



# TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Monday, March 9, 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 24, 2020
  - 5.2 Minutes of the Committee of the Whole Meeting held on March 4, 2020
6. **Business Arising from the Minutes**
  - 6.1 AUMA Leader's Caucus Proposed Request for Decision
    - 6.1 (a) Physician Compensation – Request to meet with Minister of Health
7. **Bylaws**
8. **New Business**
  - 8.1 Asset Management Policy
  - 8.2 Community Peace Officer Policies Number 205-20, 208-20, 209-20, 210-20 and 211-20
9. **Council Reports**
10. **Administration**
  - 10.1 Council Information Distribution List
11. **Closed Session Discussion**
  - 11.1 Lease Agreement - Sec 5-7-29-W4 And Plan 8511150, Block 1, Lot 1 – FOIP s.16, s.25
12. **Notice of Motion**
13. **Adjournment**

*The next Regular Council Meeting is scheduled for March 23, 2020 AT 6:00 p.m.*



**REGULAR MEETING OF COUNCIL**  
**Held on Monday February 24, 2020 in the**  
**Town Hall Council Chambers, commencing at 6:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

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

Absent with regrets: S. O'Rourke

Staff: L. Wilgosh, Chief Administrative Officer;  
L. Rideout, Director of Community Services;  
A. Roth, Director of Operations 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 24, 2020 agenda as amended, the amendment being the addition of items 8.3 Early Learning Centre Landscaping, 8.4 Royal Canadian Legion – Request for Support, 8.5 Assessment Review Board Recertification, 8.6 Emergency Services and 11.4 Natural Resources Conservation Board Application.

**CARRIED 20-106**

**4. DELEGATIONS**

**5. ADOPTION OF MINUTES**

**5.1 Minutes of the Regular Meeting of Council held on February 10, 2020**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek approve the minutes of the regular meeting of Council held on February 10, 2020 as presented.

**CARRIED 20-107**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. BYLAWS**

**7.1 Council Procedural Bylaw 1596**

**JACKSON:**

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

**CARRIED 20-108**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek agree to give second reading to Council Procedural Bylaw 1596-20 as amended, the amendment being that section 98. b) read "Councillors may then debate the substance of the bylaw, or consider amendments to it."

**CARRIED 20-109**

**KORBETT:**

That Council for the Town of Pincher Creek unanimously agree to present Council Procedural Bylaw 1596-20 for third and final reading at the regular meeting of Council on February 24, 2020.

**CARRIED 20-110**

**BARBER:**

That Council for the Town of Pincher Creek agree to give third and final reading to Council Procedural Bylaw 1596-20 and that a copy of which be attached hereto and form part of the minutes.

**CARRIED 20-111**

**7.2 Committee of the Whole Bylaw 1608**

**KORBETT:**

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

**CARRIED 20-112**

**JACKSON:**

That Council for the Town of Pincher Creek agree to give second reading to Committee of the Whole Bylaw 1608-20 as amended, the amendment being the addition of Committee Appointments to Schedule A.

**CARRIED 20-113**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek unanimously agree to present Committee of the Whole Bylaw 1608-20 for third and final reading at the regular meeting of Council on February 24, 2020.

**CARRIED 20-114**

**KORBETT:**

That Council for the Town of Pincher Creek agree to give third and final reading to Committee of the Whole Bylaw 1608-20 and that a copy of which be attached hereto and form part of the minutes.

**CARRIED 20-115**

*A. Roth joined the meeting at 6:10 pm.*



**8. NEW BUSINESS**

**8.1 Spring Municipal Leaders' Caucus**

**JACKSON:**

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.

**CARRIED 20-116**

**8.2 Grant Extension Request for Green Trip – Public Infrastructure Funding**  
**McGILLIVRAY:**

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).

**CARRIED 20-117**

**8.3 Early Learning Centre Landscaping**

**KORBETT:**

That Council for the Town of Pincher Creek agree and authorize the expenditure of \$1500 to develop concept drawings and potential price listings for Early Learning Centre Landscaping at the St. Michaels facility to be funded from the Pincher Creek Community Early Learning Centre general ledger account 7414002230.

**CARRIED 20-118**

**8.4 Royal Canadian Legion – Request for Support**

**ELLIOTT:**

That Council for the Town of Pincher Creek agree to participate in the application for the Royal Canadian Legion Pincher Creek Branch #43's project for building renovations, submitted by the Town of Pincher Creek under the Community Priorities Grant to the Community Foundation of Lethbridge and Southwestern Alberta.

FURTHER That the Town of Pincher Creek, the applicant, agrees to enter into a Conditional Grant Agreement, governing the purpose and use of the grant funds.

**CARRIED 20-119**

**8.5 Assessment Review Board Recertification**

**KORBETT:**

That Council for the Town of Pincher Creek authorize the attendance of Councillor Elliott at the 2020 Assessment Review Board Training.

**CARRIED 20-120**

**8.6 Emergency Services**

**BARBER:**

That Council for the Town of Pincher Creek direct administration to prepare a thank you to the Pincher Creek Emergency Services, Regional Emergency Management Organization and all local business and services that stepped forward to assist with the King Edward Hotel Fire.

**CARRIED 20-121**



**9. COUNCIL REPORTS:**

<b>ELLIOTT</b>	February 10	Regular Council
<b>JACKSON</b>	February 10	Regular Council
	February 12	Social Needs Assessment
	February 10	Pincher Creek Foundation
	February 11-12	Asset Management Course
	February 13	Regional Council
	February 17	Community Hall Board
	February 18	Municipal Development and Subdivision Authority
<b>KORBETT</b>	February 5	Regular Council
	February 20	Early Learning Centre
	February 21	MLA Roger Reid Tour of Hospital
<b>BARBER</b>	February 19	Recreation Advisory Committee
	February 20	Golf Course Executive
<b>McGILLIVRAY</b>	February 10	Regular Council
	February 13	Regional Council
	February 18	Municipal Development and Subdivision Authority
	February 18	Intermunicipal Collaboration Framework Strategic Plan
	February 19	Crowsnest/Pincher Creek Landfill Association
	February 20	Intermunicipal Collaboration Framework
	February 20	Early Learning Centre
	February 21	Intermunicipal Collaboration Framework
	February 24	Intermunicipal Collaboration Framework
<b><u>Mayor's Report</u></b>		
<b>ANDERBERG</b>	February 10	Regular Council
	February 12	FCSS Social Needs Assessment
	February 13	Regional Council
	February 15	Emergency Operations Centre
	February 18	Intermunicipal Collaboration Framework Strategic Plan
	February 18	Family and Community Support Services
	February 20	Intermunicipal Collaboration Framework
	February 20	Early Learning Centre
	February 21	Intermunicipal Collaboration Framework
	February 24	Intermunicipal Collaboration Framework

**BARBER:**

That Council for the Town of Pincher Creek accepts the Mayor and Council Reports for February 24, 2020 as information.

**CARRIED 20-123**

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek accept the February 24, 2020 Council Information Distribution List as information.

**CARRIED 20-124**

**10.2 Project Updates**

**BARBER:**

That Council for the Town of Pincher Creek accept the Project Updates Report as information.

**CARRIED 20-125**

*Mayor Anderberg called a recess at 7:53 pm.*

*L. Goss left the meeting at 7:53 pm.*

*Mayor Anderberg called the meeting back to order at 8:03 pm.*

**11. CLOSED MEETING DISCUSSION**

**JACKSON:**

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, February 24, 2020 at 8:03 pm in accordance with section 19, 21, 24 and 27 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services and Director of Operations in attendance.

**CARRIED 20-126**

*Councillor McGillivray declared a potential conflict of interest with item 11.4 Natural Resources Conservation Board and left the meeting at 8:15 pm.*

*Councillor McGillivray returned to the meeting at 8:18 pm.*

*A. Roth left the meeting at 8:20 pm.*

*L. Rideout left the meeting at 8:30 pm.*

**ELLIOTT:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, February 24, 2020 at 9:02 pm.

**CARRIED 20-127**

**11.1 Ag Society Lease Review and Follow Up – FOIP s. 27**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek defer the Ag Society Lease Agreement to a future meeting until further information is available from Alberta Health.

**CARRIED 20-128**



**11.2 Recreation Master Plan – FOIP s. 21 & 24**

**KORBETT:**

That Council for the Town of Pincher Creek proceed with a Regional Recreation Master Plan Request for Proposals to include the M.D. of Pincher Creek as amended, amending the "Key Objectives" in Schedule A as discussed.

**CARRIED 20-129**

**11.3 Personnel – FOIP s. 19**

**ELLIOTT:**

That Council for the Town of Pincher Creek finds that Councillor O'Rourke has breached the Council Code of Conduct Bylaw 1622-18, specifically subsection 1(e) and (k), and therefore imposes sanctions on Councillor O'Rourke, which includes retracting all Council Committee appointments, functions and events, excepting Council meeting and Committee of the Whole meetings, with said sanctions to be reviewed at the October 2020, Organizational meeting; as per Council Code of Conduct Bylaw 1622-18, subsection 1(e) and (k), schedule A and subsection (h) (i), schedule B.

**FURTHER**

That Council committee appointments revert to previous Councillors as provide:  
Police Advisory Committee – Councillor Barber  
Community Housing Committee – Councillor Elliott  
Operations Committee – Councilor McGillivray

**CARRIED 20-130**

**1.4 Natural Resources Conservation Board Response**

**KORBETT:**

That Council for the Town of Pincher Creek receive the information pertaining to the Natural Resource Conservation Board application LA19021 approval as provided.

**CARRIED 20-131**

**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

**JACKSON:**

That this meeting of Council on February 24, 2020 be hereby adjourned at 9:14 pm.

**CARRIED 20-132**



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

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

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 9<sup>th</sup> DAY OF MARCH 2020**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY MARCH 9, 2020 AT  
6:00 P.M.**

DRAFT



Town of Pincher Creek  
COMMITTEE OF THE WHOLE MINUTES  
March 4, 2020 – 9:00 AM  
Council Chambers – Town Office

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ATTENDANCE:

Mayor: D. Anderberg

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

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

**1. Call to Order**

The meeting was called to order at 9:00 am.

**2. Agenda Approval**

**ELLIOTT:**

That the Committee of the Whole for the Town of Pincher Creek approves the March 4, 2020 agenda as amended, the amendment being the correction of item 6.1 to read Asset Management Webinar and the addition of item 6.6 AUMA Leaders Caucus Request for Decision Proposal.

**CARRIED COTW 2020-001**

**3. Scheduled Delegations**

**6.1 Asset Management Webinar**

*W. Catonio joined the meeting at 9:52 am.*

**4. Business Arising from the Minutes**

**5. Policy**

**5.1 Asset Management Policy**

**McGILLIVRAY:**

That Committee of the Whole direct administration to amend the Asset Management Policy as discussed and bring back to Council for consideration.

**CARRIED COTW 2020-002**

*W. Catonio left the meeting at 10:20 am.*

*Mayor Anderberg called a recess at 10:26 am.*

*A. Levair left the meeting at 10:26 am.*

*D. Green joined the meeting at 10:35 am.*

*M. Everts joined the meeting at 10:38 am.*

*Mayor Anderberg called the meeting back to order at 10:40 am.*

**6. New Business**

**6.2 Community Foundation Investment Readiness - Transportation**

**ELLIOTT:**

That Committee of the Whole acknowledges that Transportation may not be eligible for funding under the Community Foundation Investment Readiness and direct administration to pursue the Community Foundation of Lethbridge and Southwest Alberta Social Innovation Fund application for the Pincher Creek Community Early Learning Centre and/or Community Housing under the Pincher Creek Housing Authority.

**CARRIED COTW 2020-003**

*D. Green and M. Everts left the meeting at 10:55 am.*

**6.3 Utility Rate Review**

Postponed

**6.4 Creekside Village – Sidewalk and Snow Removal**

**ELLIOTT:**

That Committee of the Whole defer the Creekside Village – Snow Removal priority request to the Operations Committee for recommendation.

**CARRIED COTW 2020-004**

**6.5 Golf Course – Parking and Fire Lane Delineation**

**KORBETT:**

That Committee of the Whole for the Town of Pincher Creek defer the Golf Course – Parking and Fire Lane Delineation to a future meeting for further information.

**CARRIED COTW 2020-005**



**6.6 AUMA Leaders Caucus Request for Decision Proposal**

**McGILLIVRAY:**

That Committee of the Whole for the Town of Pincher Creek direct administration to present the proposed request for decision to the Alberta Urban Municipalities Association regarding Rural Physicians Compensation following Council approval at the March 9, 2020 regular meeting of Council.

**CARRIED COTW 2020-006**

**7. Committee Reports**

<b>ELLIOTT</b>	February 24	Regular Council
<b>O'ROURKE</b>	February 5	Regular Council
	February 6	Mental Health Session
	February 10	Social Needs Assessment
	February 10	Regular Council
	February 13	Regional Council
<b>KORBETT</b>	February 24	Regular Council
	February 25	Recycle Meeting
	February 25	Health Professions Attraction and Retention
	February 26	Emergency Services Commission
	February 28	King Edward Hotel Owner Conversation
	March 1	Health Professions Attraction and Retention
	March 2	Community Early Learning Centre
	March 2	Health Professions Event
<b>BARBER</b>	February 24	Regular Council
<b>McGILLIVRAY</b>	February 24	Regular Council
	February 25	Crowsnest/Pincher Creek Landfill Association
	March 2	Community Early Learning Centre
	March 2	Health Professions Event
<b>ANDERBERG</b>	February 24	Regular Council
	February 26	Regional Emergency Management Organization
	February 27	Emergency Services Commission
	February 28	AUMA Budget Webinar
	March 2	Community Early Learning Centre
	March 2	Lethbridge Foundation
	March 2	Health Professions Event
	March 3	CTV Media Interview – Physicians Compensation

**McGILLIVRAY:**

That Committee of the Whole for the Town of Pincher Creek receives the March 4, 2020 Committee Reports as information.

**CARRIED COTW 2020-007**

**McGILLIVRAY:**

That Committee of the Whole for the Town of Pincher Creek approve and authorize the Community Housing Committee representatives to attend a meeting as requested with the management of Whispering Winds Village on March 6, 2020 regarding vacant low income suites.

**CARRIED COTW 2020-008**

**8. Administration**

King Edward Hotel Fire Review March 6  
Committee of the Whole Meeting Review

**McGILLIVRAY:**

That Committee of the Whole for the Town of Pincher Creek authorize the two members of the Regional Emergency Management Organization to attend the King Edward Hotel Fire debriefing on Friday March 6, 2020

**CARRIED COTW 2020-009**

*Mayor Anderberg called a recess at 12:22 pm.*

*A. Roth left the meeting at 12:25 pm.*

*Mayor Anderberg called the meeting back to order at 12:27 pm.*

**9. Closed Session**

**BARBER:**

That Committee of the Whole for the Town of Pincher Creek agree to move to a closed session of the Committee on Wednesday March 4, 2020 at 12:27 pm in accordance with section 19 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services and Administrative Manager in attendance.

**CARRIED COTW 2020-010**

**BARBER:**

That Committee of the Whole for the Town of Pincher Creek agree to move out of a closed session of the Committee on Wednesday, March 4, 2020 at 12:28 pm.

**CARRIED COTW 2020-011**

**9.1 Library Board Appointment – FOIP s. 19**

**BARBER:**

That the Committee of the Whole for the Town of Pincher Creek agree to appoint Brenda Rottger as the Town of Pincher Creek citizen representative to the Pincher Creek & District Municipal Library Board to serve a three-year term.

**CARRIED COTW 2020-012**

**10. Adjournment**

**O'ROURKE:**

That this session of Committee of the Whole be adjourned at 12:29 pm.

**CARRIED COTW 2020-013**

**APPROVED BY RESOLUTION OF  
COUNCIL FOR THE TOWN OF PINCHER CREEK  
THIS 9<sup>th</sup> DAY OF MARCH, 2020**

\_\_\_\_\_  
Mayor, D. Anderberg

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



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> AUMA leader's Caucus proposed RFD	
<b>PRESENTED BY:</b> Laurie Wilgosh, Chief Administrative Officer	<b>DATE OF MEETING:</b> 3/9/2020

**PURPOSE:**

for council to approve the proposed RFD to be presented by Mayor Anderberg at the Alberta Urban Municipalities Association Leader's Caucus in Edmonton

**RECOMMENDATION:**

That Council for the Town of Pincher Creek direct administration to forward the proposed request for decision to the Alberta Urban Municipalities Association asking that AUMA advocate for the concerned members municipalities with the Minister of Alberta Health and Alberta Health Services, to collaborate regarding the recent physician wage reductions with the Alberta Medical Association to find efficiencies and alternate cost savings in the Alberta health system.

**BACKGROUND/HISTORY:**

Mayor and CAO attended meeting in Claresholm with physicians and councilors regarding potential physician compensation cuts and the potential negative effects to local health care services and patient care.

Council approved letter of concern which was sent to Minister of Health, Tyler Shandro and MLA Roger Reid.

Council approved letter of request for a coordinated effort by AUMA to advocate on behalf of member municipalities with Alberta Health Services.

Associate Clinic physician and administrator delegation appeared to Council to explain potential effects to patient care and physician attraction and retention

Public Forum held on Mon. March 2, 2020 with up to 300 local residents attending with concerns for local health care service delivery

**ALTERNATIVES:**

That Council receive the proposed AUMA leaders caucus request for decision, as presented.

The Council request the following amendments to the proposed AUMA Leader's Caucus request for decision:

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**PUBLIC RELATIONS IMPLICATIONS:**

The local physicians and medical professionals along with Town Council work very hard to attract and retain health care professionals to our community. This is a strong component towards the sustainability of our community in addition to providing high level and timely health care services which our residents appreciate and have come to expect.

**ATTACHMENTS:**

- AHS physicians wage proposal - 378
- claresholm rural health - 378
- doctor cuts AUMA - 378
- RFD - rural physicians compensation - 378

**CONCLUSION/SUMMARY:**

Administration supports that the proposed RFD be submitted to the AUMA Leader's Caucus and that Mayor Anderberg speak to our concerns regarding the cuts to physician compensation and it's detrimental effect to Alberta resident's timely and accessible health care.

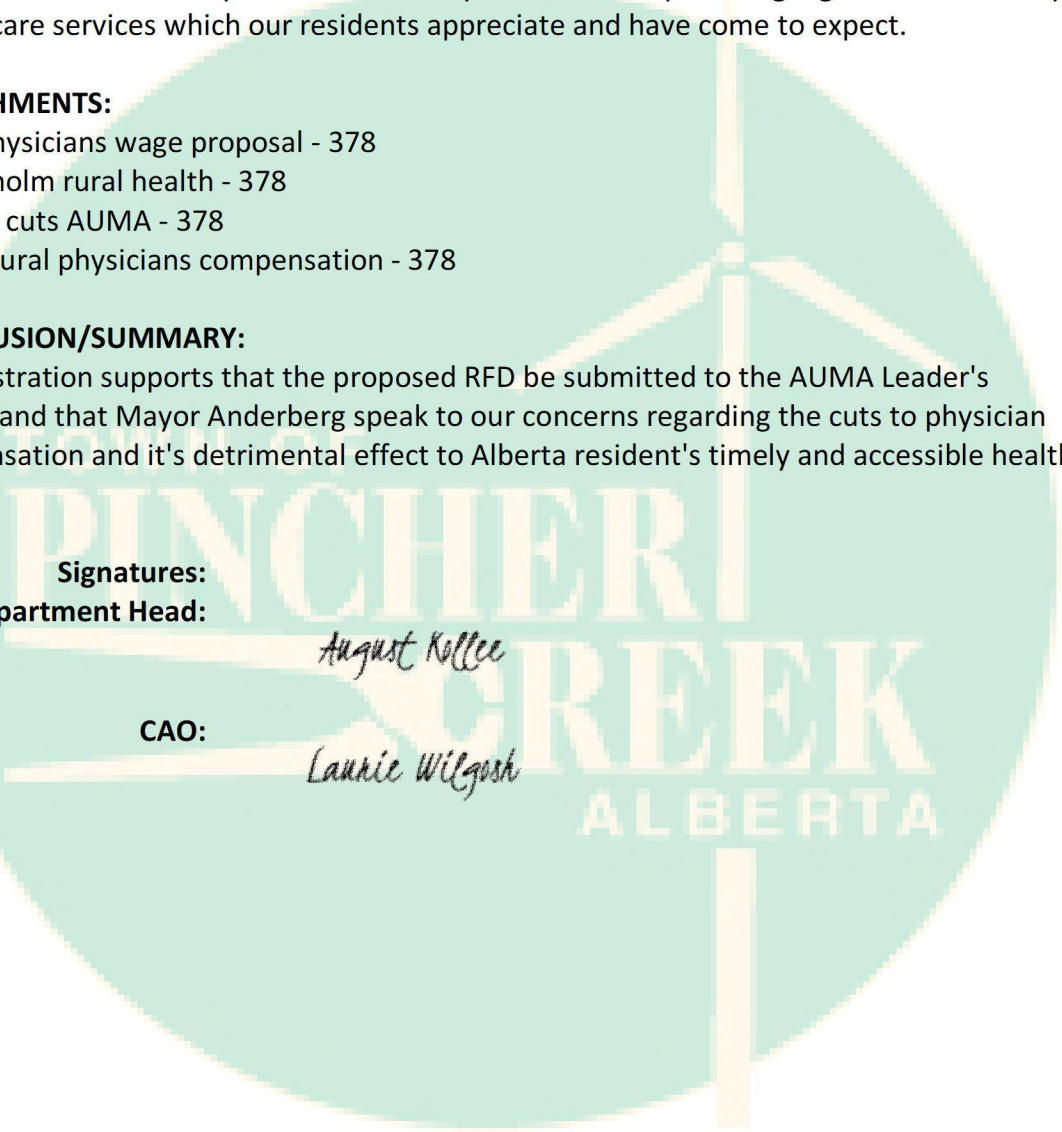
**Signatures:**

**Department Head:**

*August Kollee*

**CAO:**

*Laurie Wilgosh*





Feb. 6, 2020

Honorable Tyler Shandro  
Minister of Health  
423 Legislature Building  
10800 – 87 Ave.  
Edmonton, Ab. T5K 2B6

Dear Honorable Shandro,

Re: Proposed changes to AHS Physician compensation

The Pincher Creek Council is extremely concerned with the proposed changes to our local physician's compensation package. We understand that the wages will be cut significantly and the requirement to see more patients per hour will be implemented. We are very concerned that this extra hourly requirement will result in less time spent with the patient, which could seriously compromise health care outcomes, particularly with compound and complicated conditions.

Pincher Creek has been committed to maintaining a high level of health care in our community. Because of this we have chosen to manage our own ground ambulance service to ensure a timely response to emergent situations and provide the best possible outcome for the patients.

We feel that Pincher Creek is a dynamic community with many high quality services including health care, education and fantastic local recreational opportunities. These services provide an attractive quality of life for our residents, and having proactive health care makes our community very competitive in attracting and maintaining health care professionals. This in turn helps tremendously in the sustainability of Pincher Creek. The last thing we want to see is our physicians leaving our Town to work in the cities and larger communities or even other provinces due to their wages and conditions of employment.

We would ask that the province and AHS carefully consider how this compensation proposal will affect our local rural communities. We all care about quality health care, and would like to see Alberta set that standard for the country. In light of this information we recommend and implore you that no decisions which will directly affect patient care be made until negotiation and collaboration is carried out with our physicians and the Alberta Medical Association.

We believe that the province has excellent intentions regarding Albertans health care. Please take the time to fully investigate proposed changes and find the very best solution for our residents and health care services in our rural communities. We would be pleased if you Minister Shandro would consider coming to Pincher Creek in the near future to discuss our concerns and perhaps allow us to help find some potential solutions which could benefit our continued exceptional health care and explore efficiencies and savings in the system.

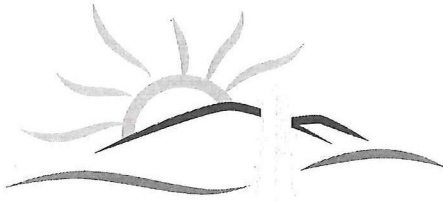


Sincerely,

Mayor Don Anderberg and Pincher Creek Town Council

cc. MLA Roger Reid

M & C



# Claresholm

Where **Community** Takes Root

January 15, 2020

Honourable Tyler Shandro  
Minister of Health  
423 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

**RE: PROPOSED CHANGES TO AHS PHYSICIAN COMPENSATION**

The Town of Claresholm is extremely concerned with the proposed changes to physician compensation currently under review in the Province of Alberta. Claresholm is a rural community of 3,780 residents, with the vast majority being over the age of 55. Many of our residents chose to retire to our community due to its extensive health care facilities including an acute care hospital. Our health care is reliable and accessible to our citizens, and we are thankful that we have dedicated health professionals who care for our most vulnerable.

Claresholm has been short a physician for about 18 months, and we have not been successful in securing an individual for that position with the current situation. By changing the compensation scale, it will become even more difficult to attract another physician. In addition to that, we are extremely concerned about retaining the physicians we currently have. Rural communities struggle as it is to attract health care professionals. It takes a special person to want to live and work in a community away from the many amenities provided by larger centers.

The most important point we wish to make is that it is imperative for the provincial government to consult with your municipal counterparts and with the local physicians in order to make the best choices for everyone. We are not averse to the idea of making improvements to the current system and trying to streamline some inefficiencies in our health care system, however making improvements should not come at the cost of the health of our population. We ultimately believe that if the proposed changes are made as is, the health and well-being of our residents will suffer.

The Town of Claresholm is open to participating in dialogue in any format on this pressing issue. We request a meeting with yourself, the Minister, along with our regional counterparts to discuss this matter further as it is critical to the sustainability of rural health care. I look forward to hearing from you.

Yours truly,

Doug MacPherson  
Mayor  
Town of Claresholm

DM/kk

Cc: Mr. Roger Reid, MLA for Livingstone-Macleod  
Dr. Jeff Jones, Dr. Roisin Dempsey, Claresholm Medical Clinic



Town of Claresholm, PO Box 1000, 221 45 Ave. W., Claresholm, AB T0L 0T0



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



[info@claresholm.ca](mailto:info@claresholm.ca)



403.625.3381



403.625.3869

February 6, 2020

AUMA

Att'n. President Barry Morishita,

Dear Barry,

Re: Alberta Health Physician Compensation and request for immediate action by AUMA

The Pincher Creek Town Council has grave concerns regarding the recent proposal by AHS to significantly cut the wages of Alberta physicians by over 30%. Although this is substantial for all Alberta physicians, to the rural doctors and health care workers it has a much more profound affect. Our physicians support and compensate the other health care professionals in our clinic from their own compensation. Having these proposed cuts will also affect the other workers and the overall availability of local health care and resources.

In addition to the proposed cuts, physician on-call stipends were cut unilaterally in the fall of 2019 with no warning or collaboration. In a small rural health care facility such as Pincher Creek, this affects one doctor who has been on call for over 200 days in the year, because of his surgical expertise. In the urban centers there would be many more doctors on call, with much less personal impact. Asking our local surgeon to be on call with no compensation is absurd and unreasonable.

We believe that efficiencies and cost savings within the health care system are needed and achievable, but we also believe that there must be collaboration between our physicians, with the Alberta Medical Association representing the health care professionals and Alberta Health. Rural health care is at substantial risk of being degraded, to the point that we will have more challenges than ever to recruit and maintain the health care our communities rely on.

Therefore we are asking Alberta Urban Municipalities Association, and the Rural Municipalities Association to take the lead and immediately organize regional meetings with the rural communities to inform their councils and residents of the proposed changes, and unify in our plea to the Province and Alberta Health to take the time with AMA and our physicians to find solutions for savings that will support rural health care and community sustainability.

Your consideration of our request for help is sincerely appreciated.

Yours truly,

Mayor Don Anderberg  
Town of Pincher Creek



March 25, 2020

AUMA Municipal Leaders Caucus

Re: Member Request for Decision

Spring 2020 Leaders Caucus

**Topic:** Provincial Funding Changes to Alberta Health Services Physician Compensation

**Recommendation:** **The Council for the Town of Pincher Creek requests that the AUMA Board consult with all Municipalities to provide an avenue of support regarding the recent AHS Physician compensation changes which will ultimately have a negative effect on rural health care services in Alberta.**

**Further, that AUMA advocate with Alberta Health on behalf of Alberta's rural municipalities and rural health clinics for an open and collaborative dialogue with the Alberta Medical Association to find proactive and efficient cost saving measures within Alberta Health Services delivery models, which will maintain the best available medical services to Alberta residents and AHS rural patients.**

**Background:**

Rural Health Care and patient medical care may be at risk with the new physician compensation model recently adopted by Alberta Health and Alberta Health Services. There are two components to the changes made that concern our Town Council and other Councils of Southern Alberta.

In the fall of 2019 On Call compensation for physician/surgeon standby was substantially reduced by Alberta Health Services without prior notice or collaboration with physicians. While there may be a roster of several or more physicians in larger centres having no significant effect on the individual compensation, in rural Alberta, Pincher Creek in particular we are fortunate to have one very dedicated surgeon who allows himself to be on call for emergency surgical procedures, almost around the clock and most days of the year. Without this surgical on call coverage, our local residents for example who require a cesarian birth, may have to travel an additional hour or more to a larger centre for the procedure potentially causing risk to mother and baby.

The additional risk is to our community health care facilities. Our local medical staff work very hard to attract physicians and health care professionals to our community, and the loss of even one specialty has a detrimental affect locally and presents a burden and wait time on the outlying larger centres.

The second concern is the removal of the time modifier from physician compensation which has provided for our doctors to meet and treat four patients per hour, allowing approximately fifteen

minutes for patients with multiple health concerns. The new compensation payment would require that doctors see six patients per hour, allowing only ten minutes each, to maintain operating our medical clinic. When patients may be required to partially undress or ready themselves for the doctor, five minutes or more may be lost. We are hearing stories where a patient is only allowed to discuss one health care concern per visit under this funding model, which does not allow for more complicated medical and inter related conditions to be discussed. Patients may be forced to decide on their own, what is the priority concern for them that day.

In addition, and of no small consequence is the fact that our physicians fund and employ our local Primary Care Clinic. This means they set the standard of care for our residents. In order to continue to balance rising medical costs, local highly qualified personnel may be lost and our community wellness may be compromised.

Pincher Creek is very proud of the medical facilities and services that our local medical professionals provide. They and we work hard to attract and maintain medical professionals and the inability to treat patients appropriately may detract from new resident doctors to consider rural Alberta as their primary choice of community.

We in Pincher Creek believe that Albertans and those specifically who choose to reside in rural Alberta deserve quality health care, just as those in major centers receive. We appreciate the doctors here who look after our well-being!

This request is respectfully submitted to the AUMA Municipal Leaders Caucus for consideration and support.

.....

Mayor – Don Anderberg

Town of Pincher Creek

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Asset Management Policy	
<b>PRESENTED BY:</b> Al Roth, Director of Operations	<b>DATE OF MEETING:</b> 3/9/2020

**PURPOSE:**

For Council to review and approve the revised Asset Management Policy #168-20.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek approve Asset Management Policy #168-20.

**BACKGROUND/HISTORY:**

As the Town of Pincher Creek's Asset Management journey matures, changes will be required to Asset Management documents, such as the Asset Management Policy, to ensure Council and administration are aligned in the goals and direction of the program.

The revised Asset Management Policy is more thorough and robust than the previously approved policy. It also addresses key principles which are required by the Federation of Canadian Municipalities when evaluating grant applications relating to Asset Management.

The revised policy includes the following 5 key principles:

1. Service Delivery to Customers
2. Long-Term Sustainability and Resilience
3. Holistic "Big Picture" Approach
4. Fiscal Responsibility and Asset Management Decision-Making
5. Innovation and Continual Improvement

**ALTERNATIVES:**

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

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

Improvement to previously approved Asset Management Policy #168-18.

**FINANCIAL IMPLICATIONS:**

None

**PUBLIC RELATIONS IMPLICATIONS:**

None



**ATTACHMENTS:**

168-20 Asset Management Policy - 374

**CONCLUSION/SUMMARY:**

Administration supports approval of the newly revised Asset Management Policy which will enhance informed decision-making processes of administration and information presented to Council.

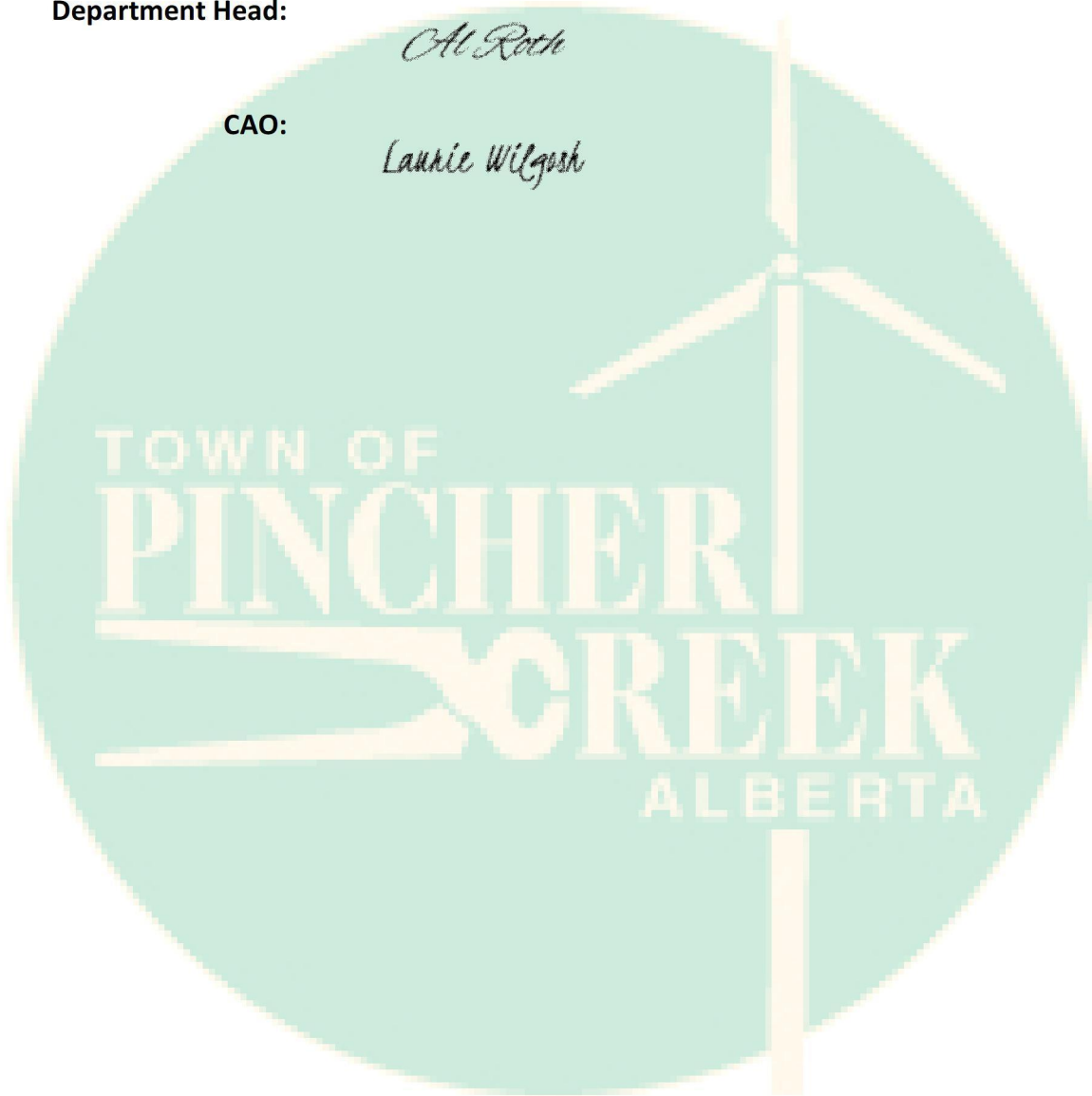
**Signatures:**

**Department Head:**

*Al Roth*

**CAO:**

*Lannie Wilgosh*





# TOWN OF PINCHER CREEK POLICY



<b>Approved by:</b>	<b>Date:</b>	<b>Policy Number:</b>
Council	Month XX, 2019	168-20
<b>Reference:</b>	<b>Approval/Revision Date:</b>	<b>Motion #</b>
Council	August 1, 2018	#18-420
Council	MON XX, 2020	#20-XXX
<b>Title:</b>	<b>ASSET MANAGEMENT POLICY</b>	

## 1. Policy Statement

The Town of Pincher Creek owns a variety of infrastructure Assets which support the delivery of services to the community. These Assets require responsible acquisition, operation, maintenance, rehabilitation and eventual replacement and/or disposal.

Asset Management (AM) is the coordinated activities of an organization to realize value from Assets. It involves Town departments, stakeholders, citizens and Council. The intent of AM is to maximize benefits, manage risk and provide satisfactory Levels of Service to the community in a sustainable manner.

This Policy outlines the fundamental AM principles to be implemented across the Town of Pincher Creek.

## 2. Purpose

The purpose of this Asset Management (AM) Policy is to:

- 2.1 Provide guidance to staff in carrying out the Town’s long-term strategies, mid-term AM plans and current AM activities;
- 2.2 Provide clear direction for Asset Management through defining key principles that underpin AM and assist with developing the Town’s AM objectives;
- 2.3 Align upwards with the Town’s vision, goals and objectives, and alignment downwards to the current and future procedures for AM activities; and
- 2.4 Provide clarity to what outcomes are required when implementing the AM Policy.

### **3. Definitions**

- 3.1** “Asset” means an item, thing or entity that has potential or actual value to an organization. The value can be tangible or intangible, and financial or non-financial.
- 3.2** “Asset Management” (AM) means an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical assets; and finances; so that informed decisions can be made, supporting sustainable delivery.
- 3.3** “Council” means the Council of the Town of Pincher Creek.
- 3.4** “Senior Management” means all director and management level positions within the Town of Pincer Creek administration.
- 3.5** “Levels of Service” means the parameters, or combination of parameters, that reflect socio-cultural, financial/economic and environmental outcomes that the Town delivers. They describe the outputs or objectives that the Town intends to deliver; includes measures at the corporate, stakeholder, and Asset operator levels of the Town. They are composite indicators such as quality, quantity, reliability, responsiveness, safety and cost, for a particular activity or service area against which a service performance may be measured.
- 3.6** “Policy” means a statement of the Town’s overall intention in certain areas of responsibility. To be used for guidance when action is being taken in those areas, narrow enough to give clear guidance, but broad enough to leave room for administrative discretion.
- 3.7** “Town” means the Town of Pincher Creek, in the Province of Alberta.

### **4. Responsibilities**

- 4.1** Town Council is responsible for:
- Approving the Asset Management (AM) Policy;
  - Articulating community values and defining priorities;
  - Approving funding and resources to implement the AM Policy and associated requirements; and
  - Approving Asset funding through multi-year and long-range financial plans.
- 4.2** Chief Administrative Officer is responsible for:
- Leading the implementation of the AM Policy across the Town.
- 4.3** Senior Management is responsible for:
- Leading the adoption of the AM Policy within their departments and for allocating appropriate resources to its implementation and associated requirements.
- 4.4** Staff is responsible for:
- Observing the requirements of the AM Policy.



## 5. Scope

The Town of Pincher Creek owns a wide range of Asset types that deliver services to the people of Pincher Creek. Each year the Town may receive or construct new Assets. In addition, the Town of Pincher Creek may rely on natural Assets, in order to deliver services. This Asset Management (AM) Policy applies to the Assets owned by the Town.

The Town of Pincher Creek recognizes the importance of natural Assets and will include these in its inventories and AM practices. Examples include water bodies, wetlands and trees.

Below is a summary of the services that the Town of Pincher Creek provides and gives examples of the Asset groups and Asset types owned by the Town that support the delivery of those services:

ASSET GROUP/TYPE	ASSET EXAMPLES
<b>Transportation</b>	Roads, sidewalks, pathways, bridges, etc.
<b>Water</b>	Water treatment, watermains and services, pump stations, pressure reducing stations, treated water reservoirs, raw water intakes, etc.
<b>Wastewater</b>	Wastewater treatment, wastewater mains and services, wastewater lift stations, etc.
<b>Stormwater</b>	Stormwater mains and services, storm ponds, etc.
<b>Solid Waste</b>	Garbage bins, etc.
<b>Facilities</b>	Multi-Purpose Facility (Pool), Arena, Town Hall, RCMP Building, etc.
<b>Land</b>	Bare land, land improvements, etc.
<b>Fleet (Vehicles &amp; Equipment)</b>	Grader, excavator, pick-up trucks, etc.
<b>Information Technology</b>	Hardware, software, office equipment, etc.
<b>Natural Assets</b>	Water bodies, wetlands, trees, etc.

## 6. Principles

The following outlines fundamental Asset Management (AM) principles that will be developed over time and implemented across all Town departments for application when making decisions pertaining to the infrastructure Assets the Town owns.

### 6.1 Service Delivery to Customers

The Town will clearly define Level of Service objectives that balance community expectations and regulatory requirements with risk, affordability and available resources, and will do the following:

- Manage Assets appropriately in order to efficiently and effectively deliver the defined Levels of Service; and
- Monitor and periodically review Level of Service objectives to ensure that they meet or support community and Council expectations and other strategic objectives.

The Town will ensure transparency and accountability to the community on service delivery. This will include regular communications to Council to share information on service performance as well as technical information such as Asset condition. The Town will comply with all relevant legislative, regulatory and statutory requirements. The Town will implement an AM system that incorporates risk-based and information driven decision-making frameworks that appropriately consider the potential impacts of Asset failure on ongoing service delivery.

The Town will ensure that decisions regarding the need for new Assets are made with appropriate due diligence; and that these needs are evaluated with a focus on service delivery to the community and supported with a valid business case that articulates costs and benefits.

The Town will prioritize and direct resources and expenditure in order to deliver Levels of Service and other community benefits at an acceptable level of risk.

## **6.2 Long-Term Sustainability and Resilience**

The Town's AM decision-making will consider the needs of both current and future generations and the potential challenges associated with changing community demographics and expectations related to service delivery, as well as potential modifications to legislative requirements.

The Town's AM decision-making will consider the potential effects of climate change and other environmental changes, and how the increased severity and frequency of climatic events may directly affect Levels of Service. Where appropriate, the Town will adopt a proactive approach to mitigating the potential impacts of climate change.

The Town will consider sociocultural, environmental and economic factors and implications when making and implementing AM decisions.

The Town will consider succession planning/contingency planning for key roles within Senior Management and administration to ensure stability and resilience of the AM program.

## **6.3 Holistic "Big Picture" Approach**

To support AM decision-making, the Town will take steps to connect the appropriate departments, functions and support activities in order to build effective working relationships and encourage information-sharing. These departments and functions include planning, engineering, operations, maintenance, finance and other strategic planning functions such as sustainability.

AM decision-making will drive optimum value for the community by focusing on the "big picture." The Town will therefore ensure that decisions are made collaboratively and consider all life cycle stages and the interrelationships between Asset performance, operational performance and overall service performance. Decision-making will also recognize the interconnected nature of Asset systems and how decisions about one set of Assets may potentially interact with or affect Assets controlled by other departments or functions.



## **6.4 Fiscal Responsibility and Asset Management Decision-Making**

The Town will develop and maintain appropriate plans for infrastructure renewal, for the purchase or construction of new infrastructure and for the decommissioning of redundant infrastructure. This includes:

- Developing long-term projections of investment needs;
- Applying rigorous analysis, including consideration of risk, to identify short-term investment needs;
- Implementing processes to ensure that proposed investment plans address needs efficiently and effectively;
- Implementing processes to address the operational budget implications of capital investments;
- Exploring efficiency opportunities where appropriate, including new technologies; and
- Analyzing investment plans and associated funding requirements and putting in place mechanisms to ensure long-term financial sustainability.

The Town will evaluate relevant Asset investment decisions based on consideration of the whole-life costs associated with managing those Assets through their entire life cycle.

The Town will develop prioritized capital investment plans that reflect community and stakeholder expectations with regard to Level of Service and other strategic objectives. The Town will evaluate the magnitude, nature and overall balance of investment plans considering the aggregate value derived for the community, affordability, willingness to pay and intergenerational equity.

## **6.5 Innovation and Continual Improvement**

The Town views continual improvement as a key part of our AM approach and will focus on driving innovation in the development of tools, techniques and solutions.

The Town will monitor and periodically review the effectiveness of AM processes and the wider AM system in supporting the delivery of strategic objectives and will make adjustments as required.

The Town will assess the AM competencies required to implement the AM system and provide the necessary support, education and training to AM staff.

The Town will review the AM Policy in conjunction with its review of the AM strategy, every four to five years.

## **7. Related Information**

Town of Pincher Creek Annual Operating Budget  
Town of Pincher Creek Annual Capital Budget  
Town of Pincher Creek Long-Term Financial Plan (to be developed)  
Town of Pincher Creek Policy #152-16 Tangible Capital Assets Policy



Town of Pincher Creek Policy #167-18 Financial Policy  
ISO 55000 series Standards for Asset Management

**8. End of Policy**

DRAFT

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Community Peace Officer Policies Number 205-20, 208-20, 209-20, 210-20 and 211-20	
<b>PRESENTED BY:</b> Gus Kollee, Legislative Service Manager	<b>DATE OF MEETING:</b> 3/9/2020

**PURPOSE:**

As a result of the audit report from the Law Enforcement and Oversight Branch, who conducted a peace office program review on August 21, 2019, to present Town Council the internal policies related to Exhibit Handling, Cannabis Enforcement, Known Risk Clients, Communication, the Use and Handling of Issued Weapons and Traffic Safety Plan.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the adoption of the following policies and Traffic Safety Plan:

- Baton and OC Spray use by Peace Officers - Policy Number 205-20
- Cannabis Policy and Procedures - Policy Number 208-20
- Known Risk Policy and Protocol - Policy Number 209-20
- Exhibit Handling and Disposal of Cannabis - Policy Number 210-20
- Community Peace Officer Communication Policy- Policy Number 211-20
- Traffic Safety Plan 2020 to 2022;

and that copies of each be attached hereto and form part of the minutes.

**BACKGROUND/HISTORY:**

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 and submitted to the Director Law Enforcement Standards and Audits. However, Policy Number 205-20, 208-20, 209-20, 210-20 and 211-20 are subject to Town Council approval.

**ALTERNATIVES:**

- 1.) That Council for the Town of Pincher Creek direct administration to amend the following policies \_\_\_\_\_ and bring back the policies to the next regular Council meeting for consideration.

2.) That Council for the Town of Pincher Creek receive the Policies Number 205-20, 208-20, 209-20, 210-20 and 211-20 as information.

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

The Community Peace Officer (CPO) Program operates under the Peace Officer Act under the authority of the Alberta Justice and Solicitor General. The Director of Law Enforcement ensures the Peace Officer role is exercised in accordance with legislative and policy frameworks. The program policy changes and requirements are provided to the authorized employers through regular bulletins and audits which includes the Town of Pincher Creek.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

The Director of Law Enforcement protects the public interest and ensures the peace officer program is exercised in accordance with legislation and policies.

**ATTACHMENTS:**

- 205-20 Baton and OC Use by Peace Officer - 376
- 208-20 Cannabis Policy and Procedures - 376
- 209-20 Known Risk Policy and Protocol - 376
- 210-20 Exhibit Handling and Disposal of Cannabis - 376
- 211-20 Community Peace Officer Communication Policy - 376
- Traffic Safety Plan TOPC - 376

**CONCLUSION/SUMMARY:**

Administration supports that Town Council approve the adoption of the proposed policies and Traffic Safety Plan.

**Signatures:**

**Department Head:**

*August Kellee*

**CAO:**

*Lannie Wilgosh*



## TOWN OF PINCHER CREEK

<b>Approved by:</b> Council	<b>Date:</b> September 12, 2005	<b>Policy Number:</b> 205-20
<b>Reference:</b> Motion: 05-315	<b>Revision Date/by:</b> February __ ,2020	
<b>Title:</b> BATON AND OC SPRAY USE BY PEACE OFFICERS		

### **Policy Statement**

The Town of Pincher Creek will provide guidelines for the use of a Baton and OC Spray by Peace Officers.

### **1. Definitions**

- 1.1 **Peace Officer** shall mean the person appointed as a Peace Officer under the Peace Officer Act.
- 1.2 **Town** shall mean the Municipality of the Town of Pincher Creek
- 1.3 **Baton** shall mean a collapsible impact weapon manufactured in either metal or composite material.
- 1.4 **OC** shall mean Oleoresin Capsicum and as defined in Section 4(1) of the Peace Officer Regulations.

### **2. Procedures**

- 2.1 The Town may issue a baton and/or OC Spray to its Peace Officers who may be required to utilize a baton and/or OC Spray during the execution of their duties providing that:
  - 2.1.1 Peace Officers are authorized by Alberta Solicitor General and Public Security to be issued a baton and/or OC Spray.
  - 2.1.2 The baton and/or OC Spray is utilized as an aid in the arrest of a resisting person, or to control a person or crowd when lesser means are not likely to succeed, or have failed or more severe means are not yet required,
  - 2.1.3 The baton and/or OC Spray is utilized to control an attack or threat of an attack from animals.

**Policy No. 205-20**

- 2.1.4 When OC Spray has been deployed and the subject(s) has been brought under control, decontamination procedures will be commended as soon as practical.
- 2.2 The issue of a baton and/or OC Spray to Peace Officers is conditional upon their having met the qualifications listed in clause (4).
- 2.3 Peace Officers shall only carry and use a baton and/or OC Spray which is issued by the Town.
- 2.4 Peace Officers may carry a baton and/or OC Spray only when on duty as a Peace Officer.
- 2.5 When a baton or OC Spray is in the office and not in possession of a Peace Officer, it must be stored in a locked cabinet.
- 2.6 When a baton or OC Spray is in the possession of a Peace Officer at his/her residence, and when it is not reasonable to have it locked at the office, the Peace Officers must ensure proper storage of the baton and OC Spray, in a locked cabinet.
- 2.7 Submits an Incident Report to the Supervisor and to Public Security Department on approved from describing the incident and reasons for utilizing the OC Spray. This includes accidental OC Spray discharge.

**3. Restriction of Use of Baton and OC**

- 3.1 Peace Officers shall abide Government of Alberta Solicitor General and Public Security Policy regarding the use of a baton and OC Spray.
- 3.2 A Peace Officer's appointment authorizes them to be in possession of a baton and/or OC Spray only for the purpose of their duty or employment and does not extend to off-duty activities.

**4. Qualifications**

- 4.1 Peace Officers shall:
  - 4.1.1 Be trained in the use, care and handling of a baton and OC Spray in accordance with the Government of Alberta Solicitor General and Public Security standards.
  - 4.1.2 Recertify on Baton and OC Spray training every 36 months.

**5. Reporting Requirements**

- 5.1 A Peace Officer who during the course of their duties utilizes a baton or OC Spray shall:
  - 5.1.1 Report the occurrence as soon as practicable to the supervisor.

**Policy No. 205-20**

5.1.2 Complete the standard occurrence report outlining the circumstances surrounding the use of the baton or OC Spray.

5.2 A Peace Officer will immediately report any incident in which the baton and/or OC Spray was used as a means of force to their supervisor and the Alberta Solicitor General and Public Security Department in writing of the circumstances surrounding the usage of the Baton or OC Spray pursuant to the Peace Officer Act and its regulations thereto.

5.3 Peace officers who are carrying authorized batons must check their baton on a weekly basis for wear and tear, bent shaft and stress fractures, abrasions on the tip or loose tip, and secure butt cap. Any defects must immediately be reported to a supervisor.

**6. End of Policy**



## TOWN OF PINCHER CREEK

<b>Approved by: Council</b>	<b>Date:</b> _____, 2020	<b>Policy Number:</b> 208-20
<b>Reference: Motion</b>	<b>Revision Date / by</b>	
<b>Title:</b>	<b>CANNABIS POLICY AND PROCEDURES</b>	

### Policy Statement

The Town of Pincher Creek recognizes Community Peace Officers may receive complaints related to the use and possession of recreational cannabis. The purpose of this policy is to ensure employees of the Town of Pincher Creek Municipal Enforcement Department is provided a safe and effective professional response for complaints relating to the use and possession of recreational cannabis.

### 1. DEFINITIONS

- 1.1 **Adult** – shall mean any person 18 years of age and over.
- 1.2 **Cannabis** – shall the meanings given to them in the Federal Act.
- 1.3 **Minor** – shall means a person under the age of 18 years.
- 1.4 **Public Place**- shall mean a place or building that is open to the public and include a vehicle in a public place.
- 1.5 **Smoke** - where used as a verb in respect of cannabis, means inhaling or exhaling the smoke produced by lit cannabis or holding or otherwise having control of lit cannabis or any device or thing that contains lit cannabis.
- 1.6 **Use** - where used as a verb in respect of cannabis, includes smoke, vape, apply, inhale and consume.
- 1.7 **Vape** - in respect of cannabis, means inhaling or exhaling the vapour, emissions or aerosol produced by, or holding or otherwise having control of, an electronic cigarette or similar device containing cannabis.
- 1.8 **Vehicle** - means a device in, on or by which a person or thing may be transported or drawn on a highway.

**2. INVESTIGATIONS/CHARGES**

2.1 Community Peace Officers will respond to and investigate any complaints of contravention of the Gaming and Liquor and Cannabis Act/Regulations pertaining to the following sections:

Act	Description
<b>Tobacco and Smoking Reduction Act</b>	3 (a) In a public place.
	3 (b) In a workplace.
	3 (b.1) In a vehicle where minor is present.
	3 (c) In a public vehicle.
	3 (d) Within a prescribed distance from door, window, air intake of a public or workplace. (5 meters)
<b>Gaming, Liquor and Cannabis Act</b>	90.24 Use of cannabis in a vehicle. (unless it is used as a residence)
	90.25 Transport cannabis in vehicle unopen packaging with easy access of driver/occupant.
	90.26(a) Minors purchase/attempt to purchase cannabis.
	90.26(b) Minor obtain/attempt to obtain cannabis.
	90.26(c) Minor possess/attempt to possess cannabis.
	90.27 Grow cannabis.
	90.28(a) Smoke/Vape cannabis where smoking prohibited under the Tobacco and Smoking Reduction Act or bylaw.
	90.28 (b) Smoke/vape cannabis on hospital/school/child care facility property.
	90.28(c) Smoke/vape cannabis in/within 5m from playground/sports/playing field/skateboard / bicycle park/zoo/outdoor theatre/outdoor pool/splash pad.
90.29 Owner/operator allow smoking/vaping of cannabis where prohibited.	

2.2 Community Peace Officers do not respond to nor investigate any criminal complaints related to the law, use, possession, distribution of any illicit narcotics as listed in the Controlled Drug and Substances Act (CDSA). Any complaints of that nature will be forwarded to the respective police service of jurisdiction.

2.3 Violations will be reported and documented accordingly and when/if any provincial offence charges laid will be thru the provincial violation notice pertaining to the above noted offences only.

### **3. STORAGE/DESTRUCTION AND SEIZING OF CANNABIS**

- 3.1 Any cannabis, or supporting evidence seized, relating to any charge will be marked, weighed, identified and packaged in approved narcotics envelopes and held for any pending court proceedings;
- 3.2 All cannabis seized will be stored in the approved drug storage locker and held until all court proceedings are finalized.
- 3.3 Once all court proceedings are finalized the cannabis seized may be destroyed by following the proper disposal guidelines as noted by Alberta Environment and Parks.

(Cannabis plant waste and useable cannabis - Mix with leaf and yard waste, food waste, wood chips, animal manure, grease or other compostable oil waste can be taken to a Compost Facility or Anaerobic digester Mix with cat litter, sand, plastic waste or sawdust)

**End of Policy**



## TOWN OF PINCHER CREEK

<b>Approved by: Council</b>	<b>Date:</b> _____, 2020	<b>Policy Number:</b> 209-20
<b>Reference: Motion #</b>	<b>Revision Date / by</b>	
<b>Title:                                    KNOWN RISK POLICY AND PROTOCOL</b>		

### **Policy Statement**

Through the course of their duties Community Peace Officers (CPO's) and the RCMP may become aware of persons, vehicles and properties that may pose a risk to officer safety. These safety concerns include but are not limited to:

- a. A person or a property, where a person is known to reside or frequent: that is known to be violent, whether this is know via CPIC, a police service or other reliable means.
- b. A person or property, where a person is known to reside or frequent, that is known to possess weapons, and this information is obtained through CPIC, a police agency or other reliable means.
- c. A person or property, where a person is known to reside or frequent, that is known to have significant mental health concerns or suicidal tendencies, and this information is obtained through CPIC, a police agency or other reliable means.
- d. A person or property, where a person is known to reside or frequent, that is classified on CPIC as "Special Interest to Police (SIP)", and this information is obtained through CPIC or a police agency.
- e. A vehicle known to be owned or used by a person that meets the criteria identified above.

### **Policy Goals**

The purpose of this Policy it to ensure officer safety and compliance with the recommendation of the Rod Lazenby Fatality Inquiry, respecting the identification of know threats to officers. The identified threats are either known locations or individuals that pose a safety concern to officers. It is to create and maintain a consistent process on how officers are to address concerns of this nature.

The Town of Pincher Creek and other policing agencies will work cooperatively to identify persons and properties that pose a risk to officers' safety with the Town of Pincher Creek. This information will then be shared between enforcement agencies in order to identify these persons, vehicles and locations.

## 1. **Definitions**

- 1.1 **Community Peace Officer** shall mean the person appointed as a Peace Officer under the Peace Officer Act.
- 1.2 **RCMP** shall mean the Royal Canadian Mounted Police.
- 1.3 **CPIC** shall mean the Canadian Police Information Center central police database.
- 1.4 **Report Exec** shall mean a program designed to enhance security, safety and track important details for the Community Peace Officers.

## 2. **Procedure:**

- 2.1 Individuals and locations that are categorized and Known Threats, are to be entered on Report Exec as “Use Caution.”
- 2.2 Enforcement Officers are required to conduct a Report Exec query for any “Cautions” of the location or individual prior to attending the complaint.
- 2.3 The following query is to be made on Report Exec.:
  - a. SEARCH- CONTACTS
  - b. Enter Name or Locations
  - c. Check Search Report Contact (advanced search) - including unknow
  - d. Check show only contacts with “Use Caution” records.
- 2.4 The query may be made directly by the Peace Officer conducting a computer check or utilized dispatch or administration support (if available) to conduct the check.
- 2.5 If a “Use Caution” entry is noted, the officer is **not to attend the location alone** and utilize appropriate safety assessment and precaution prior to addressing the complaint. Safety assessment will include.:
  - a. Notifying a supervisor, if on duty and, or
  - b. Notify the police service of jurisdiction.
  - c. Conduct a risk assessment of the nature of the complaint, location and number of individuals present.
  - d. Conduct a CPIC query for any further “Cautions” (if available)
  - e. Obtain appropriate additional support or back-up (Community Peace Officer/ Police Officer).
  - f. Discuss ingress and egress procedures prior to arriving on scene.

- g. Notify dispatch or location, arrival on scene, obtain status update report of a maximum 5-minute duration.
  - h. Immediately notify dispatch, upon departing the location.
- 2.6 “Use Caution” entries are to be reviewed by the appointed officer or supervisor bi-annually for accuracy of location or address, and to assess whether the “Use Caution” entry is still relevant.
- 2.7 An Excel spread sheet has been created and maintained of “Known Threat” individuals and locations / addresses. It will be stored in a binder, labelled “Known Threats”, located on the Community Peace Officer desk as additional reference, and in the case of server issues.
- a. The hard copy spread sheet will be divided in accordance to address, as well as to individual names.
  - b. The spread sheet is to be updated as soon as practicable along with the Report Exec entry or modification of the “Use Caution” flag.

**3. Administrative:**

- 3.1 An approved copy of this Standard Operating Procedure is to be filled with Alberta Justice-Solicitor General Peace Officer Program. This includes any updates and amendments thereto.

**End of Policy**



## TOWN OF PINCHER CREEK

<b>Approved by: Council</b>	<b>Date:</b> _____, 2020	<b>Policy Number:</b> 210-20
<b>Reference: Motion #</b>	<b>Revision Date / by</b>	
<b>Title: EXHIBIT HANDLING AND DISPOSAL OF CANNABIS</b>		

### **Policy Statement**

The Town of Pincher Creek recognizes Community Peace Officers may take possession of items, property, exhibits or evidence that is seized in relation to an investigation. The purpose of the policy is to provide guidelines for exhibit handling and disposal.

#### **1. Definitions**

- 1.1 **Community Peace Officer** shall mean the person appointed as a Peace Officer under the Peace Officer Act.
- 1.2 **Town** shall mean the Municipality of the Town of Pincher Creek
- 1.3 **Exhibit** shall mean items, property, exhibits or evidence that is seized in relation to an investigation.
- 1.4 **Report Exec** shall mean a program designed to enhance security, safety and tracking important details for the Community Peace Officers.
- 1.5 **Cannabis** shall be meanings given to them in the Federal Act.

#### **2. Exhibits**

- 2.1 Any exhibits or evidence that is seized in relation to an investigation shall be assigned a file number and secured in an exhibit locker to maintain the integrity of the investigation and show a “Chain of Custody”.

#### **3. Chain of Custody**

- 3.1 Exhibits which must be stored or maintained for the purpose of court will be kept in an airtight container, inside a locked safe with access limited to the Town of Pincher Creek Peace Officers and their Supervisor located in the facilities owned by the Town.

- 3.2 All smaller pieces of evidence or exhibits will be placed in an individual bag, which is then sealed by the investigating officer. The bag will be a label attached that will include the file number and a description of the item.
- 3.3 The officer will then complete an exhibit sheet on Report Exec, which identifies the bag and file number. This exhibit file number will then be listed on Master Exhibit Log
- 3.4 When an exhibit is removed from the locker for court or other purpose the Master Exhibit Log and file must reflect the exhibit movement and reasons why.
- 3.5 If an exhibit is used in court, only the Crown may break the seal on the bag.
- 3.6 If the court holds an item at conclusion of the court proceedings, the File Exhibit Sheet and Master Log must reflect the disposition and signed off by the court. This document must then be scanned to the file.
- 3.7 If the court releases the exhibit back to the officer, it must be booked back into the exhibit locker, and both the File and Master log must be updated.
- 3.8 If the court returns the exhibit back to the owner at the conclusion of the court proceedings, both the File and Master Log must reflect this and the owner must sign the Exhibit Sheet, identifying himself as taking possession of the item, and the document must be scanned to the file.

#### **4. Disposal of Exhibits**

- 4.1 Following the conclusion of any court proceeding, Video and DVD's held in custody may be destroyed in accordance with the Municipal/Provincial retention period.
- 4.2 Videos regardless if used in court, may be destroyed after a period of three (3) years.
- 4.3 Destruction of any evidence must be logged on the File and the Master Log. Following the conclusion of any court proceedings related to the exhibit, the Program Manager must approve the destruction of any exhibits.

#### **5. Disposal of Unclaimed Property**

- 5.1 All unclaimed property must be held by the municipality for a period of no less the 30 days from when it was obtained, or 30 days following the conclusion of a court proceeding.
- 5.2 At the end of the 30-day period, the property shall be destroyed.

5.3 Any items that are disposed, must be removed from the Master Log and documented on the associated file.

## **6. Disposal of Alcohol or Cannabis**

6.1 All alcohol and cannabis disposal must be completed by no less than two (2) Peace Officers to witness the destruction or passed over to the police service of jurisdiction for destruction. As we are unable to determine the actual content of some alcohol containers or the origin of cannabis, under no circumstances shall it be considered for for human consumption.

6.2 Cannabis exhibits or unclaimed cannabis, are classified into the following, Liquid Cannabis waste, and Solid Cannabis waste. The following disposal procedure must be adhered to, depending on the type of cannabis:

**Liquid Cannabis:** This consists but not limited to cannabis concentrate, cannabis extract, solvents, chemicals or waste used in the production or processing of cannabis.

**Destruction Method:** Placed in sealed metal containers. Clearly labelled as “HAZARDOUS WASTE” with the file number. The container will the be held in secure custody until it is picked up, to be properly disposed of by a Hazardous Waste contractor.

**Solid Cannabis:** This consists, but is not limited of stalks, flowers, cuttings, leaves, or shake.

**Destruction Method:** All plant parts shall be crushed and thoroughly mixed with either cat litter or sawdust. The content shall then be thoroughly soaked in water rendering all the contents useless. The container shall then be deposited directly into a commercial garbage dumpster for disposal.

## **7. End of Policy**



## TOWN OF PINCHER CREEK

<b>Approved by: Council</b>	<b>Date:</b> _____, 2020	<b>Policy Number:</b> 211-20
<b>Reference: Motion #</b>	<b>Revision Date / by</b>	
<b>Title:       COMMUNITY PEACE OFFICER COMMUNICATION POLICY</b>		

### **Policy Statement**

In order to ensure the safety of the Town of Pincher Creek Community Peace Officers, it is of paramount importance the Community Peace Officers be equipped with modern communication devices/equipment. To that end, vehicles and personnel shall have access to two-way radios and cellular phones where deemed necessary by the department supervisor.

#### **1.     Definitions**

- 1.1     **Community Peace Officer** shall mean the person appointed as a Peace Officer under the Peace Officer Act.
- 1.2     **Town** shall mean the Municipality of the Town of Pincher Creek
- 1.3     **RCMP** shall mean the Royal Canadian Mounted Police.

#### **2.     Equipment**

- 2.1     Two-way Radios:
  - a.     All Peace Officer vehicles will be equipped with two-way radio system that meets the technical and practical requirements. Town vehicle will have:
    - Pincher Creek Emergency Services radio system; and
    - Town of Pincher Creek radio system.
  - b.     Personal portable radio devices may be used for day to day requirements of Community Peace Officers.
- 2.2     Cellular Phones:
  - a.     Cellular phones will be kept on the officer while on duty.

**3. Responsibility**

3.1 On/Off Duty:

- a. At the beginning and end of each shift, Peace Officers will check in with supervisor by either radio or in person.
- b. Special events, holiday and weekend shifts, Peace Officer will advise the Police Authority of Jurisdiction of when they are On/Off Duty.

3.2 Status Checks:

- a. In the course of their duties, officers may require status checks. Peace Officer can request the Town office administration or fellow Officer for timed safety and status checks.
- b. If the person conducting the status check on the Peace Officer is unable to contact them, the RCMP will be notified via phone.

**End of Policy**

# Town of Pincher Creek Municipal Enforcement



## Traffic Safety Plan 2020 to 2022



## TRAFFIC SAFETY PLAN

The Town of Pincher Creek employs two full time Community Peace Officers whom, are responsible for enforcing specific Provincial acts and all Town bylaws within the Town of Pincher Creek. Provincial authorities are, Traffic Safety Act, Liquor, Gaming and Cannabis Act, Dangerous Dogs Act, Animal Protection Act, Environmental Protection and Enhancement Act part 9 division 2, Tobacco and Smoking Reduction Act and Trespass to Premises Act. Traffic patrols are completed daily, focus on traffic enforcement between other duties and responsibilities.

The Town has four (4) traffic sentries mounted at specific high traffic areas in town and one (1) unit can be mounted or placed anywhere. Also, the Town's message board can read traffic speed and record each by speed, time and date.

The Town of Pincher Creek with a population of 3,642 is spread over a town site consisting of 48.41 km of local roads which includes business districts, downtown commercial, residential, three (3) school zones, community recreation facilities and two (2) playground zones. Highway 6 enters the Town from the North and the South known as Waterton Avenue. Entering from the West and East are Highway 507 and Highway 785 from the East only.

<u>2019</u>	<u>2018</u>
Municipal Enforcement complaints 337	Municipal enforcement complaints 285
76 Traffic tickets	56 Traffic tickets
29 Speeding tickets	16 Speeding tickets
9 Distracted driving	9 Distracted driving
1 Seat belt	3 Seat belts
13 Stop signs	3 Stop sign
32 Miscellaneous other traffic violations	22 Miscellaneous other traffic violation
177 Animal control complaints	107 Traffic collisions reported to the RCMP
88 Traffic collisions reported to the RCMP	0 Fatal
0 Fatal	4 Non-fatal injuries
2 Non-fatal injuries	90 Collisions property damage over \$2000
78 Collisions property damage over \$2,000	13 Non reportable collisions
8 Non reportable collisions	44 Hit and runs (primarily in parking lots)
22 Hit and runs (primarily in parking lots)	

### Enforcement attention:

- 1) Reduce the amount of speeding in Town in higher traffic areas; Highway 6 known as Waterton Avenue, Highway 785, Highway 507 and Pronghorn Avenue, Hewetson Avenue and Beaver Drive.
- 2) Target distracted drivers.

- 3) Crack down on poor parking habits, example: unlawful parking in handicapped spaces, parking on the wrong side of the road; blocking or parked too close to driveways, fire hydrants and crosswalks, parking in school bus loading zones and back alleys.
- 4) Pedestrian safety, target drivers that do not yield for pedestrians in cross walks or unmarked cross walks.
- 5) Target speeding in school and playground zones.
- 6) Impaired driving; increase detection of impaired drivers.
- 7) Target drivers that roll through stop signs.
- 8) Target aggressive drivers and poor driving habits.
- 9) Target and prosecute vehicles with; excessive muffler noise, window tint, vehicles with no mud flaps or mud guards.
- 10) Reduce the amount of vehicles and trailers being stored on public roads.

Strategies for success will include data collecting in each outlined objective. Enforcement patrols will be heightened in the focused areas, by members of the RCMP and Pincher Creek Community Peace Officers. Using enforcement, education and infrastructure, will aide successful outcomes. Outlined strategies to be implemented for each objective identified are as follows:

- 1) Higher law enforcement visibly in identified problem speeding areas, higher amount of joint operations with Town CPOs and members of the RCMP; focusing on drivers who ignore speed signs. Random roving patrols during every day of the week. Social media posts advising that speed traps will be located in the community. Educating drivers on how to slow down.
- 2) Target distracted drivers, through education and traffic stops and enforcement.
- 3) Regular patrols to be made at identified problem areas, prosecute drivers with poor parking habits, use education methods advising, what is poor examples of parking. Use infrastructure (Pylons) to identify cross walks, driveways, and minimum curb distance parking, increase patrols for known handicapped parking locations (hospitals, grocery stores, schools).
- 4) Officer's random presence at cross walk locations, stopping and educating drivers who do not stop or yield to pedestrians in crosswalks, social media posts regarding pedestrian laws and prosecute drivers that are detected.
- 5) The Town of Pincher Creek has three school zones and 2 playground zones, CPO's and members of the RCMP conduct daily patrols of these zones, to ensure the safety of students and children that attend.
- 6) Increased impaired driving detection, check stops and side street check stops.
- 7) Target and patrol problem intersections with the most offenders of rolling through stop signs educate drivers on properly stopping.
- 8) Regular traffic patrols, targeting drivers with aggressive habits, i.e. passing on the right, following too closely, road rage, "ditch diving" poor driving habits in bad weather conditions.
- 9) Target vehicles with excessive muffler noise, window tint and vehicles with no mud flaps
- 10) Target trailers and vehicles being stored on the street that are not being used, have them removed from public roads, all year around.





**Town of Pincher Creek  
COUNCIL DISTRIBUTION LIST  
March 9, 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 23, 2020	Citizen	Letter re Sidewalk and snow removal concerns
2.	February 24, 2020	CMHC	2020 National Housing Conference – Early bird registration is now open!
3.	February 24, 2020	Alberta Health Services	Corona Virus information
4.	February 24, 2020	Citizen	Complaint
5.	February 25, 2020	ORRSC Administration	ORRSC Executive Minutes - January 9, 2020
6.	February 21, 2020	Community Foundation of Lethbridge and Southwestern Alberta	One month until the Friends of the Foundation Dinner!
7.	February 27, 2020	ORRSC	ORRSC General Board of Directors' Meeting Agenda – March 5, 2020
8.	March 2020	Vitae Environmental Ltd	Invite
9.	March 2020	Government of Alberta	2020 MSI & GTF Funding Allocations