



**TOWN OF PINCHER CREEK COUNCIL
MEETING AGENDA
Tuesday, October 13, 2020 at 6:00 p.m.**
Council Chambers, Town Hall
962 St. John Avenue
[Virtual via GoToMeeting](#)

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 September 28, 2020
 - 5.2 Minutes of the Committee of the Whole Meeting held on October 7, 2020
6. **Business Arising from the Minutes**
 - 6.1 George Cuff – Master Class Overview (No RFD)
7. **Bylaws**
 - 7.1 Land Use Bylaw Amendment 1547-AJ
8. **New Business**
 - 8.1 Sidewalk – Sage Early Learning Centre to St. Michaels School
 - 8.2 Revised Letter of Understanding #9 – Full Time Pool Clerk
 - 8.3 Municipal Operating Support Transfer (MOST) – Memorandum of Agreement
 - 8.4 Pincher Creek and District Agricultural Society – Request for Support
 - 8.5 Fort Macleod Santa Claus Parade Invitation
 - 8.6 Tax Sale Terms and Conditions
 - 8.7 Capital Budget Purchase
 - 8.8 Elected Officials Education Program Courses (No RFD)
9. **Reports**
 - 9.1 Upcoming Committee Meeting and Events
 - 9.2 Operations Department – Major Project Update
10. **Administration**
 - 10.1 Council Information Distribution List
 - 10.2 Chief Administrative Officer 2020 Second and Third Quarter Report
11. **Closed Session Discussion**
 - 11.1 Tax Arrears Agreements Roll #00190000 and Roll #08041200 – FOIP s. 16 & 17
 - 11.2 Recreation Master Plan Survey Results – No RFD – FOIP s. 24
12. **Notice of Motion**
13. **Adjournment**

The next Regular Council Meeting is scheduled for October 26, 2020 at 6:00 p.m.



REGULAR MEETING OF COUNCIL
Held on Monday September 28, 2020 in the
Council Chambers, 962 St. John Avenue
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; W.
Catonio, Director of Finance and Human
Resources; L. Rideout, Director of
Community Services; M. Everts, Events,
Marketing & Economic Development Officer
and L. Goss, Administrative Manager

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

JACKSON:

That Council for the Town of Pincher Creek approves the September 28, 2020 agenda as amended, the amendment being the addition of items 11.7 Health Minister Meeting and 11.8 Old RCMP Building Rental Inquiry.

CARRIED 20-402

4. DELEGATIONS

5. ADOPTION OF MINUTES

5.1 Minutes of the Regular Meeting of Council held on September 14, 2020

McGILLIVRAY:

That Council for the Town of Pincher Creek approve the minutes of the Regular Meeting of Council held on September 14, 2020 as amended.

CARRIED 20-403

6. BUSINESS ARISING FROM THE MINUTES

6.1 Disposition of Delegation – Pincher Creek & District Historical Society – Colleen Cyr

ELLIOTT:

That Council for the Town of Pincher Creek receive the presentation provided by the Pincher Creek & District Historical Society at the September 14, 2020 regular meeting of Council as information.

CARRIED 20-404

**6.2 Disposition of Delegation – Property Taxes – Jim Litkowski
JACKSON:**

That Council for the Town of Pincher Creek agree to form a committee consisting of two members of Council, Councillor McGillivray and Mayor Anderberg and two members of administration to prepare a response to Jim Litkowski's presentation on September 14, 2020, bring back to Council for consideration and forward the response to Jim Litkowski.

CARRIED 20-405

7. BYLAWS

8. NEW BUSINESS

8.1 Alta Gas Franchise Fee 2021

KORBETT:

That Council for the Town of Pincher Creek agree that the Natural Gas Distribution Franchise Fee percentage for the year 2021 remain unchanged at 25%.

CARRIED 20-406

8.2 Fortis Franchise Fee 2021

JACKSON:

That Council for the Town of Pincher Creek agree that the Electric Distribution Franchise Fee percentage for the year 2021 remain unchanged at 13%.

CARRIED 20-407

8.3 REDress Project – Request for Support

ELLIOTT:

That Council for the Town of Pincher Creek Council direct administration to support the REDress initiative and proclaim the first week of October as REDress awareness week and direct administration to add the REDress Project to the proclamation list attached to the Town of Pincher Creek Proclamation Policy 123-96.

CARRIED 20-408

Fire Chief Dave Cox joined the meeting at 6:20 pm

8.4 Kootenai Brown Pioneer Village – Halloween Event

BARBER:

That Council for the Town of Pincher Creek authorize Councillor O'Rourke to attend Kootenai Brown Pioneer Village "Halloween in the Village" on Saturday October 31, 2020.

CARRIED 20-409

8.5 25th Annual Awards of Excellence Sponsorship
McGILLIVRAY:

That Council for the Town of Pincher Creek agree to provide a sponsorship of \$175 as a Diamond Sponsor for the Pincher Creek & District Chamber of Commerce Awards of Excellence to be funded from the general contingency fund 7412 002 700.

CARRIED 20-410

9. REPORTS

9.1 Upcoming Committee Meetings and Events

Regional Emergency Management
Emergency Services Commission
Oldman Watershed Council
Landfill Association

10. ADMINISTRATION

10.1 Council Information Distribution List

KORBETT:

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

CARRIED 20-411

Mayor Anderberg called a recess at 6:25 pm.

L. Rideout and M. Everts left the meeting at 6:25 pm

Mayor Anderberg called the meeting back to order at 6:39 pm.

11. CLOSED MEETING DISCUSSION

O'ROURKE:

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, September 28, 2020 at 6:33 pm in accordance with section 16, 19, 24 and 27 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Finance and Human Resources, Administrative Manager and Fire Chief in attendance.

CARRIED 20-412

Fire Chief Dave Cox left the meeting at 7:06 pm

Director of Emergency Management Brett Wuth joined the meeting at 7:07 pm

Director of Emergency Management Brett Wuth left the meeting at 7:17 pm

JACKSON:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, September 28, 2020 at 8:30 pm.

CARRIED 20-413

Mayor Anderberg called a recess at 8:30 pm.

Mayor Anderberg called the meeting back to order at 8:43 pm.

McGILLIVRAY:

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, September 28, 2020 at 8:43 pm in accordance with section 16, 19, 24 and 27 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Finance and Human Resources, Administrative Manager and Fire Chief in attendance.

CARRIED 20-414

Councillor Elliott declared a potential conflict of interest with item 11.4 and left the meeting at 8:44 pm.

Councillor Elliott returned to the meeting at 8:52 pm.

W. Catonio left the meeting at 9:05 pm.

JACKSON:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, September 28, 2020 at 9:14 pm.

CARRIED 20-415

11.1 Pincher Creek Emergency Services Commission 2021 Draft Budget – FOIP s. 16

McGILLIVRAY:

That Council for the Town of Pincher Creek receive the Pincher Creek Emergency Services Commission 2021 Draft Budget as presented.

CARRIED 20-416

McGILLIVRAY:

That Council for the Town of Pincher Creek consider the Pincher Creek Emergency Services Commission Funding Formula during 2021 budget deliberations.

Councillor Barber requested a recorded vote;

IN FAVOR

McGillivray
O'Rourke
Jackson
Elliott
Anderberg

OPPOSED

Barber
Korbett

CARRIED 20-417

11.2 Pincher Creek Regional Emergency Management Organization Update – FOIP s.

24

ELLIOTT:

That Council for the Town of Pincher Creek receive the Pincher Creek Regional Emergency Management Organization Update from Director of Emergency Management.

CARRIED 20-418

11.3 Landfill Recycling Proposal – FOIP s. 27

McGILLIVRAY:

That Council for the Town of Pincher Creek direct administration to schedule a Recycle Committee meeting to discuss the Crowsnest/Pincher Creek Landfill Association Recycling pick-up and processing proposal.

CARRIED 20-419

11.4 Lease Agreement Pincher Creek 5 Pin Bowlers Association – FOIP s. 16 & 24

KORBETT:

That Council for the Town of Pincher Creek grant the Pincher Creek 5 Pin Bowlers Association request waiving the rent, to be reassessed quarterly, until September 2021 as per the amounts shown in Schedule C and D of the Lease Agreement dated May 1, 2018 for that portion of the Community Recreation Centre Plan 3880BD, Block 1, the area known as the Bowling Lanes and Squash Courts, and direct administration to investigate COVID grant relief funds.

CARRIED 20-420

Elliott abstained from voting

11.5 Pincher Creek Foundation Requisition Calculation Amendment – FOIP s. 16

ELLIOTT:

That Council for the Town of Pincher Creek agree to amend the funding formula calculation proposed by the Intermunicipal Collaboration Framework Committee for the requisition from the Pincher Creek Foundation as presented with a five (5) year phase in starting 2021.

CARRIED 20-421

11.6 Chief Administrative Officer Performance Evaluation – FOIP s. 19

McGILLIVRAY:

That Council for the Town of Pincher Creek agree to hold a Special Meeting of Council on October 21, 2020 at 1:00 pm to create the Chief Administrative Officer Performance Evaluation.

CARRIED 20-422

11.7 Health Minister Meeting

KORBETT:

That Council for the Town of Pincher Creek direct administration to schedule a meeting with the Minister of Health the week of October 19 or a date suitable to the minister.

CARRIED 20-423

11.8 Old RCMP Building Rental Inquiry

ELLIOTT:

That Council for the Town of Pincher Creek direct administration to proceed with the rental of the Old RCMP Building located at 659 Main Street.

CARRIED 20-424

12. NOTICE OF MOTION

**13. ADJOURNMENT
O'ROURKE:**

That this meeting of Council on September 28, 2020 be hereby adjourned at 9:21 pm.

CARRIED 20-425

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 13th DAY OF OCTOBER 2020 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON TUESDAY OCTOBER 13, 2020
AT 6:00 P.M.**



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
October 7, 2020 – 9:00 AM
962 St. John Avenue, Council Chambers
Virtually via GoToMeeting

ATTENDANCE:

- Mayor: D. Anderberg
- Councillors: B. McGillivray, M. Barber, S. O'Rourke, L. Jackson, W. Elliott and S. Korbett
- Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; L. Rideout, Director of Community Services; M. Everts, Events, Marketing & Economic Development Officer; D. Green, Family and Community Support Services Coordinator 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 October 7, 2020 agenda as amended, the amendment being the addition of item 9.1 Emergency Services Commission Negotiations.

CARRIED COTW 2020-093

Mayor Anderberg called a recess at 10:00 am.

M. Everts left the meeting at 10:00 am.

D. Green joined the meeting at 10:07 am.

W. Catonio left the meeting at 10:18 am.

Mayor Anderberg called the meeting back to order at 10:18 am.

3. Committee Reports

ELLIOTT	September 1	Special Municipal Development and Subdivision Authority
	September 10	Elected Officials
	September 14	Regular Council
	September 21-24	AUMA Conference
	September 22	Operations Committee
	September 28	Regular Council
O'ROURKE	September 2	Committee of the Whole
	September 14	Regular Council
	September 10	Elected Officials
	September 24-25	AUMA Conference
	September 28	Regular Council
JACKSON	September 1	Special Municipal Development and Subdivision Authority
	September 2	Committee of the Whole
	September 11	Special Municipal Development and Subdivision Authority
	September 14	Intermunicipal Development Plan Committee
	September 14	Airport Committee
	September 17	Policy Review Committee
	September 22	Operations Committee
	September 23	Pincher Creek Foundation
	September 24-25	AUMA Conference
	September 28	Regular Council
	September 30	Regional Emergency Management Organization
KORBETT	September 2	Committee of the Whole
	September 2	Alberta SouthWest
	September 9	Physician Retention Strategy Session
	September 10	Elected Officials
	September 14	Regular Council
	September 14	Special Emergency Services Commission
	September 17	Physician Retention Strategy Session
	September 17	Community Early Learning Centre
	September 21	Health Professions Attraction and Retention Committee
	September 24	AUMA Conference
	September 28	Regular Council
September 30	Regional Emergency Management Organization	

BARBER	September 2	Committee of the Whole
	September 8	Emergency Services Commission Negotiation
	September 9	Emergency Services Commission Negotiation
	September 10	Elected Officials
	September 14	Intermunicipal Development Plan Committee
	September 14	Regular Council
	September 15	Emergency Services Commission Negotiation
	September 16	Emergency Services Commission Negotiation
	September 18	Community Futures
	September 20	Emergency Services Commission Negotiation
	September 21	Emergency Services Commission Negotiation
	September 23	Community Futures
	September 24-25	AUMA Conference
September 30-October 1	Community Futures Conference	

McGILLIVRAY	September 1	Special Municipal Development and Subdivision Authority
	September 2	Committee of the Whole
	September 9	Physician Retention Strategy Session
	September 9	Alberta Recycling Event
	September 10	Elected Officials
	September 11	Special Municipal Development and Subdivision Authority
	September 11	Intermunicipal Collaboration Framework
	September 14	Regular Council
	September 16	Landfill Association
	September 17	Policy Review Committee
	September 17	Physician Retention Strategy Session
	September 17	Community Early Learning Centre
	September 18	Pincher Creek Foundation
	September 21	Airport Committee
	September 22	Operations Committee
	September 23	Pincher Creek Foundation
	September 24-25	AUMA Conference
	September 28	Regular Council
	September 30	Special Landfill Association

Mayors Report

ANDERBERG	September 1	Minister of Municipal Affairs
	September 2	Committee of the Whole
	September 3	Rural Crime
	September 3	Oldman River Regional Services Commission
	September 9	Physician Retention Strategy Session

September 10	Elected Officials
September 11	Highway 3 Committee
September 11	Intermunicipal Collaboration Framework
September 14	Special Emergency Services Commission
September 14	Regular Council
September 17	Physician Retention Strategy Session
September 17	Community Early Learning Centre
September 24-25	AUMA Conference
September 28	Regular Council

KORBETT:

That Committee of the Whole for the Town of Pincher Creek receives the October 7, 2020 Committee Reports as information.

CARRIED COTW 2020-094

4. Administration

4.1 Upcoming Meetings

- October 14 – Transportation Committee
- October 14 – Joint Funding
- October 8 – Citizen Concern Sub Committee
- October 9 – Airport Committee
- October 23 – Policy Review Committee

5. Scheduled Delegations

5.1 Business Recovery Support Program – Bob Dyrda – 9:00 am

Bob Dyrda attended the meeting to provide an update on the Business Recovery Support Program.

5.2 Facilities Committee Concerns – Ianthe Goodfellow – 9:15 am

Ianthe Goodfellow attended the meeting to express concerns regarding the Facilities Committee.

5.3 KCL Consulting Ltd. – Kevin Lawrence – 9:30 am

KCL Consulting Ltd. – Kevin Lawrence attended the meeting to provide assessment information.

6. Business Arising from the Minutes

7. Policy

8. New Business

8.1 Interim Alberta Police Advisory Board Survey on Provincial Policing

JACKSON:

That Committee of the Whole for the Town of Pincher Creek direct administration to complete the AUMA/RMA sponsored municipal survey for RCMP Police Services in Alberta as discussed.

CARRIED COTW 2020-095

8.2 Strategic Plan Review

ELLIOTT:

That Committee of the Whole for the Town of Pincher Creek receive and approve the July 13, 2020 Strategic Plan Review Report and identify any new planning priorities if necessary.

Councillor O'Rourke requested a recorded vote

IN FAVOR

KORBETT
BARBER
McGILLIVRAY
JACKSON
ELLIOTT
ANDERBERG

OPPOSED

O'ROURKE

CARRIED COTW 2020-096

McGILLIVRAY:

That Committee of the Whole for the Town of Pincher Creek direct administration to contact George Cuff to provide a Council Master Class overview and associated costs to be presented at the October 13, 2020 regular meeting of Council for consideration.

CARRIED COTW 2020-097

D. Green and L. Rideout left the meeting at 11:36 am.

9. Closed Session

McGILLIVRAY:

That Committee of the Whole for the Town of Pincher Creek agree to move to a closed session of the Committee on Wednesday October 7, 2020 at 11:36 am in accordance with sections 16 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer and Administrative Manager in attendance.

CARRIED COTW 2020-098

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, October 7, 2020 at 11:44 am.

CARRIED COTW 2020-099

9.1 Emergency Services Commission Negotiations – FOIP s. 16

KORBETT:

That Committee of the Whole for the Town of Pincher Creek receive the information regarding Emergency Services Commission Negotiations as presented.

CARRIED COTW 2020-100

10. Adjournment

JACKSON:

That this session of Committee of the Whole be adjourned at 11:44 am.

CARRIED COTW 2020-101

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 13th DAY OF OCTOBER, 2020**

Mayor, D. Anderberg

CAO, L. Wilgosh

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Bylaw No. 1547-AJ – Land Use Bylaw Amendment	
PRESENTED BY: Gus Kollee, Legislative Service Manager	DATE OF MEETING: 10/13/2020

PURPOSE:

To present Council for the Town of Pincher Creek with the proposed Land Use Bylaw Amendment, Bylaw No. 1547-AJ, to include Food bank use and standard of development for this use be part of the land use bylaw.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give Bylaw No. 1547-AJ amending the Land Use Bylaw No. 1547 first reading.

That Council for the Town of Pincher Creek agree to hold a Public Hearing on Bylaw No. 1547-AJ amending the Land Use Bylaw on November 9, 2020 before consideration of second and/or third reading.

BACKGROUND/HISTORY:

The Town received an Application for a Development Permit for a change of use to accommodate a Food bank in a Downtown / Retail Commercial - C1 land use district.

In consultation with the Towns’ Oldman River Regional Services Commission (ORRSC) - Senior Planner it's recommended that for clarity the Town considers amending the Land Use Bylaw adding “Food bank” in the Discretionary Uses; Downtown / Retail Commercial – C1 land use district.

In addition, that Schedule 13; Definitions include the words “Food bank” accordingly.

Food bank services are considered essential given the pandemic and economic times.

ALTERNATIVES:

1.) That Council for the Town of Pincher Creek direct administration to bring back Bylaw No. 1547-AJ amending the Land Use Bylaw No. 1547 for first reading to the next Town Council meeting.

2.) That Council for the Town of Pincher Creek receives Bylaw No. 1547-AJ amending the Land Use Bylaw No. 1547 as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Food bank services are considered essential given the pandemic and economic times.

FINANCIAL IMPLICATIONS:

There is cost for advertising the Public Hearing and showing the proposed amendments. In addition, the online Land Use Bylaw is to be updated accordingly.

PUBLIC RELATIONS IMPLICATIONS:

In addition to the Towns' Departments referral comments, Town residents are to be notified in accordance with the Land Use Bylaw section 50 and the Municipal Government Act (MGA) sections 230, 606 and 692. Subsequent, to first reading of Bylaw No. 1547-AJ, Notice of Public Hearing on Bylaw 1547-AJ is to be published for two consecutive weeks in the local weekly newspaper as per Advertising for Public Hearing Policy Number 115-95. The suggested dates for advertising are October 21 and 28th, 2020 respectively.

ATTACHMENTS:

- Draft Land Use Bylaw No. 1547-AJ - 504
- MGA s230, s606 and s692 - 504
- Notice of Public Hearing Bylaw No. 1547-AJ - 504

CONCLUSION/SUMMARY:

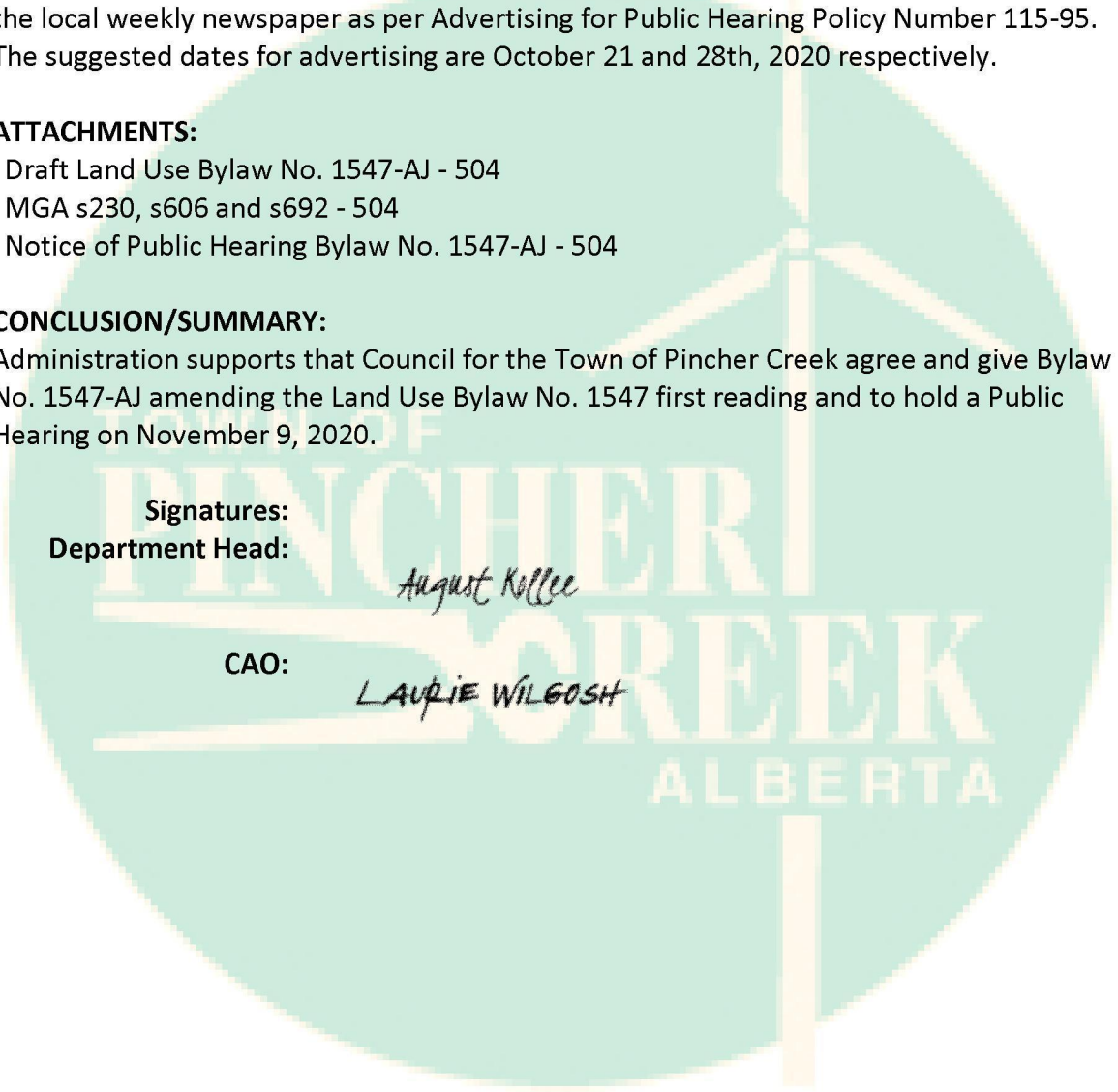
Administration supports that Council for the Town of Pincher Creek agree and give Bylaw No. 1547-AJ amending the Land Use Bylaw No. 1547 first reading and to hold a Public Hearing on November 9, 2020.

Signatures:
Department Head:

August Killee

CAO:

LAURIE WILGOSH





BYLAW NO. 1547-AJ
of the
TOWN OF PINCHER CREEK
IN THE PROVINCE OF ALBERTA
FOR THE PURPOSE OF AMENDING
LAND USE BYLAW NO. 1547

WHEREAS the Town of Pincher Creek has received a request for a development permit to accommodate the change of use for a food bank;

AND WHEREAS the Council for the Town of Pincher Creek deems it desirable to amend Land Use Bylaw No. 1547 to include food bank;

AND WHEREAS the Town of Pincher Creek must prepare a corresponding bylaw and provide for its consideration at a Public Hearing;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Pincher Creek, in the Province of Alberta, duly assembled does hereby enact the following amendments:

1. Schedule 2 – Land Use District Regulations; adding “**Food bank**” to the list;
Downtown / Retail Commercial – C1
Section 1. Discretionary Uses
2. Schedule 13 – Definitions; adding the following definition:
“**Food bank**” means a non-profit organization that collects donated food and distributes it to people in need.
3. Bylaw No. 1547, being the Town of Pincher Creek Land Use Bylaw, is hereby amended.
4. The land use district regulation lists and the definitions shall be amended to reflect this change.
5. This bylaw shall come into effect upon third and final reading hereof.

READ A FIRST TIME THIS 13th DAY OF October, 2020, A.D.

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

READ A SECOND TIME THIS _____ DAY OF _____, 2020, A.D.

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

READ A THIRD TIME THIS _____ DAY OF _____, 2020, A.D.

MAYOR, Don Anderberg

CAO, Laurie Wilgosh

DRAFT

and the meeting must be held no later than 30 days after the chief administrative officer declares the petition to be sufficient.

1994 cM-26.1 s229;1995 c24 s27

Public Hearings

When to hold public hearing

230(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,

- (a) before second reading of the bylaw, or
- (b) before council votes on the resolution.

(2) When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must

- (a) give notice of the public hearing in accordance with section 606, and
- (b) conduct the public hearing during a regular or special council meeting.

(3) A council may by bylaw establish procedures for public hearings.

(4) In the public hearing, council

- (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
- (b) may hear any other person who wishes to make representations and whom the council agrees to hear.

(5) After considering the representations made to it about a proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may

- (a) pass the bylaw or resolution,
- (b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- (c) defeat the bylaw or resolution.

(6) The minutes of the council meeting during which the public hearing is held must record the public hearing to the extent directed by the council.

RSA 2000 cM-26 s230;2015 c8 s31

Petitions for Vote of the Electors - Advertised Bylaws and Resolutions

Petition for vote on advertised bylaws and resolutions

231(1) Except for a bylaw under section 22 or a bylaw or resolution under Part 17, after a proposed bylaw or resolution that is required to be advertised under this or another enactment has been advertised, the electors may submit a petition for a vote of the electors to determine whether the proposed bylaw or resolution should be passed.

(2) A separate petition must be filed with respect to each advertised bylaw or resolution even if a council advertises 2 or more bylaws or resolutions in a single advertisement.

(3) A petition under this section for a vote of the electors on a proposed bylaw required to be advertised by Part 8 is not sufficient unless it is filed with the chief administrative officer within 15 days after the last date on which the proposed bylaw or resolution is advertised.

(4) A petition under this section for a vote of the electors on a proposed bylaw or resolution required to be advertised by another Part of this Act or another enactment is not sufficient unless it is filed with the chief administrative officer within 60 days after the last date on which the proposed bylaw is advertised.

(5) If a sufficient petition is received under this section, the council must either

- (a) decide not to proceed with the proposed bylaw or resolution, or
- (b) decide to proceed with the proposed bylaw or resolution and submit the bylaw or resolution to a vote of the electors within 90 days after the chief administrative officer declares the petition to be sufficient.

(6) If a vote of the electors approves the proposed bylaw or resolution, the council must proceed to pass it.

(7) If a vote of the electors does not approve the proposed bylaw, the council must not give the bylaw any further readings and any previous readings are rescinded.

absence of evidence to the contrary, of the matters set out in the certificate.

(8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

RSA 2000 cM-26 s606;2015 c8 s56;2017 c13 s3

Advertisement bylaw

606.1(1) A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.

(2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.

(3) Council must conduct a public hearing before making a bylaw under subsection (1).

(4) A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or (b) or by a method provided for in a bylaw made under this section.

(5) A notice of a bylaw proposed to be made under subsection (1) must contain

- (a) a statement of the general purpose of the proposed bylaw,
- (b) the address or website where a copy of the proposed bylaw may be examined, and
- (c) an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw.

(6) A bylaw passed under this section must be made available for public inspection.

2015 c8 s57;2017 c13 s3

Service of documents

607 The service of a document on a municipality is sufficient if

- (a) the document is served personally on the chief administrative officer or a person working for the municipality in the office of the chief administrative officer,

consistent with any growth plan approved under Part 17.1 pertaining to that municipality.

(7) Section 692 does not apply when a statutory plan or a land use bylaw is amended or repealed according to a decision of the Board under this section.

(8) The Municipal Government Board's decision under this section is binding, subject to the rights of either municipality to appeal under section 688.

RSA 2000 cM-26 s690;2009 cA-26.8 s83;
2013 c17 s5;2015 c8 s75

Board hearing

691(1) The Municipal Government Board, on receiving a notice of appeal and statutory declaration under section 690(1)(a), must

- (a) commence a hearing within 60 days after receiving the notice of appeal or a later time to which all parties agree, and
- (b) give a written decision within 30 days after concluding the hearing.

(2) The Municipal Government Board is not required to give notice to or hear from any person other than the municipality making the appeal, the municipality against whom the appeal is launched and the owner of the land that is the subject of the appeal.

1995 c24 s95;1999 c11 s45

Division 12 Bylaws, Regulations

Planning bylaws

692(1) Before giving second reading to

- (a) a proposed bylaw to adopt an intermunicipal development plan,
- (b) a proposed bylaw to adopt a municipal development plan,
- (c) a proposed bylaw to adopt an area structure plan,
- (d) a proposed bylaw to adopt an area redevelopment plan,
- (e) a proposed land use bylaw, or
- (f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

(2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.

(3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,

- (a) councils may hold a joint public hearing to which section 184 does not apply, and
- (b) municipalities may act jointly to satisfy the advertising requirements of section 606.

(4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),

- (a) include in the notice described in section 606(2)
 - (i) the municipal address, if any, and the legal address of the parcel of land, and
 - (ii) a map showing the location of the parcel of land,
- (b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and
- (c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.

(5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.

(6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.

(6.1) Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.

(7) In this section,

- (a) “adjacent land” means land that is contiguous to the parcel of land that is being redesignated and includes
 - (i) land that would be contiguous if not for a highway, road, river or stream, and
 - (ii) any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;
- (b) “owner” means the person shown as the owner of land on the assessment roll prepared under Part 9.

(8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must

- (a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and
- (b) decide whether or not to proceed with consultation.

~~(9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.~~

RSA 2000 cM-26 s692;2008 c37 s9;2009 cA-26.8 s83

Airport vicinity regulations

693(1) The Lieutenant Governor in Council may make regulations

- (a) establishing international airport vicinity protection areas surrounding the Calgary International Airport and the Edmonton International Airport;
- (b) controlling, regulating or prohibiting any use and development of land within an international airport vicinity protection area.

(2) Unless the contrary is expressed in regulations made under subsection (1), those regulations

- (a) operate despite any statutory plan, land use bylaw or other regulations under this Part, and



NOTICE OF PUBLIC HEARING
Town of Pincher Creek in the Province of Alberta
Proposed Bylaw No. 1547-AJ to be held at 6:00 p.m.
Monday November 9th, 2020
962 St. John Avenue Town Hall in Council Chambers

PURSUANT to Sections 230, 606 and 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Council of the Town of Pincher Creek in the Province of Alberta, hereby give notice of its intention to adopt Bylaw No. 1547-AJ being a bylaw to amend Town of Pincher Creek Land Use Bylaw No. 1547.

THE PURPOSE of proposed Bylaw No. 1547-AJ is to include Food bank use in the land use district regulations with land use bylaw amendments as follows:

1. Schedule 2 – Land Use District Regulations; adding “**Food bank**” to the list;

Downtown / Retail Commercial – C1
Section 1. Discretionary Uses

2. Schedule 13 – Definitions; adding the following definition:

“**Food bank**” means a non-profit organization that collects donated food and distributes it to people in need.

THEREFORE, TAKE NOTICE that a public hearing to consider the proposed Land Use Bylaw Amendment Bylaw No. 1547-AJ will be held on Monday November 9th, 2020 in the Council Chambers of the Town of Pincher Creek Town Hall at 6:00 p.m.

Any person who claims to be prejudicially affected by the proposed Bylaw No. 1547-AJ may submit comments or give notice of oral presentation by 12:00 Noon on Wednesday November 4th, 2020. A copy of the proposed bylaw may be inspected at the Town of Pincher Creek Office, 962 St. John Avenue, during regular hours.

Laurie Wilgosh,
Chief Administrative Officer

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Proposed options to install sidewalk from PCCELC daycare to St. Michael's School	
PRESENTED BY: Al Roth, Director of Operations	DATE OF MEETING: 10/13/2020

PURPOSE:

to provide options to Council for sidewalk access between the daycare and St. Michaels School.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the two options for access between the Sage Early Learning Centre and St. Michael's School as presented.

BACKGROUND/HISTORY:

When the Childcare building was first in discussion, a safe walkway to the school was discussed.

It was suggested by Chris Smeaten (former Superintendent for Holy Spirit) that crossing the bridge and parking lot made the most sense. The building committee agreed that this was the logical space to move the children from one building to the other.

A citizen of the community wanted to upgrade the bridge and a donation was made.(\$5000).

Mr. Green looked into bridge upgrades and was informed they would have architecturally approved.

There has been concerns voiced by the staff of St Mikes and Sage that this route is not realistic without some kind of path system for wheel chair access. The current situation will also be difficult for the children once there is snow on the ground.

ALTERNATIVES:

To bring both alternatives for access between the Sage Early Learning Centre and St. Michael's School to the next PCCELC meeting for review and recommendation.

To approve the proposed sidewalk development on the south side of St. Michael's School to allow access between the Sage Early Learning Centre and the school along McDougall St. and make a request to the Provincial Municipal Stimulus Program for a change in location.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The new Alberta Government Stimulus program will only fund Infrastructure on public Town property

ISL Engineering suggests that option 1 in the attachment supports a 2%-5% natural slope for wheelchair assisted clients from the PPELC, Life Safety issue.

FINANCIAL IMPLICATIONS:

The cost of the two options is as follows,

Option #1

Create a separate trail on private property to accommodate the pedestrian traffic between the PPELC and St. Michaels school as per ISL Engineering drawing attachment.
- Approx. 65 meters @ \$225.00/ m = \$ 14 625.00 (Pedestrian bridge not included).

Option #2

-Approx. 143 meters @ \$350.00 = \$ 50 050.00.

At the August 24, 2020 Council meeting Council directed administration to submit two projects for the Municipal Stimulus Program for approval. One of the projects chosen to submit was a New Sidewalk on Frederick's Street from Bev. McLachlin to Hewetson at a cost of \$80 000.00. If that money is to be reallocated to the sidewalk at St. Michaels's Daycare Council would have to pass another resolution in support of new location and the details of the project be given to the Stimulus Program funding as they have already stated they are willing to accept that information.

Administration would follow up on informing the community that the money is being reallocated to another project and that the sidewalk on Frederick street would be postponed with no future date planned.

PUBLIC RELATIONS IMPLICATIONS:

Residents in the area of Frederick street that have been informed that a sidewalk in that area will be installed in early 2021.

ATTACHMENTS:

- ISL Engineering designated Trail - 491
- Proposed sidewalk map - 491

CONCLUSION/SUMMARY:

Administration supports the development of a sidewalk along McDougall St. to allow access from the Sage Early Learning Centre to St. Michael's School and approaching the provincial Municipal Stimulus program for the funding allocation.

Signatures:

Department Head:

La Vonne

CAO:

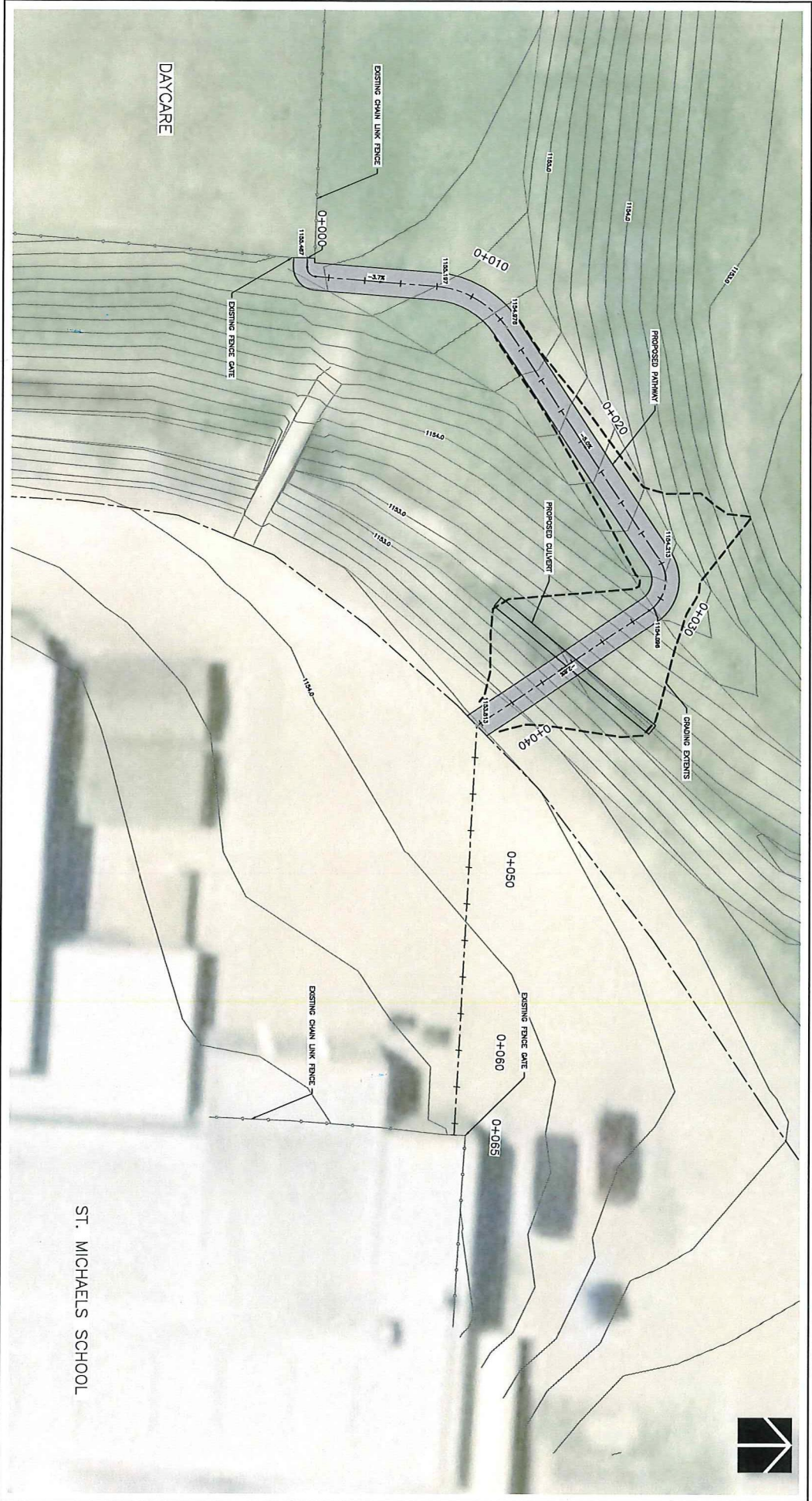
LAURIE WILGOSH



NOTE: ALL DIMENSIONS ARE
PROVIDED IN 1/4" = 1' FORMAT
PRELIMINARY
FOR DISCUSSION ONLY
SUBJECT TO REVISION



SEPTEMBER 30, 2020



ST. MICHAELS PATHWAY
EXHIBIT DRAWING

ST. MICHAELS SCHOOL

DAYCARE

EXISTING CHAIN LINK FENCE

EXISTING FENCE DATE

EXISTING CHAIN LINK FENCE

EXISTING FENCE DATE

EXISTING CHAIN LINK FENCE

GRADING EXTENTS

PROPOSED PATHWAY

PROPOSED SALTERT

0+010

0+000

0+050

0+060

0+065

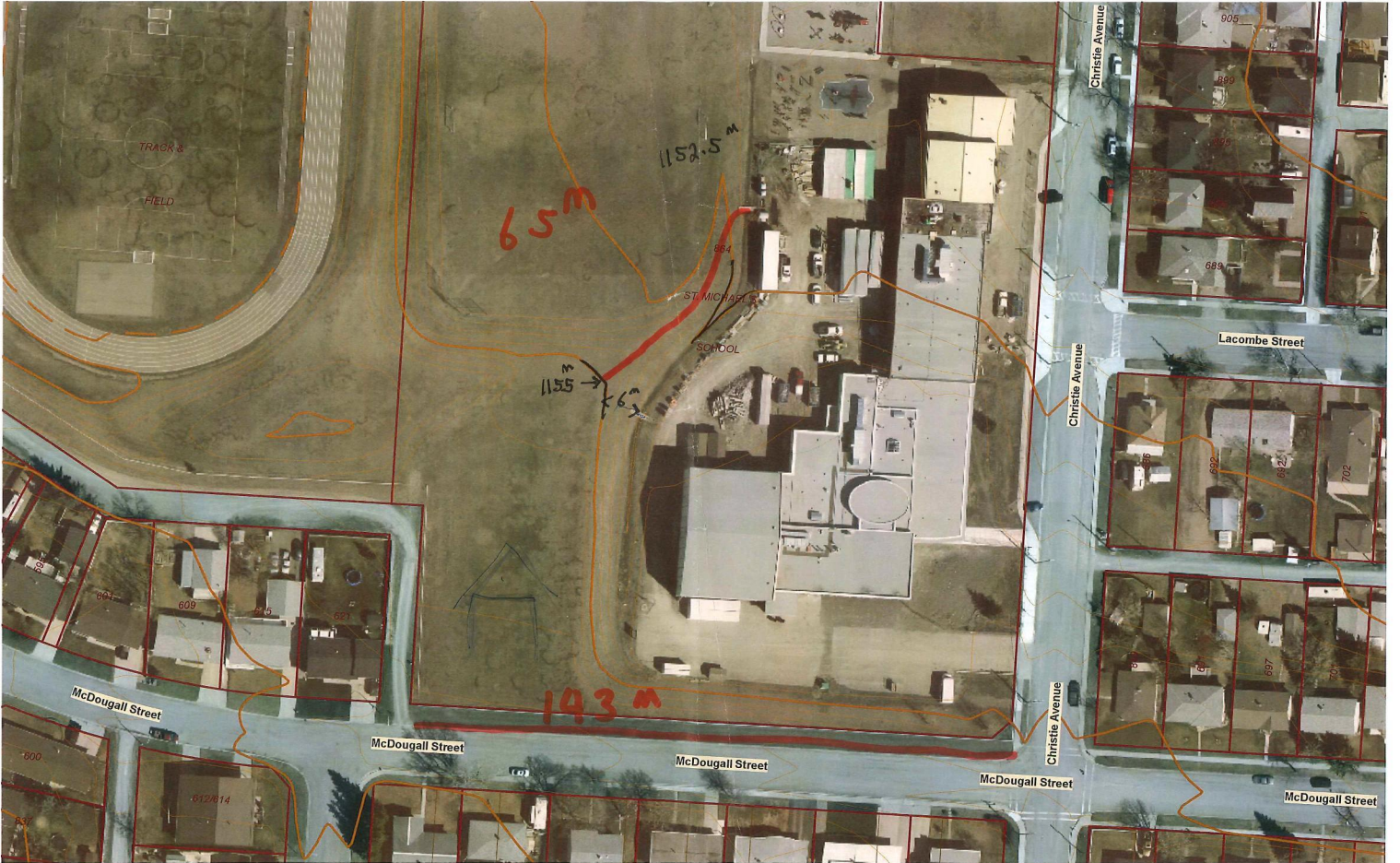
0+030

0+040



2.5 m Drop

9-1



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TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Revised Letter of Understanding #9: Full Time Pool Clerk	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 10/13/2020

PURPOSE:

To accept the Amended Letter of Understanding #9: Full Time Pool Clerk to recognize the annual increases in the Collective Agreement after the one year trial period as information.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the Amended Letter of Understanding #9: Full Time Pool Clerk as information.

BACKGROUND/HISTORY:

The Full Time Pool Clerk position was assessed and administration agrees that the additional administrative duties should be maintained with this position and therefore the Job Rate should continue as described in LOU #9. The LOU did not include the future wage rate increases according to Appendix A. An amendment was made to recognize this oversight.

ALTERNATIVES:

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

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

At the strategy session, Council identified maintaining a positive relationship between staff and council as an objective.

FINANCIAL IMPLICATIONS:

Recognizing the annual increases will result in less than \$1,000 per year for the term of the collective agreement.

PUBLIC RELATIONS IMPLICATIONS:

none

ATTACHMENTS:

Amended Letter of Understanding No. 9 – 497

CONCLUSION/SUMMARY:

Administration supports council accepting the Letter of Understanding #9 as information.

Signatures:

Department Head:

Wendy Catonio

CAO:

LAURIE WILGOSH



Revised: Letter of Understanding #9: Full Time Pool Clerk

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 927
(Hereinafter referred to as The Union)

AND

TOWN OF PINCHER CREEK
(Hereinafter referred to as the Employer)

RE: Full Time Pool Clerk

The Parties agree that the Job Rate for the Full Time Pool Clerk be revised as follows from November 29th, 2018 for a one-year trial period.

The Full Time Pool Clerk shall be paid an hourly wage rate of \$20.00/Hour, plus an additional 1.25% as of April 1st, 2019. This rate is reflective of additional administrative duties currently being carried out in the position and will allow the employer to assess the organizational structure moving forward.

"The Full Time Pool Clerk shall continue to receive the annual increases as described in Appendix A: Wage Rates as of April 1, 2020 2.0% and as of April 1, 2021 2.5%."

Agreed to this 30 day of SEPTEMBER 2020

ON BEHALF OF TOWN OF PINCHER CREEK	ON BEHALF OF CANADIAN UNION OF PUBLIC EMPLOYEES, Local 927
	

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Municipal Operating Support Transfer - Memorandum of Agreement	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 10/13/2020

PURPOSE:

To approve and sign the Memorandum of Agreement for the Municipal Operating Support Transfer Grant.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve and sign the Municipal Operating Support Transfer Memorandum of Agreement.

BACKGROUND/HISTORY:

The Government of Alberta and the Government of Canada have agreed to provide funding to support municipalities which have experienced significant operating impacts due to the COVID-19 pandemic. Funding is to be used for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations.

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the Memorandum of Agreement as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Upon execution of the Memorandum of Agreement, the Town will receive the funds.

FINANCIAL IMPLICATIONS:

The Town of Pincher Creek's allocation is \$373,785 which must be spent by March 31, 2021.

PUBLIC RELATIONS IMPLICATIONS:

The Municipal Operating Support Transfer funds will assist the Town in paying fixed operating costs incurred on facilities that were required to close to the public due to COVID-19.

ATTACHMENTS:

- 2020 Municipal Sustainability Initiative Allocations - 501
- Memorandum of Agreement - 501
- MOST Program Guidelines - 501

CONCLUSION/SUMMARY:

Administration supports Council accepting and signing the Memorandum of Agreement for the Municipal Operating Support Transfer.

Signatures:

Department Head:

Wendy Catonio

CAO:

LAURIE WILGOSH



Municipality	MOST General Operating Component	MOST General Operating - Tourism Component	MOST Transit Component	Previously Allocated MSI Operating Funding	Total Funding
GIBBONS	\$324,877	\$0	\$0	\$33,632	\$358,509
GRIMSHAW	\$280,222	\$0	\$0	\$157,158	\$437,380
HANNA	\$264,122	\$0	\$0	\$148,492	\$412,614
HARDISTY	\$61,097	\$0	\$0	\$19,295	\$80,392
HIGH LEVEL	\$409,226	\$0	\$0	\$131,159	\$540,385
HIGH PRAIRIE	\$264,628	\$0	\$0	\$89,924	\$354,552
HIGH RIVER	\$1,427,891	\$0	\$0	\$104,606	\$1,532,497
HINTON	\$1,005,641	\$0	\$0	\$80,546	\$1,086,187
INNISFAIL	\$799,579	\$0	\$0	\$65,372	\$864,951
IRRICANA	\$128,131	\$0	\$0	\$50,429	\$178,560
KILLAM	\$105,145	\$0	\$0	\$43,874	\$149,019
LAMONT	\$184,633	\$0	\$0	\$66,402	\$251,035
LEGAL	\$141,193	\$0	\$0	\$85,176	\$226,369
MAGRATH	\$251,566	\$0	\$0	\$141,251	\$392,817
MANNING	\$124,789	\$0	\$0	\$49,400	\$174,189
MAYERTHORPE	\$138,662	\$0	\$0	\$83,676	\$222,338
MCLENNAN	\$85,096	\$0	\$0	\$92,778	\$177,874
MILK RIVER	\$88,741	\$0	\$0	\$58,133	\$146,874
MILLET	\$201,949	\$0	\$0	\$71,867	\$273,816
MORINVILLE	\$1,006,755	\$0	\$0	\$75,537	\$1,082,292
MUNDARE	\$91,273	\$0	\$0	\$39,995	\$131,268
NANTON	\$225,846	\$0	\$0	\$28,919	\$254,765
NOBLEFORD	\$134,409	\$0	\$0	\$52,155	\$186,564
OKOTOKS	\$2,941,713	\$0	\$0	\$215,100	\$3,156,813
OLDS	\$934,963	\$0	\$0	\$75,983	\$1,010,946
ONOWAY	\$109,195	\$0	\$0	\$45,209	\$154,404
OYEN	\$108,487	\$0	\$0	\$68,272	\$176,759
PEACE RIVER	\$697,814	\$0	\$0	\$59,398	\$757,212
PENHOLD	\$365,786	\$0	\$0	\$118,551	\$484,337
PICTURE BUTTE	\$188,279	\$0	\$0	\$67,385	\$255,664
PINCHER CREEK	\$373,785	\$0	\$0	\$36,942	\$410,727
PONOKA	\$737,001	\$0	\$0	\$226,297	\$963,298
PROVOST	\$207,315	\$0	\$0	\$73,841	\$281,156
RAINBOW LAKE	\$85,501	\$0	\$0	\$56,832	\$142,333
RAYMOND	\$434,439	\$0	\$0	\$234,290	\$668,729
REDCLIFF	\$572,050	\$0	\$0	\$49,789	\$621,839
REDWATER	\$212,885	\$0	\$0	\$29,014	\$241,899
RIMBEY	\$264,932	\$0	\$0	\$30,818	\$295,750
ROCKY MOUNTAIN HOUSE	\$676,853	\$0	\$0	\$57,765	\$734,618
SEDGEWICK	\$87,121	\$0	\$0	\$38,775	\$125,896
SEXSMITH	\$270,299	\$0	\$0	\$30,779	\$301,078
SLAVE LAKE	\$678,474	\$0	\$0	\$57,443	\$735,917
SMOKY LAKE	\$102,614	\$0	\$0	\$65,550	\$168,164
SPIRIT RIVER	\$105,753	\$0	\$0	\$66,949	\$172,702
ST. PAUL	\$608,807	\$0	\$0	\$189,952	\$798,759
STAVELY	\$59,781	\$0	\$0	\$31,112	\$90,893
STETTLER	\$607,693	\$0	\$0	\$52,856	\$660,549
STONY PLAIN	\$1,811,663	\$0	\$0	\$130,452	\$1,942,115
STRATHMORE	\$1,374,832	\$0	\$0	\$101,620	\$1,476,452
SUNDRE	\$281,336	\$0	\$0	\$32,113	\$313,449
SWAN HILLS	\$136,738	\$0	\$0	\$83,109	\$219,847
SYLVAN LAKE	\$1,505,253	\$0	\$0	\$113,586	\$1,618,839
TABER	\$858,411	\$0	\$0	\$64,623	\$923,034
THORSBY	\$107,778	\$0	\$0	\$68,227	\$176,005
THREE HILLS	\$330,244	\$0	\$0	\$107,767	\$438,011
TOFIELD	\$215,720	\$0	\$0	\$27,673	\$243,393
TROCHU	\$112,132	\$0	\$0	\$70,116	\$182,248
TURNER VALLEY	\$264,122	\$0	\$0	\$31,631	\$295,753
TWO HILLS	\$151,117	\$0	\$0	\$156,626	\$307,743
VALLEYVIEW	\$193,645	\$0	\$0	\$70,010	\$263,655
VAUXHALL	\$128,738	\$0	\$0	\$135,139	\$263,877
VEGREVILLE	\$582,986	\$0	\$0	\$50,784	\$633,770
VERMILION	\$425,225	\$0	\$0	\$42,011	\$467,236
VIKING	\$114,663	\$0	\$0	\$71,527	\$186,190
VULCAN	\$199,113	\$0	\$0	\$70,968	\$270,081
WAINWRIGHT	\$639,894	\$0	\$0	\$54,544	\$694,438

MUNICIPAL OPERATING SUPPORT TRANSFER

MEMORANDUM OF AGREEMENT (hereinafter called "the Agreement")

BETWEEN:

HER MAJESTY THE QUEEN, in right of the
Province of Alberta, as represented by the
Minister of Municipal Affairs (hereinafter called
"the Minister")

AND

the **Town of Pincher Creek**
(hereinafter called "the Municipality")

hereinafter jointly called "the Parties"

Preamble:

WHEREAS the Municipal Operating Support Transfer represents a collaboration between the Province of Alberta and the Government of Canada to support municipalities in safely restarting their local economies;

WHEREAS the Municipal Operating Support Transfer will make operating funding available to the Municipality to use on incremental costs, and in compensation of foregone or reduced revenues, resulting from the COVID-19 pandemic;

WHEREAS under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000), the Minister is authorized to make grants and to enter into an agreement with respect to any matters relating to the payment of a grant.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

1. The preamble is incorporated as an integral part of this Agreement.
2. In this Agreement, unless the context requires otherwise, "Program Guidelines" means the guidelines for actions, events, criteria, report formats, and other directions applicable to the Municipal Operating Support Transfer as may be prescribed or determined by the Minister and as may be amended from time to time by the Minister.
3. The Parties shall execute this Agreement and the Municipality shall return an executed Agreement to the Minister prior to the Minister transferring any funds to the Municipality under this Agreement.

4. The Minister agrees to provide funds to the Municipality under the Municipal Operating Support Transfer subject to the following:
 - (i) Sufficient approved funding allocation by the Legislature;
 - (ii) Completion of any requirements as outlined in the Program Guidelines; and
 - (iii) Compliance with all other terms of the Agreement.
5. The Municipality agrees to provide to the Minister a summary of the actual expenditures of grant funding and the year-end grant balance on hand (Statement of Funding and Expenditures), including certification by the Municipality that it is in compliance with the terms and conditions of this Agreement, all in a format as prescribed in the Program Guidelines for this grant program.
6. The Municipality agrees to accept the funds provided by the Minister in accordance with the following additional terms and conditions:
 - (i) The Municipality shall maintain a separate accounting for the funds provided;
 - (ii) The Municipality shall ensure that funds provided are applied only to eligible expenditures as set out in the Program Guidelines;
 - (iii) All funds provided to the Municipality, not expended prior to March 31, 2021 shall be returned to the Government of Alberta;
 - (iv) If the municipality is found to be in contravention of the Agreement or the Program Guidelines, the municipality agrees to return all funds not spent in accordance with the Agreement or Program Guidelines to the Government of Alberta; and
 - (v) This Agreement does not replace, supersede, or alter the terms of any other existing funding Agreement between the Minister and the Municipality.
7. The Municipality shall adhere to all program eligibility criteria and other items or directions as outlined in the Program Guidelines.
8. The Municipality agrees that the funding provided under this program is for operating expenditures as outlined in the Program Guidelines.
9. The Municipality agrees to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to any books of accounts relating to funding and expenditures claimed under this Agreement; and any other such related documents as deemed necessary by the Minister in performing an audit of the expenditures funded under

this Agreement. All related documents shall be kept by the Municipality for a minimum of three years following completion of the program.

10. The Municipality shall indemnify and save harmless the Minister, his servants, agents and employees, from and against all actions, claims and demands arising directly or indirectly from the use of funds provided under this program, whether or not the damage arose as a result of the actions or omissions of third parties.
11. The Municipality agrees that it is not entitled to claim compensation for its costs, expenses, inconvenience or time expended in relation to the administration of the funds provided under this Agreement nor in respect to this Agreement.
12. The Parties agree to give this Agreement a fair and reasonable interpretation and, when required, to negotiate with fairness and candour any modifications or alteration thereof for the purpose of carrying out the intent of this Agreement and/or rectifying any omission in any of these provisions.
13. Notwithstanding the date for the expending of funds under section 6(iii) of this Agreement, this Agreement shall continue in effect until March 31, 2022.
14. The Agreement may be renewed or extended thereafter, for a further one (1) year period, if mutually agreed to in writing.
15. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if personally delivered, sent by prepaid registered mail, or e-mailed to the addresses as follows:

The Minister: Municipal Affairs
 15th Floor, Commerce Place
 10155 – 102 Street
 Edmonton, AB T5J 4L4

 Attention: Director, Grant Program Delivery

 Telephone: 780-422-7125
 E-mail: ma.municipalstimulus@gov.ab.ca

The Municipality: Town of Pincher Creek
 PO Box 159
 Pincher Creek, AB T0K 1W0

 Attention: Chief Administrative Officer

 Telephone: 403-627-3156
 E-mail: reception@pinchercreek.ca

or to such address as either party may furnish to the other from time to time.

16. Any dispute between the Minister and the Municipality on any question of law or fact arising out of this Agreement shall be submitted to and determined by the Court having jurisdiction over this Agreement.
17. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
18. If any portion of this Agreement is found to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
19. This Agreement is binding upon the Parties and their successors.
20. The Parties agree that the laws of the Province of Alberta will govern this Agreement.

The Parties have therefore executed the Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
 in Right of the Province of
 Alberta as Represented by
 the Minister of Municipal Affairs



Per: _____
MINISTER

Date: September 22, 2020

TOWN OF PINCHER CREEK

 Witness

Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

 Witness

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Date: _____

Municipal Operating Support Transfer (MOST)

Program Guidelines

Guidelines

These guidelines are intended to assist local governments participating in the Municipal Operating Support Transfer (MOST) in complying with the program terms and conditions. Local governments include municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows (referred to as 'municipalities' in these guidelines).

1. Program Objectives

Through the MOST, the Government of Alberta (GOA) and the Government of Canada are providing funding to support municipalities, which have experienced significant operating impacts due to the COVID-19 pandemic. Funding will be used for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations. This funding is provided through two separate allocations: general operating, and public transit support. Funding provided under both components will be administered together.

2. Key Dates and Contacts

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Executed Memorandum of Agreement	Submit by October 30, 2020	
Payment	Once memorandum of agreement has been signed	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email MA.MunicipalStimulus@gov.ab.ca
Deadline to spend funds	March 31, 2021	
Statement of Funding and Expenditures (SFE)	Due July 2, 2021	

3. Memorandum of Agreement

The Memorandum of Agreement (MOA) will be e-mailed to municipalities, and will cover both the general operating and public transit allocations. The MOA must be signed by the Chief Elected Official and Chief Administrative Officer or duly authorized signing officer. Municipalities should

complete the MOA, including witnesses for each signatory, and scan and submit them via email to MA.MunicipalStimulus@gov.ab.ca.

A duly executed MOA is sufficient to trigger payment. There is no application form for MOST.

Questions related to the submission of the MOA or reporting documents can be directed to a Grant Advisor by calling 780-422-7125 (toll-free 310-0000) or MA.MunicipalStimulus@gov.ab.ca.

4. Funding Formula and Allocations

Under the MOST funding formula, each municipality active as of May 1, 2020 will receive an allocation. MOST funding is allocated to municipalities in three funding envelopes, each with its own allocation formula. Allocations are available online at the [program website](#).

The Minister retains the authority to exclude Improvement Districts that do not have an advisory council from the funding allocation formula.

Funding Envelope	Amount	Allocation Approach
MOST Transit	\$140 million	<ul style="list-style-type: none"> Available to municipalities with public transit systems, and is allocated based on ridership (2018 Canadian Urban Transit Association statistics).
MOST General Operating	\$436.488 million	<ul style="list-style-type: none"> \$426.488 million is available to all municipalities, which receive \$5,000 in base funding with the remainder allocated according to population. \$10 million is available only to the towns of Jasper, Banff and Canmore, and is allocated based on estimated average daily visitors.
Municipal Sustainability Initiative (MSI) Operating*	\$30 million	<ul style="list-style-type: none"> Previously allocated as part of Budget 2020.

*MSI Operating funding is considered part of the MOST only for the purpose of matching federal funds. MSI Operating funding continues to be governed by the [MSI Operating Program Guidelines](#).

5. Eligibility Requirements

5.1) Eligible Recipients

For program purposes, an eligible recipient is referred to as a 'municipality' and includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Metis Settlement, and the Townsite of Redwood Meadows Administration Society.

For public transit funding, eligible recipients are those municipalities with public transit services that have ridership included in the 2018 Canadian Urban Transit Association statistics.

5.2) Eligible Expenses

Municipalities may use MOST funding for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations.

Incremental operating costs could include costs such as Personal Protective Equipment, communications, additional cleaning, supplemental staffing, and additional supports for vulnerable populations.

Operating losses or deficits could include losses or deficits due to decreases in revenues such as parking fees, recreation facility entrance fees, and building permit fees.

MOST funding may only be used for eligible operating expenses or operating losses or deficits incurred between April 1, 2020 and March 31, 2021. **Any funds not used for eligible expenses incurred before March 31, 2021, must be returned to the Government of Alberta.**

Municipalities that receive a MOST Transit allocation must use that portion of their allocation on eligible expenses associated with their public transit systems.

6. Payment Process

MOST payments are based on allocated funding amounts. There will be one MOST payment for each municipality, covering both the general operating and public transit portions, as applicable, conditional on the execution of the MOST Memorandum of Agreement and receipt of this agreement by Municipal Affairs.

7. Financial Reporting Requirements

7.1) Statement of Funding and Expenditures (SFEs)

Each municipality that received funds is required to submit an SFE by July 2, 2021 that reports on the use of MOST funds. The SFE form will be distributed at a later date, and will capture basic information including the category of expenditure to which the funding was applied. Expenditure categories will include:

- Personal Protective Equipment (General)
- Supplemental Cleaning (General)
- Supports for Vulnerable Populations (General)
- Replacement of reduced revenues (General)
- Personal Protective Equipment (Transit)
- Supplemental Cleaning (Transit)
- Replacement of reduced revenues (Transit)

Municipalities that receive funding under the MOST Transit envelope must report transit-related expenditures that are greater than or equal to the amount of funding received under the MOST Transit envelope.

7.2) Site Visits

Following program completion, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the overall experience with the MOST program.

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Pincher Creek & District Agricultural Society - Request for Support	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 10/13/2020

PURPOSE:

For Council to consider a request for support from the Pincher Creek & District Agricultural Society due to the Covid-19 pandemic.

RECOMMENDATION:

That Council for the Town of Pincher Creek refer the Pincher Creek & District Agricultural Society - Request for Support to the joint funding committee for consideration.

BACKGROUND/HISTORY:

Administration received a written request from the Pincher Creek and District Agricultural Society requesting operating financial assistance.

ALTERNATIVES:

That Council for the Town of Pincher Creek receives the Pincher Creek & District Agricultural Society - Request for Support as information.

That Council for the Town of Pincher Creek agree to support the Pincher Creek & District Agricultural Society with operating funding in the amount of \$_____ to be funded from general ledger account _____.

That Council recommend a similar request for assistance be made to the M.D. of Pincher Creek # 9.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

Operating funding for the Pincher Creek & District Agricultural Society is not included in the 2019 budget.

PUBLIC RELATIONS IMPLICATIONS:

Requests related to the Covid-19 pandemic situation have been addressed on a case by case basis.

ATTACHMENTS:

Pincher Creek & District Agricultural Society - Request for Support dated September 23, 2020 – 502

Pincher Creek & District Agricultural Society – Monthly Budget – October 2018 to September 2019 – 502 (Provided in confidential package)

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek refer the Pincher Creek & District Agricultural Society - Request for Support to the joint funding committee for consideration.

Signatures:

Department Head:

Lisa Goss

CAO:

LAURIE WILGOSH



Oct 13, 2020



Pincher Creek & District Agricultural Society

Established in 1907

PO Box 326
Pincher Creek, AB
TOK 1W0

September 23, 2020

Town of Pincher Creek
962 St. John Avenue
PO Box 159
Pincher Creek, AB
TOK 1W0

RECEIVED

SEP 28 2020

Town of Pincher Creek

Dear Mayor Anderberg, Council and CAO,

We are pleased with the outcome of our meeting concerning the manure pile. Thank you to those who attended.

As per discussion with Mayor Don Anderberg after the meeting on July 29, 2020 with Hilary Matheson (Vice President of the Pincher Creek & District Agricultural Society) it was agreed upon that the Ag Society would approach the Town for financial assistance in these trying times.

Due to Covid-19 we were ordered closed by Alberta Health Services on March 18, 2020. We were closed for several months then eventually opened on a limited basis. All events were canceled for 2020 as per Alberta Health Services guidelines.

This leaves the Ag Society with no sources of revenue until next summer and drastically impacts our ability to survive.

Please accept the following financial information regarding our operating costs. The budget is only based on very basic costs.

We are asking for assistance to be able to operate the facility until next summer.

Thank you for your consideration in this matter.

Best Regards,

Janet Watmough – President

Hilary Matheson – Vice President

Janet Watmough
Hilary Matheson

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: 39th Annual "Reverse" Santa Claus Parade	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 10/13/2020

PURPOSE:

For Council to consider an invitation to the 39th Annual "Reverse" Santa Claus Parade in Fort Macleod on Saturday November 28, 2020.

RECOMMENDATION:

That Council for the Town of Pincher Creek receive the 39th Annual "Revers" Santa Claus Parade invitation from the Fort Macleod Santa Claus Parade Committee as information.

BACKGROUND/HISTORY:

The Santa Claus Parade will be held November 28, 2020 with several changes to the format to accommodate gathering restrictions and safety guidelines set by Alberta Health Services due to the Covid-19 pandemic.

ALTERNATIVES:

That Council for the Town of Pincher Creek accepts the invitation from the Town of Fort Macleod Santa Clause Parade Committee to participate in the 39th Annual Santa Claus Parade on November 28, 2020 and that a member of Council be approved to attend.

That Council for the Town of Pincher Creek agrees to support the 39th Annual Santa Claus Parade in Fort Macleod in the amount of \$___ to be funded from Community Grants Contingency account 74-12-00-2770.

That Council for the Town of Pincher Creek agrees to support the 39th Annual Santa Claus Parade in Fort Macleod via donation to the goodie bags in the amount of \$_____ to be funded from Community Grants Contingency account 74-12-00-2770

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Council has attended and participated in this event in the past.

FINANCIAL IMPLICATIONS:

Travel expenses for Council members to attend various surrounding community events such as this are considered in the current budget.

PUBLIC RELATIONS IMPLICATIONS:

Crowds of up to 12,000 people attend the annual Santa Claus Parade in Fort Macleod.

ATTACHMENTS:

39th Annual Fort Macleod Santa Claus Parade Invitation - 503

CONCLUSION/SUMMARY:

Administration supports any of the recommendations and alternatives provided.

Signatures:

Department Head:

Lisa Goss

CAO:

LAURIE WILGOSH



Oct. 13/2020

Good Day,

September 22, 2020

On behalf of the Town of Fort Macleod and the Fort Macleod and District Chamber of Commerce, the Santa Claus Parade Committee would like to invite you to participate in this year's 39th annual Santa Claus Parade. It will take place on Saturday, Nov. 28th at 11:00 a.m. and this year's theme is "**A Hollywood Christmas**".

Due to the current gathering restrictions and safety guidelines set by Alberta Health Services because of the global pandemic, our parade is going to look quite different this year. We plan to have a **reverse style parade**, where the floats/registrants will be parked along the parade route and the spectators will remain in their vehicles and drive by. No candy or handouts will be given out by individual floats and participants this year. **However, volunteers will be compiling goodie bags that will be handed out to the first 2,000 children at the end of the parade. If you would like to contribute, please deliver to the Hand-in-Hand child centre located at 609 - 18th Street by Friday, November 20th and we will ensure your business is listed on the donor label.** Note: If the province launches stage 3 and gathering restrictions are lifted prior to parade day, we will proceed with the parade as normal.

We encourage you to be creative and have fun incorporating the theme, "A Hollywood Christmas", into your parade entry. Because you will be parked, it will be unnecessary to decorate the passenger side of your vehicle/float. **Please remember that Santa Claus is not to be used on any floats in the décor. He has his own float at the end of the parade.**

Typically, our annual Santa Claus Parade is said to be the "Biggest and Best, West of Toronto" with up to 100 entries, including several marching bands. Crowds of around 12,000 people have come from all over Southern Alberta lining our historic Main Street to watch our hour-long parade. Although it will not be the same and likely will not have many (if any) bands this year, we are confident it will still be fun and look forward to spreading some Christmas cheer and community spirit with you!

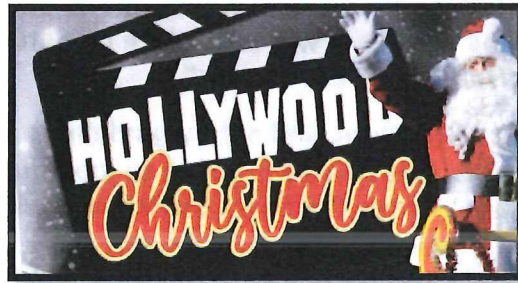
As you can imagine the costs of hosting this event are quite significant and it is only because of your generosity that our annual parade is successful. We invite and welcome you to participate in our parade and to also become a financial sponsor by contributing an amount with which you are comfortable. We are truly grateful for any and all donations and you will receive a Certificate of Appreciation. If you choose to become a corporate sponsor, you will be fully recognized for your contribution. Donors of \$500 or more will be included in our media coverage. For those who have donated in the past, a large banner with your name on it is available to be carried in the parade by yourself or your staff to celebrate your corporate sponsorship. If you are a new donor and would like a banner to be carried in the parade these are available for an additional fee.

As a valued member of our community, we look forward to your positive response of support. Please help us to continue this wonderful tradition in Fort Macleod. Donations can be dropped off at the Chamber of Commerce, or mailed to: Santa Claus Parade, PO Box 928, Fort Macleod, Alberta, T0L 0Z0. If a tax receipt is required please make cheques payable to the "Town of Fort Macleod", if no tax receipt is required please make cheques payable to the "Santa Claus Parade." Thank you so much and hope to see you on November 28th!

Sincerely,

Santa Claus Parade Committee

39th Annual “Reverse” Santa Claus Parade:

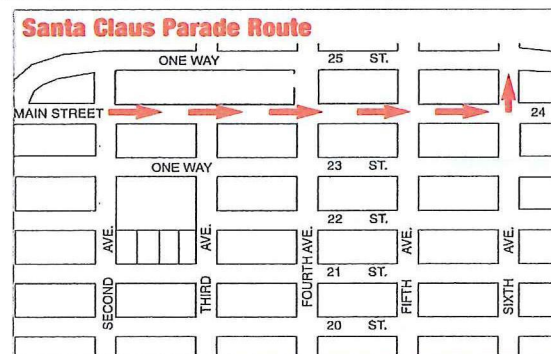


RECEIVED
OCT 5 2020
Town of Pincher Creek

Information Sheet

Please keep this sheet for the day of the parade!

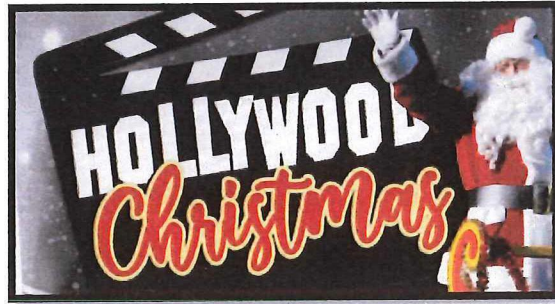
- Due to current gathering restrictions and safety guidelines the province has in place because of COVID-19, the parade will be held in “reverse”, meaning our registrants will be parked along the parade route and spectators will drive by. Please ensure you have ample room between the other floats when you park to enable you to properly social distance with your cohort if you get out of your vehicle. **If you are feeling unwell or exhibiting symptoms, please stay home.**
- The parade starts at 11:00 a.m. on Saturday, November 28th, 2020.
- Any parade participants are asked to line-up in their designated spot starting at 10:00 a.m.
- Parade Marshalls are located at the corner of 2nd Ave and 24th Street and will direct any entrants to the location where they are to line up. The Line-up assignments are also printed in the Macleod Gazette on Wednesday, November 25th, 2020.
- If you would like to know the line-up order, please e-mail prior to the parade.
- If your business has donated to the parade and has a banner to be carried, the individuals that are carrying the banner should meet at the corner of 2nd Ave and 24th Street (Avail CPA parking lot). The banners will be waiting there and the marshal will let you know where you will be along the parade route.
- **Candy or other handouts will not be permitted to be given out at the individual floats. Please do not approach the spectator’s vehicles. We will, however, have volunteers compiling goodie bags that will be safely distributed to the first 2,000 children at the end of the parade. If your business would like to contribute, please drop off at the Hand-in-Hand Centre at 609 – 18th Street by Friday, November 20th and your name will be added to the donor label.**
- Above all, make sure to HAVE FUN and SMILE!



This map shows the route the Santa Claus Parade will follow on Saturday.

Parade Entry Registration Form

The Town of Fort Macleod & Fort Macleod & District Chamber of Commerce present:



39th Annual "Reverse" Santa Claus Parade on Saturday, November 28th, 2020
Line – Up: 10 a.m. Parade Start: 11 a.m.

Name of Organization: _____

Contact Person: _____

Address: _____

Phone #: (_____) _____ Fax #: (_____) _____

Email: _____

Float Category Entered:

- | | |
|---|--|
| <input type="checkbox"/> 1. Float | <input type="checkbox"/> 2. Car/Golf Cart/Bike (please circle) |
| <input type="checkbox"/> 3. Truck & Trailer | <input type="checkbox"/> 4. Antique |
| <input type="checkbox"/> 5. Horse/Rider | <input type="checkbox"/> 6. Horse Drawn |
| <input type="checkbox"/> 7. Walking/Marching (in place) | <input type="checkbox"/> 8. Other, please describe on reverse |

Will you have music? Live _____ Taped _____ None _____

~~Will Candy be given out?~~ Yes _____ No _____

****No candy or handouts****

Volunteers will be compiling goodie bags for the first 2,000 children to be handed out safely in accordance with AHS guidelines at the end of the parade. If you would like to contribute, please drop off by Friday, Nov. 20th to Hand-in-Hand child centre (609 – 18th Street) and your business will be listed on the donor label. Thank you for your cooperation in NOT approaching the spectators vehicles!

****Please, DO NOT use Santa Claus on Floats or other entries.****

He has his own float at the very end of the parade. Thank you!

Floats should be at least 80% decorated

Unless gathering restrictions are removed prior to parade day, we plan to have a reverse parade where registrants remain parked along the parade route and the spectators drive by. Due to this, it will be unnecessary to decorate the passenger side of vehicles.

Insurance: The Town of Fort Macleod strongly encourages participants with motorized vehicle and equestrian entries to have a minimum of \$2 million liability coverage. This request is not compulsory for 2020, but is for your own protection. Please call Kris Holbeck at 403-553-4425 ext. 222 if you require further information.

I agree to the above rules and acknowledge that a minimum \$2 million liability insurance coverage has been recommended to me:

Signature of Applicant

Date

Entries can be dropped off at The Chamber of Commerce, The Macleod Gazette, or mailed according to the information on this form. For further information please call or email Ashley Nelson.

P.O. Box 928 Fort Macleod AB T0L 0Z0

Ashley Nelson Tel: 403-715-2125

Email: santaclausparade@fortmacleod.com

Web: www.facebook.com/FortMacleodSantaClausParade

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Terms and Conditions of Sale 2020 Public Auction	
PRESENTED BY: Gus Kollee, Legislative Service Manager	DATE OF MEETING: 10/13/2020

PURPOSE:

To garner Town Council approval of the 2020 Public Auction - Terms and Conditions for the parcels of lands that may be offered for sale to recover the tax arrears.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the Terms and Conditions of Sale for the 2020 Public Auction and that a copy be attached hereto and form part of the minutes.

BACKGROUND/HISTORY:

As set out the Municipal Government Act s.411 and s.418 the municipality may attempt to recover tax arrears in respect of a parcel of land and start an action to sell the parcel at a public auction.

Currently there is one (1) parcel that may have to go forward to public auction and thus require terms and conditions of sale accordingly.

In addition, the Municipal Government Act s.419 provides that council must establish a reserve bid that is as close as reasonable to the market value of each parcel. TAXservice has recommended to schedule the public auction for sometime in January 2021. However, we do not require the market values until a later date.

ALTERNATIVES:

1.) That Council for the Town of Pincher Creek receive the Terms and Conditions of Sale 2020 Public Auction as information.

2.) That Council for the Town of Pincher Creek direct administration to bring back the Terms and Conditions of Sale 2020 Public Auction to the next regular Council meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The Terms and Conditions provides that a parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.

FINANCIAL IMPLICATIONS:

The tax arrears recovery is revenue neutral as all associated cost is at the taxpayers expense.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

MGA s.411, s.418 and s.419 - 508
Terms and Conditions of Sale - 508

CONCLUSION/SUMMARY:

Administration supports that Town Council approve the Terms and Conditions of Sale for the 2020 Public Auction.

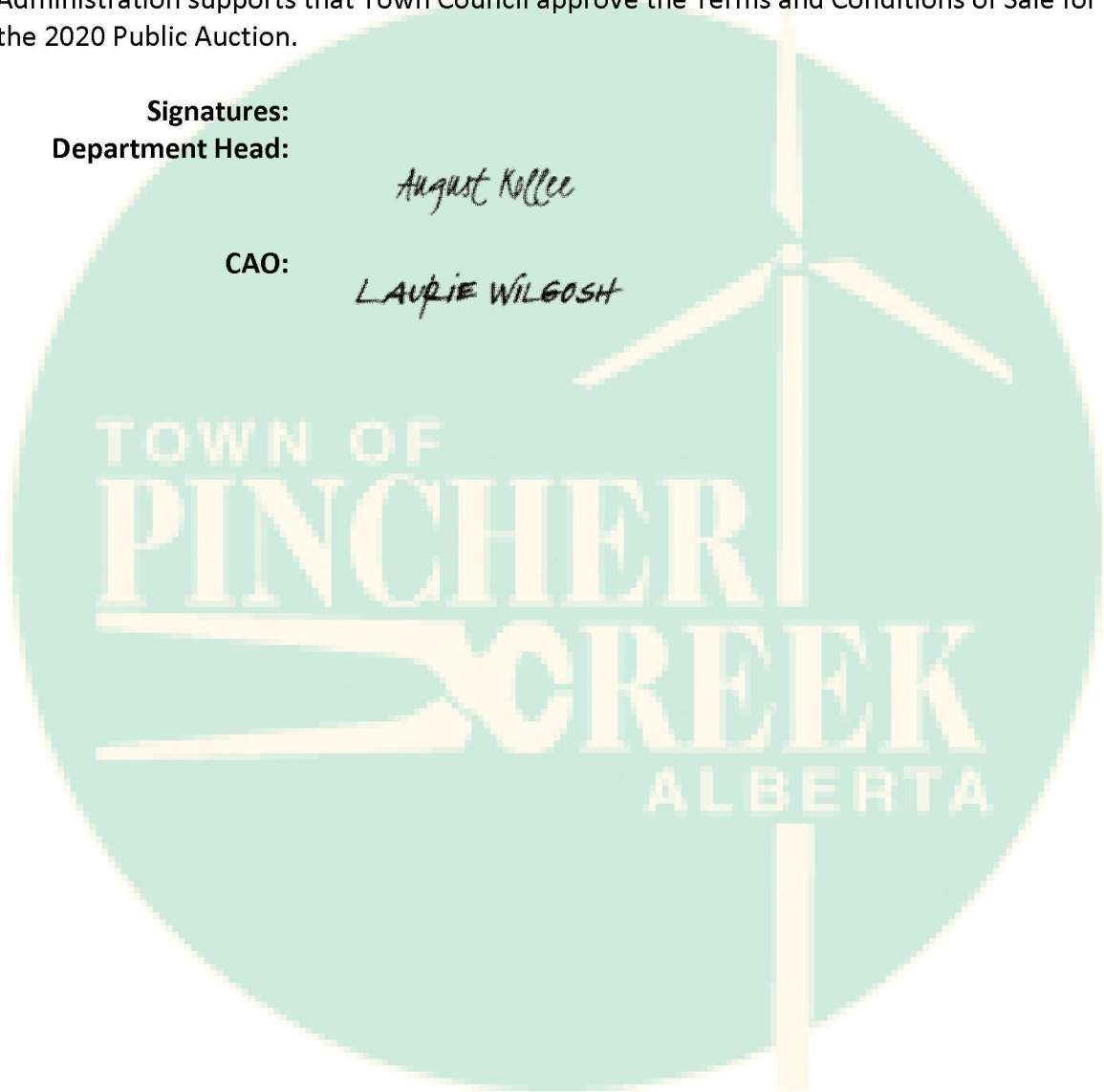
Signatures:

Department Head:

August Killee

CAO:

LAURIE WILGOSH



- (c) respecting any other matter necessary or advisable to carry out the intent and purpose of this Division.
- (2) A regulation under subsection (1) may be specific to a municipality or general in its application.

2005 c14 s15

Division 8 Recovery of Taxes Related to Land

Definitions

410 In this Division,

- (a) “encumbrance” means an encumbrance as defined in the *Land Titles Act*;
- (b) “encumbrancee” means the owner of an encumbrance;
- (b.1) “parcel of land” means a parcel of land and the improvements on it;
- (c) “Registrar” means the Registrar, as defined in the *Land Titles Act*, of the appropriate Land Titles Office;
- (c.1) “remedial costs” means all expenses incurred by the Government of Alberta to perform work under an environmental protection order or an enforcement order issued under the *Environmental Protection and Enhancement Act*;
- (d) “reserve bid” means the minimum price at which a municipality is willing to sell a parcel of land at a public auction;
- (e) “tax” means a property tax, a community revitalization levy, a special tax, a local improvement tax or a community aggregate payment levy;
- (f) “tax recovery notification” means a notice, in writing, that part or all of the taxes imposed in respect of a parcel of land by a municipality are in arrears.

RSA 2000 cM-26 s410;2005 c14 s16

Methods of recovering taxes in arrears

411(1) A municipality may attempt to recover tax arrears in respect of a parcel of land

- (a) in accordance with this Division, and
- (b) subject to subsection (2), in accordance with any other Act or common law right.

- (2) A municipality may start an action under subsection (1)(b) at any time before
- (a) the parcel is sold at a public auction under section 418, or
 - (b) the parcel is disposed of in accordance with section 425,
- whichever occurs first.

1994 cM-26.1 s411

Tax arrears list

412(1) A municipality must annually, not later than March 31,

- (a) prepare a tax arrears list showing the parcels of land in the municipality in respect of which there are tax arrears for more than one year,
- (b) send 2 copies of the tax arrears list to the Registrar,
- (b.1) send a copy of the tax arrears list to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*, and
- (c) post a copy of the tax arrears list in a place that is accessible to the public during regular business hours.

(2) A tax arrears list must not include a parcel of land in respect of which there is in existence a tax recovery notification from previous years, unless that notification has been removed from the certificate of title for that parcel.

(3) The municipality must notify the persons who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar.

RSA 2000 cM-26 s412;2007 cU-1.5 s73

Tax recovery notification

413(1) The Registrar must endorse on the certificate of title for each parcel of land shown on the tax arrears list a tax recovery notification.

(2) The Registrar must certify, on a copy of the tax arrears list, that tax recovery notifications have been endorsed in accordance with subsection (1) and return the certified copy of the tax arrears list to the municipality with a statement of the costs payable to the Land Titles Office by the municipality.

(3) The municipality is responsible for the payment of the costs referred to in subsection (2) but may add the costs to the taxes owing in respect of the parcels of land shown on the tax arrears list.

advising the person of the municipality's intention to proceed under subsection (2.1).

(2.3) Where a parcel of land described in section 304(1)(c) is held under a lease, licence or permit from the Crown in right of Alberta,

- (a) the Crown must, on a quarterly basis, notify the municipality in which the parcel is located of any changes in the status of the lease, licence or permit, as the case may be, and
- (b) the municipality must send to the Crown that portion of the tax arrears list showing the parcels of land described in section 304(1)(c) that are held by the Crown.

(3) This section does not prevent the municipality from exercising any other right it has to collect the tax arrears.

RSA 2000 cM-26 s416;2015 c8 s52

Warning of sale

417(1) Not later than the August 1 following receipt of a copy of the tax arrears list, the Registrar must, in respect of each parcel of land shown on the tax arrears list, send a notice to

- (a) the owner of the parcel of land,
- (b) any person who has an interest in the parcel that is evidenced by a caveat registered by the Registrar, and
- (c) each encumbrancee shown on the certificate of title for the parcel.

(2) The notice must state

- (a) that if the tax arrears in respect of the parcel of land are not paid before March 31 in the next year, the municipality will offer the parcel for sale at a public auction, and
- (b) that the municipality may become the owner of the parcel after the public auction if the parcel is not sold at the public auction.

(3) The notice must be sent to the address shown on the records of the Land Titles Office for each person referred to in subsection (1).

1994 cM-26.1 s417;1995 c24 s61

Offer of parcel for sale

418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

(2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on March 31 of the year immediately following that date.

(3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under section 411(2) to recover the tax arrears before the date of the public auction.

(4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until

- (a) the agreement has expired, or
- (b) the owner of the parcel breaches the agreement,

whichever occurs first.

1994 cM-26.1 s418;1995 c24 s62;1996 c30 s35

Reserve bid and conditions of sale

419 The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

1994 cM-26.1 s419

Right to possession

420(1) From the date on which a parcel of land is offered for sale at a public auction, the municipality is entitled to possession of the parcel.

(2) For the purposes of obtaining possession of a parcel of land, a designated officer may enter the parcel and take possession of it for and in the name of the municipality and, if in so doing resistance is encountered, the municipality may apply to the Court of Queen's Bench for an order for the possession of the parcel.

RSA 2000 cM-26 s420;2009 c53 s119

Advertisement of public auction

421(1) The municipality must advertise the public auction

- (a) in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the public auction is to be held, and

2020 Public Auction – Terms and Conditions

1. A parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes for the current year.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
 - a. The full purchase price if it is \$10,000 or less; OR
 - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Capital Budget Purchase	
PRESENTED BY: LaVonne Rideout, Community Services	DATE OF MEETING: 10/13/2020

PURPOSE:

For Council for the Town of Pincher Creek to consider a trailer purchase.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the purchase of a trailer for \$2,500 with the funds coming from the General Sportsfield reserve 71-07-00-4760.

BACKGROUND/HISTORY:

In December 2019, Council for the Town of Pincher Creek approved the 2020 Capital Budget which included a trailer purchase in the amount of \$5,000.

In April 2020 Council for the Town of Pincher Creek reviewed the Capital budget and the trailer purchase was deferred until 2021.

Administration purchased a trailer for \$2,500 in October, 2020 believing the capital purchase was still included in the 2020 capital budget.

ALTERNATIVES:

To sell the trailer in an auction via a sealed bid process.

Offer to sell the trailer back to the original seller at the same price.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

none

FINANCIAL IMPLICATIONS:

The trailer has already been purchased for \$2,500 (including GST).

A sealed bid auction may receive more or less than the current purchase price.

PUBLIC RELATIONS IMPLICATIONS:

none

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree to purchase a trailer for \$2,500 with the funds coming from the General Sportsfield reserve 71-07-00-4760.

Signatures:
Department Head:

La Vonne

CAO:

LAURIE WILGOSH



From: [Cao](#)
To: [Administrative Manager](#)
Subject: FW: Register now for EOEP courses on finance, service delivery and public engagement
Date: Wednesday, October 07, 2020 1:22:11 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Hey Lisa,

Could you check whether all of the courses are the same cost? Thanks

From: Crystal Zevola [mailto:czevola@auma.ca] **On Behalf Of** Dan Rude
Sent: Tuesday, October 06, 2020 11:50 AM
Subject: Register now for EOEP courses on finance, service delivery and public engagement

Hello members:

The Elected Officials Education Program is overwhelmed by the positive response we have received to our virtual course offerings. Based on popular demand, we offering three upcoming courses on topics essential to the role of councils. Each course is being offered through a combination of four interactive Zoom sessions and Google classroom for further reading.

Municipal Corporate Planning & Finance

Are you prepared for budget season? The first two offerings of our Corporate Planning and Finance Course had waiting lists. [Register](#) today so you don't miss your chance for this third offering taking place:

- Thursday, October 15 – 2:30 – 4:30
- Thursday, October 22 – 2:30 – 4:00
- Thursday, October 29 – 2:30 – 4:00
- Thursday, November 5 – 2:30 – 4:00

Council's Role in Service Delivery

This course has just been refreshed to reflect current challenges in delivering municipal services. [Register](#) to join peers in better understanding your role in planning and delivering the essential services citizens and businesses need now.

- Thursday, November 12 – 2:30 – 4:30
- Thursday, November 19 – 2:30 – 4:00
- Thursday, November 26 – 2:30 – 4:00
- Thursday, December 3 – 2:30 – 4:00

Council's Role in Public Engagement

The first two offerings of this popular course sold out within days. [Register](#) now, so you don't miss out on the opportunity to learn how to engage citizens in these unprecedented times and beyond.

- Thursday, Nov. 19 - 2:30 - 4:30
- Thursday, Nov. 26 - 2:00 – 4:00
- Thursday, Dec. 3 - 2:00 – 4:00
- Thursday, Dec. 10 - 2:00 – 4:00

Thank you to all the elected officials who have so actively participated in the courses offered so far this year and for your positive feedback on our virtual offerings. EOEP strives to meet the needs of elected officials with courses targeted to your leadership role and constantly updated to reflect the evolving municipal environment.

Best regards,

Dan Rude | Chief Executive Officer
ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca

Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

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OPERATIONS DEPARTMENT

Major Project Update

As of October 8th, 2020

Project Title	Status	Consultant	Contractor	Details
Lebel Mansion Elevator Access	In-Progress	N/A	Lethbridge Elevator Ltd.	- Elevator delivered to site in late September, expected completion December 2020
Infrastructure Master Plan Ph. 1	In-Progress	ISL Engineering	N/A	- Phase 1 of Master Plan anticipated to be completed by end of 2020 with Phase 2 dependent on 2021 Budget.
NE Industrial Area Structure Plan	In-Progress	Stantec	N/A	- Area Structure Plan documents being prepared for Public Open House on November 26 (Open House information will be presented to Council in advance at the November 23 Council meeting) - ASP bylaw anticipated to be presented to Council in early 2021
Concrete Repairs 2020	In-Progress	N/A	Midoram Concrete Construction Ltd.	- Initial scope complete - Additional sites to be completed by end of October 2020
RCMP Foundation Repairs	Report in Progress	BDT Engineering	TBD	- Recommendation Report expected December 2020
Water Treatment Plant Flow Meters	In-Progress	N/A	Candu Automation	- Flow meters delivered to WTP in early October - Work expected to be completed November 2020
Regional Recreation Master Plan	In-Progress	Expedition Management Consulting Ltd.	N/A	- Underway
Old WTP Waterline Realignment	In-Progress	ISL Engineering	Jenex Contracting Ltd.	- Work to be completed by mid-late October 2020
Hydrant Replacements	Awarded	N/A	Jenex Contracting Ltd.	- Work anticipated to begin late October 2020



OPERATIONS DEPARTMENT

Major Project Update

As of October 8th, 2020

Project Title	Status	Consultant	Contractor	Details
Lebel Mansion Fire Alarm Panel Upgrade	Design	Stantec	TBD	- Design underway
Willow Street Road Reconstruction	In-Progress	ISL Engineering	McNally Contractors	- Construction underway, expected completion end of October 2020
Sanitary Forcemain Twinning (AMWWP Grant)	Design	Stantec	TBD	- Preliminary geotechnical investigation underway - Tender expected February-March 2021
Highside Waterline Creek Crossing Replacement	Design	Stantec	TBD	- Preliminary geotechnical investigation underway - Tender expected February-March 2021
WTP Pump Replacements (Municipal Stimulus Grant)	Design	ISL Engineering	TBD	- Initial assessment underway
Lebel Mansion Verandah Replacement	Design	Stantec	TBD	- Start-up meeting October 2020
Watermain Survey (Municipal Asset Management Grant)	On-Hold	TBD	N/A	- Waiting on confirmation of grant funding

* 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
October 13, 2020**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	September 27, 2020	Alberta Volunteer Awards	2020 Stars of Alberta Volunteer Awards – Deadline extended to October 6, 2020
2.	September 28, 2020	Alberta Health Services	AHS Together4Health Headlines - COVID Community Update
3.	September 24, 2020	Visitors	Email
4.	September 29, 2020	Don Hallett, Wildfire Innovations Inc.	NEW Municipal WILDFIRE PROTECTION TECHNOLOGY Videos
5.	September 29, 2020	Alberta Seniors & Housing	Newsletter - Alberta Seniors and Housing
6.	September 30, 2020	Victoria Chester, Highway 3 Twinning Development Association	Updated Priorities for the Highway 3 Twinning Development Association
7.	October 1, 2020	Marie Everts, Town of Pincher Creek	October 1 Update
8.	October 2, 2020	Dave Poulton, Alberta Land Institute	[ALI NEWS] Municipalities & More



**Chief Administrative Officer
2020 Second & Third
Quarter Report**

October 2020

**Town of Pincher Creek
Authored by: Laurie Wilgosh**

Highlights:

Due to COVID 19 consideration – that Council direct administration to address individual resident and commercial business needs on a case by case basis

2019 Audited Financial Statements – presented and approved, clean audit presentation by KPMG LLP

Partnership launched – Town and Chamber of Commerce – Business Recovery Support Program

Food Bank Charitable Status to remain with Town while transitioning to new non-profit Organization

Direction – to submit resolution to AUMA advocacy for funding regarding Provincial Fire Structural Protection



“Working in the best interest of the Community through thoughtful, responsive and accountable public service”

Other Pertinent Resolutions

- Shovel Ready projects – direction to prepare for Provincial funding considerations
- Council request for AUMA advocacy/support for physician wage cuts – reversal of Provincial decision
- Wildlife Service’s 3 yr. Contract – approval
- K.J. Cameron Services Recycling contract – 1 yr. extension
- Approval of M.D. Pincher Creek Early Learning Centers funding agreement
- Intermunicipal Collaboration Framework Committee – Terms of Reference approval
- Municipal Stimulus Funding – projects - \$432,921- water treatment plant – raw water Pumps replacement, Frederick St. sidewalk
- Provincial funding 52%, Municipal 48% - sanitary force main twinning - \$4,888,000
- Grassy Mountain Coal Mine proposal – Mayor Anderberg to present on economic benefits

Bylaws – new, amended or repealed

- Property Tax Bylaw # 1620-20 – 2% municipal tax increase – approved
- Bylaw # 1395-20 – Penalty on Unpaid Taxes – approved, re: education tax delayed due date
- Traffic Bylaw # 1599-09 – re: Trailer Parking review/survey
- Municipal Borrowing Bylaw # 1570-20 – Mastercard and Line of Credit Fee Structure Bylaw # 1584-20, Schedule C



Policies – new and amended

- Asset Management Policy # 168-20 – approved
- Grass and Weed Maintenance Policy # 164-16 – for review
- Appointment – Policy Review Committee
- Harassment and Violence Prevention Policy # 132-20 – approved



Council Delegations

- Max and Ianthe Goodfellow – traffic history and concerns
- RCMP Staff Sergeant Ryan Hodge – 2020 priorities: Community Presence, Education and Engagement, and Education, Crime Prevention including Drug and Traffic Enforcement
- Natalie Gibson/Marie Everts – Business Recovery program
- Charles Clymer, Tom McNabb and Duane Bond – P.C. Golf Course Executive – 2020 cash flow update
- Derek Taylor – KPMG – financial statement presentation
- Brett Wuth – Director of Emergency Management – COVID 19 status report (monthly)
- Ianthe Goodfellow and Wendy Ryan – Carriage Flow Bed/grass maintenance
- Stacey McRae and Val Wynder – Allied Arts/Lebel Mansion – elevator project and front veranda
- Judy Lane – Bev McLachlin Drive – safety concerns
- Jim Litkowski – tax rate concerns
- Colleen Cyr – KBPV – expansion and upgrades proposal

CAO – meetings, webinars, courses, etc.

- Regional Emergency Management Organization – Elected Officials Committee
- Bi weekly – Managers and Staff meetings
- Bi weekly safety talks
- Monthly Joint Health and Safety Meetings
- MD CAO – Troy McCulloch
- Operations Committee
- Intermunicipal Collaboration Framework
- Subdivision and Development Appeal Board hearings
- Municipal Development and Subdivision Authority
- Council Strategic Plan review
- KPMG Organization Structural Review meetings
- AUMA Elections Act update
- Pincher Creek Early Learning Center meetings
- GFOA – Government Finance Officer’s Assoc. – seminar – Municipal Scan
- AUMA – COVID Seminars
- Policy Committee meetings
- Various communications department meeting
- HR – human resources management meeting



Staff Safety Meeting Topics



We had a lapse in formal Health and Safety Talks and Joint Health and Safety Committee meetings, while all departments focused on COVID 19 related communications and procedures. In addition, preparations have been ongoing for our AHMSA 2020 External Audit, taking place in September. Regularly scheduled health and safety talks resuming in September.

Reports:

Starting in early to mid-March we were involved in COVID 19 related protocols. All Town staff were affected, as was the community in general. Many hours were spent planning with the Regional Emergency Management personnel, Town Council, Town management and Town staff. Our operations dept. has developed particular daily protocols to help keep each worker safe from infection, as has the recreation dept. and the Town office. We continue at the office to require members of the public to call ahead when they wish to come in for business, and the reception personnel meet the customers at the front doors. Public seating in the Council Chambers is limited to social distancing guidelines and members of the public are expected to wear masks. Council and staff members too are adhering to 2 meter distancing and virtual meeting attendance will continue to be available for the foreseeable future.

Full staffing is back in place in the Recreation Dept. and strict guidelines are in place for both the pool and the arena usage. Rather than hiring additional summer staff in 2020 for grass cutting and outdoor maintenance, staff from the recreation dept. assumed these duties which allowed us to maintain regular fulltime staff and save additional expenses.

The Business Recovery Program and our Business Resiliency Program is moving forward collaboratively with the partnership of the Town's Economic Development Officer, the Chamber of Commerce and our economic development consultants, Innovisions and Associates. At the present time, twenty three local or regional businesses are taking advantage of the individual assistance being provided through the program, with a sound economic strategy in development.

Our business-focused CED strategies and corresponding action plans have shifted from programs that were to be launched in the spring of 2020 to new program development and support for businesses. As the anticipated pandemic waves and economic impact continue to be unknown the ability of the strategies to pivot as needed is ongoing.

911 Dispatch concerns – a letter has been sent to the Minister of Alberta Health voicing the Town's concerns and request for a collaborative review of the

ambulance dispatch service proposed to be dispatched separately from fire and police, and the potential for unintended consequences.

Upcoming Projects and Priorities:

- Staff and public safety
- Responsible fiscal management/budget development
- Long term organizational structural and succession planning