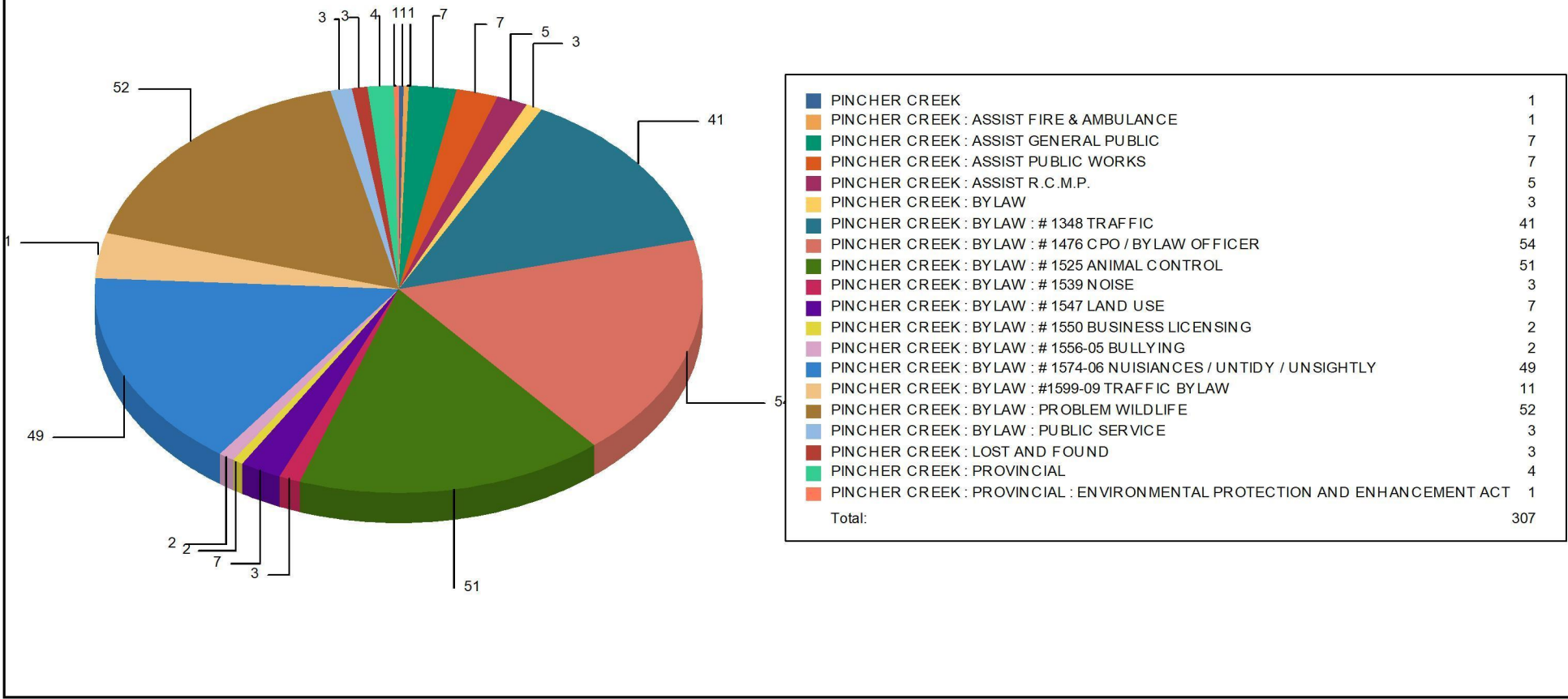


# PINCHER CREEK

TOWN OF PINCHER CREEK Statistics from Occurred Date: 1/1/2019 12:00:00AM to 12/31/2019 11:59:00PM

## File/Complaint Report

### Count of Incident Types



PINCHER CREEK: 1 0%

## File/Complaint Report

PINCHER CREEK : ASSIST FIRE & AMBULANCE: 1 0%

PINCHER CREEK : ASSIST GENERAL PUBLIC: 7 2%

PINCHER CREEK : ASSIST PUBLIC WORKS: 7 2%

PINCHER CREEK : ASSIST R.C.M.P.: 5 2%

PINCHER CREEK : BYLAW: 3 1%

PINCHER CREEK : BYLAW : # 1348 TRAFFIC: 41 13%

PINCHER CREEK : BYLAW : # 1476 CPO / BYLAW OFFICER: 54 17%

PINCHER CREEK : BYLAW : # 1525 ANIMAL CONTROL: 51 16%

PINCHER CREEK : BYLAW : # 1539 NOISE: 3 1%

PINCHER CREEK : BYLAW : # 1547 LAND USE: 7 2%

PINCHER CREEK : BYLAW : # 1550 BUSINESS LICENSING: 2 1%

PINCHER CREEK : BYLAW : # 1556-05 BULLYING: 2 1%

PINCHER CREEK : BYLAW : # 1574-06 NUISIANCES / UNTIDY / UNSIGHTLY: 49 16%

PINCHER CREEK : BYLAW : #1599-09 TRAFFIC BYLAW: 11 4%

PINCHER CREEK : BYLAW : PROBLEM WILDLIFE: 52 17%

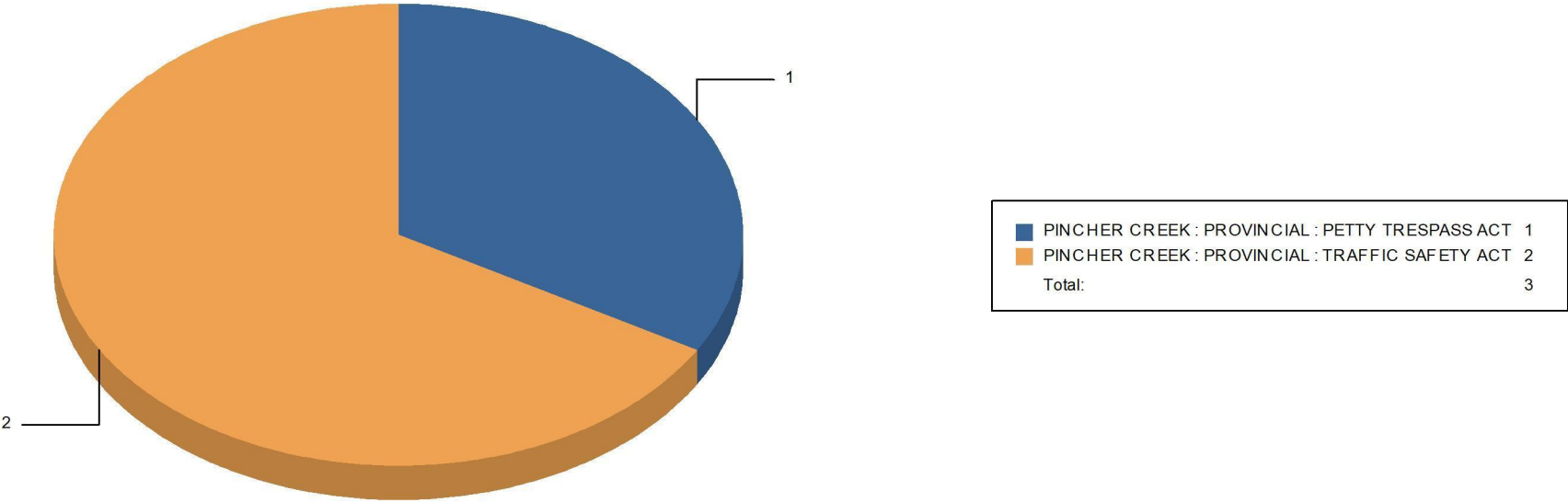
PINCHER CREEK : BYLAW : PUBLIC SERVICE: 3 1%

PINCHER CREEK : LOST AND FOUND: 3 1%

PINCHER CREEK : PROVINCIAL: 4 1%

PINCHER CREEK : PROVINCIAL : ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT: 1 0%

### Count of Incident Types



PINCHER CREEK : PROVINCIAL : PETTY TRESPASS ACT: 1 0%

PINCHER CREEK : PROVINCIAL : TRAFFIC SAFETY ACT: 2 1%

**File/Complaint Report**

Grand Total: 100.00% Total # of Incident Types Reported: **310**

# TOWN OF PINCHER CREEK

## “OPERATIONS DEPARTMENT”

OCTOBER-DECEMBER 2019- QUARTERLY REPORT



The fourth Quarter in Pincher Creek Operation department has come and gone.

**Some of the projects that the Operations Department were involved in were as follows.**

- ❖ Christmas decorations went up on Main Street Nov 18-19.
- ❖ 2 - Water Main Breaks
- ❖ Year end inventory count has started
- ❖ Extensive written instruction for irrigation lines being turned-on and blowing out system at end of season.
- ❖ Sidewalk and trail snow removal
- ❖ Building maintenance – replaced all bulbs in Bay1 with High Intensity LED bulbs (energy and cost efficient)
- ❖ Online courses provided to staff to keep up with required levels of certification
- ❖ Alexa attended 3 courses for certification and renewals and attained her Professional Certification for “Asset Management Planning”
- ❖ The Town completed master service Agreements with 5 engineering companies.
- ❖ Regular maintenance on Towns Administration and Operations building, RCMP building and The Lebel Mansion

The Operations department was busy with 3 major snow events which began on September 28th. Because of the amount of snow that fell in each event the crew spent countless hours keeping streets and pathways clear. Final accumulations in some areas were up to 20 to 30 cm for each event. The team had the fleet of plows, sanders, graders, bobcat, backhoe, skid steer and sidewalk plow ready to go each time to have roads in safe condition for residents to get around.

On November 19<sup>th</sup> the Town in collaboration with Tim Hortons took on the task of replacing the 4-inch valve located in the Co-op parking lot. Because this valve controls the water that feeds Tim Hortons, the water needed to be turned off to them. We worked with Tim Hortons to find the time that best worked for them which was 8pm.

Because of the late start the Ops team spent the day digging and prepping the area to reduce downtime for Tim Hortons. A storm blew in around 6pm that night making the dig not optimal, but we needed to stay within the timeline that worked for Tim Hortons. As seen in the picture below it was not the best work conditions, but the team replaced the valve and had the water back on within two hours.

Tim Hortons was pleased with being included in the process and having their water back on so quickly.



In November communication stopped from the Castle River Pumphouse, the site was inspected, and it was determined that the “Repeater Communication Tower” had fallen. This was from a combination of the excessive wind over the years and normal “cow scratching behavior”. With help from a local crane company the tower was erected, and a proper barrier was placed around it to keep cows from causing future damage.



## **Streets, Water and Wastewater Distribution**

### Ongoing, Completed & Up and Coming Projects:

- Asphalt and concrete repairs (Areas being picked for next year)
- Lebel Mansion – Elevator Installation (in process)
- Tumbleweed Path System (project started but was postponed until spring for completion)

## **Water Treatment Numbers**

- Sanitary wastewater approval # 95-MUN-080 Oct 2019 – Dec 2019

Total volume flows = 208,976 M3

- Water treatment filtered and treated water for distribution July 2019 – Sept 2019

Total volume flows = 149,280 M3



## **Fleet Update**

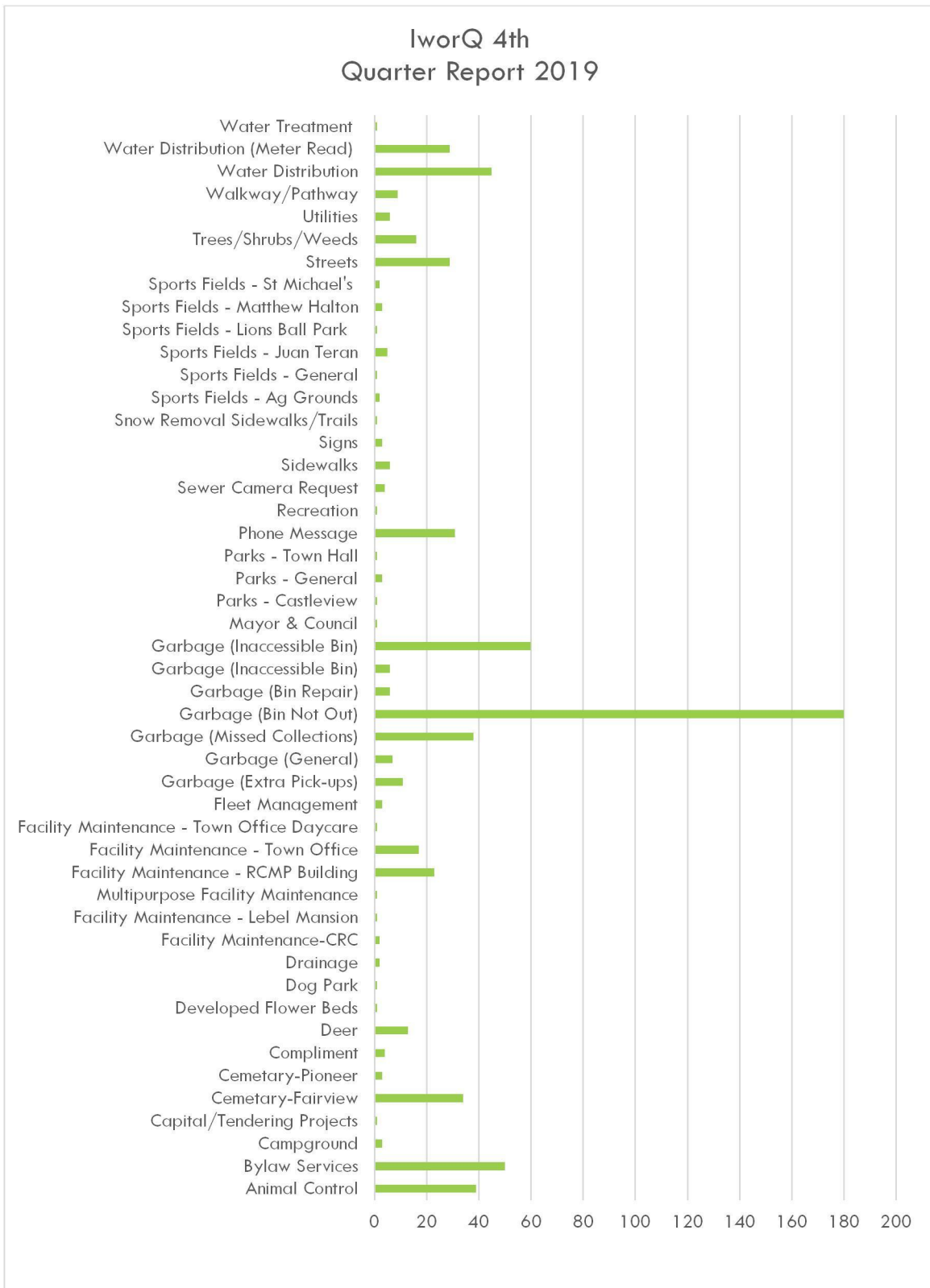
- Ongoing maintenance on snow removal equipment and vehicles
- Parts ordering as needed
- Alberta One Call locates “38 total for this quarter”

## **Cemetery Update**

- 2 – Full Inurnments

## **Administration Update**

Administratively, the Operations Department prepared 23 letters and 12 requests for decisions and organized 2 sewer camera requests.



**MUNICIPAL EMERGENCY PLAN / PROGRAM REVIEW REPORT (MEP Review)**

**Municipality:** Pincher Creek Regional Emergency Management Organization (PCREMO)  
**Date of Review:** 2020 January 17<sup>th</sup>  
**Activity:** Municipal Emergency Plan (MEP) review  
**Participants:** Brett Wuth, Cindy Cornish & Roland Milligan  
Garry Dzioba, Field Officer AEMA

**Report Date:** January 17, 2020

**Report Notes:**

I had the pleasure of conducting a Regional Municipal Emergency Program (MEP) review for the MD of Pincher Creek, Town of Pincher Creek and Village of Cowley in the MD of Pincher Creek's Administrative Building on January 17<sup>th</sup>, 2020. I wanted to provide you with some feedback resulting from this review, please see the detailed MEP review report below.

Since becoming your Regional Field Officer in November 2016, I have seen dramatic improvements with your emergency management program ranging from staff training to this very comprehensive Regional Emergency Management Program that included detailed evacuation and re-entry planning for each municipality.

To ensure your staff not only met the training standards within our current legislation, you exceeded these standards going above and beyond to ensure all staff members from each participating municipality had the opportunity to enhance their emergency management skills. I applauded everyone who took the opportunity to build on their personal skills, enhance their emergency management abilities and advance in their Incident Command System Journey. This dedication requires a significant time commitment and expense from the participating municipalities, a big ask from the Government of Alberta that will surely pay dividends when impacted with a significant emergency or disaster. If you are going to build capacity, resilience and a safer community then there is no greater gift then investment in your people.

To the participating municipalities and councils thank you for identifying the importance of emergency management, the strength and value of a regional partnership, most of all the investment in your people, truly forward and progressive thinking. I encourage you to share this letter and Regional Plan Review with your respective councils & CAO's as this truly demonstrates your proactive approach to emergency management.

*Garry Dzioba*

AEMA Emergency Management Field Officer, South Region, AB

☎ Office: (403) 562-3374 for long distance, dial 310-0000, then enter office number including area code

☎ After hours: 1-866-618-2362 📞 Cell: (587) 594-4211 📧 e-mail [garry.dzioba@gov.ab.ca](mailto:garry.dzioba@gov.ab.ca)

🌐 Web page: <http://www.aema.alberta.ca>

## Community Emergency Management Program (CEMP) Review

YEAR: 2020

<b>Community / Municipality / Regional Name:</b>
MD of Pincher Creek Town of Pincher Creek Village of Cowley (Partnering Members of the Pincher Creek Regional Emergency Management Organization)
<b>Regional Partners:</b>
As Above
<b>Emergency Management Officials Present at Meeting:</b>
Brett Wuth – Regional DEM Cindy Cornish – CAO / DDEM (Village of Cowley) Roland Milligan – DDEM (MD Pincher Creek)
<b>Date of Review:</b>
January 17th, 2020
<b>Field Officer(s):</b>
Garry Dzioba, Regional Field Officer, South Region.
<b>Field Officer(s) Signature(s):</b>

## Summary:

### **Bylaw:**

All 3 municipalities have updated their bylaws to reflect the current legislative requirements

### **Emergency Program:**

Pincher Creek Regional Emergency Management Organization (PCREMO) have created a very comprehensive emergency management program, addressing all aspects of E.M. a municipality may face during a major event or disaster. PCREMO has also demonstrated a commitment to training and the Incident Command System as demonstrated by your staffs participation in our Regional AHIMT Team and individual training attendance on our many ICS and E.M. courses & workshops over the past year.

### **Exercises & Training:**

All key staff from each municipality who would be engaged in supporting an incident have met or exceed the minimum training requirements as set out in the LEMR. PCREMO has demonstrated a true commitment to Incident Command System along with recognizing the need for appropriate training for all staff and elected officials.

To ensure these perishable skills are retained, AEMA has recommended developing a 1-4 year training and exercise plan that could include mini workshops. A framework of this has been provided to each participating municipality.

### **Best Practices:**

During this review, specifically referring to the GoA Community Emergency Management Program (CEMP), the Self-Assessment & Hazard Identification Risk Assessments for the Village of Cowley & MD of Pincher Creek have not been completed. These assessments do exist in your Emergency Plan and should be entered into the CEMP program.

## Bylaw, Order, Resolution:

#	LEMR	Requirements	Yes	No	N/A
1	Section 2(1)	Appoints an emergency advisory committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Section 2(2)(a)	Sets out the purposes of the committee, both during an emergency or disaster and when those events are not occurring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Section 2(2)(b)	Establishes that the committee provides guidance and direction to the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By4	Section 2(2)(c)	Establishes procedures that must be followed when declaring a state of local emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Section 2(2)(d)	Identifies the committee's membership and Chair by title or position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Section 2(2)(e)	Sets out a minimum meeting frequency for the committee, which must be at least once per year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Section 2(2)(f)	Outlines committee quorum and procedural requirements for decision making unless these requirements are set out in another local authority bylaw	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Section 3(1)	Establishes the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Section 3(2)(a)	Sets out the responsibilities of the agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Section 3(2)(b)	Appoints a person as the director of emergency management, or states that a person who holds a specified title or position is appointed as the director of emergency management by virtue of holding that title or position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Section 3(2)(c)	States that the agency is responsible for the administration of the local authority's emergency management program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Section 3(2)(d)	Identifies the frequency at which the agency must report to the emergency advisory committee: - Must be once per year - Must include an update on the agency's activities and review of the local authority's emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Section 3(2)(e)	States that the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Section 3(2)(f)	If the agency is acting as the agent of more than one local authority, indicates which local authorities the agency is acting for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Section 7(1) 14(b)	If the local authority has delegated some or all of its powers or duties under the Act to a regional services commission, states which powers or duties are delegated, and whether the local authority will maintain an independent emergency management agency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Section 7(2) 14(c)	If the local authority is to be represented by a joint committee, sets out which powers or duties are delegated to the joint committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Section 7(3)(a) 14(d)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, states which powers or duties have been delegated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Section 7(3)(b)	The other local authority must establish in a bylaw that it has accepted the powers and duties that have been delegated to it from the summer village	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Bylaw Comments:

Bylaw Check sheet provided to the Regional DEM to verify all aspects of their revised bylaws have addressed the legislative requirements of the EMA & LEMR.

## Emergency Program:

#	LEMR	Requirements	Yes	No	N/A
19	Section 4(a)	A description of the administration of the emergency management program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Section 4(b)	The procedures for implementing the emergency plan during an emergency or exercise response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Section 4(c)	The local authority's plan for preparedness, response and recovery activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Section 4(d)	A Hazard and Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Section 4(e)	Emergency management program exercises that the local authority will engage in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Section 4(f)	The plan for regular review and maintenance of the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Section 4(g)	The emergency management agency's plan for review and maintenance of the emergency plan after an exercise, emergency or disaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Section 4(h)	How the command, control and coordination system prescribed by LEMR, Section 3(3) will be used by the emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Section 4(i)	The assignment of responsibilities to local authority employees and elected officials, by position, respecting the implementation of the local authority's emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Section 4(j)	A training plan for staff assigned with responsibilities under the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Section 4(k)	The mechanisms that will be used to prepare and maintain an emergency management staff contact list for employees and elected officials who have been assigned responsibilities respecting the implementation of the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Section 4(l)	The plan for communications, public alerts and notifications during exercises, emergencies and disasters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Section 4(m)	The plan for providing emergency social services during an emergency or disaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Section 5(1)	The emergency management agency must review the emergency plan that applies to that local authority at least once per year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Section 5(2)	The emergency management agency must make the emergency plan that applies to that local authority available to the Alberta Emergency Management Agency for review and comment annually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Section 5(3)	In the case of a summer village that has delegated their duties relating to the maintenance of an emergency plan to another local authority, that other local authority's emergency management agency is responsible for complying with subsection (1) and (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Emergency Program Comments:

PCREMO have developed a very comprehensive all hazards program, including evacuation, re-entry, ESS & a livestock plan.

## Exercises & Training:

#	LEMR	Requirements	Yes	No	N/A
35	Section 6(1)	<p>Unless an exercise under subsection (2) is carried out that year, the emergency management agency must engage in at least 1 exercise per year in which:</p> <ul style="list-style-type: none"> <li>- Participants identify a significant possible emergency or disaster scenario</li> <li>- <b>Discuss</b> how the local authority would respond to and resolve emergency management issues that may arise from the scenario</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Section 6(2)	<p>The emergency management agency must engage in at least 1 exercise every 4 years in which:</p> <ul style="list-style-type: none"> <li>- Participants identify a significant possible emergency or disaster scenario</li> <li>- Carry out actions as if the significant emergency or disaster was actually occurring, but <b>without deploying personnel or other resources</b></li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Section 6(3)	The emergency management agency has met the requirements of subsection (2) by responding to an emergency or disaster within the previous 4 years that resulted in the implementation of the emergency plan and a written post-incident assessment that included observations and recommendations for improvement and correction action	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
38	Section 6(4)	The emergency management agency has met the requirements of subsection (1) and (2) by participation in a regional emergency exercise that required the utilization of relevant portions of the local authority's emergency plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
39	Section 6(5)	The emergency management agency must submit an exercise notification to the Alberta Emergency Management Agency 90 days prior the commencement of the exercise referred to in LEMR, Section 6(2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Section 6(6)	The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants and state the date the exercise will be conducted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Section 8(1) 8(2) (a)	<p>Each elected official must complete the courses as prescribed the Managing Director of AEMA, within 90 days of taking official oath</p> <ul style="list-style-type: none"> <li>- Elected Officials course</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Section 8(1) 9 (1-3)	<p>Councilors of an ID, persons with delegated powers and duties for an ID, Special Areas Board members – each person must complete the courses as prescribed by the Managing Director of AEMA, within 90 days of appointment</p> <ul style="list-style-type: none"> <li>- Elected Officials course</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43	Section 10(1) 10(2)	<p>The Director of the Emergency Management Agency must complete courses, as prescribed by the Managing Director of AEMA, within 18 months of appointment</p> <ul style="list-style-type: none"> <li>- Basic Emergency Management</li> <li>- ICS 100, ICS 200, ICS 300</li> <li>- Director of Emergency Management course</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Section 12 13	(Exemptions, extensions or alternate course credit may be granted by the Managing Director, AEMA).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
45	Section 11(1) 11(2)	<p>Each employee of the local authority who has been assigned responsibilities respecting the implementation of the emergency plan must complete courses, as prescribed by the Managing Director of AEMA, within 6 months of assignment</p> <ul style="list-style-type: none"> <li>- Basic Emergency Management</li> <li>- ICS 100</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Exercises & Training Comments:



PCREMO have been very pro-active regarding staff training and a commitment to the South Region AHIMT Team.

## Best Practices:

#	Requirements	Yes	No	N/A
46	Pre-Identification of Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Shelter-in-Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Evacuation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	Re-Entry Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Pets Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51	Livestock Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Post Event Procedures/Guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Best Practices Comments:

The only gap that has been identified within your current E.M. Program is a pet plan. This could be a goal for the coming year, as discussed, when a municipality is faced with displacing Albertan's pets are valued members of many families, this creates challenges for us when evacuations are necessary. Having a plan and process in place before you require one will prove extremely valuable.

Critical Incident Stress Debriefings (CISD) are recommended after any impactful event, caring for our first responders and support staff should be a priority. You may want to consider including this in your E.M. Planning.

# Recommendation to Pincher Creek Regional Emergency Advisory Committee

**TITLE: AEMA Review of PCREMO Program**



**PREPARED BY: Brett Wuth**

**DATE: 2020-01-31**

**ATTACHMENTS:**

2020-01-17 report from AEMA Field Officer Garry Dzioba

**RECOMMENDATION:**

That the AEMA report of the review of the PCREMO program be accepted as information and be provided to Councils.

**BACKGROUND:**

On Friday January 17, Garry Dzioba, the AEMA Field Officer, undertook a formal review of the Emergency Management Program for the PCREMO partnership. Brett Wuth, Cindy Cornish and Roland Milligan participated in the review as DEM and Deputy DEMs. (Al Roth was away.)

The review was very positive. Garry's report is attached. He commended the work and progress that we've all accomplished.

Highlights for further development include:

- Development of a plan to handle pets.
- Plans to deal with psychological stress for response personnel (Critical Incident Stress Management)
- Setting out a training schedule for multiple years
- Transferring information into the government's online reporting tool (CEMP)

These will be included in the work plan for 2020.

I'm quite happy with the review and to have accomplished this milestone. The commitment from all three municipalities to get us to this point is greatly appreciated.

It's recommended that the report go to Councils

**FINANCIAL IMPLICATIONS:**

None.