



**TOWN OF PINCHER CREEK COUNCIL
MEETING AGENDA
Monday, November 22, 2021 at 6:00 p.m.
[Virtual via Zoom](#)**

1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
4. **Scheduled Delegations**
5. **Adoption of Minutes**
 - 5.1 Minutes of the Committee of the Whole Meeting held on November 3, 2021
 - 5.2 Minutes of the Special Meeting of Council held on November 5, 2021
 - 5.3 Minutes of the Regular Meeting of Council held on November 8, 2021
 - 5.4 Minutes of the Special Meeting of Council held on November 10, 2021
6. **Business Arising from the Minutes**
 - 6.1 Disposition of Delegation – Megan Metheral
7. **Bylaws**
8. **New Business**
 - 8.1 REAL Ice System Installation
 - 8.2 Engagement Invitation for Alberta provincial Police Service Transition Study
 - 8.3 Joint Funding
 - 8.4 Community Peace Officer Appointment
 - 8.5 Restriction Exemption Program
9. **Reports**
 - 9.1 Upcoming Committee Meeting and Events
10. **Administration**
 - 10.1 Council Information Distribution List
 - 10.2 Chief Administrative Officer Third Quarter Report
 - 10.3 Finance Third Quarter Report
11. **Closed Session Discussion**
 - 11.1 Application for Property Tax Exemption – Non-Profit Organization– FOIP s. 16
 - 11.2 Safety Officer Sale of Service Agreement– FOIP s. 21 & 24
12. **Notice of Motion**
13. **Adjournment**

The next Regular Council Meeting is scheduled for December 13, 2021 at 6:00 p.m.



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
November 3, 2021 – 9:00 PM
Virtually via Zoom

ATTENDANCE:

Mayor: D. Anderberg

Councillors: M. Barber, W. Elliott, B. Wright, W. Oliver, S. Nodge and D. Green

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; L. Rideout, Director of Community Services; A. Grose, Recreation Manager; M. Everts, Events, Marketing & Economic Development Officer; A. Roth, Director of Operations; A. Levair, Operations Manager, G. Kollee, Legislative Services Manager; L. Johnson, Administrative Assistant and L. Goss, Administrative Manager.

1. Call to Order

Mayor Anderberg called the meeting to order at 9:00 am.

2. Agenda Approval

ELLIOTT:

That the Committee of the Whole for the Town of Pincher Creek approves the November 3, 2021 agenda as amended, the amendment being the addition of item 8.8 Renaming of Indian Street, 8.9 Covid Policies and Protocols Update and 6.3 Recycling Update.

CARRIED COTW 2021-131

3. Scheduled Delegations

3.1 Sergeant Ryan Hodge – RCMP Quarterly Update

RCMP Sergeant Ryan Hodge attended the meeting to present the quarterly update.

3.2 Alberta Health Services – COVID Update – Kristin Dykstra

Alberta Health Services representative, Kristin Dykstra, attended the meeting to provide the committee with a COVID update.

4. Committee Reports

Written reports are attached hereto forming part of the minutes.

5. Administration

5.1 Upcoming Meetings

Highway 3 Twinning Association
Finance and Budget Committee
Alberta SouthWest
Council Meeting
Development Process Review
Pincher Creek Foundation

6. Business Arising from the Minutes

6.1 Golf/Curling Club Steering Committee

NODGE:

That Committee of the Whole for the Town of Pincher Creek defer definitely to the December Committee of the Whole meeting, the Golf/Curling Club Steering Committee, and direct administration to bring forward information regarding terms of reference for a Council liaison position.

CARRIED COTW 2021-132

OLIVER:

That Committee of the Whole for the Town of Pincher Creek appoint Councillor Barber to the Golf/Curling Club Steering Committee on a temporary basis.

CARRIED COTW 2021-133

6.2 Piikani Liaison

ELLIOTT:

That Committee of the Whole for the Town of Pincher Creek direct Mayor Anderberg to prepare and send a letter of invitation to the Piikani Nation Chief to develop a relationship between the two communities.

CARRIED COTW 2021-134

6.3 Recycling Update

GREEN:

That Committee of the Whole for the Town of Pincher Creek receives the Recycling Update information as presented.

CARRIED COTW 2021-135

Mayor Anderberg called a recess at 10:52 am

Mayor Anderberg called the meeting back to order at 11:03 am

7. Policy

8. New Business

8.1 Council Code of Conduct Review

8.2 Fort Macleod Parade Invitation

BARBER:

That Committee of the Whole for the Town of Pincher Creek agree to participate in the 2021 Santa Claus Parade in Fort Macleod on Saturday November 27, 2021 and authorize a member of Council to attend.

CARRIED COTW 2021-136

8.3 Municipal Elected Officials Course – Emergency Management

NODGE:

That Committee of the Whole for the Town of Pincher Creek direct administration to advise the Director of Emergency Management, Brett Wuth to request a virtual, live group session for the Municipal Elected Officials Course on Emergency Management to be presented by Field Officer Garry Dzioba.

CARRIED COTW 2021-137

8.4 Strategic Planning/Economic Development Strategy

GREEN:

That Committee of the Whole for the Town of Pincher Creek direct administration to circulate the Draft Economic Development Strategy to Council for review and schedule a special meeting with the consultant for review.

CARRIED COTW 2021-138

ELLIOTT:

That Committee of the Whole for the Town of Pincher Creek direct administration to schedule a Strategic Planning Session.

CARRIED COTW 2021-139

8.5 Electronic Devices

8.6 AUMA Convention Questions

G. Kollee left the meeting at 11:59 am

8.7 Department Overview/Responsibilities

WRIGHT:

That Committee of the Whole for the Town of Pincher Creek defer the Department Overview/Responsibilities to the Finance and Budget Committee meeting scheduled on Friday November 5, 2021 and that the time be amended from 9:00 am to 8:30 am.

CARRIED COTW 2021-140

8.8 Renaming of Indian Street

NODGE:

That Committee of the Whole for the Town of Pincher Creek defer the Renaming of Indian Street to the January Committee of the Whole meeting for discussion.

CARRIED COTW 2021-141

8.9 Covid Policies and Protocols Update

9. Closed Session

10. Adjournment

ELLIOTT:

That this session of Committee of the Whole be adjourned at 1:04 pm.

CARRIED COTW 2021-142

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 8th DAY OF NOVEMBER 2021**

Mayor, D. Anderberg

CAO, L. Wilgosh



**SPECIAL MEETING OF COUNCIL
Town of Pincher Creek
Held on Friday, November 5, 2021
Virtually via Zoom
commencing at 8:30 a.m.**

IN ATTENDANCE: Mayor: D. Anderberg

Councillors: M. Barber, D. Green, S. Nodge, W. Oliver, B. Wright

Absent with Regrets: W. Elliott

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; A. Kollee, Legislative Services Manager; L. Rideout, Director of Community Services; A. Grose, Recreation Manager; M. Everts, Events, Marketing & Economic Development Officer; D. Desabrais, Municipal Energy Project Lead; A. Hlady, Family and Community Support Services Coordinator; B. Leavins, Public Works Parks Coordinator; A. Roth, Director of Operations; A. Levair, Operations Manager; L. Johnson, Administrative Assistant and L. Goss

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 8:31 a.m.

**2. AGENDA APPROVAL
WRIGHT:**

That Council for the Town of Pincher Creek approves the November 5, 2021 Special Meeting of Council agenda as presented.

CARRIED 21-415

3. NEW BUSINESS

3.1 Department Overview/Responsibilities

- Chief Administrative Officer
- Director of Finance and Human Resources

- Administrative Manager
- Legislative Services Manager
- Director of Community Services
- Recreation Manager
- Director of Operations
- Operations Manager

M. Everts joined the meeting at 9:54 am

Mayor Anderberg called a recess at 9:56 am

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

3.2 Project Overview/Highlights (Postponed to November 10, 2021)

- Administration
- Community Services
- Operations

4. CLOSED SESSION DISCUSSION

5. ADJOURNMENT

GREEN:

That this Special Meeting of Council on November 5, 2021 be hereby adjourned at 12:00 pm.

CARRIED 21-416

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 8th DAY OF NOVEMBER 2021**

S E A L

NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY NOVEMBER 8, 2021



REGULAR MEETING OF COUNCIL
Held on Monday November 8, 2021
Virtually, commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

Councillors: M. Barber, D. Green, S. Nodge, W. Oliver and B. Wright

Absent with Regrets: W. Elliott

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

NODGE:

That Council for the Town of Pincher Creek agree to add 11.4 Lost Things Distillery Development Update to the November 8, 2021 regular meeting of Council.

CARRIED 21-417

WRIGHT:

That Council for the Town of Pincher Creek approves the November 8, 2021 agenda as amended.

CARRIED 21-418

4. DELEGATIONS

4.1 Pincher Creek & District Library Board – Introduction, Future Plans, Request for Support – Janice Day, Michael Barkwith and Sandra Baker

Janice Day, Michael Barkwith and Sandra Baker attended the meeting to introduce the Pincher Creek & District Library Board members to Council, present future plans for the Library and request support.

4.2 Lease Agreement – John Van Driesten

John Van Driesten attended the meeting to provide information to Council regarding the land lease from the Town of Pincher Creek.

Mayor Don Anderberg declared a potential conflict of interest with items 4.3 and 4.4 on the agenda as the presenter and neighboring landowner are immediate family and left the meeting at 6:31 pm.

Deputy Mayor Mark Barber chaired the meeting during this time.

4.3 Superform Development on Pronghorn Avenue – Megan Metheral

Megan Metheral attended the meeting to express concern with the Superform Development on Pronghorn Avenue.

4.4 Sage Early Learning Centre Operation – Megan Metheral

Megan Metheral attended the meeting to express concerns regarding the operation of the Sage Early Learning Centre. This item will be postponed until the next regular meeting of Council.

5. ADOPTION OF MINUTES

5.1 Minutes of the Organizational Meeting of Council held on October 25, 2021

GREEN:

That Council for the Town of Pincher Creek approve the minutes of the Organizational Meeting of Council held on October 25, 2021 as presented.

CARRIED 21-419

5.2 Minutes of the Regular Meeting of Council held on October 25, 2021

OLIVER:

That Council for the Town of Pincher Creek approve the minutes of the Regular Meeting of Council held on October 25, 2021 as presented.

CARRIED 21-420

5.3 Minutes of the Committee of the Whole meeting held on November 3, 2021

BARBER:

That Council for the Town of Pincher Creek approve the minutes of the Committee of the Whole Meeting held on November 3, 2021 as presented.

CARRIED 21-421

6. BUSINESS ARISING FROM THE MINUTES

7. BYLAWS

7.1 Regional Assessment Review Board Bylaw 1633-21

NODGE:

That Council for the Town of Pincher Creek agree to give Regional Assessment Review Board Bylaw 1633-21 first reading.

CARRIED 21-422

GREEN:

That Council for the Town of Pincher Creek agree to give Regional Assessment Review Board Bylaw 1633-21 second reading.

CARRIED 21-423

OLIVER:

That Council for the Town of Pincher Creek unanimously agree to present Regional Assessment Review Board Bylaw 1633-21 for third reading at the November 8, 2021 regular meeting of Council.

CARRIED UNANIMOUSLY 21-424

BARBER:

That Council for the Town of Pincher Creek agree to give Regional Assessment Review Board Bylaw 1633-21 third and final reading and that a copy of which be attached hereto forming part of the minutes.

CARRIED 21-425

7.2 Council Procedural Bylaw 1596-21

NODGE:

That Council for the Town of Pincher Creek accept the information regarding Council Procedural Bylaw 1596-21 as presented.

CARRIED 21-426

8. NEW BUSINESS

8.1 Agreement for Regional Assessment Review Services

OLIVER:

That Council for the Town of Pincher Creek agree and approve the Agreement for Regional Assessment Review Services as presented.

CARRIED 21-427

9. REPORTS

9.1 Upcoming Committee Meetings and Events

AUMA Convention
Special Council
Budget and Finance Committee
Pincher Creek Foundation Board

10. ADMINISTRATION

10.1 Council Information Distribution List

BARBER:

That Council for the Town of Pincher Creek accept the November 8, 2021 Council Information Distribution List as information.

CARRIED 21-428

Mayor Anderberg called a recess at 7:21 pm.

Mayor Anderberg called the meeting back to order at 7:25 pm.

11. CLOSED MEETING DISCUSSION

BARBER:

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, November 8, 2021 at 7:26 pm in accordance with section 16, 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services, Director of Finance and Human Resources, Events, Marketing & Economic Development Officer and Administrative Manager in attendance.

CARRIED 21-429

NODGE:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, November 8, 2021 at 8:12 pm.

CARRIED 21-430

11.1 Lease Agreement – Sec 5-7-29-W4 and Plan 8511150, Block 1, Lot 1 – FOIP s. 16 & 24

OLIVER:

That Council for the Town of Pincher Creek direct administration to extend the lease agreement for Parcel 1 (Sec 5-7-29-W4 approximately 439.5 acres) and Parcel 2 (Plan Pincher Creek 8511150, Block 1, Lot 1 approximately 112.5 acres) between the Town of Pincher Creek and Macleod View Dairy (1994) Ltd. for the purpose of growing agricultural crops to a ten (10) year term with an expiry date December 31, 2029

Councillor Barber made a friendly amendment

That the tenant provide annual soil samples and test results to be provided to the Town.

CARRIED 21-431

11.4 Lost Things Distillery Development Update – FOIP s. 16 & 24

NODGE:

That Council for the Town of Pincher Creek receive the information regarding the Lost Things Distillery Development Update as presented.

CARRIED 21-432

Mayor Don Anderberg declared a potential conflict of interest with items 11.2 and 11.3 on the agenda as the neighboring landowner and potential committee appointee are immediate family and left the meeting at 8:19 pm.

Deputy Mayor Mark Barber chaired the meeting during this time.

WRIGHT:

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, November 8, 2021 at 8:20 pm in accordance with section 16, 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services, Director of Finance and Human Resources, Events, Marketing & Economic Development Officer and Administrative Manager in attendance.

CARRIED 21-433

Oldman River Regional Services Commission Senior Planner, Mike Burla, joined the meeting at 8:22 pm.

M. Everts left the meeting 9:12 pm.

GREEN:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, November 8, 2021 at 9:44 pm.

CARRIED 21-434

11.2 Superform Development Process – FOIP s. 16 & 24

OLIVER:

That Council for the Town of Pincher Creek receive the update and background information related to the development application 21-D0028 and appeal process decision for the Superform Products Ltd development as information and direct administration to request that the environmental assessment be provided to the Town of Pincher Creek

CARRIED 21-435

11.3 Municipal Development and Subdivision Authority (MDSA) - Appointment – FOIP s. 19 & 24

GREEN:

That Council for the Town of Pincher Creek direct administration to advertise for receiving applications to be appointed to the Municipal Development and Subdivision Authority and bring back the information for Council consideration.

CARRIED 21-436

12. NOTICE OF MOTION

13. ADJOURNMENT

WRIGHT:

That this meeting of Council on November 8, 2021 be hereby adjourned at 9:46 pm.

CARRIED 21-437

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 22nd DAY OF NOVEMBER 2021 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY NOVEMBER 22,
2021 AT 6:00 P.M.**



**SPECIAL MEETING OF COUNCIL
Town of Pincher Creek
Held on Wednesday, November 10, 2021
Virtually via Zoom
commencing at 9:00 a.m.**

IN ATTENDANCE: Mayor: D. Anderberg

Councillors: M. Barber, D. Green, S. Nodge, W. Oliver, B. Wright

Absent with Regrets: W. Elliott

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; A. Kollee, Legislative Services Manager; L. Rideout, Director of Community Services; A. Grose, Recreation Manager; A. Levair, Operations Manager; L. Johnson, Administrative Assistant and L. Goss

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 9:02 a.m.

2. AGENDA APPROVAL

WRIGHT:

That Council for the Town of Pincher Creek approves the November 10, 2021 Special Meeting of Council agenda as presented.

CARRIED 21-438

3. NEW BUSINESS

3.1 Questions from Community Services Presentation – last meeting

3.2 Legislative Services – projects and issues

3.3 Operations – projects and issues

Councillor Green left the meeting at 9:38 am

Mayor Anderberg called a recess at 10:26 am

Mayor Anderberg called the meeting back to order at 10:38 am

3.4 Community Services – projects and issues

3.5 CAO – Issues

4. CLOSED SESSION DISCUSSION

BARBER:

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Wednesday, November 10, 2021 at 11:21 am in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services, Director of Finance and Human Resources, Recreation Manager, Operations Manager, Legislative Services Manager and Administrative Manager in attendance.

CARRIED 21-439

*Councillor Elliott joined the meeting at 11:24 am
L. Rideout left the meeting at 11:50 am*

OLIVER:

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Wednesday, November 10, 2021 at 12:15 pm.

CARRIED 21-440

5. ADJOURNMENT

NODGE:

That this Special Meeting of Council on November 10, 2021 be hereby adjourned at 12:16 pm.

CARRIED 21-441

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 22nd DAY OF NOVEMBER 2021**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY NOVEMBER 22,
2021**

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Disposition of Delegation - Megan Metheral	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 11/22/2021

PURPOSE:

To address the concerns presented to Town Council on Monday, November 8th, 2021

RECOMMENDATION:

That Council for the Town of Pincher Creek receive the information and concerns raised by the delegation, Megan Metheral regarding the development at 1274 Bighorn Ave. 1272 and 1270 Pronghorn Ave., and to provide a review of the development process to Ms. Metheral.

and further, to direct Megan Metheral to request an opportunity to present to the Pincher Creek Community Early Learning Centre her concerns regarding the Child care service, and if necessary to provide her concerns in writing to Town Council.

BACKGROUND/HISTORY:

Megan Metheral brought several concerns to Council regarding the development process for the Superform Building on Pronghorn Ave. The process has gone through the development permit stage, and was approved with conditions by the Municipal and Subdivision Authority, followed by an Appeal Board Hearing, which was provided by Chinook Intermunicipal Subdivision and Development Appeal Board and the following step if the adjacent landowners still had concerns was to present their appeal to the Provincial Court of Appeal. The deadline for such an appeal was 30 days from the Chinook Appeal Board decision. The development is subject to oversight and input from the Town, and Park Enterprises, the Town's safety codes inspection agency.

ALTERNATIVES:

that Council for the Town of Pincher Creek receive the presentation made by resident, Megan Metheral regarding the Superform Products development as presented.

That Council for the Town of Pincher Creek advise the delegate, Megan Metheral regarding her presentation related to the Pincher Creek Early Learning Centre that the Town does not entertain public discussions regarding personnel, and that any further communication should be brought to Council's attention during the closed session of a meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration recommends that Council direct that the development process be provided to Megan Metheral, and advise how to obtain further information regarding the Superform Products development and where to bring concerns regarding the PCCCLC services.

Signatures:

Department Head:

Lisa Goss

CAO:

Lannie Wilgosh



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: REAL Ice System Installation	
PRESENTED BY: Adam, Recreation Manager	DATE OF MEETING: 11/22/2021

PURPOSE:

To review the contract proposal from the MCCAC Rec Program to have the REAL Ice system installed at the MCC Arena.

RECOMMENDATION:

That Council for the Town of Pincher Creek to proceed with signing an offer letter for a grant covering 75% of costs to install a REALIce system in the Memorial Arena for cold water flooding.

BACKGROUND/HISTORY:

Recreation Administration team completed a 100% funded energy audit through the MCCAC REC program last year that identified 7 Energy Conservation Measures that are fundable through the REC Program. Most ECM’s were directed at the MPF (Pool area). To date we’ve completed/received funding for 4 of the ECM’s from that audit: LED lighting Retrofit, BMS Upgrade, RTU Night setback, and MPF Pool Room Insulation. This project was 1 of 2 projects identified in the Memorial Arena as part of that audit. MCCAC REC Program funding is drying up and projects are now being wait listed and studies no longer being taken from September on. This project was applied for shortly after the BMS Upgrades and Arena Study, but was wait listed (hence the later approval). This is a “simplified measure” in the REC program due to the reliable energy savings. It doesn’t require a previous audit unlike the insulation or RTU night setback projects underway.

REALIce will realize the following savings:

- Audit Estimated Savings: \$5,982/yr
- HG Reduction: 34.5 tCO2/yr (~10 passenger cars for a year)

REAL Ice Installations Map can be found here: <https://realice.ca/real-ice-references-installations>

The closest locations who have installed REAL Ice include Bow Island & Sparwood. Administration reached out to both operators to discuss. Sparwood was neutral, Bow Island had very positive reviews.

Other large notable facilities with installs include:

- Both Okotoks Arenas (Junior A)
- 10+ Calgary Arenas including Max Bell (Midget AAA international tournament) & Father David Bauer (WHL)
- University of Alberta

This technology is transferrable to a new Arena

ALTERNATIVES:

No REALIce install (proceed with hot water flooding as is)

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Training will be required for Arena staff on new system prior to initial floods next season
Would suggest having a session with REALIce and sending a few operators to another facility with REAL Ice for a day this Winter

FINANCIAL IMPLICATIONS:

Total Quoted Cost for the entire system install is \$37,631.
The MCCAC Rec Program rebate of 75% is \$28,223.
Post-rebate cost to the Town of Pincher Creek is \$9,408, with an expected Simple Payback: 1.6 years
There will be minimal costs associated with staff training days.

PUBLIC RELATIONS IMPLICATIONS:

Mandatory positive public exposure to receive rebate
Leverage of MCCAC “free” public exposure

ATTACHMENTS:

EA-0000004030_quote_20210723 – 2759 (provided in confidential package)
EA-0000004030_quote_20210727 – 2759 (provided in confidential package)
Implementation Project_Offer Letter_Town of Pincher Creek_REC-254 EA-4030 (2) - 2759

CONCLUSION/SUMMARY:

Administration supports to proceed with signing an offer letter for a grant covering 75% of costs to install a REALIce system in the Memorial Arena for cold water flooding.

Signatures:

Department Head:

Adam Grose

CAO:

Laurie Wilgosh

OFFER LETTER

November 2, 2021

David Desabrais
Town of Pincher Creek
867 Main Street
Pincher Creek, Alberta T0K 1W0

Subject: Your application for the Recreation Energy Conservation Program – EA-0000004030 (REC-254)

Dear David Desabrais:

Thank you for your application for a Recreation Energy Conservation Program rebate for your Implementation Project.

A total rebate of \$28,223.25 has been pre-approved for your project at the Multi Purpose Facility in Pincher Creek, Alberta. The schedule of rebate payments is included for your reference in Table 1.0 on the following page. We have the Implementation Project completion date estimated as December 2, 2021. You must notify program representatives if your Implementation Project completion date will be later than this date.

NEXT STEPS

- 1) Offer Acceptance: Acknowledge and accept this Offer Letter within 30 days of receipt. Complete and sign the form on page two of this letter and submit it via your application portal dashboard or email it to REC@clearesult.com.
- 2) Complete Implementation Project: Please notify program representatives of changes to your completion timeline by adjusting the expected installation date listed on your offer acceptance.
- 3) Submit all required documentation: After completing the Implementation Project, submit a payment request for the rebate via your application portal dashboard, or complete the form on page three, and email it to REC@clearesult.com.
- 4) Complete public engagement and profiling activities: Submit proof of completion of the activities listed in the REC Guidebook to contact@mccac.ca.
- 5) Final review and inspection by program representatives: By submitting a completed payment request, your Implementation Project may be subject to a post-installation inspection. If you are selected for an inspection, you will be contacted separately. Please review program terms and conditions for more details.

We look forward to working with you on this and future energy efficiency projects. Please contact me if you have any questions. Please reach out via email to REC@clearesult.com or call (587) 319 2889 if you have any questions.

Sincerely,
Program Manager

Municipal Climate Change Action Centre's Recreation Energy Conservation Program is proudly delivered by our program implementer, CLEAResult. www.clearesult.com

Town of Pincher Creek - Rebate Offer Letter – November 2, 2021

OFFER ACCEPTANCE – EA-0000004030 (REC-254)

A response to this rebate offer is required within 30 days of issue. By signing this Offer Letter, the municipality acknowledges and agrees to the attached Recreation Energy Conservation Program Terms and Conditions.

- We are proceeding with the Implementation Project as outlined in the initial Application and accept the rebate listed in Table 1.0.
 Expected Implementation Project start date: _____
 Expected Implementation Project completion date: _____
- We are not proceeding with an Implementation Project.

 Municipality Name

 Name and Title

 Signature

 Date

 Name and Title

 Signature

 Date

TABLE 1.0 – PRE-APPROVED REBATE DETAILS

Implementation Project: Energy Conservation Measures	Pre-Approved Rebate Amount ¹
Measure 1: REALice Installation	\$28,223.25
Total	\$28,223.25

¹Rebates are contingent on the installation of equipment as described in your application and will be adjusted to reflect changes to the scope of the project that may occur during implementation. Implementation Project rebates are paid in a lump sum after the Third-Party Administrator completes the review of Implementation Project completion documentation. In the event of Implementation Projects that receive greater than \$50,000 in rebates, MCCAC reserves the right to hold back up to 10% of the total rebate amount pending completion of site measurement to confirm the associated energy savings and greenhouse gas reductions. In some instances, additional metering may be required of the municipality. The need for a hold back as well as the need for additional metering will be assessed on a case by case basis. Rebate amount is subject to change pending final costs.

Municipal Climate Change Action Centre's Recreation Energy Conservation Program is proudly delivered by our program implementer, CLEAResult. www.clearesult.com

Town of Pincher Creek - Rebate Offer Letter – November 2, 2021

REBATE PAYMENT REQUEST FORM – EA-0000004030 (REC-254)

To be submitted by the Municipality or on behalf of the Municipality by the Program Ally upon completion of the Implementation Project. This payment request may be submitted by visiting your application portal dashboard or by completing the Payment Request Checklist section below and emailing it to REC@clearesult.com. Supporting documentation must be submitted with this Payment Request and may include, but is not limited to, equipment purchase dates, installation dates, proof that the equipment is operational, manufacturer specifications, warranty information, ECM layout descriptions, metering, data collection, interviews, utility bill data analysis, final invoices, and proof of payment. Documentation must include sufficient detail to separate the labour and equipment cost from the cost of other services such as repairs and building code compliance. Municipal Climate Change Action Centre reserves the right to request additional supporting documentation necessary to determine measure eligibility and verify that the expected energy savings will occur.

- Check here if the payee information has changed from the information submitted with the initial project application. Attach a revised payee information form located on page five of this letter.
- Check here if the implemented project was different from the proposal provided in the original rebate application and attach information regarding the revision. This includes any changes to the type or amount of baseline or high-efficiency equipment, equipment cost or operating hours. Attach revised energy savings calculations, if appropriate.

Pre-Approved Rebate Details		
Energy Conservation Measure	Total Pre-Approved Rebate Amount ¹	Installation Completed
Measure 1: REALice Installation	\$28,223.25	
Total	\$28,223.25	

¹Rebates are contingent on the installation of equipment as described in your application and will be adjusted to reflect changes to the scope of the project that may occur during implementation.

Town of Pincher Creek - Rebate Offer Letter – November 2, 2021

PAYMENT REQUEST CHECKLIST

Use the checklist below to ensure you receive payment in a timely manner, please include the following:

- Provide updated project documentation for any changes to the scope of work.
- Customer acknowledgement the project has been completed by signing and dating this page.
- Submit the required documentation which may include, but is not limited to, equipment purchase dates, installation dates, proof that the equipment is operational, manufacturer specifications, warranty information, ECM layout descriptions, metering, data collection, utility bill data analysis, final invoices, and proof of payment.
All Implementation Projects require completion documentation including the following:
 - Final itemized invoices with labour and equipment costs distinctly broken out
 - Proof of payment to the Program Ally or contractor
 - Part numbers and serial numbers of equipment, as applicable
 - Post-installation photographs of each unique type of installed equipment
 - Other information as necessary and as requested
- Documentation includes sufficient detail to separate the labour and equipment cost from the cost of other services such as repairs and building code compliance.
- Verify Payee information and address included on the initial project application are correct.

This payment request and corresponding supporting documents complete your application for final review. By signing below, the Municipality acknowledges the Implementation Project has been performed and is completed.

Municipality Name

Name and Title

Signature

Date

Municipal Climate Change Action Centre's Recreation Energy Conservation Program is proudly delivered by our program implementer, CLEAResult. www.clearesult.com



Town of Pincher Creek - Rebate Offer Letter – November 2, 2021

PAYEE INFORMATION

Optional: This section only needs to be completed if the payee information has changed from the information submitted on the initial project application. This information may be updated on your application portal dashboard or by completing the form below and emailing it to REC@clearesult.com

Payment Information (Required)		
Municipality Name (as shown on federal income tax return):		
Mailing Address		
City	Province	Postal Code
Payee Tax ID # of Municipality Name Above:		

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Engagement Invitation for Alberta Provincial Police Service Transition Study	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 11/22/2021

PURPOSE:

Alberta Provincial Police Service Transition Study report invitation.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to register the following council members to attend a virtual or in person Alberta Provincial Police Service Transition Study report:

BACKGROUND/HISTORY:

In 2019/2020 the province engaged a consulting company to research the tentative proposal to initiate a change in police service for the province from the Royal Canadian Mounted Police to a Provincial Police Service. There have been no decisions made at this point, but the findings of the research are now available for review. The research project was not meant to insinuate any dissatisfaction, but to consider and review potential alternatives to increase services and cost effectiveness.

Council is invited to review the reports, covering present service, future service and a final report, and to indicate their desire to attend one of the many sessions, either in person or virtually.

ALTERNATIVES:

That Council for the Town of Pincher Creek agree to send up to three council members to the in person or virtual engagement session in Pincher Creek on January 25, 2022.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

A change in Policing Services from Federal to provincial could result in a different cost structure.

PUBLIC RELATIONS IMPLICATIONS:

A majority of Alberta Municipalities have expressed their support for the RCMP and the services provided.

ATTACHMENTS:

4835 MA - 2760

Instructions - MA - 2760

CONCLUSION/SUMMARY:

Administration recommends that most if not all of Council attend an in person or a virtual session regarding the Provincial Police Study.

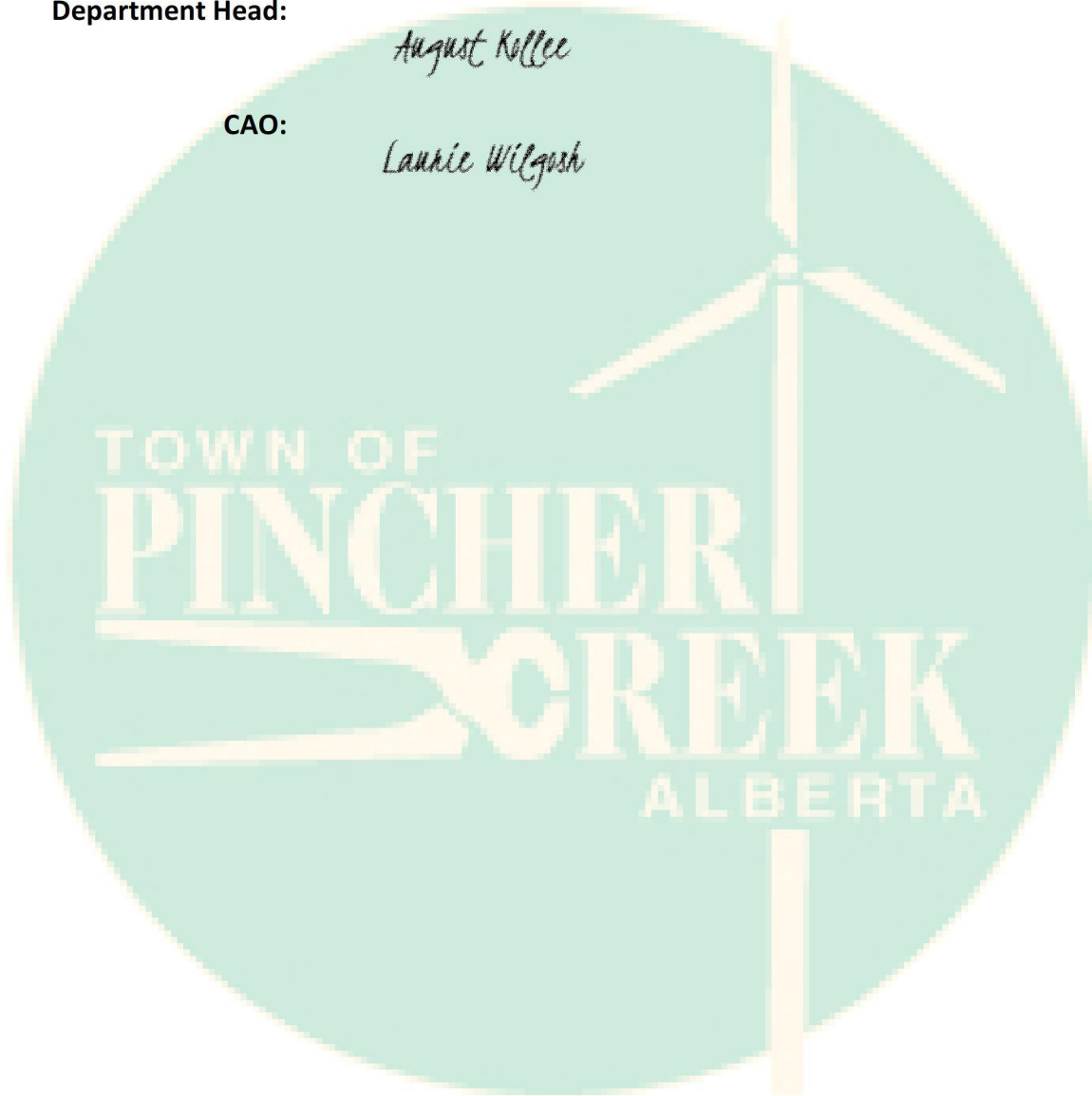
Signatures:

Department Head:

August Kollie

CAO:

Lannie Wilgosh





ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Edmonton - South West*

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.

In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing jsg.appstranstionstudy@gov.ab.ca.

Yours very truly,



Kaycee Madu, QC
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs

Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study Secretariat

Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC's Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Engagement Registration

Dates (2022)	Time	Location ¹	Registration Link
January 10	8:30am to 11:00am	Sherwood Park	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297

¹ Addresses will be provided when available.

January 10	2:00pm to 4:30pm	Fort Saskatchewan	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077
January 11	8:30am to 11:00am	St. Albert	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797
January 11	2:00pm to 4:30pm	Stony Plain	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767
January 12	9:00am to 11:30am	Westlock	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257
January 12	2:00pm to 4:30pm	Athabasca	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407
January 13	8:30am to 11:00am	Ft. McMurray	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107
January 24	8:30am to 11:00am	Okotoks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847
January 25	8:30am to 11:00am	Claresholm	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757
January 25	2:00pm to 4:30pm	Pincher Creek	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747
January 26	2:00pm to 4:30pm	Lethbridge	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827
January 27	8:30am to 11:00am	Medicine Hat	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807
January 27	2:00pm to 4:30pm	Brooks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797
January 28	8:30am to 11:00am	Strathmore	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467
February 7	8:30am to 11:00am	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987
February 7	2:00pm to 4:30pm	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617

Last Updated: November 5, 2021

February 8	8:30am to 11:00am	Rocky Mountain House	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877
February 9	8:30am to 11:00am	Stettler	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497
February 9	2:00pm to 4:30pm	Hanna	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947
February 10	8:30am to 11:00am	Airdrie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347
February 10	2:00pm to 4:30pm	Olds	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257
February 28	8:30am to 11:00am	Leduc	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157
February 28	2:00pm to 4:30pm	Ponoka	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557
March 1	8:30am to 11:00am	Camrose	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877
March 1	2:00pm to 4:30pm	Wainwright	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567
March 2	8:30am to 11:00am	Vermillion	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737
March 3	8:30am to 11:00am	Bonnyville	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957
March 4	2:00pm to 4:30pm	Smoky Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347
March 7	8:30am to 11:00am	Slave Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357
March 8	2:00pm to 4:30pm	Peace River	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837
March 9	2:00pm to 4:30pm	High Level	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707

Last Updated: November 5, 2021

March 14	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127
March 15	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347
March 16	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227
March 17	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097
March 18	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007
March 28	8:30am to 11:00am	Whitecourt	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677
March 28	2:00pm to 4:30pm	Valleyview	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057
March 29	2:00pm to 4:30pm	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767
March 30	8:30am to 11:00am	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497
March 31	8:30am to 11:00am	Edson	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777
March 31	2:00pm to 4:30pm	Drayton Valley	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487
April 1	2:00pm to 4:30pm	Edmonton	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317

Last Updated: November 5, 2021

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Joint Funding	
PRESENTED BY: LaVonne Rideout, Community Services	DATE OF MEETING: 11/22/2021

PURPOSE:

To review the missed joint funding application for the Early Childhood Coalition.

RECOMMENDATION:

That Council for the Town of Pincher Creek support the Pincher Creek Early Childhood Coalition with \$5000.

BACKGROUND/HISTORY:

The Joint Funding Committee met to review all joint funding applications. Applications were reviewed and then forwarded by the community grant writer. When the packages for the committee were created for review and decision, the application for the Pincher Creek Early Childhood Coalition was missed. The Early Childhood Coalition had submitted a completed application before the deadline. Currently, the Coalition has no money to continue and the coordinator is volunteering her time to keep the program running until FCSS funding starts in 2022. The Pincher Creek Early Childhood Coalition is a grassroots initiative that has many organizations represented at the table. They have worked extremely hard to support children and families in our community especially through the pandemic. The small amount of money invested has a large impact.

ALTERNATIVES:

That the council for the Town of Pincher Creek considers an alternate dollar amount to support the coalition.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

They have been in existence since 2009/10 and it would be a great loss to our community if they were not able to continue.

FINANCIAL IMPLICATIONS:

The cost of support allocated.

PUBLIC RELATIONS IMPLICATIONS:

The community, and especially the most vulnerable, are supported through this difficult time.

ATTACHMENTS:

EC Coalition - Profit & Loss for 2021 – 2761 (provided in confidential package)

ECC Joint Council Funding Application – 2761 (provided in confidential package)
ECC Profit and Loss Report for joint funding application – 2761 (provided in confidential package)

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agrees to fund \$5000 to the Pincher Creek Early Childhood Coalition, funds to come from

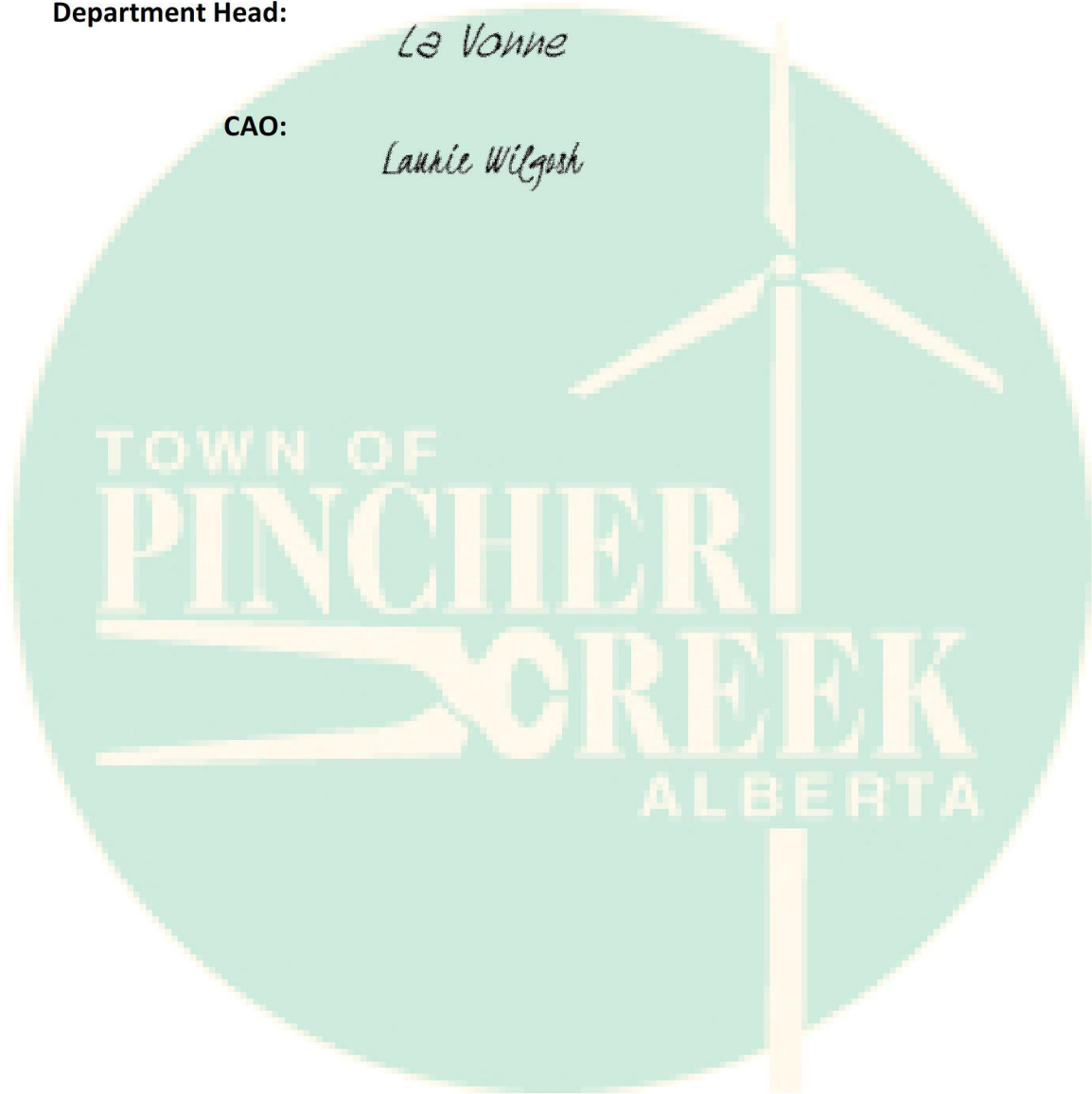
Signatures:

Department Head:

La Vonne

CAO:

Lannie Wilgosh



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Community Peace Officer Appointment	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 11/22/2021

PURPOSE:

As per Bylaw No.1476-95, for the purpose of establishing the position of Bylaw Enforcement Officer, to appoint Max Hausammann to the position of Community Peace Officer for the town of Pincher Creek.

RECOMMENDATION:

That Council for the Town of Pincher Creek appoint Max Denis Hausammann to the position of Community Peace Officer in accordance with the Municipal Government Act, the Peace Officer Act and the Town of Pincher Creek Bylaw 1476-95 and Policy 206-07.

BACKGROUND/HISTORY:

Section 556 of the MGA requires Council, by bylaw, to specify the powers and duties of bylaw enforcement officers and establish disciplinary procedures for misuse of power. This is done through Town of Pincher Creek Bylaw 1476-95, Bylaw #1476-A, and Policy 206-07. Although outdated and requiring an administrative review, the bylaw states that enforcement officers are to be appointed by Council.

ALTERNATIVES:

- That Council for the Town of Pincher Creek direct administration to garner additional information and bring back the appoint of the Community Peace Office position to the next regular Council meeting.
- That Council for the Town of Pincher Creek receives the information regarding the Peace Officer appointment as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

It is the duty of the community peace officer to enforce municipal bylaws, in addition to applicable provincial and federal statutes within the boundaries of the municipality.

ATTACHMENTS:

206-07 Community Peace Officer Powers, Duties, Disciplinary Procedures - 2762
Bylaw #1476-A - 2762
Bylaw No 1476-95 - 2762

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek appoint Max Denis Hausammann to the position of Community Peace Officer in accordance with the Municipal Government Act, the Peace Officer Act and the Town of Pincher Creek Bylaw 1476-95, Bylaw #1476-A and Policy 206-07.

Signatures:

Department Head:

Lisa Goss

CAO:

Laurie Wilgosh



TOWN OF PINCHER CREEK

Approved by: Council	Date: May 28, 2007	Policy Number: 206-07
Reference: Motion # 07-188	Revision Date/by: January 14, 2008 Motion #08-021	
Title: COMMUNITY PEACE OFFICER POWERS, DUTIES, DISCIPLINARY PROCEDURES		

POLICY STATEMENT

The Council will provide guidelines for the Powers and Duties and Disciplinary Procedures for the Peace Officer.

1. DEFINITIONS

- 1.1 **Peace Officer** means a person appointed as a Peace Officer under Section 7 of the Peace Officer Act.
- 1.2 **Council** means the Council of the Town of Pincher Creek.
- 1.3 **Municipality** means the Town of Pincher Creek.
- 1.4 **CAO** means the Chief Administrative Officer appointed by Council pursuant to the Municipal Government Act, Section 205(2).
- 1.5 **Director of Corporate Services** means the person appointed to the position of Director of Corporate Services.
- 1.6 **Peace Officer** means a person employed for the purposes of preserving and maintaining the public peace.

2. POWERS AND DUTIES

- 2.1 To enforce all municipal bylaws within the boundaries of the municipality.
- 2.2 To enforce related Provincial Statutes as authorized by Alberta Justice or Council.
- 2.3 To follow the directions of the Director of Corporate Services and to report to the Director of Corporate Services as required.
- 2.4 To respond to and investigate complaints.
- 2.5 To issue notices, tickets or tags.
- 2.6 To enforce municipal or provincial laws including the gathering of evidence, advising witnesses and any appearances in court that may be required.
- 2.7 To perform all other duties as may from time to time be assigned by the Director of Corporate Services, CAO or Council.
- 2.8 To take the Oath of Office for Peace Officers as attached hereto as Appendix A.

3. CODE OF CONDUCT

The Peace Officer shall not:

- 3.1 Violate an Act of the Parliament of Canada, an Act of the Legislature of Alberta, any Regulation made under an Act of either the Parliament of Canada or the Legislature of Alberta, or any provision of the Peace Officer appointment, where the violation is of a nature that it would be harmful to the organizational discipline or that it is likely to discredit the reputation of law enforcement;
- 3.2 Fail to comply with the terms and conditions of the employer's authorization and the Peace Officer's appointment;
- 3.3 Act in a disorderly or inappropriate manner, or a manner that would be harmful to the organizational discipline or is likely to discredit the reputation of law enforcement;
- 3.4 Apply the law differently or exercise authority on the basis of race, color, religion, sex, physical disability, marital status, age, ancestry or place of origin;
- 3.5 Withhold or suppress a complaint against or a report made about a Peace Officer;
- 3.6 Neglect, without a lawful excuse, to promptly or diligently perform the duties as a Peace Officer;
- 3.7 Willfully or negligently make or sign a false, misleading or inaccurate statement in any official document or record;
- 3.8 Without a lawful excuse destroy, mutilate or conceal an official document or record, or alter or erase an entry in an official document or record;
- 3.9 Make known any matter that is a person's duty to keep in confidence;
- 3.10 Fail to account for or to make a prompt and true return of money or property that the Peace Officer receives in the capacity as a Peace Officer;
- 3.11 Directly or indirectly ask for or receive a payment, gift, pass, subscription, testimonial or favor without the consent of the municipality;

- 3.12 Become involved in a financial, contractual or other obligation with a person whom the Peace Officer could reasonably expect to report or give evidence about;
- 3.13 Without lawful excuse, use the position as a Peace Officer for personal advantage or other person's personal advantage;
- 3.14 Exercise authority as a Peace Officer when it is unlawful or unnecessary to do so;
- 3.15 Consume alcohol while on duty unless otherwise authorized to do so by the municipality;
- 3.16 Consume or otherwise use or possess drugs that are prohibited by law;
- 3.17 Report for duty, be on duty or be on standby for duty while unfit to do so by reasons of the use of alcohol or a drug;
- 3.18 Demand, persuade or attempt to persuade another person to give, purchase or obtain any liquor for a Peace Officer who is on duty;
- 3.19 Apply excessive or otherwise inappropriate force in circumstances where force is used;
- 3.20 Be in possession of any firearm while on duty that is:
 - 3.20.1 not approved by the Alberta Minister of Justice and Attorney General, and
 - 3.20.2 not issued to the Peace Officer by the employer of the Peace Officer.
- 3.21 When on duty discharge a firearm either intentionally or by accident, and not report the discharge of the firearm to the senior official or employer of the Peace Officer. This does not include a firearms training exercise.
- 3.22 Fail to exercise sound judgment and restraint in the use and care of a firearm, other weapon or restraining device.

The authorized employer will report to the Public Security Division when a violation of the Code of Conduct has occurred (attached here to as Appendix "B")

4. **HANDLING PUBLIC COMPLAINTS AND ADMINISTRATION OF DISCIPLINE**

- 4.1 A written complaint is received by the authorized employer.

- 4.2 The authorized employer must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.
- 4.3 Notify the Peace Officer involved of the complaint if appropriate.
- 4.4 On a monthly basis the authorized employer must submit details of complaints made to the Public Security Division. (attached hereto as Appendix "C")
- 4.5 Investigate the allegations of the complaint by interviewing the complainant, any witnesses, the Peace Officer(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence.
- 4.6 Review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - Occurrence reports
 - Dispatch logs
 - Peace Officer notebook(s)
 - Court reports
 - Legal documents
- 4.7 Notify the complainant, the Peace Officer involved if appropriate, and Director of Law Enforcement as to the status of the investigation at least once every 45 days.
- 4.8 Upon conclusion of the investigation the authorized employer must notify the complainant, the Peace Officer involved, and the Director of Law Enforcement of the disposition of the complaint using the following wording which reads as:
 - 4.8.1 **'the complaint is unfounded.'** This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
 - 4.8.2 **'the complaint is unsubstantiated.'** This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
 - 4.8.3 **'the complaint is found to have merit in whole or in part.'** This means that on the basis of a thorough investigation that **'in whole'** a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to the entirety of the complaint or; **'in part'** a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.

- 4.8.4 'the complaint is frivolous, vexatious or made in bad faith'.
This disposition will be used when an authorized employer chooses not to investigate a complaint as per Section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.
- 4.9 In the event a complaint is found to have merit in whole or in part the authorized employer must state what disciplinary action has been taken and it must be in accordance with the agency's disciplinary policy that has been filed with the Director of Law Enforcement.
- 4.10 If the Director of Corporate Services finds the Peace Officer has committed a misconduct he/she may take one of the following disciplinary actions:
- 4.10.1 warn the Peace Officer;
- 4.10.2 reprimand the Peace Officer;
- 4.10.3 recommend to the CAO that the Peace Officer be suspended without pay for the period not exceeding 5 days;
- 4.10.4 recommend to the CAO that the Peace Officer be dismissed.
- 4.11 The conclusion letter issued to the complaint must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director of Law Enforcement as required in Section 15 of the Act:
PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. AN APPEAL MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.
- Correspondence to the Director must be sent to:
Director of Law Enforcement
10th Floor, 10365 - 97 Street
Edmonton AB T5J 3W7*
5. **INFORMAL RESOLUTION OF PUBLIC COMPLAINTS AGAINST COMMUNITY PEACE OFFICERS**

- 5.1.1 Section 15(2)(b) of the *Peace Officer Act* allows for an authorized employer to refuse to investigate or may discontinue the investigation of a complaint if, in the authorized employer's opinion and having regard to all of the circumstances, no investigation is necessary.

- 5.1.2 The CAO has the authority to informally resolve the public complaint. This shall be accomplished by meeting with the complainant to discuss his concerns, circumstances, facts and any information pertaining to the complaint. If a mutually agreeable solution can be reached by all parties involved, the complaint shall be deemed to be resolved and no investigation is necessary.
- 5.1.3 All complaints resolved in this manner, pursuant to the *Peace Officer Act*, will be reported to the Director of Law Enforcement on a monthly basis.

6. RECORDS MANAGEMENT SYSTEM

- 6.1 Peace Officers employed by the Town of Pincher Creek have individual human relations files kept at the work site in a secure location which all material required under Section 14 of the Peace Officer Ministerial Regulation is kept. The human relations files contain at a minimum the following:
 - 6.1.1 Training and Certificates;
 - 6.1.2 Copies of Complaints, Investigations, Dispositions and Discipline resulting from complaints;
 - 6.1.3 Date of cessation of employment and reason for such;
 - 6.1.4 Oath of Office;
 - 6.1.5 Peace Officer Appointment
- 6.2 Peace Officers employed by the Town of Pincher Creek utilize an electronic based tracking system which manages the information required by Section 15 and 16 of the Peace Officer Ministerial Regulation. All investigations are tracked numerically, each new file is assigned a sequential number, and a hard copy paper file is generated if required. The hard copy file is where occurrence reports, statements, findings and other investigative material is kept.
- 6.3 Incoming calls relating to investigations are tracked by the receptionist on an electronic occurrence log and assigned out to a Peace Officer.
- 6.4 Peace Officers employed by the Town of Pincher Creek are not involved in seizing exhibits and are prohibited from doing so by this policy. No exhibit handling system has been created.

- 6.5 All serious and sensitive situations must be reported to the supervisor who creates a file and reviews the incident in accordance with agency policy and Occupational Health and Safety Guidelines. The supervisor manages these incidents and assigns each incident a file number using the investigative record system (refer to Section 5.2).
- 6.6 Peace Officer Memorandum of Understandings (MOU) are kept in a file titled "MOU" for tracking purposes and placed in a secure location.

7. **END OF POLICY**

Appendix "B"

Acrobat Reader 7.0 or higher is required to complete, save & submit this form.

Print



Incident Reporting

Public Security Peace Officer Program

This form may be faxed to (780) 427-5916 to meet reporting requirements. The originals, with attached signature can follow by mail if required.

Authorized Employer:

Peace Officer:

Event (Check all that apply):

Weapons:

- Use of a firearm in circumstances in which it was discharged at a person.
- Use of OC Spray
- Use of Baton
- Use of Conducted Energy Weapon
- Other weapon use as detailed in policy

Other:

- Incident in which a peace officer may have been involved in an incident involving serious injury or the death of any person.
- Incident in which a peace officer may have used excessive force.
- Incident in which a peace officer may have been involved in a situation where a weapon was used by somebody else.
- Matter of a serious or sensitive situation related to the actions of a peace officer.
- Code of Conduct Violation by Peace Officer
- Charge or Arrest of Peace Officer as detailed Regulations/Policy
- Other (specify): _____

Date/Time of Incident:	Location of Incident:
Police File No. (if applicable)	Police Agency

Details of event:

Signature of Person Submitting Report

Date

Reset

Save

Print

Appendix "C"

Acrobat Reader 7.0 or higher is required to complete, save & submit this form.

Print



Monthly Report on Occurrences

Public Security Peace Officer Program

This form may be used to ensure that monthly reporting requirements are submitted in accordance with legislation and policy. An authorized employer may choose to submit a form even if there is no information to report by checking the appropriate box.

Reporting Month and Year only.

Name of Employer

Name of Person Submitting Report

Telephone Number

No reportable occurrences this month OR Occurrences as below:

Check only those in which there are occurrences to report

Public complaints about Peace Officers

List each occurrence below in short form. Full details must be attached to this form.

Section 15 Authorized Employer Initiated Investigations

List each occurrence below in short form. Full details must be attached to this form.

Public complaints dismissed as frivolous, vexatious, or made in bad faith

List each occurrence below in short form. Full details must be attached to this form.

Public complaints not investigated, discontinued prior to conclusion, or resolved informally

List each occurrence below in short form. Full details must be attached to this form.

Dispositions of Public Complaints and Section 15 Authorized Employer Initiated Investigations

List each occurrence below in short form. Full details must be attached to this form.

Date

Signature of Person Submitting Report

Reset

Save

Print

BYLAW #1476-A
of the
TOWN OF PINCHER CREEK

**A BYLAW OF THE TOWN OF PINCHER CREEK IN THE
PROVINCE OF ALBERTA, FOR THE PURPOSE OF
AMENDING BYLAW #1476-95, ESTABLISHING POSITION
AND DUTIES OF BYLAW ENFORCEMENT OFFICER**

A Bylaw of the Town of Pincher Creek, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 1994, Clause 556(a) to establish powers and duties of bylaw enforcement officers,


NOW THEREFORE the Municipal Council of the Town of Pincher Creek, duly assembled, hereby enacts as follows:

1. That bylaw #1476-95 be amended as follows:
 - a. by adding the following clauses:
 - “3(j) To keep the peace within the boundaries of the municipality.**
 - (k) To detain and arrest without a warrant for contravention of a municipal bylaw or a provincial law, as allowed by Section 495 of the Criminal Code.”**
2. This bylaw shall come into full force and effect upon final reading.

READ A FIRST TIME THIS 9 DAY OF December, 2002, A.D.



Mayor, Art Bonertz



CAO, Leo Ludwig

READ A SECOND TIME THIS 9 DAY OF December, 2002, A.D.



Mayor, Art Bonertz

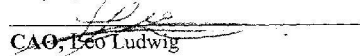


CAO, Leo Ludwig

READ A THIRD TIME THIS 13 DAY OF JANUARY, 2003, A.D.



Mayor, Art Bonertz



CAO, Leo Ludwig

**BY-LAW NO. 1476-95
OF THE
TOWN OF PINCHER CREEK**

**A BY-LAW OF THE TOWN OF PINCHER CREEK
IN THE PROVINCE OF ALBERTA
FOR THE PURPOSE ESTABLISHING THE POSITION OF BY-LAW
ENFORCEMENT OFFICER, SPECIFYING THE POWERS AND DUTIES
AND DEFINING APPLICABLE DISCIPLINARY PROCEDURES**

PURSUANT to the provisions of Section 556 of the Municipal Government Act, Chapter M-266 R.S.A. 1994 and amendments thereto:

THE Municipal Council of the Town of Pincher Creek, in the Province of Alberta, duly assembled **HEREBY ENACTS AS FOLLOWS:**

1. **Definitions**
 - a. "by-law means by-laws of the municipality;
 - b. "by-law" enforcement officer" means a person appointed as such by council;
 - c. "council" means council of the municipality;
 - d. "municipality" means the Town of Pincher Creek
2. That the position of by-law enforcement officer for the Town of Pincher Creek is hereby established.
3. The powers and duties of a by-law enforcement officer are as follows:
 - a. To enforce all municipal by-laws within the boundaries of the municipality;
 - b. To enforce related Provincial statutes as authorized by the Province of Alberta or Council;
 - c. To follow the directions of the Town Manager and to report to the Town Manager as required;
 - d. To respond to and investigate complaints;
 - e. To conduct routine patrols;
 - f. To issue notices, tickets or tags;
 - g. To assist in the prosecution of breaches of municipal by-laws including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required;
 - h. To perform all other duties as may from time to time be assigned by the Town Manager; and,
 - i. To take the official oath prescribed by the Oaths of Office Act upon being appointed as a by-law enforcement officer and to carry upon his person at all such times as he is acting as a by-law enforcement officer evidence in writing of his appointment as a by-law enforcement officer of the municipality.
4. Where it is alleged that a by-law enforcement officer, in carrying out his duties as a by-law enforcement officer, has committed a breach of discipline default as defined by the by-law, the Town Manager shall hold a hearing to determine if the by-law enforcement officer has committed a breach of discipline in carrying out his duties as a by-law enforcement officer.



5. Where the Town Manager intends to carry out a hearing to determine whether a by-law enforcement officer has committed a breach of discipline, the following procedure shall be followed:
 - a. Adequate notice (a minimum of two (2) days) in writing shall be given to the by-law enforcement officer who is alleged to have committed a breach of discipline and to such other parties the Town Manager considers to be affected by the alleged breach of discipline.
 - b. At the hearing the Town Manager shall give the by-law enforcement officer a reasonable opportunity to furnishing relevant evidence.
 - c. The Town Manager shall inform the by-law enforcement officer of the facts in his possession or the allegations made to him in sufficient detail to:
 - (1) permit him to understand the facts or allegations; and,
 - (2) afford him a reasonable opportunity to furnish relevant evidence to contradict or explain the facts or allegations; and,
 - d. The Town Manager shall give the by-law enforcement officer or his representative an adequate opportunity of making representations by way of argument to the Town Manager.
6. At the conclusion of a hearing to determine whether there has been a breach of discipline and if it has been determined that a breach of discipline has occurred, the Town Manager may, by a decision in writing with reasons, do the following:
 - a. Reprimand in writing the by-law enforcement officer;
 - b. Suspend the by-law enforcement officer from acting as a by-law enforcement officer for the municipality, but such period of suspension shall not exceed six (6) months, or,
 - c. Recommend to council that the appointment of the by-law enforcement officer be terminated.
7. An appeal from the decision of the Town Manager may be commenced by the by-law enforcement officer.
8. For purposes of this by-law, the following shall be disciplinary defaults:
 - a. Discreditable conduct, where the by-law enforcement officer
 - (1) acts in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit upon the reputation of by-law enforcement officers.
 - (2) uses offensive or disrespectful conduct towards a sub-ordinate in rank,
 - (3) uses profane, abusive or insulting language to any member of a police force, special constable or by-law enforcement officer,
 - (4) willfully or negligently makes any false complaint or statement against peace officer,
 - (5) is guilty of an indictable offense under a federal statute or an offense punishable upon summary conviction under the Criminal Code,


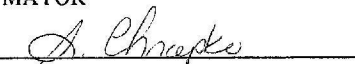


- (6) withholds or suppresses a complaint or report against a peace officer, or,
- (7) abets, connives or is knowingly an accessory to a general default described in this by-law.
- b. Insubordination, where the by-law enforcement officer by word or action, and without lawful excuse, disobeys, omits or neglects to carry out any lawful order.
- c. Neglect of duty, where the by-law enforcement officer,
 - (1) without lawful excuse neglects or omits promptly and diligently to perform a duty as a by-law enforcement officer,
 - (2) fails to work in accordance with orders, or leaves an area, detail or other place of duty without due permission of sufficient cause,
 - (3) when knowing where an offender is to be found, fails to report him, or,
 - (4) fails to report a matter that is his duty to report.
- d. Deceit, where the by-law enforcement officer,
 - (1) knowingly makes or signs a false statement in an official document or book,
 - (2) willfully or negligently makes a false, misleading or inaccurate statement pertaining to official duties, or,
 - (3) without lawful excuse destroys, mutilates or conceals an official document or record or alters or erases any entry therein;
- e. Breach of Confidence, where the by-law enforcement officer,
 - (1) divulges any matter which it is his duty to keep confidential,
 - (2) gives notice, directly or indirectly, to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons,
 - (3) without proper authorization from a superior or in contravention of any rules of the City Clerk communicates to the news media or to any unauthorized person any law enforcement matter which could be injurious to any person or investigation,
 - (4) without proper authorization from the Town Manager shows to any person not a peace officer or any unauthorized member of the by-law enforcement officer group any book or written or printed paper, document or report relating to any law enforcement matter that is the property of or in the custody of the employer of the by-law enforcement officer, or,
- f. Corrupt practice, where the by-law enforcement officer
 - (1) fails to account for or to make a prompt, true return of money or property received in an official capacity,
 - (2) directly or indirectly solicits or receives a gratuity, present, pass, subscription or testimonial without the consent of the Town Manager,
 - (3) places himself under a pecuniary or other obligations to a person in respect of whose conduct or business operation or employment the member may likely have to report or give evidence, or

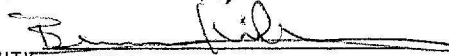



- (4) improperly uses his position as a by-law enforcement officer for private advantage;
 - g. Unlawful or unnecessary exercise of authority, where the by-law enforcement officer is unnecessarily discourteous and uncivil to a member of the public;
 - h. Consuming, intoxicating liquor or illegal drugs in a manner prejudicial to duty, where the by-law enforcement officer
 - (1) while on duty is unfit for duty through consuming, intoxicating liquor or illegal drugs,
 - (2) reports for duty and is unfit for duty through consuming intoxicating liquor or illegal drugs,
 - (3) except with the consent of a superior or in the discharge of duty, consumes or receives from any other person intoxicating liquor or illegal drugs while on duty, or
 - (4) demands, persuades, or attempts to persuade another person to give or purchase or obtain for a by-law enforcement officer while on duty, any intoxicating liquor or illegal drugs.
9. By-Law 1241 is hereby repealed.
10. THIS by-law shall come into full force and effect upon final reading.



READ A FIRST TIME THIS 10 DAY OF April 1995, A.D.


DEPUTY MAYOR

MANAGER

READ A SECOND TIME THIS 10 DAY OF April 1995, A.D.


DEPUTY MAYOR

MANAGER

READ A THIRD TIME THIS 10 DAY OF April 1995, A.D.


DEPUTY MAYOR

MANAGER

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Restriction Exemption Program	
PRESENTED BY: Adam, Recreation Manager	DATE OF MEETING: 11/22/2021

PURPOSE:

To review the recommendation from the Recreation Advisory Committee to provide additional financial support to be able to effectively implement the Restriction Exemption Program at the MCC Arena.

RECOMMENDATION:

That Council for the Town of Pincher Creek allocate an additional \$10,000 in funding to support additional personnel to assist in implementing the Restriction Exemption Program at the MCC arena, to be funded from _____.

BACKGROUND/HISTORY:

On September 20, 2021 the Restriction Exemption Program option came into effect for all recreation facilities in the province of Alberta. Recreation facilities were given the option of implementing the Restriction Exemption program which involves checking for vaccination status, a negative PCR test or a medical exemption. The other option was to implement the reduced capacity program which is to maintain 2 meter distancing, one household and to restrict attendance to 1/3 of fire code capacity.

Administration has implemented the Restriction Exemption Program for all public/family skates, private rentals and adult rec hockey programs. All youth and school based programs are currently operating under the reduced capacity program. On November 15, 2021 the province implemented the QR code system, where all participants in the Restriction Exemption Program are required to provide their QR code proof and identification to enter facilities operating under the REP. It has been very difficult for arena staff to monitor both facility maintenance and screening of patrons due to scheduling conflicts.

At the November 17th Recreation Advisory Committee meeting it was moved 'to recommend to Town of Pincher Creek Council to provide additional funding towards implementing the REP effectively.'

A second motion was carried to 'recommend that until additional support can be acquired, that all adult programming be postponed'.

Administration has hired a local security contractor for November 21st.

ALTERNATIVES:

Not to provide additional funding towards implementing the REP and cancel all adult programming.

Implement the REP for all programming at Town of Pincher Creek recreation facilities including youth and school programming.
Continue as is with the understanding there will be inconsistent monitoring of the REP.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The Recreation Master Plan indicates strong community support for adult and senior programming in the community.

FINANCIAL IMPLICATIONS:

Extra funding will be required to consistently and effectively monitor the REP at the MCC arena.

PUBLIC RELATIONS IMPLICATIONS:

This issue is incredibly controversial and regardless of which program is introduced, there will be public feedback of some kind.

ATTACHMENTS:

Reduced capacity in effect 11x17 - 2764
REP_11x17 - 2764

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek allocate an additional funding to support extra personnel to assist in implementing the Restriction Exemption Program at the MCC arena

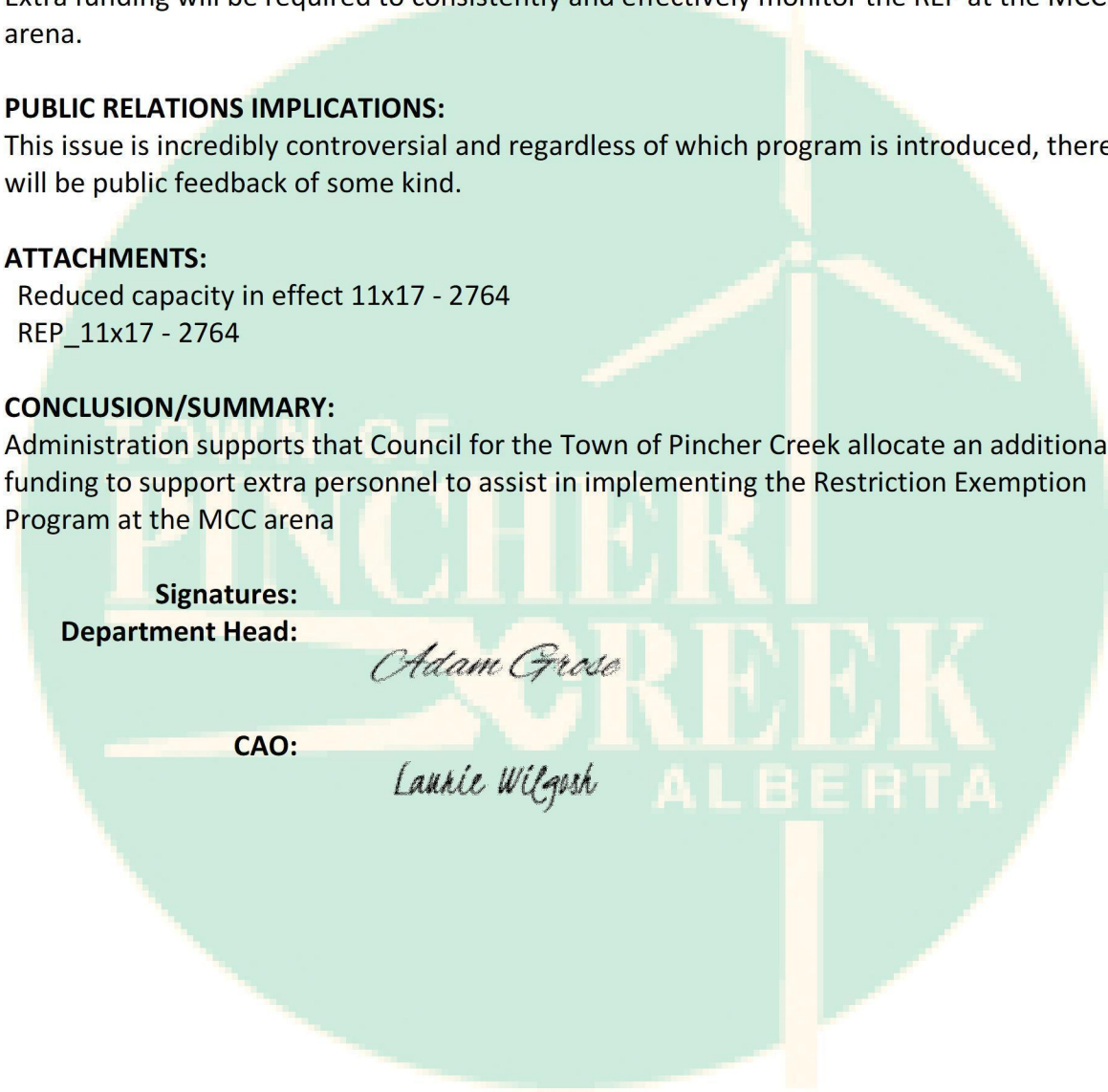
Signatures:

Department Head:

Adam Grose

CAO:

Lanikie Wilgosh



REDUCED CAPACITY PROGRAM IN EFFECT

- A mask or face-covering* to enter
- Maintain 2-meter physical distancing
- 1/3 of our capacity permitted
- Do not enter if you are sick or unwell

Verbal and physical abuse towards our staff will not be tolerated.

Reduced capacity is due to having YOUTH PROGRAMING only.

*face-coverings are not required once you enter the pool deck, not required in the water and not required on the ice-surface.



www.PincherCreek.ca

#PincherCreek



RESTRICTIONS EXEMPTION PROGRAM IN EFFECT

- A mask or face-covering* to enter
- Maintain 2-meter physical distancing
- Proof of vaccination **OR**
- Proof of a privately paid negative PCR or rapid test within 72 hours **OR**
- Documentation of a medical exemption

Verbal and physical abuse towards our staff will not be tolerated.

Children under the age of 12 are not required to show vaccination, a negative test, or an exemption.

*face-coverings are not required once you enter the pool deck, not required in the water and not required on the ice-surface.



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#PincherCreek





Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
November 22, 2021

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	November 8, 2021	Economic Developers Alberta (EDA)	The EDA LINK
2.	November 9, 2021	Institute of Public Administration of Canada	REGISTER NOW for a FREE Webinar on November 17th, 2021
3.	November 9, 2021	Medical Officer of Health (MOH) Office – South Zone	Designing Healthy Communities Together
4.	November 9, 2021	Alberta Association of Police Governance	CAPG Report: The Police Governance Regime in Canada
5.	November 10, 2021	Alberta Innovates	Water Innovation Program - Virtual Event
6.	November 10, 2021	Alberta Ombudsman / Public Interest Commissioner	Fairness Update, Alberta Ombudsman
7.	November 10, 2021	Citizen	Re: Many communities and cities, in Canada
8.	November 10, 2021	Alberta Counsel	The NEWS - November 10, 2021
9.	November 11, 2021	Electricity Transformation Canada	Time is Running Out Until Electricity Transformation Canada 2021!
10.	November 10, 2021	Atrum Coal Ltd.	Congratulations & Albertan's FAQs on Met Coal Mining
11.	November 10, 2021	South Canadian Rockies Tourism Association	Attend South Canadian Rockies Tourism Association (DMO) AGM
12.	November 10, 2021	Fort Macleod Santa Claus Parade Coordinator Assistant	Santa Claus Parade
13.	November 12, 2021	Chinook Sexual Assault Centre	Card
14.	November 12, 2021	Health Emergency Operations Centre, Government of Alberta	Follow-up Municipalities COVID-19 update
15.	November 15, 2021	STARS air ambulance	Your Horizons has landed. A thank-you from STARS Alberta
16.	August 10, 2021	Service Line Warranties of Canada	Letter
17.	November 10, 2021	Canadian Cancer Society	Letter



**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
November 22, 2021**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
18.	November 8, 2021	Premier of Alberta	Letter
19.	November 10, 2021	Alberta Municipal Affairs	Letter
20.	November 17, 2021	Electricity Transformation Canada	Day One at Electricity Transformation Canada 2021!
21.	November 16, 2021	Wind Systems magazine	A preview of the new issue of Wind Systems magazine – November 2021
22.	November 16, 2021	Institute of Public Administration of Canada	POSTPONED REGISTER for a FREE Webinar taking place now on December 8th, 2021



**Chief Administrative Officer
2021 Third Quarter Report**

November 2021

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

Highlights:

- The Municipality Accountability Program report was received from Alberta Municipal Affairs with 13 legislative items to be addressed. The proposed action plan was provided for Council’s information and approval to forward to Municipal Affairs as required
- Council supported the motion to adopt a National Suicide Prevention 3 digit number – 988
- Appointment of Brett Wuth as Regional Director of Emergency Management
- Joint Funding Allocations for 2022 – Town contribution of \$104,734 – per capita rate of \$28.76, M.D. contribution of \$85,266



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

Other Pertinent Resolutions

- AUMA Convention – meeting confirmed with Mst. Rick McIver – Municipal Affairs - discussion topics – Municipal Finance and Council Code of Conduct
- Bill C-21 – Changes to Criminal Code and Firearms Act – invite for MP John Barlow

- The Assessment Services Contract was renewed for a further five years with KCL Consulting Inc.
- A development agreement between the Town and Superform Products Ltd. was approved following the development permit approval
- Town Council approved an energy savings project through the Municipal Climate Change Action Centre for upgrades at the arena and Multi Purpose Facility. Initial cost to the Town is \$64,000 with a rebate of \$46,781 and a two year energy payback.
- Lease agreement approval for the Oldman Rose Society – Lebel Mansion site
- Community Grant Funding provided to P.C Agricultural Society, Allied Art Council, Family Resource Centre, Pincher Creek Humane Society, Pincher Creek Historical Society, Group Group Youth and Joe’s Gym.

Bylaws – new, amended or repealed

- Public Hearing – Bylaw # 1547-AL – zoning change
- Public Hearing – Bylaw 1547-AM – zoning change
- Land Use Bylaw # 1547-AL – received final reading/approval change in zoning from Transitional/Urban Reserve – to Transitional Commercial on Veterans’ St.
- Land Use Bylaw # 1547-AM – received final reading/approval – General Industrial and Warehousing to Residential – R1,
- Municipal Borrowing Bylaw # 1570-21 – passed, clarification for interest rate maximum of 5% per annum
- Council Remuneration Bylaw # 1578-21 Amendment – defeated
- Council Procedural Bylaw # 1596-21 – passed, amendments to comply with MGA/Municipal Accountability Program



Policies – new and amended

No official updates during this period

Council Delegations

- Pincher Creek and Community Food Centre – Teresa Hlady and Anne Gover- update on Activities
- -Golf Course/Curling Club representative – Garry Cleland, Les Furber & Tim Birnie – present conceptual plans
- Innovisions and Associates – Natalie Gibson – Economic Development Strategy review
- Albertan – Pam Davidson – Candidate for Federal Senate
- SASCI representative – Dan Crawford – presentation for Community Grant Writer funding
- Jeff Kaupp – Pincher Creek Hockey Assoc. – interest in bringing the Greater Metro Junior hockey League to Pincher Creek



CAO – meetings, webinars, courses, etc.

- Regional Emergency Management Organization – CAO's
- Live Virtual Achieve Leadership and Organization Culture Webinar
- Telus – re: organizational needs
- Bi-Weekly Staff and Manager's meetings
- Recycling Development plans with M.D. Management
- Municipal Affairs Rep – re: Municipal Accountability Program review
- Policy Committee
- AUMA – Planning meeting
- Municipal Development and Subdivision Authority
- Municipal Subdivision and Development Appeal
- Transportation Committee meeting
- Numerous Management and Council Operating Budget meetings
- Housing Committee meeting
- CAO performance review with Council

- RCMP – facility review
- 2021 Municipal Election Candidates Forum



Staff Safety Meeting Topics

July – Recreation Dept. – Element 6 – Other parties at or in Work Site

August – Library Presentation – Element 7 – Inspections

September – Operations Dept. – Health and Safety Program Quiz



The Town staff participated in an external Safety Audit during the months of September and October. We are anxiously awaiting the results.

Reports/Priorities:

- Providing new Council with all relevant background on existing projects, and potential concerns or issues going forward
- Filling vacant positions within the organization to enable all of our departments to efficiently handle our services to the public
- Examining our inter-departmental communication regarding new business development and how we can effectively provide assistance to our existing and new developers
- Maintaining oversight on keeping our staff, ratepayers and patrons safe in the ongoing pandemic climate

Administration would like to congratulate the newly elected Council members and thank them for their courage and commitment in running for Town Council. It is a huge job with many difficult decisions along the way, it can however be very rewarding also. We look forward to working with our elected officials over the next four years, and extend our gratitude to the previous Council members for all of their hard work and leadership during some very challenging times.

Laurie Wilgosh - CAO

Town of Pincher Creek
Operating Summary - By Department
 For the Nine Months Ending Thursday, September 30, 2021

	2020 Actual	2021 Actual	2020 Budget	2021 Budget	Variance	% Variance
Revenues						
Net municipal property taxes (Note 1)	\$4,679,575.76	\$4,715,680.17	\$4,678,842.93	\$4,715,243.99	(\$436.18)	100.01%
User fees and sales of goods	2,068,742.70	1,286,063.33	1,993,273.75	1,965,674.40	679,611.07	65.43%
Government transfers for operating	1,747,096.60	691,698.42	1,052,668.00	1,065,529.64	373,831.22	64.92%
Franchise and concession contracts	837,684.41	576,803.67	825,050.00	881,050.00	304,246.33	65.47%
Rentals	635,604.13	364,936.94	752,948.60	757,048.64	392,111.70	48.21%
Investment income	249,158.16	110,547.62	220,860.00	218,860.00	108,312.38	50.51%
Penalties & Costs	92,581.22	75,688.35	92,100.00	97,600.00	21,911.65	77.55%
Licences & Permits	106,862.50	111,494.95	93,600.00	112,600.00	1,105.05	99.02%
Other Revenues & Adjustments	113,036.80	96,871.87	191,289.17	111,689.21	14,817.34	86.73%
Total Revenue	10,530,342.28	8,029,785.32	9,900,632.45	9,925,295.88	1,895,510.56	80.90%
Expenses						
Legislative	275,043.61	205,320.70	311,963.87	341,046.65	135,725.95	60.20%
Administration	873,354.84	620,403.13	878,629.70	851,825.75	231,422.62	72.83%
Protective Services	1,190,922.74	890,521.93	1,183,224.99	1,385,691.09	495,169.16	64.27%
Roads, streets, walks & lighting	1,261,256.50	640,960.95	1,255,944.17	1,417,498.66	776,537.71	45.22%
Water supply & distribution	1,190,187.51	626,693.53	1,118,328.17	1,376,486.53	749,793.00	45.53%
Wastewater treatment & disposal	775,209.37	469,272.58	785,617.26	958,477.12	489,204.54	48.96%
Waste management	459,550.48	312,169.31	552,893.14	516,462.52	204,293.21	60.44%
Other environmental use & protection	44,896.23	23,009.04	74,692.68	67,802.71	44,793.67	33.94%
Public health & welfare services (Note 2)	309,053.09	260,632.27	344,389.39	349,937.61	89,305.34	74.48%
Planning & development	581,546.05	370,717.93	701,172.27	640,158.19	269,440.26	57.91%
Recreation & Culture	3,194,353.69	2,012,773.23	3,397,778.62	3,367,448.95	1,354,675.72	59.77%
Total Expenses	10,155,374.11	6,432,474.60	10,604,634.26	11,272,835.78	4,840,361.18	57.06%
Excess revenue over expenses	374,968.17	1,597,310.72	(704,001.81)	(1,347,539.90)	(2,944,850.62)	
Other						
Government transfers for capital	882,842.76	401,099.43	125,000.00	5,114,378.00	4,713,278.57	7.84%
Gain (loss) on disposal of tangible capital assets	(3,919.01)		500.00	500.00	500.00	0.00%
	878,923.75	401,099.43	125,500.00	5,114,878.00	4,713,778.57	7.84%
Excess of revenue over expenses	1,253,891.92	1,998,410.15	(578,501.81)	3,767,338.10	1,768,927.95	
Surplus Funds Allocated Below:						
Acquisition of tangible capital assets	4,120,390.09	769,829.37	5,033,940.00	7,925,000.00	7,155,170.63	9.71%
Other Funding Capital Projects				(70,000.00)	(70,000.00)	0.00%
Loan Funding Capital Projects	(1,900,924.60)		(1,837,500.00)			0.00%
Repayment of debenture principle	135,381.94	119,743.26	227,709.09	191,220.49	71,477.23	62.62%
Net transfers to/from reserves	773,071.97	800,536.32	(2,752,605.76)	(2,673,841.35)	(3,474,377.67)	(29.94%)
Less: Amortization	(1,671,573.50)		(1,250,706.00)	(1,605,448.00)	(1,605,448.00)	0.00%
Less: Loss on sale of TCA	(53,919.01)					0.00%
Less: Purchase of Excavator & Loader on Trade In	(158,300.00)	(13,800.00)			13,800.00	0.00%
	1,244,126.89	1,676,308.95	(579,162.67)	3,766,931.14	2,090,622.19	
Net surplus (deficit)	9,765.03	322,101.20	660.86	406.96	(321,694.24)	

Note 1: Alberta Government did not request the Designated Industrial Property Levy be paid if it was below \$1,000

Note 2: This includes 100% of Joint Funding paid to the MD

Note 3: 2020 Actual amounts have been restated by reallocating PC EMS and the Police costs to expenses rather than reducing Municipal Taxes

Net Surplus (Deficit)	
Total Net Surplus (Deficit)	\$9,765.03
Less (Add): Net Surplus (Deficit) PCCELC	9,219.00
Town Net Surplus (Deficit)	\$ 546.00



TOWN OF PINCHER CREEK
Operating Statement - By Object
 For the Nine Months Ending Thursday, September 30, 2021

	2020 Actual	2021 Actual	2020 Budget	2021 Budget	Variance	% Variance
Revenues						
Net municipal property taxes	\$4,679,575.76	\$4,715,680.17	\$4,678,842.93	\$4,715,243.99	(\$436.18)	100.01%
User fees and sales of goods	2,068,742.70	1,286,063.33	1,993,273.75	1,965,674.40	679,611.07	65.43%
Penalties and costs of taxes	92,581.22	75,688.35	92,100.00	97,600.00	21,911.65	77.55%
Licences and permits	106,862.50	111,494.95	93,600.00	112,600.00	1,105.05	99.02%
Franchise fees	837,684.41	576,803.67	825,050.00	881,050.00	304,246.33	65.47%
Return on Investments	174,158.16	110,547.62	220,860.00	218,860.00	108,312.38	50.51%
Rentals & Leases	635,604.13	364,936.94	752,948.60	757,048.64	392,111.70	48.21%
Government transfers for operating	1,822,096.60	691,698.42	1,052,668.00	1,065,529.64	373,831.22	64.92%
Other Revenues & Adjustments	113,036.80	96,871.87	191,289.17	111,689.21	14,817.34	86.73%
Total Revenue	10,530,342.28	8,029,785.32	9,900,632.45	9,925,295.88	1,895,510.56	80.90%
Expenses						
Salaries, wages & benefits	3,809,897.02	2,552,693.97	3,913,723.84	4,124,031.40	1,571,337.43	61.90%
Contracted and general services	690,838.56	798,457.70	740,122.64	962,926.01	164,468.31	82.92%
Professional Services	1,198,834.14	853,614.37	1,307,614.92	1,255,549.92	401,935.55	67.99%
R & M and rentals & leases	818,210.62	572,959.54	1,172,965.47	1,261,456.90	688,497.36	45.42%
Insurance	141,868.88	164,639.06	143,270.15	145,300.00	(19,339.06)	113.31%
Goods	420,692.38	338,137.54	467,826.94	440,235.03	102,097.49	76.81%
Utilities	677,922.69	525,701.08	729,429.05	790,480.01	264,778.93	66.50%
Land Held For Resale - Costs	6,036.79					0.00%
Amortization	1,675,853.50		1,250,706.00	1,605,448.00	1,605,448.00	0.00%
Transfer To Other Operating			(0.01)			0.00%
Transfers to Organizations	599,056.20	511,485.20	675,171.00	526,541.07	15,055.87	97.14%
Bank Charges	7,954.31	7,285.27	6,495.01	6,650.01	(635.26)	109.55%
Interest on long-term debt	129,499.40	75,431.01	151,038.20	135,567.43	60,136.42	55.64%
Other Expenditure & Adjustment	53,709.62	32,069.86	46,271.04	18,650.00	(13,419.86)	171.96%
Total Expenses	10,230,374.11	6,432,474.60	10,604,634.25	11,272,835.78	4,840,361.18	57.06%
Excess (Deficiency) revenue over expenses before other	299,968.17	1,597,310.72	(704,001.80)	(1,347,539.90)	(2,944,850.62)	
Other						
Government transfers for capital	957,842.76	401,099.43	125,000.00	5,114,378.00	4,713,278.57	7.84%
Net Gain (Loss) on sale of tangible capital assets	(3,919.01)		500.00	500.00	500.00	0.00%
	953,923.75	401,099.43	125,500.00	5,114,878.00	4,713,778.57	7.84%
Excess (Deficiency) revenue over expenses	1,253,891.92	1,998,410.15	(578,501.80)	3,767,338.10	1,768,927.95	
Surplus Funds Allocated Below						
Acquisition of tangible capital assets	4,120,390.09	769,829.37	5,033,940.00	7,925,000.00	7,155,170.63	9.71%
Other Funding Capital Projects				(70,000.00)	(70,000.00)	0.00%
Loan Funding Capital Projects	(1,900,924.60)		(1,837,500.00)			0.00%
Repayment of debenture principle	135,381.94	119,743.26	227,709.09	191,220.49	71,477.23	62.62%
Net transfers to/from reserves	773,071.97	800,536.32	(2,752,605.76)	(2,673,841.35)	(3,474,377.67)	(29.94%)
Amortization	(1,671,573.50)		(1,250,706.00)	(1,605,448.00)	(1,605,448.00)	0.00%
Purchase of Excavator & Loader on Trade In	(158,300.00)	(13,800.00)			13,800.00	0.00%
Loss on sale of tangible capital assets	(53,919.01)					0.00%
	1,244,126.89	1,676,308.95	(579,162.67)	3,766,931.14	2,090,622.19	
Balanced budget	9,765.03	322,101.20	660.87	406.96	(321,694.24)	