



**TOWN OF PINCHER CREEK COUNCIL  
MEETING AGENDA  
Monday, February 28, 2022 at 6:00 p.m.  
Virtual Via Zoom**

1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
4. **Scheduled Delegations**
  - 4.1 Citizens Supportive of Crowsnest Coal – Ken Allred
5. **Adoption of Minutes**
  - 5.1 Minutes of the Regular Meeting of Council held on February 14, 2022
6. **Business Arising from the Minutes**
7. **Bylaws**
8. **New Business**
  - 8.1 Subdivision File 2019-0-104 - Request for Time Extension
  - 8.2 Municipal Sustainability Initiative Amending Memorandum of Agreement
  - 8.3 Fundraiser for Curling Club
  - 8.4 Pincher Creek 5 Pin Bowlers Association - Request for Support
  - 8.5 Agricultural Society Indoor Riding Arena Roof Replacement
9. **Reports**
  - 9.1 Upcoming Committee Meetings and Events
10. **Administration**
  - 10.1 Council Information Distribution List
11. **Closed Session Discussion**
  - 11.1 PCEMS Funding Ratio – No RFD
  - 11.2 Property Proposal FOIP s. 16 & 24
  - 11.3 Management Overtime Funding FOIP s. 17
  - 11.4 Economic Development Strategy – Health Hub – No RFD
12. **Notice of Motion**
13. **Adjournment**

*The next Regular Council Meeting is scheduled for March 14, 2022 at 6:00 p.m.*



**REGULAR MEETING OF COUNCIL**  
**Held on Monday February 14, 2022**  
**Virtually, commencing at 6:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

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

Staff: L. Wilgosh, Chief Administrative Officer; K. Green, Executive Assistant; L. Rideout, Director of Community Services; A. Grose, Recreation Manager

**1. CALL TO ORDER**

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

**2. SCHEDULED PUBLIC HEARING**

**3. AGENDA APPROVAL**

**BARBER:**

The Council for the Town of Pincher Creek agrees to add 6.5 Airport Regional meeting, 10.2 Covid Policy, and 10.3 Strategic Planning Schedule to the February 14, 2022 agenda.

**CARRIED 22-037**

**NODGE:**

The Council for the Town of Pincher Creek approves the February 14, 2022 agenda as amended.

**CARRIED 22-038**

**4. DELEGATIONS**

**4.1 Pincher Creek & District Historical Society – Colleen Casey-Cyr**

Colleen has asked the Council for a letter of approval to build a pergola addition to the existing deck on the Beere Hall and to address any questions on the request.

**5. ADOPTION OF MINUTES**

**5.1 Minutes of the Regular Meeting of Council held on January 24, 2022**

**OLIVER:**

That Council for the Town of Pincher Creek approve the minutes of the Regular Meeting of Council held on January 24, 2022 as presented.

**CARRIED 22-039**

**5.2 Minutes of the Committee of the Whole held on February 2, 2022**

**BARBER:**

That Council for the Town of Pincher Creek approve the minutes of the Committee of the Whole held on February 2, 2022 as amended.

**CARRIED 22-040**

**6 BUSINESS ARISING FROM THE MINUTES**

**6.1 Stars Funding 2022**

**BARBER:**

That Council for the Town of Pincher Creek approve the increase of \$16 to the STARS grant for 2022.

**CARRIED 22-041**

**BARBER:**

That Council for the Town of Pincher Creek agree to make a standing motion to include STARS in their yearly budgets in the amount of \$7,300.

**CARRIED 22-042**

**6.2 Alberta Municipalities - Municipal Leaders Caucus**

**GREEN:**

That Council for the Town of Pincher Creek directs administration to register Councillor Nodge to attend in person and Councillor Green to attend virtually to the Alberta Municipalities Municipal Leaders Caucus in Edmonton on March 9<sup>th</sup> and 10<sup>th</sup> 2022.

**CARRIED 22-043**

**6.3 Sgt. Ryan Hodge – RCMP**

**a) Community Policing Report**

**OLIVER:**

That Council for the Town of Pincher Creek accepts the Community Policing Report as information.

**CARRIED 22-044**

**b) Provincial Transition Proposal Discussion**

**OLIVER:**

That Council for the Town of Pincher Creek directs administration to invite the MLA to speak to Council about the police transition proposal and how to inform the public on the proposal.

**CARRIED 22-045**

*A. Roth joined the meeting at 6:47 pm*

**6.4 Cabin Ridge Coal Project Update**

**NODGE:**

That Council for the Town of Pincher Creek accepts the Cabin Ridge Coal Project Update as information.

**CARRIED 22-046**

**6.5 Airport Regional Meeting**

**GREEN:**

That Council for the Town of Pincher Creek directs administration to request the Advisory Committee develop a Terms of Reference and include a Proforma of financial statements for Council's information.

**CARRIED 22-047**

**7. BYLAWS**

**7.1 Municipal Borrowing Bylaw #1570-22**

**OLIVER:**

That Council for the Town of Pincher Creek agrees to give first reading to the Municipal Borrowing Bylaw #1570-22.

**CARRIED 22-048**

**GREEN:**

That Council for the Town of Pincher Creek agrees to give second reading to the Municipal Borrowing Bylaw #1570-22.

**CARRIED 22-049**

**ELLIOTT:**

That Council for the Town of Pincher Creek upon unanimous consent, agrees to present the Municipal Borrowing Bylaw #1570-22 for third and final reading.

**CARRIED 22-050**

**NODGE:**

That Council for the Town of Pincher Creek agree to give third and final reading to the Municipal Borrowing Bylaw #1570-22, and that a copy be attached hereto and form part of the minutes.

**CARRIED 22-051**

**8. NEW BUSINESS**

**8.1 Letter of Notice to Bargain CUPE Local 927**

**BARBER:**

That Council for the Town of Pincher Creek appoints Councillor Nodge and Mayor Anderberg, with Councillor Wright as an alternate to the Union Contract Negotiating Committee.

**CARRIED 22-052**

**BARBER:**

That Council for the Town of Pincher Creek directs administration to research third party negotiators and bring forward prospective candidates for Council approval.

**CARRIED 22-053**

*Mayor Anderberg called a recess at 7:53 pm*

*Mayor Anderberg called the meeting back to order at 8:05 pm*

**8.2 MCCAC Clean Energy Improvement Program**

**OLIVER:**

That Council for the Town of Pincher Creek directs administration to provide a brief report on what would be required for the municipality to administer the MCCAC CEIP program.

**CARRIED 22-054**

**8.3 Proposed Library Expansion - Letter of Support**

**BARBER:**

That Council for the Town of Pincher Creek provide a letter of support to the Pincher Creek and District Library Board to start the planning process for a proposed Library expansion.

**CARRIED 22-055**

**8.4 Pincher Creek & District Historical Society - Development Application 22-D0002**

**ELLIOT:**

That Council for the Town of Pincher Creek authorize and direct administration to proceed and submit the Application for a Development Permit 22-D0002 for the expansion of the historical exhibits dated January 6, 2022, on Plan 6051JK, Block B, to the Municipal Development and Subdivision Authority (MDSA) for approval in accordance with the Land Use Bylaw No. 1547.

**CARRIED 22-056**

**GREEN:**

That Council for the Town of Pincher Creek agrees to waive the development application fee for a discretionary use in the amount of \$150 for Development Application 22-D0002

**CARRIED 22-057**

**9.0 Up Coming Meetings**

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**NODGE:**

That Council for the Town of Pincher Creek accepts the February 14, 2022 Council Information Distribution List as information.

**CARRIED 22-058**

**10.2 Covid Policy**

**OLIVER:**

That Council for the Town of Pincher Creek agrees to suspend the Covid Policy for approximately 3 weeks then reassess at the Committee of the Whole on March 2, 2022.

**CARRIED 22-059**

**10.3 Strategic Planning Schedule**

That Council for the Town of Pincher Creek agrees to book the Strategic Planning Schedule for April 12 & 13<sup>th</sup>.

*Mayor Anderberg called a recess at 9:07 pm*

*A. Grose left the meeting at 9:08 pm*

*Mayor Anderberg called the meeting back to order at 9:17 pm*

**11. CLOSED MEETING DISCUSSION**

**OLIVER:**

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, February 14, 2022 at 9:17 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services, Recreation Manager, Marketing & Economic Development Officer and Executive Assistant in attendance.

**CARRIED 22-060**

**OLIVER:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, February 14, 2022 at 10:27 pm 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, Recreation Manager, Marketing & Economic Development Officer and Executive Assistant in attendance

**CARRIED 22-061**

**11.3 Proposed Development Funding Consideration**

**BARBER:**

That Council for the Town of Pincher Creek agrees to allow the request from the developer to be presented at this Council meeting, as per section 77 of the Council Procedural Bylaw # 1596-21 to give further consideration to a matter within at least three months from the last meeting presentation.

**CARRIED 22-062**

**BARBER:**

That Council for the Town of Pincher Creek agree to move to a closed session of Council on Monday, February 14, 2022 at 10:28 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Community Services, Recreation Manager, Marketing & Economic Development Officer and Executive Assistant in attendance.

**CARRIED 22-063**

**OLIVER:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, February 14, 2022 at 10:27 pm 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, Recreation Manager, Marketing & Economic Development Officer and Executive Assistant in attendance

**CARRIED 22-064**

**11.1 Offer to Purchase Roll# 4200200 – FOIP S. 16 & 24**

**GREEN:**

That Council for the Town of Pincher Creek directs administration to respectfully decline the offer to purchase Plan 0512718, Block 5, Lot 2.

**CARRIED 22-065**

**GREEN:**

That Council for the Town of Pincher Creek defer item 11.1 to administration to define which lots are not deemed saleable at this time and bring them back to the next regular Council meeting.

**CARRIED 22-066**

**11.2 Eco Waste Cost Projections FOIP S. 16 & 21**

**GREEN:**

That Council for the Town of Pincher Creek receive the anticipated cost projections for the recycling services at the Eco Waste site as information and request that the Town's ICF committee members move forward accordingly.

**CARRIED 22-067**

**11.3 Proposed Development Funding Consideration FOIP S. 16 & 25**

**OLIVER:**

That Council for the Town of Pincher Creek directs administration to propose to the developer that the Town will bring the water and sewer services to the property line for parcel Plan 0614431, Block 1, Lot 4 and will recover the cost through a local improvement agreement contingent on the building permit for the project being issued.

**CARRIED 22-068**

**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

**ELLIOTT:**

That this meeting of Council on February 14, 2022 be hereby adjourned at 11:02 pm.

**CARRIED 22-069**

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

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

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 28<sup>h</sup> DAY OF FEBRUARY 2022                      S E A L  
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY FEBRUARY 28,  
2022 AT 6:00 P.M.**



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Subdivision File 2019-0-104 - Request for Time Extension	
<b>PRESENTED BY:</b> Lisa Goss, Legislative Service Manager	<b>DATE OF MEETING:</b> 2/28/2022

**PURPOSE:**

For Council to consider a request for time extension for subdivision file 2019-0-104 (SE 22-06-30-W4M, Lot 3, Block A, Plan 7840JK).

**RECOMMENDATION:**

That Council for the Town of Pincher Creek approve and grant a Time Extension up to December 31, 2022 for Subdivision Application Request for Extension file no, 2019-0-104 Plan 7840JK, Block A, Lot 3 (Pincher Creek Community Early Learning Centre at St. Michaels School).

**BACKGROUND/HISTORY:**

The Town of Pincher Creek formed Pincher Creek Community Early Learning Centre Ltd. as a not-for-profit corporation (Date of Incorporation July 19, 2018)

At the January 2, 2019 regular meeting of Council, the following resolution was passed; That Council for the Town of Pincher Creek direct administration to proceed with the steps necessary for the acquisition, survey, and subdivision of a portion of Plan 7840JK, Block A, Lot 3 (approximately .42 hectares) subject to Ministerial and Holy Spirit School Division approval, with funds to be drawn from the Pincher Creek Community Early Learning Centre Operating Account.

The original subdivision approval was on August 20, 2019. The applicants are requesting a Time Extension be granted to finalize the approval.

The delay is due to some complications in obtaining the final paperwork and getting the consent signed.

A similar resolution was passed by Council at their regular meeting on June 28, 2021 regarding Subdivision Application 2019-0-105 (Pincher Creek Community Early Learning Centre at Canyon School).

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receives the subdivision application file no. 2019-0-104 Plan 7840JK, Block A, Lot 3 Pincher Creek Community Early Learning Centre at St. Michaels School as information.

That Council for the Town of Pincher Creek direct administration to garner additional information and bring back the subdivision application file no. 2019-0-104 Plan 7840JK, Block A, Lot 3 Pincher Creek Community Early Learning Centre at St. Michaels School.

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

None at this time.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

Request for Time Extension - Subdivision File 2019-0-104 - 2818

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek approve and grant a Time Extension up to December 31, 2022 for Subdivision Application Request for Extension file no, 2019-0-104 Plan 7840JK, Block A, Lot 3 (Pincher Creek Community Early Learning Centre at St. Michaels School).

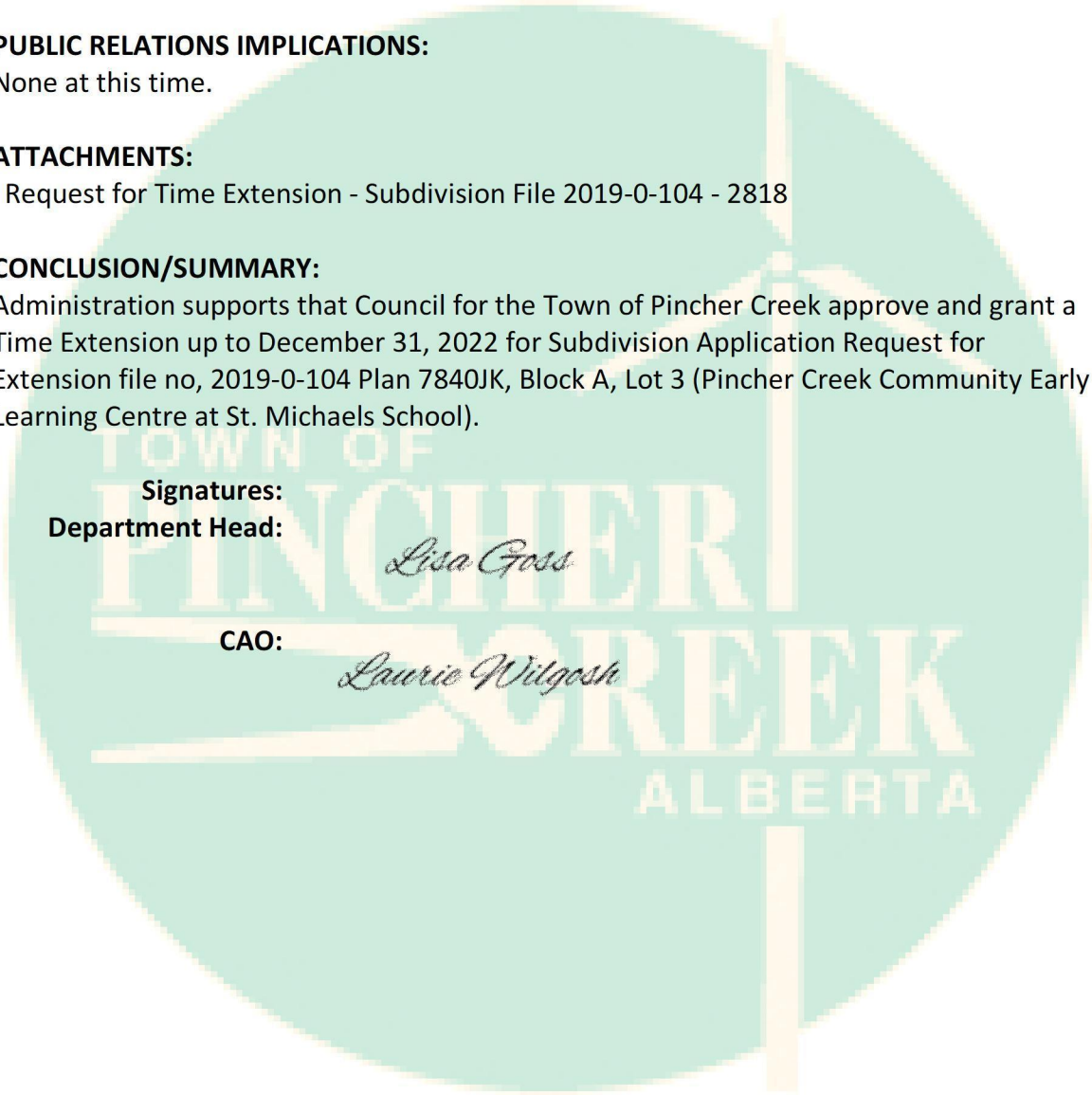
**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Laurie Wilgosh*



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# Memo



**To:** Town of Picher Creek Mayor and Council

**From:** Steve Harty – ORRSC Senior Planner

**Date:** February 15<sup>th</sup>, 2022

**Re: Subdivision Approval Extension Request (Holy Spirit Separate School)**

**Refer to file: 2019-0-104** (SE 22-06-30-W4M, Lot 3, Block A, Plan 7840JK)

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The following attachment contains a “Time Extension” request for a subdivision approval for a property located along McDougal Street on the St. Michaels School parcel. The application was made by the Holy Spirit Separate School division to create a separate 0.77-acre (0.311 ha) titled parcel for an early childhood education learning facility to be constructed.

The original subdivision (application no. 2019-0-104) approval was on August 20<sup>th</sup>, 2019. The applicants are requesting a Time Extension be granted to finalize the approval. As per section 657(5) of the Municipal Government Act, *“if a plan of subdivision is not registered in a Land Titles Office within one year after being endorsed, the plan may not be accepted by a Registrar, unless Council or their designate grants an extension.”*

The applicants experienced some delays in obtaining the final paperwork and in getting the consent signed. Therefore, they are asking for a Time Extension to be granted which must be approved by Council. The applicants are still bound by the original conditions placed on the subdivision approval (attached is a copy of the original subdivision diagram and approval). The subdivision as approved still complies with the land use bylaw and subdivision criteria.

At Council’s prerogative, consideration may be given to granting an additional Time Extension up to December 31, 2022, or other date as specified by Council, to allow the applicants to finalize their approval and enable the plan of subdivision to be registered at Land Titles Office.

If you have any questions or need clarification, I am available at your convenience.

**TIME EXTENSION (Subdivision Approval)**  
**Resolution – Town of Pincher Creek**

RE: APPLICANT: **Holy Spirit Separate School division**

SUBDIVISION PLAN  
PREPARED BY: **David Amantea, A.L.S.**

SURVEYOR FILE NO. **19-14581ta**

ORRSC FILE NO. **2019-0-104**

LEGAL DESCRIPTION: **Lot 3, Block A, Plan 7840JK  
within SE¼ SEC 22, TWP. 06, RGE. 30, W4M**

DATE OF APPLICATION APPROVAL: **August 20<sup>th</sup>, 2019**

Further to the request for a TIME EXTENSION respecting the proposed subdivision, the time extension pursuant to Section 657(6) of the Municipal Government Act, has been Approved. The applicant has until December 31, 2022, to fulfil the conditions of the subdivision approval and finalize the subdivision in compliance with Section 657(1) of the Act.

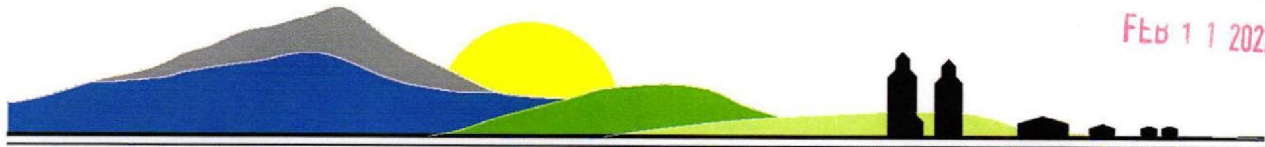
\_\_\_\_\_  
MOVER

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

RECEIVED

FEB 11 2022



# OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16 Avenue North, Lethbridge, Alberta T1H 5E8

Phone (403) 329-1344

## Subdivision Application – Request for Extension

ORRSC file number: 2019-0-104 Expired Date: August 20, 2020

Previous Extension Approved: Yes  No  Extension Period Requested: \_\_\_\_\_  
*(not to exceed one year)*

ORRSC Fee submitted: 1<sup>st</sup> Request (\$330.00)  2<sup>nd</sup> Request (\$430.00)  3<sup>rd</sup> Request (\$530.00)

Name of registered owner(s): The Board of Trustees of Holy Spirit Roman Catholic Separate School Division

Owner's address: 620, 12B Street North  
Lethbridge AB T1H 2L7  
City Province Postal Code Home phone Work phone

Name of Applicant: Brown Okamura & Associates Ltd.  
*(if different from owner)*

Applicant's address: 2830 - 12 Avenue North  
Lethbridge AB T1H 5J9 403-329-4688  
City Province Postal Code Home phone Work phone

Legal description: Lot 3 or Condo unit \_\_\_\_\_ Block A Plan 7840 JK  
Quarter SE Section 22 Township 6 Range 30 Meridian 4

Reason(s) for Request:

Delays in getting Consent signed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Applicant/Owner

February 11, 2022

Date

# RESOLUTION

2019-0-104

**Town of Pincher Creek**                      **Public Institutional** subdivision of Lot 3, Block A, Plan 7840JK within SE1/4 22-6-30-W4M

THAT the Public Institutional subdivision of Lot 3, Block A, Plan 7840JK within SE1/4 22-6-30-W4M (Certificate of Title No. 951 254 063 +7), to subdivide an existing 7.54 acre parcel to create a 0.77 acre parcel; BE APPROVED subject to the following:

## CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Pincher Creek.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with the Town of Pincher Creek which shall be registered concurrently with the final plan against the title(s) being created.

## REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.

## INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(d) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) TELUS Communications Inc. has no objections to the above noted circulation.
- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

- (f) ATCO Gas has no objection to the proposed as it is not within our service territory.

- (g) AltaGas Utilities Inc. has no objection to the proposed subdivision described in the file mentioned above.

Please notify Alberta 1st Call at 1-800-242-3447 to arrange for "field locating" should excavations be required within the described area.

We wish to advise that any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.

- (h) Alberta Health Services – Kristen Dykstra, Public Health Inspector:

"In response to your July 19, 2019, subdivision of land application, we have reviewed the information provided. We wish to provide the following comments:

- The applicant must comply with all pertinent regulations, by-laws, and standards.

If you require further clarification, please contact me at the Lethbridge Community Health Centre at 403-388-6690 Ext. 8."

- (i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

"Reference your file to create a parcel for a childcare facility at the above noted location.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017("the regulation").

Alberta Transportation's primary objective is to allow subdivision and development of properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway network.

To that end, the parcel to be created and remnant land will be well removed from Highway 6 with indirect access to the highway being gained solely by way of the town's internal street system. As such, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the childcare facility parcel as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance, Alberta Transportation grants a waiver of said Sections 14 and 15(2).

Notwithstanding the foregoing, the applicant would be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the center point of the intersection of the highway and another highway would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

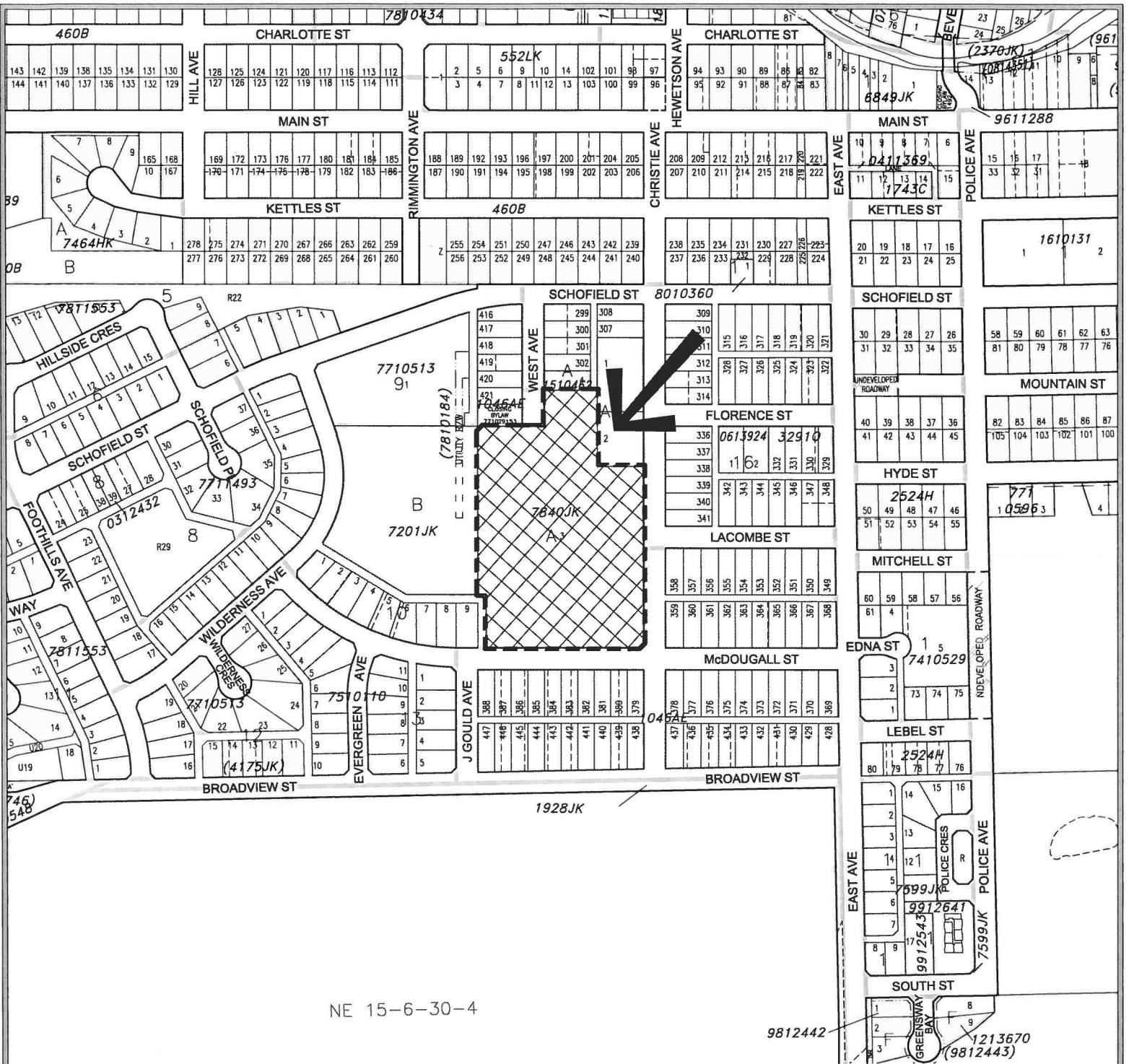
The subject property is not within the noted control lines. Given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local street system, in this instance, a permit from Alberta Transportation will not be required, and development of the childcare facility parcel could proceed under the direction, control, and management of the town. The applicant could contact the undersigned, at Lethbridge 403-381-5426, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.”





NE 15-6-30-4

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(9812443)

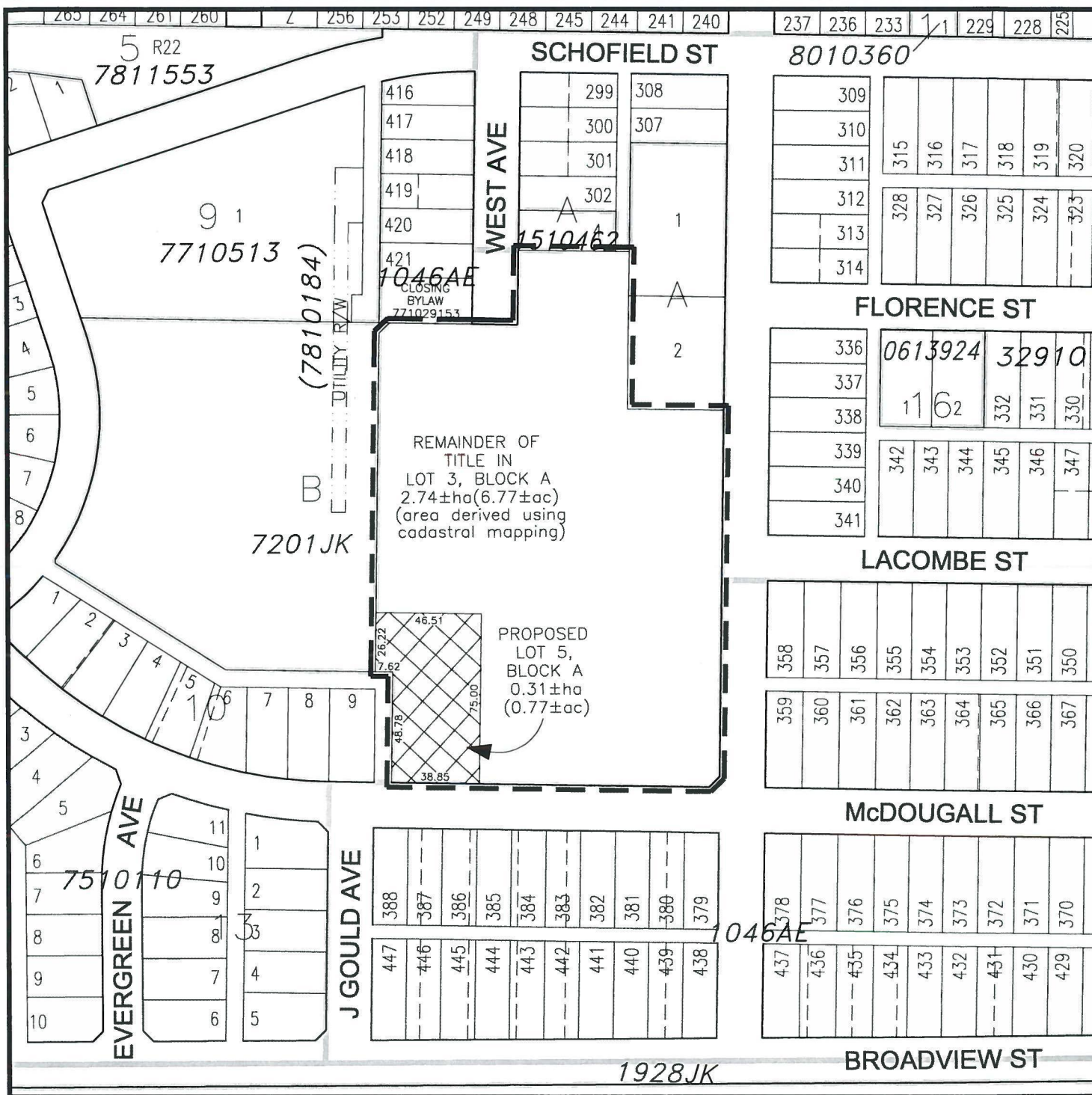
**SUBDIVISION LOCATION SKETCH**  
**LOT 3, BLOCK A, PLAN 7840JK WITHIN**  
**SE 1/4 SEC 22, TWP 6, RGE 30, W 4 M**  
**MUNICIPALITY: TOWN OF PINCHER CREEK**  
**DATE: JULY 5, 2019**  
**FILE: 2019-0-104**

MAP PREPARED BY  
 OLDMAN RIVER REGIONAL SERVICES COMMISSION  
 3125 188 AVENUE NORTH, LETHBRIDGE, AB T1H 5E3  
 \*NOT RESPONSIBLE FOR ERRORS OR OMISSIONS\*



**OLDMAN RIVER REGIONAL SERVICES COMMISSION**

July 05, 2019 N:\Subdivision\2019\2019-0-104.dwg



### SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 19-14581ta

LOT 3, BLOCK A, PLAN 7840JK WITHIN

SE 1/4 SEC 22, TWP 6, RGE 30, W 4 M

MUNICIPALITY: TOWN OF PINCHER CREEK

DATE: JULY 5, 2019

FILE: 2019-0-104



### APPROVED

- Approved
- Approved subject to revised parcel configuration

Approved Subdivision is subject to the conditions listed in the Approval Letter attached.

*[Signature]*  
Oldman River Regional Services Commission



## SUBDIVISION SKETCH

See tentative plan of subdivision by Brown Okamura & Associates Ltd. file no. 19-14581ta

LOT 3, BLOCK A, PLAN 7840JK WITHIN

SE 1/4 SEC 22, TWP 6, RGE 30, W 4 M

MUNICIPALITY: TOWN OF PINCHER CREEK

DATE: JULY 5, 2019

FILE: 2019-0-104



AERIAL PHOTO DATE: April 19, 2017

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Finance and Human Resources	<b>DATE OF MEETING:</b> 2/28/2022

**PURPOSE:**

To approve and sign the Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek approve and sign the Municipal Sustainability Initiative Amending Memorandum of Agreement.

**BACKGROUND/HISTORY:**

Email from Minister Mciver indicated the following:

"The Government of Alberta recognizes the importance of rebuilding Alberta’s economy through investment in local infrastructure. Therefore, the government has extended the Municipal Sustainability Initiative (MSI) program for two years, until March 31, 2024, when it will be replaced with the Local Government Fiscal Framework (LGFF).

To extend the MSI and continue to provide the funding, the current long-term MSI agreements must be amended. While the MSI allocation formula has been removed from the agreements, it will remain in the MSI program guidelines, and the process used to determine the 2022 and 2023 MSI allocations will remain the same."

**ALTERNATIVES:**

That Council for the Town of Pincher Creek not approve and sign the Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement.

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

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

The Town of Pincher Creek relies on the funding provided through the Municipal Sustainability Initiative (MSI) to pay for capital projects and assist with operating expenses.

**FINANCIAL IMPLICATIONS:**

In 2021 the Town of Pincher Creek received \$996,346 of MSI Capital funding and \$26,633 Operating Funding. The Province has indicated future funding will be less.

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time

**ATTACHMENTS:**

Town of Pincher Creek\_2022 MSI Amendment - 2820

**CONCLUSION/SUMMARY:**

Administration supports Council approving and signing the Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement.

**Signatures:**

**Department Head:**

*Wendy Catonio*

**CAO:**

*Laurie Wilgosh*



## **Municipal Sustainability Initiative**

### **AMENDING MEMORANDUM OF AGREEMENT**

**BETWEEN: HER MAJESTY THE QUEEN**, in right of the Province of Alberta, as represented by the Minister of Municipal Affairs

(hereinafter called "the Minister")

and

the **Town of Pincher Creek**, in the Province of Alberta

(hereinafter called "the Municipality")

(hereinafter called "the Parties")

**WHEREAS** the Parties entered into a Municipal Sustainability Initiative Memorandum of Agreement (hereinafter called the "Original Agreement") dated October 16, 2007;

**AND WHEREAS** the Parties have, by written agreement, amended the Original Agreement on July 10, 2009, June 17, 2012, June 30, 2014, May 24, 2017, and March 11, 2019;

**AND WHEREAS** the Parties wish to further amend the Original Agreement;

**THEREFORE** the Parties agree as follows:

1. The Original Agreement, as previously amended, is amended by:
  - a. Deleting "a fourteen-year funding commitment" in the preamble and replacing it with "a sixteen-year funding commitment".
  - b. Deleting "fourteen-year term" in section 4 and replacing it with "sixteen-year term", and by deleting "in accordance with section 5" in section 4 and replacing it with "in accordance with the Program Guidelines".
  - c. Deleting the words "for Component A and 2014-2015 levels for Component B" in section 4.(i).
  - d. Deleting section 5.
  - e. Deleting "2021-22" in section 15 and replacing it with "2023-2024", and by deleting "March 31, 2027" in section 15 and replacing it with "March 31, 2029".
  - f. Deleting "March 31, 2022" in section 15.1 and replacing it with "March 31, 2024".

2. Except as amended herein, all other provisions of the Original Agreement as amended remain in full force and effect.
3. This Amending Memorandum of Agreement shall be effective as at April 1, 2022 following signing by the Parties' authorized representatives.

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

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

Per:   
**MINISTER, MUNICIPAL AFFAIRS**

Date: JAN 29 2022

**Town of Pincher Creek**

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_  
**CHIEF ELECTED OFFICIAL**

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_  
**DULY AUTHORIZED SIGNING OFFICER**

Date: \_\_\_\_\_

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Fundraiser for Curling Club	
<b>PRESENTED BY:</b> Laurie Wilgosh, Chief Administrative Officer	<b>DATE OF MEETING:</b> 2/28/2022

**PURPOSE:**

For Council to consider purchasing a table for the Curling Club fundraiser

**RECOMMENDATION:**

That Council for the Town of Pincher Creek direct administration to purchase one table of eight for the upcoming Curling Club fundraiser at a cost of \$400.00.

**BACKGROUND/HISTORY:**

The local curling club is holding a fundraiser on April 2, 2022 at the Community Hall. There will be a dinner and dance and the cost for one table for eight people is \$400.00. The curling club contacted the Town to see if there was an interest in attending. They are holding one table until they hear back from the Town.

**ALTERNATIVES:**

That Council receive the information regarding the Curling Club's upcoming dinner and dance fundraiser as presented.

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

N/A

**FINANCIAL IMPLICATIONS:**

\$400.00

**PUBLIC RELATIONS IMPLICATIONS:**

support for a local organization

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration supports that Council purchase one table of eight for the upcoming curling club fundraiser at a cost of \$400.00.

**Signatures:**



Department Head:

*Lannie Wilgosh*

CAO:

*Lannie Wilgosh*



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Pincher Creek 5 Pin Bowlers Association - Request for Support	
<b>PRESENTED BY:</b> Gus Kollee, Legislative Service Manager	<b>DATE OF MEETING:</b> 2/28/2022

**PURPOSE:**

For Council to consider a request for support from the Pincher Creek 5 Pin Bowlers Association in the amount of \$11,900 +GST.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree and approve the Pincher Creek 5 Pin Bowlers Association request for support waiving the rent for the 2021/2022 operating season in the amount of \$11,900 +GST as indicated in Schedule C of the Lease Agreement dated May 1, 2018 for that portion of the Community Recreation Centre Plan 3880BD, Block 1, the area known as the Bowling Lanes and Squash Courts.

**BACKGROUND/HISTORY:**

Administration received correspondence from the Pincher Creek 5 Pin Bowling Association on February 22, 2022 requesting forgiveness of rent payments as outlined in the lease agreement dated May 1, 2018.

At the September 28, 2020 regular meeting of Council the following resolution was passed;

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

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receive the Pincher Creek 5 Pin Bowlers Association request for support dated February 22, 2022 as information.

That Council for the Town of Pincher Creek agree and approve the Pincher Creek 5 Pin Bowlers Association request for support waiving the rent for a portion of the 2021/2022 operating season in the amount of \$\_\_\_\_\_ +GST for the months of \_\_\_\_\_ to \_\_\_\_\_ as indicated in Schedule C of the Lease Agreement dated May 1, 2018 for that portion of the Community Recreation Centre Plan 3880BD, Block 1, the area known as the Bowling Lanes and Squash Courts.

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

None at this time.

**FINANCIAL IMPLICATIONS:**

The 2020-2024 Budget includes the anticipated revenue for Leased portion of the CRC facility.

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

2018.05.01 Signed Lease Agreement May 1, 2018 to April 30, 2023 - 2830

Pincher Creek 5 Pin Bowlers Assn - letter to council - 2830

To be provided in confidential package - Profit and Loss Current Year to Date PC 5 Pin - 2830

To be provided in confidential package - Profit and Loss Report Years ending 2020 and 2021 - 2830

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek agree and approve the Pincher Creek 5 Pin Bowlers Association request for support waiving the rent for the 2021/2022 operating season in the amount of \$11,900 +GST as indicated in Schedule C of the Lease Agreement dated May 1, 2018 for that portion of the Community Recreation Centre Plan 3880BD, Block 1, the area known as the Bowling Lanes and Squash Courts.

**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Laurie Wilgosh*

Pincher Creek 5 Pin Bowlers Assn.  
Box 1265  
Pincher Creek, Ab  
TOK1W0

Lisa Goss  
Legislative Services Manager  
Town of Pincher Creek

February 21, 2022

Dear Lisa & Council Members,

As the Facility Oversight executive member of the Association I have been directed by our executive to communicate with Lisa and Council on the Associations behalf. The first matter is that of a thank you to Council for your support in the past and for waiving our lease payments for the 2020 /2021 operating year. This allowed us to end the year in a positive balance even though we were not operating for the full year. This balance allowed us to reopen during this year of 2021 / 2022 even though our numbers had been reduced by 60% due to this Pandemic.

#### Bowling Membership

**2019:** 112 total. 36- Adult, 70 Golden Age and 6 YBC

**2020:** 101 total 101. 33- Adult, 58 Golden Age, YBC-10

**2021:** 48 total. 10 - Adult, 38 Golden Age. No YBC

**2022:** 45 total. 9 - Adults, 30 Golden Age and 6 YBC.

The result of this reduction in membership and even with carrying forward a positive balance from the previous year there are no signs that we are going to be able to continue operating with an amount of \$12,495.00 committed as a lease payment to the town while this pandemic is in its current state. We are encouraged by the commitment of our current members who are continuing to use the facility and the new executive who are committed to putting the bowling alley back to its former state prior to the pandemic. We have made a number of changes in our user pay practices and feel confident that we will be able to continue meeting our daily expense costs. There will be a number of other changes that will encourage the public to utilize our facility now and certainly when the restrictions are no longer in affect.

Therefore we find ourselves in a position of humbly requesting a further forgiveness of the lease amount for the entire operating year of July 2021 to June 2022 as per Schedule C of the current lease agreement in the amount of \$11,900.00 + GST. If further information is required I may be reached at the numbers below. Your consideration of this issue is greatly appreciated.

Please find attached copies of our financial reports for the last couple of years.

Respectfully yours,

*Garry R Cleland*

*Executive Member & Facility Oversight  
Pincher Creek 5 Pin Bowling Association*

*Email:* [REDACTED]

[REDACTED]  
[REDACTED]  
*Pincher Creek, AB / TOK1W0*

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Agricultural Society indoor riding arena roof replacement	
<b>PRESENTED BY:</b> Adam, Recreation Manager	<b>DATE OF MEETING:</b> 2/28/2022

**PURPOSE:**

To consider a request from the Pincher Creek and District Agricultural Society to contribute financially towards a replacement of the indoor riding arena roof.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree to fund up to \$ 14,250.00 towards the Ag Society roof to be funded from the General Contingency Reserve # \_\_\_\_\_.

**BACKGROUND/HISTORY:**

For the past several years the indoor riding arena located at the Agricultural Grounds has been having continuous leakage issues in their roof. In 2017 the Pincher Creek and District Agricultural Society presented this issue to Town and MD Council and at that time each Municipality agreed to fund \$5,000 each towards the roof repair.

At the September 25th, 2017 regular meeting of Council it was moved 'That Council for the Town of Pincher Creek approve up to \$5000 as per the South West quote to be taken from GL account 7412002770 and forwarded to the Pincher Creek & District Agricultural Society for the purpose of repairing the pavilion roof at 289 Canyon Drive. AND That Council for the Town of Pincher Creek encourage the Pincher Creek and District Agricultural Society to pursue grant funding for a future roof replacement.' (17-376).

In 2019 the Ag. Society was successful in acquiring a CFEP grant in the amount of \$59,582. This grant deadline has been extended until June 30, 2022.

An updated quote was received for the roof repair in the amount of \$133,894.00.

To date the Ag. Society has secured \$105,398.28 (including the initial \$5,000 from each Municipality) in grants, and donations for this project. This leaves a total shortfall of \$28,500.00.

At the February 4th ICF it was moved that the Town and MD to share the shortfall of the pavilion roof repair and forward the request to the respective Council(s).

Administration has confirmed this item will be taken to M.D. Council on March 8th, 2022.

**ALTERNATIVES:**

Request more detailed financial information from the Pincher Creek and District Agricultural Society prior to committing any additional funding.

Not to provide additional funding at this time and request that only a portion of the roof be repaired with the existing funding.

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

None

**FINANCIAL IMPLICATIONS:**

If approved a total amount of \$19,500 would need to be forwarded to the Pincher Creek and District Agricultural Society for the indoor riding arena (pavilion) roof repairs.

**PUBLIC RELATIONS IMPLICATIONS:**

None

**ATTACHMENTS:**

Ag Society Roof email back-up - 2829

CFEP Grant Application - Jan 2019 - Pincher Creek Agricultural Society - 2829

DOC004 - 2829

PC Ag Society- CFEP grant - 2829

PC Ag-Roof - 2829

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek agree to fund 50% of the shortfall for the pavilion roof repairs.

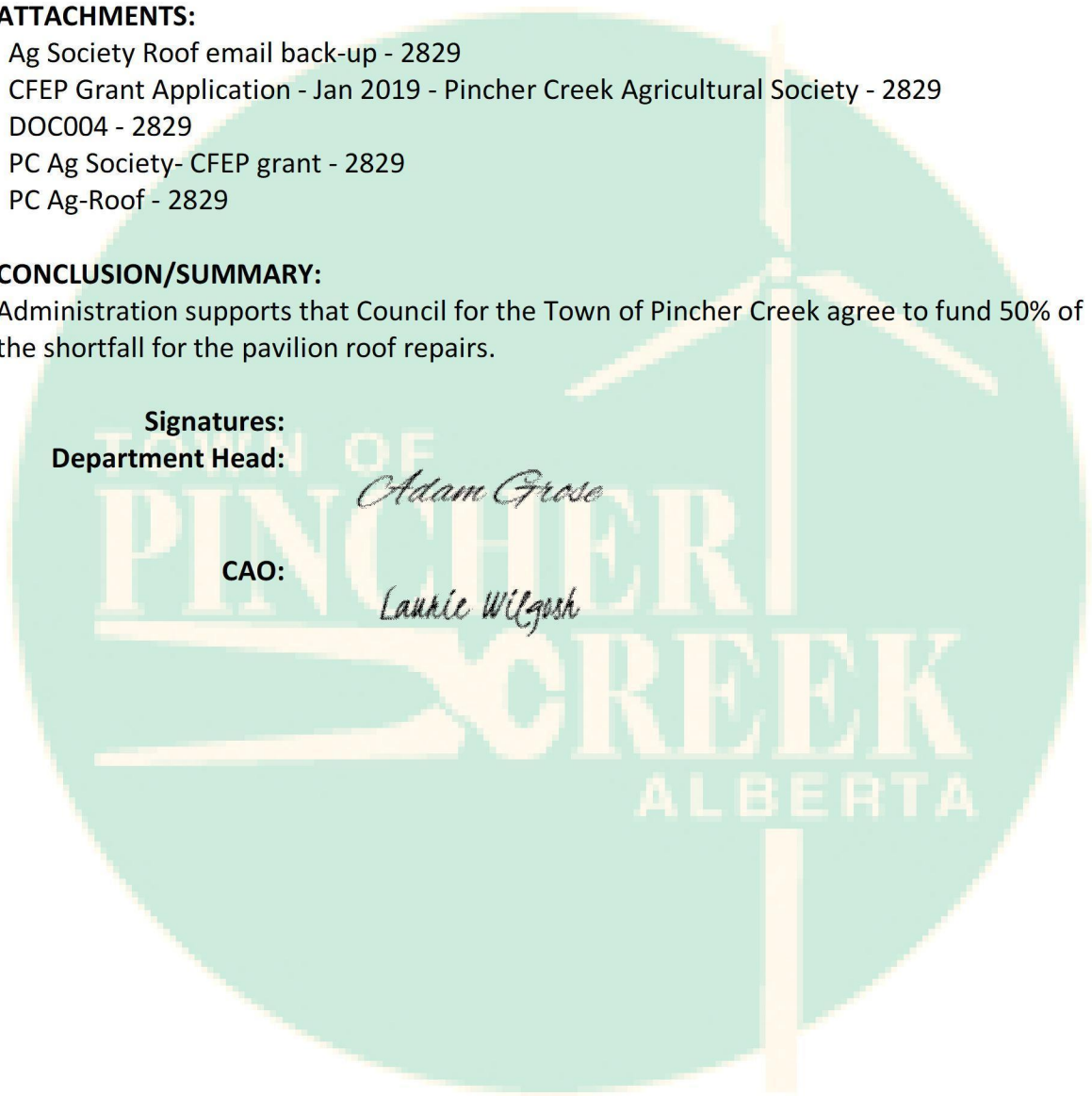
**Signatures:**

**Department Head:**

*Adam Grose*

**CAO:**

*Laurie Wilgosh*





**SOUTHWEST**  
Design & Construction Ltd.

**Southwest Design & Construction**

3755 – 18<sup>TH</sup> Avenue North, Lethbridge, Alberta T1H 6T2

Ph: (403) 320-5400 Fax: (403) 329-3387

Toll-Free (877) 414-4043

Website: <http://southwestdesignandconstruction.com/>

February 21, 2022

**Pincher Creek & District Ag Society**

Pincher Creek, AB

Ph: (403) 627-3313

**Attention:** Janet Watmough

We are pleased to provide the following quote to supply & install a new insulated roof over the Horseshoe Pavilion at Pincher Creek, AB (Revised Feb. 21, 2022)

**Start Up and Administrative Items:**

- Insurance for equipment & personnel including WCB
- COR safety certified
- Allowance for waste removal & 1 – Port-a-potti

**Building Type & Size:**

- 80' x 275' Pre-engineered Steel Building

**Scope of Work:**

- Removal of existing metal roof & associated metal flashings, gutter, downspouts, & metal building insulation
- Supply & install new R-20 (6") metal building insulation c/w WMP-50 facing
- Supply & install new 26 ga. galvalume metal cladding (AWR profile) c/w climaseal fasteners
- Supply & install new eave, gable & ridge flashings
- Supply & install new foam closures to match profile
- Supply & install 20 – 3' wide by 12' long translucent panels
- Supply & install 5 – Dektite flashings for existing roof penetrations
- Supply & install new colored 7" steel gutter c/w 6 downspouts per side
- Includes all materials, equipment & labor to complete removal of existing roof & installation of new roof as described above

**Sum of: \$ 133,894.00**

**Note:** We plan to only remove as much of the existing roof as we comfortably feel we can replace with new insulation & cladding on the same day.

**Terms & Conditions:**

Quote valid for 15 days. 25% deposit due at contract signing. Balance due upon completion.



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Website: <http://southwestdesignandconstruction.com/>

**Exclusions:** G.S.T., permits, removal & reinstallation of electrical, lighting, heating, &/or any other items attached to existing roof or ceiling, supply & installation of ridge vents, & anything else not specified above.

Thank-you for the opportunity to provide this quote. Should you have any questions on the above please don't hesitate to contact me.

Yours truly,

**Dale Harty**  
Project Manager



SEP 25 2020

Janet Watmough  
Pincher Creek & District Agricultural Society

Dear Janet Watmough:

RE: COMMUNITY FACILITY ENHANCEMENT PROGRAM (CFEP)  
APPROVED FUNDING FOR APPLICATION NO. CFEP-074710-73

Community Grants is in receipt of your request for a time extension for the Pincher Creek Arena roof replacement.

In light of the circumstances involved with your project, a time extension for the submission of the Final CFEP Accountability Report (FCAR) has been granted from January 30, 2021 to June 30, 2022.

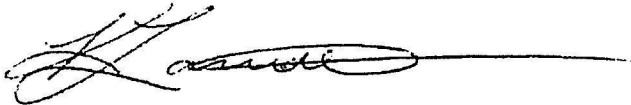
The report is available at: <https://www.alberta.ca/assets/documents/cfep-fillable-fcar-cfep-small.docx>.

Please ensure the grant funds remain in trust and all monies and interest are used specifically for this project.

Should you have questions, please call Jodi Duchesne, Program Accounting Coordinator, at 780-422-9676 or toll free 310-0000-780-422-9676.

We trust this will help bring your project to a successful conclusion.

Sincerely,



Karen Lamothe  
Director

cc: Jodi Duchesne  
Program Accounting Coordinator



ALBERTA  
CULTURE, MULTICULTURALISM AND STATUS OF WOMEN

*Office of the Minister*

August 1, 2019

Mrs. Janet Watmough  
Pincher Creek & District Agricultural Society  
PO Box 326  
Pincher Creek, Alberta T0K 1W0

Dear Mrs. Watmough:

RE: Community Facility Enhancement Program (CFEP) Small

On behalf of the Government of Alberta, I am pleased to advise you that your Community Facility Enhancement Program (CFEP) Small Application No. CFEP-074710 to assist the Pincher Creek & District Agricultural Society with facility upgrades to the Pincher Creek Arena has been approved for \$59,582. An electronic transfer of funds will be sent to your bank account in the coming weeks and notification will follow.

As Minister of Culture, Multiculturalism and Status of Women, I am extremely honoured to support the work of nonprofit organizations that aim to foster healthy, vibrant communities across Alberta. The Government of Alberta is proud to support organizations that improve the quality of life in our communities.

Acceptance and use of the grant funds will confirm your agreement with the terms and conditions of the Grant Agreement in your application. The final reporting templates are available on the Alberta Culture, Multiculturalism and Status of Women website at [alberta.ca/community-facility-enhancement-program](http://alberta.ca/community-facility-enhancement-program).

Please note that you will be required to file a statement of accounting and final report upon project completion or within 18 months of the payment date. If you have any inquiries, please contact program administration at 1.800.642.3855.

I wish you continued success with your important work.

Sincerely,

Leela Sharon Aheer  
Minister

cc: Roger Reid, MLA  
Livingstone-Macleod



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July 29, 2021

**Pincher Creek & District Ag Society**

Pincher Creek, AB

Ph: (403) 627-3313

**Attention:** Janet Watmough

We are pleased to provide the following quote to supply & install a new insulated roof over the Horseshoe Pavilion at Pincher Creek, AB (Revised July 29, 2021)

**Start Up and Administrative Items:**

- Insurance for equipment & personnel including WCB
- COR safety certified
- Allowance for waste removal & 1 – Port-a-potti

**Building Type & Size:**

- 80' x 275' Pre-engineered Steel Building

**Scope of Work:**

- Removal of existing metal roof & associated metal flashings, gutter, downspouts, & metal building insulation
- Supply & install new R-20 (6") metal building insulation c/w WMP-50 facing
- Supply & install new 26 ga. galvalume metal cladding (AWR profile) c/w climaseal fasteners
- Supply & install new eave, gable & ridge flashings
- Supply & install new foam closures to match profile
- Supply & install 20 – 3' wide by 12' long translucent panels
- Supply & install 5 – Dektite flashings for existing roof penetrations
- Supply & install new colored 7" steel gutter c/w 6 downspouts per side
- Includes all materials, equipment & labor to complete removal of existing roof & installation of new roof as described above

**Sum of: \$ 131,482.00**

**Note:** We plan to only remove as much of the existing roof as we comfortably feel we can replace with new insulation & cladding on the same day.

**Terms & Conditions:**

Quote valid for 30 days. 25% deposit due at contract signing. Balance due upon completion.



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Ph: (403) 320-5400 Fax: (403) 329-3387

Toll-Free (877) 414-4043

Website: <http://southwestdesignandconstruction.com/>

**Exclusions:** G.S.T., permits, removal & reinstallation of electrical, lighting, heating, &/or any other items attached to existing roof or ceiling, supply & installation of ridge vents, & anything else not specified above.

Thank-you for the opportunity to provide this quote. Should you have any questions on the above please don't hesitate to contact me.

Yours truly,

**Dale Harty**  
Project Manager



# Community Facility Enhancement Program

## Small Funding Stream

Organizations can submit their application in one of two ways:

- By email to: [LFP.Application@gov.ab.ca](mailto:LFP.Application@gov.ab.ca)
- Or
- By mail to: Alberta Culture and Tourism  
Community Grants  
212, 17205-106A Avenue  
Edmonton, AB T5S 1M7

**\*IMPORTANT INFORMATION\***

For deadlines that fall on a **weekend** or **statutory holiday** applications will be accepted until the end of the next business day.

**Please read the guidelines carefully before beginning the application.**

**Incomplete applications will not be considered.**

**Please keep a copy of this application for your records.**

*Alberta*

Culture and Tourism

May 2017

# Community Facility Enhancement Program (CFEP) Small Funding Stream



## Section A – Organization Information

*Incorporated (Legal) Name of Organization (must match incorporation name):*

**Pincher Creek & District Agricultural Society**

*Act the Organization is registered under (see CFEP guidelines section 3.1 for list of all eligible acts):*

**Alberta Societies Act**

*Registration Number:* **5914286421**

*Registration Date:* **14/11/2008**

*Address of Organization (should match the registered address through incorporation)*

**Box 326**

*City:*

**Pincher Creek**

*Province:*

**Alberta**

*Postal Code:*

**T0K 1W0**

*Country:*

**Canada**

*Mailing Address (\*Same as above?)*  **Yes**  **No** *If no, please provide details below*

*Mailing Address (for Organizations registered outside of Alberta, the address must be Alberta based and regularly monitored by an active member of the Organization) \*NOTE – All correspondence will be mailed to this address*

*City:*

*Province:*

*Postal Code:*

*Country:*

*Organization Contact Information:*

*Legal Authorized Signing Authority Contact (must be an Alberta representative's contact details):*

**Mr.**  **Mrs.**  **Ms.**  **Other:**

*Name:* **Janet Watmough**

*Organization Position Title:* **President**

*Daytime Phone:* **403-627-3313**

*Extension:*

*Email:* **janet@robinco.ca**

*Primary Application Contact (must be an Alberta representative's contact details):*

**Mr.**  **Mrs.**  **Ms.**  **Other:**

*Name:* **Janet Watmough**

*Organization Position Title:* **President**

*Daytime Phone:* **403-627-3313**

*Extension:*

*Email:* **janet@robinco.ca**

## Section B – Project Overview

Project Title:

### Pincher Creek Arena Roof Project

Brief Project Overview – two to three sentences that concisely describes your project (100 words max):

**The complete replacement of the Arena roof in Pincher Creek.**

**The current situation is that the existing roof is aged and leaking, we have patched and repaired it over the past several years and managed to continue using the arena, however we are now in the situation where the roof is in need of complete replacement due to health and safety concerns.**

Primary category focus of the project (choose one):

- Community Services    Education    Social Services    Health    Arts  
 Environmental    Sports and Recreation    Culture    Other:

Project Scope (choose one):    Local    Provincial    National

Project type (choose one):

- Facility Renovation    Facility Construction    Capital/Equipment Purchase  
 Assessment/Feasibility Study    Other

Who will benefit from the project? (choose all that apply):

- Children    Men    Seniors    Women    Youth  
 General Public    Families    Other

Please list any additional groups that will benefit from the project:

Project Location (Name of the Facility location for the project or initiative):

**The Horseshoe Pavilion.**

Address or Legal Land Description required (PO Box addresses will not be accepted):

**343 Canyon Drive**

City: **Pincher Creek**

Postal Code: **T0K 1W0**

Facility Operator (please enter the name of the Organization that operates the facility):

**Pincher Creek & District Agricultural Society**

Facility Title Holder (please enter the name of the titleholder for the facility or site. A letter of support from the titleholder must be included if the titleholder is not the applying Organization):

**Pincher Creek & District Agricultural Society**

If the Organization does not own the facility, please provide the following information:

Term of Lease - **Start Date:**                      **End Date:**

Option to Renew?  Yes, for                      number of years     No

Will the capital asset/equipment be owned and operated by the Organization for a minimum of 5 years?

**Yes**     **No** (if No, provide details)

Will the project be carried out by a third party?

**Yes**     **No** (if Yes, provide details)

## Section C – Organization Overview

Summary of the mandate, membership and main activities of your organization (100 word max):

The object of our society is to encourage improvement in agriculture and enhanced quality of life for persons living in the community by developing educational programs, events, services and facilities.

Agricultural Societies are volunteer driven, not-for-profit organizations whose mandate and diversity make them invaluable in the communities that they serve.

Our main activities are to support the many and varied organizations that use our facility by providing safe, affordable indoor and outdoor space in which to conduct their programs and events. We also host fundraisers that support our organization and many others within our community. This is done through donation of space, and volunteers.

Summary of the programs and/or services your Organization provides to the community (100 word max):

The arena is extensively used year-round for a wide variety of events. These being equestrian events, 4H, bull sale, commercial rentals, archery, dog trials, Southern Alberta Trappers, weddings, 4H judging, relay-for-life, Southern Alberta Summer Games (2019 will be the 50th anniversary), cowboy shows, ranch rodeos, high school rodeos, Piikani Nation youth rodeo school, trick riding clinics, naming just a few of the uses.

Our organization supports these events by providing volunteers and ensuring that the facility is in the best possible shape in order to reflect the great pride we have in our community.

In the last year your Organization has served:

**7,000** number of clients

**1** number of paid staff

**175** number volunteers

## Section D – Project Information

CFEP Outcomes are to:

- Enhance the lifespan and support the creation of public-use community facilities.
- Stimulate economic activity in communities across the province.

1. Please summarize your project and demonstrate how it meets the above outcomes:



**The Pincher Creek Arena is extensively used year round. We have outdoor space that is used for events and programs, however due to the unpredictable nature of Southern Alberta weather it is the indoor space that is invaluable to our community. We have managed to patch the roof and manage for the last several years, however we are now in a position where the roof is in need of complete replacement. We anticipate that this replacement will give us more than 50 years further use from the facility.**

**The events we host bring large numbers of people to our community most weekends throughout the year, this in turn supports our local business owners as visitors will shop in our stores, eat in our restaurants and visit our tourist attractions while they are in town. The value of these events cannot be minimized as it gives us the chance to showcase our town to visitors. Having a leaking roof gives a poor impression of the community as a whole.**

*2. Describe your Organization's experience in carrying out projects of a similar nature or scope:*

**In 1981 the concession and washroom building was constructed, 1992 additions to the building were completed, and in 2005 the siding was replaced on the whole building.**

**These projects are all of a similar size and scope to this project.**

**The project will be managed by Janet Watmough who has been involved with the Pincher Creek Agricultural Society for 26 years and has been involved with many projects of a similar size and scope.**

*3. What percentage of funding for the project is:*

*Confirmed:*

*Pending:*

*Still to be fundraised:*

*4. How will the facility be maintained and operated in the future?*

**The facility will continue to be maintained and operated by the Pincher Creek & District Agricultural Society. We also have the backing and support of the Town of Pincher Creek and the MD of Pincher Creek should we need their immediate or urgent assistance.**

*5. If your Organization does not receive the full amount of funding requested through CFEP, is the project still viable? If yes, please explain.*

**If we do not receive the full amount of funding we may need to phase the project. What this means is that costs will increase as the roof is done in sections.**

*6. How many people will benefit directly from the project? How is this measured (what is the basis for the figure)?*

**We estimate that around 7,000 people will benefit from this project. We can measure this as every year we host a pro-rodeo for 3 days that attracts 1,000 people per day to the rodeo. The Piikani Rodeo School attracts around 500 people per year, the 4H clubs attract 1,000 people per year. High school rodeo 500 people per year, along with the other events including a well-attended Summer Games we can easily justify our figure of 7,000 people if not more.**

*7. Please describe why your project is important and how it will help encourage community engagement:*

**Pincher Creek is primarily an agricultural community, however we are paused on a boom in our tourist industry as the Province opens and promotes two new Provincial recreation areas in the Castle Mountain area.**

**What this means to our community is a boom in visitor traffic and a greater awareness of Pincher Creek to the world.**

**While the project itself does not give much chance for community engagement, the Arena is well known and used year round by community leaders and volunteers. Volunteers will assist in the removal of debris from the site and general clean up of the grounds and interior once the project is complete.**

**8. Please provide details on how and to what level the community will access the facility:**

**The arena is available for bookings 24/7, we charge a nominal fee for the use of the facility that barely covers overheads.**

**The arena grounds consist of a large outdoor area in a very picturesque setting, this area is often used for weddings and family events along with the regular events we have booked. We have an outdoor concession building and the indoor arena. All areas of the facility are available to the community and is well used by members of the Town of Pincher Creek, the MD of Pincher Creek, the Piikaini and Kainai Nations and as far and wide as Claresholm, Fort Macleod, Crowsnest Pass and even from British Columbia as our facility is larger than their local community arenas.**

**9. What need is there for the project that is not currently being fulfilled in the community?**

**The arena is the largest facility in Pincher Creek and the only one of its type between Fort Macleod and Pincher Creek that can host events that involve animals or events and programs that need a large indoor space for example the local Mustangs Football team use the facility to practice indoors.**

**With the leaks in the roof, patches of ice form on the arena floor during the winter that pose a serious hazard to users.**

**10. Describe any partnerships and/or collaborations for the project:**

**We have financial backing from the Town of Pincher Creek, the MD of Pincher Creek and Shell. If needed the Town will assist in the disposal of debris.**

**11. What is the anticipated**

**Start Date: September 2019**

**Completion Date: October 2019**

**12. If your Organization has a current operating surplus, operating reserves, or unrestricted cash assets, please provide an explanation of what you plan to do with these funds, if they are not allocated to this project:**

**We have no operating surplus. All funds that are not allocated to this project are allocated to our considerable operating costs.**

**13. If your Organization has a current operating or accumulated deficit, explain how the deficit was acquired and the plan for reducing it:**

**We have no deficit.**

14. Does the facility receive regularly budgeted capital funding from another Government of Alberta funding source?

**Yes**     **No** (if yes please provide details): **Alberta Agriculture and Forestry Annual Funding.**

15. Has the Organization applied for, or already received, funding for this project from any other Government of Alberta funding program?

**Yes**     **No** (if yes please provide details):

16. Is your Organization applying for non-matching funding up to \$10,000?

**Yes**     **No**

If Yes, please provide demonstration of need (see CFEP guidelines section 5.6 for Conditions):

## Section E – Budget Template

**\*\*Please download, complete and attach the [Section E Project Budget Template](#) for CFEP Small Funding Stream\*\***

**Budget template can be found at [www.culturetourism.alberta.ca/community/community-grants/community-facility-enhancement-program](http://www.culturetourism.alberta.ca/community/community-grants/community-facility-enhancement-program)**

## Section F – Attachments Checklist

***Please check all applicable boxes for the information that has been submitted with the application:***

### ***Mandatory information required:***

- Complete sections A through F of the CFEP Small Funding Stream Application Form
- Financial Statement – signed by two legally authorized representatives of the Organization
- List of Executives – including names, titles, daytime phone numbers and email addresses
- Letter of Support from the Titleholder (when applicable)
- Estimates, supplier quotations or sources of estimates
- Donated-in-Kind details, including letters from donors, for donated labour, materials and/or equipment
- Completed and signed Grant Agreement section 1 and 2
- Third Party letter (when applicable)

### ***Additional information that may be requested:***

- Letters of support from the community
- Letter of support from the municipality when applicable
- Copy of a lease agreement and/or user agreement (when applicable)
- Current bank statement(s)

## Community Facility Enhancement Program Small Funding Stream Grant Agreement Section 1 of 2

### ***Incorporated (Legal) Name of Organization ("Organization"):***

**Pincher Creek & District Agricultural Society**

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The Organization declares that:

- a) The information contained in this application and supporting documents ("Application") is true and accurate and endorsed by the Organization.
- b) The required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to and form part of the Application.

The Organization understands and agrees that should this Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Agreement.

The Organization agrees to the following terms and conditions:

1. The program Guidelines ("Guidelines") and Application form part of this Agreement and the Organization agrees to be bound by the requirements set out in them.
2. The Organization will use all grant funding awarded ("Grant") for the stated purpose(s) ("Purpose") within its Application. If the Organization wishes to vary the Purpose, it agrees to be bound by the requirements set out in the program Guidelines.
3. The Organization must comply with all applicable laws. The Organization agrees that it is and will be bound by the provisions of the Community Development Grants Regulation.
4. Following receipt of the Grant, the Organization agrees to be bound by the final report requirements set out in the Guidelines and in the Application Form.
5. This Agreement commences the date of the application and binds both parties upon deposit of the Grant until the date the Grant reporting has been approved by the ministry or the Grant has been repaid.
6. Any part of the Grant not spent as set out in the Guidelines or upon termination of this Agreement must be repaid to the Government of Alberta. The Grant may be terminated upon:
  - a. Mutual consent;
  - b. 30 days written notice by either party;
  - c. Demand by the ministry for immediate repayment in the event of a breach of any term or condition of the agreement; or
  - d. If the Organization becomes insolvent.
7. The Organization acknowledges that it will be liable for the full amount of the grant and will be bound to the terms of this Agreement, even if the Organization has paid all or part of the Grant to a third party who has spent the money.
8. The Organization agrees to give the ministry, and/or its authorized agents, access to examine the Organization's operation and/or premises to verify the Grant has been used for the Purpose and will provide access to all financial statements and records having any connection with the Grant or the Purpose during the Term of this Agreement and for seven (7) years after the termination of this Agreement.
9. The Organization acknowledges that the *Freedom of Information and Protection of Privacy Act* ("FOIP Act") applies to records submitted by the Organization to the ministry in relation to the grant application, including the Application and this Agreement. These records may be disclosed in response to an access to information request under the FOIP Act, subject to any applicable exceptions to disclosure under the Act.
10. The Organization agrees that any information relating to the Grant and the Organization's compliance with the obligations set out in this Agreement may be disclosed to other ministries within the Government of Alberta.
11. The Organization agrees to indemnify and hold harmless the Government of Alberta, including the Minister, the Government of Alberta employees and agents from any and all claims, demands, actions and costs (including legal costs on a solicitor-client basis) for which the Organization is legally responsible, including those arising out of negligence or willful acts by the Organization or its employees or agents. Such indemnification shall survive the termination of this Agreement.
12. This Agreement shall be governed and interpreted in accordance with the laws enforced in the Province of Alberta.
13. This Agreement is not intended to and does not make either part the agent or partner of the other for any purpose or create a joint venture.
14. This Agreement may not be assigned by the Organization.
15. The Organization will recognize the source of the Grant as required by the Guidelines.
16. The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to this Agreement.

**Community Facility Enhancement Program Small Funding Stream  
Grant Agreement Section 2 of 2**

*\*All boxes must be checked to proceed\**

I hereby acknowledge that:

- The information contained in this application and the accompanying documents is true, accurate, and complete.
- I am a representative with designated signing authority/decision-making authority in our Organization.
- The Organization's Board of Directors is in full support of this application.
- I have read the Conflict of Interest section in the Guidelines (11.1 through 11.4) and I am not aware of any conflict of interest either perceived or apparent in applying for CFEP funding.
- I have read the Community Facility Enhancement Program Small Funding Stream Grant Agreement Section 1 of 2 which outlines the terms and conditions of the grant agreement and by signing Community Facility Enhancement Program Small Funding Stream Grant Agreement Section 2 of 2, I am agreeing to all of the terms and conditions outlined in Section 1 of 2.

Mr.             Mrs.             Ms.             Other:

Janet Watmough                      January 15, 2019                      403-627-3313  
*Signature of Authorized Representative*                      *Date*                      *Daytime Phone*

Janet Watmough                      President                      janet@robinco.ca  
*Authorized Representative Name (printed)*                      *Organization Position Title*                      *Email*

The personal information that is provided on this application form will be used for the purpose of administering the applicable grant program and advising the applicant of Community Grants program updates and relevant ministry initiatives and resources. It is collected under the authority of section 33(c) of the FOIP Act and is protected by the privacy provisions of the FOIP Act. The FOIP Act applies to any information that is provided to Alberta Culture and Tourism. This information may be disclosed in response to an access request under the FOIP Act, subject to any applicable exceptions to disclosure under the FOIP Act.

**Optional:**

- I agree to allow, Alberta Culture and Tourism, on occasion, to contact the applicant as identified on this application form to provide information about ministry initiatives or announcements related to the following topics:
  - Grant program changes, funding announcements and opportunities to provide input/opinion on programs; and
  - Awareness of ministry resources available to the nonprofit sector including ministry sector events.

## Recreation Manager

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**From:** Hilary Matheson <mathesonh@outlook.com>  
**Sent:** Thursday, January 06, 2022 11:20 PM  
**To:** Recreation Manager  
**Cc:** Janet Watmough  
**Subject:** Arena roof funding request

Hi Adam,

The Pincher Creek and District Agricultural Society, for the last 5 years, has had the goal of replacing or at least partially replacing, the indoor arena's roof. Unfortunately complete replacement is extremely expensive. At this point some of the skylights are loose, many of the screws have popped, and the roof leaks.

As a not for profit Society we are very limited in our ability to gain funds. As per our conversation today, I am including our current financial situation. We have applied for grants and have \$95,398.28. As well, we have \$5,000 promised by the MD and \$5,000 promised by the Town of PC for a total of \$105,398.28. Our latest quote (July 2021) is \$131,482.00. This leaves a shortfall of \$26,083.72.

At the December 13, 2021, meeting of Town Council, a presentation was put forth to the Town requesting additional financial assistance to cover the shortfall since at this time we have no other funding avenues. One of our grants will need to be reapplied for if we do not begin actively working on the roof in the near future.

Thank you for your consideration in this matter.

Best regards,  
Hilary Matheson  
Vice President  
Pincher Creek and District Agricultural Society

Sent from my iPad



**Town of Pincher Creek  
COUNCIL DISTRIBUTION LIST  
February 28, 2022**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
1.	February 11, 2022	ORRSC Administration	January 13, 2022 Executive Committee Meeting Minutes
2.	February 12, 2022	Alberta SouthWest	Final dates for "Succession Planning for Non-profit Organizations" workshops
3.	February 14, 2022	Ric McIver, Minister	2022 Minister's Awards for Municipal and Public Library Excellence
4.	February 14, 2022	Community Engagement	AHS Together4Health Headlines
5.	February 16, 2022	Municipal District of Pincher Creek No. 9	2022-02-14 Airport Advisory Committee Meeting Notes
6.	February 1, 2022	Ron Orr, Minister	Letter
7.	February 17, 2022	Alexis from CTRL	Board Development Training
8.	February 18, 2022	Alberta Association of Police Governance	Early-bird Discount ends in 1-week! REGISTER NOW for the AAPG Conference & AGM!
9.	February 22, 2022	Alberta Association of Police Governance	Reminder: Call for Nominations & Resolutions; Alberta Association of Police Governance AGM
10.	February 22, 2022	Economic Developers Alberta (EDA)	EDA Training and Tools - Business and Investment Attraction begins March 8
11.	February 24, 2022	Crowsnest/Pincher Creek Landfill Association	Notice of Annual General Meeting