



TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Monday, June 22, 2020 at 6:00 p.m.

Council Chambers, Town Hall

962 St. John Avenue

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 June 8, 2020
6. **Business Arising from the Minutes**
 - 6.1 Disposition of Delegation - Carriage Flower Bed Area Grass and CRC Grassed Berm – Ianthe Goodfellow and Wendy Ryan
 - 6.2 Structural Fire Protections Resolution Proposal to AUMA
 - 6.3 Intermunicipal Collaboration Framework Committee Terms of Reference
7. **Bylaws**
 - 7.1 Municipal Borrowing Bylaw 1570-20
8. **New Business**
 - 8.1 July Committee of the Whole Meeting Date
 - 8.2 Mutual Aid Fire Control Agreement
 - 8.3 Dupuy Street Turn Around
 - 8.4 Tax Certificates
 - 8.5 Request to Waive Tax Penalties
9. **Reports**
 - 9.1 Upcoming Committee Meeting and Events
10. **Administration**
 - 10.1 Council Information Distribution List
 - 10.2 Operations – First Quarter Report
 - 10.3 Operations – Major Project Update
11. **Closed Session Discussion**
 - 11.1 Pincher Creek Regional Emergency Management Organization COVID-19 Update – FOIP s. 24
 - 11.2 Livingstone Range School Division Transition Agreement for Pincher Creek Community Early Learning Centre – FOIP s. 16
 - 11.3 Fire Services Invoice – Roll #0168000 – FOIP s. 16
 - 11.4 Sani-dump Design Engineering Fees – FOIP s. 16 & 25
12. **Notice of Motion**
13. **Adjournment**

The next Regular Council Meeting is scheduled for July 27, 2020 at 6:00 p.m.



REGULAR MEETING OF COUNCIL
Held on Monday June 8, 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, W. Elliott and S. Korbett

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 and M.
Everts, Events, Marketing & Economic
Development Officer

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

McGILLIVRAY:

That Council for the Town of Pincher Creek approves the May 25, 2020 agenda as amended, the amendment being the addition of item 8.2 Pincher Creek Emergency Services Commission Fire Structure Protection, 8.3 George Cuff Municipal Master Class 11.1a Economic Development Business Recovery Proposal, 11.6 Personnel Budget Expense Pincher Creek Community Early Learning Centre

CARRIED 20-273

L. Rideout joined the meeting at 6:05 pm

4. DELEGATIONS

4.1 Carriage Flower Bed Area Grass and CRC Grassed Berm – Ianthe Goodfellow and Wendy Ryan

Ianthe Goodfellow attended the meeting requesting assistance with the grass mowing Ianthe Goodfellow and Wendy Ryan are doing at the Carriage Flower Bed Area Grass and CRC Grassed Berm.

W. Elliott joined the meeting at 6:09 pm

5. ADOPTION OF MINUTES

5.1 Minutes of the Regular Meeting of Council held on May 25, 2020

BARBER:

That Council for the Town of Pincher Creek approve the minutes of the regular meeting of Council held on May 25, 2020 as presented.

CARRIED 20-274

5.2 Minutes of the Committee of the Whole Meeting held on June 3, 2020

JACKSON:

That Council for the Town of Pincher Creek approve the minutes of the Committee of the Whole meeting held on June 3, 2020 as presented.

CARRIED 20-275

6. BUSINESS ARISING FROM THE MINUTES

6.1 Policy Review Committee

KORBETT:

That Council for the Town of Pincher Creek agree to appoint Councillor Jackson and Councillor McGillivray and two administrative members, to be delegated by the Chief Administrative Officer, to a Policy Development and Review Committee.

CARRIED 20-276

6.2 Water Leak Detection Collator Purchase

BARBER:

That Council for the Town of Pincher Creek accept the Town of Pincher Creeks Operations water loss report and move forward with the purchase of a water leak detection collator, with funds to come from water reserves if required.

CARRIED 20-277

A. Roth left the meeting at 6:47 pm

7. BYLAWS

8. NEW BUSINESS

8.1 Pincher Creek Regional Emergency Management Organization Reserve Funding

KORBETT:

That Council for the Town of Pincher Creek authorize the Pincher Creek Regional Emergency Management Organization to utilize the Town of Pincher Creek's portion, \$4,900 of the Regional Emergency Management Organization reserve to help cover the costs associated with the activation of the Pincher Creek Regional Emergency Management Organization in response to the COVID-19 Pandemic.

CARRIED 20-278

8.2 Pincher Creek Emergency Services Commission Fire Structure Protection

McGILLIVRAY:

That Council for the Town of Pincher Creek direct administration to revise the position paper regarding structure fire protection and develop a resolution for presentation to the Alberta Urban Municipalities Association and the Rural Municipalities Association for consideration.

CARRIED 20-279

8.3 George Cuff Municipal Master Class

JACKSON:

That Council for the Town of Pincher Creek authorize the attendance of Councillor McGillivray at the online George Cuff Municipal Master Class training.

CARRIED 20-280

9. REPORTS

9.1 Upcoming Committee Meetings and Events

June 22 Regular Council meeting will be in Council Chambers

Mayor Anderberg provided a report

May 4	Premier Town Hall Teleconference
May 6	Committee of the Whole
May 7	Intermunicipal Collaboration Framework Committee
May 8	Public Update
May 11	Regular Council
May 13	Regional Emergency Management Organization
May 14	Pincher Creek Community Early Learning Centre
May 15	Public Update
May 17	Heritage Acres Victory Garden Ceremony
May 20	Premier Town Hall Teleconference
May 22	Joint Funding Committee
May 25	Agricultural Society
May 25	Regular Council
May 26	Pincher Creek Community Early Learning Centre Building Committee Site Meeting
May 26	Pincher Creek Community Early Learning Centre Committee
May 27	Pincher Creek Regional Emergency Management Organization
May 28	Pincher Creek Community Early Learning Centre St. Mikes Inspection
May 28	Emergency Services Commission
May 29	Joint Funding Committee
May 29	Public Update

McGILLIVRAY:

That Council for the Town of Pincher Creek accept the Mayors report as information.

CARRIED 20-281

10. ADMINISTRATION

10.1 Council Information Distribution List

ELLIOTT:

That Council for the Town of Pincher Creek accept he Council Information Distribution List as information.

CARRIED 20-282

Mayor Anderberg called a recess at 7:00 pm.

Mayor Anderberg called the meeting back to order at 7:06 pm.

11. CLOSED MEETING DISCUSSION

ELLIOTT:

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, June 8, 2020 at 7:06 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, Events, Marketing & Economic Development Officer, Administrative Manager and Brett Wuth, Director of Emergency Management in attendance.

CARRIED 20-283

B. Wuth left the meeting at 7:20 pm

M. Everts left the meeting at 7:35 pm

L. Goss left the meeting at 8:07 pm.

JACKSON:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, May 25, 2020 at 8:15 pm.

CARRIED 20-284

11.1 Pincher Creek Regional Emergency Management Organization COVID-19 Update – FOIP s. 24

McGILLIVRAY:

That Council for the Town of Pincher Creek receive the Pincher Creek Regional Emergency Management Organization COVID-19 Update as information.

CARRIED 20-285

11.1a Economic Development Business Recovery Proposal

KORBETT:

That Council for the Town of Pincher Creek accept the Economic Development Business Recovery Proposal information and review the proposal again in 90 days.

CARRIED 20-286

11.2 Recycle Contract Extension Request – FOIP s. 27

ELLIOTT:

That Council for the Town of Pincher Creek approve the one year extension to the recycling contract with K.J. Cameron Services presented.

CARRIED 20-287

11.3 Joint Funding Evaluation Guidelines and Application – FOIP s. 24

BARBER:

That Council for the Town of Pincher Creek agree and approve the 2020 Council Evaluation Guidelines for the Joint Funding Process and Joint Funding Application as presented.

CARRIED 20-288

11.4 Pincher Creek Community Early Learning Centre – MD Funding Agreement –
FOIP s. 16 & 21

JACKSON:

That Council for the Town of Pincher Creek receive the legal counsel opinion regarding the Pincher Creek Community Early Learning Centre funding agreement from the Municipal District of Pincher Creek #9 and approve and sign the Early Education Grant Funding Agreement as provided.

CARRIED 20-289

11.5 Shared Service Agreement – MD of Pincher Creek No. 9 – FOIP s. 16 & 24

ELLIOTT:

That Council for the Town of Pincher Creek direct administration to bring back the proposed draft Shared Service Agreement between the Town and the M.D. of Pincher Creek No.9 with amendments and response from Alberta Solicitor General and Municipal District of Pincher Creek #9.

CARRIED 20-290

11.6 Personnel Budget Expense Pincher Creek Community Early Learning Centre

JACKSON:

That Council for the Town of Pincher Creek receive the Personnel Budget Expense Pincher Creek Community Early Learning Centre as presented.

CARRIED 20-291

12. NOTICE OF MOTION

13. ADJOURNMENT

JACKSON:

That this meeting of Council on June 8, 2020 be hereby adjourned at 8:25 pm.

CARRIED 20-292

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 22nd DAY OF JUNE 2020**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY JUNE 22, 2020 AT
6:00 P.M.**

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Disposition of Delegation	
PRESENTED BY: Adam, Recreation Manager	DATE OF MEETING: 6/22/2020

PURPOSE:

That Council for the Town of Pincher Creek receive as information the presentation from Ianthe Goodfellow and Wendy Ryan regarding the grass cutting surrounding the flower bed located west of golf course entrance, and the CRC grassed berm.

RECOMMENDATION:

That Council for the Town of Pincher Creek receive as information the request provided by Ianthe Goodfellow and Wendy Ryan regarding the grass cutting surrounding the flower bed located west of the golf course entrance, and direct administration to include this location in their grass cutting schedule.

BACKGROUND/HISTORY:

At the June 8th regular meeting of Council, Ianthe Goodfellow and Wendy Ryan were a scheduled delegation, and requested that the Town of Pincher Creek take over the mowing of the grass surrounding the carriage flower bed and the CRC grassed berm.

ALTERNATIVES:

Not to mow the grassed area surrounding the carriage flower bed and CRC grassed berm.

To contract out the mowing in this area.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

This area is town land and the Town should be taking responsibility for the trimming of grass in this area.

FINANCIAL IMPLICATIONS:

Negligible - extra gas for the mowers to access this location.

PUBLIC RELATIONS IMPLICATIONS:

Members of the public have been maintaining this area, it is town land and the Town should be responsible for the upkeep.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek receive as information the request provided by Ianthe Goodfellow and Wendy Ryan regarding the grass cutting surrounding the flower bed located west of the golf course entrance, and direct administration to include this location in their grass cutting schedule.

Signatures:

Department Head:

Adam Grose

CAO:

Laurie Wilgosh



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: PCESC - AUMA proposed structural protection submission	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 6/22/2020

PURPOSE:

Proposal from PCESC to submit resolution to AUMA for support regarding Structural Protection responsibility

RECOMMENDATION:

That Council for the Town of Pincher Creek Whereas Alberta has experienced several devastating wildfires in recent years such as: Slave Lake, Fort MacMurray, Municipal District of Pincher Creek # 9, High Level and Waterton Park;

Whereas the relative costs to protect structures both urban and rural within the wildfire pathways in the forest protection area is undetermined and may be delegated to the affected municipal jurisdiction;

Whereas the responsibility for structure protection presently falls within the mandate of Alberta Municipal Affairs who do not have the budget and or operational capability; and who may delegate the financial and operational responsibility to individual municipalities who do not have the capacity for funding structural protection within a wildfire; primarily starting outside of the local jurisdiction;

It is Therefore resolved that AUMA advocate to the Alberta Government for the responsibility of Structure Protection within the Province of Albert to be delegated to Alberta Agriculture and Forestry. This includes managing the deployment and payment of invoices of any municipal resources utilized and assuming responsibility for provincial structural protection equipment and management of all associated wildfire structure protection response when it occurs within the forest protection area.

Secunder - Village of Cowley

BACKGROUND/HISTORY:

Due to several wildfires in Alberta over the last few years, the Pincher Creek Fire Chief has brought to Council's attention that the costs of providing structure protection within a community is now the responsibility of the local jurisdiction. Proceeding the Slave Lake Fire, the Flat Top Complex Report recommended that Structure Protection fall under Alberta Municipal Affairs, who do not have funding and operational support, consequently a grant was created and managed under an agreement with the Alberta Fire Chiefs Association. Municipal Affairs did not follow the structure protection guidelines

during the 2018/19 fire season and instead passed the responsibility onto the affected municipalities. Alberta Agriculture and Forestry do have the capacity under the Wildfire Division, and it is recommended that they assume responsibility going forward. The Village of Cowley has been requested to second the motion. A background position paper is attached. Given the high rate of wildfires within Alberta over the last several years this resolution is a high priority for most municipalities not having adequate funding to provide structural protection. A similar resolution is being drafted and submitted to RMA by the Municipal District of Pincher Creek # 9 for the 2020 Fall Session.

ALTERNATIVES:

That Council for the Town of Pincher Creek receive the information regarding structure protection responsibility as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Kenow Fire, Sage Creek fire - etc.

FINANCIAL IMPLICATIONS:

Potential for enormous costs for structure protection within the Town even though the fire could have started outside our jurisdiction

PUBLIC RELATIONS IMPLICATIONS:

Fiscal management

ATTACHMENTS:

Draft Position paper Structure protection 2020 - 440

CONCLUSION/SUMMARY:

Administration recommends that Council approve the resolution be submitted to AUMA for consideration during the 2020 Convention

Signatures:

Department Head:

Lisa Goss

CAO:

Lannie Wilgosh



Pincher Creek Emergency Services Commission

P.O. Box 1086
655 Charlotte Street
Pincher Creek, Alberta T0K 1W0
Ph. 403-627-5333 Fax 403-627-3502

POSITION PAPER BY PCESC Members The MD of Pincher Creek #9 and the Town of Pincher Creek

In the past few years values have been lost due to wildfires throughout Alberta. Structure protection has been used to defend values other than forests when wildfires extended into communities with some success.

Examples are Slave Lake, Fort Mac Murray, MD of Pincher Creek, High Level, and Waterton.

The recommendations from the Slave Lake Fire (the Flat Top Complex Report) recommended having structure protection become Municipal Affairs responsibility.

This has resulted in mixed success as Municipal Affairs represented by the Community and Technical Support Branch does not have an operational capability.

The step taken to overcome this lack of ability was to enter into an agreement with the Alberta Fire Chiefs Association funded through a grant to create guidelines addressing equipment needs, training needs, compensation rates, and deployment processes to utilize municipal resources similar to the model used in British Columbia.

The Department of Municipal Affairs still does not have operational capability in either the Community and Technical Support Branch or the Alberta Emergency Management Agency.

This department is not in a position to supply structure protection services. They chose not to follow the structure protection guidelines approved in 2018 during the 2019 fire season. Instead of paying the costs of structure protection, they unloaded this responsibility on the local governments. The process for payment of structure protection costs, if the approved process had been followed, would have had the costs covered by Alberta Agriculture and Forestry.

Agriculture and Forestry were not given the opportunity to fund this expense since they were not provided with the information needed to cost it to the respective incidents.



Pincher Creek Emergency Services Commission

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Had the approved process been followed, local jurisdictions would not have been put in position to pay for something they had not been responsible for. No local government should be put in a position to pay provincial expenses without prior consultation.

The Community and Technical Support Branch represented by the Fire Commissioner as now reviewed and updated the Structure Protection Guidelines which was supposed to be done prior to the 2019 fire season.

Our long-term position is the Structure Protection should become the responsibility of the Wildfire Division of Alberta Agriculture and Forestry who have operational capability to create agreements, review guidelines, and manage expenses.

We understand this probably can not happen this wildfire season since the processes that need to occur require time and budget to become adopted.

Our immediate position is that, in the interim, the Community and Technical Support Branch represented by the Fire Commissioner will follow the 2020 Structure Protection Guidelines regarding deployment and payment of invoices. We encourage the Community and Technical Support Branch in consultation with Agriculture and Forestry to begin the process to hand the structure protection equipment they have and the responsibility for managing structure protection to Alberta Agriculture and Forestry.

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Intermunicipal Collaboration Framework Committee Terms of Reference	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 6/22/2020

PURPOSE:

To review and approve the Intermunicipal Collaboration Framework Committee amendments Terms of Reference.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve and adopt the Intermunicipal Collaboration Framework Committee Terms of Reference as amended.

BACKGROUND/HISTORY:

At the recent Inter municipal Collaboration Committee on June 12, 2020 Cllr. Everts made the resolution to forward the amended Terms of Reference to the Town and M.D. Council's for approval, cd. The amendment being to provide voting privilege to the Councils' alternate at ICF committee level.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to further amend the Intermunicipal Collaboration Framework Committee Terms of Reference.

That Council for the Town of Pincher Creek receive the amendment to the ICF Committee Terms of Reference as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time

FINANCIAL IMPLICATIONS:

None at this time

PUBLIC RELATIONS IMPLICATIONS:

None at this time

ATTACHMENTS:

ICF terms of ref - 439

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek approve and adopt the Intermunicipal Collaboration Framework Committee Terms of Reference as amended.

Signatures:
Department Head:

Lisa Goss

CAO:

Lannie Wilgosh



**TOWN OF PINCHER CREEK
And
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**

INTERMUNICIPAL COLLABORATION COMMITTEE (ICF)

TERMS OF REFERENCE

- PURPOSE** To provide advice and counsel Municipal Councils on issues to be considered pertinent for intermunicipal collaborative consideration. This pertains but is not limited to current and potential Intermunicipal Collaboration Framework (ICF) agreements.
- MEMBERSHIP** The Town of Pincher Creek and the Municipal District of Pincher Creek No. 9 will appoint two (2) members and an alternate from each municipal council on an annual basis, during the annual Organizational meeting of each Council. The CAOs will be permanent members.
- VOTES** Each Councillor or alternate designated member will have one vote.
- QUORUM** Four municipal members are required to proceed with the ICF committee meeting, (may be the municipal appointees or an alternate municipal Councillor).
- ADDITIONAL MUNICIPAL RESOURCE ATTENDEES:**
On an as needed, by invitation additional Staff resources may be engaged as required.
- MEETINGS** Meetings will be held quarterly, or as needed at alternating municipal offices. The hosting municipality will appoint a chair and provide all documentation needed. Agendas will be jointly provided by the CAOs prior to the meeting.
- TERM** A permanent Standing Committee of both Councils of the Town of Pincher Creek and the Municipal District of Pincher Creek No. 9.
- RESPONSIBILITY** The ICF Committee will continue to collaborate in the six pillars outlined in the MGA 191/2017 708.29 (2):
- * Transportation
 - * Recreation
 - * Water/Wastewater
 - * Solid Waste
 - * Emergency Services
 - * Other services as identified by the member municipalities or ICF committee

OTHER PROPOSED AREAS FOR COLLABORATION:

- * Long term strategic growth
- * Regional Planning

- * Reviews of Statutory Plans: Intermunicipal Development Plans, Municipal Development Plans, Area Structure Plans, Land Use Bylaw and others
- * New Land Use, Subdivision and Development Proposals – cross jurisdictional
- * Periodic Review, amending or renewal of Intermunicipal Collaboration Framework Agreement
- * Review of existing shared services or potential for new shared services

The ICF Agreement Committee Review Process Decision Maker Flow Chart (as attached) has been developed for decision making criteria. This will be the process used (See link).

In the event either Municipality initiates the development of a new project and/or service that may require a cost-sharing Agreement, the initiating Municipality’s Chief Administrative Officer will notify the other Municipality’s Chief Administrative Officer of such intent.

Once either municipality has received written notice of a new project, an ICF committee meeting must be held within sixty (60) calendar days of the date the written notice was received, unless both Chief Administrative Officials agree otherwise.

The ICF Committee shall be the forum used to address and develop future mutual aid Agreements and /or cost-sharing Agreement recommendations. In the event the ICF Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Schedule F of the Intermunicipal Collaboration Framework Agreement.

APPROVAL This Intermunicipal Collaboration Committee Terms of Reference have been adopted and approved by each municipal Council as of _____ day of _____ 20_____.

TOWN OF PINCHER CREEK:

M.D. OF PINCHER CREEK:

Date:

Date:

.....
Mayor – Don Anderberg

.....
Reeve – Brian Hammond

.....
CAO – Laurie Wilgosh

.....
CAO – Troy McCulloch

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Municipal Borrowing Bylaw #1570-20	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 6/22/2020

PURPOSE:

For Council to annually approve the Municipal Borrowing Bylaw #1570-20 for the purpose of \$1,000,000 revolving line of credit and \$50,000 Mastercard as per ATB Financial requirements.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to give first reading to the Municipal Borrowing Bylaw #1570-20.

That Council for the Town of Pincher Creek agree to give second reading to the Municipal Borrowing Bylaw #1570-20.

That Council for the Town of Pincher Creek upon unanimous consent, agree to present the Municipal Borrowing Bylaw #1570-20 for third and final reading.

That Council for the Town of Pincher Creek agree to give third and reading to the Municipal Borrowing Bylaw #1570-20, and that a copy be attached hereto and form part of the minutes.

BACKGROUND/HISTORY:

Although the Town of Pincher Creek had a duly authorized borrowing bylaw with no termination date, ATB Financial requires a new borrowing bylaw EVERY year.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to provide further information.

That Council for the Town of Pincher Creek accept the Municipal Borrowing Bylaw #1570-20 as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Upcoming budgeted projects and expenditures may require access to additional cash flow in the short term especially due to recent economic events resulting from the Covid-19 pandemic.

FINANCIAL IMPLICATIONS:

The current line of credit interest rate is Prime less 0.25%. Prior to March 2020 Prime was 3.95%, so the line of credit interest rate was 3.70%. Currently, Prime is 2.45% so the line of credit interest rate is 2.20%.

Due to the drop in the prime rate during the month of March, ATB Financial has advised that the new rate for the line of credit will be Prime plus 1.0% which currently will be 3.45%.

Interest will only be payable on the Mastercard if the account is not paid in full by the due date. Administration has authorized ATB Financial to pay the Mastercard account automatically on the due date so interest will never be paid.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

Bylaw No. 1570-20 - 446

CONCLUSION/SUMMARY:

Administration supports Council for the Town of Pincher Creek approving the Municipal Borrowing Bylaw #1570-20 in order to help regulate cash flow if required.

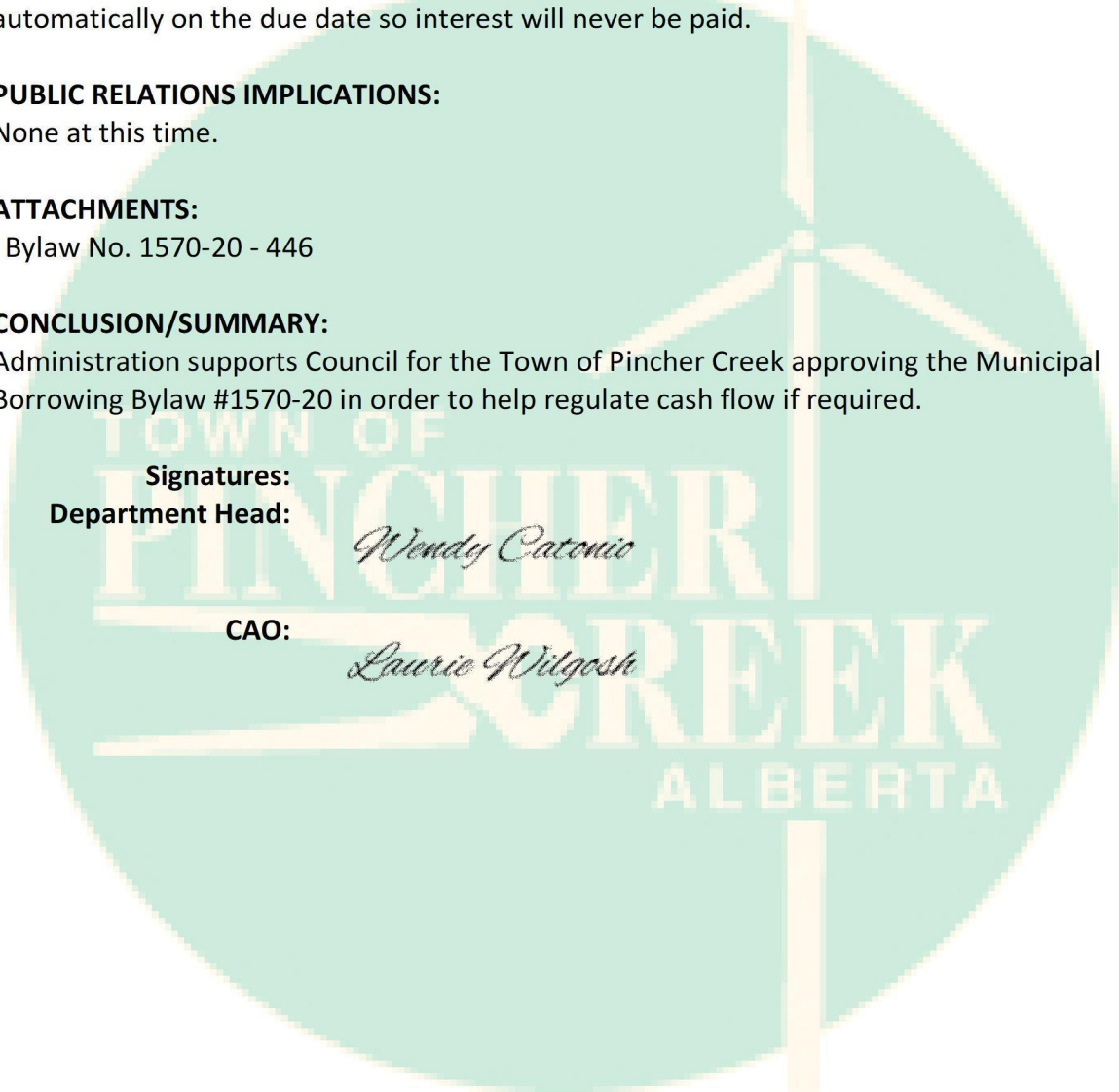
Signatures:

Department Head:

Wendy Catonio

CAO:

Laurie Wilgosh





Bylaw No. 1570-20

**BYLAW NO. 1570-20
MUNICIPAL BORROWING BYLAW**

**OF THE TOWN OF PINCHER CREEK
IN THE PROVINCE OF ALBERTA**

This bylaw authorizes the Council for the Town of Pincher Creek to borrow for the purpose of financing operating expenditures as specified in Section 256 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

WHEREAS the Council for the Town of Pincher Creek (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Revolving line of credit for short-term financial purposes (under 1 year) and:

Mastercard for short-term financial purposes (under 1 year)

NOW THEREFORE pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a By-law that:

1. The Corporation borrow from ATB Financial up to the principal sum of **\$1,000,000.00 (ONE MILLION DOLLARS AND 00/100 CENTS)** repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB Financial, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Corporation borrow from ATB Financial (Mastercard) sums of money from time to time to complete operating expenditures for convenience purposes and where required by suppliers. Provided that the principal sum owed to ATB Financial at one time not exceed the sum of **\$50,000 (FIFTY THOUSAND DOLLARS AND 00/100 CENTS)**.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - (a) to apply to ATB Financial for the aforesaid loans to the Corporation and to arrange with ATB Financial the amount, terms and conditions of the loan and security or securities to be given to ATB Financial;



- (b) as security for any money borrowed from ATB Financial
 - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - (ii) to give or furnish to ATB Financial all such securities and promises as ATB Financial may require to secure repayment of such loans and interest thereon; and
 - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB Financial of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB Financial the security or securities required by it.
- 4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are: Property Taxation
- 5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
- 5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB Financial is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB Financial will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB Financial will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
- 6. That Bylaw #1570-19 be repealed.
- 7. This Bylaw comes into force on the final passing thereof.



Bylaw No. 1570-20

READ A FIRST TIME this 22 day of June, 2020

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

READ A SECOND TIME this 22 day of June, 2020

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

READ A THIRD TIME this 22 day of June, 2020

MAYOR, Don Anderberg

CAO, Laurie Wilgosh



Bylaw No. 1570-20

CERTIFICATE

WE HEREBY CERTIFY that the foregoing bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the 22 day of June, 2020, at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

WITNESS our hands and the seal of the Corporation this 22 day of June, 2020

Chief Elected Official

Seal

Chief Administrative Officer

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: July Committee of the Whole Meeting	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 6/22/2020

PURPOSE:

To amend the July 2020 Committee of the Whole meeting date due to a conflict with the Canada Day Statutory Holiday

RECOMMENDATION:

That Council for the Town of Pincher Creek agree that the July Committee of the Whole Meeting be held on Wednesday July 8, 2020.

BACKGROUND/HISTORY:

The July 1, 2020 Canada Day statutory holiday falls on the first Wednesday of July which is typically when committee of the whole meetings are held in accordance with Committee of the Whole Bylaw 1608-20.

ALTERNATIVES:

That Council for the Town of Pincher Creek agree to cancel the July 2020 Committee of the Whole meeting and direct administration to additionally advertise the notice of change.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

In accordance with Procedural Bylaw No. 1596-13A, section 12, Council may change the time, date or location of their respective meetings by special resolution provided that in both cases at least twenty-four(24) hours notice of the change is given: a) in writing to all Councillors, b) by posting a notice of the change at the entrance of the Town Office for members of the public, c) by posting a notice of the change on the home page of the Town's website, and in any other manner as directed by resolution of Council.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

The change will be advertised accordingly.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree that the July Committee of the Whole Meeting be held on Wednesday July 8, 2020.

Signatures:

Department Head:

Lisa Gross

CAO:

Laurie Wilgosh



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Mutual Aid Fire Control Agreement	
PRESENTED BY: Gus Kollee, Legislative Service Manager	DATE OF MEETING: 6/22/2020

PURPOSE:

To present Town Council with the Mutual Aid Fire Control Agreement between Alberta Forestry and the Town to facilitate the prevention and control of forest and prairie fires.

RECOMMENDATION:

That Council for the Town of Pincher Creek authorize and approve the Mutual Aid Fire Control Agreement between Alberta Forestry and the Town of Pincher Creek to facilitate the prevention and control of forest and prairie fires.

BACKGROUND/HISTORY:

The Pincher Creek Emergency Services Commission provided the Town with a proposed Mutual Aid Fire Control Agreement for review and approval. The agreement authorized by section 6(d) of the Forest and Prairie Protection Act, RSA 2000, c F-19 is to facilitate the prevention and control of forest and prairie fires between Alberta Forestry and the Town of Pincher Creek.

ALTERNATIVES:

- 1.) That Council for the Town of Pincher Creek receive the Mutual Aid Fire Control Agreement to facilitate the prevention and control of forest and prairie fires between Alberta Forestry and the Town of Pincher Creek as information.
- 2.) That Council for the Town of Pincher Creek direct administration to garner additional information regarding the proposed Mutual Aid Fire Control Agreement between Alberta Forestry and the Town of Pincher Creek and bring back the information for Town Council consideration.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

CONCLUSION/SUMMARY:

Administration supports that Town Council authorize and approve the Mutual Aid Fire Control Agreement between Alberta Forestry and the Town of Pincher Creek to facilitate the prevention and control of forest and prairie fires.

Signatures:

Department Head:

August Kellee

CAO:

Lanikie Wilgosh



Mutual Aid Fire Control Agreement

This is an agreement, authorized by section 6(d) of the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, to facilitate the prevention and control of forest and prairie fires between

Her Majesty the Queen in Right of Alberta
as represented by the Minister of
Agriculture and Forestry, Forestry Division

(the "Division")

and

Town of Pincher Creek

(the "Municipality")

Collectively, the "Parties"

This Agreement is made in consideration of the exchange of promises between the Parties set out herein.

1. In this Agreement:
 - (1) "Act" means the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, as amended from time to time.
 - (2) "Forest Protection Area" means that area or those areas designated as such pursuant to section 41(c) of the Act.
 - (3) "Plan" means the Annual Mutual Aid Fire Control Plan. The Plan forms a part of this Agreement. The current Plan that has been agreed to by the Parties is set out in Appendix "A" to this Agreement.
2. The Division will endeavor to prevent and control all wildfires, excluding structure fires, on those lands that lie within the boundaries of the Forest Protection Area.
3. The Municipality will endeavour to prevent and control:
 - (1) all structure fires within the boundaries of the Municipality; and
 - (2) all wildfires on those lands within the boundaries of the Municipality that are outside of the boundaries of the Forest Protection Area.

4. (1) Each Party has authorized the following persons as their respective representatives for the purpose of reviewing and updating the Plan in accordance with section 5:
 - (a) Until further notice, the Division's authorized representative is any person holding the position of Wildfire Prevention Officer or Wildfire Manger.
 - (b) Until further notice, the Municipality's authorized representative is any person holding the position of Pincher Creek Emergency Services Commission.
- (2) Either Party may change their authorized representative by written notice to the other.
5. The Plan will be reviewed and updated on an annual basis by the authorized representatives of the Division and the Municipality.
6. The Division and the Municipality agree to make payments in accordance with the terms of the Plan for services rendered to the other under this Agreement.
7. This Agreement shall continue from year to year until terminated by either Party in accordance with section 8 of this Agreement.
8. This Agreement shall continue in effect from year to year until terminated by either Party by giving three (3) months written notice to the other, except that during the period between March 1 and October 31 of each year, this Agreement may be terminated only by the mutual consent of both Parties.
9. This Agreement may be amended by the Parties by agreement in writing.
10. The Municipality acknowledges this Agreement has been authorized by the council of the Municipality in accordance with s. 6(d) of the Act.

Agreed to by the Parties as indicated by the signatures of their duly authorized representatives.

Date Signed

**Her Majesty the Queen in Right of Alberta as represented
by the Minister of Agriculture and Forestry, Forestry
Division**

Date Signed

Town of Pincher Creek

Appendix A
Annual Mutual Aid Fire Control Plan

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Dupuy Street Turn Around Issues	
PRESENTED BY: Al Roth, Director of Operations	DATE OF MEETING: 6/22/2020

PURPOSE:

lot 2, Block 2, Plan 1912406 / MDSA decision regarding Development causing restrictions to alley access and egress, related to the Habitat for Humanity build.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the information regarding the public concerns with the lack of back alley access and turn around circumference at the east end of Dupuy St. as presented.

BACKGROUND/HISTORY:

In 2017/18 council sold Parcel lot 2, Block 2, Plan 1912406. for the purpose of developing the property with Habitat for Humanity.

This area has now become an issue with residents living on Dupuy St. Residents are claiming lack of access to the alley is causing turn around issues. Residents opinion is that the turning radius located on the east end of Dupuy St. is inadequate for larger units, trailers, etc.

Operations normally maintains the street with heavy equipment with little or no conflict with infrastructure ,i.e.: Snow removal, Garbage pick up.

The public have been driving over the concrete curb and through the park to deploy the turn around access for vehicles, causing damage to the grass area, as well as potential for underground water infrastructure damage.

It is the opinion of operations that residents could use their own driveways for turning the larger units. Although the past practice was to turn around at the east end of Dupuy St., it was never intended or met the approved cul-de-sac dimensions.

ALTERNATIVES:

Move forward in developing a 3 point turn around located in the north alley east of 995 b Dupuy St. Not presently in 2020 Budget.

Simple signage indicating lack of correct turn around distance at end of street, as well as no parking signage to turning access area.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Talbera engineering plans 2019

FINANCIAL IMPLICATIONS:

Engineering estimate for completion Approx. \$25,000.00. costs may increase due to location of alley development to Alberta Transportation highway approval.

PUBLIC RELATIONS IMPLICATIONS:

Development issues inclusive of the permit system approved MDSA 2018
Damage from residents accessing small picnic park grass area using area for turning around and in the process are driving across the private driveway of 984 Dupuy Street to complete their turn as seen in the attachment.
Municipal Community Peace Officers continued investigation and monitoring.

ATTACHMENTS:

0102-00-C-101-Three-Point Turn Around - 430
Pictures of Dupuy Street turn around - Damage done to town Property - Taken May 29, 2020 - 430
Turn around issues-1591310739586-5-4-2020-22_45_43 - 430

CONCLUSION/SUMMARY:

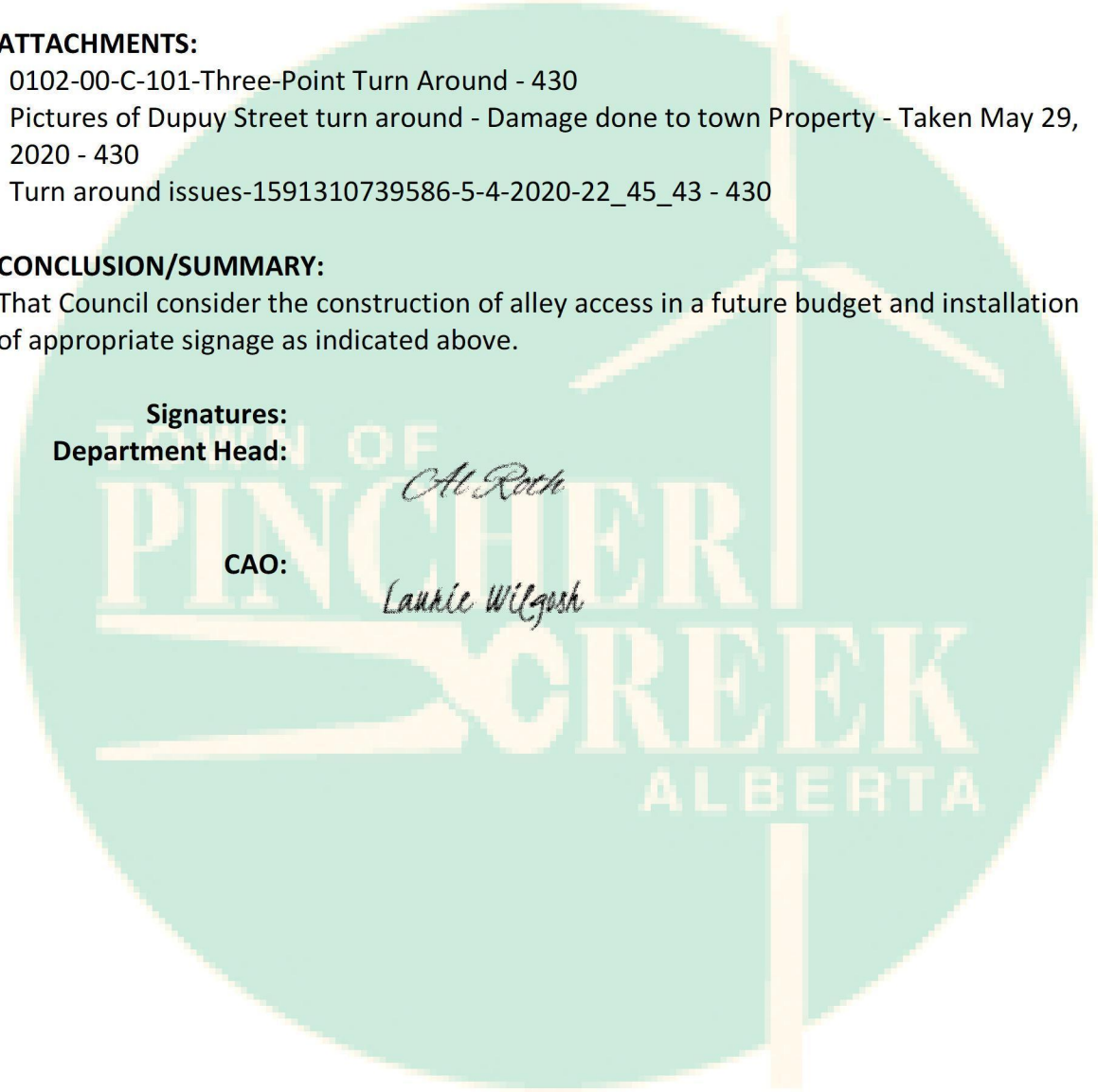
That Council consider the construction of alley access in a future budget and installation of appropriate signage as indicated above.

Signatures:
Department Head:

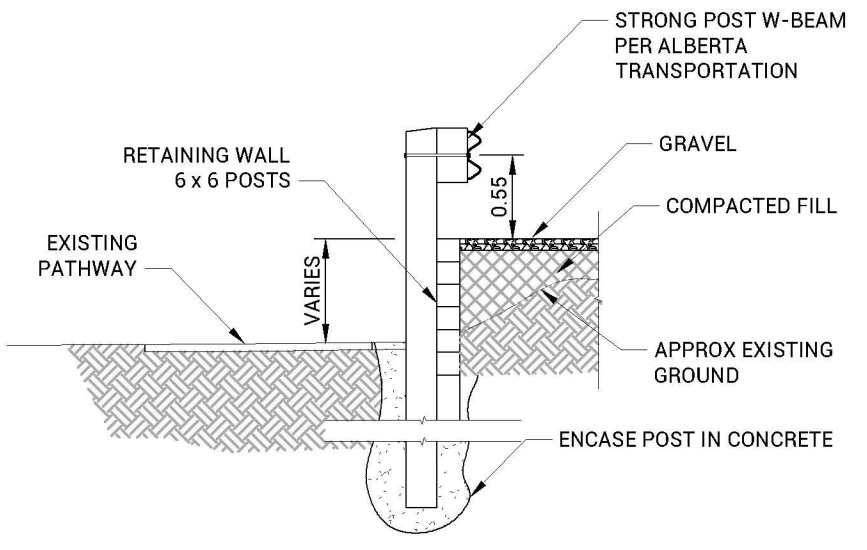
Al Roth

CAO:

Laurie Wilgosh



Saved By: 2015004mm
 Print Date: 4:41 PM June 25, 2019
 File Name: P:\2019-0102_PCRK_2019 CAPITAL PROJECTS\00_GENERAL\400 - WORK IN PROGRESS\CAD&D\02_CIVIL-C\0102-00-C-101.DWG



SECTION
 Scale = 1:50
 GUARDRAIL AND RETAINING WALL



SITE PLAN
 Scale = 1:1000 m



DETAIL A
 Scale = 1:200 m



**TOWN OF PINCHER CREEK
 EMERGENCY THREE-POINT TURN AROUND**











Turn around issues.

When Habitat for Humanities built the duplex at the end of our street, we were told we would still have access to the alley. This is not the case. The turnaround area at the end of our street is very small. For anything larger than a mid-size car it is a tight squeeze. Even with my own pick-up, I cannot turn around in it. For anyone pulling a trailer it is impossible. And then if someone parks on the turnaround, it is impossible for anyone driving anything to turn around. We have resorted to either backing onto the town land or driving on the town land around the fire hydrant to make the turn.

Today large boulders were placed making it impossible to turn around with a larger vehicle or with a trailer. The situation is untenable. We either need the rocks removed or access to the alley.

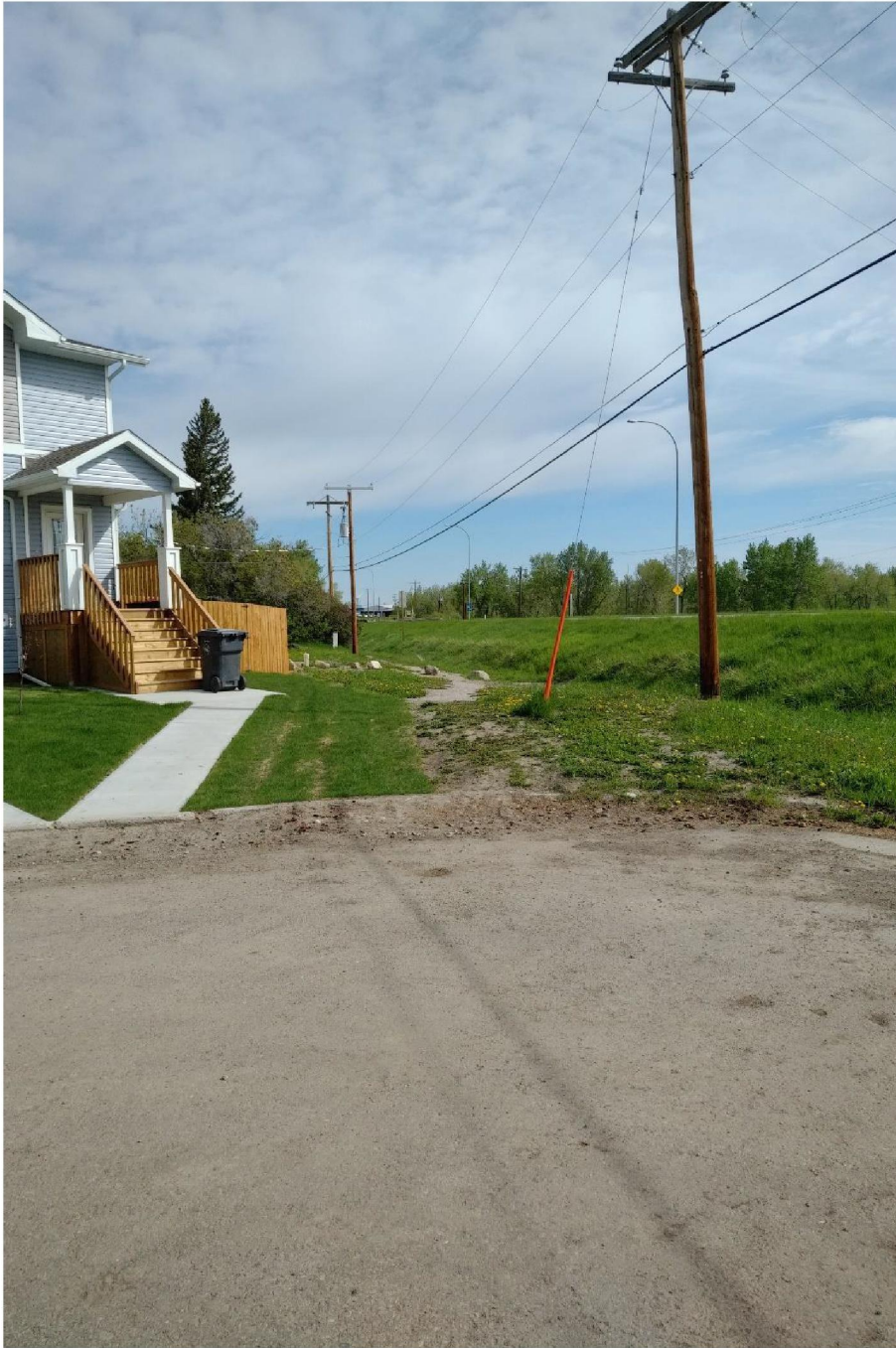
I suspect you will receive much angrier responses to the rocks from the business people on the block whose lives have just been made miserably inconvenient.

I eagerly await your response with a solution to this problem.

Thank you,

Clair Hockley

Please see the pictures below:



This is where the alley used to come out. It is my understanding that when the Habitat for Humanities duplex was built that the engineering was completed to have the alley come around the duplex and join the street so that the residents and business could access a/o exit the alley. Currently this is no longer possible.



This is the current turn around at the end of Dupuy Street. I cannot even turn around here with my old Dodge pickup. Turning around with my travel trailer is impossible. My neighbour cannot turn her motorhome around. The business people with their trailers cannot turn around. People backing their trailers and vehicles and trailers down the street is not safe.



These two pictures show where we have been forced to turn around. Then there were massive rocks placed to impede said make-shift convenience. This move (the rocks) has made the situation untenable. Something needs to be done to address this. I would suggest finishing the alley to return access to the residents. Thank you.

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Requesting a Property Tax Certificate Online	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 6/22/2020

PURPOSE:

To approve administration using a third party to provide property tax certificates online.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve administration engaging the services of Access Point Information Canada (APIC) to provide property tax certificates online.

BACKGROUND/HISTORY:

Administration prepares 150 to 200 tax certificates every year. The party requesting the tax certificate usually requires it ASAP. This process can be time consuming as the Administrative Assistant - Tax has to wait to either receive payment usually a cheque or proof that a cheque is being mailed. Then a tax certificate is prepared, signed and faxed to the third party. A tax certificate is produced by the financial accounting system and therefore the information requested will be exactly what is in the Town's systems. The only chance for error is if the wrong property is requested. By allowing interested parties to request their own property tax certificate, this error would be that of the user. This program "Tax Certificate Online" (TCOL) will allow users to request their own tax certificate with instant results increasing the users experience. Participation in this program does not cost the Town of Pincher Creek. The end user will be charged \$20.00 over the Town's fee of \$25.00 so the total cost would be \$45.00. Once a client (usually a law firm) is set up with TCOL using a credit card, the process is very simple and quick.

ALTERNATIVES:

That Council for the Town of Pincher Creek directs administration to bring further information to a future Council meeting.

That Council for the Town of Pincher Creek accept this presentation as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Implementing the TCOL program will increase user satisfaction due to increased speed of processing and administration will be able to focus on other important tasks.

FINANCIAL IMPLICATIONS:

None for the Town of Pincher Creek as the Town will continue to receive the same revenue.

PUBLIC RELATIONS IMPLICATIONS:

Users of the system will have to pay an additional \$20.00 to receive a property tax certificate from the Town of Pincher Creek. The tax certificate fee has been \$25.00 since 2011. Prior to that the fee had been \$20.00. Crowsnest Pass and Fort Macleod charge \$25.00 as well.

ATTACHMENTS:

Requesting Tax Certificates – Registering with APIC - 438

CONCLUSION/SUMMARY:

Administration supports engaging the services of APIC to set up tax certificates online. This supports the idea that municipalities should be implementing more "user pay" services rather than burdening all the residents of the Town of Pincher Creek, in addition to more timely access to the information requested.

Signatures:

Department Head:

Wendy Catonio

CAO:

Lannie Wilgosh



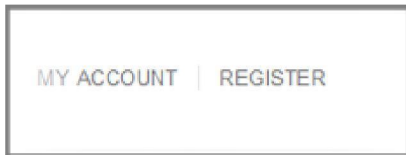
Registering with APIC – Requesting Tax Certificates

Register with APIC

Access Point Information Canada (APIC) operates the Tax Certificates Online (TCOL) service. TCOL lets you request tax certificates from a variety of municipalities and taxation authorities and pay for the search with a credit card.

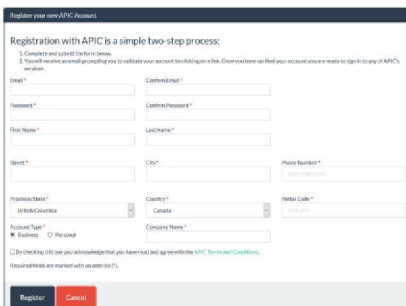
Before using TCOL, you must register with APIC. It is free to create an APIC account, and it takes only a minute or two to set up.

To begin, go to the APIC web site at www.apicanada.com and click the **Register** link on the top menu bar.



On the Registration screen, fill in the fields required.

When you click **Register**, APIC will send you an email prompting you to validate your account by clicking on a link.



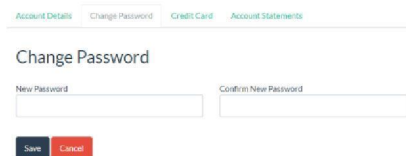
Change Your Password

Go to www.apicanada.com and click **“My Account”** on the top menu bar to sign into your personal account information.

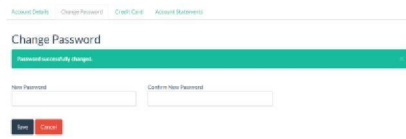
Enter the email address you registered your APIC account with and the password you created. Then click **Sign In**.

While signed in to **“My Account”**, you can change your password.

In the **Change Password** tab, enter a new password in the **New Password** field. Then enter your new password *again* in the **Confirm New Password** field and click **Save**.



When you complete the Password screen successfully, you will see a confirmation message.



Start using TCOL

Now that your new account is in place, you can sign in to APIC and order your Tax Certificates online.

Tax Certificates in BC

For most BC properties, TCOL can automatically determine the city that is responsible for taxes. In most cases, you can use the **PID Search**.

If the PID is new or if the property was recently subdivided, you may need to use the **Alternate Search** tab to search by PID against a specific city.

Participating Municipalities

For a current list of participating municipalities and prices go to www.apicanada.com. Under the **Services** tab on the top menu bar, click the **Tax Certificates** link.



Click **Participating Municipalities** to proceed to the page where you can select the province to view the list in that area.



Sign In

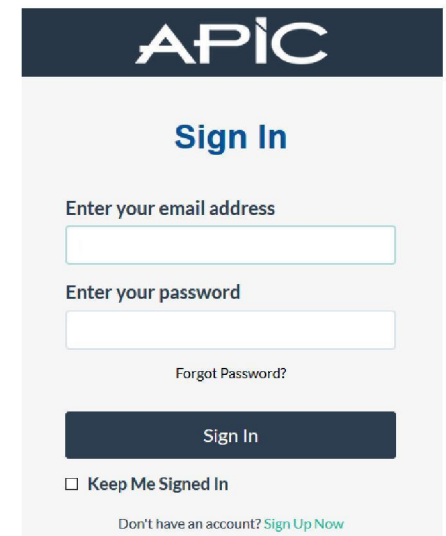
To purchase a Tax Certificate, go to www.apicanada.com and hover over the **Services** link on the top menu bar. Then click **Tax Certificates**.



Click **Purchase Tax Certificates** to proceed to the sign in page.



Enter the email address you registered your APIC account with and the password you created. Then click **Sign In**.



PID Search

The PID Search is the easiest way to search for tax certificates in BC.

Click the **PID Search** tab. In the PID field, enter the **nine-digit PID** and click **Search**.

To complete the search a Purchase Authorization screen will show the cost of the tax certificate. To pay, click **Authorize Purchase**.

Purchase Authorization

Contact Information: PID Search (Nine-Digit Search)

Item	Price
Purchase Order Number: 0260	
Item	
Tax	\$10.00
Applicable Tax	\$1.50
Total	\$35.75

NOTE: By clicking "Authorize Purchase" you acknowledge that All Sales Are Final.

Enter the Cardholder Name, Card Number, and Expiry Date, then click **Process Transaction**.

Transaction Details

Transaction Amount: \$35.75 (0.00)

Please complete the following details exactly as they appear on your card. Do not use spaces or dashes in the card number.

Cardholder Name*: JANE DOE
Card Number*: 12345678901234
Expiry Date (MM/YY): 12/17

Process Transaction / Cancel Transaction

When your certificate appears, you can print it by clicking the **Download Tax Certificate** button.

Your Purchase

Customer Reference: [blank] Region: British Columbia Search Parameters: 027062457

You may view your purchased tax certificate and receipt by clicking on the appropriate tab below. To download your tax certificate please click on the "Download Tax Certificate" button.

Start a Tax Certificate Search
Download Your Receipt
View Search History

Tax Certificate Receipt
PID_027062457_01_Distinct.pdf

Tax/Ref No: [blank] Date: Sep 28, 2016 Certificate No: [blank]

View Your Receipt

When your tax certificate displays, click the **Receipt** tab to display the receipt. You can print it by clicking the **Download Your Receipt** button. Like your tax certificates, the receipt will be available in the Purchase History tab.

Your Purchase

Customer Reference: [blank] Region: British Columbia Search Parameters: 009529006

You may view your purchased tax certificate and receipt by clicking on the appropriate tab below. To download your tax certificate please click on the "Download Tax Certificate" button.

Start a Tax Certificate Search
Download Your Receipt
View Search History

Tax Certificate Receipt
Receipt.pdf

Tax Certificates Online
APIC Account

Alternate Search

If you do not know the PID, or if you want to bypass the automated lookup, you can search for a PID in a specific city.

In BC, you can search by PID, Roll Number, or Manufactured Home number. Other jurisdictions offer other search options.

When you use the **Alternate Search**, you must always select a city to search in. If no tax certificate is found in the city you selected, there will be no charge.

When you complete each step of the Alternate Search, the next step appears. When you have composed your search, click **Search**.

Order Tax Certificates

Reference: [blank] Select Province: British Columbia

PID Search / **Alternate Search** / Purchase History

Select Tax Authority: Abbotsford, City Select Search Type: PID Enter PID: 123-456-789

Search

Search Other Provinces

With the popularity of TCOL in BC, we're beginning to expand across Canada. The **Region** option allows you to retrieve tax certificates from communities in other Provinces.

When you select a region other than BC (e.g., Alberta) the search screen reformats for the region you selected.

Order Tax Certificates

Reference: [blank] Select Province: Alberta

Select Tax Authority: Edmonton, City Select Search Type: ROLL Enter ROLL: 1126703

Search

Select the Tax Authority you wish to conduct your search in. Then select the Search Type. Enter the search criteria, then click **Search**.

To complete the search a Purchase Authorization screen will show the cost of the tax certificate. To pay, click **Authorize Purchase**.

Purchase Authorization

Contact Information: Purchase Order Number: 039702 PID: 026-061-766 Reference:

Item	Price
Item	
Tax	\$10.00
Applicable Tax	\$1.50
Total	\$35.50

NOTE: By clicking "Authorize Purchase" you acknowledge that All Sales Are Final.

Enter the Cardholder Name, Card Number, and Expiry Date, then click **Process Transaction**.

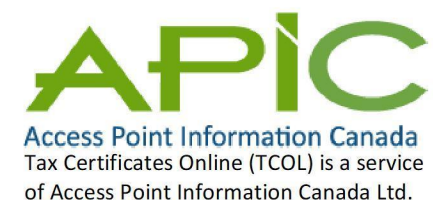
Transaction Details

Transaction Amount: \$35.75 (0.00)

Please complete the following details exactly as they appear on your card. Do not use spaces or dashes in the card number.

Cardholder Name*: JANE DOE
Card Number*: 12345678901234
Expiry Date (MM/YY): 12/17

Process Transaction / Cancel Transaction



TOWN OF PINCHER CREEK

“OPERATIONS DEPARTMENT”



First Quarter, 2020 Review for the Town of Pincher Creek Operations Department

Projects that the Operations Department were involved in were as follows:

- ❖ Christmas decorations came down and any needed repairs were made to decoration, so they are ready for the 2020 Christmas Season.
- ❖ 5 - Water Main Breaks were repaired
- ❖ Year-end inventory count was completed
- ❖ Extensive repairs have started on the irrigation lines. As they are completed, they will be turned-on and charged for the growing season.
- ❖ Sidewalk and trail snow removal carried on as usual.
- ❖ Regular snow removal was required on streets with only one significant snowfall in January and one in February.
- ❖ Online courses provided to staff to keep up with required levels of certification
- ❖ Regular maintenance on Towns Administration and Operations building, RCMP building and The Lebel Mansion, CCR with the addition of 33 additional Citizen Requests for maintenance at those facilities.

Structural fire at the Kind Edward Hotel

On February 15, 2020, the call for assistance came to Al Roth at approximately 4am. Immediately all available Public works employees were dispatched to the site to assist in any way needed.

Public Works response to fires is often behind the scenes but just as important as First Responders as it is their job to keep the Town's infrastructure and Town Residents safe.

Support from Public Works was provided in the following ways:

- Barricades were provided by our department to stop vehicles from entering the area and damaging firefighting equipment and Town Infrastructure. Staff were stationed at those barricades throughout the day as extra guidance is needed to keep residents at a safe distance from the fire.
- The added demand for water is significant at the time of a fire especially for one of this size. Because of this, the reserve water levels had to be manipulated & monitored throughout the next few days to assure pressure was not lost.
- That amount of water and extra debris going into the storm sewer system required extra attention, which Alberta Environment confirmed when they arrived on scene. Hay bales were outsourced and positioned in key locations to filter out larger debris and effluent, along with extra dichlorination pucks that were added to the catch basins to dilute the treated water before it entered Pincher Creek.
- In total 5 Operations employees assisted with the fire over the next few days.
- The town provided an additional employee, loader, and haul truck the following day to assist with the removal of debris from Main Street so it could be opened to traffic.
- The Ops department also liaised with the contractor in charge of cleanup and removal to ensure that Town infrastructure would not be damaged.





In early January, the Public Works yard became a hub of activity as the Rogers Tower was being stood up. This meant a significant amount of the Public works yard would be lost, so the staff spent a few days re-situating the yard materials, equipment and vehicles to accommodate the loss of areas and change in directional flow of traffic in the yard. There was also a significant amount of time spent Orientating the contracted employee that came on site from the 4 different contracting companies, this went on for over a month. The Operations Department also dealt with residents' inquiries that came through the Citizen Request System and Social Media.

Streets, Water and Wastewater Distribution

Ongoing, Completed & Up and Coming Projects:

- Asphalt and concrete repairs list for locations
- Lebel Mansion – Elevator Installation (in process)
- Tumbleweed Path System (project started but was postponed until spring for completion)

Water Treatment Numbers

✚ Sanitary wastewater approval # 95-MUN-080 Jan 2020 – Mar 2020

Total volume flows = 164,330 M3

✚ Water treatment filtered and treated water for distribution Jan 2020 – Mar 2020

Total volume flows = 168,680 M3

Fleet Update

- Ongoing maintenance on snow removal equipment, prep maintenance on grass cutting equipment and vehicles
- Parts ordering as needed
- Alberta One Call locates “39 total for this quarter”

Cemetery Update

- ❖ 2 – Full Inurnments
- ❖ 3 – Full burials
- ❖ 2 – Niche Front Installed

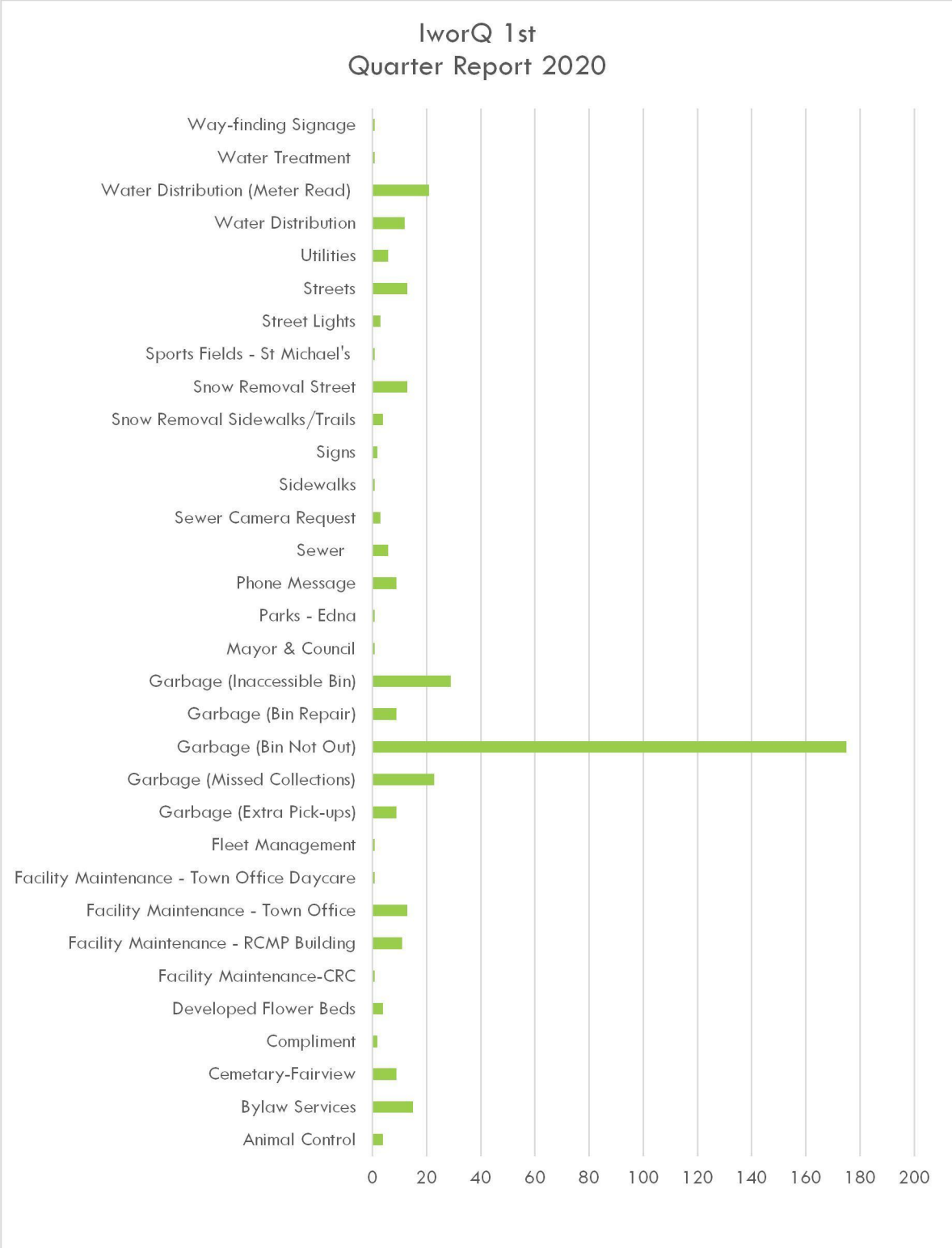
Administration Update

In January of 2020, the Operations Department began the process of responding to all Operational action required Citizen requests. When an Operations Citizen request is received it is immediately moved to an “in progress” status and the response “under review by Ops” is added so anyone can check and know it is being review. If the residents have provided their email, they will receive that information. Unless additional time is needed most Operations requests are responded to within a 24-hour period. The actioned response is emailed to the resident, so they know what action has been taken. This process was slow starting out but has gained momentum as “Canned Responses” have been developed. In this quarter 437 citizen requests were logged with 403 of them being Operational, all of them were actioned with roughly 100 of them requiring responses to be attached for residents.

When a resident enters their own request, the response is emailed directly back to them for tracking purposes.



Administratively, the Operations Department prepared 14 - Development Response letters, 1 property request for information, 7 - requests for decisions, 3 - Operation Committee Response Letters and organized 3 - sewer camera requests and provided documented letters of results.



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Request to waive tax penalties	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 6/22/2020

PURPOSE:

To consider the request to waive interest on tax roll account numbers 08041800.0000 and 00982900.0000.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the letter received June 3, 2020 regarding property tax account for roll #08041800.0000 as information and direct administration to respond accordingly.

That Council for the Town of Pincher Creek accept the email received June 17, 2020 regarding property tax account for roll #00982900.0000 as information and direct administration to respond accordingly.

BACKGROUND/HISTORY:

As per the information attached, tax roll #08041800.0000 is a mobile home and the owner did not complete a Mobile Home Change Request Form in 2017 which resulted in all further communication being mailed to the previous owner. Since mobile homes do not go through land titles, it is very difficult for administration to track these changes unless the home owner notifies the Town office. In 2020, the property fell into tax arrears and this resulted in the new owner being notified to complete a Mobile Home Change Request. The home owner came in and paid the arrears including the interest and agreed to sign up for TIPP to pay 2020 taxes in full by December 31, 2020. The home owners are requesting that the penalties from July 2019 and January 2020 totaling \$338.98 be cancelled.

For tax roll #00982900.0000, the land title change occurred after the tax notice was mailed which happens frequently. It is the home owners responsibility to request a tax notice from the town office once the property is in their name. The property owner indicated they received a letter in November 2019 with the interest charge but did not contact the Town office at that time. An additional penalty was then applied in January 2020.

As indicated in the attached standard communication that was sent to both property owners, administration works diligently to ensure the tax notices are sent to the appropriate property owners. If a property owner has not received their notice, they are

obligated to contact the Town to obtain a copy. The Town advertises extensively once the tax and assessment notices have been mailed. According to section 337 of the MGA, a tax notice is deemed to have been received 7 days after it is sent.

ALTERNATIVES:

That Council for the Town of Pincher Creek agree to waive the penalty applied to tax roll account number(s) _____ as per section 347(1) of the MGA.

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

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The Council for the Town of Pincher Creek has received these requests in the past and have denied them.

FINANCIAL IMPLICATIONS:

Roll #08041800.0000 is requesting the July 2019 and January 2020 penalties of \$338.98 be waived.

Roll #00982900.0000 is requesting the July 2019 and January 2020 penalties of \$694.92 be waived.

PUBLIC RELATIONS IMPLICATIONS:

The Council for the Town of Pincher Creek has received these requests in the past and have denied them as there is ample advertising concerning property tax notices and the deadlines.

ATTACHMENTS:

- 2020 06 22 - Roll #00982900.0000 - 447
- 2020 06 22 - Roll #08041800.0000 - 447
- 2020 06 22 Tax penalty letter - 447

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek accept the attached letters as information and direct administration to respond accordingly.

Signatures:

Department Head:

Wendy Catonio

CAO:

Laurie Wilgosh

Finance

From: Finance
Sent: Thursday, June 18, 2020 12:59 PM
To: Finance
Subject: FW: Tax penalties 00982900.0000

Hi Margaret,

Thank you for the letter clarifying expectations for tax payment. Going back to our conversation over the phone, I had been informed, during the purchase of my house, that I would receive notification from the Town of my tax bill. I never received this until a penalty had already been levied. I was unaware that I was to contact the Town, should I not receive a bill, and that was never communicated to me in any fashion - so how could I possibly know that that is the Town's policy. The first notification I received was in late November, 2019, at which time I had already accrued an interest charge of over \$300.

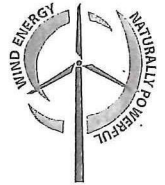
As a new home owner, it is unrealistic that I am expected to contact the Town for a notice that I was informed during acquisition of the home would be presented to me by the Town, especially when I was given no timeframe within which to expect to receive the form. I am happy to pay my 2019 property taxes, but will not be paying this interest charge.

Regards,

08041800.0000



TOWN OF PINCHER CREEK
962 St. John Ave. (BOX 159), PINCHER CREEK, AB. T0K 1W0
PHONE: 403-627-3156 FAX: 403-627-4784
e-mail: reception@pinchercreek.ca
web page: www.pinchercreek.ca



April 21, 2020

PINCHER CREEK, AB
TOK 1W0

Dear

It has come to our attention that a Mobile Home Change Request Form was not submitted to notify us that ownership had changed for _____ in 2017. Please complete the attached form and return to our office as soon as possible. As discussed over the phone, if you would like any information regarding the outstanding tax amount on this account, please submit a request in writing.

Please contact me if you have any questions or concerns.

Thank you,

TOWN OF PINCHER CREEK

A handwritten signature in black ink, appearing to read "M Fisher", with a long horizontal line extending to the right.

Margaret Fisher

Administrative Assistant Tax
Town of Pincher Creek

Ph: 403-627-3156

Fax: 403-627-4784

Email: tax@pinchercreek.ca

Enclosure

To: The Town of Pincher Creek

Re: Taxation & Property Assessment

Pincher Creek, AB, T0K1W0

Enclosed herewith a cheque in the amount of \$2,139.35 for current outstanding taxes owing.

The amount of \$338.98 was also charged to us as interest accrued because of lack of payment.

However due to no tax or assessment letters were sent to us -- we feel that it is unfair to charge us interest.

We would appreciate a review of this overcharge.

In future we will be honoured to pay our taxes on a monthly basis

We thank you in advance

RECEIVED

JUN 03 2020

Town of Pincher Creek

FIVE STAR



TOWN OF PINCHER CREEK

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June 10, 2020

Pincher Creek, AB T0K 1W0

Dear .

Thank you for your letter received June 3, 2020.

The Town of Pincher Creek mails the combined assessment and tax notices late in April with the property tax payment deadline being June 30. Once the notices have been mailed, the Town advertises that the notices have been sent. As per the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26 (MGA) section 311 (2), all assessed persons are deemed, as a result of the advertisement, to have received their assessment notices; and as per section 337, a tax notice is deemed to have been received 7 days after it is sent.

Administration for the Town of Pincher Creek works diligently to ensure all combined assessment and property tax notices are mailed to the appropriate property owner. If a property owner has not received their notice, they are obligated to contact the Town to obtain a copy. Property owners require a copy of the combined assessment and tax notice as it provides important information for the property owner to appeal their property assessment if they so choose, as well as information concerning the deadline to pay the property taxes without incurring a penalty.

As per Bylaw No. 1395-19 Penalty on Unpaid Current Taxes and Unpaid Arrears Taxes, a 12% penalty is levied on the next business day following the due date printed on the property tax notice for any current unpaid taxes and an additional 10% of the total taxes unpaid on December 31 is levied on January 1. If December 31 falls on a non-business day for the Town of Pincher Creek, the 10% penalty is added on the second business day after December 31. The property tax deadline and the numerous methods residents may use to settle their account are extensively advertised through newspaper, radio, social media, newsletter and the Town website to name a few. These advertisements indicate that payments can be made by mail, online banking or at any financial institution, also in person by attending the Town office during business hours and/or leaving payments in the mail slot. As well, property owners can pay their property taxes monthly through the Tax Installment Payment Plan (TIPP). This option reduces the risk of missing the property tax deadline due to human error.

Although you are faced with an unfortunate situation, Council has consistently upheld Bylaw No. 1395-19 Penalty on Unpaid Current Taxes and Unpaid Arrears Taxes and has not forgiven penalties imposed. Since 2014, property taxes in the Town of Pincher Creek have been due on June 30 with extensive advertising of the deadline and the numerous ways the amount may be paid during business hours or after hours, Council agrees that it would be unfair to residents that ensure their property taxes are paid on time to forgive penalties.

Trusting this information to be satisfactory.

Sincerely

A handwritten signature in black ink, appearing to read "Wendy D. Catonio". The signature is written in a cursive style with a long horizontal stroke extending from the end of the name.

Wendy D. Catonio, CPA, CGA

Director of Finance and Human Resources
Town of Pincher Creek

Telephone: (403) 627-3156 Ext. 224

Fax: (403) 627-4784

Email: finance@pinchercreek.ca



TOWN OF PINCHER CREEK

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Dear Property Owner

The Town of Pincher Creek mails the combined assessment and tax notices late in April with the property tax payment deadline being June 30 or the first business day after June 30 if June 30 falls on a non-business day for the Town of Pincher Creek. Once the notices have been mailed, the Town advertises that the notices have been sent. As per the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26 (MGA) section 311 (2), all assessed persons are deemed, as a result of the advertisement, to have received their assessment notices; and as per section 337, a tax notice is deemed to have been received 7 days after it is sent.

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Although you are faced with an unfortunate situation, Council has consistently upheld Bylaw No. 1395-19 Penalty on Unpaid Current Taxes and Unpaid Arrears Taxes and has not forgiven penalties imposed. Since 2014, property taxes in the Town of Pincher Creek have been due on June 30 with extensive advertising of the deadline and the numerous ways the amount may be paid during business hours or after hours, Council agrees that it would be unfair to residents that ensure their property taxes are paid on time to forgive penalties.

Trusting this information to be satisfactory.

Sincerely,

Chief Administrative Officer Town of Pincher Creek



OPERATIONS DEPARTMENT

Major Project Update

As of June 15th, 2020

Project Title	Status	Consultant	Contractor	Details
Lebel Mansion Elevator Access	Delayed	N/A	Lethbridge Elevator Ltd.	<ul style="list-style-type: none"> - Elevator has been ordered, awaiting manufacture - Revised completion date of Fall 2020 due to manufacturer shut-down (COVID related)
PCELC Daycare Facilities	In-Progress	Talbera	Dennis' Dirtworx Ltd.	- Complete
		Talbera	Dennis' Dirtworx Ltd.	- Complete
		Talbera	McNally Contractors (2011) Ltd.	- Complete
		Talbera	Silver Ridge Construction (1999) Ltd.	- Complete with minor defect repairs outstanding
Tumbleweed Avenue Pathway	Complete	N/A	East Butte Contracting	- Complete
Infrastructure Master Plan Ph. 1	In-Progress	ISL Engineering	N/A	<ul style="list-style-type: none"> - Phase 1 of Master Plan anticipated to be complete by late summer 2020, with Phase 2 dependent on 2021 Budget. - Addition of Water Treatment Plan Processes review began June 2020
NE Industrial Area Structure Plan	In-Progress	Stantec	N/A	- Area Structure Plan anticipated to be completed by Fall 2020.
Sewer CCTV Inspections	Complete	Stantec	N/A	- Complete
Concrete Repairs 2020	Awarded	N/A	Midoram Concrete Construction Ltd.	- Awarded, anticipated to start July 2020 and be complete by end of August 2020.
Bev McLachlin Pressure Reducing Vault	Design	ISL Engineering	TBD	- Design began June 2020



OPERATIONS DEPARTMENT

Major Project Update

As of June 15th, 2020

Project Title	Status	Consultant	Contractor	Details
RCMP Foundation Repairs	Awarded	BDT Engineering	TBD	- Design consultant awarded, no design work has begun
Water Treatment Plant Flow Meters	Awarded	N/A	Candu Automation	- Contract awarded, parts ordered - Work anticipated for Fall 2020
Regional Recreation Master Plan	Awarded	Expedition Management Consulting Ltd.	N/A	- Contract awarded, start-up meeting scheduled for June 2020

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



**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
June 22, 2020**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	June 8, 2020	Crowsnest – Pincher Creek Landfill Association	Financial Statements
2.	June 11, 2020	Rebecca Goodenough, Historic Resources Management Branch	Letter
3.	June 11, 2020	Kaycee Madu, Alberta Municipal Affairs	Letter
4.	June 11, 2020	Pincher Creek Eye Clinic	Letter re Cycle for Sight
5.	June 15, 2020	Paul Wynnyk, Deputy Minister	Legislative Changes for Regional Service Commissions
6.	June 15, 2020	Barb Johnson, Oldman River Regional Services Commission	ORRSC Executive Minutes - April 9, 2020
7.	June 10, 2020	Resident	Thank You card
8.	June 7, 2020	Resident	Thank You card
9.	June 16, 2020	Gord Bates, Provincial Air Ambulance & IFT Strategy	Webinar: Learn more about Alberta's HEMS review
10.	June 16, 2020	Andrea Robertson, STARS	Letter
11.	June 17, 2020	Wind Systems magazine	A preview of the new issue of Wind Systems magazine – June 2020