



**SPECIAL COUNCIL MEETING**  
**Held on November 27, 2023**  
**In Person & Virtually,**  
**Commencing at 2:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

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

Staff: A. Lucas, Chief Administrative Officer; K. Green, Executive Assistant; and W. Catonio, Director of Finance and Human Resources;

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 2:00 pm.

**2. AGENDA APPROVAL**

**BARBER:**

That Council for the Town of Pincher Creek accept the November 27, 2023, Special Council meeting agenda as presented.

**CARRIED 23-577**

**3. NEW BUSINESS**

**3.1 2024 Capital Budget List**

**NODGE:**

That Council for the Town of Pincher Creek approve the 2024 Capital Budget List as presented and to be hereby attached to the minutes with thanks.

**CARRIED 23-578**

**NODGE:**

That Council for the Town of Pincher Creek agree to fund the Arena sound system of \$65,000 coming from the Arena Reserve.

**CARRIED 23-579**

**NODGE:**

That Council for the Town of Pincher Creek direct administration to send a letter to the MD inviting them to contribute to the Arena Sound System.

**CARRIED 23-580**

**3.2 2024 Estimated Reserves**

**WRIGHT:**

That Council for the Town of Pincher Creek approve the 2024 Estimated Reserves as presented and to be hereby attached to the minutes with thanks.

**CARRIED 23-581**

**ANDERBERG:**

That Council for the Town of Pincher Creek agree to a 2% tax increase by reducing Salaries and Wages by \$150,000.

**CARRIED 23-582**

**OLIVER:**

That Council for the Town of Pincher Creek agree to reallocate the Canadian Community Building Fund towards the waterline under the creek replacement.

**CARRIED 23-583**

**NODGE:**

That Council for the Town of Pincher Creek agree to defer the replacement of the Lebel Mansion windows to 2025.

**CARRIED 23-584**

**NODGE:**

That Council for the Town of Pincher Creek direct administration to research the designation status of the Lebel Mansion and the asset management of the building.

**CARRIED 23-585**

**OLIVER:**

That Council for the Town of Pincher Creek direct administration to re-scope & investigate the Lebel windows project.

**CARRIED 23-586**

**3.3 Letter from MD re: PC REMO**

**4. CLOSED MEETING DISCUSSION**

**OLIVER:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on November 27, 2023 at 3:05 pm in accordance with section 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Finance and Human Resources in attendance.

**CARRIED 23-587**

**OLIVER:**

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on November 27, 2023 at 3:25 pm in accordance with section 24 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 23-588**


**5. ADJOURNMENT**

**NODGE:**

That this meeting of Council on November 27, 2023 at be hereby adjourned at 3:51pm.

**CARRIED 23-589**

*Special Council Meeting*  
*November 27, 2023*

  
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MAYOR, D. Anderberg

  
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CAO, D. Henderson

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE TOWN OF PINCHER CREEK,  
THIS 8<sup>th</sup> DAY OF JANUARY 2024      S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY JANUARY 8, 2024 AT 6:00 P.M.**

Initials   
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**TOWN OF PINCHER CREEK**  
**2024**  
**Operating Budget Adjustments**  
**April 22, 2024**  
**Memo of Changes**  
**Spring 2024**

9:45 AM  
 4/10/2024

				<b>BUDGET</b>
				<b>PRESENTED</b>
				<b>2024</b>
<b>DEPARTMENT</b>	<b>REV/EXP</b>	<b>G/L ACCOUNT #</b>	<b>DESCRIPTION</b>	
Net Surplus			As of December 11, 2023	43.73
General Municipal	Property Taxes	various	additional taxes	140,134.27
General Municipal	Education Requisition	various	increase in education requisition from the Province	(114,039.00)
General Municipal	Property Taxes	various	increase taxes to cover increase in education requisition	114,039.00
General Municipal	Transfer to reserves	0000002764	transfer new growth to taxes as per Motion #24-169	(140,000.00)
General Municipal	PC ES Requisition	0000002760	reduce to actual	27,760.23
General Municipal	Transfer to Reserves PC Emergency Services	0000002764	increase transfer to reserves for reduction in PC Emergency Services Requisition	(27,760.23)
			Net Surplus	178.00

  
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 Mayor Don Anderberg

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 CAO/Director of Finance HR



# TOWN OF PINCHER CREEK

## Operating Statement - By Object

For the Twelve Months Ending Sunday, December 31, 2023

	2022 Actual Audited	2022 Budget	2023 Actual Unaudited	2023 Budget	2024 Budget
<b>Revenues</b>					
Net municipal property taxes	\$4,970,391.98	\$4,970,250.98	\$4,975,453.28	\$4,975,611.61	\$5,094,549.61
User fees and sales of goods	2,564,225.42	1,996,785.00	2,079,018.77	2,351,227.21	2,585,139.76
Government transfers for operating	1,715,135.20	1,085,145.41	791,784.27	1,239,577.32	1,076,082.00
Franchise fees	912,263.86	898,050.00	766,749.73	898,550.00	1,388,000.00
Rentals & Leases	719,722.89	752,808.83	575,484.17	759,024.51	821,463.21
Return on Investments	264,614.89	215,860.00	218,424.99	230,860.00	230,860.00
Penalties and costs of taxes	85,735.87	99,600.00	81,910.67	100,000.00	83,500.00
Licences and permits	169,933.41	112,600.00	127,600.71	112,600.00	112,600.00
Other Revenues & Adjustments	15,966.10	9,689.21	24,572.32	48,689.21	14,689.21
<b>Total Revenue</b>	<b>11,417,989.62</b>	<b>10,140,789.43</b>	<b>9,640,998.91</b>	<b>10,716,139.86</b>	<b>11,406,883.79</b>
<b>Expenses</b>					
Salaries, wages & benefits	4,770,317.74	4,196,430.58	3,663,076.03	4,350,738.58	4,650,372.27
Contracted and general services	859,450.13	852,859.05	769,642.54	1,058,294.38	1,049,167.80
Professional Services	1,074,033.45	1,183,099.83	1,000,510.14	1,317,717.96	998,147.97
R & M and rentals & leases	876,261.08	1,361,306.93	957,591.64	1,663,987.77	1,423,057.76
Insurance	168,594.47	162,645.02	182,787.30	171,288.00	191,820.00
Goods	541,507.12	460,670.03	446,302.76	527,050.01	566,400.01
Utilities	758,963.45	752,430.08	637,887.91	744,150.01	820,300.01
Land Held For Resale - Costs	17,521.50				
Amortization	1,771,335.74	1,671,573.00		1,678,480.00	1,737,244.00
Transfers to Organizations	538,431.25	536,388.00	657,213.42	543,499.50	889,973.48
Bank Charges	12,747.56	7,900.00	10,341.39	9,500.00	10,350.00
Interest on long-term debt	134,530.65	127,799.36	67,299.77	119,964.64	111,805.45
Other Expenditure & Adjustment	51,323.96	35,650.00	39,746.33	37,150.00	37,650.00
<b>Total Expenses</b>	<b>11,575,018.10</b>	<b>11,348,751.88</b>	<b>8,432,399.23</b>	<b>12,221,820.85</b>	<b>12,486,288.75</b>
<b>Excess (Deficiency) revenue over expenses before other</b>	<b>(157,028.48)</b>	<b>(1,207,962.45)</b>	<b>1,208,599.68</b>	<b>(1,505,680.99)</b>	<b>(1,079,404.96)</b>
<b>Other</b>					
Government transfers for capital	2,329,204.03	3,556,680.00		1,626,330.00	1,547,984.63
Contributed assets	146,085.42	387,000.00		115,000.00	
Net Gain (Loss) on sale of tangible capital assets	(15,780.49)	500.00		500.00	500.00
	2,459,508.96	3,944,180.00		1,741,830.00	1,548,484.63
<b>Excess (Deficiency) revenue over expenses</b>	<b>2,302,480.48</b>	<b>2,736,217.55</b>	<b>1,208,599.68</b>	<b>236,149.01</b>	<b>469,079.67</b>
<b>Surplus Funds Allocated Below</b>					
Acquisition of tangible capital assets	3,765,461.23	7,211,428.00	1,691,870.06	5,393,900.00	2,877,338.00
Loan Funding Capital Projects				(1,725,000.00)	
Repayment of debenture principle	197,346.56	197,346.51	126,725.04	203,774.12	210,518.18
Net transfers to/from reserves	193,302.25	(3,001,103.70)	22,678.84	(1,958,182.91)	(881,576.24)
Amortization	(1,768,676.74)	(1,671,573.00)		(1,678,480.00)	(1,737,244.00)
Purchase of Excavator & Loader on Trade In	(73,600.00)	0.00	0.00		0.00
Loss of sale of equipment	(15,780.49)				
	2,298,052.81	2,736,097.81	1,841,273.94	236,011.21	469,035.94
<b>Net surplus (deficit) - Balanced Budget</b>	<b>4,427.67</b>	<b>119.74</b>	<b>(632,674.26)</b>	<b>137.80</b>	<b>43.73</b>

**Town of Pincher Creek**  
**Operating Summary - By Department**  
For the Twelve Months Ending Sunday, December 31, 2023

	<b>2022 Actual Audited</b>	<b>2022 Budget</b>	<b>2023 Actual Unaudited</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
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Government transfers for operating	1,715,135.20	1,085,145.41	791,784.27	1,239,577.32	1,076,082.00
Franchise and concession contracts	912,263.86	898,050.00	766,749.73	898,550.00	1,388,000.00
Rentals	719,722.89	752,808.83	575,484.17	759,024.51	821,463.21
Investment income	264,614.89	215,860.00	218,424.99	230,860.00	230,860.00
Penalties & Costs	85,735.87	99,600.00	81,910.67	100,000.00	83,500.00
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Other Revenues & Adjustments	15,966.10	9,689.21	24,572.32	48,689.21	14,689.21
<b>Total Revenue</b>	<b>11,417,989.62</b>	<b>10,140,789.43</b>	<b>9,640,998.91</b>	<b>10,716,139.86</b>	<b>11,406,883.79</b>
<b>Expenses</b>					
Legislative	342,288.75	332,169.98	346,904.40	391,278.22	415,046.63
Administration	883,675.53	786,050.60	750,942.18	624,543.72	786,330.09
Communications					115,887.58
Protective Services	1,258,585.82	1,291,074.46	819,140.49	1,433,120.77	1,306,661.50
Roads, streets, walks & lighting	1,206,857.74	1,336,729.21	913,331.52	1,423,805.64	1,392,116.54
Water supply & distribution	1,180,446.72	1,125,994.16	761,829.89	1,267,511.37	1,524,045.94
Wastewater treatment & disposal	757,669.88	910,248.55	576,618.11	1,036,751.09	1,167,709.88
Waste management	467,432.02	499,014.73	437,869.94	585,890.08	604,245.50
Other environmental use & protection	51,647.63	61,020.76	36,479.27	88,736.26	102,778.57
Public health & welfare services	351,619.25	369,648.73	319,787.28	402,509.46	417,853.74
Planning & development	577,549.27	902,572.84	462,227.44	912,375.83	555,553.62
Recreation & Culture	4,497,245.49	3,734,227.86	3,007,268.71	4,055,298.41	4,098,059.16
<b>Total Expenses</b>	<b>11,575,018.10</b>	<b>11,348,751.88</b>	<b>8,432,399.23</b>	<b>12,221,820.85</b>	<b>12,486,288.75</b>
<b>Excess revenue over expenses</b>	<b>(157,028.48)</b>	<b>(1,207,962.45)</b>	<b>1,208,599.68</b>	<b>(1,505,680.99)</b>	<b>(1,079,404.96)</b>
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Contributed assets	146,085.42	387,000.00		115,000.00	
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	<u>2,459,508.96</u>	<u>3,944,180.00</u>		<u>1,741,830.00</u>	<u>1,548,484.63</u>
<b>Excess (Deficiency) of revenue over expenses</b>	<b>2,302,480.48</b>	<b>2,736,217.55</b>	<b>1,208,599.68</b>	<b>236,149.01</b>	<b>469,079.67</b>
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Repayment of debenture principle	197,346.56	197,346.51	126,725.04	203,774.12	210,518.18
Net transfers to/from reserves	193,302.25	(3,001,103.70)	22,678.84	(1,958,182.91)	(881,576.24)
Less: Amortization	(1,768,676.74)	(1,671,573.00)		(1,678,480.00)	(1,737,244.00)
Less: Loss on sale of TCA	(15,780.49)				
Less: Purchase of Excavator & Loader on Trade In	(73,600.00)	0.00	0.00		0.00
	<u>2,298,052.81</u>	<u>2,736,097.81</u>	<u>1,841,273.94</u>	<u>236,011.21</u>	<u>469,035.94</u>
<b>Net surplus (deficit) - Balanced Budget</b>	<b>4,427.67</b>	<b>119.74</b>	<b>(632,674.26)</b>	<b>137.80</b>	<b>43.73</b>

# TOWN OF PINCHER CREEK 2024 CAPITAL BUDGET PROJECTS

6:33 PM  
12/11/2023

GL ACCT NO.	DESCRIPTION	Project Class	PROJECTS		SOURCES OF FUNDING	
			ACCEPTED		RESERVES	GRANTS
			AS OF NOV 27/23			
Water Distribution						
Water Treatment						
4100006630	Sodium Hypochlorite Generation System (carryover from 2022 & 2023) (52.46% AWMMP to a maximum of \$231,873 based on a cost of 442,000) (accounted for in 2023 reserves)	New (Safety)	\$ 306,851.00	\$ 145,876.97	\$ 160,974.03	Utility Reserves and AWMMP
4100006611	WTP Internal Plumbing Replacement (Council Motion to increase based on contract from 250,000 to 360,000 accounted for in 2023 reserves)	Replacement/Upgrade Existing Assets	\$ 360,000.00	\$ 360,000.00		Utility Reserves
Wastewater Treatment						
Streets						
3200006611	Sidewalk Replacements (carryover from 2022 & 2023 + additional funds) (Southside Main between Victoria & Hill)	Replacement/Upgrade Existing Assets	\$ 138,105.00		\$ 138,105.00	MSI Funding 2023
Fleet						
3200006630	Sander/Snow Plow (carryover from 2022 & 2023) (Council Motion #23-117 revise funding Sources and increase by \$50,000)	Replacement/Upgrade Existing Assets	\$ 350,000.00	\$ 350,000.00		Council Motion 23-117 - 280,000 Equipment reserves; 70,000 Capital Investment Reserve; (or all from equipment reserve in 2024 as there will be enough funds)
Facilities						
3100006630	Storage Seacans at 1068 Kettles Street	New (Growth)	\$ 35,000.00	\$ 35,000.00		Capital Investment Reserve
7412006620	New Curling Rink	Replacement/Upgrade Existing Assets				
7103006620	Arena Barrier Free Upgrades	New (Expanded Service)	\$ 61,600.00	\$ 12,320.00	\$ 49,280.00	no grant; no project; arena reserve
7102006630	Pool Pump Replacement	Replacement/Upgrade Existing Assets	\$ 22,476.00	\$ 4,495.20	\$ 17,980.80	no grant; no project; pool reserve

Approved  
  
Mayor Don Anderberg

## TOWN OF PINCHER CREEK 2024 CAPITAL BUDGET PROJECTS

6:33 PM  
12/11/2023

GL ACCT NO.	DESCRIPTION	Project Class	PROJECTS		SOURCES OF FUNDING		
			ACCEPTED		RESERVES	GRANTS	
			AS OF NOV 27/23				
7411006630	Library HVAC Proposal Form	Replacement/Upgrade Existing Assets	\$ 56,000.00	\$ 11,200.00	\$ 44,800.00		no grant; no project; culture reserve
Information Technology							
1200006630	Workstation Hardware	Replacement/Upgrade Existing Assets	\$ 15,750.00	\$ 15,750.00			Capital Investment Reserve
Sport Fields							
7107006611	Tennis Court Resurfacing	Replacement/Upgrade Existing Assets	\$ 35,500.00	\$ 35,500.00			sport field reserve
Equipment							
7107006630	Field Line Painter		\$ 10,000.00	\$ 10,000.00			Sport Field Reserve
	Ice Plant Replacement		\$ 1,421,056.00	\$ 284,211.20	\$ 1,136,844.80		no grant; no project; arena reserve
7103006630	Sound System MCC Arena		\$ 65,000.00	\$ 65,000.00			
	<b>TOTAL</b>		<b>\$ 2,877,338.00</b>	<b>\$ 1,329,353.37</b>	<b>\$ 1,547,984.63</b>		

  
 Approved  
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 Mayor Don Anderberg