



**TOWN OF PINCHER CREEK COUNCIL  
MEETING AGENDA  
Monday, November 9, 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**
  - 2.1 Land Use Bylaw Amendment 1547-AJ
3. **Agenda Approval**
4. **Scheduled Delegations**
5. **Adoption of Minutes**
  - 5.1 Minutes of the Special Meeting of Council held on October 21, 2020
  - 5.2 Minutes of the Organizational Meeting of Council held on October 26, 2020
  - 5.3 Minutes of the Regular Meeting of Council held on October 26, 2020
  - 5.4 Minutes of the Committee of the Whole Meeting held on November 4, 2020
6. **Business Arising from the Minutes**
  - 6.1 Beverley McLachlin Drive Safety Concerns
7. **Bylaws**
  - 7.1 Land Use Bylaw Amendment 1547-AJ
8. **New Business**
  - 8.1 Using Technology to Meet Customer Needs – Virtual Event
  - 8.2 2021 Joint Funding Allocations
9. **Reports**
  - 9.1 Upcoming Committee Meeting and Events
10. **Administration**
  - 10.1 Council Information Distribution List
  - 10.2 Legislative Services 2<sup>nd</sup> & 3<sup>rd</sup> Quarters Highlight Report
11. **Closed Session Discussion**
  - 11.1 Encroachment Agreement Plan 460B, Lots 117 and 118 – FOIP s. 16 & 24
12. **Notice of Motion**
13. **Adjournment**

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

**AGENDA**  
**PUBLIC HEARING FOR BYLAW No. 1547-AJ**

**Item No. 2.1**

**COUNCIL CHAMBERS, TOWN HALL**  
**6:00 P.M. MONDAY, November 9<sup>th</sup>, 2020**

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1. **Call to Order - Public Hearing for Bylaw No. 1547 - AJ** (The Mayor).
2. **Adoption of the Agenda** – (Mayor).
3. **Purpose of Public Hearing** -- (Mayor).  
**The purpose of the public hearing is to present Bylaw No. 1547-AJ, to include Food bank and Soup kitchen uses in the land use district regulations and amend Schedule 13 definitions.**
4. **Confirmation of Notice** -- (Asked for by The Mayor and replied by the CAO).  
**The Notice of Public Hearing was advertised in the October 21<sup>st</sup> and 28<sup>th</sup>, 2020 editions of the local weekly newspapers the Pincher Creek Echo and Shootin' the Breeze.**
5. **Report from Oldman River Regional Services Commission Senior Planner** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
6. **Report from the Town's Management Staff** (Development Services Report) -- (Asked for by The Mayor). (Read by the CAO)
7. **Written Submissions** -- (Asked for by The Mayor – Reply by the CAO)  
**No written submissions received as of 12:00 Noon, November 4<sup>th</sup>, 2020.**  
(Read by the CAO)
8. **Persons Wishing to be Heard** -- (Asked for by The Mayor - Reply by the CAO)  
**No persons indicated their wish to be heard as of 12:00 Noon, November 4<sup>th</sup>, 2020.**
9. (The Mayor to ask ---- are there any persons wishing to be heard) (**First** time)  
**In the event that there are person(s) wishing to be heard, The Mayor will request the following resolution of Council: That Council for the Town of Pincher Creek approves the presentation of the following at the Public Hearing for Bylaw No. 1547-AJ:**  
**- John Doe of 123 Main Street etc. (State Your Name and Address)**  
  
(The Mayor to ask ---- are there any persons wishing to be heard) (**Second** time)  
(The Mayor to ask ---- are there any persons wishing to be heard) (**Third** and final time)
10. **Closure of Public Hearing** -- (The Mayor thanks the public for their participation).  
The Mayor – **Call for motion declaring the Public Hearing adjourned.**  
  
**Bylaw No. 1547-AJ will be presented to Council for consideration of second, third and final reading at the regular Council meeting on November 9<sup>th</sup>, 2020.**

## **Town of Pincher Creek**

November 4<sup>th</sup>, 2020

### **Development Services Report**

#### **Land Use Bylaw Amendment - Bylaw No. 1547-AJ**

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Referral comments from management staff are as follows:

##### **ORRSC – Senior Planner**

I think you are right with proposing a re-designation and an addition to the list of uses to accommodate a “food bank”; They are pretty much essential these days given the pandemic and economic times, thanks Mike Burla, Senior Planner.

##### **Operational Services**

Operations has no concerns to be brought forward as part of this Public Hearing.

##### **Fire/Emergency Services**

No issues with this bylaw amendment.

That being said, any building would still need to meet the building code classification for the use intended.

##### **Bylaw Enforcement**

No comments.



**SPECIAL MEETING OF COUNCIL  
Held on Friday October 21, 2020  
Council Chambers, 962 St. John Avenue  
commencing at 10:00 a.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg  
Councillors: B. McGillivray, L. Jackson, S. Korbett,  
M. Barber and W. Elliott  
Absent with Regrets: S. O'Rourke  
Staff:

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 1:00 pm.

**2. AGENDA APPROVAL**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek approves the October 21, 2020 agenda as presented.

**CARRIED 20-461**

**3. NEW BUSINESS**

**JACKSON:**

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Friday, October 21, 2020 at 1:13 pm in accordance with section 19 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 20-462**

**ELLIOTT:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Friday, October 21, 2020 at 2:30 pm.

**CARRIED 20-463**

**KORBETT:**

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Friday, October 21, 2020 at 2:40 pm in accordance with section 19 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 20-464**

**ELLIOTT:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Friday, October 21, 2020 at 3:15 pm.

**CARRIED 20-465**

**3.1 Personnel – Chief Administrative Officer Performance Review – FOIP s. 19**

**KORBETT:**

That Council for the Town of Pincher Creek direct Councillor McGillivray to complete the Chief Administrative Officers 2020 Performance Evaluation and upon completion present the Chief Administrative Officers Performance Evaluation to Mayor Anderberg who intern will review it with the Chief Administrative Officer and report the result of the review to Council.

**CARRIED 20-466**

**4. ADJOURNMENT**

**BARBER:**

That this meeting of Council on October 21, 2020 be hereby adjourned at 3:35 pm.

**CARRIED 20-467**

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

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

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

**S E A L**

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



**ORGANIZATIONAL MEETING**  
**Monday October 26, 2020 at 5:30p.m.**  
**Council Chambers, Town Hall**  
**Virtual via GoToMeeting**

**IN ATTENDANCE:** Mayor: Don Anderberg

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

Staff: L. Wilgosh, Chief Administrative Officer; D. Green  
Family and Community Support Services  
Coordinator; L. Rideout, Director of Community  
Services and L. Goss, Administrative Manager

**1. CALL TO ORDER**

Mayor D. Anderberg called the meeting to order at 5:31 p.m.

**2. ADOPTION OF AGENDA**

**ELLIOTT:**

That the Council for the Town of Pincher Creek approves the October 26, 2020 agenda as presented.

**CARRIED ORG 20-001**

**3. MEETING TIMES AND DATES**

**JACKSON:**

That Council for the Town of Pincher Creek agrees to keep the current schedule of the first Wednesday at 9:00 am and second and fourth Mondays at 6:00 pm of the month for Regular Council Meetings.

**CARRIED ORG 20-002**

*Councillor McGillivray joined the meeting at 5:36 pm.*

**4. DEPUTY MAYOR APPOINTMENTS**

**ANDERBERG:**

That Council for the Town of Pincher Creek appoint the following Deputy Mayor for the period of October 23, 2017 to October 25, 2021.

Mark Barber	October 23, 2017 – June 30, 2018
Wayne Elliott	July 1, 2018 – February 28, 2019
Lorne Jackson	March 1, 2019 – October 31, 2019
Scott Korbett	November 1, 2019 – June 30, 2020
Brian McGillivray	July 1, 2020 – October 25, 2021

**Councillor O'Rourke requested a recorded vote**

IN FAVOUR

Anderberg  
Korbett  
Barber  
McGillivray  
Elliott  
Jackson

OPPOSED

O'Rourke

**CARRIED ORG 20-003**

**5. COUNCIL APPOINTMENTS TO COMMITTEES AND BOARDS**

**KORBETT:**

That Council for the Town of Pincher Creek approve the Council Member Appointments to Council Committees and Boards as listed on Schedule A and that Schedule A be attached hereto and form part of the minutes.

**Councillor O'Rourke requested a recorded vote.**

IN FAVOUR

Anderberg  
Korbett  
Barber  
McGillivray  
Elliott  
Jackson

OPPOSED

O'Rourke

**CARRIED ORG 20-004**

**6. ADJOURNMENT**

**ANDERBERG:**

That this Organizational Meeting of Council on October 26, 2020 be hereby adjourned at 5:51 p.m.

**CARRIED ORG 20-005**

\_\_\_\_\_  
MAYOR, Don Anderberg

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

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

**S E A L**

DRAFT



**SCHEDULE "A"**  
**COUNCIL APPOINTMENTS**  
**OCTOBER 26, 2020 TO OCTOBER 25, 2021**

**1. ALBERTA SOUTHWEST REGIONAL ALLIANCE**

Mandate: Alberta SouthWest Regional Alliance Ltd. (AlbertaSW) is a Regional Economic Development Alliance (REDA) of 16 communities working together to help each other succeed. Requires one member.

Staff Lead: Open

Meetings: First Wednesday evening monthly

Member(s): Scott Korbett

**2. ASSESSMENT REVIEW BOARD**

Mandate: Oldman River Regional Services Commission and Municipalities within the region jointly established a Regional Assessment Review Board (Bylaw 2011-02) to exercise the functions of a Local Assessment Review Board (LARB) and the function of a Composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by taxpayers of a Regional Member Municipality. Requires one member and one alternate member.

Staff Lead: Legislative Services Manager/Administrative Manager

Meetings: Annually if assessment appeals are received.

Member(s): Appointed by ORRSC

**3. COMMUNITY EARLY LEARNING CENTRE BOARD**

Mandate: Requires four members

Staff Lead: Family and Community Support Services

Meetings: As required

Member(s): Scott Korbett, Brian McGillivray and Don Anderberg

Alternate: Wayne Elliott

**4. COMMUNITY FUTURES ALBERTA SOUTHWEST BOARD**

Mandate: Establish priorities, monitor performance and be accountable to key stakeholders, such as local, provincial and federal governments.

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Mark Barber

**5. COMMUNITY HALL BOARD**

Mandate: Established in 1972, Pincher Creek's Community Hall is an immaculately maintained multi-use facility that serves as the heart of this community.  
Requires one member.

Staff Lead: Events, Marketing & Economic Development Officer

Meetings:

Member(s): Lorne Jackson

**6. COMMUNITY HOUSING COMMITTEE**

Mandate: Study and provide advice regarding matters related to housing.  
Requires three members.

Staff Lead: Family and Community Support Services Coordinator

Meetings: Monthly

Members: Don Anderberg, Wayne Elliott and Brian McGillivray

**7. COMMUNITY TRANSPORTATION COMMITTEE**

Mandate: Study and provide advice regarding matters related to transportation.  
Requires two members.

Staff Lead: Director of Operations

Meetings: As required

Membership: Lorne Jackson and Brian McGillivray

**8. ECONOMIC DEVELOPMENT COMMITTEE**

Mandate: To advise Town Council on various economic development issues.  
Requires one member.

Staff Lead: Economic Development Officer

Meetings: Fourth Thursday monthly at 4:00 pm

Member(s): Scott Korbett

**9. EMERGENCY SERVICES COMMISSION**

Mandate: To manage fire and ambulance services. Requires two members and one alternate member.

Staff Lead: Fire Chief

Meetings: Fourth Wednesday monthly at 1:30 pm.

Member(s): Scott Korbett and Don Anderberg

Alternate: Lorne Jackson

**10. FACILITIES PLANNING STUDY STEERING COMMITTEE**

Mandate: To study and provide advice to the Town of Pincher Creek regarding the future development, renovation or expansion of facilities including sport, recreational, community and other Town owned facilities. Requires two members.

Staff Lead: Director of Community Services

Meetings: As required

Member(s): Mark Barber and Wayne Elliott

**11. FAMILY AND COMMUNITY SUPPORT SERVICES**

Mandate: Agreement between Her Majesty in Right of Alberta and Town of Pincher Creek to provide for the establishment, administration, and operation of a Family and Community Support Services Program in accordance with the Family and Community Support Services Act and Regulation. Requires one member.

Staff Lead: Family and Community Support Services Coordinator

Meetings: Third Monday monthly at 6:30 pm

Member(s): Don Anderberg

**12. FINANCE AND BUDGET COMMITTEE**

Mandate: Pursuant to the Municipal Government Act, Council must adopt an operating and capital budget for each calendar year. Requires all members of Council

Staff Lead: Chief Administrative Officer/Director of Finance and Human Resources

Meetings: As required in the fall and winter prior to the budget year

Member(s): All of Council

**13. HEALTH PROFESSIONS ATTRACTION AND RETENTION COMMITTEE**

Mandate: Responsible for making policy decisions and ensuring through the Executive Director that appropriate staff, structures and processes are in place to carry out the policy and day-to-day tasks of the [RhPAP].

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Scott Korbett

**14. HIGHWAY #3 ASSOCIATION**

Mandate: Members to this committee must be approved by the Association Board.  
Requires one member and one alternate member.

Staff Lead: Chief Administrative Officer

Meetings: As required

Member(s): Don Anderberg

Alternate: Brian McGillivray

**15. INTERMUNICIPAL COLLABORATION FRAMEWORK STEERING COMMITTEE**

Mandate: Provide for integrated and strategic planning, delivery and funding of intermunicipal services; Allocate scarce resources efficiently in the providing of local services; Ensure municipalities contribute funding to services that benefit their residents.

Staff Lead: Chief Administrative Officer

Meetings:

Member(s): Don Anderberg and Brian McGillivray

Alternate: Scott Korbett

**16. INTERMUNICIPAL DEVELOPMENT COMMITTEE**

Mandate: As per Bylaw No. 1526, Intermunicipal Development Plan. Requires two members.

Staff Lead: Manager of Legislative Services

Meetings: As needed (generally daytime)

Member(s): Mark Barber and Lorne Jackson

**17. LIBRARY BOARD and CHINOOK ARCH**

Mandate: Pursuant to the Libraries Act of Alberta, the Pincher Creek & District Municipal Library will provide full and equal access to information, resources and ideas, and promote an atmosphere of life-long learning.  
Requires one member.

Staff Lead: Head Librarian

Meetings: Library Board – Fourth Wednesday every other month at 7:00 pm  
Chinook Arch – First Thursday of April, August and December 6:00 pm

Member(s): Mark Barber

**18. MAYORS & REEVES OF SOUTHWEST ALBERTA**

Mandate: Mayors & Reeves of Southwest Alberta. Requires the Mayor.  
Staff Lead: Open  
Meetings: First Friday monthly at 1:00 pm in Lethbridge (No meeting in July & August)  
Member(s): Don Anderberg or available Councillors

**19. MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY (MDSA)**

Mandate: Pursuant to the Municipal Government Act and MDSA Bylaw #1543, to review applications for discretionary developments. Requires three members.  
Staff Lead: Manager of Legislative Services  
Meetings: Third Tuesday monthly at 9:30 am  
Member(s): Wayne Elliott, Brian McGillivray and Lorne Jackson

**20. MUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD (MSDAB)**

Mandate: Pursuant to the Municipal Government Act and Bylaw #1544. Requires one member.  
Staff Lead: Manager of Legislative Services and Chief Administrative Officer  
Meetings: As required  
Member(s): Don Anderberg

**21. OLDMAN RIVER REGIONAL SERVICES COMMISSION (ORRSC)**

Mandate: Concerns matters of subdivision, planning, etc. Requires one member and one alternate member.  
Staff Lead: CAO  
Meetings: First day of March, June, September and December at 7:00 pm in Lethbridge  
Member(s): Don Anderberg  
Alternate: Brian McGillivray

**22. OLDMAN WATERSHED COUNCIL**

Mandate: A healthy, resilient watershed where people, wildlife and habitat thrive. Requires one member  
Staff Lead: Director of Operations  
Meetings: Quarterly  
Member(s): Wayne Elliott

**23. OPERATIONS COMMITTEE**

Mandate: Study and provide advice regarding matters related to operational services. Requires three members.  
Staff Lead: Director of Operations  
Meetings: Quarterly  
Member(s): Brian McGillivray, Lorne Jackson and Wayne Elliott

**24. PINCHER CREEK FOUNDATION BOARD**

Mandate: Manages the Housing Units in Pincher Creek. Requires two members.  
Staff Lead: Pincher Creek Foundation CAO  
Meetings: Third Wednesday monthly at 3:00 pm  
Member(s): Lorne Jackson and Brian McGillivray

**25. POLICE ADVISORY COMMITTEE**

Mandate: Formalize the process for receiving input from the community and the partnership between the community, the RCMP and local government. Requires one member and one alternate member.  
Staff Lead: FCSS Coordinator  
Meetings: Third Wednesday every two months at 7:00 pm  
Member(s): Mark Barber  
Alternate: Wayne Elliott

**26. POLICY REVIEW COMMITTEE**

Mandate: Requires two members of Council.  
Staff Lead: Legislative Services Manager  
Meetings: As required  
Member(s): Lorne Jackson and Brian McGillivray

**27. RECREATION ADVISORY BOARD**

Mandate: Reviews Recreation and Parks issues, makes recommendations and identifies issues. Requires one member.  
Staff Lead: Director of Community Services  
Meetings: Monthly as schedules allow (generally evening)  
Member(s): Mark Barber

**28. RECYCLE COMMITTEE**

Mandate: Manages recycling with MD and Cowley. Requires one member.  
Staff Lead: Director of Operations  
Meetings: Annually or as required  
Member(s): Scott Korbett

**29. REGIONAL AIRPORT ADVISORY COMMITTEE**

Mandate: To advise Council on airport opportunities and issues, policy and programs within the Southwestern Alberta Region with specific focus on the Pincher Creek Airport (CZPC). Requires two members.  
Staff Lead:  
Meetings: Quarterly  
Members(s): Lorne Jackson and Brian McGillivray  
Alternate:

**30. REGIONAL EMERGENCY MANAGEMENT ORGANIZATION**

Mandate: To act as an agent of the Council to carry out the Council's statutory powers and obligations as prescribed in the Emergency Management Bylaw. Requires two members and one alternate member.  
Staff Lead: CAO  
Meetings: Minimum twice annually  
Member(s): Scott Korbett and Don Anderberg  
Alternate: Lorne Jackson

**31. REGIONAL LANDFILL – Town/MD/Cowley/Crowsnest Pass**

Mandate: Pursuant to landfill Authority bylaws. Requires one member and one alternate member.  
Staff Lead: Open  
Meetings: Third Wednesday monthly at 9:00 am at the Landfill  
Member(s): Brian McGillivray  
Alternate: Mark Barber

Note\*\*All members of Council shall serve as alternates on all committees and boards.



**REGULAR MEETING OF COUNCIL**  
**Held on Monday October 26, 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; D.  
Green, Family and Community Support  
Services Coordinator; L. Rideout, Director of  
Community Services 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**  
**McGILLIVRAY:**

That Council for the Town of Pincher Creek approves the October 26, 2020 agenda as amended, the amendment being the addition of item 6.6 First Response to Jim Litkowski and 8.4 Regional Airport Funding and Authority.

**CARRIED 20-468**

**4. DELEGATIONS**

**4.1 Royal Canadian Legion – Poppy Presentation**

Fred White and Dick Burnham attended the meeting to present Council with information regarding the Royal Canadian Legion Poppy Campaign and present Mayor and Council with poppies.

**5. ADOPTION OF MINUTES**

**5.1 Minutes of the Regular Meeting of Council held on October 13, 2020**  
**KORBETT:**

That Council for the Town of Pincher Creek approve the minutes of the Regular Meeting of Council held on October 13, 2020 as presented.

**CARRIED 20-469**



**5.2 Minutes of the Special Meeting of Council held on October 16, 2020**

**JACKSON:**

That Council for the Town of Pincher Creek approve the minutes of the Special Meeting of Council held on October 16, 2020 as presented.

**Councillor O'Rourke requested a recorded vote.**

IN FAVOUR

Anderberg

Korbett

Barber

McGillivray

Jackson

Elliott

OPPOSED

O'Rourke

**CARRIED 20-470**

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 George Cuff – Master Class Overview**

**KORBETT:**

That Council for the Town of Pincher Creek accept the George Cuff – Master Class Overview information as presented.

**CARRIED 20-471**

**6.2 Disposition of Delegation – Facilities Committee Concerns – Ianthe Goodfellow**

**ELLIOTT:**

That Council for the Town of Pincher Creek receives the Disposition of Delegation – Facilities Committee Concerns – Ianthe Goodfellow information as presented

**Councillor Jackson made a friendly amendment** and direct administration to provide a letter of explanation to Ianthe Goodfellow.

**CARRIED 20-472**

**ANDERBERG:**

That Council for the Town of Pincher Creek refer the Facilities Committee to a future Committee of the Whole for further discussion.

**CARRIED 20-473**

**6.3 Disposition of Delegation – Business Recovery Support Program – Bob Dyrda**

**MCGILLIVRAY:**

That Council for the Town of Pincher Creek receive the presentation provided by Bob Dyrda regarding the Business Recovery Support Program as information.

**CARRIED 20-474**

**6.4 Disposition of Delegation – KCL Consulting Ltd. – Kevin Lawrence**

**ELLIOTT:**

That Council for the Town of Pincher Creek receive the presentation provided by Kevin Lawrence of KCL Consulting Ltd. at the October 7, 2020 Committee of the Whole meeting as information.

**CARRIED 20-475**

**6.5 Kootenai Brown Pioneer Village – Halloween in the Village**

**JACKSON:**

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

**Councillor O'Rourke requested a recorded vote.**

IN FAVOUR

Anderberg

Korbett

Barber

McGillivray

Jackson

Elliott

OPPOSED

O'Rourke

**CARRIED 20-476**

**6.6 First Response to Jim Litkowski**

Mayor Anderberg read the first response to Jim Litkowski.

**ANDERBERG:**

That Council for the Town of Pincher Creek accept the First Response to Jim Litkowski information as presented.

**CARRIED 20-477**

**7. BYLAWS**

**8. NEW BUSINESS**

**8.1 Restoring of Regional Economic Development Alliances Investment Throughout Alberta**

**KORBETT:**

That Council for the Town of Pincher Creek direct administration to draft a letter supporting Alberta Southwest and urging Minister Schweitzer, Minister of Jobs Economic and Innovation, to work with our governments and industries to carry out the investment and growth strategy and restore the full \$100,000 annual investment to the nine Regional Economic Development Alliances' of Alberta, and offer an investment contract to a full 5-years, and to bring the letter back to Council for approval.

**CARRIED 20-478**

**8.2 Drinking Water Infrastructure Vulnerability Risk Assessment – Final Reports**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek receive the Drinking Water Infrastructure Vulnerability Risk Assessment – Final Reports as information.

**CARRIED 20-479**

**8.3 Property Tax Arrears Recovery – Public Auction**  
**JACKSON:**

That Council for the Town of Pincher Creek approve the tax arrears recovery Public Auction date as follows:

Date: January 21, 2021

Time: 10:00 a.m.

Place: 962 St. John Avenue, Town Hall in Council Chambers Pincher Creek, Alberta T0K 1W0

**CARRIED 20-480**

**8.4 Regional Airport Funding and Authority**  
**McGILLIVRAY:**

That Council for the Town of Pincher Creek agree to consider \$25,000 for Regional Airport Funding during the 2021 budget deliberations.

**CARRIED 20-481**

*D. Green left the meeting at 6:57 pm.*

**9. REPORTS**

**9.1 Upcoming Committee Meetings and Events**

Virtual Alberta Health Services – Seniors & Mental Health/Addiction  
Peaks to Prairies  
RCMP K Division  
Physician/Council – Minister Shandro Visit

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**BARBER:**

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

**CARRIED 20-482**

*Mayor Anderberg called a recess at 7:04 pm.*

*S. O'Rourke left the meeting at 7:04 pm*

*Mayor Anderberg called the meeting back to order at 7:12 pm.*

**11. CLOSED MEETING DISCUSSION**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, October 26, 2020 at 7:13 pm in accordance with section 16 and 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services and Administrative Manager in attendance.

**CARRIED 20-483**

**KORBETT:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, October 26, 2020 at 8:03 pm.

**CARRIED 20-484**

**11.1 License Agreement – Old RCMP Building – FOIP s. 16 & 24**

**McGILLIVRAY:**

That Council for the Town of Pincher Creek approve the one (1) term License Agreement, in principle as a Lease Agreement, dated October 26, 2020 between the Town of Pincher Creek and Alberta Health Services to use and occupy a portion of the property on 659 Main Street; Plan 552LK, Lot 102 and Plan 460B, Lot 103 for the purpose of a COVID-19 testing site.

**CARRIED 20-485**

**11.2 Pincher Creek Golf Club Society – Lease Agreement – FOIP s. 16 & 24**

**JACKSON:**

That Council for the Town of Pincher Creek defer the Pincher Creek Golf Club Society – Lease Agreement to the November 4, 2020 Committee of the Whole meeting and 2021 budget deliberations for further discussion.

**CARRIED 20-486**

**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

**McGILLIVRAY:**

That this meeting of Council on October 26, 2020 be hereby adjourned at 8:06 pm.

**CARRIED 20-487**

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

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

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 9<sup>th</sup> DAY OF NOVEMBER 2020                      S E A L  
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY NOVEMBER 9, 2020  
AT 6:00 P.M.**



Town of Pincher Creek  
COMMITTEE OF THE WHOLE MINUTES  
November 4, 2020 – 9:00 AM  
962 St. John Avenue, Council Chambers  
Virtually via GoToMeeting

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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; A Roth, Director of Operations; L. Rideout, Director of Community Services; G. Kollee, Legislative Services Manager; M. Everts, Events, Marketing & Economic Development Officer; D. Green, Family and Community Support Services Coordinator; A. Levair, Operations Coordinator and L. Goss, Administrative Manager.

**1. Call to Order**

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

**2. Agenda Approval**

**BARBER:**

That the Committee of the Whole for the Town of Pincher Creek approves the November 4, 2020 agenda as amended, the amendment being the addition of items 8.2 Alberta Police Governance Report, 8.3 Virtual Meetings – COVID-19 and 9.4 Citizen Response.

**CARRIED COTW 2020-102**

**3. Scheduled Delegations**

**3.1 RCMP Sergeant Ryan Hodge – 9:00 am**

RCMP Sergeant Ryan Hodge attended the meeting to provide statistical.

**3.2 Heritage Acres Farm Museum – Jim Peace – 9:15 am**

Jim Peace attended the meeting and provided an update on the Heritage Acres Farm Museum.

**4. Committee Reports**

<b>BARBER</b>	October 7	Committee of the Whole
	October 13	Regular Council
	October 14	Joint Funding
	October 20	Golf Club
	October 21	Special Council
	October 21	Library Board
	October 26	Community Futures
	October 26	Organizational and Regular Council
	October 28	Community Futures
<b>KORBETT</b>	October 1	Emergency Services Commission
	October 7	Committee of the Whole
		Alberta SouthWest
	October 13	Regular Council
	October 14	Joint Funding
	October 15	Early Learning Centre Committee
	October 16	Special Council
	October 19	Recycle Committee
	October 19	Health Care Attraction Retention Committee
	October 21	Special Council
	October 22	Emergency Services Commission
	October 28	Regional Emergency Management Organization
	October 31	Halloween in the Village
<b>McGILLIVRAY</b>	October 6	Pincher Creek Foundation
	October 7	Committee of the Whole
	October 8	Citizen Response
	October 9	Airport Committee
	October 13	Regular Council
	October 14	Transportation Committee
	October 14	Joint Funding
	October 15	Early Learning Centre Committee
	October 16	Special Council
	October 20	Municipal Development and Subdivision Authority
	October 21	Crowsnest/Pincher Creek Landfill
	October 21	Special Council
		Citizen Response
	October 26	Organizational and Regular Council
	October 27	Grassy Mountain Coal Hearing
	October 28	Pincher Creek Foundation
	October 29	Transportation Committee

<b>ELLIOTT</b>	October 7	Committee of the Whole
	October 13	Regular Council
	October 14	Joint Funding
	October 16	Special Council
	October 21	Special Council
	October 26	Organizational and Regular Council
<b>O'ROURKE</b>	October 7	Committee of the Whole
	October 13	Regular Council
	October 14	Joint Funding
	October 26	Organizational and Regular Council
<b>JACKSON</b>	October 7	Committee of the Whole
	October 7	Communities In Bloom
	October 9	Airport Committee
	October 13	Regular Council
	October 14	Transportation Committee
	October 14	Joint Funding
	October 16	Special Council
	October 19	Community Hall Board
	October 20	Municipal Development and Subdivision Authority
	October 21	Special Council
	October 26	Organizational and Regular Council
	October 28	Pincher Creek Foundation
	October 29	Transportation Committee
<b><u>Mayors Report</u></b>		
<b>ANDERBERG</b>	October 7	Committee of the Whole
	October 7	Family and Community Support Services
	October 8	Citizen Response
	October 8	Oldman River Regional Services Commission
	October 13	Regular Council
	October 14	Transportation Committee
	October 14	Joint Funding
	October 15	Early Learning Centre Committee
	October 16	Special Council
	October 21	Public Announcement
	October 21	Special Council
	October 22	Emergency Services Commission
	October 26	Organizational and Regular Council
	October 26	TC Energy
	October 28	Regional Emergency Management Organization
October 29	Transportation Committee	

**KORBETT:**

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

**CARRIED COTW 2020-103**

*Mayor Anderberg called a recess at 10:17 am*

*D. Green left the meeting at 10:17 am*

*Mayor Anderberg called the meeting back to order at 10:24 am*

**5. Administration**

**5.1 Upcoming Meetings**

Alberta Health Services – Health Needs Assessment  
Windy Slopes Health Foundation  
Budget  
K Division  
Council  
Remembrance Day

**McGILLIVRAY:**

That Committee of the Whole for the Town of Pincher Creek authorize Councillors McGillivray and Korbett and Mayor Anderberg to attend the Alberta Health Services – Health Needs Assessment meeting on October 18, 2020.

**CARRIED 2020-104**

**6. Business Arising from the Minutes**

**6.1 Restoring of Regional Economic Development Alliances Investment Throughout Alberta – Letter of Support**

**JACKSON:**

That Committee of the Whole for the Town of Pincher Creek agree with the draft letter of support for the Restoring of Regional Economic Development Alliances Investment throughout Alberta as presented and direct administration to forward same to the Minister of Jobs, Economy and Innovation.

**CARRIED 2020-105**

**7. Policy**

**7.1 Policy and Procedures Standards 102-20**

**McGILLIVRAY:**

That Committee of the Whole for the Town of Pincher Creek receive and approve the proposed Policy Procedures Standards policy 102-20 as recommended by the Policy Development and Review Committee.

**CARRIED 2020-106**



**8. New Business**

**8.1 Oldman River Basin Allocation Order Proposed Amendments**

**KORBETT:**

That Committee of the Whole for the Town of Pincher Creek authorize all of Council to attend the meeting with MLA Roger Reid, MLA to discuss the proposed amendments to the Oldman River Basin Allocation Order on November 20, 2020.

**CARRIED COTW 2020-107**

*W. Elliott left the meeting at 10:58 am*

**8.2 APG Reporting**

**McGILLIVRAY:**

That Committee of the Whole for the Town of Pincher Creek receives the APG Reporting information as presented.

**CARRIED COTW 2020-108**

**8.3 Virtual Meetings – COVID-19**

Discussion

*A. Grose joined the meeting at 11:10 am*

*G. Kollee joined the meeting at 11:32 am*

**9. Closed Session**

**KORBETT:**

That Committee of the Whole for the Town of Pincher Creek agree to move to a closed session of the Committee on Wednesday November 4, 2020 at 11:32 am in accordance with sections 16, 21 & 27 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Operations, Director of Community Services, Legislative Services Manager, Recreation Manager, Operations Coordinator and Administrative Manager in attendance.

**CARRIED COTW 2020-109**

*A. Levair left the meeting at 11:57 am*

*A. Grose left the meeting at 12:05 pm*

*M. Everts joined the meeting at 12:09 pm*

**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, November 4, 2020 at 12:14 pm.

**CARRIED COTW 2020-110**

**9.1 Pincher Creek and District Agricultural Society Summary of on Site Visit – FOIP s. 27**

**KORBETT:**

That Committee of the Whole for the Town of Pincher Creek direct the subcommittee including Director Roth to meet and review Agricultural Society Correspondence.

**CARRIED COTW 2020-111**

**9.2 Pincher Creek Emergency Services Commission Funding Formula – FOIP s. 21 & 27**

**McGILLIVRAY:**

That Committee of the Whole for the Town of Pincher Creek direct administration to obtain the mediator listing from Alberta Municipal Affairs, and bring back recommendations to Council.

**CARRIED COTW 2020-112**

**9.3 Golf Course Lease Agreement – FOIP s. 16 & 24**

**JACKSON:**

That Committee of the Whole for the Town of Pincher Creek receive the Golf Course Lease Agreement information to be reviewed during budget deliberations.

**CARRIED COTW 2020-113**

**9.4 Citizen Response**

**KORBETT:**

That Committee of the Whole for the Town of Pincher Creek receive the Citizen Response information as presented and that the Citizen Response Committee meet on October 8, 2020.

**CARRIED COTW 2020-114**

**10. Adjournment**

**McGILLIVRAY:**

That this session of Committee of the Whole be adjourned at 12:15 pm.

**CARRIED COTW 2020-115**

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

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

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

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Beverly McLachlin Drive - Safety Concerns, Judy Lane	
<b>PRESENTED BY:</b> Al Roth, Director of Operations	<b>DATE OF MEETING:</b> 11/9/2020

**PURPOSE:**

To provide Council with the recommendation from the Operations Committee regarding a resident's safety concerns with Beverley McLachlin Drive.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek accept the following recommendation from the Operations Committee to request that the CPO's contact the owner of the property on the corner of the hill travelling South on Beverley McLachlin Drive to have the bushes trimmed which may improve the site line for traffic. (Resolution OPS 2020-032)

**BACKGROUND/HISTORY:**

At the July 27, 2020 Council meeting Town resident Judy Lane made a presentation regarding the safety concerns she had on Beverly McLachlin Drive. She offered three options that might help.

1. Turn that road into a one way street with Hewetson Ave. to run the other direction
2. To widen the street into the West boulevard which would effectively eliminate the corner
3. Paint a center line to keep traffic in their own lane

It was recommended by the Bylaw Enforcement Department that the recommendation from the Operations Committee not be acted on as the hedges are located on private property.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receive the Operations Committee recommendation regarding a resident's safety concerns with Beverley McLachlin Drive as information.

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

None at this time.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

Safety of two way traffic on Beverley McLachlin Drive has been noted in other public communication from time to time.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration supports that Town Council provide administration further direction regarding the Operations Committee recommendation over the safety concerns on Beverley McLachlin Drive.

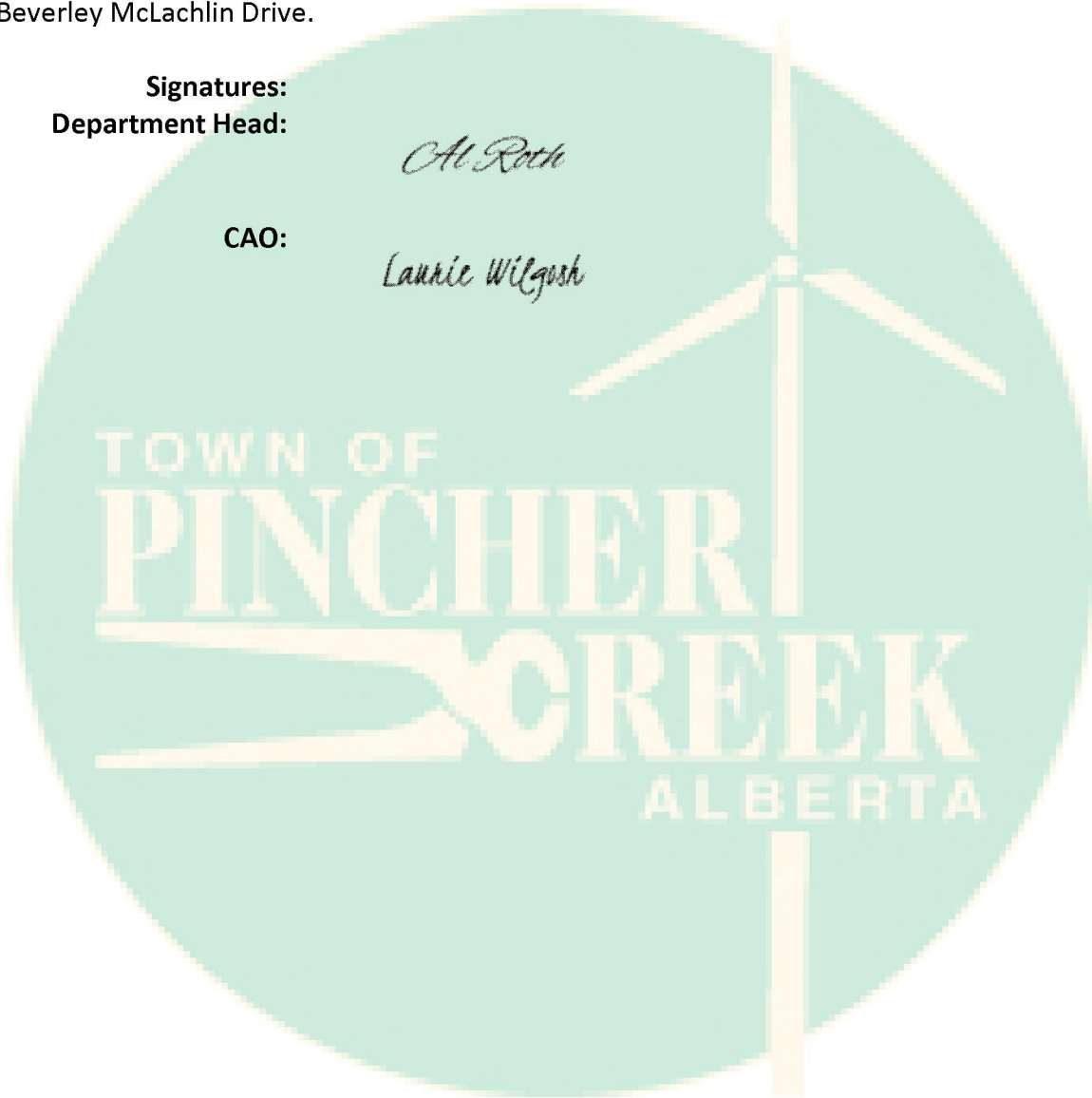
**Signatures:**

**Department Head:**

*Al Roth*

**CAO:**

*Laurie Wilgosh*



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Bylaw No. 1547-AJ – Land Use Bylaw Amendment	
<b>PRESENTED BY:</b> Gus Kollee, Legislative Service Manager	<b>DATE OF MEETING:</b> 11/9/2020

**PURPOSE:**

To present Council for the Town of Pincher Creek with Land Use Bylaw Amendment, for the proposed Bylaw No. 1547-AJ to include Food bank and Soup kitchen uses in the land use district regulations and Schedule 13 definitions for second, third and final reading.

**RECOMMENDATION:**

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

That Council for the Town of Pincher Creek agree to give Bylaw No. 1547-AJ third and final reading and that a copy be attached hereto and form part of the minutes.

**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.

However, at the October 13, 2020 Town Council meeting, an amendment was introduced and passed to include Soup kitchen uses in the land use district regulations and definitions. (Resolution 20-431)

**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 second 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 and updating the online Land Use Bylaw and the GIS mapping 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 was to be published for two consecutive weeks in the local weekly newspaper as per Advertising for Public Hearing Policy Number 115-95 and thus was advertised in the local news papers on October 21 and 28th, 2020 respectively.

**ATTACHMENTS:**

Draft - Amended - Land Use Bylaw No. 1547-AJ - 527

**CONCLUSION/SUMMARY:**

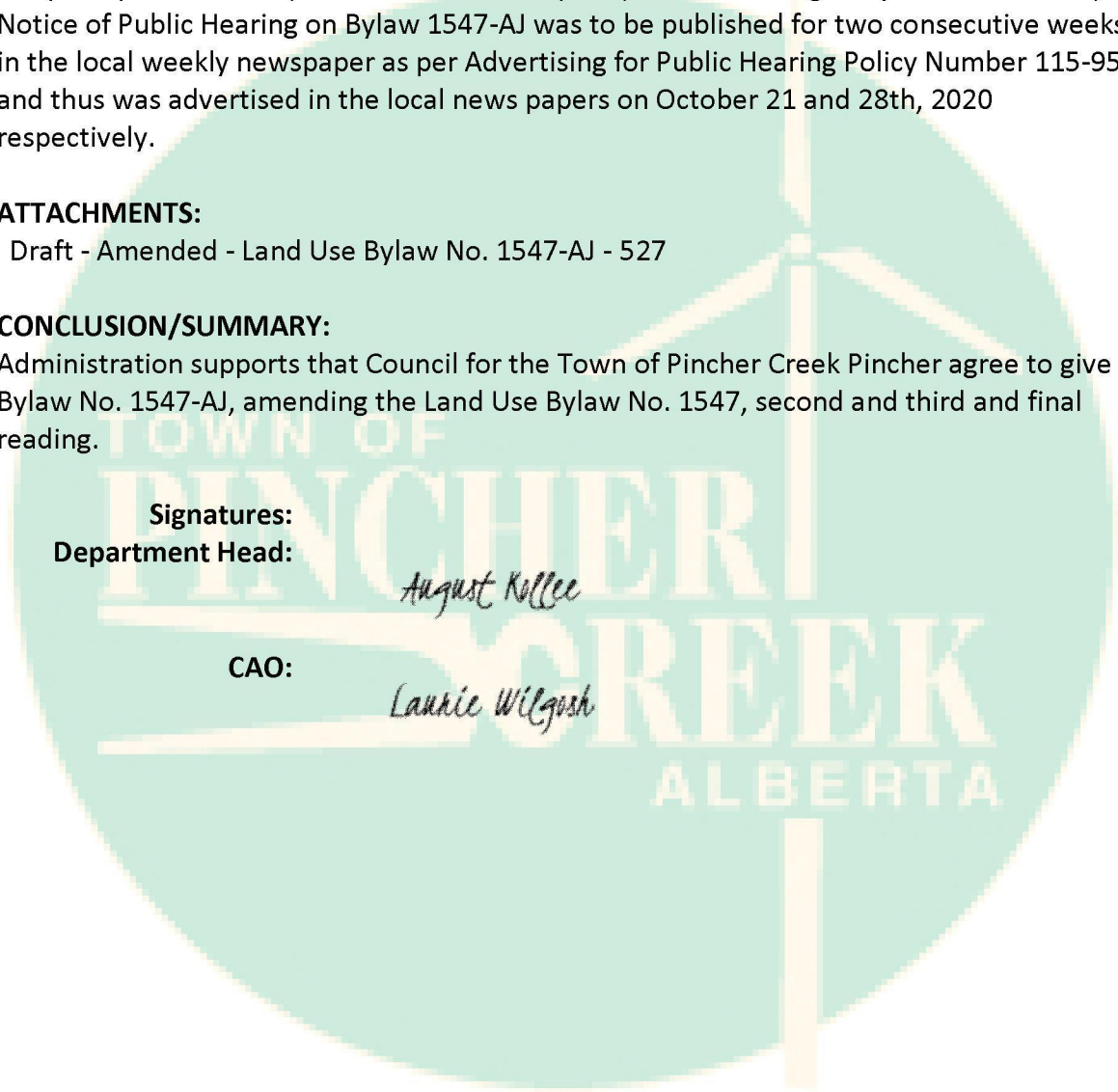
Administration supports that Council for the Town of Pincher Creek Pincher agree to give Bylaw No. 1547-AJ, amending the Land Use Bylaw No. 1547, second and third and final reading.

**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 or soup kitchen;

**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 soup kitchen;

**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**” and “**Soup kitchen**” to the list;

Downtown / Retail Commercial – C1  
Section 1. Discretionary Uses

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

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

“**Soup kitchen**” means a place where free food is served to those who are homeless or destitute.

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 13<sup>th</sup> 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



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Using Technology to Meet Customer Needs - Virtual Event	
<b>PRESENTED BY:</b> Lisa Goss, Administrative Manager	<b>DATE OF MEETING:</b> 11/9/2020

**PURPOSE:**

For Council to consider authorizing members of Council to attend the Using Technology to Meet Customer Needs - Virtual Event.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek authorize the attendance of Councillor McGillivray and Councillor Korbett at the virtual event, Using Technology to Meet Customer Needs, on November 18, 2020.

**BACKGROUND/HISTORY:**

None at this time.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receives the Using Technology to Meet Customer Needs - Virtual Event information as presented.

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

.None at this time

**FINANCIAL IMPLICATIONS:**

.There is no cost to attend this event, except for Council remuneration

**PUBLIC RELATIONS IMPLICATIONS:**

.None at this time

**ATTACHMENTS:**

PSN-Virtual-2020-Using-Technology-to-Meet-Customer-Needs-Canada-1 - 522

**CONCLUSION/SUMMARY:**

Administration supports that Council authorize members to attend this virtual event.

**Signatures:**

**Department Head:**



CAO:

*Laurie Wilgosh*



**Smart Cities & Infrastructure**

**Virtual Using Technology to Meet Customer Needs**

Innovating to create an integrated and seamless CX in local government

Online | Wednesday, November 18th, 2020 | Start: 12:00pm ET / 9:00 PT



**AGENDA OVERVIEW**

There's no denying technology is a key in driving positive change, but it's nothing without being leveraged effectively.

Local Government is experiencing increased pressure to adopt digital technologies, drive efficiencies and improve CX in the face of COVID-19, alongside budget restrictions, to create an interconnected council and satisfied city.

While leveraging technology to drive operational efficiency is still a priority, the main focus has shifted to using technology to gain insight and identify areas for improvement, while also integrating digital to drive engagement and CX.

The Public Sector Network's Leveraging Tech to Meet your User Needs Virtual Event is here to help drive collaboration within local government, providing the platform for knowledge sharing to further design and navigate your CX journey and fully utilize existing/new technology to meet user needs.

**WHO SHOULD ATTEND**

- Mayors & City Managers
- Chiefs/Directors/Heads of Technology
- Data & Analytics
- Digital Capability
- Information Management & IT
- Corporate Strategy
- Transformation & Innovation
- Business Systems, Integration, & Business Intelligence

**REASONS TO ATTEND**

- Grasp How to Best Leverage Data to Identify the Most Beneficial Improvements to Your Operations and Service
- Understand How to Develop a Technology Roadmap Based on What your User Really Wants and Needs
- What are the right people, processes, tools and technology needed for your smart city?
- Set the Vision and Strategy to Drive Citizen Engagement and Experience Through Digital Technology

**SPEAKERS**



**GLEN COTTICK**  
Acting Chief Innovation Officer  
City of Winnipeg



**MAURIZIO BEVILACQUA**  
Mayor  
City of Vaughan



**GARY KENT**  
Commissioner of Corporate Services/  
CFO  
City of Mississauga



**MATT ROSS**  
Manager, Artificial Intelligence  
City of London



**JAZZ PABLA**  
Director, Information Services  
City of Kelowna



**CHRIS RICKETT**  
Director, COVID-19 Business Mitigation and Recovery  
Municipal Property Assessment Corporation



**SHARON FLEMING**  
Director, Fleet Services  
City of Calgary

**AGENDA**

12.00pm ET 9.00am PT	Welcome from PSN
12.10pm ET 9.10am PT	Welcome from Chair
12.20pm ET 9.20am PT	Maurizio Bevilacqua, Mayor, City of Vaughan
12.35pm ET 9.35am PT	Partner Session
12.50pm ET 9:50 PT	Leveraging Open Data to Enhance City Services and Transparency for Citizens and Identify Beneficial Improvements <i>Glen Cottick, Acting Chief Innovation Officer, City of Winnipeg</i>
1.05pm ET 11.05am PT	Partner Session
1.20pm ET 11.20am PT	Driving Citizen Engagement and Experience Through Digital Technology <i>Gary Kent, Commissioner of Corporate Services/CFO, City of Mississauga</i>
1.35pm ET 10.35am PT	Break
1.40pm ET 10.40am PT	Panel Discussion Strategizing for the next 3-5 years: Leveraging Technology and Data to Identify the Most Beneficial Improvements to Your Operations and Service  <ul style="list-style-type: none"> <li>• Jazz Pabla, Director, Information Services, City of Kelowna</li> <li>• Matt Ross, Manager, Artificial Intelligence, City of London</li> <li>• Sharon Fleming, Director, Fleet Services, City of Calgary</li> <li>• Chris Rickett, Director, COVID-19 Business Mitigation and Recovery, City of Toronto</li> </ul>
2.00pm ET 11.00am PT	Chair Wrap-up & End of Session

[CLICK HERE TO REGISTER](#)

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Joint Funding for 2021	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Finance and Human Resources	<b>DATE OF MEETING:</b> 11/9/2020

**PURPOSE:**

To approve the per capita rate for the Joint Funding Allocations as agreed to at the Joint Funding Meeting on October 14, 2020.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the joint funding allocations at a per capita rate of \$29 for a total of \$105,618 contribution from the Town.

**BACKGROUND/HISTORY:**

Every year the Town and MD invite organizations to apply for joint funding. Both Councils met to discuss the applications on October 14, 2020 and decided the allocations resulting in \$29 per capita. The total Joint Funding Allocations is \$190,000 with the MD contributing approximately \$85,000 and the Town contributing \$105,618/

**ALTERNATIVES:**

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

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

none at this time

**FINANCIAL IMPLICATIONS:**

The per capita rate for 2020 was \$40 so there is a savings of approximately \$40,000.

**PUBLIC RELATIONS IMPLICATIONS:**

The organizations that apply for joint funding rely on these funds to operate.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration supports approving the Joint Funding per capita rate of \$29.

**Signatures:**

Department Head:

*Wendy Catonio*

CAO:

*Lannie Wilgosh*





**Town of Pincher Creek  
COUNCIL DISTRIBUTION LIST  
November 9, 2020**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
1.	October 22, 2020	Oldman River Health Advisory Council	Free Zoom Session Open to Public: Join the conversation on Seniors Health and Addiction and Mental Health Services in the Lethbridge Region
2.	October 22, 2020	Ethan Bayne, Alberta Municipal Affairs	Assessment Model Review Webinar - October 28
3.	October 23, 2020	Tony Epp, Canada Energy Regulator	NGTL West Path Delivery Pipeline Project 2023
4.	October 23, 2020	Preston Seier, Public Affairs & Communications	NGTL West Path Delivery 2023 Application Notification
5.	October 26, 2020	Bev Thornton, AlbertaSW	PEAKS TO PRAIRIES information and update: E-Mobility in Southern AB - Register Today
6.	October 26, 2020	Electricity Transformation Canada	Electricity Transformation Canada Updates
7.	October 23, 2020	Aymone Agossou, FCM	Letter
8.	October 26, 2020	Mathur, Ashok (STATCAN)	Statistics Canada's Business and Community Newsletter – October 2020
9.	October 28, 2020	La Vonne Rideout, Town of Pincher Creek	Communities in Bloom
10.	October 29, 2020	Victoria Chester, Highway 3 Twinning Development Association	H3TDA Board Meeting Package for Friday Nov. 6th
11.	October 30, 2020	Katrina Edgerton-McGhan, DLA Piper (Canada) LLP	New Resource – Help with Debt (Alberta)
12.	October 29, 2020	BLOOM Centre for Municipal Education	Webinar Curriculum and series one course schedule
13.	October 31, 2020	Panel Secretariat Grassy Mountain Coal Project, IAAC	Update regarding the Grassy Mountain Coal Project
14.	November 3, 2020	Gurvinder Ahuja, Axia FibreNet Ltd.	Letter



**Town of Pincher Creek  
COUNCIL DISTRIBUTION LIST  
November 9, 2020**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
<b>15.</b>	November 3, 2020	Troy MacCulloch, M.D. of Pincher Creek	Letter re Organizational Meeting 2020 (Committee appointments)
<b>16.</b>	November 3, 2020	Troy MacCulloch, M.D. of Pincher Creek	Letter re Organizational Meeting 2020 (FCSS Committee appointment)
<b>17.</b>	November 3, 2020	Lisa Goss, Town of Pincher Creek	Claresholm council votes down proposed face mask bylaw, Lethbridge News Now
<b>18.</b>	October 30, 2020	David Cox, P.C. Emergency Services Commission	Letter
<b>19.</b>	November 4, 2020	Dick Burnham, Royal Canadian Legion Pincher Creek Branch #43	Letter

## **Manager Legislative Services**

**Highlight Report – 2nd and 3rd Quarters 2020**



09 November 2020



## Highlight Report

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

### Bylaws reviewed by Council

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

#### Traffic Bylaw No 1599 and 1599-11

On May 11, 2020 Councillor received the Traffic Bylaws No. 1599-09 and 1599-11 Amendment as information and directed administration to review and bring recommendations back to Council. (*Resolution 20-239*)

### Renewal of Leases/Agreements

The Property Review Committee consist of all members of Council. Council will be presented with all relevant leases/agreements' information on as needed bases. Leases/Agreements that were reviewed and renewed these last two (2) quarters, subject to Council approval, are as follows:

- 1) On April 27, 2020 Town Council approved the Problem Wildlife Services contract between the Town of Pincher Creek and Lindsey Paterson dated May 1, 2020 for a three (3) year term ending April 30, 2023 providing service to remove problem skunk, racoon and beavers.
- 2) On May 11, 2020 Town Council approved the five (5) year Lease Agreement between the Town of Pincher Creek and the Pincher Creek Search and Rescue to provide a temporary location at the Old Water Treatment Plant (*WTP*) to keep their equipment separate from where they have been storing it with PC Emergency Services (Firehall). Due to COVID-19 the new location limits contact with members of Pincher Creek Emergency Services.
- 3) On June 8, 2020 Town Council directed administration to bring back a proposed Shared Service Agreement between the Town and the MD of Pincher Creek to provide Animal Control services. On August 24, 2020 Town Council authorized and approved the Peace Officer Sale of Service Agreement dated July 30, 2020 between the Town and the MD of Pincher Creek to provide animal control services on an as needed basis for a one (1) year term. This file is in progress.

- 4) On July 27, 2020 Town Council directed administration to prepare a temporary lease agreement for Plan 9912781, Block 8, Lots 5 and 6 granting a six (6) feet above ground level fence on the West side of the parcels onto the public right-of-way and all cost associated to prepare the agreement to be borne by the property owner(s) of Roll #1070000 and Roll #1135000 respectively. This file is in progress.
- 5) On September 28, 2020 Town Council granted the Pincher Creek 5 Pin Bowlers Association requests waiving the rent and utilities payments until September 2021 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. The Association has reduced its operating season due to COVID-19.

## Land Sale

A Summary List of Town Lots for sale is available on the Town of Pincher Creek website. A total of twenty-four (24) commercial zoned town owned properties are listed. These are Highway Drive-in Commercial – C2, Transitional Commercial – C4, Business Park – I3, General Industrial and Warehousing – I1 zoned lots in the North East Industrial area.

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

## General Insurance

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

## Tax Recovery

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

On August 24, 2020 Town Council authorized and approved to engage TAXervice to manage the property tax arrears recovery for the Town of Pincher Creek. The tax arrears recovery program is revenue neutral as all associated costs are at the rate-payers expense. This file is ongoing.

## Development Activities

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

### Summary of development activities

**this second and third quarters year-to-date are as follows:**

**19** - Development Permit Applications total value of **\$1,372,395.00**

**Y-T-D: 27** Development Permits for an estimated aggregate total value of **\$2,111,045.00**

**1** - Sign Permit Application

**Y-T-D: 3** Sign Permit Applications

**0** - Home-Based Occupation Permits

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

**15** Compliance Certificates issued

**Y-T-D: 25** Compliance Certificates issued

**13** *MDSA* applications heard/decided

**Y-T-D: 19** *MDSA* Applications heard/decided

## Safety Codes Annual Internal Review (AIR)

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

## Bylaw Enforcement

The Bylaw Enforcement Department is to enforce the bylaws, provincial acts and regulations including; developments without permits, expired permit and unsightly premises. The internal incidents/activities reporting and tracking process of the Community Peace Officers, which is on an ongoing basis, is current and reviewed daily, and in compliance with the Public Security Peace Officer Program. For the third quarter 2020 there were a total of **138 counts** year-to-date of incident types reported of which the detailed report is attached. Currently, the CPO's are handling all incoming dog and general animal complaints.

## Peace Officer Shared Services

In addition to providing peace officer services to the Village of Cowley the Town also provides animal control services to the MD of Pincher Creek on an on-call basis. Internal reporting regarding bylaw enforcement services, including time allocations, in each jurisdiction is ongoing and reviewed by administration accordingly.

## Order to Remedy Dangers and Unsightly Property

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

## Weed Control/Inspection

The CPO's provide and oversee the Town's weed control program which typically runs from May to November in each year.

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

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

- 1) Weeds on town property; CPOs will contact the licenced pesticide applicator.
- 2) Make an IWork's for Public Works to maintain the area.
- 3) CPOs will pull or dig up weeds if it's on a small-scale infestation. Small-scale meaning one or two invasive plants along an alley way.
- 4) Weeds on private property are handled by the property owner. CPOs contact the property to maintain weed infestations as property owners' see fit. Authority is provided under the town's nuisance bylaw 1574-19. Section 3. This includes dandelions.

Respectfully Submitted,

Gus Kollee,  
Manager Legislative Services.

/ak

Attachments



## Safety Codes Council

April 3, 2020

August Kollee  
Manager Legislative Services  
Town of Pincher Creek  
Box 159  
Pincher Creek AB T0K 1W0

Dear August Kollee:

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**RE: 2019 Annual Internal Review  
Town of Pincher Creek - Accreditation No: M000253**

The Town of Pincher Creek 2019 Annual Internal Review (AIR) for the building, electrical, gas and plumbing disciplines has been approved. You can view the signed AIR document on the Town of Pincher Creek's organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

We acknowledge that information for the fire discipline will be provided by the joint municipality.

Should you have any questions, please do not hesitate to call the Accreditation Department. We can be reached toll-free at 1-888-413-0099 or by email at [accreditation@safetycodes.ab.ca](mailto:accreditation@safetycodes.ab.ca).

Best Regards,

A handwritten signature in blue ink, appearing to read 'Peter Thomas'.

Peter Thomas  
Administrator of Accreditation

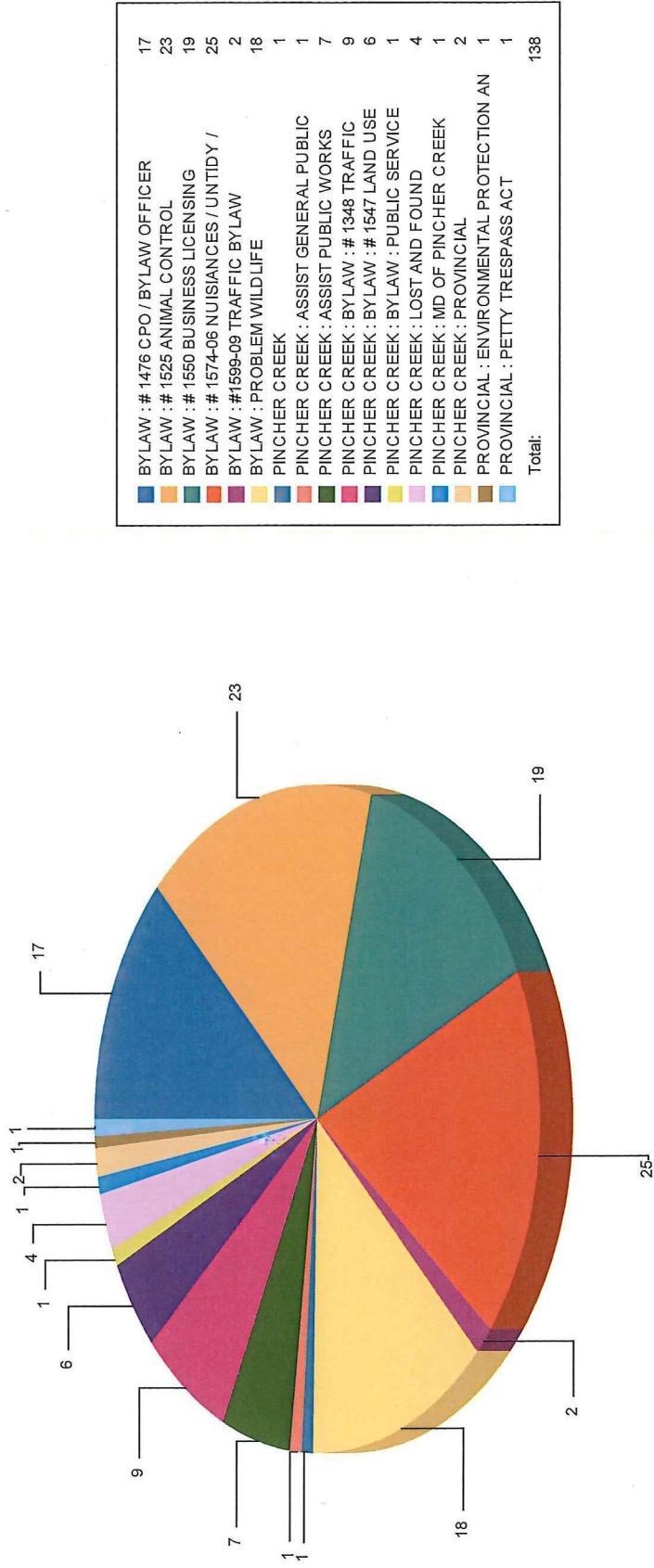
JV

**PINCHER CREEK**

QUARTERLY REPORT Statistics from Occurred Date: 1/1/2020 12:00:00AM to 9/30/2020 11:59:00PM

File/Complaint Report

**Count of Incident Types**



PINCHER CREEK: 1 1%

File/Complaint Report

PINCHER CREEK : ASSIST GENERAL PUBLIC: 1 1%

PINCHER CREEK : ASSIST PUBLIC WORKS: 7 5%

PINCHER CREEK : BYLAW : # 1348 TRAFFIC: 9 7%

PINCHER CREEK : BYLAW : # 1476 CPO / BYLAW OFFICER: 17 12%

PINCHER CREEK : BYLAW : # 1525 ANIMAL CONTROL: 23 17%

PINCHER CREEK : BYLAW : # 1547 LAND USE: 6 4%

PINCHER CREEK : BYLAW : # 1550 BUSINESS LICENSING: 19 14%

PINCHER CREEK : BYLAW : # 1574-06 NUISANCES / UNTIDY / UNSIGHTLY: 25 18%

PINCHER CREEK : BYLAW : #1599-09 TRAFFIC BYLAW: 2 1%

PINCHER CREEK : BYLAW : PROBLEM WILDLIFE: 18 13%

PINCHER CREEK : BYLAW : PUBLIC SERVICE: 1 1%

PINCHER CREEK : LOST AND FOUND: 4 3%

PINCHER CREEK : MD OF PINCHER CREEK: 1 1%

PINCHER CREEK : PROVINCIAL: 2 1%

PINCHER CREEK : PROVINCIAL : ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT: 1 1%

PINCHER CREEK : PROVINCIAL : PETTY TRESPASS ACT: 1 1%

Grand Total: 100.00% Total # of Incident Types Reported: 138