



**TOWN OF PINCHER CREEK COUNCIL
MEETING AGENDA
Monday, November 28, 2022 at 6:00 p.m.
Council Chambers, 962 St. John Avenue
Zoom**

1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
4. **Scheduled Delegations**
5. **Adoption of Minutes**
 - 5.1 Minutes of the Budget Meeting held on November 3, 2022
 - 5.2 Minutes of the Budget Meeting held on November 8, 2022
 - 5.3 Minutes of the Committee of the Whole held on November 9, 2022
 - 5.4 Minutes of the Budget Meeting held on November 10, 2022
 - 5.5 Minutes of the Regular Meeting of Council held on November 14, 2022
 - 5.6 Minutes of the Budget Meeting held on November 16, 2022
6. **Business Arising from the Minutes**
7. **Bylaws**
 - 7.1 Land Use Bylaw Amendment 1547-AO - Short-Term Rentals
 - 7.2 Council Remuneration Bylaw #1578-22
8. **New Business**
 - 8.1 Town Administration Office - Facility Needs Assessment
 - 8.2 Lebel Window Refurbishment Funding Decision
9. **Council Reports**
 - 9.1 Upcoming Committee Meetings and Events
10. **Administration**
 - 10.1 Council Information Distribution List
 - 10.2 Operations 3rd Quarter Report
 - 10.3 Legislative Services 2nd & 3rd Quarter Report
 - 10.4 2nd Quarter Financial Reports by Department & Object
 - 10.5 3rd Quarter Financial Reports by Department & Object

11. Closed Session Discussion

- 11.1 Curling Club Design Build RFP (Delegate: Bruce Thurber) - 16 & 21
- 11.2 Offer To Purchase A Portion Of Roll #0277700 & #0277600 - 16 & 24
- 11.3 Development - Plan 06114431, Block 1, Lot 4 - 16 & 24
- 11.4 Request To Remove Waste Management and Recycling Fees From Utility Account
0632000.010 - 16 & 21
- 11.5 Proposed Land Acquisition - 16 & 24

12. Notice of Motion

13. Adjournment

The next Regular Council Meeting is scheduled for December 12, 2022 AT 6:00 p.m.



BUDGET MEETING
Held on Thursday November 3, 2022
In Person & Virtually,
Commencing at 5:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

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

1. CALL TO ORDER

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

2. AGENDA APPROVAL

BARBER:

The Council for the Town of Pincher Creek approve the November 3, 2022 Budget Meeting agenda as presented.

CARRIED 22-429

3. NEW BUSINESS

3.1 Financial Statements

3.2 Reserves

Mayor Anderberg called a recess at 6:10 pm

Mayor Anderberg called the meeting back to order at 6:22 pm

3.3 2023 New Initiatives

4. ADJOURNMENT

BARBER:

That this meeting of Council on November 3, 2022 be hereby adjourned at 8:10 pm.

CARRIED 22-430

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 28th DAY OF NOVEMBER 2022 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY NOV 28, 2022 AT 6:00 P.M.**



BUDGET MEETING
Held on Tuesday November 8, 2022
In Person & Virtually,
Commencing at 5:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

Councillors: D. Green, W. Oliver, G. Cleland, and S. Nodge

Absent: M. Barber, and B. Wright

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; L. Rideout, Director of Community Services; A. Levair, Director of Operations; and M. Everts, Events, Marketing & Economic Development

1. CALL TO ORDER

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

2. AGENDA APPROVAL

CLELAND:

The Council for the Town of Pincher Creek approve the November 8, 2022 Budget Meeting agenda as presented.

CARRIED 22-431

3. NEW BUSINESS

3.1 Memo of Changes #1 From November 3, 2022

NODGE:

The Council for the Town of Pincher Creek approve the Memo of changes#1 as presented.

CARRIED 22-432

3.2 2023 PC REMO Budget

NODGE:

The Council for the Town of Pincher Creek approve the revised REMO Budget as presented.

CARRIED 22-433

Mayor Anderberg called a recess at 6:35 pm

Mayor Anderberg called the meeting back to order at 6:45 pm

3.3 Deliberations

4. ADJOURNMENT

GREEN:

That this meeting of Council on November 8, 2022 be hereby adjourned at 8:50 pm.

CARRIED 22-434

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 28th DAY OF NOVEMBER 2022 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY NOV 28, 2022 AT 6:00 P.M.**



Town of Pincher Creek
COMMITTEE OF THE WHOLE
CAO REVIEW MINUTES
November 9, 2022 – 9:30 AM
In Person & Virtually

ATTENDANCE:

Mayor: D. Anderberg

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

Staff: L. Wilgosh, Chief Administrative Officer

1. **CALL TO ORDER**

Mayor Anderberg called the meeting to order at 9:03 am.

2. **AGENDA APPROVAL**

NODGE:

That the Committee of the Whole for the Town of Pincher Creek approves the November 9, 2022 agenda.

CARRIED COTW 2022-145

3. **Closed Session**

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek agree to move into a closed session of Council on November 9, 2022 at 9:45 am in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act with the Chief administrative Officer in attendance.

BARBER:

That the Committee of the Whole for the Town of Pincher Creek to move out of a closed session of Council on November 9, 2022 at 11:00 am in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act with the Chief administrative Officer in attendance.

9.1 **CAO Selection Process**

4. **Adjournment**

GREEN:

That this session of Committee of the Whole be adjourned at 11:20 am.

CARRIED COTW 2022-146

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 28^h DAY OF NOVEMBER 2022**

Mayor, D. Anderberg

CAO, L. Wilgosh



**BUDGET MEETING
Held on Thursday November 10, 2022
In Person & Virtually,
Commencing at 9:00 a.m.**

IN ATTENDANCE:

Mayor: D. Anderberg

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

Staff: L. Wilgosh, Chief Administrative Officer; W.
Catonio, Director of Finance and Human
Resources

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 9:05 am.

**2. AGENDA APPROVAL
CLELAND:**

The Council for the Town of Pincher Creek approve the November 10, 2022 Budget Meeting agenda as presented.

CARRIED 22-435

**3. NEW BUSINESS
3.1 Council Deliberations**

*Mayor Anderberg called a recess at 10:15 am
Mayor Anderberg called the meeting back to order at 10:25 am*

**4. ADJOURNMENT
BARBER:**

That this meeting of Council on November 10, 2022 be hereby adjourned at 11:32 am.

CARRIED 22-436

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 28th DAY OF NOVEMBER 2022 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY NOV 28, 2022 AT 6:00 P.M.**

DRAFT



REGULAR MEETING OF COUNCIL
Held on Monday November 14, 2022
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

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

Staff: L. Wilgosh, Chief Administrative Officer; K. Green, Executive Assistant L. Rideout, Director of Community Services; T. Walker, Energy Lead; A. Hlady, FCSS; L. Goss, Legislative Services Manager; M. Everts, Events, Marketing & Economic Development; and A. Levair, Operations Manager

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARING

2.1 Land Use Bylaw Amendment No. 1547-AO

Present: Mayor Anderberg
Councillor Barber
Councillor Cleland
Councillor Nodge
Councillor Oliver
Councillor Green
Councillor Wright

Staff: L. Wilgosh, Chief Administrative Officer
K. Green, Executive Assistant
L. Rideout, Director of Community Services
T. Walker, Energy Lead
A. Hlady, FCSS
M. Everts, Events, Marketing & Economic Development

1. CALL TO ORDER

The Mayor called the Public Hearing for Bylaw No. 1547-AO to order at 6:00 pm

2. ADOPTION OF AGENDA

WRIGHT:

That Council for the Town of Pincher Creek approves the November 14, 2022 Public Hearing for Bylaw No. 1547-AO agenda as presented.

CARRIED PH22-3

3. PURPOSE OF PUBLIC HEARING

The purpose of the public hearing is to present Bylaw No. 1547-AO, to regulate the use, standards, siting, and operational criteria of Short-term rental accommodation within the various residential land use districts of the municipality, as described in Schedule A

4. CONFIRMATION OF NOTICE

The Chief Administrative Officer advised that the Notice of Public Hearing was advertised in the November 2 and 9, 2022 editions of the local weekly newspapers the Pincher Creek Echo and Shootin' the Breeze.

5. REPORT FROM OLDMAN RIVER REGIONAL SERVICES COMMISSION SENIOR PLANNER

(Development Services Report)

6. REPORT FROM THE TOWN'S MANAGEMENT STAFF

Referral comments were received from Operational Services read by the Chief Administrative Officer.

Comments were received from Fire/Emergency Services.

7. WRITTEN SUBMISSIONS

No written submissions have been received as of 12:00 Noon, November 9, 2022.

8. PERSONS WISHING TO BE HEARD/PRESENTATIONS

Lane Heggie of 1030 Livingston Way

Chantal Laliberte of 1235 Tumbleweed Avenue

Joan Brees of 1128 Briar Road

The Mayor asked if there were any persons wishing to be heard. (First Time)

NODGE:

That Council for the Town of Pincher Creek agree to hear Lynne Brasnett at the Public Hearing for Land Use Bylaw Amendment 1547-AO on November 14, 2022.

CARRIED PH22-4

CLELAND:

That Council for the Town of Pincher Creek agree to hear Jenai Towes, 39 Hillside Cres. at the Public Hearing for Land Use Bylaw Amendment 1547-AO on November 14, 2022.

CARRIED PH22-5

CLELAND:

That Council for the Town of Pincher Creek agree to hear Kim McAdam, 622 Thistle Cres. at the Public Hearing for Land Use Bylaw Amendment 1547-AO on November 14, 2022.

CARRIED PH22-6

CLELAND:

That Council for the Town of Pincher Creek agree to hear Japhina Epp, 798 Regaux Dr. at the Public Hearing for Land Use Bylaw Amendment 1547-AO on November 14, 2022.

CARRIED PH22-7

CLELAND:

That Council for the Town of Pincher Creek agree to hear Alan Anderson, 590 Kettles St. at the Public Hearing for Land Use Bylaw Amendment 1547-AO on November 14, 2022.

CARRIED PH22-8

CLELAND:

That Council for the Town of Pincher Creek agree to hear Sarah Duncan, 589 McDougall St. at the Public Hearing for Land Use Bylaw Amendment 1547-AO on November 14, 2022.

CARRIED PH22-9

The Mayor asked if there were any persons wishing to be heard. (Second Time)

Steve Harty with Oldman River Regional Services Commission

The Mayor asked if there were any persons wishing to be heard. (Third and Final Time)

9. CLOSURE OF PUBLIC HEARING

ANDERBERG:

That this Public Hearing on November 14, 2022 be hereby adjourned at 7:33 p.m.

CARRIED PH22-10

Mayor Anderberg called a recess at 7:33 pm

Mayor Anderberg called the meeting back to order at 7:50 pm

3. AGENDA APPROVAL

GREEN:

The Council for the Town of Pincher Creek approve the November 14, 2022 agenda as presented.

CARRIED 22-437

4. DELEGATIONS

5. ADOPTION OF MINUTES

5.1 Minutes of the Budget Meeting held on October 18, 2022

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on October 18, 2022.

CARRIED 22-438

5.2 Minutes of the Budget Meeting held on October 20, 2022

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on October 20, 2022.

CARRIED 22-439

5.3 Minutes of the Organizational Council Meeting held on October 24, 2022

NODGE:

That Council for the Town of Pincher Creek approves the minutes of the Organizational Meeting of Council held on October 24, 2022.

CARRIED 22-440

5.4 Minutes of the Regular Meeting of Council held on October 24, 2022

BARBER:

That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting held on October 24, 2022

CARRIED 22-441

5.5 Minutes of the Budget Meeting held on October 25, 2022

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on October 25, 2022.

CARRIED 22-442

5.6 Minutes of the Budget Meeting held on October 27, 2022

GREEN:

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on October 27, 2022.

CARRIED 22-443

5.7 Minutes of the Committee of the Whole Meeting held on November 2, 2022

WRIGHT:

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on November 2, 2022

CARRIED 22-444

6. BUSINESS ARISING FROM THE MINUTES

7. BYLAWS

7.1 Regional Assessment Review Board Bylaw 1633-22

GREEN:

That Council for the Town of Pincher Creek agree and give second reading to Regional Assessment Review Board Bylaw 1633-22.

CARRIED 22-445

NODGE:

That Council for the Town of Pincher Creek agree and give third and final reading to Regional Assessment Review Board Bylaw 1633-22 and that a copy of which be attached hereto forming part of the minutes.

CARRIED 22-446

7.2 Land Use Bylaw Amendment 1547-AO- Short Term Rentals

NODGE:

That Council for the Town of Pincher Creek defer the Land Use Bylaw Amendment 1547-AO to the November 28, 2022 Council Meeting.

CARRIED 22-447

8. NEW BUSINESS

8.1 Electric Vehicle Charging Infrastructure

OLIVER:

That Council for the Town of Pincher Creek provide formal approval to accept funding from Enel Green Power and the Southgrow Charging Program to install two Level 2 Electric Vehicle Charging stations at the Multipurpose facility.

CARRIED 22-448

8.2 Apex Utilities Inc. Franchise Fee 2023

WRIGHT:

That Council for the Town of Pincher Creek agree that the Natural Gas Distribution Franchise Fee percentage for the year 2023 remain unchanged at 25%.

CARRIED 22-449

8.3 Support For Kainai/Cardston Memorandum of Understanding

BARBER:

That Council for the Town of Pincher Creek agree to support and participate as a regional partner in the Kainai/Cardston Memorandum of Understanding.

CARRIED 22-450

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 November 14, 2022 Council Information Distribution List as information.

CARRIED 22-451

Mayor Anderberg called a recess at 8:35 pm

Mayor Anderberg called the meeting back to order at 8:40 pm

11. CLOSED MEETING DISCUSSION

WRIGHT:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday, November 14, 2022 at 8:40 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Community Services and Operations Manager in attendance.

CARRIED 22-452

CLELAND:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday, November 14, 2022 at 9:50 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer in attendance.

CARRIED 22-453

11.1 Property Sale Refund – s. 16

BARBER:

That Council for the Town of Pincher Creek direct administration to advise the tentative purchaser of Lots 103/102, plan 460B that the Town does not wish to continue negotiations for the sale of the property at this time.

CARRIED 22-454

11.2 Offer To Purchase A Portion Of Roll #0277700 & 0277600 - s. 16 & 24

NODGE:

That Council for the Town of Pincher Creek defer to the November 28, 2022 Council Meeting

CARRIED 22-455

11.3 Pincher Creek Emergency Services Commission Funding Formula

Review - s. 21

NODGE:

That Council for the Town of Pincher Creek advise the Council for the Municipal District of Pincher Creek that the Town Council recommends that the funding formula for the Pincher Creek Emergency Services Commission remain the same.

CARRIED 22-456

11.4 Development – Plan 06114431, Block 1, Lot 4 - S. 16 & 24

WRIGHT:

That Council for the Town of Pincher Creek defer to the November 28, 2022 Council Meeting.

CARRIED 22-457

11.5 Compensation Review - s. 17

NODGE:

That Council for the Town of Pincher Creek agree to a retroactive adjustment to the salary of the Chief Administrative Officer starting in January 2022 as discussed.

CARRIED 22-458

11.6 Request For Refund – Roll #4102000, 4101000 & 4101800 – s. 16 & 24

OLIVER:

That Council for the Town of Pincher Creek receive the information regarding the request for refund of the partial purchase price of Plan 0512718, Block 4, Lot 17; 1370 Dobbie Avenue, Plan 0512718, Block 4, Lot 12; 1372 Dobbie Avenue and Plan 0512718, Block 4, Lot 16; 1374 McEachern Street as presented.

CARRIED 22-459

12. NOTICE OF MOTION

13. ADJOURNMENT

WRIGHT:

That this meeting of Council on November 14, 2022 be hereby adjourned at 9:55 pm.

CARRIED 22-460

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 28th DAY OF NOVEMBER 2022 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY NOV 28, 2022 AT 6:00 P.M.**



**BUDGET MEETING
Held on Wednesday November 16, 2022
In Person & Virtually,
Commencing at 9:00 a.m.**

IN ATTENDANCE:

Mayor:	D. Anderberg
Councillors:	D. Green, W. Oliver, M. Barber, G. Cleland, and S. Nodge
Absent:	B. Wright
Staff:	L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources

1. CALL TO ORDER

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

**2. AGENDA APPROVAL
CLELAND:**

The Council for the Town of Pincher Creek agrees to add 3.2 Eco Station to the November 13, 2022 Budget Meeting agenda as presented.

CARRIED 22-461

3. NEW BUSINESS

3.1 Memo of Changes #3

3.2 ECO Waste System

NODGE:

The Council for the Town of Pincher Creek agree to add S.3 of clause to the Eco Waste System.

CARRIED 22-462

**4. ADJOURNMENT
BARBER:**

That this meeting of Council on November 16, 2022 be hereby adjourned at 12:17 pm.

CARRIED 22-463

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 28th DAY OF NOVEMBER 2022 S E A L
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY NOV 28, 2022 AT 6:00 P.M.**

DRAFT

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Land Use Bylaw Amendment 1547-AO - Short-term Rentals	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 11/28/2022

PURPOSE:

For Council to consider second and third readings of Land Use Bylaw Amendment 1547-AO - Short-term Rentals.

RECOMMENDATION:

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

That Council for the Town of Pincher Creek agree and give Bylaw 1547-AO amending the Land Use Bylaw 1547 third and final reading and that a copy of which be attached hereto forming part of the minutes.

BACKGROUND/HISTORY:

At the August 3, 2022 Committee of the Whole meeting, direction was given to administration to prepare a Land Use Bylaw Amendment according to Council discussion and include regulations for short-term rentals in the Town of Pincher Creek.

A delegation of concerned citizens presented to Council at their regular meeting on August 22, 2022 regarding short-term rentals in Pincher Creek.

Correspondence dated October 7, 2022 was received from a citizen addressing concerns regarding Short-term Rentals.

At the October 11, 2022 regular meeting of Council, Land Use Bylaw Amendment 1547-AO - Short-Term Rentals, received first reading and Council agreed to hold a Public Hearing on November 14, 2022.

The Public Hearing was well attended with several persons wishing to be heard. At the regular meeting on November 14, 2022 Council deferred the Land Use Bylaw Amendment to November 28, 2022.

ALTERNATIVES:

That Council for the Town of Pincher Creek receives Bylaw 1547-AO amending the Land Use Bylaw 1547 as information.

That Council for the Town of Pincher Creek direct administration to bring back Bylaw 1547-AO with amendments for consideration

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The current Land Use Bylaw 1547 and amendments thereto is silent regarding regulations on tourist homes and/or short-term rentals. There have been several inquiries made recently to establish short-term rental types of uses in private homes.

In the event the proposed bylaw amendment receives third and final reading consideration should be given as to how the new regulations be implemented.

FINANCIAL IMPLICATIONS:

Advertisement and adjacent property owner notification. In addition, the Land Use Bylaw are to be updated accordingly.

PUBLIC RELATIONS IMPLICATIONS:

In addition to the Towns' Department referral comments, the adjacent property owners are to be notified in accordance with the Land Use Bylaw section 50 and the Municipal Government Act sections 230, 606 and 692. Subsequent to first reading of Bylaw 1547-AO the Notice of Public Hearing on Bylaw 1547-AO was published for two consecutive weeks in the local weekly newspaper on November 2 and 9, 2022 as per Advertising for Public Hearing Policy 115-95.

ATTACHMENTS:

DRAFT Town Pincher Creek LUB 1547-AO Amendment - Short-term rentals w_Schedule A - 3039

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree and give Bylaw 1547-AO amending the Land Use Bylaw 1547 second and third reading.

Signatures:

Department Head:

Lisa Goss

CAO:

Laurie Wilgosh

**TOWN OF PINCHER CREEK
BYLAW NO. 1547-AO**

BEING a bylaw of the Town of Pincher Creek in the Province of Alberta, to amend Bylaw No. 1547, being the municipal Land Use Bylaw.

WHEREAS the Council of the Town of Pincher Creek has deemed it necessary to regulate the use, standards, siting, and operational criteria of Short-term rental accommodation within the various residential land use districts of the municipality, as described in Schedule A.

AND WHEREAS the general purpose of the proposed amendment is to address the following:

- Add 'Short-term Rentals Type 1' and 'Short-term Rentals Type 2' to the 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' and 'Multi-family Residential – R4' districts as either a permitted, discretionary, or prohibited use as categorized and defined as attached Schedule A.
- Add new definitions to the land use bylaw Schedule 13, Definitions, for 'Short-term Rentals', 'Short-term Rentals Type 1' and 'Short-term Rentals Type 2'.
- Add to Schedule 4, Standards of Development a section on 'Short-term Rentals' which outlines the criteria, application requirements, and standards for the potential of a residential property owner to establish and operate a Short-term Rental accommodation with the Town of Pincher Creek, as described in the attached Schedule A.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Pincher Creek in the Province of Alberta duly assembled does hereby enact the following:

1. Bylaw No. 1547, being the municipal Land Use Bylaw, is hereby amended by Bylaw 1547-AO to include Short-term rentals in the land use bylaw as prescribed in Schedule A attached.
2. Bylaw No. 1547-AO shall come into effect upon third and final reading thereof.
3. Bylaw No. 1547-AO is hereby adopted.

READ a **first** time this 11th day of October 2022.

Mayor – Don Anderberg

Chief Administrative Officer – Laurie Wilgosh

READ a **second** time this 14th day of November 2022.

Mayor – Don Anderberg

Chief Administrative Officer – Laurie Wilgosh

READ a **third** time and finally passed this 14th day of November 2022.

Mayor – Don Anderberg

Chief Administrative Officer – Laurie Wilgosh

SCHEDULE A

Town of Pincher Creek Land Use Bylaw No. 1547 as amended

AMENDMENTS: Add uses, criteria, standards, and definitions for Short-term Rentals

Add to the 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' and 'Multi-family Residential – R4' districts '**Short-term Rentals Type 1**' as a permitted use.

Add to the 'Residential - R1', 'Manufactured / Mobile home – R2', 'Country Residential – R3' '**Short-term Rentals Type 2**' use as a discretionary use.

Add to the 'Multi-family Residential – R4' district '**Short-term Rentals Type 2**' as a Prohibited use.

Add to the land use bylaw Schedule 13, Definitions

Short-term Rentals means a dwelling unit (including a house, apartment, multi-unit dwelling, or individual room), operated as a temporary or short-term rental or lease accommodation unit, occupied by a guest or guests for a period of less than 28 continuance days where the residence owner may or may not be present or residing on site, and includes all temporary or short-term rentals, vacation homes or temporary accommodation for commercial purposes or for compensation. This use does not include Bed and Breakfasts, Home Occupations, Motels, or Hotels which are separately defined uses. It also excludes temporary or short-term billeting of minor or under-20 athletes on sports teams.

Short-term Rentals Type 1 (owner-occupied) means a short-term rental or lease situation where an owner lives/resides (owner-occupied) in the dwelling as their primary abode (residence) but may rent out the house or rooms as accommodation on a temporary or short-term bases for a period of less than 28 continuance days but not to exceed 60 days in a calendar year for financial gain. (*Note: This may apply to situations where an owner rents out their house while they are away on vacation or out of the country for an extended period, etc.*)

Short-term Rentals Type 2 (non-owner-occupied rental) means a short-term rental or lease situation where an owner does not live/reside in the dwelling as their primary residence (non-owner-occupied rental) but rents out the house or rooms as accommodation on temporary or short-term bases for a period of less than 28 continuance days as a rental, vacation home or temporary accommodation for commercial purposes, or a commercial entity uses the home exclusively for short-term rentals. (*Note: This applies to situations where a person or business owns a dwelling(s) that they primarily rent for accommodation for commercial income, etc.*)

Add a clause to the land use bylaw Schedule 3, Development Not Requiring a Permit

No development permit is required for Short-term Rentals Type 1 as defined in this bylaw provided the standards of the bylaw are met and they are listed as a permitted use in the applicable land use district. (Short-term Rentals Type 2 do require a development permit.)

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

SECTION 31 SHORT-TERM RENTALS

Standards

- 31.1 Short-term Rentals are prohibited in residential districts except where they are expressly listed as a permitted or discretionary use.
- 31.2 Short-term Rentals Type 1 listed as a permitted use in any land use district do not require a development permit as prescribed in Schedule 3, Development Not Requiring a Permit. All other types of Short-term Rentals do require a development permit.
- 31.3 Short-term Rentals that are prohibited or are found to be operating without a valid development permit and/or Business Licence are subject to the imposition of fines/penalties by the municipality in accordance with the fee schedule or other applicable bylaw.
- 31.4 Short-term Rentals are characterized by:
- (a) The advertising or management of a dwelling unit as a Short-term Rental, temporary accommodation, tourist accommodation or vacation rental on social media, the internet or on vacation rental websites, such as but not limited to Airbnb, VRBO, or where the intent is for the occupant to stay for short-term visiting or vacation purposes rather than use the property solely as a permanent residence.
 - (b) The use of a system of reservations, deposits, confirmations, and payments for nightly accommodation at the residence.
 - (c) The active management and commercial nature of the dwelling being used as a Short-term Rental.
- 31.5 The Short-term Rentals use excludes the temporary or short-term billeting of minor or under-20 athletes on sports teams and they are exempt from the permitting and business license requirements.
- 31.6 The number of rental units or bedrooms in the Short-term Rentals and the maximum occupancy of the dwelling shall be stated on the application form and included as a condition of approval in the development permit. The Development Authority may limit the number of rental units and/or the maximum occupancy of a Short-term Rentals on a case-by-case basis having regard for suitability and potential impacts to the town, street, or area neighbors.
- 31.7 The Development Authority may limit the number of dwellings used as short-term rental units on a street or defined area, and no more than 5% of the total number of single-detached dwellings in the R-1 land use district of the Town of Pincher Creek may be approved as a Short-term Rentals Type 2, based on a first come first served basis.
- 31.8 The Development Authority may in its discretion, place any conditions it deems reasonable, on a development permit approved for Short-term Rentals to manage potential impacts to neighbors or ensure the use is operating within the regulations and standards of the bylaw.
- 31.9 Where approved, Short-term Rentals shall be developed and operated in accordance with the following regulations in order to ensure that the impacts of this commercial use do not unduly affect the amenities of the residential neighbourhood in which they are located:
- (a) Short-term Rentals require a development permit except for those specially listed in Schedule 3, Development Not Requiring a Permit. A permit may be revoked at any

time if, in the opinion of a designated officer, the operator has violated any provision of this bylaw or the conditions of a permit.

- (b) On-site parking stalls shall be provided as required by the Development Authority. For Short-term Rentals Type 2, a parking layout plan must be submitted as part of the application illustrating what is available or proposed. The plan must clearly illustrate the location and size dimensions of the parking stall areas on the property.
- (c) A recreational vehicle (camper trailer) shall not be used as accommodation for the owner/operator, other residents of the property or for the Short-term Rentals guests.
- (d) The exterior appearance of a dwelling approved as a Short-term Rentals shall not be altered, renovated, or changed to make the residential dwelling significantly stand-out or be readily recognized or identified as a commercial accommodation rental unit except where limited signage may be approved as provided for in this bylaw.
- (e) Short-term Rentals shall not interfere with the rights of other neighbours and residents to quiet enjoyment of a residential neighbourhood.
- (f) Approved Short-term Rentals must apply for and maintain a current yearly municipal Business Licence from the municipality.
- (g) The Developmental Authority shall not approve a development permit for both a Short-term Rental and Bed & Breakfast on the same property.
- (h) The Development Authority may place conditions on a development permit to address or mitigate concerns with compatibility to the neighbourhood or to ensure the standards of this bylaw are being met.
- (i) The Development Authority may refuse to approve a development permit for a Short-term Rentals if they determine there are other pre-existing Short-term Rentals established in the vicinity or neighborhood and additional such use would negatively affect the neighborhood, cause traffic or parking concerns, or interfere with the residents right to peaceful enjoyment of their property.

31.10 The owner/operator of the Short-term Rental shall:

- (a) Have a valid business license and disclose their license number in all online postings and advertisements. The business license must also be posted and visible inside the dwelling to rental guests.
- (b) Keep and maintain, or have kept and maintained by a company or individual identified in the development permit application, a guest record/register that shall be reasonably available for inspection by the designated officer.
- (c) Provide personal contact information of the operator to the designated officer that is kept accurate and up to date during the duration of the active operation of the dwelling as a Short-term Rental.
- (d) Provide and maintain the on-site parking as required by the Development Authority.
- (e) Advertising related to the Short-term Rental shall not displayed until after a development permit is issued. Signage shall only be displayed as allowed for in this bylaw and includes:

- (i) one window signage, no larger than 0.4 m² (4 sq. ft.); or
 - (ii) up to one freestanding sign no more than 1.5 m (5 ft.) above ground or sidewalk grade and shall not be more than 0.4 m² (4 ft.²) in area.
 - (iii) For any signage associated with a Short-term Rental, it must be made of a material that is complementary to the principal dwelling; and
 - (iv) not be directly illuminated in any way.
- (f) Be responsible for contacting the municipal Safety Codes officials and complying with requirements applicable to the dwelling or dwelling unit conforming to the *National Building Code – Alberta Edition* as required, particularly regarding fire safety.
 - (g) Be responsible for complying with Alberta Government requirements relating to the provincial tourism levy on accommodation. The owner/operator will be required to show verification of compliance to the the Development Authority when requested.
 - (h) Be required to have valid insurance coverage for the dwelling or dwelling unit being used as a commercial rental accommodation property. The owner/operator will be required to show verification of such when requested by the Development Authority.
 - (i) Comply with any requirements and obligations relating to the *Public Health Act, Housing Regulation* as applicable.

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Council Remuneration Bylaw #1578-22	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 11/28/2022

PURPOSE:

For Council to review the changes in the Council Remuneration Bylaw #1578-22.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to give first reading to the Council Remuneration Bylaw #1578-22.

BACKGROUND/HISTORY:

During the 2023 budget deliberations, Council agreed that the Mayor's stipend should be increased from \$1,075 per month to \$1,200 per month starting January 1, 2023. As well, it was agreed to increase the mileage fee from \$0.50 per km to \$0.61 per km to accurately reflect the increasing costs of travel to conduct Council business.

ALTERNATIVES:

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

That Council for the Town of Pincher Creek agree to give second reading to the Council Remuneration Bylaw #1578-22.

That Council for the Town of Pincher Creek unanimously agree to present the Council Remuneration Bylaw #1578-22 for third and final reading.

That Council for the Town of Pincher Creek agree to give the Council Remuneration Bylaw #1578-22 third and final reading and that a copy of which be attached hereto and form part of the minutes.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

Increasing the Mayor's stipend by \$125 per month will result in an annual increase of \$1,500. This amount will be included in the 2023 operating budget to be passed in December 2022.

PUBLIC RELATIONS IMPLICATIONS:

Council agrees that due to the added responsibilities the Mayor has, the monthly stipend should be double the amount for Council members.

ATTACHMENTS:

Council Remuneration Bylaw 1578-22 - 3044

CONCLUSION/SUMMARY:

Administration supports Council for the Town of Pincher Creek giving first reading to the Council Remuneration Bylaw #1578-22.

Signatures:

Department Head:

Wendy Catonio

CAO:

Laurie Wilgosh





Town of Pincher Creek
Council Remuneration Bylaw # 1578-2020

BYLAW #1578-2020
of
TOWN OF PINCHER CREEK

**A BYLAW OF THE TOWN OF PINCHER CREEK, IN THE PROVINCE OF
ALBERTA, FOR THE PURPOSE OF PROVIDING REMUNERATION TO
THE COUNCIL OF THE TOWN OF PINCHER CREEK**

WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Municipality has the authority to pass bylaws regarding services provided by or on behalf of the municipality;

AND WHEREAS Council wishes to provide for remuneration for the Chief Elected Official and Councillors.

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

DEFINITIONS

1. **Regular Meeting** of Council shall mean regularly scheduled meetings of Council as determined at the Organizational Meeting of Council or by resolution of Council.
2. **Special Meeting** of Council shall be as defined in the Municipal Government Act, Section 194, as follows:
 - a. The Chief Elected Official may call a Special Council meeting when he/she considers it appropriate to do so, and must call a Special Council Meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
 - b. A Special Meeting must be held within 14 days after the date that the Chief Elected Official receives the request or shorter period provided for by bylaw.
 - c. The Chief Elected Official calls a Special Council meeting by giving at least 24 hours notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
 - d. A Special Council meeting may be held with less than 24 hours notice to all Councillors and without notice to the public if at least 2/3 of the Whole Council agrees to this in writing before the beginning of the meeting.



- e. No matter other than that stated in the notice calling the Special Council meeting may be transacted at the meeting unless the Whole Council is present at the meeting and the Council agrees to deal with the matter in question.
- f. Joint Council/special meeting with the Municipal District of Pincher Creek No. 9, held at either municipalities Council Chambers.

3. **Other Council Meetings**

- a. Regional Council meeting to include the following: Town of Pincher Creek, Municipal District of Pincher Creek No. 9, Village of Cowley and Crowsnest Pass Councils.
- b. Elected Officials meeting consisting of Council members from south eastern British Columbia and south western Alberta.
- c. Committee of the Whole, Council Policy Review Committee, Council Budget Committee and any other meeting of Council where all members of Council are appointed to serve on.

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Committee meetings shall mean those committees that members of Council have been appointed to or been authorized by resolution of Council to attend.

Monthly stipend shall mean a monthly salary plus general expenses and shall include activities such as consultation with the public either by telephone or in-person, attendance and/or presentations at public relations events, such as in Town parades, presentations at school, opening remarks at local events, etc. Volunteer Luncheon, Town Facility Site Visits, Public Works Week Celebration Event, Flag Raising Ceremonies, Town Facility Grand Openings, Chamber of Commerce Awards Night, Remembrance Day Services, Committee and Board Christmas Party's, Parade of Lights, Town Christmas Party, Children's Festival.

4. **Per Diem** shall mean the allowance paid to Council while out of Town on official Town business and payable only in the event that they are not being remunerated for attending said function.

5. **Other eligible expenses:** Claim based on time requirement and Council Approval:

- | | |
|---------------------------------------|--|
| Napi PowWow | Pincher Creek Family Centre – Literacy Day |
| Early Childhood Development Coalition | Town Council Facility Tour |
| Community Information Event Rehearsal | Community Information meeting |
| Pincher Creek Trade Show | Curling Rink Presentation and or meetings |
| Emergency Preparedness Event, | Vertical Church – Food Bank Event |
| Habitat for Humanity Events | Town Pancake Breakfast |
| Golf Course Events, | Senior's Homes Site visits and events |
| Highway 3 public events | Out of Town Community Parades |



National Indigenous People's Day

Heritage Acres Community Events

Kootenai Brown Museum Festivities
Communities in Bloom Judges meeting
Heritage Acres Pancake Breakfast
Local Business Invitational Events
Allied Arts annual events
Shell public presentation
Day Trips relative to committee appointments

Summer Games Opening and Closing
Crestview Lodge Tour & Public Events
Chamber of Commerce Mix and Mingle
Local Meetings with AUMA/Provincial Official
Halloween in the Village
Community Christmas Carol Event

REMUNERATION

6. The Chief Elected Official shall receive a stipend of \$1,075 1200.00 per month. The newly elected Chief Elected Official shall receive the first stipend for November in the year of election.

7. The Councillors shall receive a stipend of \$600.00 per month. The newly elected Councillors shall receive the first stipend for November in the year of election.

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8. The Chief Elected Official and Councillors shall receive \$235.00 per Regular and Special Meeting of Council

The Chief Elected Official and Councillors shall receive \$120.00 per Committee Meeting up to three 3 hours

The Chief Elected Official and Councillors shall receive \$235.00 per Committee Meeting over three (3) hours in length.

If the Town of Pincher Creek is reimbursed at a higher rate than provided above by another organization for a Committee Meeting attended, the Town will pay the at the higher rate for that meeting only.

9. Per diems shall be paid for out of town functions at the rate of \$120.00 for half day (up to three (3) hours) and \$235.00 for full day. This claim can be made only in the event that members of Council are not already being remunerated for attending said function.



Town of Pincher Creek
Council Remuneration Bylaw # 1578-220

10. When a Town of Pincher Creek Councillor is required to use his/her vehicle to go out of town on Town business, they shall be reimbursed at the rate of \$0.5061 per km.

11. The Chief Elected Official and Councillors shall be paid promptly upon monthly submission of the appropriate forms to the Accounts Payable Department.

12. That Bylaw #1578-19A and all amendments thereto are hereby repealed.

13. This bylaw comes into force and effect upon ~~February 5, 2020~~ January 1, 2023.

Read A First Time this ~~28th 5th~~ day of ~~February~~ November, 20220 A.D.

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Mayor- Don Anderberg (seal)

Chief Administrative Officer – Laurie Wilgosh

Read A Second Time this ~~12th 5th~~-day of ~~February~~ December, 20220 A.D.

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Mayor – Don Anderberg

Chief Administrative Officer – Laurie Wilgosh

Read A Third Time and Passed this ~~12th 5th~~ day of ~~February~~ December, 20220, A.D.

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Mayor – Don Anderberg

Chief Administrative Officer – Laurie Wilgosh

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Town Administration Office - Facility Needs Assessment	
PRESENTED BY: Al Roth, Director of Operations	DATE OF MEETING: 11/28/2022

PURPOSE:

To report to Council the findings of the Town Administration Office Facility Needs Assessment.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the Town Administration Office Facility Needs Assessment as information.

BACKGROUND/HISTORY:

In early 2022, administration engaged Stephenson Engineering to conduct a Needs Assessment for the Town Administration Office. This was mainly due to a lack of office space to accommodate the current staffing levels.

The Town's Administration Office, located at 962 St. John Avenue, was originally an elementary school and was partially converted into the Town Office in the 1990s, leaving the west wing as-is.

There are currently 16 positions located at the Town Office which is a struggle in the current layout. Examples of insufficient space can be seen with:

- Director of Operations being located in unrenovated classroom in West Wing
- Facility Maintenance Operator being located in cubicle (ideally will be located at Operations Facility, but also has spacing issues)
- Records Administrative Assistant located in "Mayor's Office"
- Small Meeting Room is shared space with kitchen set-up (fridge/sink)
- Council Chambers has very small "gallery" which is difficult to accommodate the public during consultations and public hearings

Two options were evaluated to ensure adequate space for Town Administration

- (1) Building a New Facility (\$4.2M)
- (2) Renovate Existing Facility (\$3.2M)

Ultimately, the recommendation was to renovate the existing facility with the following changes (Refer to last page of attached report):

- Renovate West Wing to bring up to current Building Code
 - South side of hallway convert into new Council Chambers

- North side of hallway convert into storage area, meeting room space, and future office expansions as needed
 - Renovate Public Washrooms
 - Construct "Change Rooms" for use by users of the gymnasium
- Combine current lunch room and "Mayor's Office" to accommodate larger lunchroom
- Combine current staff washroom and "small meeting room" into staff washrooms
- Convert existing Council Chambers into Office Space
- Expand parking lot to the west to accommodate more vehicles
- Relocate Central Park Playground further to the south

The renovation of the Town Administration Office should not be considered in isolation, and should be considered holistically with the overall needs of Town Facilities as changes in 1 area can drastically impact the needs in another.

ALTERNATIVES:

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

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. It is worth noting that budgetary estimates are likely to change once actual design begins based on detailed discussions on needs vs. wants, etc.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

20220728 - FNL - Town Hall - Program Plan and Conceptual Design - 3028

CONCLUSION/SUMMARY:

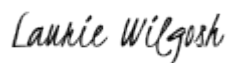
Administration supports Council's acceptance as information of the Town Administration Office Facility Needs Assessment, and to consider the findings in future budget discussions.

Signatures:

Department Head:



CAO:



FINAL REPORT

Program Plan and Conceptual Design for the Town Hall Expansion

962 St. John Avenue, Pincher Creek, AB



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

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



October 31, 2022
Reference No.: 20220545

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APPENDICES

APPENDIX A
Programming Standards

APPENDIX B
Conceptual Drawings

1. General Overview

Stephenson Engineering Ltd. (Stephenson) was retained by Town of Pincher Creek to develop a Program Plan and Conceptual Design for the Town Hall Expansion in accordance with Stephenson's proposal dated April 12, 2022 of the properties located at 962 St. John Avenue in the Town of Program Plan and Conceptual Design for the Town Hall (the "Site"). The process is being undertaken to review the current spatial requirements of and to provide a strategic evaluation and programming of current and future space needs. The evaluation is intended to assist the Town of Pincher Creek in the decision making for future capital investments on the facility.

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 had previously converted the north section of a former elementary school located at 962 St. John Avenue into the Town Hall offices in the 1990's. The vacant and unrenovated southern portion of the building is approximated 675 s.m. (7,266 s.f.) and is the focus of this project. The overall building contains approximately 1,514 s.m.(16,300 s. f.) of space.

Departments in the Town Hall include:

- Finance and Human Recourses: Director, Executive Assistant, and Five (5) Administrative Assistants;
- Legislative Service: Manager, Two (2) Community Peace Officers;
- Community Services: FCSS/Projects Coordinator, and Events Marketing & ED Officer ;
- Operations: Director;
- Chief Administrative Officer;
- Mayor's Office and Council Chambers.



Current Town Hall Building 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.

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 offices spaces were 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.

Since the building was only partially developed previously for the conversion to a Town Hall, we stepped back and reviewed the overall program requirements of the facility based on 2022 needs and address the building as now a cohesive facility. While the prior renovation addressed the space needs of the day, organizationally and functionally, it is important to look at how the building needs to function optimally going forward with both a public access side and a private domain for staff offices.

Existing Conditions:

Right now, the building has two public entrances off of St. John Avenue- one entrance for the Town Hall and the other for the Council Chambers and the existing gym. There is an employee entrance off the parking lot to the west of the building. The other doors to the southwest are only used as an exit, but used to allow access for a former day care facility that used to operate on the site.

Goals and objectives of the Town for the Building (came as a result of our Interviews):

- Expand on available number of offices so that staff can all be housed on the site.
- Retain the existing gym as it is an important function for both seniors and use as a gym. Currently has no storage or change facility on site dedicated to it.
- Create more meeting rooms
- Create more central storage space
- Improve on functionality and security in the building

Stephenson's Observations from the site:

- The small vestibule is the only space before accessing directly into the Council Chamber or the Gym. The current Chamber has seating in a circle pattern and there is no room for the public to sit except at the perimeter. Public access directly into the room could be potentially disruptive to a meeting in progress. The existing Chamber is not ideally organized and was described as too small. It also has no breakout space for Council to hold a private separate meeting.
- The existing washrooms for the public are little modified from the former school, and have dated finishes and are not currently barrier free compliant.
- The existing unisex staff washroom for the building is not barrier free compliant (is too small).
- The existing Staff Break room is too small, and poorly organized with multiple doorways. It is not a good space to eat a meal due to its small size, and is underutilized as a result.
- Having two public entrances to the building is a bit confusing- and made sense at the time of the prior renovation- but does not make as much sense for a new enlarged Town Hall.
- The existing parking lot is too small for the building, and does not have compliant barrier free parking. The current employee entrance to the building from the parking lot goes through the break room, which is not ideal.
- The current office space reception desk is functional for the current layout- but the desk is positioned too far from the rest of the building to act as a good gatekeeper for the public access. Security was mentioned as a concern for the future.
- The existing office area has workspaces at the center of the perimeter offices- which lack natural light. The existing office area does not accommodate all current staff. The placement of the copier is a noise issue and lack of storage for supplies and lack of a layout/work room for organizing outgoing paperwork.
- The west wing is currently lightly utilized - with the former day care area now set up for meeting space and file storage. Only one office space now in the drawing file room is currently located in the west wing.
- The existing office area can easily be re-configured since all of the corridor walls had previously been removed and structural modifications been made with the insertion of new columns- so this space is now more adaptable. Offices are large enough to hold small meetings in some of them, but the space lacks a dedicated shared meeting room.
- The existing corridor system of the west wing is conducive to adaptation without major structural changes. More windows can be introduced along the corridor to bring in more natural light with the addition of steel lintels.
- The existing mechanical system for heating and cooling likely will be able to be modified to accommodate the new functions. Some upgrades maybe required for the gym ventilation to meet current codes.

3. Space Program

3.1. Facility Needs per Department

Chief Administrative Office (CAO) - Town Hall

The CAO office is currently located in the Town Hall. The CAO is the direct link between the head of each department and the mayor and council, and it was expressed that the office shall be located near the mayor’s office, which is not currently the case.

Direct relationship with other departments includes the Directors of each department (Finance and Human Resources, Operations, Legislative services, and Community Services) on a daily basis and it is desirable to have them in the same building. Departmental and interdepartmental relationships for the CAO office are shown in Diagram 1.

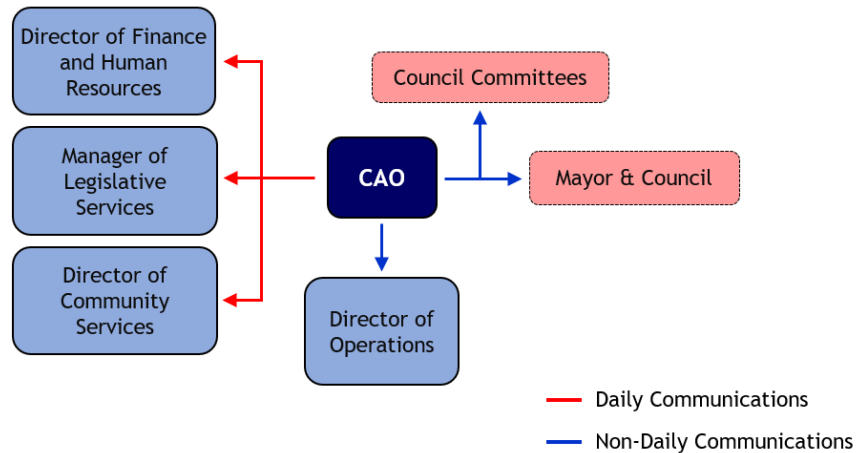


Diagram 1. Departmental and Interdepartmental Relationships.
 (The diagram is not intended to show any hierarchy between or within departments but only frequency of departmental/interdepartmental relationships)

Department of Finance and Human Resources - Town Hall

Currently located in the Town Hall, the Department of Finance and Human Resources has the largest operation in the building with 7 full-time employees currently working in the facilities.

The Department relates to the general public on a daily basis through their Finance and Legislative Services clerks and these positions are required to be located near public access areas such as reception and/or centralized service windows.

Finance and Human Resources relates directly on a daily basis with the following departments: Community Services and Legislative Services. Weekly relationships include: Operations and CAO. Departmental and interdepartmental relationships are shown in Diagram 2.

The head of department stated that for ideal operations, the department requires a file room, copy room to minimize noise impacts to work space, mail/assembly room to assemble tax bills, and a meeting room. And it is requesting that public access and employee access are separated.

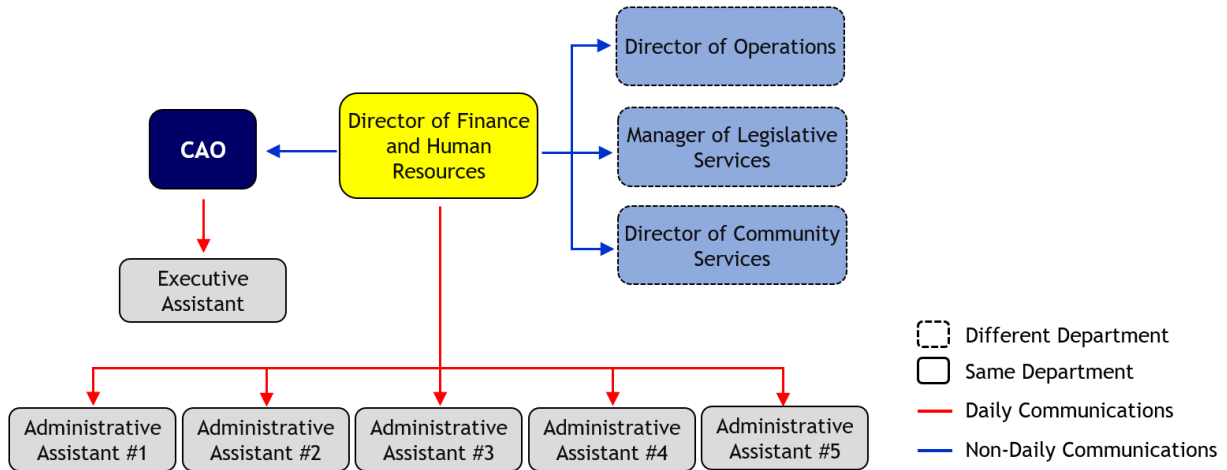


Diagram 2 - Finance and Human Resources
Departmental and Interdepartmental Relationships.
 (The diagram is not intended to show any hierarchy within the department but only frequency of departmental/interdepartmental relationships)

Department of Community Services - Town Hall

The Department of Community Services has staff located in at two different locations including the Town Hall and the Multi-Purpose Facility. The Multi-Purpose Facility was not included as part of this study. Recreation Manager, Director, ten (10) full-time employees, and part-time employees located in the Multi-Purpose Facility are not associated with this study, therefore, are excluded from spatial requirements of the Town Hall. The Town Hall Community Services staff is comprised of two (2) full-time employees (FCSS/Projects Coordinator and Events Marketing & ED Officer).

Community Services relates directly on a daily basis with the following departments: Finance and Human Resources. Weekly relationships include: Legislative Services, Operations and CAO. Departmental and interdepartmental relationships are shown in Diagram 3.

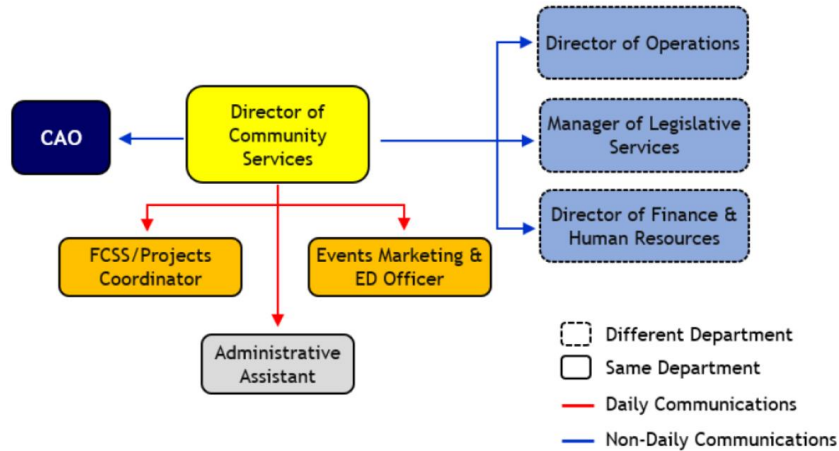


Diagram 3 - Community Services
Departmental and Interdepartmental Relationships.
(The diagram is not intended to show any hierarchy within the department but only frequency of departmental/interdepartmental relationships)

Department of Legislative Services - Town Hall

Currently located in the Town Hall, the Department of Legislative Services has 3 full-time employees currently working in the facilities.

The department relates directly on a daily basis with the following departments: Finance and Human Resources. Weekly relationships include: Community Services, Operations and CAO. Departmental and interdepartmental relationships are shown in Diagram 4.

The Department of Legislative Services who now serves the local law enforcement for the area, is currently located in the Town Hall. The requirements for this space include: four (4) desk/cubicles, file cabinets, small meeting space, and preferably separated access from public areas.

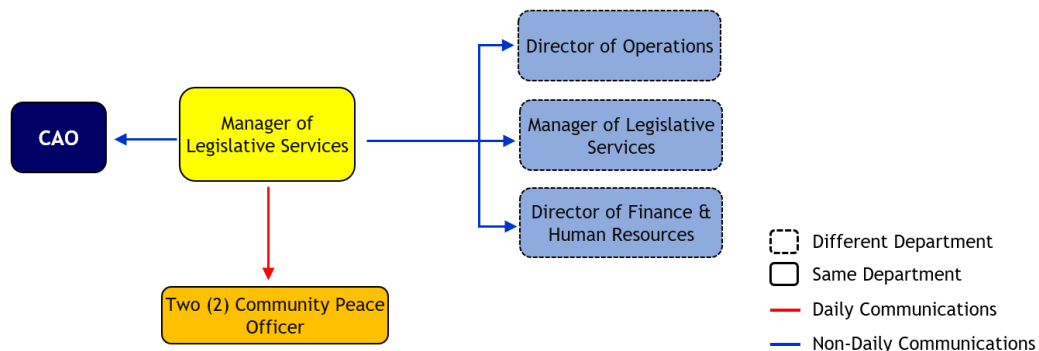


Diagram 4 - Legislative Services
Departmental and Interdepartmental Relationships.
(The diagram is not intended to show any hierarchy within the department but only frequency of departmental/interdepartmental relationships)

Department of Operations - Town Hall / Operation buildings

The Department of Operations has staff located in the Town Hall and Operation buildings. The staff is comprised of One Director, and a total of ten (10) full-time employees who are located in the Operation buildings off site of the Town Hall.

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, it was established that the Manager of Operations and Administrative Assistant, currently in the Operations Site (ATCO trailer), desire to move to new/expanded Operations Facility along with the other Operations staffs, plus one flex office space. The storage of large drawings and important documents and a plotter room, where all plotters and large printers can be located along with a large table for organizing and arranging set of drawings and conducting drawing reviews.

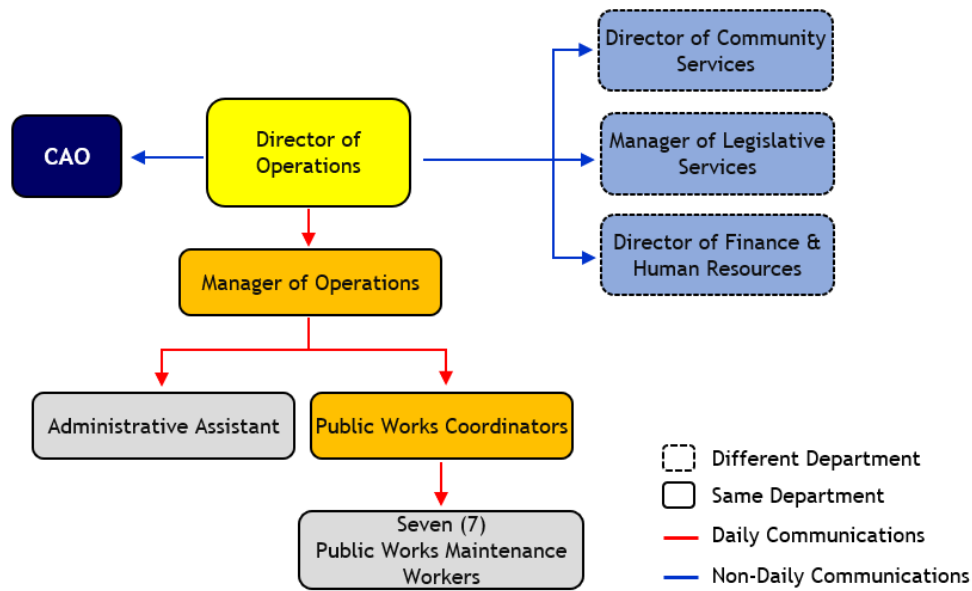


Diagram 5 - Operations
Departmental and Interdepartmental Relationships.
(The diagram is not intended to show any hierarchy within the department but only frequency of departmental/interdepartmental relationships)

Other non-departmental spaces

- **Mayor's Office:** Currently a part-time position, the mayor's office was previously located in a private office in the Town Hall. This office room had been converted into the Administrative Assistant office for Record/Cemetery. Requirements for the inclusion of this office in the new plan was considered. The Mayor's office shall be interconnected to CAO office given the frequency of their interactions. A Council Chamber room shall also be located strategically close to the Mayor's and CAO offices to hold daily and weekly meetings.
- **Council Chambers:** The Town Hall's current room provided does not have enough capacity. The existing council chambers was originally designed with an approximate capacity of 15 people and the current council meetings surpass that capacity by twice, which means an ideal council chambers for the Town requires a capacity of at least 35 people. Other space requirements include space for media/press and space for delegations and the general public. The space shall be fully accessible for people with disabilities and complemented with audiovisual and sound equipment that also allows for the meetings to be recorded. A dedicated area for staff shall also be provided separate from the general public seating- and incorporate both tables and side chairs. The room should be provided with a lectern and overhead projection for presentations. and/or monitors.
- **Front Desk/Reception:** the existing Town Hall building accounts for one general public interaction point- a single service desk located at the main entrance of the building. All public related areas in the Town Hall are currently being attended by Clerk Staff in the Finance and Human Resources Department.
- **Public entrance & Staff entrance:** Currently, the main concern of the Town Hall is that staff and public access are not separated. The current configuration allows for the general public to have direct and potential access to most of the areas of the Town Hall. Other areas of concern observed included having an open customer service front desk in the Town Hall Building with no high barriers to impede someone jumping over the existing counter. The front desk is currently the one area where large amount of cash transactions is currently made, and having an open desk was a major concern. A comprehensive security system with at least four exterior surveillance cameras (one on each elevation and coverage for the parking lots and main access doors) and improved access control is recommended by Stephenson along with a panic button for the reception areas. It was additionally requested to have the dedicated public interior lobby, along with public washrooms, made available to be opened up for public gatherings. Restricted access to private areas via access controlled doors and/or roll up security grills at the reception desk will allow for flexibility.
- **Lunchroom/Kitchen:** The room provided in the Town Hall generally, does not meet current programming requirements for a break room. The existing lunchroom was

reported to be too small (seating for around 4-6). It is the desire of the staff to have more space to provide seating for at least 10 people.

- **Washrooms/Showers/Change Rooms:** The Town Hall washrooms currently provided do not meet current demand. The existing Town Hall building includes one (1) staff unisex washroom which can be used for one individual at a time and two (2) washrooms for the general public. An estimate was completed following the National Building Code (Alberta version) requirements which will be provided in the detailed space program section, however, the result of this estimate backed up the fact that not enough plumbing fixtures are provided for the building and that the washrooms should be redesigned to meet the current code.
- 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 bike commuters, people that exercise at lunch and/or employees coming back from field work. Stephenson believes that it is desirable to have showers and change rooms for staff and the public to use for the gym's users.
- **Printer/Copy Room:** The Town Hall building is provided with one non-dedicated copy station with one laser copy/printer. It was reported by staffs that they are suffering from noise due to lack of proper copy room and needing space for mail/assembly room to assemble tax bills. It is recommended to provide centralized small and large printer room connected with the server and internal network.
- **Coat Room:** none provided in the existing buildings. Users interviewed reported that it will be desirable to have one serving both the public and private areas of the building. Infrastructure and Development specifically requested one to store personal protective equipment after completion of field work. Coat racks shall also be provided in dedicated meeting rooms.
- **Site:** existing Town Hall site components included surface parking and landscaped areas. Parking does not appear to meet requirements according to some users, while other users considered it to be not enough for demand. Based on estimates as part of the space program and using the Town of Pincher Creek land use by-laws, the number of parking stalls provided appear to be sufficient for the size of the building, however no dedicated accessible or visitor parking stalls are provided, this condition can be inconvenient in terms of parking for the staff when a high volume of visitors can occupy all available parking spaces, leaving staff with no place to park on-site. Details on these estimates are provided in the space program section of this report. We do recommend for a future new/renovated facility to incorporate dedicated visitor parking stalls. The site seems to be lacking picnic tables or outdoor seating areas which most users would like to have.

3.2. Detailed Space Program for Town Hall

Based on the needs identified in the facility needs interviews, a detailed space program per department was completed. Each department has been assigned spaces per position as well as any required support facilities. Additional, support facilities have been included that are intended for general use.

Conceptual spaces with the minimum requirements were developed and used as a high level reference for the 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 (not individual personnel names) 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, smartboards, etc.
 - **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 Town Hall building occupancy has been categorized according to the National Building Code 2019 - Alberta edition as **Group D - Office**.

3.2.1. Town Hall - Office Space

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			
Town Hall																	
A	Mayor																
A1	Mayor's Office	FT	1	OF-3	OF-3	160	1	1	160					X	X	Town Hall	Town Hall
B	Chief Administrative Officer																
B1	CAO	FT	1	OF-2	OF-3	160	1	1	160					X	X	Town Hall	Town Hall
C	Finance and Human Resources																
C1	Director	FT	1	OF-3	OF-3	160	1	1	160					X	X	Town Hall	Town Hall
C2	Executive Assistant	FT	1	OF-3	OF-2	108	1	1	108					X	X	Town Hall	Town Hall
C3	Administrative Assistants	FT	5	OF-3	HD-1	24	5	5	120					X	X	Town Hall	Town Hall
D	Legislative Services																
D1	Manager	FT	1	OF-2	OF-3	160	1	1	160					X	X	Town Hall	Town Hall
D2	Community Peace Officers	FT	2	OF-1	HD-1	24	2	2	48					X	X	Town Hall	Town Hall
E	Community Services																
E1	Director															Multi-Purpose Facility	Multi-Purpose Facility
E2	Administrative Assistants															Multi-Purpose Facility	Multi-Purpose Facility
E3	F.C.S.S / Project Coordinator	FT	1	OF-2	OF-2	108	1	1	108					X	X	Town Hall	Town Hall
E4	Events Marketing & ED Officer	FT	1	OF-2	OF-2	108	1	1	108					X	X	Town Hall	Town Hall
E5	Recreation manager															Multi-Purpose Facility	Multi-Purpose Facility
E6	Multi-Purpose Facility Coordinator															Multi-Purpose Facility	Multi-Purpose Facility
E7	Arena Staff															Multi-Purpose Facility	Multi-Purpose Facility
E8	Aquatic Coordinator															Multi-Purpose Facility	Multi-Purpose Facility
E9	Sr. Lifeguards / Instructors															Multi-Purpose Facility	Multi-Purpose Facility
E10	Jr. Lifeguards / Instructors															Multi-Purpose Facility	Multi-Purpose Facility
E11	Program Staff															Multi-Purpose Facility	Multi-Purpose Facility
E12	Table Guest Staff															Multi-Purpose Facility	Multi-Purpose Facility
E13	Front Desk Clerk															Multi-Purpose Facility	Multi-Purpose Facility
F	Operations																
F1	Director	PT	1	OF-3	OF-3	160	1	1	160					X	X	Town Hall	Town Hall
F2	Manager of Operations															Operations Facility	Operations Facility
F3	Administrative Assistant															Operations Facility	Operations Facility
G	Council Chambers																
G1	Council Meeting Room	PT	1		CH-1	1932	1	1	1932	X	X	X	X	X	X	Town Hall	Town Hall
G2	Coffee Station				CC-2	50		1	50	X	X	X	X	X	X	Town Hall	Town Hall
							NSF Sub-Total		3,274								
							Circulation (15%)		491								
							Total GFA		3,765								

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.

3.2.2. Town Hall - Support Facilities

ID	Space Description	Current Program		Program Criteria		Future Program			IT Requirements					Current Location	Future Location	Notes
		Capacity	Type	Type	Net Square Footage (NSF)	Capacity	# of Units	Total NSF	A	V	S	T	I			
H	Support Areas															
H1	Reception /Vestibule			SD-1	315		1	315				X	X			
H2	Large Meeting Room			MR-3	220		1	220	X	X	X	X	X			
H3	Medium Meeting Room			MR-2	165		2	330	X	X	X	X	X			
H4	Small Break Room			MR-1	121		1	121				X	X			
H5	25' x 30' Function Room				750		1	750				X	X			
H6	Male Shower & Change Room			SH-1	120		1	120								
H7	Female Shower & Change Room			SH-1	120		1	120								
H8	Lunchroom			LR-1	874		1	874				X	X			
H9	Central File Room			CF-1	357		1	357				X	X			
H10	Storage Room			ST-1	64		1	64								
H11	Staff Male Washroom				160		1	160								
H12	Staff Female Washroom				160		1	160								
H13	Coat Room							108								
H14	Copy Room							80				X	X			
H15	Vault							24								
H16	Server Room							80				X	X			
H16	Future Growth Office Rooms							737				X	X			
								NSF Sub-Total		4,620						
								Circulation (15%)		693						
								Total GFA		5,313						

*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). Additional plumbing fixtures have been added to our programming standards to allow for general public and staff washrooms to be separated. The existing building has approximately 16,300 sf of space. The gym takes up approximately 2,400 sf of space, leaving 13,900 sf for office function (1,291 sm).

Classification	NBC 2020 - Alberta Edition	Total Capacity
Group D - Office	9.3 m ² /person	139

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

Occupant Type	# of Occupants	Plumbing Fixtures*		
		WC	Urinals	Lavatories
Male	70	1	2	1
Female	70	3	-	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).

3.2.3. 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	30	30	4860								Requirements as per the Town of Pincher Creek By-Law
P2	Barrier-Free Stalls				PS-2	270	1	1	270								Requirements as per the Town of Pincher Creek By-Law
							NSF Sub-Total		5,130								
							Circulation (15%)		770								
							Total GFA		5,900								

Note: Number of parking spaces and size has been determined as per the *Corporation of the Town of Pincher Creek By-Law*. 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
Business Office	1 for Each 46.5m ² (GFA)	1,514.3	33

Table 3 - Minimum Parking Spaces Required as per the Town of Pincher Creek By-Law.

Number of Parking Stalls Required	Number of Barrier Free Designated Stalls Estimated
26 - 50	3

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:

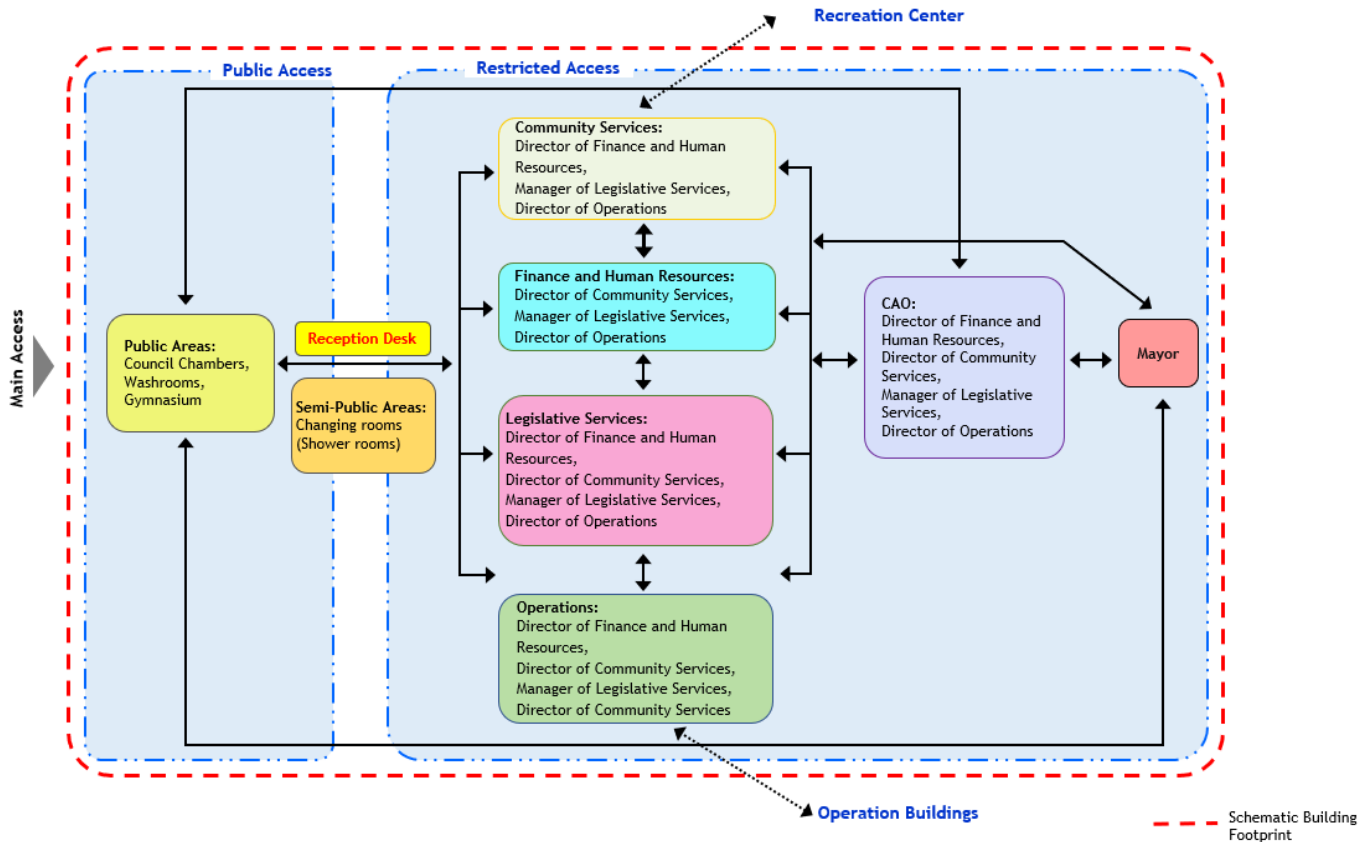


Diagram 5 - Conceptual Diagram of Ideal Functional Layout based on the Facility Needs per Department Interpretation and Results
(See Diagrams 1 to 4 for Each Departments Departmental and Interdepartmental Relationships)

An interpretation of these results shows that most direct required connection between the public areas and restricted areas is through the Reception Desk (Customer Service). All departments are strongly related to each other, with CAO and Mayor. The mayor's office plays a very important role, and it seems to be connected to all head of departments, however, its most important link is with the CAO and both offices should be located next to each other. Department of Community Services accounts for the one of the largest Departments. The Manager of Finance & Human Resources in the CAO department plays a very important role in relation to all departments something to be considered in terms of location within the building in a layout design for major renovation.

The detailed programming per department was summarized and ideal total square footage was obtained. The existing building has a deficit of at least 83 m² (893 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	Mayor's Office	160	2%
B	Chief Administrative Officer	160	2%
C	Finance and Human Resources	388	5%
D	Legislative Services	208	3%
E	Community Services	216	3%
F	Operations	160	2%
G	Council Chambers	1,982	25%
H	Support Areas	4,620	58%
	Total GFA in sf.	7,894	100%
	Future Expansion (15% Contingency)	1,184	
	Total GFA in sf. (Projected)	9,078	
	Existing Gym	2,400	
	Existing Public Washroom and mechanical room	700	
	Subtotal of identified space demands	12,178	
	Future Usable Office Space (in gsf)	16,300	
	Space surplus for future program spaces	4,122*	

*Note- this number does not account for leaving the existing hallway system in place for the west wing and does not include space- so actual useable space may be lower in the final design.

5. Development Options

Based on the results of our study, it is apparent that the existing building can meet both current and future program and space needs while still allowing for use of the existing Gym. This will still allow for flexibility to accommodate additional staff for office growth in the future. This program also allows for all of the current town staff to remain in the building while bringing in a few staff members from the Operations Site.

The estimated total for the Town Hall Renovation is based on RS Means Square Foot Costs 2022 is provided below, this price excludes applicable taxes.

Description	Price per Unit	Total Units	Total Price
Demolition & Abatement	\$10/ft ²	16,300 ft ²	\$163,000
Interior Renovation	\$130/ft ²	16,300 ft ²	\$2,119,000
Site- parking lot and landscape	\$5.00/ft ²	35,000 ft ²	\$175,000*
Furniture & Equipment Allowance			\$20,000
		Sub-total	\$2,477,000
		Contingency (20%)	\$495,400
		Design Fees	\$237,800
		Total***	\$3,210,200

*Site Development includes: site preparation, grading, stormwater management, sidewalks, paving, site lighting, landscaping.

*** 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 (within the building), temporary storage or facilities, among others. Once a decision has been made as to the actions to be taken, moving expenses shall be added accordingly to the final amount.

In order for the new parking lot to be achieved- the existing playground located to the immediate west of the existing Town Hall would need to be relocated. We have assumed the budget for this relocation would come from a separate funding source so have not included it in our costing.

It is important to note that we have not conducted a full Building Condition Assessment of the Existing Town Hall, so we do not have the 20 year capital requirements for the core and shell of the building as well as its mechanical, electrical and life safety in its present use and condition. Our costing for renovation does allow for some modifications of the systems and had assumed a significant renovation to achieve the washroom portions of the concept design. Costs for exterior envelope (windows, doors, brick, siding, paint and roofing) would need to be considered and some improvements added to our costing data.

Cost of a new Facility- The cost for the construction of a new 9,000 square foot Town Hall on the same site based on RS Means 2022.

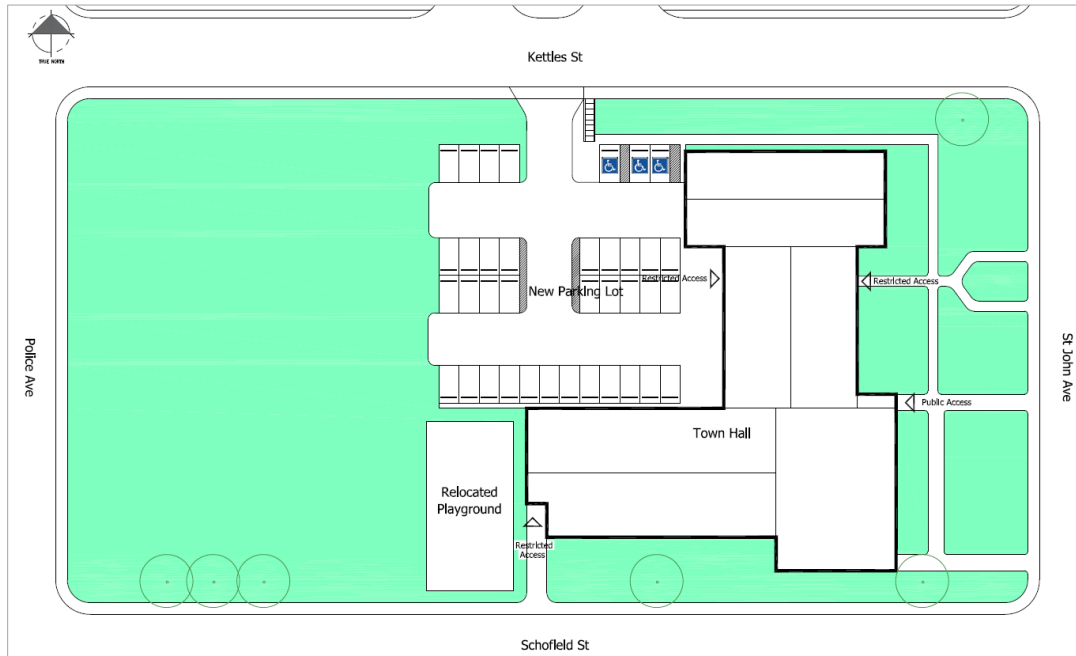
Description	Price per Unit	Total Units	Total Price
Demolition and Abatement	\$20/ft ²	16,300 ft ²	\$326,000
New One Story Town Hall	\$255/ft ²	9,000ft ²	\$2,296,350
Site Costs	\$15.00/ft ²	75,000 ft ²	\$1,125,000
Furniture & Equipment Allowance			\$20,000
		Sub-total	\$3,777,350
		Contingency (20%)	Included above
		Design Fees	\$452,082
		Total***	\$4,229,432

As our cost comparison above indicates, it would be significantly more expensive for the Town to build a new facility on either the current site or a new location within the Town limits. The re-use of the existing structure allows for some degree of design flexibility in the future for changes to program and growth and still allows for retention of the Gym for community use. Even with upgrades to the building envelope considered, retention and renovation proves to be a very cost effective alternative.

Project Phasing:

The renovation option will require some phasing to occur so that internal moves and office/work disruptions can be held to a minimum. We envision that the Gym and the west wing be the temporary locations of office space during the renovation of the existing section of the Town Hall plus the spaces on either side of the north/south corridor leading to the Gym. This will allow staff to only need to move twice internally. Once this is completed, then the spaces to the west of the Gym can get renovated for project completion. We envision the entire two phases of the project to take approximately 10 months. In order for the new parking lot to be achieved- the existing playground located to the immediate west of the site would need to be relocated. We have assumed the budget for this relocation would come from a separate funding source so have not included it in our costing.

If the Town wishes to consider a single phase- then temporary offices in the form of trailers would need to be brought to site- which would add expense to the project- but could shorten the overalls schedule by about 2 months.



KDW Architecture Professional Services, Inc.
A SalasOBrien Company

Graphic 1 - Renovated Site Layout (top) and functional blocking (bottom)

Development Recommendations and Conclusions

Even though a renovation project could be more disruptive to the present occupants of the Town Hall, it is our recommendation to go forward with the renovation option rather than a new replacement facility. The existing office areas will need to be modified, but it would be a moderate cost overall compared to a new building and would be a good re-use of the existing building.

Report Signature Page

STEPHENSON ENGINEERING LTD.



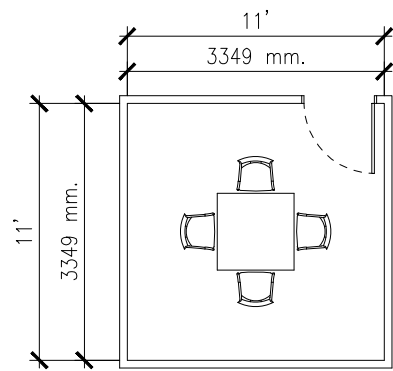
Dayoo Kim, B.Arch., M.Arch
Senior Architectural Technologist



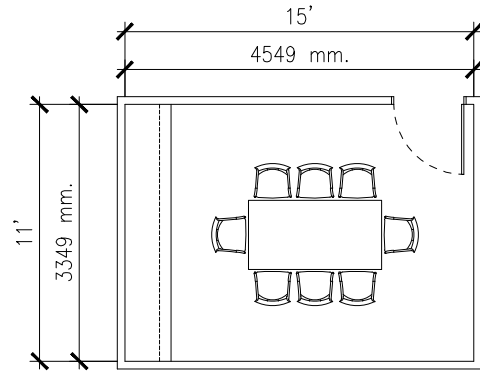
Lawrence McSorley, Architect, AAA., MRAIC
Principal

APPENDIX A

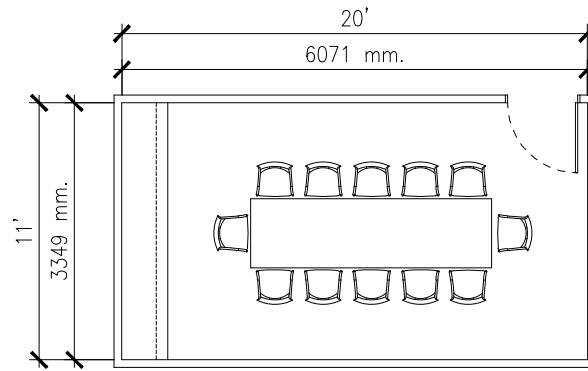
Programming Standards



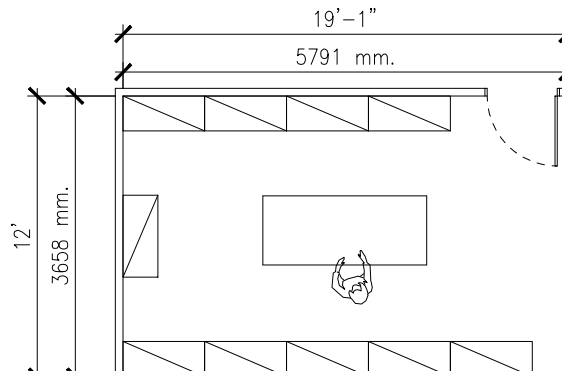
MR-1 SMALL-SIZED MEETING ROOM



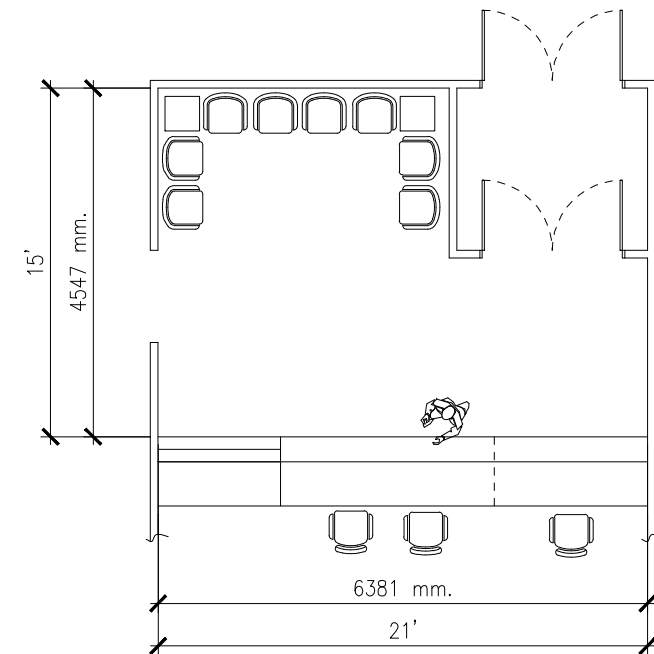
MR-2 MEDIUM-SIZED MEETING ROOM



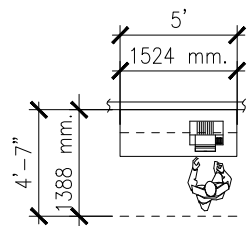
MR-3 LARGE-SIZED MEETING ROOM



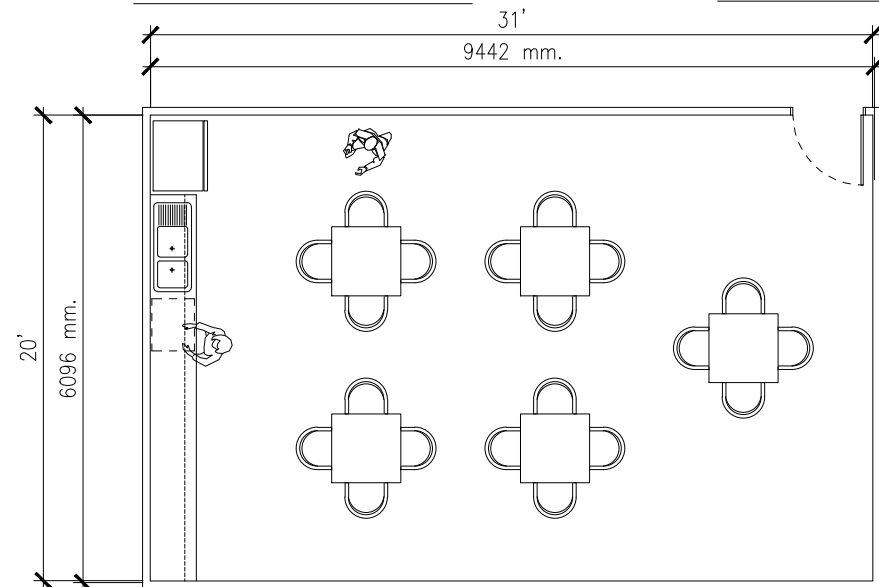
FR-1 LARGE FILE ROOM



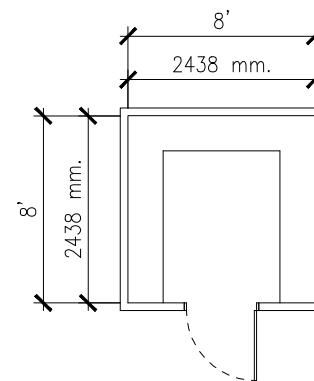
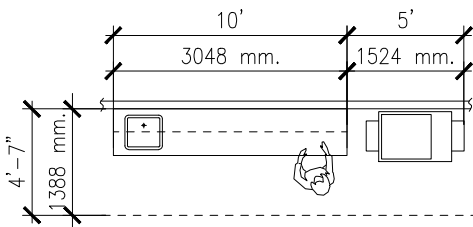
SD-1 RECEPTION AREA



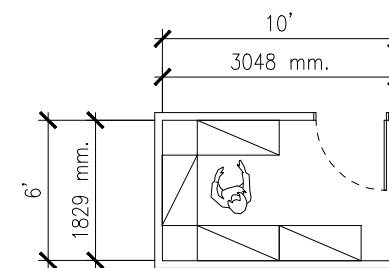
CC-1 SMALL COFFEE/COPY STATION



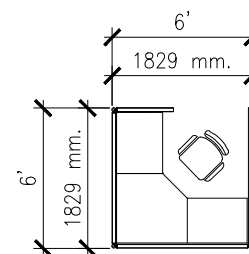
CC-2 LARGE COFFEE/COPY STATION



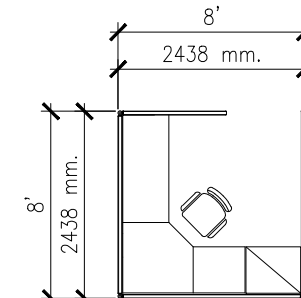
ST-1 STORAGE ROOM W/SHELVING



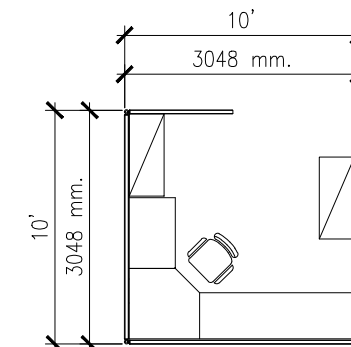
FR-2 SMALL FILE ROOM



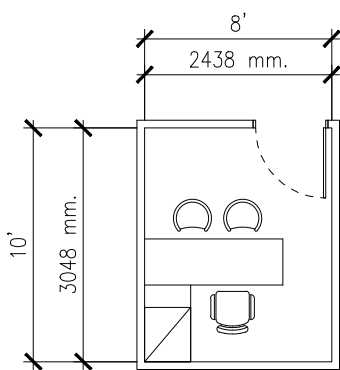
CB-1 SMALL-SIZED CUBE (6' x 6')



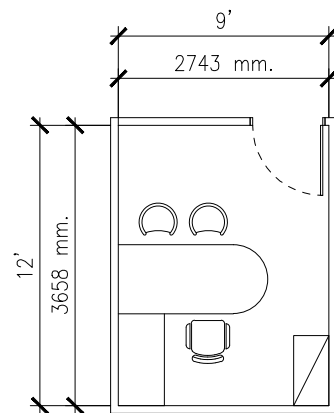
CB-2 MEDIUM-SIZED CUBE (8' x 8')



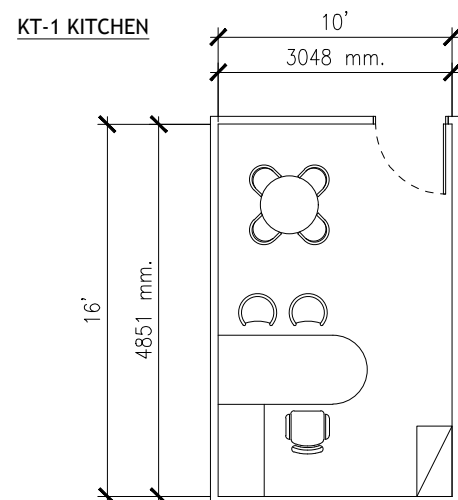
CB-3 LARGE-SIZED CUBE (10' x 10')



OF-1 SMALL-SIZED OFFICE

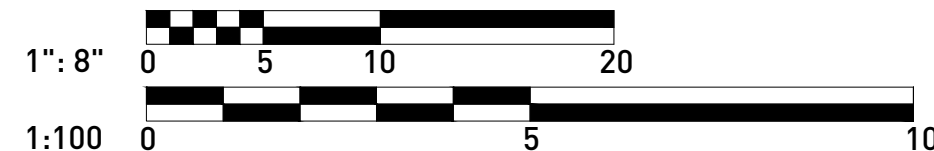


OF-2 MEDIUM-SIZED OFFICE



OF-3 LARGE-SIZED OFFICE

KT-1 KITCHEN



- NOTES:
- DIMENSIONS ARE APPROXIMATE AND ARE EXPRESSED IN BOTH IMPERIAL AND METRICAL UNITS.
 - 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
ISSUED FOR DRAFT	2022-10-19

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

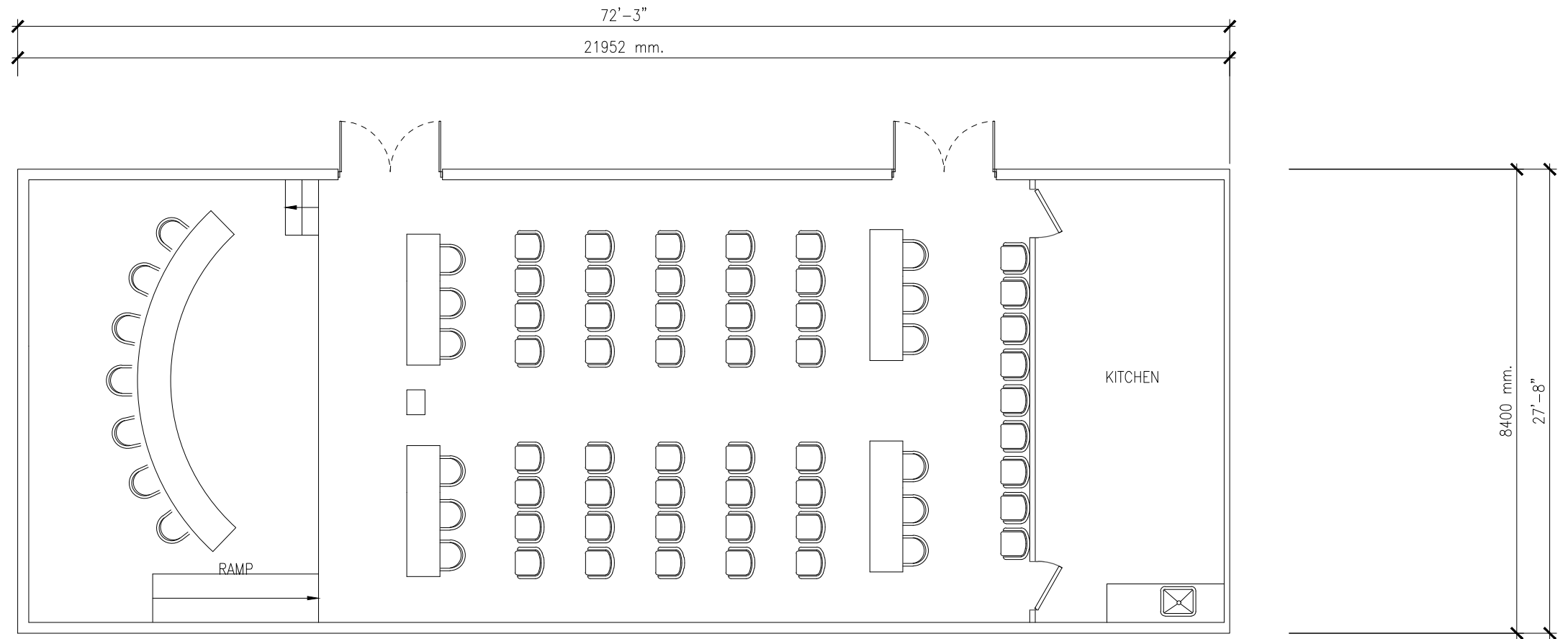
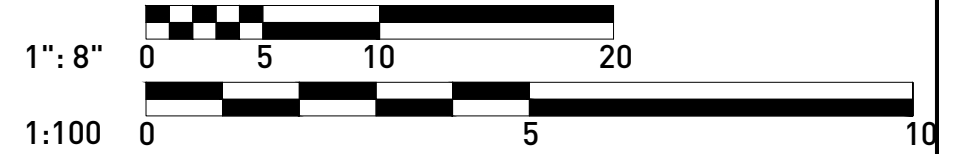
639 5th Ave. SW, Suite 910
Calgary AB T2P 0M9

PROJECT:
OFFICE ACCOMODATION PROGRAMMING STANDARDS

DRAWN BY: J.H./A.A.	PROJECT NO.: 20220545	SCALE: AS SHOWN
REVIEWED BY: A.A.	DATE: OCT. 19.2022	
APPROVED BY: L.P.M.		

SHEET NO.:

PS-1



CH-1 COUNCIL CHAMBERS

NOTES:

- DIMENSIONS ARE APPROXIMATE AND ARE EXPRESSED IN BOTH IMPERIAL AND METRICAL UNITS.
- 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
ISSUED FOR DRAFT	2022-10-19

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

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

PROJECT: OFFICE ACCOMODATION PROGRAMMING STANDARDS		
DRAWN BY: A.A.	PROJECT NO.: 20220545	SCALE: AS SHOWN
REVIEWED BY: A.A.	DATE: OCT. 19.2022	
APPROVED BY: L.P.M.		

SHEET NO.:

PS-2

APPENDIX B

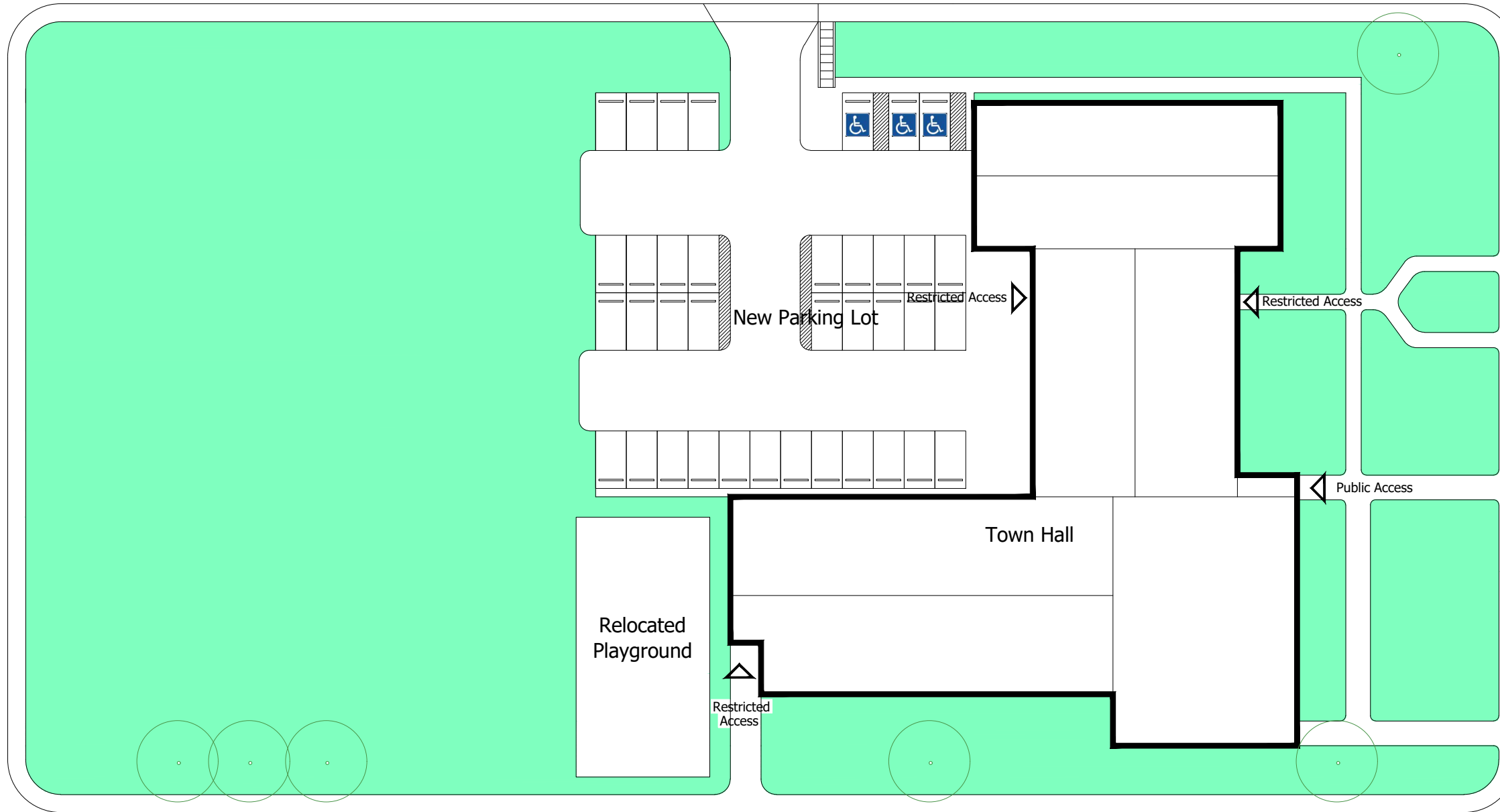
Conceptual Drawings



Kettles St

Police Ave

St John Ave



Schofield St

SITE ZONING AND REGULATIONS:

APPLICABLE BY-LAW: THE TOWN OF PINCHER CREEK LAND USE BYLAW NO.1547)

ZONE: PUBLIC INSTITUTIONAL DISTRICT & PARKS AND OPEN SPACE

REGULATIONS:

- LOT COVERAGE: AS REQUIRED BY THE DESIGNATED OFFICER.
- BUILDING HEIGHT: AS REQUIRED BY THE DESIGNATED OFFICER.
- FRONT YARD DEPTH: AS REQUIRED BY THE DESIGNATED OFFICER.
- REAR YARD DEPTH: AS REQUIRED BY THE DESIGNATED OFFICER.
- SIDE YARD WIDTH: AS REQUIRED BY THE DESIGNATED OFFICER.
- LANDSCAPED AREA:
 - (a) LANDSCAPING SHALL BE PROVIDED ON ALL STREET FRONTAGE AND SHALL BE TO THE SATISFACTION OF THE DESIGNATED OFFICER OR THE MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY.
 - (b) 10 PERCENT OF THE TOTAL LOT AREA MUST BE LANDSCAPED.

PARKING REQUIREMENTS: 1 SPACE/46.5 M² (500 SQ.FT.) GFA
33 PARKING SPACES REQUIRED.

BUILDING CODE INFORMATION:

MUNICIPAL ADDRESS: 962 ST JOHN AVE, PINCHER CREEK, AB
APPLICABLE CODE: NATIONAL BUILDING CODE - 2019 ALBERTA EDITION
MAJOR OCCUPANCY: GROUP D - OFFICES

DESIGNATED BARRIER-FREE PARKING STALLS REQUIRED:

NUMBER OF PARKING STALLS REQUIRED	NUMBER OF DESIGNATED STALLS ESTIMATED
26 - 50	3

SITE AREAS

- SITE AREA= 0.87 Ha.
- BUILDING GROSS FLOOR AREA= 1,900 M² / 20450 FT²
- PARKING LOTS AREAS (ALL)= 1,410 M² / 15,177 FT²
- SIDEWALKS AREA= 267 M² / 2,874 FT²
- LANDSCAPED AREAS= 6,458 M² / 69,513 FT²

PARKING LOT:

- TOTAL STALLS: 37 PARKING STALLS (INCL, 3 DESIGNATED BARRIER-FREE STALLS)

NOTES:

1. DIMENSIONS ARE APPROXIMATE AND ARE EXPRESSED IN BOTH IMPERIAL AND METRICAL UNITS.
2. GROSS FLOOR AREAS FOR THE EXISTING BUILDING AND ADDITIONS ARE ESTIMATES AS NO AS-BUILT DRAWINGS WERE AVAILABLE.

DESCRIPTION	DATE
ISSUED FOR DRAFT	2022-10-19

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

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

PROJECT:
**TOWN OF PINCHER CREEK
TOWN HALL STUDY
PROPOSED SITE PLAN**

DRAWN BY: DK	PROJECT NO.: 20220545
REVIEWED BY: DK/LPM	DATE: OCT. 19. 2022
APPROVED BY: LPM	

SCALE:
1:500

SHEET NO.:

CD-1



EXISTING FLOOR PLAN

- LEGENDS:
- MAYOR'S OFFICE
 - CHIEF ADMINISTRATIVE OFFICER
 - COUNCIL CHAMBERS
 - OPERATIONS
 - LEGISLATIVE SERVICES
 - FINANCE & HUMAN RESOURCES
 - COMMUNITY SERVICES
 - SUPPORT SERVICES / MEETING ROOMS



PROPOSED FLOOR PLAN

NOTES:

1. DIMENSIONS ARE APPROXIMATE AND ARE EXPRESSED IN BOTH IMPERIAL AND METRICAL UNITS.
2. GROSS FLOOR AREAS FOR THE EXISTING BUILDING AND ADDITIONS ARE ESTIMATES AS NO AS-BUILT DRAWINGS WERE AVAILABLE.

DESCRIPTION	DATE
ISSUED FOR DRAFT	2022-10-19

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

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

PROJECT: TOWN OF PINCHER CREEK TOWN HALL STUDY PROPOSED FLOOR LAYOUTS		
DRAWN BY: DK	PROJECT NO.: 20220545	SCALE: 1:350
REVIEWED BY: DK/LPM	DATE: OCT. 19. 2022	
APPROVED BY: LPM		

SHEET NO.:

CD-2

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Lebel window refurbishment funding decision	
PRESENTED BY: LaVonne Rideout, Community Services	DATE OF MEETING: 11/28/2022

PURPOSE:

To request approval to apply for the Historic Resource Conservation Grant and move forward with completing refurbishment of the windows at the Lebel Mansion.

RECOMMENDATION:

That Council for the Town of Pincher Creek provide approval to complete \$100,000 of window refurbishment at the Lebel mansion to be applicable for the maximum matching grant funding value of \$50,000 from the Historic Resource Conservation Grant.

BACKGROUND/HISTORY:

There is \$50,000 in the budget this year to complete window retrofits for the Lebel mansion. To complete all windows, the quote is \$339,680. The Heritage Conservation Foundation offers an annual matching grant up to \$50,000 for projects to conserve heritage sites. The Lebel has previously used this grant to help fund the veranda project.

The grant can be applied for retroactively, with the deadline being February 28th every year.

Due to the high total project cost, the proposal is to maximize the amount of grant funding applicable to reduce the total amount needed from the Town. This would mean spending \$100,000 to be eligible to potentially receive the total \$50,000 matching grant for 2022. This can be done again in 2023 and 2024 to complete the project in 3 stages.

If the maximum grant is received, the total spent by the Town will be the within budgeted amount (\$50,000). If the grant funding is less than the maximum, it could mean going over budget on the Lebel spending in 2022.

ALTERNATIVES:

1. Receive this proposal as information
2. Spend only the budgeted amount, reducing the amount of applicable grant funding to \$25,000

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

See the attached 2021 - Lebel Mansion Facility Lifecycle Assessment (Stephenson Engineering)

FINANCIAL IMPLICATIONS:

There will be an initial cost of \$100,000 in the 2022 budget. The grant will be applied retroactively upon application in February 2023. The maximum grant value possible is \$50,000 however it is possible we do not receive the maximum amount as there is uncertainty about the total amount of applicants.

PUBLIC RELATIONS IMPLICATIONS:

The Lebel Mansion is a much loved historical site in the community and it is important that we continue to complete ongoing maintenance.

ATTACHMENTS:

- 2021 - Lebel Mansion Facility Lifecycle Assessment (Stephenson Engineering) - 3045
- 2022-04-07 Lebel Mansion Proposal - Combined - 3045
- Historic Resource Conservation Grants _ Alberta.ca - 3045

CONCLUSION/SUMMARY:

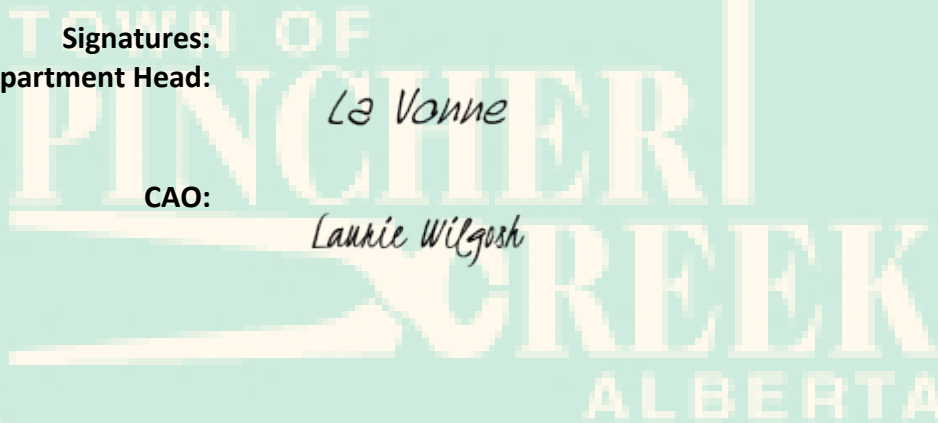
Administration recommends moving forward in completing \$100,000 of window refurbishment at the Lebel mansion using \$50,000 in current approved funding and anticipating the maximum matching grant funding of \$50,000 from the Historic Resource Conservation Grant.

Signatures:
Department Head:

La Vonne

CAO:

Laurie Wilgosh





FINAL REPORT

Facility Lifecycle Assessment Report Lebel Mansion 696 Kettles Street Pincher Creek, Alberta

Submitted to:
Town of Pincher Creek
962 St. John Avenue (Box 159)
Pincher Creek, AB, T0K 1W0
Attention: David Desabrais
Municipal Project Lead

Submitted by:
Stephenson Engineering Ltd.
639 5th Avenue SW, Suite 901
Calgary, Alberta T2P 0M9
Date: December 21, 2021
Project No.: 20211764

2021_02_01_ECM7

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APPENDIX B LIMITATIONS AND USE OF THE REPORT
APPENDIX C CAPITAL RESERVE TABLE
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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 October 5, 2021 of the Lebel Mansion located at 696 Kettles Street in the Town of Pincher Creek, Alberta (the "Site").

The building provides approximately 1,208 m² (13,000 ft²) gross floor area (GFA) according to information provided by the client and was originally constructed circa 1909 and expanded many times until 1983. In 1986 the bulk of the added building sections were demolished leaving only the original mansion and some early additions. The building is situated on a Site covering approximately 0.20 hectares (0.5 acres) of land. The building is primarily constructed of brick masonry with cedar shake shingle roofing. The facility is utilized for an art gallery, studio and commercial office areas, and is operated by the Pincher Creek Allied Arts Council.

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**

According to the documents provided, the Pincher Creek Lebel Mansion was constructed circa 1909 as a wood-framed structure.

The sidewalks in the property are constructed with CIP concrete. The vehicle accesses to the building are located at the south and north sides of the property, off Kettles Street and Schofield Street. The parking lot and driving lanes are asphalt.

The exterior cladding was reviewed visually from grade level. The building envelope is primarily constructed with brick masonry units and wood siding with cedar shake wood shingles on the roof. Exterior wall insulation was concealed and not directly reviewed but assumed to be provided with cell filled insulation or batt insulation where gypsum wall board (GWB) are used along with a polyethylene vapour barrier. The window units of the building are primarily double-hung type of wood windows, set in painted wood frames with some awning and fixed aluminum windows on the north section (pottery Studio) of the building. The main entry door is a stained wood door with

glazed inserts and a transom set in a wood frame. Painted metal secondary doors (some with vision panes) in painted metal frames are provided throughout the exterior of the building.

Interior floor finishes are a combination of quarry tile, vinyl sheet, vinyl composite tile (VCT), and hard wood flooring. Interior walls are gypsum wall boards (GWB) CMU and CIP concrete finished with paint, and ceramic tiles in the washrooms. The ceilings in the building are mostly painted wood panel and painted GWB.

The roof system is a combination of sloped roof system finished with a cedar shake wood shingle and a flat roof finished with a modified bitumen (SBS) roof membrane. Water is drained from roof surfaces through gutters and downspouts along sections of the sloped and flat roofs. Painted wood soffits are provided around the perimeter of the roof of the building.

A cursory review was performed regarding the accessibility and barrier free compliance of the building. Generally, the building appears to not be fully barrier-free compliant, including the parking lot and approach to the building, entrances, interior circulation, and washrooms.

The architectural components are in overall acceptable condition. Capital expenditures with respect to the asphalt pavement, sidewalks, fencing, brick masonry, cedar shakes, exterior paint, joint sellers, exterior windows, utility doors, soffit, interior walls, interior doors, fire-rated doors, interior windows, gypsum board ceiling, repainting ceilings, resilient flooring, carpet flooring, cabinets, handrails, barrier-free improvements, wood shake roof, SBS roof, and gutters and downspouts are anticipated within the evaluation period. Additional investigation is recommended with respect to the site drainage, barrier-free, roof leakage, and mould.

- **Structural**

The original building consists of a three-story structure with a basement supported of a sandstone masonry foundation on the north side of the building and a cast-in place concrete foundation wall at the south portion. The basement floor at the south area is consisted of a cast in place concrete slab on grade and elevated floor with wood joist and wood sheathing at the Arts studio located at the north side of the building. The foundation system was below grade and could not be viewed. We assume the foundation consists of cast in place concrete strip footings. The superstructure was covered in finishes at the time of the review. Based on the limited drawings we received we assumed a wood framed superstructure. The roof framing in the original building was viewed from the attic access. The roof framing components were wooden board sheathing on wood rafters and ceiling joists.

A single-story pottery studio is located at the south side of the building with wooden deck boards on wood joists and steel beams bearing on exterior concrete block walls. The foundation is buried below grade and cannot be visually confirmed. We assumed perimeter cast-in place concrete foundation wall and strip footings.

Additional staircase and elevator at the south-east corner of the building matching all the levels of the original building except the basement with cast-in place concrete wall with strip footing foundation. Based on the drawings, the basement floor is consisted of cast-in place concrete slab

on grade, dimensional lumber framed walls, floor deck plywood sheathing on wood joists, and roof deck plywood sheathing on pre-engineered roof trusses.

Shrinkage cracks, crazing, concrete spalling, and abraded floor surface were observed in the concrete slab on grade at the main building and we recommend these cracks be filled and sealed to prevent further deterioration and monitored for additional movement. The floor slab at the Pottery Studio is covered with ceramic tiles and structural components could not be viewed. We assumed the floor slab to be consisted of cast-in place concrete slab on grade. No cracks and ground settlement of the floor was observed.

Step cracking of the brick veneer mostly at the top of the windows was observed in the east and west elevation of the main building. Load bearing block wall vertical cracks at the Pottery Studio were observed. We recommend these cracks be filled and sealed to prevent further deterioration.

The wood elements in the building are generally in marginal condition. The wood framing for the roof and walls has reached the end of its expected useful life. We recommend a structural study be completed to review the condition of the wood framing in the building.

The structural components are in overall marginal condition. No Immediate action items have been identified.

Capital expenditures with respect to the foundation walls, SOG, and CMU walls are anticipated within the evaluation period. Additional investigation is recommended with respect to the Wood framing (roof & interior walls) study.

- **Mechanical**

Domestic water is supplied from the local service provider. Sanitary waste is disposed to the municipal mains. Storm water is drained through overland soil absorption and surface drainage to municipal storm water drainage system. Domestic water distribution piping is generally copper where observed. Sanitary drainage pipe was generally concealed but reported cast iron. Domestic hot water is provided by one natural gas-fired water heater located in the mechanical room of the building.

Heating to the building is provided by one natural gas-fired boiler and localized hydronic heating radiators, electric heaters in the stair tower and gas fired radiant heaters in the Pottery Studio. Exhaust is accomplished by the use of roof and wall fans throughout the building. One local exhaust fan is provided for the one washroom in the basement.

The mechanical components are in overall acceptable condition. No Immediate action items have been identified. Capital expenditures with respect to the water distribution, domestic water heater, wastewater distribution, washroom fixtures, boiler, hydronic wall heaters, and ventilations are anticipated within the evaluation period. No additional investigation is recommended.

- **Electrical**

Electrical service is fed from a pole-mounted transformer to a main disconnect switch, rated at 200A in the mechanical room. The incoming voltage is distributed through a splitter box in the building. The main building is provided with a Square D electrical sub-panel which service various equipment in the building.

Interior lighting throughout the building is typically fluorescent T-8 and T-12 fixtures controlled by switches. Exterior lighting is wall-mounted LED fixtures controlled by photocell receptors. The building is equipped with battery pack emergency lighting and LED exit signs throughout.

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.

The electrical components are in overall acceptable condition. Immediate action items with respect to GFCI receptacles is required. Capital expenditures with respect to the electrical subpanels, interior/exterior lighting and controls, emergency light battery packs, exit signs, exterior lighting, fire alarm panel, security camera and intrusion detector are anticipated within the evaluation period. No additional investigation is recommended at this time.

- **Hazard Materials**

Given the year of original construction of the building (~1909), hazardous building construction materials such as asbestos-containing materials (ACMs) and/or polychlorinated biphenyls (PCBs) may be present.

- **Immediate and Capital Reserve Summary**

Immediate investigation / action items identified pertain to Installation of GFCI receptacles and cover plates where necessary. Deficiencies and Capital Reserve Items have been identified within the 20-Year time frame of this report with respect to architectural, structural, mechanical and electrical components and systems. The Immediate Repairs and Capital Reserve Analysis are included in Appendix C.

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 (2022 - 2024)	Reserve Years 6 to 10 (2025 - 2029)	Reserve Years 11 to	20-Year Reserve Total
---------	-------------	-----------	--	---	------------------------	--------------------------

					20 (2030-2039)	
4.0	Architectural	\$15,500	\$912,200	\$96,800	\$70,800	\$1,079,800
5.0	Structural	\$0	\$22,000	\$0	\$0	\$22,000
6.0	Mechanical	\$0	\$100,800	\$17,400	\$15,900	\$134,100
7.0	Electrical	\$500	\$97,800	\$12,400	\$13,600	\$123,800
TOTALS		\$16,000	\$1,132,800	\$126,600	\$100,300	\$1,359,700

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
\$95,000	\$235,750	\$333,650	\$4,000	\$464,400
Year 6	Year 7	Year 8	Year 9	Year 10
\$0	\$0	\$48,900	\$0	\$77,700
Year 11	Year 12	Year 13	Year 14	Year 15
\$0	\$0	\$3,000	\$19,900	\$30,300
Year 16	Year 17	Year 18	Year 19	Year 20
\$0	\$0	\$3,000	\$3,600	\$40,500

2. INTRODUCTION

2.1. Background

Stephenson was retained by TPC to perform an FLA in accordance with Stephenson's proposal dated October 5, 2021 of the Lebel Mansion located at 696 Kettles Street in the Town of Pincher Creek, Alberta (the "Site").

The building provides approximately 1,208 m² (13,000 ft²) gross floor area (GFA) according to information provided by the client and was originally constructed circa 1909 and expanded many times until 1983. In 1986 the bulk of the added building sections were demolished leaving only the original mansion and some early additions. The building is situated on a Site covering approximately 0.20 hectares (0.5 acres) of land. The building is primarily constructed of brick masonry with cedar shake shingle roofing. The facility is utilized for an art gallery, studio and commercial office areas, operated by the Pincher Creek Allied Arts Council.

2.2. Objectives

The objective of the FLA 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.

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 Alex Shenton, Facility Maintenance Lead (hereafter referred to as the "Site Representative"). Site reconnaissance was conducted by Dayoo Kim, M.Arch., and Christian Arriola, P.Eng., of Stephenson on October 28, 2021. The FLA was completed by Dayoo Kim, M.Arch., and reviewed by Lawrence McSorley, Architect, AAA of Stephenson. The weather at the time of assessment was sunny at 3°C 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. Due to the year of construction of the building (1909), it is possible that hazardous building construction materials are present on Site.

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 October 5, 2021 and executed by the Client on October 13rd, 2021.

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

The FLA was completed in general accordance with the TPC stated scope of work as documented in Request of Proposal: October 13rd, 2021 (hereafter referred to as the "RFP"). 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 (2022 to 2026 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 (2022 to 2041 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., 2022 to 2026), an LCR cost estimate will be provided in the Lifecycle Plan spreadsheet in year 2026.

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 2008 versus 2010, each having a 20 year EUL, an average install year of 2009 has been used to calculate a single lifecycle replacement event in 2029).

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

2.6. Recommendations for Additional Investigation

- RAI.1) Thermoscan inspection.
- RAI.2) Barrier-free study.
- RAI.3) Roof leakage investigation.
- RAI.4) Roof framing structural study.

2.7. Desktop Data Collection

The following documents were reviewed:

- 1980s Legacy Drawings, prepared by J. Jeong and D. McKay, dated June, 1983;
- Elevator installation detail drawing and reference manual, prepared by Global TARDIF, dated August 2006;
- Lebel Mansion Verandah Restoration, prepared by Stantec, dated January 2021;
- Lebel Mansion Addition & Renovation, prepared by Hirano & Heaton Architects Ltd and Quinn Saretsky Structural Engineers INC., dated January 2005;
- Fire Alarm System Replacement Drawing & Specification, prepared by Stantec, dated November 2020;
- Floor plan drawings, prepared by TPC;
- Lebel Mansion Engineering Study Report, prepared by John Savill Architect, dated November 1990;
- Lebel Mansion Inspection Report, prepared by Rino B Basso (Senior Preservation Advisor, Historic Sites Service), dated May 1995;
- Lebel Mansion Restoration Study Report, prepared by Hirano & Heaton Architects Ltd., dated December 1998;
- Lebel Mansion Inspection Report, prepared by Alberta Historic Resources Management., dated August 2016; and
- Lebel Mansion Visual Property Inspection Report, prepared by PILLATOPOST, dated May 2014.

2.8. Outstanding Information

No 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

Signs of mould growth was observed in the interior and exterior of the building.

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 October 5, 2021 of the Lebel Mansion located at 696 Kettles Street in the Town of Pincher Creek, Alberta (the “Site”).

The building is primarily constructed of brick masonry with cedar shake shingle roofing. The facility is utilized for an art gallery, studio and commercial office areas, operated by the Pincher Creek Allied Arts Council.

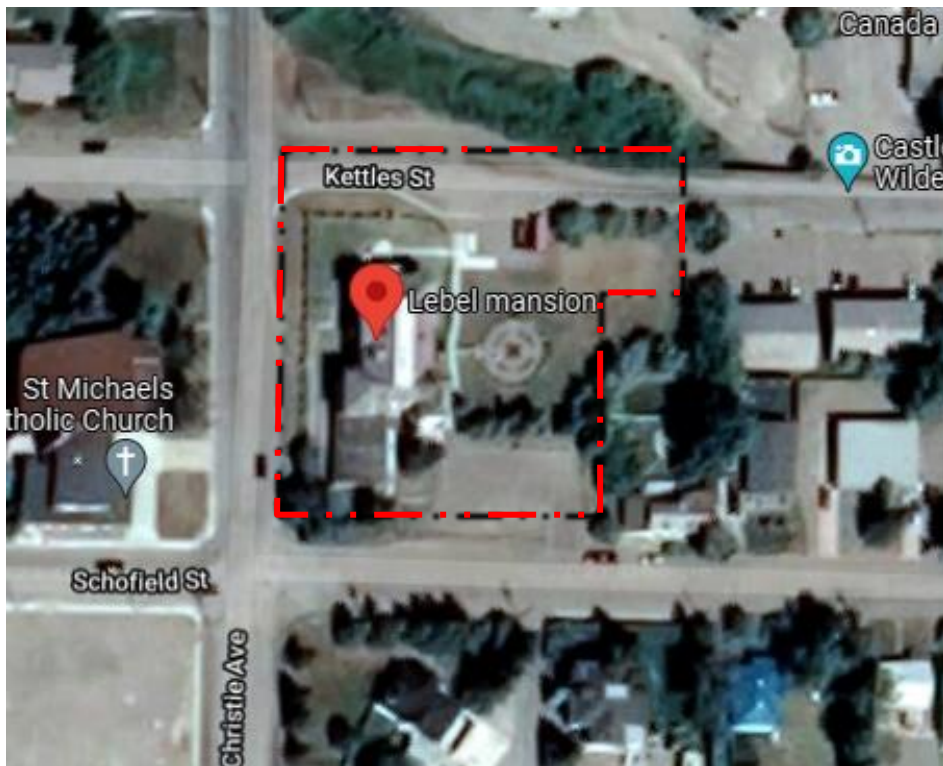
3.2. Site Physical Description

Table 2: Building Physical Description

Site Area	0.20 hectares (0.5 acres)
Number of Buildings on Site	1 Building
Building (s) Footprint	1,208 m ² (13,000 ft ²)
Levels Above Grade	2
Levels Below Grade	1
Date of Building Construction	1909
Date of Major Renovations	1924: Expanded and renovated as a hospital. (East and south additions). 1986: Demolished the east addition of the building section. Renovated as an Art gallery. 2006: New building addition. (stair/elevator hall at the southeast corner of the building). 2020: Installation of the elevator. 2021: Verandah restoration.
Percentage Site Coverage by Building(s)	26%
Percentage Site Coverage by Landscaped/Grassed/Bare Ground Areas	54%
Percentage Site Coverage by Paved or Other Sealed Surface Materials	20%



General view of the Site building.



Site plan including the building.

4. ARCHITECTURAL

According to the documents provided, the Pincher Creek Lebel Mansion was constructed circa 1909 as a wood-framed structure.

The sidewalks in the property are constructed with CIP concrete. The vehicle accesses to the building are located at the south and north sides of the property, off Kettles Street and Schofield Street. The parking lot and driving lanes are asphalt.

The exterior cladding was reviewed visually from grade level. The building envelope is primarily constructed with brick masonry units and wood siding with cedar shake wood shingles on the roof. Exterior wall insulation was concealed and not directly reviewed but assumed to be provided with cell filled insulation or batt insulation where gypsum wall board (GWB) are used along with a polyethylene vapour barrier. The window units of the building are primarily double-hung type of wood windows, set in painted wood frames with some awning and fixed aluminum windows on the north section (pottery Studio) of the building. The main entry door is a stained wood door with glazed inserts and a transom set in a wood frame. Painted metal secondary doors (some with vision panes) in painted metal frames are provided throughout the exterior of the building.

Interior floor finishes are a combination of quarry tile, vinyl sheet, vinyl composite tile (VCT), and hard wood flooring. Interior walls are painted CMU and GWB, with some areas are finished with ceramic tiles and wood panels. The ceilings in the building are mostly painted wood panel and painted GWB.

The roof system is a combination of sloped roof system finished with a cedar shake wood shingle and a flat roof finished with a modified bitumen (SBS) roof membrane. Water is drained from roof surfaces through gutters and downspouts along sections of the sloped and flat roofs. Painted wood soffits are provided around the perimeter of the roof of the building.

A cursory review was performed regarding the accessibility and barrier free compliance of the building. Generally, the building appears to not be fully barrier-free compliant, including the parking lot and approach to the building, entrances, interior circulation, and washrooms.

The architectural components are in overall acceptable condition. Capital expenditures with respect to the asphalt pavement, sidewalks, fencing, brick masonry, cedar shakes, exterior paint, joint sellers, exterior windows, utility doors, soffit, interior walls, interior doors, fire-rated doors, interior windows, gypsum board ceiling, repainting ceilings, resilient flooring, carpet flooring, cabinets, handrails, barrier-free improvements, wood shake roof, SBS roof, and gutters and downspouts are anticipated within the evaluation period. Additional investigation is recommended with respect to the site drainage, barrier-free, roof leakage, and mould.

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	<p>Water: Water is provided by the local service provider.</p> <p>Sanitary Sewer: Sanitary sewer is disposed to the municipal sewer mains.</p> <p>Electrical: power is fed to the building from the local service provider pad mounted electrical transformer and into the building through underground conductors.</p>	4	-	No concerns observed or reported.
A01.2	Parking Lots & Drive Aisles	~1985: The parking lot and drive aisles are finished with asphalt pavement.	4	C	It is reported that repairs have been made as needed since it was replaced in 1985 and no issues were observed at the time of the assessment. The asphalt pavements are observed to be in acceptable condition and are expected to be replaced within the time frame of this report. (See Note 4B).
A01.3	Parking Lot Markings	Not present.	-	-	N/A
A01.4	Concrete Sidewalks	<p>~1985: The sidewalk on the south and west sides of the property entrance is constructed of conventionally reinforced CIP concrete sidewalks.</p> <p>~2020: The sidewalk in front of the property entrance is constructed of conventionally reinforced CIP concrete sidewalks.</p>	4	C	Minor cracks were observed; however, the sidewalks were observed to be in serviceable condition. Replacement of 1985 section of concrete sidewalks is recommended within the time frame of this report. (See Note 4B).
A01.5	Concrete Curbs / Pads	~2020: Concrete curbs are provided in the north and south parking lots.	4	B	Minor cracks were observed; however, the concrete curbs were observed to be in serviceable condition and are expected to continue to perform throughout the evaluation period with continued maintenance. (See Note 4A).
A01.6	Parking Bumpers	Not present.	-	-	N/A

A01.7	Site Drainage	Drainage is achieved via surface discharge to landscape and permeable areas.	4	-	No concerns observed or reported.
A01.8	Grassed Areas	Grassed/dirt/gravel areas are present in the property.	4	-	No concerns observed or reported.
A01.9	Fencing	~2012: Iron fencing with brick pillars and stone walls are provided on the north and west sides of the property line. Wire fencing is installed at the southwest corner of the property line, and is mounted atop a CIP concrete curb. A painted metal guard rail is provided on the ramp of the parking lot.	3	C	In 2012 the brick pillars and stone walls were refurbished, but the iron fences are presumably original and reused. Broken localized sections of iron fencing and a damaged brick pillar (also missing its stone cap) were observed. No other concerns observed or reported. (See Note 4B).
A01.10	Retaining Walls	~2012: CMU and timber retaining walls are provided on the west and south sides of the property line.	4	B	Cracks were observed; however, the CMU and timber retaining walls were observed to be in acceptable condition and are expected to continue to perform throughout the evaluation period with continued maintenance. Localized repairs are recommended. (See Note 4A).
A01.11	Amenities - Signage	Wall mounted, prefinished metal plaque is provided at the main entrance of the building indicating the "ALBERTA REGISTERED HISTORIC RESOURCE".	4	-	No concerns observed or reported.
A01.12	Amenities - Site Furnishing	~2014: The 48-foot radius rose garden is provided on the east side of property. Circular beds of brick, walkways and wrought iron benches included.	4	-	No concerns observed or reported.
A01.13	Exterior Stairs	~2020: Wooden exterior staircase provides access to the verandah located on north elevations of the building.	4	-	No concerns observed or reported.

A02.0 EXTERIOR WALLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A02.1	Brick Masonry Units	-1909/1924: The exterior walls of the building are primarily constructed of Brick masonry units.	4	C	Generally, the brick masonry appeared in acceptable condition. Efflorescence and loose mortar joints were observed at numerous locations. Step cracking was observed in the masonry wall mostly above the windows. Looking inside the building, no apparent sign of water infiltration was noted. We recommend mortar be reinserted between the brick masonry units and repairing areas where damage was observed in the next 2 years to maintain adequate bonding between the individual units, preserve the wall integrity and prevent water infiltration. (See Note 4B). And it is recommended the step cracking be filled and sealed within the next 2 years to prevent further deterioration. This work can be completed as part of routine maintenance. (See Note 4A).
A02.2	Prefinished Metal Panels	-2012: Prefinished metal flashings are provided at the sections where the Cedar shake single and SBS membrane are connected to the exterior wall siding.	4	-	No concerns observed or reported.
A02.3	Cedar shakes	-2000: Cedar shakes cladding is provided on the north elevation of third floor.	3	C	The shakes located on the attic windows are showing signs of deterioration and should be repaired at a cost below the Capital Threshold. No other concerns observed or reported. (See Note 4B).
A02.4	Wood siding	-2006: Painted wood siding is provided in the new stair/elevator addition.	4	B	The paint appears to be failing and the wood is showing some signs of localized damage. This repair work can be completed at a cost below the threshold. (See Note 4A).
A02.5	Wood Panels	-2010: Wood panels are provided on the north elevation of second floor.	2	B	Wood panels were showed signs of wear and damage. This replacement work can be completed at a cost below the threshold. (See Note 4A).

A02.6	Exterior Paint	~2006/2020: Verandah, wood siding, soffits and trim, and the wood windows are typically finished with paint.	3/4	C	The majority of the windows and the stair/elevator tower are showing signs of deteriorated paint. No concerns observed or reported on the verandah or soffits. (See Note 4B).
A02.7	Joint Sealers	~2000: Urethane -based sealants are provided at openings, expansion joints and material transitions.	2	C	Joint sealer appears to generally be missing around penetrations. A cost is included to install new sealant around these sections. (See Note 4B).
A02.8	Louvers	Not present.	-	-	N/A
A02.9	Insulation	~1909: 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.
A02.10	Vapour Barrier	~1909: Concealed, but the exterior walls are likely provided with polyethylene vapour barrier where interior GWB is present.	4	-	No concerns observed or reported.

A03.0 EXTERIOR WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A03.1	Exterior Windows	<p>~1909: The window units of the building are primarily single, double-hung and fixed type of windows, set in painted wood frames. Some of the windows also have wood storm units attached on the exterior.</p> <p>~2006: The window units of the stair/elevator addition are primarily single-hung and fixed type of windows, set in painted wood frames.</p> <p>~2016: The window units in the north section (Pottery Studio) of the building are fixed-over-awning type of windows, set in aluminum frames.</p>	2/4/4	C	The original exterior windows are exhibiting the end of its useful service (i.e. draft issues, frame water damage and rot, etc.). The attic windows in particular are in poor condition. Some original windows located in the art gallery and art gift shop were refinished a few years ago, but the weather stripping was not installed, and it is presumed that a heat loss is occurring. It was also observed that air infiltration around window in the room #206 is occurring. Temporarily, the area around the window was covered with vinyl to prevent air leakage. Given the age of the windows, it is very likely that this will happen with other windows as well over time. It is recommended to perform

					a thermoscan inspection of the building windows and its surrounding wall surfaces and to replace the original windows. (See Note 4B). Due to the cost of matching historic windows- we have shown the project phased over 2 years. (See Note 4B).
A03.2	Curtain Wall	Not present.	-	-	N/A

A04.0 EXTERIOR DOORS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A04.1	Main Entrance Door	~2021: The main entrance door is a swinging, double, stained wood door with glass inserts and a transom, set in stained wood frames. The door is located at the north side of the building.	5	-	It was reported that this maintenance door has been replaced with something similar to the original. No concerns observed or reported.
A04.2	Secondary Doors	~1980: One painted wood egress door is located on the north side of the second floor. ~2006: Secondary egress doors are located at the north elevation of the pottery studio and the new stair/elevator addition. The doors are unpainted metal utility door and frame- some have vision panes.	2/4	C	The painted wood door was observed to be delaminating and has localized surface water damage and the exterior stairs it led to have been decommissioned, so this door is not in use. We recommend replacing this door with brick clad infill wall for aesthetic reason and to prevent air leaks and water infiltration to the building envelope. The doors installed in 2006 were in acceptable condition but should be painted. A cost to replace the decommissioned door is included in the Capital Reserve Table. (See Note 4B).
A04.3	Overhead Doors	Not present.	-	-	N/A

A01.2 FASCIA AND SOFFITS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
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A05.1	Fascia	Not present.	-	-	N/A
A05.2	Soffit	~1986: The painted wood soffit around the perimeter of the roof of the building is provided with vents. A wood soffit is provided above and below the verandah.	3	C	Some localized wood water damages were observed on the wood soffit. A cost to repair the existing with new vented soffits is included in the Capital Reserve Table. (See Note 4B).

A06.0 INTERIOR WALLS AND PARTITIONS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A06.1	Fixed Partitions	~1909/1924/1986/2006: Interior partitions are generally a wood stud framed walls with gypsum wall board (GWB) or plaster finish. Brick masonry walls are provided in some sections of the storage room and mechanical room on the basement level. Painted CMU walls are provided in the Pottery studio.	4	B	Interior partitions are in acceptable condition with minor cracks and damages. Localized repairs and periodic monitoring are recommended. These works can be completed at a cost below the threshold. (See Note 4A).
A06.2	Interior Paint	~2006: Gypsum wall boards and plaster, as well as CMU are typically finished with paint.	4	C	No concerns observed or reported. (See Note 4B).
A06.3	Ceramic Tiles	~1986: The lower portion of the interior walls of the washrooms are finished with ceramic tiles.	4	C	Ceramic tiles are in acceptable condition. Some localized grout repair is needed and can be completed at a cost below the threshold. They will need to be replaced within the time frame of this report. (See Note 4B).

A07.0 INTERIOR DOORS AND WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
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A07.1	Interior Doors	<p>~1909/1924: The interior doors of the building are typically painted wood single swing doors, set in painted wood frames. One sliding door is provided in the art gallery.</p> <p>~2006: Wood door, set in wood frames is provided in the art room of the basement.</p>	4	C	Wood interior doors are in acceptable condition. Most are original and will need to be replaced within the time frame of this report with doors that are similar in character where possible. (See Note 4B).
A07.2	Interior Fire Rated Doors	~2006: Three fire-rated metal doors are present in main floor, second floor and third floor of the new stair/elevator addition. One door is also provided in both the mechanical and electrical rooms.	4	C	Fire-rated metal doors are in acceptable condition. It will need to be replaced within the time frame of this report. (See Note 4B).

A08.0 CEILINGS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A08.1	Suspended Ceilings	~2020: Lay-in suspended ceiling acoustic tiles in metal grids are provided in the office rooms (#226) on the second floor.	4	-	No other concerns observed or reported.
A08.2	Gypsum Board	~1909/1924/1986/2006: Most of the ceilings in the building are provided with painted gypsum board-covered ceilings.	3/4	C	Broken sections and cracks were observed on gypsum board ceilings, and localized repairs are recommended. (See Note 4B).
A08.3	Wood Panels	~1924: MDF panel ceilings are provided in the storage/utility rooms of the basement. ~1986: Wood panels are utilized as a ceiling finish in some office rooms.	3/4	C	Wood panels are in marginal to acceptable condition. They will need to be replaced within the time frame of this report. (See Note 4B).
A08.4	Ceiling Paint	~2006: The gypsum board-covered, acoustic tile ceilings, MDF and wood panels are typically finished with paint.	4	C	No concerns observed or reported. (See Note 4B).

A09.0 FLOORING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A09.1	Quarry Tiles	~1924: Quarry tiles are provided in the Pottery studio of the basement.	4	C	The tiles are exhibiting the end of its useful service, but no concerns observed or reported. They will need to be replaced within the time frame of this report. (See Note 4B).
A09.2	Resilient Flooring (Sheet)	~2006: The corridors, stairs, the art studio of the basement, the performing art room of the third floor and some office rooms are provided with vinyl sheet flooring.	4	C	Generally, the condition of vinyl sheet flooring in the building is acceptable. But signs of wear and damage were observed in the art studio of the basement- cost of repair is less than the capital threshold. No other concerns observed or reported. It will need to be replaced within the time frame of this report. (See Note 4B).
A09.3	Resilient Flooring (Tiles)	~1986: The kitchen on the second floor is provided with VCT flooring. ~2006: New stair/elevator addition, washrooms, and some office rooms are provided with VCT flooring.	3/4	C	Generally, the condition of vinyl tile flooring in the building is marginal to acceptable. But some buckled tiles were observed in the storage/utility room of the basement. No other concerns observed or reported. They will need to be replaced within the time frame of this report. (See Note 4B).
A09.4	Carpet	~2006: Some office rooms, the stage, and some area in the performing arts room of the third floor are provided with carpet flooring. ~2020: The art gallery and gift shop are provided with carpet flooring.	4	B	No concerns observed or reported. But it will need to be replaced within the time frame of this report. (See Note 4A).
A09.5	Hardwood Flooring	~1909: Hardwood flooring is provided in storage room of the main floor and the third floor.	4	C	No concerns observed or reported. But it will need to be replaced within the time frame of this report. (See Note 4B).
A09.6	Floor Paint	~2006: Floor paint is provided in the storage/utility room of the basement.	3	B	No concerns observed or reported. (See Note 4A).

A10.0 FIXTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A10.1	Counter/Cabinets	~1986: Painted wood cabinets are provided throughout this building. ~2006: The kitchen areas of the building are provided with stained wood upper and lower cabinets with plastic laminate counters.	3/4	C	Wood Counter/Cabinets panels are in marginal to acceptable condition. It will need to be replaced within the time frame of this report. (See Note 4B).
A10.2	Railings	~1986: Stained wood railings are provided at the stairs of the original section of the building. ~2006: Stained wood railings are provided at the stairs of the new stair/elevator addition. Wall and floor mounted painted metal rail is provided at the ramp located near the are gallery.	4	C	The railings typically do not comply with Barrier Free requirements. No other concerns observed or reported. It will need to be replaced within the time frame of this report. (See Note 4B).
A10.3	Washrooms Accessories	~1986: The washrooms are typically provided with paper towel and tissue dispensers, mirrors, and waste receptacles.	3	-	No concerns observed or reported. (See Note 4A).
A10.4	Toilet Partitions	Not present.	-	-	N/A
A10.5	Appliances	~2018: One residential grade refrigerator is provided in the kitchen on the second floor.	4	-	No concerns observed or reported.
A10.6	Ramps	~1924: CIP concrete ramp is provided in the storage/utility room of the basement. ~2006: Wood ramp finished with vinyl sheet flooring is provided in the corridor near the are gallery.	4	-	Ramps typically do not comply with Barrier Free Requirements. No other concerns observed or reported.
A10.7	Wayfinding	The facility is provided with emergency exit diagrams throughout.	4	-	No concerns observed or reported.

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 provided on the property Both pavement markings and vertical signage is not on site The ramp from the parking lot only has one railing while two is required. An estimated cost for upgrading is provided in the Capital Reserve Table. (See Note 4C).
A11.2	Access Route and Building Entrance	The access route from the parking area to the building is not fully barrier-free compliant.	2	D	An access route was provided from the parking lot on the south side to the secondary entrance of the building located at the stair/elevator tower, but neither signage for the route or an automatic door opener is provided. (See Note 4C).
A11.3	Interior Circulation	The interior circulation in the facility does not meet the barrier-free standards.	2	D	The interior spaces of the building do not meet with the current barrier-free regulations due to the non-compliant door hardware installed throughout the building (knob instead of lever), and absence of tactile strips at the interior staircase to guide persons with disabilities. The building is provided with an elevator, but some of the spaces are not accessible as the ramps do not comply in design. (See Note 4C).
A11.4	Washrooms	The washrooms in the facility do not fully meet the barrier-free standards.	2	D	The washrooms are not compliant for space requirements and arrangement of accessories. The basement washroom has some barrier free components but cannot be accessed via the elevator or without going outside of the building. It also has the absence of rear grab bars and non-compliant mounting height of washroom accessories. (See Note 4C). It likely would be more appropriate for a unisex toilet room be added to the main level. (RAI.2).

R01.0 ROOFING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
R01.1	Cedar Shake Shingle	~1992: The roofing system of the slope roof is observed to be a Cedar Shake Shingle.	3	C	No active roof leaks were observed or reported at the time of the site. But cupping and splitting of shingles with missing ridge shingles were observed at many locations. The Cedar Shake Shingle roof is nearing the end of EUL and is in marginal condition. (See Note 4B).
R01.2	SBS Roofing	~2019: The roofing system of the Pottery Studio flat roof and the balcony located on the north elevation is observed to be a modified bitumen roofing (SBS).	4	C	During the assessment, localized water stains were observed in the Pottery studio. Water ponding was also present, and the slope seemed to low to allow all water to make it to the roof gutter on the Pottery studio roof. A cost for a leakage investigation and an allowance for repairs, including the addition of a roof drain are included in the Capital Reserve Table. (See Note 4B).
R01.3	Gutters and Downspouts	~1995: Metal gutters & downspouts are provided at the slope roof. ~2019: Rainwater on the flat roof is drained from roof surfaces to a metal gutter and downspout.	4	B	Some debris were observed in the gutters and should be removed. No other concerns observed or reported. (See Note 4A).
R01.4	Cap Flashing	~2019: Prefinished metal flashings are provided at the sections where the Cedar shake single and SBS membrane are connected to the exterior wall siding.	4	-	No concerns observed or reported.
R01.5	Skylights	Not present.	-	-	N/A
R01.6	Roof Ladder	Not present.	-	-	N/A
R01.7	Roof Railing	Not present.	-	-	N/A

A99.0 OTHER (STAIRS AND CONVEYANCE DEVICES)

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A99.1	Verandah	-2021: Verandah is provided at the main entrance on the north side of the building.	4	-	Decks, handrails, and balustrades were replaced. No concerns observed or reported.
A99.2	Elevators	-2020: One hydronic manufactured by GLOBAL TARDIF elevator is provided in the new stair/elevator addition. Elevator cab is finished with plastic laminate, stainless steel handrail and vinyl tile flooring.	4	-	No concerns observed or reported.

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) 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.

4C) The parking, access route and building entrance, interior circulation, and washrooms of the facility do not meet the current barrier-free regulations of Alberta. Therefore, a barrier-free study is recommended to be completed in the facility to ensure that the aforementioned items comply with the standards.

IMMEDIATE ITEMS IDENTIFIED:

No immediate action items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

A01.2) Replace asphalt parking pavement.

A01.4) Replace concrete sidewalks.

A01.9) Repair Fencing.

A02.1) Repair brick masonry.

A02.3) Replace cedar shakes.

A02.6) Redo exterior paint.

A02.7) Replace joint sealers.

A03.1) Replace exterior windows.

A04.2) Replace egress doors to brick masonry wall.

A05.2) Repair wood soffit.

A06.2) Repaint interior walls.

A06.3) Replace ceramic tiles.

- A07.1) Replace interior doors.
 - A07.2) Replace fire-rated doors.
 - A07.3) Replace interior windows.
 - A08.2) Repair gypsum board ceiling.
 - A08.3) Replace wood panel ceiling.
 - A08.4) Redo ceiling paint.
 - A09.1) Replace quarry tiles.
 - A09.2) Replace resilient flooring (sheet)
 - A09.3) Replace resilient flooring (tiles)
 - A09.4) Replace carpet flooring.
 - A09.5) Replace wood flooring.
 - A10.1) Replace upper and lower cabinets.
 - A10.2) Replace handrails.
 - A11.1) Install barrier-free parking stalls signages and railing.
 - A11.2) Install automatic door opener.
 - A11.3) Upgrade interior circulation (door hardware).
 - A11.4) Upgrade barrier-free washrooms
 - R01.1) Replace wood shake roof.
 - R01.2) Repair SBS roof.
 - R01.3) Replace metal gutters & downspouts.
- No other Capital Reserve Items above the threshold identified.
-

RECOMMENDED ADDITIONAL INVESTIGATION:

- RAI.1) Thermoscan inspection.
 - RAI.2) Barrier-free study.
 - RAI.3) Roof leakage study
- No other additional investigation recommended at this time.
-



Photo #A1: General view of Exterior cladding.



Photo #A2: North parking lot & Concrete sidewalks and ramps.



Photo #A3: South parking lot and landscape area.



Photo #A4: Overview of the Rose garden.



Photo #A5: Exterior wood stair and main entrance.



Photo #A6: General view of exterior claddings showing the stair/elevator tower. (Brick masonry, Cedar shakes, Wood panels and Wood sidings).



Photo #A7: Step cracking on the brick masonry.



Photo #A8: Main entrance.



Photo #A9: Current condition of wood windows.



Photo #A10: Wood soffits.



Photo #A11: Interior finishes of the Pottery studio (Basement).



Photo #A12: Interior finishes of the Mechanical room (Basement).



Photo #A13: Interior finishes of the Art studio (Basement).



Photo #A14: Interior finishes of the Stair/elevator addition.



Photo #A15: Interior finishes of the corridor (Main floor).



Photo #A16: Art gallery (Main floor).



Photo #A17: Typical interior finishes of the washroom.



Photo #A18: Interior finishes of the Kitchen (Second floor).



Photo #A19: Typical interior finishes of the office room (Second floor).

Photo #A20: Window in the room #206 (air infiltration observed).



Photo #A21: Typical interior finishes of the event room (third floor).



Photo #A22: Balcony.



Photo #A23: Joint sealant failure.



Photo #A24: Cedar shakes shingles.



Photo #A25: SBS flat roof (Water pond observed).



Photo #A26: Replaced verandah.

5. STRUCTURAL

The original building consists of a three-story structure with a basement supported of a sandstone masonry foundation on the north side of the building and a cast-in place concrete foundation wall at the south portion. The basement floor at the south area is consisted of a cast in place concrete slab on grade and elevated floor with wood joist and wood sheathing at the Arts studio located at the north side of the building. The foundation system was below grade and could not be viewed. We assume the foundation consists of cast in place concrete strip footings. The superstructure was covered in finishes at the time of the review. Based on the limited drawings we received we assumed a wood framed superstructure. The roof framing in the original building was viewed from the attic access. The roof framing components were wooden board sheathing on wood rafters and ceiling joists.

A single-story pottery studio is located at the south side of the building with wooden deck boards on wood joists and steel beams bearing on exterior concrete block walls. The foundation is buried below grade and cannot be visually confirmed. We assumed perimeter cast-in place concrete foundation wall and strip footings.

Additional staircase and elevator at the south-east corner of the building matching all the levels of the original building except the basement with cast-in place concrete wall with strip footing foundation. Based on the drawings, the basement floor is consisted of cast-in place concrete slab on grade, dimensional lumber framed walls, floor deck plywood sheathing on wood joists, and roof deck plywood sheathing on pre-engineered roof trusses.

Shrinkage cracks, crazing, concrete spalling, and abraded floor surface were observed in the concrete slab on grade at the main building and we recommend these cracks be filled and sealed to prevent further deterioration and monitored for additional movement. The floor slab at the Pottery Studio is covered with ceramic tiles and structural components could not be viewed. We assumed the floor slab to be consisted of cast-in place concrete slab on grade. No cracks and ground settlement of the floor was observed.

Step cracking of the brick veneer mostly at the top of the windows was observed in the east and west elevation of the main building. Load bearing block wall vertical cracks at the Pottery Studio were observed. We recommend these cracks be filled and sealed to prevent further deterioration.

The wood elements in the building are generally in marginal condition. The wood framing for the roof and walls has reached the end of its expected useful life. We recommend a structural study be completed to review the condition of the wood framing in the building.

The structural components are in overall marginal condition. No Immediate action items have been identified.

Capital expenditures with respect to the foundation walls, SOG, and CMU walls are anticipated within the evaluation period. Additional investigation is recommended with respect to the Wood framing (roof & interior walls) study.

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	~1909/1924/2006: Concealed. Structural drawings unavailable to confirm the type of existing foundations.	4	-	No concerns observed or reported.
S01.2	Foundation Walls	~1909/1924/2006: Concealed. Only structural drawings of the new stair/elevator addition available to confirm the existence of foundation walls.	3	C	The concrete foundation walls were partially exposed to view from the exterior of the building. The walls appeared in acceptable condition. Diagonal settlement cracks were observed in several locations of the original building. No signs of water infiltration through the cracks were observed. Settlement cracks were observed at openings. We recommend the settlement cracks in the foundation walls be filled and sealed within the next 2 years to prevent further deterioration. And it is also recommended to monitor these locations for signs of the cracks reappearing or getting larger to determine if settlement is still occurring..

S02.0 FLOORS ON GRADE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S02.1	Slab on Grade	~1909/1924/2006: The main floor consists of concrete slab-on-grade.	3	C	The concrete slab on grade was exposed to view in some sections of the original building and the pottery studio. Shrinkage cracks, crazing, 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 in the slab on grade should be repaired to prevent further damage. Shrinkage

					cracks 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).
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S03.0 SUSPENDED FLOOR AND STAIRS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S03.1	Suspended Floors	~1909/2006: Wood joists with wood decks are provided on the main, second and third floors. Suspended Floors are provided in the art studio of the basement.	4	-	No concerns observed or reported.
S03.2	Crawlspace	Not present.	-	-	N/A
S03.3	Stairs	~1909: Wood framed interior stairs are provided in the original building. ~2006: Wood framed interior stairs are provided in the new stair/elevator addition.	4	-	No concerns observed or reported.

S04.0 ROOF STRUCTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S04.1	Framing	~1909: Wood rafters are provided in the original building. ~1924: Wood joists and steel beams are provided on the exterior CMU walls. ~2006: Wood trusses are provided on the roof structure of the new stair/elevator addition.	3	-	No concerns observed or reported. But the wood framing for the roof and walls has reached the end of its expected useful life. We recommend a structural study be completed to review the condition of the wood framing in the building. The cost for this study is combined in S05.1 Interior walls.

S04.2	Decking	<p>~1909: Wood deck boards are provided on the roof structure of the original building.</p> <p>~1924: Wood deck boards are provided on the roof structure of the pottery studio.</p> <p>~2006: Wood deck boards are provided on the roof structure of the new stair/elevator addition.</p>	4	-	No concerns observed or reported.
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S05.0 INTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S05.1	Interior Walls	~1909: Loadbearing wood framing walls are provided in the original building.	3	C	Majority of the wood framing was covered with architectural finishes. Hairline thermal cracks were observed in few locations of the interior wall finishes. The wood elements in the building are generally in acceptable condition. The wood framing for the roof and walls has reached the end of its expected useful life. We recommend a structural study be completed to review the condition of the wood framing in the building. (See Note 5B).
S05.2	Interior Columns	~2006: Wood columns are provided in the new stair/elevator addition.	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	~1924: Loadbearing CMU walls.	3	C/D	Vertical cracks of the concrete block walls at the Pottery Studio were observed. The cracks align with the location of the support for the roof beams. We recommend these cracks be filled and sealed to prevent further deterioration. Block spalling at the west corridor entrance

					was observed. We recommend these cracks be filled and sealed within the next 2 years to prevent further deterioration. This work can be completed as part of routine maintenance. Also, it is recommended to monitor these locations for signs of the cracks reappearing or getting larger to determine if settlement is occurring. (See Note 5B).
S06.2	Exterior Columns	~1924: Wood columns are provided in the verandah.	4	-	No concerns observed or reported.

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:

S01.2) Repair foundation walls.

S02.1) Repair SOG.

S06.1) CMU wall repair.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

RAI.4) Wood framing (roof & interior walls) study.

No other recommended additional investigation required.



Photo #S1: Crack on foundation wall.



Photo #S2: Cracks and spalling on the SOG.



Photo #S3: Wood framing (joist & studs).



Photo #S4: Vertical cracks in CMU wall in the pottery studio.



Photo #S5: Suspended floor in the art studio of the basement.



Photo #S6: Interior wood columns and wood stairs in the new stair/elevator addition.

6. MECHANICAL

Domestic water is supplied from the local service provider. Sanitary waste is disposed to the municipal mains. Storm water is drained through overland soil absorption and surface drainage to municipal storm water drainage system. Domestic water distribution piping is generally copper where observed. Sanitary drainage pipe was generally concealed but reported cast iron. Domestic hot water is provided by one natural gas-fired water heater located in the mechanical room of the building.

Heating to the building is provided by one natural gas-fired boiler and localized hydronic heating radiators, electric heaters in the stair tower and gas fired radiant heaters in the Pottery Studio. Exhaust is accomplished by the use of roof and wall fans throughout the building. One local exhaust fan is provided for the one washroom in the basement.

The mechanical components are in overall acceptable condition. No Immediate action items have been identified. Capital expenditures with respect to the water distribution, domestic water heater, wastewater distribution, washroom fixtures, boiler, hydronic wall heaters, and ventilations are anticipated within the evaluation period. No additional investigation is recommended.

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.	4	-	No concerns observed or reported.
M01.2	Sanitary Sewer	Sanitary waste is disposed to municipal mains.	4	-	No concerns observed or reported.
M01.3	Storm Sewer	It was reported that storm water is drained through overland soil absorption and surface drainage to municipal storm water drainage system.	4	-	No concerns observed or reported.
M01.4	Natural Gas	Gas is supplied into the building by the 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	~1909: Copper domestic water distribution piping is provided. Some periodic upgrades were competed over time.	4	C	No concerns observed or reported. A replacement allowance has been provided due to its age.
M02.2	Backflow Prevention	Not present.	-	-	N/A
M02.3	Domestic Hot Water Heater	~2015: Domestic hot water is generated by a natural gas-fired water heater, located at the mechanical room. Manufacturer: Bradford White. Model: PDX140S8FBNH Serial: MC35903970 Input: 36,000 Btu/hr	4	C	No concerns observed or reported. (See Note 6B).

		Capacity: 40 US gal			
M02.4	Wastewater Piping	~1909: Cast iron wastewater piping is provided.	4	C	No concerns observed or reported. A replacement allowance has been provided due to its age.
M02.5	Irrigation System	Irrigation system was installed in this property.	-	-	It was observed that irrigation system is no longer in use.
M02.6	Washrooms Fixtures	~1909/1986/2006: The washrooms fixtures include vitreous china flush tank water closets enameled steel and cast-iron tubs, and wall vitreous china lavatories	3/3/4	C	No concerns observed or reported. A replacement allowance has been provided due to its age.
M02.7	Sinks	~1986: Plastic sinks are provided in the storage/utility room of basement. ~2006: Counter mounted stainless-steel single basin sinks are provided for the kitchen and bar area.	3/4	B	No concerns observed or reported. (See Note 6A).
M02.8	Water Pumps	~2020: The boiler is provided with two 3/4HP circulation pumps.	5	-	Circulation pumps are in good condition.

M03.0 HEATING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M03.1	Boilers	~1996: Primary heating for the building is generated by a single gas-fired heating boiler located in the mechanical room. Make: Allied engineering Model: AAE600-N-E-M Serial Number: ABJF-9981 Input: 600,000 Btu/Hr.	4	C	No concerns observed or reported. (See Note 6B).
M03.2	Hydronic Wall Heaters	~1924/1984: Hydronic radiant wall heaters are located along the perimeter walls throughout the	4	B	Hydronic radiant wall heaters are in acceptable condition. These have passed their EUL, but have been periodically

		building. One hydronic radiant heater is provided on the ceiling in the art studio of the basement.			monitored and repaired. Therefore, it is recommended that they continue to be properly managed. (See Note 6B).
M03.3	Electric Wall Heaters	~ 2006 : Electric Wall Heaters are installed on each floor of the new stair/elevator addition.	4	B	No concerns observed or reported. (See Note 6A).
M03.4	Radiant Heaters	~ 2015 : Two gas-fired infrared radiant heaters are present in the Pottery studio. Make: CALCANA IND Model: CAL-80A Serial Number: 8J92492 Input: 80,000 Btu/Hr.	4	-	No concerns observed or reported. (See Note 6B).

M04.0 COOLING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M04.1	Chillers	Not present.	4	-	N/A
M04.2	Condenser	Not present.	4	-	N/A
M04.3	Air Handling Unit	Not present.	4	-	N/A

M05.0 VENTILATION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M05.1	Air Distribution	Not present.	4	-	N/A
M05.2	Ventilation	~ Various : Various roof and wall ventilation fans service the building. The information regarding the	3	C	Based on site interview, it appears that the facility is receiving adequate ventilation. Continuous maintenance

		capacity of the units was not available at the time of the review.			and localized replacement are recommended. (See Note 6A).
M05.3	Air Outlets & Inlets	Not present.	4	-	N/A
M05.4	Exhaust Fans	~ 2006 : The washroom in the basemen has exhaust is generally accomplished by ceiling-mounted exhaust grilles through to the wall.	4	B	No concerns observed or reported. (See Note 6A).

M06.0 FIRE PROTECTION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M06.1	Fire Extinguishers	Portable dry-type ABC fire extinguishers are provided throughout the building.	4	-	Inspections were observed to be up to date. Continue to inspect annually and replace as needed. Costs are below the capital threshold.
M06.2	Sprinklers	~ 2006 : Wet-type sprinkler provide coverage throughout pottery studio, storage/utility room, corridor and art studio of the basement, as well as corridors of main, second and third floors.	4	-	No concerns observed or reported. Annual inspections on sprinkler systems should be carried out at a price below capital threshold. Inspections were noted to be up to date.

M07.0 CONTROLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M07.1	Electric and Electronic Controls	Boiler is controlled by Tekmar Digital thermostats. Electric Wall Heaters and gas-fired infrared radiant heaters were controlled by Manual thermostats.	4	B	No concerns observed or reported. (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

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 heater.

M02.4) Replace Wastewater Distribution.

M02.6) Replace washroom fixtures.

M03.1) Replace boiler.

M03.2) Repair hydronic wall heaters.

M05.2) Replace ventilations.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No recommended additional investigation required.



Photo #M1: Gas and water service.



Photo #M2: Washroom fixtures.



Photo #M3: Gas fired domestic water heater.



Photo #M4: Gas fired boiler.



Photo #M5: Typical original hydronic radiant wall heater.



Photo #M6: Typical electric wall heater.



Photo #M7: Gas-fired infrared radiant heater.



Photo #M8: Typical ABC Fire extinguisher.



Photo #M9: Typical sprinkler head.



Photo #M10: Tekmar boiler controller.

7. ELECTRICAL

Electrical service is fed from a pole-mounted transformer to a main disconnect switch, rated at 200A in the mechanical room. The incoming voltage is distributed through a splitter box in the building. The main building is provided with a Square D electrical sub-panel which service various equipment in the building.

Interior lighting throughout the building is typically fluorescent T-8 and T-12 fixtures controlled by switches. Exterior lighting is wall-mounted LED fixtures controlled by photocell receptors. The building is equipped with battery pack emergency lighting and LED exit signs throughout.

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.

The electrical components are in overall acceptable condition. Immediate action items with respect to GFCI receptacles is required. Capital expenditures with respect to the electrical subpanels, interior/exterior lighting and controls, emergency light battery packs, exit signs, exterior lighting, fire alarm panel, security camera and intrusion detector are anticipated within the evaluation period. No additional investigation is 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	Power to the building is fed from a pole-mounted transformer.	4	-	No concerns observed or reported.
E01.2	Conductors	Overhead power conductors from the exterior transformer and into the interior electrical panels provide power for the building.	4	-	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)	~1986/ 2020: Power is fed from an exterior transformer to a Square D main disconnect switch, rated at 200 A and 240V, in the mechanical room. The main disconnect is connected to a splitter box and rated at 200 A and 120/208 V, which feed disconnects/subpanels in the building.	4	B	No concerns observed or reported. It is recommended to replace the splitter box. The cost of this is below the capital threshold. (See Note 7A).
E02.2	Interior Transformers	Not present.	-	-	No concerns observed or reported.
E02.3	Secondary Distribution (disconnects, splitters & sub-panels)	~1986: A Federal Pioneer electrical sub-panel located in the service/utility room of basement. The panel is rated at 200A and 120/240 V with 40 circuits. A Square D disconnect switch, rated at 30 A, 230V, is located in the service/utility room of basement. ~2020: A Square D electrical sub-panel in the mechanical room of basement is provided in the building. The panel is rated at 225 A and has a 42	2/4	B	No concerns observed or reported. It is recommended to replace the 1986 sub-panel and disconnect switch. (See Note 7B).

		circuit-capacity. Two Square D disconnect switches are also present for the elevator. One Schneider Electric sub-panel in the corridor of third floor. The panel is rated at 125 A and has a 4 circuit-capacity.			
E02.4	Branch Wiring	~1909/1924: Electrical branch circuit wiring is reportedly copper throughout the building.	3	C	No concerns observed or reported. A repair allowance has been provided due to its age. (See Note 7B).
E02.5	Receptacles	~Various: Electrical receptacles are provided throughout the building.	3/4	B	Electrical receptacles are in acceptable condition. But GFCI receptacle are not installed in the pottery studio, kitchen and bathroom. The Canadian Electrical Code requires that a Class A GFCI be provided to protect all receptacles within 1.5 metres of a sink. An immediate item is included for the installation of GFCI receptacle where needed. A cost is provided in the capital reserve table. (Imm.1) Other receptacles will need to be replaced within the time frame of this report, but this work can be completed at a cost below the threshold. (See Note 7A).
E02.6	Surge Protection	Not present.	-	-	N/A

E03.0 LIGHTING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E03.1	Interior Lighting	~1990s: The interior lighting is primarily provided with surface-mounted linear fluorescent light fixtures with T8 and T12 bulbs. Incandescent light fixtures were observed in some areas of the building, including storage rooms, washrooms, and the mechanical room. ~2019: LED track lighting is provided in the are gallery and gift shop.	4	C	Interior lightings are in acceptable condition. Some Interior lightings that have passed their EUL will need to be replaced within the timeframe of this report. T12 bulbs are no longer in production. (See Note 7B).

E03.2	Lighting Controls	- 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	C	No concerns observed or reported. It will need to be replaced within the time frame of this report. (See Note 7B).
E03.3	Emergency Lighting	- 2010 : Battery packs with integral lighting heads are provided throughout the building.	4	C	Emergency lighting are in acceptable condition. It will need to be replaced within the time frame of this report. (See Note 7B).
E03.4	Exit Lighting	- 1999 : Lit exit signs are provided at emergency exits. - 2019 : LED exit signs are provided at emergency exits in the basement.	4	C	No concerns observed or reported. The exit signs will need to be replaced within the time frame of this report. (See Note 7B).
E03.5	Exterior Lighting	- 2009 : Exterior lighting is provided by wall mounted light fixtures, having noted LED type lamps.	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	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	- 2020 : The building is outfitted with a EDWARDS alarm system located in the mechanical room and the control panel is located at the main entrance. It is monitored by the Chubb.	4	C	No concerns observed or reported. (See Note 7B).

E05.2	Fire Alarm Devices	~2020: Fire detection and alarm devices include heat detectors, smoke detectors, pull stations, and bells.	4	-	No concerns observed or reported.
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E06.0 COMMUNICATIONS, DATA & SECURITY

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E06.1	Telephone	Telephone services are provided in this building.	4	-	No concerns observed ore reported.
E06.2	Internet Systems	Internet services are provided by in this building.	4	-	No concerns observed ore reported.
E06.3	Surveillance Systems	~2010: Surveillance cameras are provided in the tenant areas of the building. ~2020: Surveillance cameras are provided the areas operated by Allied Arts Council of Pincher Creek (Art gallery, gift shop, art studio and pottery studio).	4	C	No concerns observed ore reported. Surveillance cameras installed in 2010 will need to be replaced within the time frame of this report. (See Note 7B).
E06.4	Intrusive Systems	~2010: Security system is provided throughout this building.	4	C	No concerns observed ore reported. (See Note 7B).

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.	-	-	To be performed annually.

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) Install GFCI receptacles.

No other immediate action items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

E02.3) Replace electrical subpanels.

E02.4) Repair electrical subpanels.

E03.1) Replace interior lighting.

E03.2) Replace lighting controls.

E03.3) Replace emergency light battery packs.

E03.4) Replace exit signs.

E03.5) Replace exterior lighting.

E05.1) Replace fire alarm panel.

E06.3) Replace security camera.

E06.4) Replace intrusion detector.

No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.



Photo #E1: Main disconnect switch in mechanical room.



Photo #E2: Main distribution panel in mechanical room.



Photo #E3: Sub-distribution panel (1986).



Photo #E4: Disconnect switch in elevator mechanical room.



Photo #E5: GFCI receptacle are not installed in pottery studio.



Photo #E6: Typical ceiling-mounted linear fluorescent light fixtures with T12 bulbs.



Photo #E7: Typical interior lighting control.



Photo #E8: Wall-mounted LED exterior light fixture.



Photo #E9: Emergency battery pack lighting and Exit sign.



Photo #E10: Fire alarm panel.



Photo #E11: Typical fire alarm device.



Photo #E12: Intrusive system control panel.

8. HAZARDOUS MATERIALS REPORTS

Based on the year of the construction of the building outlined in this report (~1909), hazardous building construction materials such as ACMs (asbestos containing materials), and/or PCBs (polychlorinated biphenyls) may be present in the building.

Report Signature Page

STEPHENSON ENGINEERING LTD.



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Building Conditions Assessor
Report Author



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APPENDIX A

Mandate & Report Resources

MANDATE AND REPORT RESOURCES

Authorization

Written Notice of Award of *2019-OP-13* was provided on September 27th 2019. 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 (2021) 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

Report Section	Building Component	Expected Useful Life	Observed Age	Remaining Useful Life	Unit Rate	Quantity	Recommended Action	Short Term			Mid Term					Long Term										Total	
								Immediate 2022	Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027	Year 7 2028	Year 8 2029	Year 9 2030	Year 10 2031	Year 11 2032	Year 12 2033	Year 13 2034	Year 14 2035	Year 15 2036	Year 16 2037	Year 17 2038		Year 18 2039
6	MECHANICAL																										
M01	Site Services																										
	No Capital Items Identified																										
M02	Plumbing																										
M02.1	Water Distribution	100	112	5	\$33 /m ²	1,208 m2	Replace							\$39,900													\$39,900
M02.3	Domestic Water Heaters	20	6	14	\$3,929 each	1 unit	Replace																				\$3,900
M02.4	Wastewater Distribution	100	112	5	\$33 /m ²	1,208 m2	Replace							\$39,900													\$39,900
M02.6	Washrooms Fixtures	20	35	3	Allowance	Allowance	Replace				\$15,000																\$15,000
M03	Heating																										
M03.1	Boilers and Accessories, Hot Water	35	25	10	\$11,402 each	1 unit	Replace																				\$11,400
M03.2	Hydronic Wall Heaters				Allowance	Allowance	Repair							\$3,000													\$3,000
M04	Cooling																										
	No Capital Items Identified																										
M05	Ventilation																										
M05.2	Ventilation	30	Various	3	Allowance	Allowance	Replace				\$3,000																\$3,000
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																										
E02.3	Electrical Subpanels	30	35	5	\$4,041 each	1 unit	Replace							\$4,000													\$4,000
E02.4	Branch Wiring				Allowance	Allowance	Repair							\$3,000													\$3,000
E02.4 / Imm.1	GFCI receptacles				Allowance	Allowance	Code	\$500																			\$500
E03	Lighting																										
E03.1	Interior Lighting, Fluorescent	20	Various	5	\$85 /m ² GFA	600 m ² GFA	Replace							\$51,000													\$51,000
E03.2	Lighting Controls	20	Various	5	Allowance	Allowance	Replace							\$5,000													\$5,000
E03.3	Emergency Lighting, Battery Packs	20	12	8	\$486 each	7 units	Replace																				\$3,400
E03.4	Exit Lighting	20	22	2	\$300 each	10 units	Replace				\$3,000																\$3,000
E03.5	Exterior Lighting	20	12	8	\$1,200 each	5 units	Replace																				\$6,000
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
E06	Communications, Data & Security																										
E06.3	Security Camera	15	11	4	Allowance	Allowance	Replace							\$4,000													\$4,000
E06.3	Security Camera	15	1	14	Allowance	Allowance	Replace																				\$4,000
E06.4	Security System, Intrusion Detection	15	10	5	\$23 /m ² GFA	1,208 m ² GFA	Replace							\$27,800													\$27,800
E99	Other																										
	No Capital Items Identified																										

Capital Reserve Analysis

	Inflated	Uninflated
Average Cost / Year	\$78,467	\$67,985
Average Cost / Year / Sq. M.	\$64.96	\$56.28

Total Costs

Totals (Uninflated)	\$16,000	\$95,000	\$235,750	\$333,650	\$4,000	\$464,400	\$0	\$0	\$48,900	\$0	\$77,700	\$0	\$0	\$3,000	\$19,900	\$30,300	\$0	\$0	\$3,000	\$3,600	\$40,500	\$1,359,700
Totals (Inflated)	\$16,000	\$97,850	\$250,107	\$364,588	\$4,502	\$538,367	\$0	\$0	\$61,945	\$0	\$104,422	\$0	\$0	\$4,406	\$30,101	\$47,206	\$0	\$0	\$5,107	\$6,313	\$54,429	\$1,569,343

Appendix D - Load Review - Solar Panel on Roof of Pottery Studio	Total
Demolition, installation of new structural framing, sealing of existing roof and new finishes to restore the affected area.	\$25,000

DK
LPM

APPENDIX D

Load Review - Solar Panels on Roof of Pottery Studio

David Desabrais. P.Eng.
Municipal Project Lead
Town of Pincher Creek
962 St. John Avenue (Box 159)
Pincher Creek, AB
T0K 1W0

December 20, 2021

via email: David.Desabrais@pinchercreek.ca

Re: Load Review – Solar Panels on Roof of Pottery Studio
Lebel Mansion
696 Kettles Street, Pincher Creek, AB
Project Number: 20211764

Dear Mr. Desabrais,

As requested, our office has reviewed the loading imposed to the wood framed roof by the proposed solar panels. This letter outlines the information provided, the assumptions made during our review, and our comments.

Background Information

We met with you and the staff of Lebel Mansion on October 28, 2021, to discuss the scope of our assessment. During our meeting, we were informed that the building was constructed in the 1910's, with several modifications since. Our work did not include quantitative testing of the building components, testing of life safety systems, or calculations to confirm the adequacy of the original design.

We understand that the building has been designated a heritage structure and that the municipality would like us to comment on the existing structural condition of the attached single-story pottery studio located at the back portion of the main building and would like us to perform a localized review of the roof framing's load capacity for the proposed solar panels to be mounted on the roof. Our review involves a visual/physical inspection of the localized work area. Detailed calculations and analysis were not part of this review's scope of work. Note that Commentary 'L' of the National Building Code was considered when evaluating the existing structure based on satisfactory past performance.

This main building is referred to as the Lebel Mansion of Pincher Creek (Refer to Photograph #1). The attached Pottery Studio is located at the south side of the building facing Schofield Street (Refer to Photograph #2). The Pottery Studio is a single-storey wood framed structure with a gross footprint of approximately 50ft x 20 ft.

During our site meeting, we were informed that there was expansion to the building's main structure and addition of elevator and stairwell to serve the main building. The Pottery Studio has not been modified from the original structural framing.

Existing Structure

No base building structural drawings at the Pottery Studio were available for our review. From our detailed review of the roof structure using ladder, the following is based on our physical survey of the framing members and visual observation only:

- The Pottery Studio roofs appears to be constructed of flat roof Built Up Roofing System with no parapet all around (Refer to Photograph# 3).
- The roof framing appears to be constructed of T&G wood deck on 2x10 @ 16" o.c. wood joist spanning at 14ft (Refer to Photograph# 4).
- The wood joists are supported by W16 steel beams spanning 20ft supported by steel or wooden posts at both ends.

Assumptions

- The Pottery Studio's structural framing has not been modified from the original structural framing.
- The grade and species of the wood framing members is unknown. The members would have to be sampled and tested in a laboratory to determine their grade and species. For our analysis, we have assumed that all members are SPF No. 1/2.
- The existing foundation system was not exposed at the time of our review. Based on the past structural performance of the building and our observations as noted below, the existing foundation appears to be performing satisfactorily. Further investigation is required if details on the foundations are required.
- The building was constructed in conformance with the design standards and building codes in effect at the time
- The existing structure is in sound condition except as may be noted in this report.
- Solar panel is the only equipment that requires our structural review. No other equipment, components, or other items have been reviewed by our office as part of this scope.
- Applied loads on structural framing:

Dead Load = 1.0 KPa

Roof Live Load = 1.0 KPa

Snow Load = 1.3 KPa Basic Snow + Snow Drift

Maximum Net Factored Wind Uplift = 1.8 KPa

Analysis & Comments

We reviewed the existing base building framing against gravity load patterns for self-weight, live, snow plus applicable snow drift for the roof adjacent to the wall of the main building, and wind uplift based on the current codes and structural standards. This includes the loads transferred through the Pottery Studio roof wood joists and W steel beams.

Based on the information above, it is our opinion that the existing roof framing can safely sustain the gravity loads applied based on the current codes. For the joists adjacent to the wall of the existing building and supporting additional snow drift of 0.56 KPa, the joists are almost to its full capacity while the joists without snowdrift were utilized for 80% capacity ratio. Installation of new solar panels will increase the snow loading due to snow drift all around the new solar panels plus the additional weight of the equipment. Due to unknown grade and species of wood framing, in addition to the age of the building, we recommend providing additional wood framing for mounting of the new solar panel racking that will directly support the weight of the new equipment and the additional loading due to snow drift. The new framing to support the base of the solar racking is to be installed spanning parallel to the existing wood joist and to be directly connected to the existing W steel beam. Fully galvanized steel framing can be used for an exterior support on top of the existing roof and either wood or painted steel framing for installation inside the roof.

Majority of the roof framing was closed in by architectural finishes and could not be viewed throughout the building during our site visit. The framing was viewed only through small opening prepared by the staff. There was a stain which is a possible water leakage (Refer to Photograph #5). During the site visit, it was difficult for us to assess if the stains were caused by the leakage from the roof or from condensation of mechanical equipment. We recommend conducting thorough visual inspection while completing the installation of the new structural framing for the new solar panel to determine the actual condition of the existing roof framing and provide repairs or replacement if found necessary.

Vertical cracks on masonry walls align with the location of the W steel beams were observed (Refer to Photograph #6-7). Based on the observed condition, there is a possible settlement of the foundation at the post locations. There is no evidence of structural concern and future additional property damage. At this time, it is recommended that the cracks should be monitored and reassessed if it expands and widens. Possible repair with patching and repainting is recommended.

We trust this provides the information that you require at this time. Should you have any questions or require additional information, please do not hesitate to contact our office.

Yours very truly,
STEPHENSON ENGINEERING LIMITED



per _____
Christian Arriola, M.Eng. P.Eng.
Structural Engineer
christian.arriola@salasobrien.com
403-970-4544

Appendix B: Photographs



Photograph # 1 - General View of the Lebel Mansion - Image from Google Maps



Photograph # 2 - General View of the Pottery Studio - Image from Google Maps

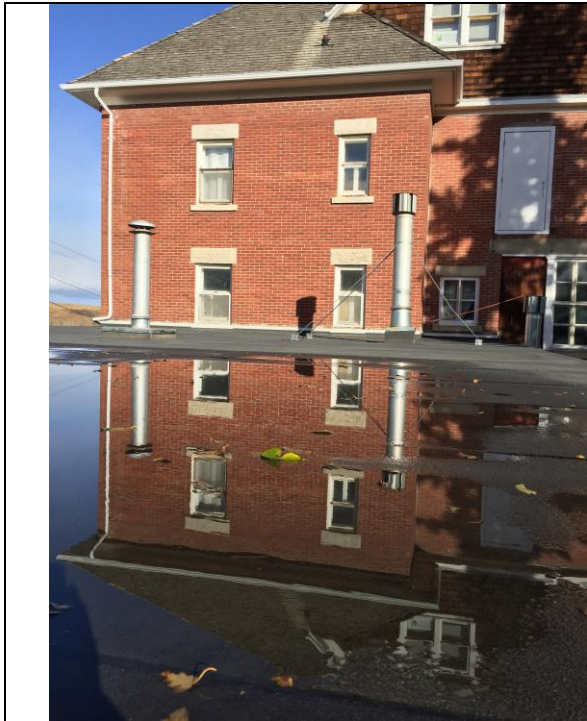


Photo #3



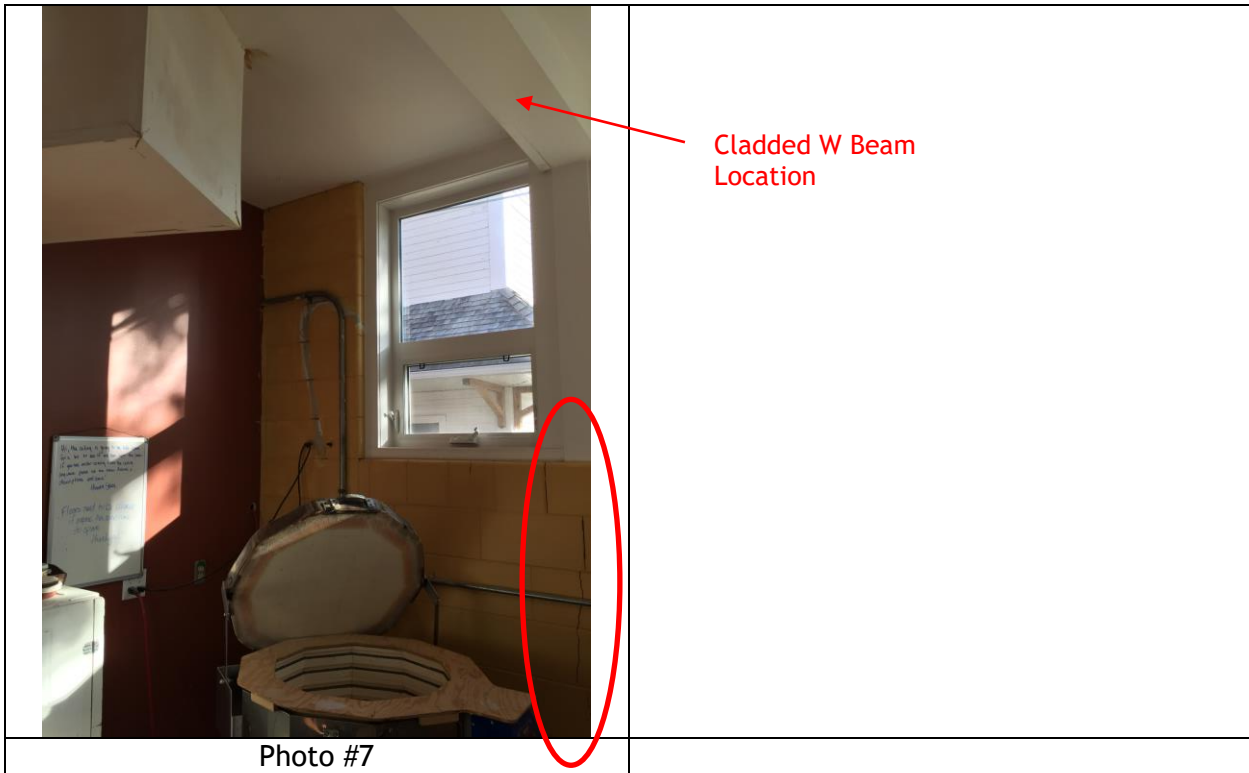
Photo #4



Photo #5



Photo #6



END OF REPORT



The Association of Professional
Engineers and Geoscientists of Alberta

PERMIT TO PRACTICE

P11864

Stephenson Engineering Ltd.

*Is Hereby Authorized to Engage in the Practice
of Engineering in the Province of Alberta*



Start Date: June 1, 2021
Expiry Date: May 31, 2022
Permit Holder Since: June 2012

Handwritten signature of the President in black ink.

P.Eng.

President

Handwritten signature of the Registrar & CEO in black ink.

P.Eng.

Registrar & CEO



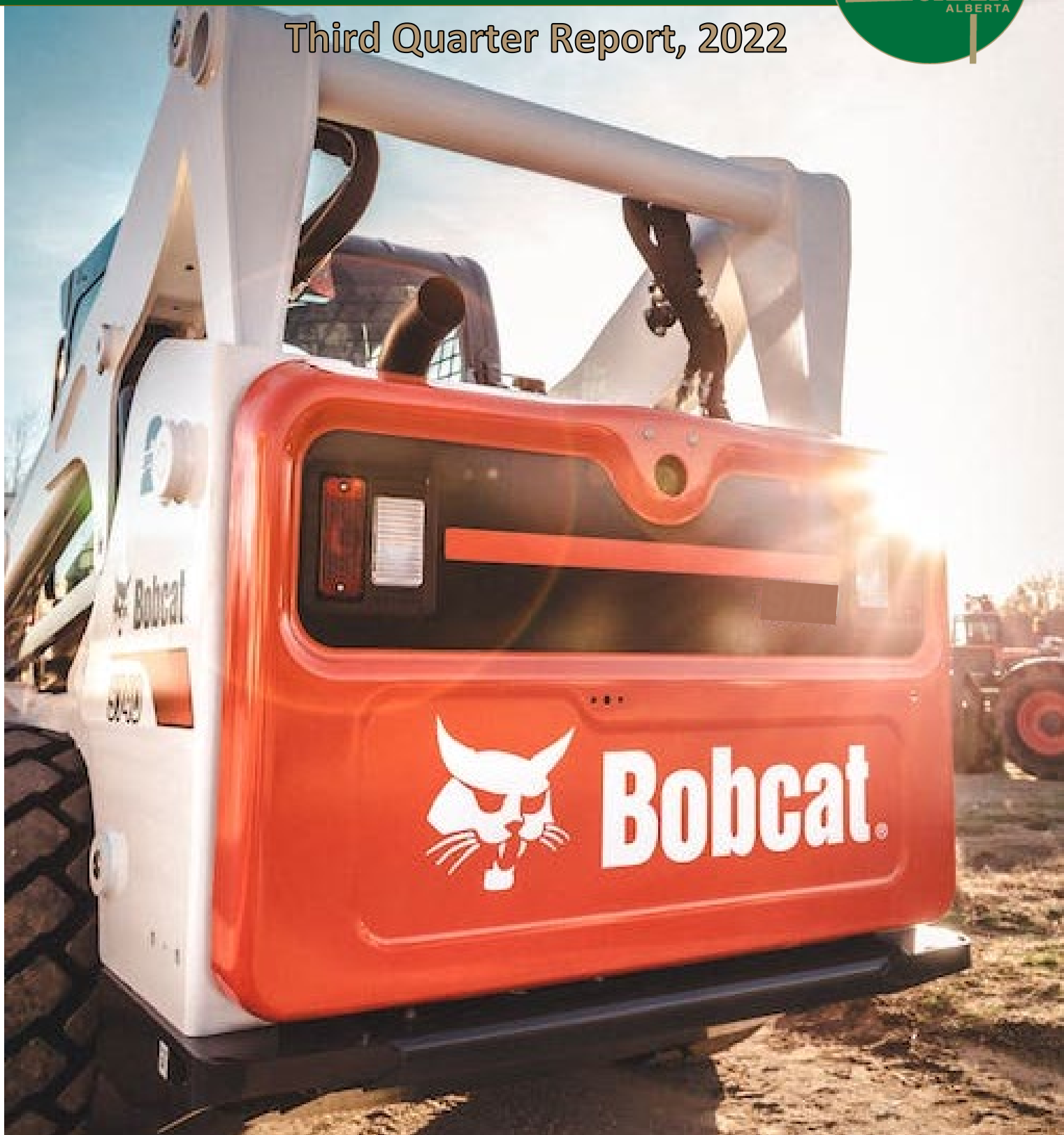
**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
November 28, 2022**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	Nov 14, 2022	ORRSC	Executive Committee Minutes - October 13, 2022
2.	Nov 8, 2022	South Canadian Rockies	SCRTA AGM Package - Weds, Nov 9, 6-9 pm at Oldman River Brewing
3.	Nov 16, 2022	STATCAN	DATA LENS AB – Your Census News Update, November 2022
4.	Nov 18, 2022	AHS	AHS Together4Health Headlines
5.	Nov 20, 2022	Windy Slopes	32 nd Annual Trees of Hope Campaign
6.	Nov 23, 2022	HELP International	2023 Subsidized Seedlings and Potted Trees for Towns
7.	Nov 22, 2022	CMHC	It's National Housing Day ☐☐
8.	Nov 22, 2022	TRINUS Technologies	How to Handle Cybersecurity Marketing
9.	Nov 24, 2022	Town of Ponoka	Letter to Minister Copping - Volunteer Fire Department
10.	Nov 12, 2022	Group Group Youth Society	Letter
11.	Nov 24, 2022	Affordable Housing News	October starts, climate change and more



Operations Department

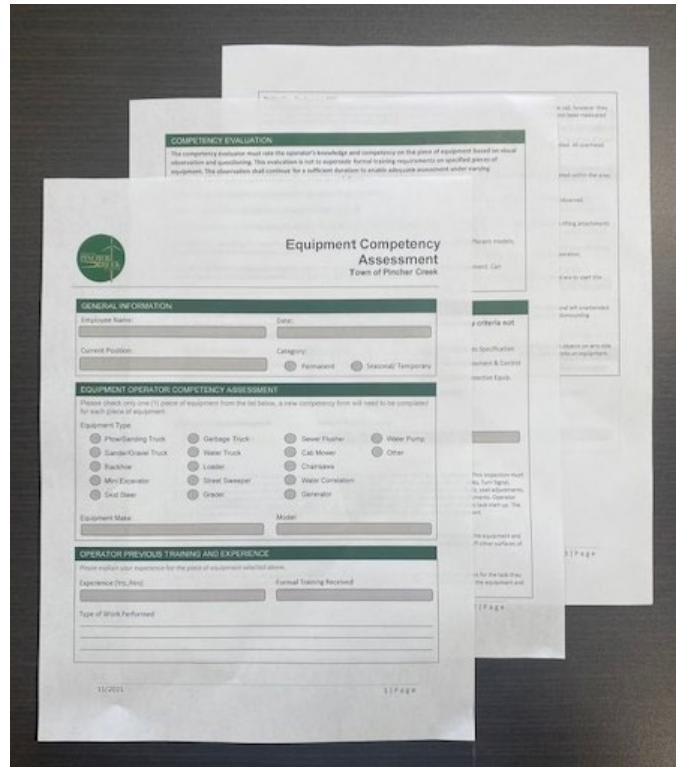
Third Quarter Report, 2022



This quarter, the Operations Department scheduled a third-party contractor to conduct equipment competency assessments with Town Staff. These are essential evaluations, also mandated by Occupational Health & Safety, for all staff members who operate equipment on behalf of the municipality to ensure a safe working environment. Leading up to the practical portion of the assessment, an online theory was distributed to staff. The online portion included safe work practices regarding being aware of their surroundings, load stability on hills, uneven surfaces, etc.

The assessments are also beneficial to staff as it is a written record of measurable skills the operator brings to their employer. This assessment was conducted on seven (7) Operations staff and two (2) recreation staff members and over the course of two (2) days. The municipal employees had the opportunity to test on Plow/Sanding Truck, Front End Loader, Backhoe, Excavator, Skid Steer and Mini-Excavator.

These assessments are an important step the municipality has taken with opportunity to expand the assessment on all equipment.



The Town of Pincher Creek holds licenses with the province allowing the municipality to draw and treat drinking water. With that comes additional approvals required for the disposal of wastewater effluent. The municipality is required to report any substance release that potentially exceeds legislated threshold and/or has caused, is causing, or may cause an adverse effect on the environment.

On July 7, 2022, the Town of Pincher Creek Water treatment operator was conducting lift station checks when a black oil like substance was observed at the Main Lift Station. Note - the influent typically has a light to medium brown colour, the reported substance was jet-black.

The Town immediately implemented mitigation and clean-up processes to minimize any damage to Town infrastructure.

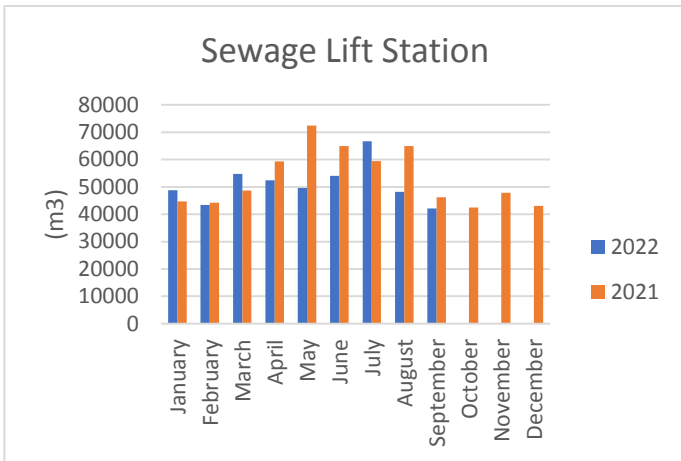
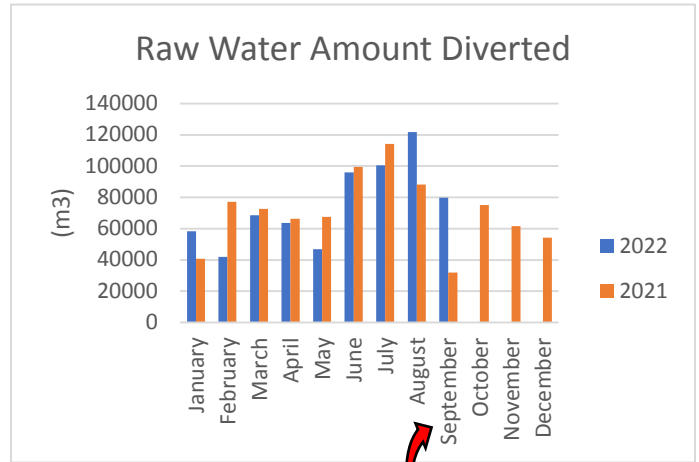
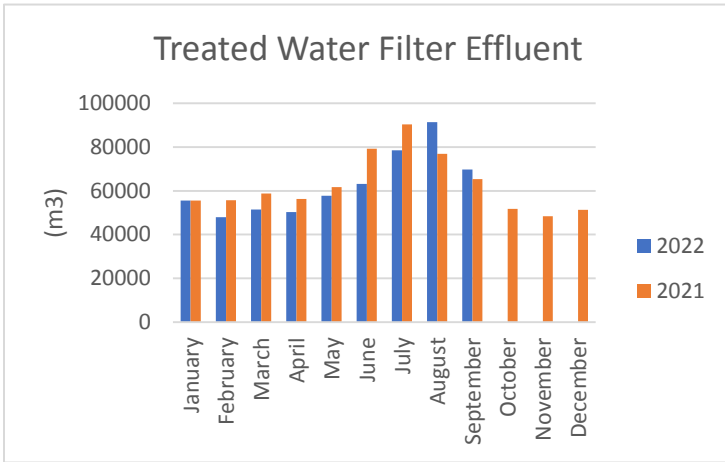


Project Updates



- Sanitary Forcemain Twinning – Completed
- Waterline Creek Crossing - Awarded
- New (Used) Pick-Up Truck was procured
- Bev McLachlin Stormwater Upgrades – Completed
- Three (3) fire hydrants were replaced

Water Treatment Numbers



Note: The amount of raw water diverted from Pincher Creek raw water reservoir from August 2021 to allow for the construction of the Water Reservoir and September 2021 is a representation of the amount of water diverted from Pincher Creek di...

Cemetery Updates

Fairview Cemetery

Inurnments (Open Only): 12
 Full Burials: 2
 Niche Front Installed: 8

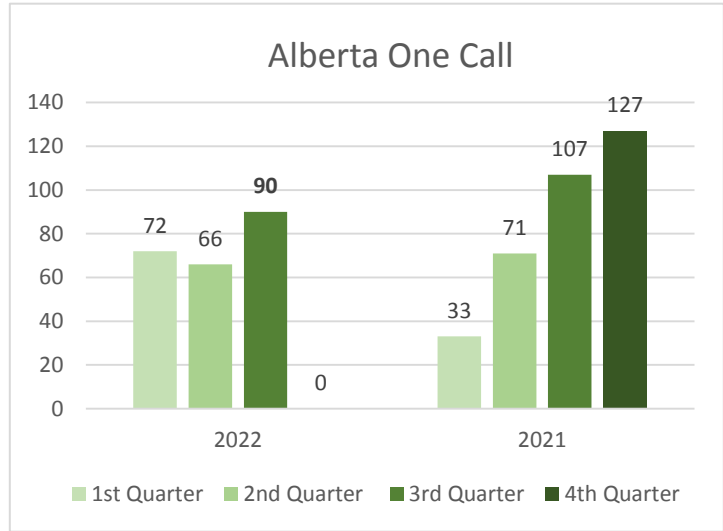


Columbarium

Occupied: 34
 Reserved: 25
 Available: 13
 Total: 72



Operations provided approximately 13 formal comments on a variety of developments happening within Pincher Creek. Many of these development projects are also noted in the Alberta One Calls received by Operations. Over the last year, administration has been referencing if development permits have first been obtained prior to submitting the utility locate call. Any development which may have overlooked obtaining the correct development permits is reported to Legislative Services for Planning and Development follow up.

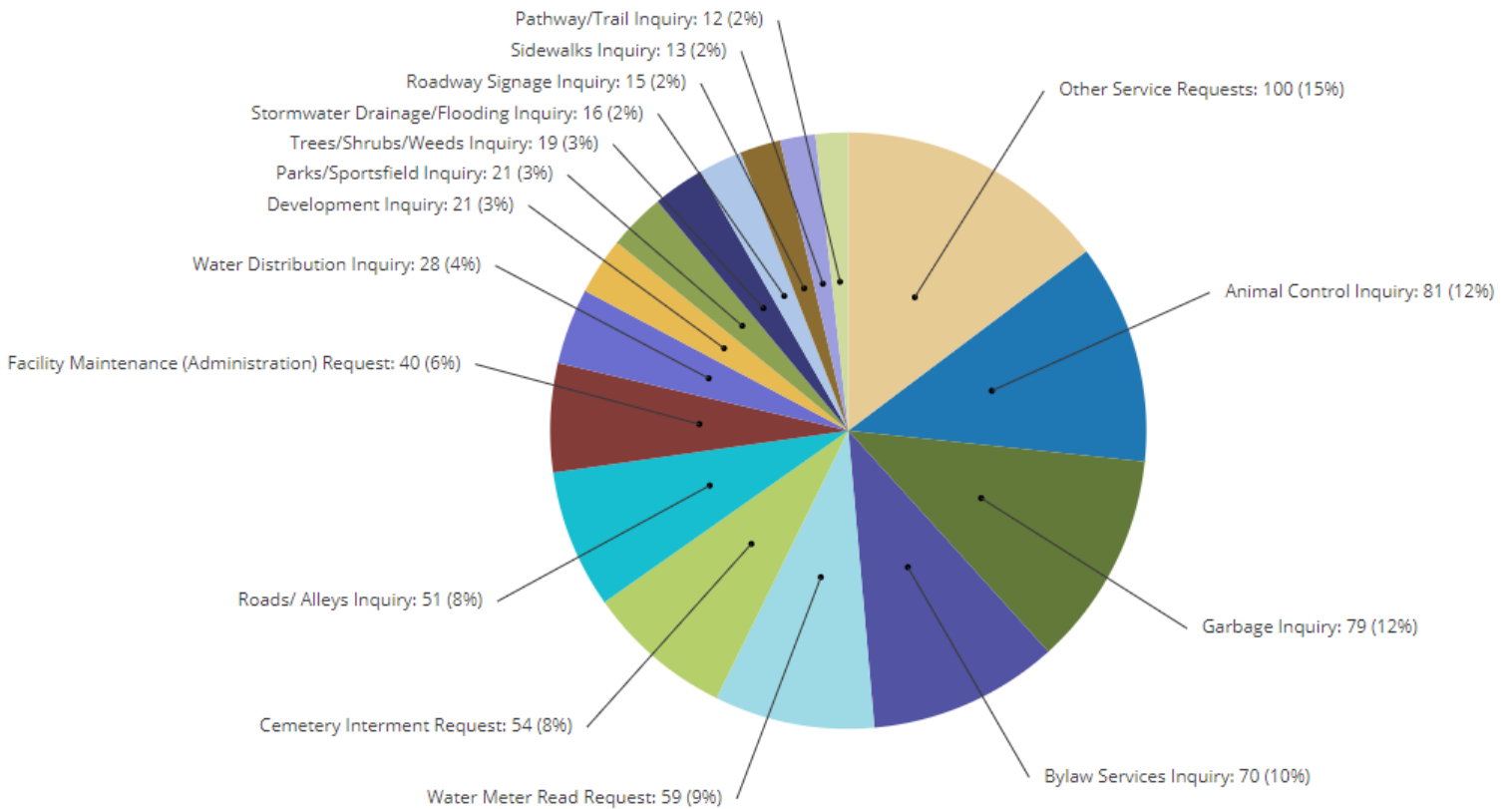
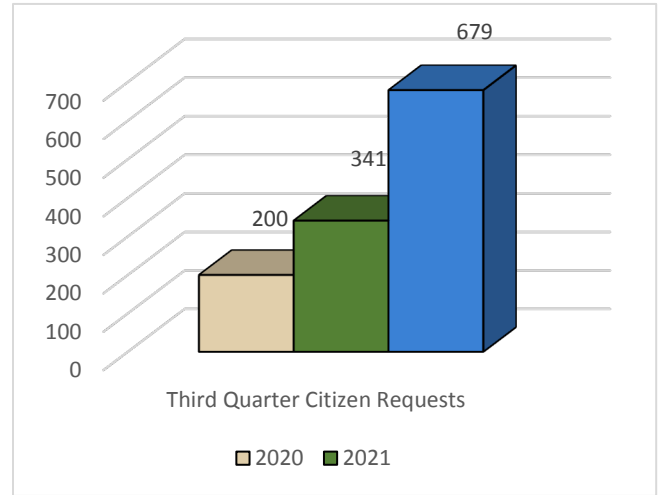


- 2020 Ford F150**
- Purchased *used* from Castle Ford
 - 33,000km
 - 2022 budgeted item
 - Will be utilized by our Fleet & Solid Waste Coordinator.



Public requests have been steadily increasing over past few years. With CityWide being a more user friendly software, we can see a jump in requests being made by the public and interdepartmentally. As administration continues to grow and develop CityWide, we will be able to give more indepth information on public inquiries and the transition from a *Service Request* to *Work Order*.

The bar graph depicts the increase in CityWide Request and the below Pie Graph is a breakdown of all the request logged this quarter.



TOTAL: 679



Operations & Information Sharing

Town of Pincher Creek Newsletter

July 15 to September 15, 2022

New and Updated Bylaws

Bylaw No. 1631-22: Water Utility Bylaw

Approved June 27. The purpose of this bylaw is to outline the supply, distribution, and care of water and the water system within the Town of Pincher Creek. This bylaw comes into effect on **September 1, 2022**.

Bylaw No. 1631-22: Wastewater Utility Bylaw

Approved June 27. The purpose of this bylaw is to protect the wastewater system (including personnel), and to control the flow and substances released into the system. This bylaw comes into effect on **September 1, 2022**.

We Are Hiring!

The Town of Pincher Creek is currently looking to hire lifeguards, an Asset Management Coordinator, and more. Postings can be viewed at: www.PincherCreek.ca/town/employment.

Looking for a job within the community? Check out the Chamber Job Board: <http://www.PincherChamber.ca/jobboard>

Town of Pincher Creek Newsletter

September 15 to November 15, 2022

Bylaw Changes

Bylaw #1631-22 and #1632-22

Pincher Creek’s water and wastewater bylaws changed on September 1st

What does this mean for you?

Written by Sean Oliver, Shootin’ the Breeze

Why the changes?

“The existing water and sewer bylaw was very basic and had a lot of grey areas and a lot of gaps, especially when it comes to industry,” says Alexa Levair, Pincher Creek’s manager of operations and infrastructure.

“As the town is growing and new developments, new subdivisions and new businesses are coming into town, we need to make sure our infrastructure is protected.”

The bylaw also establishes clear rules that promote investor confidence in the business community, adds Marie Everts, economic development officer for Pincher Creek.

“Investors are looking for communities with their ducks in a row,” she says. “Implementing this new bylaw means no surprises for developers — it is another way we are showcasing that we are open to new business.”

Protecting the town’s water infrastructure now, Levair adds, will ultimately save taxpayer dollars in the future as the ability to enforce the bylaws’ standards will avoid costly replacements and repairs.

“These bylaws are a lot more thorough and allow us to enforce things that maybe we haven’t even thought of,” Levair says.

What do residents need to know?

Reading and understanding the legal jargon of bylaws can be tricky, but one major change for both water and sewer involves town utility accounts:

- Accounts will now be under the property owner’s name, allowing for unpaid utility bills to be applied directly to property taxes. This change stops the town from needing to go to collection agencies, which are paid using taxpayer money.
- Renter accounts will no longer be generated as of Sept. 1. However, renters can be added as a secondary name on the property owner’s account and will still be able to pay water utilities. Tenants will simply receive copies of the property owner’s bi-monthly invoices which they can use to process payments.



Operations Department

Third Quarter Report, 2022

- Existing renter accounts will remain in effect; changes will only be made if there is a change in tenant or property owner, or if utility services are disconnected due to account arrears.
- Excessive water bills under \$1,000 can have an adjustment request submitted to the chief administrative officer, rather than requiring council approval.
- Sewer charges will eventually be calculated according to usage, rather than the previous flat rate.
- Property owners will be required to install an initial water service connection to [new properties.] Low-flow fixtures will also be required in new construction, and temporary water supplied for construction will also now come with a fee.

Moving forward

Like all of the town's legislation, a digital copy of the new water and wastewater bylaws is available online at www.pinchercreek.ca/town/bylaws.php.

As always, town staff are ready to help with any questions you might have at the office, over the phone at 403-627-3156, or by submitting a citizen request at www.pinchercreek.ca/request.

The bylaws introduce significant fines for ignoring emergency water restrictions, trespassing on property containing water-treatment infrastructure and the town's riparian zones, and turning on or off water valves without town authorization. All fines can be found in the fee-structure bylaw.

What do businesses need to know?

Many of the changes to the wastewater bylaw deal with how business and industrial properties dispose of water. For example:

- Specific limits on the concentration of different substances in wastewater, with their respective fines, are also now established.
- Monitoring access points (that is, a manhole) will be required for new industrial, commercial and institutional properties. The manhole will need to be installed on the property line to help with connection maintenance and sample testing.
- The bylaw requires specific pre-treatment processes before releasing wastewater for industrial uses that may exceed allowable concentration limits of harmful substances.
- A wastewater discharge agreement with the CAO must be signed before any wastewater generated outside the normal operation of a building (that is, hauled wastewater) can be dumped. The bylaw carries steep fines for dumping without such an agreement.
- Restaurants will require fat, oil and grease interceptors to prevent grease from entering the wastewater system; car washes and automotive servicing stations will also require an interceptor to stop hydrocarbons and other contaminants from leaking into the system.



Town of Pincher Creek
 September 29 at 9:41 AM · 🌐

If your scheduled day is Friday, today is your pick up day!



**NOTICE
 GARBAGE PICK UP**

If your regularly scheduled day is Friday, September 30, this week your garbage will be picked up **Thursday, September 29.**



Town of Pincher Creek
 August 31 · 🌐

[Crowsnest / Pincher Creek Landfill Association](#) Eco Centre's hours for the long weekend:
 Saturday 8 a.m. - 6 p.m.
 Sunday 8 a.m. - 6 p.m.
 Monday CLOSED
 Tuesday 8 a.m. - 6 p.m.
 ** only open Tuesday due to the long weekend)

#PincherCreek #PincherCreekRecycles

Town of Pincher Creek
 August 26 · 🌐

Contractors will be out this weekend improving walkability in our downtown, this includes grinding of sidewalks. Please ensure you give them the time and space they need.

#PincherCreek #PincherCreekGetActive

Town of Pincher Creek
 September 16 at 7:04 AM · 🌐

If your business is scheduled for Tuesday, your garbage will be picked up on Tuesday.



Improving Walkability in the Downtown

A contractor will be grinding trip hazards in the downtown area this weekend. Please adhere to all signage and give them time and space to work.

[www.PincherCreek.ca](#) #PincherCreek

Town of Pincher Creek
 August 30 · 🌐

Sewer Video Inspection

Phase 3 of the Town's Sewer Video Inspection Program is commencing later this week. They will be working in the Albert/Morden/Frederick/Dundas area. Traffic disruptions will be kept to a minimum however we do ask residents to obey all signage, and slow down in areas where workers are present.

If you have questions about this project please connect with Alexa Levair, Manager of Operations & Infrastructure
 403 627 3156
 alevair@pinchercreek.ca



Operations Department

Town of Pincher Creek
August 21 · 📍

August 22 – September 2
Bev McLachlin Drive will be closed from Main Street to Arthur Ames Street (Kootenai Brown Pioneer Village) to complete underground stormwater upgrades from August 22 to approximately September 2.

Access to Kootenai Brown Pioneer Village will be available via Wentworth Avenue/Arthur Ames Street throughout construction. Through traffic will be detoured to Hewetson Avenue.

Please follow all construction signage and watch for workers in the area.



Town of Pincher Creek
August 15 · 📍

Bev McLachlin Drive will be closed from Main Street to Arthur Ames Street (Kootenai Brown Pioneer Village) to complete underground stormwater upgrades from August 22 to approximately September 2.

Access to Kootenai Brown Pioneer Village will be available via Wentworth Avenue/Arthur Ames Street throughout construction. Through traffic will be detoured to Hewetson Avenue.

Please follow all construction signage and watch for workers in the area. Thank your patience while these important upgrades are completed.



Third Quarter Report, 2022

Town of Pincher Creek
August 16 · 📍

Pincher Creek Eco Centre is in its final stages of opening, with expectations for the centre to be fully operational on Thursday, August 18, 2022. Please use caution in the area on Wednesday, August 17, as that is the day crews will move the remaining bins onto the site.

Take note of the following information regarding the Eco Centre:

- Eco Centre location is 1036 Herron Ave (between the MD Administration building and Public Works shop)
- To prevent miss-use, the center will now be staffed and operated by the Pincher Creek Waste & Recycle Centre (Crowsnest/Pincher Creek Landfill Association)
- Hours of operation will be 8:30 am to 5:30 pm 6 days a week (closed on Tuesdays)
- Household refuse and recycling only (no commercial use)
- Hazardous materials will not be accepted and would need to be taken directly to the landfill
- Bins will include household refuse, recycling (cardboard/paper/plastics/metal), appliances, furniture, and yard waste
- The container currently at Pincher Station will be removed and relocated to the Eco Centre
- Eco Centre is for both Town and MD residents

We thank the community for its patience as we navigate this project. Operational changes may be altered moving forward depending on feedback from the public. For questions specific to the Eco Centre and what can be brought, please contact [Crowsnest / Pincher Creek Landfill Association](#) (Pincher Creek Waste & Recycle Centre) directly at 403 628-3849, all other inquiries can be made to your local municipal office.

Town of Pincher Creek
August 12 · 📍

Tender: Waterline Creek Crossing
Closes: September 1, 2022 at 2:00pm

<http://www.pincher creek.ca/town/proposals.php>



Town of Pincher Creek
July 25 · 🌐

Throughout July our team has been working on our water main and hydrant flushing program. This program helps to maintain our systems and increases the longevity of the system. You can expect to see water coming from hydrants, and you may see long streams of water along streets and gutters.

#PublicWorks #PincherCreek



Town of Pincher Creek
August 9 · 🌐

Garbage is picked up between the hours of 8:00 a.m. and 4:00 p.m. and may not be at a consistent time week to week. If your garbage is not picked up on its regular day by 4:00 p.m., please contact the Town. We have received an uptick in calls reporting that garbage bins have been missed when the operator is not yet finished their route. Please be patient, thank you!

www.PincherCreek.ca #PincherCreek

Town of Pincher Creek
July 8 · 🌐

A portion of Elk Ave will be closed Monday and Tuesday next week. Please obey all detours. Thank you.

#PincherCreek

Town of Pincher Creek
July 19 · 🌐

Town of Pincher Creek – Director of Operations and Infrastructure
This is a senior management position reporting directly to the Chief Administrative Officer. The Director of Operations and Infrastructure is responsible for the service areas of: facilities, streets/sidewalks, water treatment and distribution, wastewater collection and lagoon systems, solid waste & recycling, stormwater management, creek management and cemetery management. The position oversees a workforce of 10 – 12 fulltime employees.

Find out more here: <http://pinchercreek.ca/town/employment.php>

#PincherCreek #PincherCreekEmployment

The Town of Pincher Creek is hiring!



www.PincherCreek.ca

TEMPORARY ROAD CLOSURE

A small section of Elk Ave adjacent the Town shop will be **closed** Monday July 11 & Tuesday July 12, 2022.

Please obey all detour signage and give workers space.

www.PincherCreek.ca #PincherCreek



Legislative Services Manager

Highlight Report – 2nd and 3rd Quarter 2022



28 November 2022

Highlight Report

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

Bylaws reviewed by Council

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

2022 Property Tax Bylaw 1620-22

On April 11, 2022 Council gave first, second and third and final reading to the 2022 Property Tax Bylaw authorizing administration to process the 2022 property tax levies. The Town is required to pass a property tax bylaw each year which determines the revenue necessary to meet the current municipal budget, school requisitions, Crestview Lodge requisition, and the Government of Alberta Requisition for Designated Industrial Properties including linear property. This file is closed.

Animal Control Bylaw 1598-22

On April 25, 2022 Council gave direction to administration to amend the Animal Control Bylaw 1598-18 to allow for residents within Pincher Creek to obtain and house chickens. First reading of Animal Control Bylaw 1598-22 was passed on June 27, 2022. The bylaw received second reading on July 25, 2022 and third and final reading on August 22, 2022 with additional amendments around trapping of animals, guard dogs and dangerous dogs, offence penalties and fees. This file is closed.

Land Use Bylaw Amendment 1547-AN

On May 9, 2022 Council gave first reading to Bylaw 1547-AN amending the Land Use Bylaw, to re-designate the lands legally described as Unit 7, a portion of legally designated Lot 3, Block 2, Plan 1113492 from Manufactured/Mobile Home – R2 to Highway/Drive-in Commercial – C2. A Public Hearing was held on June 13, 2022. Second reading of the proposed bylaw was defeated at the regular meeting of Council on June 13. This file is closed.

Tax Incentive Bylaw No 1629-21

On February 22, 2021, Town Council gave first reading of the tax incentive bylaw to encourage development and revitalization of non-residential properties for the general benefit of the Town and directed administration to garner internal referral comments. However, on October 12, 2021 Town Council repealed resolution #21-064 approving first reading for the Tax Incentive Bylaw No 1629-21 and directed administration to bring back the bylaw for Council's consideration within a three month period (Resolution 21-386). In addition, on December 13, 2021 Town Council

directed administration to bring the proposed Tax Incentive Bylaw No 1629-21 to the Committee of the Whole for their review and recommendations (Resolution 21-472). Committee of the Whole discussed the bylaw at their regular meeting in January. On May 24, 2022 Council gave first reading to Tax Exemption Bylaw 1629-22 with amendments and subsequently received second reading on June 13, 2022 and third and final reading on June 27, 2022. This file is closed.

Land Use Bylaw Amendment 1547-AO

On May 24, 2022 Council agreed to move forward with regulations of Tourist Homes in Pincher Creek, to require both business licenses and development permits as per Bylaw 1550-11 and 1547. This file is in progress.

Fee Structure Bylaw 1584-22

On July 25, 2022 Council gave first reading to Fee Structure Bylaw 1584-22. The bylaw received second reading on August 22, 2022 and third and final reading on August 30, 2022. This file is closed.

Chief Administrative Officer Bylaw 1573-22

On September 12, 2022 Chief Administrative Officer Bylaw 1573-22 received first reading. Second and third readings passed on September 26, 2022. The amendment was a recommendation as a result of the Municipal Affairs Municipal Accountability Program review conducted in 2021. This file is closed.

North East Area Structure Plan Bylaw

The final report has been received from Stantec and has been forwarded to the Oldman River Regional Services Commission with direction to prepare the bylaw for Council consideration. There were some minor revisions/additions required. On September 12, 2022 direction was given to administration to circulate the North East Area Structure Plan for referral to main government agencies and affected parties and subsequently prepare and present a bylaw for adoption of the North East Area Structure Plan. This file is in progress.

Regional Assessment Review Board Bylaw 1633-22

On September 26, 2022 Council gave first reading to the Regional Assessment Review Board Bylaw 1633-22. This file is in progress.

Traffic Bylaw No 1599 and 1599-11

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

Renewal of Leases/Agreements

Council will be presented with all relevant leases/agreements' information on as needed bases. Leases/Agreements that were reviewed and renewed, subject to Council approval, are as follows:

- 1) On April 25, 2022, Town Council was presented with a one year extension to the Safety Codes Services Agreement for consideration and agreed to the extension through to May 31, 2023 with Park Enterprises Ltd. This file is in progress.
- 2) On May 24, 2022, Town Council was presented with, authorized and approved an encroachment agreement with the property owner of Roll #0361400 granting an encroachment of a fence and concrete retaining walls onto municipal property (Albert Avenue) and all costs associated to prepare and register the agreement be borne by the property owner(s) of the subject property. This file is in progress.
- 3) At the March 28, 2022 regular meeting of Council an Offer to Purchase Roll #4102000, 4101000 & 4101800 (1370, 1372 Dobbie Avenue and 1374 McEachern Street) was accepted. One of the conditions of the offer was first right of refusal on 1376 and 1370 McEachern Street of which Council directed administration to research the ramifications of. At the May 9, 2022 regular meeting of Council it was agreed to offer a 5-year contract on first right of refusal on 1376 and 1380 McEachern Street as a condition of the offer to purchase 1370, 1372 Dobbie Avenue and 1374 McEachern Street. The draft agreement was reviewed by the Grantee and agreed as is. On July 25, 2022, Council agreed and approved the Right of First Refusal and the Option to Purchase Agreement for Roll #'s 04101600 and 04101400 as presented. This file is closed.
- 4) On July 25, 2022 Town Council approved a three (3) year service agreement between the Pincher Creek Humane Society, the Town of Pincher Creek and the Municipal District of Pincher Creek No. 9 commencing January 1, 2023. The three partners have had an ongoing service agreement to provide animal services to the Pincher Creek area. The partnership has worked well and the ICF Committee recommended amending the agreement from one year to three years. No other changes were made. This file is closed.
- 5) On October 13, 2020, Town Council was presented with the Pincher Creek Golf Club Society lease agreement, which was deferred to the November 4th, 2020, Committee of the Whole meeting and 2021 Budget deliberations for discussion. On November 4, 2020 the Committee of the Whole received the Golf Course Lease Agreement as information to be reviewed during budget deliberations. (*Resolution COTW 2020-113*) On January 25, 2021, Town Council directed administration to schedule a meeting with representatives of the Pincher Creek Golf Club to discuss the expired lease agreement and funding requirements and bring back items to Council for consideration as required. On April 12, 2021, Town Council authorized and approved the Pincher Creek Golf Club Society five (5) year Lease Agreement dated January 1st, 2021 with amendments as discussed. (*Resolution 21-148*). The revised agreement was shared with the Golf Club Society on July 22, 2021 however has not been executed at the time of writing. This file is in progress.

Land Sale

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

On August 7, 2019 Town Council accepted the offer to purchase for Plan 0613747, Block 5, Lot 6 – 1124 Table Mountain Street in the amount of \$70,700 plus GST and directed administration to provide North & Company Law Office to act on the Town's behalf regarding the real estate transaction. On January 17, 2020 North & Company provide confirmation of the balance of the land sale proceeds and advised that the transfer of title is held in abeyance until receipt of further direction. The review regarding the level of completion and requests to provide a progress report of the building is ongoing of which the purchaser has up to two (2) years to complete. Administration has had ongoing communication with the purchaser and looks forward to finding resolution to suit both parties. This file is in progress.

On November 9, 2020 Town Council accepted the Wild Winds Brewery Inc offer to purchase in the amount of \$60,000.00 plus GST for Plan 0614431, Block 1, Lot 4 at the corner of Scott Avenue and Veterans Street and directed administration to provide North & Company Law Office to act on the Town's behalf regarding the real estate transaction. On May 25, 2021 Town Council granted a five (5) month time extension for the Real Estate Purchase Contract dated November 12, 2020 (*Resolution 21-201*). On January 10, 2022 Council received a request from Wild Winds Brewery regarding the utility services costs for the parcel as information and directed administration to advise the developer that the Town has no incentive programs to facilitate the request to cover new development costs. On February 14, 2022 Town Council agreed to propose to the developer that the Town will bring the water and sewer services to the property line for the parcel and recover the cost through a local improvement agreement contingent on the building permit for the project being issued. This file is in progress.

On April 11, 2022 Town Council agreed to a request to purchase a portion of Plan 1728F Lot 74 and a portion of Lot 73 subject to the subdivision and lot consolidation and that the costs associated with the land transfer, subdivision and lot consolidation be borne by the purchaser. This file is in progress.

On April 11, 2022 Town Council accepted an offer to purchase in the amount of \$100,000 (Plus GST) for Plan 160B Lot 103 and Plan 552LK Lot 102; 659 Main Street with amendments and subject to advertisement. This file is in progress.

General Insurance

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

Tax Recovery

We confirm that the Tax Recovery Arrears List for Lands and Mobile Homes dated March 22nd, 2022 have been registered covering a total of twelve (12) properties (8 *Lands and 4 Mobile Homes*). Notification have been mailed to the property owners in accordance with the Municipal Government Act. Discharge of tax notifications for paid tax arrears accounts are being filed with Land Titles Office after confirmation of payments. This file is ongoing and in progress.

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

As at the time of writing this report the Tax Recovery Arrears of outstanding accounts for Land stands at four (4) and Mobile Homes at three (3) accounts.

Development Activities

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

Summary of development activities this third quarter year-to-date are as follows:

24 - Development Permit Applications for an estimated total value of **\$4,441,000**

Y-T-D: 28 Development Permits for an estimated aggregate total value of **\$4,467,000**

1 - Sign Permit Application

Y-T-D: 5 Sign Permit Applications

6 - Home-Based Occupation Permits

Y-T-D: 8 Home-Based Occupation Permits

1 – Demolition Permit

Y-T-D: 1 – Demolition Permit

19 Compliance Certificates issued

Y-T-D: 31 Compliance Certificates issued

16 **MDSA** applications heard/decided

Y-T-D: 22 **MDSA** Applications heard/decided

Freedom of Information and Protection of Privacy (FOIP)

As a public body the Town of Pincher Creek manages a FOIP program under the Freedom of Information and Protection of Privacy Act and Regulation. All public bodies are required to submit annual statistics to the Government of Alberta. The annual FOIP statistics are aggregated with other agencies for annual reporting.

Bylaw Enforcement

The Bylaw Enforcement Department is to enforce the bylaws, provincial acts and regulations including developments without permits, expired permit and unsightly premises. The internal incidents/activities reporting and tracking process of the Community Peace Officer, which is on an ongoing basis, is current and reviewed daily, and in compliance with the Public Security Peace Officer Program. For the second and third quarter 2022 there were a total of **198 counts** of incident types reported of which the detailed report is attached. Currently, the Community Peace Officers are handling all incoming dog and general animal complaints.

Peace Officer Shared Services

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

Weed Control/Inspection

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

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

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

- 1) Weeds on town property; CPO will contact the licenced pesticide applicator.
- 2) Make a service request to maintain the area.

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

Respectfully Submitted,

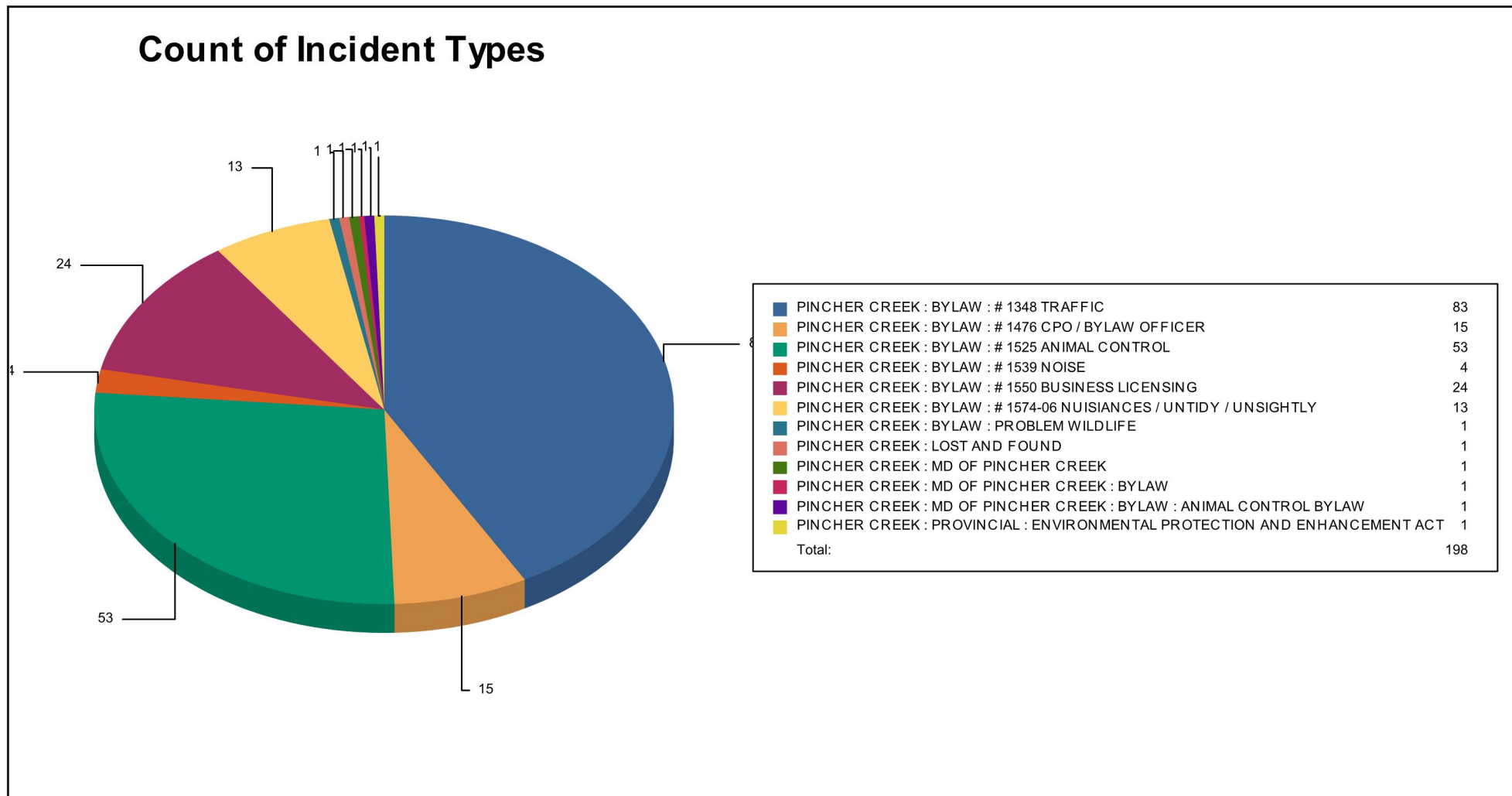
Lisa Goss,
Legislative Services Manager
/lg
Attachments

PINCHER CREEK

QUARTERLY REPORT Statistics from Occurred Date: 4/1/2022 12:00:00AM to 9/30/2022 11:59:00PM

File/Complaint Report

Count of Incident Types



PINCHER CREEK : BYLAW : # 1348 TRAFFIC: 83 42%

File/Complaint Report

PINCHER CREEK : BYLAW : # 1476 CPO / BYLAW OFFICER:	15	8%
PINCHER CREEK : BYLAW : # 1525 ANIMAL CONTROL:	53	27%
PINCHER CREEK : BYLAW : # 1539 NOISE:	4	2%
PINCHER CREEK : BYLAW : # 1550 BUSINESS LICENSING:	24	12%
PINCHER CREEK : BYLAW : # 1574-06 NUISIANCES / UNTIDY / UNSIGHTLY:	13	7%
PINCHER CREEK : BYLAW : PROBLEM WILDLIFE:	1	1%
PINCHER CREEK : LOST AND FOUND:	1	1%
PINCHER CREEK : MD OF PINCHER CREEK:	1	1%
PINCHER CREEK : MD OF PINCHER CREEK : BYLAW:	1	1%
PINCHER CREEK : MD OF PINCHER CREEK : BYLAW : ANIMAL CONTROL BYLAW:	1	1%
PINCHER CREEK : PROVINCIAL : ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT:	1	1%

Grand Total: 100.00% Total # of Incident Types Reported: 198

Town of Pincher Creek
Operating Summary - By Department
 For the Six Months Ending Thursday, June 30, 2022

AGENDA ITEM NO: 10.4

	2021 Actual	2022 Actual	2021 Budget	2022 Budget	Variance	% Variance
Revenues						
Net municipal property taxes	\$4,715,680.17	\$4,970,391.98	\$4,715,243.99	\$4,970,250.98	(\$141.00)	100.00%
User fees and sales of goods	2,220,118.52	1,054,400.35	1,965,674.40	1,996,785.00	\$942,384.65	52.80%
Government transfers for operating	1,514,980.55	180,401.50	1,065,529.64	1,085,145.41	\$904,743.91	16.62%
Franchise and concession contracts	855,437.68	419,463.06	881,050.00	898,050.00	\$478,586.94	46.71%
Rentals	630,342.68	316,677.58	757,048.64	752,808.83	\$436,131.25	42.07%
Investment income	228,065.71	36,900.36	218,860.00	215,860.00	\$178,959.64	17.09%
Penalties & Costs	81,730.47	25,929.83	97,600.00	99,600.00	\$73,670.17	26.03%
Licences & Permits (Note 3)	131,123.15	86,034.32	112,600.00	112,600.00	\$26,565.68	76.41%
Other Revenues & Adjustments	142,955.34	14,088.78	111,689.21	9,689.21	(\$4,399.57)	145.41%
Total Revenue	10,520,434.27	7,104,287.76	9,925,295.88	10,140,789.43	3,036,501.67	70.06%
Expenses (Note 4)						
Legislative	307,784.98	148,448.70	341,046.65	332,169.98	183,721.28	44.69%
Administration	852,511.66	439,318.19	851,825.75	786,050.60	346,732.41	55.89%
Protective Services	1,264,154.94	741,212.81	1,385,691.09	1,291,074.46	549,861.65	57.41%
Roads, streets, walks & lighting	1,219,335.04	413,991.30	1,417,498.66	1,336,729.21	922,737.91	30.97%
Water supply & distribution	1,266,661.33	433,340.53	1,376,486.53	1,125,994.16	692,653.63	38.49%
Wastewater treatment & disposal	853,710.98	209,746.29	958,477.12	910,248.55	700,502.26	23.04%
Waste management	510,073.64	187,760.26	516,462.52	499,014.73	311,254.47	37.63%
Other environmental use & protection	50,927.52	15,143.26	67,802.71	61,020.76	45,877.50	24.82%
Public health & welfare services	330,748.86	225,616.28	349,937.61	369,648.73	144,032.45	61.04%
Planning & development	490,472.94	261,180.28	640,158.19	902,572.84	641,392.56	28.94%
Recreation & Culture	3,913,445.17	1,580,140.24	3,367,448.95	3,734,227.86	2,154,087.62	42.32%
Total Expenses	11,059,827.06	4,655,898.14	11,272,835.78	11,348,751.88	6,692,853.74	41.03%
Excess revenue over expenses	(539,392.79)	2,448,389.62	(1,347,539.90)	(1,207,962.45)	(3,656,352.07)	
Other						
Government transfers for capital	2,522,383.86	50,000.00	5,114,378.00	3,929,625.00	3,879,625.00	
Other funding				87,000.00		
Gain (loss) on disposal of tangible capital assets	(6,862.33)		500.00	500.00	500.00	
	<u>2,515,521.53</u>	<u>50,000.00</u>	<u>5,114,878.00</u>	<u>4,017,125.00</u>	<u>3,880,125.00</u>	
Excess of revenue over expenses	<u>1,976,128.74</u>	<u>2,498,389.62</u>	<u>3,767,338.10</u>	<u>2,809,162.55</u>	<u>535,772.93</u>	
Surplus Funds Allocated Below:						
Acquisition of tangible capital assets	3,480,598.78	2,116,256.18	7,925,000.00	7,211,428.00		
Loan Funding Capital Projects	(99,075.40)			(300,000.00)		
Repayment of debenture principle	191,220.54	97,889.02	191,220.49	197,346.51		
Net transfers to/from reserves	264,512.09	73,013.88	(2,743,841.35)	(2,628,158.70)		
Transfer from operating for Equipment Trade in	13,800.00					
Less: Amortization	(1,792,372.75)		(1,605,448.00)	(1,671,573.00)		
Less: Loss on sale of TCA	(6,862.33)					
Less: Purchase of Excavator & Loader on Trade In	(158,200.00)			0.00		
	<u>1,893,620.93</u>	<u>2,287,159.08</u>	<u>3,766,931.14</u>	<u>2,809,042.81</u>		
Balanced Budget	<u>82,507.81</u>	<u>211,230.54</u>	<u>406.96</u>	<u>119.74</u>		



TOWN OF PINCHER CREEK
Operating Statement - By Object
 For the Six Months Ending Thursday, June 30, 2022

	2021 Actual	2022 Actual	2021 Budget	2022 Budget	Variance	% Variance
Revenues						
Net municipal property taxes	\$4,715,680.17	\$4,970,391.98	\$4,715,243.99	\$4,970,250.98	(\$141.00)	100.00%
User fees and sales of goods	2,220,118.52	1,054,400.35	1,965,674.40	1,996,785.00	\$942,384.65	52.80%
Government transfers for operating	1,514,980.55	180,401.50	1,065,529.64	1,085,145.41	\$904,743.91	16.62%
Franchise fees	855,437.68	419,463.06	881,050.00	898,050.00	\$478,586.94	46.71%
Rentals & Leases	630,342.68	316,677.58	757,048.64	752,808.83	\$436,131.25	42.07%
Return on Investments	228,065.71	36,900.36	218,860.00	215,860.00	\$178,959.64	17.09%
Penalties and costs of taxes	81,730.47	25,929.83	97,600.00	99,600.00	\$73,670.17	26.03%
Licences and permits	131,123.15	86,034.32	112,600.00	112,600.00	\$26,565.68	76.41%
Other Revenues & Adjustments	142,955.34	14,088.78	111,689.21	9,689.21	(\$4,399.57)	145.41%
Total Revenue	10,520,434.27	7,104,287.76	9,925,295.88	10,140,789.43	3,036,501.67	70.06%
Expenses						
Salaries, wages & benefits	4,213,990.62	1,831,179.34	4,124,031.40	4,196,430.58	2,365,251.24	43.64%
Contracted and general services	903,705.54	584,084.27	962,926.01	852,859.05	268,774.78	68.49%
Professional Services	1,136,523.81	437,786.41	1,255,549.92	1,183,099.83	745,313.42	37.00%
R & M and rentals & leases	903,463.62	377,549.71	1,261,456.90	1,361,306.93	983,757.22	27.73%
Insurance	162,810.66	168,548.32	145,300.00	162,645.02	(5,903.30)	103.63%
Goods	480,691.93	275,637.23	440,235.03	460,670.03	185,032.80	59.83%
Utilities	734,045.35	360,336.71	790,480.01	752,430.08	392,093.37	47.89%
Amortization	1,795,741.75		1,605,448.00	1,671,573.00	1,671,573.00	0.00%
Transfers to Organizations	513,542.46	503,547.07	526,541.07	536,388.00	32,840.93	93.88%
Bank Charges	10,505.04	4,638.74	6,650.01	7,900.00	3,261.26	58.72%
Interest on long-term debt	135,476.92	57,872.22	135,567.43	127,799.36	69,927.14	45.28%
Other Expenditure & Adjustment	69,329.36	54,718.12	18,650.00	35,650.00	(19,068.12)	153.49%
Total Expenses	11,059,827.06	4,655,898.14	11,272,835.78	11,348,751.88	6,692,853.74	41.03%
Excess (Deficiency) revenue over expenses before other	(539,392.79)	2,448,389.62	(1,347,539.90)	(1,207,962.45)	(3,656,352.07)	
Other						
Government transfers for capital	2,522,383.86	50,000.00	5,114,378.00	3,929,625.00	3,879,625.00	
Other funding				87,000.00	87,000.00	
Net Gain (Loss) on sale of tangible capital assets	(6,862.33)		500.00	500.00	500.00	
	2,515,521.53	50,000.00	5,114,878.00	4,017,125.00	3,967,125.00	
Excess (Deficiency) revenue over expenses	1,976,128.74	2,498,389.62	3,767,338.10	2,809,162.55	310,772.93	
Surplus Funds Allocated Below						
Acquisition of tangible capital assets	3,480,598.78	2,116,256.18	7,925,000.00	7,211,428.00		
Loan Funding Capital Projects	(99,075.40)			(300,000.00)		
Repayment of debenture principle	191,220.54	97,889.02	191,220.49	197,346.51		
Net transfers to/from reserves	264,512.09	73,013.88	(2,743,841.35)	(2,628,158.70)		
Transfer from operating for Equipment Trade In	13,800.00					
Amortization	(1,792,372.75)		(1,605,448.00)	(1,671,573.00)		
Purchase of Excavator & Loader on Trade In	(158,200.00)					
Loss of sale of equipment	(6,862.33)					
	<u>1,893,620.93</u>	<u>2,287,159.08</u>	<u>3,766,931.14</u>	<u>2,809,042.81</u>		
Balanced budget	82,507.81	211,230.54	406.96	119.74		

Town of Pincher Creek
Operating Summary - By Department
 For the Nine Months Ending Friday, September 30, 2022

AGENDA ITEM NO: 10.5

	2021 Actual	2022 Actual	2021 Budget	2022 Budget	Variance	% Variance
Revenues						
Net municipal property taxes (Note 1)	\$4,715,680.17	\$4,970,391.98	\$4,715,243.99	\$4,970,250.98	(\$141.00)	100.00%
User fees and sales of goods	2,220,118.52	1,730,623.97	1,965,674.40	1,996,785.00	266,161.03	86.67%
Government transfers for operating	1,514,980.55	722,925.87	1,065,529.64	1,085,145.41	362,219.54	66.62%
Franchise and concession contracts (Note 2)	855,437.68	613,308.81	881,050.00	898,050.00	284,741.19	68.29%
Rentals	630,342.68	440,311.05	757,048.64	752,808.83	312,497.78	58.49%
Investment income	228,065.71	137,075.16	218,860.00	215,860.00	78,784.84	63.50%
Penalties & Costs	81,730.47	78,165.40	97,600.00	99,600.00	21,434.60	78.48%
Licences & Permits (Note 3)	131,123.15	149,492.11	112,600.00	112,600.00	(36,892.11)	132.76%
Other Revenues & Adjustments	142,955.34	16,243.01	111,689.21	9,689.21	(6,553.80)	167.64%
Total Revenue	10,520,434.27	8,858,537.36	9,925,295.88	10,140,789.43	1,282,252.07	87.36%
Expenses (Note 4)						
Legislative	307,784.98	231,865.57	341,046.65	332,169.98	100,304.41	69.80%
Administration	852,511.66	624,197.99	851,825.75	786,050.60	161,852.61	79.41%
Protective Services	1,264,154.94	927,809.49	1,385,691.09	1,291,074.46	363,264.97	71.86%
Roads, streets, walks & lighting	1,219,335.04	612,183.29	1,417,498.66	1,336,729.21	724,545.92	45.80%
Water supply & distribution	1,266,661.33	616,981.17	1,376,486.53	1,125,994.16	509,012.99	54.79%
Wastewater treatment & disposal	853,710.98	307,541.74	958,477.12	910,248.55	602,706.81	33.79%
Waste management	510,073.64	296,331.90	516,462.52	499,014.73	202,682.83	59.38%
Other environmental use & protection	50,927.52	23,307.33	67,802.71	61,020.76	37,713.43	38.20%
Public health & welfare services	330,748.86	276,996.11	349,937.61	369,648.73	92,652.62	74.93%
Planning & development	490,472.94	405,398.84	640,158.19	902,572.84	497,174.00	44.92%
Recreation & Culture	3,913,445.17	2,250,369.48	3,367,448.95	3,734,227.86	1,483,858.38	60.26%
Total Expenses	11,059,827.06	6,572,982.91	11,272,835.78	11,348,751.88	4,775,768.97	57.92%
Excess revenue over expenses	(539,392.79)	2,285,554.45	(1,347,539.90)	(1,207,962.45)	(3,493,516.90)	
Other						
Government transfers for capital	2,522,383.86	50,000.00	5,114,378.00	3,929,625.00	3,879,625.00	
Other funding				87,000.00	87,000.00	
Gain (loss) on disposal of tangible capital assets	(6,862.33)		500.00	500.00	500.00	
	<u>2,515,521.53</u>	<u>50,000.00</u>	<u>5,114,878.00</u>	<u>4,017,125.00</u>	<u>3,967,125.00</u>	
Excess of revenue over expenses	<u>1,976,128.74</u>	<u>2,335,554.45</u>	<u>3,767,338.10</u>	<u>2,809,162.55</u>	<u>473,608.10</u>	
Surplus Funds Allocated Below:						
Acquisition of tangible capital assets	3,480,598.78	2,600,511.26	7,925,000.00	7,211,428.00		
Loan Funding Capital Projects	(99,075.40)			(300,000.00)		
Repayment of debenture principle	191,220.54	123,150.81	191,220.49	197,346.51		
Net transfers to/from reserves	264,512.09	62,400.75	(2,743,841.35)	(2,628,158.70)		
Transfer from operating for Equipment Trade in	13,800.00					
Less: Amortization	(1,792,372.75)		(1,605,448.00)	(1,671,573.00)		
Less: Loss on sale of TCA	(6,862.33)					
Less: Purchase of Excavator & Loader on Trade In	(158,200.00)					
	<u>1,893,620.93</u>	<u>2,786,062.82</u>	<u>3,766,931.14</u>	<u>2,809,042.81</u>		
Net surplus (deficit) Actual (Balanced Budget)	<u>82,507.81</u>	<u>(450,508.37)</u>	<u>406.96</u>	<u>119.74</u>		



TOWN OF PINCHER CREEK

Operating Statement - By Object

For the Nine Months Ending Friday, September 30, 2022

	2021 Actual	2022 Actual	2021 Budget	2022 Budget	Variance	% Variance
Revenues						
Net municipal property taxes	\$4,715,680.17	\$4,970,391.98	\$4,715,243.99	\$4,970,250.98	(\$141.00)	100.00%
User fees and sales of goods	2,220,118.52	1,730,623.97	1,965,674.40	1,996,785.00	266,161.03	86.67%
Government transfers for operating	1,514,980.55	722,925.87	1,065,529.64	1,085,145.41	362,219.54	66.62%
Franchise fees	855,437.68	613,308.81	881,050.00	898,050.00	284,741.19	68.29%
Rentals & Leases	630,342.68	440,311.05	757,048.64	752,808.83	312,497.78	58.49%
Return on Investments	228,065.71	137,075.16	218,860.00	215,860.00	78,784.84	63.50%
Penalties and costs of taxes	81,730.47	78,165.40	97,600.00	99,600.00	21,434.60	78.48%
Licences and permits	131,123.15	149,492.11	112,600.00	112,600.00	(36,892.11)	132.76%
Other Revenues & Adjustments	142,955.34	16,243.01	111,689.21	9,689.21	(6,553.80)	167.64%
Total Revenue	10,520,434.27	8,858,537.36	9,925,295.88	10,140,789.43	1,282,252.07	87.36%
Expenses						
Salaries, wages & benefits	4,213,990.62	2,896,690.59	4,124,031.40	4,196,430.58	1,299,739.99	69.03%
Contracted and general services	903,705.54	736,323.74	962,926.01	852,859.05	116,535.31	86.34%
Professional Services	1,136,523.81	655,072.17	1,255,549.92	1,183,099.83	528,027.66	55.37%
R & M and rentals & leases	903,463.62	523,489.17	1,261,456.90	1,361,306.93	837,817.76	38.45%
Insurance	162,810.66	168,644.56	145,300.00	162,645.02	(5,999.54)	103.69%
Goods	480,691.93	380,333.58	440,235.03	460,670.03	80,336.45	82.56%
Utilities	734,045.35	533,076.16	790,480.01	752,430.08	219,353.92	70.85%
Amortization	1,795,741.75		1,605,448.00	1,671,573.00	1,671,573.00	0.00%
Transfers to Organizations	513,542.46	541,067.32	526,541.07	536,388.00	(4,679.32)	100.87%
Bank Charges	10,505.04	7,630.57	6,650.01	7,900.00	269.43	96.59%
Interest on long-term debt	135,476.92	75,936.93	135,567.43	127,799.36	51,862.43	59.42%
Other Expenditure & Adjustment	69,329.36	54,718.12	18,650.00	35,650.00	(19,068.12)	153.49%
Total Expenses	11,059,827.06	6,572,982.91	11,272,835.78	11,348,751.88	4,775,768.97	57.92%
Excess (Deficiency) revenue over expenses before other	(539,392.79)	2,285,554.45	(1,347,539.90)	(1,207,962.45)	(3,493,516.90)	
Other						
Government transfers for capital	2,522,383.86	50,000.00	5,114,378.00	3,929,625.00	3,879,625.00	
Other funding				87,000.00	87,000.00	
Net Gain (Loss) on sale of tangible capital assets	(6,862.33)		500.00	500.00	500.00	
	2,515,521.53	50,000.00	5,114,878.00	4,017,125.00	3,967,125.00	
Excess (Deficiency) revenue over expenses	1,976,128.74	2,335,554.45	3,767,338.10	2,809,162.55	473,608.10	
Surplus Funds Allocated Below						
Acquisition of tangible capital assets	3,480,598.78	2,600,511.26	7,925,000.00	7,211,428.00		
Loan Funding Capital Projects	(99,075.40)			(300,000.00)		
Repayment of debenture principle	191,220.54	123,150.81	191,220.49	197,346.51		
Net transfers to/from reserves	264,512.09	62,400.75	(2,743,841.35)	(2,628,158.70)		
Transfer from operating for Equipment Trade In	13,800.00					
Amortization	(1,792,372.75)		(1,605,448.00)	(1,671,573.00)		
Purchase of Excavator & Loader on Trade In	(158,200.00)					
Loss of sale of equipment	(6,862.33)					
	1,893,620.93	2,786,062.82	3,766,931.14	2,809,042.81		
Balanced budget	82,507.81	(450,508.37)	406.96	119.74		