



# TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Tuesday, April 11, 2023 at 6:00 p.m.

Council Chambers, Town Hall

Zoom Link

1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
4. **Scheduled Delegations**
  - 4.1 Rose Society – Kay Weir
5. **Adoption of Minutes**
  - 5.1 Minutes of the Regular Meeting of Council held on March 27, 2023
  - 5.2 Minutes of the Special Meeting of Council held on April 3, 2023
6. **Business Arising from the Minutes**
7. **Bylaws**
8. **New Business**
  - 8.1 Coal Miner Days Parade
  - 8.2 Policy Review Committee - Terms Of Reference
  - 8.3 Capital Budget Adjustment – Water/Wastewater Projects
  - 8.4 Furniture and Equipment
9. **Council Reports**
  - 9.1 Upcoming Committee Meetings and Events
  - 9.2 Committee Report Alberta Southwest
10. **Administration**
  - 10.1 Council Information Distribution List
11. **Closed Session Discussion**
  - 11.1 Pincher Planters - Lease Agreement
  - 11.2 Administration Transition - FOIP s. 24
12. **Notice of Motion**
13. **Adjournment**

*The next Regular Council Meeting is scheduled for April 24, 2023 AT 6:00 p.m.*



**REGULAR MEETING OF COUNCIL**  
**Held on Monday March 27, 2023**  
**In Person & Virtually,**  
**Commencing at 6:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

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

Staff: A. Lucas, Chief Administrative Officer; L. Wilgosh, Former CAO; K. Green, Executive Assistant; W. Catonio Director of Finance and Human Resources, M. Everts, Events, Marketing & Economic Development; T. Walker, Energy Lead; A. Grose, Recreation Manager and L. Rideout, Director of Community Services

**1. CALL TO ORDER**

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

**2. Scheduled Public Hearing**

**3. AGENDA APPROVAL**  
**CLELAND:**

The Council for the Town of Pincher Creek agrees to add item 8.7 Windscreen at the Tennis Court and 11.5 Administration Transition the March 27, 2023 agenda as amended.

**CARRIED 23-113**

**4. DELEGATIONS**

**4.1 SGT. Ryan Hodge – RCMP**

**4.2 Shane Turgeon – Light Chasers Conference**

**5. ADOPTION OF MINUTES**

**5.1 Minutes of the Regular Council Meeting held on March 13, 2023**

**BARBER:**

That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting of Council held on March 13, 2023 as amended.

**CARRIED 23-114**

**5.2 Minutes of the Joint Meeting of Council held on March 15, 2023**

**WRIGHT:**

That Council for the Town of Pincher Creek approves the minutes of the Joint Meeting of Council held on March 15, 2023 as amended.

**CARRIED 23-115**

**6. BUSINESS ARISING FROM THE MINUTES**

**6.1 Borrowing Bylaw # 1636-23/Petition Period**

**NODGE:**

That Council for the Town of Pincher Creek receive the information regarding the process and options available if the Town receives a petition in opposition to the Borrowing Bylaw 1635-23.

**CARRIED 23-116**

**7. BYLAWS**

**8. NEW BUSINESS**

**Sander/Snowplow RFP Award**

**WRIGHT:**

That Council for the Town of Pincher Creek agree to amend the approved capital budget for the sander/snow plow from \$300,000 to \$350,000 and that the funding source be amended from a loan to funding from the Equipment Reserve account number 3100004760 and the Capital Investment Reserve account number 0000004760.

**CARRIED 23-117**

**WRIGHT:**

That Council for the Town of Pincher Creek award the sander/snow plow contract to New West Freightliner Inc. (Lethbridge) for a total of \$328,897.00 (excluding GST).

**CARRIED 23-118**

*W. Catonio left meeting at 6:30 pm*

**8.2 Climate Risk Assessment Results and Open House**

**GREEN:**

That Council for the Town of Pincher Creek provide feedback on the climate risk assessment results and commit to attending the public Open House on April 13th, 2023 at the Heritage Inn.

**CARRIED 23-119**

**8.3 Lebel Solar Installation Evolgen Funding Acceptance**

**OLIVER:**

That Council for the Town of Pincher Creek provide formal approval to accept \$5,000 of funding from Evolgen to purchase solar photovoltaic equipment in support of developing a renewable energy installation and educational display the Lebel Mansion.

**CARRIED 23-120**

**8.4 Energy Management Updates**

**OLIVER:**

That Council for the Town of Pincher Creek receive the Energy Management Update as information.

**CARRIED 23-121**

*T. Walker left meeting at 6:52 pm*

**8.5 Rendezvous 2023 - Returns to the Creek**

**GREEN:**

That Council for the Town of Pincher Creek provides an in-kind sponsorship of 600 bags, lanyards, and frisbees to the Alberta Trappers Convention Rendezvous by the Creek.

**CARRIED 23-122**

**8.6 Lightchasers Conference 2023**

**OLIVER:**

That Council for the Town of Pincher Creek agree to sponsor the 2023 Lightchasers Nature Photography Conference as a "Rise and Shine Sponsor" (\$750) and for it to be funded from the Community Contingency Grant account# 7412 00 2770, and further that Mayor Anderberg provides a welcome from the Town of Pincher Creek at the opening of the conference.

**CARRIED 23-123**

**8.7 Windscreen at the Tennis Courts**

**BARBER:**

That Council for the Town of Pincher Creek direct administration to look into the Windscreen at the Tennis Courts for pickleball and bring back to Council.

**CARRIED 23-124**

**9. COUNCIL Report**

**9.1 UPCOMING COMMITTEE MEETINGS AND EVENTS**

**WRIGHT:**

That Council for the Town of Pincher Creek accepts upcoming meetings and events as information.

**CARRIED 23-125**

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**BARBER:**

That Council for the Town of Pincher Creek accepts the March 27, 2023 Council Information Distribution List as information.

**CARRIED 23-126**

**10.2 FCM Funding Decision**

**OLIVER**

That Council for the Town of Pincher Creek accepts the FCM Funding Decision letter as information.

**CARRIED 23-127**

*Mayor Anderberg called a recess at 7:11 pm*

*Mayor Anderberg called the meeting back to order at 7:22 pm*

*M. Everts, A. Grose & L. Rideout left meeting at 7:22 pm*

**11. CLOSED MEETING DISCUSSION**

**CLELAND:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday, March 27, 2023 at 7:22 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 Director of Finance and Human Resources in attendance.

**CARRIED 23-128**

**CLELAND:**

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday, March 27, 2023 at 8:03 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 Director of Finance and Human Resources in attendance.

**CARRIED 23-129**

**11.1 Safety Codes Services Agreement- FOIP s. 16, 24 & 25**

**OLIVER:**

That Council for the Town of Pincher Creek direct administration to enter into a temporary 6-month extension of the current 2017-2022 Safety Codes Services Agreement and advertise request for proposals for Safety Codes Services for the Town of Pincher Creek in due course.

**CARRIED 23-130**

**11.2 RCMP Building update- FOIP s. 16**

**CLELAND:**

That Council for the Town of Pincher receive the update on the RCMP building insurance claim as information.

**CARRIED 23-131**

**11.3 Service Line Warranties of Canada – FOIP s. 16**

**OLIVER:**

That Council for the Town of Pincher Creek direct administration to respectfully decline signing a marketing agreement with Service Line Warranties of Canada.

**CARRIED 23-132**

**11.4 Debrief of Joint Council meeting - March 15, 2023 – FOIP s. 16 & 24**

**OLIVER:**

That Council for the Town of Pincher direct administration to invite Dr. Parker to a joint council meeting with the MD to talk about health care worker recruitment in Pincher Creek.

**CARRIED 23-133**

**11.5 Administration Transition - FOIP s. 24**

**GREEN:**

That Council for the Town of Pincher direct administration to place Administration Transition on the agenda as a standing item in closed session.

**CARRIED 23-134**

**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

**CLELAND:**

That this meeting of Council on March 27, 2023 be hereby adjourned at 8:17 pm.

**CARRIED 23-135**

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MAYOR, D. Anderberg

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CAO, A. Lucas

*Regular Council Meeting*

*March 27, 2023*

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 11<sup>th</sup> DAY OF APRIL 2023**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY APRIL 11, 2023 AT 6:00 P.M.**

DRAFT



**SPECIAL COUNCIL MEETING AGENDA**  
**Held on April 3, 2023**  
**Commencing at 6:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

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

Staff: A. Lucas, Chief Administrative Officer; M. Everts, Events, Marketing & Economic Development; A. Levair, Director of Operations; L. Goss, Legislative Services Manager; W. Catonio, Director of Finance and Human Resources and K. Green, Executive Assistant

**1. CALL TO ORDER**

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

**2. AGENDA APPROVAL**

**ANDERBERG:**

The Council for the Town of Pincher Creek agrees to move item 4.2 before item 4.1 and accept the April 3, 2023 agenda as amended.

**CARRIED**

**3. NEW BUSINESS**

**3.1 Petition to prevent the passage of Bylaw 1636-23**

**OLIVER:**

That Council for the Town of Pincher Creek receive the petition update as information.

**CARRIED**

*W. Catonio left meeting at 6:28 pm*

**4. CLOSED MEETING DISCUSSION**

**CLELAND:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on April 3, 2023 at 6:08 pm in accordance with section 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer and staff in attendance.

**CARRIED**

*L. Goss, M. Everts, A Levair and K. Green left meeting at 6:04 pm*

*L. Goss, M. Everts, A Levair and K. Green returned to meeting at 6:28 pm*

*Mayor Anderberg called a recess at 7:30 pm*

*Mayor Anderberg called the meeting back to order at 7:40 pm*

**GREEN:**

That Council for the Town of Pincher Creek agree to move out of closed session of Council on April 3, 2023 at 8:45 pm in accordance with section 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, and staff in attendance.

**CARRIED**

**4.1 Strategic Planning Session – Land, Vacant Buildings & Core Service Facilities**

**OLIVER:**

That Council for the Town of Pincher Creek receive the Strategic Planning Session as information.

**CARRIED**

**4.2 Dr. Aaron Lowe – Lake of Emergency Care**

**OLIVER:**

That Council for the Town of Pincher receive Mayor Anderberg's report as information.

**CARRIED**

**4.3 Next Strategic Planning Session dates & topics**

**5. ADJOURNMENT**

**WRIGHT:**

That this meeting of Council on April 3, 2023 be hereby adjourned at 8:48 pm.

**CARRIED**

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

\_\_\_\_\_  
CAO, A. Lucas

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 11<sup>th</sup> DAY OF APRIL 2023**

**S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY APRIL 11, 2023 AT 6:00 P.M.**



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Coal Miner Days Parade	
<b>PRESENTED BY:</b> Angie Lucas, Chief Administrative Officer	<b>DATE OF MEETING:</b> 4/11/2023

**PURPOSE:**

The Sparwood Coal Miner Days Society invites you to get involved and partner with us for Coal Miner Days 2023. We would invite you to participate in the Coal Miner Days Parade on June 10, 2023. Showcasing your business or organization through community spirit benefits everyone involved. There is no entry fee to participate in the parade. However, all parade participants must register. This year's theme is "Bringing Back the Fun!" The Parade will form between 9:30 am and 10:30 am at the Greenwood Mall parking lot and judging will begin at 10:00 am.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek accept the Coal Miner Days Parade invite and send Councillor \_\_\_\_\_ to attend on June 10, 2023.

**BACKGROUND/HISTORY:**

Someone from Council usually attends this parade

**ALTERNATIVES:**

Accept the Coal Miner Days Parade invite as information

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

N/A

**FINANCIAL IMPLICATIONS:**

Council remuneration

**PUBLIC RELATIONS IMPLICATIONS:**

N/A

**ATTACHMENTS:**

2023 Parade Invite Entry Form - 3114

**CONCLUSION/SUMMARY:**

A Councillor to attend the event

**Signatures:**  
**Department Head:**

*Angie Lucas*

**CAO:**

*Angie Lucas*



# Coal Miner Days

February 8, 2023

The Sparwood Coal Miner Days Society invite you to get involved and partner with us for Coal Miner Days 2023. We would invite you to participate in the Coal Miner Days Parade on June 10, 2023. Showcasing your business or organization through community spirit benefits everyone involved. There is no entry fee to participate in the parade. However, **all parade participants must register**. This year's theme is "Bringing Back the Fun!" The Parade will form between 9:30 am and 10:30 am at the Greenwood Mall parking lot and judging will begin at 10:00 am.

You **must register at the check-in table prior to 9:45** and be in your marked spot by 10:00 in order to be judged. If you are not in place before 10:00 you will be required to join at the end of the parade and you will not be considered for judging.

***The Parade is scheduled to begin at 11 am sharp!***

We are very excited to announce that the Parade winners will receive a great prize that they can distribute to your organization how you see fit. The list of prizes will be announced on our facebook page so please stay tuned for that big announcement. [www.facebook.com/coalminerdays](http://www.facebook.com/coalminerdays)

The parade committee reserves the right to bar any entrant not conforming to the rules and regulations. Any entrant refusing to follow Police or Parade official's instructions or any entrant deemed a hazard to others, or any entrant whose entry is offensive to the public will be ejected. All floats must carry a dry chemical five-pound fire extinguisher. Please note, the District of Sparwood has a policy that prohibits the throwing of candy from any floats or vehicles. Anyone wishing to disperse candy must do so by walking along the route to discourage children from running into the roadway.

#### **Safety Considerations:**

1. Alcoholic beverages are strictly prohibited.
2. Parade Marshall reserves the right to reject any impaired individuals.
3. For safety reasons, **absolutely no candy or other objects to be thrown from any moving vehicle.**
4. The use of fire, gas or propane devices is not permitted.
5. All parade vehicle drivers must have a valid driver's license.
6. It is the responsibility of the float sponsor to provide adequate safety measures to secure the individuals riding on their float.
7. Adults must supervise children on parade floats.
8. Participants **must not** get on or off moving floats or vehicles.
9. Vehicles **must not stop** in the middle of the parade route, or in any way hinder the forward procession of the parade.
10. Participants are responsible for the observation of safety standards.
11. Horses are permitted but must have own liability insurance.

Please complete the enclosed parade entry form and return to the below address, Sparwood Chamber of Commerce, email to [Sparwood@coalminerdays.com](mailto:Sparwood@coalminerdays.com) by **June 1<sup>st</sup>, 2023**. If you require any further information or have any questions, please contact our Coal Miner Days Parade Event Coordinator, Paultette Rosler at 250.910.7573.

Thank you for your ongoing or new interest in the celebration of our community. Join us and have some fun! It's time to show off your community spirit!!!

Sincerely,

Paultette Rosler  
Parade Coordinator Coal Miner Days



# “Bringing Back the FUN!”

## Parade Entry Form

### Parade Categories (Please mark an X)

Antique Vehicle	_____	Animal	_____
Child/Youth	_____	Musical Group	_____
Service/Church Group	_____	Bikes & Trikes	_____
Business	_____	Other (please specify)	_____
Community Float	_____		_____
Community Group	_____		

### Entrant Information:

Organization/Business (Please print): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Vehicle &/or Float length: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

### Parade Details:

Parade Time: 11:00 am  
 Parade Date: Saturday, June 10, 2023  
 Marshalling/Judging: Sparwood Chamber of Commerce/ Aspen Dr  
 Entry Deadline: **June 1<sup>st</sup>, 2023**

Please send, email or drop of your completed entry form to Sparwood Coal Miner Days Society before **June 1<sup>st</sup>, 2023** to ensure your registration to the parade. (Paperwork can be dropped off at the Sparwood Chamber.)

### RESPONSIBILITY RELEASE AGREEMENT

I/We the undersigned, hereby agree and shall defend, indemnify and hold harmless the Sparwood Coal Miner Days Society, the District of Sparwood, the Sparwood Chamber of Commerce, their elective and appointive council, boards and representatives, from any liability for damage or claims for damage for property and/or personal injury, including death, which may arise from or be in any way connected with my participation in the Coal Miner Days Parade.

I/We have read the above, understand and agree to the concerns, terms, and conditions.

Name: \_\_\_\_\_ (please print)

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

\*\*\*\*\* The Parade coordinator reserves the right to limit entries or reject inappropriate entries.



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Policy Review Committee - Terms of Reference	
<b>PRESENTED BY:</b> Lisa Goss, Legislative Service Manager	<b>DATE OF MEETING:</b> 4/11/2023

### **PURPOSE:**

For Council to consider the Terms of Reference for the Policy Review Committee.

### **RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the Terms of Reference for the Policy Review Committee as presented.

That Council for the Town of Pincher Creek direct administration to amend the Committee of the Whole Bylaw 1608-18 to include a standing Policy Training section on the agenda.

### **BACKGROUND/HISTORY:**

At their regular meeting on March 9, 2023 the Policy Review Committee established the criteria for policy review as follows;

1. Legislation Driven
2. Areas of Concern
3. Financial Policies
4. Policies to be Rescinded

Council adopted the Policy and Bylaw Development and Review Committee Terms of Reference in 2021 however the Terms of Reference did not follow the guidelines as outlined in the Council Appointed Boards, Commissions and Committees Policy 101-93.

### **ALTERNATIVES:**

That Council for the Town of Pincher Creek receives the information regarding the Policy Review Committee Terms of Reference as presented.

That Council for the Town of Pincher Creek direct administration to amend the Policy Review Committee Terms of Reference and bring the item back to Council for consideration.

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

Updating the Terms of Reference will provide clear direction to the committee and administration.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

MGA s. 201 "A council is responsible for developing and evaluating the policies and programs of the municipality."...

**ATTACHMENTS:**

101-93 Council Appointed Boards, Commissions & Committees\_w TOR Council Liaison - 3118

2023 Policy Review Committee - Terms of Reference.v2 - 3118

23.03.09 Policy Review Committee Meeting Minutes - 3118

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek approve the Terms of Reference for the Policy Review Committee as presented and agree to amend the Committee of the Whole Bylaw 1608-18 to include a standing Policy Training section on the agenda.

**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Angie Lucas*

# TOWN OF PINCHER CREEK

<b>Approved by:</b> Council	<b>Date:</b> October 25, 1993	<b>Policy Number:</b> 101-93
<b>Reference:</b> Motion#93-288	<b>Revision Date/by:</b> Council July 22, 1996 Resolution #96-429 Council July 27, 2009 Resolution #09-174	
<b>COUNCIL APPOINTED BOARDS, COMMISSIONS &amp; COMMITTEES</b>		
<b>Policy Statement</b>		

The Town of Pincher Creek will provide guidelines for the appointment, autonomy and reporting of Boards, Commissions and Committees to Council.

## 1. DEFINITIONS

- 1.1 Committee means a group of individuals charged with a duty to advise or act on a matter, and includes Boards, Commissions, Committees, Sub-Committees and other groups.
- 1.2 Council means the Council of the Town of Pincher Creek, in the Province of Alberta
- 1.3 Director means all Director level management positions, being those reporting directly to the CAO.
- 1.4 Quorum means an attendance of not less than two-thirds of the total membership of the Committee.
- 1.5 Representative means a person appointed to a Committee by Council.
- 1.6 Designee means a member of Council who will sit as the representative of a Council committee in the absence of and when requested by the appointed representative.
- 1.7 Sub-Committee means a grouping of individuals for the purpose of accomplishing a definite objective over a stated period of time within the terms of reference supplied
- 1.8 Task Force means a temporary grouping of Committee members set up for the purpose of accomplishing a definite task.

## 2. RESPONSIBILITY

### 2.1 Council to:

- 2.1.1. Appoint Committees and Sub-Committees when required.
- 2.1.2. Approve terms of reference for any Committee or sub-Committee.
- 2.1.3. Appoint Representatives to Committees.
- 2.1.4. Review the membership on Committees and may, for any reason it considers proper, and where provided for in this Policy or the governing By-Laws, revoke the appointment of a member of a Committee.

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- 2.1.5. Amend the governing By-laws and policy from time-to-time as may be required.
- 2.1.6. Receive and review, accept or decline, the resignation of a Representative.

## 2.2 Chairman of a Committee to:

- 2.2.1 Call a meeting of the Committee as required.
- 2.2.2 Co-ordinate the duties of the Committee
- 2.2.3 Book the Council Chambers or the Committee Room for each meeting through the Administration.
- 2.2.4 Preparation of minutes in accordance with the standards set by the Town Director of Corporate Services.
- 2.2.5 Provide for the orientation of new members of the Committee
- 2.2.6 Review applications submitted to fill vacancies on their Committee and to provide recommendations to Council through the Director of Corporate Services.

## 2.3 Director of Corporate Services to:

- 2.3.1 Receive and present applications to Council for appointments on Committee
- 2.3.2 Annually review memberships or Boards to ascertain the names of all members whose term will be expiring within the current year and advise Council.
- 2.3.3 Advertise for applicants to fill vacancies on Committees.
- 2.3.4 Co-ordinate the use of the Council Chambers or the Committee Room.
- 2.3.5 Prepare and distribute minutes.
- 2.3.6 Maintain an attendance record for all Committees.
- 2.3.7 Remove terms of reference for any Committee that has completed its purpose.

## 2.4 Members of Committees to:

- 2.4.1 Analyze, determine and recommend or act upon a matter within the terms of reference of the Committee.
- 2.4.2 Regularly attend Committee meetings and to fully participate in presenting motions, debate and voting.
- 2.4.3 Annually appoint a Chairman, by secret ballot, by majority vote from the membership of the Committee.
- 2.4.4 Define and pass the terms of reference for sub-Committees, prior to submissions to Council for approval.

## 3.0 Legislation

- 3.1 This Policy shall apply to all Committees except where a particular requirement of any Act, By-law or Agreement conflicts with this Policy then that Act, By-law or Agreement shall apply.

## 4.0 Terms of Reference

- 4.1 Under direction of Council, the Director of Corporate Services shall prepare a terms of reference for each existing Committee.
- 4.2 The terms of reference shall be in place before any Committee is formed.
- 4.3 The Terms of Reference shall include the following:
  - 4.3.1 Name of the Committee, as set by Council, and to be used on all correspondence by the Committee
  - 4.3.2 Purpose of the Committee shown as a statement of the work to be undertaken by the Committee.
  - 4.3.3 Membership, appointments shall be as set out in the terms of reference, ending on December 31<sup>st</sup> of each year, unless otherwise stated. Terms of reference shall show membership by source (i.e. Council, Public, etc.) and term.

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- 4.3.4 Frequency of Meetings – a statement of the frequency of regular meetings.
- 4.3.5 Authority – a statement of the authority granted to the Committee.
- 4.3.6 Term – a statement indicating whether the Committee is permanent or has a definite objective and time of dissolution.

## 5.0 Meetings

- 5.1 Each Committee shall submit in January of each year a schedule of regular meetings for that year to the Director of Corporate Services. An overall schedule shall be prepared by the Director of Corporate Services and circulated to Council, staff and all Committees.
- 5.2 Frequency of meetings shall be not less than stated in the terms of reference. Meetings may be cancelled, by resolution, if poor attendance is anticipated due to holidays or vacations.
- 5.3 Chairman may call additional meetings as required.
- 5.4 All agendas are to be prepared and circulated in advance of a meeting being held and members of the Committee shall be given sufficient time to be familiar with the agenda material, except in the case of a special meeting being called.
- 5.5 A quorum is required to hold a formal meeting.
- 5.6 All meeting are to be recorded in accordance with standards by the director of Corporate Services.
- 5.7 All meetings will be held in accordance with Roberts Rules of Order for small organizations as amended where not otherwise stated by this policy.
- 5.8 Motions do not require a seconder, cannot be made by the Chairman, are passed by a simple majority, and a Vote will be recorded only as Carried or Defeated unless otherwise requested by a member of the Committee.
- 4.3.6 Term – a statement indicating whether the Committee is permanent or has a definite objective and time of dissolution.
- 5.9 A record of attendance shall be maintained by the Director of Corporate Service based on approved minutes.
- 5.10 An excused absence occurs if a member is absent from the Town of Pincher Creek for any reason or is under the care of a doctor.
- 5.11 If a Committee member misses three consecutive regular meetings or attends infrequently, then the Committee may recommend to Council, by resolution the action the Committee would like Council to pursue.

## 6.0 Authority

- 6.1 Committees shall be considered as advisory only, unless granted specific authority.
- 6.2 Committees having authority to spend Town funds shall have a specific budget and spending limits approved by Council. Such budget will be prepared by the Committee and presented to the Director of Finance before September 1<sup>st</sup> of each year.
- 6.3 Committees have the authority to form their own Task Forces.
- 6.4 Committees may be granted the authority to propose the formation of a Sub-Committee to Council.
- 6.5 All contracts or Agreements require approval by Council prior to signing, unless otherwise granted.
- 6.6 Sub-Committees shall be advisory only.

## 7.0 Resources

- 7.1 The CAO shall designate a Director responsible to support the operations of a Committee.
- 7.2 Where there is no specific budget, all spending will be approved by the Director responsible, within overall budget limitations.
- 7.3 Physical Resources:

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- 7.3.1 All office supplies required for the operations of the Committee will be provided through the Director responsible.
- 7.3.2 The Chairman of the Committee will be responsible for booking the Council Chambers, or the Conference Room, through the Administration.
- 7.3.3 Each user of the Council Chambers or Conference Room will be required to return the room to its normal condition.

## 7.4 Personnel Resources:

- 7.4.1 Staff will be available through the CAO for regular meetings of Committee's and for additional or Sub-Committee meetings.

## 8.0 Sub-Committees

- 8.1 A Sub-Committee shall be proposed by resolution of the Committee, where they are authorized to do so, and shall be subject to the approval of Council following review of availability of volunteer and staff resources, and the priorities of the organization.
- 8.2 The Terms of Reference shall be approved prior to the formation of any Sub-Committee.
- 8.3 Each Sub-Committee shall have as one of its members a member of the Committee, and that member shall be responsible for co-ordinating the communication between the Sub-Committee and Committee.

## 9.0 Task Force

- 9.1 A Committee does not require approval of Council to form a Task Force, but the terms of reference shall be approved by resolution of the Committee prior to the formation of the Task Force.

## 10.0 End of Policy

## TERMS OF REFERENCE – COUNCIL LIAISON

### **PURPOSE OF TOWN COUNCIL LIAISON**

The Town Council may choose to appoint a Council liaison to an agency, board or committee; (ABC) to maintain a conduit for two way communication with an independent, community focused organization, and related to specific projects.

Specifically, the Town Council Liaison will be the main contact who attends the special interest committee meetings as an observer, and information sharing. The Council Liaison is not attending the meetings as an advocate on behalf of the agency, committee or board.

The Council Liaison will refrain from making any commitments on behalf of the municipality, but will share the related information with Town Council on a regular basis.

### **TERM OF APPOINTMENT:**

The Town Council Liaison appointment will be for one year, and will be reviewed annually at the October Organizational meeting.

### **PRINCIPLES:**

The Town Council Liaison will not hold an executive position on the agency, board or committee.

Any presentations to be made by the agency, board or committee to Town Council will be made by the ABC itself, and not by the Council Liaison.

All reports or communication from the Town Council will be in writing and reviewed by the respective department head or the CAO.

The Town Council Liaison will not have a vote on the ABC decision making process.

Minutes of the agency, board or committee are to be forwarded to all of Council, and any related action items to be made by Council resolution.



# COMMITTEE Terms of Reference



## **Committee Name**

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Policy Review Committee

## **Purpose**

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The Policy Review Committee is charged with scheduling regular policy review at a minimum of every four years and drafting of new policy, all of which will be presented in due course to the full Council for review and approval.

## **Membership**

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Two members of Council to be appointed annually at the Organizational meeting. Council members shall fill the role of a revolving Chairperson to accommodate a new Chairperson each month.

Two Directors or Managers as per policy and department requirements and a recording secretary. No members of the public at large.

## **Frequency of Meetings**

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Meetings will be held monthly or as needed. The policy review/development list will be provided at the first meeting of the Committee, as well as a proposed policy to begin review. A copy of the policy under development or review with updates will be provided at least two days prior to the committee meeting.

## **Authority**

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The Policy Review Committee shall review new and existing policies and make recommendations to Council.

## **Term**

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The Policy Review Committee shall be a permanent committee.

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CAO, Town of Pincher Creek

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Date



Town of Pincher Creek  
Policy Review Committee  
March 9, 2023 – 10:00 AM  
962 St. John Avenue

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ATTENDANCE:

Councillors: S. Nodge and W. Oliver

Staff: A. Lucas, Chief Administrative Officer; L. Goss, Legislative Services Manager; A. Levair, Director of Operations and K. Green, Executive Assistant

**1. Call to Order**

Councillor Nodge called the meeting to order at 10:03 am.

**2. Agenda Approval**

**OLIVER:**

That the Policy Review Committee for the Town of Pincher Creek agrees to approve the March 9, 2023 agenda as presented.

**CARRIED**

**3. Approval of Minutes**

**OLIVER:**

That the Policy Review Committee for the Town of Pincher Creek agrees to approve the February 9, 2023 minutes as presented.

**CARRIED**

**4. Terms of Reference**

**4.1 Review updated Terms of Reference**

**OLIVER:**

That the Policy Review Committee for the Town of Pincher Creek direct administration to finish drafting the authority statement in the Terms of Reference and bring forward to council for consideration.

**CARRIED**

**NODGE:**

That the Policy Review Committee for the Town of Pincher Creek direct administration that the authority of the policy committee be an advisory committee.

**CARRIED**

**5. Priority List**

**5.1 Review Policy List – undertake gap and relevance analysis**

**OLIVER:**

That the Policy Review Committee for the Town of Pincher Creek direct administration to establish the criteria for policy review as discussed,

- 1) legislation driven
- 2) Areas of concern
- 3) Financial Policies
- 4) Policies to be rescinded

**CARRIED**

**6. Policies**

**6.1 Policy and Procedures Standards 102-20**

**OLIVER:**

That the Policy Review Committee for the Town of Pincher Creek recommend to council to amend the Committee of the Whole Bylaw #1608-18 to add a standing policy training section to the agenda.

**CARRIED**

**6.2 Winter Street Maintenance Policy 302-13A**

**NODGE:**

That the Policy Review Committee for the Town of Pincher Creek Request administration bring this to Committee of the Whole to define the snow removal philosophy for the community.

**CARRIED**

**7. Bylaws**

(None at this time)

**8. Adjournment**

**NODGE:**

That this session of the Policy Review Committee be adjourned at 11:59 am

**CARRIED**

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CAO, A. Lucas



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Capital Budget Adjustment – Water/Wastewater Projects	
<b>PRESENTED BY:</b>	<b>DATE OF MEETING:</b> 4/11/2023

### **PURPOSE:**

To request 2023 Capital Budget funds for water/wastewater main replacements be reallocated to a Water Treatment Plant project which was tentatively scheduled for 2024.

### **RECOMMENDATION:**

That Council for the Town of Pincher Creek amend the 2023 Capital Budget to re-allocate \$250,000 from the combined budget of \$810,000 for water/sewer upgrades on Canyon Drive to Pump Replacements at the Water Treatment Plant to be funded through the Utility Reserve.

### **BACKGROUND/HISTORY:**

As part of the 2023 Capital Budget, administration requested and was approved for \$810,000 for a combined project of water and sewer upgrades on Canyon Drive (\$280,000 for water upgrades and \$530,000 for sewer upgrades).

During the design phase it was determined that it is unwise to continue with the waterline replacement portion until such time as the distribution pumps are replaced at the Water Treatment Plant. This is because the existing distribution pumps are not equipped with the ability to vary their speed (i.e. they only have 2 operating conditions: on or off). This does not allow for sufficient pressure to be maintained in other areas of the Town if the section needing replacement is taken offline. The solution proposed by both Town Operators and the engineer was to replace the distribution pumps (which are original to the plant constructed in 1991) with variable speed pumps to mitigate this issue.

Administration proposed funds in the 5-year capital plan to replace the distribution pumps mentioned above in 2024. Administration is proposing to continue with the design of the water/sewer replacement but postpone construction until 2024, and re-allocating a portion of the funds to the pump replacement project. This would also allow the engineers to design 1 project for both phases of the Canyon Drive upgrades into 1 project.

Original Capital Plan:

- Canyon Drive Water/Sewer Upgrades Phase 1 (Design & Construction): 2023
- Canyon Drive Water/Sewer Upgrades Phase 2 (Design & Construction): 2024
- WTP Pump Replacements: 2024

**Proposed Plan:**

- WTP Pump Replacements: 2023
- Canyon Drive Water/Sewer Replacements Phase 1 & 2 (Design Only): 2023
- Canyon Drive Water/Sewer Replacement Phase 1 & 2 (Construction): 2024

Options of completing both WTP Pump Replacements and Phase 1 of the Canyon Drive upgrades in 2023 were investigated, but is not feasible due to the lead time required for the pumps, administration would miss the 2023 construction window for Canyon Drive.

Administration is not proposing an increase to 2023 capital budget funds, but rather a re-allocation as follows:

- Original budget for Canyon Drive water/sewer upgrades (Phase 1): \$810,000
- Proposed budget for Canyon Drive water/sewer upgrades (Phase 1 & 2 Design): \$560,000
- Proposed budget for WTP Pump Replacements: \$250,000
- Administration will request additional construction funds to complete the Canyon Drive water sewer upgrades (Phase 1 & 2) as part of the 2024 capital budget process.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek maintain the current 2023 capital budget as previously approved, and direct administration to bring back the request for WTP pump replacement funding as part of the 2024 capital budget.

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

All projects discussed (WTP Pump Replacements, Canyon Drive Upgrade Phase 1, Canyon Drive Upgrades Phase 2) were included in the Infrastructure Master Plan as well as the proposed 5-year capital plan.

**FINANCIAL IMPLICATIONS:**

No additional funds are being requested at this time. Administration is requesting a re-allocation of already approved capital funds. Additional funding will be requested as part of the 2024 capital budget process to top-up construction funds to cover both Phase 1 & 2 of the Canyon Drive water/sewer upgrades.

**PUBLIC RELATIONS IMPLICATIONS:**

As the Town has already advertised that Phase 1 of the Canyon Drive water/sewer project would be completed in 2023, some local residents may have issue with postponing to 2024. Administration feels that this public relations implication is very minor.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration supports the re-allocation of \$250,000 2023 Capital Budget funds from the Canyon Drive water/sewer upgrades to the WTP pump replacements.

**Signatures:**

**Department Head:**

Handwritten signature of A. Zerari in cursive script.

**CAO:**

Handwritten signature of Angie Lucas in cursive script.



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> 2023 Furniture and Equipment	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Finance and Human Resources	<b>DATE OF MEETING:</b> 4/11/2023

### **PURPOSE:**

To amend the 2023 budget for new furniture and equipment required for new employees and existing employees

### **RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the purchase of additional office furniture and information technology equipment for new and existing employees in the amount of \$25,000; and further that these purchases be funded through the General Contingency Reserve if required.

### **BACKGROUND/HISTORY:**

Additional furniture and IT equipment is required for new employees and existing employees, the 2023 Capital Budget includes \$15,000 for replacement IT equipment. However, also required are new cell phones, licenses, software and furniture.

### **ALTERNATIVES:**

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

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

None at this time.

### **FINANCIAL IMPLICATIONS:**

Funding to be provided through the General Contingency Reserve if required.

### **PUBLIC RELATIONS IMPLICATIONS:**

None at this time

### **ATTACHMENTS:**

None at this time.

### **CONCLUSION/SUMMARY:**

Administration supports purchasing additional furniture and IT equipment.

**Signatures:**  
**Department Head:**

*Wendy Catonio*

**CAO:**

*Angie Lucas*

## Our Vision & Richly Imagined Future

AND Villages is the trusted representative & development manager for a collaboration of invested municipalities to meet their collective building needs and goals, bringing much-needed housing and prosperity to the region.

## About AND Villages

We have over 55 years of combined development, investment, and management experience plus the resources and professional networks required for successful villages.

**AND reminds us that it is not always 'either-or'. Sometimes it is 'and-and'. We actively and attentively seek 'and-and' opportunities and solutions.**

Villages are places we understand and places we want to be in and build. Villages support villagers' interests and passions by co-creating spaces to live & work & play & shop.

## Project Partnership Goal

Obtain P3 efficiencies in cost, labour and supply across the region by building a three-storey, 12-unit multi-family building in at least four municipalities.

## Next Steps

- 2023 Q1 - Meet invested municipalities within the region
- 2023 Q3 - Create the partnership; AND Villages to assess housing supply & market in each municipality
- 2023 Q4 - Collaboration with AND Villages & municipalities on logistics, path to development & buildings
- 2024 Q1 - Submit for building and development

## Why do we need a regional solution to housing supply?

Canada is facing a housing crisis and the biggest issue is supply. There is opportunity and a pressing need for a broader range of housing price-points, including affordable housing and entry-level market housing, in High River, Nanton, Claresholm, Fort Macleod, Pincher Creek and the Crowsnest Pass.

## The Challenge

Smaller municipalities are considered tertiary markets by investors and builders. As a result, there is a significantly reduced interest for private investment. In addition, it is expensive for contractors to mobilize for smaller, one-off projects. Tertiary markets also face delays in the supply chain process, raw materials, and shortages in skilled labour are common.

## AND Villages Recommendation: collaborate, coordinate and construct

AND Villages proposes to coordinate the needs of up to 12 collaborating municipalities. Each municipality will retain land and project ownership and fund the land development and building of a 12-unit entry-level market housing project on a serviced one-acre municipally-owned parcel vended in by the Municipality in the summer of 2024.

AND Villages will act as development manager to secure development approvals, coordinate project management across municipalities, oversee construction as representative on behalf of the municipality, and facilitate sale of units to local residents. Partners in construction include:

A building company like ROC Modular Inc. will construct and deliver the fully-serviced modules for a three-storey, 12-unit multi-family building for each development.

A contractor like Borger Construction will grade the site and tie into adjacent underground utilities.

A general contractor like Synergy will provide site pre-construction services, building design support, logistics, construct the foundations and surface parking, and erect the modules.



## Expected Municipal Results

By 2024Q4, each municipality will have:



vended in 1 ac parcel and Invested \$2MM



created 12 new entry-level market units



generated > 10% ROI or SROI for ratepayers

contact us to get started!

Karin Finley at (403) 630-9353 & [karin@andvillages.ca](mailto:karin@andvillages.ca) | Eppo van Weelderen at (403) 703-0107 & [eppo@andvillages.ca](mailto:eppo@andvillages.ca)



## **Regional Solution for Housing Supply**

Meeting with Alberta SouthWest Regional Alliance

5 April 2023

2

### **Agenda**

- Opportunity
- Collective Goal
- Collective "How"
- 5 Municipal Questions
- Municipal Investment
- 7 Step Process
- 18 Months to Home Occupancy

**5**  
Questions

**7**  
Steps

**18**  
Months

Each participating municipality:



invests in a one acre serviced parcel and invests \$2MM no later than 31 August 2023

By end of 2024, each participating municipality will have:



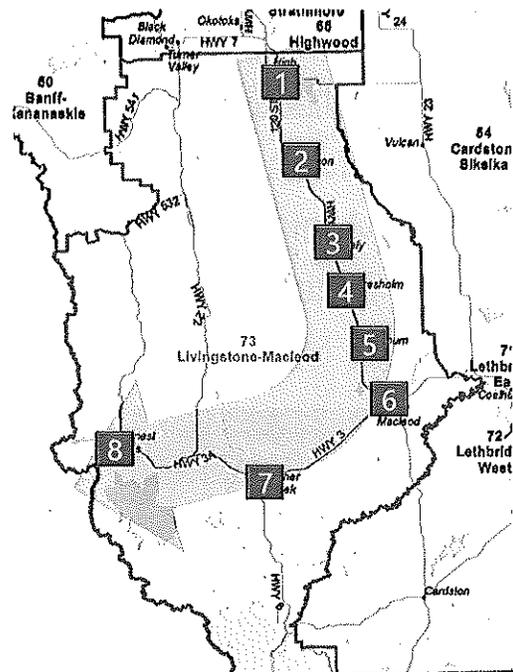
12 new entry-level market housing units, and

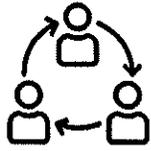


>10% Return on Investment (ROI) or Social ROI for ratepayers



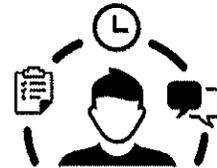
Address tertiary market status by **obtaining building capacity** through cost, labour, and supply efficiencies and **increasing housing diversity and supply** by successively building identical 12-unit multi-family residences across the region in 2024.





**Collaborate** Participating municipalities will work in partnership to bring much-needed housing and prosperity to the region.

**Coordinate** AND Villages will lead the project team across the region to build in 4 to 12 municipalities.



**Construct** Each municipality will develop their own lands by vending in their parcel and funding the associated land development and building.

AND Villages | 5 April 2023

## 5 Municipal Questions

1

Do you need affordable and/or entry-level market housing?

2

Does the municipality have serviced land for housing?

3

Does the land use zoning allow for 12 units per acre?

4

Do you have financial capacity to invest in housing?

5

Are you ready to collaborate to build?



**CONCEPTUAL COSTS:**

Land	\$0
Horizontal Construction*	\$300,000
Vertical Construction*	\$2,600,000
Professional Fees	\$400,000
Development Manager	\$200,000
<hr/>	
Total	\$3,500,000
approx. \$290,000 per door	

\* financeable costs  
(e.g., \$2M investment plus leverage for \$1.5M)

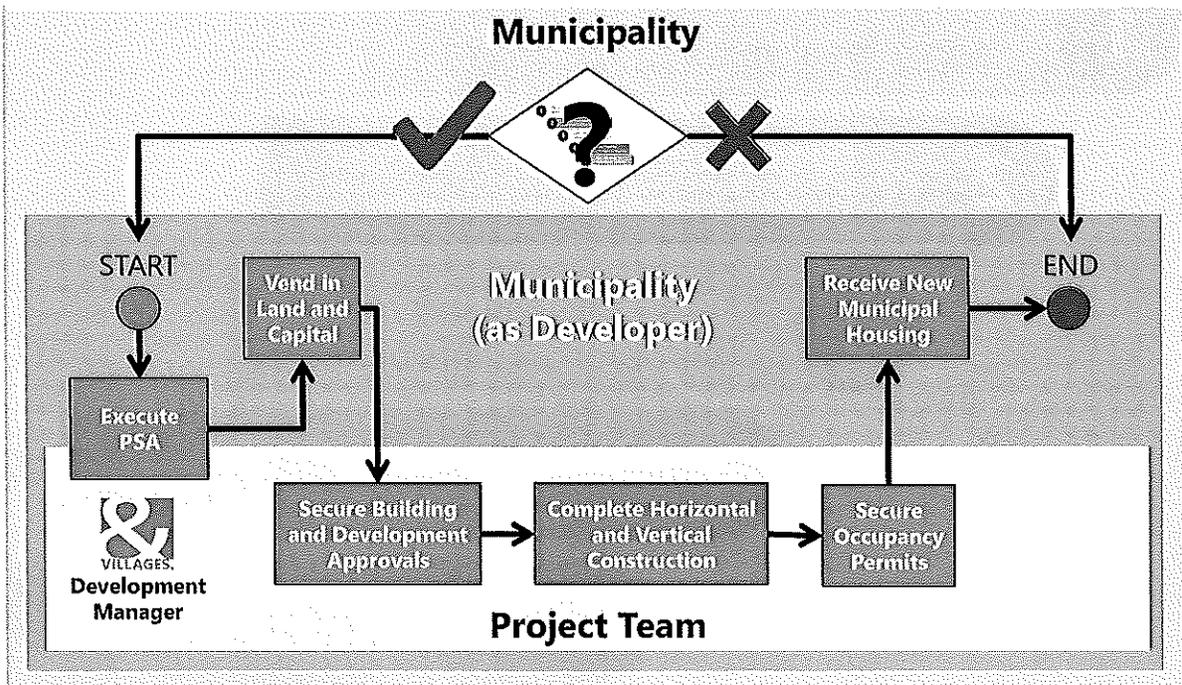


**CHALLENGES:** tertiary market, unattractive to developers and builders, and lack of choice and affordability

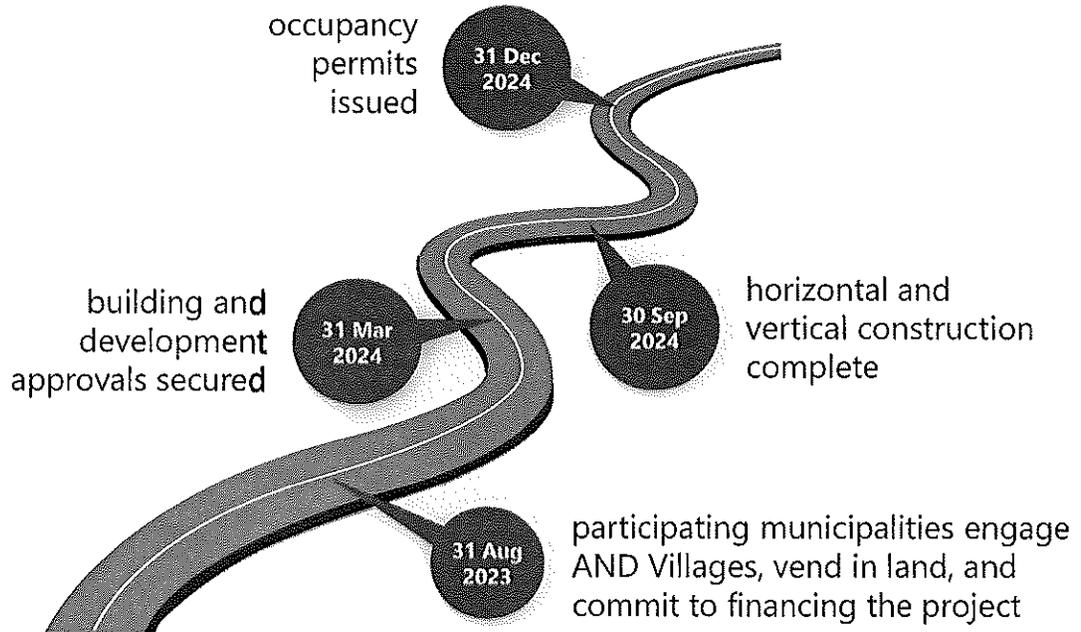


**RETURNS ON INVESTMENT:**

- create housing diversity (i.e., multi-family attracting a broader range of residents)
- increase housing supply (i.e., expand housing choice for residents and newcomers)
- provide municipal control over housing (e.g., build-and-rent or build-and-sell)
- expand partnership opportunities (e.g., local real estate agents, not-for-profit agencies, property managers)



# 18 Months to Home Occupancy



AND Villages | 5 April 2023



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**Eppo van Weelderren, P.Eng.**  
COO  
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**Town of Pincher Creek**  
**COUNCIL DISTRIBUTION LIST**  
**April 11, 2023**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
<b>1.</b>	Mar 21, 2023	Citizen	Email
<b>2.</b>	Mar 21, 2023	MD of Pincher Creek	Letter
<b>3.</b>	Mar 20, 2023	Citizen	Email
<b>4.</b>	Mar 22, 2023	Citizen	Card
<b>5.</b>	Mar 22, 2023	Citizens	Letters
<b>6.</b>	Mar 21, 2023	APWA Alberta Chapter	Newsletter
<b>7.</b>	Mar 23, 2023	Citizen	Email
<b>8.</b>	Mar 23, 2023	Oldman Watershed Council	Thank You Card
<b>9.</b>	Mar 24, 2023	Citizens	Letters
<b>10.</b>	Mar 28, 2023	Town of Barrhead	Letter of Support - EPR Exemption for Newspaper Media
<b>11.</b>	Mar 27, 2023	Pincher Creek Community Hall Society	Letter
<b>12.</b>	Mar 30, 2023	Alberta Municipal Affairs	Letter
<b>13.</b>	Mar 30, 2023	Alberta Municipal Affairs	Letter
<b>14.</b>	Mar 30, 2023	Citizen	Email
<b>15.</b>	Mar 29, 2023	Citizen	Letter
<b>16.</b>	Mar 30, 2023	Alberta Municipal Affairs	Letter
<b>17.</b>	Mar 30, 2023	Alberta Municipal Affairs	Letter

<b>18.</b>	Apr 3, 2023	Citizen	Email
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