



**TOWN OF PINCHER CREEK COUNCIL
MEETING AGENDA
Monday, May 25, 2020 at 6:00 p.m.
Virtual**

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 May 11, 2020
 - 5.2 Minutes of the Committee of the Whole Meeting held on May 6, 2020
6. **Business Arising from the Minutes**
7. **Bylaws**
8. **New Business**
 - 8.1 Joint Funding Process (No RFD)
 - 8.2 Asset Management Cohort Program
 - 8.3 Pincher Creek Emergency Services Commission – Lane Closure
9. **Reports**
 - 9.1 Upcoming Committee Meeting and Events
10. **Administration**
 - 10.1 Council Information Distribution List
 - 10.2 Legislative Services First Quarter Report
11. **Closed Session Discussion**
 - 11.1 Pincher Creek Regional Emergency Management Organization COVID-19 Update – FOIP s. 24
 - 11.2 Pincher Creek and District Historical Society Development – FOIP s. 17
 - 11.3 North East Area Structure Plan– FOIP s. 21 Deferred from May 6 COTW
 - 11.4 Golf Club Support Initiative – FOIP s. 16
 - 11.5 Police Funding Model – FOIP s. 21 & 24
 - 11.6 Pincher Creek Community Early Learning Centre Grant Agreement – FOIP s. 21, 23 & 24
12. **Notice of Motion**
13. **Adjournment**

The next Regular Council Meeting is scheduled for June 8, 2020 at 6:00 p.m.



REGULAR MEETING OF COUNCIL
Held on Monday May 11, 2020 in the
Virtually, commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

Absent with Regrets: W. Elliott

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

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL
JACKSON:

That Council for the Town of Pincher Creek approves the May 11, 2020 agenda as amended, the amendment being the addition of 11.5 Veterans Memorial Campground, 11.6 Pincher Creek Community Early Learning Centre and 11.7 Walmart Delivery Charges.

CARRIED 20-234

4. DELEGATIONS

4.1 Food Bank – Anne Gover

Anne Gover, Alice Wagenaar and Roy Davidson attend the meeting to present a proposal for the operation of the Pincher Creek Food Bank and requesting that the group enter into a memorandum of understanding with both Town and MD Councils.

5. ADOPTION OF MINUTES

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

McGILLIVRAY:

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

CARRIED 20-235

6. BUSINESS ARISING FROM THE MINUTES

6.1 RCMP Policing Priorities

JACKSON:

That Council for the Town of Pincher Creek receive the information presented by Sgt. Ryan Hodge at the April 27, 2020 regular meeting of Council.

FURTHER

That Council or the Town of Pincher Creek agree that the 2020 Policing Priorities shall be Community Presence, Engagement and Education, and Crime Prevention including Drug and Traffic Enforcement.

CARRIED 20-236

6.2 Pincher Creek Food Bank Initiative

McGILLIVRAY:

That Council for the Town of Pincher Creek accept the food Bank update as information.

FURHTER

That Council for the Town of Pincher Creek agree to allow the continued use of the Town's charitable receipt process until such time as the new Food Bank society is fully registered.

CARRIED 20-237

JACKSON:

That Council for the Town of Pincher Creek direct administration to collaborate with the Pincher Creek and District Community Food Centre in preparing a Memorandum of Understanding.

CARRIED 20-238

D. Green left the meeting at 6:38 pm.

7. BYLAWS

7.1 Traffic Bylaw 1599-09 and 1599-11 Amended Review

McGILLIVRAY:

That Council for the Town of Pincher Creek receives the Traffic Bylaw 1599-09 and 1599-11 Amendment as information and directs administration to review and bring recommendations back to Council with the proposed amendments to Traffic Bylaw 1599.

CARRIED 20-239

KORBETT:

That Council for the Town of Pincher Creek direct administration to engage in public consultation and a survey to the residents of Pincher Creek regarding proposed amendments to Traffic Bylaw 1599.

CARRIED 20-240

8. NEW BUSINESS

9. REPORTS

9.1 Upcoming Committee Meetings and Events

Heritage Acres Groundbreaking Ceremony

10. ADMINISTRATION

10.1 Council Information Distribution List

BARBER:

That Council for the Town of Pincher Creek accept the May 11, 2020 Council Information Distribution List as information.

CARRIED 20-241

10.2 Business Recovery Support Program

O'ROURKE:

That Council for the Town of Pincher Creek accept the information regarding the Business Recovery Support Program as presented.

CARRIED 20-242

Mayor Anderberg called a recess at 7:10 pm.

A. Levair and A. Roth joined the meeting at 7:13 pm.

Mayor Anderberg called the meeting back to order at 7:16 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, May 11, 2020 at 7:16 pm in accordance with section 16, 21, 24, and 27 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Finance and Human Resources, Director of Community Services, Director of Operations, Operations Coordinator and Administrative Manager in attendance.

CARRIED 20-243

A. Levair and A. Roth left the meeting at 7:50 pm

JACKSON:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, May 11, 2020 at 8:35 pm.

CARRIED 20-244

11.1 Search and Rescue Lease Agreement – FOIP s. 27

BARBER:

That Council for the Town of Pincher Creek approve the proposed lease agreement between Pincher Search and Rescue and the Town of Pincher Creek for storage of equipment in the old water treatment plant.

CARRIED 20-245

Councillor Korbett recused himself from the deliberations regarding 11.1 Search and Rescue Lease Agreement due to a potential pecuniary interest.

11.2 Pincher Creek Golf Club Support Initiative – FOIP s. 16

JAKCSON:

That Council for the Town of Pincher Creek defer the Pincher Creek Golf Club Support Initiative to the May 25, 2020 regular meeting of Council for consideration.

CARRIED 20-246

11.3 Municipal Sustainability Initiative (MSI) Allocation – FOIP s. 21

KORBETT:

That Council for the Town of Pincher Creek utilize Municipal Sustainability Initiative funding for the Pincher Creek Early Learning Centers as required.

CARRIED 20-247

11.4 Water Treatment Plant Concerns – Request for Infrastructure Master Plan Funding – FOIP s. 24

BARBER:

That Council for the Town of Pincher Creek approve an additional \$16,000 to commence the Infrastructure Master Plan for Water Treatment Plant processes to be funded from reserves if required.

CARRIED 20-248

11.5 Veterans Memorial Campground

McGILLIVRAY:

That Council for the Town of Pincher Creek agree that the Veterans Memorial Campground remain closed until at least June 1, 2020.

CARRIED 20-249

11.6 Pincher Creek Community Early Learning Centre

KORBETT:

That Council for the Town of Pincher Creek direct administration to prepare correspondence to the engineering firm regarding concerns and deficiencies with the Pincher Creek Community Early Learning Centers.

CARRIED 20-250

11.7 Walmart Delivery Charges

McGILLIVRAY:

That Council for the Town of Pincher Creek receives the information regarding Senior Charges as presented.

CARRIED 20-251

12. NOTICE OF MOTION

13. ADJOURNMENT

O'ROURKE:

That this meeting of Council on May 11, 2020 be hereby adjourned at 8:42 pm.

CARRIED 20-252

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 25th DAY OF MAY 2020
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY MAY 25, 2020 AT
6:00 P.M.**

S E A L

DRAFT



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
May 6, 2020 – 9:00 AM
Council Chambers – Town Office

ATTENDANCE:

- Mayor: D. Anderberg
- Councillors: M. Barber, S. O'Rourke, S. Korbett, L. Jackson and B. McGillivray
- Absent with Regrets: W. Elliott
- 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; A. Kollee, Manager of Legislative Services; A. Grose, Recreation Manager and L. Goss, Administrative Manager

1. Call to Order

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

2. Agenda Approval

McGILLIVRAY:

That the Committee of the Whole for the Town of Pincher Creek approves the May 6, 2020 agenda as amended, the amendment being the addition of item 9.6 Food Bank Update.

CARRIED COTW 2020-023

3. Committee Reports

McGILLIVRAY

- April 1 Committee of the Whole
- April 2 Early Learning Centre
- April 3 Special Council
- April 14 Regular Council
- April 21 Municipal Development Subdivision Authority
- April 22 Pincher Creek Foundation
- April 27 Regular Council
- April 28 National Day of Mourning

	April 28	Early Learning Centre Construction
	April 30	Early Learning Centre
KORBETT	April 1	Committee of the Whole
	April 2	Early Learning Centre
	April 3	Special Council
	April 6	Regional Emergency Management Organization
	April 14	Early Learning Centre Site Meeting
	April 14	Regular Council
	April 16	Early Learning Centre
	April 23	Emergency Services Committee
	April 27	Regular Council
	April 30	Early Learning Centre
JACKSON	April 1	Committee of the Whole
	April 3	Special Council meeting
	April 14	Regular Council
	April 21	Municipal Development Subdivision Authority
	April 22	Pincher Creek Foundation
	April 27	Regular Council
O'ROURKE	April 1	Committee of the Whole
	April 3	Special Council
	April 14	Regular Council
	April 27	Regular Council
BARBER	April 1	Committee of the Whole
	April 2	Chinook Arch Library
	April 3	Special Council
	April 13	Golf Course
	April 14	Regular Council
	April 15	Community Futures
	April 22	Golf Course
	April 27	Regular Council
	April 29	Pincher Creek Library
ANDERBERG	April 1	Committee of the Whole
	April 2	Early Learning Centre
	April 3	Special Council
	April 6	Regional Emergency Management Organization
	April 7	Premier's Town Hall (Phone in)
	April 8	Chamber Webinar
	April 9	Family and Community Support Services
	April 9	Oldman River Regional Services Commission Executive

April 13	Albert Health Services South Zone
April 14	Regular Council
April 16	Early Learning Centre
April 23	Emergency Services Committee
April 27	Regular Council
April 28	National Day of Mourning
April 30	Early Learning Centre

JACKSON:

That Committee of the Whole for the Town of Pincher Creek receives the May 6, 2020 Committee Reports as information.

CARRIED COTW 2020-024

4. Administration

4.1 Upcoming Meetings

Agricultural Society

KORBETT:

That Committee of the Whole for the Town of Pincher Creek appoint Councillor McGillivray to the Member of Parliament John Barlow Advisory Committee.

CARRIED COTW 2020-025

6. Business Arising from the Minutes

6.1 Golf Course Parking Lot/Fire Lane Delineation

KORBETT:

That Committee of the Whole for the Town of Pincher Creek receive the draft Community Recreation Centre parking lot and fire lane delineation plan as presented.

CARRIED COTW 2020-026

Mayor Anderberg called a recess at 9:59 am.

Mayor Anderberg called the meeting back to order at 10:09

5. Scheduled Delegations

5.1 Regional Emergency Management Organization – Brett Wuth, Director of Emergency Management – 10:00 am

Director of Emergency Management Brett Wuth attended the meeting to provide and update to the committee regarding the COVID-19 Pandemic situation.

KORBETT:

That Committee of the Whole for the Town of Pincher Creek agree to move to a closed session of the Committee on Wednesday May 6, 2020 at 10:40 am in accordance with section 21 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services, Director of Finance and Human

Resources, Recreation Manager, Legislative Services Manager, Operations Coordinator, Administrative Manager, Jeff Brockman, Dr. Gavin Parker and Dr. Samantha Myhr in attendance.

CARRIED COTW 2020-027

JACKSON:

That Committee of the Whole for the Town of Pincher Creek agree to move out of a closed session of the Committee on Wednesday, May 6, 2020 at 11:36 am.

CARRIED COTW 2020-028

*Jeff Brockman, Dr. Gavin Parker and Dr. Samantha Myhr left the meeting at 11:36 am
Councillor Barber left the meeting at 11:36 am*

KORBETT:

That Committee of the Whole for the Town of Pincher Creek agree to move to a closed session of the Committee on Wednesday May 6, 2020 at 11:45 am in accordance with section 16 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services, Director of Finance and Human Resources, Director of Operations, Recreation Manager, Legislative Services Manager, Operations Coordinator, Administrative Manager and Oldman River Regional Services Commission Senior Planner Mike Burla in attendance.

CARRIED COTW 2020-029

*Mike Burla and Alexa Levair left the meeting at 12:32 pm.
Al Roth, Adam Grose and La Vonne Rideout left the meeting at 12:34 pm.
Gus Kollee left the meeting at 1:05 pm.*

McGILLIVRAY:

That Committee of the Whole for the Town of Pincher Creek agree to move out of a closed session of the Committee on Wednesday, May 6, 2020 at 1:11 pm

CARRIED COTW 2020-030

7. Policy

7.1 Grass and Weed Maintenance Policy 164-16
Postponed

8. New Business

8.1 AUMA Energy Aggregation Update
Postponed

8.2 Traffic Bylaw 1599-09 and 1599-11
Postponed

9. Closed Session

9.1 Physicians Update – FOIP s. 22

McGILLIVRAY:

That Committee of the Whole for the Town of Pincher Creek direct administration to draft a response to the appropriate ministries regarding the continued concerns for a physician contract renewal.

CARRIED COTW 2020-031

9.2 North East Area Structure Plan – FOIP s. 16

KORBETT:

That Committee of the Whole for the Town of Pincher Creek agree to defer the North East Area Structure Plan to the May 25, 2020 Regular meeting of Council.

CARRIED COTW 2020-032

9.3 Search and Rescue Lease Agreement – FOIP s. 27

Postponed

9.4 Pincher Creek Golf Club Support Initiative – FOIP s. 16

Postponed

9.5 Municipal Sustainability Initiative (MSI) Allocation – FOIP s. 21

Postponed

9.6 Food Bank Update

JACKSON:

That the Committee of the Whole for the Town of Pincher Creek direct administration to organize and facilitate a Regional Emergency Management Organization meeting.

CARRIED COTW 2020-033

O'ROURKE:

That Committee of the Whole for the Town of Pincher Creek agree to postpone all unaddressed agenda items to future meetings at the discretion of administration.

CARRIED COTW 2020-034

10. Adjournment

O'ROURKE:

That this session of Committee of the Whole be adjourned at 1:13 pm.

CARRIED COTW 2020-035

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 25th DAY OF MAY, 2020**

Mayor, D. Anderberg

CAO, L. Wilgosh

DRAFT

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Asset Management Cohort Program	
PRESENTED BY: Al Roth, Director of Operations	DATE OF MEETING: 5/25/2020

PURPOSE:

For Council to confirm their commitment for administration to participate in the Asset Management Cohort Program, funded by FCM.

RECOMMENDATION:

That Council for the Town of Pincher Creek directs staff to apply for the asset management cohort program opportunity from the RMA, AUMA, and IAMA.

Be it therefore resolved that the Town of Pincher Creek commits staff and other personnel to participating in the asset management cohort program to advance our asset management program.

Be it further resolved that the Town of Pincher Creek commits financial support from its budget toward the costs of this initiative for staff travel and accommodation.

BACKGROUND/HISTORY:

The Asset Management Cohort Program is funded by FCM and facilitated by RMA, AUMA and IAMA (Infrastructure Asset Management Alberta) to provide municipalities an opportunity to work as a regional cohort to advance their Asset Management practices with the assistance of experts.

Participating in the Cohort program provides personnel from neighboring municipalities with the ability to work together to progress their Asset Management practices. It is beneficial to be able to brainstorm with other professionals who are working towards the same goal. This also builds networking capacity for professionals to reach out to their counterparts in neighboring municipalities when questions arise.

The Cohort program encourages multiple personnel from each municipality to participate, so these benefits are not only for Asset Management professionals, but for finance, operations and CAOs as well. This program is free, other than travel costs which are anticipated to be minimal. As these Cohorts are regional, travel will be minimized.

As part of the application, a formal commitment is required from Council.

Administration has offered to lead this application process for neighboring municipalities and have received overwhelmingly positive feedback. Currently the following

municipalities are interested in joining the regional Asset Management Cohort application:

- Cardston County
- Town of Claresholm
- Town of Raymond
- Town of Nanton
- M.D. Willow Creek
- Town of Fort Macleod
- M.D. Pincher Creek

Timing for the Cohort Program is as follows:

- Application Deadline - July 31, 2020
- Cohort Selection - September 2020
- Cohort Participation - 2020-2021 (dependent on COVID-19 restrictions)

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the Asset Management Cohort Program as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

No additional funds required for this initiative. Any travel costs incurred would be funded within the existing operating budget.

PUBLIC RELATIONS IMPLICATIONS:

Participation in the regional Asset Management Cohort Program would have a positive impact on the relationships with neighboring municipalities.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

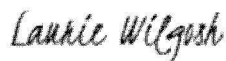
Administration supports the recommendation to apply for the Asset Management Cohort program to build Asset Management capacity, knowledge and networking.

Signatures:

Department Head:



CAO:



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Pincher Creek Emergency Services Commission - Lane Closure	
PRESENTED BY: Gus Kollee, Legislative Service Manager	DATE OF MEETING: 5/25/2020

PURPOSE:

To present Town Council with the development application to build fence eight (8) feet above ground level around the Fire Hall property perimeters and closing the lane on the Northside of 655 and 675 Charlotte Street.

RECOMMENDATION:

That Council for the Town of Pincher Creek authorize and direct administration to proceed and submit the Application for a Development Permit, to build a fence eight (8) feet above ground level around the Fire Hall property perimeter of 655 and 675 Charlotte Street subject to maintaining travelling public access to the lane on the Northside of the property to the Municipal Development and Subdivision Authority (MDSA) for approval in accordance with the Land Use Bylaw No. 1547.

That Council for the Town of Pincher Creek direct administration to advise the Pincher Creek Emergency Services Commission to submit a revised site plan showing the proposed fence on the Fire Hall property only and leaving the lane public access as is.

BACKGROUND/HISTORY:

On May 14th, 2020 the Pincher Creek Emergency Services Commission submitted the site plan and an Application for a Development Permit number 20-D0018 dated November 27, 2019. The proposed development is to install a fence eight (8) feet above ground level around the perimeters the Fire Hall property on 655 and 675 Charlotte Street and closing the lane on the Northside.

The proposed lane closure could be accommodated in accordance with the Municipal Government Act s. 22 Road Closer which requires a bylaw, public hearing and ministerial approval.

ALTERNATIVES:

1.) That Council for the Town of Pincher Creek direct administration to garner additional information and bring back the Pincher Creek Emergency Services Commission proposed Application for a Development Permit and lane closure dated November 27, 2019, for Town Council consideration.

2.) That Council for the Town of Pincher Creek receives the Pincher Creek Emergency Services Commission proposed Application for a Development Permit dated November 27, 2019, as information.

3.) That Council for the Town of Pincher Creek direct administration to advise the Pincher Creek Emergency Services Commission that the proposed Application for a Development Permit dated November 27, 2019, is held in abeyance until a revised site plan is provided showing the proposed fence on the Fire Hall property only and leaving the lane access as is.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

The Pincher Creek Emergency Services Commission receives grants to cover the total project costs.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

Application for a Development Permit 20-D0018 - 426

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek authorizes and directs administration to proceed with the Application for a Development Permit to install fence and the lane closure on 655 and 675 Charlotte Street.

Signatures:

Department Head:

August Kellee

CAO:

Lannie Wilgosh

SCHEDULE 11
Form A

TOWN OF PINCHER CREEK
Box 159, 962 St. John Avenue, Pincher Creek, AB T0K 1W0
403-627-3156 fax: 403-627-4784 e-mail: reception@pinchercreek.ca

APPLICATION FOR A DEVELOPMENT PERMIT

APPLICATION NO. 20-20018

APPLICANT:

NAME: Pincher Creek Emergency Services Commission PHONE: 403 627 5333
ADDRESS: Box 1086/ 655 Charlotte Street, Pincher Creek Alberta

OWNER OF LAND (if different from applicant):

NAME: _____ PHONE: _____
ADDRESS: _____

PROPERTY TO BE DEVELOPED:

CIVIC ADDRESS: 655 Charlotte Street 675
LEGAL FILE #: _____
LEGAL DESCRIPTION: Lot(s) 8 Block C Plan 1710737
Quarter _____ Section 3 Township C Range _____ West of 831114 Meridian
LAND USE DISTRICT: TRANSITIONAL-C4 EXISTING LAND USE: Fire Hall
Public Institutional-PI

DETAILS OF DEVELOPMENT:

PROPOSED USE: fence
OFF-STREET PARKING SPACES: Number _____ (Refer to plan for LOCATION)

MAIN BUILDING:

SETBACKS: Front _____ Rear 0 Side 0 Side 0
HEIGHT: _____ FLOOR AREA: _____ PERCENT OF LOT OCCUPIED: _____

ACCESSORY BUILDING:

SETBACKS: Front _____ Rear _____ Side _____ Side _____
HEIGHT: _____ FLOOR AREA: _____ PERCENT OF LOT OCCUPIED: _____

PERMIT FEE: WAIVED RECEIPT NO. _____ RECEIVED BY: _____
PLANS ATTACHED: Yes No ESTIMATED VALUE OF CONSTRUCTION (\$): 25000.00
ESTIMATED COMMENCEMENT: January 2020 ESTIMATED COMPLETION: May 2020

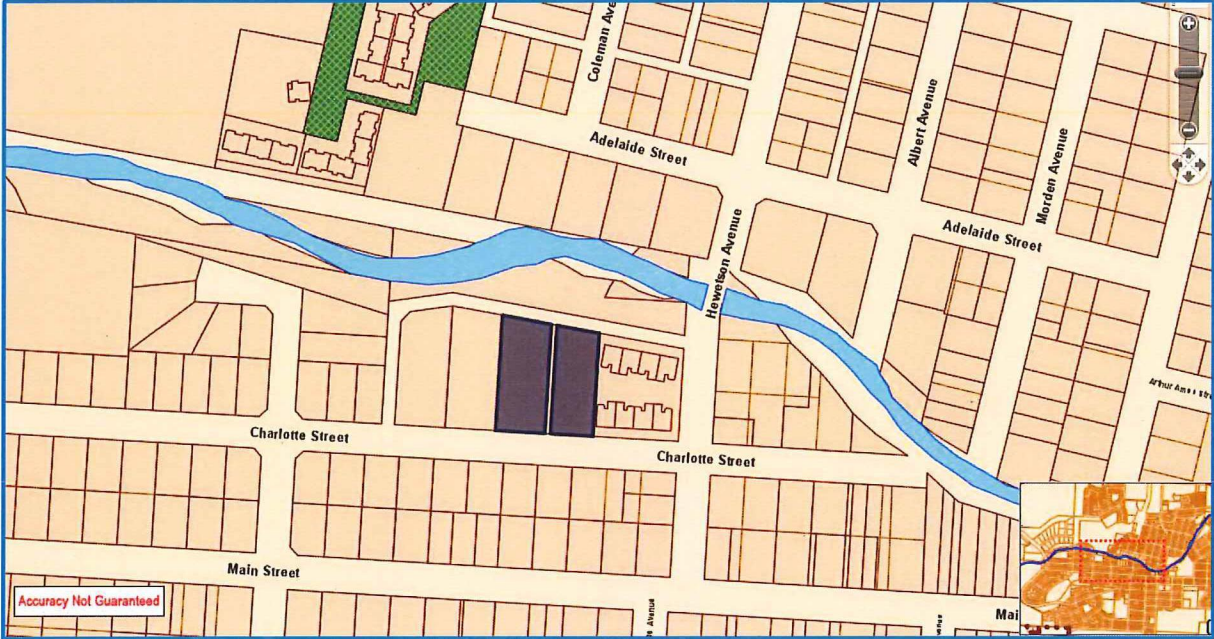
IMPORTANT: I have read and understand the terms noted on the reverse side of this form and hereby apply for permission to carry out the development described above and/or on the attached plans and specifications. I further certify that the owner of the land described above is aware of this application.

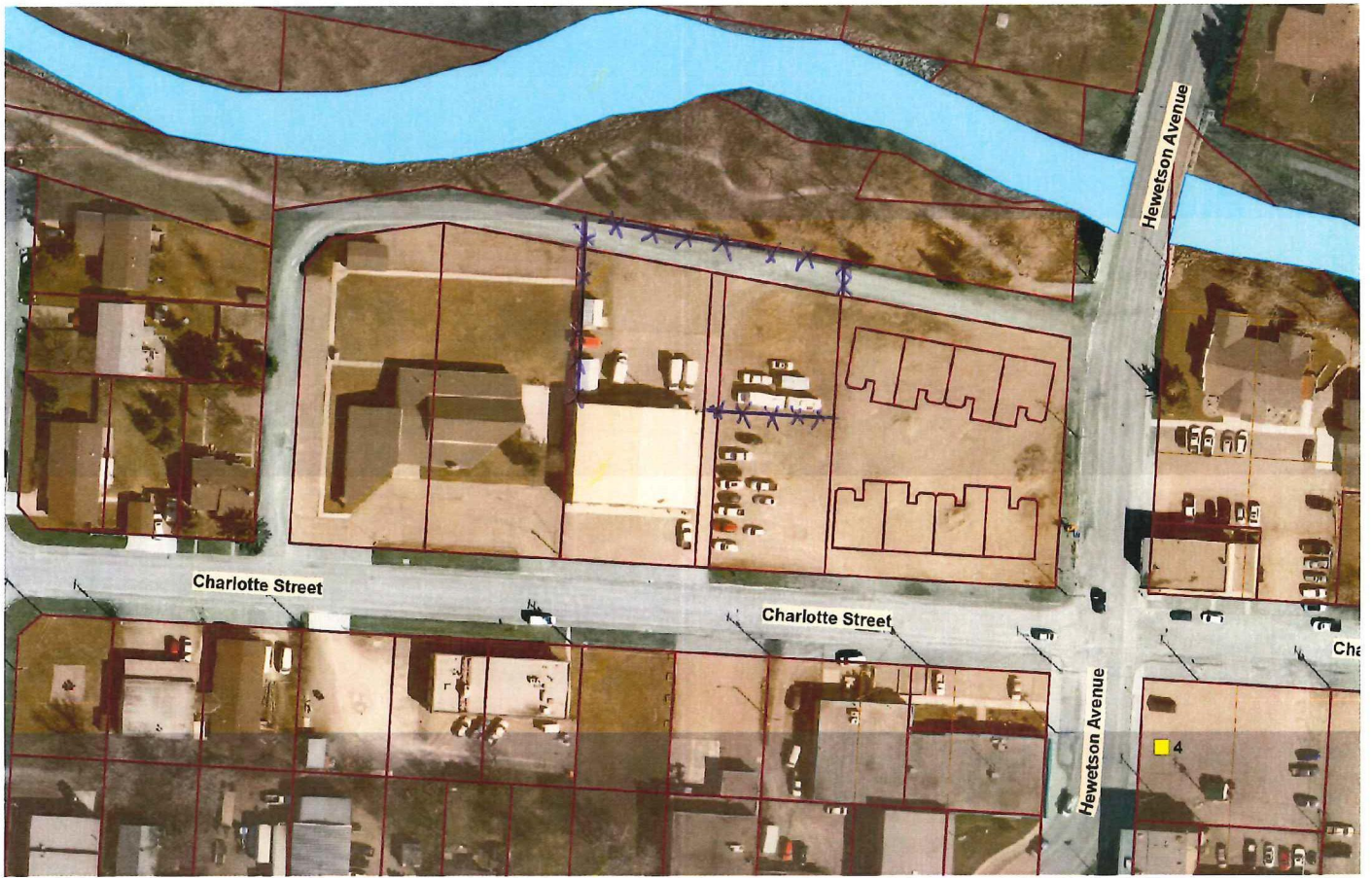
Date: November 27, 2019 Signature of APPLICANT: 
Date: _____ Signature of REGISTERED OWNER: _____

TERMS: See Reverse

655 and 675 Charlotte Street
Plan 831111, Block C, Lot 3
Plan 1710737, Block C, Lot 8

Fire Hall





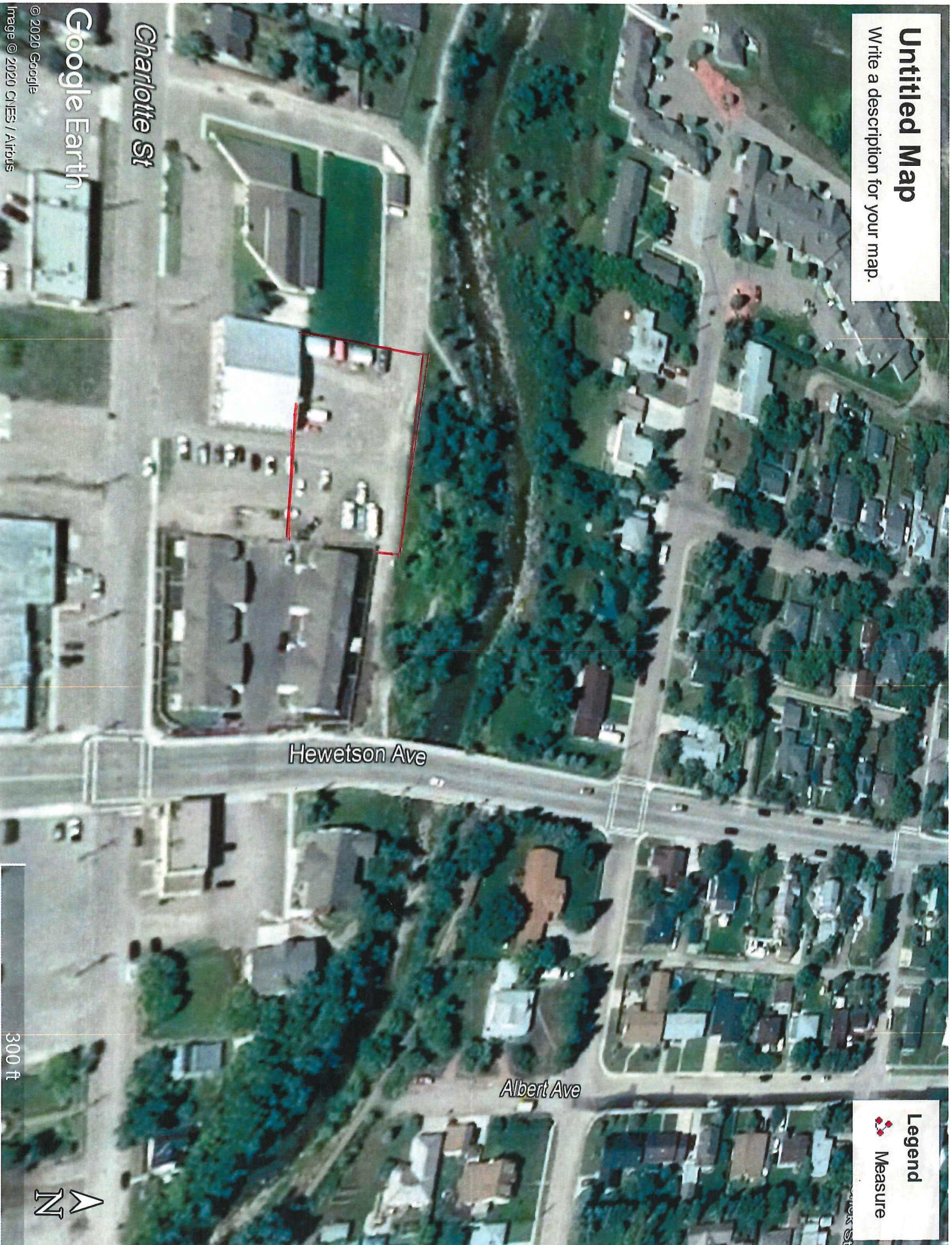
RECEIVED

MAY 14 2020

Town of Pincher Creek

Untitled Map

Write a description for your map.



Charlotte St

Hewetson Ave

Albert Ave

Google Earth

© 2020 Google
Image © 2020 CNES / Airbus

Legend
Measure

300 ft





Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
May 25, 2020

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	May 11, 2020	La Vonne Rideout, Town of Pincher Creek	Letter of Support
2.	May 11, 2020	Jean Waldner, Crowsnest/Pincher Creek Landfill Association	Address to CAO's of our region
3.	May 8, 2020	Alberta Seniors & Housing	Newsletter - Alberta Seniors and Housing (May 8)
4.	May 15, 2020	Connolly Tate-Mitchell, Lethbridge United Way	Healthy Aging CORE Alberta - New Resource for Senior-Supporting Orgs.
5.	May 15, 2020	Alberta Seniors & Housing	Newsletter - Alberta Seniors and Housing (May 15)
6.	May 19, 2020	Community Foundation of Lethbridge and Southwestern Alberta	Applications are now open for Covid-19 relief
7.	May 15, 2020	Tom McNabb, Pincher Creek Golf Club	Letter
8.	May 21, 2020	Municipal Affairs	2020 MSI Allocation Letter

Manager Legislative Services

Highlight Report – 1 st, Quarter 2020



25 May 2020

Highlight Report

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

Bylaws reviewed by Council

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

Fee Structure Bylaw No 1584-20

January 24, 2020 Town Council passed first, second, third and final reading of Bylaw No. 1584-20. The purpose of the fee structure bylaw amendment is to update the Schedule “C” Community Services fees.

Council Procedural Bylaw No 1596-20

On February 5th, 2020 Town Council directed administration to prepare and bring back an amendment to the procedural bylaw. On February 24, 2020, Town Council passed first, second, third and final reading of Bylaw No. 1596-20. A recent review by J. Szumlas of Activation Analysis suggested changes to the Council meeting schedule and the reintroduction of the Committee of the Whole which required an amendment to the procedural bylaw.

Committee of the Whole Bylaw No 1608-20

On February 5th, 2020 Town Council directed administration to prepare and bring back an amendment to the COTW bylaw. On February 24, 2020, Town Council passed first, second, third and final reading of Bylaw No. 1608-20. A recent review by J. Szumlas of Activation Analysis suggested changes to the Council meeting schedule and the reintroduction of the Committee of the Whole which required an amendment to the COTW bylaw.

Council Remuneration Bylaw No 1578-20

Councillor McGillivray presented a Notice of Motion at the December 9th, 2019 regular meeting of Council to amend Bylaw #1578-19A. On February 5th, 2020, Town Council was presented with the proposed Council Remuneration Bylaw amendments and passed first, second, third and final reading of Bylaw No. 1578-20. The amendments include revised wording of the bylaw to provide more clarity for Councillors’ and administration when submitting and reviewing monthly Council Remuneration forms.

Policy and Procedures reviewed by Council

Community Peace Officer Policies

On March 9th, 2020 Town Council approved 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

Renewal of Leases/Agreements

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

- 1) On November 12, 2019 Town Council directed Administration to advertise the Town owned properties to receive tenders to lease Parcel 1 (Sec 5-7-29-W4 approximately 439.5 acres) and Parcel 2 (Plan Pincher Creek 8511150, Block 1, Lot 1 approximately 112.5 acres) for the purpose of growing agricultural crops. On March 9th, 2020 Town Council award Macleod View Dairy (1994) Ltd. a five (5) year lease for Parcel 1 (Sec 5-7-29-W4 approximately 439.5 acres) and Parcel 2 (Plan Pincher Creek 8511150, Block 1, Lot 1 approximately 112.5 acres) for the purpose of growing agricultural crops and direct administration to enter into the Lease Agreement dated March 2020 with Macleod View Dairy (1994) Ltd. The lease agreement was accepted and signed by the Lessee. This file is closed.
- 2) On December 9th, 2019 Town Council directed administration to prepare a one (1) year lease agreement with Attachment World Inc. for parcel Plan 0614431, Block 1, Lot 4. Furthermore, that administration submit an Application for a Development Permit for the change of use to the Municipal Subdivision and Development Authority for their consideration to accommodate farm/industrial machinery sales, rental and service – discretionary uses (similar uses). The development permit was approved, and the lease agreement signed. This file is closed.
- 3) On January 13, 2020 Town Council authorize and approve an encroachment agreement for Plan 9912781, Block 8, Lots 5 and 6 granting a light standard and a Sign onto the public right-of-way and all cost associated to prepare and register the agreement be borne by the property owner(s) of Roll #1070000 and Roll #1135000 respectively. This file is closed.

- 4) On February 10, 2020 Town 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.

Land Sale

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

On August 7, 2019 Town Council accepted the offer to purchase for Plan 0613747, Block 5, Lot 6 in the amount of \$70,700 plus GST and directed administration to provide North & Company Law Office to act on the Town's behalf regarding the real estate transaction. On January 17, 2020 North & Company provide the balance of the land sale proceeds and confirmation that the land sale transaction has been completed. This file is closed.

General Insurance

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

Tax Recovery

We confirm that the Tax Recovery Arrears List for Lands and Mobile Homes dated March 20th, 2020 have been registered covering a total of fifteen (15) properties (*9 Lands and 6 Mobile Homes*). Notification have been mailed to the property owners in accordance with the Municipal Government Act. Discharge of tax notifications for paid tax arrears accounts are being filed with Land Titles Office subsequent to confirmation of payments. This file is ongoing and in progress.

Development Activities

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

Summary of development activities

this first quarter year-to-date are as follows:

8 - Development Permit Applications total value of **\$738,650.00**

Y-T-D: 8 Development Permits for an estimated aggregate total value of **\$738,650.00**

2 - Sign Permit Application

Y-T-D: 2 Sign Permit Applications

1 - Home-Based Occupation Permits

Y-T-D: 1 Home-Based Occupation Permits

10 Compliance Certificates issued

Y-T-D: 10 Compliance Certificates issued

6 MDSA applications heard/decided

Y-T-D: 6 MDSA Applications heard/decided

Safety Codes Annual Internal Review (AIR)

On March 3rd, 2020 we completed and filed the 2019 Annual Internal Review (AIR) for the Building, Electrical, Gas and Plumbing disciplines with the Safety Codes Council. The annual internal review, which is part of the accreditation program to deliver safety codes services, covered a total of 92 completed safety codes inspections. A final report of acceptance from the Safety Codes Council is due sometime in April 2020. This file is in progress.

Bylaw Enforcement

The Bylaw Enforcement Department is to enforce the bylaws, provincial acts and regulations including; developments without permits, expired permit and unsightly premises. The internal incidents/activities reporting and tracking process of the Community Peace Officers, which is on an ongoing basis, is current and reviewed daily, and in compliance with the Public Security Peace Officer Program. For the first quarter 2020 there were a total of **16 counts** year-to-date of incident types reported of which the detailed report is attached. Currently, the CPO's are handling all incoming dog and general animal complaints.

Peace Officer Shared Services

On June 24, 2019 Town Council directed administration to proceed and present the proposed draft Peace Officer Shared Service Agreement between the Town and the Village of Cowley and obtain the approvals from the Alberta Solicitor General and Public Security in accordance with the Peace Officer Act. On January 22, 2020 copies of the agreement, including supporting documents, were forwarded to the Village of Cowley and accepted by Council for the Village of Cowley as presented. On February 10, 2020 Town Council was provided with an update regarding the shared service agreement and directed administration to proceed with the implementation. Copy of the

Peace Officer Shared Service Agreement has been forwarded to the office of the Alberta Solicitor General and Public Security in accordance with the Peace Officer Act. This file is closed.

MOU Pincher Creek RCMP

On January 13, 2020 Town Council approved and authorized the Memorandum of Understanding (MOU) with the RCMP “K” Division Dated January 1, 2020, ending December 31, 2024. A copy of the MOU has been forwarded to the Director Law Enforcement Standards and Audits.

Order to Remedy Dangers and Unsightly Property

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

Peace Office Program

On March 9th, 2020 Town Council approved the adoption of the Town of Pincher Creek traffic safety plan, internal policies related to Exhibit Handling, Cannabis Enforcement, Known Risk Clients, Communication and the Use and Handling of Issued Weapons; Policy Number 205-20, 208-20, 209-20, 210-20 and 211-20 respectively as presented. The policies and the traffic safety plan have been forwarded to the Director Law Enforcement Standards and Audits.

Weed Control/Inspection

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

Noxious weeds are on the list of things that Community Peace Officers watch for while on routine patrols during spring and summer months. Complaints from property owners allows Bylaw Enforcement to be successful in keeping the community for most part noxious weed free.

When invasive plant species (*noxious weeds*) are detected by CPOs or by residents, there are several ways that CPOs handle weed concerns in town.

- 1) Weeds on town property; CPOs will contact Stirling Bruce a licenced pesticide applicator.
- 2) Make an IWork’s for Public Works to maintain the area.
- 3) CPOs will pull or dig up weeds if it’s on a small-scale infestation. Small-scale meaning one or two invasive plants along an alley way.

- 4) Weeds on private property are handled by the property owner. CPOs contact the property to maintain weed infestations as property owners' see fit. Authority is provided under the town's nuisance bylaw 1574-19. Section 3. This includes dandelions.

In 2019 there were 49 nuisance and unsightly properties complaints, 24 were weeds, 17 of the complaints were on town property and 7 complaints regarding private property owners.

Respectfully Submitted,

Gus Kollee,
Manager Legislative Services.

/ak

Attachments