



# TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Tuesday, May 24, 2022 at 6:00 p.m.  
Council Chambers, Town Hall - 962 St. John Avenue  
Via Zoom

1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
4. **Scheduled Delegations**
  - 4.1 ORRSC - Steve Harty
5. **Adoption of Minutes**
  - 5.1 Minutes of the Committee of the Whole held on May 4, 2022
  - 5.2 Minutes of the Regular Meeting of Council held on May 9, 2022
6. **Business Arising from the Minutes**
7. **Bylaws**
  - 7.1 Tax Exemption Bylaw #1629-22
8. **New Business**
  - 8.1 Elkford'S Wildcat Days Parade 2022
  - 8.2 Bellecrest Summer Kickoff Parade
  - 8.3 Tourist Homes
  - 8.4 Support for Highway 3 Twinning Development Association
  - 8.5 Library Board Appointment
  - 8.6 RHPAP - Rural Health Week
9. **Council Reports**
  - 9.1 Upcoming Committee Meetings and Events
10. **Administration**
  - 10.1 Council Information Distribution List
  - 10.2 Financial First Quarter Report by Department
  - 10.3 Financial First Quarter Report by Object
  - 10.4 Operations First Quarter Report
11. **Closed Session Discussion**
  - 11.1 Encroachment Agreement - Roll #0361400 - 17 & 24
  - 11.2 Curling Club Project/Lease - FOIP s. 23

- 11.3 PCESC Funding (no RFD) FOIP s. 23
- 11.4 GMHL Lease Agreement FOIP s. 23
- 11.5 Airport Project (no RFD) FOIP s. 24
- 11.6 Health Coverage (no RFD) FOIP s. 24
- 11.7 Funding To PCCELC – Sage

**12. Notice of Motion**

**13. Adjournment**

***The next Regular Council Meeting is scheduled for June 13, 2022 AT 6:00 p.m.***



Town of Pincher Creek  
COMMITTEE OF THE WHOLE MINUTES  
May 4, 2022 – 9:00 AM  
In Person & Virtually

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ATTENDANCE:

Mayor: D. Anderberg

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

With Regrets: B. Wright

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of  
Finances and Human Resources, A. Roth, Director of Operations;  
A. Levair, Operations Manager; M. Everts, Events, Marketing &  
Economic Development; A. Grose, Recreation Manager; L.  
Rideout, Director of Community Services, and K. Green,  
Executive Assistant

1. **Call to Order**

Mayor Anderberg called the meeting to order at 9:01 am.

2. **Agenda Approval**

**GREEN:**

That the Committee of the Whole for the Town of Pincher Creek agrees to add 8.4 Light up Lebel Mansion for Huntington's Disease, 9.1 Creek water line expansion update, and 9.2 Eco Waste Service Review to the May 4, 2022 agenda.

**CARRIED COTW 2022-048**

**OLIVER:**

That the Committee of the Whole for the Town of Pincher Creek agrees to the May 4, 2022 agenda as amended.

**CARRIED COTW 2022-049**

**3. Scheduled Delegations:**

**3.1 Appreciation gifts for Council service -Scott Korbett**

The Council presented a thank you gift to Mr. Korbett for his previous service on council.

**3.2 Nature positive/emerging economies project - Patty Richards**

Patty Richards, Josh Welsh and Hilary Young came and spoke to council about the Yellowstone to Yukon (Y2Y) Conservation Initiative.

**4. Committee Reports**

**BARBER:**

April 2 – Curling Fundraiser  
April 6 – Committee of the Whole  
April 7 – Chinook Arch  
April 7/8 – EDA Conference  
April 11 – Regular Council  
April 12 – Golf AGM  
April 12/13 – Strategic Planning  
April 13 – Football Meeting  
April 19 – PCCELC  
April 20 – Landfill  
April 24 – AGM Curling Club  
April 25 – Regular Council  
April 26 – PCCELC  
April 27 – Volunteer Appreciation Lunch  
April 27 – Community Futures  
April 28 – Library Meeting  
April 29 – Trade Show

**GREEN:**

April 6 – Committee of the Whole  
April 11 - Regular Council  
April 12/13 - Strategic Planning  
April 19 - PCCELC  
April 25 – Regular Council  
April 27 – Volunteer Appreciation Lunch  
April 27 – PC Foundation  
April 29/30 – Trade Show

**OLIVER:**

April 6 – Committee of the Whole  
April 11 - Regular Council  
April 12/13 - Strategic Planning  
April 19 - MDSA  
April 25 – Regular Council

April 27 – Volunteer Appreciation Lunch  
April 29/30 – Trade Show

**MAYOR:** April 1 – Mayor & Reeves  
April 4 – Tax Incentive Bylaw  
April 6 – Committee of the Whole  
April 8 – MLA RJ Sigurdson (Ground Ambulance Service)  
April 13 - Strategic Planning  
April 19 – PCCELC  
April 22 - PCCELC  
April 25 – Regular Council  
April 26 – PCCELC  
April 27 – Volunteer Appreciation Lunch  
April 28 – EMS Commission  
April 30 – Trade Show

**NODGE:**

That the Committee of the Whole for the Town of Pincher Creek accepts the Committee Reports as presented.

**CARRIED COTW 2022-050**

**5. Administration**

*Cllr. Elliott joined the meeting at 10:15am*

**6. Business Arising from the Minutes**

**6.1 Regional Airport Committee Terms of Reference**

**NODGE:**

That Committee of the Whole defer the Terms of Reference to May 9<sup>th</sup> Council Meeting.

**CARRIED COTW 2022-051**

**6.2 Police Advisory Committee Terms of Reference**

**BARBER:**

That Committee of the Whole approve the revised Police Advisory Committee Terms of Reference as presented.

**CARRIED COTW 2022-052**

**7. Bylaws**

**7.1 Tax Exemption Bylaw No. 1629-22**

**NODGE:**

That the Committee of the Whole for the Town of Pincher Creek direct Administration to increase the minimum amount listed in section 5.2.5.5 from \$5,000 to \$25,000 for new construction, expansion, or improvement.

**CARRIED COTW 2022-053**

**OLIVER:**

That the Committee of the Whole for the Town of Pincher Creek direct Administration to bring the Tax Exemption Bylaw No. 1629-22 to the next Regular Meeting of Council with the amendments as discussed.

**CARRIED COTW 2022-054**

*Mayor Anderberg called a recess at 11:05 am  
Mayor Anderberg called the meeting back to order at 11:14 am*

**8. New Business  
8.1 Infrastructure Master Plan**

**GREEN:**

That Council for the Town of Pincher Creek accept the 2022 Infrastructure Master Plan as information.

**CARRIED COTW 2022-055**

**8.2 The Longest Day of SMILES**

**NODGE:**

That the Committee of the Whole for the Town of Pincher Creek proclaim June 19th, 2022 as the Longest Day of SMILES in the Town of Pincher Creek.

**CARRIED COTW 2022-056**

**8.3 PCCELC/CFEP Funding Support (Tentative) – No RFD  
Postponed to May 9<sup>th</sup>, 2022**

**8.4 Light it up for Huntington’s Disease – No RFD**

**ELLIOTT:**

That the Committee of the Whole for the Town of Pincher Creek authorize Allied Arts Council to light up the Lebel Mansion in recognition of Huntington Disease (HD) awareness month.

**CARRIED COTW 2022-057**

**9. Closed Session**

**GREEN:**

That the Committee of the Whole for the Town of Pincher Creek agree to move into a closed session of Council on Wednesday, May 4, 2022 at 11:29 am in accordance with

section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Finances and Human Resources, Director of Operations, Operations Manager, Events, Marketing & Economic Development, Recreation Manager, Director of Community Services and Executive Assistant in attendance.

**CARRIED COTW 2022-058**

**ELLIOTT:**

That the Committee of the Whole for the Town of Pincher Creek to move out of a closed session of Council on Wednesday, May 4, 2022 at 12:22 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Director of Finances and Human Resources, Director of Operations, Operations Manager, Events, Marketing & Economic Development, Recreation Manager, Director of Community Services and Executive Assistant in attendance.

**CARRIED COTW 2022-059**

*Cllr. Oliver left the meeting at 12:00 pm*

**9.1 Creek water line expansion update**

**BARBER:**

That Committee of the Whole accept the update on the Creek water line expansion as presented.

**CARRIED COTW 2022-060**

**9.2 Eco Waste Service Review**

**ELLIOTT:**

That Committee of the Whole defer the Eco Waste Service update to the May 9th, 2022 Council meeting.

**CARRIED COTW 2022-061**

**10. Adjournment**

**NODGE:**

That this session of Committee of the Whole be adjourned at 12:23 pm.

**CARRIED COTW 2022-062**

**APPROVED BY RESOLUTION OF  
COUNCIL FOR THE TOWN OF PINCHER CREEK  
THIS 4<sup>th</sup> DAY OF MAY 2022**

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

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

DRAFT





**REGULAR MEETING OF COUNCIL**  
**Held on Monday May 9, 2022**  
**In Person & Virtually,**  
**Commencing at 6:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

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

With Regrets: W. Elliott

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

**1. CALL TO ORDER**

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

**2. SCHEDULED PUBLIC HEARING**

**3. AGENDA APPROVAL**  
**GREEN:**

The Council for the Town of Pincher Creek agrees to approve the May 9, 2022 agenda as presented.

**CARRIED 22-169**

**4. DELEGATIONS**

**5. ADOPTION OF MINUTES**

**5.1** Minutes of the Regular Meeting of Council held on April 25, 2022

**OLIVER:**

That Council for the Town of Pincher Creek approve the minutes of the Regular Meeting of Council on April 25, 2022 as presented.

**CARRIED 22-170**

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 Disposition of Delegation - Greater Metro Hockey League**

**OLIVER:**

That Council for the Town of Pincher Creek accept the presentation from the Greater Metro Hockey League as information and direct administration to bring a draft contract with the GMHL back to a future council meeting for review.

**CARRIED 22-171**

**6.2 Disposition of Delegation - Pincher Creek Mustangs Football Club**

**ANDERBERG:**

That Council for the Town of Pincher Creek direct administration to investigate and research options for a long term multi sports field.

**CARRIED 22-172**

**WRIGHT:**

That Council for the Town of Pincher Creek direct administration to set up a meeting with the football association, soccer association, Livingstone Range School Division, administration, Cllr Wright & Mayor Anderberg.

**CARRIED 22-173**

**7. BYLAWS**

**7.1 Land Use Bylaw Amendment 1547-AN**

**NODGE:**

That Council for the Town of Pincher Creek agree and give Bylaw 1547-AN amending the Land Use Bylaw 1547 first reading.

**CARRIED 22-174**

**NODGE:**

That Council for the Town of Pincher Creek agree to hold a Public Hearing on Bylaw 1547-AN amending the Land Use Bylaw on June 13, 2022 before consideration of second and/or third reading.

**CARRIED 22-175**

**8. NEW BUSINESS**

**8.1 Keep Alberta RCMP Community Engagement Tour**

**GREEN:**

That Council for the Town of Pincher Creek receive the KeepAlbertaRCMP Community Engagement Final Report as information.

**CARRIED 22-176**

**8.2 CFEP Grant Application Sage & Canyon Creek Early Learning Centre**

**OLIVER:**

That Council for the Town of Pincher Creek agree and provide a letter of support for the Community Facility Enhancement Program grant application to help fund the outdoor play areas with irrigation, tree planting, decks and gazebos and other play area enhancements at both the Sage and Canyon Creek Early Learning Childcare Centres.

**CARRIED 22-177**

**8.3 Request for Utility Credit**

**BARBER:**

That Council for the Town of Pincher Creek agrees to credit back half of the water consumption amount for the Nov/Dec 2021 invoice to the citizen.

**CARRIED 22-178**

**8.4 2022 Strategic Planning Priorities**

**GREEN:**

That Council for the Town of Pincher Creek agree to adopt the proposed 2022 Strategic Planning Priorities as presented.

**CARRIED 22-179**

**9. REPORTS**

**9.1 Upcoming Committee meetings and events**

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**OLIVER:**

That Council for the Town of Pincher Creek accepts the May 9, 2022 Council Information Distribution List as information.

**CARRIED 22-180**

*A.Grose left meeting at 7:32 pm*

*Mayor Anderberg called a recess at 7:32 pm*

*Mayor Anderberg called the meeting back to order at 7:37 pm*

**11. CLOSED MEETING DISCUSSION**

**WRIGHT:**

That Council for the Town of Pincher Creek agree to move into a closed session of Council on Monday, May 9, 2022 at 7:37 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, and Executive Assistant in attendance.

**CARRIED 22-181**

**OLIVER:**

That Council for the Town of Pincher Creek agree to move out of a closed session of Council on Monday, May 9, 2022 at 8:19 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, and Executive Assistant in attendance.

**CARRIED 22-182**

**11.1 Offer to purchase property First Right of Refusal - FOIP 16 & 24**

**NODGE:**

That Council for the Town of Pincher Creek agree and offer a 5-year contract on first right of refusal to 1438954 Alberta Ltd. on Plan 0611417 Block 4 Lots 24 and 25 (1376 and 1380 McEachern Street) as a condition of the Offer to Purchase Roll# # 4102000, 4101000 & 4101800 (Council Resolutions 22-123, 22-124 & 22-125) and that all cost associated be borne by the purchaser. The price will be based on the appraisal value at time of purchase.

**CARRIED 22-183**

*L.Rideout left meeting at 7:59 pm*

**11.2 Eco Waste Services Review - FOIP s. 16, 21**

**NODGE:**

That Council for the Town of Pincher Creek agree to present a shared service cost proposal to the Municipal District of Pincher Creek # 9 as discussed recognizing the Town's service provision of solid waste pick-up within the Town boundaries.

**CARRIED 22-184**

**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

**OLIVER:**

That this meeting of Council on May 9, 2022 be hereby adjourned at 8:39 pm.

**CARRIED 22-185**

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

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CAO, L. Wilgosh

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 24<sup>th</sup> DAY OF MAY 2022**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON MONDAY MAY 24, 2022 AT  
6:00 P.M.**

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Tax Exemption Bylaw #1629-22	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Finance and Human Resources	<b>DATE OF MEETING:</b> 5/24/2022

**PURPOSE:**

To provide Council with the Tax Exemption Bylaw #1629-22 for first reading.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree to give the Tax Exemption Bylaw No. 1629-22 first reading.

**BACKGROUND/HISTORY:**

At the February 23, 2022 Committee of the Whole meeting, Council discussed the Property Tax Incentive Bylaw and agreed on the basic principles as presented. COTW directed Administration to bring the Bylaw to the Policy Review Committee. The Policy Review Committee met on April 4, 2022 and made the changes as presented in the attached Bylaw.

Some items have been left for Committee of the Whole to discuss such as:

1. Definition of "Improvements" as it is not defined in the MGA
2. Minimum dollar amount that a property owner must spend to be eligible for this program. The original Bylaw had \$5,000
3. Term of the Tax Exemption is 3 years

COTW May 4, 2022, Council discussed above items determining that the bylaw already referred to "structural improvement; change minimum amount to \$25,000; leave term at 3 years.

Consideration: are the implications of this bylaw fair and reasonable for existing business and ratepayers?

**ALTERNATIVES:**

That Council for the Town of Pincher Creek agree to give the Tax Exemption Bylaw #1629-22 second reading.

That Council for the Town of Pincher Creek unanimously agree to present the Tax Exemption Bylaw #1629-22 for third and final reading.

That Council for the Town of Pincher Creek agree to give the Tax Exemption Bylaw #1629-22 third and final reading and a copy be attached hereto and form part of the minutes.

That Council for the Town of Pincher Creek receive the proposed Tax Exemption Bylaw No. 1629-22 as information.

That Council for the Town of Pincher Creek direct Administration to gather further information to bring back to Council.

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

This Tax Exemption Bylaw may encourage existing property owners and prospective property owners to invest in the Town of Pincher Creek.

**FINANCIAL IMPLICATIONS:**

Undeterminable at this time but the Town may be foregoing a portion of property taxes derived from new growth when this Bylaw is passed. Existing property owners will be required to cover cost increases.

**PUBLIC RELATIONS IMPLICATIONS:**

The idea of offering an incentive to new and expanding businesses is very appealing as it may encourage some of our existing businesses to look into growth opportunities.

It would encourage incentivization as positive steps as we move into additional steps that will come out of the Community Economic Development Strategy.

**ATTACHMENTS:**

Draft Bylaw No 1629-22 - Tax Exemption bylaw - 2892

**CONCLUSION/SUMMARY:**

Administration supports giving the Tax Exemption Bylaw No. 1629-22 first reading.

**Signatures:**

**Department Head:**

*Wendy Catonio*

**CAO:**

*Laurie Wilgosh*



## Town of Pincher Creek

### Tax Exemption Bylaw No. 1629-22

#### A BYLAW OF THE TOWN OF PINCHER CREEK IN THE PROVINCE OF ALBERTA, TO ESTABLISH TAX EXEMPTION FOR BUSINESS DEVELOPMENT

WHEREAS the Town of Pincher Creek acknowledges the importance of business development in the Town for the general benefit of the Town, including goods, services, employment and taxes;

AND WHEREAS the Town wishes to facilitate growth of existing businesses and also attract new business construction to support the growth and prosperity of the Town;

AND WHEREAS pursuant to Section 364.2 of the *Municipal Government Act*, RSA 2000, c M-26, Council may pass a tax exemption bylaw to encourage development and revitalization of non-residential properties for the general benefit of the Town;

AND WHEREAS the Town of Pincher Creek is responsible for carrying out measures that will develop and maintain a viable community pursuant to Section 3(c) of the *Municipal Government Act*, which includes measures to improve the long-term economic outlook for the Town;

NOW THEREFORE, the Council of the Town of Pincher Creek, in the Province of Alberta, enacts as follows:

#### 1. Short Title

1.1 This Bylaw may be referred to as the "Tax Exemption Bylaw".

#### 2. Definitions

2.1 In this Bylaw, unless the context otherwise requires:

- a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;
- b) "Administration" means the administrative and operational arm of the Town comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- c) "Applicant" means a person who applies for an Exemption;
- d) "Assessed Person" means an assessed person as that term is defined under Section 284(1) of the Act;
- e) "Business" means commerce for purposes of the production, storage, buying or selling of goods and services;
- f) "Chief Administrative Officer" or "CAO" means the chief administrative officer as appointed by Council, including the CAO's delegate;
- h) "Complete Application" means an application submitted pursuant to this Tax Exemption Bylaw that includes the Application Fee (if any) and the application requirements for non-residential



tax exemption and the application form for non-residential tax exemption as set out in Appendices "A" and "B"

- i) "Council" means all the Councillors of the Town including the Chief Elected Official for the Town;
- g) "Exemption" means an exemption from taxation for Non-residential Property as provided for in Part 10, Division 2 of the Act. For purposes of clarity, the exemption from taxation applies only to taxes imposed by the Town under Part 10, Division 2 of the Act and not any Provincial requisitions;
- h) "Expansion" means development that adds to an existing Structure to increase the Structure's physical space for purposes of facilitating the Business within that Structure, or to replace an existing Structure for purposes of facilitating the Business within that Structure;
- i) "New Construction" means the construction of a new Structure for the purpose of establishing a Business within that Structure;
- j) "Non-residential Property" means non-residential as defined in the Act section 297 (4) (b) in respect of property;
- k) "Qualifying Property" means a Structure that is the subject of the New Construction or an Expansion;
- l) "Structure" means a structure as that term is defined in s 284(1)(u) of the Act that is Non-residential Property;
- m) "Tax Exemption Agreement" means a written agreement setting out the terms and conditions for an Exemption for the Qualifying Property; and
- n) "Town" means the Town of Pincher Creek in the Province of Alberta.

### **3. Purpose**

- 3.1 The purpose of this Tax Exemption Bylaw is to allow for Tax Exemptions under Part 10, Division 2 of the Act for Qualifying Properties in the Town that meet the requirements of this Bylaw.3.2

### **4. Scope**

- 4.1 This tax exemption applies to the improvement portion of the property tax. For greater clarity, the Applicant will continue to receive a tax notice for the land portion of their assessed property.
- 4.2 The Applicant will continue to receive a tax notice for any Provincial Requisitions, such as Education, Senior's Housing and requisitions from any other Agencies, Boards, Commissions and Foundations.
- 4.3 The Applicant will continue to receive a tax notice for any Local Improvements.

### **5. Criteria for an Exemption**

- 5.1 In order to apply for an Exemption under this bylaw , an Applicant must meet the following criteria:

- 5.1.1 the Applicant must be the Assessed Person for the Qualifying Property that is the subject of the application;
- 5.1.2 the applicant may apply for an exemption for structural improvements to a property on behalf of a tenant of the property;





5.1.3 the Applicant must have no outstanding monies owing to the Town.

5.2 In order to qualify for an Exemption, the Qualifying Property must meet the following criteria:

5.2.1 The Applicant must submit a Complete Application in accordance with the terms of this Bylaw.

5.2.2 the Qualifying Property must be located within the geographical boundaries of the Town;

5.2.3 the Development of the Qualifying Property must qualify as New Construction or an Expansion or a structural improvement;

5.2.4 All required Town Development approvals with respect to the development of the Qualifying Property must have been issued;

5.2.5 Eligibility for a Tax Exemption pursuant to this Bylaw requires the following criteria:

5.2.5.1 Notarized statement from a third-party construction firm indicating that the costs presented by the applicant are true, and that all costs submitted are those only for constructing or expanding or improving the structure of the building.

5.2.5.2 In the case where a property owner elects to use their own labour, then a letter from a third-party accounting firm is required verifying the costs submitted and ensuring that all costs are true, and those that are submitted are only those for constructing or expanding or improving the building.

5.2.5.3 A building/ development permit has been obtained and executed by the Town of Pincher Creek, if required.

5.2.5.4 All construction inspections are completed and a permit for occupancy has been granted by the Town, if required.

5.2.5.5 A minimum of \$25,000 invested in new construction or expansion or structural improvement

5.2.6 The Applicant must submit a Complete Application in accordance with the terms of this Bylaw.

5.2.7 With respect to a Qualifying Property, only one agreement with a three- year period is allowed.

## 6. Application for an Exemption

6.1 Applicants must submit a Complete Application to the CAO. The CAO shall respond to the application within 60 working days from the time of submission.

6.2 Applications may be submitted at any time and, if approved, the tax exemption applies for 3 (three) years beginning the year following the year of approval. .

6.3 Notwithstanding the Complete Application requirements set out in this Bylaw, the CAO may require any additional information that, in the discretion of the CAO, is necessary to complete the application.



- 6.4 The CAO will advise Applicants in writing if their application is accepted for consideration. Applications accepted for consideration shall become the property of the Town and may not be returned.
- 6.5 The CAO has the discretion to reject applications that are incomplete and will provide a written description of the reasons for rejection within 60 business days of the application.
- 6.6 Applicants whose applications are returned as incomplete may resubmit an application at any time.
- 6.7 The CAO will advise Applicants within 60 business days in writing with reasons if their application is rejected.

## **7. Consideration of Applications**

- 7.1 The CAO shall review the Complete Application to determine if it meets the criteria and requirements for an Exemption and provide a written report with recommendations to Council within 60 business days of the application.
- 7.2 Council shall review the Complete Application and the CAO report and may:
  - 7.2.1 pass a resolution directing the CAO to enter into a Tax Exemption Agreement; or
  - 7.2.2 pass a resolution refusing the Complete Application.
- 7.3 A resolution directing the CAO to enter into a Tax Exemption Agreement must include:
  - 7.3.1 the 3 (three) years to which the Exemption applies; and
  - 7.3.2 the dollar value of the Exemption for the Qualifying Property for each of the fiscal tax years affected whether based upon the costs of New Construction or the costs of an Expansion or improvements.
- 7.4 The CAO shall provide written notice of a refusal by Council to an Applicant within 14 business days which must include the resolution passed under section 7.2.

## **8. Tax Exemption Agreement**

- 8.1 Where Council has passed a resolution approving an Exemption, The CAO shall draft a Tax Exemption Agreement in accordance with the resolution of Council.
- 8.2 A Tax Exemption Agreement must outline:
  - 8.2.1 the taxation years to which the Exemption applies, which must not include any taxation year earlier than the taxation year in which the Exemption is granted;
  - 8.2.2 the amount of the Exemption for each taxation year to which the Exemption applies;
  - 8.2.3 a deadline for submission of proof that the Qualifying Property has been approved for occupancy, if required;
- 8.3 In the event of a cancellation pursuant to section 9.1 of this Bylaw, any monies owed to the Town shall be immediately paid by the Applicant; and



- 8.4 any other conditions The CAO deems necessary and the taxation year(s) to which the condition applies.
- 8.5 A Tax Exemption Agreement shall be honored notwithstanding this bylaw being amended or repealed subsequent to entering into such agreement.
- 8.6 Notwithstanding that the market value of a property could increase, decrease or remain the same, no applicant will be allowed to use the municipal exemption tax rebate to reduce the tax notice to below zero.
- 8.7 Annual Taxation must be paid when due.

## 9. Cancellation of Tax Exemption Agreements

9.1 If at any time after an Exemption is granted, The CAO determines that the Applicant or their application:

- 9.1.1. did not meet, or ceased to meet, any of the material applicable criteria in Section 5 which formed the basis of granting the Exemption;
- 9.1.2. Tax arrears are owing with respect to the Qualifying Property; or
- 9.1.3. that there was a breach of any material condition of the Tax Exemption Agreement; then

The CAO shall make a recommendation to Council and Council may, by resolution, cancel the Tax Exemption Agreement. .

- 9.2 A resolution passed by Council pursuant to section 9.1 must include reasons and identify the taxation year or years to which the cancellation applies.
- 9.3 The CAO shall provide written notice of a cancellation to an Applicant which must include the resolution passed under section 9.1.

## 10. Review of Decision

- 10.1 Where an application has been rejected by the CAO on the basis that it is incomplete, Applicants may resubmit to the CAO a revised application at any time;
- 10.2 Applicants may apply to Council within 30 business days of receiving a notice of cancellation to review the cancellation and Council may uphold or revoke the cancellation.
- 10.3 Applications for judicial review of a decision pursuant to this Tax Exemption Bylaw must be filed with the Court of Queen's Bench and served not more than sixty (60) days after the date the decisions is received by the Applicant.

## 11. Review of Bylaw

- 11.1 This bylaw shall be reviewed by Council in a public Council meeting at least every second year from the date of passing of the bylaw for the purpose of assessing whether to amend or repeal the bylaw.



## 12. Severability

12.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this Bylaw is deemed valid.

## 13. Effective Date

13.1 This Bylaw shall come into force and take effect when it is approved after third reading.

READ a First time this \_\_\_ day of \_\_\_\_\_, 2022.

READ a Second time this \_\_\_ day \_\_\_\_\_, 2022.

READ a Third time this \_\_\_ day of \_\_\_\_\_, 2022.

SIGNED AND PASSED this \_\_\_ day of \_\_\_\_\_, 2022.

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

\_\_\_\_\_  
Laurie Wilgosh, CHIEF ADMINISTRATIVE OFFICER



**Appendix "A"**  
**Application Requirements for**  
**Tax Exemption**  
**Bylaw No. 1629-22**

1. All applications for an Exemption under to the Tax Exemption Bylaw must include the following information:
  - a) a signed and dated application form:
  - b) if the Applicant is not an individual, an agent authorization form or directors' resolution:
  - c) if the Applicant is a corporation, a corporate registry record of the Applicant dated within 60 days of the date of the application:
  - d) a land titles certificate for the lands on which the Qualifying Property is located dated within 60 days of the date of the application:
  - e) copies of all building/development permits issued with respect to the development of the Qualifying Property:
  - f) a description of the Business conducted or to be conducted in the Qualifying Property:
  - g) an indication of whether the development is New Construction or an Expansion or an improvement:
  - h) an estimate of when the Qualifying Property will be approved for occupancy after completion of the New Construction or Expansion, if required:
  - i) an explanation of how the application meets the criteria for an Exemption; and
  - j) With regards to Expansions the following additional information:
    - i. photographs of the Qualifying Property before the Expansion; and
    - ii. a notarized statement from a third-party construction firm indicating that the costs presented by the applicant are true, and that all costs submitted are those only for constructing or expanding the structure of the building
    - iii. a financial summary and copies of receipts or paid invoices in relation to the development showing the location of the Expansion.
2. Applicants may provide any other material, including additional print, visual or audio- visual material, which the Applicant believes will support their application.

**All Qualifying Properties will be subject to inspection by Town staff to ensure the validity of the application.**



**Appendix "B"**  
**Application Form for**  
**Tax Exemption**  
***Pursuant to the Tax Exemption Bylaw No. 1629-22***

**Business Information**

Business Name: \_\_\_\_\_

Registered Corporate name, if different: \_\_\_\_\_

Legal Address of Assessed Property: \_\_\_\_\_

\_\_\_\_\_

Mailing Address of Assessed Property: \_\_\_\_\_

\_\_\_\_\_

**Personal Information**

Name of applicant or agent: \_\_\_\_\_

Mailing Address for applicant or agent: \_\_\_\_\_

\_\_\_\_\_

Email Address for applicant or agent: \_\_\_\_\_

\_\_\_\_\_

Telephone number for applicant or agent: \_\_\_\_\_

\_\_\_\_\_



Personal information required by Town of Pincher Creek application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Head at 403-627-3156 or email reception@pinchercreek.ca

Provide, or append, a brief description of the Business:

The Applicant is applying for a three-year (36 month) tax exemption for : (choose applicable)

- New Construction
- Expansion
- Improvements (façade)

Describe, or append, an explanation of why you are seeking an Exemption and how you meet the criteria for one of the tax exemption programs listed above:

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What date is the subject property expected to be approved for occupancy:

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Indicate if the application includes the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Building/Development Permits (required)                        | <input type="checkbox"/> Land Titles Certificate (required) |
| <input type="checkbox"/> Tax Assessment Notices (required)                              | <input type="checkbox"/> Notarized cost statement           |
| <input type="checkbox"/> Agent Authorization Form/Directors' Resolution (if applicable) | <input type="checkbox"/> Photos (if applicable)             |
| <input type="checkbox"/> Financial Summary and Receipts/ Invoices (if applicable)       | <input type="checkbox"/> Other materials (optional)         |
| <input type="checkbox"/> Corporate Registry Record (if applicable)                      |   |



\_\_\_\_\_  
Date of the Application

\_\_\_\_\_  
Signature of Applicant (or Applicant's Agent)

\_\_\_\_\_  
Print Name of Applicant (or Applicant's Agent)

---

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
**DATE APPLICATION WAS RECEIVED**

\_\_\_\_\_  
**NAME OF RECIPIENT**

DRAFT



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Elkford's Wildcat Days Parade 2022	
<b>PRESENTED BY:</b> Laurie Wilgosh, Chief Administrative Officer	<b>DATE OF MEETING:</b> 5/24/2022

**PURPOSE:**

To review the invitation sent by Wildcat Days

**RECOMMENDATION:**

That Council for the Town of Pincher Creek accept the invitation to join the annual Wildcat Days Parade and approve Cllr. .... to attend.

**BACKGROUND/HISTORY:**

The District of Elkford invites you to join us for Elkford’s annual Wildcat Days Parade on Saturday, July 2, 2022. The parade is one of the most popular events during Wildcat Days and each year, we strive to make the parade bigger and better. Having missed the year on the Anniversary of Elkford’s 50th Birthday, your participation will help us in achieving the goal of making Elkford’s Belated 50th Parade the best ever!

The parade marshalling area will be at the Elkford Community Conference Centre. Marshalling will begin at 9:30 am with judging to take place at 10:15 am. The parade will commence at 11:00 am. The parade route is attached for your information. You are also invited to join Mayor McKerracher and Councilors for a luncheon following the parade. The luncheon will take place in the Council Chambers in the Municipal Office residing at 744 Fording Drive. Like many of the weekend’s activities, the parade is much anticipated by our community. I hope you will join us. Entry deadline: Friday, June 10

**ALTERNATIVES:**

That Council for the Town of Pincher Creek accepts the invitation as information.

That Council advise the Elkford Wildcat Days organizer that the Town of Pincher Creek is unable to attend this year, and wish them the best with their event.

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

N/A

**FINANCIAL IMPLICATIONS:**

travel expenses and remuneration

**PUBLIC RELATIONS IMPLICATIONS:**

It is good public relations for Council members to take the time to share in other municipalities celebrations.

**ATTACHMENTS:**

- Elkford Wildcat Days Parade Entry Form (DIGNITARY) - 2884
- Parade Guideline and Instructions - 2884
- Parade Route 2021 - 2884

**CONCLUSION/SUMMARY:**

Administration supports that Council agree to attend the Elkford Wildcat Days parade and appoint a member of Council to attend.

**Signatures:**

**Department Head:**

*Lannie Wilgosh*

**CAO:**

*Lannie Wilgosh*





## Elkford's Belated 50<sup>th</sup> Anniversary & Wildcat Days DIGNITARY PARADE ENTRY FORM

**Parade date: Saturday, July 2 at 11 a.m.**

**Cost to enter: *FREE***

**Entry deadline: Friday, June 10**

Name of entry: \_\_\_\_\_

Company or sponsor (if applicable): \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type (i.e., truck, float, bike) and approximate size of entry: \_\_\_\_\_

**Number of participants attending the dignitary luncheon (following the parade):** \_\_\_\_\_

**Names of luncheon attendees:** \_\_\_\_\_

*(Luncheon will take place in Council Chambers, located in the District of Elkford Office at 744 Fording Drive)*

The entries of dignitaries are categorized as municipal entries. Please place an 'X' beside your choice:

\_\_\_\_\_ We wish for our entry to be judged

\_\_\_\_\_ We do not wish for our entry to be judged

**Submit your completed form by email, fax, mail or in person to:**

District of Elkford  
Attention: Michelle Krenbrink or Paula Nyuli  
P.O. Box 340  
750 Fording Drive  
Elkford, B.C. V0B 1H0  
Phone: 250.865.4010 Fax: 250.865.4011 Email: recreation@elkford.ca

# ***Elkford Wildcat Days Parade Guidelines***

Parade date: Saturday, July 2, 2022

- **Marshalling time:** 9:30 AM
- **Check-in point:** Elkford Community Conference Centre, 750 Fording Drive
- **Judging time:** 10:15 AM
- **Start time:** 11:00 AM

## **Rules & Regulations:**

- The purpose of this parade is to attract and entertain spectators, many of whom are children. The District of Elkford reserves the right to bar from entry any entrant not conforming with the rules and regulations, any entrant refusing to follow police or parade officials' instructions, any entrant causing a hazard to the safety of others, or any entrant that is offensive to the public at large.
- Float drivers must have 180° vision, have a valid driver's licence and be able to get out of their float quickly should the need arise.
- Floats must be decorated with fire retardant materials. All decorations must be protected from exhaust pipes. Persons riding on the float must be seated securely. No person is to be wired on or tied in a manner from which they cannot release themselves.
- Vehicles must be in good repair, properly serviced and with sound brakes.
- Alcoholic beverages are not permitted on floats or vehicles in the parade. Water is not to be thrown from floats. Water guns and pistols are prohibited. Smoking on the floats is prohibited.
- Candy or balloons are not to be thrown from floats. These may be passed to children on the parade route by people walking with the floats.
- Horses must be under control at all times. If a horse or rider is not under control or is unsafe to other riders or spectators, please remove it from the parade. Horse riders must provide people to follow behind the riders for cleanup of "natural residue".
- 50 feet is to be maintained between entries. If an entry breaks down or needs to stop please pull around, in a safe fashion, in order for the parade to continue.
- Please do not leave floats unattended on the marshalling grounds.
- Judging will begin at 10:30 am. The judges are not required to adjust prizes for late entries. No entry will receive more than one prize.

*elkford*  
Wild at heart.

# Elkford Wildcat Days Parade: July 2, 2022



## HOW TO GET TO THE MARSHALLING AREA

- From Sparwood, follow Highway 43 north into Elkford.
- At the 4 way stop at Highway 43 and Alpine Way, turn west (left) onto Alpine Way.
- Follow Alpine Way to Fording Drive and turn north (right) onto Fording Drive.
- Follow Fording Drive until you see parade marshalls, who will direct you to your parking space in preparation for the parade.

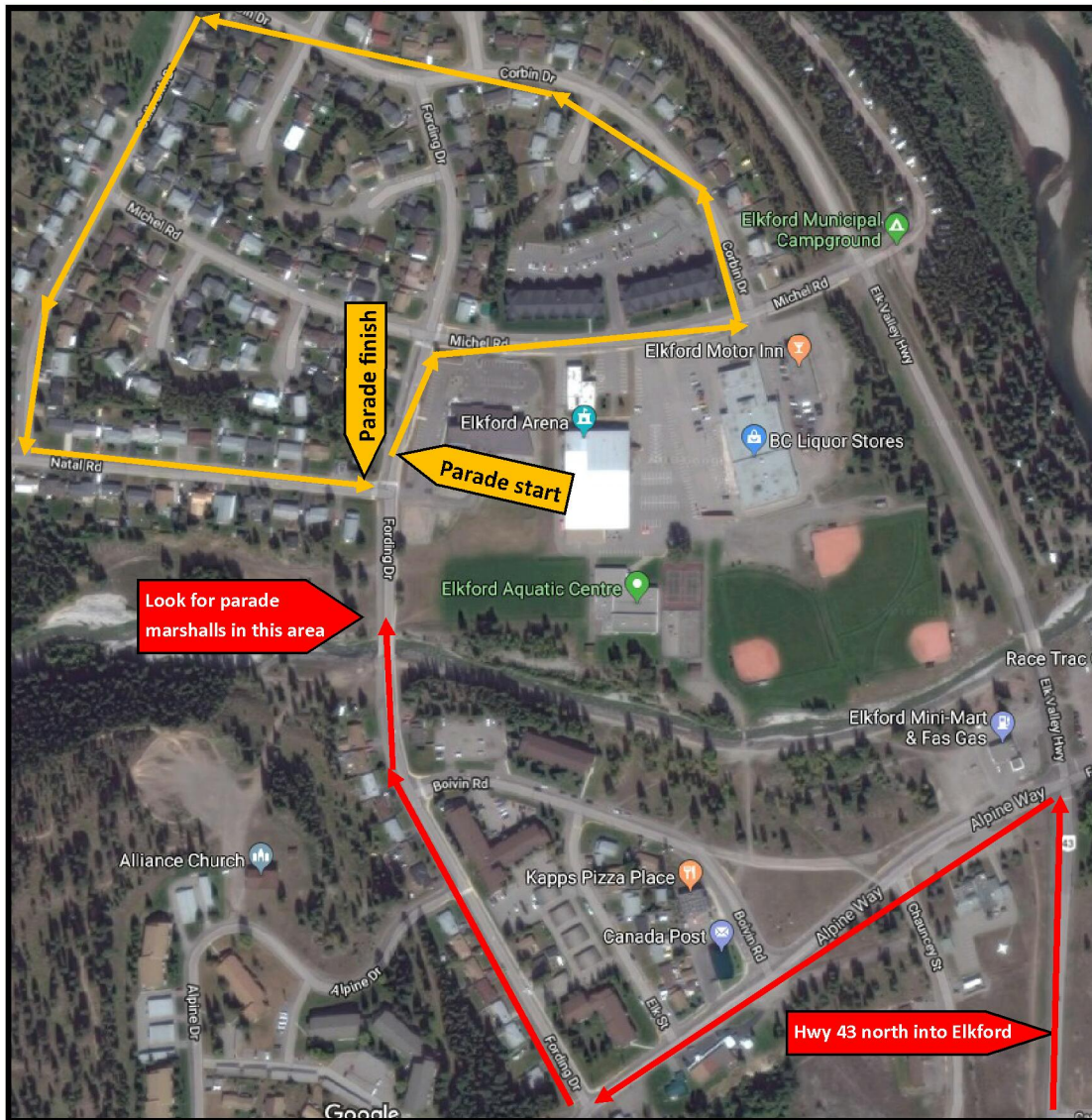
## PARADE ROUTE

- East (right) along Michel Road,
- Northwest (left) along Corbin Drive,
- South (left) along Galbraith Drive,
- East (left) along Natal Road,
- Ending across from the Elkford Community Conference Centre (750 Fording Drive).

## PARADE SCHEDULE

- Marshalling: 9:30 am
- Judging: 10:15 am
- Start time: 11:00 am

*elkford*  
Wild at heart.



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Bellecrest Summer Kickoff Parade	
<b>PRESENTED BY:</b> Laurie Wilgosh, Chief Administrative Officer	<b>DATE OF MEETING:</b> 5/24/2022

**PURPOSE:**

to review the invitation sent by the Bellecrest Summer Kickoff Parade Event

**RECOMMENDATION:**

That Council for the Town of Pincher Creek accept the invitation to participate in the Bellecrest Summer Kickoff Parade on June 18th, 2022 and approve the attendance of Cllr.  
.....

**BACKGROUND/HISTORY:**

We are excited after two years to start the summer off right in the Crowsnest Pass with the Bellecrest Summer Kickoff Event (formerly called Bellecrest Days) with a Parade!

June 18, 2022 at 11 am the parade will begin beside the Bellevue Campground and we would love to have you there!

Please help us 'kick off' this summer with your enthusiasm by joining the parade. Floats, walkers, horses, bikes are all welcome. Registration can be done by filling out the form attached and return it to this email address.

**ALTERNATIVES:**

That Council receive the invitation to participate in the Bellecrest Summer Kickoff Parade as information.

That Council direct administration to advise the Bellecrest Summer Kickoff Parade organizer that the Town of Pincher Creek is unable to attend this year and wish them the best for a successful event.

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

none

**FINANCIAL IMPLICATIONS:**

Attendance and travel remuneration

**PUBLIC RELATIONS IMPLICATIONS:**

community engagement

**ATTACHMENTS:**

Bellecrest Summer Kick Off Parade JUNE 18 - 2885

FW\_ BELLECREST SUMMER KICKOFF PARADE JUNE 18 - 2885

**CONCLUSION/SUMMARY:**

To review the invitation sent by the Bellecrest Summer Kickoff Parade Event

**Signatures:**

**Department Head:**

*Lannie Wilgosh*

**CAO:**

*Lannie Wilgosh*



**From:** [Cao](#)  
**To:** [Kristie Green](#)  
**Subject:** FW: BELLECREST SUMMER KICKOFF PARADE JUNE 18  
**Date:** Monday, May 09, 2022 10:25:53 AM  
**Attachments:** [Parade Entry Form 2022.docx](#)

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Hi Kristie,

I will put this parade invitation on the May 24<sup>th</sup> agenda also. Please prepare the RFD accordingly.

Thanks, Laurie

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**From:** Reception  
**Sent:** Monday, May 09, 2022 9:01 AM  
**To:** Cao <cao@pinchercreek.ca>  
**Subject:** FW: BELLECREST SUMMER KICKOFF PARADE JUNE 18

*April McGladdery*

Administrative Assistant

Town of Pincher Creek

Ph: 403-627-3156

Fax: 403-627-4784

Email: [reception@pinchercreek.ca](mailto:reception@pinchercreek.ca)

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**From:** Bellecrest Community Association <bellecrestdays@gmail.com>  
**Sent:** Friday, May 06, 2022 5:00 PM  
**To:** Bellecrest Community Association <bellecrestdays@gmail.com>  
**Subject:** BELLECREST SUMMER KICKOFF PARADE JUNE 18



We are excited after two years to start the summer off right in the Crowsnest Pass with the Bellecrest Summer Kickoff Event (formerly called Bellecrest Days) with a Parade!



June 18, 2022 at 11 am the parade will begin beside the Bellevue Campground and we would love to have you there!

Please help us 'kick off' this summer with your enthusiasm by joining the parade. Floats, walkers, horses, bikes are all welcome. Registration can be done by filling out the form attached and return it to this email address.

If you have any questions, please contact us.

Thank you,

Sue & Sanya

--

**Bellecrest Community Association**

Box #452, Bellevue, AB TOK 0C0

[bellecrestdays@gmail.com](mailto:bellecrestdays@gmail.com)

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Tourist Homes	
<b>PRESENTED BY:</b> Lisa Goss, Legislative Service Manager	<b>DATE OF MEETING:</b> 5/24/2022

**PURPOSE:**

For Council to consider how the Town of Pincher Creek would like to address tourist homes in the municipality.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree to Option 1 regarding approvals of Tourist Homes in Pincher Creek, to be required to obtain a business license as per Bylaw # 1550-11,

Further, that the number of tourist homes and any related neighborhood concerns be monitored over a two year period to determine adding additional regulations if required.

**BACKGROUND/HISTORY:**

See attached.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek receives the information regarding Tourist Homes as presented.

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

The current Land Use Bylaw 1547 and amendments thereto is silent regarding regulations on tourist homes.

**FINANCIAL IMPLICATIONS:**

Application Fees outlined in the Land Use Bylaw are as follows;

Permitted Use - \$50

Discretionary Use - \$150

Home Occupation - \$75

Business License - \$125 (Business License Bylaw 1551-11)

**PUBLIC RELATIONS IMPLICATIONS:**

Councils direction will provide clarity for residents and administration regarding the future of Tourist Homes in the community.

**ATTACHMENTS:**

ORRSC Memo - Council direction on short-term vacation rentals (tourist homes) - 2887

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek provide direction as to how to proceed with addressing tourist homes in the Town of Pincher Creek.

**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Laurie Wilgosh*



# Memo

**To:** Laurie Wilgosh - CAO, Town of Pincher Creek  
**Cc:** Lisa Goss – Legislative Services Manager, Town of Pincher Creek  
**From:** Steve Harty – ORRSC Senior Planner **Date:** May 10, 2022  
**Re:** Council direction on managing short-term vacation rentals (tourist homes) in the Land Use Bylaw (Proposed Land Use Bylaw Amendments)

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There have been several inquires made to the Town recently to establish short-term vacation rental types of uses in private homes. In light of this, it is necessary to obtain direction from Council on how the municipality would like to address these uses (tourist homes) in Pincher Creek. The current Land Use Bylaw is silent on how to regulate (or not regulate) these. Administration and the development officer need some direction on how to process and manage these commercial ventures.

I would offer the following as some background and recommendations for a process and amendments to the Land Use Bylaw (LUB) to address this issue.

## Background

The establishment of short-term vacation rentals (or tourist homes) which are listed on vacation rentals websites or managed through Airbnb, VRBO, etc., are becoming a very common means of providing overnight or short-term accommodation. Short-term rentals, often referred to as vacation rentals, are furnished residences generally rented out to travelers looking to stay anywhere from one night to one month (depending on the market). These uses have been flying under the radar but as they become more popular that is starting change. Many municipalities are currently grappling with this issue. There are also several recent events that have shone some light on these activities coming more forward and out of the shadows in operating.

- The Alberta government introduced regulation to apply the provincial tourism levy to short-term rentals offered through online marketplaces (e.g., Airbnb, Vrbo, Expedia, etc.) booked by purchasers on or after April 1, 2021.
- The Federal government has stipulated that short-term housing rentals for periods less than 30 continuous days are taxable for GST/HST purposes (long-term residential rentals are exempt.)
- Federal officials are looking at how to tax and regulate online service providers who rent out multiple homes or units for months on end as part of a larger commercial operation.
- The Alberta Hotel and Lodging Association has requested municipalities address these and enable a level playing field for all who provide commercial accommodation.

Typically, since Airbnb requires active management, it is considered an active trade or business. The Town has recently been receiving inquires and business license applications for Airbnb type operations. Normally, it is understood when the Town receives an application for a business that will be run out of a home it would have them complete a home occupation application and process that, if approved the Town would then follow through with processing the business license application.

However, at issue is the fact a short-term rental is not the same as a home occupation or even a bed & breakfast use as defined in the Land Use Bylaw (which require the homeowner to be present and residing). Home occupations also limit the number of clients/visitors allowed. The Land Use Bylaw is silent on short-term rentals and situations where the owner is absent.

Potential main issues with these uses (for full insight, refer to attachment for more detailed overview on Positive & Negative aspects):

1. Entities purchasing and operating multiple non-owner-occupied homes in town as Airbnb takes already limited housing stock availability options away from residents.
2. Dwellings continually used as rental accommodation may impact neighbors (noise, traffic) or create parking concerns.
3. Too many vacation rentals in one area or on one street may negatively affect the character of the neighborhood due to there being less residents and a more transient population, less neighbors helping or looking out for each other, resulting in a less sense of community.

It is important to understand how short-term vacation rentals may impact the community. The Town of Pincher Creek should consider how it may manage such operations and provide effective and reasonable regulations to protect the town, neighborhood character and housing availability.

### **Development Considerations**

#### ***Option 1*** - no development permits

If Council is of the opinion this issue is not a concern that requires management from the Town and do not want to require development permits, then a clause should be added to *Schedule 3, Development Not Requiring a Permit*, of the land use bylaw stating that no permit is needed but that the municipal business licence is required. The provincial tourism levy will need to apply. Definitions should also be added to the bylaw of what these are to distinguish it from a home occupation or a bed & breakfast use. This would make it clear for everyone on what is applicable for these operations.

If development permits are requested, I suggest a two-pronged approach to differentiate between the owner who infrequently rents out their own home on a temporary basis, and a commercial entity who uses the home exclusively for short-term rentals to generate income (and there is no owner present). In the bylaw two defined uses can be created:

- a *Tourist Home Type 1 (owner-occupied rental)* applicable to situations where an owner lives/resides in the dwelling as their primary abode (residence) but may rent it out on temporary or short-term bases, and
- a *Tourist Home Type 2 (non-owner-occupied rental)* applicable to where an owner (or a commercial entity) does not live/reside in the dwelling as their primary residence but rents it out as a vacation home strictly for commercial purposes.

#### ***Option 2*** – require development permits (separate/split process)

Type 1 (owner-occupied rental) - In the R1 land use district list a 'Tourist Home Type 1' as a permitted use. Can stipulate that no development permit is required provided the standards and criteria of the bylaw are met, but a business license must be obtained from the municipality.

Type 2 (non-owner-occupied rental) - In the R1 land use district list a 'Tourist Home Type 2' as a discretionary use. A development permit is required, adjacent landowners will be notified as part of the process, and a business license must be obtained from the municipality.

**Option 3 – full development permits (for both types)**

In the R1 land use district list 'Tourist Home Type 1' as a permitted use and 'Tourist Home Type 2' as a discretionary use. A development permit will be required for both types of uses, adjacent landowners will be notified as part of the Type 2 process, and a business license must be obtained from the municipality for both types. There will be standards and criteria added to the bylaw that must be met or a request for variances will be needed. (See attachment for draft suggested standards.)

Alternatively for Option 3, both types of uses could be listed as discretionary uses with permits required and the notification process applied for both types.

**Standards and Criteria Considerations**

Add to the land use bylaw *Schedule 4, Standards of Development*, a section on Tourist Homes (short-term rentals). This can outline minimum parking, no RV use, signage, business license requirements, etc., Additional siting criteria may also be considered, such as if Council wants to limit the number of Type 2 (non-owner-occupied) rentals established within Pincher Creek if there are concerns with housing stock availability.

The municipality could decide to limit any single person, business, or commercial entity to operating no more than a defined maximum (3, 5 or 6?) such Tourist Homes at any one time within the municipality. Council could also decide it may want to limit the number of dwellings used as short-term rental units on a street or defined area, or that no more than a certain overall percentage of the total single-detached housing stock in the R-1 land use district of the town may be approved as a Tourist Home Type 2. (For example, if 5% was the defined limit, the Town has 1,661 private dwellings based on the 2021 census, so 5% equates to approximately 83 houses being eligible for the Type 2 use.)

**Recommendation**

Council should discuss and provide direction on how the municipality will address this issue. As the current Land Use Bylaw is silent on short-term vacation rentals (tourist homes), administration and the development authority need guidance on how to manage these commercial activities. It is suggested that uses, definitions, and standards be added to Land Use Bylaw No. 1547 to regulate (or make it clear it is not regulated) these types of uses. At a very minimum, it must be made clear that a business license is required.

Hope this information is of assistance to you.

## **Positive & Negative Impacts of Short-term Vacation Rentals**

There are six key ways short-term vacation rentals are impacting communities:

### **1. Positive Economic Impact**

Short-term vacation rentals may bring a positive economic impact to a community in several ways. For example, they can provide additional income through fee and tax revenues. Additionally, the same time short-term vacation rental guests can benefit the community as a whole in terms of economic benefit because guests will spend their money in other visitor related amenities such as restaurants, bars, local recreational activities, shopping, and museums. It can also help local residents make ends meet or enable young families to go on a holiday while others stay in their home.

### **2. Less Long-Term Rentals Available**

The scale on which short-term vacation rentals are operating is growing and the phenomenon is not only in large urban areas anymore. Since short-term vacation rentals are mainly located in residential areas, by renting a short-term vacation accommodation, tourists are using up space that otherwise might be used for resident's living. In some places this is resulting in a decrease of long-term housing availability. This effect is especially strong in large cities that are already facing problems with affordable housing. In some municipalities tenants have been evicted from their rental only later finding out they were making way for permanent short-term vacation rentals in order for the property owner to run a full-time Airbnb rental business. Basically, short-term vacation rentals reduce the available housing stock. The scarcity this creates could eventually contribute to increasing housing and rental prices. The elected officials should consider if this is an issue in Pincher Creek or not, especially regarding local housing stock and availability.

### **3. Neighborhood Changes**

Living next door to a short-term vacation rental can range from benign, to mildly concerning, to completely life altering. Visitors usually rent the accommodation only for a couple of days, thus neighbors see new people coming and going every few days, especially when the density of short-term vacation rentals in the area is high. Some municipalities report continuing complaints about trash, parking issues and noise disturbance. Too many in one area can lead to a loss of sense of neighborhood community and neighbors don't know neighbors. If rental properties are not properly managed, they could potentially impact property values.

Local residents may worry the penetration of short-term vacation rentals in their neighborhood will change the character and transform the quality of life of the area. This leaves local governments with the difficult task of finding ways to regulate short-term vacation rentals in such a way that they protect neighborhoods while balancing a homeowners' interests.

### **4. Increased Tourism Activity**

For some municipalities, Airbnb and other short-term vacation rental platforms are a way to boost the local tourism sector. Because of the price advantage of those rentals, less popular tourist destinations become more attractive with the arrival of short-term vacation rentals. If a municipality currently lacks a good number of hotels, short-term vacation rentals may help accommodate tourists.

### 5. Unfair Playing Field for Traditional Lodging Partners

Conversely, if there are sufficient hotels rooms available in an area the established tourist hotel industry may suffer, as short-term vacation rentals can be disruptive for the traditional lodging industry. The Town of Pincher Creek's own situation should be considered. Media reports that the hotel industry has claimed that the business models of short-term vacation rental platforms offer unfair economic advantages as short term vacation rentals have do not have to pay for staff and are not regulated like hotels which increases costs substantially. This allows short-term rentals to often offer lower rates compared to traditional tourist accommodations.

### 6. Missed Tax Revenues

Since short-term vacation rentals have not traditionally been taxed so local governments miss out on such dollars. When allowing but regulating short-term vacation rentals, local governments can somewhat increase their revenue through taxes, permits and business licenses.

### Situation Conclusion

It is important to know how short-term vacation rentals may impact the community. Even though this may bring some economic benefit, when unregulated, Airbnb-style rentals can put pressure on communities and the accommodation industry. With the immense growth of short-term vacation rentals everywhere, ignoring the impact, whether positive or negative, does not appear to be an option anymore. A local government needs to work towards effective and enforceable regulations to protect communities, neighborhood character and housing availability. This is what the Town of Pincher Creek needs to consider.





## ***Town of Pincher Creek Land Use Bylaw – proposed amendments***

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### **TOURIST HOMES (SHORT-TERM RENTALS)**

#### **Proposed: Land Use Bylaw - Uses and Standards:**

Add to 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' districts two types of Tourist Homes. Prohibit the uses in 'Multi-family Residential – R4' district.

#### **Tourist Home Type 1 (owner-occupied)**

- this can be listed as a permitted use provided the standards and criteria of the bylaw are met. Type 1 shall apply to situations where an owner lives/resides in the dwelling as their primary abode (residence) but may rent it out on temporary or short-term bases not to exceed 60 days in a calendar year. (*Note: This may apply to situations where an owner rents out their house while they are away on vacation or out of the country for an extended period, etc.*)

#### **Tourist Home Type 2 (non-owner-occupied rental)**

- this can be listed as a discretionary use provided the standards and criteria of the bylaw are met. Type 2 shall apply to situations where an owner does not live/reside in the dwelling as their primary residence but rents it out on temporary or short-term bases as a vacation home for commercial purposes, or a commercial entity uses the home exclusively for short-term rentals. (*Note: This applies to situations where a person or business owns a dwelling(s) that they rent for accommodation for commercial income, etc.*)

#### **Development Permit Considerations:**

##### **Tourist Home Type 1 (owner-occupied)**

- Require a development permit as a permitted use, or do not require a development permit and specifically exempt the use in *Schedule 3, Development Not Requiring a Permit*.
- No notification process or right to appeal by neighbors.
- A municipal business license will be required.

##### **Tourist Home Type 2 (non-owner-occupied rental)**

- Require a development permit.
- Notification to adjacent neighbor's process would occur, along with the right to appeal.
- A municipal business license will be required.

#### ***Add a section to the land use bylaw Schedule 4, Standards of Development***

### **SECTION 32 TOURIST HOMES (SHORT-TERM RENTALS)**

#### ***Definition***

**Tourist Home** means a dwelling unit operated as a temporary or short-term rental or lease accommodation unit, with or without compensation, occupied by a guest or guests for a period of less than 28 continuance days where the residence owner may or may not be present or residing on site, and

includes all vacation rentals of a dwelling unit. This use does not include Bed and Breakfasts, Home Occupations, Motels, or Hotels which are separately defined uses.

**Standards**

- 32.1 Tourist Homes (short-term rentals) are prohibited in residential districts except where they are expressly listed as a permitted or discretionary use.
- 32.2 Tourist Homes that are prohibited or are found to be operating without a valid development permit and/or Business Licence are subject to the imposition of fines/penalties by the municipality in accordance with the fee schedule or other applicable bylaw.
- 32.3 A Tourist Home is characterized by:
  - (a) The advertising or management of a dwelling unit as a Tourist Home, short-term rental, tourist accommodation or vacation rental on social media, the internet or on vacation rental websites, such as but not limited to Airbnb, VRBO, or where the intent is for the occupant to stay for short-term visiting or vacation purposes rather than use the property as a permanent residence.
  - (b) The use of a system of reservations, deposits, confirmations, and payments for nightly accommodation at the residence.
  - (c) The active management and commercial nature of the dwelling being used as a Tourist Home.
- 32.4 For Tourist Homes categorized as a Type 2 (non-owner-occupied rental) any single person, business or commercial entity shall be limited to operating no more than **3** such Tourist Homes at any one time within the municipality.
- 32.5 The number of rental units or bedrooms in the Tourist Home and the maximum occupancy of the dwelling shall be stated on the application form and included as a condition of approval in the development permit. The Development Authority may limit the number of rental units and/or the maximum occupancy of a Tourist Home on a case-by-case basis.
- 32.6 The Development Authority may limit the number of dwellings used as short-term rental units on a street or defined area, and no more than **5%** of the total number of single-detached dwellings in the R-1 land use district of the Town of Pincher Creek may be approved as a Tourist Homes Type 2, based on a first come first served basis.
- 32.7 Where approved, Tourist Homes shall be developed and operated in accordance with the following regulations in order to ensure that the impacts of this commercial use do not unduly affect the amenities of the residential neighbourhood in which they are located:
  - (a) The maximum number of bedrooms in a dwelling unit used for a Tourist Homes shall be four, with maximum of eight 'pillows' (guests).
  - (b) Tourist Homes require a development permit. A permit may be revoked at any time if, in the opinion of a designated officer, the operator has violated any provision of this bylaw or the conditions of a permit.

- (c) A minimum of two hard surfaced, on-site parking stalls shall be provided and parking stalls shall not be tandem. The Development Authority shall not approve any variance to the off-street parking standard for a Tourist Home.
- (d) A recreational vehicle (camper trailer) shall not be used as accommodation for the owner/operator, other residents of the property or for the Tourist Home guests.
- (e) The exterior appearance of a dwelling approved as a Tourist Home shall not be altered, renovated, or changed to make the residential dwelling significantly stand-out or be readily recognized or identified as a commercial accommodation rental unit except where limited signage may be approved as provided for in this bylaw.
- (f) Tourist Homes shall not interfere with the rights of other neighbours and residents to quiet enjoyment of a residential neighbourhood.
- (g) Approved Tourist Homes must apply for and obtain a current municipal Business Licence from the municipality.
- (h) The Developmental Authority shall not approve a development permit for both a Tourist Home and Bed & Breakfast on the same property.
- (i) The Development Authority may place conditions on a development permit to address or mitigate concerns with compatibility to the neighbourhood or to ensure the standards of this bylaw are being met.
- (k) The Development Authority may refuse to approve a development permit for a Tourist Home if they determine there are other pre-existing Tourist Homes established in the vicinity or neighborhood and additional such use would negatively affect the neighborhood, cause traffic or parking concerns, or interfere with the residents right to peaceful enjoyment of their property.

32.8 The owner/operator of the Tourist Home shall:

- (a) Have a business license and disclose their license number in all online postings and advertisements.
- (b) Keep and maintain, or have kept and maintained by a company or individual identified in the development permit application, a guest record/register that shall be reasonably available for inspection by designated officer.
- (c) Provide personal contact information to the designated officer that is kept accurate and up to date during the duration of the active operation of the dwelling as a Tourist Home.
- (d) Provide and maintain the on-site parking required.
- (e) Not display any form of advertising related to the Tourist home except as provided for in this bylaw and until after a development permit is issued.
- (f) Ensure that all parts of the dwelling conform to the National Building Code – Alberta Edition.
- (g) Be responsible for complying with Alberta Government requirements relating to the provincial tourism levy on accommodation.

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Support for Highway 3 Twinning Development Association	
<b>PRESENTED BY:</b> Laurie Wilgosh, Chief Administrative Officer	<b>DATE OF MEETING:</b> 5/24/2022

**PURPOSE:**

Support - Twinning of Alberta Highway 3

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree to provide a letter of support to Alberta Department of Transportation and to the Government of Canada, National Trade Corridors Fund for the complete funding of the Twinning of all single-lane sections of Highway 3 in Southern Alberta at the earliest opportunity.

**BACKGROUND/HISTORY:**

Studies have shown both an Economic benefit to the Province of Alberta and Canada, and a huge safety benefit for all travelling citizens using this main corridor. Twinning of Hwy. 3 has been recognized as a high priority with Alberta Transportation.

**ALTERNATIVES:**

That Council receive the request for a letter of support for funding approval for the Twinning of single lane sections of Hwy. 3 in southern Alberta as information.

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**PUBLIC RELATIONS IMPLICATIONS:**

The safety of the travelling public on Alberta highways is of utmost importance to our local residents.

**ATTACHMENTS:**

Hwy. 3 twinning support - 2897

**CONCLUSION/SUMMARY:**

Administration supports that Council approve a letter of support for the funding of Hwy. 3 twinning as soon as possible.

**Signatures:**

Department Head:

*Lannie Wilgosh*

CAO:

*Lannie Wilgosh*



Letterhead

Date

Attn:

Highway 3 Twinning Development Association  
Alberta Department of Transportation  
Government of Canada, National Trade Corridors Fund

RE: Letter of Support - Twinning of Alberta Highway 3

On behalf of *municipality, business, or organization*, we are pleased to provide a letter of support for the twinning of all remaining single-lane sections of Highway 3 in Southern Alberta.

Highway 3 is a vital supply-chain transportation corridor, key for access to markets in southern Alberta, and a CORE Transportation Route of the National Highway System. A fully twinned highway will be a valued component for the movement of goods and services within and through the region, and therefore will be an asset to regional, provincial, and national economic growth. The Highway 3 Twinning Cost-Benefit Analysis estimated a \$3 return for every \$1 invested in twinning the highway, as such an investment in this project will be a winner on many fronts with far reaching benefits.

This mostly two-lane highway has been a safety concern for many years. With a constant flow of trucks moving goods and tractors working agricultural crops, each mixing with local drivers and tourists in all sorts of weather, for safety reasons alone the twinning of Highway 3 deserves a high priority.

We respectfully encourage the government to fully-fund or Federal-Provincial cost-share this project, in whole or in planned dedicated sections, at the earliest possible opportunity.

Thank you for your consideration of this matter.

NAME

On behalf of

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Library Board Appointment	
<b>PRESENTED BY:</b> LaVonne Rideout, Community Services	<b>DATE OF MEETING:</b> 5/24/2022

**PURPOSE:**

To appoint Brenda Rottger to the Library Board

**RECOMMENDATION:**

That Council for the Town of Pincher Creek appoint Brenda Rottger to the Library Board position for another 2 years.

**BACKGROUND/HISTORY:**

Brenda has been serving on the Library Board for the past year. We were unable to find a Council resolution to support this appointment.

Brenda is a dedicated member of the board and looks forward to serving for another two years.

**ALTERNATIVES:**

Receive the request as information

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**PUBLIC RELATIONS IMPLICATIONS:**

Community volunteers are a valuable asset to our organizations. It is appreciated that individuals would be willing to share their time, passions and resources to helping make our community a better place to live, work and play.

**ATTACHMENTS:**

Library Board Application B Rottger - 2895

**CONCLUSION/SUMMARY:**

Administration supports the appointment of Brenda Rottger to the position on the Library Board.

**Signatures:**

Department Head:

*La Vonne*

CAO:

*Lannie Wilgosh*





May 24/22

TOWN OF PINCHER CREEK  
Box 159, 962 St. John Avenue, Pincher Creek, AB T0K 1W0  
403-627-3156 Fax: 403-627-4784 [www.pinchercreek.ca](http://www.pinchercreek.ca)  
Email: [reception@pinchercreek.ca](mailto:reception@pinchercreek.ca)

APPLICATION FOR CITIZEN  
APPOINTMENT TO BOARDS AND  
COMMITTEES

This application form provides background information on those who wish to serve on the various Town of Pincher Creek Boards and Committees.

NAME: Brenda Rottger

ADDRESS (civic and box number) [REDACTED]

TELEPHONE NUMBER: (daytime) [REDACTED] (evening) Same

EMAIL ADDRESS: [REDACTED]

BOARD OR COMMITTEE INTERESTED IN SERVING ON: Pincher Creek Public library

TERM:  1 YEAR  2 YEARS  3 YEARS

WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD OR COMMITTEE?

Have been on this board for over a year and can see the tremendous benefits it offers our community. Also books and reading are our windows to the world!

BACKGROUND INFORMATION: (Education, Work Volunteer Positions, Previous Board or Committee Experience):

Gr 12, Some College, Women's Shelter, School Council, Parents Anonymous,

PERSONAL GOALS AND OBJECTIVES you would like to see reached on the Board or Committee for which you are submitting your name:

Expansion of Library.

The information requested is being collected for the purpose of appointing citizens to Boards & Committees for the Town of Pincher Creek under the Freedom of Information and Protection of Privacy Act and is protected by the Act. If you have any questions about this contact the FOIP Coordinator at 403-627-3156.

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Council*

<b>SUBJECT:</b> Rural Health Week - RHPAP	
<b>PRESENTED BY:</b> Laurie Wilgosh, Chief Administrative Officer	<b>DATE OF MEETING:</b> 5/24/2022

**PURPOSE:**

May 30 – June 3, 2022 is Alberta Rural Health Week: a great opportunity to honour the contributions of the rural Alberta health-care providers and community volunteers who help keep health care close to home.

Rural health providers are powerful assets in their communities. Not only do their health-care skills and practices enhance the quality of rural life, but these professionals also contribute to rural life on a more personal level. They have special relationships with their community, they not only provide care, but are also family, friends, neighbours, and volunteers, and often teach and mentor future health-care providers within their communities.

During Alberta Rural Health Week, we encourage communities to show appreciation for the contributions of the rural health providers whose abilities enhance the quality of life in rural Alberta.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek declare May 30 – June 3, 2022 as Alberta Rural Health Week.

**BACKGROUND/HISTORY:**

For three decades, the Rural Health Professions Action Plan (RhPAP) has supported the efforts of rural Albertans to maintain an accessible health workforce close to home. Established in 1991 by the Government of Alberta as the Alberta Rural Physician Action Plan, and originally focused on supporting practicing rural physicians, RhPAP has grown to be a broader rural community health workforce attraction and retention resource, an ally with Alberta’s medical schools, as well as a trusted, collaborative partner for rural Alberta communities trying to achieve greater access to health care.

**Our Vision**

Rural Albertan communities have the appropriate health workforce to effectively deliver the health services they need to thrive.

**Our Mission**

Support rural Alberta communities in their efforts to keep health care close to home.

Our Promise

RhPAP is committed to fostering and building relationships with rural communities, stakeholders, partners, learners, and each other to encourage better access to rural health care.

**ALTERNATIVES:**

That council receive the request to declare May 30 to June 3, as Alberta Rural Health Week as information.

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

N/A

**FINANCIAL IMPLICATIONS:**

N/A

**PUBLIC RELATIONS IMPLICATIONS:**

The public appreciates the care and value of our health care practitioners and local service providers

**ATTACHMENTS:**

2022-ARHW-Community-Proclamation-Template - 2890

**CONCLUSION/SUMMARY:**

Administration supports that council declare May 30 to June 3 as Alberta rural Health week in Pincher Creek.

**Signatures:**

**Department Head:**

*Lannie Wilgosh*

**CAO:**

*Lannie Wilgosh*

# Sample Alberta Rural Health Week Proclamation

Rural health providers are powerful assets in their communities. Not only do their health-care skills and practices enhance their community's quality of life, but these professionals also contribute to rural life on a more personal level. They have special relationships with their patients and community as family, friends, neighbours, volunteers, teachers, and mentors.

Community volunteers, led by local health professional attraction and retention committees, are the heart and soul of their communities. These local volunteers go above and beyond to support health care and health-care providers in their communities, developing innovative and collaborative approaches to successfully attract and retain health-care providers, and help keep health care close to home.

I, **<name of official>**, **<title>**, do hereby designate *May 30 – June 3, 2022* as Alberta Rural Health Week in **<name of community>**. I urge all community residents to show appreciation for the contributions of the rural health professionals and community volunteers whose abilities and efforts enhance the quality of life in rural Alberta.

Signed the **<day>** day of **<month>**, **<year>**

---

**<Name of official, sign above>**





**Town of Pincher Creek  
COUNCIL DISTRIBUTION LIST  
May 24, 2022**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
<b>1.</b>	May 6, 2022	Alberta SouthWest Regional Alliance	AlbertaSW Board Bulletin May 2022 and Approved Minutes
<b>2.</b>	May 6, 2022	Alberta Health Services	VOLUNTEER OPPORTUNITY: The Oldman River Health Advisory Council is Currently Recruiting New Volunteers
<b>3.</b>	May 10, 2022	Town of Claresholm	RE: International Economic Development Week 2022
<b>4.</b>	May 11, 2022	AmbuEnergy	Electric Vehicle Charging Capabilities In Pincher Creek
<b>5.</b>	May 17, 2022	Southwest Alberta Sustainable Community Initiative	Grant Specialist Report April 2022
<b>6.</b>	May 18, 2022	Pincher Creek Community Early Learning Centre	Pincher Creek Community Early Learning Centre, Financial Information for the year ended December 31, 2021

Town of Pincher Creek  
**Operating Summary - By Department**  
 For the Three Months Ending Thursday, March 31, 2022

	2021 Actual	2022 Actual	2021 Budget	2022 Budget	Variance	% Variance
<b>Revenues</b>						
Net municipal property taxes (Note 1)	\$4,715,680.17	(\$436,193.23)	\$4,715,243.99	\$4,970,250.98	\$5,406,444.21	(8.78%)
User fees and sales of goods	2,220,118.52	298,874.94	1,965,674.40	1,996,785.00	1,697,910.06	14.97%
Government transfers for operating	1,514,980.55	12,543.16	1,065,529.64	1,085,145.41	1,072,602.25	1.16%
Franchise and concession contracts (Note 2)	855,437.68	271,043.76	881,050.00	898,050.00	627,006.24	30.18%
Rentals	630,342.68	143,602.48	757,048.64	752,808.83	609,206.35	19.08%
Investment income	228,065.71	25,433.25	218,860.00	215,860.00	190,426.75	11.78%
Penalties & Costs	81,730.47	19,161.66	97,600.00	99,600.00	80,438.34	19.24%
Licences & Permits (Note 3)	131,123.15	62,625.00	112,600.00	112,600.00	49,975.00	55.62%
Other Revenues & Adjustments	142,955.34	1,119.92	111,689.21	9,689.21	8,569.29	11.56%
<b>Total Revenue</b>	<b>10,520,434.27</b>	<b>398,210.94</b>	<b>9,925,295.88</b>	<b>10,140,789.43</b>	<b>9,742,578.49</b>	<b>3.93%</b>
<b>Expenses (Note 4)</b>						
Legislative	307,784.98	72,652.35	341,046.65	332,169.98	259,517.63	21.87%
Administration	852,511.66	197,625.09	851,825.75	786,050.60	588,425.51	25.14%
Protective Services	1,264,154.94	294,680.08	1,385,691.09	1,291,074.46	996,394.38	22.82%
Roads, streets, walks & lighting	1,219,335.04	218,793.00	1,417,498.66	1,336,729.21	1,117,936.21	16.37%
Water supply & distribution	1,266,661.33	214,220.85	1,376,486.53	1,125,994.16	911,773.31	19.03%
Wastewater treatment & disposal	853,710.98	120,654.63	958,477.12	910,248.55	789,593.92	13.26%
Waste management	510,073.64	68,260.90	516,462.52	499,014.73	430,753.83	13.68%
Other environmental use & protection	50,927.52	8,089.72	67,802.71	61,020.76	52,931.04	13.26%
Public health & welfare services	330,748.86	179,652.25	349,937.61	369,648.73	189,996.48	48.60%
Planning & development	490,472.94	124,238.87	640,158.19	902,572.84	778,333.97	13.76%
Recreation & Culture	3,913,445.17	762,451.72	3,367,448.95	3,734,227.86	2,971,776.14	20.42%
<b>Total Expenses</b>	<b>11,059,827.06</b>	<b>2,261,319.46</b>	<b>11,272,835.78</b>	<b>11,348,751.88</b>	<b>9,087,432.42</b>	<b>19.93%</b>
<b>Excess revenue over expenses</b>	<b>(539,392.79)</b>	<b>(1,863,108.52)</b>	<b>(1,347,539.90)</b>	<b>(1,207,962.45)</b>	<b>655,146.07</b>	
<b>Other</b>						
Government transfers for capital	2,522,383.86		5,114,378.00			
Gain (loss) on disposal of tangible capital assets	(6,862.33)		500.00	500.00	500.00	
	2,515,521.53		5,114,878.00	500.00	500.00	
<b>Excess of revenue over expenses</b>	<b>1,976,128.74</b>	<b>(1,863,108.52)</b>	<b>3,767,338.10</b>	<b>(1,207,462.45)</b>	<b>655,646.07</b>	
<b>Surplus Funds Allocated Below:</b>						
Acquisition of tangible capital assets	3,480,598.78	1,068,164.23	7,925,000.00		(1,068,164.23)	
Loan Funding Capital Projects	(99,075.40)					
Repayment of debenture principle	191,220.54	25,068.95	191,220.49	197,346.51	172,277.56	
Net transfers to/from reserves	264,512.09		(2,743,841.35)	266,644.30	266,644.30	
Transfer from operating for Equipment Trade In	13,800.00					
Less: Amortization	(1,792,372.75)		(1,605,448.00)	(1,671,573.00)	(1,671,573.00)	
Less: Loss on sale of TCA	(6,862.33)					
Less: Purchase of Excavator & Loader on Trade In	(158,200.00)	(57,025.00)			57,025.00	
	1,893,620.93	1,036,208.18	3,766,931.14	(1,207,582.19)	(2,243,790.37)	
<b>Net surplus (deficit) Actual (Balanced Budget)</b>	<b>82,507.81</b>	<b>(2,899,316.70)</b>	<b>406.96</b>	<b>119.74</b>	<b>2,899,436.44</b>	

Note 1: Property taxes not levied until May 2022; 1/4 of the education requisitions paid at the end of March

Note 2: Franchise Fees higher than the first quarter of 2021

Note 3: Business Licenses collected at the beginning of the year

Note 4: Expenses that are more than 25% spent are due to the amounts being paid at the beginning of the year



# TOWN OF PINCHER CREEK

## Operating Statement - By Object

For the Three Months Ending Thursday, March 31, 2022

	2021 Actual	2022 Actual	2021 Budget	2022 Budget	Variance	% Variance
<b>Revenues</b>						
Net municipal property taxes	\$4,715,680.17	(\$436,193.23)	\$4,715,243.99	\$4,970,250.98	\$5,406,444.21	(8.78%)
User fees and sales of goods	2,220,118.52	298,874.94	1,965,674.40	1,996,785.00	1,697,910.06	14.97%
Government transfers for operating	1,514,980.55	12,543.16	1,065,529.64	1,085,145.41	1,072,602.25	1.16%
Franchise fees	855,437.68	271,043.76	881,050.00	898,050.00	627,006.24	30.18%
Rentals & Leases	630,342.68	143,602.48	757,048.64	752,808.83	609,206.35	19.08%
Return on Investments	228,065.71	25,433.25	218,860.00	215,860.00	190,426.75	11.78%
Penalties and costs of taxes	81,730.47	19,161.66	97,600.00	99,600.00	80,438.34	19.24%
Licences and permits	131,123.15	62,625.00	112,600.00	112,600.00	49,975.00	55.62%
Other Revenues & Adjustments	142,955.34	1,119.92	111,689.21	9,689.21	8,569.29	11.56%
<b>Total Revenue</b>	<b>10,520,434.27</b>	<b>398,210.94</b>	<b>9,925,295.88</b>	<b>10,140,789.43</b>	<b>9,742,578.49</b>	<b>3.93%</b>
<b>Expenses</b>						
Salaries, wages & benefits	4,213,990.62	896,822.90	4,124,031.40	4,196,430.58	3,299,607.68	21.37%
Contracted and general services	903,705.54	240,559.20	962,926.01	852,859.05	612,299.85	28.21%
Professional Services	1,136,523.81	182,345.96	1,255,549.92	1,183,099.83	1,000,753.87	15.41%
R & M and rentals & leases	903,463.62	218,105.33	1,261,456.90	1,361,306.93	1,143,201.60	16.02%
Insurance	162,810.66	168,621.27	145,300.00	162,645.02	(5,976.25)	103.67%
Goods	480,691.93	123,099.33	440,235.03	460,670.03	337,570.70	26.72%
Utilities	734,045.35	190,340.80	790,480.01	752,430.08	562,089.28	25.30%
Amortization	1,795,741.75		1,605,448.00	1,671,573.00	1,671,573.00	0.00%
Transfers to Organizations	513,542.46	230,826.03	526,541.07	536,388.00	305,561.97	43.03%
Bank Charges	10,505.04	2,152.47	6,650.01	7,900.00	5,747.53	27.25%
Interest on long-term debt	135,476.92	7,071.07	135,567.43	127,799.36	120,728.29	5.53%
Other Expenditure & Adjustment	69,329.36	1,375.10	18,650.00	35,650.00	34,274.90	3.86%
<b>Total Expenses</b>	<b>11,059,827.06</b>	<b>2,261,319.46</b>	<b>11,272,835.78</b>	<b>11,348,751.88</b>	<b>9,087,432.42</b>	<b>19.93%</b>
<b>Excess (Deficiency) revenue over expenses before other</b>	<b>(539,392.79)</b>	<b>(1,863,108.52)</b>	<b>(1,347,539.90)</b>	<b>(1,207,962.45)</b>	<b>655,146.07</b>	
<b>Other</b>						
Government transfers for capital	2,522,383.86		5,114,378.00			
Net Gain (Loss) on sale of tangible capital assets	(6,862.33)		500.00	500.00	500.00	
	2,515,521.53		5,114,878.00	500.00	500.00	
<b>Excess (Deficiency) revenue over expenses</b>	<b>1,976,128.74</b>	<b>(1,863,108.52)</b>	<b>3,767,338.10</b>	<b>(1,207,462.45)</b>	<b>655,646.07</b>	
<b>Surplus Funds Allocated Below</b>						
Acquisition of tangible capital assets	3,480,598.78	1,068,164.23	7,925,000.00		(1,068,164.23)	
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Repayment of debenture principle	191,220.54	25,068.95	191,220.49	197,346.51	172,277.56	
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Transfer from operating for Equipment Trade In	13,800.00					
Amortization	(1,792,372.75)		(1,605,448.00)	(1,671,573.00)	(1,671,573.00)	
Purchase of Excavator & Loader on Trade In	(158,200.00)	(57,025.00)			57,025.00	
Loss of sale of equipment	(6,862.33)					
	1,893,620.93	1,036,208.18	3,766,931.14	(1,207,582.19)	(2,243,790.37)	
<b>Balanced budget</b>	<b>82,507.81</b>	<b>(2,899,316.70)</b>	<b>406.96</b>	<b>119.74</b>	<b>2,899,436.44</b>	

# Operations Department



## First Quarter Report, 2022





At the start of a every new year Operations completes a variety of annual tasks including inventory counts, take down and repair of Christmas decorations, and the start of required yearly training.

### Focus on Training

Staff hold certifications under the Alberta Water and Wastewater Operators Association (AWWOA). AWWOA provided essential education, networking and support to water and wastewater operators. To hold a membership with AWWOA staff must take several continuing education units (CEU) either with AWWOA or an external provider. In addition to some staff attending the 47<sup>th</sup> Annual Operators Seminar, staff also received training in Pumps & Blowers, and Flowmeter Fundamentals. While training under AWWOA helps ensure communities are provided with safe drinking water, Alberta Occupational Health and Safety legislation all requires training within the workplace. Operations staff has been rotating through receiving First Aid certification administered by a local provider and al Town staff received Violence and Harassment training.

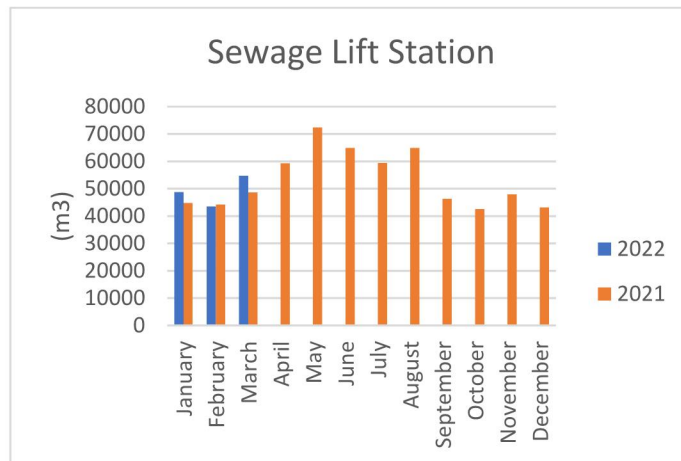
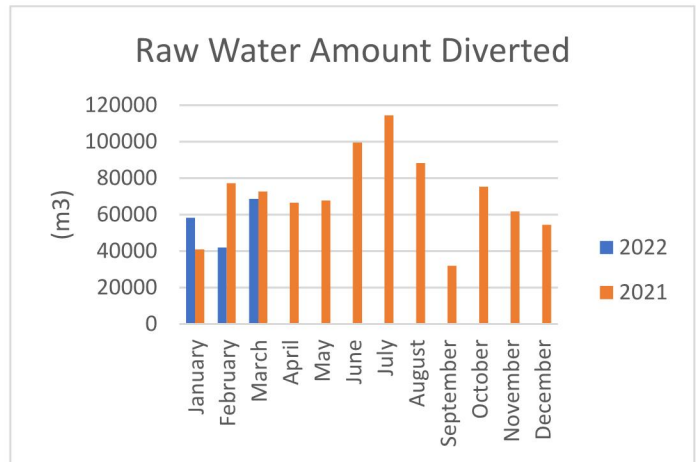
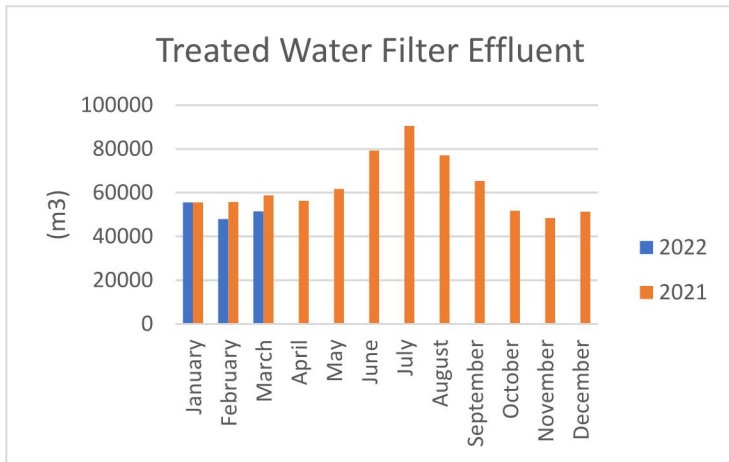


### Street Sweeping

The street sweeper was able to start making rounds at the end of the quarter. It will continue to operate through the summer months getting some areas of Town multiple times. A cleaning schedule is not made available to the public as its operation is dependent on staffing, equipment breakdown and more urgent matters.



Water Treatment Numbers



Cemetery Updates

**Fairview Cemetery**

Inurnments (Open Only): 1  
 Full Burials: 0  
 Niche Front Installed: 1

**Columbarium**

Occupied: 25  
 Reserved: 26  
 Available: 21  
 Total: 72

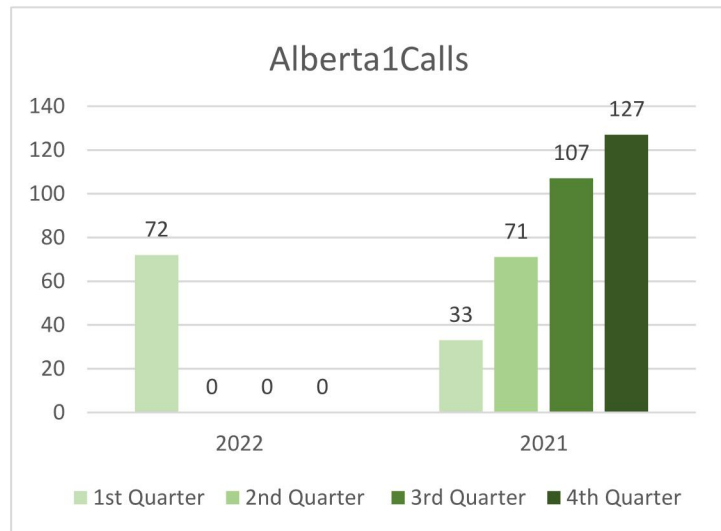


### Project Updates

- Sanitary Forcemain Twinning – in progress, approximately 80% complete
- Infrastructure Master Plan – Final review completed, IMP to be presented to Council at May Committee of the Whole
- Water Treatment Plant Pump Replacements – Complete with minor deficiencies
- Water Treatment Plant PLC Replacement – deferred to Q4 2022 to align with lower water demand months
- CityWide Upgrades – Began implementation of upgrades Service Request software (to replace iWorq) and new GIS software. Expected roll-out to staff and public in May.
- Fleet Upgrades – 2022 Budget approved a new pick-up truck and a sander/plow. We expect due to supply chain issues that these fleet acquisitions will be carried over into 2023.

### Administrative Update

A new recorded high number of Alberta1Calls were placed this quarter. Private and public sectors were eager to get a jump on the development season. Operations and Town administration work together to ensure development permits are in place when request to break ground are submitted.



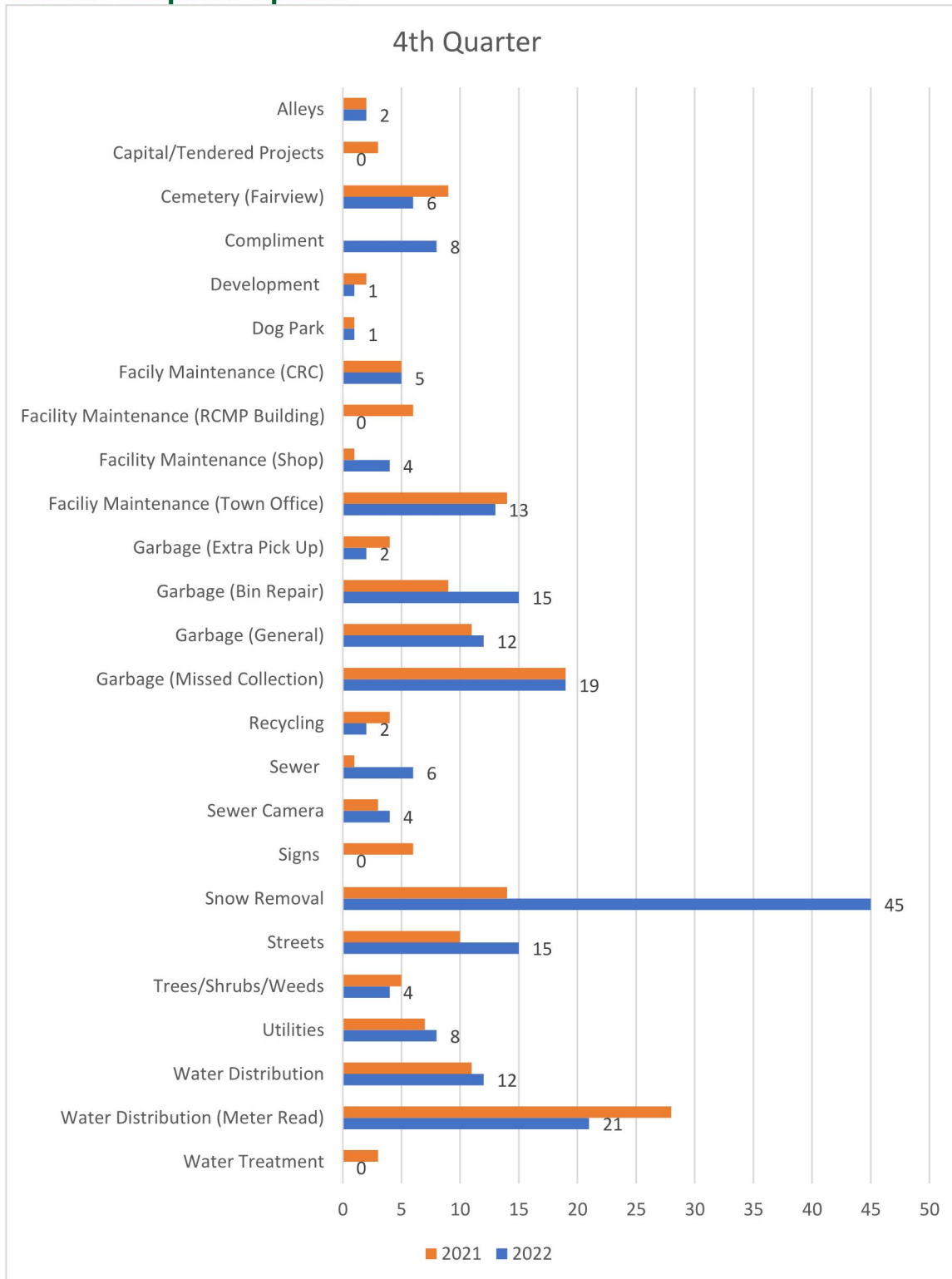
Our team had some new faces permanently join the team during the 1<sup>st</sup> Quarter. Brad Soepboer joined the Operations team as a casual Maintenance II in September of 2021

before accepting a permanent position in March 2022. Troy Ormann is the second new addition to the Operations team. Troy is the new Asset Management Coordinator and will be looking after the Towns infrastructure and management program. He has been key component in setting up GIS information transfer and assisting staff with the citizen request reporting software where the Town will be moving from iWorQs to CityWide.

Operations and Administration have been working with Crestview Lodge CAO to implement a plan in putting the Town Bus back on the road. Details are still being worked out, but this joint endeavour will greatly benefit the Pincher Creek Foundation and residents at the lodge.



Citizen Request Update



There were a total 294 citizen requests logged with the Town and 214 of them directed to Operations (72.9%).



## Citizen Request Compliments

January 6, 2022

### Request 484164536

A word of thanks and much appreciation for quick and effective snow removal you after iworq request. THANKS

January 7, 2022

### Request 484433481

Resident came in to say how great the snowplowing has been at the corner of Dundas and Bev McLachlin Drive. He couldn't be happier with all the snow clearing that is being done and wanted to express his appreciation. Thanks Team

February 1, 2022

### Request 490431496

Resident called to express his appreciation for the snowplow operator work in his neighborhood. He said he is doing an awesome job.

### Request 490378790

Everybody is thrilled with the parking lot – we were all braced for the worst and then we got the best. Thank you!!!!

February 2, 2022

### Request 490805131

Would like to say a big thank you to the operations crew removing snow. They came down her street and did a beautiful job

### Request 490780583

She would like to send a big thank you to the snow removal crew, you are doing an amazing job! The best snow removal on this street ever.



# Operations & Information Sharing

Town of Pincher Creek  
January 10 · 🌐

Only 7 more days to take advantage of the tree bin! Bin closed January 17.

#PincherCreek #PincherCreekResidents



Town of Pincher Creek  
February 23 · 🌐

We are happy to have Troy as part of our team! Welcome!  
#PincherCreek

Shootin' the Breeze  
February 22 · 🌐

Meet the Town of Pincher Creek's new asset management co-ordinator — Troy Ormann. <http://ow.ly/ztGY5011FU7>  
#PincherCreek



SHOOTINTHEBREEZE.CA

**Shootin' the Breeze - Meet Troy Ormann**

Meet the Town of Pincher Creek's new asset management co-ordin...

Town of Pincher Creek  
March 31 at 11:07 AM · 🌐

Spring is in the air and we are excited to have the street sweeper out!

The Operations Department has begun street sweeping and will continue throughout the summer months. If your vehicle was in the path of the sweeper, don't worry multiple passes are scheduled throughout the community.

#PincherCreek #PincherCreekPublicWorks



403 627 3156 www.PincherCreek.ca #PincherCreek

Town of Pincher Creek  
March 31 at 3:20 PM · 🌐

We have had a few calls about the organic bin with the weather being so nice! We expect the grass and leaves bin to be in place mid-April.



Trees, branches, and large yard waste should be taken to Crowsnest / Pincher Creek Landfill Association.

#PincherCreek #PincherCreekPublicWorks

