TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA
Monday, October 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 Dick Burnham – Royal Canadian Legion Pincher Creek

5. Adoption of Minutes

5.1 Minutes of the Budget Meeting held on October 4, 2022
5.2 Minutes of the Budget Meeting held on October 11, 2022
5.3 Minutes of the Regular Meeting of Council held on October 11, 2022
5.4 Minutes of the Budget Meeting held on October 13, 2022

6. Business Arising from the Minutes

7. Bylaws

8. New Business

8.1 Operations Facility - Condition Assessment & Needs Assessment
8.2 Kootenai Browns Spooky Town
8.3 Chinook Arch Regional Library System Budget
8.4 Proclamation - Sturling Capital

9. Council Reports

9.1 Upcoming Committee Meetings and Events

10. Administration

10.1 Council Information Distribution List

11. Closed Session Discussion

11.1 Request To Open Icf Intermunicipal Collaboration Framework Agreement – s. 21
11.2 Property Purchase Considerations - S. 16 & 24
11.3 Offer To Purchase Roll# 8600800 – S. 16 & 24
11.4 5 Pin Bowlers Association - Request For Support S. 16

11.5 Commercial Sewage Disposal (No RFD) S. 16

11.6 Personnel - Energy Lead - s. 17

12. Notice of Motion

13. Adjournment

The next Regular Council Meeting is scheduled for November 14, 2022 AT 6:00 p.m.

BUDGET MEETING
Held on Tuesday October 4, 2022
In Person & Virtually,
Commencing at 9:00 a.m.

IN ATTENDANCE:

Mayor:	D. Anderberg
Councillors:	M. Barber, D. Green, B. Wright, W. Oliver, and S. Nodge
Staff:	L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; A. Levair, Operations Manager; A. Roth, Director of Operations, A. Grose, Recreation Manager; and L. Rideout, Director of Community Services

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 9:06 am.

2. AGENDA APPROVAL

GREEN:

The Council for the Town of Pincher Creek approve the October 4, 2022 Budget Meeting agenda as presented.

CARRIED 22-362

3. NEW BUSINESS

3.1 2023 Draft Operating Budget Presentation

Mayor Anderberg called a recess at 10:05 am
Mayor Anderberg called the meeting back to order at 10:20 am
L. Rideout, A Grose, A. Roth and A. Levair left meeting at 11:30am

4. CLOSED MEETING DISCUSSION

GREEN:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Tuesday, October 4, 2022 at 11:30 am in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 22-363

OLIVER:
That Council for the Town of Pincher Creek agree to move out of closed session of Council on Tuesday, October 4, 2022 at 12:12 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 22-364

4.1 2023 Draft Operating Budget Presentation
BARBER:
That Council for the Town of Pincher receive the 2023 Draft Operating Budget Presentation as information.

CARRIED 22-365

5. NOTICE OF MOTION

6. ADJOURNMENT
GREEN:
That this meeting of Council on October 4, 2022 be hereby adjourned at 12:20 pm.

CARRIED 22-366

_____
MAYOR, D. Anderberg

_____
CAO, L. Wilgosh

APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 24th DAY OF OCTOBER 2022 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY OCT 24, 2022 AT 6:00 P.M.

BUDGET MEETING
Held on Tuesday October 11, 2022
In Person & Virtually,
Commencing at 9:00 a.m.

IN ATTENDANCE:

Mayor:	D. Anderberg
Councillors:	M. Barber, D. Green, W. Oliver, and S. Nodge
With Regrets:	B. Wright
Staff:	L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; A. Levair, Operations Manager; A. Roth, Director of Operations, A. Grose, Recreation Manager; and L. Rideout, Director of Community Services

1. CALL TO ORDER

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

2. AGENDA APPROVAL

GREEN:

The Council for the Town of Pincher Creek approve the October 11, 2022 Budget Meeting agenda as presented.

CARRIED 22-383

3. NEW BUSINESS

3.1 2023 Draft Operating Budget Presentation

Mayor Anderberg called a recess at 10:10 am
Mayor Anderberg called the meeting back to order at 10:25 am

4. NOTICE OF MOTION

5. ADJOURNMENT

BARBER:

That this meeting of Council on October 11, 2022 be hereby adjourned at 10:40 am.

CARRIED 22-384

Initials _____

_____
MAYOR, D. Anderberg

_____
CAO, L. Wilgosh

APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 24th DAY OF OCTOBER 2022 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY OCT 24, 2022 AT 6:00 P.M.

REGULAR MEETING OF COUNCIL
Held on Tuesday October 11, 2022
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor:	D. Anderberg
Councillors:	M. Barber, D. Green, B. Wright, and W. Oliver
With Regrets:	S. Nodge
Staff:	L. Wilgosh, Chief Administrative Officer; K. Green, Executive Assistant; T. Walker, Energy Lead 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
WRIGHT:
The Council for the Town of Pincher Creek approve the October 11, 2022 agenda as presented.

CARRIED 22-367

4. DELEGATIONS
4.1 Tristan Walker - Climate Risk Assessment and Adaptation Plan - Project Overview

5. ADOPTION OF MINUTES

5.1 Minutes of the Committee of the Whole held on September 12, 2022
BARBER:
That Council for the Town of Pincher Creek approves the minutes of the Committee of the Whole held on September 12, 2022.

CARRIED 22-368

Initials _____

5.2 Minutes of the Committee of the Whole held on September 19, 2022
OLIVER:
That Council for the Town of Pincher Creek approves the minutes of the Committee of the Whole held on September 19, 2022.

CARRIED 22-369

5.3 Minutes of the Committee of the Whole held on September 26, 2022
OLIVER:
That Council for the Town of Pincher Creek approves the minutes of the Committee of the Whole held on September 26, 2022.

CARRIED 22-370

5.4 Minutes of the Regular Meeting of Council held on September 26, 2022
WRIGHT:
That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting of Council held on September 26, 2022.

CARRIED 22-371

5.5 Minutes of the Committee of the Whole held September 30, 2022
GREEN:
That Council for the Town of Pincher Creek approves the minutes of the Committee of the Whole held on September 30, 2022

CARRIED 22-372

5.6 Minutes of the Committee of the Whole held October 5, 2022
OLIVER:
That Council for the Town of Pincher Creek approves the minutes of the Committee of the Whole held on October 5, 2022 as amended.

CARRIED 22-373

6. BUSINESS ARISING FROM THE MINUTES

7. BYLAWS

7.1 Land Use Bylaw Amendment 1547-AO - Short-Term Rentals
BARBER:
That Council for the Town of Pincher Creek agree and give Bylaw 1547-AO amending the Land Use Bylaw 1547 first reading.

CARRIED 22-374

OLIVER:
That Council for the Town of Pincher Creek agree to hold a Public Hearing on Bylaw 1547-AO amending the Land Use Bylaw on November 14, 2022 before consideration of second and/or third reading.

CARRIED 22-375

8. NEW BUSINESS

8.1 Grant Application For Advanced Electrical Monitoring at the Multipurpose Facility and Arena

GREEN:

That Council for the Town of Pincher Creek provide formal approval to move forward with a grant application for advanced electricity tracking in our Multi-Purpose Facility and Arena and commit $5500 from the recreation fund.

CARRIED 22-376

8.2 FortisAlberta Franchise Fee 2023

BARBER:

That Council for the Town of Pincher Creek agree that the Electric Distribution Franchise Fee percentage for the year 2023 remain unchanged at 13%.

CARRIED 22-377

T. Walker left meeting at 6:55pm

9. COUNCIL REPORTS

9.1 Upcoming Committee meetings and events

10. ADMINISTRATION

10.1 Council Information Distribution List

BARBER:

That Council for the Town of Pincher Creek accepts the October 11, 2022 Council Information Distribution List as information.

CARRIED 22-378

11. CLOSED MEETING DISCUSSION

WRIGHT:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Tuesday October 11, 2022 at 7:00 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, and Director of Community Services in attendance.

CARRIED 22-379

BARBER:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Tuesday October 11, 2022 at 7:32 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, and Director of Community Services in attendance.

CARRIED 22-380

11.1 Request to open ICF Intermunicipal Collaboration Framework Agreement

WRIGHT:

That Council for the Town of Pincher Creek agree to defer the request from the Municipal District of Pincher Creek to open the ICF agreement and review the Recreation Agreement to Oct 24th, 2022 Council Meeting.

CARRIED 22-381

12. NOTICE OF MOTION

13. ADJOURNMENT

OLIVER:

That this meeting of Council on October 11, 2022 be hereby adjourned at 7:34 pm.

CARRIED 22-382

_____
MAYOR, D. Anderberg

_____
CAO, L. Wilgosh

APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 24th DAY OF OCTOBER 2022 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY OCT 24, 2022 AT 6:00 P.M.

BUDGET MEETING
Held on Thursday October 13, 2022
In Person & Virtually,
Commencing at 5:00 p.m.

IN ATTENDANCE:

Mayor:	D. Anderberg
Councillors:	M. Barber, D. Green, W. Oliver, and S. Nodge
With Regrets:	B. Wright
Staff:	L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; A. Levair, Operations Manager; A. Roth, Director of Operations; A. Grose, Recreation Manager; T. Walker, Energy Lead and L. Rideout, Director of Community Services

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 5:00 pm.

2. AGENDA APPROVAL

GREEN:

The Council for the Town of Pincher Creek approve the October 13, 2022 Budget Meeting agenda as presented.

CARRIED 22-385

3. NEW BUSINESS

3.1 Recreation & Community Services

Mayor Anderberg called a recess at 6:12 pm
Mayor Anderberg called the meeting back to order at 6:25 pm

4. CLOSED MEETING DISCUSSION

OLIVER:

That Council for the Town of Pincher Creek agree to move into closed session of Council on October 13, 2022 at 6:52 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 22-386

OLIVER:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on October 13, 2022 at 7:44 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 22-387

Initials _____

4.1 RFP DATE – S.24

OLIVER:

That Council for the Town of Pincher Creek direct administration to have a design build completion date of July 31, 2024 for our costing exercise.

CARRIED 22-388

4.2 PERSONNEL – S.17

BARBER:

That Council for the Town of Pincher Creek receives the personnel presentation as information.

CARRIED 22-389

5. NOTICE OF MOTION

6. ADJOURNMENT

BARBER:

That this meeting of Council on October 13, 2022 be hereby adjourned at 7:45 pm.

CARRIED 22-390

_____
MAYOR, D. Anderberg

_____
CAO, L. Wilgosh

APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 24th DAY OF OCTOBER 2022 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY OCT 24, 2022 AT 6:00 P.M.

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Operations Facility - Condition Assessment & Needs Assessment	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	**DATE OF MEETING:** 10/24/2022

PURPOSE:

To report to Council the findings of the Operations Facility Condition Assessment & Needs Assessment.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the Operations Facility Condition Assessment and Needs Assessment as information.

BACKGROUND/HISTORY:

As part of the 2022 Operating Budget, funds were approved to conduct a facility condition assessment on the Operations Facility located at 1086 Kettles Street, as well as a Needs Assessment for the Town's current and future needs for efficient operation of the Roads, Solid Waste, Utilities and Fleet departments.

The Condition Assessment determined the facility is in generally acceptable condition, however, many of the building's systems are at or nearing their end-of-life, requiring upgrades. While the Condition Assessment does not take into account the usability of the space, the Needs Assessment indicated significant inefficiencies with the current facility.

OFFICE SPACE

The current Operations Facility has inadequate office space for the needs of the departments. There are currently two offices within the Facility (occupied by the two Public Works Coordinators), while the Facility Maintenance Operator is housed in a cubicle in Town Hall, and the Manager and Administrative Assistant are housed in an ATCO Trailer in the parking lot due to the lack of space. Operations is requesting a replacement of the ATCO Trailer in the 2023 Capital Budget to accommodate additional office space to shift the Facility Maintenance Operator back to the Operations Facility location, as an interim solution until a new or expanded facility is approved by Council.

The Community Services Department also has space constraints with their current staffing levels. The proposed Needs Assessments explored including office space and Parks Fleet Bays in a new build to help alleviate the stresses of that department as well.

USABILITY

Concern about the fact that there is no dedicated, separate wash-bay in the facility. The current wash bay is open to the rest of the facility, resulting in significant humidity in the

offices and lunchroom causing shriveled papers from condensation, and health concerns have been raised by staff.

The current facility only has over-head door access from one side of the building. It is best practice in large fleet facilities to have access from two-sides which lessens need to unnecessarily move some equipment to move out others, and also allows for drive-thru capabilities.

Only one change area is provided, which is inadequate for a co-ed staff.

No dedicated computer space is available for the maintenance operators except for in the lunch room. This makes it very disruptive when trying to take online training.

YARD LAYOUT & SPACE
The Yard is laid out in a very ineffective manner with significant reductions in space in recent years. The original yard was reduced when land was allotted to the Animal Shelter, as well as to the Communications Tower. It is very cramped for storage of equipment and material piles (gravel, shale, etc.).

STORAGE SPACE CONCERNS
While the assessments did not include an in-depth review of the "Old Pool" storage location, it is noted that due to its current state it is not recommended as a long-term storage solution. It is proposed that the new Operations Facility would have enough space to house Parks/Recreation storage in addition to Operations.

RECOMMENDATIONS
The Needs Assessment reviewed options for a replacement shop and determined that is would not be feasible or meet the needs of the department to add-on to the existing facility, meaning replacement would be the recommended option. Two potential outcomes were reviewed: 1) Re-build on existing site, 2) Build New Facility in the NE Area behind Walmart.

The recommended replacement option was to build a new facility in the NE Area behind Walmart because:
- Re-building on the existing site would not address the yard space concerns
- Re-building on the existing site would require an expensive temporary facility for a year or more, significantly disrupting Town operations
- Required re-grading of the site would potentially be more expensive than developing a new site
- Existing facility would have resale value, and save the demolition costs

ALTERNATIVES:
That Council for the Town of Pincher Creek request additional information regarding the Operations Facilities Condition and Needs report as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:
This information will be referenced during future short-term and long-term budget discussions with Council.

FINANCIAL IMPLICATIONS:
None at this time.

PUBLIC RELATIONS IMPLICATIONS:
None at this time.

ATTACHMENTS:
20220370 - FNL - Program Plan and Conceptual Design - Operations Facility - 3004
FNL_RPT_FLA_Pincher Creek_Operation Building - 3021

CONCLUSION/SUMMARY:
Administration supports Council's acceptance as information of the Operations Facility Assessments, and to consider the findings in future budget discussions.

Signatures:
Department Head: Laurie Wilgosh

CAO: Laurie Wilgosh

FINAL REPORT

Program Plan and Conceptual Design for the Operations Facility

1068 Kettles St, Pincher Creek, AB

Submitted to:
962 St John Ave, Pincher Creek, AB T0K 1W0
Attention: Alexa Levair
Sent via email to: alevair@pinchercreek.ca

Submitted by:
Stephenson Engineering Ltd.
639 5th Avenue S.W. Suite 901
Calgary, AB T2P 0M9

stephenson ENGINEERING
A SALAS O'BRIEN COMPANY

October 7, 2022
Reference No.: 20220545

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1. General Overview

Stephenson Engineering Ltd. (Stephenson) was retained by Town of Pincher Creek to perform a Facility Needs Assessment and Conceptual Master Plan for Operations Facility in accordance with Stephenson's proposal dated March 04, 2022 of the properties located at 1068 Kettles Street in the town of Program Plan and Conceptual Design for the Operations Facility (the "Site"). The process is being undertaken to review the current spatial requirements in the current facility and to provide a strategic evaluation and programming of current and future space needs. Along with this study, Facility Life Cycle Assessments were also completed separately to provide the Town of Pincher Creek with capital planning to maintain the current facilities as they are for the next 20-years. Both evaluations are intended to assist the Town of Pincher Creek in the decision making for future capital investments on these facilities based on the result of both studies.

1.1. Background

Pincher Creek is a town in southern Alberta, Canada. It is located immediately east of the Canadian Rockies, 101 km west of Lethbridge and 210 km south of Calgary. Pincher Creek received its name in 1874 when a group of prospectors lost a pincer (similar to a pair of pliers) in the small creek at this location and an officer from the North-West Mounted Police later discovered the rusting tool. Before modern day settlements, this region was home to the Blackfoot, Peigan and Kootenai Aboriginal Tribes. Currently, the population of the Town on latest census is 3,642 and has remained stable in the last decade.

The Town of Pincher Creek Department of Operations has a total of three (3) shop buildings, located on the site, 1068 Kettles Street. The lot itself is irregularly shaped, with a coverage of 1.3 hectares (3.2 acres) of land. Access to the site is a one way exit via a north gate and a one way entrance at the west gated located along Elk Avenue. The Main Shop has been built around the late 1960's, with an addition that was completed in the late 1980's for a total of 6,857 ft^2. The remaining two buildings are the South Shop, (developed in 1992), and the East Shop, (developed in 2017) with 958 ft^2 and 388 ft^2 respectively. The site also has an ATCO trailer on site for use as office space. The combined existing footprint is approximately 8,500 ft^2.

Through site interviews, it was reported that the Parks Department has staff primarily housed in the Aquatics Centre and Hockey Arena and have been parking some of their fleet vehicles at the current Operations Site. The remainder of the Parks storage and vehicles are currently housed in the old pool building located adjacent to Aquatic Centre, off of Main Street

- Operations: Nine (9) Public Maintenance Workers.
- Park Department: Two (2) full-time employees and two (2) part-time seasonal employees.

Current Operations Facility Site Plan.
(Source: Google Maps 2022)

2. Methodology

The Stephenson team focused their resources on the collection of data required for the programming strategy, understanding that these will eventually lead to the implementation and design of an intelligent and strategically conceived workplace adjusted to the current needs of the Town of Pincher Creek Operations and Parks Departments.

For this purpose, Stephenson, sought the input of key individuals within the organization through on-site interviews. Meetings were scheduled with these individuals to identify key deficiencies and needs within each department and the building overall. Conceptual diagrams were drawn and coded with standard office space requirements based on use and capacity as identified by the interviews. All this data was then inputted into an excel spreadsheet where all identified department positions were included and standards office spaces where assigned based on needs and requirements. These space requirements were then complemented by all the support facilities generally found in a standard office space plus additional desired spaces identified by interviewees.

The interviews also provided a better understanding of interdepartmental relationships and frequency of meetings, which allowed us to create bubble diagrams showing those connections, that then turned into blocking diagrams on later stages of our analysis for conceptual layouts.

With the total square footage needs obtained we analyzed the different scenarios possible to improve the current programming of the Operations Facility, these scenarios included the construction of a new facility at the current site as well as construction on the NE industrial Site. Our conclusions are provided at the end of this report and in the sections related to the development options.

Existing Conditions:

Right now the site has two access points, with the main entrance off of Elk Avenue (one-way), and the rear access of Kettles Street is used as an 'Exit only'. The site is irregular in shape with the Animal Shelter (on the same parcel) and a Communications tower occupying portions of the overall site. There is a grade change on site moving from north to south of approximately 8 feet. Having four separate structures on site causes more space to be taken up by circulation, leaving less room for yard storage. There is currently no formal parking lot for employees or fleet vehicles. The remainder of the site is given over to yard space, which houses both equipment and roadway/landscape materials. Many of the Town's larger pieces of equipment not needing covered/conditioned space are housed in the yards. The Main Shop building, while in acceptable condition, has many programmatic shortfalls to meet current space needs.

The Parks Department currently utilizes the decommissioned old Indoor Pool building located to the Northwest of the current Aquatic facility. It dates back to the 1960's and is in marginal condition, with many deferred maintenance items. While Stephenson toured this facility, we did not perform an in-depth Condition Analysis to determine the full extent of it's capital needs.

Goals and objectives of the new Operations Facility (came as a result of our Interviews):

- Expand on available number of offices so that staff can all be housed on the site.
- Move office functions to the new operations facility so that the trailer is no longer required.
- Provide modern washrooms and change rooms.
- Provide space for the Parks Department staff not housed in the Aquatic and Hockey Rink facilities, inclusive of fleet, storage and yard facilities.
- Provide a larger fleet maintenance facility.
- Create more central storage space for the Town.
- Economize space by consolidating into a single facility for two Departments.
- Improve on functionality and security in the building and yards.
- Make the existing Site spatially more efficient.

Stephenson's Observations from the site:

- The existing paved areas are not defined as a formal parking lot, with no current striping or good pedestrian access to and from the existing buildings.
- The existing vehicle bays are only accessed from one side, and are too small for the type and size of the vehicles currently being stored (height and length)
- There is no dedicated wash bay at the Main Shop- which means interior moisture is getting into the main services bays.
- Current office space is not adequate for current staffing.
- Storage is scattered amongst three buildings and has limited capability for expansion.
- The existing staff washrooms for the building are not barrier free compliant (is too small).
- Only one change room is provided, so it is not suitable for any female staff.
- The existing Staff Break room is on the second floor with no elevator access and only a noncompliant stairway
- The existing mechanical and electrical system are largely near or past their lifecycles.
- Only the East Shop has any long term value, but occupies space that may be more of a constraint than a benefit.
- The shape of the existing site has major constraints due to its topography and layout.

3. Space Program

3.1. Facility Needs per Department

Department of Operations - Operations Facility

The Department of Operations has staff located in the Town Hall and Operations Facility. The Town Hall staff is comprised of One Director and One Asset Management Coordinator located at the Town Hall, and a total of nine (9) full-time employees are located in the current Operations Facility.

The department relates directly on a daily basis with the following departments: Community Services. Weekly relationships include: Finance and Human Resources, Legislative services and CAO. Departmental and interdepartmental relationships are shown in Diagram 5.

Through interviews, Operation Manager and Operations Administrative Assistant, currently in the Operations Facility (ATCO trailer). In addition, the Operations Facility, which currently only have two desks, requested to have five desks and two hotel desks, separate barrier free compliant male and female change rooms (including shower room), and meeting room. Currently there is not enough on-site storage space provided, and any future facility will require the creation of a more organized storage.

A filing system and a centralized file room for the department is also needed. The storage of large drawings and important documents should be located along with a large table for drawing reviews and the creation of a plotter room, where all plotters and large printers can be located along with a large table for organizing and arranging set of drawings. This function currently resides, albeit in an informal manner, in the current unrenovated west wing of the Town Hall.

It was reported that Parks Department's fleet are parked in the yards of Operations Facility when they are not in operation. Currently, the Parks Department is using the old swimming pool building near the Multi-Purpose Facility as storage building. It was desired that the future facility would include a truck bay, large storage room for the seasonal equipment, and hotel desks for two (2) full-time employees and two (2) part-time seasonal employees.

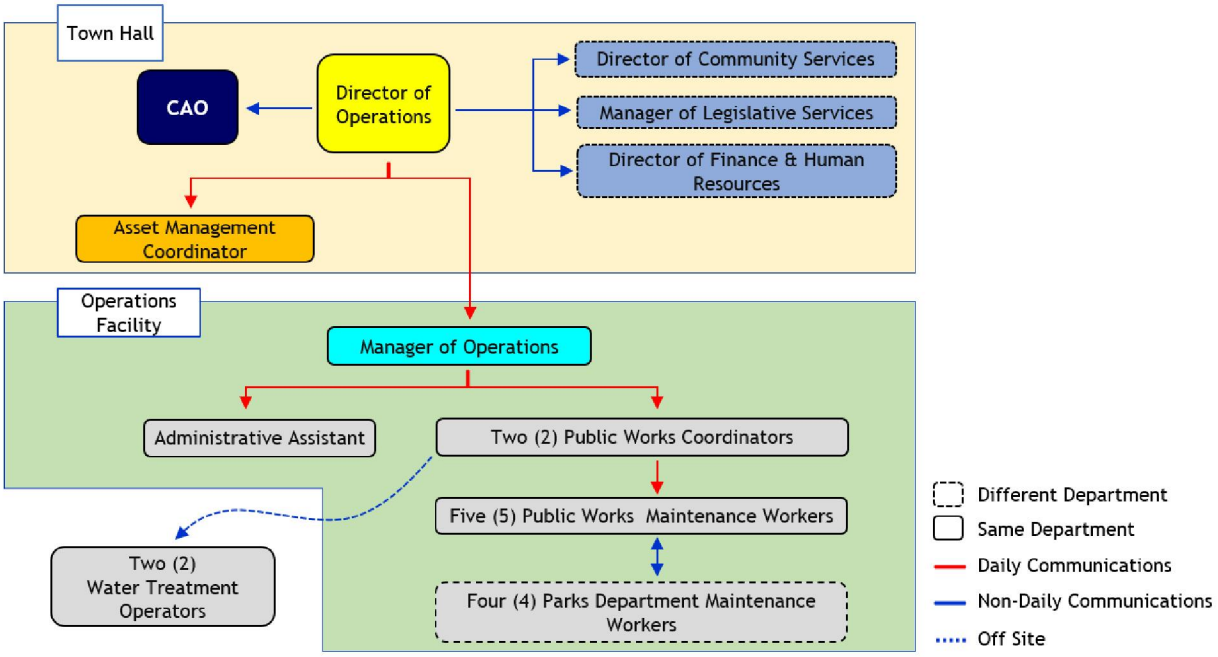


***Diagram 1** - Operations*
Departmental and Interdepartmental Relationships.
(The diagram is not intended to show any hierarchy within the department but only frequency of departmental/interdepartmental relationships)

Other non-departmental spaces

- **Washrooms/Showers/Change Rooms:** It is the desire of the current staff to have showers and change rooms in the building, as a value-added benefit that can be used for employees coming back from field work. Stephenson believes that it is desirable to have showers and change rooms for staff members.

- **Work/Plotter Room:** Currently there is not a centralized file room for this department. The storage of large drawings and important documents should be located along with a large table for drawing reviews.

- **Wash bay:** The wash bay currently exists in the building, but in it's current form is considered problematic in use as it is not separated from other spaces, and it is recommended to have a space separated from other bays for future facilities.

3.2. Detailed Space Program for Operations Facility

Conceptual spaces with the minimum requirements were developed and used as a reference for the high-level space programming analysis and attached to this report for reference in **Appendix A**.

The tables include the following information:

- **ID/Department and Staff:** includes staff position name as identified by the head of departments and included in the organizational charts plus any new positions to be added in within the next five (5) years.
- **Position Type:** Type of position as indicated by the head of each department and the organizational chart: FT (Full Time), PT (Part Time), Seasonal (SS) and that determines the type of office space that shall be provided.
- **Current Program:** indicates the current number of staff members assigned to this position as well as the type of space provided for the position using as a reference the codification of Stephenson's programming standards.
- **Program Criteria:** desired program need resultant from the facility needs assessment, type of space using the codes of Stephenson's programming standards and net square footage (NSF) per unit.
- **Future Program:** identifies the required number of staff members per position as identified by the facility needs assessment, number of units indicated in the Program Criteria and the total net square footage (NSF) resultant from multiplying the number of units in the Future Program by the net square footage in the Program Criteria.
- **IT Requirements:** indicates the IT needs of each space/position as identified by the facility needs assessment:
    - **A:** Audiovisual requirements such as screen projectors.
    - **V:** Video conference or video recording equipment such as webcams, conferencing speakers.
    - **S:** Sound requirements such as speakers, microphones, etc.
    - **T:** Telephone.
    - **I:** High speed internet or similar available on site.

The Operations Facility occupancy has been categorized according to the National Building Code 2019 - Alberta edition as **Group F, Division 3 – Storage garages, including open air parking garages**.

3.2.1. Operations Facility

ID	Department and Staff	Position Type	Current Program		Program Criteria		Future Program			IT Requirements					Current Location	Future Location	Notes
			Staff	Type*	Type	Net Square Footage (NSF)	Staff	# of Units	Total NSF	A	V	S	T	I			
	Operations Facility																
A	**Operations - Office**																
A1	Public Works Maintenance Worker	FT	7		HD-1	24	7	7	168				X	X	Operations Buildings	Operations Buildings	
B	**Operations - Support Facilities**																
B1	Male Washroom			WM-2	WM-2	211		1	211				X	X	Operations Buildings	Operations Buildings	
B2	Female Washroom			WL-2	WL-2	211		1	211				X	X	Operations Buildings	Operations Buildings	
B3	Male Changing Room (incl. Shower RM)				SH-1	240		1	240				X	X	Operations Buildings	Operations Buildings	
B4	Female Changing Room (incl. Shower RM)				SH-1	120		1	120				X	X		Operations Buildings	
B5	File Room				FR-3	144		1	144				X	X	Operations Buildings	Operations Buildings	
B6	Medium Sized Meeting Room				MR-3	220		3	660	X	X	X	X	X		Operations Buildings	
B7	Workshop Storage Rooms					1200		1	1200			X	X	X	Operations Buildings	Operations Buildings	
B8	Wash Bay					910			910			X	X	X		Operations Buildings	
B9	Fleet Bays					9300			9300			X	X	X	Operations Buildings	Operations Buildings	Info of fleet provided.
C	**Park Department - Office**																
C1	Park Department Worker	FT	4		HD-1	24	4	4	96				X	X		Operations Buildings	
D	**Park Department - Support Facilities**																
D1	Small Sized Meeting Room				MR-3	220		1	220			X	X	X		Operations Center	
D2	Storage Room					480		1	480			X	X	X		Operations Center	
D3	Fleet Bays							1	500			X	X	X		Operations Center	Info of fleet provided.
E	**Shared Spaces (Operations & Park Dept)**																
E1	Server Room				SR-1	216		1	216				X	X	Operations Buildings	Operations Buildings	
E2	Lunch Room				LR-1	874		1	874			X	X	X	Operations Buildings	Operations Buildings	
E3	Work/Plotter Room				PR-1	304		1	304			X	X	X		Operations Buildings	
E4	Reception / Vestibule				RE-1	315		1	315			X	X	X	Operations Buildings		
E5	Mechanical & Electrical Room					90		1	90			X	X	X	Operations Buildings	Operations Buildings	
							NSF Sub-Total		16,260								
							Circulation (15%)		2,439								
							Total GFA		18,698								

A: Audiovisual requirements such as screen projectors.
V: Video conference requirements such as webcams.
S: Sound Requirements such as speakers, microphones, etc.
T: Telephone requirements.
I: High Speed internet or similar available on site.

*Current program type is a reference based in our programming standards and it does not necessarily represent existing space size provided.

Note: Size of washrooms has been determined based on the minimum number of plumbing fixtures required by the National Building Code 2019 - Alberta edition and based on the Occupancy Load of the building according to this programming analysis (see Tables 1 and 2). The existing building has approximately 18,698 sf (1,737 sm) of space.

Classification	NBC 2020 - Alberta Edition	Total Capacity
Group F - Division 3 – Storage garages, including open air parking garages.	46 m^2 /person	38

Table 1 – Occupancy Load (Section 3.1.17.1.-C NBC 2020 - Alberta Edition)

Occupant Type	# of Occupants	Plumbing Fixtures*		
		WC	Urinals	Lavatories
Male	19	1	1	1
Female	19	2	-	1

* Minimum recommended by the code. However, due to the use of the building and the requirement of having separate public and restricted areas, additional plumbing fixtures have been provided to allow for public washrooms and staff washrooms to be separate.

Table 2- Minimum Number of Plumbing Fixtures required as per NBC 2020 - Alberta Edition (Table 3.7.2.2.-B).

3.2.2. Parking Requirements

ID	Department and Staff	Position Type	Current Program		Program Criteria		Future Program			IT Requirements					Current Location	Future Location	Notes
			Staff	Type*	Type	Net Square Footage (NSF)	Staff	# of Units	Total NSF	A	V	S	T	I			
	Site Requirements																
P1	Staff Parking				PS-1	162	12	12	1,944								Requirements as per the Town of Pincher Creek By-Law
P2	Barrier-Free Stalls				PS-2	270	2	2	540								Requirements as per the Town of Pincher Creek By-Law
								NSF Sub-Total	2,484								
								Circulation (15%)	373								
								Total GFA	2,857								

Note: Number of parking spaces and size has been determined as per the *Corporation of the Lethbridge Land-Use Bylaw 6300*. For Barrier-free stalls, the Lethbridge Land-Use Bylaw has been used for calculations as it is the more stringent in the number of parking stalls required. We used Lethbridge since the existing Pincher Creek Bylaws did not cover parking and/or Barrier Free requirements for parking.

Classification	Pincher Creek By-Law	Total GFA (m^2)	Total Spaces
Commercial/Industrial Vehicles and Machinery – Sales, Rental, Service and Driving Instruction (warehouse, storage and service components)	1 for Each 130 m^2 (GFA)	1,737	14

Table 3 – Minimum Parking Spaces Required as per The Lethbridge Land-Use Bylaw 6300; Section 63, subsection (5)(a).

Number of Parking Stalls Required	Number of Designated Stalls Estimated
11 - 25	2

Table 4 - Minimum Designated Barrier-Free Stalls as per. The Lethbridge Land-Use Bylaw 6300; Section 63, subsection (6)(a)

4. Programming Analysis Results

Based on the results of the facility needs assessment interviews we developed a conceptual building diagram with an ideal functional layout that is shown below:

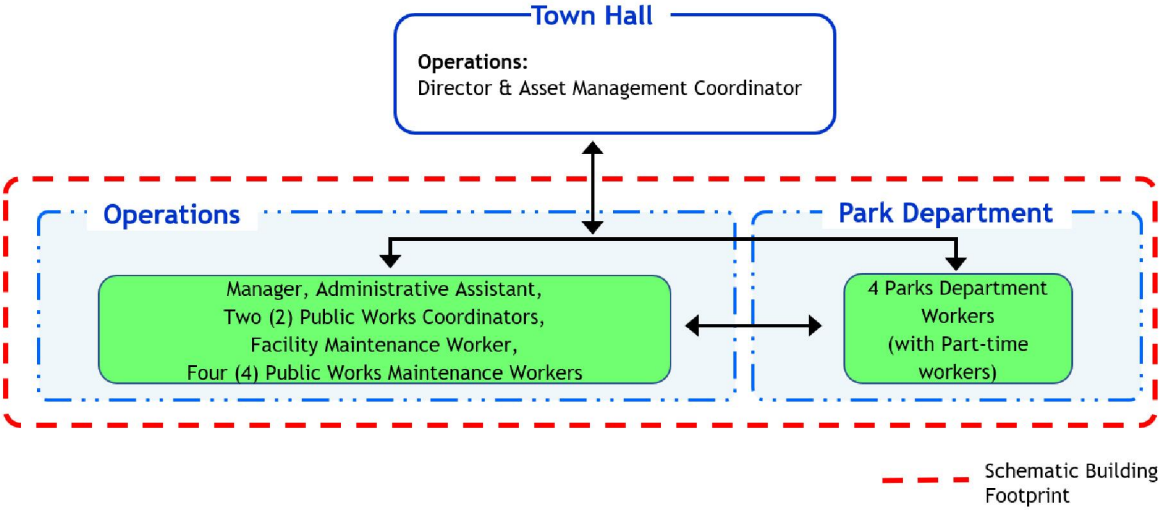


***Diagram 6** – Conceptual Diagram of Ideal Functional Layout based on the Facility Needs per Department Interpretation and Results*

An interpretation of these results shows that most direct required connection between the Operations and Parks Department. As mentioned earlier, it was reported that the Parks Department's filet is parked in the exterior parking lot of the Operations Facility when not in operation, and that future plans to include the Parks Department's facilities are being considered.

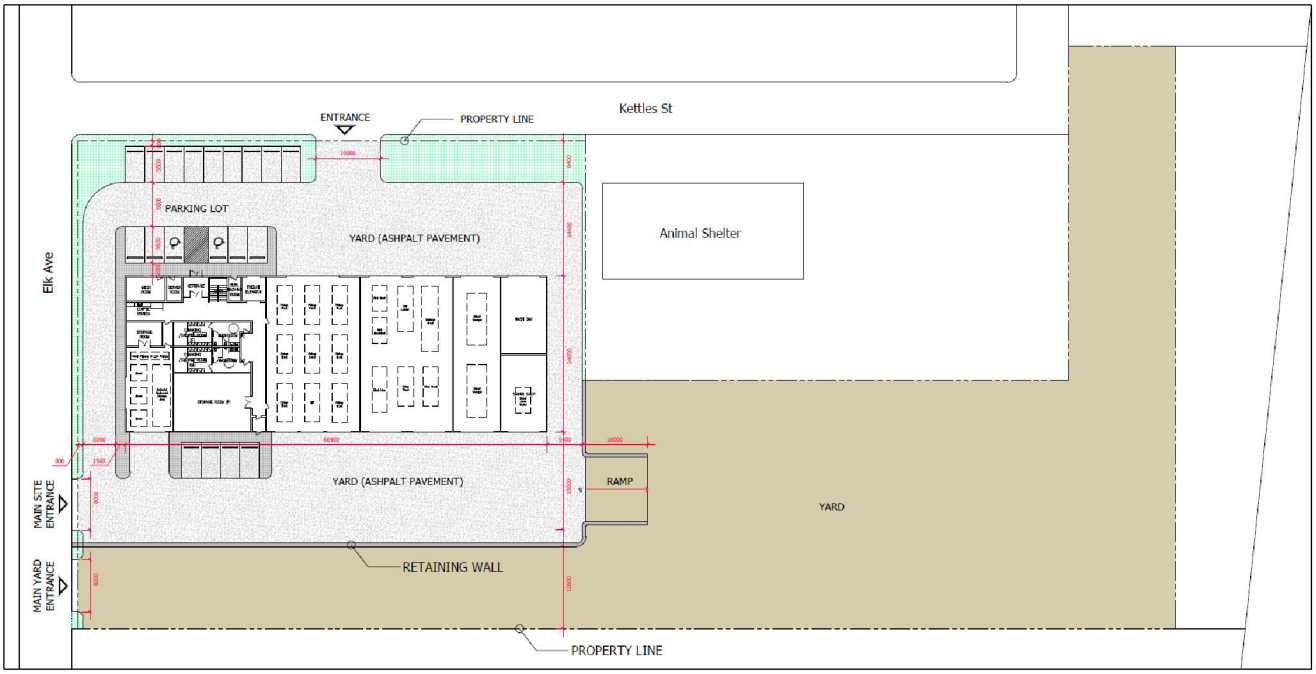
The detailed programming per department was summarized and ideal total square footage was obtained. The existing site has an overall deficit (including all three existing buildings) of at least 208 m² (2,238 ft²) to meet current and future program, the results are shown below:

Estimated Net Square Footage Per Department (including Circulation)			
ID	**Department**	**NSF**	**% of Total**
A	Operations - Office	168	1%
B	Operations - Support Facilities	12,997	80%
C	Park Department - Office	96	1%
D	Park Department - Support Facilities	1,200	7%
E	Shared Spaces (Operations & Park Dept)	1,799	11%
	SubTotal GFA in sf.	**16,260**	100%
	Future Expansion (15% Contingency)	**2,439**	
	Total GFA in sf. (Projected)	**18,698**	

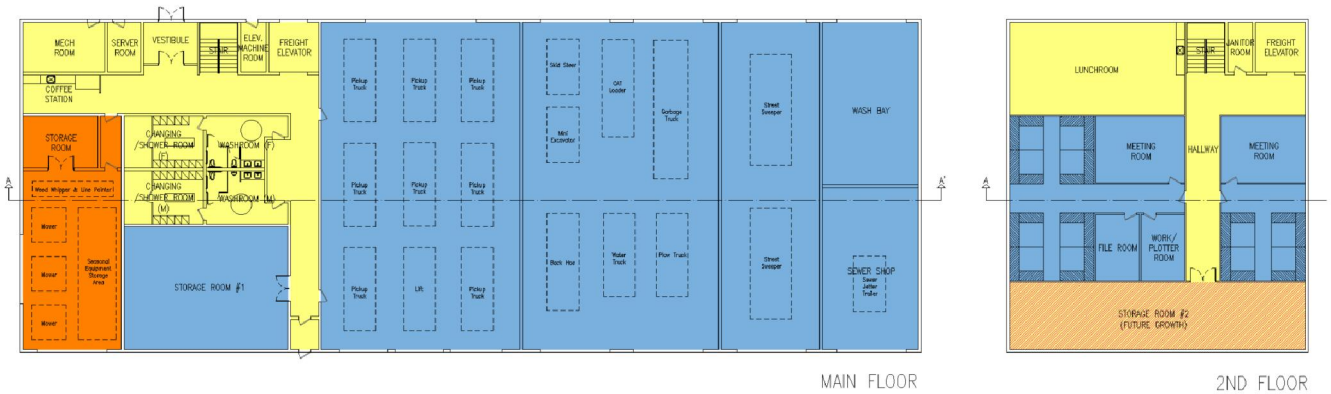
5. Development Options

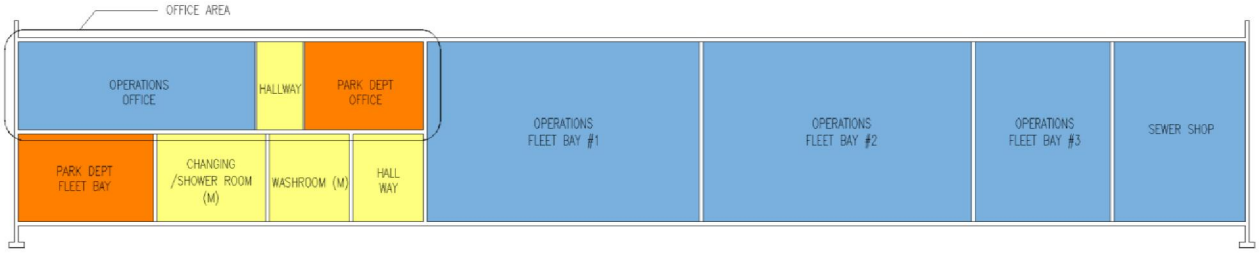
Based on the previous results, it is apparent that the existing buildings do not meet current program and space needs, and there is no good option for existing building expansion without further constricting an already constrained site. The age and condition of both the existing Main and South Shops makes it questionable to keep reinvesting scarce capital funding. The Old Pool building only makes sense as a temporary solution- and this building is not viable in the long term. For these reasons, we have only investigated a full replacement of the facility with a new building.

Existing Site



***Graphic 1** -Site Layout (above)*





***Graphic 2** -Functional blocking main & 2nd floor (above) and functional section (below).*

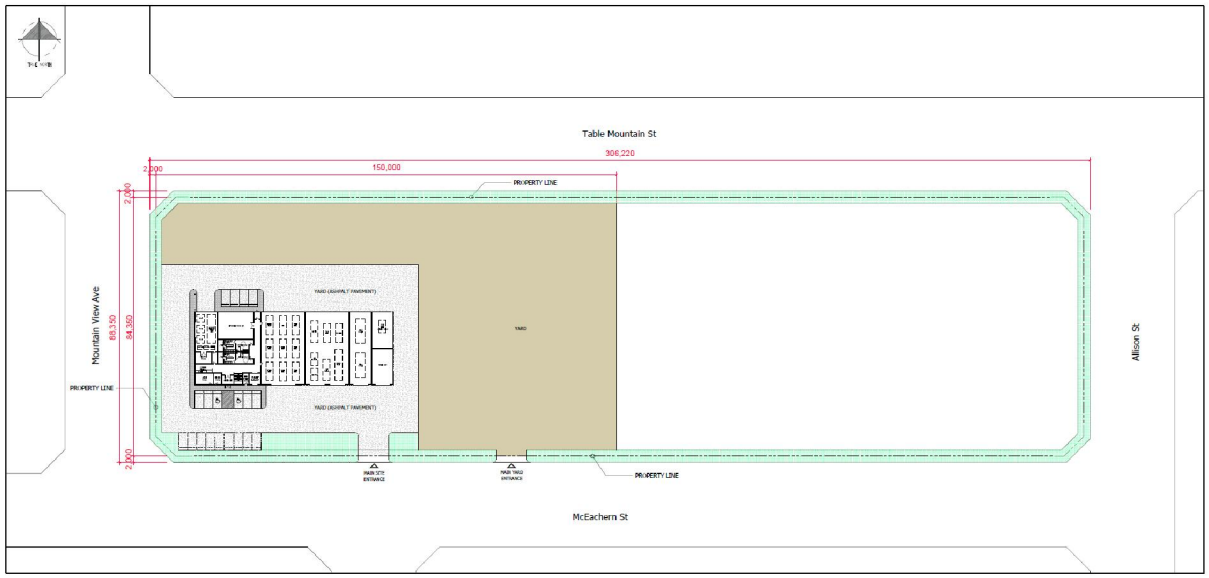
Existing Site Costs

The estimated total for new construction of a CMU and steel framed building based on RS Means Square Foot Costs 2022 is provided below, this price excludes applicable taxes. A pre-engineered metal building would be about $10/ ft² less.

Description	Price per Unit	Total Units	Total Price
New Construction	$275/ft²	18,698 ft²	$5,141,950
Site Costs	$25/ft²	68,900 ft²	$1,722,500*
Demolition and abatement	$15/ ft²	8,500 ft²	$127,500
Furnishing and Equipment allowance	$50,000	1	$50,000
		Sub-total	$7,021,950
		Contingency (20%)	Included Above
		Design Fees	$702,195
		Total**	**$7,724,145**

*Site Development includes: site preparation (affected portions only), utilities, pavement, stormwater management, sidewalks, lighting, landscaping, grade changes, retaining walls and ramp.
** Moving expenses have not been considered due to the many variables for calculation. We estimate moving fees include but are not limited to: moving expenses multiplied by two (out and into the building), space lease costs, temporary storage, among others. Moving expenses can vary depending on location. Once a decision has been made as to the actions to be taken, moving expenses shall be added accordingly to the final amount.

NE Industrial Site



NE Industrial Site Costs

The estimated total for new construction of a CMU and steel framed building based on RS Means Square Foot Costs 2022 is provided below, this price excludes applicable taxes. A pre-engineered metal building would be about $10/ ft² less.

Description	Price per Unit	Total Units	Total Price
New Construction	$275/ft²	18,698 ft²	$5,141,950
Site Costs	$4/ft²	161,459 ft²	$2,421,885*
Furnishing and Equipment allowance	$50,000	1	$50,000
		Sub-total	$7,613,835
		Contingency (20%)	Included Above
		Design Fees	$837,522
		Total**	**$8,451,357**

*Site Development includes: site preparation, utilities, pavement, stormwater management, sidewalks, lighting, landscaping, perimeter fencing. Note it is not known what infrastructure needs to be brought to this site in terms of underground utilities. We have assumed it is within a short distance. The NE Industrial site is very large, which is why the site costs are much lower than at the other site (also it is relatively flat by comparison) and only half of the site needs to be utilized. If the site is subdivided- the site costs for this project will be $8/sq. ft.

** Moving expenses have not been considered due to the many variables for calculation. We estimate moving fees include but are not limited to: moving expenses from the old buidling/site to the new one; and any required tempoarary storage that may be required. We anticapte the moving costs will be much lower for this scenario as all operations can remain in the current faclity until the new one is completed- thus only a single move. Once a decision has been made as to the actions to be taken, moving expenses shall be added accordingly to the final amount.

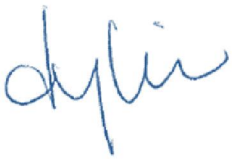
6. Development Recommendations and Conclusions

For this building we recommend new construction on the NE Industrial Site site and the Town dispose of the land at the present site. The basis of our recommendations is based on the following analysis:

- Phasing of construction at the current site is not very feasible, and the existing structures would need to be demolished prior to the start of construction. This would necessitate the entire Operations Facility would need a temporary location for approximately 1 year. Use of the existing Old Pool Building is not a good option due to its size and current state.
- The land to the east of the current buildings is too constrained by the Animal Shelter Site to allow this new footprint to be built to the east while maintaining the existing 3 buildings until completion. In addition- the presence of the communication tower further restricts the site on the eastern boundary.
- Though more costly, the NE Industrial Site allows for the facility to remain in place until the completion of construction of the new facility.
- It saves the Town the expense of the demolition of the existing site.
- It reduces the costs of moving and the number of moves.
- The Town already owns the new site, and the revenue from the sale of the existing site could offset some of the capital required.
- It provides a better site shape for a good functional yard layout and has good access to the Town Center and Parks.
- Only a portion of the NE Industrial Site will be needed for the new facility, with the remainder available for future needs
- The site has the potential, depending on availability of utility Infrastructure, to shorten the time frame of construction.

Report Signature Page

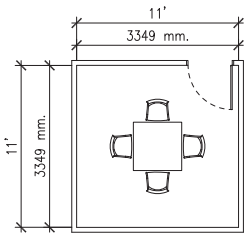
STEPHENSON ENGINEERING LTD.



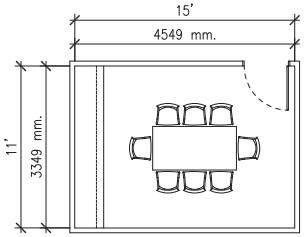
Dayoo Kim, M. Arch., B.Arch.
Building Condition Assessor

Lawrence McSorley, Architect, AAA, MRAIC
Principal

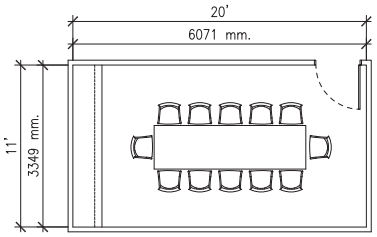
APPENDIX A
Programming Standards



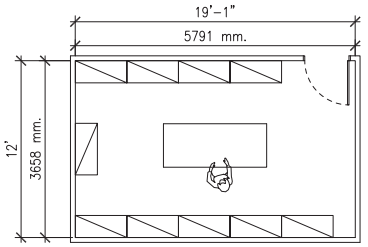
MR-1 SMALL-SIZED MEETING ROOM



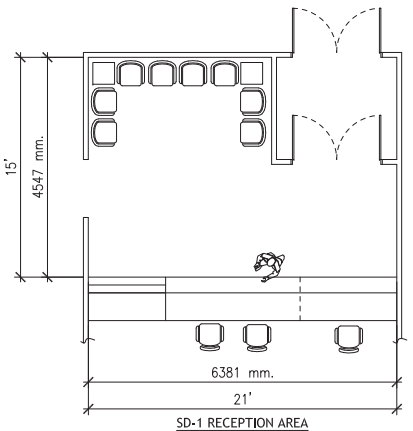
MR-2 MEDIUM-SIZED MEETING ROOM



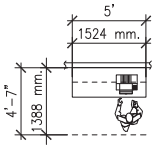
MR-3 LARGE-SIZED MEETING ROOM



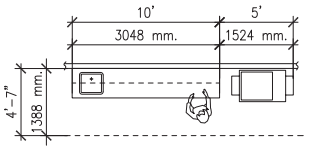
FR-1 LARGE FILE ROOM



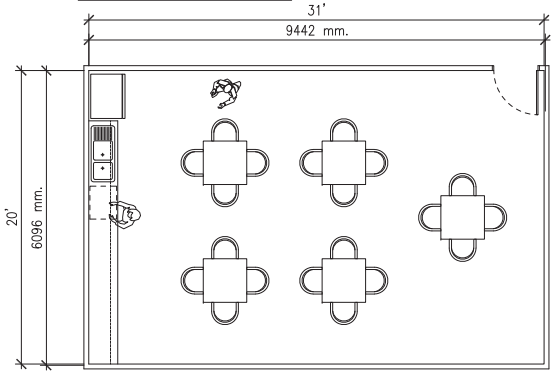
SD-1 RECEPTION AREA



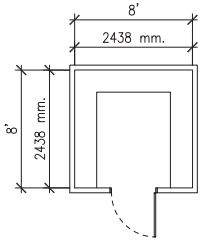
CC-1 SMALL COFFEE/COPY STATION



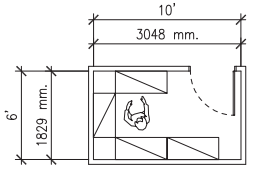
CC-2 LARGE COFFEE/COPY STATION



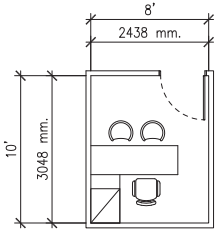
KT-1 KITCHEN



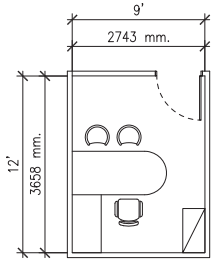
ST-1 STORAGE ROOM W/SHELVING



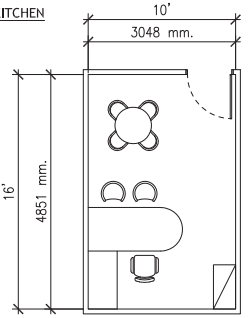
FR-2 SMALL FILE ROOM



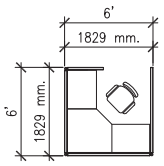
OF-1 SMALL-SIZED OFFICE



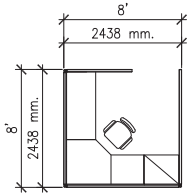
OF-2 MEDIUM-SIZED OFFICE



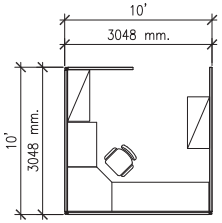
OF-3 LARGE-SIZED OFFICE



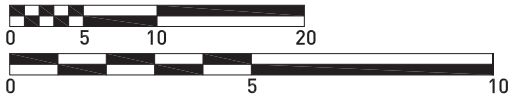
CB-1 SMALL-SIZED CUBE
(6' x 6')



CB-2 MEDIUM-SIZED CUBE
(8' x 8')



CB-3 LARGE-SIZED CUBE
(10' x 10')



NOTES:

1. DIMENSIONS ARE APPROXIMATE AND ARE EXPRESSED IN BOTH IMPERIAL AND METRICAL UNITS.
2. ALL DIAGRAMS ARE CONCEPTUAL AND DO NOT REPRESENT FINAL DESIGN. ACTUAL LAYOUTS WOULD NEED TO BE DEVELOPED AT A LATER PHASE OF DESIGN.

DESCRIPTION	DATE

stephenson ENGINEERING
2550 Victoria Park Ave. Suite 602
Toronto ON M2J 5A9 | Tel: (416) 635 9970
www.stephenson-eng.com | Info@stephenson-eng.com

PROJECT:

OFFICE ACCOMODATION PROGRAMMING STANDARDS

DRAWN BY:	J.H./A.A.	PROJECT NO.: 20220545	SCALE: AS SHOWN
REVIEWED BY:	A.A.	DATE: AUG. 8. 2022	
APPROVED BY:	L.P.M.		

SHEET NO.:

PS-1

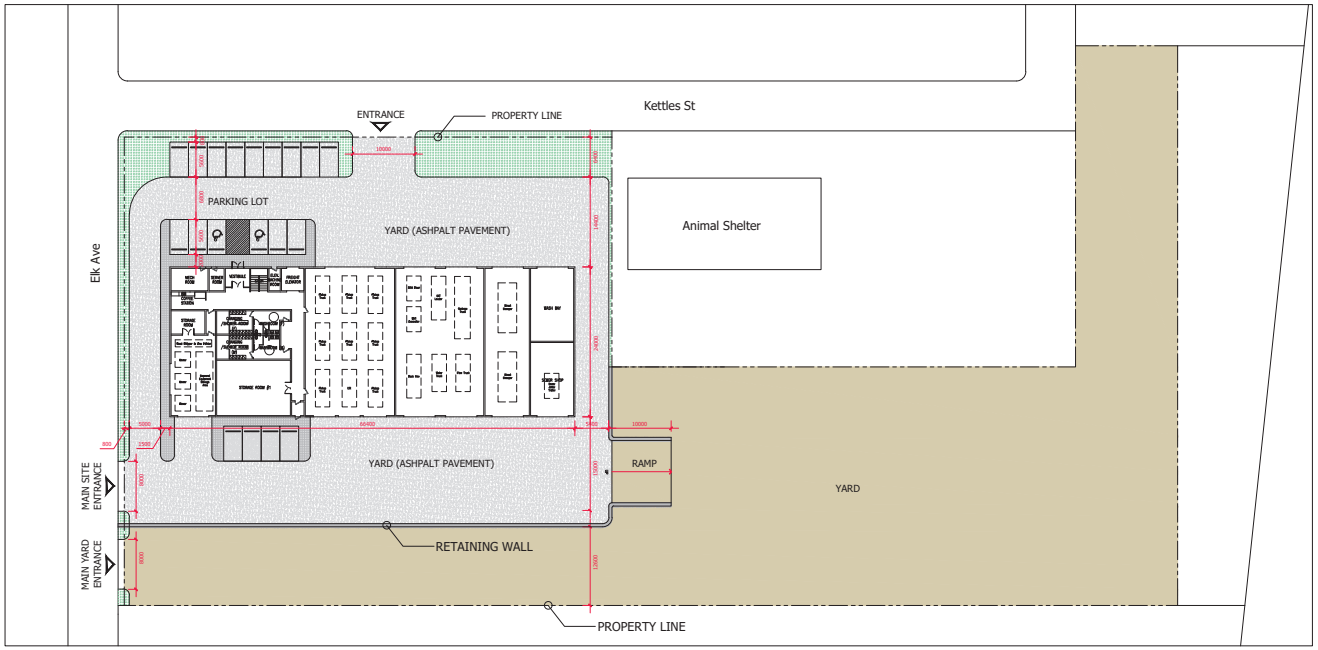
APPENDIX B

Conceptual Drawings

TRUE NORTH

EXISTING SITE PLAN

PROPOSED SITE PLAN



BUILDING AREA

BUILDING GROSS FLOOR AREA= 1,737 M² / 18,698 FT²

PARKING REQUIREMENTS

APPLICABLE BY-LAW: THE LETHBRIDGE LAND USE BYLAW 6300
1 SPACE/130 M² (1,400 SQ.FT.) GFA
14 PARKING SPACES REQUIRED.

DESIGNATED BARRIER-FREE PARKING STALLS REQUIRED:

NUMBER OF PARKING STALLS REQUIRED	NUMBER OF DESIGNATED STALLS ESTIMATED
11 – 25	2

TOTAL PARKING STALLS
19 PARKING STALLS
(INCL, 2 DESIGNATED BARRIER-FREE STALLS)

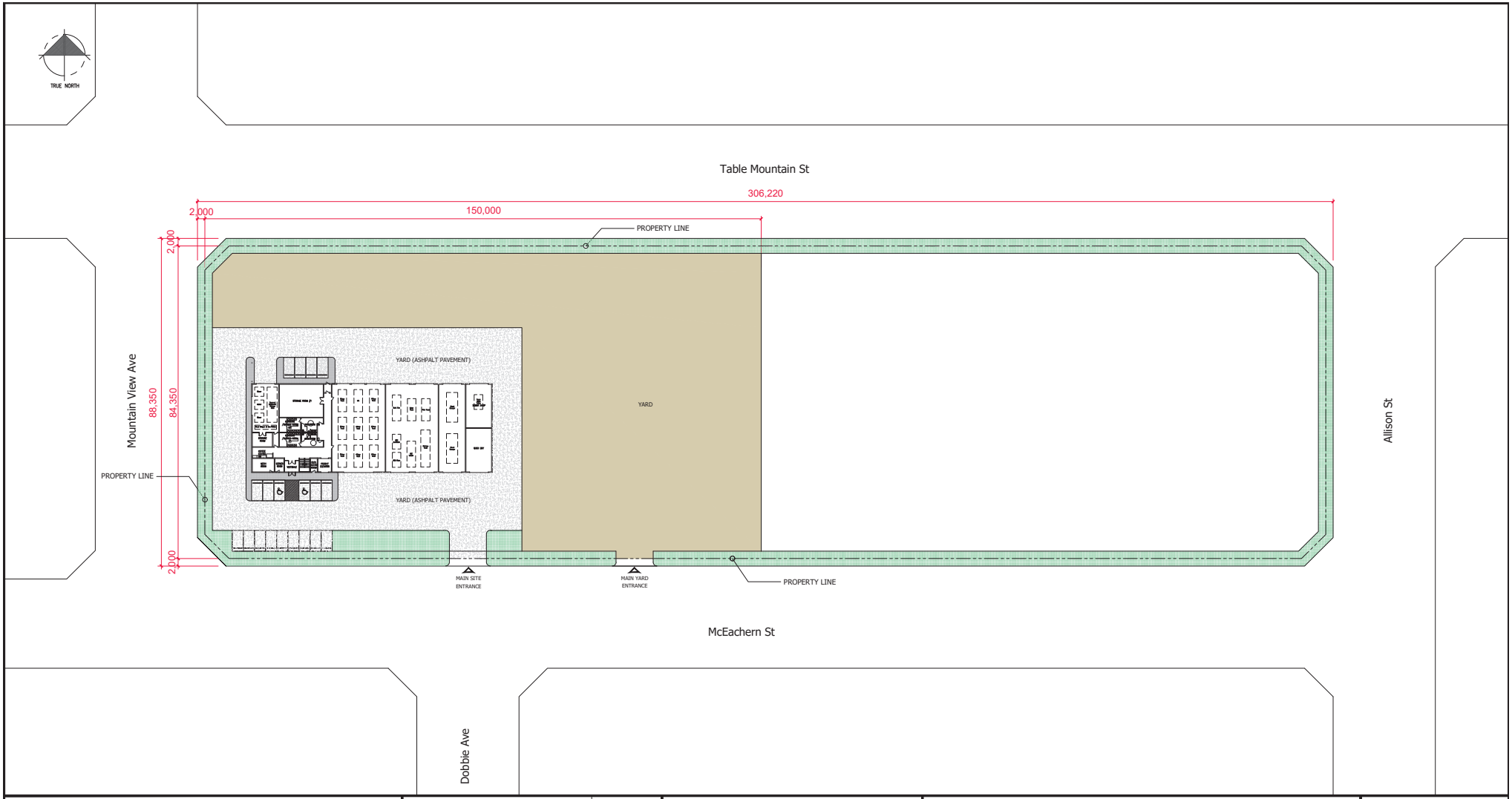
DESCRIPTION	DATE
ISSUED FOR DRAFT	2022-09-30

KDW Architecture Professional Services, Inc.
A Selex O'Brien Company
639 5th Ave. SW, Suite 910
Calgary AB T2P 0M9 | Tel: (403) 648 0033

PROJECT:
TOWN OF PINCHER CREEK
OPERATIONS FACILITY STUDY
PROPOSED SITE PLAN (EXISTING SITE)

DRAWN BY:	DK	PROJECT NO.: 20220370	SCALE: 1:1000
REVIEWED BY:	DK/LPM	DATE: SEPTEMBER 2022	
APPROVED BY:	LPM		

SHEET NO.:
CD-1



DESCRIPTION	DATE
ISSUED FOR DRAFT	2022-09-30

KDW Architecture Professional Services, Inc.
A Selas O'Brien Company

639 5th Ave. SW, Suite 910
Calgary AB T2P 0M9 | Tel: (403) 648 0033

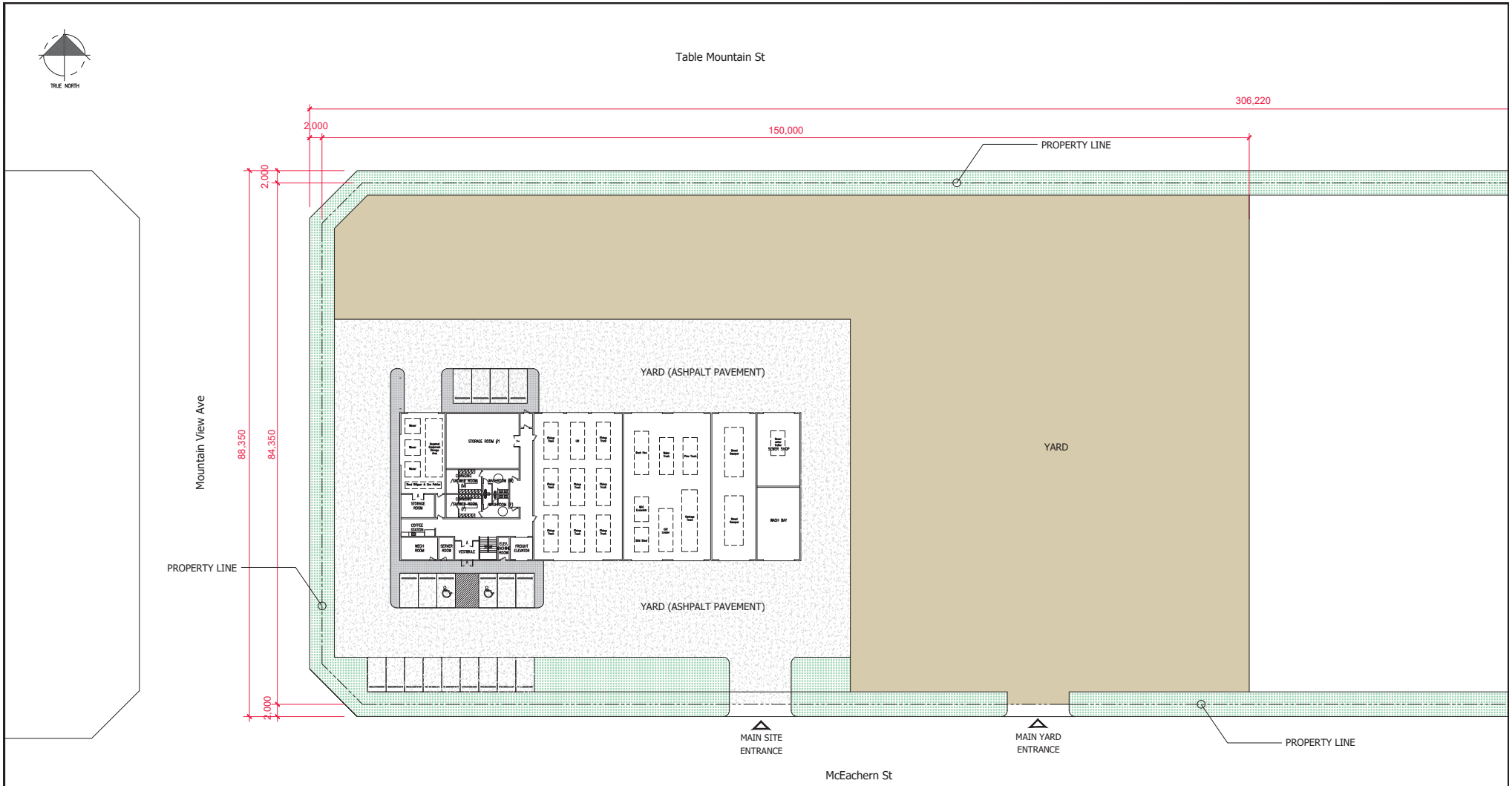
PROJECT:

TOWN OF PINCHER CREEK
OPERATIONS FACILITY STUDY
PROPOSED SITE PLAN (NE INDUSTRIAL SITE)

DRAWN BY:	DK	PROJECT NO.: 20220370	SCALE: 1:1000
REVIEWED BY:	DK/LPM	DATE: SEPTEMBER 2022	
APPROVED BY:	LPM		

SHEET NO.:

CD-2



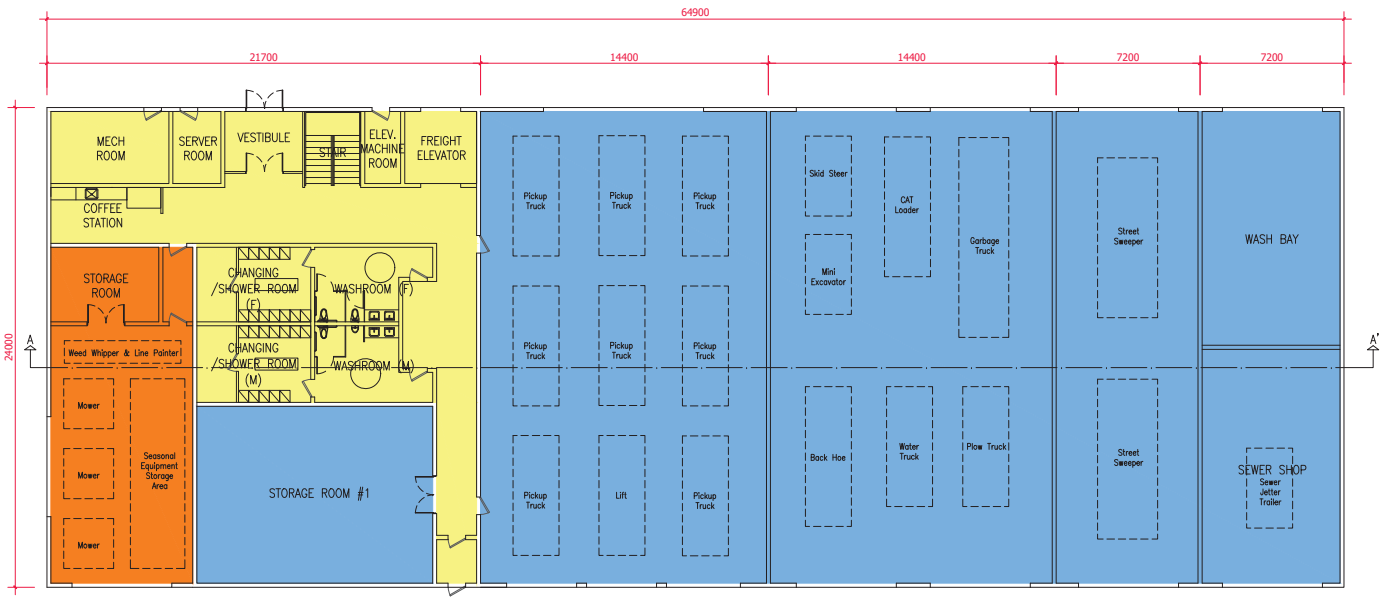
DESCRIPTION	DATE
ISSUED FOR DRAFT	2022-09-30

KDW Architecture Professional Services, Inc.
A Selas O'Brien Company
639 5th Ave. SW, Suite 910
Calgary AB T2P 0M9 | Tel: (403) 648 0033

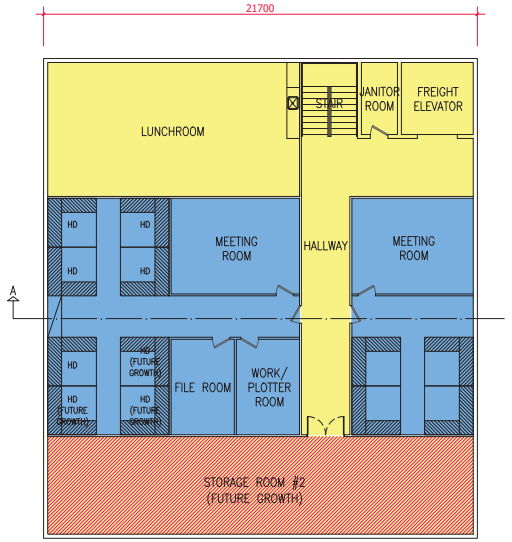
PROJECT:
TOWN OF PINCHER CREEK
OPERATIONS FACILITY STUDY
PROPOSED SITE PLAN (NE INDUSTRIAL SITE)

DRAWN BY:	DK	PROJECT NO.: 20220370	SCALE: 1:600
REVIEWED BY:	DK/LPM	DATE: SEPTEMBER 2022	
APPROVED BY:	LPM		

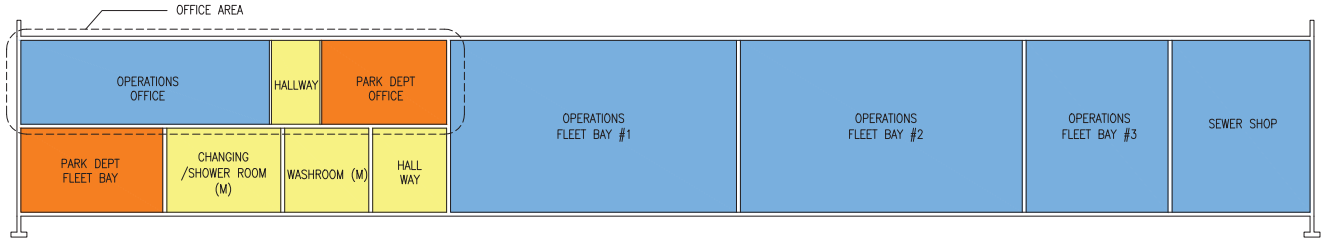
SHEET NO.:
CD-3



MAIN FLOOR



2ND FLOOR



PROGRAMABLE SECTION A – A'

LEGEND:

- OPERATIONS
- PARK DEPARTMENT
- SHARED AREAS
- FUTURE GROWTH

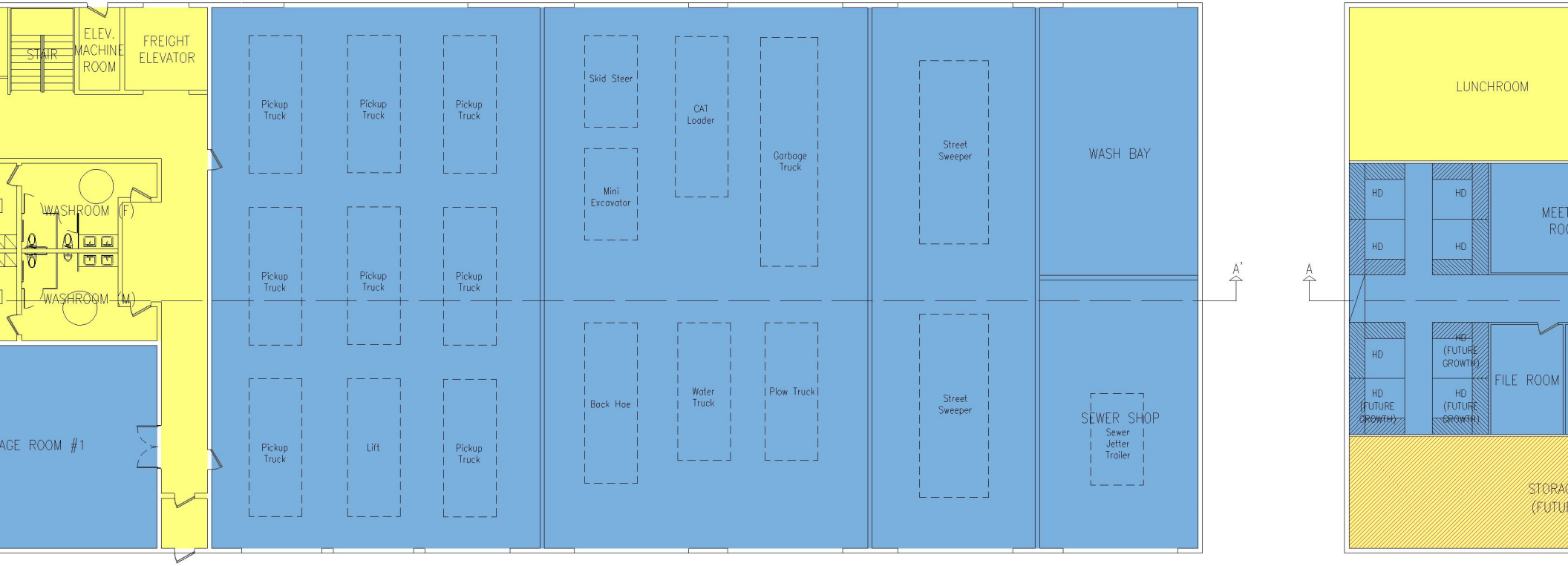
DESCRIPTION	DATE
ISSUED FOR DRAFT	2022-09-30

KDW Architecture Professional Services, Inc.
A Salas O'Brien Company
639 5th Ave. SW, Suite 910
Calgary AB T2P 0M9 | Tel: (403) 648 0033

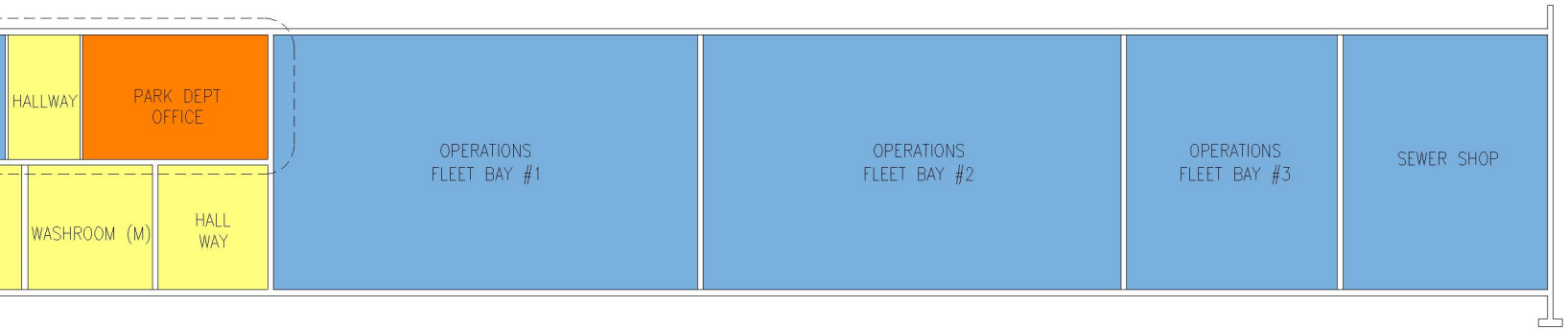
PROJECT:
TOWN OF PINCHER CREEK
OPERATIONS FACILITY STUDY
PROPOSED FLOOR LAYOUTS

DRAWN BY:	DK	PROJECT NO.: 20220370	SCALE: 1:250
REVIEWED BY:	DK/LPM	DATE: SEPTEMBER 2022	
APPROVED BY:	LPM		

SHEET NO.:
CD-4



MAIN FLOOR



PROGRAMABLE SECTION A – A'

DESCRIPTION	DATE
ISSUED FOR DRAFT	2022-09-30

KDW Architecture Professional Services, Inc.
A Salas O'Brien Company

PROJECT:

TOWN OF PINCHER CREEK OPERATIONS FACILITY STUDY PROPOSED FLOOR LAYOUTS

stephenson ENGINEERING
A SALAS O'BRIEN COMPANY

FINAL REPORT

Facility Lifecycle Assessment Report
Pincher Creek – Operations Facility
1068 Kettles Street
Pincher Creek, Alberta

Submitted to:
Town of Pincher Creek – Operations Department
1068 Kettles St. (Box 159)
Pincher Creek, AB, T0K 1W0
Attention: Alexa Levair
Manager of Operations & Infrastructure
Email: alevair@pinchercreek.ca

Submitted by:
Stephenson Engineering Ltd.
639 5th Avenue SW, Suite 901
Calgary, Alberta T2P 0M9
Date: September 12, 2022
Project No.: 20220370

stephenson ENGINEERING
A SALAS O'BRIEN COMPANY

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APPENDICES

EXECUTIVE SUMMARY

Stephenson Engineering Ltd. (Stephenson) was retained by the Town of Pincher Creek (TPC) to perform a Facility Lifecycle Assessment (FLA) in accordance with Stephenson's proposal dated March 28, 2022, for the Town's Operations Facility located at 1068 Kettles Street in the Town of Pincher Creek, Alberta (the "Site").

The TPC Department of Operations Facility has a total of three (3) shop buildings' and is located southeast of the intersection of Elk Avenue and Kettles Street. The lot itself is irregularly shaped, with a coverage of 1.3 hectares (3.2 acres) of land. Access to the site is via a north gate along Kettle Street and a west gate located along Elk Avenue. There is no formal developed parking lot within the Site, and is generally paved with gravel throughout, with the exception of a section of asphalt paving to the north and northwest of the Main Shop building.

The Main Shop has been built around the late 1960's, with an addition added to the facility that was completed in the late 1980's. This total Gross Floor Area (GFA) of the building and the addition adds up to 637 m^2 (6,857 ft^2). The building is one story building with a wood framed mezzanine above a section of the bay area. The building contains office space, five (5) vehicle bays, storage areas, staff breakroom locker room and washrooms. The facility is mainly composed of Concrete Masonry Units (CMU's), with a Cast-In Place (CIP) foundation walls and concrete slab-on Grade (SOG) floors as indicated in the drawings provided and site observations. It supports a wood framed flat roof structure that has since been over-framed for a new low slope metal roof that is assumed to also be wood framed in 2002. Other ongoing renovations have been confirmed by site observations and documents provided by the Town.

The South Shop is located directly to the south of the Main shop, and was developed in 1992, with a total GFA of 89 m^2 (958 ft^2). The South Shop is a split level building with the western portion at a lower level and containing a single vehicle bay along with a wood framed mezzanine. The upper portion is to the east and consists of two (2) vehicle bays accessed via a single overhead door and contains space for up to four vehicles of various size. The main structural composition of the building appears to be metal framed with a CIP concrete foundation walls and concrete SOG floors. The building is clad with prefinished metal sheets and has a gable-style metal roof.

The East Shop building is the most recent addition to the Site, added in 2017 to the northeast of the Main Shop, and contains a total GFA of 37 m^2 (388 ft^2). It contains storage on the main and in a wood framed mezzanine with a single bay to the south for a small vehicle accessed vina a single overhead door. The main structural composition of the building appears to be metal framed with a CIP concrete foundation walls and concrete SOG floors. The building is clad with prefinished metal sheets and has a gable-style metal roof.

1.1. Defined General Terms

The common abbreviations noted below may or may not appear in the report and may not be all inclusive:

ABS: Acrylonitrile butadiene styrene

ACM: Asbestos containing material(s)

BUR: Built-up roof

CFL: Compact fluorescent light

CIP: Cast-in-place

CMU: Concrete masonry unit

CPT: Carpet tile

CRT: Capital reserve table

CT: Ceramic tile

EPDM: Ethylene propylene diene terpolymer

FLA: Facility Lifecycle Assessment

GFCI: Ground fault circuit interrupter

GFA: Gross floor area

GWB: Gypsum wall board

HID: High intensity discharge

HPS: High pressure sodium

HVAC: Heating, ventilation and air conditioning

IGU: Insulated glazing unit

LED: Light emitting diode

PCA: Property condition assessment

PCB: Polychlorinated biphenyl

PEX: Cross-linked polyethylene

PVC: Polyvinyl chloride

RTU: Roof top unit

SBS: Styrene-butadiene-styrene

SF: Square foot

SM: Square metre

SOG: Slab-on-grade

VCT: Vinyl composite tiles

1.2. Summary of Findings

A cursory summary of findings of this Facility Lifecycle Assessment (FLA) is provided below. However, details are not included or fully developed in this section, and the report must be read in its entirety for a comprehensive understanding of the items contained herein. To assess the physical condition of the site components and building, a Site Representative was interviewed, and a visual site review was conducted. No destructive or non-destructive testing was conducted. No calculations were performed to confirm the adequacy of the original design.

Based on the findings of this FLA, the following conclusions are made:

- **Architectural**

The site was developed with the Main Shop in the 1960's with an addition the 1980s. The South Shop was constructed next to the Main Shop in 1992. In 2017, the East Shop was built on the east side of the property. No sidewalks provided in the property with the exception of the west side of the Main Shop. Vehicle access to the site is located at the North side of the property, off Kettles Street and a west gate located along Elk Avenue. Asphalt paving is located in north and northwest of the Main Shop, and the remaining areas of the Site within the property are finished with gravel.

The exterior cladding of each building was reviewed visually from grade level. The Main Shop building envelope is clad with a combination of painted CMU walls and prefinished metal cladding. Exterior wall insulation was completely concealed and was not directly reviewed. Based on some of the drawings provided, the Main Shop exterior walls are filled with Loose Mineral Insulation. No drawings were available for the South Shop and the East Shop, but it is assumed that these are provided with insulated panels or fiberglass batts.

Windows consists of single and insulated double- glazed windows, with vinyl and aluminum frames. The entrance door to the Main Shop is a single painted metal door, set within a painted metal frame with glass inserts. The entrance door to the South Shop is a single painted metal door, set within a painted metal frame. The East Shop entrance door is painted metal doors set in painted metal frames. Utility doors are painted metal doors set in painted metal frames throughout. Sectional overhead doors are also provided on all three buildings.

Interior floor finishes are generally unfinished concrete, ceramic tiles, vinyl composite tiles, and wood panel (plywood) flooring. Interior walls are CMU walls and GWB finished with paint and wallpaper. The ceilings are a combination of exposed structure, acoustic suspended ceiling tiles, and painted GWB.

The roof systems are a sloped gables finished with prefinished metal panels. Water is drained from roof surfaces through gutters and downspouts in the Main Shop. No drainage system is installed in the roof of the South Shop and the East Shop.

A cursory review was performed regarding the accessibility and barrier free compliance of the buildings. Non-compliances were observed throughout including the parking lot, building entrances, interior circulation, and the washrooms of the Main Shop.

Overall, the architectural components are in acceptable conditions. Capital expenditures with respect to site, exterior walls, exterior windows, exterior doors, fascia, interior wall finishes, interior doors, ceilings, flooring, fixtures, barrier-free, and roof are anticipated within the evaluation period. No additional investigation is recommended at this time.

- Structural

The foundation systems of all three (3) buildings were concealed through the architectural floor, wall finishes. Drawings have been provided only for the structural components of the Main Shop which has a foundation of CIP concreate spread and pad footings. No drawings have been given with regards to the South or East Shop facilities, but the foundations are assumed to also be CIP concreate spread and pad footings. Drawings, and observations show that all three buildings have CIP Concrete Slabs on grade. The construction type of the load-bearing walls in the Main shop is CMU, while the other Shop buildings were concealed but assumed to be steel framed. The load bearing walls of the East and South Shops are concealed but assumed to be steel framed. All three (3) buildings contain wood framed mezzanines. The roof of the Main shop was composed of wood beams and metal decking, but the over framed roof was concealed, but assumed to steel framed. The roofs of the South and East shops were concealed but are assumed to be steel framed.

The structural components are in overall acceptable condition. Capital expenditures with respect to slab-on-grad are anticipated within the evaluation period. No immediate action items have been identified. No additional investigation is recommended at this time.

- Mechanical

Domestic water is primarily supplied through the municipal mains for the Main Shop, and the sanitary waste drains to the municipal sewer mains. The other Shops do not have a developed water or waste system. Storm water is drained from the Shop roofs by drainage ending through overland soil absorption. The domestic water distribution piping for the Main Shop is a mix of copper and ABS, observed in several distribution points. Wastewater piping in the Main Shop is a combination of cast iron and ABS. The Main Shop has washrooms with flush tank water closets and counter mounted enameled sinks. A stainless-steel sink is provided in the break room on the mezzanine and a vitreous China drinking fountain is provided in the service bays.

The Main Shop was observed that heating is provided by four (4) radiant heaters, and one (1) direct-vent wall gas furnace. Exhaust is achieved in the Main Shop by ceiling and through wall mounted exhaust fans. The service bays have rotary fans for air circulation and one wall mounted air conditioner cools the break room.

The South Shop was observed to have heating be through two (2) overhead heater units, as well as one (1) radiant, wall-mounted heater. Exhaust in this facility is achieved through roof) ceiling-mounted exhaust fans. The service bays have rotary fans for air circulation.

With regards to the East Shop, heating is done using a single electric heater, located at the north end of the facility. Exhaust and ventilation are completed via the windows.

ABC-Type fire extinguishers are provided in all three buildings.

Overall, the mechanical components observed in each facility is of acceptable conditions. There are no immediate action items that have been identified. Capital expenditures with regards to plumbing, heating, and ventilation are anticipated within the evaluation period. No additional investigations are not recommended at this time.

- Electrical

Electrical services to the Main, South Shop buildings are fed to the facility via pole-mounted transformers. The East Shop is fed from the Main shop via an underground conductor. Power is supplied to the main shop through a 225 Amps 1-Phase, 3-Wire, Federal Pioneer main distribution panel. The panel was rated at 120/240V. This panel then feeds the east shop building. Power to the south building is supplied through a 125 AMP, 1-Phase, 3-Wire, Federal Pioneer main distribution panel. The panel was rated at 80/160V.

Interior lighting throughout the three buildings is typically fluorescent LED, and T-8 fixtures, controlled by interior wall switches. The exception is the office area and the Locker Room, which is primarily controlled by motion lighting controls. The exterior lighting is primarily, LED fixtures controlled by photocell lighting controls.

The Main Shop building is equipped with battery packs emergency lighting and exit signs throughout. There are smoke detectors present on-site.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Testing of the entire system - coordination, balancing, ground fault relays, and complete infrared scanning of switches and panels shall be done, as part of routine maintenance, on an annually basis and, all found deficiencies shall immediately be rectified.

Overall, the electrical components observed in each facility is of acceptable conditions. Immediate action items with respect to non GFCI receptacles are anticipated at this time. Capital expenditures with regards to distribution equipment, lighting, fire alarm and communication, data and security are anticipated within the evaluation period. No additional investigations are not recommended at this time.

- Barrier Free/Accessibility

A cursory review was performed with regards to the accessibility and barrier-free compliance of each building. Various non-compliances were observed including the parking lot, building entrances, interior circulation, and washrooms. Accessible parking stalls are not provided in the parking lot, as the entire lot is not formally established in general. There are no stalls that were identified, accessible or otherwise, vertical signage was also not provided. There is no paved access routes from the asphalt paved areas to the main entrances of the South and East Shop buildings. The 3

shops are lacking compliant thresholds, or automated door operators at the main entrances to the buildings. Interior circulation is not within compliance to barrier-free standards as door hardware is knobs rather than lever handles where present. The washrooms provided on the main floor of the Main Shop do not meet barrier free compliance for general clearances and layout, mounting heights or type of washroom accessories and plumbing fixtures provided. The facility is primarily a maintenance facility that does not have visitation from the general public, therefore, the buildings likely will not be required to be in full compliance retro-actively. This would change if a person with a disability were to be employed on the site.

- Hazard Materials Hazard Materials

There have been no Hazardous Materials Report completed and submitted, as of the writing of this report. The reports and information received indicate that Asbestos Containing Material (ACM), as well as Lead-based paints are potentially present in the building. This assumption is based off the year of construction with the Main Shop, that being circa 1960 and the South Shop circa 1992. No other reports were made available for review. The construction date of East Shop (2017) indicates that ACM and PCB materials are likely not present.

If major renovations or demolition occur in the Main Shop, hazardous materials must be abated following the current health and safety regulations.

- Immediate and Capital Reserve Summary

Imm.1) Non GFCI Receptacle.

1.3. Opinions of Probable Costs

The following tables summarize our opinion of budgets for capital expenditures above the threshold value of $3,000 over the 20-Year evaluation period that is identified by this report. Expenditures that are expected to be managed as part of normal operations are not shown. The budgets assume a prudent level of ongoing maintenance.

Section	Description	Immediate	Reserve Years 1 to 5 (2023 - 2027)	Reserve Years 6 to 10 (2028 - 2032)	Reserve Years 11 to 20 (2033-2042)	20-Year Reserve Total
4.0	Architectural	$0	$251,300	$143,000	$311,800	$706,100
5.0	Structural	$0	$5,000	$0	$0	$5,000
6.0	Mechanical	$0	$16,000	$80,300	$43,800	$140,100
7.0	Electrical	$500	$86,100	$0	$29,200	$115,300
	TOTALS	**$500**	**$358,400**	**$223,300**	**$384,800**	**$966,500**

Note: Immediate expenditures are not included in the Capital Reserve totals.

Table 1: Summary of Capital Reserve Expenditures per year (uninflated)

Year 1	Year 2	Year 3	Year 4	Year 5
$30,900	$84,800	$16,000	$5,000	$221,700

Year 6	Year 7	Year 8	Year 9	Year 10
$5,900	$4,100	$72,600	$3,000	$137,700

Year 11	Year 12	Year 13	Year 14	Year 15
$10,000	$0	$0	$11,900	$104,000

Year 16	Year 17	Year 18	Year 19	Year 20
$124,400	$12,000	$23,300	$3,600	$95,600

2. INTRODUCTION

2.1. Background

Stephenson was retained by the TPC to perform an FLA in accordance with Stephenson's proposal dated March 04, 2022. – The Operations Facility is located at 1068 Kettles Street in the Town of Pincher Creek, Alberta (the "Site").

The site is occupied by three buildings which are disconnected. The Main Shop (North building) provides approximately 637 m^2 (6,857 ft^2) of GFA; The South Shop provides approximately 89 m^2 (958 ft^2) of GFA and the East Shop provides approximately 37 m^2 (388 ft^2). No drawings were made available for the South shop and the East Shop. Drawings were provided for the Main Shop. The Main Shop was constructed circa 1960. The South Shop was constructed circa 1992. The East Shop was constructed circa 2017.

The site is located along Kettler Street and Elk Avenue and is an irregular shaped lot covering approximately 1.1 hectares (2.7 acres) of land.

The Main Shop is a one-storey (with mezzanine) building comprised of an office area, workshop bays, storage room, change rooms and washrooms. The building consists of load-bearing concrete masonry walls and wood framed roof structure. It was reported that the workshop bay was added to the east side of the original building in 1980, and the roof structure was replaced in 2002.

Both the South Shop and the East Shop are a one-storey (with mezzanine) building comprised of a fleet storage bays and storage. The buildings are comprised of steel framing supporting the roof. Based on observations, no additions or renovations appear to have been completed since original construction.

2.2. Objectives

The objective of the FCA was to document the Site conditions at the time of the Site reconnaissance and, based on available sources of information and observations of surface conditions during the Site reconnaissance, to identify the exterior site improvements as well as the building structure, envelope, interior finishes, mechanical systems, electrical systems, fire/life safety systems, conveyance devices and visually obvious signs of non-compliance with respect to building code and barrier free accessibility. The objective of this report was also to develop a cost benefit assessment of repair/remediation plans versus planning for full facility replacement.

2.3. Methodology

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable and as stated in our Mandate and Report Resources in Appendix A.

Deviations and exceptions from the aforementioned ASTM are included in this report under section 2.4 ("Deviations from the Guide"). Limitations to our work are provided in Appendix B ("Limitations and Use of the Report").

Site Escort and general building information was provided by Blake Downs, Facility Maintenance Operator (hereafter referred to as the "Site Representative"). Site reconnaissance was conducted by Dayoo Kim, M.Arch., and Lawrence McSorley, Architect, AAA., of Stephenson on April 7th, 2022. The FLA was completed by Jose Castor of Stephenson, and reviewed by Lawrence McSorley. The weather at the time of assessment was mostly cloudy with no conditions limiting access to Site. All areas of the site were accessible at the time of the assessment.

The scope of work did not include sampling or testing to identify the potential presence of hazardous building construction materials such as asbestos-containing materials (ACMs), lead-based paints (LBPs), polychlorinated biphenyl (PCB)-containing electrical equipment or other hazardous materials.

2.4. Deviations from the Guide

The FLA was conducted, and this report prepared in accordance with the scope of work outlined in accordance with Stephenson's proposal dated March 28, 2022 and executed by the Client on March 31st, 2022.

The deviations from the ASTM used as a reference to complete the FLA and report for this project were as follows:

- Capital Threshold used is the $3,000 recommended amount which was agreed upon with the Client.
- The term "Point of Contact" has been replaced with "Site Representative".
- Verification of number of parking spaces was not conducted.
- Verification of gross and net usable areas of the site buildings was not performed.

2.5. Evaluation Criteria

Facility Lifecycle Assessment (FLA)

The scope of the FLA was limited to identifying components, systems and potential concerns by visual examination of surface features and operating practices, and from available documented information sources. Only those items identified as being above the specified Capital Threshold will be addressed in the Capital Reserve Table. The Condition Rating system (CR) used throughout this report is based on the RFP:

Code	Description
1	**Critical Unsafe-** high risk of injury or critical system failure.

2	**Poor-** does not meet requirements, has significant deficiencies. May have high operating / maintenance costs.
3	**Marginal-** meets minimum requirements, has significant deficiencies. May have above average operating / maintenance costs.
4	**Acceptable-** meets present requirements, minor deficiencies. Average operating/maintenance costs.
5	**Good-** meets all present requirements. No deficiencies.
6	**Excellent-** as new/state of the art, meets present and foreseeable requirements.

The capital expenditures identified with respect to deficiencies or deferred maintenance shall be identified by the following categories ("Cat X"):

Category	Description
A	Code & Safety
B	Repair & Maintenance
C	Capital Expenditure
D	Modernization / Improvements
E	Other

Items identified with a CR rating of 1 and/or Cat A, shall be treated as "Immediate" action items, considered to have conditions that include deficiencies that require action in the next 60 to 90 days. Items identified with a CR of 2 or 3 and/or Cat B shall be considered to have conditions that include deficiencies that can be addressed within the next five years (2023 to 2027 in the Capital Reserve Table). Preventative Maintenance (PM) items may have been identified. These PM items are items anticipated to be required to maintain specific components/systems through to the end of their Expected Useful Life (EUL) and are considered to have CR of 4 or better that can be addressed at any time within the 20-year evaluation period (2023 to 2042 in the Capital Reserve Table).

Other non-urgent conditions identified with a CR of 4 to 6, are prioritized by their identification as Cat B to Cat E and are included in the Capital Reserve Table in an appropriate year. For items with no observed or reported deficiencies, a lifecycle replacement (LCR) cost estimate has been provided in the Capital Reserve Table spreadsheet in the year equal to the year of original installation plus that component's EUL. For example, if an item with no

observed or reported deficiencies is nearing or has surpassed its EUL in the next 5 years (i.e., 2023 to 2027), an LCR cost estimate will be provided in the Lifecycle Plan spreadsheet in year 2027.

For similar components that have been replaced/installed at different times but where the age difference is equal to or less than 20% of the component's EUL, the average install year has been used in calculating the next lifecycle replacement event (i.e., for similar vinyl floor tile installed in 2009 versus 2011, each having a 20 year EUL, an average install year of 2010 has been used to calculate a single lifecycle replacement event in 2030).

No building material sampling or testing was conducted as part of this assessment.

2.6. Recommendations for Additional Investigation

No recommendations for additional investigations at this time.

2.7. Desktop Data Collection

The following documents were reviewed:

- The Main Shop – Drawing set (Architectural, Structural, Mechanical and Electrical), prepared by Underwood McLellan & Associates Ltd., date November 7, 1963.

2.8. Outstanding Information

No further outstanding information.

2.9. Building and Fire Code Compliance Overview

The Site Representative reported that they were not aware of any outstanding work orders, building code violations or infractions, building ordinances or municipal health and fire safety by-laws violations.

2.10. Evidence of Mould

No evidence of mould was observed or identified.

2.11. Outline of the Report

The report that follows this section contains a summary description of the Site and building systems/components along with a detailed listing and description of systems/components. Furthermore, current, imminent, or anticipated deficiencies above the Capital Threshold (if any) and excluding normal operating maintenance are presented with a CR, including a description of the risk/consequence of deferral, probability of imminent/anticipated failure and/or a further description of any failure if it has already occurred.

A more detailed Capital Reserve Table is presented in Appendix C outlining the specific systems/components, EUL, Install Date, Remaining Useful Life (RUL), replacement event type, basis of estimate and specific years for Capital Reserve planning.

2.12. Mandate and Report Resources

Please refer to Appendix A for the report General Purpose, Scope of Work and Reliance for this project and for additional resources related to the assumptions used in preparing this report such as:

Operating and Maintenance Items; and,

Discussions of Overall Concepts and Terminology.

3. SITE DESCRIPTION

3.1. Site Location and Setting

Stephenson was retained by TPC to perform an FLA in accordance with Stephenson's proposal dated March 28, 2022, for the Department of Operations, located at 1068 Kettles Street in the Town of Pincher Creek, Alberta (the "Site").

3.2. Site Physical Description

Table 2: Building Physical Description

Site Area	1.1 hectares (2.7 acres)
Number of Buildings on Site	3
Building (s) Footprint	Main Shop: 637 m^2 (6,857 ft^2) South Shop: 89 m^2 (958 ft^2) East Shop: 36 m^2 (388 ft^2)
Levels Above Grade	Main Shop: 1 + Mezzanine South Shop: 1 + Mezzanine East Shop: 1 + Mezzanine
Levels Below Grade	0
Date of Building Construction	Main Shop: 1960 South Shop: 1992 East Shop: 2017
Date of Major Renovations	Main Shop 1980: Expansion (East shop bays) 2002: New Metal Roof
Percentage Site Coverage by Building(s)	~6%
Percentage Site Coverage by Gravel paving	~91%
Percentage Site Coverage by Paved or Other Sealed Surface Materials	~3%

General view of the Main Shop.

General view of the South shop.

General view of the East Shop.

Site plan including the building and outlines of the buildings.

4. ARCHITECTURAL

The site was developed with the Main Shop in the 1960's with an addition the 1980s. The South Shop was constructed next to the Main Shop in 1992. In 2017, the East Shop was built on the east side of the property. No sidewalks provided in the property with the exception of the west side of the Main Shop. Vehicle access to the site is located at the North side of the property, off Kettles Street and a west gate located along Elk Avenue. Asphalt paving is located in north and northwest of the Main Shop, and the remaining areas of the Site within the property are finished with gravel.

The exterior cladding of each building was reviewed visually from grade level. The Main Shop building envelope is clad with a combination of painted CMU walls and prefinished metal cladding. Exterior wall insulation was completely concealed and was not directly reviewed. Based on some of the drawings provided, the Main Shop exterior walls are filled with Loose Mineral Insulation. No drawings were available for the South Shop and the East Shop, but it is assumed that these are provided with insulated panels or fiberglass batts.

Windows consists of single and insulated double- glazed windows, with vinyl and aluminum frames. The entrance door to the Main Shop is a single painted metal door, set within a painted metal frame with glass inserts. The entrance door to the South Shop is a single painted metal door, set within a painted metal frame. The East Shop entrance door is painted metal doors set in painted metal frames. Utility doors are painted metal doors set in painted metal frames throughout. Sectional overhead doors are also provided on all three buildings.

Interior floor finishes are generally unfinished concrete, ceramic tiles, vinyl composite tiles, and wood panel (plywood) flooring. Interior walls are CMU walls and GWB finished with paint and wallpaper. The ceilings are a combination of exposed structure, acoustic suspended ceiling tiles, and painted GWB.

The roof systems are a sloped gables finished with prefinished metal panels. Water is drained from roof surfaces through gutters and downspouts in the Main Shop. No drainage system is installed in the roof of the South Shop and the East Shop.

A cursory review was performed regarding the accessibility and barrier free compliance of the buildings. Non-compliances were observed throughout including the parking lot, building entrances, interior circulation, and the washrooms of the Main Shop.

Overall, the architectural components are in acceptable conditions. Capital expenditures with respect to site, exterior walls, exterior windows, exterior doors, fascia, interior wall finishes, interior doors, ceilings, flooring, fixtures, barrier-free, and roof are anticipated within the evaluation period. No additional investigation is recommended at this time.

A detailed description of Site and building systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

A01.1 SITE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A01.1	Site Servicing	**Water:** Water is provided by the local service provider. **Sanitary Sewer:** Sanitary sewer is disposed to the municipal sewer mains. **Electrical:** power is fed to the building from the local service provider via pole-mounted electrical transformer and into the building through overhead conductors.	4	-	No concerns observed or reported.
A01.2	Parking Lots & Drive Aisles	**~2017:** The northwest corner of the property is finished with asphalt pavement.	4	-	No concerns observed or reported.
A01.3	Gravel	**~2017:** The majority of the site is covered in crushed stone.	4	C	No concerns observed or reported. We have provided an allowance for localized gravel refresh and regrading of drive lanes.
A01.4	Parking Lot Markings	Not present.	-	-	N/A
A01.5	Concrete Sidewalks/ Pads	**Main Shop** **~1980:** CIP concrete sidewalks and apron are present on the west and north sides of the building. A concrete landing with imbedded metal grate is provided at the door located in the south elevation. **South Shop:** **~1992:** CIP concrete sidewalks and apron is provided along the north and east elevations of the building.	3	C	Some cracks and spalling were noted throughout the site. No other concerns observed or reported, (See **Notes 4B**)
A01.6	Concrete Curbs	Not present.	-	-	N/A

A01.7	**Parking Bumpers**	**~1990:** Precast concrete bumpers are located behind the ATCO trailer.	4	-	No concerns observed or reported.
A01.8	**Site Drainage**	**~1960:** Drainage is achieved via surface discharge to permeable areas.	4	-	No concerns observed or reported.
A01.9	**Fencing**	**~1980:** Metal chain link fencing with razor wire covers the perimeter of the site. Two rolling gates are provided on site to the north and west of the Main Shop building.	4	C	No current concerns observed or reported.
A01.10	**Retaining Walls**	**~2017:** Precast concrete block retaining walls are provided in the Organic Material Transfer Station located at northeast corner of Site.	4	-	No concerns observed or reported.
A01.11	**Amenities - Signage**	**~2017:** Metal reflective traffic and safety signage are mounted along the site fence, entry gates and on the buildings.	4	-	No concerns observed or reported. (See **Note 4A**).
A01.12	**Amenities - Flagpoles**	Not present.	-	-	N/A
A01.13	**Exterior Stairs**	Not present.	-	-	N/A
A01.14	**Handrails**	Not present.	-	-	N/A
A01.15	**Bollards**	**Main Shop** **~1992:** A painted metal pipe guard is provided at the gas meter. **South Shop** **~1992:** Four (4) concrete-filled, metal bollards are located by the overhead doors of the South Shop building. A painted metal pipe guard is provided at the gas meter	4	C	Some surface rust noted, and they should be repainted. No other concerns observed or reported. (See **Note 4B**).
A01.16	**Ancillary Buildings**	**~Unknown:** There are two wood framing ancillary buildings on the north side of the property. One is an open shed, and the exterior wall and roof are finished with metal cladding.	4/2	B	No concerns were observed for the open shed, but deteriorated asphalt shingles were observed in the shed the other shed. Replacement is expected within the timeframe of this report (See **Note 4A**).

		The other was cladded painted OSB board and an asphalt shingle roof provided.			

A02.0 EXTERIOR WALLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A02.1	**Concrete Masonry Units**	**Main Shop** **~1960:** The primary walls of the Main Shop facility are cladded primarily in painted Concrete Masonry Units (CMU).	4	C	The CMU walls are expected to perform beyond the timeframe of this report. Minor cracking was observed. Repointing is recommended and cost has been provided in the capital reserve table.
A02.2	**Prefinished Metal Panels/Cladding**	**Main Shop** **~2002:** Prefinished metal sheet cladding is used above the CMU Walls on all four elevations. **South Shop** **~1992:** The entire cladding of the building is prefinished metal sheet cladding. **East Shop** **~2017:** The entire cladding of the building is prefinished metal sheet cladding.	4	C	Some minor impact damage noted on the South Shop. No other concerns observed or reported. The cladding for the Main Shop and the South Shop should be replaced in the time frame of this report. (See **Notes 4B**).
A02.3	**Exterior Paint**	**Main Shop** **~2002:** The CMU is painted.	3	C	The exterior paint is generally in acceptable condition with some localized areas of deterioration. It is unknown when the exterior walls were last repainted. It is assumed that building was repainted at the same time when the metal cladding was installed in 2002. It is recommended to repaint the exterior wall finishes. (See **Notes 4B**).
A02.4	**Joint Sealers**	**All buildings** **~Various:** Joint sealers used in all three (3) buildings at openings and material transitions.	3	C	The caulking was generally in marginal condition. Cracking was noted on many areas in the Main Shop. An allowance is

					provided in the capital reserve table for the replacement. (See **Note 4B**).
A02.5	**Louvers**	**Main Shop** **~1960:** Metal louvers are provided.	4	B	Replacement of the metal louvers is expected within the timeframe of this report. Any replacements can be completed below the capital threshold. (See **Note 4A**).
A02.6	**Insulation**	**All buildings** Concealed, but the exterior walls are likely provided with cell fill, batt fiber glass insulation, and/or rigid insulation.	4	-	No concerns observed or reported.
A02.7	**Vapour Barrier**	**Main Shop** **~1960/1980:** Concealed, but the exterior walls are likely provided with polyethylene vapour barrier where interior GWB is present. **South Shop** **~1992:** Concealed, but based on observations made on site, it is likely not present. **East Shop** **~2017:** Concealed, but based on observations made on site, it is likely not present.	4	-	No concerns observed or reported.

A03.0 EXTERIOR WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A03.1	**Exterior Windows**	**Main Shop** **~1981:** The six (6) fixed windows are insulated glazing units set in painted wood frames. **~1991:** The three (3) operable windows are insulated glazing units set in vinyl frames.	**3/4/4**	C	The windows were reviewed from the ground and from the interior spaces where accessible. The windows in the Main Shop are in marginal condition and are expected to require replacement within the timeframe of this report. (See **Note 4B**).

		South Shop **~1992:** The seven (7) fixed windows are insulated glazing units set in aluminum frames. **East Shop** **~2017:** The four (4) operable windows are insulated glazing units set in vinyl frames			The aluminum windows in the South Shop and the vinyl windows in the East Shop are expected to perform beyond the timeframe of this report.
A03.2	**Curtain Wall**	Not present.	-	-	N/A

A04.0 EXTERIOR DOORS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A04.1	**Entrance Door**	**Main Shop** **~1980:** The entrance door on the north elevation is painted metal swinging single doors set in painted metal frames completed with vision lites. **~2019:** The entrance door on the west elevation is painted metal swinging single doors set in painted metal frames. **South Shop** **~1992:** The main entrance doors are painted metal swinging single doors set in painted metal frames. Doors are installed on the north and east elevation respectively. **East Shop** **~2017:** The main entrance door on the west elevation is metal swinging single doors set in painted metal frames.	**4**	**B**	The exterior doors are in serviceable condition. Replacement of the metal door installed in 1980 is expected within the timeframe of this report. This work can be completed below the capital threshold. (See **Note 4A**).

A04.2	**Overhead Doors**	**Main Shop** ~**2012:** Five (5) insulated sectional overhead doors are provided. **South Shop** ~**2019:** Two (2) insulated sectional overhead doors are provided. **East Shop** ~**2017:** One insulated sectional overhead door is provided.	**4**	**C**	No concerns observed or reported. Replacement of the overhead doors in the Main Shop are expected within the timeframe of this report. An allowance is provided in the capital reserve table for the replacement. (See **Note 4B**).

A01.2 FASCIA AND SOFFITS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A05.1	**Fascia**	Not present.	-	-	N/A
A05.2	**Soffit**	**Main Shop** ~**1980:** The roof overhangs are provided with painted wood board soffits. **South Shop** Not present. **East Shop** ~**2017:** Prefinished metal soffit is provided on the west and east elevations.	**4**	**C**	No concerns observed or reported. Replacement of painted wood board soffits in the Main shop is expected within the tine frame of this report. (See **Note 4B**). The soffits in the East Shop are expected to perform beyond the timeframe of this report.

A06.0 INTERIOR WALLS AND PARTITIONS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A06.1	**Fixed Partitions**	**Main Shop** **~1960, 1980:** Interior partitions are generally CMU wall and wood stud framed walls with gypsum wall board (GWB) are provided. **South Shop** **~1992:** Interior partitions are generally stud framed walls with gypsum wall board (GWB) or painted plywood are provided.	4	C	Interior partitions are in acceptable condition with minor stepped cracks and damages noted on the CMU walls and GWB. Localized repairs and periodic monitoring are recommended. (See **Note 4B**).
A06.2	**Interior Paint**	**All Buildings** **~1989:** Interior wall partitions are generally painted.	3/4	C	Peeling paint was noted in several areas in the Main Shop. No information was available as to when the walls were last repainted so we assumed 1989. An allowance of repainting for the Main Shop and the South Shop is provided in the capital reserve table for the replacement. (See **Note 4B**).
A06.3	**Ceramic Tiles**	**Main Shop** **~2017:** The washrooms are provided with ceramic wall tiles.	4	-	No concerns observed or reported.

A07.0 INTERIOR DOORS AND WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A07.1	**Interior Doors**	**Main Shop** **~2015:** Interior doors are a combination of painted metal doors set in painted metal frames and painted wood doors set in painted wood frames.	4	B	No concerns observed or reported. Interior doors in the Main Shop are expected to perform beyond the timeframe of this report. Replacement for interior doors in the South

		South Shop **~1992:** Interior door is a combination of painted wood doors set in painted wood frames.			Shop can be completed below the capital threshold. (See Note 4A).
A07.2	**Interior Fire Rated Doors**	Not present.	-	-	N/A
A07.3	**Interior Windows**	**Main Shop** **~1960:** Interior windows were observed at some locations and are comprised wood frames with fixed single glazing. **~1980:** Interior windows were observed at the wall between original section and addition, and are comprised of painted metal frames with fixed single glazing. The sliding windows in the lunchroom are provided with vinyl and aluminum frames.	**3**	**C**	Some fixed wood windows do not have a glazing pane. No other concerns observed or reported. Replacement for fixed wood windows is expected within the tine frame of this report. (See Note 4B).

A08.0 CEILINGS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A08.1	**Suspended Ceilings**	**Main Shop** **~2015:** Suspended ceilings comprised of a T-bar grid with acoustic ceiling tiles are present in the office room.	**4**	**C**	No concerns observed or reported. (See Note 4B)
A08.2	**Gypsum Board**	**Main Shop** **~1980:** The ceilings in the washrooms and lunchroom are finished with gypsum wall boards. **South Shop** **~1992:** The gypsum wall board ceilings are provided throughout.	**4**	-	No concerns observed or reported.

A08.3	Metal Panels	**East Shop** ~2017: The ceiling is finished with metal cladding.	4	-	No concerns observed or reported.
A08.4	Exposed Structure	**Main Shop** ~1960, 1980: Sections of ceiling are exposed metal decking and wood framing.	4	-	No concerns observed or reported.
A08.5	Ceiling Paint	**Main Shop** ~2015: The interior gypsum wall board ceilings are finished with paint. **South Shop** ~2015: The interior gypsum wall board ceilings are finished with paint.	4	C	No concerns observed or reported. Repainting for the South Shop is expected within the time frame of this report. (See **Note 4B**). Repainting for the Main Shop can be completed below the capital threshold. (See **Note 4A**).

A09.0 FLOORING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A09.1	Resilient Flooring (Tiles)	**Main Shop** ~1980: Resilient vinyl tile flooring is provided in the lunchroom and washroom areas. ~2015: Resilient vinyl tile flooring is provided in the office areas.	3/4	C	An allowance for replacement is provided in the capital reserve table for the replacement. (See **Note 4B**).
A09.2	Sealed/Colored Concrete Flooring	**Main Shop** ~1960/1980: The workshop bays are finished with coloured concrete flooring. **South Shop** ~1992: Sealed concrete flooring is provided throughout. **East Shop** ~2017: Sealed concrete flooring is provided throughout.	3/4/4	B	The concrete floors in three buildings are in overall acceptable condition. Cracking was noted in some areas. Cracks have been sealed on an as needed basis. Continue to seal cracks as needed at a cost below the capital threshold.

A09.3	Plywood Flooring	**South Shop** **~1992:** The mezzanine floor is finished with plywood boards. **East Shop** **~2017:** The mezzanine floor is finished with plywood boards.	4	-	No concerns observed or reported.

A10.0 FIXTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A10.1	Counter/Cabinets	**Main Shop** **~1980:** Fixed counter/cabinets includes a combination of laminate wood cabinets with plastic laminate counters in lunchroom and washroom.	4	C	No concerns observed or reported. (See **Note 4B**).
A10.2	Railings	**Main Shop** **~1980:** Steel painted handrails are present in the fire escape stairs of the northeast corner of the building. Wooden handrails are present in the stair to access the mezzanine floor. **South Shop** **~1992:** Painted metal handrails are present in the stair to access the mezzanine floor. **East Shop** **~2017:** Painted metal handrails are present in the stair to access the mezzanine floor.	4	-	No other concerns observed or reported.
A10.3	Washrooms Accessories	**Main Shop**	4	-	No other concerns observed or reported.

		~2015: Washroom accessories include the following: toilet paper dispenser, mirrors, trash receptacles and soap dispensers.			
A10.4	**Toilet Partitions**	Not present.	-	-	N/A
A10.5	**Appliances**	**Main Shop** **~1992:** Residential grade refrigerator is provided in lunchroom. One dryer is provided in the washroom.	**4**	**B**	No concerns observed or reported. (See Note 4B).
A10.6	**Lockers**	Not present.	-	-	N/A
A10.7	**Wayfinding**	Not present.	-	-	N/A

A11.0 BARRIER-FREE REQUIREMENTS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A11.1	**Parking**	The facility is not provided with a designated barrier-free parking stall.	**2**	**D**	No barrier free parking stall is present on the site. No developed stall markings and signage are present. It is recommended to install compliant vertical signs and barrier free parking stalls. (See **Note 4C**). The cost has been included in A11.2.
A11.2	**Access Route and Building Entrance**	The access route from the parking lots to the Main Shop, is not barrier-free as no automatic door operator is provided and the door threshold is too high. As only the Main Shop has office space, it is assumed compliance with the other building entrances would not be required.	**2**	**D**	It is recommended to install compliant access route and automatic door operator. (See **Note 4C**)
A11.3	**Interior Circulation**	The Main Shop interior barrier-free circulation is limited to the main floor. No elevator or lift is provided to access the mezzanine floor. Most of	**2**	**D**	The Main Shop mezzanine floor is not wheelchair accessible. However, only one floor is required to be accessible to comply with current standards. Doorknobs on

		the doors on the main floor are provided only with doorknobs.			the main floor should be changed to lever handles. (See **Note 4C**)
A11.4	**Washrooms**	Designated accessible washrooms are not provided in the Main Shop.	**2**	**C**	The size and design of the washroom is noncompliant. It is recommended to install a unisex barrier free washroom. (See **Note 4C**).

R01.0 ROOFING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
R01.1	**Metal Roof**	**Main Shop** **~2002:** The sloped roof is finished with a prefinished corrugated metal sheets. **South Shop** **~1992:** The sloped roof is finished with a prefinished corrugated metal sheets. **East Shop** **~2017:** The sloped roof is finished with a prefinished corrugated metal sheets.	**4**	**C**	Replacement for the Main Shop and the South Shop is expected within the time frame of this report. (See **Note 4B**).
R01.2	**Gutters and Downspouts**	**Main Shop** **~2002:** The sloped metal roof is drained through prefinished metal gutters and downspouts throughout.	**4**	-	No concerns observed or reported.
R01.3	**Cap Flashing**	Not present.	-		N/A
R01.4	**Skylights**	Not present.	-	-	N/A
R01.5	**Roof Ladder**	Not present.	-	-	N/A
R01.6	**Roof Railing**	Not present.	-	-	N/A

A99.0 OTHER (STAIRS AND CONVEYANCE DEVICES)

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A99.1	Mould	No evidence of mould or conditions conducive to mould were observed.	-	-	N/A
A99.2	Elevators	Not present.	-	-	N/A

NOTES:

4A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

4B) This component will pass its EUL within the evaluation period and should be replaced.

4C) A barrier-free study is recommended to do a detailed barrier-free assessment and to provide design solutions to comply with current accessibility standards. An allowance is provided for both the study and the repairs. Final cost of repairs will rely solely on the results of the study.

IMMEDIATE ITEMS IDENTIFIED:

No immediate action items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

A01.3) Resurface gravel.
A01.5) Replace concrete sidewalks.
A01.9) Replace metal fencing.
A01.16) Replace bollards.
A02.1) Repair CMU walls.
A02.2) Replace metal Panels/Cladding.
A02.6) Redo exterior paint.
A02.7) Replace joint sealer.
A03.1) Replace exterior windows.
A04.3) Replace overhead doors.
A05.2) Replace wood soffits.
A06.1) Repair interior partitions.
A06.2) Redo interior paint.
A06.3) Replace ceramic wall tiles.
A07.1) Replace interior doors.
A07.3) Replace interior windows.

A08.1) Replace suspended acoustic ceilings.
A08.5) Redo ceiling paint.
A09.1) Replace resilient flooring (Tiles).
A10.1) Replace fixed counter/cabinets.
A10.5) Replace appliances.
A11.2) Upgrade barrier free parking and access (Automatic door opener).
A11.3) Upgrade barrier free Interior Circulation (door hardware).
A11.4) Upgrade barrier free washrooms.
R01.1) Replace prefinished corrugated metal sheet roof.
No other capital reserve items identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.

Photo #A1: Asphalt paved parking lot located in the west side of the Main Shop.

Photo #A2: Gravel paved driveway.

Photo #A3: General view of the Main Shop.

Photo #A4: General view of the South Shop.

Photo #A5: General view of the East Shop.

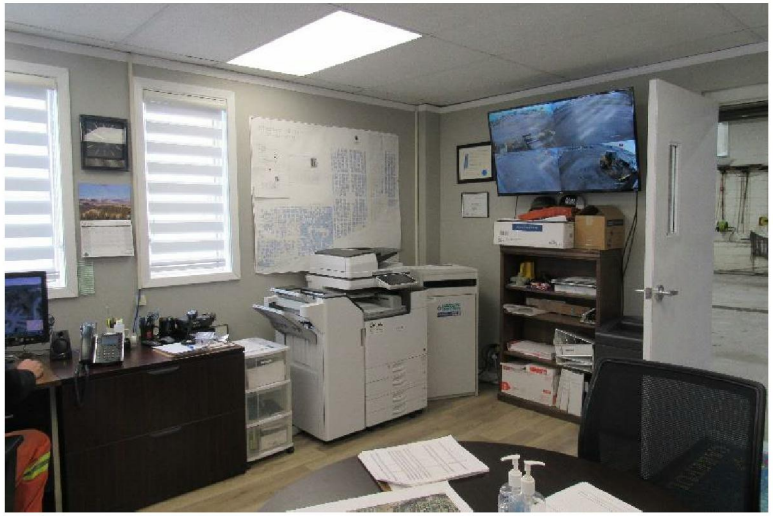


Photo #A6: General overview of the Main Shop office area.

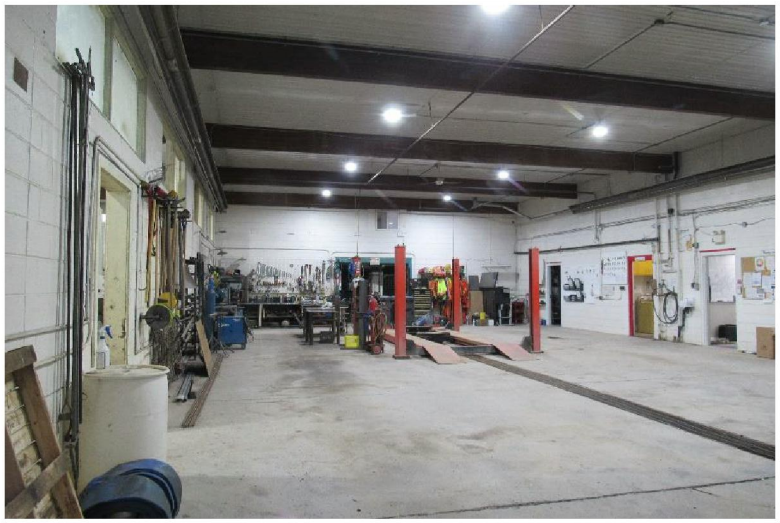


Photo #A7: General view of the bay #1, 2, and 3 in the Main Shop.

Photo #A8: General view of the bay #4 and 5 in the Main Shop.

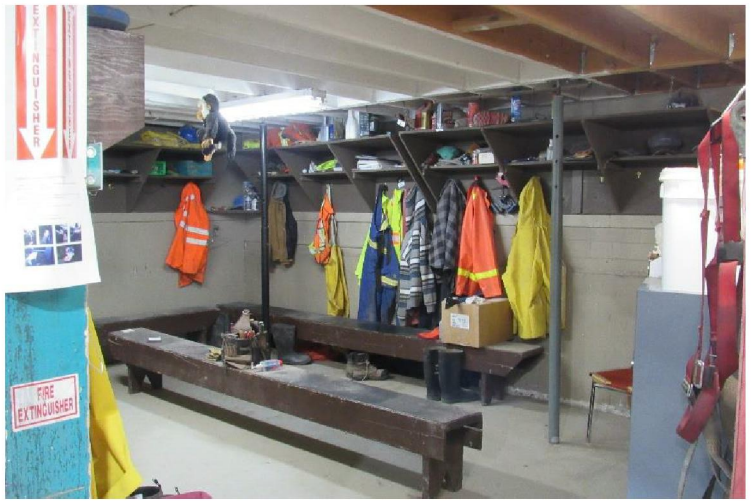


Photo #A9: General view of changing room in the Main Shop.

Photo #A10: General view of lunchroom on the Main Shop mezzanine.

Photo #A11: General view of the South Shop Bay.

Photo #A12: General view of the South Shop mezzanine floor.

Photo #A13: General interior finishes in the East Shop.

Photo #A14: General view of the Main Shop roof.

5. STRUCTURAL

The foundation systems of all three (3) buildings were concealed through the architectural floor, wall finishes. Drawings have been provided only for the structural components of the Main Shop which has a foundation of CIP concreate spread and pad footings. No drawings have been given with regards to the South or East Shop facilities, but the foundations are assumed to also be CIP concreate spread and pad footings. Drawings, and observations show that all three buildings have CIP Concrete Slabs on grade. The construction type of the load-bearing walls in the Main shop is CMU, while the other Shop buildings were concealed but assumed to be steel framed. The load bearing walls of the East and South Shops are concealed but assumed to be steel framed. All three (3) buildings contain wood framed mezzanines. The roof of the Main shop was composed of wood beams and metal decking, but the over framed roof was concealed, but assumed to steel framed. The roofs of the South and East shops were concealed but are assumed to be steel framed.

The structural components are in overall acceptable condition. Capital expenditures with respect to slab-on-grad are anticipated within the evaluation period. No immediate action items have been identified. No additional investigation is recommended at this time.

A detailed description of the Site and the building structural systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

S01.0 FOUNDATIONS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S01.1	**Footings**	**North Sop** **~1960/1980:** Concealed, based on drawings provided, they are CIP concrete pad and spread footings. **South Shop** **~1992:** Concealed, based on observations, it is assumed that CIP concrete pad and spread footings are also present. **East Shop** **~2017:** Concealed, based on observations made, it is assumed that CIP concrete pad and spread footings are also present.	4	-	No concerns observed or reported.
S01.2	**Foundation Walls**	**Main Shop** **~1960:** Concealed, however, based on observations and drawings, CIP Concrete foundation walls are provided. **South Shop** **~1992:** Concealed, however, based on observations, CIP Concrete foundation walls are provided. **East Shop** **~2017:** Concealed, however, based on observations, CIP Concrete foundation walls are provided.	4	-	No concerns observed or reported.

S02.0 FLOORS ON GRADE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S02.1	Slab on Grade	**Main Shop** **~1960/1980:** A CIP concrete slab-on-grade is provided and acts as the main floor. **South Shop** **~1992:** A CIP concrete slab-on-grade is provided and acts as the main floor. **East Shop** **~2017:** The main floor consists of CIP concrete slab-on-grade.	3	C	Shrinkage and settlement cracks, concrete spalling, and abrasion were observed in several locations. No signs of water infiltration through the cracks were observed. We recommend the that the defects on the slab on grade be repaired to prevent further damage. Cracks should be filled and sealed and partial depth repairs and concrete resurfacing for crazing cracks and surface abrasion within the next 2 years to prevent further deterioration.

S03.0 SUSPENDED FLOOR AND STAIRS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S03.1	Mezzanine	**Main Shop** ~1960/1980: Framing construction is mostly concealed and not directly reviewed, based on some exposed sections is a wood framed structure comprised of engineered wood floor joists with wood decking. **South Shop** ~1992: Framing construction is mostly concealed and not directly reviewed, based on some exposed	4	-	No concerns observed or reported.

		sections is a wood framed structure comprised of engineered wood floor joists with wood decking. **East Shop** ~2017: Framing construction is mostly concealed and not directly reviewed, based on some exposed sections is a wood framed structure comprised of engineered wood floor joists with wood decking.			
S03.2	Crawlspace	Not present.	-	-	N/A
S03.3	Stairs	**Main Shop** **~1960/1980:** The stairs of the Main Shop are generally of wood frame construction. This would include components such as stringers, the landing, risers, and the treads. **South Shop** **~1992:** The stairs of the South Shop are generally of wood frame construction. Components, such as stringers, landings, risers and treads are all composed of wood. The stairs of the South Shop are black-painted, metal railings. **East Shop** **~2017:** The stairs in the East Shops components, such as stringers, landings, risers and treads, are mainly composed of wood. The railings on the stairs are comprised of black-painted metal.	4	-	No concerns observed or reported.

S04.0 ROOF STRUCTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S04.1	Framing	Main Shop	4/4/4	-	No concerns observed or reported.

		~1960/1980/2002: The roof framing of the original flat roof is comprised of 2 wood beams and supported by CMU walls and columns. The new sloped roof was concealed but assume to have been over framed with pre-engineered steel members. **South Shop** **~1992:** Concealed and was not able to be directly reviewed. The roof framing is assumed to be comprised of engineering steel trusses and purlins supported by steel columns. **East Shop** **~2017:** The framing is completely concealed in ceiling finishes. It is assumed that engineered steel framing.			
S04.2	**Decking**	**Main Shop** **~1960/1980:** Drawings indicate (metal) roof deck is provided, throughout. **South Shop** **~1992:** Concealed through ceiling finishes, and unable to be reviewed. It is assumed to be corrugated metal roof decking extending throughout the facility. **East Shop** **~2017:** Concealed through ceiling finishes, and unable to be reviewed. It is assumed to be corrugated metal roof decking extending throughout the facility.	**4/4/4**	-	No concerns observed or reported.

S05.0 INTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S05.1	Interior Walls	**Main Shop** **~1960/1980:** The wall used to separate the loading bays, as well as the office area, and is primarily Concrete Masonry Units. **~1960/1980:** The walls within the office and washroom areas are framed. with wood studs. **South Shop** **~1992:** The interior walls are mostly concealed but are assumed to be wood stud framed. **East Shop** Not present.	4/4	-	No concerns observed or reported.
S05.2	Interior Columns	**Main Shop** **~1980:** Steel columns are provided in the southwest side of building (Mezzanine area)	4	-	No concerns observed or reported.

S06.0 EXTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S06.1	Exterior Load-bearing Walls	**Main Shop** **~1960/1980:** Load bearing CMU walls. **South Shop and East Shop-** concealed but assumed to be steel framed.	4	-	A number of cracks were observed at many sections of CMU walls. An allowance is provided for concrete repair in the architectural section.
S06.2	Exterior Columns	Not present.	-	-	N/A

S99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S99.1	Specially Engineered Construction	Not present.	-	-	N/A

NOTES:

5A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

5B) The EUL of the unit is expected to fall beyond the evaluation period; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

No immediate items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

S02.1) SOG repairs.

No other capital reserve items identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No recommended additional investigation required.

Photo #S1: Cracks on the SOG in the Main Shop.

Photo #S2: Exposed the South Shop CIP foundation wall.

Photo #S3: General overview of the exposed metal roof decking and wood structure in the Main Shop.

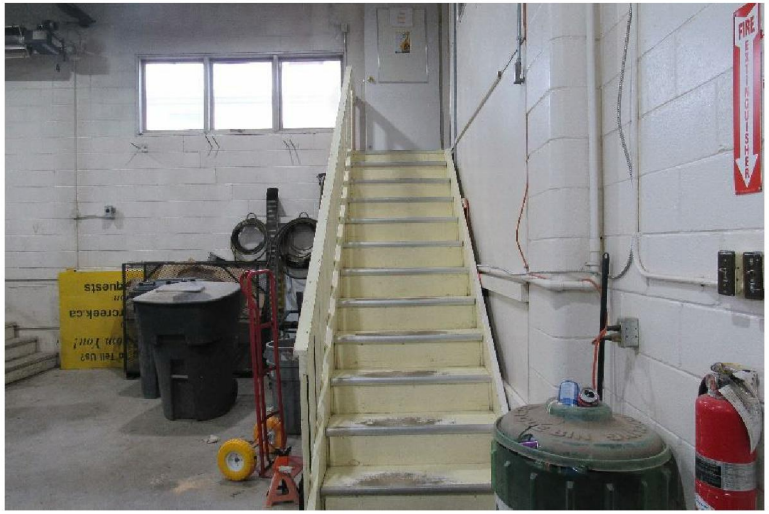


Photo #S4: Lunchroom stair construction in the Main Shop.

6. MECHANICAL

Domestic water is primarily supplied through the municipal mains for the Main Shop, and the sanitary waste drains to the municipal sewer mains. The other Shops do not have a developed water or waste system. Storm water is drained from the Shop roofs by drainage ending through overland soil absorption. The domestic water distribution piping for the Main Shop is a mix of copper and ABS, observed in several distribution points. Wastewater piping in the Main Shop is a combination of cast iron and ABS. The Main Shop has washrooms with flush tank water closets and counter mounted enameled sinks. A stainless-steel sink is provided in the break room on the mezzanine and a vitreous China drinking fountain is provided in the service bays.

The Main Shop was observed that heating is provided by four (4) radiant heaters, and one (1) direct-vent wall gas furnace. Exhaust is achieved in the Main Shop by ceiling and through wall mounted exhaust fans. The service bays have rotary fans for air circulation and one wall mounted air conditioner cools the break room.

The South Shop was observed to have heating be through two (2) overhead heater units, as well as one (1) radiant, wall-mounted heater. Exhaust in this facility is achieved through roof) ceiling-mounted exhaust fans. The service bays have rotary fans for air circulation.

With regards to the East Shop, heating is done using a single electric heater, located at the north end of the facility. Exhaust and ventilation are completed via the windows.

ABC-Type fire extinguishers are provided in all three buildings.

Overall, the mechanical components observed in each facility is of acceptable conditions. There are no immediate action items that have been identified. Capital expenditures with regards to plumbing, heating, and ventilation are anticipated within the evaluation period. No additional investigations are not recommended at this time.

A detailed description of the Site and building mechanical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

M01.0 SITE SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M01.1	**Domestic Water Supply**	Domestic waster is supplied by municipal mains, to the Main Shop. The South and East Shop's domestic water supply, however, is undeveloped.	4	-	No concerns observed or reported.
M01.2	**Sanitary Sewer**	Main Shop - Sanitary waste is disposed to municipal mains. The South and East Shop however is not developed in this regard.	4	-	No concerns observed or reported.
M01.3	**Storm Sewer**	Main Shop- Storm water is drained through to gutters and leaders and then drained overland with soil absorption, East and South Shops- storm water is drained via soil absorption.	4	-	No concerns observed or reported.
M01.4	**Natural Gas**	Gas is supplied into the three e buildings through ATCO, a local service provider.	4	-	No concerns observed or reported.

M02.0 PLUMBING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M02.1	**Water Distribution**	**Main Shop** **~1960/1980:** Observations show that for domestic water distribution is through ABS and copper piping.	4	C	It was reported that the men's washroom piping was replaced four (4) years ago and most of the rest piping was original. A replacement allowance has been provided due to its age.
M02.2	**Backflow Prevention**	**Main Shop** Backflow prevention is present in the Main Shop's bathroom/lawn service room. The size was 1½",	4	B	No concerns observed or reported. (See **Note 6A**)

		DCVA assembly, model #: 007-M2-QT, age is unknown.			
M02.3	Domestic Hot Water Heater	**Main Shop** **~2017:** Domestic hot water is generated by one (1) gas-fired, domestic hot water heater. This heater is located in the mechanical room. Make: AO Smith Model: GPVL-50 200 Serial #: 1731107013783 Input: 40,000 BTU/HR Capacity: 50 US Gal	4	C	No concerns observed or reported. (See **Note 6B**)
M02.4	Wastewater Piping	**Main Shop** **~1960:** Wastewater piping is largely concealed. A combination of ABS, Cast Iron piping is assumed to be used for this system.	3	C	No concerns observed or reported. (See **Note 6B**)
M02.5	Irrigation System	Not present.	-	-	N/A
M02.6	Washrooms Fixtures	**Main Shop** **~2015:** The washrooms fixtures include vitreous China flush tank water closets, flush valve urinals and enameled steel lavatories.	4	C	No concerns observed or reported.
M02.7	Sinks	**Main Shop** **~1980:** Counter mounted stainless steel single basin sinks are provided for the lunchroom.	3	B	No concerns observed or reported. (See **Note 6A**)
M02.8	Water Fountains	**Main Shop** **~2000:** A porcelain, ABS piped, water fountain can be found on the main floor, in front of the office areas.	3	B	No concerns observed or recorded. (See **Note 6A**)
M02.9	Floor Drains	Not present.	-	-	N/A

M03.0 HEATING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M03.1	Furnaces	**Main Shop** **~2010:** Primary heating to the office area is provided by a gas-fired furnaces. Make: Lennox Model: Elite	4	C	No concerns observed or reported.
M03.2	Electric Wall Heaters	**Main Shop** **~2007:** A lower wall-mounted electric heaters are found at the wall. Electric baseboard heaters are provided in the washroom. **East Shop** **~2017:** One electric heater is placed on the North wall of the facility. This is the only method of heating for the facility.	4	B	No concerns observed or reported. (See **Note 6A**).
M03.3	Infrared Radiant Heaters	**Main Shop** **~2007:** There is a hanging radiant heater in the loading bay and the storage area. **South Shop** **~2007:** There appears to be a hanging radiant heater in the mini excavator loading bay.	3	C	No concerns observed or reported. (See **Note 6B**)
M03.4	Unit Heaters	**South Shop** **~2006:** Gas-fired unit Heaters are present throughout workshop bays. **Unit #1** **Make:** ITT Grinnell - Excello **Model:** N/A	4	C	No other concerns reported or observed. (See **Note 6B**)

		Cooling Capacity: N/A **Unit #2** **Make:** Keeprite **Model:** N/A **Cooling Capacity:** N/A			

M04.0 COOLING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M04.1	**Chillers**	Not present.	-	-	N/A
M04.2	**Condenser**	Not present.	-	-	N/A
M04.3	**Air Conditioning Units**	**Main Shop** **~2010:** Wall mounted air conditioning unit manufactured by Kenmore is provided in the lunchroom.	**3**	**B**	No other concerns reported or observed. (See Note 6A)
M04.4	**Roof-top Units**	Not present.	-	-	N/A
M04.5	**Air Handling Unit**	Not present.	**4**	-	N/A

M05.0 VENTILATION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M05.1	**Air Distribution**	**Main Shop**	**4**	-	No concerns observed or reported.

		Air distribution is accomplished by a galvanized metal ductwork system exposed and concealed withing the ceiling space in office area.			
M05.2	Ventilation	**Main Shop/ South Shop** Various wall ceiling mounted ventilation fans service the building. The information regarding the capacity of the units was not available at the time of the review. Rotary circulation fans are provided in both buildings.	3	B	No concerns observed or reported. Continuous maintenance and localized replacement are recommended as needed. This work can be completed at a cost below the threshold of this evaluation. (See **Note 6A**).
M05.3	Air Outlets & Inlets	**Main Shop** **~1960/1980:** Metal grilles and air diffusers with covers are provided throughout the building.	3	B	No concerns observed or reported. Continuous maintenance and localized replacement are recommended as needed. This work can be completed at a cost below the threshold of this evaluation. (See **Note 6A**).
M05.4	Exhaust Fans	**Main Shop** **~2015:** Washroom exhaust is generally accomplished by ceiling mounted exhaust fans. **~2002:** Roof mounted exhaust fans and a mushroom type through wall exhaust fans are provided. **South Shop** **~1992:** Roof mounted exhaust fans and a mushroom type through wall exhaust fans are provided.	4	C	No concerns observed or reported. (See **Note 6B**).

M06.0 FIRE PROTECTION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT

M06.1	**Fire Extinguishers**	Portable dry-type ABC Fire extinguishers are present through multiple areas of the buildings.	**4**	**B**	No concerns observed or reported. Continue to perform annual inspections. This work can be completed at a cost below the threshold of this evaluation. Replacements can be completed on an as needed basis. (See **Note 6A**).
M06.2	**Sprinklers**	Not present.	**-**	**-**	N/A

M07.0 CONTROLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M07.1	**Electric and Electronic Controls**	**Main Shop / South shop** **~Various:** Manual and digital thermostats were observed to control internal temperature in the buildings.	**4**	**B**	No concerns observed or reported. No concerns observed or reported. Continuous maintenance and localized replacement are recommended. This work can be completed at a cost below the threshold of this evaluation. (See **Note 6A**).

M99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M99.1	**Humidifiers**	Not present.	**-**	**-**	N/A
M99.2	**De-humidifiers**	Not present.	**-**	**-**	N/A
M99.3	**Disinfectant Monitoring**	**Main Shop** **~2020:** Microprocessor controlled system manufactured by SWAN Analytische Instrumente for the automatic and continuous measurement of potable water quality is provided.	**4**	**-**	No concerns observed or reported.

NOTES:

6A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.
6B) The EUL of the unit is expected to fall beyond the evaluation period; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

No immediate action items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

M02.1) Replace water distribution.
M02.3) Replace domestic water heaters.
M02.4) Replace wastewater distribution.
M02.6) Replace washroom fixtures.
M03.1) Replace furnace - Main shop building.
M03.3) Replace radiant heaters - Main shop building and South shop building.
M03.4) Replace unit heaters - South shop building.
M05.4) Replace exhaust fan - Main shop building and South shop repairs.
No other capital reserve items identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional recommendations are recommended at this time.

Photo #M1: Water fountain located in front of the Main Shop Office area.

Photo #M2: Overhead heater in the Main Shop loading bay.

Photo #M3: Floor drains in the main shop bay.

Photo #M4: Typical portable dry-type ABC fire extinguishers in the North Building.

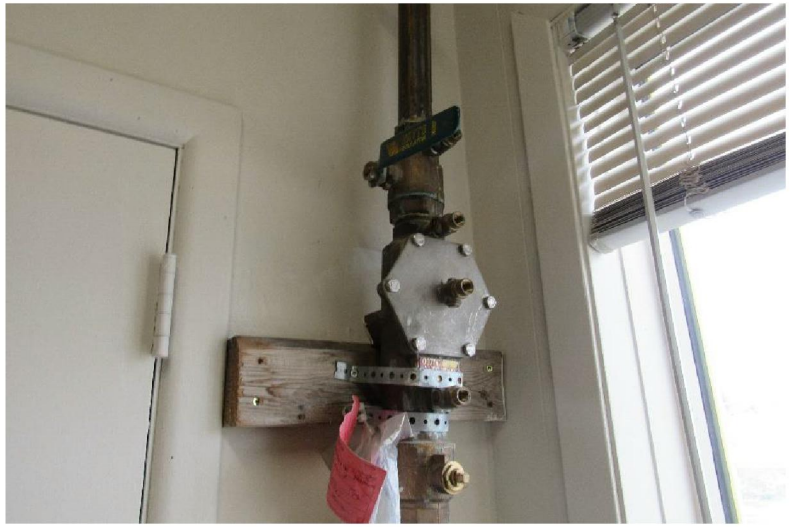


Photo #M5: Backflow prevention device in the washroom area of the Main Shop.

Photo #M6: One (1) gas-fired water heater alongside a furnace, in the mechanical room of the Main Shop.

Photo #M7: Typical fixture in the Main Shop washrooms.

Photo #M8: Typical baseboard found in the Main Shop washroom area.

Photo #M9: Unit heater in the South Shop facility.

Photo #M10: Radiant heater found in the South Shop mini excavator loading bay.

Photo #M11: Typical portable dry-type ABS fire extinguishers in the South Shop.

Photo #M12: East Shop electrical heater location.

7. ELECTRICAL

Electrical services to the Main, South Shop buildings are fed to the facility via pole-mounted transformers. The East Shop is fed from the Main shop via an underground conductor. Power is supplied to the main shop through a 225 Amps 1-Phase, 3-Wire, Federal Pioneer main distribution panel. The panel was rated at 120/240V. This panel then feeds the east shop building. Power to the south building is supplied through a 125 AMP, 1-Phase, 3-Wire, Federal Pioneer main distribution panel. The panel was rated at 80/160V.

Interior lighting throughout the three buildings is typically fluorescent LED, and T-8 fixtures, controlled by interior wall switches. The exception is the office area and the Locker Room, which is primarily controlled by motion lighting controls. The exterior lighting is primarily, LED fixtures controlled by photocell lighting controls.

The Main Shop building is equipped with battery packs emergency lighting and exit signs throughout. There are smoke detectors present on-site.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Testing of the entire system - coordination, balancing, ground fault relays, and complete infrared scanning of switches and panels shall be done, as part of routine maintenance, on an annually basis and, all found deficiencies shall immediately be rectified.

Overall, the electrical components observed in each facility is of acceptable conditions. Immediate action items with respect to non GFCI receptacles are anticipated at this time. Capital expenditures with regards to distribution equipment, lighting, fire alarm and communication, data and security are anticipated within the evaluation period. No additional investigations are not recommended at this time.

A detailed description of Site and building electrical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

E01.0 INCOMING SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E01.1	Exterior Transformers	**All buildings** **~1960/~1992/~2017:** Power to the buildings is fed from the pole-mounted utility owned transformers that areon-site.	4	C	No concerns observed or reported.
E01.2	Conductors	**All buildings** **~1960/~1992/~2017:** Overhead power conductors from the exterior transformer and into the interior electrical distribution panels provide power for the building.	4	C	No concerns observed or reported.

E02.0 DISTRIBUTION EQUIPMENT

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E02.1	**Primary Distribution (Switchgear, CDPs, splitters, disconnects)**	**Main Shop** **~1980:** Power is supplied through a 225 Amps 1-Phase, 3-Wire, Federal Pioneer main distribution panel. The panel was rated at 120/240V. **South Shop** **~1992:** Power is supplied to the facility through a 125 AMP, 1-Phase, 3-Wire, Federal Pioneer main distribution panel. The panel was rated at 80/160V. **East Shop** **~2017:** Power is fed from the Main Shop building.	4	C	No concerns observed or reported. (See **Note 7B**).

E02.2	**Interior Transformers**	Not present.	-	-	N/A
E02.3	**Secondary Distribution (disconnects, splitters & sub-panels)**	**Main and South Shops** ~**Various:** Multiple electrical sub panels are located throughout the building. The panels are rated at 225- 250-A, 240~347-V, 3-phase, 4-wire. The panels range in size 10 - 30 circuit.	**4**	**C**	The panels vary in age and size. It is assumed that many sub-panels are original A replacement allowance has been provided due to its age. (See **Note 7B**).
E02.4	**Branch Wiring**	**All buildings** Electrical branch circuit wiring is assumed to be copper throughout the building.	**4**	-	No concerns observed or reported.
E02.5	**Receptacles**	**All buildings** ~**Various:** Electrical receptacles are provided throughout the building.	**1/4**	A	The Canadian Electrical Code (Part 1) requires that receptacles located within 1.5 m of sink, bathtub, or shower shall be protected by a ground fault circuit interrupter (GFCI) of the Class A type (subrule 26-700). The receptacles near the sink in the kitchen of the lunchroom should be replaced with GFCI protection. No other concerns observed or reported. Replacements can be completed as needed. (**Imm.1**).
E02.6	**Motor Starters**	**Main shop / South shop** Various motor starters for mechanical equipment are provided throughout.	**4**	**C**	No concerns observed or reported. (See **Note 7B**).

E03.0 LIGHTING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E03.1	**Interior Lighting**	**Main Shop** ~**2019/1980:** Interior lighting throughout the facility has been observed as fluorescent T-8 suspended linear fixtures, and compact fluorescent bulbs. The high bay lights are LED.	**4**	**C**	No concerns observed or reported. (See **Note 7B**).

		South Shop **~1992:** Interior lighting throughout the facility has been observed as fluorescent T-8 suspended linear fixtures. **East Shop** **~2017:** Interior lighting throughout the facility has been observed as fluorescent T-8 suspended linear fixtures.			
E03.2	**Lighting Controls**	**All buildings** **~Various:** Interior lighting is controlled by in-line voltage switches for most of the areas of the building and exterior lighting is reportedly controlled by photocells.	**4**	**B**	No concerns observed or reported. (See **Note 7A**).
E03.3	**Emergency Lighting**	**Main Shop** **~1980:** Battery packs with integral lighting heads are provided through the building.	**4**	**C**	No concerns observed or reported. (See **Note 7B**)
E03.4	**Exit Lighting**	**Main Shop** **~1980:** LED exit signs are provided at emergency exits and corridors.	**4**	**C**	No concerns observed or reported. (See **Note 7B**)
E03.5	**Exterior Lighting**	**Main Shop** **~2019:** Exterior lighting is provided by wall-mounted light fixtures, having noted LED type lamps, with photocell controls. **South Shop** **~2019:** Exterior lighting is provided by wall-mounted light fixtures, having noted LED type lamps, with photocell controls. **East Shop** **~2017:** Exterior lighting is provided by wall mounted, LED light fixtures, having noted photocell control.	**4**	**C**	No concerns observed or reported. (See **Note 7B**)

E03.6	**Site Lighting**	**~2017:** Pole-mounted LED fixtures are located on the site. It surrounds various facilities, such as the Shops, and the compost area.	**4**	**C**	No concerns observed or reported. (See **Note 7B**)

E04.0 GROUNDING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E04.1	**Grounding**	**All buildings** Concealed, but assumed to be present on major electrical equipment and conduit systems.	**4**	**-**	No concerns observed or reported.

E05.0 FIRE ALARM

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E05.1	**Fire Alarm Panel**	Not present.	**-**	**-**	N/A
E05.2	**Fire Alarm Devices**	**Main Shop** **~Various:** Fire detection and alarm devices include the following: alarm bells.	**3**	**B**	No concerns observed or reported. Continuous maintenance and localized replacement are recommended as needed. This work can be completed at a cost below the threshold of this evaluation. (See **Note 7A**).
E05.3	**Gas Monitoring System**	**Main Shop** **~2018:** CO detector provided. South Shop **~2018:** CO detector provided.	**4**	**B**	No concerns observed or reported. (See **Note 7A**).

E06.0 COMMUNICATIONS, DATA & SECURITY

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E06.1	Telephone	**Main Shop** Telephone services are provided for the building through an on-site communications tower.	4	-	No concerns observed or reported.
E06.2	Internet Systems	**Main Shop** Internet services are provided for the building through the telecommunications tower. Managed by a local service provider.	4	-	No concerns observed or reported.
E06.3	Surveillance Systems	**Main Shop** **~2018:** Several wall mounted surveillance cameras are present and tie into a recorder in the office. .	4	C	No concerns observed or reported. (See **Note 7B**)
E06.4	Intrusive Systems	Not present.	-	-	N/A

E99.0 OTHERS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E99.1	Emergency Generators	Not present.	-	-	N/A
E99.2	Breaker and Disconnect Switch Testing	Exercising of disconnect switches and circuit breakers by performing several open-and-close operations	-	B	To be performed annually. (See **Note 7A**).

NOTES:

7A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

Imm.1) Non GFCI receptacles.

CAPITAL RESERVE ITEMS IDENTIFIED:

E02.1) Replace main disconnects - Man shop building and South Shop Building.
E02.3) Replace secondary distribution panel - Main shop building and South Shop Building.
E03.1) Replace interior lighting - Main shop building and South Shop Building.
E03.3) Replace emergency lighting.
E03.4) Replace exit lighting - Main shop building.
E03.5) Replace exterior lighting - Main shop building, South shop building and East shop building.
E03.6) Replace site lighting.
E05.1) Replace fire alarm panel.
E06.3) Replace security camera.
No other capital reserve items identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.

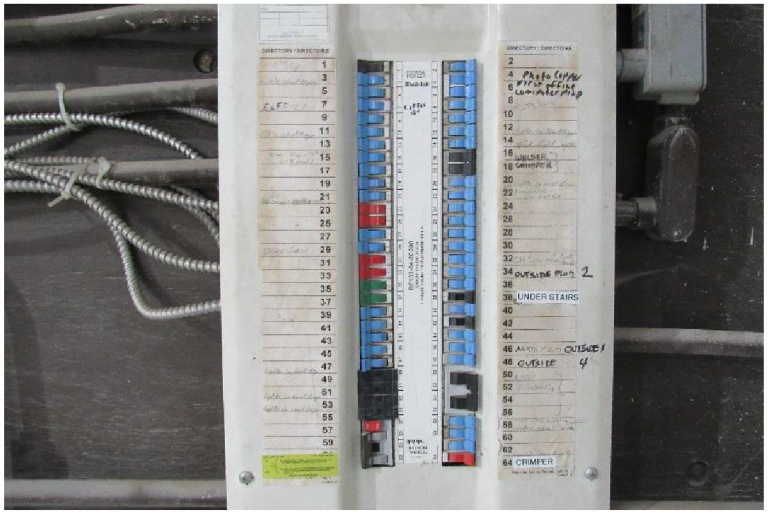


Photo #E1: Central Distribution Panel in the Main Shop facility.

Photo #E2: Typical LED light fixture in Main Shop bays.

Photo #E3: Typical emergency exit lighting in the Main Shop.

Photo #E4: Typical emergency battery pack in the Main Shop.

Photo #E5: Carbon monoxide detector in the Main Shop.

Photo #E6: Motor starter in the Main Shop.

Photo #E7: Non GFCI receptacle by the break room sink.

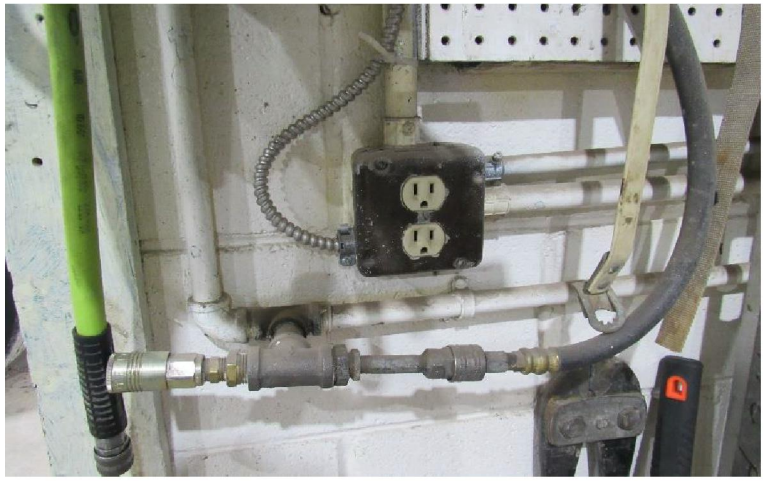


Photo #E8: Typical Main Shop loading bay receptacles.

Photo #E9: Typical T-8 lighting fixtures, located in the Main Shop lunchroom.

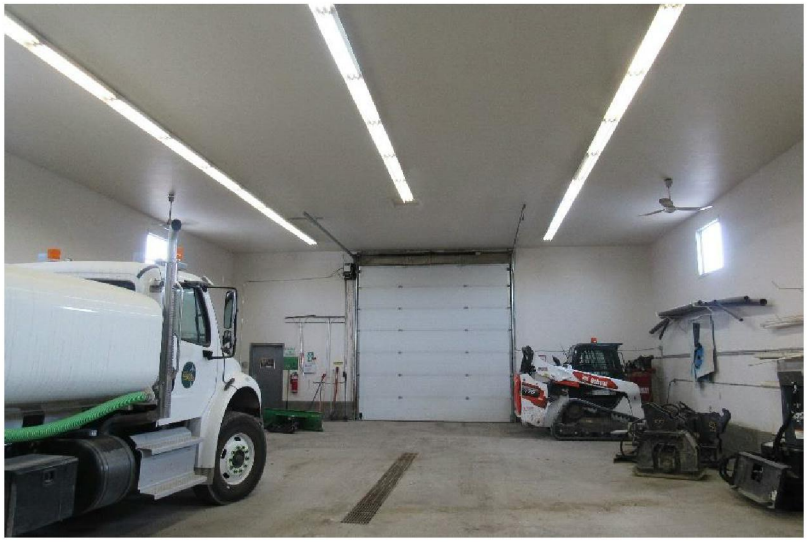


Photo #E10: Typical T-8 lighting fixtures of garbage truck loading bay, South Shop.

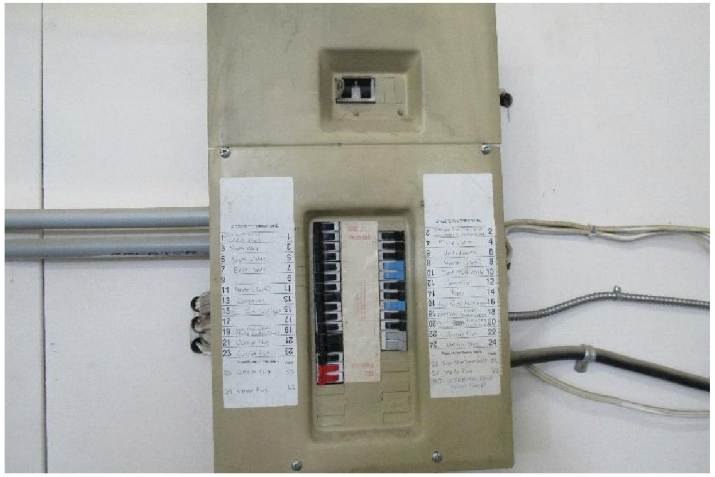


Photo #E11: Central Distribution Panel in the South Shop.

Photo #E12: Typical T-8 lighting fixture in East Shop.

Photo #E13: General security camera placement outside the Main Shop facility.

Photo #E14: Exterior pole-mounted transformer found on-site.

8. HAZARDOUS MATERIALS REPORTS

The following assessments are based on the year of the construction of the building, as well as our own investigations & site visits prior. Previous hazardous materials reports were not made available for review, at the time of writing.

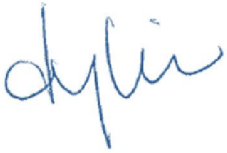
Based on the year of the construction of the building outlined in this report (~1962/1980/1992), hazardous building construction materials such as ACMs (asbestos containing materials), and/or PCBs (polychlorinated biphenyls) may be present in the Main and South Shop building. There is no concern with the East Shop.

Report Signature Page

STEPHENSON ENGINEERING LTD.

Jose Castor,
Building Conditions Assessor
Report Author

Lawrence McSorley, Architect, AAA, MRAIC
Principal – Building Science
Senior Reviewer



Dayoo Kim, M.Arch., LEED GA.
Building Conditions Assessor
Report Author

APPENDIX A

Mandate & Report Resources

MANDATE AND REPORT RESOURCES

Authorization

Written Notice of Award of *Town of Pincher Creek* Request for Proposals Facility lifecycle Assessment was provided on March 11th 2022. A FLA of the Site identified in the Introduction section of the report was subsequently conducted. The Site is currently owned and managed by Town of Pincher Creek (TPC).

Purpose

The primary objective of the FLA was to visually examine and evaluate the present condition of the property elements, buildings and related structures. The FLA process is being undertaken to assist TPC in capital planning and evaluating the potential financial liabilities associated with the condition of the site elements, building and related structures on the sites. Stephenson Engineering understands that TPC will rely on the contents of this report for capital planning.

Scope

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable. The Stephenson Engineering Assessors (identified on the first page of the report) conducted the sites reconnaissance on the date shown. The Site reconnaissance was limited to a walk around the sites, a walk-through of the buildings and interview with personnel listed in the Introduction section of the report (referred to as the "Site Representative" in this report). Copies of selected photographs documenting conditions at the time of the visit are provided throughout the report.

The purpose of the report is to communicate identified physical deficiencies, future capital projects, and the associated opinions of estimated costs where the cost is greater than the Capital Threshold and expected to occur within the time frame used for the report. In accordance with this agreed mandate, assumptions were required to delineate between capital items and routine maintenance. Please refer to the "Operating and Maintenance Item" list below. Also, please refer to the attached "Discussions of Overall Concepts and Terminology" for additional explanation of assumptions used.

The review of the structural elements was limited to a visual review of the accessible, exposed portions of the buildings and related structures during our visit to the building. The roofs, walls, floors and ceilings were visually reviewed to collect information in this regard.

The review of the mechanical, electrical and fire safety systems was performed by non-specialists in conjunction with discussions with the Site Representative. A detailed assessment by a mechanical or electrical professional consultant should be conducted if

further information regarding the condition, durability and/or expected future capital expenditures related to these systems is required.

Compliance with national and provincial building codes and/or fire codes is not part of the scope of this assessment.

The estimated costs outlined in this report are based on the conditions encountered and observations made during the reconnaissance. Estimates of quantities and areas are based on information supplied, field observations and/or interviews. Item repair/replacement costs are approximate only. Restoration costs are sensitive to local and overall economic factors and therefore, specific quotations from qualified contractors should be obtained when a specific deficiency is addressed or a capital project is to be implemented.

Operating and Maintenance Items

Stephenson Engineering assumes the following items will be maintained under normal operating budgets and are therefore not included in the Capital Reserve Table.

SITE
- Buried services
- Landscaping

STRUCTURE
- Foundations and footings

ROOF
- Periodic maintenance

WALLS AND WINDOWS
- Local periodic repairs and needle glazing
- Weather-stripping

INTERIORS
- Various common furnishings, specialty equipment
- Small residential appliances

MECHANICAL
- Motors, ductwork and in-duct equipment
- Oil supply systems
- HVAC distribution piping
- Air inlets and outlets

ELECTRICAL
- Buried conductors

DISCUSSIONS OF OVERALL CONCEPTS AND TERMINOLOGY

Evaluation Period

The period of evaluation used for this report is 20 years. Capital repairs and replacement that are reasonably expected to be required within this evaluation period and that cost in excess of the Capital Threshold are included in the Capital Reserve Table.

Effective Age

The estimated age of a building component that considers actual age as affected by maintenance history, location, weather conditions, and other factors. Effective age may be more or less than actual age.

Expected Useful Life (EUL)

The average amount of time in years that an item, component or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced.

Site Representative (POC)

Client, client's agent, or client-identified person or persons knowledgeable about the physical characteristics, maintenance, and repair of the subject property.

Remaining Useful Life (RUL)

A subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, etc.

Capital Threshold

The Capital Threshold used for this report is ($3,000). This threshold is used to determine whether a capital repair item is to be included in the Capital Reserve Table. Capital repairs identified and estimated to cost less than the threshold, or that will likely to be performed in phases, as a part of routine maintenance as required, at a cost less than the threshold are not included in the Capital Reserve Table.

Costs

Costs presented in this study for future capital repairs and replacement projects are our Opinions of Probable Budgets and are intended to include the work as per the description, taxes, permit fees, contingency and where appropriate, Engineering fees for design,

specifications, tendering, project management and construction monitoring. We have generally assumed replacement will occur on a like-for-like basis except where obsolescence or technological advancements logically dictates an upgrade. More accurate costing in the future will require a condition assessment, choice and development of an appropriate repair option, designing and tendering the work to qualified contactors.

Recommended Work

Work that is required due to end of EUL, current condition, code or immediate health risks to keep the facility operating over the evaluation period of this report. This work is considered to be beyond normal or routine maintenance work or for maintenance procedures that are currently not in force but are strongly recommended to maintain the system under consideration.

Immediate Items

Immediate repairs include deficiencies that require action in the next 60 to 90 days as a result of (i) existing or potentially unsafe conditions, (ii) negative conditions significantly impacting marketability or habitability, (iii) material building code violations, (iv) poor or deteriorated condition of a critical element or system, or (v) a condition that if left "as is" with extensive delay in addressing same, would result in or contribute to critical element or system failure within 12 months or a significant escalation in the repair cost.

Short Term Work (1 to 5 years)

Short term work includes work items that may not warrant immediate attention, but require repairs or replacement that should be undertaken on a priority basis in addition to routine preventive maintenance.

Mid Term Work (6 to 10 years)

Mid term work includes work items that require repair or replacement but do not have significant deficiencies or have not reached their EUL.

Long Term Work (more than 10 years)

Long term work includes work items that require repair or replacement beyond the evaluation period of this report or those which under our opinion, with periodic scheduled maintenance, replacement can be deferred beyond the evaluation period.

Capital Reserve Analysis

The Capital Reserve Table includes a section that provides the average annual capital costs per square foot. Replacement Reserves include (i) deficiencies that may not warrant immediate attention but require repair or replacement that should be undertaken on a priority basis over routine preventive maintenance work and (ii) components or systems that have realized or exceeded their Expected Useful Life (EUL) during the evaluation period

(realization of EUL alone does not constitute an immediate repair). Replacement reserve costs are included in Appendix C.

Opinions of probable costs are provided for material physical deficiencies and not for repairs or improvements that could be classified as:

- Cosmetic or decorative;
- Part or parcel of a building renovation program or tenant improvement/finishes;
- Enhancements to reposition the asset in the marketplace;
- For warranty transfer purposes;
- Routine or normal preventative maintenance;
- Less than the capital threshold for this report; and
- Are expected to occur beyond the time frame of this report

Cost Inflation Rate

We have presented the costs in current year (2022) values. We have used 3% in the capital reserve table attached. Further sensitivity analysis using other inflation assumptions should be tested when projecting future cash-flows.

Life Expectancies

Our estimates of the life expectancy of common element components, systems and sub-systems are based on our opinion of the observed condition during our Site visit, experience with similar material at other buildings, published industry standards, articles and recommendations made by material suppliers and manufacturers. For some materials or systems, the history of use is not sufficient to predict life expectancy accurately. Monitoring and adjustments to the assumptions are required.

The year in which the capital work is required is estimated on the basis of the current observed conditions, or the construction methods and materials used. This may be shorter or longer than the remaining time in the standard estimated life cycle based on the current age of the item. Our estimates of life cycles reflect our understanding of the standards that the prudent long-term owners would maintain. Deferring and phasing of work is often possible keeping in mind that doing so could reduce building standards, increase disruption to residents increase costs and risks.

APPENDIX B

Limitations and Use of the Report

LIMITATIONS

This report is intended to provide an assessment of the property conditions at the subject property, at the time of the site visit. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of the third parties. Should additional parties require reliance on this report, Stephenson Engineering may be contacted to extend reliance to such parties. Stephenson Engineering disclaims responsibility of consequential financial effects on transactions or property values, or requirements for follow-up actions and costs, which result from reporting the factual information contained herein.

The conclusions as presented represent the judgement of Stephenson Engineering based on the visual observations of the accessible, exposed building elements, supplemented by information and data obtained by Stephenson Engineering and discussions with the Site Representative and other representatives of the owner identified. Except as otherwise may be requested, Stephenson Engineering disclaims any obligation to update this report for events taking place, or with respect to information that becomes available to Stephenson Engineering after the time during which Stephenson Engineering conducted the FLA. No physical testing or intrusive investigations were conducted, and no samples of building materials were collected to substantiate the observations made.

In evaluating the Site, Stephenson Engineering has relied in good faith on information provided by other individuals noted in this report. Stephenson Engineering in certain instances has been required to assume that the information provided is factual and accurate. In addition, the findings in this report are based, to a large degree, upon information provided by the Site Representative. Stephenson Engineering accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this report as a result of omissions, misinterpretations or fraudulent acts of persons interviewed or contacted.

Actual costs may vary from the opinions of probable cost outlined by Stephenson Engineering. Factors affecting actual cost may include, but are not limited to, type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc.

Stephenson Engineering makes no other representations whatsoever, including those concerning the legal significance of its findings, or as to other legal matters touched on in this report, including, but not limited to, ownership of any property, or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretation. These interpretations may change over time, thus any parties making use of this report should review these issues with appropriate legal counsel.

Should additional information become available with respect to the building elements or systems, Stephenson Engineering requests that this information be brought to our attention so that we may re-assess the conclusions presented herein.

APPENDIX C
Capital Reserve Table

stephenson ENGINEERING

Appendix D - Capital Reserve Table

Project Information

Total Gross Floor Area (m²)	763	Year Built	1960	Reserve Term (years)	20
Number of Buildings	3	Age	62	Assumed Inflation	3%

Identified Costs

Report Section	Building Component	Expected Useful Life	Observed Age	Remaining Useful Life	Unit Rate	Quantity	Recommended Action	Immediate	Short Term			Mid Term					Long Term												Total
								2022	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042	
4	**ARCHITECTURAL**																												
A01	**Site**																												
A01.3	Gravel	10	5	5	Allowance		Resurface						$8,000					$8,000					$8,000					$8,000	$32,000
A01.5	Concrete Sidewalks/ Pads	25	20	5	$48 /m²	150 m²	Replace						$7,200																$7,200
A01.9	Fencing	40	35	5	$123 /m	641 m	Replace						$78,900																$78,900
A01.16	Bollards	20	15	0	$1,045 each	6 units	Replace		$6,300																				$6,300
A02	**Exterior Walls**																												
A02.1	Concrete Masonry Units - The Main Shop				Allowance		Repair					$5,000																	$5,000
A02.2	Prefinished Metal Panels/Cladding - The Main Shop	40	20	20	$124 /m²	180 m²	Replace																					$22,200	$22,200
A02.2	Prefinished Metal Panels/Cladding - The South Shop	40	30	10	$124 /m²	600 m²	Replace											$74,200											$74,200
A02.6	Exterior Paint - The Main Shop	15	15	0	$18 /m²	421 m²	Repaint		$7,600															$7,600					$15,200
A02.7	Joint Sealers - The South and Main Shops	20	20	0	$71 /m	62 m	Replace		$3,000																			$3,000	$6,000
A03	**Exterior Windows**																												
A03.1	Exterior Windows (Wood window) - The Main Shop	35	35	0	$1,120 each	6 units	Replace		$6,700																				$6,700
A03.1	Exterior Windows (Vinyl window) - The Main Shop	40	31	9	$1,000 each	3 units	Replace										$3,000												$3,000
A04	**Exterior Doors**																												
A04.3	Overhead Doors - The Main Shop	25	10	15	$16,823 each	5 units	Replace																$84,100						$84,100
A05	**Fascia and Soffits**																												
A05.2	Wood Soffit - The Main Shop	40	35	5	$194 /m²	54 m²	Replace						$10,500																$10,500
A06	**Interior Walls and Partitions**																												
A06.1	Fixed Partitions - Repair - The Main Shop				Allowance		Repair						$5,000																$5,000
A06.2	Interior Paint - The Main Shop	15	13	2	$38 /m² GFA	710 m² GFA	Repaint			$27,300														$29,200					$56,500
A06.2	Interior Paint - The South Shop	15	7	8	$38 /m² GFA	400 m² GFA	Repaint									$15,400													$15,400
A06.3	Ceramic Tiles - The Main Shop	40	33	7	$203 /m²	20 m²	Replace								$4,100														$4,100
A07	**Interior Doors and Windows**																												
A07.1	Interior Wood Doors - The Main Shop	30	7	23	$1,222 each	5 units	Replace																	$29,200					$29,200
A07.1	Interior Metal Doors - The Main Shop	30	7	23	$1,286 each	4 units	Replace																	$29,200					$29,200
A07.3	Interior Windows - The Main Shop	30	30	0	$714 each	6 units	Replace		$4,300															$29,200					$33,500
A08	**Ceilings**																												
A08.1	Suspended Acoustic Ceilings - The Main Shop	25	7	18	$92 /m²	36 m²	Replace																			$3,300			$3,300
A08.5	Ceiling Paint - The South Shop	15	7	8	$18 /m²	380 m²	Replace									$6,800													$6,800
A09	**Flooring**																												
A09.1	Resilient Flooring (Tiles) - The Main Shop	20	18	2	$69 /m²	50 m²	Replace			$3,500																			$3,500
A10	**Fixtures**																												
A10.1	Fixed counter/cabinets - The Main Shop	35	30	5	$1,038 /m	25 m	Replace						$26,000																$26,000
A10.5	Appliances - The Main Shop	20	22	0	Allowance		Replace						$3,000																$3,000
A11	**Barrier Free**																												
A11.2	Barrier Free Parking & Access Route - Automatic door opener				Allowance	Allowance	Code			$6,000																			$6,000
A11.3	Interior Circulation - Upgrading door hardware				Allowance	Allowance	Code			$3,000																			$3,000
A11.4	Barrier Free Washroom - installation				Allowance	Allowance	Code			$40,000																			$40,000
R01	**Roofing**																												
R01.1	Prefinished corrugated metal sheets - The Main Shop	40	20	20	$83 /m²	710 m²	Replace																					$58,800	$58,800
R01.1	Prefinished corrugated metal sheets - The South Shop	40	30	10	$83 /m²	380 m²	Replace											$31,500											$31,500
A99	**Other**																												
	No Capital Items Identified																												
5	**STRUCTURAL**																												
S01	**Foundations**																												
	No Capital Items Identified																												
S02	**Floors on Grade**																												
S02.1	Slab on Grade (Three buildings) - Repair				Allowance	Allowance	Repair			$5,000																			$5,000
S03	**Suspended Floors and Stairs**																												
	No Capital Items Identified																												
S04	**Roof Structures**																												
	No Capital Items Identified																												
S05	**Interior Walls and Columns**																												
	No Capital Items Identified																												
S06	**Exterior Walls and Columns**																												
	No Capital Items Identified																												
S99	**Other**																												
	No Capital Items Identified																												
6	**MECHANICAL**																												
M01	**Site Services**																												
	No Capital Items Identified																												
M02	**Plumbing**																												
M02.1	Water Distribution	70	62	8	$33 /m²	763 m2	Replace									$25,200													$25,200
M02.3	Domestic Water Heaters	20	5	15	$3,929 each	1 unit	Replace																$3,900						$3,900
M02.4	Wastewater Distribution	70	62	8	$33 /m²	763 m2	Replace									$25,200													$25,200
M02.6	Washrooms Fixtures	20	7	13	Allowance	Allowance	Replace																$8,000						$8,000
M03	**Heating**																												

Report Section	Building Component	Expected Useful Life	Observed Age	Remaining Useful Life	Unit Rate	Quantity	Recommended Action	Immediate	Short Term			Mid Term					Long Term										Total
								2022	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032	Year 11 2033	Year 12 2034	Year 13 2035	Year 14 2036	Year 15 2037	Year 16 2038	Year 17 2039	Year 18 2040	Year 19 2041	Year 20 2042	
M03.1	Furnace - Main shop building	18	12	6	$5,872 each	1 unit	Replace							$5,900														**$5,900**
M03.3	Infrared Radiant Heaters - Main shop building & South Shop Building	30	12	18	$4,000 each	5 units	Replace																			$20,000		**$20,000**
M03.4	Unit Heaters - South Shop Building	30	16	14	$5,968 each	2 units	Replace															$11,900						**$11,900**
M04	**Cooling**																											
	No Capital Items Identified																											
M05	**Ventilation**																											
M05.4	Exhaust Fans - Main Shop Building & South Shop Building	30		30	$4,000 each	10 units	Replace				$16,000							$24,000										**$40,000**
M06	**Fire Protection**																											
	No Capital Items Identified																											
M07	**Controls**																											
	No Capital Items Identified																											
M99	**Other**																											
	No Capital Items Identified																											
7	**ELECTRICAL**																											
E01	**Incoming Services**																											
	No Capital Items Identified																											
E02	**Distribution Equipment**																											
E02.1	Main Disconnector - Main shop building & South Shop Building	30	25	5	$4,903 each	2 units	Replace						$9,800															**$9,800**
E02.3	Secondary Distribution Panel - Main shop building & South Shop Building	30	25	5	$2,500 each	5 units	Replace						$12,500															**$12,500**
Imm.1	GFCI receptacles				Allowance	Allowance	Code	$500																				
E03	**Lighting**																											
E03.1	Interior Lighting - Main shop building & South Shop Building	20	Various	5	$70 /m² GFA	800 m² GFA	Replace						$56,000															**$56,000**
E03.3	Emergency Lighting, Battery Packs	20	15	5	$600 each	8 units	Replace						$4,800															**$4,800**
E03.4	Exit Lighting - Main shop building	20	42	0	$500 each	6 units	Replace		$3,000																			**$3,000**
E03.5	Exterior Lighting - Main Shop building, South Shop Building & East Shop Building	20	3	17	$1,200 each	10 units	Replace																		$12,000			**$12,000**
E03.6	Site Lighting	20	0	20	$1,200 each	3 units	Replace																				$3,600	**$3,600**
E04	**Grounding**																											
	No Capital Items Identified																											
E05	**Fire Alarm**																											
E05.1	Fire Alarm Panel	20	1	19	$3,600 each	1 unit	Replace																			$3,600		**$3,600**
E06	**Communications, Data & Security**																											
E06.3	Security Camera	15	4	11	Allowance	Allowance	Replace												$10,000									**$10,000**
E99	**Other**																											
	No Capital Items Identified																											

Capital Reserve Analysis

	Inflated	*Uninflated*
Average Cost / Year	$64,136	$48,325
Average Cost / Year / Sq. M.	$84.06	$63.34

Total Costs

	Immediate	Short Term			Mid Term					Long Term												
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Total
Totals *(Uninflated)*	$500	$30,900	$84,800	$16,000	$5,000	$221,700	$5,900	$4,100	$72,600	$3,000	$137,700	$10,000	$0	$0	$11,900	$104,000	$124,400	$12,000	$23,300	$3,600	$95,600	**$966,500**
Totals *(Inflated)*	$500	$31,827	$89,964	$17,484	$5,628	$257,011	$7,045	$5,042	$91,968	$3,914	$185,057	$13,842	$0	$0	$18,000	$162,029	$199,625	$19,834	$39,667	$6,313	$128,478	**$1,282,728**

DK
LPM

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Kootenai Browns Spooky Town	
PRESENTED BY: LaVonne Rideout, Community Services	**DATE OF MEETING:** 10/24/2022

PURPOSE:
To consider an invitation from Kootenai Brown Pioneer Village to attend " Kootenai Brown's Spooky Town" on Saturday October 29, 2022.

RECOMMENDATION:
That Council for the Town of Pincher Creek That Council for the Town of Pincher Creek authorize a member of Council to attend Kootenai Brown Pioneer Village to attend " Kootenai Brown's Spooky Town" on Saturday October 29, 2022 from 1 p.m. to 4 p.m.

BACKGROUND/HISTORY:
Kootenai Brown Pioneer Village (KBPV) is hosting the 6th annual Halloween at the Village.

ALTERNATIVES:
That Council for the Town of Pincher Creek agree to provide a monetary donation of $_____ to be funded from _____ to Kootenai Brown Pioneer Village for the Spooky Town event on Oct 29, 2022.

That Council for the Town of Pincher Creek receives the information from Kootenai Brown Pioneer Village regarding "Kootenai Brown's Spooky Town" as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:
Members of Council have attended this event in the past.

FINANCIAL IMPLICATIONS:
Expenses for Council members to attend various community events such as this are considered in the current budget.

PUBLIC RELATIONS IMPLICATIONS:
Participation in community events shows support and creates awareness.

ATTACHMENTS:
KBPV_2022 Invite_spookyTown - 3016

CONCLUSION/SUMMARY:

Administration supports that Town of Pincher Creek authorize a member of Council to attend Kootenai Brown Pioneer Village to attend " Kootenai Brown's Spooky Town" on Saturday October 29, 2022 from 1 p.m. to 4 p.m.

Signatures:

Department Head: La Vonne

CAO: Lauhie Wilgosh

Hey Pincher Creek Groups, Businesses & Organizations!
This year Kootenai Brown Pioneer Village is excited host its 6th Annual “Kootenai Brown's Spooky Town.” It is a safe family friendly, fun event for all ages. It will take place on Saturday October 29th from 1:00 pm to 4:00 pm. It is a fantastic opportunity to involve all of Pincher Creek in a safe environment.
Each business, organization or group will be assigned a building. You will decorate the doorway or porch area of the Village building assigned and hand out treats to visiting children. You will need to supply handouts (candy/treats), decorations, and staff to decorate and hand out the treats. The Museum grounds will be accessible by 10:00 am Saturday morning to start decorating.
Kids will follow a map and “Trick or Treat” to each building, the last few years we have had over five hundred kids, and over eight hundred people attend, please be prepared with enough treats! The Museum will have free hot chocolate. Fun additions to the day are the BOOBerry Haunted House and Haunted Barn.
If your organization, business, or group is interested in sponsoring a treat station or activity, or if you are interested in donating to the Trick or Treating, with candy or a monetary donation, your business will be recognized during the day as a participant.
This is a fun day to promote your business, group, or organization. Enjoy the community spirit, and fresh air!
Please contact Janelle at mail.kbpv@gmail.com or call 403-627-3684 or stop in to book your spot.

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Chinook Arch Regional Library System Budget	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	**DATE OF MEETING:** 10/24/2022

PURPOSE:

For Council to review and approve the Municipal Levy Schedule as presented by the Chinook Arch Regional Library System for 2023 - 2026.

RECOMMENDATION:

That Council for the Town of Pincher Creek approves the Chinook Arch Library Board 2023 - 2026 Municipal Levy Schedule as presented.

BACKGROUND/HISTORY:

Pincher Creek is one of the 27 Councils represented on the Chinook Arch Regional Library System which serves 138,075 residents of southern Alberta. Membership allows access to over 900,000 library materials in print and electronically as well as collections of videos, e-books, audio books etc. Members have access to public computers, video conferencing, training modules etc. which are all supported by Chinook Arch. The cost of books for libraries is reduced through the purchasing volume of Chinook Arch. The Chinook Arch Library Board Plan of Service ends in 2022 and they have provided a new plan and a proposed municipal levy for 2023 – 2026. According to their agreement, any change to the municipal levy must be approved by 2/3 of member councils representing 2/3 of the total member populations. A motion of Council regarding the municipal levy is requested.

ALTERNATIVES:

To not approve the Chinook Arch Library Board 2023 – 2026 Municipal Levy Schedule.
To accept the Chinook Arch Library Board 2023 – 2026 Municipal Levy Schedule as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time

FINANCIAL IMPLICATIONS:

The Municipal Levy is proposed as follows: 2023 - $7.93/capita; 2024 - $8.09/capita; 2025 - $8.22/capita and 2026 - $8.32/capita.

Currently, the Town pays $7.76/capita based on the Government of Alberta Estimate of Population 3,742 for a total of $29,037.92/annum.

Chinook Arch is primarily funded from member municipalities and library boards and an annual provincial operating grant.

PUBLIC RELATIONS IMPLICATIONS:
Chinook Arch provides an excellent services to residents of Southern Alberta.

ATTACHMENTS:
Chinook Arch 2023-2026 Budget Memo Town of Pincher Creek - 3017

CONCLUSION/SUMMARY:
Administration supports that the Council for the Town of Pincher Creek approves the Chinook Arch Library Board 2023 - 2026 Municipal Levy Schedule as presented.

Signatures:
Department Head: Wendy Catonio

CAO: Laurie Wilgosh

CHINOOK ARCH REGIONAL LIBRARY SYSTEM

Memo

September 12, 2022

To: Town of Pincher Creek Mayor and Council

From: Vic Mensch, Chair of the Chinook Arch Library Board

Re: Chinook Arch Library Board 2023-2026 Budget and Member Levy

Chinook Arch Regional Library System provides a cost-efficient way for municipalities in southwestern Alberta to collaborate with neighbouring communities to ensure that all area residents can experience the life-changing power of public libraries. As a member-driven regional service organization made up of 41 member municipalities, Chinook Arch's mission is to support thriving libraries and thriving communities. We are excited about our 2023-2026 Plan of Service (see attached) and what it means for libraries and library users in your area!

Chinook Arch is primarily funded through a per capita member levy that is set by the Chinook Arch Library Board. Any proposed increase to the member levy must be approved by 2/3 of member councils representing 2/3 of the total member population (27 councils representing 138,075 residents).

The proposed 2023-2026 Levy Schedule includes modest increases in each of the four years. The Board believes that this proposed schedule will allow Chinook Arch to continue to support its member libraries while addressing rising costs associated with inflation and high energy prices. Thanks to the 5% levy reduction Chinook Arch instituted in 2021, the proposed 2023-2026 levies are lower than 2019-2022 levies that were approved by councils in 2018.

The following chart shows the 2023-2026 Municipal Levy Schedule, with proposed increases listed in dollars and percentages:

Year	Proposed Municipal Levy	Annual Increase ($)	Annual Increase (%)	Library Board Fee	Total Proposed Levy	Total Levy Annual Increase
Current	$ 7.76				$ 11.33	
2023	$ 7.93	$ 0.17	2.19%	$ 3.57	$ 11.50	1.50%
2024	$ 8.09	$ 0.16	2.02%	$ 3.57	$ 11.66	1.39%
2025	$ 8.22	$ 0.13	1.61%	$ 3.57	$ 11.79	1.11%
2026	$ 8.32	$ 0.10	1.22%	$ 3.57	$ 11.89	0.85%

We respectfully request that your council pass a resolution on the proposed 2023-2026 Municipal Levy Schedule. Kindly forward a copy of the council resolution to Chinook Arch.

TEL. 403.380.1500
CHINOOKARCH.CA

2902 7 Ave N, Lethbridge, AB T1H 5C6

CHINOOK ARCH REGIONAL LIBRARY SYSTEM

Proposed resolution:

"*The (Name of Municipality) approves the Chinook Arch Library Board 2023-2026 Municipal Levy Schedule."*

Chinook Arch CEO Robin Hepher would be pleased to attend a council meeting to answer questions about the plan of service, budget, and member levy. To arrange a presentation, please phone 403-380-1500 or email arch@chinookarch.ca

(encl.)

TEL. 403.380.1500
CHINOOKARCH.CA

2902 7 Ave N, Lethbridge, AB T1H 5C6

CHINOOK ARCH REGIONAL LIBRARY SYSTEM

PLAN OF SERVICE

2023 - 2026

PLAN OF SERVICE THEMES

1. Getting Butts Back in the Library
2. Programming/Programming Support
3. Community Outreach
4. Technology Support
5. Language Learning/Serving Immigrant Communities

CHINOOK ARCH REGIONAL LIBRARY SYSTEM

1 Getting Butts Back in the Library

Identified Need

In the wake of the COVID-19 pandemic, attendance at libraries is still recovering. Other challenges persist, including a lack of awareness about the services and programs available at the library.

Key Activities

- Explore the use of targeted marketing (email, social media) to encourage library use by members of the public
- Develop system-wide contests, games, etc. designed to draw people into the library
- Develop customized/curated information packets aimed at specific groups of users (eg. home schoolers) highlighting ways in which the library can make their lives easier
- Explore the creation of a "library of experts" that can deliver in-library programming
- Explore ways to centrally support in-library programming from a funding standpoint, eg. subsidizing mileage and fees of presenters
- Assist libraries with measuring library visits through the provision of the door counters

Output Measures

- Library use and attendance as measured by door counters
- Attendance at library programs and events
- Number of events held at libraries
- Turnover rates of specific genres in response to customized recommendations

Impact

- The library is a community hub that provides relevant, high-quality programs and services to visitors
- The library is able to offer consistently high quality programming that meets the needs of its community
- Identified target groups are more likely to access library resources
- Patron reporting that their engagement with library collections, services, and programs is positively impacted by targeted communication

2 Programming/ Programming Support

Identified Need

Libraries would like to offer more programming, but face many challenges, including: limited resources, marketing and promotion, and more.

Key Activities

- Develop a collection of programming kits that are unique, relevant, fun, and easy for library staff to use
- Explore communication strategies that highlight the library as a potential partner for other organizations that are delivering services in the area
- Develop strategies for sharing/replicating successful programs across the region
- Explore hiring staff to coordinate and/or deliver programming at member libraries

Output Measures

- Number of programming kits created and used by member libraries
- Number of partnerships developed for program delivery
- Number of programs shared across the region
- Number of person hours invested in programming and programming support

Impact

- Member libraries are a destination for engaging and educational programming for a wide range of demographics
- Libraries are seen as a preferred partner for other organizations in the community
- Attendance at library programs increases

3 Community Outreach

Identified Need

Many members of the community still aren't aware of all that the library has to offer, and some may never enter the library building. How can libraries get out into the community to meet people where they're at?

Key Activities

- Explore the development of "Pop-Up" library kits to allow libraries to offer services off-site
- Develop display units and outreach kits to assist libraries in promoting their services at fairs, markets, meetings, etc.
- Attend inter-agency meetings, etc. to gain awareness of what's happening in communities and to identify potential partners
- Explore directly supporting member libraries in offering community outreach

Output Measures

- Use of the "Pop-Up" library kits
- Number of books signed out/memberships created at Pop-Up library events
- Use of the tabletop displays
- Attendance at inter-agency meetings

Impact

- Community members are more aware of the library
- Library services are extended to people who otherwise might not have access

4 Technology Support

Identified Need

Keeping up with technological change is difficult when funds and resources are limited. Libraries face challenges in maintaining/replacing computers and other IT equipment, and in keeping up with trends in consumer electronics.

Key Activities

- Explore ways to assist libraries with technology replacement
- Explore system-wide implementation of a point of sale system
- Explore system-wide implementation of a "print from mobile device" system
- Explore print management software for in-library use
- Explore strategies for developing digital literacy for seniors and recent immigrants
- Expand Wi-Fi hot spot lending program

Output Measures

- Number of computers/devices updated annually
- Use of point of sale system
- Use of mobile printing system/print management software
- Number of digital literacy training sessions attended
- Number of Wi-Fi hot spots available/loaned

Impact

- The library offers reliable, fast access to printing and other technologies
- Library technology is current, sustainable, and secure
- Residents feel confident navigating their devices and software
- Residents enjoy more equitable access to the internet and enhanced participation in the digital economy

5 Language Learning/ Serving Immigrant Communities

Identified Need

Communities are seeing an increase in the number and variety of immigrant populations. Libraries have many services to offer members of immigrant groups, but face challenges in getting the word out and in providing services that are helpful and appropriate.

Key Activities

- Improve online access to resources for English language learners
- Explore the development of shared collections aimed developing literacy
- Explore the development of shared collections for language learning
- Develop lists of resources for recent immigrants
- Provide opportunities for professional development for library staff in the area of serving recent immigrants
- Develop partnerships with community organizations that are working with immigrant populations
- Identify funding sources from governmental and NGO agencies working in the immigrant settlement sector

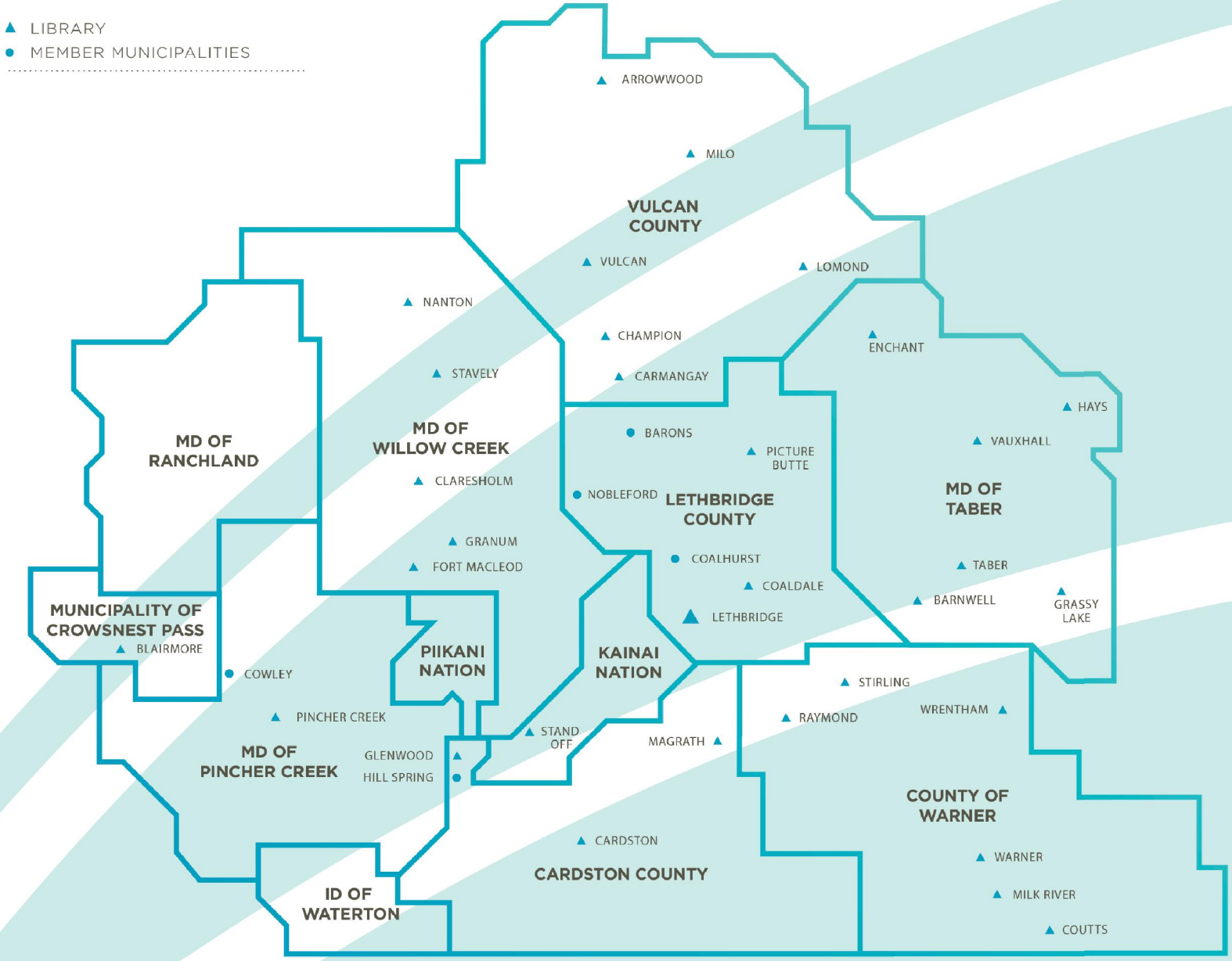
Output Measures

- Circulation of literacy and language learning collections
- Usage of online language learning resources
- Attendance at professional development sessions
- Partnerships developed

Impact

- The library is a partner with other community organizations supporting recent immigrants
- Recent immigrants use library resources to improve their lives
- Partner organizations and immigrants see the library as a key access point for resources and support

THRIVING LIBRARIES.
THRIVING COMMUNITIES.



Contact Us

2902 7 Avenue North
Lethbridge, AB T1H 5C6

403-380-1500
arch@chinookarch.ca

www.chinookarch.ca

CHINOOK ARCH REGIONAL LIBRARY SYSTEM

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Proclamation - Sturling Capital	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	**DATE OF MEETING:** 10/24/2022

PURPOSE:

Sturling curling has requested the town to proclaim Pincher Creek as Sturling Capital per Capita of Alberta for 2022

RECOMMENDATION:

That Council for the Town of Pincher Creek proclaim the Town of Pincher Creek as Sturling Curling Capital per Capita of Alberta for 2022

BACKGROUND/HISTORY:

The Sturling Curling Association has recognized the Pincher Creek Community for the level of participation in Sturling Curling. A celebration was held at the Royal Canadian Legion earlier this week where it was shared that per capita Pincher Creek had a large citizen participation rate.

ALTERNATIVES:

That Council for the Town of Pincher Creek receive the proposed Proclamation for Sturling Curling Per Capita as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

na

FINANCIAL IMPLICATIONS:

na

PUBLIC RELATIONS IMPLICATIONS:

The proclamation recognizes local citizen participation is Sturling Curling providing both social and physical health benefits.

ATTACHMENTS:

Sturling Captial Proclamation - 3019

CONCLUSION/SUMMARY:

that the town proclaim the Town of Pincher Creek as Sturling Capital per Capita of Alberta for 2022

Signatures:

Department Head: Laurie Wilgosh

CAO: Laurie Wilgosh

Town of Pincher Creek
962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0
403 627 3156
reception@pinchercreek.ca www.PincherCreek.ca

PROCLAMATION

WHEREAS: The Sturling Committee and Pincher Creek Curling Club have made a request; and

WHEREAS: Promoting and contributing to the health and wellbeing of Pincher Creek; and

WHEREAS: Participation in healthy physical activities is encouraged; and

WHEREAS: Promoting a continued social quality; and

WHEREAS: Promoting a continued sense of pride and camaraderie in Pincher Creek; and

WHEREAS We all aspire to increase participation by Canadians in health, recreational sports, and fitness activities.

NOW THEREFORE, I Mayor Don Anderberg, do hereby proclaim Town of Pincher Creek Sturling Capital per Capita in Alberta for 2022.

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Mayor Don Anderberg

Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
October 24, 2022

Item No.	Date	Received From	Information
1.	October 12, 2022	Alberta Counsel	Free Webinar: What does a Danielle Smith-led government mean for your organization?
2.	October 11, 2022	ORRSC	ORRSC Board of Directors Minutes - June 2, 2022
3.	October 14, 2022	Brownlee Law	Brownlee LLP Municipal Law Bulletin 2022 Special Edition: Privacy Matters
4.	October 7, 2022	Citizen	Letter
5.	October 17, 2022	Alberta Association of Police Governance	TODAY! ADM Degrand Address to AAPG membership
6.	October 17, 2022	Water Canada	Water Re-use | Indigenous Knowledge | Plastic Pollution Education
7.	October 14, 2022	Oldman River Regional Services Commission	Executive Committee Meeting Minutes - July 14, 2022
8.	October 19, 2022	Municipal Climate Change Action Centre	New ways to connect + collaborate | The Current Climate
9.	October 19, 2022	Alberta Health	Health Engagement Tour Updates - October 2022
10.			
11.			
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