



AGENDA
TOWN OF PINCHER CREEK
SPECIAL BUDGET COUNCIL MEETING AGENDA
November 8, 2023 AT 9:00 A.M.
Council Chambers, 962 St. John Avenue
[Zoom Link](#)

1. **Call to Order**
2. **Agenda Approval**
3. **New Business**
 - 3.1 Memo of changes #1 - Final (Page 2)
 - 3.2 Utility Rate Changes (Page 5)
 - 3.3 Tax and Utility Comparison (Page 6)
 - 3.4 Memo of changes # 2 (Page 7)
 - 3.5 Capital Budget List (Page 8)
 - 3.6 Email Regarding Carriage Garden (Page 53)
4. **Closed Session**
 - 4.1 Administration Transition
5. **Adjournment**



**TOWN OF PINCHER CREEK
2024
Operating Budget Adjustments
Administration Suggestions
October 18, 2023
Memo of Changes #1**

3:24 PM
11/4/2023

				BUDGET	BUDGET
				ADJUSTMENTS	TOTAL
					2024
DEPARTMENT	REV/EXP	G/L ACCOUNT #	DESCRIPTION		
Net Deficit	without amortization		Net Deficit as presented Oct 12, 2023		(1,156,690.00)
General Municipal	Franchise fees - APEX	0000001540	Reduced to actual as per 2022 (524,00 to 512,000)	(12,000.00)	(1,168,690.00)
General Municipal	Franchise fees - Fortis	0000001540	Increase based on 2024 estimates	47,000.00	(1,121,690.00)
Recreation	Salaries & Benefits	various	remove Admin Assistant not filled	Agreed	74,765.00 (1,046,925.00)
Streets	R&M	3200002250	remove dust control (15,000)	Do not remove	- (1,046,925.00)
Streets	Professional services	3200002230	remove snow removal trucking \$30,000 (see attached actuals)	Do not remove	- (1,046,925.00)
Streets	Professional Services	3200002230	remove Special Accommodation Snow removal program (see attached actuals) adjust from 20,000 to 10,000	Agreed	10,000.00 (1,036,925.00)

Mayor Don Anderberg

CAO/Director of Finance HR



**TOWN OF PINCHER CREEK
2024
Operating Budget Adjustments
Administration Suggestions
October 18, 2023
Memo of Changes #1**

3:24 PM
11/4/2023

					BUDGET ADJUSTMENTS	BUDGET TOTAL 2024
DEPARTMENT	REV/EXP	G/L ACCOUNT #	DESCRIPTION			
Streets	Goods	3200002510	remove Christmas Decorations (2023 3,000; 2024 increased to 5,000) (Oct 18 Council reduced to 2,500)	Agreed	2,500.00	(1,034,425.00)
CRC	R&M	7221002250	remove fence replacement (picture attached)	Agreed	12,000.00	(1,022,425.00)
Parks	R&M	7105002250	remove Carriage Garden Irrigation Repair (see attached #9)	Agreed	15,000.00	(1,007,425.00)
Parks	R&M	7105002250	Campground kitchen ceiling replacement (see attached for explanation #5) Council agreed to fund through reserves Oct 26, 2023	Agreed	10,000.00	(997,425.00)
Parks	Goods	7105002510	remove signage at parks (2023 Project not completed was to be funded from reserves in 2023)	Agreed	5,000.00	(992,425.00)
Sport Fields	Goods	7107002510	remove replacement of soccer frames (see attached #7) (funded through Reserves)	Agreed	7,000.00	(985,425.00)

Mayor Don Anderberg

CAO/Director of Finance HR



**TOWN OF PINCHER CREEK
2024
Operating Budget Adjustments
Administration Suggestions
October 18, 2023
Memo of Changes #1**

3:24 PM
11/4/2023

					BUDGET ADJUSTMENTS	BUDGET TOTAL 2024
DEPARTMENT	REV/EXP	G/L ACCOUNT #	DESCRIPTION			
Pool	Training & Travel	7102002210	reduce lifeguard training incentive and complete some training in-house	Agreed	2,500.00	(982,925.00)
Pool	Goods	7102002510	reduce lifeguarding equipment	Agreed	1,000.00	(981,925.00)
Events	Professional Services	7415002230	remove garbage pickup for events (see attached #8)	Agreed	2,500.00	(979,425.00)
Council	Goods	1100002510	remove council float supplies	Agreed	1,000.00	(978,425.00)
Council	Goods	1100002510	remove Candy for parades (Oct 18 Council agreed to increase from \$1,000 to \$2,000)	Agreed	(1,000.00)	(979,425.00)
Waste Management	Professional Services	4300002230	increase recycling by 2.5%	Agreed	(2,550.00)	(981,975.00)
Waste Management	Sales and Service	4300001410	increase recycle revenue to cover 2.5%	Agreed	2,550.00	(979,425.00)

Mayor Don Anderberg

CAO/Director of Finance HR



**TOWN OF PINCHER CREEK
2024 PROPOSED UTILITY RATE
INCREASES**

3:50 PM
10/6/2023

	\$/Month	\$/Billing	# of Utility Accounts 1,582	Annual Amount
Water Rates	\$ 4.00	\$ 8.00		\$ 75,936.00
Wastewater Rates	\$ 2.75	\$ 5.50		\$ 52,206.00
Waste Management	\$ 3.25	\$ 6.50		\$ 61,698.00
Recycle	\$ 1.80	\$ 3.59		\$ 34,076.28
Storm Water	<u>\$ 0.05</u>	<u>\$ 0.10</u>		<u>\$ 3,840.00</u>
	<u><u>\$ 11.80</u></u>	<u><u>\$ 23.59</u></u>		<u><u>\$ 223,916.28</u></u>

Residential and Utility Rates Comparison

	2022 Pincher Creek	2023 Pincher Creek	2024 Pincher Creek	2023 Raymond	2023 Claresholm	2023 Nanton	2023 Coalhurst	2023 Cardston	2023 Crowsnest Pass	2023 Fort Macleod
Utility Rates (Bi-Monthly Increase)		\$ 7.50	\$ 8.00							
Water Meter Base Rate	\$ 27.82	\$ 35.32	\$ 43.32	\$ 54.00	\$ 71.40	\$ 59.00	\$ 40.00	\$ 52.00	\$ 73.98	\$ 81.74
Water Consumption Charge	\$ 1.12/m ³	\$ 1.12/m ³		\$ 0.99/m ³	\$ 1.68/m ³	\$ 0 on the first 18 m ³ ; \$2.15 - 18 to 36 cum; \$2.70 - 36 to 45 cum; \$2.90 - 45 and over	0 to 32 m ³ - \$1.25; over 32 m ³ - \$1.75	\$ 1.29/m ³	N/A	\$ 1.00/m ³
Wastewater (Sewer) Base Rate	\$ 32.12	\$ 36.62	\$ 42.12	\$ 42.00	\$ 33.66	\$ 75.00	\$ 75.56	\$ 103.32	\$ 73.98	\$ 100.72
Sewer Usage Charge	N/A	N/A			\$ 0.92/m ³ Charged on 50% of water consumption	\$ 0 on the first 18 m ³ ; \$2.15 - 18 to 36 cum; \$2.70 - 36 to 45 cum; \$2.90 - 45 and over		N/A	N/A	N/A
Garbage Base Rate	\$ 15.08	\$ 21.58	\$ 28.08		N/A	N/A		\$ 8.80	\$ 51.64	N/A
Garbage Collection Charge	\$ 23.40	\$ 23.40	\$ 23.40	\$ 55.00	\$ 25.00	\$ 17.40	\$ 38.30	\$ 23.50	\$ -	\$ 36.42
Recycling Base Rate	\$ 7.16	\$ 7.16	\$ 10.75		\$ 22.74	\$ 13.00	\$ 4.46	\$ 3.40	\$ 7.22	N/A
Stormwater rate		\$ 17.00	\$ 17.10			\$ 4.25	\$ 11.14			
Total Base Rate (for comparison)	\$ 105.58	\$ 141.08	\$ 164.77	\$ 151.00	\$ 152.80	\$ 168.65	\$ 169.46	\$ 191.02	\$ 206.82	\$ 218.88
Total Utility Rate Increase per Billing			<u>\$ 23.69</u>							

Tax Rate	0.101382	0.00927990		0.0841696	0.0064545	0.008488	0.0074952	0.0071000	0.0077943	0.005809002
Population		3,463		4,199	3,804	2,167	2,869	3,724	5,695	3,297
FortisAlberta Franchise Fees (Max 20%)		13%		16%	5%	9%	8%		16%	15%
APEX Utilities Franchise Fees (Max 35%)		25%		15%	10%	19%	10%	20%	25%	12.50%

***Some Municipalities are with ATCOGAS



**TOWN OF PINCHER CREEK
2024
Operating Budget Adjustments
Administration Suggestions
November 8, 2023
Memo of Changes #2**

3:56 PM
11/6/2023

				BUDGET ADJUSTMENTS	BUDGET TOTAL 2024
DEPARTMENT	REV/EXP	G/L ACCOUNT #	DESCRIPTION		
Net Deficit	without amortization		Net Deficit as presented Oct 18, 2023		(979,425.00)
General Municipal	Franchise Fee Revenue	0000001540	increase franchise fees to maximum Fortis Alberta	227,000.00	(752,425.00)
General Municipal	Franchise Fee Revenue	0000001540	increase franchise fees to maximum APEX	227,000.00	(525,425.00)
Various	Benefits	various	reduction of LAPP % over YMPE	4,040.00	(521,385.00)
General Municipal	Property Taxes	various	increase taxes an additional 3% to cover increase in Grants, Insurance, Reduction in RCMP Revenue and Power Increases (total tax increase would be 5%)	148,569.00	(372,816.00)
PC Humane Society	Transfer from reserves	2614001920	Survey & Subdivision Humane Society (move to 2025)	8,000.00	(364,816.00)
Parks	Goods	7105002510	remove Playground upgrades for 2024	10,000.00	(354,816.00)
CRC	Transfer To Reserves	7221002760	Remove as per Council Meeting Oct 18, 2023	150,000.00	(204,816.00)
CRC	Transfer From Reserves	7221001920	Remove as per Council Meeting Oct 18, 2023	(150,000.00)	(354,816.00)
Pool	Salaries and Benefits	various	Increased wages and benefits based on 2023 actual service levels	(93,000.00)	(447,816.00)
COUNCIL DISCUSSION ITEMS					
Utilities	Transfer from Reserves	Various	Transfer from reserves to cover deficits as was done in 2023???		(447,816.00)
Energy	Professional Services		Municipal Energy Project Lead 2024 - ???		(447,816.00)
PCCELC			Repairs and Maintenance\$14,500; Security Cameras 2 more each site; only 1 per site currently - \$2,500		(447,816.00)
PCCELC			Grant \$233,584		(447,816.00)
Various	Salaries & Benefits	various	Reduce new positions???		(447,816.00)

Mayor Don Anderberg

CAO/Director of Finance HR



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Proposed Capital and Operating Projects for 2024	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 11/8/2023

PURPOSE:

Draft 2024 Operating and Capital Budgets listing the proposed projects that would be undertaken in 2024 if approved.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the attached 2024 Total Operating Projects in the amount of _____.

That Council for the Town of Pincher Creek approve the attached 2024 Total Capital Projects in the amount of _____.

BACKGROUND/HISTORY:

Administration has provided Council with the draft 2024 Operating and Capital Budgets listing the proposed projects that would be undertaken in 2024 if approved.

Based on the last few budget discussions an updated list of projects is now provided to Council for further review and discussion.

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the 2024 Operating and Capital project list as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The projects listed support the implementation of three Strategic Priorities of Council: Communication, Asset Management and Financial Management.

FINANCIAL IMPLICATIONS:

1. CRC Facility Upgrades \$62,000
2. Operations Facility Upgrades \$56,000
3. Sanitary Sewer CCTV Inspections \$85,000
4. WTP Secondary Dam Assessment \$26,000
5. New Town Website \$60,000
6. Brine Leak \$12,000
7. Dressing Room 5 \$15,000

- 8. Fire Alarm Assessment \$10,000
- 9. Lebel Windows Phase 1 \$54,928.40 (\$35,533 grant)
- 10. MPF Solar Installation \$11,000

PUBLIC RELATIONS IMPLICATIONS:

Information on projects approved will be provided to the public once the overall budget is approved by Council.

ATTACHMENTS:

- 1. 2024-OP-XX CRC Facility Upgrades - 3268
- 2. 2024-OP-XX Operations Facility Upgrades - 3268
- 2024 Capital Budget Summary Revised 2023.11.08 - 3290
- 2024 Operating Projects - 3290
- 3. 2024-OP-XX Sanitary Sewer CCTV Inspections - 3268
- 4. 2024-OP-XX WTP Secondary Dam Assessment - 3268
- 5. Communications 2024-OP-XX New Town Website - 3268
- 6. Project Proposal Form - Brine Leak - 3268
- 7. Project Proposal Form - Dressing Room 5 - 3268
- 8. Project Proposal Form - Fire Alarm Assesment - 3268
- 9. Tristan Lebel Windows Phase 1 Project Proposal Form(Tristan) - 3268
- d10. Tristan MPF Solar Installation Proposal Form(Tristan) - 3268

CONCLUSION/SUMMARY:

Administration has provided Council with the draft 2024 Operating and Capital Budget listing the proposed projects that would be undertaken in 2024 if approved.

Signatures:

Department Head:

Wendy Catonio

CAO:

Angie Lucas



TOWN OF PINCHER CREEK

2024

Operating Projects

November 8, 2023

1:40 PM
11/6/2023

				BUDGET TOTAL 2024
DEPARTMENT	REVENUE	PROJECT	DESCRIPTION	
CRC	Reserves	CRC Facility Upgrades	Replace Wastewater Plumbing; 1 water heater and 2 furnaces	62,000.00
Operations	Reserves	Operation Facility Upgrades	Joint Seal and Paint Main Shop; 3 window replacements; electrical panel upgrade/replacement; ATCO Trailer set up for Parks team	56,000.00
Wastewater	Reserves	Sanitary Sewer CCTV Inspections	Complete inspection of wastewater lines; complete pipe flushing and root cutting; provides information of condition of pipes	85,000.00
Water	Reserves	WTP Secondary Dam Assessment	Dam Consequence Assessment; Dam Breach simulation; flood modelling	26,000.00
Communication	Reserves	New Town Website	Creation of new Town website; website design and development; training and testing internally and externally; launch of new website	60,000.00
PC Humane Society	Reserves	Subdivide Property for Humane Society Building	Subdivision of Humane Society Building currently located on Operations Shop Land	8,000.00
Arena	Reserves	Brine Line Repair	Push a new 3/4 inch line inside the existing 3/4 inch line to repair the leaks	12,000.00
Arena	Reserves	Shower Installation	Install shower in dressing room 5 to accommodate female players	15,000.00
Arena	Reserves	Fire Alarm Panel Assessment Report	Engage an engineering firm to assess existing fire alarm system and provide recommendations on replacement/upgrade	15,000.00

Mayor Don Anderberg

CAO/Director of Finance HR



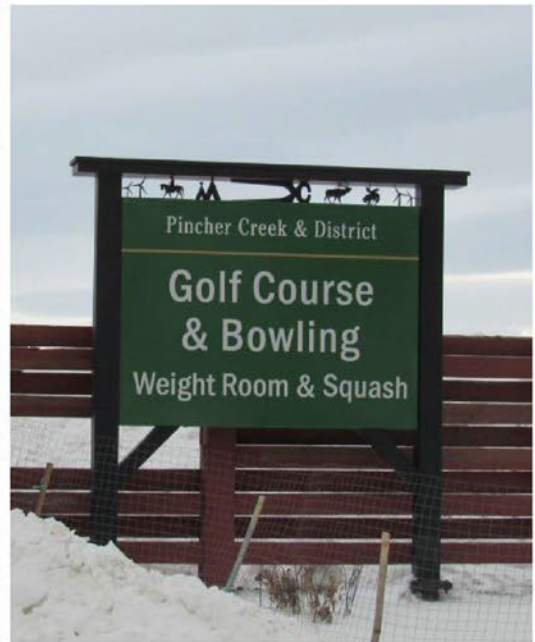
PROJECT PROPOSAL

Proposed Budget Year: 2024

Date Drafted: September 19, 2023

Project Title:	CRC Facility Upgrades		
Project Location:	Community Recreation Centre, 942 Hyde Street		
Department:	Operations – <i>Facilities</i>		
Budget Type:	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	
Project Type:	Planning <input type="checkbox"/> Study <input type="checkbox"/> Master Plan	Infrastructure <input type="checkbox"/> New Asset <input checked="" type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Asset Disposal / Decommissioning	<input type="checkbox"/> Asset Replacement (Full) <input checked="" type="checkbox"/> Asset Replacement (Partial)

Photo(s):



Project Description

Project Purpose:	To maintain the Community Recreation Centre in a reasonable state of repair.
-------------------------	--

2022-2026 Strategic Plan Alignment:	<input type="checkbox"/> Communication – <i>Good communication with our community and stakeholders</i> <input type="checkbox"/> Partnerships – <i>Promote and support community sustainability through partnerships</i> <input checked="" type="checkbox"/> Recreation – <i>Assist our residents in attaining a good quality of life</i> <input checked="" type="checkbox"/> Asset Management – <i>Maintaining and improving the physical assets of our Town</i> <input type="checkbox"/> Financial Management – <i>Managing the financial resources of our Town wisely</i> <input type="checkbox"/> Economic Development – <i>Retaining and increasing local business growth, attracting new investment and more residents</i> Comments:
Need / Justification:	<input type="checkbox"/> Legislative Requirement – <i>i.e. MDP, ASP, etc.</i> <input type="checkbox"/> Long-Term Capital Plan Comments: <p>As per the CRC Facility Lifecycle Assessment conducted in 2023, the plumbing in the CRC facility is deteriorating, was not installed correctly originally, and has on-going leakage and blockage problems. This has caused concern with both the tenants and operations maintenance staff, especially given the lease agreement being vague on responsibilities. It is recommended to replace all plumbing in the facility to ensure longevity and minimize back-ups in the future.</p> <p>In the same lifecycle assessment, the water heater for the golf clubhouse was identified as being past its useful life and requiring replacement (currently 22 years old). There is also concern with carbon monoxide exposure due to insufficient venting from the water heater.</p> <p>In the CRC facility there are a total of 9 furnaces; 5 in the golf course/club house area, and 4 in the bowling alley area. The clubhouse furnaces are in good condition. The bowling alley area saw 2 furnaces replaced in 2023, and administration plans to replace an additional 2 in 2024 which will bring the facility into overall good condition for HVAC.</p>
Project Scope:	<ul style="list-style-type: none"> - Replace all internal wastewater plumbing - Replace 1 water heater - Replace 2 furnaces

Project Cost

Activity	Expense Budget
Plumbing Replacement	\$ 40,000
Water Heater Replacement	\$ 10,000
Furnace Replacements	\$ 12,000
TOTAL	\$ 62,000

Estimate Detail: Detailed (+/-15%) Preliminary (+/-30%) Conceptual (+/- 50%) Strategic (+/-100%)

Funding Sources

Source	Grant Provider or Reserve G/L	Revenue Budget
Grant		\$ 0
Reserves	General Contingency Reserve <i>(Projected year-end 2023 balance: \$147,489)</i>	\$ 62,000
Debt		\$ 0
TOTAL		\$ 62,000

Example: Has grant been received, or waiting for confirmation?

Comments:

Impacts to On-Going Operational Costs

After project completion, Operating Budgets are anticipated to: Increase Decrease No Change

By: \$ 0

Examples: Requires additional staff; Reduced power consumption; Reduction in repairs & maintenance.

Comments:

Routine asset replacement will ensure the repairs and maintenance of the facility remains relatively consistent.

Personnel

Director Accountable for Project: Director of Operations & Infrastructure (Alexa Levair)

Project Manager: Operations Manager

Team Members: Operations Coordinator - Facilities

Timeline/Schedule

Year	Project Activities	Annual Budget Allocation
2024	Replacement of plumbing, furnaces, and water heater	\$ 62,000

Interdepartmental Impacts

Examples: New facility will impact Operations Department for utility servicing; Road Replacement in front of facility will impact Community Services; Impacts to any lease agreement will require legislative services involvement.

Will this project require participation from other departments?

Comments:

No interdepartmental impacts, however, user groups will be impacted. Administration will work with leaseholders to ensure advanced notice of construction and minimize the disruption to operation.

Implications of Deferral or Non-Approval

Examples: If ABC is deferred or denied, operating budget for repairs & maintenance may increase due to rapidly deteriorating condition; If ABC facility is not approved there may be public dissatisfaction because of XYZ; If new piece of equipment is not approved, XYZ services will not be able to continue and will result in a decreased level of service.

Comments:

Administration anticipates an increase in repairs and maintenance costs if routine asset maintenance is not conducted in a proactive manner. Sewer back-ups will require closure of the facility and potential insurance claims for damages if on-going issues are not addressed.

Alternatives

1. Defer to 2025
 2. Approve plumbing replacement only, defer furnaces and hot water heater
 3. Approve furnaces only, defer plumbing replacement and hot water heater
 4. Approve hot water heater only, defer plumbing replacement and furnaces
 5. Approve furnaces and hot water heater, defer plumbing replacement
-

Community Engagement

The level of community engagement anticipated for this project:

- None
- Inform (*notification only*)
 - Locally affected only
 - Town-wide notification
- Consult (*request community feedback*)
- Collaborate (*involve community in decision-making process*)
- Empower (*allow community to decide, i.e. plebiscite*)

Will a Community Engagement Strategy be required to be approved by Council? Yes No

Examples: Intend to have public open house; Intend to collaborate with XYZ user group that will be impacted.

Comments:

Clear communication with affected user groups will be critical to this project.

Priority Ranking

1. Safety
2. Environmental/Legal Compliance
3. Other
 - a. Long-Term Cost Reduction
 - b. Increased Service Levels
 - c. Maintaining Existing Service Levels



PROJECT PROPOSAL

Proposed Budget Year: 2024

Date Drafted: September 25, 2023

Project Title:	Operations Facility Upgrades		
Project Location:	1068 Kettle Street, <i>Operations Shop</i>		
Department:	Operations – <i>Facilities</i>		
Budget Type:	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	
Project Type:	Planning <input type="checkbox"/> Study <input type="checkbox"/> Master Plan	Infrastructure <input type="checkbox"/> New Asset <input checked="" type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Asset Disposal / Decommissioning	<input type="checkbox"/> Asset Replacement (Full) <input checked="" type="checkbox"/> Asset Replacement (Partial)

Photo(s):



Project Description

Project Purpose:	To maintain the Operations Shop in a reasonable state of repair.
-------------------------	--

2022-2026 Strategic Plan Alignment:	<input type="checkbox"/> Communication – <i>Good communication with our community and stakeholders</i> <input type="checkbox"/> Partnerships – <i>Promote and support community sustainability through partnerships</i> <input type="checkbox"/> Recreation – <i>Assist our residents in attaining a good quality of life</i> <input checked="" type="checkbox"/> Asset Management – <i>Maintaining and improving the physical assets of our Town</i> <input type="checkbox"/> Financial Management – <i>Managing the financial resources of our Town wisely</i> <input type="checkbox"/> Economic Development – <i>Retaining and increasing local business growth, attracting new investment and more residents</i> Comments:
Need / Justification:	<input type="checkbox"/> Legislative Requirement – <i>i.e. MDP, ASP, etc.</i> <input type="checkbox"/> Long-Term Capital Plan Comments: <p>As per the Operations Facility Lifecycle Assessment conducted in 2022, various repairs and upgrades are required to maintain the building. With no firm plans for a new facility, the Town must continue to ensure the existing facility is maintained to extend the life as long as possible.</p> <p>The exterior appearance of the facility is deteriorating, including with joints being exposed (leaving the building susceptible to moisture) and paint being damaged and heavily flaking. Both joint sealing and painting was recommended in the Lifecycle Assessment.</p> <p>Replacement windows was also recommend in the lifecycle assessment. The Town replaced 2 of these windows in 2022, with plans for replacement of 3 additional windows in 2024.</p> <p>In order to facilitate the transition of the Parks Department into the Operations Team, the old ATCO Trailer will be required to be set up for sufficient locker room space for the summer staff. In order to ensure electrical capacity to connect the additional structure, an electrical panel upgrade is required due to circuits being maxed out. Additionally, an allowance has been included to furnish the locker room and lunch room space for the Parks Team.</p>
Project Scope:	<ul style="list-style-type: none"> - Joint Seal and Paint Main Shop - Window Replacements x3 - Electrical Panel Upgrade/Replacement - ATCO Trailer Set-Up for Parks Team

Project Cost

Activity	Expense Budget
Joint Sealing & Painting	\$ 16,000
Window Replacements	\$ 10,000
Electrical Panel Upgrades	\$ 20,000
ATCO Trailer Set-Up	\$10,000
TOTAL	\$ 56,000

Estimate Detail: Detailed (+/-15%) Preliminary (+/-30%) Conceptual (+/- 50%) Strategic (+/-100%)

Funding Sources

Source	Grant Provider or Reserve G/L	Revenue Budget
Grant		\$ 0
Reserves	General Contingency Reserve <i>(Projected year-end 2023 balance: \$147,489)</i>	\$ 56,000
Debt		\$ 0
TOTAL		\$ 56,000

Example: Has grant been received, or waiting for confirmation?

Comments:

Impacts to On-Going Operational Costs

After project completion, Operating Budgets are anticipated to: Increase Decrease No Change

By: \$ 2,000

Examples: Requires additional staff; Reduced power consumption; Reduction in repairs & maintenance.

Comments:

Additional ATCO Trailer for Parks Team will increase janitorial requirements during the summer months. No change in repairs and maintenance budgets.

Personnel

Director Accountable for Project: Director of Operations & Infrastructure (Alexa Levair)

Project Manager: Operations Manager

Team Members: Operations Coordinator - Facilities

Timeline/Schedule

Year	Project Activities	Annual Budget Allocation
2024	Facility Maintenance Upgrades	\$ 56,000

Interdepartmental Impacts

Examples: New facility will impact Operations Department for utility servicing; Road Replacement in front of facility will impact Community Services; Impacts to any lease agreement will require legislative services involvement.

Will this project require participation from other departments?

Comments:

None anticipated.

Implications of Deferral or Non-Approval

Examples: If ABC is deferred or denied, operating budget for repairs & maintenance may increase due to rapidly deteriorating condition; If ABC facility is not approved there may be public dissatisfaction because of XYZ; If new piece of equipment is not approved, XYZ services will not be able to continue and will result in a decreased level of service.

Comments:

The Operations Shop Facility is over 60 years old and is in deteriorating condition. If minimum maintenance is deferred or rejected, the facility has a higher likelihood of failure or possibly become inhabitable for staff.

Alternatives

1. Defer to 2025
-

Community Engagement

The level of community engagement anticipated for this project:

- None
- Inform (*notification only*)
 - Locally affected only
 - Town-wide notification
- Consult (*request community feedback*)
- Collaborate (*involve community in decision-making process*)
- Empower (*allow community to decide, i.e. plebiscite*)

Will a Community Engagement Strategy be required to be approved by Council? Yes No

Examples: Intend to have public open house; Intend to collaborate with XYZ user group that will be impacted.

Comments:

Priority Ranking

1. Safety
2. Environmental/Legal Compliance
3. Other
 - a. Long-Term Cost Reduction
 - b. Increased Service Levels
 - c. Maintaining Existing Service Levels



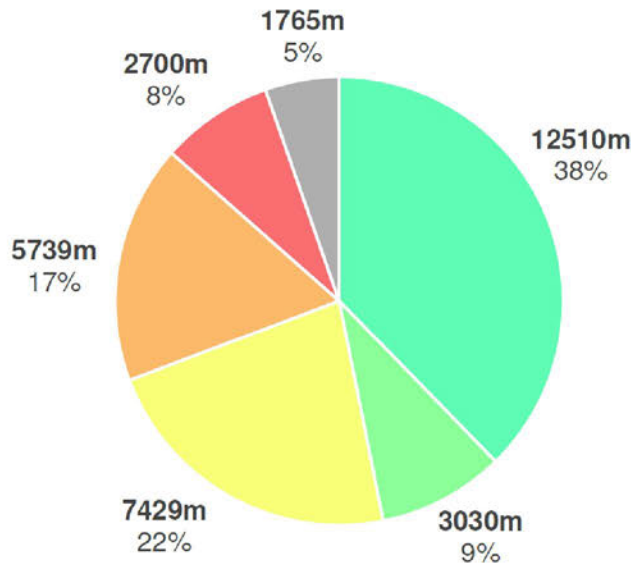
PROJECT PROPOSAL

Proposed Budget Year: 2024

Date Drafted: July 17, 2023

Project Title:	Sanitary Sewer CCTV Inspections	
Project Location:	NE quadrant	
Department:	Operations – <i>Utilities</i>	
Budget Type:	<input checked="" type="checkbox"/> Operating <input type="checkbox"/> Capital	
Project Type:	Planning <input checked="" type="checkbox"/> Study <input type="checkbox"/> Master Plan	Infrastructure <input type="checkbox"/> New Asset <input type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Asset Disposal / Decommissioning <input type="checkbox"/> Asset Replacement (Full) <input type="checkbox"/> Asset Replacement (Partial)

Photo(s):



Project Description

Project Purpose: To conduct video inspections of the Town’s sanitary sewer network, have engineering assessment and condition rating, with final reports being incorporated into Asset Management Software.

<p>2022-2026 Strategic Plan Alignment:</p>	<p><input type="checkbox"/> Communication – <i>Good communication with our community and stakeholders</i></p> <p><input type="checkbox"/> Partnerships – <i>Promote and support community sustainability through partnerships</i></p> <p><input type="checkbox"/> Recreation – <i>Assist our residents in attaining a good quality of life</i></p> <p><input checked="" type="checkbox"/> Asset Management – <i>Maintaining and improving the physical assets of our Town</i></p> <p><input type="checkbox"/> Financial Management – <i>Managing the financial resources of our Town wisely</i></p> <p><input type="checkbox"/> Economic Development – <i>Retaining and increasing local business growth, attracting new investment and more residents</i></p> <p>Comments:</p> <p>Condition assessments are critical to asset management for determination of priority replacements.</p>
<p>Need / Justification:</p>	<p><input type="checkbox"/> Legislative Requirement – <i>i.e. MDP, ASP, etc.</i></p> <p><input type="checkbox"/> Long-Term Capital Plan</p> <p>Comments:</p> <p>The Town has previously committed to 4 phases of Sanitary Sewer Condition Assessments. Over 30km of sanitary sewer has been inspected to date. There is approximately 1 phase remaining in order to complete assessments of the Town’s entire network.</p>
<p>Project Scope:</p>	<ul style="list-style-type: none"> - NASSCO Certified inspector completes sewer inspections on pipe network - Complete pipe flushing and root cutting along the routes - Engineers review footage and ratings and provide condition ratings based on pre-approved criteria - Engineers provide report, spreadsheet, and GIS files of condition ratings

Project Cost

Activity	Expense Budget
Design/Engineering	\$ 85,000
Construction	\$ 0
Contingency	\$ 0
TOTAL	\$ 85,000

Estimate Detail: Detailed (+/-15%) Preliminary (+/-30%) Conceptual (+/- 50%) Strategic (+/-100%)

Funding Sources

Source	Grant Provider or Reserve G/L	Revenue Budget
Grant		\$ 0
Reserves	Utilities Reserve <i>(Projected year-end 2023 balance: \$838,116)</i>	\$ 85,000
Debt		\$ 0
TOTAL		\$ 85,000

Example: Has grant been received, or waiting for confirmation?

Comments:

Operations is seeing significant cost savings by determining areas that are candidates for lining rather than replacement, which is approximately 25% of the project cost. Operations feels this is very cost effective use of reserve funds.

Impacts to On-Going Operational Costs

After project completion, Operating Budgets are anticipated to: Increase Decrease No Change

By: \$ 0

Examples: Requires additional staff; Reduced power consumption; Reduction in repairs & maintenance.

Comments:

Assessment report does not have impact on on-going operational costs.

Personnel

Director Accountable for Project: Director of Operations & Infrastructure (Alexa Levair)

Project Manager: Operations Manager

Team Members: Operations Coordinator – Utilities

Timeline/Schedule

Year	Project Activities	Annual Budget Allocation
2024	Assessment and reporting	\$ 85,000

Interdepartmental Impacts

Examples: New facility will impact Operations Department for utility servicing; Road Replacement in front of facility will impact Community Services; Impacts to any lease agreement will require legislative services involvement.

Will this project require participation from other departments?

Comments: No interdepartmental impacts.

Implications of Deferral or Non-Approval

Examples: If ABC is deferred or denied, operating budget for repairs & maintenance may increase due to rapidly deteriorating condition; If ABC facility is not approved there may be public dissatisfaction because of XYZ; If new piece of equipment is not approved, XYZ services will not be able to continue and will result in a decreased level of service.

Comments:

No urgent implications of deferral. Data will remain incomplete until such time as the remaining sewer mains are inspected. Until such time as the Town has holistic data, it is difficult to make truly informed decisions on priority replacements. Partial information can create a bias where you go with what you know, and assume the unknown is 'fine'.

Alternatives

1. Defer the Sanitary Sewer CCTV Inspections to 2025
 2. Discontinue the Sanitary Sewer CCTV Inspection program
 3. Reduce Sanitary Sewer CCTV program scope to less lengths (will require longer timeframe to complete, with likely additional costs for multiple mobilizations)
-

Community Engagement

The level of community engagement anticipated for this project:

- None
- Inform (*notification only*)
 - Locally affected only
 - Town-wide notification
- Consult (*request community feedback*)
- Collaborate (*involve community in decision-making process*)
- Empower (*allow community to decide, i.e. plebiscite*)

Will a Community Engagement Strategy be required to be approved by Council? Yes No

Examples: Intend to have public open house; Intend to collaborate with XYZ user group that will be impacted.

Comments:

Because the contractor is very visible, administration will put out Town notifications via website and social media alerting that a contractor is doing work on behalf of the Town.

Priority Ranking

1. Safety
2. Environmental/Legal Compliance
3. Other
 - a. Long-Term Cost Reduction
 - b. Increased Service Levels
 - c. Maintaining Existing Service Levels



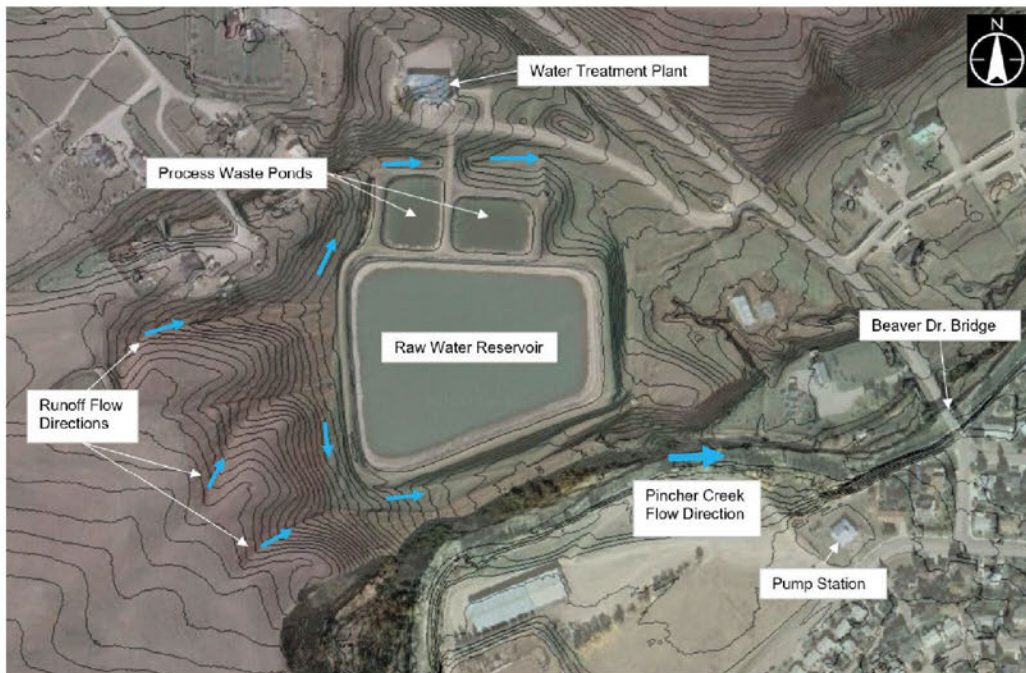
PROJECT PROPOSAL

Proposed Budget Year: 2024

Date Drafted: July 31, 2023

Project Title:	WTP Secondary Dam Assessment		
Project Location:	1100 Beaver Drive (Water Treatment Plant)		
Department:	Operations – <i>Utilities</i>		
Budget Type:	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	
Project Type:	Planning	Infrastructure	
	<input checked="" type="checkbox"/> Study	<input type="checkbox"/> New Asset	<input type="checkbox"/> Asset Replacement (Full)
	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Repair/Maintenance	<input type="checkbox"/> Asset Replacement (Partial)
		<input type="checkbox"/> Asset Disposal / Decommissioning	

Photo(s):



Project Description

Project Purpose:	To complete a secondary, quantitative dam assessment on the raw water pond located at the Water Treatment Plant.
-------------------------	--

2022-2026 Strategic Plan Alignment:	<input type="checkbox"/> Communication – <i>Good communication with our community and stakeholders</i> <input type="checkbox"/> Partnerships – <i>Promote and support community sustainability through partnerships</i> <input type="checkbox"/> Recreation – <i>Assist our residents in attaining a good quality of life</i> <input checked="" type="checkbox"/> Asset Management – <i>Maintaining and improving the physical assets of our Town</i> <input type="checkbox"/> Financial Management – <i>Managing the financial resources of our Town wisely</i> <input type="checkbox"/> Economic Development – <i>Retaining and increasing local business growth, attracting new investment and more residents</i> Comments:
Need / Justification:	<input checked="" type="checkbox"/> Legislative Requirement – <i>i.e. MDP, ASP, etc.</i> <input type="checkbox"/> Long-Term Capital Plan Comments: <p>A preliminary dam assessment was completed in 2023. The result of that assessment was that the consequence rating of a dam failure would be “high”. This has prompted the initiation of a secondary, quantitative assessment including a detailed dam breach simulation and flood routing modelling.</p> <p>According to the 2018 <i>Alberta Dam and Canal Safety Directive</i>, “the owner of dam must review and re-assess the consequence classification when there is a significant change in risk to the factors at risk for the dam”.</p> <p>Downstream development is potentially one of those factors that will change the population at risk (PAR) and as a result, the dam classification. For a dam with “High” consequence classification, the Directive requires re-assessment of the classification at least every 7 years.</p>
Project Scope:	<p>The requirements of the secondary dam assessment are still being determined by the Dam Safety Review Board, but will include:</p> <ul style="list-style-type: none"> - Dam Consequence Assessment - Dam breach simulation - Flood modelling

Project Cost

Activity	Expense Budget
Design/Engineering	\$ 26,000
Construction	N/A
Contingency	N/A
TOTAL	\$ 26,000

Estimate Detail: Detailed (+/-15%) Preliminary (+/-30%) Conceptual (+/- 50%) Strategic (+/-100%)

Funding Sources

Source	Grant Provider or Reserve G/L	Revenue Budget
Grant		\$ 0
Reserves	Utilities Reserve <i>(Projected year-end 2023 balance: \$838,116)</i>	\$ 26,000
Debt		\$ 0
TOTAL		\$ 26,000

Example: Has grant been received, or waiting for confirmation?

Comments:

Impacts to On-Going Operational Costs

After project completion, Operating Budgets are anticipated to: Increase Decrease No Change

By: \$ 15,000 recurring every 7 years (and resulting from any changes to downstream development)

Examples: Requires additional staff; Reduced power consumption; Reduction in repairs & maintenance.

Comments:

Depending on the outcome of the quantitative assessment, the Town will incur operating costs every 7 years to re-assess the dam consequence.

Personnel

Director Accountable for Project: Director of Operations & Infrastructure (Alexa Levair)

Project Manager: Director of Operations & Infrastructure

Team Members: Water Treatment Plant Operators, PCREMO

Timeline/Schedule

Year	Project Activities	Annual Budget Allocation
2024	Quantitative Dam Assessment	\$ 26,000

Interdepartmental Impacts

Examples: New facility will impact Operations Department for utility servicing; Road Replacement in front of facility will impact Community Services; Impacts to any lease agreement will require legislative services involvement.

Will this project require participation from other departments?

Comments:

Assessment not expected to impact external departments.

Implications of Deferral or Non-Approval

Examples: If ABC is deferred or denied, operating budget for repairs & maintenance may increase due to rapidly deteriorating condition; If ABC facility is not approved there may be public dissatisfaction because of XYZ; If new piece of equipment is not approved, XYZ services will not be able to continue and will result in a decreased level of service.

Comments:

As this is an on-going requirement of the Dam Safety Regulator, this is a legislated requirement. Deferral or Non-Approval could result in:

- Required capacity restrictions in the Raw Water Reservoir (which would drastically reduce the resiliency/contingency of the water source of the Town)
 - As per the *Water Act* "in the case of a corporation, to a fine of not more than \$500 000"
-

Alternatives

1. Defer Secondary Assessment to 2025 (understanding there is risk of consequences from the Dam Safety Regulator for non-compliance).
-

Community Engagement

The level of community engagement anticipated for this project:

- None
- Inform (*notification only*)
 - Locally affected only
 - Town-wide notification
- Consult (*request community feedback*)
- Collaborate (*involve community in decision-making process*)
- Empower (*allow community to decide, i.e. plebiscite*)

Will a Community Engagement Strategy be required to be approved by Council? Yes No

Examples: Intend to have public open house; Intend to collaborate with XYZ user group that will be impacted.

Comments:

No public engagement anticipated as this is a theoretical and regulatory study.

Priority Ranking

1. Safety
2. Environmental/Legal Compliance
3. Other
 - a. Long-Term Cost Reduction
 - b. Increased Service Levels
 - c. Maintaining Existing Service Levels



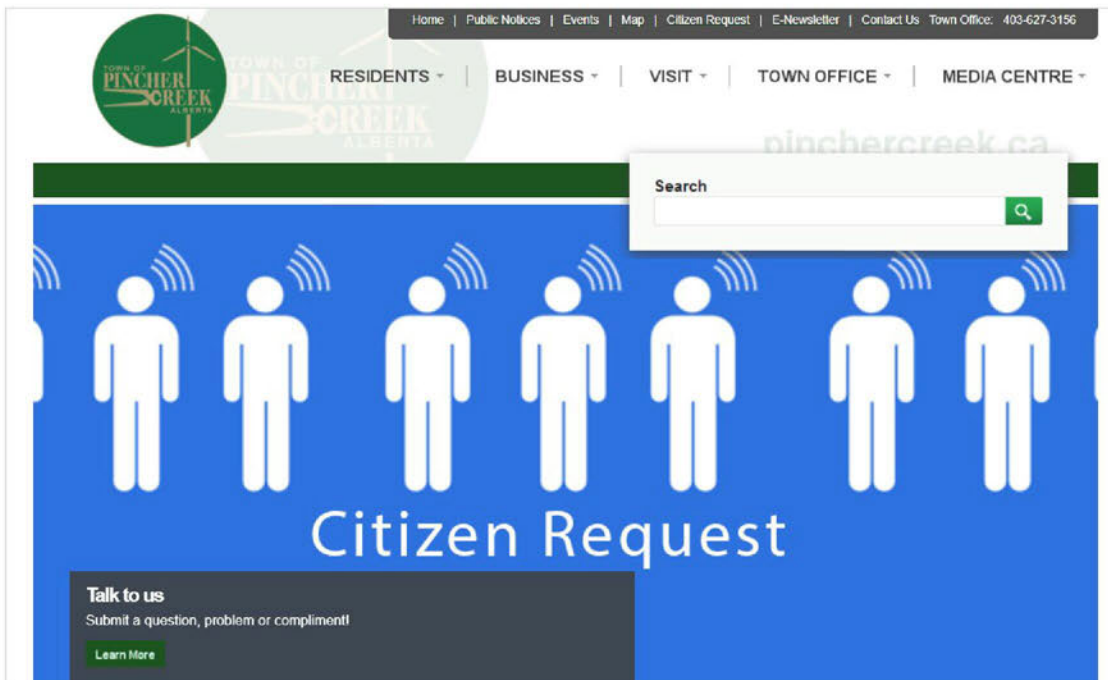
PROJECT PROPOSAL

Proposed Budget Year: 2024

Date Drafted: August 25, 2023

Project Title:	New Town Website												
Project Location:	N/A												
Department:	All												
Budget Type:	<input checked="" type="checkbox"/> Operating <input type="checkbox"/> Capital												
Project Type:	<table border="0"> <tr> <td>Planning</td> <td>Infrastructure</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Study</td> <td><input type="checkbox"/> New Asset</td> <td><input checked="" type="checkbox"/> Asset Replacement (Full)</td> </tr> <tr> <td><input type="checkbox"/> Master Plan</td> <td><input type="checkbox"/> Repair/Maintenance</td> <td><input type="checkbox"/> Asset Replacement (Partial)</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Asset Disposal / Decommissioning</td> <td></td> </tr> </table>	Planning	Infrastructure		<input type="checkbox"/> Study	<input type="checkbox"/> New Asset	<input checked="" type="checkbox"/> Asset Replacement (Full)	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Repair/Maintenance	<input type="checkbox"/> Asset Replacement (Partial)		<input type="checkbox"/> Asset Disposal / Decommissioning	
Planning	Infrastructure												
<input type="checkbox"/> Study	<input type="checkbox"/> New Asset	<input checked="" type="checkbox"/> Asset Replacement (Full)											
<input type="checkbox"/> Master Plan	<input type="checkbox"/> Repair/Maintenance	<input type="checkbox"/> Asset Replacement (Partial)											
	<input type="checkbox"/> Asset Disposal / Decommissioning												

Photo(s):



Project Description

Project Purpose:	To create a new Town website with easier navigation, clearer communication, ability to more easily interact with residents and market and showcase land and economic development opportunities.
-------------------------	---

<p>2022-2026 Strategic Plan Alignment:</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Communication – <i>Good communication with our community and stakeholders</i> <input type="checkbox"/> Partnerships – <i>Promote and support community sustainability through partnerships</i> <input type="checkbox"/> Recreation – <i>Assist our residents in attaining a good quality of life</i> <input checked="" type="checkbox"/> Asset Management – <i>Maintaining and improving the physical assets of our Town</i> <input type="checkbox"/> Financial Management – <i>Managing the financial resources of our Town wisely</i> <input checked="" type="checkbox"/> Economic Development – <i>Retaining and increasing local business growth, attracting new investment and more residents</i> <p>Comments: As communication was noted as a top priority in Council’s strategic plan, the Town’s website can often be a first impression for non-residents, jobseekers, potential investors, and tourists, while being a critical information hub for residents and businesses. Municipal websites are widely used as economic development and marketing tools and are often the first stop for investors and potential new residents looking for information.</p> <p>The Town’s website is outdated and difficult to navigate, for both the internal user being the staff and the external user being the community member and others outside of the Town’s boundaries. The Town’s website does not showcase Pincher Creek’s assets and has received a fair amount of negative comments over the past year or more from customers looking for information as it is not user friendly, and is very difficult to update and provide interesting information for the user.</p>
<p>Need / Justification:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Legislative Requirement – <i>i.e. MDP, ASP, etc.</i> <input type="checkbox"/> Long-Term Capital Plan <p>Comments: The Town’s current website does not serve its purpose as an effective communication tool. Finding the desired information is often difficult requiring multiple ‘clicks’ to reach what you are looking for. It is best practice for navigation to be intuitive while including easy to follow links to related information.</p> <p>In today’s digital age, it is also imperative to have a website that properly displays on mobile devices. The current website does not format properly on cellphones and tablets.</p> <p>The Town’s website is not effective as a marketing or destination attraction tool, it does not easily allow for land purchasers or developers to find lands for sale or to find information on the processes for purchasing vacant lands.</p> <p>In order to increase communications to the community, a new website is needed to provide effective information sharing. Communication issues was one of the main topics brought forward by residents who attended the Coffee with Council meeting, who stated there was a general lack of communication provided to the community from the Town on the website, which was poor, ineffective and dated and these same issues have been reiterated by potential new business owners and land developers etc. and potential newcomers looking to move to Pincher Creek.</p>
<p>Project Scope:</p>	<p>The creation of the new Town website project would include:</p> <ul style="list-style-type: none"> - Website Design - Basic elements of content, usability, aesthetics, visibility, and interaction - Engagement with residents, local and regional stakeholders, Council and Town staff. - Website Development based on goals, objectives, and constraints. - Training and Testing – internally and externally. - Launch of New Website

Project Cost

Activity	Expense Budget
Design/Engineering	\$ 60,000
Construction	N/A
Contingency	N/A
TOTAL	\$ 60,000

Estimate Detail: Detailed (+/-15%) Preliminary (+/-30%) Conceptual (+/- 50%) Strategic (+/-100%)

Funding Sources

Source	Grant Provider or Reserve G/L	Revenue Budget
Grant		\$ 0
Reserves		\$ 60,000
Debt		\$ 0
TOTAL		\$ 60,000

Example: Has grant been received, or waiting for confirmation?

Comments:

No grants have been found for the development of a new website at this time, but will continue to be searched for.

Impacts to On-Going Operational Costs

After project completion, Operating Budgets are anticipated to: Increase Decrease No Change

By: \$ 0

Examples: Requires additional staff; Reduced power consumption; Reduction in repairs & maintenance.

Comments:

On-going website maintenance costs are already accounted for the in the budget and not expected to change.

Personnel

Director Accountable for Project: Chief Administrative Officer

Project Manager: Communications, Marketing, & Community Engagement Officer

Team Members: Management Team

Timeline/Schedule

Year	Project Activities	Annual Budget Allocation
2024	Website Design & Implementation	\$ 60,000

Interdepartmental Impacts

Examples: New facility will impact Operations Department for utility servicing; Road Replacement in front of facility will impact Community Services; Impacts to any lease agreement will require legislative services involvement.

Will this project require participation from other departments?

Comments:

This project will impact all departments in a positive, collaborative and integrated manner. However, it will be imperative to have the cooperation of all departments to ensure critical information is relayed in an effective manner for the new website to be created correctly and operate successfully for both the internal and external users and audiences.

Implications of Deferral or Non-Approval

Examples: If ABC is deferred or denied, operating budget for repairs & maintenance may increase due to rapidly deteriorating condition; If ABC facility is not approved there may be public dissatisfaction because of XYZ; If new piece of equipment is not approved, XYZ services will not be able to continue and will result in a decreased level of service.

Comments:

The current Town website will continue to operate as-is if Council defers or defeats the new website project. This will likely lead to the continuation of complaints with ineffective communication to the community and a lack of information for staff to have access to, which effects their ability to provide an increase in the level of customer service and satisfaction.

Alternatives

1. Council may defer the new Town website to 2025.

Community Engagement

The level of community engagement anticipated for this project:

- None
- Inform (*notification only*)
 - Locally affected only
 - Town-wide notification
- Consult (*request community feedback*)
- Collaborate (*involve community in decision-making process*)
- Empower (*allow community to decide, i.e. plebiscite*)

Will a Community Engagement Strategy be required to be approved by Council? Yes No

Examples: Intend to have public open house; Intend to collaborate with XYZ user group that will be impacted.

Comments:

The new Town website is a great opportunity to ask community members, business owners and stakeholders what kind of information they want to see.

Priority Ranking

1. Safety
2. Environmental/Legal Compliance
3. Other
 - a. Long-Term Cost Reduction
 - b. Increased Service Levels
 - c. Maintaining Existing Service Levels



PROJECT PROPOSAL

Proposed Budget Year: 2023

Date Drafted: 09/18/2023

Project Title:	BRINE LINE REPAIR		
Project Location:	MCC Arena		
Department:	Recreation		
Budget Type:	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	
Project Type:	Planning <input type="checkbox"/> Study <input type="checkbox"/> Master Plan	Infrastructure <input type="checkbox"/> New Asset <input checked="" type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Asset Disposal / Decommissioning	<input type="checkbox"/> Asset Replacement (Full) <input type="checkbox"/> Asset Replacement (Partial)

Photo(s):



Project Description: Repair the broken brine line by feeding a ½” tube inside the existing piping, to allow for more consistent and efficient freezing.

Project Purpose:	To repair the broken brine line.
2022-2026 Strategic Plan Alignment:	<input type="checkbox"/> Communication – <i>Good communication with our community and stakeholders</i> <input type="checkbox"/> Partnerships – <i>Promote and support community sustainability through partnerships</i> <input checked="" type="checkbox"/> Recreation – <i>Assist our residents in attaining a good quality of life</i> <input checked="" type="checkbox"/> Asset Management – <i>Maintaining and improving the physical assets of our Town</i>

	<input type="checkbox"/> Financial Management – <i>Managing the financial resources of our Town wisely</i> <input type="checkbox"/> Economic Development – <i>Retaining and increasing local business growth, attracting new investment and more residents</i> Comments:
Need / Justification:	<input type="checkbox"/> Legislative Requirement – <i>i.e. MDP, ASP, etc.</i> <input checked="" type="checkbox"/> Long-Term Capital Plan Comments: Need to protect this asset, and ensure proper cooling of the ice pad.
Project Scope:	<p>In the 2022-2023 a brine leak was suspected to be in one of the brine lines, unfortunately the break was under the concrete pad, and could not be located. 2 valves were installed on a line which was repaired prior to start-up in 2022, and fortunately, this was the line in which the brine leak was discovered. The valves were shut-off and the brine leak stopped. During start-up in 2023-2024, the leak persisted and as such there is a grey line where the white paint has melted away. Water is still freezing to the pad; however, the process is a lot slower than in previous years.</p> <p>Startec was contacted for a quote to repair and a quote was provided at \$12,000. The majority of this is labour to have a new ½" line installed inside the existing ¾" line and re-connected at the header.</p> <p>There is an off chance that the new line will not be able to be pushed through the line, and if this is the case, there is not much which can be done, short of digging into the concrete pad to fix the leak, this is not a route which is preferred, as it could cause additional damage to adjacent lines.</p>

Project Cost

Activity	Expense Budget
Design/Engineering	\$ 0.00
Construction	\$ 11,000
Contingency	\$1,000
TOTAL	\$ 12,000

Estimate Detail: Detailed (+/-15%) Preliminary (+/-30%) Conceptual (+/- 50%) Strategic (+/-100%)

Funding Sources

Source	Grant Provider or Reserve G/L	Revenue Budget
Grant		\$ 0
Reserves		\$ 12,000
Debt		\$0
TOTAL		\$ 12,000

Example: Has grant been received, or waiting for confirmation?

Comments: N/A

Impacts to On-Going Operational Costs

After project completion, Operating Budgets are anticipated to: Increase Decrease No Change

Examples: Requires additional staff; Reduced power consumption; Reduction in repairs & maintenance.

Comments: There may be some small reduction in operating costs, as the plant will be running more efficiently, however, it is tough to calculate this total.

Personnel

Director Accountable for Project: Manager of Recreation Services

Project Manager: Manager of Recreation Services

Team Members: MPF Coordinator, Arena Staff, Startec Refrigeration (lead contractor)

Timeline/Schedule

Year	Project Activities	Annual Budget Allocation
2023	Fix Broken Brine Line	\$ 12,000

Interdepartmental Impacts

Examples: New facility will impact Operations Department for utility servicing; Road Replacement in front of facility will impact Community Services; Impacts to any lease agreement will require legislative services involvement.

Will this project require participation from other departments?

Comments: N/A

Implications of Deferral or Non-Approval

Examples: If ABC is deferred or denied, operating budget for repairs & maintenance may increase due to rapidly deteriorating condition; If ABC facility is not approved there may be public dissatisfaction because of XYZ; If new piece of equipment is not approved, XYZ services will not be able to continue and will result in a decreased level of service.

Comments: The existing broken line seems to be freezing, however, if another line breaks close to this one, making ice would become close to impossible. If the GICB Capital grant is received to replace the floor, this project would not need to proceed.

Alternatives:

To leave the line as-is and hope no other breaks occur.

Wait to hear from the GICB Grant, to see if a floor replacement is in the future.

Attempt to located the leak by cutting into the concrete.

Community Engagement

The level of community engagement anticipated for this project:

- None
- Inform (*notification only*)
 - Locally affected only – Arena User Groups
 - Town-wide notification
- Consult (*request community feedback*)
- Collaborate (*involve community in decision-making process*)
- Empower (*allow community to decide, i.e. plebiscite*)

Will a Community Engagement Strategy be required to be approved by Council? Yes No

Examples: Intend to have public open house; Intend to collaborate with XYZ user group that will be impacted.

Comments: N/A

Priority Ranking

1. Safety
2. Environmental/Legal Compliance
3. Other
 - a. Long-Term Cost Reduction
 - b. Increased Service Levels
 - c. Maintaining Existing Service Levels



PROJECT PROPOSAL

Proposed Budget Year: 2023

Date Drafted: 09/18/2023

Project Title:	Shower Installation – Dressing Room 5		
Project Location:	MCC Arena		
Department:	Recreation		
Budget Type:	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	
Project Type:	Planning <input type="checkbox"/> Study <input type="checkbox"/> Master Plan	Infrastructure <input checked="" type="checkbox"/> New Asset <input type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Asset Disposal / Decommissioning	<input type="checkbox"/> Asset Replacement (Full) <input type="checkbox"/> Asset Replacement (Partial)

Photo(s):



Project Description: Install a shower in dressing room #5.

Project Purpose:

To install a shower in Dressing Room #5 at the Arena.

2022-2026 Strategic Plan Alignment:	<input type="checkbox"/> Communication – <i>Good communication with our community and stakeholders</i> <input type="checkbox"/> Partnerships – <i>Promote and support community sustainability through partnerships</i> <input checked="" type="checkbox"/> Recreation – <i>Assist our residents in attaining a good quality of life</i> <input checked="" type="checkbox"/> Asset Management – <i>Maintaining and improving the physical assets of our Town</i> <input type="checkbox"/> Financial Management – <i>Managing the financial resources of our Town wisely</i> <input type="checkbox"/> Economic Development – <i>Retaining and increasing local business growth, attracting new investment and more residents</i> Comments:
Need / Justification:	<input type="checkbox"/> Legislative Requirement – <i>i.e. MDP, ASP, etc.</i> <input checked="" type="checkbox"/> Long-Term Capital Plan Comments: Dressing room 5 currently does not have a shower, and this room is typically used by female (or other) hockey players so they do not have to change with the rest of the team.
Project Scope:	<p>In 2019 a sink was installed in dressing room #5, based on the request from one of Minor Hockey’s players, this was completed within the normal operating budget. Before this date, no plumbing was installed to the room.</p> <p>In order to install a shower, some significant work would need to be conducted to install and access the sewer for this location, currently the sink drains into the concession room sewer. A new shower would need to be drained through the floor, as such some concrete work and significant plumbing would be required.</p>

Project Cost

Activity	Expense Budget
Design/Engineering	\$ 2,000
Construction	\$ 12,000
Contingency	\$1,000
TOTAL	\$ 15,000

Estimate Detail: Detailed (+/-15%) Preliminary (+/-30%) Conceptual (+/- 50%) Strategic (+/-100%)

Funding Sources

Source	Grant Provider or Reserve G/L	Revenue Budget
Grant		\$ 0
Reserves		\$ 15,000
Debt		\$0
TOTAL		\$ 15,000

Example: Has grant been received, or waiting for confirmation?

Comments: N/A

Impacts to On-Going Operational Costs

After project completion, Operating Budgets are anticipated to: Increase Decrease No Change

Examples: Requires additional staff; Reduced power consumption; Reduction in repairs & maintenance.

Comments: There will be some very small increase due to additional hot water being used, additionally some extra time for staff to clean a new piece of infrastructure. This cost is expected to be minimal.

Personnel

Director Accountable for Project: Manager of Recreation Services

Project Manager: Manager of Recreation Services

Team Members: MPF Coordinator, Arena Staff, Contractor(s) for plumbing and concrete work.

Timeline/Schedule

Year	Project Activities	Annual Budget Allocation
2023	Install shower in Dressing Room 5	\$ 15,000

Interdepartmental Impacts

Examples: New facility will impact Operations Department for utility servicing; Road Replacement in front of facility will impact Community Services; Impacts to any lease agreement will require legislative services involvement.

Will this project require participation from other departments?

Comments: N/A

Implications of Deferral or Non-Approval

Examples: If ABC is deferred or denied, operating budget for repairs & maintenance may increase due to rapidly deteriorating condition; If ABC facility is not approved there may be public dissatisfaction because of XYZ; If new piece of equipment is not approved, XYZ services will not be able to continue and will result in a decreased level of service.

Comments: If this project is denied, then members of the public may have some dissatisfaction.

Alternatives:

To not install a shower at this time.

Switch the referee's room to dressing room 5 and move the gender-neutral dressing room to the referee's room.

Community Engagement

The level of community engagement anticipated for this project:

- None
- Inform (*notification only*)
 - Locally affected only – Arena User Groups
 - Town-wide notification
- Consult (*request community feedback*)
- Collaborate (*involve community in decision-making process*)
- Empower (*allow community to decide, i.e. plebiscite*)

Will a Community Engagement Strategy be required to be approved by Council? Yes No

Examples: Intend to have public open house; Intend to collaborate with XYZ user group that will be impacted.

Comments: N/A

Priority Ranking

1. Safety
2. Environmental/Legal Compliance
3. Other
 - a. Long-Term Cost Reduction
 - b. Increased Service Levels
 - c. Maintaining Existing Service Levels



PROJECT PROPOSAL

Proposed Budget Year: 2023

Date Drafted: 09/18/2023

Project Title:	Fire Alarm Panel Assessment Report		
Project Location:	Multi-Purpose Facility		
Department:	Recreation		
Budget Type:	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	
Project Type:	<input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Study <input type="checkbox"/> Master Plan	<input type="checkbox"/> Infrastructure <input type="checkbox"/> New Asset <input checked="" type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Asset Disposal / Decommissioning	<input type="checkbox"/> Asset Replacement (Full) <input checked="" type="checkbox"/> Asset Replacement (Partial)

Photo(s):



Project Description: Install a shower in dressing room #5.

Project Purpose: To secure an engineer to provide an assessment report on the existing fire alarm system at the MPF, give recommendations for improvement, and provide a probable scope and costing for replacement, upgrade and engineering/project management services for a new system.

2022-2026 Strategic Plan Alignment:	<input type="checkbox"/> Communication – <i>Good communication with our community and stakeholders</i> <input type="checkbox"/> Partnerships – <i>Promote and support community sustainability through partnerships</i> <input checked="" type="checkbox"/> Recreation – <i>Assist our residents in attaining a good quality of life</i> <input checked="" type="checkbox"/> Asset Management – <i>Maintaining and improving the physical assets of our Town</i> <input type="checkbox"/> Financial Management – <i>Managing the financial resources of our Town wisely</i> <input type="checkbox"/> Economic Development – <i>Retaining and increasing local business growth, attracting new investment and more residents</i> Comments:
Need / Justification:	<input type="checkbox"/> Legislative Requirement – <i>i.e. MDP, ASP, etc.</i> <input checked="" type="checkbox"/> Long-Term Capital Plan Comments: When the arena fire alarm panel was upgraded in 2021, it was observed by the engineer that the existing system fire alarm monitoring system in the MPF was 25 years old, and that the Town should be looking at replacement within the next 5 years.
Project Scope:	Administration would secure an engineering firm to assess the existing fire alarm system and provide recommendations on replacement/upgrade, and provide probable costing for these repairs to be included in the 2025 budget cycle.

Project Cost

Activity	Expense Budget
Design/Engineering	\$ 10,000
Construction	\$ 0
Contingency	\$0
TOTAL	\$ 10,000

Estimate Detail: Detailed (+/-15%) Preliminary (+/-30%) Conceptual (+/- 50%) Strategic (+/-100%)

Funding Sources

Source	Grant Provider or Reserve G/L	Revenue Budget
Grant		\$ 0
Reserves		\$ 10,000
Debt		\$0
TOTAL		\$ 15,000

Example: Has grant been received, or waiting for confirmation?

Comments: N/A

Impacts to On-Going Operational Costs

After project completion, Operating Budgets are anticipated to: Increase Decrease No Change

Examples: Requires additional staff; Reduced power consumption; Reduction in repairs & maintenance.

Comments: The assessment report would have no effect on the existing operating budget, however, if a new system was installed, there would be an increase in professional services to maintain the new system.

Personnel

Director Accountable for Project: Manager of Recreation Services

Project Manager: Manager of Recreation Services

Team Members: MPF Coordinator, Aquatics Coordinator, Engineering Contractor

Timeline/Schedule

Year	Project Activities	Annual Budget Allocation
2023	Assess the existing Fire Alarm System at the MPF	\$ 10,000

Interdepartmental Impacts

Examples: New facility will impact Operations Department for utility servicing; Road Replacement in front of facility will impact Community Services; Impacts to any lease agreement will require legislative services involvement.

Will this project require participation from other departments?

Comments: N/A

Implications of Deferral or Non-Approval

Examples: If ABC is deferred or denied, operating budget for repairs & maintenance may increase due to rapidly deteriorating condition; If ABC facility is not approved there may be public dissatisfaction because of XYZ; If new piece of equipment is not approved, XYZ services will not be able to continue and will result in a decreased level of service.

Comments: The existing system is adequate and has been grandfathered in, however, given the fact an engineer has pointed out that the system should be looked at there may be come liability if nothing is done and something happens in a fire event at the facility.

Alternatives:

Defer the project to the 2025 budget cycle.

Not to complete the project at all.

Community Engagement

The level of community engagement anticipated for this project:

- None
- Inform (*notification only*)
 - Locally affected only – Arena User Groups
 - Town-wide notification
- Consult (*request community feedback*)
- Collaborate (*involve community in decision-making process*)
- Empower (*allow community to decide, i.e. plebiscite*)

Will a Community Engagement Strategy be required to be approved by Council? Yes No

Examples: Intend to have public open house; Intend to collaborate with XYZ user group that will be impacted.

Comments: N/A

Priority Ranking

1. Safety
2. Environmental/Legal Compliance
3. Other
 - a. Long-Term Cost Reduction
 - b. Increased Service Levels
 - c. Maintaining Existing Service Levels



PROJECT PROPOSAL

Proposed Budget Year: 2024

Date Drafted: July 17, 2023

Project Title:	Lebel Windows Phase 1		
Project Location:	Lebel Mansion		
Department:	Recreation		
Budget Type:	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	
Project Type:	Planning <input type="checkbox"/> Study <input type="checkbox"/> Master Plan	Infrastructure <input type="checkbox"/> New Asset <input type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Asset Disposal / Decommissioning	<input type="checkbox"/> Asset Replacement (Full) <input checked="" type="checkbox"/> Asset Replacement (Partial)

Photo(s):



Project Description

Project Purpose:	Add new operable storm windows to Lebel mansion where storm windows no longer exist.
2022-2026 Strategic Plan Alignment:	<input type="checkbox"/> Communication – <i>Good communication with our community and stakeholders</i> <input type="checkbox"/> Partnerships – <i>Promote and support community sustainability through partnerships</i> <input checked="" type="checkbox"/> Recreation – <i>Assist our residents in attaining a good quality of life</i> <input checked="" type="checkbox"/> Asset Management – <i>Maintaining and improving the physical assets of our Town</i>

	<input type="checkbox"/> Financial Management – <i>Managing the financial resources of our Town wisely</i> <input type="checkbox"/> Economic Development – <i>Retaining and increasing local business growth, attracting new investment and more residents</i> Comments:
Need / Justification:	<input type="checkbox"/> Legislative Requirement – <i>i.e. MDP, ASP, etc.</i> <input checked="" type="checkbox"/> Long-Term Capital Plan Comments:
Project Scope:	Removal of old fluorescent light fixtures and replacing them with new LED fixtures. Installing occupancy sensors for bathrooms and main areas.

Project Cost

Activity	Expense Budget
Design/Engineering	\$ XX,XXX
Construction	\$ 90,461.40
Contingency	\$ XX,XXX
TOTAL	\$ XX,XXX

Estimate Detail: Detailed (+/-15%) Preliminary (+/-30%) Conceptual (+/- 50%) Strategic (+/-100%)

Funding Sources

Source	Grant Provider or Reserve G/L	Revenue Budget
Grant	Alberta Historic Fund	\$ 35,533
Reserves		\$ 54,928.4
Debt		\$ XX,XXX
TOTAL		\$ 90,461.40

Example: Has grant been received, or waiting for confirmation?

Comments: Grant funding confirmed in 2023, eligible for extension past February 2024 upon submission of a request or extension.

Impacts to On-Going Operational Costs

After project completion, Operating Budgets are anticipated to: Increase Decrease No Change

By: \$ 500/year

Examples: Requires additional staff; Reduced power consumption; Reduction in repairs & maintenance.

Comments: Reduced energy usage

Personnel

Director Accountable for Project: Recreation Manager

Project Manager: Recreation Manager

Team Members: Municipal Energy Project Lead

Timeline/Schedule

Year	Project Activities	Annual Budget Allocation
2024	Installation	\$ 90,461.40
2025		
2026		

Interdepartmental Impacts

Examples: New facility will impact Operations Department for utility servicing; Road Replacement in front of facility will impact Community Services; Impacts to any lease agreement will require legislative services involvement.

Will this project require participation from other departments?

Comments: Operations responsible for facility maintenance

Implications of Deferral or Non-Approval

Examples: If ABC is deferred or denied, operating budget for repairs & maintenance may increase due to rapidly deteriorating condition; If ABC facility is not approved there may be public dissatisfaction because of XYZ; If new piece of equipment is not approved, XYZ services will not be able to continue and will result in a decreased level of service.

Comments: Continued payment of existing bills which will increase annually, existing system approaching failure, more O&M budget

Alternatives

- Forego grant and don't install new windows
 - Forego grant and install modern windows at a higher cost per unit than replacing with historic windows with grant funding
-

Community Engagement

The level of community engagement anticipated for this project:

- None
- Inform (*notification only*)
 - Locally affected only
 - Town-wide notification
- Consult (*request community feedback*)
- Collaborate (*involve community in decision-making process*)
- Empower (*allow community to decide, i.e. plebiscite*)

Will a Community Engagement Strategy be required to be approved by Council? Yes No

Examples: Intend to have public open house; Intend to collaborate with XYZ user group that will be impacted.

Comments:

Priority Ranking

1. Safety
2. Environmental/Legal Compliance
3. Other
 - a. Long-Term Cost Reduction
 - b. Increased Service Levels
 - c. Maintaining Existing Service Levels



PROJECT PROPOSAL

Proposed Budget Year: 2024

Date Drafted: July 27, 2023

Project Title:	Multipurpose Facility Solar installation		
Project Location:	Multipurpose Facility		
Department:	Recreation		
Budget Type:	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Capital	
Project Type:	Planning <input type="checkbox"/> Study <input type="checkbox"/> Master Plan	Infrastructure <input type="checkbox"/> New Asset <input checked="" type="checkbox"/> Repair/Maintenance <input type="checkbox"/> Asset Disposal / Decommissioning	<input type="checkbox"/> Asset Replacement (Full) <input type="checkbox"/> Asset Replacement (Partial)

Photo(s):



Project Description

Project Purpose:	Maintain service levels in the arena changerooms, library, and Huddleston center
2022-2026 Strategic Plan Alignment:	<input type="checkbox"/> Communication – <i>Good communication with our community and stakeholders</i> <input type="checkbox"/> Partnerships – <i>Promote and support community sustainability through partnerships</i> <input checked="" type="checkbox"/> Recreation – <i>Assist our residents in attaining a good quality of life</i> <input checked="" type="checkbox"/> Asset Management – <i>Maintaining and improving the physical assets of our Town</i>

	<input type="checkbox"/> Financial Management – <i>Managing the financial resources of our Town wisely</i> <input type="checkbox"/> Economic Development – <i>Retaining and increasing local business growth, attracting new investment and more residents</i> Comments:
Need / Justification:	<input type="checkbox"/> Legislative Requirement – <i>i.e. MDP, ASP, etc.</i> <input type="checkbox"/> Long-Term Capital Plan Comments:
Project Scope:	Replace lights in the Huddleston Center, and Arena changerooms with new fixtures, and replace Library bulbs. Addition of occupancy sensors to arena changerooms.

Project Cost

Activity	Expense Budget
Design/Engineering	\$
Construction	\$ 10,050
Contingency	\$950
TOTAL	\$ 11,000

Estimate Detail: Detailed (+/-15%) Preliminary (+/-30%) Conceptual (+/- 50%) Strategic (+/-100%)

Funding Sources

Source	Grant Provider or Reserve G/L	Revenue Budget
Grant		\$
Reserves		\$ 11,000
Debt		\$ XX,XXX
TOTAL		\$ 11,000

Example: Has grant been received, or waiting for confirmation?

Comments: Municipal Climate Change Action Center Grant is anticipated in 2024, but not yet confirmed.

Impacts to On-Going Operational Costs

After project completion, Operating Budgets are anticipated to: Increase Decrease No Change

By: \$1,600/year

Examples: Requires additional staff; Reduced power consumption; Reduction in repairs & maintenance.

Comments: Reduce the amount of electricity used as well as power peaks. Reduced maintenance burden to replace old fixtures and bulbs.

Personnel

Director Accountable for Project: Recreation Manager

Project Manager: Recreation Manager

Team Members: Municipal Energy Project Lead, Maintenance Coordinator

Timeline/Schedule

Year	Project Activities	Annual Budget Allocation
2024	Installation	\$ 11,000
2025		
2026		

Interdepartmental Impacts

Examples: New facility will impact Operations Department for utility servicing; Road Replacement in front of facility will impact Community Services; Impacts to any lease agreement will require legislative services involvement.

Will this project require participation from other departments?

Comments: None

Implications of Deferral or Non-Approval

Examples: If ABC is deferred or denied, operating budget for repairs & maintenance may increase due to rapidly deteriorating condition; If ABC facility is not approved there may be public dissatisfaction because of XYZ; If new piece of equipment is not approved, XYZ services will not be able to continue and will result in a decreased level of service.

Comments: Continue to pay electricity costs at market rate and maintain existing light fixtures.

Alternatives

- Continue as is with no replacement
 - Defer to 2025 budget
-

Community Engagement

The level of community engagement anticipated for this project:

None

- Inform (*notification only*)
 - Locally affected only
 - Town-wide notification
- Consult (*request community feedback*)
- Collaborate (*involve community in decision-making process*)
- Empower (*allow community to decide, i.e. plebiscite*)

Will a Community Engagement Strategy be required to be approved by Council? Yes No

Examples: Intend to have public open house; Intend to collaborate with XYZ user group that will be impacted.

Comments:

Priority Ranking

1. Safety
2. Environmental/Legal Compliance
3. Other
 - a. Long-Term Cost Reduction
 - b. Increased Service Levels
 - c. Maintaining Existing Service Levels

From: [Reception](#)
To: [Cao; Kristie Green](#)
Subject: FW: Carriage Garden Budget deliberations and Administrative comment to Council and reaction to the reply from CAO Angie Lucas
Date: Monday, November 06, 2023 1:35:25 PM

April McGladdery

Administrative Assistant

Town of Pincher Creek

Ph: 403-627-3156

Fax: 403-627-4784

Email: reception@pinchercreek.ca

From: lanthe <[REDACTED]>
Sent: Monday, November 06, 2023 1:34 PM
To: Reception <reception@pinchercreek.ca>
Subject: Fwd: Carriage Garden Budget deliberations and Administrative comment to Council and reaction to the reply from CAO Angie Lucas

Dear Reception and CAO

I am aware that budget deliberations are taking place Oct 18, Oct 26, Nov 8 and Nov 16. Please deliver to Council a copy of my letter dated November 4 2024 (should say 2023) that was written to them. before they meet on Nov 8th. I'm unaware of what is discussed at these meetings as there are so many but my letter is important. Thankyou lanthe Goodfellow

Reception please get this note to Administration and Council as soon as possible.
Carriage Garden Gardeners

November 4, 2024

Dear Administration and Council,

In the recent agenda package Admin reported during Council deliberations that the Carriage Garden gardeners seemed satisfied with the level of service. This is not entirely true. A request was made for more water early on when it was discovered that 330 gallons a week was not sufficient for such a large garden. This request was denied. The result was that only the flowers along the border received the water they needed; while the large central garden did not thrive. Each hand held session took 20 times as long as it should to water each individual border plant (with slow trickling hand held hose) totalling an hour and a half each water session. This garden needs a water source that meets its needs and we ask Council to budget for the need.

Thank you , lanthe and Wendy, Community Gardeners.

