



**TOWN OF PINCHER CREEK COUNCIL
MEETING AGENDA
Monday, February 24, 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 February 10, 2020
6. **Business Arising from the Minutes**
7. **Bylaws**
 - 7.1 Council Procedural Bylaw 1596
 - 7.2 Committee Of The Whole Bylaw 1608
8. **New Business**
 - 8.1 Spring Municipal Leaders' Caucus
 - 8.2 Grant Extension Request For Green Trip - Public Infrastructure Funding
9. **Council Reports**
10. **Administration**
 - 10.1 Council Information Distribution List
 - 10.2 Project Updates
11. **Closed Session Discussion**
 - 11.1 Ag Society Lease Review And Follow-Up - FOIP s. 27
 - 11.2 Recreation Master Plan – FOIP s. 21 & 24
 - 11.3 Personnel – No RFD – FOIP s. 19
12. **Notice of Motion**
13. **Adjournment**

The next Regular Council Meeting is scheduled for March 9, 2020 at 6:00 p.m.



REGULAR MEETING OF COUNCIL
Held on Monday February 10, 2020 in the
Town Hall Council Chambers, commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

Absent with regrets: M. Barber and S. Korbett

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

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

JACKSON:

That Council for the Town of Pincher Creek approves the February 10, 2020 agenda as presented.

CARRIED 20-087

4. DELEGATIONS

5. ADOPTION OF MINUTES

5.1 Minutes of the Special Meeting of Council held on January 30, 2020

McGILLIVRAY:

That Council for the Town of Pincher Creek approve the minutes of the special meeting of Council held on January 30, 2020 as presented.

CARRIED 20-088

5.2 Minutes of the Regular Meeting of Council held on February 5, 2020

ELLIOTT:

That Council for the Town of Pincher Creek approve the minutes of the regular meeting of Council held on February 5, 2020 as presented.

CARRIED 20-089

6. BUSINESS ARISING FROM THE MINUTES

6.1 Disposition of Delegation – Library Expansion Proposal – Janice Day

JACKSON:

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.

CARRIED 20-090

7. BYLAWS

8. NEW BUSINESS

8.1 PCESC Lease Agreement – Plan 7610607 (Transmitting Tower)

McGILLIVRAY:

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.

CARRIED 20-091

8.2 Bus Shelter Requests

ELLIOTT:

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.

CARRIED 20-092

9. COUNCIL REPORTS:

O'ROURKE

February 5	Regular Council
February 6	Mental Health Session
February 10	Social Needs Assessment

JACKSON

February 5	Regular Council
February 10	Social Needs Assessment

ELLIOTT

February 5	Regular Council
February 10	Social Needs Assessment

McGILLIVRAY

February 5	Regular Council
February 10	Social Needs Assessment

Mayor's Report

ANDERBERG

February 5	Regular Council
February 7	Highway 3 Committee
February 7	Mayors and Reeves

JACKSON:

That Council for the Town of Pincher Creek accepts the Mayor and Council Reports for February 10, 2020 as information.

CARRIED 20-093

10. ADMINISTRATION

10.1 Council Information Distribution List

O'ROURKE:

That Council for the Town of Pincher Creek accept the February 10, 2020 Council Information Distribution List as information.

CARRIED 20-094

10.2 Legislative Services 4th Quarter Report

McGILLIVRAY:

That Council for the Town of Pincher Creek accept the Legislative Services 4th Quarter Report as information.

CARRIED 20-095

10.3 Operations 4th Quarter Report

ELLIOTT:

That Council for the Town of Pincher Creek accept the Operations 4th Quarter Report as information.

CARRIED 20-096

10.4 AEMA – Municipal Emergency Plan/Program Review Report

ELLIOTT:

That Council for the Town of Pincher Creek receives the Alberta Emergency Management Agency – Municipal Emergency Plan/Program Review Report as information.

CARRIED 20-097

Mayor Anderberg called a recess at 6:31 pm.

L. Goss left the meeting at 6:31 pm.

Mayor Anderberg called the meeting back to order at 6:37 pm.

11. CLOSED MEETING DISCUSSION

McGILLIVRAY:

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, February 10, 2020 at 6:37 pm in accordance with section 16, 21 and 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services and Recreation Manager in attendance.

CARRIED 20-098

L. Rideout and A. Grose left the meeting at 6:53 pm.

O'ROURKE:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, February 10, 2020 at 7:53 pm.

CARRIED 20-099

11.1 Pincher Creek Emergency Services Commission Funding Formula Review –

FOIP s. 16, 21 & 24

JACKSON:

That Council for the Town of Pincher Creek recommend that the Pincher Creek Emergency Services Commission funding formula be included with the negotiations for the Intermunicipal Collaboration Framework services review.

CARRIED 20-100

**11.2 Peace Officer Shared Service Agreement – Village of Cowley – FOIP s.16&24
McGILLIVRAY:**

That Council for the Town of Pincher Creek direct administration to proceed with 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.

CARRIED 20-102

**11.3 Insurance Claim – FOIP s. 16
O’ROURKE:**

That Council for the Town of Pincher Creek direct administration to contact the Town's legal counsel for an opinion regarding municipal liability and respond accordingly.

CARRIED 20-103

**11.4 Draft Request for Proposal – Recreation Master Plan – FOIP s. 24
ELLIOTT:**

That Council for the Town of Pincher Creek accept the proposed Regional Recreation Master Plan as information and to direct administration to proceed with a Request for Proposals to engage a consultant to conduct a Regional Recreation Master Plan.

CARRIED 20-104

12. NOTICE OF MOTION

**13. ADJOURNMENT
McGILLIVRAY:**

That this meeting of Council on February 10, 2020 be hereby adjourned at 8:07 pm.

CARRIED 20-105

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 24th DAY OF FEBRUARY 2020**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY FEBRUARY 24,
2020 AT 6:00 P.M.**

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Council Procedural Bylaw 1596	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 2/24/2020

PURPOSE:

For Council to consider proposed amendments to Council Procedural Bylaw 1596 as per Council resolution 20-065.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give first reading to Council Procedural Bylaw 1596-20.

BACKGROUND/HISTORY:

A recent review of Council conducted by J. Szumlas of Activation Analysis suggested changes to the Council meeting schedule and the reintroduction of the Committee of the Whole.

ALTERNATIVES:

That Council for the Town of Pincher Creek agree and give all three readings to Council Procedural Bylaw 1596-20.

That Council for the Town of Pincher Creek direct administration to further amend Council Procedural Bylaw 1596-20.

That Council for the Town of Pincher Creek receive the information regarding Council Procedural Bylaw 1596.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The proposed amendment to the Council Procedural Bylaw and reintroduction of the Committee of the Whole will allow Council to conduct more in-depth conversations and debates on items at the Committee of the Whole meetings and decisions at Council meetings.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

The public is invited and encouraged to attend Council and committee meetings.

ATTACHMENTS:

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree to give three readings to Council Procedural Bylaw 1596-20 which will allow for the change to the March 4th meeting as Committee of the Whole.

Signatures:

Department Head:

Lisa Goss

CAO:

Lanikie Wilgosh





BYLAW 1596-~~2018B~~
of the
Town of Pincher Creek

Table of Contents

TITLE	
DEFINITIONS	
APPLICATION	1-4
ORGANIZATIONAL MEETING	5-7
COUNCIL AND COMMITTEE MEETINGS	8-20
COUNCIL MEETING AGENDAS	21-33
GENERAL PROCEEDINGS AT MEETINGS	34-54
DISCIPLINARY PROCEDURES	55-62
MOTIONS <u>& RESOLUTIONS</u>	63-96
BYLAWS	97-103
DELEGATIONS, PUBLIC HEARINGS AND PETITIONS	104-122
APPEAL RULING	123-125
RECORD OF PROCEEDINGS	126-127
ENACTMENT	128-129

BYLAW 1596-18B
Of the
TOWN OF PINCHER CREEK

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

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

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

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

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

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

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

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

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

Commented [P1]: to match section 198 of the MGA

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

Bylaw 1596-~~2018B~~

TITLE

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commented [P2]: correction

APPLICATION

1. This bylaw shall govern the proceedings of Council and committees established by Council.
2. If a matter relating to meeting procedure is not addressed in this bylaw, the law of the Parliament of Canada shall be followed. In such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.
3. In the absence of any statutory obligation, a provision of this bylaw may be waived by special resolution of Council in favour of dealing with the matter under consideration.
4. A resolution waiving any portion of this bylaw as provided for in this bylaw shall only be effective for the meeting during which it is passed.

ORGANIZATIONAL MEETING

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

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

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

COUNCIL AND COMMITTEE MEETINGS

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

LOCATION, DATE AND TIME

9. All regular Council meetings shall be held in the Town's Council Chambers, located at 962 St. John Avenue, Pincher Creek, Alberta
10. Regular meetings shall be held on the ~~first Wednesday~~, second and fourth Mondays of each month, with the exception of July, August and December.
 - a) meetings shall be held on the ~~first Wednesday and~~ fourth Monday of July and of August,
 - b) meetings shall be held on the ~~first Wednesday and~~ second Monday of December,
 - c) when a statutory holiday falls on a Monday, the Council meeting will be moved to the following Tuesday.
11. Council may change the time, date or location of their respective meetings by special resolution provided that in both cases at least twenty-four (24) hours' notice of the change is given;
 - a) in writing to all Councillors,
 - b) by posting a notice of the change at the entrance of the Town Office for members of the public;
 - c) by posting a notice of the change on the home page of the Town's website, and in any other manner as directed by resolution of Council.

QUARUM

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

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

16. If a quorum is lost after the meeting is called to order, the meeting shall be suspended until quorum can be re-obtained.
17. If quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

SPECIAL MEETINGS

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

COMMITTEE MEETINGS

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

COUNCIL MEETING AGENDAS

STANDARD ORDER OF BUSINESS

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

SUPPORTING DOCUMENTS

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

DISTRIBUTION

27. By 1:00 pm on the Thursday before the regularly scheduled Council meeting, the CAO shall distribute to each Councillor;
- a) the agenda,
 - b) the minutes of the last regular meeting and any subsequent special meetings,
 - c) a statement of quarterly accounts (if applicable),
 - d) any material pertinent to the forthcoming regular meeting including documents that support requests for decision.
28. By 1:00 pm on the Thursday before the regular Council meeting;
- a) agendas for Council meetings and statutory, standing and ad hoc committee meetings shall be posted in the Council's area on the Town's web [sitepage](#),
 - b) a news release announcing the posting of the agenda for the upcoming Council meeting shall be posted on the home page of the Town's web site,
 - c) a calendar shall be placed in the public area of the Town of Pincher Creek's Administration Building, located at 962 St. John Avenue.
29. Any written communication intended for Council or a committee which reaches the CAO must;
- a) be legible and coherent,
 - b) be signed by at least one person who provides a printed name and address,
 - c) be on paper or in an electronic format,
 - d) not be libelous, impertinent or improper.
30. When the CAO receives written communication meeting the requirements specified in Article 29, he/she must;
- a) refer the communication to the administration for a report or a direct response, and inform Councillors through the agenda, of the referral,
 - b) if it relates to an item already on an agenda, provide a copy of the communication to Councillors with the agenda.
31. If the requirements of Article 29 are not met, the communication may be filed unless the CAO determines it to be libelous, impertinent or improper, in which case the CAO summarizes the communication and informs Council that it is being withheld.
32. Council may direct the communication being withheld to be forwarded to Council.
33. The CAO must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

Commented [P3]: to be consistent with 28(b)

GENERAL PROCEEDINGS AT MEETINGS

AGENDA

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

MINUTES

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

DESIRE TO SPEAK

40. Any Councillor desiring to speak shall address all remarks to the Presiding Officer and shall confine communication to the question or motion on the table.
41. Councillors wishing to speak on an agenda item during a meeting must indicate their intention by raising their hand. Any Councillor present via electronic communications, shall address the Presiding Officer by stating "I wish to speak on the matter at hand".
42. Each Councillor should not speak more than once until every Councillor has had the opportunity to speak except;
 - a) in the explanation of a material part of the speech which may have been misunderstood,
 - b) in reply,
 - c) to close debate,
 - d) after everyone else wishing to speak has spoken.

MOTIONS AND RESOLUTIONS

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

ORDER AND DECORUM

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

REPORTS

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

COUNCILLOR REQUEST FOR INFORMATION

52. Councillors may request information from the CAO on any matter within the municipality's jurisdiction.
53. When a Councillor requests information, the CAO or his designate, will provide a response to each Councillor at the next Council meeting. If that is not possible, the CAO will provide a progress report indicating when the answer to the inquiry may be expected.

IN CAMERA SESSIONS

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

- d) the only resolution Council have the power to make in the closed meeting is to revert back to an open meeting.

DISCIPLINARY PROCEDURES

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

COUNCILLOR BREACHES OF ORDER

56. When a Councillor has been warned about breaches of order but continues to engage in them, the Presiding Officer may name the Councillor by stating their name and declaring the offence. The Recording Secretary must note the offence in the minutes.
57. If a Councillor who has been named apologizes and withdraws any objectionable statement, then the Councillor may remain and continue participating in the meeting and the Presiding Officer may direct that the notation of the offence be removed from the minutes.
58. If the Councillor fails or refuses to apologize, then that Councillor must immediately leave the Council Chambers and Council must vote on a motion to expel that Councillor. A motion to expel must be decided without debate.
59. If a Councillor who has been expelled refuses to leave the Council Chambers, the Presiding Officer may request that the Royal Canadian Mounted Police remove the expelled Councillor.

PUBLIC BREACHES OF ORDER

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

MOTIONS AND RESOLUTIONS

MOTION BEFORE COUNCIL

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

SPECIAL RESOLUTIONS

71. When Council deems that it is necessary to take an expedient action for the benefit of the municipality and that it should happen before the next regularly scheduled Council meeting, it may pass a special resolution.
72. A Councillor addresses the Presiding Officer to request that Council consider a special resolution and states what the resolution is about.
73. If a majority of Councillors in attendance vote in favor of allowing the resolution, then it can be presented to Council.

74. If Council defeats the request, then the Councillor can present the resolution under the Council agenda item that addresses notices of motion and it will be dealt with at the next regular Council meeting.

NOTICES OF MOTION

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

SIMILARITY OF MOTIONS

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

LACK OF QUORUM FOR A MOTION

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

VOTING ON A MOTION

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

ABSTENTIONS FROM VOTING

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

PUTTING A MOTION TO A VOTE

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

VOTE VALIDITY

92. Votes on all motions must be taken according to the following procedure;
 - a) the Presiding Officer must put forth the motion,
 - b) all Councillors, including the Mayor, must vote by a show of hands,
 - c) the Presiding Officer must declare the result of the vote.

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

RECORDING A VOTE

94. Before Council takes a vote, a Councillor may request that the vote be recorded.

95. The recording secretary shall record the names of each Councillor present, whether they voted for or against the question, and the Presiding Officer shall announce the results of the vote.

VOTING RESULTS

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

BYLAWS

PROCEDURE

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

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

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

Commented [P4]: clean up wording?

THREE READINGS

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

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

ENACTMENT OF A BYLAW

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

DELEGATIONS, PUBLIC HEARINGS AND PETITIONS

DELEGATIONS

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

PUBLIC HEARINGS

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

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

PETITIONS

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

Bylaw 1596-~~2018B~~

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

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

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

APPEAL OF PRESIDING OFFICER'S RULING

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

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

125. The ruling of the Councillors shall be final.

RECORD OF PROCEEDINGS

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

127. The record of proceedings shall include;

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

ENACTMENT

128. Bylaw No. 1596-18~~AB~~ and amendments thereto is hereby repealed in its entirety.

129. Bylaw No. 1596-~~18B20~~ shall take force and effect on the day of its final reading and upon being signed.

READ a first time this ~~1324~~th, day of ~~February 2020~~, ~~November 2018~~ A.D.

Mayor Don Anderberg

CAO, Laurie Wilgosh

Bylaw 1596-~~2018B~~

READ a second time this ~~139~~¹³th day of ~~March 2020~~~~November 2018~~ A.D.

Mayor Don Anderberg

CAO, Laurie Wilgosh

READ a third time this ~~139~~¹³th day of ~~March 2020~~~~November 2018~~ A.D.

Mayor Don Anderberg

CAO, Laurie Wilgosh

APPENDIX A

STANDARD COUNCIL MEETING AGENDA

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

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Committee of the Whole Bylaw 1608	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 2/24/2020

PURPOSE:

For Council to consider proposed amendments to Council Committee of the Whole Bylaw # 1608 as per Council resolution 20-064.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give first reading to Committee of the Whole Bylaw 1608-20.

BACKGROUND/HISTORY:

A recent review of Council conducted by J. Szumlas of Activation Analysis suggested changes to the Council meeting schedule and the reintroduction of the Committee of the Whole.

ALTERNATIVES:

That Council for the Town of Pincher Creek agree and give all three readings to Committee of the Whole Bylaw 1608-20.

That Council for the Town of Pincher Creek direct administration to further amend Committee of the Whole Bylaw 1608-20.

That Council for the Town of Pincher Creek receive the information regarding Committee of the Whole Bylaw 1608.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The proposed amendment to the Council Procedural Bylaw and reintroduction of the Committee of the Whole will allow Council to conduct more indepth conversatinons and debates on items at the Committee of the Whole meetings and decisions at Council meetings.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

The public is invited and encouraged to attend Council and committee meetings.

ATTACHMENTS:

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree to give all three readings to Committee of the Whole Bylaw # 1608-20 which will allow the scheduling of the March 4th meeting as Committee of the Whole.

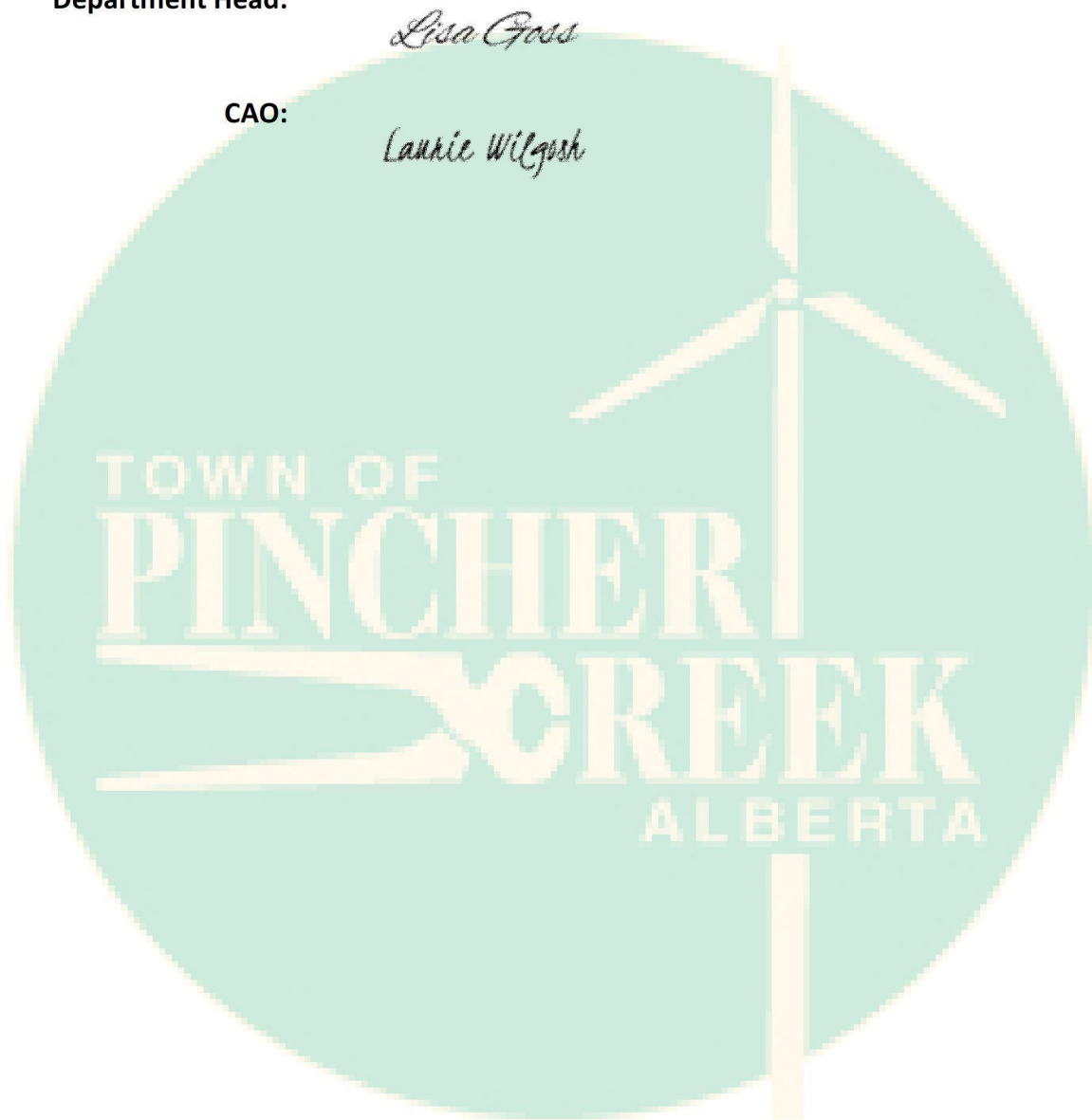
Signatures:

Department Head:

Lisa Goss

CAO:

Lanikie Wilgosh



Bylaw No. 1608-~~2018~~



BYLAW No. 1608-~~2018~~
of the
TOWN OF PINCHER CREEK

A BYLAW OF THE TOWN OF PINCHER CREEK, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REGULATING RESPONSIBILITIES AND AUTHORITY OF THE COMMITTEE OF THE WHOLE.

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

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

AND WHEREAS Section 153(e) OF THE Municipal Government Act states that a Councillor's duty is to keep in confidence matters discussed in private at a Council or committee meeting until discussed at a meeting held in public;

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

AND WHEREAS Section 180(3) of the Municipal Government Act requires Council under this or any other enactment or bylaw to do something by resolution or to do something without specifying that it be done by bylaw or resolution, it may be done by bylaw or resolution.

AND WHEREAS Section 181(2) of the Municipal Government Act states that a resolution of a Council committee is not valid unless passed at a meeting of the committee held in public at which a quorum is present;

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

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

AND WHEREAS Section 199(1) of the Municipal Government Acts allows a Council and its committees to conduct a meeting by means of electronic or other communications facilities;

AND WHEREAS Section 203(1) of the Municipal Government Act allows a Council to delegate by bylaw any of its powers, duties and functions to a council committee;

Bylaw No. 1608-~~2018~~

AND WHEREAS Section 203(2) of the Municipal Government Act provides that a Council may not delegate:

- (a) its power or duties to pass bylaws,
- (b) its power to make, suspend or revoke the appointment of a person to the position of Chief Administrative Officer,
- (c) its power to adopt budgets under Part 8,
- (d) its power with respect to taxes under section 347, and
- (e) a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to a council Committee and authorized by bylaw.

NOW THEREFORE the Council for the Town of Pincher Creek, in the Province of Alberta, duly assembled in a regular meeting, hereby delegates the following powers, duties and functions to the Committee of the Whole; as described in Schedule A as attached.

1. Committee of the Whole is a committee consisting of all Councillors;
2. Committee of the Whole meetings will be held in the Town Council Chambers, at any time as Council or COTW determines necessary.
3. Bylaw #1608-~~183~~ be repealed effective the date of final passing hereof.
4. Bylaw No. 1608-~~2018~~ shall take force and effect on the day of its final reading.

Read a first time this ~~24th~~ day of February, 20~~2018~~.

Mayor, Don Anderberg

CAO, Laurie Wilgosh

Read a second time this ~~9th~~ day of ~~March~~February, 20~~2018~~.

Mayor, Don Anderberg

CAO, Laurie Wilgosh

Read a third time this ~~9th~~ day of ~~March~~February, 20~~2018~~.

Mayor, Don Anderberg

CAO, Laurie Wilgosh

SCHEDULE A – Bylaw No. 1608-~~2018~~

The following list outlines the powers, functions and duties which may be delegated by Town Council to the Town Committee of the Whole.

1. Scheduled public delegations
2. Parade and other social invitations
3. Requests for waivers for town facilities fees
4. Unbudgeted funding powers under \$2500.00
5. Committee and Town Service Club requests
6. Policy Direction
7. Proclamation requests
8. Requests for letters of support
9. Citizen requests
10. Direct administration to provide information, reports, etc.
11. Direct ORRSC to provide information, reports, etc.
12. Review of upcoming agenda items (discretionary)
13. Council committee and board member reports
- ~~11-14. Other items at Council committee discretion~~

← Formatted: Indent: Left: 0.25"

← Formatted: Indent: Left: 0.06"

Schedule B – Bylaw No. 1608-~~2018~~

TERMS OF REFERENCE

- 1.1 **Name** Committee of the Whole
- 1.2 **Purpose** This Committee meets on a regular monthly basis to discuss and review various issues and topics in detail for decision and/or referral to Town Council.
- 1.3 **Membership** All members of Town Council
- 1.4 **Meetings** ~~Meetings are regularly scheduled on the first Wednesday of each month at 9:00 am in the Town Council Chambers. Meetings are scheduled any time as Council or COTW determines necessary in the Town Council Chambers.~~ Other meetings may be scheduled as required.
- 1.5 **Authority** To receive various delegations, review information related to planning, administration, finance, operations, community services, and citizen requests to Council. Including, but not limited to:
Budget
Corporate Management
Economic Development
Financial Planning
Land Sales and Planning
Legal Services
Town Facilities
- 1.6 **Term** A permanent standing committee of Council

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Spring Municipal Leaders' Caucus	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 2/24/2020

PURPOSE:

For Council to consider the attendance of Mayor Anderberg at the Spring Municipal Leaders' Caucus in Edmonton on March 25 and 26, 2020.

RECOMMENDATION:

That Council for the Town of Pincher Creek authorize the attendance of Mayor Anderberg at the Spring Municipal Leaders' Caucus in Edmonton on March 25 and 26, 2020.

BACKGROUND/HISTORY:

The spring Caucus will include a day-and-a-half of sessions on partisan politics and municipal elections, red tape reduction, RCMP resourcing, and more. AUMA is also working with provincial partners to schedule several Minister dialogue sessions, all of which will be confirmed closer to the Caucus dates.

The former annual AUMA Mayors' Caucuses have been held since 2009, now called the Municipal Leaders' Caucus. The meetings provide the opportunity for municipalities to table Requests for Decisions on municipal issues. In order to present an RFD at a caucus, the RFD must be endorsed by Council and there must be a representative from the Council to speak to it. The deadline for submitting RFDs for the March 2020 Municipal Leaders' Caucus is February 26.

ALTERNATIVES:

That Council for the Town of Pincher Creek receives the information regarding the Spring Municipal Leaders' Caucus in Edmonton on March 25 and 26, 2020 as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The Mayor and the Chief Administrative Officer have attended this event in the past.

FINANCIAL IMPLICATIONS:

Registration fee is \$165. Travel and accommodation will also be required.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

spring_mlc_working_agenda_0 - 371

CONCLUSION/SUMMARY:

Administration supports that the Mayor attend the Spring Municipal Leaders' Caucus in Edmonton on March 25 and 26, 2020.

Signatures:

Department Head:

Lisa Goss

CAO:

Lannie Wilgosh



Agenda for Spring 2020 Municipal Leaders' Caucus
March 25 and 26, 2020
Westin Hotel, 10135 100 Street NW, Edmonton
Subject to Change

Wednesday, March 25	
7:00 a.m.	Registration Opens; Buffet Breakfast Available
8:00 a.m.	President's Opening Remarks
8:15 a.m.	Minister of Municipal Affairs' Remarks
8:30 a.m.	Ministers' Dialogue Session I
9:15 a.m.	Ministers' Dialogue Session II
10:00 a.m.	Break
10:15 a.m.	Ministers' Dialogue Session III
11:00 a.m.	Ministers' Dialogue Session IV
11:45 a.m.	Premier's Remarks
12:00 p.m.	Provincial Leaders' Lunch (Premier and all MLAs invited)
1:00 p.m.	RCMP Presentation and Q&A
2:00 p.m.	Session I – Media Panel In this session, political analysts from the media share their thoughts on the federal and provincial political landscape.
3:00 p.m.	Break
3:15 p.m.	Session II – Partisan Politics and Municipal Elections Proposed changes to the <i>Local Authorities Election Act</i> could increase the involvement of political parties and slates of like-minded candidates in municipal elections. Join a discussion on how to preserve and enhance the democratic, non-partisan nature of municipalities.
4:15 p.m.	Closing Remarks
4:30 to 6:30 p.m.	Networking session

Thursday, March 26	
7:00 a.m.	Registration and Buffet Breakfast
8:00 a.m.	<p>Session III – Red Tape Reduction</p> <p>This session will feature an update on the province’s Red Tape Reduction initiatives and AUMA’s submissions to date. It will also provide the chance for members to discuss other potential changes to the Municipal Government Act, and opportunities for the province and municipalities to reduce red tape and the footprint of government.</p>
9:30 a.m.	AUMA President’s Report
9:45 a.m.	Executive Committee Dialogue Session
10:15 a.m.	Opposition Leader’s Remarks
10:30 a.m.	Break
10:45 a.m.	<p>Session IV – A Province in Search of Autonomy: Making Sense of Alberta’s Fair Deal Panel</p> <p>Speakers in this session will weigh in on the feasibility of proposals put forward by Alberta’s Fair Deal Panel, as well as potential outcomes for governments, business, and Albertans.</p>
11:45 a.m.	<p>Requests for Decision</p> <p>Members can bring forward requests for decisions (RFDs) on emerging issues that cannot wait to be debated at Convention. The deadline to submit an RFD is February 26, 2020.</p>
12:00 p.m.	Closing Remarks and Buffet Lunch

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Grant extension request for Green TRIP - Public Infrastructure Funding	
PRESENTED BY: Al Roth, Director of Operations	DATE OF MEETING: 2/24/2020

PURPOSE:

That Council direct administration to apply for an extension on the Green Trip) for the Green Trip and Public Transit Infrastructure Fund (PTIF). The grant will expire on March 31, 2020

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to apply for a grant extension from Alberta Transportation (Green Trip) for the Green Trip and Public Transit Infrastructure Fund (PTIF).

BACKGROUND/HISTORY:

The Town was approved for funding through the Provincial Green Trip transit program in early 2016. The Town was then informed that there were unexpended funds in the federal transit program, PTIF and that four Alberta projects had been chosen to receive additional funding. The additional funding amounted to \$46,000 for the town's project, which could be used towards the Town's share.

The Town had previously signed a MOU with Alberta Transportation for the Green Trip, and this agreement now includes the additional federal component.

The total project costs were estimated at \$455,000, with \$303,333 provided through Green Trip and now an additional \$46,000 provided through PTIF.

ALTERNATIVES:

That Council direct administration to not apply for an extension and that the bus and shelters be sold and the money used to repay the grant.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

The Town would have to pay back the grant money that has already been used to purchase the Bus and Shelters. Summary of Funds already expended is attached.

PUBLIC RELATIONS IMPLICATIONS:

Town residents have been generally supportive of the transit proposal which will provide transit opportunities for access to shopping, medical appointments, recreational activities, employment locations, etc.

ATTACHMENTS:

GreenTRIP-PTIF Progress Claim - 373

CONCLUSION/SUMMARY:

If the grant is not extended the Town would not be able to move ahead with the "Transportation Brokerage Proposal" and have the bus become operational again.

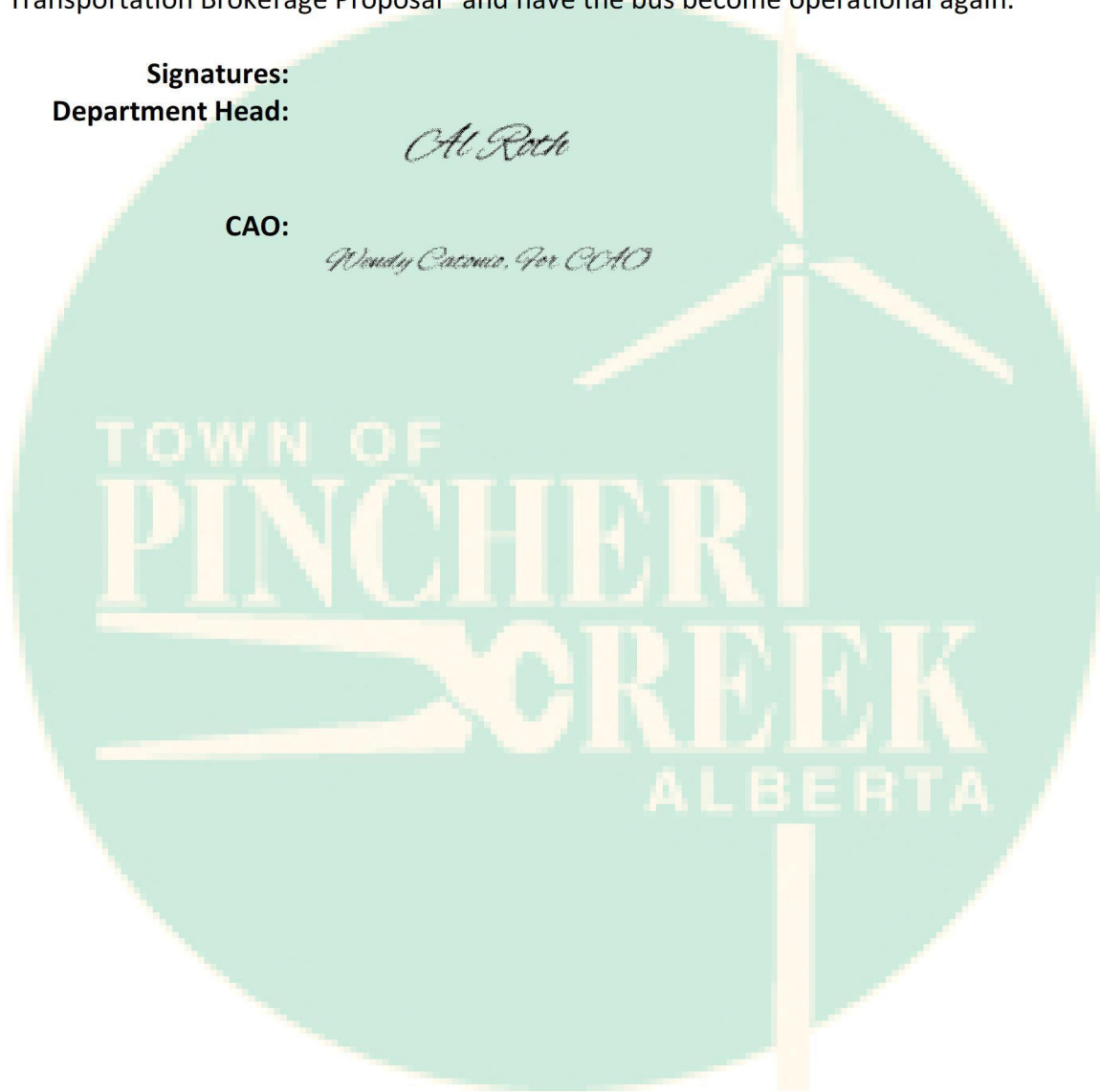
Signatures:

Department Head:

Al Roth

CAO:

Wendy Coombs, For CAO



TOWN OF PINCHER CREEK
GREEN TRIP AND PTIF GRANT
SUMMARY

11:01 AM
2/20/2020

	TOTAL	GREEN TRIP	PTIF	TOWN
Project cost	455,000	303,333	46,000	105,667
Expended to date	<u>243,911</u>	<u>162,607</u>	<u>46,000</u>	<u>35,304</u>
Amount Remaining	<u><u>211,089</u></u>	<u><u>140,726</u></u>	<u><u>-</u></u>	<u><u>70,363</u></u>



**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
February 24, 2020**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	February 5, 2020	Ryan O'Connor, Enel Alberta Wind Inc.	Riverview Wind Power Plant
2.	February 6, 2020	Bev Thornton, Alberta SouthWest Regional Economic Development	AlbertaSW approved minutes and Bulletin-February 2020
3.	February 7, 2020	Barry Morishita, AUMA	AUMA outreach continues after our President's Summit
4.	February 12, 2020	Citizen	Re: new sidewalk in Pincher Creek
5.	February 19, 2020	Community Engagement	Health Advisory Council is recruiting new members
6.	February 19, 2020	Chris Severson-Baker and Simon Dyer, Pembina Institute	New report addresses role of oilsands in decarbonizing world
7.	February 18, 2020	Ryan O'Connor, EGP Riverview Wind Power Plant	Letter and AUC flyer
8.	February 18, 2020	Chinook Lanes 5 Pin Bowlers	Thank you
9.	February 19, 2020	Troy MacCulloch, Municipal District of Pincher Creek No. 9	Draft Minutes
10.	February 13, 2020	Reeve Molly Douglass, County of Newell	Letter



OPERATIONS DEPARTMENT

Major Project Update

As of February 18th, 2020

Project Title	Status	Consultant	Contractor	Details
Lebel Mansion Elevator Access	In Progress	N/A	Lethbridge Elevator Ltd.	- Elevator has been ordered, awaiting manufacture - Anticipated completion Summer 2020
PCCCLC Daycare Facilities	In Progress	Talbera	Dennis' Dirtworx Ltd.	- Complete
		Talbera	Dennis' Dirtworx Ltd.	- Complete
		Talbera	McNally Contractors (2011) Ltd.	- Parking lot paving delayed due to snowfall to spring 2020, date TBD
		Talbera	Silver Ridge Construction (1999) Ltd.	- Anticipated completion dates (subject to change) are: o St. Michael's – May 31, 2020 o Canyon – June 6, 2020
Tumbleweed Avenue Pathway	In Progress	N/A	East Butte Contracting	- Work to begin late October. Work to continue until weather prevents further progress. Completion in Spring 2020.
Arena/Curling Rink Structural Assessments	Complete	Stephenson Engineering Limited	N/A	- Complete
Infrastructure Master Plan Ph. 1	Awarded	ISL Engineering	N/A	- Awarded, work to begin in March 2020. - Phase 1 of Master Plan anticipated to be complete by June 2020, with Phase 2 dependent on 2021 Budget.
NE Industrial Area Structure Plan	Awarded	Stantec	N/A	- Awarded, work to begin March 2020. - Area Structure Plan anticipated to be completed by September 2020.
Sewer CCTV Inspections	Awarded	Stantec	N/A	- Awarded, work to begin spring 2020. - Phase 1 inspection report expected July 2020.

* Above is not a comprehensive list of projects and only highlights those projects Administration deems as “major” or which we believe Council would be interested in updates.