



**TOWN OF PINCHER CREEK COUNCIL
MEETING AGENDA
Monday, April 22, 2024 at 6:00 p.m.
Council Chambers, Town Hall
Teams Link**

- 1. Call to Order**
- 2. Scheduled Public Hearing**
- 3. Agenda Approval**
- 4. Scheduled Delegations**
 - 4.1 Koreena Fibke (Page 2)
 - 4.2 Pincher Creek Curling Club (Page 3)
- 5. Adoption of Minutes**
 - 5.1 Minutes of the Committee of the Whole held on April 3, 2024 (Page 4)
 - 5.2 Minutes of the Regular Meeting of Council held on April 9, 2024 (Page 9)
 - 5.3 Minutes of the Special Meeting of Council held on April 12, 2024 (Page 14)
- 6. Business Arising from the Minutes**
 - 6.1 Deer Management (Page 16)
- 7. Bylaws**
 - 7.1 Water Utility Bylaw 1631-24 (Page 87)
 - 7.2 2024 Property Tax Bylaw #1620-24 (Page 136)
- 8. New Business**
 - 8.1 Grazing Permit - 1387 Allison Street (Page 141)
 - 8.2 Designated Officer Appointment (Page 147)
 - 8.3 2024 PCREMA Budget Request (Page 153)
 - 8.4 Employee Retreat (Page 155)
 - 8.5 National Indigenous Peoples Day celebration (Page 158)
 - 8.6 2024 Budget Adjustments (Page 160)
 - 8.7 Rural Renewal Stream community designation update (Page 163)
 - 8.8 Pincher Planters Agreement (Page 183)
- 9. Council Reports**
 - 9.1 Council
 - 9.2 Chief Administrative Officer
 - CAO Report (Page 191)
 - Council Resolutions Spreadsheet Report (Page 208)
 - 9.3 Others
- 10. Administration**
 - 10.1 Distribution List (Page 228)
 - 10.2 4th Quarter Financial Report 2023 (Page 255)
- 11. Closed Session Discussion**
- 12. Notice of Motion**
- 13. Adjournment**



Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0
403 627 3156

reception@pinchercreek.ca www.PincherCreek.ca



Delegation Request Form

Delegate information:

Name of person/group to present: Koreena Fibke

Council meeting date requested to present at: April 9 2024

Name of main contact (if different from above): _____

Phone: [REDACTED] Email: [REDACTED]

Presentation details:

Topic of presentation (please be specific and detailed):

Asking to consider an area for more community gardens, the Kootnei Brown garden plots

are spoken for

Purpose of presentation:

Information only request Action/support Request funds

Other: _____

What is your desired outcome?

Land will be allotted for more community gardens

Do you have supporting documentation/presentation materials?

Yes No

*If yes, please make sure its attached to this form or brought into reception as stipulated above.



Pincher Creek Curling Club
837 Main Street
Box 1831
Pincher Creek, AB
TOK 1W0
pinchercreekcurlingclub@gmail.com

April 4, 2024

To Mayor Anderberg & Council,

The Pincher Creek Curling Club, would like to be added to the agenda for April 22, 2024.
Pincher Creek Curling Club would like to present the time line for the build of the new Curling Club.

Sincerely

Hayley Smith

Hayley Smith

President

Pincher Creek Curling Club



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
April 3, 2024 – 8:30 AM
962 St. John Avenue
In Person & Virtually

ATTENDANCE:

- Mayor: D. Anderberg
- Councillors: M. Barber, D. Green, S. Nodge B. Wright, and W. Oliver
- Absent with Regrets: G. Cleland,
- Staff: D. Henderson, Chief Administrative Officer; K. Green, Executive Assistant. L. Goss, Legislative Manager; B. Millis, Safety & HR Manager; W. Catonio, Director of Finance and Human Resources, S. Burnell, Director of Operations; K. Uhersky, Communications, Marketing and Community Engagement; and A. Hlady, FCSS

1. **CALL TO ORDER**

Mayor Anderberg called the meeting to order at 8:32 am.

2. **AGENDA APPROVAL**

BARBER:

That the Committee of the Whole for the Town of Pincher Creek agree to add 9.1 Property Updates to the April 3, 2024, Committee of the Whole Agenda.

CARRIED COTW 2024-034

NODGE:

That the Committee of the Whole for the Town of Pincher Creek agree to add 8.3 Volunteer Appreciation Event to the April 3, 2024, Committee of the Whole Agenda.

CARRIED COTW 2024-035

GREEN:

That the Committee of the Whole for the Town of Pincher Creek accept the March 6, 2024, Committee of the Whole Agenda as amended.

CARRIED COTW 2024-036

3. **SCHEDULED DELEGATIONS**

3.1 Captus Generation (BTG Energy) – Paul Connolly

3.2 Rose Society – Jan Frith

Councillor Oliver joined meeting at 8:40am

Councillor Wright joined meeting at 8:46am

4. COMMITTEE REPORTS

- BARBER:** Mar 6, 2024 – Committee of the Whole
Mar 11, 2024 – Regular Council Meeting
Mar 14, 2024 – Special Council Meeting Land-Use Bylaw Review
Mar 21, 2024 – Chinook Arch
Mar 25, 2024 – CAO Review
Mar 25, 2024 – Regular Council Meeting
Mar 26, 2024 – PCCELC
Mar 26, 2024 – CFSWA Financial Review
Mar 27, 2024 – Landfill
Mar 27, 2024 – CFSWA
Mar 28, 2024 – Chinook Arch
- GREEN:** Mar 1, 2024 – AB Munis Budget Webinar
Mar 4, 2024 – Pincher Creek Foundation Board
Mar 6, 2024 - Committee of the Whole
Mar 11, 2024 – Regular Council Meeting
Mar 14, 2024 – Special Council Meeting Land-Use Bylaw Review
Mar 21, 2024 – PAC - RCMP Open House
Mar 25, 2024 – CAO Review
Mar 25, 2024 – Regular Council Meeting
Mar 26, 2024 – PCCELC Board Meeting
- NODGE:** Mar 6, 2024 - COTW
Mar 6, 2024 - ABSW
Mar 11, 2024 - Regular Council Meeting
Mar 14, 2024 - Special Council Meeting Land-Use Bylaw Review
Mar 18, 2024 - FCSS
Mar 20, 2024 - MDSA
Mar 25, 2024 - Special Council CAO Review
Mar 25, 2024 - Regular Council Meeting
Mar 27, 2024 - Pincher Creek Foundation
- OLIVER:** Mar 6, 2024 - COTW
Mar 11, 2024 - Regular Council Meeting
Mar 13, 2024 – Communities in Bloom
Mar 14, 2024 - Special Council Meeting Land-Use Bylaw Review
Mar 20, 2024 - MDSA
Mar 25, 2024 - Special Council CAO Review
Mar 25, 2024 - Regular Council Meeting
Mar 27, 2024 - Pincher Creek Emergency Services Commission
Mar 27, 2024 – Community Housing Committee
Mar 27, 2024 – Pincher Creek Regional Emergency Advisory Committee
- WRIGHT:** Mar 11, 2024 - Regular Council Meeting
Mar 14, 2024 - Special Council Meeting Land-Use Bylaw Review
Mar 20, 2024 - MDSA
Mar 25, 2024 - Special Council CAO Review
Mar 25, 2024 - Regular Council Meeting

Mar 27, 2024 - Pincher Creek Emergency Services Commission
Mar 27, 2024 – Pincher Creek Regional Emergency Advisory Committee
Mar 28, 2024 – Rec Advisory Committee

CLELAND: Mar 5, 2024 - Joint committee AHS/RhRARP
Mar 6, 2024 - COTW
Mar 11, 2024 - Regular Council Meeting
Mar 14, 2024 - Special Council Meeting Land-Use Bylaw Review
Mar 25, 2024 - Special Council CAO Review
Mar 25, 2024 - Regular Council Meeting
Mar 28, 2024 - Housing & Economic Dev. Committee

ANDERBERG: Mar 5, 2024 - Joint Committee AHS/RhRARP
Mar 6, 2024 - COTW
Mar 11, 2024 - Regular Council Meeting
Mar 14, 2024 - Special Council Meeting Land-Use Bylaw Review
Mar 25, 2024 - Special Council CAO Review
Mar 25, 2024 - Regular Council Meeting
Mar 25, 2024 – PCCELC Board Meeting
Mar 26, 2024 – PCCELC HR Committee
Mar 26, 2024 – PCCELC Board Meeting
Mar 28, 2024 - Housing & Economic Dev. Committee

GREEN:

That the Committee of the Whole for the Town of Pincher Creek accepts the committee reports as presented.

CARRIED COTW 2024-037

5. ADMINISTRATION

6. BUSINESS ARISING FROM THE MINUTES

6.1 Politics in Municipal Government

OLIVER:

That Council for the Town of Pincher Creek direct administration to draft a letter to the local MLA, Minister of Municipal Affairs and the Premier opposing political parties in local elections and further, to use ABmunis key messages in social media/newsletter postings.

CARRIED COTW 2024-038

7. POLICY

8. NEW BUSINESS

8.1 Auditors

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek agree to move into closed session of Council on April 3, 2024 at 10:30 am in accordance with section 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED COTW 2024-039

BARBER:

That the Committee of the Whole for the Town of Pincher Creek agrees to move out of closed session of Council on April 3, 2024 at 10:55 am in accordance with section 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED COTW 2024-040

Mayor Anderberg called a recess at 10:55 am

Mayor Anderberg called the meeting back to order at 11:04 am

8.2 Agricultural Society Letter of Support

GREEN:

That the Committee of the Whole for the Town of Pincher Creek direct administration to provide a letter of support to the Pincher Creek and District Agricultural Society to apply for grants to replace their tractor.

CARRIED COTW 2024-041

8.3 Volunteer Appreciation Event

9. Closed Session

GREEN:

That the Committee of the Whole for the Town of Pincher Creek agree to move into closed session of Council on April 3, 2024 at 11:40 am in accordance with section 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED COTW 2024-042

NODGE:

That the Committee of the Whole for the Town of Pincher Creek agrees to move out of closed session of Council on April 3, 2024 at 11:46 am in accordance with section 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED COTW 2024-043

9.1 Property Updates

NODGE:

That the Committee of the Whole for the Town of Pincher Creek agree to accept the Property Updates as information.

CARRIED COTW 2024-044

Mayor Anderberg called special meeting of council for Land Use Bylaw Review on April 17, 2024 at 6pm

10. Adjournment

NODGE:

That this session of the Committee of the Whole be adjourned at 11:49 am.

CARRIED COTW 2024-045

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 22ND DAY OF APRIL 2024**

Mayor, D. Anderberg

CAO, D. Henderson

DRAFT

Regular Council Meeting
April 8, 2024



REGULAR MEETING OF COUNCIL
 Held on Monday April 8, 2024
 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: D. Henderson, Chief Administrative Officer; W. Catonió, Director of Finance and Human Resources; A. Hlady, FCSS; K. Kozak, Planning and Development Officer; A. Grose, Recreation Manager; and K. Green, Executive Assistant

1. CALL TO ORDER

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

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

NODGE:

That Council for the Town of Pincher Creek agree to move 10.3, 10.4, 10.5 to 8.5, 8.7, 8.8 on the April 8, 2024 Regular Council meeting agenda and accept as amended.

CARRIED 24-150

4. DELEGATIONS

5. ADOPTION OF MINUTES

5.1 Minutes of the Regular Meeting of Council held on March 25, 2024

GREEN:

That Council for the Town of Pincher Creek approves the **Minutes of the Regular Meeting of Council held on March 25, 2024 as presented.**

CARRIED 24-151

5.2 Minutes of the Special Meeting of Council held on March 25, 2024

WRIGHT:

That Council for the Town of Pincher Creek approves the **Minutes of the Special Meeting of Council held on March 25, 2024 as amended.**

CARRIED 24-152

6. BUSINESS ARISING FROM THE MINUTES

6.1 Oldman Rose Society Fencing Request

BARBER:

That Council for the Town of Pincher Creek agrees in principle to having a fence installed around the Rose Garden and invite the Rose Society back to a future Council

Regular Council Meeting
April 8, 2024

Meeting to present their fencing options including a proposed funding formula and thank the Rose Society for their contributions to community beautification.

CARRIED 24-153

7. BYLAWS

7.1 Water Utility Bylaw

OLIVER:

That Council for the Town of Pincher Creek agree and give first reading to Water Utility Bylaw 1631-24.

CARRIED 24-154

8. NEW BUSINESS

8.1 Street Name Consideration – Subdivision

GREEN:

That Council for the Town of Pincher Creek agree that the proposed road extension of Tumbleweed Avenue remain Tumbleweed Avenue and to name the proposed cul-de-sac, approved in subdivision application 2024-0-018 on March 20, 2024 (Plan 8211483, Block 5, Lot 1) Tumbleweed Court.

CARRIED 24-155

8.2 Communities in Bloom Committee Terms of Reference

NODGE:

That Council for the Town of Pincher Creek agree to adopt the Terms of Reference for the Communities in Bloom Committee, and add the Communities in Bloom Committee to the list of approved Town Council Committees.

CARRIED 24-156

8.3 Bellecrest Day 2024

CLELAND:

That Council for the Town of Pincher Creek accept the Bellecrest Days invitation and send Councillor(s) Cleland and Barber to attend on June 15, 2024.

CARRIED 24-157

BARBER:

That Council for the Town of Pincher Creek direct Administration to contact the CAO of Sparwood to see where they get their candy for parades and events.

CARRIED 24-158

8.4 Snow Management Community Engagement Survey

NODGE:

That Council for the Town of Pincher Creek direct Administration to have the Snow Management Community Engagement Survey finalized in time for distribution at the Pincher Creek & District Chamber of Commerce Trade Show on April 26 and 27 with removing #3, 6, 7, 8, 9 & 18 and generalizing numbers 28 & 29 and adding an open ended question on snow removal satisfaction at Town facilities.

CARRIED 24-159

Regular Council Meeting
April 8, 2024

8.5 Oldman Watershed Council Contribution Request

GREEN:

That Council for the Town of Pincher Creek agrees to support the Oldman Watershed Council with a contribution of \$1,645 for their 2023-2024 fiscal year.

CARRIED 24-160

8.6 2023 Year End Adjustment

BARBER:

That Council for the Town of Pincher Creek approve funding \$1,131,251.33 for the 2023 Waterline Replacement project from the Utility Reserve account number 41-00-00-4760.

CARRIED 24-161

8.7 2023 Audited Consolidated Financial Statements

GREEN:

That Council for the Town of Pincher Creek approve the 2023 Audited Consolidated Financial Statements and Auditor's Report and a copy of these Financial Statements be attached hereto and form part of the minutes; and that the Financial Information Return for the year ended December 31, 2023 be forwarded to Alberta Municipal Affairs; and that the Corporate Tax Return for the year ending December 31, 2023 be forwarded to Canada Revenue Agency; and that the Financial Statements be made available to the public through advertisement.

CARRIED 24-162

8.8 2024 Property Tax Rate

BARBER:

That Council for the Town of Pincher Creek direct Administration to reduce the tax increase to 0% from 2% or \$98,938 and transfer approximately \$41,000 to a Reserve.

DEFEATED

OLIVER:

That Council for the Town of Pincher Creek direct Administration to transfer the new growth in property taxes of \$140,000 into the Municipal Sustainability Reserve.

CARRIED 24-163

9. COUNCIL REPORTS

9.1 Upcoming Committee Meetings and Events

CLELAND:

That Council for the Town of Pincher Creek accept the Upcoming Committee Meetings and Events as information.

CARRIED 24-164

10. ADMINISTRATION

10.1 Council Information Distribution List

BARBER:

That Council for the Town of Pincher Creek accepts the April 8, 2024 Council Information Distribution List as information.

CARRIED 24-165

Regular Council Meeting
April 8, 2024

10.2 Strategic Plan Administrative Action Plan

GREEN:

That Council for the Town of Pincher Creek accept the Strategic Plan Administrative Action Plan update for Information.

CARRIED 24-166

Mayor Anderberg called a recess at 7:40pm

Mayor Anderberg called the meeting back at 7:50pm

11. CLOSED MEETING DISCUSSION

OLIVER:

That Council for the Town of Pincher Creek agree to move into closed session of Council on April 8, 2024 at 7:50 pm in accordance with section 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, and Director of Finance and Manager of Human Resources in attendance.

CARRIED 24-167

BARBER:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on April 8, 2024 at 8:35 pm in accordance with sections 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 24-168

11.1 Old RCMP Purchase Offer – FOIP S. 24

CLELAND:

That Council for the Town of Pincher Creek accept the offer from Link Builders for purchase of the combined properties of 655 Main Street (Plan 552LK Lot 13), 659 Main Street (Plan 460B Lot 103 & Plan 552LK Lot 102) and 656 Charlotte Street (Plan 552LK Lot 14) for \$50,000 including GST and direct Administration to prepare a real estate purchase agreement based on conditions identified within the Request for Proposals.

And further, That Council for the Town of Pincher Creek continue to work with Link Builders through Direct Control Bylaw 1547-AS for development of the combined sites based on one of the two options proposed.

CARRIED 24-169

NODGE:

That Council for the Town of Pincher Creek direct Administration to advertise the sale of 655 Main Street (Plan 552LK Lot 13), 659 Main Street (Plan 460B Lot 103 & Plan 552LK Lot 102) and 656 Charlotte Street (Plan 552LK Lot 14) to satisfy the requirements of the MGA section 70.

CARRIED 24-170

NODGE:

That Council for the Town of Pincher Creek direct administration to bring back an RFD considering the development of a multi-unit residential tax exemption bylaw.
CARRIED 24-171

Regular Council Meeting
April 8, 2024

12. NOTICE OF MOTION

13. ADJOURNMENT

BARBER:

That this meeting of Council on April 8, 2024 be hereby adjourned at 8:41 pm.

CARRIED 24-172

MAYOR, D. Anderberg

CAO, D. Henderson

APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 22 DAY OF APRIL 2024

S E A L

NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY APRIL 22, 2024 AT 6:00 P.M.

***Special Council Meeting
April 12, 2024***



SPECIAL COUNCIL MEETING
Held on April 12, 2024
In Person & Virtually,
Commencing at 9:00 a.m.

IN ATTENDANCE:

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

1. CALL TO ORDER

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

2. AGENDA APPROVAL

GREEN:

That Council for the Town of Pincher Creek approve the April 12, 2024, Special Council meeting agenda as presented.

CARRIED 24-173

3. NEW BUSINESS

4. CLOSED SESSION

GREEN:

That Council for the Town of Pincher Creek agree to move into closed session of Council on April 12, 2024 at 9:00 am in accordance with section 24 of the Freedom of Information and Protection of Privacy Act, with Doug Lagore in attendance.

CARRIED 24-174

OLIVER:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on April 12, 2024 at 11:46 am in accordance with sections 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 24-175

Mayor Anderberg called a recess at 11:46 am

Mayor Anderberg called the meeting back at 12:54 pm

GREEN:

That Council for the Town of Pincher Creek agree to move into closed session of Council on April 12, 2024 at 12:55 pm in accordance with section 24 of the Freedom of Information and Protection of Privacy Act, with Doug Lagore in attendance.

CARRIED 24-176

Special Council Meeting
April 12, 2024

CLELAND:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on April 12, 2024 at 3:50 pm in accordance with sections 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 24-177

NODGE:

That Council for the Town of Pincher Creek accept the CAO Interviews as presented.

CARRIED 24-178

5. ADJOURNMENT

WRIGHT:

That this meeting of Council on April 12, 2024 be hereby adjourned at 3:50 pm.

CARRIED 24-179

MAYOR, D. Anderberg

CAO, D. Henderson

APPROVED BY RESOLUTION
OF THE COUNCIL OF THE TOWN OF PINCHER CREEK,
THIS 22nd DAY OF APRIL 2024 S E A L

NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY APRIL 22, 2024 AT 6:00 P.M.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Deer Management	
PRESENTED BY: Adam Grose, Recreation Manager	DATE OF MEETING: 4/22/2024

PURPOSE:

For Council to review the deer management information.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the deer management information as presented.

BACKGROUND/HISTORY:

At the January 23, 2023 regular Council meeting it was moved 'That Council for the Town of Pincher Creek bring the concerned citizen letter on deer and fence height to the March Committee of the Whole.' CARRIED 23-031

At the March 1, 2023 Committee of the Whole meeting it was moved 'That Committee of the Whole for the Town of Pincher Creek receive the recent deer count performed unofficially by local wildlife biologist Maria Didkowsky.' CARRIED COTW 2023-038

At the March 13, 2023 regular Council meeting it was moved 'That Council for the Town of Pincher Creek direct administration to investigate the possibility of amending the Land Use Bylaw for temporary fencing.' CARRIED 23-097

At the April 24th, 2023 regular Council meeting it was moved that 'That Council for the Town of Pincher Creek direct administration to research fencing options and pricing for this site and bring back to a future council meeting.' CARRIED 23-160

At the April 24, 2023 regular Council meeting it was moved 'That Council for the Town of Pincher Creek direct administration to investigate the reintroduction of the deer hazing program and bring it back to council.' CARRIED 23-175

At the May 8th, 2023 regular Council meeting a notice of motion was presented 'That Council for the Town of Pincher Creek direct administration to prepare a report on deer culling options.' CARRIED 23-207

At the February 26, 2024 regular Council meeting it was moved 'That Council for the Town of Pincher Creek review deer fencing and other control options at the March 25 Council Meeting.' CARRIED 24-089

At the April 8, 2024 regular Council meeting it was moved 'That Council for the Town of Pincher Creek agrees in principle to having a fence installed around the Rose Garden and invite the Rose Society back to a future Council Meeting to present their fencing options including a proposed funding formula and thank the Rose Society for their contributions to community beautification.' CARRIED 24-153

ALTERNATIVES:

That Council for the Town of Pincher Creek defer the deer management information to the 2025 budget deliberations.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The creek running through town provides natural habitat for wild animals.

The request for fencing around the rose garden at the Lebel Mansion will be addressed through the lease agreement and/or a development permit application.

FINANCIAL IMPLICATIONS:

The total cost of the deer aversion program in 2018/2019 was \$23,415.

The 2024 budget does not include any funding for deer management nor is there any staff capacity to implement any kind of control program.

PUBLIC RELATIONS IMPLICATIONS:

The community tends to be split on the issue with some for and some against the deer population.

ATTACHMENTS:

Municipal Fence Height Restrictions - 3395

Okotoks Urban Deer Task Force Final Report - 3395

Pincher Creek Deer Aversion Program Final Report 2019 - 3395

Urban Ungulates_Pincher Ck Mar2_2022 - 2836 - 3395

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek accept the deer management information as presented.

Signatures:

Department Head:



CAO:

Doug Henderson

Municipal Fence Height Restrictions

– why are there regulations?

Purpose:

Fence standards promote the positive benefits of fences without negatively affecting the community or endangering public or vehicle safety. Fences can create a sense of privacy, protect children and pets, provide separation from busy streets, and enhance the appearance of property by providing attractive landscape materials. The negative effects of fences can include the creation of street walls that inhibit police and community surveillance, decrease the sense of community, hinder emergency access and the safe movement of pedestrians and vehicles, and create an unattractive appearance.



The following are the general issues and reasons why municipal regulations are put in place:

- **Common standards** - Regulations provide common standards for fences that are applicable for all, so there is consistency and that there are not different rules for different people. It is also more visually appealing.
- **Barrier** - A fence acts as a barrier and partially or wholly encloses, divides, or screens a property which may be both beneficial or bad depending on the circumstances and the property, location, adjacent uses, etc.
- **Aesthetics** – most municipalities do not allow solid fences or fence heights that exceed 3 ft. in a front yard and 6 ft. in a side or rear yard in residential areas for visual and aesthetic purposes, as it makes the lot look “industrial” in character (i.e., unattractive appearance) and does not promote the sense of “community”, as it isolates the property.
- **Screens** - A fence enables privacy. However, a high solid fence may screen activities in the yard that do not comply with other aspects of a municipality’s bylaws, such as unsightly premises – as it may effectively screen unauthorized storage, hazardous goods, weeds, illegal activities, etc. that may not be allowed.
- **Utility/easement concerns** – a fence (especially solid or of a height greater than 3 ft.) in a front yard may interfere with utility services and access for repair/maintenance as it is quite common for services to be located in the front yard of a property.
 - There may be utility line easements located over the front yard that must be protected and may require unhindered accessibility.
 - Often there are shallow utility boxes located in the front (e.g., electrical, phone, cable) - the fence cannot enclose these utility structures and must allow free access to it from the street (and it may be necessary to keep clear on all sides by a minimum of 18”).
- **Safety** – primary concern is that a fence, especially constructed on front property line, creates safety issues.
 - It may block the sight lines of oncoming traffic, especially in the area of an intersection. Even more importantly, it acts as a visual barrier to pedestrians that may be walking on a sidewalk. Small children riding bicycles or even walking adjacent to a residence with a high front yard fence are particularly not visible to vehicles backing out of driveways or garages.
 - A front fence, or yard that is entirely encompassed by fencing, may limit or hinder the ability of firefighters or other emergency rescue personnel from having adequate access to a property (to fight a fire for example).

Note: The fence height is measured from the average ground grade to the highest point of the fence. This includes all decorative trim.

Information provided by Oldman River Regional Services Commission

Municipal Fence Height Restrictions cont.

- **Road Right-of-Way concerns** – similar to the situation with utility easements, a large portion of a property's front area being used, landscaped, or containing part of a front driveway or sidewalk, is actually part of the municipal right-of-way for the public roadway and not the private title holder's yard property. A high front fence may interfere with municipal street maintenance and repair operations, or may pose to be a liability to the municipality in the situation of damage ensuing to the fence or an accident with structures encroaching into municipal property if they were permitted to be located there.

Illustration of actual registered road plan and right-of-way in relation to development on residential lots and where the property line is situated.



Information provided by Oldman River Regional Services Commission

URBAN DEER TASK FORCE FINAL REPORT AND RECOMMENDATIONS

May 10, 2021



Urban Deer Task Force Members

November 2019 to May 2021

Troy Bourque
Don Cottrell
Shawn Lorenz
Chris Mills
Neil Penner-vice chair
Grant Pryznyk-chair

November 2019 to March 2021

Gabriele Barrie

The Chair and Vice Chair were selected by the Task Force members at the initial meeting in November 2019.

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EXECUTIVE SUMMARY

Mule deer have lived in the Sheep River valley and adjacent area for thousands of years and continue to move back and forth as part of their life processes. Mule deer are, and will continue to be, part of the natural landscape in this part of Alberta and in Okotoks.. The goal is for humans and deer to co-exist in relative harmony.

The Town established the Urban Deer Task Force (refer to Terms of Reference in Appendices) to examine the issues surrounding mule deer and develop recommendations for Okotoks Town Council's (Council) consideration. Task Force members were recruited and approved by Council.

Various sources of information were reviewed and analyzed. Interviews were conducted with persons experienced with Canadian urban wildlife management. The Task Force identified several issues and developed options to solve them based on the information gathered and from input provided by Task Force members.

The main issues include lack of scientific data, habituation, intentional and unintentional feeding, access to foraging/feeding areas and the number of deer.

The Task Force's key recommendation is the development of an Urban Deer Management Strategy to minimize or solve the issues identified in the report. The Urban Deer Management Strategy is the umbrella recommendation to manage deer in Okotoks and within it are recommended options for:

- I. Fencing
- II. Prohibiting intentional/unintentional feeding
- III. Education
- IV. Hazing
- V. Speed zone changes
- VI. Scientific Investigation
- VII. Wildlife Act changes

There must be a balance struck to recognize and conserve the intrinsic value of deer and nature in Okotoks while significantly reducing negative human/deer interactions. Injuries to pets or potentially humans and damage to private and public property must be reduced.

This will not occur overnight and may take one to two years to see measurable results.

The Management Strategy and options within it were selected based on the best chance for success, ease of implementation, acceptance by a majority of residents and cost effectiveness for residents and the Town.

Doing nothing could result in a continual increase in deer population. The pressure from deer population on the river valley ecosystem and community could result in overgrazing, long-term

natural habitat destruction, increased private and public property damage and increased negative human/deer interactions.

The key to implementation of any option must be based on sound data. This has been historically lacking. Deer population numbers, complaints, and residents' perceptions have been subjectively measured; this data needs more rigorously examined for the Town to make appropriate decisions for the medium and long-term.

DEFINITIONS.....

In this report the following definitions apply:

'Biological Carrying Capacity' means the number of animals an area of habitat can support;

'culling' means reduction of a wild animal population by selective slaughter;

'exurban' means an area outside a denser suburban area that has an economic and commuting connection to the suburban area;

'Deer aversion techniques' means techniques and options used by residents to deter deer from entering their property and or eating their plants;

'feeding' means deer eating food that is deliberately set out for them by residents but does not include vegetable or flower gardens;

'foraging' means deer eating flora that naturally occurs and is normally a part of a wild deer diet;

'Hazing' means an organized program that safely compels wildlife, such as deer to move away from humans, sometimes through the use of deterrents;

'Mule Deer (Odocoileus hemionus)' means a species of deer with large ears, and a black tipped tail. It is larger and more heavily built than the white-tailed deer.

'Social Carrying Capacity' means the number of animals in an area that can co-exist with humans before conflicts become commonplace.

INTRODUCTION AND BACKGROUND

Wildlife lives or passes through many urban municipalities in Canada. Species can range from any or all omnivores, herbivores and predators, depending on their regional occurrences.

Mule deer (*Odocoileus hemionus*) is the predominate species within Okotoks that causes damage to private and public property, occasional injuries to pets and, in some cases, displays what is termed as 'aggressive' behaviour towards humans. The mule deer population has been counted four times over the past two years and averaged roughly 90-100 deer within the town limits.

Okotoks is about 25 kilometres south of Calgary and has a population of 29,000 persons (Source: Stats Can census 2016). The exurban community adjacent to Okotoks extends to approximately 8 kms around the community and is composed of acreages, estates, ranches and farms.

The town (16.98 sq. kms Source: Stats Can 2016) lies along a portion of the north and south sides of the Sheep River. The Sheep River is part of the Bow River watershed, which begins in the mountain valleys of the Elbow-Sheep Wildland Provincial Park, flowing east to its junction with the Highwood River, approximately 8 kms east of Okotoks. The river valley forms a natural wildlife corridor for many wildlife species native to the region, which is a unique aspect of the Okotoks area. Along with the river valley, parks, pathways, golf courses and natural areas within the town limits provide ideal habitat for mule deer.

For many years, mule deer have made the portion of the corridor within and immediately adjacent to Okotoks their year-round home (Source: residents' opinions). Agricultural crops planted adjacent to the town boundaries also contribute to keeping them close to Okotoks. The species feeds, breeds, gives birth and raises its young within the town boundaries or in exurban areas near the town's outer fringes. It is reasonable to assume migration back and forth between the town and exurban areas.

Long-term residents have noticed an increase in the mule deer population over the last two decades (Source: personal communications). Conservation efforts by the provincial government have likely helped enhance deer populations in the area. This has resulted in increasing reports of human/deer interactions, including deer exhibiting what is referred to as 'aggressive behaviour' towards humans and dogs. There are vehicle/deer collisions on main thoroughfares and side streets. Deer are also feeding, damaging gardens, lawns, shrubs and trees on residents' property (and golf courses) and throughout the town in public common areas (i.e., green spaces, pathways and parks).

Council passed a bylaw prohibiting feeding of certain wildlife in public areas (Source: See Open Space Bylaw Section 13.5 in Appendices).

The Town undertook two resident surveys (see Appendices) in 2015 and 2018 to determine residents' opinions on the level of interactions with mule deer and the damage to private and public property. The range of opinions expressed by respondents varied widely from 'leave them as they are', 'no opinion either way' to 'reduce the number of deer and the damage they are causing within town limits'.

Deer counts have been coordinated by Town staff using volunteers and staff over the past few years.

The Town's website is used as a source of information to help residents minimize negative human/deer interactions and damage to their property. There are recommendations for deer resistant plants, deer deterrent sprays and how to react when deer or other wildlife are encountered.

There is a wildlife encounter reporting system on the website and when an 'aggressive' wildlife report is received, Town staff respond by placing signs in the area warning residents, as well as posting alerts using social media. In some instances, provincial conservation officers, RCMP and peace officers respond.

The encounters and damage to private and public property continue. Many residents have said deer are not deterred for very long by deer resistant plants and sprays, or by hazing (scaring) methods and devices. They are habituated to humans and human behaviour and soon return to areas where they are not wanted.

In 2019, Council passed a motion to establish the Urban Deer Task Force. Seven volunteers were selected through an application and interview process. The first meeting was held in November 2019, and members met regularly until early spring of 2020, when the COVID-19 pandemic required meetings to be temporarily suspended. Council extended the Task Force's term to May 2021 and meetings resumed via Zoom in the fall of 2020. The goal was to complete the research and provide a report, with recommendations, to Council in May 2021.

PART I – Deer- Human Interactions and Issues

Process

Various methods were used to identify interactions and issues. Task Force members reviewed the results from the Town's deer surveys; spoke with councillors and employees from other municipalities dealing with urban wildlife problems of varying species and degrees; examined programs to manage wildlife within other municipalities and their successes and challenges; participated in deer counts within Okotoks; met with a provincial wildlife biologist; a representative from an animal rights organization and the author of a scientific study for that organization; reviewed literature on mule deer behaviour; as well as policies, and management plans about the methods and results of various approaches to manage deer populations; met with Town staff and a number of residents.

From the information gathered, the Task Force identified a number of Human/Deer Interactions/Issues:

Intrinsic Value of Deer

Mule deer have lived relatively peacefully amongst residents for many decades. A significant number of those who completed two surveys in 2016 and 2018 indicated they like having deer within town limits and have little or no issues with them. They felt it provided the community with a sense of nature and liked seeing deer as they moved about the town. These respondents and their families enjoyed the encounters with no negative interactions and thought it added something special to Okotoks that most other communities do not have or ever experience.

Visitors to Okotoks are amazed that we have this wonderful part of nature in our town. One resident said that removing the deer completely would be like changing the character of our town.

Deer Population and Management

Some residents perceived that there were too many deer in town. The deer population has increased over the years. The number of deer within a certain area has a direct impact on the number of human/deer interactions and the damage the deer cause.

A percentage of respondents of the 2018 Town survey wanted something done with the deer because of foraging in gardens. This makes it almost impossible for flowers or vegetable gardens to reach maturity without fencing to keep the deer out. A portion of these respondents also felt intimidated by deer when encountering them on walkways and streets.

The Town of Kimberley found that maintaining the number of deer to approximately 100, and using other options at the same time, had a significantly positive impact in lessening damage to private and public property.

Deer moving in and out of town bring other issues such as Chronic Wasting Disease (CWD). This disease is prevalent in mule deer and is spreading from eastern Alberta. Alberta Fish and Wildlife has been following the statistics for over 20 years. Increased populations and deer movements could bring CWD closer. See the link alberta.ca/chronic-wasting-disease-updates for further information.

Deer Habituation

Many deer in Okotoks have become habituated to humans and town infrastructure. Habituation should not be confused with attraction. Attraction is the strengthening of an animal's behaviour due to positive reinforcement. Wildlife attraction is often assumed to be about food but may also apply to shelter and security (Whittaker, 1998). Habituation is when wildlife become so accustomed to humans that they lose their normal elusiveness and natural fear responses, which is undesirable. Habituation may occur if repeatedly exposed to the presence of people.

Wild animals can become habituated to humans' infrastructure (buildings, roads) and to humans themselves. Once habituated it is extremely difficult to change an animal's behaviour. Deer are a species of animal that is easily habituated to humans and human development and have adapted readily to residential areas (Westerfield, 2019).

Deer regularly forage on gardens, trees and shrubs within Okotoks. Some deer do not back off when meeting humans and stand their ground or approach in a manner that appears threatening. Residents must retreat or give the deer a wide berth. This occurs with does, with or without fawns, as well as bucks. Personal experiences reported to Task Force members include:

- A buck would not move out of the way of a vehicle leaving a garage;
- A doe challenged and approached a person walking in a parking lot and had to be chased off with another vehicle.

Instead of avoiding areas of human activity, animals choose to approach or not leave when humans are nearby. While some people may appreciate some level habituation, it typically leads to human-wildlife conflicts (Honda, 2018).

Strong habituation is detrimental to wildlife survival, and may even pose a threat to human safety (Bardy, 2010). Although it is rare to have deer act aggressively towards humans, the risk is increased if the deer are habituated to humans in an area with high human density like an urban setting. (Nielsen, 2003)

Pet Injuries

Each year, a few reports are filed with the Town where dogs have been injured by deer on private property. A personal experience shared with the Task Force reported that deer were foraging or feeding in a yard and dogs were let out, unknowingly surprising the deer. The dogs were attacked and veterinary medicals bills resulted.

There have also been instances where residents and their pets were challenged while walking on pathways. In some cases, this occurred when fawns have been present and the dog is considered a threat. Pet owners have also felt threatened when the dog ran back to its owner for protection while being pursued by the deer.

Deer Crossing Main Traffic Arteries and Side Streets

This occurs regularly on main routes, mainly at dawn and dusk (some areas with a 50km/hour speed limit). Deer are injured or killed and vehicles are damaged. Some deer must be euthanized, die a slow death or walk away injured; insurance claims can result from some of the collisions. Actual vehicle damage costs or estimates are unknown as there is no system in place

to gather this data. There is also a cost to dispose of deer carcasses and for deer to be euthanized. A better system of collecting data on the frequency and costs of disposing and euthanizing deer needs to be developed.

Residents Deliberately Feeding Deer

The Task Force heard from residents about instances where their neighbours are deliberately feeding deer with various types of feed in their yards. The behaviour did not stop even when asked to do so or after being visited by enforcement staff to obtain voluntary compliance. Some residents wait till morning or early evening to place feed on their property (Source: personal observation by Task Force member) attracting deer on a regular basis.

Some residents keep their back yard gates open and leave feed inside the fence. The yards are adjacent to pathways and parks which are travel routes for deer and offer an open invitation to feed and perhaps bed down in the yard or nearby for the night.

Deliberate feeding attracts deer to those areas and leads to additional foraging and bedding on neighbours' properties. More deer feeding and bedding in residential areas leads to the potential for interaction with children going to school in the morning and traffic hazards during low light and heavy traffic times.

Some retail businesses within and adjacent to Okotoks sell bags of feed labelled as 'deer feed'.

Deliberate feeding causes damage to adjacent properties throughout town that could potentially reach thousands of dollars each year.

Deer Accessing Private Property

Deer are now so habituated, that they access any areas that are not protected by deer-proof fences (including residential and business properties in the downtown core). This includes both front and back yards, especially those backing onto public walkways, parks and natural areas.

Current low height diamond mesh or other low fences are easily jumped by mule deer. There are no side, front or back hedges, fences or gates for many properties to limit yard access. Deer walk through many yards front to back and/or along a street from yard to yard. Fawns learn from their mothers where to go and how to do it.

Deer Foraging on Private Property

Mule deer in Okotoks are totally habituated to people and urban living, meaning that they do not respond to current measures intended to keep them from foraging in yards.

Once on private property, deer eat grasses, lawns, flowers, vegetables, trees (and fruit from trees) and shrubs. It is impossible for residents to grow vegetables to maturity in areas that are unprotected from the deer incurring replacement costs.

Deer resistant plantings have minimal long-term effect according to many residents (Source: personal communication). Many of these plants are also more expensive than other flora and still get eaten.

Deterrent sprays, etc. are not satisfactory on an on-going basis as they must be re-applied. They work for a while, then become ineffective according to some residents.

The deer consume a significant number of flower and shrub species that are normally part of residential gardens. For many gardeners, the limits on gardening and landscaping options are frustrating. The local garden club has petitioned Council for changes to fencing to prevent deer access.

One resident stated that the damage from deer made them change their yard landscaping and use deer resistant plants, but damage still occurs. She estimated thousands of dollars over 10 years (Source: personal communication).

The constant loss of plants due to the deer has eroded the desire of many residents to try and improve their yards (Source: personal communication) and may result in the majority of front and many back yards being planted to grass. This may impact water use in the town.

Deer also forage at the Crystal Ridge Golf Course and reside there. They have caused damage to flora (eating flowers) and the mini golf course (urinating/defecating on the indoor/outdoor carpeting, staining the plywood beneath and ruining it). Several holes had to be redone in 2020. The manager stated he closed the mini course part way through the 2020 season due to the damage and to the deer presence (Source: personal communication).

Anecdotal evidence indicates deer have changed their diet to include plant species that they have previously avoided. Foraging behaviour means deer frequently sample flowers, or the growing points of species, that they do not normally eat. This weakens, and in some cases, may kill flora.

Mule deer eat a variety of flora. A January 2021 magazine article in *Wild Deer* states that in 99 studies of mule deer diets, evidence suggests 788 species of plants were consumed. The diets vary greatly depending on the season, geographic region, year and elevation. The plants consisted of shrubs and trees, grasses and grass-like plants and forbs (a 'forb or phorb' is an herbaceous flowering plant that is not a graminoid (grass, sedge, or rush)). The article suggests that deer adapt to whatever is available to eat.

Bucks accessing yards to feed or forage also cause damage to trees by rubbing their antlers against them, which removes the bark. This can cause access for disease or death of the tree.

Some residents have fencing around single trees to deter foraging deer but this has to be properly placed and of the right size to be a successful deterrent.

Some bird feeders are unintentionally feeding deer when excess feed spills onto the ground. Some feeders are also low enough for deer to access standing on their back legs.

In the winter in the Tucker Hill area, deer stand on snow removal piles and feed on the higher tree branches and fruit they normally cannot reach from ground level (Source: personal communication).

The losses and frustration are evident and documented in Town surveys, conversations with and emails from residents.

There is the impact of limiting landscaping options, potentially lessening residential property values and the cost of fencing (new or extensions which could cost thousands of dollars per home).

Deer Foraging on Public Property

Deer are foraging on lawns, flowers, trees (and their fruit) and shrubs along public green spaces, streets and parks because they have easy access to these areas. These areas interconnect across the entire town. There are few, if any, gates or fences to deter deer from entering and using any area.

The Town replaces flora each year due to deer foraging damage in these areas. As a result, the Town is restricted in the species it can plant and is being forced to replace vulnerable species each year such as attractive flowering varieties like crab apples. Town staff also clean fruit from the ground under ornamental fruit trees to deter foraging. Removing the fallen fruit and replacing these species has an annual cost. The loss of flowering species has an impact on the esthetic quality of parks and boulevards and the town overall.

Easy access to public areas mean deer also get easy access to areas bordering private property because there are no fences or gates blocking access to the public areas from streets.

Natural areas along the river valley and coulees running into it are also impacted by deer. The natural flora species composition may be over-browsed or changing in these areas. It is fair to assume this may be a reason why deer forage in parks and yards, but only a scientific study could confirm this.

Bucks rub their antlers against trees while foraging, which removes bark, causing disease and/or die off. A resident was observed hand feeding a large buck on a public sidewalk (Source: personal observation by task force member).

Some measures (fence extensions of various materials) that residents now use to block back yard access from deer coming from public areas are well done but many are esthetically unattractive. These extensions are mainly along back paths and walkways where residents are legally required to keep fences at a low height.

Deer Bedding Down Within Town Boundaries

Residents have found deer sleeping on and under their decks, in yards, between homes, and on business properties. Deer also use school yards, public parks and green space walkways and natural areas. This has occurred over decades because of easy access to these areas for foraging, as well as from deliberate feeding that has led to habituation.

Deer Breeding, Giving Birth and Living within Town Boundaries

The annual rut in November and December, with bucks chasing does within town boundaries, has potential for humans to come between them and be injured. This can occur suddenly in some situations.

Fawns are born in the spring, and does protect them aggressively at times; the fawns also learn where and what to eat. Many deer likely live their entire lives in Okotoks with little or no exposure to their usual predators (wolves, cougars, bears, coyotes). Deer have found a safe, predator-free environment with ample feed. There is no reason to leave.

PART 2 –Identifying Options

Process

The Task Force reviewed the research, personal accounts, and information from other municipalities and wildlife experts to compile a comprehensive list of potential options that could be considered for deer management in Okotoks.

Summary Table:

Option	Potential Success	Timing
Maintain Current Local Municipal Deer Management Strategies	Unlikely to be successful	Short-term, can be implemented immediately, will require a multi-year commitment from both Town and residents
Minimize deer foraging on Private and Public Property (Fencing)	Likely to be very successful	
Deer Resistant Flora	Somewhat successful, as deer may adjust their diet to accept alternative flora	
Deer Aversion Techniques	Somewhat successful, will need to be repeated	
Expanded Public Education	Very likely to be successful combined with other options	
Reduce Habituation	Successful only if combined with other options	
Scientific Investigations	Highly successful at improving data and knowledge of urban deer situation	Medium – long-term, will require a multi-year commitment
Hazing	Somewhat successful, will need to be repeated	Medium-term, will need to be repeated over time
Relocate	Mixed success as deer will return or new deer will take their place	Medium – long-term
Limited Hunt	Unlikely to be successful	Medium – Long-term
Cull	Limited, short-term success as new deer fill the gap	Medium – long-term, will need to be repeated
Immunocontraception	Likely to be successful in the long-term	Long-term

Maintain current, local municipal deer management mechanisms

Is there a problem that needs fixing? Although there are about 100 deer within the town limits, there are very few reported negative human/deer interactions to Town administration each year. The results of the 2018 survey indicated that only a small percentage of respondents would like to see fewer deer, and the majority reported that they are fine with the current number of deer.

All incidents reported to the Task Force, with interactions between habituated deer and people, were resolved by humans retreating or using vehicles and noise to chase the deer away. Some residents feel intimidated, and a few parents won't let children play in their yards at dusk without an adult present, but physical injuries have been limited to pets, with no fatalities.

Damage does occur to public and private property and frustrates a percentage of town residents. However, without firm data showing the actual cost of damage, it raises the question whether it is cost effective to fix a problem that may not need addressing.

Steps to Implementation

- Retain current bylaws.
- Retain the current online educational information program and adapt as needed.

- Retain the current wildlife incident reporting program and improve when needed.
- Retain the public notification program warning system where there have been negative human/deer interactions.

Pros

- Little or no increased financial resources required to operate beyond the current allocation.
- Residents who like deer and want them around would support this approach.
- Risk management may be acceptable given the low number of reported negative interactions each year with no injury to humans.

Cons

- Deer will become more habituated.
- Potential to confirm some residents' perception that the Town is doing nothing, which may result in many negative interactions being unreported.
- Does nothing to reduce the available feed and bedding areas which attract deer.
- The deer population may increase as Okotoks gets larger and their travel corridors stretch to each side of the town.
- Potential for the number of negative interactions between deer and humans and their property to increase.
- Residents will continue to lose their gardens and shrubs and trees and incur replacement costs.
- Residents may decide not to maintain their properties or plant gardens or trees; lower home values may result.
- Will become a continuing issue for Council and staff
- Risk of predators may increase.

Success/Failure Projection

Slim chance of success. It is likely that the social carrying capacity within town limits will be exceeded. The social carrying capacity represents the maximum number of deer that can peacefully co-exist with residents at acceptable levels of damage to property, injuries to pets and human/deer interactions. Future liability issues may arise with more frequent interactions.

Timeframe

- Current level of resources will need to be maintained and adjusted as needed.

Minimize Deer Foraging on Private and Public Property

Allow installation of temporary and/or permanent fencing so deer cannot access food sources.

Steps to Implementation

- The Town can examine installing gate and fence barriers in strategic locations to limit and control the access to food sources in public areas, walkways and parks.
- Change fencing bylaws to allow greater flexibility for residents to erect deer protective fencing, either temporary or permanent. This is especially true for residences that back onto public area walkways, parks and natural areas, where landowners are restricted from creating higher fences. (The Task Force submitted proposed changes to the Land Use Planning bylaw review process to assess and potentially address this issue; a presentation to Council was given on April 12, 2021 and Council approved a one year pilot project to allow temporary fencing).
- Front yard and yard-to-yard access along a street must also be addressed by fencing.

Pros

- Prevents deer from accessing public walkways and parks to feed and bed down.
- Prevents deer from accessing residents' yards to feed and bed down.
- Prevents deer from giving birth to fawns in public and private areas.

Cons

- Cost to buy, install and maintain fences and gates.
- May impede sight lines with certain fence materials.
- Users will need to open and close gates to enter and leave pathway and park areas.
- Deer may begin to use streets and sidewalks more often to move about town.
- Residents may refuse to pay for their own fencing and gates.

Success/Failure Projection

- High chance of success. Proper fence height will keep deer from yards and moving from one property to another. Front yards may need deer resistant flora or individual flora fencing.

Timeframe

- Short-term to implement, until deer access other food sources outside of town.

Deer Resistant Flora

Encourage the use of deer resistant flora in private and public outdoor spaces.

Steps to Implementation

- Continue and expand the low water/deer resistant plant rebate program.
- Encourage retailers to stock a wider variety of low water/deer resistant flora.
- Encourage residents to purchase deer resistant flora and other deterrents.

- Increase information about deer resistant flora in key locations.

Pros

- Combined with higher fences or individual flora fencing and deterrents, residents may eventually be able to use flora other than deer resistant species.
- Encourages residents to grow and consume more locally produced garden food.
- Encourages residents to improve their yards with garden beds and trees rather than lawns which consume more water thus reducing water use.
- Improves attractiveness of yards and consequently the esthetic appearance of town streets and boulevards.

Cons

- Deer resistant flora are in some cases more expensive than other flora.
- Some deer eat resistant species.
- Some residents may not wish to change their flora and landscaping choices nor use chemical or natural deterrents.
- Deer are gradually changing their diet to make use of species that were previously ignored (some deer eat deer resistant flora). For most gardeners, the limits on landscaping and gardening options are frustrating.

Success/Failure Projection

- Fair to good chance of success. Combined with fencing this option can minimize access to food and should be successful over time (perhaps 1 year). Monitoring residents' experiences would be useful to make further recommendations.

Timeframe

- Promoted on an ongoing basis throughout the year until deer move to areas outside of town where other food is available and remain there.

Hazing

Implement an organized program of hazing the deer to change their behaviour and/or their distribution. A number of different techniques and time frames could be considered. Any hazing program would have to be approved by Alberta Fish and Wildlife, and be carried out by the Town under their guidelines.

Reducing habituated behaviour of urban deer is needed. The major problem with habituated deer is that they do not fear humans nor respond to actions that would normally keep them away from people and property on a permanent basis. Hazing is one measure that could be used to make them more wary of interaction with people and reduce their access to feed.

Steps to Implementation

- Development of a hazing program by the Town including methodology and timing.
- Application for a permit for the proposed program from the Department of Wildlife.
- Implementation of the program by the Town.
- Assess the success of the program before determining whether further action is necessary.

Pros

- Potential to reduce the habituation characteristics of the deer and thereby reduce wildlife/human interactions and damage to property.
- Ability to reduce the density of deer populations in specific areas.
- Possible reduction in the total deer numbers resident in the town.

Cons

- Residents may not accept this or publically oppose it.
- There is the potential for significant cost, especially if it must be done repeatedly.
- May provide only temporary relief as deer adjust and return to former areas and habits.

Success/Failure Projection

- Experience in other jurisdictions suggests that this often results in only temporary relief and may create problems in other areas.

Timeframe

- An initial program immediately (2021) followed by an assessment before further action is undertaken.

Deer Aversion Techniques

Techniques and options used by residents to deter deer from entering their property and or eating their plants. They would include a variety of tools such as movement activated water shooters, noise deterrents and chemical inhibitors.

Steps to implementation

- Develop an education program listing potential deterrents.
- Purchase and installation of devices by residents.
- Monitoring success through community surveys.

Pros.

- Immediate reduction in access and damage.
- Ability to adjust to individual needs and circumstances.
- Reduction in complaints to the Town.

Cons

- Deer become habituated and the devices lose effectiveness.
- Need for constant maintenance or replacement (i.e. deer repellents)
- Cost
- Residents could become frustrated at the need to continually undertake these actions.

Success/failure

- Deer aversion techniques are likely to provide temporary but not permanent relief.

Timeframe

- Would need to be a regular and ongoing activity for residents; whenever deer try to access their yards.

Relocate

Relocation is a non-lethal method of controlling overabundant mule deer populations. It involves live trapping or darting, immobilizing and relocating animals to an area upwards of 30 km away from the perceived problem area. Relocation is best if there is a natural barrier such as a lake or river to help keep the deer where relocated to; down the river valley a few kilometres won't work.

Steps to Implementation

- Requires a permit from AEP.
- Humane protocols need to be established and adhered to.
- Specialists/experienced team need to be researched and hired.
- Community support is required to minimize interference with the program.

Pros

- Immediate reduction in deer population and damage to property.
- Immobilizing darts are an effective method of subduing the animals, no need to live trap.
- Fewer negative human/deer interactions.

Cons

- Costs about \$1100 per animal to relocate based on research from other municipalities.
- Relocated deer can become a problem in or near other communities where they are moved to.
- Mortality rate, after translocation, is higher than non-urban deer because of no previous encounters with predators or inability to forage in the new area.

- Clover live traps to capture deer are cheaper but have proved ineffective and prone to vandalism in other communities.
- Overall labour intensive - need trained professionals to dart, subdue, load and relocate by vehicle.
- Potential exposure to disease (e.g. CWD) in the new area and if they return may bring that with them.
- Some relocated deer return to where they were originally captured. .

Success/Failure Projection

- Successful population reduction in short to medium-term.
- Some deer will eventually return and new ones will move in.

Timeframe

- A multi-year project

Cull

A lethal method of controlling overabundant wildlife populations which involves trapping/immobilizing and killing animals by humane euthanasia.

Steps to Implementation

- AEP permit is required.
- Experienced team must be hired and humane protocols established and used.
- Animal carcasses must be immediately processed in approved facility to be able to use at, for example, a food bank.
- Requires strong community support to succeed.

Pros

- Reduces the deer population immediately.
- Fewer negative human/deer interactions and property damage.
- May instill wariness in remaining animals.
- Financial cost to capture animals, process and distribute is less than relocation.

Cons

- Culling urban deer, for most people, is unacceptable, especially when other options like sterilization are available.
- Will require 24 hour trap monitoring to reduce animals' struggling.
- Deer struggle and may be injured or die in the trap.

- Active protests by residents may result as some see this as inhumane treatment. Not all will support this process.
- Expensive due to capturing animals, but less than a relocation project cost.
- New animals will eventually re-populate the area, so not a permanent solution, only a short-term measure.
- Other municipalities have seen traps damaged and deer released.
- Cost in dollars is high based on other municipalities' experience.

Success/Failure Projection

- Short-term success for population reduction.
- Not a popular choice by most residents.
- Would need to be an ongoing multi-year project.
- Could be used in conjunction with other options described in this report.
- Project failure in medium to long-term as new animals move in.

Timeframe

- Have an initial one-time cull and then reassess for a potential future cull

Limited Hunt

Special mule deer licensed hunt established by the Province of Alberta.

Steps to Implementation

- Town petitions Alberta Fish and Wildlife to establish a hunting (likely bow) season and zone(s) within certain part(s) of the town.
- Hunting from stands in trees (shooting down towards the ground).
- Could be limited to specific dates, areas and times of day.

Pros

- Hunting community would support this project.
- Much less expensive in dollars than relocation, culling or immunocontraception.

Cons

- Hunting is not easily implemented in an urban environment (Whittaker, 1998).
- Many in community would not support hunting in town limits.
- Protests to Council and hunt interruptions may result by residents and animal rights groups.

Success/Failure Projection

- This would not succeed unless the entire community supported it.

Timeframe

- Once per year; reassess after first year.

Sterilization (Immunocontraception)

Sterilization (neutering) is a commonly used method of population control in domesticated animals. Until the 1990s, surgical methods were the only option to sterilize an animal. Immunocontraception is non-surgical sterilization through the use of an injectable vaccine. The vaccine causes the animal's immune system to respond, creating antibodies, preventing fertilization. Current immunocontraception vaccine technology results in sterilization lasting anywhere from one to seven years depending on the species and vaccine used.

This technology has been used in a few wildlife population control projects. The first large scale use was in the feral horse population in the western United States. In eastern North America, trial studies have occurred in white tail deer populations. A study in mule deer in Elk Point on Vancouver Island, Canada has shown some success in controlling their urban deer population

All the current products are currently experimental and there is no commercial vaccine available in Canada. In wildlife research studies, urban does are trapped, tranquilized, ear tagged and injected.

Steps to Implementation

- A detailed project proposal requiring special permits and approvals from the provincial government and wildlife agencies are needed.
- Professional team required to perform the work.

Pros

- Immunocontraception offers a non-lethal solution of controlling overabundant wildlife without the cost of relocation.
- Combined with other options (education, higher fencing, prohibiting feeding and speed limits) both damage by deer and numbers of deer will decrease.
- Combining immunocontraception with research by colleges and/or university partners to determine program success, movements (range of urban deer), parasites, diseases etc., will result in sharing of costs.
- Sterilization, unlike culling or relocation, will be a more socially acceptable method of population control.
- Because sterilization is something new and non-lethal, does in Okotoks will be identifiable by their ear tags.

- Using sterilization instead of culling or relocation may give Okotoks' residents something to be proud of and unite as a town.
- The community will perceive Council and the Town as taking action to reduce deer numbers and human/deer encounters and damage.

Cons

- Cost maybe prohibitive depending on how the deer are vaccinated.
- Involves the disruption of the deer's normal biology.
- Currently requires special permits and is experimental.
- Like most vaccines, the effectiveness would not be one hundred percent. Some does may have to be reinjected if they continue to reproduce.
- This method of population control will take a few years to produce clear results.
- Does that are treated by this method may go into estrus (heat) longer or more often.

Success/Failure Projection

- Good chance of success over 3-5 years as an alternative to culling or relocation.
- Combine with other management options to see quicker results.

Timeframe

- Annual until all local does are sterilized, then perhaps needed again if does reproductive activity returns or when numbers of does increases.

Expanded Public Education Program

- Design information that includes deer behaviours, time of year when bucks are in rut, time of year when does are having fawns, behaviours to watch for when a deer might be afraid or feel threatened.
- Information on the dangers of feeding and antagonizing deer, which can lead to habituation or human/pet injury. Unintentional feeding is as large a problem. It may be a birdfeeder that the deer can eat from, fruit trees in the fall where ripened fruited are hanging on the tree or have fallen to the ground.
- Inform residents on the temporary fencing initiative the Town has now implemented. Include what types of fencing are appropriate to use in a permanent and temporary basis.
- Educate residents on what types of flora to plant that are deer resistant and which ones to avoid, how to protect gardens and yards with fencing (temporary/permanent), deterrents to keep deer away from gardens.
- Information surrounding proper forms of hazing that residents can use on private property such as motion sensor water sprinklers, Predator Pee and children's water spray guns.

Steps to Implementation

- Review and develop educational materials in a variety of formats including print, videos, online.
- Encourage garden supply businesses to stock more deer resistant flora and spray deterrents.
- Encourage businesses not to sell products that are advertised as, or can be used as, deer food.
- Widely circulate education information on bylaw change to prohibit feeding wildlife.
- Partner with schools to provide deer information to students.

Pros

- Children and adults become aware of possible deer problems.
- Children share information learned at school with parents.
- More frequent information for the public means increased awareness and potentially fewer deer interactions.
- New ideas will help keep gardens in good shape by removing deer food sources.

Cons

- Problems with consistently getting the public to comply.
- Public resistance to implement changes that may require additional cost.
- Public may be resistant to changing their habits.
- Challenge with distributing the information widely enough.

Success/Failure Projection

- There will be mix of successes and some challenges. Any encounter avoided or less damage to property will be a success.
- All education is a benefit to the public.
- Fencing costs and public attitudes towards implementing changes in their habits will be main challenges.

Timeframe

- Ongoing because of the need to adapt information programs (perhaps quarterly or semi-annually) to the results after implementation.

Reduce Habituation

Reduce habituation by limiting access to local food sources. Wild animals can become habituated to human infrastructure (buildings, roads) and to humans themselves. Deer is a species of animal that is easily habituated to humans, and human development, and have adapted readily to residential areas (Westerfield, 2019)

Steps to Implementation

- Increase education so residents know the benefits of reducing habituation.
- Ban feeding of deer through bylaw change.
- Enforce feeding prohibitions.
- Encourage deer resistant flora plantings.
- Remove access to forage and other attractants by fencing bylaw change.
- Remove attractants such as bedding areas and easy access to travel corridors in town.
- Implement a humane hazing program with clear protocols to prevent foraging on private and public areas.
- Bylaw enforcement is required early but should be less as residents comply.

Pros

- Some deer may go back to their wild nature and leave the town limits as feed is reduced within town.
- Potential for fewer incidents of negative human/deer interactions and injury.
- Reduced damage to public and private property.
- Fewer deer bedding down in town.

Cons

- Some residents prefer deer in town and see no problem and would object.
- Some residents would ignore the bylaw and keep feeding deer; enforcement will be difficult.
- Enforcement may become a challenge for Council.
- Financial resources will be required for public education expansion and enforcement.

Success/Failure Projection

- It is not a fix by itself. A multi-year commitment is required combined with other options noted in this report.

Timeframe

- Multi-year commitment by residents to comply and consistent enforcement by the Town.

Scientific Investigations

Gather quantitative and qualitative data on the following activities to determine the level of success, public perception, identify potential improvements and determine the long-term viability for continuing with some programs. Partner with universities, colleges, NGOs such as Animal Alliance, and Alberta Fish and Game Association to complete this research.

1. Focused survey of residents in high deer concentration areas to determine what they would like done about the deer; determine if there is a serious deer localized issue that requires action.
2. Deer count after hazing drives in a section(s) of town where deer are concentrated.
3. Survey residents about the perceived success of the fencing project to determine if deer are deterred with higher fences and/or various materials.
4. Establish biological carrying capacity of habitat within Okotoks.
5. Feasibility study on immunocontraception.

Steps to Implementation:

- Identify 3 year population count study requirements from this report.
- Contract a biologist to prepare the study process to meet the requirements.
- Contract an expert on immunocontraception to complete an assessment.
- Ensure dedicated staff resources (i.e. a part-time contract position) to monitor the strategy and implement the public education program.
- Implement the study.
- Monitor, collect and analyze data.

Pros

- Will provide current deer count and zones of concentrations as the years progress to determine impact of other options that are implemented.
- Provide updated account of residents' opinions on deer (last survey 2018) within Okotoks.

Cons

- Will be a multi-year financial cost to design, implement, monitor and analyze the data collected.
- Potentially a low response from the public surveys will not adequately represent the majority of opinions about deer.

Success/Failure Projection

- Success projected - determining effects of options within the overall strategy and need to adapt current or adopt new options. The success of the resident surveys will depend on whether a statistically viable number of people complete them.

Timeframe

- Resident survey of deer – complete the first survey in 2021 to establish a baseline and then annually after the recommendations are implemented to determine if there is any change in perception.
- Hazing assessment – within 3-6 months of any hazing activity to determine the level of success in reducing the deer population.
- Fencing project – survey participating residents and specific interest groups (e.g. Okotoks Community Garden Club) during and following the initial pilot project to determine level of success and identify areas for improvement.
- Biological/social carrying capacity – begin the project in 2022.
- Immunocontraception assessment – to take place in 2022.

Changes to Provincial Wildlife Act

Municipalities are limited in the options they can use to effectively manage urban deer as this is regulated at the provincial level. Changes in provincial regulations are needed in order to make it possible for Okotoks to have more control over the decisions around how to manage urban deer within town boundaries

Steps to Implementation

- lobby the Provincial Government to amend the provincial Wildlife Act to include a section dealing with the management of urban wildlife to give more authority to urban municipalities to manage wildlife issues within their jurisdiction, and
- lobby other urban municipalities and the Alberta Urban Municipalities Association (AUMA) to support amendments to the provincial Wildlife Act to give more authority to urban municipalities to manage wildlife issues within their jurisdiction.

Pros

- Municipalities will have more flexibility over the options used to manage deer.

Cons

- May increase responsibilities, resources and cost to manage urban deer.

Success/Failure Projection

- If regulations are changed, this could be very successful at providing greater options that municipalities can use.

Timeframe

- Changes to legislation will take a long time with changes that may take up to 3 years.

PART 4
TASK FORCE RECOMMENDATIONS

Establish An Urban Deer Management Strategy

The Task Force recommends establishing an overall Okotoks Urban Deer Management Strategy. This Strategy is fundamental to successfully manage deer interactions with residents over the long-term. Annual Action Plans can be developed and adapted based on the options selected for implementation. It must remain a high Town priority to achieve long-term success so residents and deer can live in relative harmony.

In general, the Strategy must address:

- 1) concerns and safety of residents and promote positive interactions
- 2) studies on current and future deer populations, behaviour and natural habitat impact
- 3) continual adaptations to address changing community urban deer issues
- 4) options for short, medium and long-term implementation
- 5) consistent data collection and analysis from scientific investigations and
- 6) improved residents' awareness of their role

Recommended Options within the Management Strategy

Timelines indicate how quickly the recommendation could be implemented and the priority the Task Force has identified for implementation:

- **Short-term:** within 6 months
- **Medium-term:** 6 months to 2 years
- **Long-term:** 2 years onwards

1. Minimize Deer Foraging on Private and Public Property (short-term)

Implement both temporary and permanent deer resistant fencing options to protect gardens and limit deer access to artificial food sources.

Temporary Fencing

- Extend the 2021 pilot project into an annual fencing option.
- Update approved temporary fencing options based on results from the pilot project.

In 2021, Council approved the Task Force's initial recommendation for a pilot project from April, 2021 to April 2022 to address the issue of damage to gardens but also to research different fencing options that could be included in any long-term management strategy.

Permanent Fencing

- The Town either annul the current restrictive covenants on fencing or explore methods to override them, including the potential for a Ministerial Order.
- That no restrictive covenants on fencing be included in new residential subdivisions.

- That the Land Use Bylaw be amended to allow fencing of up to 2.3 metres around back yards.
- That the Town incorporate considerations for permitted deer proof fencing into the Land Use Bylaw. These provisions would delineate the circumstances and type of deer proofing that would be permitted and would cover front yards and fences adjacent to open areas and parks. The types and uses of fencing allowed under the new provisions would be based on the effectiveness and acceptance of the temporary measures allowed during the pilot project

Addressing the issue of allowing effective deer deterrent fencing is a key element of any management regime dealing with the deer in Okotoks. Not only is the ability to create effective deer proof fencing uncontroversial and financially viable, but it also achieves two important objectives. It creates the opportunity for gardeners to protect their property from damage created by the deer. Equally important is the fact that by reducing the available artificial food supply for the town deer, it creates an effective long-term population management tool.

Experience from the Town of Kimberly has shown that reducing access to artificial as opposed to natural food supplies has been effective in creating a non-controversial, long-term limit on total deer numbers. Current bylaws and restrictive covenants on fences bordering open spaces and parks in Okotoks do not permit the use of effective deer proofing around yards. Resolving the deer proof fencing issue would alleviate much of the controversy in the town about the future of the deer.

2. *Reduce Habituation (short-term)*

- Amend Bylaw 22-12 to prohibit feeding of fur bearing wildlife on private as well as public property within Okotoks (see Appendix IV). Regulate a minimum off-ground height for bird feeders to prevent deer from accessing them. Mandatory bird seed and fallen tree fruit clean up within a reasonable time. These are preventative measures against habituation.
- Implement consistent enforcement for non-compliance.
- Review Canmore feeding bylaw for more specific actions and concepts

3. *Increased Public Education (short-term)*

- Education is key to implementing a successful urban deer strategy. Ensuring that comprehensive educational information is readily available to the public will increase the awareness of residents on what they can do to help reduce habituation and keep human/deer interactions to a minimum. Education materials should include information on decreasing habituation, fencing options, permitted hazing on private property, deer resistant flora, and restrictions on feeding deer.
- Increase resident awareness of their responsibility to ensure these strategies are successful. The public needs to take ownership of the initiatives presented to see lasting results. With the help of the Town in creating the proper resources, a lasting impact on preventing deer habituation within Okotoks can be achieved.
- Partner with schools to develop an education program to increase students' awareness of how to co-exist with urban deer.

4. *Deer Resistant Flora (short-term)*

- Continue and expand the low water/deer resistant plant rebate program.
- Encourage retailers to stock a wider variety of low water/deer resistant flora.
- Encourage residents to purchase deer resistant flora and other deterrents.
- Increase information about deer resistant flora in key locations.

5. *Deer Aversion Techniques (short –term)*

- Develop an education program listing potential deterrents that residents can use to keep deer out of their yards.
- Monitor success through community surveys.

6. *Hazing (medium-long term)*

- The Town to develop and implement a hazing program including methodology and timing.
- Assess the success of the initial program before determining whether further action is necessary.

7. *Speed Zone Changes (short-term)*

- Examine reducing speed zones in high deer occurrence areas (near bridges over the river valley). Add deer warning signage in these areas.

8. *Scientific Investigations (medium-long term)*

Deer population and movements within Okotoks:

- Contract a biologist to design and implement a scientifically based urban deer study to accurately measure and determine the social carrying capacity of deer within Okotoks.
- A few deer counts have been done in town limits, but a multi-year study is required. Maximums and minimums at certain times and certain parts of town can be obtained through the deer counts but do not provide a complete picture. Partner with a community college/university to complete this study year over year to better identify trends.

Establish biological carrying capacity of habitat within Okotoks:

- Analyze the natural habitat within Okotoks to determine if it is sufficient to support a mule deer population and what number that may be.
- Habitat assessment in natural areas in town to determine biological carrying capacity (without deer accessing residents' gardens and yards and public green spaces).

Re-survey attitudes of Okotoks' residents:

- Surveys of resident's opinions were done twice - 2015 and 2018. Determine whether opinions about deer have changed or remained the same. The number of deer in a specific urban area can lead to increased human/deer interactions. Identify through number of complaints when the level of interaction with residents intensifies which can trigger additional action to manage deer populations.
- Social carrying capacity study to determine residents' opinions on the optimal number of deer in Okotoks that can live in peaceful coexistence.

- Improve the system for officially reporting and analyzing when wildlife are injured or killed by vehicles or disposed of by all law enforcement personnel.

9. *Changes to the Provincial Wildlife Act (medium-term)*

That Council:

- lobby the Provincial Government to amend the provincial Wildlife Act to include a section dealing with the management of urban wildlife to give more authority to urban municipalities to manage wildlife issues within their jurisdiction, and incorporating urban wildlife management (mule deer) in provincial wildlife species management plans. The mule deer species plan is currently under development-needs to be **followed up quickly** as a separate submission to Alberta Fish and Wildlife or through its public consultation process
- lobby other urban municipalities and the Alberta Urban Municipalities Association (AUMA) to support amendments to the provincial Wildlife Act to give more authority to urban municipalities to manage wildlife issues within their jurisdiction, and incorporating urban wildlife management (mule deer) in provincial wildlife species management plans. The mule deer species plan is currently under development-needs to be **followed up quickly** as a separate submission to Alberta Fish and Wildlife or through its public consultation process.

10. *Budget*

- Recommend that Council budget approximately \$25,000 for the first year of implementation to cover the costs for specialized contractors, study implementation, and analysis, staff resources and public education programs. Budget approximately \$20,000 in subsequent years to support ongoing studies and programs.

Options Not Currently Recommended for Implementation

The previous recommendations are more acceptable to residents and are less expensive methods to reduce human/deer encounters and damage to public and private property. They also allow residents to take an active role in helping to manage the deer population and access to their property.

The Task Force does not recommend implementing the following options at this time:

- 1) Immunocontraception
 - 2) Relocation
 - 3) Culling
 - 4) Hunting
- They are all short to medium-term population reduction methods, some of which can be perceived by residents as cruel or unsafe.
 - They have limited long-term success as other municipalities have found that new animals move into the area to replace those removed.
 - Immunocontraception, relocation and culling are expensive to undertake and may be required for many years to reduce deer populations to an acceptable social carrying capacity.

- There may be a need to remove a few animals which are repeat offenders showing 'aggressive behaviour' or which have, in rare circumstances, injured or killed people or pets. These situations can be addressed individually in consultation with the provincial agency responsible for wildlife management to remove the animal(s).

PART 5 ACKNOWLEDGEMENTS

The Task Force members thank all those who contributed to this study and report.

Thanks you to the Okotoks Town Council for its support and the trust placed in our findings.

- Brett Boukall – Senior Wildlife Biologist, Environment and Parks
- John Herasemluk – Town of Pincher Creek
- Liz White, Animal Alliance of Canada
- Wayne P. McCrory, RPBio.
- Councillor Darryl Oakley, City of Kimberley
- Deer Count volunteers
- Christa Michailuck, Town of Okotoks Parks Manager
- Colin Gainer, Town of Okotoks Senior Planner
- Gordon White, Town of Okotoks Parks Technician, Urban Forest
- Joan Botkin, Town of Okotoks Community Engagement Manager
- Patty Huber, Town of Okotoks Legislative Services Administrator

PART 6
APPENDICES

APPENDIX I - Urban Deer Task Force Terms of Reference

Committee Type	Task Force
Purpose	To provide advice, information, ideas/models/tools, and other needed support to the Town of Okotoks in preparing an Urban Deer Strategy and Action Plan, and to support communication and engagement efforts to ensure the resulting Strategy and Action Plan is effectively implemented.
Membership	<p>The Task Force will be comprised of:</p> <ul style="list-style-type: none">• up to a maximum of seven (7) community members who meet some or all of the following criteria:<ul style="list-style-type: none">• specific experience, education, knowledge and/or networks relevant to wildlife and conservation issues;• are drawn from the general public, in order to provide a “sounding board” as well as local knowledge and experience;• provincial wildlife or Fish & Game Association representative;• one (1) Town staff liaison. <p>The Chair and Vice Chair for the Task Force will be elected by members.</p>
Authority	<p>The UDTF will report to Council once every three months.</p> <p>This Council-appointed Task Force’s overarching responsibility is to assist the Town in researching all aspects of urban deer management and developing recommendations for an Urban Deer Strategy and Action Plan that reflect best practices and align with provincial regulations.</p> <p>This Task Force will have a one-year term with clearly defined roles and responsibilities and a specific focus on the topic area.</p> <p>The Task Force will establish a schedule for meeting days and times.</p> <p>The following timeline of actions is to be utilized as a guideline for the Task Force:</p>

Timeline	Actions
3 months	<p>Review the current status of urban deer in Okotoks including: deer population, public survey data, and number/type of complaints.</p> <p>Undertake inter-municipal research to explore strategies and tactics used by other municipalities to manage urban deer.</p> <p>Develop an inventory of deer management strategies and alternative options that align with provincial regulations.</p>
6 months	<p>Identify challenges and issues with current public perception of Okotoks' urban deer and provide recommendations on potential solutions.</p> <p>Review Okotoks' public education materials (printed and electronic) regarding urban deer and methods of sharing information; identify gaps/opportunities to improve effectiveness of public outreach.</p> <p>Review Okotoks bylaws and policies related to wildlife/deer, identify potential gaps or opportunities.</p>
9 months	<p>Identify potential public participation strategies that involve the general public or other stakeholders on urban deer management.</p> <p>Provide guidance and support for the Town's public participation activities.</p> <p>Attend public participation events.</p>
12 months	<p>Provide recommendations to Council that will be considered for inclusion in an Okotoks Urban Deer Strategy and Action Plan. The recommendations must include a clear timeline or logical sequence for</p>

	implementing any actions, bylaws or activities, as well as an assessment of associated costs (if any).
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Term

Unless extended through Council resolution, this Task Force’s term expires on or before May 31, 2021. **(Motion 20.C.262)**

Meeting Frequency

As needed and determined by the UDTF.

Funding

Minimal expenses to cover expert speaker travel costs and other meeting expenses drawn from existing budget.

**Urban Deer Task Force (UDTF)
(As amended by Motion 20.C.262)**

APPENDIX III – Urban Deer Task Force Member Selection Process

Advertisements were placed in various media in the Town requesting persons interested in being a member of the Urban Deer Task Force to apply to the Town. Applicants were individually interviewed by Town administration. Seven members were selected and approved by a Council motion.

**APPENDIX IV - Excerpt from Bylaw 22-12: A Bylaw to Regulate
the Use of Open Spaces and Recreation Facilities**

2.10 Fur-bearing animal shall have the same meaning as defined in the Wildlife Act, R.S.A. 2000, Chapter W-10 as amended or replaced from time to time, but for the purpose of the Bylaw shall only include the following animals:

- a) Bear;
- b) Moose;
- c) Coyotes;
- d) Foxes;
- e) All species of Elk (Wapiti);
- f) Mule Deer; and
- g) Whitetail Deer

13.5 No person shall touch or feed fur-bearing animals in an open space or entice furbearing animals in an open space to approach, by holding out or setting out decoys or any such devices, food stuffs or bait of any kind.

13.6 No person shall harass, worry, attempt to capture, capture, injure or kill any wildlife in an open space unless that person is authorized to do so by the Town or has authority to do so under the authority of the Wildlife Act. BYLAW 22-12 ADMINIST

APPENDIX IV: Annual Town Costs

**TOWN OF OKOTOKS-PUBLIC PROPERTY DAMAGE, DEER DISPOSAL AND
SIGNAGE COSTS
CALENDAR YEAR 2020**

DAMAGE / ACTION (#/year)	AVERAGE COST (\$/year)	APPROXIMATE LABOUR COSTS (\$/year)
Disposing Dead Deer (18)	200.00	1,440.00
Trees Rubbed or Eaten (5)	5000.00	300.00
Flowers Eaten	600.00	0
Tree Protection Fencing	3000.00	8,000.00
Crabapple Clean-up	6200.00	240.00
Warning Signs Placement	N/A	1,440.00
TOTAL	15,000.00	11,420.00

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May 16, 2019

Re: Research and Collection Permit – General Permit #19-019 Project-End Report

Ms. Didkowsky,

The following is a report on activities undertaken by staff of Eagle Creek Wildlife Control Inc. under the authority of General Research Permit #19-019 (see appendix 1) to recondition mule deer in the town of Pincher Creek, Alberta. This report is submitted to satisfy condition 11 under Appendix 1: Research Permit General Permit Conditions Addendum to Research Permit #19-019 of said permit.

On April 30, 2019, Eagle Creek Wildlife Control Inc and the Town of Pincher Creek in conjunction with Alberta Environment and Parks (AEP) – Fish and Wildlife Division concluded the Deer Aversion Program undertaken in the town of Pincher Creek to recondition mule deer to be averse to the presence of humans and to be less comfortable subsiding within town limits. In consultation with AEP – Fish and Wildlife and the Town of Pincher Creek, Eagle Creek Wildlife Control created a protocol to achieve that end (see appendix 2). This was a pilot project, and the stated goals of the program were to reduce the presence of mule in areas described as being those where the presence of deer was particularly problematic. Four Trouble Locations were established at the outset of the program (see appendix 3), and regular surveys were conducted to monitor and respond to the presence of deer in those areas.

It was established during the consultation stages of the program that a removal of all deer from town limits was highly improbable and that the program would likely have to be undertaken for several successive years to achieve long-term results. However, the program's short-term efficacy might be evaluated by examining two primary objectives:



1. Demonstrating a reduction in the number of deer in the established ‘Trouble Areas’ noted above; and,
2. Demonstrating a reduction in the overall presence of deer in town limits.

A survey was conducted at the outset of the program to establish baseline numbers. On November 1, that survey determined that the population of deer in town was 38. It should be noted that the survey was unscientific, was conducted on the ground by visual count and that the number may be higher. On April 30 a project-end survey was conducted in the same manner as the initial survey (see appendix 4). **That survey found 28 deer in town.** It should again be noted that the survey was unscientific, was conducted on the ground by visual count and that the actual number of deer may be higher.

A breakdown of this survey is as follows:

Location	Number of Deer
Trouble Location #1	6
Trouble Location #2	1
Trouble Location #3	3
Trouble Location #4	0
All additional locations in town	*18

* 13 deer were observed in areas considered to be on the ‘outskirts’ of town. These are locations where deer are expected and tolerance of them must higher.

The program was undertaken on a full-time basis from November 1, 2018 through March 31, 2019 with approximately 1.25 Full Time Equivalent (FTE) hours dedicated to its operation in the field and in its administration from Airdrie, Alberta. The program was scaled down to approximately 0.65 FTE hours in the month of April, with approximately 0.50 FTE hours in the field and 0.15 FTE hours on administration of the program.



Additional information to assess program efficacy

At the outset of the program, the Town of Pincher Creek initiated a reporting system whereby residents could notify the Town and Eagle Creek Wildlife Control of areas of concern by contacting the ‘iworq’ complaints line via phone call or email. The following is a month-by-month breakdown of the number of complaints to that line. These numbers involve only complaints about the presence of deer, not complaints or comments about the program itself.

Month	Number of contacts with the iworq line
November	Program not fully implemented
December	22
January	17
February	28
March	15
April	9

Additional support data might be gained by performing a comparative analysis of deer-vehicle incidents between the two time periods of November 2017-April 2018 and November 2018-April 2019 to determine if there are any statistically significant differences. This data might be accessed by Town representatives through a request to the local detachment of the RCMP.

It should be noted that all data provided is informative, but not conclusive. Conclusive data can only be gained following a multi-year undertaking and a comparative analysis of multiple data sources.

End of Report

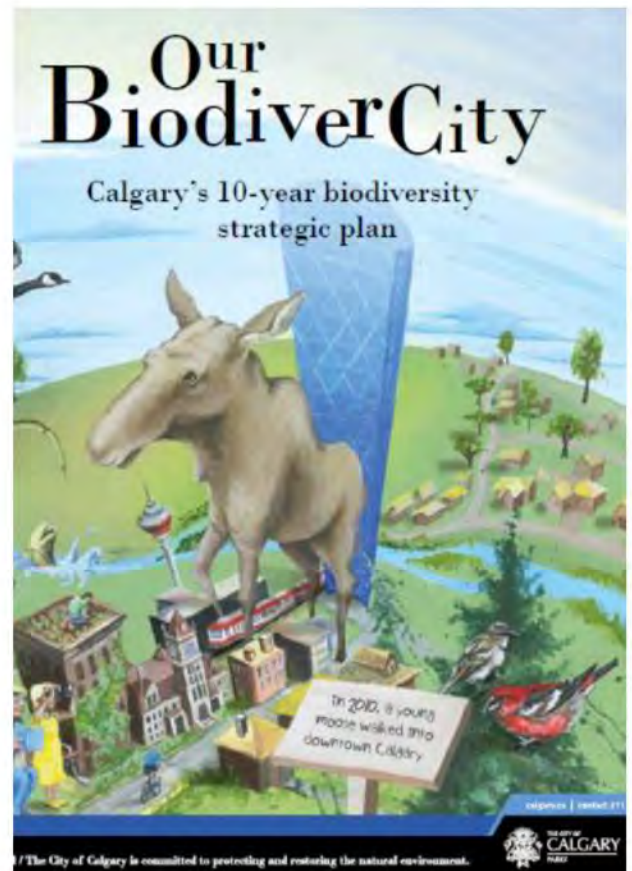
Urban Ungulates Living with deer

Town of Pincher Creek
March 2, 2022



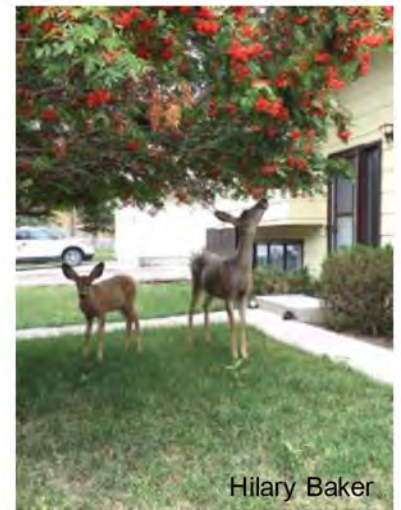
Urban Wildlife

- Wildlife existing in our towns and cities, can provide enjoyment, connection with nature and enable desirable living conditions
- Generally, wildlife tends to inhabit local habitat patches of native habitat within urban areas
- But when wildlife venture outside of native areas, or development begins to encroach on the habitat patches, conflict can result...



Urban wildlife

- **Urban places largely occur along riverine and creek valleys, which have long provided ungulate habitat and movement**
- **Lawn, shrubbery, and flowers provide abundant food and a place of security.**
- **People like to see wildlife and may entice them (with food, salt, etc)**



Hilary Baker



City of Calgary 2019

Urban deer

- **Urban environments provide habitat security (from predators) and provide forage**
- **Deer are generally tolerated, and can make homes in urban places**
- **But deer can cause issues:**
 - **with gardens,**
 - **vehicle collisions,**
 - **draw-in predators,**
 - **become aggressive with public**



G. Court AEP

Population Trends

- **Populations in Foothills and Parkland are generally abundant or increasing**
- **Hard winters are largest limit on population, thru increase mortality or decrease productivity**
- **Hard winter effects can be mitigated in urban areas**



M. Didkowsky AEP



Clarify roles - Who is responsible for what?

- **AEP**: manage wildlife for benefit of people, which includes a role in harvest, conservation and public safety
 - Allocation within WMU
 - Permitting for disturbance to wildlife etc
- **Municipalities**: manage bylaws to prevent and manage issues within their boundaries. This includes a role in managing habitat and public safety.
- **FWES**: may manage wildlife conflict specific to public safety, not nuisance wildlife or pests.

Recent changes in how FWES handles wildlife conflict, leads Wildlife Management to help lead Urban wildlife, specifically ungulates



Alberta Environment and Parks

- **Wildlife Mgt mandate is to manage wildlife for benefit of people, which includes a role in harvest, conservation and public safety**
- **Pincher Creek lies within Wildlife Management Unit 110, near border with WMU 302 and 305**
- **There are an estimated 1400 Mule deer in 110 (0.39 per km²)**
- **Our Management has focused on increasing harvest on female deer to reduce numbers**
 - **Last year 376 antlerless tags were issued**
 - **Antlered tags been steady at ~145 tags, with success around 70%**



Town of Pincher Creek

- **Responsibility for safety and management of Town's public spaces, Parks and facilities**
 - Includes safety and discharge of weapons
 - Planning and bylaws related to town planning including fencing specifications
 - Bylaws to deter wildlife (e.g. Canmore has bylaw restricting use of bird feeders during bear season)
 - Maintenance & Management of municipal parks and pathways (e.g. fruit trees)
- **A few years ago, Pincher Creek explored use of hazing to deter deer**

What is the issue?

What is the problem that needs solving?

- Property Damage (e.g. gardens, fences)
- Vehicle collisions
- Increased risk of predators
- Ungulates become aggressive by protecting space (rut) or fawns



What are the issue's in Pincher Creek?

- Mule deer
- Population increase??
- Deer in developed areas?
- Aggressive deer?
- Nuisance??





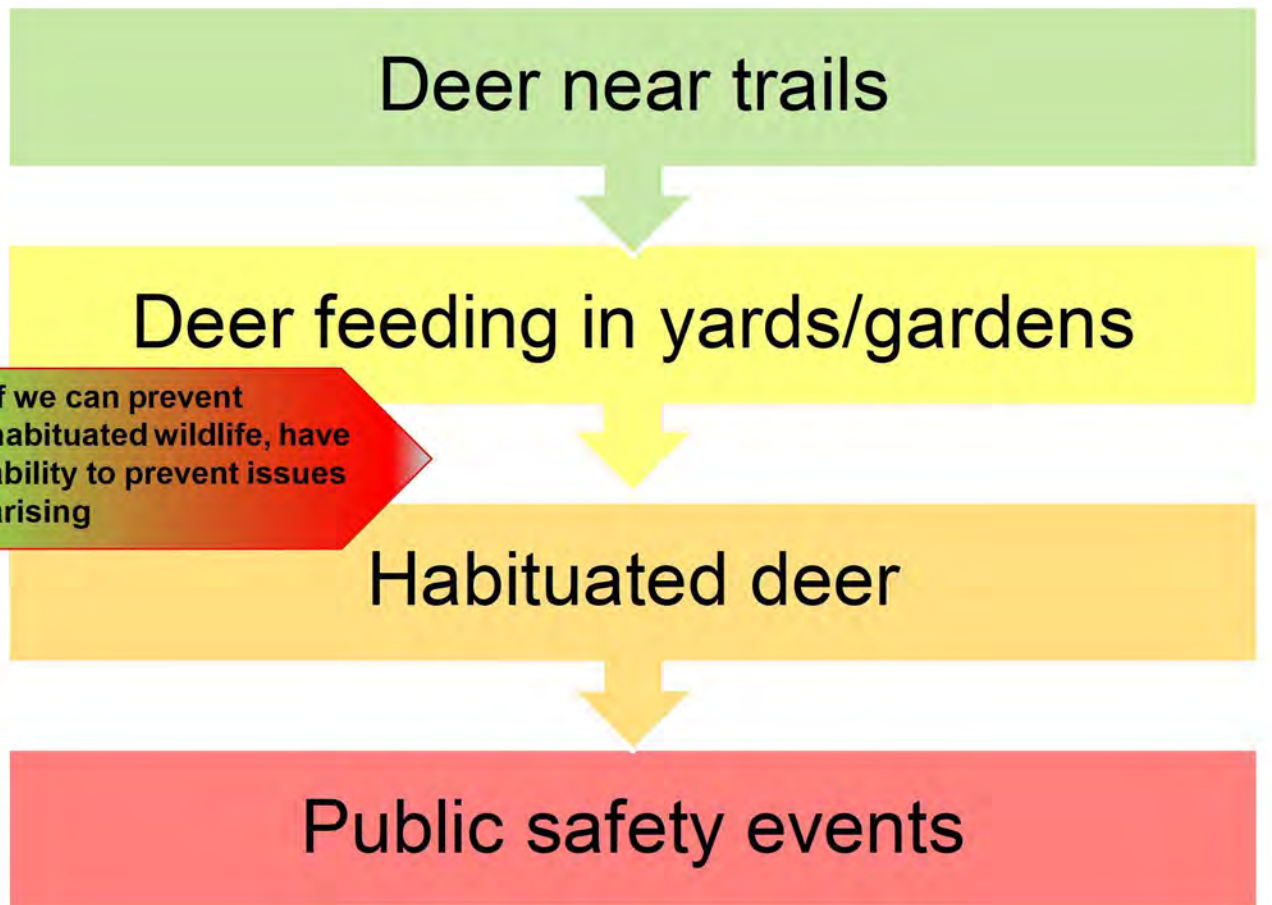
What are the options

Options	Risks
Tolerance	Education can improve understanding and be easily implemented, but does not solve issue
Reduce habituation	Education, and bylaws can reduce feeding of deer, making less benefit to stay
Habitat Management	Reduce quality, not feasible large scale, but can remove attractants (ie fruit trees)
Hazing	Needs to be constant, can be risky, commercially can be expensive
Exclusion	Fencing not feasible for town, but can work in local settings (i.e Playgrounds)
Removal	Politically sensitive, fixes issue not the problem (deer will return)
Reduction	Politically sensitive, fixes issue not the problem (deer will return), may be expensive (e.g. Sterilization very expensive)

Classification: Public



Urban Ungulate Continuum



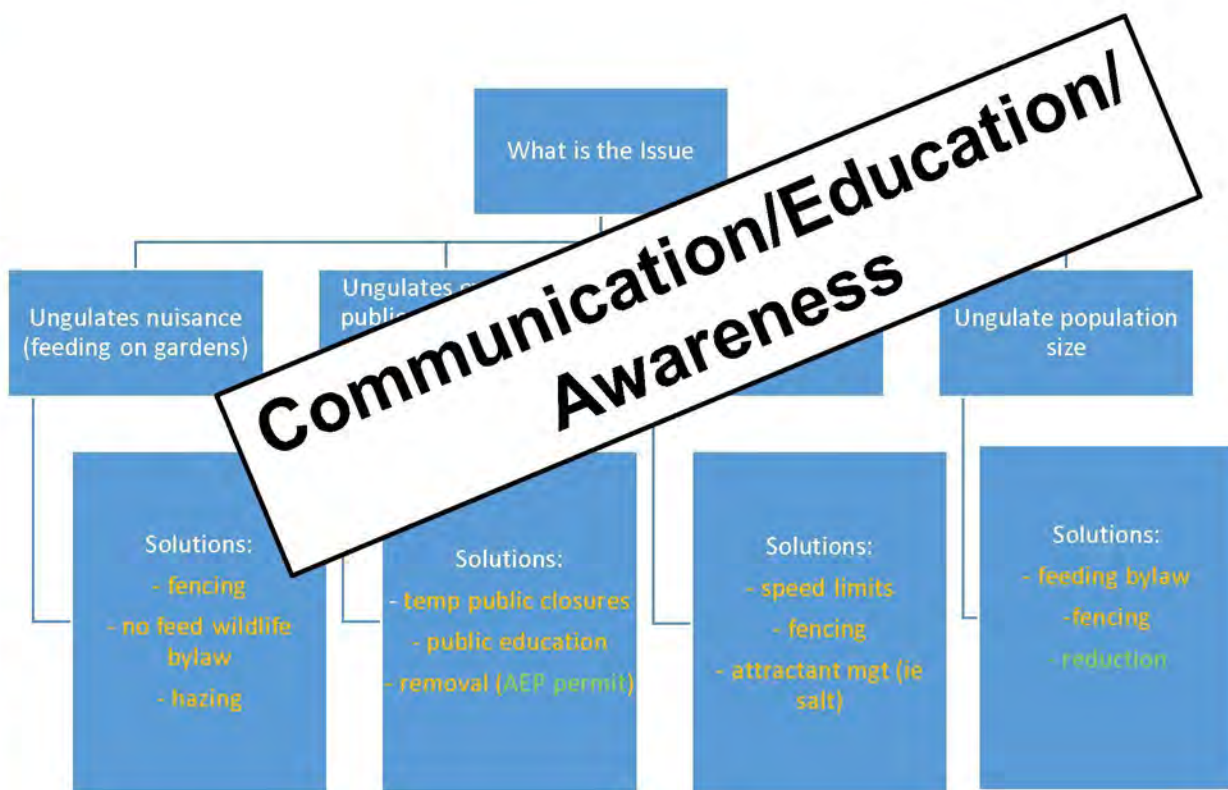
Strategy examples

- i. Educate to build awareness, tolerance and prevention
 - ii. Remove Attractants – Direct (feeding of wildlife bylaw) and Indirect (Accessible fruit trees in Parks)
 - iii. Exclude Wildlife (e.g. fencing)
 - iv. Hazing to remove deer from areas
 - v. Public Safety Response – when needed
- One size does not fit all, multiple strategies needed.**





Decision Tree?



Questions



IT'S ANOTHER "THANK YOU" CARD FROM THE
AUTO BODY REPAIR SHOP

When you are on the right track, keep on going!!



Thank-you

Brett Boukall, Msc. P.Biol
Bow-Crow District Senior Wildlife
Biologist
Environment and Parks
#228, 213-1 Street West
Cochrane, AB, T4C 1B4
Phone 403-851-2147



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Water Utility Bylaw 1631-24	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 4/22/2024

PURPOSE:

For Council to consider amendments to the Water Utility Bylaw 1631-22 as per Council resolution 23-358 by passing the updated bylaw.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to amend Water Utility Bylaw 1631-24 as shown in section 11 by repealing Bylaw 1631-22, in section 12 by taking effect upon third reading, and in Schedule C by replacing Commercial & Institutional with Non-Residential.

That Council for the Town of Pincher Creek agree and give second reading as amended to Water Utility Bylaw 1631-24.

That Council for the Town of Pincher Creek agree and give third and final reading to Water Utility Bylaw 1631-24.

BACKGROUND/HISTORY:

On July 26, 2023, the Town of Pincher Creek enacted a Stage 2 Water Restriction under Water Utility Bylaw 1631-22. The step was taken due to extremely low flow rates in both the Castle River and Pincher Creek. The forecast at that time expected high temperatures and no precipitation, the preventative measures were taken to ensure the continuation of water supply for the Town.

On August 11, 2023 correspondence was received by the Mayor from the President of the Pincher Creek Golf Club Society requesting that additional watering be allowed at the golf course outside of the restrictions.

At a Special Meeting of Council held on August 16, 2023 the following resolution was passed (23-358)

"That Council for the Town of Pincher Creek develop a bylaw amendment for Bylaw 1631 Water Utility Bylaw in regard to the Golf Course request as discussed and bring back to Council."

Section 6.2(iii) of the current bylaw states that the CAO may declare different stages of Outdoor Water Use Restrictions in different areas. In addition, the current bylaw also states that "All other water usage will be permitted at the discretion of the CAO." (pg 41)

The Government of Alberta requested municipalities to develop and enforce bylaws for water conservation and restrictions in times of water shortage and drought. The current bylaw identified stages of water restrictions but did not identify the strategy for implementation of the restrictions. Update of the bylaw provides the opportunity to clarify the trigger points for implementation of water restrictions.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to draft amendments to the Water Utility Bylaw 1631-24 prior to second reading.

That Council for the Town of Pincher Creek defeat second reading of Water Utility Bylaw 1631-24.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Water Utility Bylaw 1631-24 received first reading at the April 8, 2024 regular meeting of Council with direction to administration to make minor formatting changes prior to second and third reading. Administration found three legislative errors that require a bylaw amendment, without any change to the water restrictions.

The Municipal Government Act, Division 3 Public Utilities, outlines municipal requirements for providing utility services.

The Town is further governed by the Alberta Water Act, Environmental Protection and Enhancement Act, and operating approvals issued by Alberta Environment.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

Bylaw amendments provide clarity on the trigger points for water restriction stages to meet Government of Alberta requirements for a drought management plan and provide clarity for public understanding of the background requirements for different stages of water restrictions.

ATTACHMENTS:

1631-24 Water Utility Bylaw DRAFTv2 - 3386

1631-24 Water Utility Bylaw DRAFTv3

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree and give second and third readings to Water Utility Bylaw 1631-24.

Signatures:
Department Head:

Lisa Goss

CAO:

Doug Henderson



TOWN OF PINCHER CREEK
WATER UTILITY BYLAW

#1631-242

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BYLAW #1631-242
of the
TOWN OF PINCHER CREEK
A BYLAW OF THE MUNICIPALITY OF THE
TOWN OF PINCHER CREEK, IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF REGULATING THE WATER SYSTEM WITHIN THE
MUNICIPALITY OF THE TOWN OF PINCHER CREEK

WHEREAS the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, permits the municipality to pass bylaws regarding public utilities;

AND WHEREAS the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, authorizes a municipality to pass Bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, authorizes a municipality to pass Bylaws for municipal purposes respecting the enforcements of bylaws including providing for inspections to determine if bylaws are being complied with;

AND WHEREAS the Council of the Town of Pincher Creek wishes to establish regulations, rates, and penalties for water services.

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

1. DEFINITIONS AND INTERPRETATION

1.1 Title

- a) This Bylaw may be cited as the "Water Utility Bylaw".

1.2 Purpose

The purposes of this Bylaw include the following:

- a) To supply and distribute water to residents, industrial and commercial users, and all other Customers in the Town of Pincher Creek;
- b) To supply and distribute water for fire protection within the Town of Pincher Creek;
- c) To protect the Water System and its processes from damage, obstruction, or loss of efficiency;
- d) To provide for a system of rates, fees, and charges for various types of use of the Water System; and

- e) _____ To provide for a system of Permits or other permissions that facilitate the imposing of conditions regarding use of the Water System.
- e) f) _____ To control water usage during emergencies and periods of drought to protect both the Town of Pincher Creek and downstream users.

1.3 Definitions

In this Bylaw, unless the context otherwise requires:

- a) BACKFLOW means the flowing back or reversal of the normal direction of flow in either the Water System or a Customer's Plumbing System.
- b) BYLAW means Bylaw #1631 also known as the Water Utility Bylaw.
- c) CAO means the Chief Administrative Officer of the Town of Pincher Creek as appointed by Town Council and includes any Person authorized by them to act for or carry out the duties of the CAO to the extent that authorization is given.
- d) COMBINED WATER SERVICE means a water service which supplies water for both domestic use and for a fire protection system in the same Premises.
- e) COUNCIL means the Council of the Town of Pincher Creek elected pursuant to the provisions of the *Local Authorities Elections Act*.
- f) CROSS CONNECTION means any temporary, permanent, or potential water connection that allows or may allow Backflow to occur.
- g) CROSS CONNECTION CONTROL DEVICE means a Backflow prevention device approved by the CAO that prevents Backflow.
- h) CUSTOMER means any Person, any other municipal corporation, the Government of Alberta, or the Government of Canada, whose property is connected to the Water System or any lessee or Occupant of such property, or any Person who requests water services or has applied for an account or is otherwise responsible for paying such account for water services.
- i) CUSTOMER'S PLUMBING SYSTEM means the system of pipes, fittings, valves, and appurtenances that conveys potable water between the Water Service Connection and the Water Supply outlets.
- j) FOOD AND BEVERAGE ESTABLISHMENT means an establishment where food is prepared or liquor is served, or both, for consumption on the Premises or as part of a "take-out food service".
- k) HYDRANT CONNECTION UNIT means the locked box supplied by the Town to a Hydrant User which is used to withdraw water from a fire hydrant, and which contains a Water Meter, valves, pipes, and fittings, and which may or may not contain a Cross Connection Control Device for the prevention of Backflow.
- l) HYDRANT USER means any Person authorized by the CAO to obtain water from a fire hydrant for a purpose other than emergency fire protection.
- m) MASTER CONTROL VALVE means the water valve within a building on a Customer's Parcel, usually located near the Water Meter or point of entry of the Water

Service Connection, which, when closed, does not allow the flow of water in the building.

- n) **NEGATIVE IMPACT** means impairment of or damage to, or the ability to cause impairment to:
- the Water System;
 - human health or safety;
 - property; or
 - the environment.
- o) **NON-RESIDENTIAL METERED** means a Premises connected to the Water System where the Premises is classified as anything other than those described under the Residential Metered definition, including but not limited to:
- multi-family developments containing more than one (1) residential unit, with a single Water Meter;
 - mixed-use developments, metered by the Town;
 - commercial uses, metered by the Town;
 - industrial uses, metered by the Town;
 - churches, metered by the Town;
 - schools, metered by the Town; or
 - properties owned and operated by non-profit organizations, metered by the Town.
- p) **OCCUPANT** includes an Owner of a Premises where that Owner resides or carries on a business within a Premises and includes any Person or corporation residing or carrying on a business, or both, within a Premises either as a lessee or pursuant to a license of occupation, where that Premises is connected to the Water System.
- q) **ON-SITE WATER MAIN** means an underground water pipe which forms part of the Customer's water distribution network.
- r) **OWNER** means a Person who is one or more of the following:
- the registered Owner of the land; or
 - a purchaser of the land whose interest as a purchaser is shown on the certificate of title to that land.
- s) **PARCEL** means the aggregate of one or more areas of land described in a certificate of title.
- t) **PEACE OFFICER** means a member of the Royal Canadian Mounted Police, Community Peace Officer, or Bylaw Enforcement Officer as appointed by the Town of Pincher Creek.

- u) PERMIT means a form of approval, in writing, issued by the CAO as applicable.
- v) PERSON includes any individual, partnership, firm, corporation, municipality, association, society, political or other group, and the heirs, executors, administrators, or other legal representatives of a Person to whom the context can apply according to law.
- w) PINCHER CREEK RIPARIAN AREA means all of the land owned by the Town of Pincher Creek, upstream of the Pincher Creek raw water intake, as set out in the shaded area on the map attached to this Bylaw in Schedule "D".
- x) POTABLE WATER means water which originates from a source or tap connected to a Town Water Main.
- y) PREMISES includes lands and buildings or both, or a part thereof.
- z) PREMISES-ISOLATING means a Cross Connection Control Device installed on the incoming water service prior to any water use.
- ~~aa)~~ aa) RAW WATER means water in its natural state prior to any treatment.
- ~~aa)bb)~~ aa)bb) REMEDIAL ORDER means a Remedial Order written pursuant to section 545 of the *Municipal Government Act*.
- ~~bb)cc)~~ bb)cc) RESIDENTIAL METERED means a Premises connected to the Water System used for residential purposes, including:
 - a single-family dwelling, individually metered by the Town;
 - a modular and/or manufactured home, individually metered by the Town; or
 - multi-family developments containing more than one (1) residential unit, with each unit having individual Water Meters.
- ~~ee)dd)~~ ee)dd) TOWN means the municipal corporation of the Town of Pincher Creek.
- ~~dd)ee)~~ dd)ee) UTILITY and shall mean and include, as the context may require:
 - the supply of water;
 - the provision of wastewater collection and treatment;
 - the provision of storm drainage collection, treatment, and disposal; or
 - the provision of solid waste management services including garbage collection and recycling services.
- ~~ee)ff)~~ ee)ff) WATER CHARGE means a charge levied pursuant to the provisions of this Bylaw that include monthly service charges and/or usage charges as outlined in Schedule "A" to this Bylaw.
- ~~ff)gg)~~ ff)gg) WATER MAIN means a water pipe in the street, public thoroughfare or easement area granted to the Town, which forms part of the Water System and delivers the Water Supply to Water Service Connections.

- ~~gg)hh)~~ WATER METER means a device owned and installed by the Town, or approved by the CAO that measures the volume of water used by a Customer; and which may or may not incorporate a remote-reading device.
- ~~hh)ii)~~ WATER SERVICE CONNECTION means a water pipe which connects a Customer's Parcel or Premises to a Town Water Main.
- ~~ii)jj)~~ WATER SERVICE VALVE means the Town-owned water valve located on the Water Service Connection which enables the Town to turn on or off the Water Supply to a Customer's Premises.
- ~~jj)kk)~~ WATER SUPPLY means the supply of Potable Water and/or Raw Water delivered to Customer's Parcel or Premises through the Water System.
- ~~kk)ll)~~ WATER SYSTEM means the system owned and operated by the Town for the purpose of collection and treatment of source water and delivery of Potable Water and/or Raw Water to Customers.

1.4 Interpretation

- a) All references in this Bylaw shall read with such changes in number and gender as may be considered appropriate according to whether the reference is made to any gender, or a corporation or partnership.
- b) Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- c) Any headings, sub-headings, or tables of contents in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
- d) All schedules attached to this Bylaw shall form part of this Bylaw.
- e) Where this Bylaw cites or refers to any other Act, bylaw, regulation, agency, organization, or publication, the citation or reference is to the Act, bylaw, regulation, agency, organization, or publication as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any Act, bylaw regulation, agency, organization, or publication that may be substituted in its place.
- f) Any contract between the Town and a Customer with respect to the supply of water shall be subject to this Bylaw.

1.5 Compliance with Other Laws

- a) Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, agency, organization, other bylaw, or any requirement of any lawful permit, order, or license.

2. GENERAL

2.1 Continuation of the Water System

- a) The Town having constructed, operated, and maintained a Water System as a public Utility shall continue, insofar as there is sufficient plant capacity and supply of water,

to supply water, upon such terms as Council considers advisable, to any resident or industry or other Customer within the municipality situated along any water main:

- i. where a service currently exists; and
- ii. upon a written request by the Owner, Occupant, or other Person in charge of a residence, industry, or building.

2.2 Obligations of the Owner

- a) The Town does not guarantee the pressure, nor the continuous supply of water and the Town reserves the right at any and all times without notice to change operating water pressures and to shut off water.
- b) Where a water service is continued or initiated pursuant to this Bylaw, the Owner shall be responsible for:
 - i. providing the Water Service Connection from the property line or boundary of an easement granted to the Town for its Water System to the Customer's Plumbing System;
 - ii. ensuring that the connections referred to in subsections i. and ii. are in compliance with the provisions of this Bylaw;
 - iii. ensuring that the connection referred to in subsections i. and ii. and the remainder of the Customer's Plumbing System comply with the *Safety Codes Act* (R.S.A. 2000, c. S-1) and any regulations passed pursuant to that Act;
 - iv. ensuring that any permits, inspections, or approvals required pursuant to the *Safety Codes Act*, regulations passed pursuant to that Act, any bylaw or any other applicable legislation have been conducted or obtained and are valid and subsisting, prior to connection to the Water System; and
 - v. ensuring that such connection does not interfere with the operation of the Water System.
- c) Customers depending upon a continuous and uninterrupted supply or pressure of water or having processes or equipment that require particularly clear or pure water shall provide such facilities, as they consider necessary to ensure a continuous and uninterrupted supply pressure or quality of water required for their use.
- d) In making an application pursuant to this Bylaw, no Person shall give false information.
- e) Every Person who relies on a written approval issued pursuant to this Bylaw has the onus of proving that they were the holder of a valid and subsisting approval.
- f) An Owner is responsible for all costs associated with any of the following:
 - i. the implementation of any measures taken, or required to be taken, by either the Owner or the Town to meet the requirements of this Bylaw;
 - ii. damage or harm to the Water System resulting from the Owner's contravention of the requirements of this Bylaw.

2.3 Obligation to Report

- a) A Person is required to report to the Town any connections or equipment located on a Premises that do not comply with the requirements of the *Safety Codes Act* or this Bylaw.

2.4 Limitation of Liability

- a) The Town, its contractors, servants and agents, or employees shall not be liable for damages or loss suffered by any Person due to the operation of the Water System, unless such damages or loss are shown to be directly due to the negligence of the Town or its employees, and without limiting the generality of the foregoing, shall not be liable for damages or loss resulting from any of the following:
 - i. the settlement of any excavation or trench made for the installation, maintenance, or repair of any part of the Water System, or any damage or loss resulting from such settlement;
 - ii. the break of any Water Main, Water Service Connection, or other pipe;
 - iii. the disruption of any supply of water from the Water System when such disruption is necessary in connection with the repair or maintenance of the Water System;
 - iv. the change in water pressure;
 - v. water containing sediments, deposits, or other foreign matter; or
 - vi. the disruption or cutting off of the Water Supply in the event of an emergency.

3. AUTHORITY

3.1 Authority of the CAO

- a) The CAO may:
 - i. establish a system for the billing and collection of any rates, charges, and fees in relation to the Water System.
 - ii. establish rates, charges, or fees for any work done or service or material supplied for the construction, installation, connection, disconnection, maintenance, inspection, repair, or replacement of any of the following:
 - a. Any part of the Water System;
 - b. Any part of a Customer's Plumbing System located on private property.
 - iii. establish standards and guidelines for the maintenance and physical operations of the Water System.
 - iv. establish standards, guidelines and specifications for the design, construction, and management of the Water System.

- v. enter into contracts for the installation of equipment for the provision of water services, including the installation of Water Meters.
- vi. enter into contracts for the provision of services, including contracts to provide for the reading of Water Meters, billing for water services, and similar services.
- vii. subject to any provisions of this Bylaw, discontinue water service and continue to refuse to provide water service until such time as the deficiency is corrected, if a Customer or Owner fails or refuses to repair, maintain or replace any leak or leaks between a private property line and a Water Meter.
- viii. subject to any provisions of this Bylaw, enter into contracts on behalf of the Town with any Customers within the Town for the provision of water services and may, as a condition of service, impose any conditions to the supply of water services in such contracts that the CAO considers reasonable and appropriate in the circumstances, including provision that if a Customer fails to comply with the requirements of this Bylaw or the terms of the contract, that water service may be discontinued.
- ix. subject to any provisions of this Bylaw, require any Customer to enter into a contract with the Town for the provision of water services, prior to such services being provided.
- x. subject to any provisions of this Bylaw, refuse to supply, discontinue water service, and continue to refuse to provide water service until such time as the deficiency is corrected, if a Customer or Owner has:
 - a. provided false information in an application for service;
 - b. failed to keep an account in good standing;
 - c. refused to allow the installation or repair of a Water Meter;
 - d. failed to comply with a term of a contract for the provision of water service; or
 - e. failed to comply with a condition of water service.
- xi. subject to the approval of Council, enter into an agreement to supply water to a Customer or Customers outside the Town limits.

3.2 Powers of Delegation

- a) The CAO may delegate any or all of the powers granted to them pursuant to this Bylaw.

4. ADMINISTRATION OF WATER UTILITY

4.1 Administration of Utility Accounts

- a) All Utility accounts for a Parcel or Premises must be registered with the Town in the same name.

- b) Utility accounts registered to renters, tenants, and/or any Occupant of a Premises other than the Owner as of September 1, 2022, will remain in effect until one of the following conditions are met:
 - i. There has been a disconnection of Utility service for account arrears; or
 - ii. A tenant is in arrears and there is no separate shut-off valve in a multi-occupied building; or
 - iii. The existing tenant vacates the Premises.
- c) If one or any of the conditions in subsection b) occurs, all Utilities related to that Premises will be the responsibility of the registered Owner of the property.

4.2 Water Charges

- a) The Owner of Premises connected to the Town's Water System must pay to the Town a Water Charge.
- b) Council shall set rates and fees for all Customers for the following:
 - i. monthly service charges and water usage rates;
 - ii. monthly flat rates; and
 - iii. water service fees.
- c) Rates and fees set by Council pursuant to subsection b) shall be set out in the schedules of this Bylaw and the Town's Fee Structure Bylaw.
- d) No reduction in rates will be made in the monthly charge for water supplied to or made available for use by any Customer because of any interruption due to any cause whatsoever of the Water Supply.
- e) The CAO shall have sole discretion in determining which rate and/or fees shall apply to a Customer.

4.3 Rates and Fees

- a) Residential Metered
 - i. Where water is supplied to a Residential Metered Customer, the Customer shall pay to the Town a monthly charge of the aggregate of:
 - a. the monthly service charge as set out in section 1. a. of Schedule "A" to this Bylaw; and
 - b. the amount determined by the volume of water shown by the Water Meter as supplied for the applicable month at the usage rate specified, as set out in section 2 of Schedule "A" to this Bylaw.
- b) Residential Flat

- i. Where water is supplied to a residential Customer through a single Water Service Connection on which no Water Meter is used for billing purposes, the Customer shall pay for the water at a monthly charge as set out in section 3 of Schedule "A" to this Bylaw.
- c) Temporary Water
 - i. Charges for water to be used for temporary construction activities will be in accordance with the rates as set out in section 4 of Schedule "A" to this Bylaw.
 - ii. Temporary water shall be permitted for a period of 30 days. Extensions may be granted at the sole discretion of the CAO.
- d) Irrigation Water
 - i. Where water is supplied by the Town through a Water Meter, for irrigation purposes, the Customer shall pay to the Town a monthly charge of the aggregate of:
 - a. the monthly service charge as set out in section 1.b. of Schedule "A" to this Bylaw; and
 - b. the amount determined by the volume of water shown by the Water Meter as supplied for the applicable month at the usage rate specified, as set out in section 2 of Schedule "A" to this Bylaw.
- e) Non-Residential Metered
 - i. Where water is supplied by the Town through a Water Meter to a Customer other than under sections 4.3 a), b), c), or d) the Customer shall be considered Non-Residential Metered and pay to the Town a monthly charge of the aggregate of:
 - a. the monthly service charge as set out in section 1.b. of Schedule "A" to this Bylaw, and
 - b. the amount determined by the volume of water shown by the Water Meter as supplied for the applicable month at the usage rate specified, as set out in section of Schedule "A" of this Bylaw.
- f) Outside Town
 - i. Where water is supplied to any Customer outside the Town, that Customer shall pay to the Town the rates approved by Council as set out in Schedule "F" of this Bylaw.
- g) Fire Hydrants
 - i. Where the drawing of water from fire hydrants is authorized, charges for such water will be in accordance with the rates as shown in section 5 of Schedule "A" to this Bylaw.

4.4 Payments

- a) In default of payment of the rates set out in any of the Schedules to this Bylaw or any amount due and payable to the Town for anything done, or any amounts payable,

pursuant to this Bylaw, the CAO may enforce the collection of such rates or payments by shutting off the water being supplied to the Customer, or by action in any Court of competent jurisdiction, or both.

- b) Where the Occupant is the Owner or purchaser under an agreement for sale in possession of the Parcel or Premises to which water is supplied or is available for the use of the Occupant, all sums payable by the Occupant pursuant to this Bylaw including the rates set out in any of the Schedules to this Bylaw, are a debt due and owing to the Town and shall constitute a preferential lien and charge on the Parcel or Premises and the personal property of the Occupant and may be levied and collected in a like manner as municipal rates and taxes are recoverable.
- c) Where the Occupant is other than the Owner or the purchaser under an agreement for sale all sums payable by the Occupant pursuant to this Bylaw including the rates set out in any of the Schedules to this Bylaw, are a debt due and owing to the Town and shall constitute a Preferential Lien and charge on the Occupant's personal property and may be levied and collected with costs by distress.

5. WATER CONSERVATION

5.1 Low Water Use Fixtures

- a) For the purposes of this Section, Low Flow Plumbing Fixtures means:
 - i. toilets having a total water usage of no greater than 6.0 liters or 1.6 US gallons per flush, including the contents of both the tank and bowl of the toilet;
 - ii. urinals having a total water usage of no greater than 3.8 liters or 1.0 US gallons per flush, but does not include urinals which flush automatically after a period of elapsed time, regardless of the amount of water usage per flush;
 - iii. showerheads having a rate of water flow no greater than 9.5 liters or 2.5 US gallons per minute;
 - iv. lavatory basin and kitchen sink faucets having a rate of water flow no greater than 8.3 liters or 2.2 US gallons per minute; and
 - v. public restroom faucets having a total water flow of no greater than 1.9 liters or 0.5 US gallons per minute.
- b) Subsection a) iii. shall not be interpreted to prevent the installation of more than one valve in a shower stall or bathroom.
- c) Every Person responsible for the construction of:
 - i. new residential construction, regardless of the number of dwelling units contained in a structure;
 - ii. new industrial, commercial, and institutional construction; and
 - iii. any renovation project regarding a residential, industrial, commercial, or institutional structure that requires a plumbing permit;

must ensure that all plumbing fixtures installed in that construction or renovation are Low Flow Plumbing Fixtures.

- d) Notwithstanding the obligations and prohibitions in this Section, the CAO may, in writing, allow the installation of plumbing fixtures other than Low Flow Plumbing Fixtures having regard to any factor the CAO considers appropriate.

5.2 Once-Through Cooling

- a) For the purpose of this Section, "Once-Through Cooling Equipment" means cooling, air conditioning or refrigeration systems in buildings, building systems and equipment, which rely upon the temperature of the water for cooling purposes and deliver water to a drain or other discharge facility without having recycled that water, but does not include emergency or back-up once-through cooling systems.
- b) No Person shall install or allow the installation of any Once-Through Cooling Equipment connected to the Town of Pincher Creek's Water Supply, in any residential, industrial, commercial, or institutional construction, development, retrofitting or restoration project.
- c) Notwithstanding the obligations and prohibitions in this Section, the CAO may, in writing, allow the use of Once-Through Cooling Equipment having regard to any factor the CAO considers appropriate.

5.3 Water Wastage

- a) No Owner or Occupant of a Parcel shall allow Potable Water to run off the Parcel such that there is:
 - i. a stream of water running into a street or swale for a distance of 30 meters or more from the edge of the Parcel;
 - ii. a stream of water running into a street or swale and directly into a catch basin; or
 - iii. a stream or spray of water running into or falling onto a street or sidewalk or adjacent Parcel.
- b) Notwithstanding the prohibitions in this Section, the CAO may authorize in writing the discharge of Potable Water onto a street or sidewalk for the purposes of:
 - i. health and safety;
 - ii. the installation and maintenance of infrastructure, including the flushing of water mains, hydrant leads, and water service connections;
 - iii. preventing the freezing of water mains, hydrant leads and water service connections;
 - iv. conducting water flow tests;
 - v. installation and testing of permanently installed irrigation systems;
 - vi. training programs for fire fighters employed by the Pincher Creek Emergency Services Commission; or
 - vii. other purposes as deemed necessary by the CAO from time to time.

6. EMERGENCIES AND OUTDOOR WATER USE RESTRICTIONS

6.1 Emergencies

- a) The CAO may discontinue water service without prior notice to a Customer, a group of Customers, or a geographical area in order to prevent or mitigate the impairment of or damage to:
 - i. the Water System;
 - ii. the Wastewater System, as defined in Bylaw #1632;
 - iii. the Storm Drainage System, as defined in Bylaw #1630;
 - iv. human health or safety;
 - v. property;
 - vi. the environment.

6.2 Outdoor Water Use Restrictions

- a) In the event that the CAO believes there is a reason to require reduced water usage, the CAO may declare an outdoor water use restriction.
- b) The declaration of an outdoor water use restriction by the CAO may apply to:
 - i. the entire Town;
 - ii. specific zone(s) or geographic area(s) of the Town; or
 - iii. other specific locations as defined by the CAO.
- c) In the event there is reason to declare an outdoor water use restriction, the CAO may declare such restriction effective immediately.
- d) In the event of a declaration of an outdoor water use restriction made pursuant to this Section, the CAO:
 - i. shall determine that the outdoor water use restriction is a Stage 1, Stage 2, Stage 3, or Stage 4 outdoor water use restriction, and the permitted activities shall be those referenced in Schedule "C" to this Bylaw;

a. The water use restrictions in Schedule "C" may be implemented based on the following criteria:

(i) Stage 1 Water Restriction Implementation:

- When raw water reservoir and/or potable water reservoirs cannot be maintained above 90% capacity based on an actual or projected three (3) day rolling average. (The projected three (3) day average shall be used in the event of maintenance or operational activities affecting the Town's

ability to obtain raw water and/or distribute potable water.)
or

- When water shortage advisories are in place for Pincher Creek and/or Castle River, or
- When drought conditions are identified for areas of southern Alberta that receive water from the Oldman River Basin.

(ii) Stage 2 Water Restriction Implementation:

- When raw water reservoir and/or potable water reservoirs cannot be maintained above 80% capacity based on an actual or projected three (3) day rolling average. (The projected three (3) day average shall be used in the event of maintenance or operational activities affecting the Town's ability to obtain raw water and/or distribute potable water.)
or
- Upon verbal request from Alberta Environment to implement water restrictions due to reduced stream flows and/or to protect downstream users.

(iii) Stage 3 Water Restriction Implementation:

- When raw water reservoir and/or potable water reservoirs cannot be maintained above 70% capacity based on an actual or projected three (3) day rolling average. (The projected three (3) day average shall be used in the event of maintenance or operational activities affecting the Town's ability to obtain raw water and/or distribute potable water.)
or
- Upon written request from Alberta Environment to increase water restrictions due to reduced stream flows and/or to protect downstream users.

(iv) Stage 4 Water Restriction Implementation:

- When raw water reservoir and/or potable water reservoirs cannot be maintained above 60% capacity based on an actual or projected three (3) day rolling average. (The projected three (3) day average shall be used in the event of maintenance or operational activities affecting the Town's ability to obtain raw water and/or distribute potable water.)
or
- Upon written request from Alberta Environment to implement maximum water restrictions due to reduced stream flows and/or to protect downstream users.

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- ii. shall cause public notice indicating the stage of outdoor water use restriction and the date such restrictions came or will come into effect to be given in any one or more of the following manners:
 - a. Town of Pincher Creek press release;
 - b. notice on the Town of Pincher Creek website;
 - c. advertising in one or both major newspapers in circulation in the Town;
 - d. circulation of flyers; or
 - e. signage;
 - iii. may declare different stages of Outdoor Water Use Restrictions in different areas;
 - iv. shall, if changing the areas of application or stages of restrictions in any area or lifting a declaration of Outdoor Water Use Restrictions, cause a public notice to be given in the manner described in subsection ii.; and
 - v. shall, after determining that the reason or reasons to require reduced water usage has sufficiently abated, declare an end to an Outdoor Water Use Restriction and shall cause public notice of such declaration to be given in the manner described in subsection ii.
- e) When an Outdoor Water Use Restriction is in effect, no Owner or Occupant of a Parcel or Premises shall allow the use of water supplied through the Water System for any activity or application prohibited in the following stage of restrictions in Schedule "C" to this Bylaw:
- i. Stage 1;
 - ii. Stage 2;
 - iii. Stage 3; or
 - iv. Stage 4.
- f) Without limiting the generality of this Section, the activities permitted in Schedule "C" shall only apply to core business operations and shall not apply to landscaping activities which are not a core function of a specific business or enterprise.

7. WATER SYSTEM REQUIREMENTS

7.1 Protection of Infrastructure and Water Supply

- a) Water System Takes Precedence
 - i. In the event of a conflict, this Bylaw and the operation and maintenance of the Water System shall take precedence over any other Town bylaw as it relates to the Pincher Creek Riparian Area and the Water System.

- ii. Notwithstanding any recreational use or approval in the Pincher Creek Riparian Area, the CAO may restrict access and order the suspension of any activities in the Pincher Creek Riparian Area for the protection of the Water Supply or expansion of the Water System.

b) General Prohibitions

- i. No Person shall enter any fenced area which forms part of the Water System or is controlled by the Town, without the permission of the CAO.
- ii. No Person shall climb upon any structure which forms part of the Water System.

7.2 Restricted Areas and Prohibited Activities in Pincher Creek Riparian Area

a) The CAO for the protection of the Water System or Water Supply:

- i. restrict or close public access to any portion of the Pincher Creek Riparian Area;
- ii. erect temporary or permanent barriers, barricades, fences or other structures and erect signs to give effect to such restrictions or closures.

b) No Person shall, without the permission of the CAO:

- i. disobey a sign or cross a barrier in the Pincher Creek Riparian Area;
- ii. place any object or thing in the water or upon the ice of the Pincher Creek or do anything which may pollute or contaminate the water of the Pincher Creek;
- iii. allow drainage towards the Pincher Creek of anything which may pollute or contaminate the water of the Pincher Creek;
- iv. climb upon, tamper with or damage, or allow to be tampered with or damaged, any works, pipes, or structure within the Pincher Creek Riparian Area;
- v. allow any drain to be connected to any structure or device which drains into the Pincher Creek;

or permit or cause any of the above to occur.

7.3 Interference with the Water System

a) No Person shall:

- i. damage, destroy, remove, or interfere in any way with any pipe, pipe connection, valve, or other appurtenance forming part of the Water System;
- ii. interfere in any way with or cause any interference with the use of the Water System by another Customer, and without limiting the generality of the foregoing, shall not attach any device to any water pipe which may create noise, a pressure surge, Backflow, or contamination of the Water System;
- iii. use any boosting device on any Water Service Connection, on the upstream side of a Water Meter or Master Control Valve for the purpose of increasing water pressure;

- iv. install branch supply lines, outlets, or fixtures on the upstream side of a Water Meter or Master control valve, except for fire protection purposes as approved by the CAO;
- v. install branch supply lines, outlets, or fixtures on the upstream side of a Premises-Isolating Cross Connection Control Device;
- vi. tamper with, break, or remove any seal, lock-out device or lock-out tag installed by the Town on any valves or flanged outlets on Water Service Connections or Water Metering facilities; or
- vii. attach or connect any pipe to any pipe or main of the Water System or in any other way obtain or use any water thereof without consent of the CAO;

or permit or cause any of the above to occur.

7.4 Access To Property for the Purposes of Water Service

- a) Access For Authorized Purposes
 - i. As a condition of water service and as operational needs dictate, employees of the Town shall have free access to all parts of a property, building or other Premises in which water is delivered and consumed, at reasonable hours of the day and upon reasonable notice for the purpose of:
 - a. installation, maintenance, repair, and removal of the Water System and Water Service Connections;
 - b. installation, testing, repair and removal of Water Meters or other parts of the Water System;
 - c. inspection of Cross-Connection Control Devices or other equipment and works associated with the Water System and the Customer Plumbing System;
 - d. reading of Water Meters; and
 - e. inspections for compliance with this Bylaw.
 - ii. No Person shall hinder, interrupt, or cause to be hindered any employee of the Town or its contractors, servants and agents or workers, in the exercise of any of the powers or duties relating to the Water System as authorized or required in this Bylaw.
 - iii. Upon termination of water service, any employee of the Town employed for that purpose may, at all reasonable times enter the Parcel or Premises which was supplied with water service for the purpose of removing from the Parcel or Premises any fittings, machines, apparatus, meters, pipes, or any other things that are the property of the Town and may remove these things.
 - iv. Employees of the Town may at any time specify the required position or require the relocation, at a property owner's expense, of any Water Meter, Cross Connection Control Device, pipe, valve, or fitting forming part of the Water System.

- b) Service Fees for Subsequent Site Visits
 - i. A fee may be charged, as set by the CAO from time to time, where a Town employee or agent is required to make an additional visit or visits at a Parcel or Premises for any of the following reasons:
 - a. where a Customer refuses access to a Parcel or Premises for a Town employee or agent to install, repair, replace, inspect, test, or read a Water Meter or any other equipment in relation to the Water System;
 - b. where a Town employee or agent attends at a Parcel or Premises for a scheduled appointment to perform any of the functions set out in subsection a), and the Customer is not present at the scheduled time to provide access to the Parcel or Premises; or
 - c. where a Town employee or agent attends at a Parcel or Premises to perform any of the functions set out in subsection a) and is unable to proceed based on unsafe conditions or the inadequacy of access to the Parcel or Premises.

7.5 Water Meters

- a) Residential
 - i. Unless otherwise authorized by the CAO all residential Water Service Connections shall be connected to a Water Meter.
 - ii. It shall be a condition of approving an application for Utility service for supplying water to a residential property that the Owner of the residence agree to the installation of a Water Meter.
 - iii. Where the Owner of a residential property that is supplied water service on which no Water Meter is used, the CAO may set a date for the installation of a Water Meter in that residence and the CAO shall notify the Owner of that residence of such installation date, and the fees for subsequent site visits set out in Section 7.4 b) shall apply to such installation.
 - iv. If the Owner of a residential property refuses to have a Water Meter installed in such Premises, the CAO may cut off the water service to the Premises.
 - v. The CAO may determine if it is impractical to install a Water Meter and if such installation is impractical, the CAO shall determine what rate shall be charged for water service.
- b) Non-Residential
 - i. Subject to subsection ii., it shall be a condition of water service that all residential and non-residential Water Service Connections, including Combined Water Service, temporary water service, and seasonal water service, shall be connected to a Water Meter.
 - ii. The following water services shall not require connection to a Water Meter:
 - a. fire service connections which are not used for any other purpose; or

- b. such other connections where, in the opinion of the CAO it is impractical to install a Water Meter.
 - iii. The CAO may determine if it is impractical to install a Water Meter and if such installation is impractical, the CAO shall determine what rate shall be charged for water service.
- c) Costs Associated with Water Meters
 - i. The Town may charge for and recover from the Owner of a Premises the cost of supplying, installing, altering, repairing, relocating, or replacing a Water Meter.
 - ii. If a Water Meter is removed or stolen, the Owner of the Premises shall pay the cost of replacing the Water Meter including installation.
 - iii. Notwithstanding the payment of any costs, all Water Meters shall remain the property of the Town.
- d) Location, Installation and Maintenance of Water Meters & Metering Facilities – Obligations & Authority of the CAO
 - i. As a condition of service, the CAO may:
 - a. determine the size, type, and number of Water Meters to be supplied and installed in a Premises;
 - b. determine the location that a Water Meter or Water Meters are to be installed;
 - c. in the case of installation of two or more Water Meters, require their installation adjacent to each other and as close as possible to the Master Control Valve or place where the Water Service Connection enters the building;
 - d. require a Water Meter to be either tested on site or removed for testing by a Town employee or Person authorized by the CAO at any specific time or on a periodic basis;
 - e. require a Water Meter to be relocated:
 - (i) if the building to which it was initially installed, has been altered; or
 - (ii) to a location near the point of entry of the Water Service Connection;
 - ii. As a condition of service, the CAO may:
 - a. inspect a Parcel or Premises prior to supplying water service to determine if a site is suitable for the installation, reading, maintenance and repair of a Water Meter and related works;
 - b. inspect an installation to ensure it meets approved or modified drawings and require an Owner to remedy any deficiencies;

iii. The CAO shall:

- a. where a Customer has submitted an application to relocate a Water Meter or install additional metering, piping or valving, review such application and provide a decision to the Customer which:
 - (i) approves such application;
 - (ii) notifies the Customer of required changes to such application; or
 - (iii) denies such application;
- b. determine the size, type, and number of Water Meters to be supplied and installed by the Town.

e) Location, Installation and Maintenance of Water Meters & Metering Facilities – Obligations & Rights of The Customer

i. Every Customer shall:

- a. for Water Meter installation within a building, provide a suitable site for such installation near the master control valve, to the satisfaction of the CAO, and in accordance with the Town of Pincher Creek Engineering and Construction Standards, as amended from time to time;
- b. for Water Meter installation outside of a building, provide at the Owner's expense and to the satisfaction of the CAO, a meter building or a meter vault on the Owner's property and near the property line, in accordance with Town of Pincher Creek Engineering and Construction Standards, as amended from time to time;
- c. provide for the maintenance and repair of such building or vault referred to in subsection b., and upon failure to do so the CAO may have such work performed by Town employees or agents at the Owner's expense;
- d. ensure that employees or agents of the Town have clear access to meter areas and Water Meters for meter testing and reading purposes;
- e. notify the CAO immediately whenever a Water Meter is not operating or if any part of a Water Meter becomes damaged or broken;
- f. be responsible for the safe keeping of any Water Meter and any remote reading device that is installed on the Customer's Premises;
- g. protect any Water Meter, valves and pipes located on his Parcel or Premises from freezing, excessive heat, overheating of water, external or internal damage of any kind, or any other thing which may affect the operation of the Water Meter or Meters;

- h. pay the cost of repairing or replacing any Water Meter or metering facilities supplied and installed by the Town that may be damaged from any causes set out in subsection g. or any other cause within the control of the Customer;
 - i. for meter installations 1-1/2" (40mm) in size or larger, supply, install, and maintain valves on both sides of and within 300mm of the Water Meter.
 - j. for meter installations 1-1/2" (40mm) in size or larger, have a valved by-pass around the meter, subject to the approval of the CAO. The by-pass must be sealed and shall be opened only in case of an emergency.
 - k. notify the CAO within twenty-four (24) hours if the seal on a by-pass valve or a Water Meter is broken for emergency purposes or any other purpose;
- ii. Every Customer may:
- a. request that a Water Meter be tested for accuracy, and the cost of any such test shall be at the expense of the Town if the Water Meter is found to be inaccurate in excess of five percent of actual flow and such test shall be at the Customer's expense if the Water Meter is found to be accurate within five percent of actual flow;
 - b. request that a Water Meter or metering facilities be relocated by submitting plans and specifications to the CAO in a form approved by the CAO and upon approval by the CAO may relocate, alter, or change any existing Water Meter or metering facilities, the costs of any such alteration or relocation including costs incurred by the Town being the responsibility of the Customer.
 - c. for their own benefit, install a water meter between the Town supplied Water Meter and the point of use of the Water Supply provided that the Town shall not maintain such meter and nor will the meter be read by the Town.
- iii. No Person shall:
- a. interfere with or tamper with the operation of any Water Meter or remote reading device; or
 - b. open a by-pass valve on a Water Meter or metering installation except in the case of an emergency.
- f) Meter Readings
- i. The CAO may:
 - a. require a Water Meter to be read;
 - b. determine the frequency at which Water Meters shall be read;

- c. shut-off the Water Supply to a Customer who refuses to provide a Water Meter reading within six months of a request to provide such Water Meter reading;
 - d. subject to subsection iii., estimate a Water Meter reading;
 - ii. Every Customer shall:
 - a. provide readings of a Water Meter or Water Meters on Premises under his control, when requested by the CAO; and
 - b. in circumstances where a Water Meter was estimated:
 - (i) pay the cost of the estimated consumption; and
 - (ii) if the actual consumption is greater than the estimated consumption when the Water Meter is read, pay the cost of the actual consumption;
 - iii. A Water Meter reading may be estimated by the CAO based on either previous consumption patterns or a daily average consumption for the Premises, if:
 - a. the Town is unable to obtain a Water Meter reading;
 - b. a Water Meter fails to properly register the amount of water consumed; or
 - c. water supplied through a Water Meter has not, for any reason whatsoever, registered on the Water Meter.
 - iv. If a Customer experiences abnormal water consumption, the CAO may adjust the Customer's bill, by a maximum of one-thousand dollars (\$1,000), taking into consideration any or all of the following factors:
 - a. whether the Customer is a Residential Metered or Non-Residential Metered Customer;
 - b. the cause or nature of the abnormal water consumption;
 - c. any evidence of action taken by the Customer to abate the abnormal consumption;
 - d. any other factor or factors that the CAO considers relevant.
 - v. Requests for Customer bill adjustments in excess of one-thousand dollars (\$1,000) shall be referred to Town of Pincher Creek Council for decision.

7.6 Water Service Connections

- a) Obligations and Ownership
 - i. The Town shall be responsible for the installation of the Water Service Connection which is on Town property, which runs from the Town Water Main to a property line of the Parcel of land to be serviced, adjacent to a street or lane,

or at the boundary of an easement granted to the Town for its Water System, at the Owner's expense.

- a. At the CAO's sole discretion, the Town may grant the Customer permission to organize their own contractor to perform the installation of the Water Service Connection on Town property, in compliance with the current Town of Pincher Creek Engineering and Construction Standards, as amended from time to time, subject to a two (2) year warranty/maintenance period.
 - ii. The Town shall remain the owner of the Water Service Connection on Town property after installation, and the Town shall remain responsible for the control, maintenance, repair, and replacement of that portion of the Water Service Connection, thereafter at the sole discretion of the Town.
 - iii. Any Water Service Connection, pipe line, or water system on private property through which the supply of water is conveyed from the portion of the Town Water System which is located at the property line of the street or lane, or boundary of an easement area granted to the Town for its Water System, to the water outlets or fixtures on the private property shall be installed, maintained, repaired and replaced by the Owner at the Owner's expense, and without limiting the generality of the foregoing, as a condition of receiving water service from the Town, the Owner shall:
 - a. install such Water Service Connections in compliance with the provisions of Town of Pincher Creek Engineering and Construction Standards, as amended from time to time; and
 - b. maintain such Water Service Connections in a state of good repair, with sufficient protection from freezing, free from leakage, or other water loss to the satisfaction of the CAO.
 - iv. No Person, without the express permission of the CAO shall make any connection or contact whatsoever with any of part of the Water System or Water Mains.
- b) Changes to Existing Water Service Connections
- i. Any Owner wishing to relocate, replace, alter, or disconnect an existing Water Service Connection must make application and receive approval of the CAO prior to commencing such work.
 - ii. Where a change referred to in subsection i. is approved by the CAO, that Owner may have the work performed on the Town owned portion of the Water Service Connection by a qualified contractor.
- c) Shut-Off Valves
- i. All Water Service Connections must be provided with a Master Control Valve and such valve:
 - a. shall be placed immediately inside the outer wall of the Premises and on the inlet side of the Water Meter; and

- b. is intended to enable a Customer to shut off the supply of water in case of an emergency, for the repair or protection of the building, pipes or fixtures, or to prevent flooding of the Parcel or Premises or in the event the Premises are permanently or temporarily vacated.
- ii. Every Owner shall ensure:
 - a. that all shut-off valves on their Premises are maintained in good mechanical condition; and
 - b. that all shut-off valves are easily accessible at all times to ensure that such valves are operable in case of emergency.
- d) Turning Water Service On or Off
 - i. No Person shall turn a Water Service Valve on or off except as authorized by the CAO.
 - ii. No Owner or Occupant of a Parcel or Premises shall allow a Water Service Valve to be turned on or off except as authorized by the CAO.
 - iii. Any Customer may request that their water service be shut-off temporarily.
- e) Number and Depth of Services
 - i. There shall not be more than one (1) Water Service Connection to each Parcel without the express permission of the CAO.
 - ii. Water Service Connections shall be buried to a depth of no less than 2.7 meters unless otherwise approved by the CAO.

7.7 Cross Connections and Testing

- a) Controlling Cross Connections
 - i. No person shall connect, cause to be connected or permit to remain connected to the Water System a Cross Connection that has not been approved by the CAO.
 - ii. Where the CAO believes that a Cross Connection exists in contravention of subsection i., the CAO may carry out an inspection:
 - a. upon reasonable notice to the Customer, or
 - b. without notice where the CAO believes that an immediate threat of contamination to the Water System exists.
 - iii. Upon inspection, where the CAO continues to believe that a Cross Connection exists in contravention of subsection i. the CAO may cut off the water service to that Parcel or Premises with reasonable notice, and where the CAO believes that such Cross Connection poses an immediate threat of contamination of the Water System, the CAO may cut off water service without notice.
- b) Premises-Isolating Cross Connection Control Devices

- i. Every newly constructed, reconstructed, or renovated Premises, with the exception of dwelling units separately serviced from a Town Water Main or On-Site Water Main, shall have a Premises-Isolating Cross Connection Control Device installed on the Customer's Plumbing System where the service enters the building, or in a location approved by the CAO.
 - ii. Where it is proposed to use water from the Water System for constructing, altering, or repairing a building, the temporary water connection shall have a Premises-isolating Cross Connection Control Device installed on the temporary water connection, or in a location approved by the CAO.
 - iii. Notwithstanding subsection i., the CAO may require the installation of a Premises-Isolating Cross Connection Control Device on any existing Customer's Plumbing System, at a location approved by the CAO.
- c) Customer Must Test and Maintain Cross Connection Control Devices
- i. For the purposes of this Section, Testable Cross Connection Control Devices means Double Check Valve Assemblies (DCVA), Reduced Pressure Principle Assemblies (RP), Pressure Vacuum Breaker Assemblies (PVB/SRPVB) and Air Gaps approved by the CAO, as those terms are defined in Canadian Standards Association document B64.10-11/B64.10.1-11, "Selection and Installation of Backflow Preventers/Maintenance and Field Testing of Backflow Preventers".
 - ii. For the purposes of this Bylaw, Testable Cross Connection Control Devices shall only be tested by Persons approved by the CAO.
 - iii. Every Customer shall, at their own expense, have any Testable Cross Connection Control Devices tested:
 - a. at the time of installation of a new Testable Cross Connection Control Device;
 - b. annually or as required by the CAO;
 - c. at the time that a Testable Cross Connection Device is relocated;
 - d. at the time that a Testable Cross Connection Control Device is cleaned, repaired, or overhauled; and
 - e. in the case of an irrigation system, at the time the system is turned on at the beginning of each irrigation season.
 - iv. Every Customer shall retain test report records on-site and available to the CAO upon request.
 - v. An approved tester must submit a test report with respect to each test referred to in subsection iii. to the CAO on a form approved by the CAO within thirty (30) days of each test of a Testable Cross Connection Control Device where the tester:
 - a. discovers that the Testable Cross Connection Control Device is in good working order; or

- b. discovers that the Testable Cross Connection Control Device is not in good working order but repairs or replaces and re-tests the Testable Cross Connection Control Device immediately.
- vi. An approved tester must submit a report in writing to the CAO on a form approved by the CAO within two (2) business days of every test of a Testable Cross Connection Control Device where the tester discovers that a Testable Cross Connection Control Device is not in good working order and where the tester does not repair or replace that Testable Cross Connection Control Device immediately.
- vii. Where a Testable Cross Connection Control Device fails a test referred to in subsection iii. and the Customer does not have it replaced immediately by the authorized tester, the Customer shall have the Testable Cross Connection Control Device repaired or replaced and re-tested within five (5) business days.
- viii. As a condition of service, the CAO may issue an order to a Customer requiring the installation, testing or repair of a Cross Connection Control Device and that order may specify a date and time by which the Customer must comply with the terms of the order.
- ix. Where a Customer fails to comply with an order issued by the CAO pursuant to subsection viii., the Town may shut off the water service or water services until the situation has been remedied.

7.8 Fire Hydrants and Hydrant Connection Units

a) Fire Hydrants

- i. Unless authorized by the CAO no Person shall:
 - a. open or close any hydrant or hydrant valve;
 - b. connect any device of any kind to a fire hydrant, including a pipe, hose, fixture, or appliance; or
 - c. use water from a fire hydrant, regardless of whether that hydrant is located on private or public property, for any purpose other than fire protection.
- ii. Notwithstanding subsection i., where a Water Service Connection branches off from a water line that provides water to a hydrant, water may be used for purposes other than fire protection as long as the branch line providing water for purposes other than fire protection is equipped with a Water Meter.
- iii. All fire hydrants, except fire hydrants situated on private property, shall remain the property of the Town.
- iv. Any Person who wishes to have a Town owned fire hydrant relocated may request in writing to the CAO that the hydrant be relocated. If approved, the Person making the request shall pay in advance the estimated cost determined by the CAO subject to a refund or additional payment, depending upon the actual cost when the work has been completed.

- v. The Town may require that a fire hydrant be installed on private property at the expense of the Owner of the property. Fire hydrants located on private property must be approved, installed, used, and maintained in accordance with the Alberta Fire Code and all municipal bylaws including this Bylaw and Bylaw #1630 Storm Drainage Bylaw.
 - vi. No Owner or Occupant of a Parcel or Premises on which a private fire hydrant is situated shall paint such hydrant or allow such hydrant to be painted any colour except the approved colour as set out in Town of Pincher Creek Engineering and Construction Standards, as amended from time to time.
- b) Obstruction of Hydrants
- i. No Owner or Occupant of a Parcel or Premises shall allow the access to a fire hydrant located on or adjacent to that Parcel or Premises to be obstructed in any manner, including the building or erection of any thing or the accumulation of any building material, rubbish, or other obstruction.
 - ii. No Owner or Occupant of a Parcel or Premises shall allow anything on the Parcel or Premises to interfere with the operation of a fire hydrant located on or adjacent to that Parcel or Premises.
 - iii. All persons who own property on which a fire hydrant is located or own property which is adjacent to Town owned property on which a fire hydrant is located:
 - a. shall maintain a two (2) meter clearance on each side of a fire hydrant and a one (1) meter clearance on the side of a fire hydrant farthest from the nearest adjacent street, as set out in Schedule "E" to this Bylaw;
 - b. shall not permit anything to be constructed, erected, or placed within the clearance provided subsection a.; and
 - c. shall not permit anything except grass to be planted within the clearance area set out in subsection a..
- c) Permission to Use Water from Fire Hydrants
- i. The CAO may authorize the use of fire hydrants and the use of water from fire hydrants on a temporary basis where no other supply of water can be conveniently obtained.
 - ii. The CAO may, as a condition for the use of fire hydrants and the use of water from fire hydrants, require that the water pass through a Water Meter and Cross Connection Control Device prior to use.
- d) Hydrant Connection Units
- i. The CAO may require that any Person authorized to use a fire hydrant or draw water from a fire hydrant pursuant to subsection c) shall:
 - a. enter into a Hydrant Connection Unit Rental Agreement with the Town;

- b. have any vehicle to which a Hydrant Connection Unit is attached, and its equipment inspected and approved by the Town, where required pursuant to the agreement, prior to withdrawing water from a fire hydrant;
 - c. use the Hydrant Connection Unit in the manner required pursuant to the rental agreement at all times while drawing water from a fire hydrant or while connected to a fire hydrant, and ensure that no Backflow, wastewater, or other substance can enter the Water System;
 - d. ensure that a copy of the Hydrant Connection Unit Rental Agreement, and the Rental Agreement receipt is kept in the vehicle at all times that the Hydrant Connection Unit is attached to such vehicle; and
 - e. produce the Hydrant Connection Unit Rental Agreement and the Rental Agreement receipt to an Officer or any employee of the Town for inspection, upon demand.
- ii. No Person authorized to use a fire hydrant or draw water from a fire hydrant pursuant to subsection c) shall break or allow to be broken a seal placed on a Hydrant Connection Unit.
 - iii. Any Person who fails to comply with the requirements of this Section commits an offence.
- e) Town of Pincher Creek Exemption
 - i. Section 7.8 shall not apply to members of the Pincher Creek Emergency Services Commission acting in the course of their employment or any Pincher Creek Emergency Services or Town activities associated with the flushing of water mains and the maintenance of fire hydrants.

8. ALTERNATE SOURCES OF WATER

- a) No person shall use any source of water to supply water to any residential, commercial, industrial, or institutional Premises through a plumbing system, other than the Water System without the written consent of the CAO.
- b) The CAO may authorize the use of an alternate source of water subject to such terms and conditions as the CAO deems necessary, and notwithstanding the generality of the foregoing the CAO may set a limit on the period of time for which an alternate supply of water may be used.
- c) No person who has been granted permission by the CAO to use an alternate source of water shall allow that alternate source of water, or any pipes or devices connected to such alternate water source, to be connected to the Water System.
- d) The Town shall not be responsible for the quality of water obtained from any alternate source of water.
- e) Unless authorized by the CAO in writing, no Person shall provide or supply water from one Premises, by pipe or hose or other means either with or without charge, to

any other Premises which could be supplied with water through its own Water Service Connection.

9. APPROVALS AND REQUIREMENTS

9.1 Conditions of Approvals

- a) A written approval given by the CAO pursuant to this Bylaw, or an agreement entered into with the Town pursuant to this Bylaw, must be available for inspection on the request of the CAO or a Peace Officer.
- b) A Person is guilty of an offence pursuant to this Bylaw if the Person does any one or more of the following:
 - i. contravenes a requirement of the CAO;
 - ii. contravenes a requirement or condition of a written approval or Permit given by the CAO; and/or
 - iii. contravenes a requirement or condition of an agreement entered into by the CAO with the Person.
- c) Every Person who relies on a written approval issued pursuant to this Bylaw has the onus of proving that they were the holder of a valid and subsisting approval or Permit.

10. OFFENCES, PENALTIES, AND ENFORCEMENT

10.1 Owner of Motor Vehicle Liability

For the purposes of this section, "Owner", "Driving" and "Motor Vehicle" have the same meaning as set out in the *Traffic Safety Act*, R.S.A. 2000, c. T-6:

- a) If a motor vehicle is involved in an offence described in this Bylaw, the Owner of the motor vehicle is guilty of the offence.
- b) Subsection a) does not apply if the Owner of the motor vehicle satisfies the Court that:
 - i. the Owner was not driving the motor vehicle at the time of the offence; and
 - ii. the Person driving the motor vehicle at the time of the offence did not have the Owner's express or implied consent to be driving the motor vehicle.
- c) Despite subsection a), if the Owner was not driving the motor vehicle at the time of the offence, the Owner is not liable for imprisonment.

10.2 Offences and Penalties

- a) Any Person who contravenes any provision of this Bylaw by:
 - i. doing any act or thing which the Person is prohibited from doing; or
 - ii. failing to do any act or thing which the Person is required to do, including:
 - a. failing to comply with a requirement imposed by the CAO;

- b. failing to comply with a condition of a written approval or Permit given by the Town; or
- c. failing to comply with a requirement or condition of an agreement entered into by the Town with the Person;

is guilty of an offence.

- b) Any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.
- c) Any Person who is convicted of an offence pursuant to this Bylaw is liable for every day or part thereof upon which such offence occurs or continues, on summary conviction to a fine not exceeding ten-thousand dollars (\$10,000) or imprisonment for not more than one (1) year, or both, and in default of payment of any fine imposed, to imprisonment for a term not exceeding one (1) year.
- d) Where a Peace Officer believes that a Person has contravened any provision of this Bylaw, the Peace Officer may, in addition to any other remedy at law, serve upon the Person a violation ticket, in the form provided under the *Provincial Offences Procedure Act*.
- e) Where there is a specified penalty listed for an offence in the Fee Structure Bylaw, that amount is the specified penalty for the offence.
- f) Notwithstanding specified penalties set out in the Fee Structure Bylaw:
 - i. Where a Person contravenes the same provision of this Bylaw twice within one twelve (12) month period, the specified penalty payable in respect to the second contravention shall be double the amount of the specified penalty for a first offence; and
 - ii. Where a Person contravenes the same provision of this Bylaw three (3) or more times within one twelve (12) month period, the specified penalty payable in respect of the third and subsequent contraventions shall be triple the amount of the specified penalty for a first offence.
- g) On conviction of an offence that is of a continuing nature, the penalty is the fine amount set out in in the Fee Structure Bylaw in respect of the offence for each day, or part of a day, that the offence continues.
- h) This section shall not prevent a Peace Officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedure Act*, or from laying an information instead of issuing a violation ticket.
- i) The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges, or costs from which that Person is liable under the provisions of this Bylaw or any other bylaw.
- j) Notwithstanding the provisions of this Section, any Person who contravenes any provision of this Bylaw may forfeit the right to be supplied with water from the Water System.

10.3 Enforcement

- a) Where the CAO or a Peace Officer believes a Person has contravened any provision of this Bylaw, they may issue the Person a Remedial Order, pursuant to section 545 of the *Municipal Government Act* to remedy the infraction.
- b) Every Remedial Order written with respect to this Bylaw must:
 - i. Indicate the Person to whom it is directed;
 - ii. Identify the property to which the Remedial Order relates by municipal address or legal description;
 - iii. Identify the date that it is issued;
 - iv. Identify how the Premises fails to comply with this Bylaw;
 - v. Identify the specific provisions of the Bylaw the Premises contravenes;
 - vi. Identify the nature of the remedial action required to be taken to bring the Premises into compliance;
 - vii. Identify the time within which the remedial action must be completed;
 - viii. Indicate that if the required remedial action is not completed within the time specified, the Town may take whatever action or measures are necessary to remedy the contravention;
 - ix. Indicate that the expenses and costs of any action or measures taken by the Town under this section are an amount owing to the Town by the Person to whom the order is directed;
 - x. Indicate that the expenses and cost referred to in this section may be attached to the tax roll of the property if such costs are not paid by a specified time;
 - xi. Indicate that an appeal lies from the Remedial Order to Town Council, if a notice of appeal is filed in writing with the Town within fourteen (14) days of the receipt of the Remedial Order.
- c) A Remedial Order written pursuant to this Bylaw may be served:
 - i. personally, upon the Owner of the Premises to which it relates;
 - ii. may be left with a Person apparently over the age of 18 years at the Premises; or
 - iii. by registered mail to the Owner of the Premises to which it relates.
- d) If, in the opinion of the CAO or a Peace Officer, service of the Remedial Order cannot be reasonably affected, or if the CAO or Peace Officer believes that the Owner of the Premises is evading service, the Remedial Order may be posted in a conspicuous place on the Premises to which the Remedial Order relates, or on the private dwelling place of the Owner of the Premises, as registered at the Land Titles Office or on the municipal tax roll for the Premises, and the Remedial Order shall be deemed to be served upon the expiry of three (3) days after the Remedial Order is posted.

- e) A Remedial Order issued pursuant to this Bylaw may be appealed to the Town Council by filing a notice of appeal with the Town not later than 14 days after the day on which the Remedial Order was issued.
- f) The CAO may shut off water services to a Premises if a Remedial Order has been issued to the Owner or Occupant of that Premises pursuant to this Bylaw and either of the following applies:
 - i. the Owner or Occupant of the Premises fails to comply with the requirements of the Remedial Order; or
 - ii. the Owner or Occupant of the Premises fails to comply with the requirements of the Remedial Order within the time period set out in the Remedial Order.
- g) The CAO may do any thing, or carry out any work required by a Remedial Order issued pursuant to subsection 10.3 a), and the costs associated with doing that thing, or carrying out the work, are an amount owing to the Town and may be added to the tax roll of the Premises if a Remedial Order has been issued to the Owner of that Premises pursuant to this Bylaw and:
 - i. the Owner of the Premises fails to comply with the requirements of the Remedial Order; or
 - ii. the Owner of the Premises fails to comply with the requirements of the Remedial Order within the time period set out in the Remedial Order.
- h) A Person who fails to comply with the requirements of a Remedial Order issued pursuant to this Bylaw within the time period set out in the Remedial Order commits an offence.

10.4 Interference with Town Forces

- a) A Person must not obstruct, or attempt to obstruct, in any manner, a Peace Officer, or the CAO contractors, servants, or agents, in the exercise of their powers or duties as authorized or required by this Bylaw.
- b) For the purposes of subsection a), “obstruct” means to hinder, delay, interfere with, or prevent, or attempt to prevent the execution of a power or duty, and includes any of the following:
 - i. providing false or misleading information or making a false claim or statement to the CAO or a Peace Officer,
 - ii. preventing, barring, or delaying, or attempting to prevent, bar, or delay entry or inspection by the CAO or a Peace Officer in accordance with this Bylaw,
 - iii. failing to provide, on the request of the CAO or a Peace Officer, any information, documents, or things relevant to an inspection, including any documents specifically required to be kept or provided under this Bylaw.

10.5 Recovery of Costs

- a) An Owner is responsible for all costs associated with any of the following:

- i. the implementation of any measures taken, or required to be taken, by either the Owner or the Town to meet the requirements of this Bylaw;
- ii. damage or harm to the Water System resulting from the Owner's or Occupant's contravention of the requirements of this Bylaw.

11. SUSPENSION OF EXISTING CONTROLS

~~Effective September 1, 2022, Water and Sewer Utility Bylaw 1607-21 Water Utility Bylaw 1631-22 and all amendments thereto other bylaws relating to water services and sewer or wastewater services are hereby repealed.~~

12. DATE OF COMMENCEMENT

This Bylaw shall come into force and take effect ~~on September 1, 2022~~ upon third reading.

READ A FIRST TIME THIS ~~13~~ DAY OF ~~JUNE~~ APRIL, 2022

MAYOR, D. Anderberg

CAO, L. Wilgosh

READ A SECOND TIME THIS 27__ DAY OF JUNE, 2022_____, 2024

MAYOR, D. Anderberg

CAO, L. Wilgosh

READ A THIRD AND FINAL TIME THIS 27__ DAY OF JUNE, 2022_____, 2024

MAYOR, D. Anderberg

CAO, L. Wilgosh D. Henderson

SCHEDULE "A" – WATER CHARGES

Monthly rates or charges described in this Schedule are based on a nominal calendar month, regardless of number of days in that month, ranging between 28 and 31 days.

1. Service Charges (Town Users)

Service Charges are based on the size of the Water Meter and are a monthly charge.

As per Fee Structure Bylaw

2. Usage Charges (Town Users)

Usage Charges are based on the volume of water used by the Customer, based on the Water Meter reading. Usage Charges are categorized by Customer Class and based on \$ per cubic meter (m³).

As per Fee Structure Bylaw

3. Residential Flat Rate (Non-Metered)

Residential Customers without a Water Meter shall be charged a monthly flat rate.

As per Fee Structure Bylaw

4. Temporary Water Rate

Where it is proposed to use water from the Water System for constructing, altering, or repairing a building, the applicant of the building permit shall be charged a temporary water rate.

As per Fee Structure Bylaw

5. Water Dispensed Through Hydrants

As a condition of renting a Hydrant Connection Unit, the Hydrant User is responsible to pay to the Town a daily service charge (based on calendar days, not business days), for a minimum of 7 days, and a usage charge based on the volume of water used.

As per Fee Structure Bylaw

SCHEDULE "B" – WATER SERVICE FEES

The fees required by this Schedule are not refundable and are charged in all circumstances. They apply whether the service connection is related to supply of water at a metered rate or at a flat rate.

As per Fee Structure Bylaw

SCHEDULE "C" – OUTDOOR WATER USE RESTRICTIONS

Stage 1 – Voluntary Water Conservation

The Town of Pincher Creek kindly requests that Customers reduce their water consumption and use discretion in their activities.

Permitted	Restricted	Not Permitted
<ul style="list-style-type: none"> - Watering with sprinkler/irrigation system (lawn, garden, trees, or shrubs etc.) - Hand watering with garden hose (garden, trees, or shrubs etc.) - Hand watering with hand-held container (garden, trees, or shrubs etc.) - Watering of new grass (within 21 days for sod, within 45 days for seed) - Private & Commercial outdoor impermeable surface washing (exterior building surfaces, driveways, walkways, etc.) - Private & Commercial pressure washing (car washes etc.) - Using water for filling (outdoor decorative features, fountains, etc.) - Using water for filling (swimming pools, wading pools, hot tubs, etc.) - Using water for construction purposes (grading, compactions, dust control, etc.) 		

Stage 2 – Mandatory Water Restriction

Permitted	Restricted	Not Permitted
<ul style="list-style-type: none"> - Hand watering with garden hose (garden, trees, or shrubs etc.) - Hand watering with hand-held container (garden, trees, or shrubs etc.) - Private & Commercial pressure washing (car washes etc.) - Using water for filling (swimming pools, wading pools, hot tubs, etc.) - Using water for construction purposes (grading, compactions, dust control, etc.) 	<ul style="list-style-type: none"> - <u>Residential</u> Watering with sprinkler/irrigation system (lawn, garden, trees, or shrubs etc.) <ul style="list-style-type: none"> ☐ Watering times restricted to 6:00am - 10:00am and/or 7:00pm - 11:00pm ☐ Even numbered addresses restricted to watering on Wednesdays Only ☐ Odd numbered addresses restricted to watering on Thursdays Only - Watering of new grass (within 21 days for sod, within 45 days for seed) <ul style="list-style-type: none"> ☐ Watering times restricted to 6:00am - 10:00am and/or 7:00pm - 11:00pm - Private & Commercial outdoor impermeable surface washing (exterior building surfaces, driveways, walkways, etc.) <ul style="list-style-type: none"> ☐ Only for health & safety purposes, preparation for painting (or similar). - <u>Non-Residential Commercial and Institutional uses may utilize sprinkler irrigation systems for a total of eight (8) hours per week. Extensions or variations can be granted by the CAO for specific uses.</u> 	<ul style="list-style-type: none"> - Private & Commercial outdoor impermeable surface washing (exterior building surfaces, driveways, walkways, etc.) <ul style="list-style-type: none"> ☐ Washing for aesthetic purposes prohibited. - Using water for filling (outdoor decorative features, fountains, etc.)

Stage 3 – Mandatory Water Restriction

Permitted	Restricted	Not Permitted
<ul style="list-style-type: none"> - Hand watering with hand-held container (garden, trees, or shrubs etc.) - Private & Commercial pressure washing (car washes etc.) <ul style="list-style-type: none"> o Permitted only for commercial use - Using water for construction purposes (grading, compactions, dust control, etc.) 	<ul style="list-style-type: none"> - Watering of new grass (within 21 days for sod, within 45 days for seed) <ul style="list-style-type: none"> o Watering times restricted to 6:00am - 10:00am and/or 7:00pm - 11:00pm - <u>Non-Residential Commercial and Institutional uses may utilize sprinkler irrigation systems for a total of eight (8) hours per week. Extensions or variations can be granted by the CAO for specific uses.</u> 	<ul style="list-style-type: none"> - <u>Residential</u> Watering with sprinkler/irrigation system (lawn, garden, trees, or shrubs etc.) - <u>Residential</u> Hand watering with garden hose (garden, trees, or shrubs etc.) - Private & Commercial outdoor impermeable surface washing (exterior building surfaces, driveways, walkways, etc.) <ul style="list-style-type: none"> o All forms of washing outdoor surfaces are prohibited unless ordered by a regulatory authority for health & safety reasons - Private & Commercial pressure washing (car washes etc.) <ul style="list-style-type: none"> o Private use (non-commercial) not permitted - Using water for filling (outdoor decorative features, fountains, etc.) - Using water for filling (swimming pools, wading pools, hot tubs, etc.)

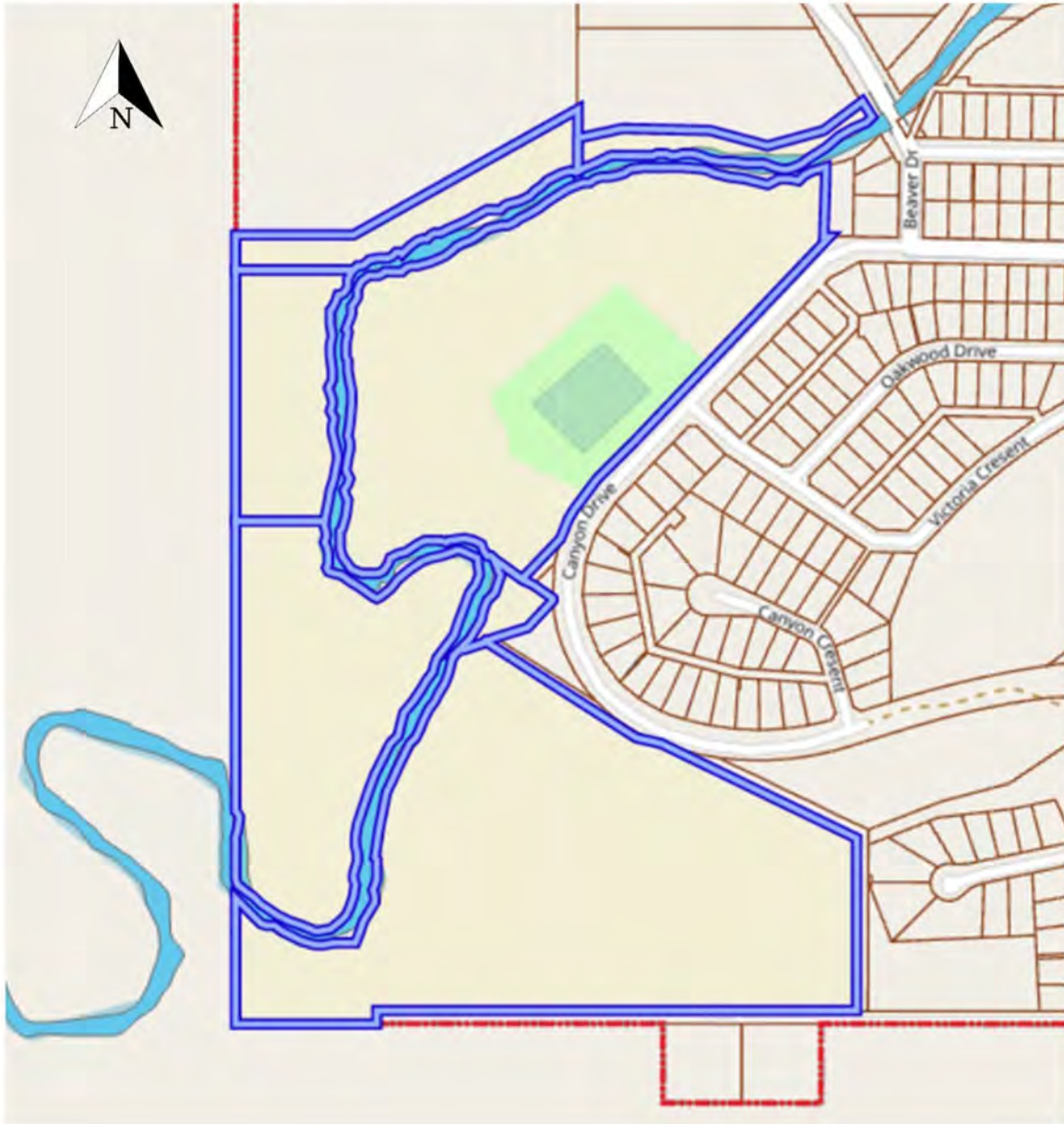
Stage 4 – Mandatory Water Restriction

Permitted	Restricted	Not Permitted
		<ul style="list-style-type: none"> - Watering with sprinkler/irrigation system (lawn, garden, trees, or shrubs etc.) - Hand watering with garden hose (garden, trees, or shrubs etc.) - Hand watering with hand-held container (garden, trees, or shrubs etc.) - Watering of new grass (within 21 days for sod, within 45 days for seed) - Private & Commercial outdoor impermeable surface washing (exterior building surfaces, driveways, walkways, etc.) <ul style="list-style-type: none"> ⊗ All forms of washing outdoor surfaces are prohibited unless ordered by a regulatory authority for health & safety reasons - Private & Commercial pressure washing (car washes etc.) - Using water for filling (outdoor decorative features, fountains, etc.) - Using water for filling (swimming pools, wading pools, hot tubs, etc.) - Using water for construction purposes (grading, compactions, dust control, etc.)

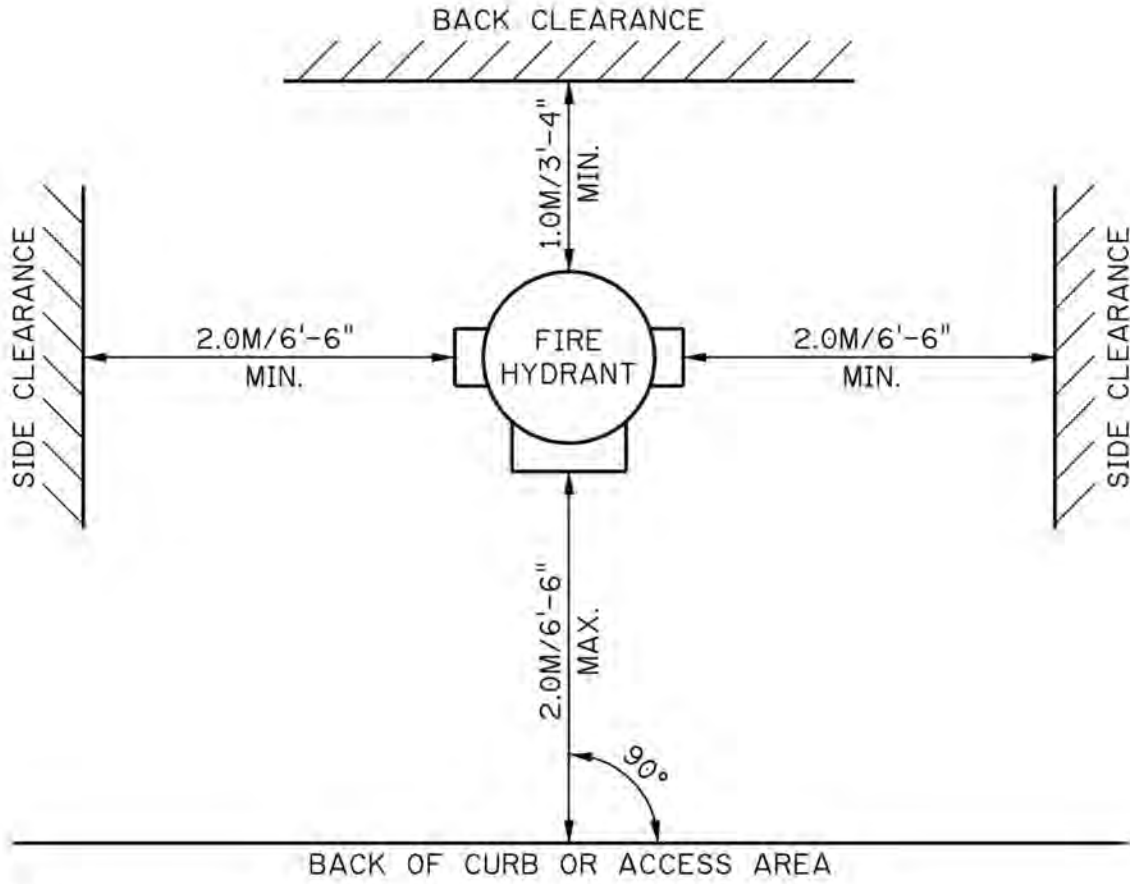
All other water usage will be permitted at the discretion of the CAO.

SCHEDULE "D" – PINCHER CREEK RIPARIAN AREA

Town property surrounding the Pincher Creek:



SCHEDULE "E" – OBSTRUCTION OF FIRE HYDRANTS



N.T.S.

SCHEDULE "F" – POTABLE WATER CHARGES FOR CUSTOMERS OUTSIDE TOWN LIMITS

1. This section is a place holder for future regional distribution of potable water. The Town of Pincher Creek does not currently provide regional potable water services outside of Town limits.
2. For all other Customers located outside of Town limits, a charge equal to the applicable Service Charge from section 1 of Schedule "A" plus the applicable Usage Charge from section 2 of Schedule "A" shall be paid to the Town.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: 2024 Property Tax Bylaw #1620-24	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 4/22/2024

PURPOSE:

For Council to receive and pass the 2024 Property Tax Bylaw #1620-24, which will authorize administration to process the 2024 property tax levies.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to give the 2024 Property Tax Bylaw No. 1620-24, first reading.

That Council for the Town of Pincher Creek agree to give the 2024 Property Tax Bylaw No. 1620-24, second reading.

That Council for the Town of Pincher Creek unanimously agree to present the 2024 Property Tax Bylaw No. 1620-24, for third reading.

That Council for the Town of Pincher Creek agree to give the 2024 Property Tax Bylaw No. 1620-24, third and final reading.

BACKGROUND/HISTORY:

The Town is required to pass a property tax bylaw each year which determines the revenue necessary to meet the current municipal budget which includes payments to third parties such as Pincher Creek Emergency Services and the Province for Policing, education requisitions, Crestview Lodge requisition, and the Government of Alberta Requisition for Designated Industrial Properties including linear property.

The Town's property assessments have increased by \$75,378,870 of which 15,899,550 is new growth for 2024 and 59,479,320 is inflation for existing property owners in 2024.

The total property tax rates for 2024 have decreased from 2023 as follows:

Residential rate decreased by 0.9534 as the 2024 total property tax rate is 10.9968 as compared to 11.9502 for 2023.

Non-Residential rate decreased by 0.9825 as the 2024 total property tax rate is 14.7769 as compared to 15.7594 for 2023.

Property taxes are based on two values: the assessed value of the property and the municipal tax rate. Although the total property tax rate decreased, individual properties will not necessarily see a decrease in their property taxes if the assessed value of the property increased.

All readings of this bylaw are required in order for the tax notices to be mailed in May.

ALTERNATIVES:

That Council for the Town of Pincher Creek request further information and direct administration to bring the 2024 Property Tax Bylaw to a future Council Meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

As per the 2024 Operating Budget, the Town of Pincher Creek requires this level of taxation to maintain the level of service property owners have come to expect.

FINANCIAL IMPLICATIONS:

As per the 2024 Operating Budget, Council agreed to a 2% increase in Municipal Property Taxes or approximately \$99,000. The 2023 Municipal Taxes collected were \$4,952,264. The 2024 Municipal Taxes is as follows: \$4,952,264 (2023), plus \$99,045 or 2% tax increase, plus \$160,041 taxes from new growth for a total of \$5,211,350.19 to assist in funding the operations of the Town of Pincher Creek for 2024.

PUBLIC RELATIONS IMPLICATIONS:

The Property Tax Bylaw provides information to the Ratepayers of Pincher Creek regarding the requisitions and municipal requirements of the Town. This bylaw will be posted on the Town of Pincher Creek website.

ATTACHMENTS:

2024 PROPERTY TAX BYLAW #1620-24 - Draft - 3391

CONCLUSION/SUMMARY:

Administration recommends the passing of this bylaw as pursuant to Section 353 of the Municipal Government Act, council must pass a property tax bylaw annually.

Signatures:

Department Head:

Wendy Catonio

CAO:

Doug Henderson

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF PINCHER CREEK FOR THE 2024 TAXATION YEAR

WHEREAS, the Town of Pincher Creek has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the Council meeting held on December 11, 2023 and budget adjustments April 22, 2024;

WHEREAS, the estimated 2024 municipal revenues from all sources other than property taxation total **\$6,336,168** and:

WHEREAS, the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Town of Pincher Creek for 2024 total **10,721,285**; and the balance of **4,385,117** is to be raised by general municipal property taxation

WHEREAS, the estimated amount required to repay principal debt to be raised by general municipal taxation is **210,518** and;

WHEREAS, the estimated amount required for current year capital expenditures to be raised by general municipal taxation is **NIL** and;

WHEREAS, the estimated amount required from future financial plans to be raised by municipal taxation is **1,491,753** and

WHEREAS, the estimated amount transferred from reserves is **876,038** and

THEREFORE the total amount to be raised by general municipal taxation is **5,211,350** and

WHEREAS, the requisitions are:

Alberta School Foundation Fund

- Residential & Farmland 729,094
- Non-residential 419,759

Holy Spirit RCSR 4

- Residential & Farmland 244,181
- Non Residential 49,921

Pincher Creek Foundation – Crestview Lodge 172,571

Designated Industrial Properties

605

WHEREAS, the Council of the Town of Pincher Creek is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Status of Alberta; 2000, and

WHEREAS, the assessed value of all property in the Town of Pincher Creek as shown on the assessment roll is:

Residential and Farmland	428,918,630
Non-Residential	<u>144,488,550</u>
Total Assessment	<u>573,407,180</u>

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Council of the Town of Pincher Creek, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Pincher Creek:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
General Municipal			
Residential & Farmland	3,613,511	428,918,630	0.0084247
Non-residential	<u>1,597,827</u>	<u>144,488,550</u>	0.0110585
Total	<u>5,211,338</u>	<u>573,407,180</u>	
ASFF (Residential & Farmland)	747,520	329,434,645	0.0022691
ASFF (Non-Residential)	<u>423,443</u>	<u>126,745,119</u>	0.0033409
Totals	<u>1,170,963</u>	<u>456,179,764</u>	
Holy Spirit RCSR D 4			
Residential & Farmland	225,739	99,483,985	0.0022691
Non Residential	<u>46,243</u>	<u>13,841,411</u>	0.0033409
Totals	<u>271,982</u>	<u>113,325,396</u>	
Pincher Creek Foundation	<u>172,555</u>	<u>569,676,320</u>	0.0003029

Designated Industrial Properties	<u>605</u>	<u>7,906,470</u>	0.0000765
Grand Totals	<u>6,827,443</u>		

2. This Bylaw comes into full force and effect upon the date of third and final reading.

READ A FIRST TIME this 22nd day of April, 2024

READ A SECOND TIME this 22nd day of April, 2024

GIVEN UNANIMOUS CONSENT TO GO TO THIRD READING this 22nd day of April, 2024

READ A THIRD TIME and finally passed this 22nd day of April, 2024

MAYOR, Don Anderberg

CAO, Doug Henderson



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Grazing Permit - 1387 Allison Street	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 4/22/2024

PURPOSE:

For Council to consider issuing a grazing permit as per Animal Control Bylaw 1598-22.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve and authorize a grazing permit for Plan 7610665, Block 3 (1387 Allison Street) to accommodate two horses for the period of May 1, 2024 to November 30, 2024.

BACKGROUND/HISTORY:

Alberta Forestry and Parks has requested permission to accommodate patrol horses during the 2024 summer and fall operating season. Water for the animals will be supplied via a storage cistern located on the property that a water hauling services will be used to resupply.

Section 3.2 of the Animal Control Bylaw 1598-22 states that;

No person shall keep anywhere within the limits of the Town of Pincher Creek, any species of wild or domestic animal, or poultry, other than dogs, cats, indoor pets and animals kept on land on which Council has issued a grazing permit...or if allowed under the provisions of the Town of Pincher Creek Land Use Bylaw.

The subject property is zoned TUR - Transitional Urban Reserve

The current Land Use Bylaw only defines Extensive Agriculture and Intensive Agricultural Operations, of which the grazing of a small number of animals is not included.

ALTERNATIVES:

That Council for the Town of Pincher Creek receives the grazing permit for Plan 7610665, Block 3 (1387 Allison Street) to accommodate two horses for the period of May 1, 2024 to November 30, 2024 as information.

That Council for the Town of Pincher Creek approve and authorize a grazing permit for Plan 7610665, Block 3 (1387 Allison Street) to accommodate two horses for the period of May 1, 2024 to November 30, 2024 with the following additional conditions...

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

The property is located in an area where it is anticipated that the horses will not interfere with adjacent properties or uses.

ATTACHMENTS:

1387 Allison Street - Area Map - 3378

1387 Allison Street Compound - Site Plan - 3378

2024-01 Grazing Permit - 1387 Allison Street - 3378

Owner Authorization 2024.04.05 - 3378

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek approve and authorize a grazing permit for Plan 7610665, Block 3 (1387 Allison Street) to accommodate two horses for the period of May 1, 2024 to November 30, 2024.

Signatures:

Department Head:

Lisa Goss

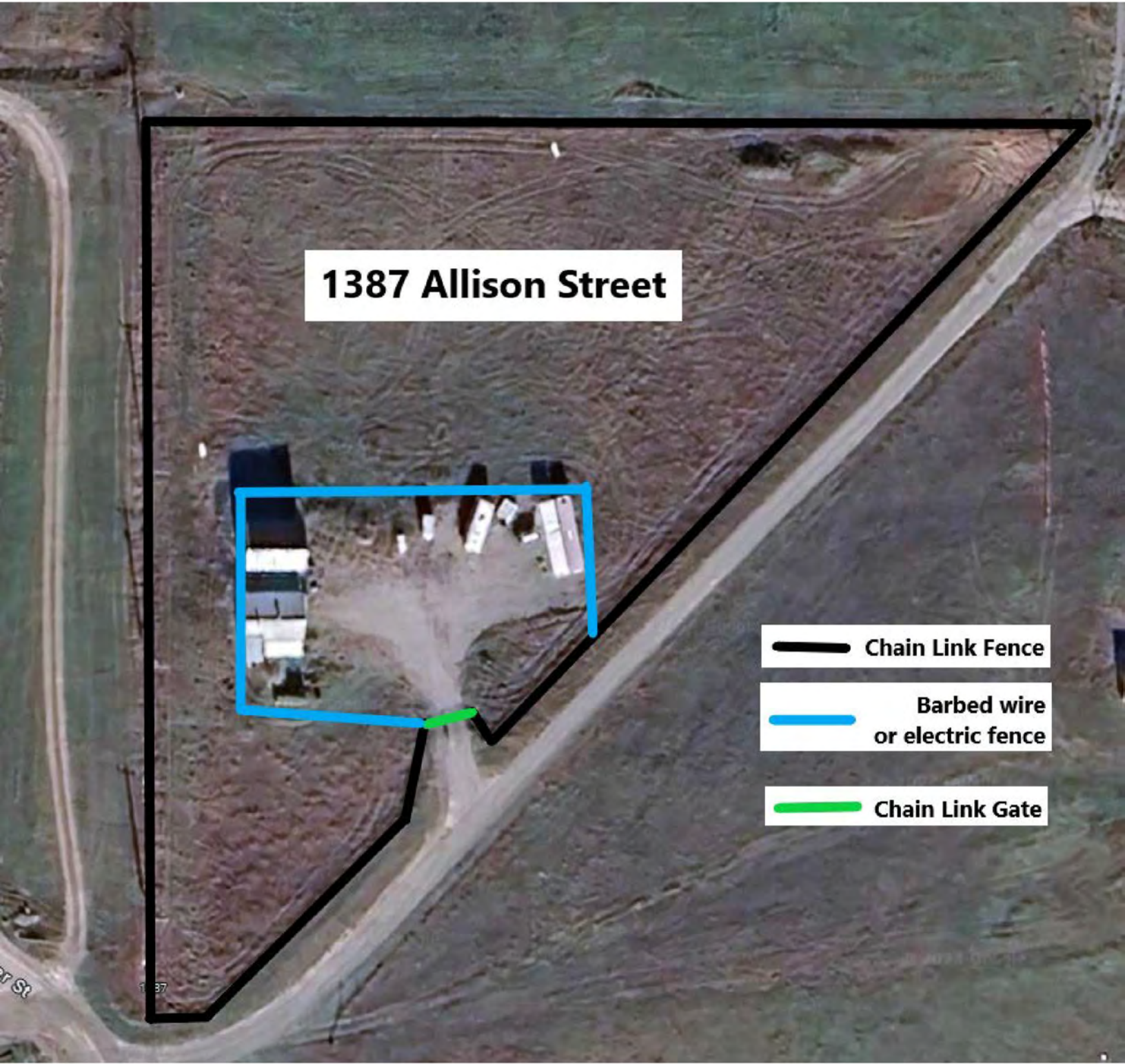
CAO:

Doug Henderson



Site Map – 1387 Allison Street





1387 Allison Street

Chain Link Fence

**Barbed wire
or electric fence**

Chain Link Gate



TOWN OF PINCHER CREEK
GRAZING PERMIT

OWNER(S): Alberta Forestry and Parks

CONTACT PERSON(S): Sean Rudashy

TELEPHONE NUMBER: 403-339-2142

LOCATION: (legal description): Plan 7610665, Block 3 (1387 Allison Street)

DESCRIPTION (grassland, etc.): Improved Public Service/Institutional/Government Services

SIZE OF PARCEL: 2.78 Acres ZONING: TUR – Transitional Urban Reserve

ANIMAL TYPE: Horses NUMBER OF ANIMALS: 2

CONDITIONS: The Town of Pincher Creek is not responsible for any injury or damage on the noted property in relation to this authorization.

Effective from May 1, 2024 to November 30, 2024.

This permit may be terminated by either party by giving thirty (30) days written notice or immediately upon non-compliance with the conditions of this permit.

.....

OWNER(S)

TOWN OF PINCHER CREEK

Signature

Signature

Signature

SEAL

(Witness)

Date: _____

The personal information requested on this form is being collected for the registration and administration of a grazing permit issued by the Town of Pincher Creek, under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about the collection, contact the FOIP Coordinator at 403-627-3156.

Lisa Goss

From: Sean Rudashy <sean.rudashy@gov.ab.ca>
Sent: April 8, 2024 8:21 AM
To: Lisa Goss
Cc: Denis Hache; Shaun Schiebelbein; Corey Young; Raj Dass
Subject: FW: Horse Pasture at the Pincher Creek Warehouse Yard

Lisa,

Please see the message below from our Infrastructure manager.

Thanks



Sean Rudashy | Conservation Officer
Forestry and Parks | Lands Operations Division
Environmental Enforcement Branch
South Area | Pincher Creek District
PO Box 1420
782 Main Street, Pincher Creek Alberta
Ph: 403-339-2142
E: sean.rudashy@gov.ab.ca

Classification: Protected A

From: Raj Dass <raj.dass@gov.ab.ca>
Sent: Friday, April 05, 2024 7:54 AM
To: Sean Rudashy <sean.rudashy@gov.ab.ca>
Cc: Corey Young <corey.young@bgis.com>; Denis Hache <Denis.Hache@gov.ab.ca>; Shaun Schiebelbein <shaun.schiebelbein@gov.ab.ca>
Subject: RE: Horse Pasture at the Pincher Creek Warehouse Yard

Thanks for your email Sean .. The Forestry Lands & Wildlife Yard (S0631) in Pincher Creek is owned by The Province of Alberta – Ministry of Infrastructure. As the owner of the Site, we understand your need to pasture your horses (program related). We have similar arrangements in Cardston (Remington Carriage Museum) and in Wetaskiwin (Reynolds Museum).

Alberta Infrastructure approves your request to house Government patrol horses at this site.

Raj Dass RPA
Acting Director – Calgary Area
Government of Alberta / INFRA
Mobile (403) 625-0464
Office (403) 388-3186



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Designated Officer Appointment	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 4/22/2024

PURPOSE:

For Council to consider appointing a designated officer in accordance with the Municipal Government Act, the Town of Pincher Creek Municipal Development and Subdivision Authority Bylaw and the Town of Pincher Creek Land Use Bylaw.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and appoint Kim (Lana) Kozak as Development Officer for the Town of Pincher Creek and is authorized as a Designated Officer while carrying out development and land use functions or duties for the municipality in accordance with the Municipal Government Act, the Municipal Development and Subdivision Authority Bylaw and the Land Use Bylaw.

BACKGROUND/HISTORY:

The Town of Pincher Creek Land Use Bylaw 1547 (s.3) states that Council shall, by resolution, appoint a person or persons to the office of Designated Officer.

Kim Kozak has been employed by the Town of Pincher Creek since September of 2023 acting in the capacity of a development officer under the direction, supervision and accountable to the CAO and the Legislative Services Manager.

Sections 210 and 623 of the MGA require a municipality to adopt a bylaw to establish a subdivision and development authority (MDSA Bylaw 1543-15)

ALTERNATIVES:

That Council for the Town of Pincher Creek receives the designated officer appointment information as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

Land Use Bylaw 1547_Designated Officer - 3383

Municipal Development and Subdivision Authority (MDSA) (1543-15) - 3383

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek agree and appoint Kim (Lana) Kozak as Development Officer for the Town of Pincher Creek and is authorized as a Designated Officer while carrying out development and land use functions or duties for the municipality in accordance with the Municipal Government Act, the Municipal Development and Subdivision Authority Bylaw and the Land Use Bylaw.

Signatures:

Department Head:

Lisa Goss

CAO:

Doug Henderson

TOWN OF PINCHER CREEK

LAND USE BYLAW NO. 1547

The Council of the Town of Pincher Creek enacts as follows:

BEING A BYLAW OF THE TOWN OF PINCHER CREEK, IN THE PROVINCE OF ALBERTA, TO REGULATE THE USE AND DEVELOPMENT OF LAND AND BUILDINGS.

This bylaw may be cited as the "Town of Pincher Creek Land Use Bylaw".

**In this bylaw, words used in the singular include the plural,
and words using the masculine gender include the feminine gender.**

DEFINITIONS

1. See Schedule 13.

DESIGNATED OFFICER*

2. The office of "Designated Officer" is established.
3. The Council shall, by resolution, appoint a person or persons to the office of Designated Officer.
4. Each person appointed to the office of Designated Officer:
 - (a) may perform only such powers and duties as are specified in this bylaw or by resolution of Council;
 - (b) is responsible for processing, deciding upon and referring applications for a development permit in accordance with this bylaw;
 - (c) shall be considered an "authorized person" pursuant to section 624 of the Act.
5. The Designated Officer is responsible for:
 - (a) processing and referring all development permit applications in accordance with this bylaw;
 - (b) maintaining a register and recording therein all applications made for development permits and the decisions made with respect to them;
 - (c) requesting written comments from building inspectors, other municipal staff and other agencies, as appropriate, prior to issuing a development permit or referring an application to the Municipal Development and Subdivision Authority; and
 - (d) carrying out such other duties and responsibilities as may be assigned by the municipality.

* **Note:** The Municipal Development and Subdivision Authority is empowered to act as a Designated Officer and may assume any authority or make any decisions delegated to the Designated Officer under this bylaw.



**BYLAW NO. 1543-15
Of The
TOWN OF PINCHER CREEK**

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF PINCHER CREEK IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY (MDSA).

WHEREAS the Municipal Government Act, M-26, RSA 2000 and amendments thereto requires the municipality to adopt a bylaw to establish a Municipal Development Authority and a Municipal Subdivision Authority;

AND WHEREAS the Development Authority is authorized to make decisions on applications for development approval in accordance with the administrative procedures, land uses and schedules established in the Municipal Land Use Bylaw;

AND WHEREAS the Subdivision Authority is authorized to make decisions on applications for subdivision approval in accordance with the Provincial land use policies, the subdivision and development regulations and the local land use bylaw and statutory plans;

NOW THEREFORE the Council of the Town of Pincher in the Province of Alberta, duly assembled, hereby enacts as follows:

TITLE

1. This bylaw may be cited as the Town of Pincher Creek Municipal Development and Subdivision Authority Bylaw.

DEFINITIONS

2. **Act** means the Municipal Government Act, Chapter M-26, R.S.A. 2000 and amendments thereto.
3. **Municipality** means the Town of Pincher Creek in the Province of Alberta.
4. **Council** means the Municipal Council of the Town of Pincher Creek.
5. **Development Authority** means the person or persons appointed, by bylaw, to exercise only such powers and perform duties as are specified:
 - (a) in the Act, or
 - (b) in the Town of Pincher Creek Land Use Bylaw, or
 - (c) in this Bylaw, or
 - (d) by Resolution of Council.
6. **Subdivision Authority** means the board, person or organization established to act as the Subdivision Authority.
7. **MDSA** means the Municipal Development and Subdivision Authority for the Town of Pincher Creek.

Initials Handwritten initials in blue ink, possibly "JL", written over a horizontal line.

8. **Members** means the members of the MDSA.
9. **Authorized Persons** means a person or organization authorized by the Council to which the municipality may delegate any of its development and subdivision authority powers, duties or functions.
10. **All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.**

GENERAL RULES

11. The Development Authority for the municipality shall be the MDSA and the Designated Officer as defined in the Town's Land Use Bylaw.
12. The MDSA is authorized to make decisions on applications for subdivision approval in accordance with Provincial land use policies, subdivision development regulations, the Town of Pincher Creek Land Use Bylaw and Statutory Plans.
13. The MDSA shall be composed of not more than five persons who are adult residents of the Town of Pincher Creek.
14. Appointments to the MDSA shall be made by Resolution of Council.
15. Members shall be appointed to the Board by Council for up to three (3) year term.
16. When a person ceases to be a member of the MDSA before the expiration of his term, Council shall appoint another person for the unexpired portion of that term within 60 days or receiving notice of the vacancy.
17. The Members of the MDSA shall elect one of themselves as Chairman, and one of themselves as Vice-Chairman to hold office.
18. Each Member of the MDSA shall be entitled to such remuneration, traveling and living expenses as may be fixed from time to time by Council and remuneration, traveling and living expenses shall be paid by the Town of Pincher Creek and shall be the same as Councillors remuneration for attending Committee meetings as per Town of Pincher Creek Bylaw No. 1578 and amendments thereto.
19. The MDSA shall hold regular meetings as needed however not less than on a quarterly bases on a date to be determined by the MDSA, and it may also hold special meetings at any time at the call of the Chairman.
20. Three of the Members of the MDSA shall constitute a quorum.
21. The decision of the majority of the Members present at a meeting shall be deemed to be the decision of the whole MDSA.

Initials 

- 22. The MDSA may make its orders, decisions, development permits, and approvals; and may issue notices with or without conditions.
- 23. The MDSA may make rules to govern its hearings.
- 24. Annually after the 3rd Monday in October at the first meeting MDSA shall hold an organizational meeting and schedule a training session on Provincial land use policies, the subdivision and development regulations, the land use bylaw and statutory plans.
- 25. The Designated Officer or Delegate shall attend all meetings of the MDSA and shall keep the following records with respect thereto:
 - a) the minutes of all meetings
 - b) all applications
 - c) records of all notices of meetings and of persons to whom they were sent
 - d) copies of all written representations to the MDSA
 - e) the decision of the MDSA
 - f) the reasons for the decision of the MDSA
 - g) records of all notes of decision and of persons to whom they were sent
 - h) all notices, decisions, and orders made on appeal from the decision of the MDSA
 - i) such other matters as the MDSA may direct.
- 26. Bylaw No.1543-13 and amendments thereto are hereby repealed.
- 27. This comes into force and effect upon final passing thereof.

READ A FIRST TIME THIS 26th DAY OF January, 2015.



Don Anderberg, Mayor



Laurie Wilgosh, CAO

READ A SECOND TIME THIS 9th DAY OF February, 2015, A.D.

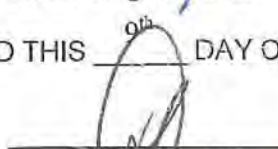


Don Anderberg, Mayor



Laurie Wilgosh, CAO

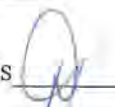
READ A THIRD TIME AND FINALLY PASSED THIS 9th DAY OF February, 2015, A.D.



Don Anderberg, Mayor



Laurie Wilgosh, CAO

Initials 



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: 2024 PCREMA Budget Request	
PRESENTED BY: Doug Henderson, Chief Administrative Officer	DATE OF MEETING: 4/22/2024

PURPOSE:

The PCREAC is recommending the budget for approval by the three Partnering Municipalities per section 20(d) of the common Emergency Management Bylaw.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the revised 2024 budget for Pincher Creek Regional Emergency Management Agency (PCREMA) to include a new line for Regional Deputy DEMs, which for 2024 is \$8,200.

BACKGROUND/HISTORY:

The Pincher Creek Regional Emergency Advisory Committee (PCREAC) proposed a budget for the Pincher Creek Regional Emergency Management Agency (PCREMA) on December 6 and it was forwarded to three Partnering Municipalities (MD of Pincher Creek, Town of Pincher Creek and Village of Cowley) with a recommendation for approval. Since then it was realized that one of the Regional Deputy DEMs (RDDEM) was moving from employment with the MD to the Town.

In discussions at the PCREAC and Joint Council between the MD and Town it was proposed that costs for maintaining the RDDEMs should be included in the PCREMA budget. The PCREAC met on Thursday night March 28 and finalized the attached revised 2024 budget for PCREMA. It includes a new line for Regional Deputy DEMs, which for 2024 is \$8,200.

If Councils wish to seek further revisions, they should refer the matter back to the PCREAC so they can build consensus between the Partnering Municipalities.

ALTERNATIVES:

That Council for the Town of Pincher Creek receive the revised 2024 budget for Pincher Creek Regional Emergency Management Agency (PCREMA) for information.

That Council for the Town of Pincher Creek request more information from Pincher Creek Regional Emergency Advisory Committee (PCREAC) regarding Regional Deputy DEM funding.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

This has been discussed at Council previously as a way to ensure there is adequate funding to keep Regional Deputy Directors of Emergency Management trained, whether or not they are employed at a local municipality

FINANCIAL IMPLICATIONS:

None, as the \$8,200 was already budgeted within the Town budget.

PUBLIC RELATIONS IMPLICATIONS:

None required as this is mainly an internal budgetary function.

ATTACHMENTS:

CONCLUSION/SUMMARY:

Administration supports approval of the amended 2024 PCREMA Budget request.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Employee Retreat	
PRESENTED BY: Adam Grose, Recreation Manager	DATE OF MEETING: 4/22/2024

PURPOSE:

For Council to receive information regarding a planned staff retreat on May 22, 2024.

RECOMMENDATION:

That Council for the Town of Pincher Creek support the staff retreat planned for May 22, 2024, and delegate Mayor Anderberg (or alternate) to make a brief statement to the staff.

BACKGROUND/HISTORY:

Rhonda Oczkowski and Blake Edwards presented a concept to have a staff retreat with a focus to create engagement and connections of employees by providing leadership, increased communications and trust. The time is right given all the new employees since last fall.

This idea was supported by the senior leadership team and an event has now been planned for May 22nd, 2024 from 12:00-4:00 p.m. During this time all town facilities will be closed to the public and all daily work activities will be shut-down. Any unforeseen emergent issues (e.g. a water main break, issue at water treatment plant etc.) which may require staff to attend work activities instead of the retreat will be dealt with.

Administration will make every effort to ensure all public will be made aware of the closures.

ALTERNATIVES:

None

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Communication is first priority in the Strategic Plan and it specifies to 'develop camaraderie within the Town Departments (union and non-union) that normalizes helping each other when needed.'

FINANCIAL IMPLICATIONS:

Administration has agreed that \$2,500 would be allocated for this event to come out of existing training and travel budgets.

PUBLIC RELATIONS IMPLICATIONS:

Town facilities will be closed for the afternoon on May 22, 2024.

ATTACHMENTS:

TOPC Employee Retreat - 3393

CONCLUSION/SUMMARY:

Administrations supports the Staff Retreat afternoon.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson



DRAFT

TOPC Employee Retreat
May 22, 2024
Kootenai Brown Village Museum

Purpose: To create engagement and connections of employees by providing leadership, increased communications, and trust.

- All facilities and work activities will be closed for the afternoon to allow for all employees to attend.

Itinerary:

12:00 pm Kootenai Brown Village Museum Cafe

Lunch served from 12:00 pm – 12:45 pm Homestyle burger, coleslaw, fruit crumble dessert & Beverage.

*Allergy/dietary restrictions need to be indicated

12:45 pm – Introductions: Mayor

CAO – TOPC organization vision

Brief into of Employees

- Director of Operations
- Operations Manager
- Human Resources & Safety
- Communications
- Bylaw
- Development
- Communications
- Utilities
- Library Manager

2:00 pm – Icebreaker activity

2:15 pm – 3:45 pm - 5 groups rotate through various activities throughout the museum grounds.

3:45 pm - Debrief

4:00 pm – End of retreat





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: National Indigenous Peoples Day celebration	
PRESENTED BY: Doug Henderson, Chief Administrative Officer	DATE OF MEETING: 4/22/2024

PURPOSE:

June 21 is National Indigenous Peoples Day. 2024 will mark the third year that this day of significance will be celebrated in Pincher Creek & area. The day will be marked by raising the Blackfoot Confederacy and Metis Nation flags at the multi-purpose centre.

RECOMMENDATION:

That Council for the Town of Pincher Creek acknowledge National Indigenous Peoples Day by supporting staff to attend the celebration and approve the Mayor or delegate to represent the Town in a speaking role.

That Council for the Town of Pincher Creek direct administration to prepare a letter inviting a Blackfoot Elder from Piikani to attend the celebration.

BACKGROUND/HISTORY:

National Indigenous Peoples Day is a day for all Canadians to recognize and celebrate the unique heritage, diverse cultures and outstanding contributions of First Nations, Inuit and Metis peoples. The Canadian Constitution recognizes these three groups as Aboriginal peoples, also known as Indigenous peoples.

Although these groups share many similarities, they each have their own distinct heritage, language, cultural practices and spiritual beliefs.

In 2022 and 2023, the Pincher Creek community celebrated the day by raising the Blackfoot Confederacy and Metis Nation flags. Impactful messages were shared by Piikani Elders, the Town Mayor, and MD Reeve.

ALTERNATIVES:

That Council for the Town of Pincher Creek receive the National Indigenous Peoples Day acknowledgement as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The Council Strategic Priorities 2022-2026 includes Values to help guide our work. One of the values is 'Respectful relationships between all stakeholders built on trust, responsibility and accountability'.

FINANCIAL IMPLICATIONS:

Immediate costs include compensation to Council members as per Council Remunerations Bylaw 1578-22.

Should staff be invited to the celebration, there may be temporary reduced service level or closure of office/facility.

PUBLIC RELATIONS IMPLICATIONS:

Honouring the day will create positive public relations and help strengthen the relationship between the Town and neighboring Blackfoot communities.

Additionally, call to action #57 in the Truth and Reconciliation Commission of Canada is 'Professional Development and Training for Public Servants. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism'.

Although this celebration would not be a dedicated skills based training session, many staff may not have had the opportunity to listen to a Blackfoot Elder. This could be a very valuable experience for them.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

National Indigenous Peoples Day is a significant day to honour and acknowledge the dark history and the significant contributions of Indigenous peoples.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: 2024 Budget Adjustments	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 4/22/2024

PURPOSE:

To adjust the 2024 Budget to reflect the actual 2024 Property Taxes and Requisitions.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the 2023 Operating Budget Adjustments as attached.

BACKGROUND/HISTORY:

The 2024 budget passed on December 11, 2023 reflected a 2% tax increase or approximately \$99,000 and an estimate of new growth or \$20,000. Actual assessments have reflected new growth to be \$160,000 or \$140,000 more than anticipated. At the Council Meeting on April 8, 2024, Council agreed to transfer the additional growth into the Municipal Sustainability Reserve. The Education Requisition for 2024 is \$114,000 more than in 2023.

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the 2024 Budget Adjustments as information.

That Council for the Town of Pincher Creek request additional information from Administration to be provided at a future Council Meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Municipal Sustainability relies on saving for the future through transfers to reserves.

FINANCIAL IMPLICATIONS:

Council agreed to a 2% property tax increase of \$99,000 to assist in covering increasing municipal costs. The additional \$140,000 in new growth will be transferred to reserves for future expenses.

PUBLIC RELATIONS IMPLICATIONS:

The 2024 Operating Budget is on the website and at the Town office.

ATTACHMENTS:

2024 Memo of Changes Spring Adjustments - 3387

CONCLUSION/SUMMARY:

Administration supports Council approving the 2024 Operating Budget Adjustments as attached.

Signatures:

Department Head:

Wendy Catonio

CAO:

Doug Henderson



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

9:45 AM
 4/10/2024

				BUDGET PRESENTED 2024
DEPARTMENT	REV/EXP	G/L ACCOUNT #	DESCRIPTION	
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

Mayor Don Anderberg

CAO/Director of Finance HR



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Rural Renewal Stream Community Designation Update	
PRESENTED BY: Doug Henderson, Chief Administrative Officer	DATE OF MEETING: 4/22/2024

PURPOSE:

Update Council on initiatives aimed at attracting newcomers to augment current local workforce, specifically the Rural Renewal Stream.

RECOMMENDATION:

That Council for the Town of Pincher Creek directs administration to stop work on the Rural Renewal Stream designation until a dedicated staff member can manage the program in its entirety.

And

That Council for the Town of Pincher Creek direct Administration to distribute the 'Guide for Employers: Hiring Immigrants and Learning from Immigrant Employees and Employers in Pincher Creek'.

BACKGROUND/HISTORY:

Prior resolutions:

June 7, 2023 COTW 2023-088 That the Committee of the Whole for the Town of Pincher Creek direct administration to bring the rural renewal program back to the July Committee of the Whole for further discussion.

September 6, 2023 COTW 2023-149 That the Committee of the Whole for the Town of Pincher Creek direct administration to research the background information on the Rural Renewal Program and communicate with the Pincher Creek District of Commerce.

- The Economic Development Officer discussed the opportunity with the Chamber of Commerce and the Chamber declined based on staff capacity.

Administration understands the importance of attracting immigrants. As stated online, 'In 20 years, immigrants are likely to represent one third of Canada's total population. And, even sooner, immigrants may account for 100% of the growth of our labour force.' (2023 Annual Report to Parliament on Immigration - Canada.ca). However, the Rural Renewal Stream has a very heavy administrative component, both to get approved and

to operate. Partnerships in the region have been searched for and none found that would work to implement this program for the Town.

Overview of Rural Renewal Stream:

Excerpt from Rural Renewal Stream | Alberta.ca: The Rural Renewal Stream supports the attraction and retention of newcomers to rural Alberta through a community-driven approach that supports local economic development needs and contributes to the growth of the community. The Rural Renewal Stream empowers rural communities to recruit and retain foreign nationals to live, work and settle in their communities.

Communities and employers can:

- work on their own to recruit foreign workers. Once nominated, temporary foreign workers can qualify to work while they wait for a decision on their permanent residence application or
- work with an approved non-governmental organization, also referred to as a Designated Referral Partner, to recruit and retain refugees under the Economic Mobility Pathways Pilot (EMPP). Designated referral partners assist in identifying candidates abroad with the skills and experience, and who meet the EMPP program criteria, to facilitate a match with local employers in designated rural Alberta communities.
 - o The EMPP is a partnership between Immigration, Refugees and Citizenship Canada (IRCC) and the Alberta Advantage Immigration Program (AAIP).
 - o The AAIP can nominate refugees for permanent residence through its Rural Renewal Stream and provide priority processing on a provincial level. EMPP applicants arrive to Alberta as permanent residents. This is considered the Regional EMPP program.

Communities must apply for and become designated before they can recruit and endorse candidates for the Rural Renewal Stream.

Work completed on newcomer workforce attraction:

Community Readiness for Newcomer Integration report: completed October 2021. The Alberta Urban Municipalities Association (AUMA) Community Readiness for Newcomer Integration project is an opportunity for municipalities to learn about the strengths, weaknesses, and gaps of local services and supports for newcomers, and challenges the communities to develop a plan to address gaps and weaknesses. Report attached.

Guide for Employers: Hiring Immigrants and Learning from Immigrant Employees and Employers in Pincher Creek is completed in draft form. This guidebook is a capacity building tool for rural employers to support worker integration. It was funded through the Government of Alberta, Settlement and Integration – Community Capacity Stream, and created in partnership with Rural Development Network. Employers in the tourism industry can be directed to the Tourism and Hospitality Stream.

ALTERNATIVES:

That Council for the Town of Pincher Creek contract a service provided to complete the Rural Renewal Stream application and implement the program if approved.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Economic growth as it relates to attracting newcomers is outlined in both the Strategic Plan 2022-2026 (Priority #6) and the Community Economic Development Plan (Goal 3; Recommendation 24).

FINANCIAL IMPLICATIONS:

There are no financial implications to stop work on community designation as the work has stagnated. Moving forward, the Rural Renewal Stream community designation will require a staff person to manage the program. The prior Economic Development officer did work on this initiative until it became evident that it requires a dedicated resource to manage. The Economic Development position is not in the 2024 budget.

PUBLIC RELATIONS IMPLICATIONS:

The business community of Pincher Creek has stated through the Community Economic Development Strategy that they need more employees to operate. Without investment in this stream, community members may request more information on Council’s strategies to increase local workforce.

It is important to note that Canadian immigration levels will remain high with projected admission targets as follows: 485,000 (2024), 500,000 (2025), and 500,000 (2026). The majority of these admissions are economic immigrants.

Source: 2023 Annual Report to Parliament on Immigration - Canada.ca

ATTACHMENTS:

Alberta Advantage Immigration Program - Online information - 3379

CRNI_PincherCreek_2022 - 3379

CONCLUSION/SUMMARY:

Immigration, and specifically attracting skilled newcomers to a rural area is a method to help build workforce numbers. The Rural Renewal Stream is one resource that can assist.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson

Community Readiness for Newcomer Integration

Final Report by Municipality

1. CONTACT INFORMATION

Municipality:	Pincher Creek & District		
Contact Name:	Andrea Hlady	Contact Title:	FCSS, Coordinator
Email:	fcss@pinchercreek.ca	Phone:	403 627 4406

2. ACTIONS AND OUTCOMES

2.1. Describe 3-5 key weaknesses or gaps that were identified in the Phase 1 assessment.

Lack of distinct place where any newcomers could go to get local/regional information, ie: a reception centre or key group that would welcome newcomers.

Lack of available and affordable housing.

Lack of jobs for younger people.

2.2. Describe 3-5 key actions that were recommended by the Calgary Catholic Immigration Society or the action planning team in the Phase 2 action plan.

Address housing issues (affordability, availability, adequacy, suitability, variety)

Economic development: Attracting and retaining businesses and people to sustain the community economically and socially

Directly support people new to town

2.3. What actions has the municipal government implemented to-date (if applicable)?

The municipal government hosted information sessions on **Housing** (Recording here: https://us06web.zoom.us/rec/share/J01HBLbEW7n4dJFjY_t4W_6WPmMMHB_rgJrP8SbLZl_bk5CY9E4uFADWIm-5OM_d.1Vb_Pb6rGa-8bglk); and **Workforce Retention and Attraction** (Recording here: https://us06web.zoom.us/rec/share/C34IV8mQnRAvOczZTsqHSvdUu6Bytnrg4UaLJPXMBZWg1AmdxYjF_R6w1269MHg.QzldzdhsHhyl6wHW)

2.4. What actions has the municipal government committed to implement in the next 1-2 years?

The local government has committed to exploring new funding opportunities and initiatives that promote the value and benefits of welcoming newcomers to the area.

2.5. What actions have community members or community organizations implemented, or plan to implement, as a result of this project (if applicable)?

Representatives from local organizations have committed to working with Lethbridge Family Services, Immigrant Services department should they be awarded an Alberta Immigrant Mentorship Innovation grant. Pincher Creek would be the Pilot Project in that initiative. Local

organizations include: Pincher Creek & District Chamber of Commerce, Pincher Creek Community Adult Learning Program, Pincher Creek Municipal Library, Training Inc., and the Town of Pincher Creek – Community Services department.

- 2.6. Excluding the findings in the assessment report or action planning process, what other key learnings or outcomes have resulted from this project?

It is important to leverage all the unique resources that a small centre has to truly integrate a newcomer in the area. Moving forward, Pincher Creek will also determine if there are services that we can facilitate remotely in conjunction with larger settlement organizations.

- 2.7. Reflecting on your personal experience, to what extent has this project increased your understanding of the community characteristics needed to successfully support the settlement and integration of newcomers.

- No change
 Slight increase
 Moderate increase
 Significant increase

- 2.8. This project was supported through financial support of the Government of Alberta. If your municipality is willing to provide a quote that Alberta Municipalities can use when reporting to the province, please enter it here.

Click or tap here to enter text.

3. CHALLENGES AND FUTURE SUPPORTS

- 3.1. Describe any challenges faced in implementing this project.

The recommendations in the Final Report were beyond the capacity and the resources that the community currently has available. The recommendations didn't meet us where we are at right now. For example, under the identified opportunity "Directly Support People New to Town" the recommendation is 'Develop arrival services/plan' including options like create a welcoming centre, or have mentors or guides to help newcomers. The fact is that we don't even know when and if a newcomer comes to our area.

- 3.2. What types of future support would assist your municipal government or community to take additional steps to successfully support newcomers to settle and integrate in your community?

We need support to attract immigrants. We understand that many newcomers are settling into larger centres because of the supports and employment potential.

4. REVIEW OF SERVICES BY THE CALGARY CATHOLIC IMMIGRATION SOCIETY (CCIS)

- 4.1. Please rate the level of knowledge of the CCIS representatives that were involved in this project.

- Excellent
 Good
 Fair
 Poor

Comment (optional): CCIS is very knowledgeable about the immigration process and the many facets of settlement and integration.

4.2. Please rate the quality of services provided by CCIS during this project.

- Excellent
- Good
- Fair
- Poor

Comment (optional): We found that through the process, CCIS and the consultant Inshtrix Research were asking the local organizations and the Town of Pincher Creek "What do you need to be successful in settling newcomers?". We honestly do not know. Our expectation was that we would receive expert recommendations and examples of successful rural newcomer integration.

4.3. Do you recommend that Alberta Municipalities consider partnering with CCIS again in the future to support immigration related initiatives? If no, please explain why.

I believe CCIS has a lot of experience settling newcomers, and potentially that experience could be modified to support rural Alberta.

5. CERTIFICATION

Please include the following document in your submission:

- Copy of the action plan and recommendations developed in Phase 2

La Vonne Rideout

Director, Community Services

Name of authorized representative

Title

LRideout

Signature of authorized representative

February 25, 2022

Date

6. SUBMISSION

Please submit this report to wic@abmunis.ca by March 1, 2022.

For questions, please contact:

Darren Reedy
Manager of Welcoming and Inclusive Communities
wic@abmunis.ca | 780-803-3501

Alberta Advantage Immigration Program

Eligible individuals can apply to be nominated to work and live in Alberta permanently.

Introduction

The Alberta Advantage Immigration Program (AAIP) is an economic immigration program that nominates people for permanent residence in Alberta. Nominees must have skills to fill job shortages or be planning to buy or start a business in Alberta. They must also be able to provide for their families. The program is run by the governments of Alberta and Canada.

If you are nominated through the program, you may apply for permanent residence status together with your spouse or common-law partner, and dependent children.

Immigration, Refugees and Citizenship Canada manages applications for permanent residence. The federal government also makes final decisions on these applications.

AAIP updates

April 1, 2024: AAIP changed its fees for applications, Expressions of Interest and requests. [Learn more: Alberta Advantage Immigration Program \(AAIP\) Fee schedule](#) .

February 15, 2024: The AAIP temporarily paused Alberta Opportunity Stream application intake until further notice.

[Read all AAIP updates](#) →

Program streams

Choose a stream to find out how to get nominated:

Streams for workers

The AAIP has 4 streams for foreign workers who are living and working in Alberta, or plan to live and work here:

- [Tourism and Hospitality Stream](#)

Qualified candidates who live and work in Alberta and have a full-time job offer to continue working with an Alberta tourism and hospitality sector employer can apply for an AAIP nomination.

- [Alberta Opportunity Stream](#)

Qualified candidates who live and work in Alberta and have a job offer from an Alberta employer can apply for an AAIP nomination.

- [Alberta Express Entry Stream](#)

Qualified candidates may be invited to apply for nomination who have profiles in the federal Express Entry pool that are aligned with minimum requirements, factors that increase the chances of selection, and provincial economic, sector and occupational priorities. There are also dedicated pathways operated in this stream for healthcare professionals and technology workers.

- [Rural Renewal Stream](#)

Communities must apply for and become designated before they can recruit and endorse qualified candidates. Temporary foreign workers who have a job offer from an Alberta employer in a designated community, and an endorsement letter from a designated community, can then apply for an AAIP nomination. Communities can also endorse refugees who qualify under the Economic Mobility Pathways Pilot (EMPP) with the support of a non-governmental referral partner. Referral partners help EMPP candidates with the AAIP application process.

Streams for entrepreneurs

The AAIP has 4 streams for entrepreneurs who plan to live in Alberta and buy or start a business in the province:

- [Rural Entrepreneur Stream](#)

Entrepreneurs who want to start a business or buy an existing business in a rural Alberta community can submit an Expression of Interest.

- [Graduate Entrepreneur Stream](#)

International graduates of approved Alberta post-secondary institutions who want to start a business or buy an existing business can submit an Expression of Interest.

- [Farm Stream](#)

Experienced farmers who plan to buy or start a farm in Alberta can apply for nomination.

- [Foreign Graduate Entrepreneur Stream](#)

Foreign graduates who have a degree from a post-secondary institution outside of Canada and want to launch a start-up enterprise and innovative business can work with a designated agency to submit an Expression of Interest.

Community Readiness for Newcomer Integration

The Alberta Urban Municipalities Association (AUMA) Community Readiness for Newcomer Integration project is an opportunity for municipalities to learn about the strengths, weaknesses, and gaps of local services and supports for newcomers, and challenges the communities to develop a plan to address gaps and weaknesses.

October 2021





CONTENT

- Summary
- Introduction to the Project
- Community Profile
- Typical Newcomer Journey
- Overall Assessment of Community Strengths, Weaknesses, and Gaps to Support Newcomers in Settlement and Integration
- Action Planning - identified opportunities, ideas, and initiatives
- Conclusion

1. Summary

Pincher Creek has extensive research encompassing all facets of economic and community development, with a comprehensive understanding of the priorities of the community (eg. housing, economic development and growth initiatives, building a deeper sense of community)

There is a need for newcomer-specific components in their action plans to support their economic development, population growth, and community development goals (ex. Building community interest in attracting newcomers, creating information and materials for orientation of newcomers, improving socialization opportunities, and building collaborations between existing community organizations)

2. Introduction to the Project

The Alberta Urban Municipalities Association (AUMA) Community Readiness for Newcomer Integration project is an opportunity for municipalities to :

- learn about the strengths, weaknesses, and gaps of local services and supports for newcomers, and challenges the communities to develop a plan to address gaps and weaknesses
- help municipalities assess challenges for newcomers
- provide information about the immigration process

Key strengths, weaknesses, and gaps in services and various challenges for newcomers are identified in this report through the lens of the newcomer journey and the newcomer developing a sense of belonging. In preparation for the town's action planning sessions, key opportunities identified by the community through literature, interviews, and observation, were also compiled. Community partnerships were also laid out to start the conversation on what collaborations might help advance the Pincher Creek Action Plan for improving newcomer integration.

The Town of Pincher Creek aims to attract and retain more newcomers in order to grow the city, develop businesses, and create a thriving community.



3. Community Profile



3,642

Population from 2016 Census

Brief Overview of Pincher Creek

Pincher Creek is a small town 3,642 (Statistics Canada 2016 Census) in southwest Alberta near the Rocky Mountains. The town has a history that combines Indigenous communities, agricultural pioneers, and commitment to military service and police. Pincher Creek has the benefits of small town living with the additional advantages of being an area hub.



Safe and secure (Community Values Assessment for the M.D of Pincher Creek)



Access to quality education (Community Values Assessment for the M.D of Pincher Creek)



One of the more affordable communities to live in (2018 Alberta Spatial Price Survey) town profile



Located in close proximity to mountains (and recreation ex. Waterton National Park)



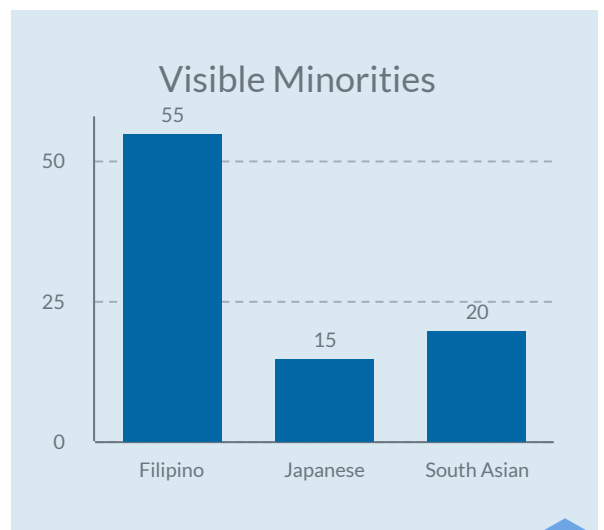
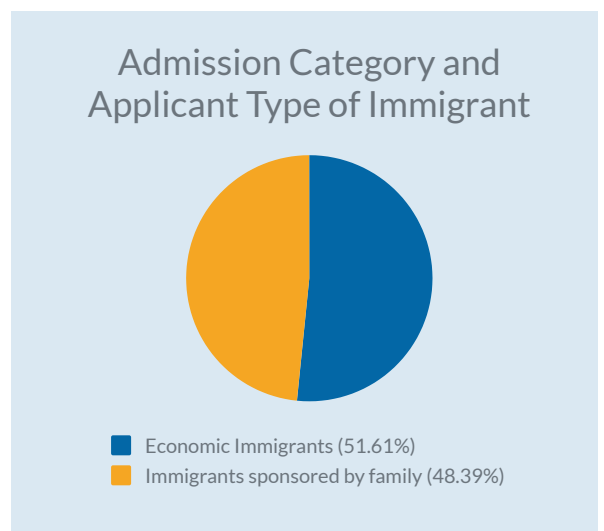
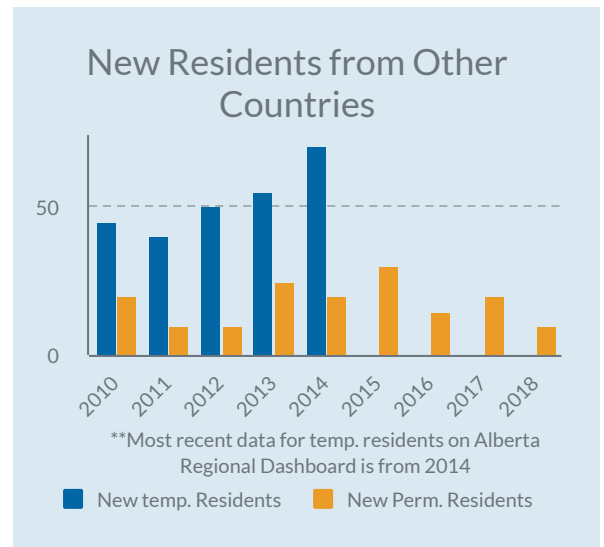
Access to excellent health services (Community Values Assessment for the M.D of Pincher Creek; Community Health Needs Assessment, 2020; Social Needs Assessment, 2020)



Availability of professional services (ex. Dentist, optometrist, lawyers, professional services, etc)

Key industries and economic drivers

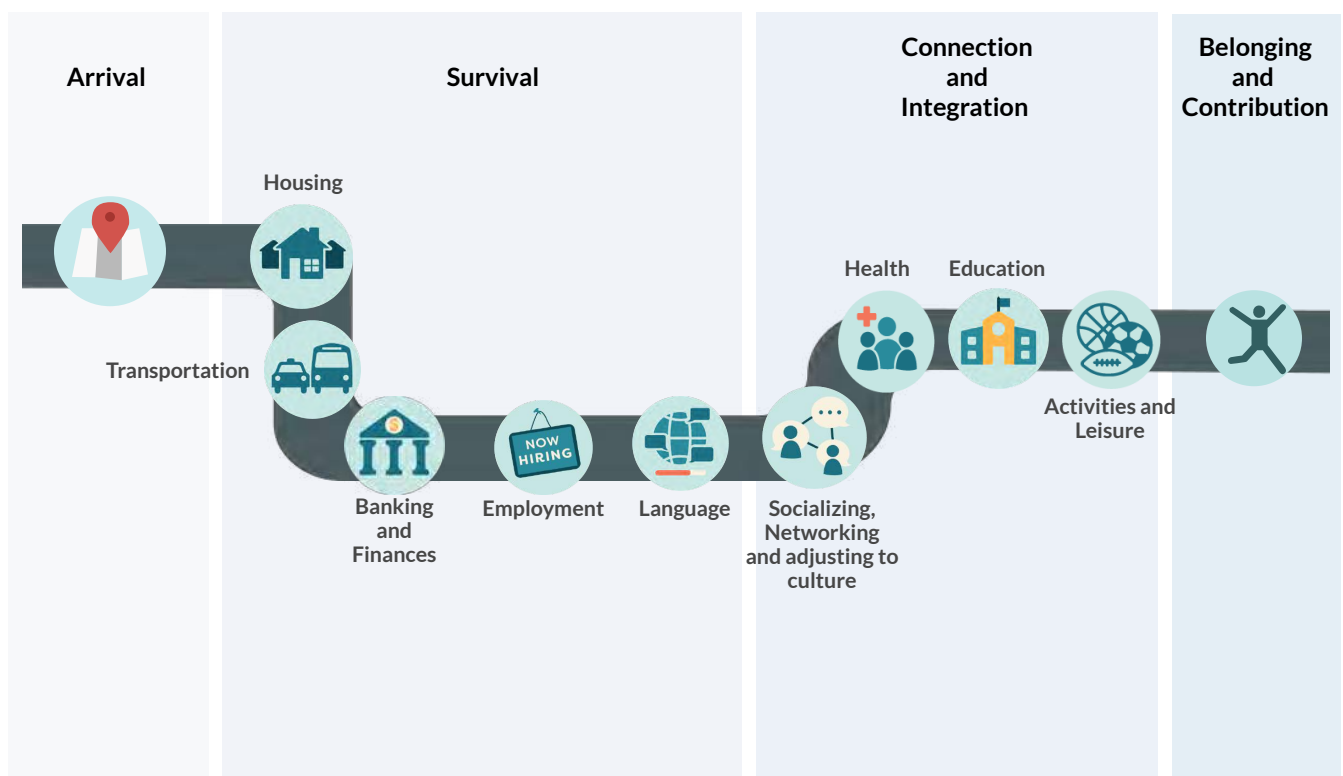
- Agriculture, Tourism, Energy (wind, coal, oil, natural gas)
- Other key employment sectors include health care, manufacturing, retail, school divisions



4. Typical Newcomer Journey

This diagram illustrates a newcomer's typical journey starting from their first point of interaction, and moving towards the end goals where a newcomer gains a sense of belonging and contributes to the community. It is important to note that every newcomer's journey is different, does not necessarily follow this order, has a wide range of challenges and needs, and all steps are interdependent. For example, survival depends on connecting with people.

In order to gain an understanding on how a newcomer might navigate through these services and how they might be welcomed into the community, strengths and gaps in each of the areas shown in the diagram is outlined below.



5. Overall Assessment of Community Strengths, Weaknesses, and Gaps to Support Newcomers in Settlement and Integration

a. Community Assessment Methodology

Majority of the information for the Pincher Creek Community Assessment was drawn from the extensive existing literature, a visit to the community, and interviews with some service providers and community organizations. The Community Interview Guide, developed by CCIS and Inshtrix Research, asked about the organizations themselves, newcomer attraction, familiarization with the community upon arrival, support systems that exist in the community, and community relationships to understand potential barriers for successful settlement and integration of newcomers in the community. Two community outreach liaisons connected with 8 service providers/community organizations, and 1 New Canadian by phone and in person over a period of 1 month.



The findings reflect participants' knowledge and perspectives on the issues faced by various groups.

Economic Immigrants

Have Permanent Resident (PR) status because they are/have:

- High level English
- Highly educated
- Highly skilled
- Young age

Immigrants sponsored by family

Have PR status for family unification.

- Strong but small support network

Refugees

Forced to flee from persecution from their home country.

New Temporary Residents

Temporary Residents are those with temporary work permits.

New Permanent Residents

Permanent residents come in three main categories: economic, family sponsored and refugees.

Visible Minorities

Persons, other than aboriginal peoples, who are non-caucasian in race or non-white in colour.

b. Arrival & Survival

key components in newcomer settlement

 **Strengths**

 **Gaps**

 **Weakness**



- The existing airport in Pincher Creek is an asset that the town is considering using as a service centre, and transportation/logistics hub (Draft Pincher Creek Community Economic Development Strategy, 2021-2026)
- Maps and events are easily accessible.
- Some religion organizations have been strong links for certain newcomer populations and have provided opportunities for newcomers and existing residents to come together



- Existing Community Services Directory is not well known and it is unclear how it is being made available to community members or newcomers
- Along with other spaces (ex. current information centre, library), there are several opportunities to provide information for people new to Pincher Creek (Draft Pincher Creek Community Economic Development Strategy, 2021-2026)



- Sustainable affordable housing is the number one priority and objectives developed by the mayor, councillors, administration, and town employees (Town of Pincher Creek 2018 Four year Strategic Plan 2014-2018).
- Desire for Workforce Housing Action Team
- Desire to work with a third party to develop a workforce housing action plan



- Municipal and inter-municipal transportation is the number two priority and objectives developed by the mayor, councillors, administration, and town employees (Town of Pincher Creek 2018 Four year Strategic Plan 2014-2018)
- Community identified that they would prefer to find out about alternative transportation services through media (local newspaper, radio, TV, and internet) and some “other sources” including referrals, through the town office, family and friends, the mail, etc. (Alberta Provincial Transportation Needs Assessment South Zone 2016-2017)



Arrival



- No clear place for newcomers to get information about moving to Pincher Creek (Welcome Wagon and pamphlets no longer available but there are suggested key members that could partner on this like the Chamber of Commerce or Library)
- Low awareness of what services/supports/ organizations are available in the community for newcomers
- “Ignores Outsiders” - there is a negative perception about welcoming newcomers. The community does not “embrace newcomer energy and ideas, gives equal weight to newcomer perspective in decision making, or are actively encouraged to participate in decision making” (13 Ways Progress Assessment)



Housing



- Lack of available, affordable, adequate, suitable and a variety of housing (Local Housing Needs Assessment Update - Executive Summary, 2016)
- No housing cooperatives, co-housing developments, or perpetually affordable home ownership opportunities in Pincher Creek (Local Housing Needs Assessment Update - Executive Summary, 2016)
- Affordable and/or supportive housing focuses on housing needs of seniors
- Little movement on housing issues identified




Transportation




- Could improve available, affordable, acceptable, and adaptable transportation (Alberta Provincial Transportation Needs Assessment South Zone 2016-2017)
- Those with transportation barriers were unable to access medical appointments, services, and recreation/leisure/religious/community activities resulting in increased isolation, feeling left out, and decreased companionship (Alberta Provincial Transportation Needs Assessment South Zone 2016-2017)
- Stigma around riding the bus has been identified as a barrier for uptake of the public transit pilot project


b. Arrival and Survival Continued ...

-  Unlike the provincial unemployment rate, which rose between 2006 and 2016, the unemployment rates in the Greater Pincher Creek Region rose between 2006 and 20011 and then declined between 2011 and 2016. (Social Needs Assessment 2019)
- Positive perception of positioning to be attractive to business (competitive cost structure, prioritization in municipal agenda, degree of red tape, value proposition communication). (13 Ways Progress Assessment)
- Training Inc. provides career and employment services, helps clients to build resumes, conduct job searches, help with interview skills, form filling, etc.




Employment


-  Not enough work for young people (2018 Strategic Plan) and the lack of economic opportunities in the MD may be resulting in export of talent, opportunities, and youth (Community Values Assessment 2012)
- Unemployment and underemployment are still seen as priority social issues (Social Needs Assessment 2019)
- There is limited industry and new business growth in the area (Social Needs Assessment 2019)

-  Pincher Creek Community Adult Learning provides one hour per week ELL tutoring and conversation class, help with forms/transcripts/applications, academic advising and student funding, and foundational learning programs.





Language

-  There is English language programming approximately once per week, but more frequent classes and programs (like when newcomers were able to access online programming with Lethbridge 5 days per week) was beneficial
- The broader Public Library System has ESL programs but these are not currently available at the Pincher Creek branch
- Travel is required to Lethbridge for English Language Testing

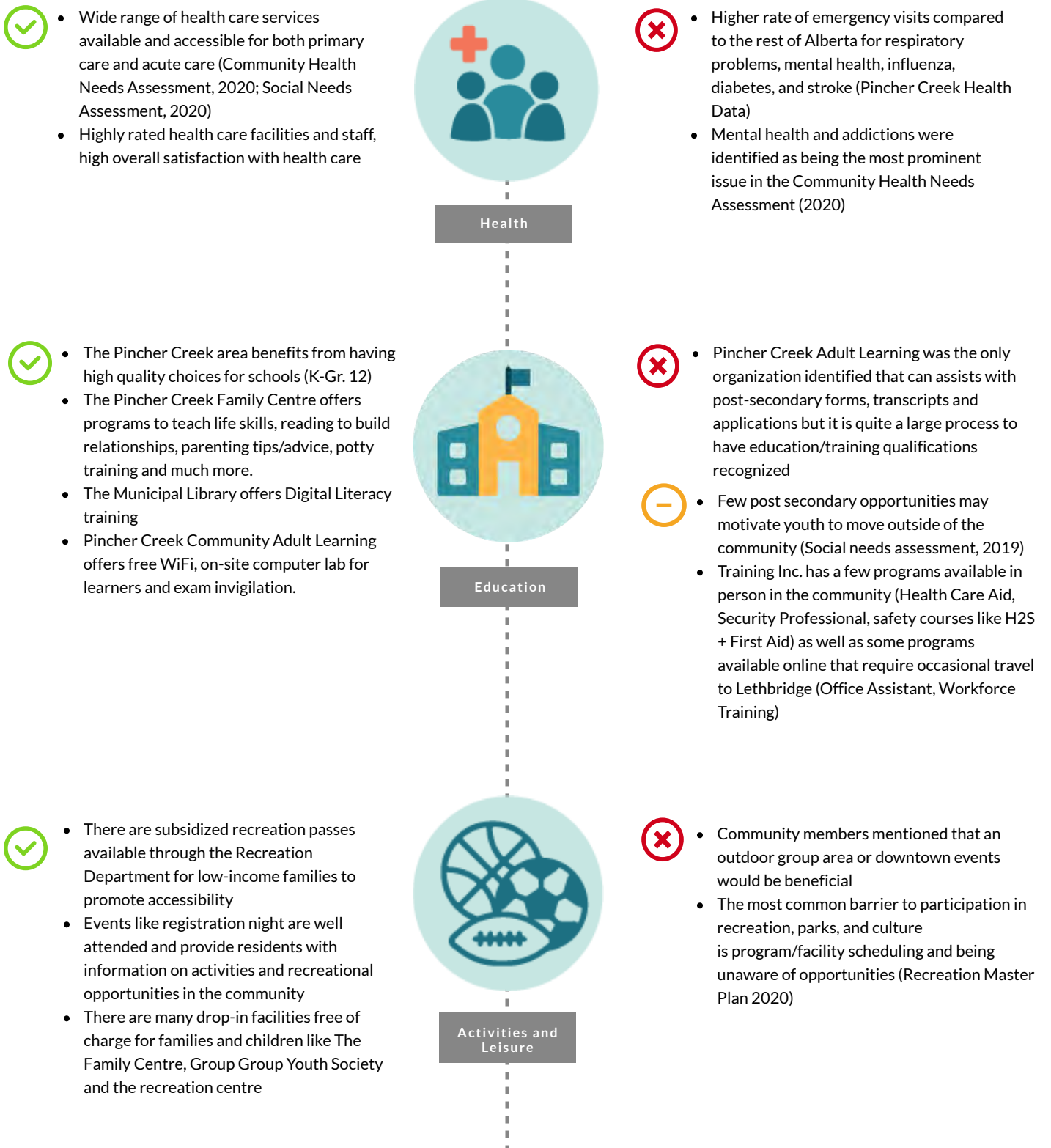
-  There are events such as registration night to encourage people to sign up to programs, recreational activities and volunteering
- The Pincher Creek Family Centre has many supports (ex; teaching life skills, reading to build relationships, parenting tips, advice) and programming with great attendance
- Access to quality childcare is considered to be a community strength (Social Needs Assessment 2019)



Socializing, Networking and Adjusting to Culture

-  Lack of programming for young adults, couples without children and single adults
-  Previously there was a Cultural luncheon hosted by the United Church that provided an opportunity for newcomer and existing residents to share and celebrate different cultures
- Opportunities for newcomers to learn about Canadian history and customs are could be improved/expanded

c. Connection and Integration



d. Newcomer Sense of Belonging Leading to Staying and Contributing

When newcomers feel like they belong, they stay in a community and contribute.

Opportunities (to people, places, times and spaces that enable belonging)



- Need to increase facilitation for access and connections to activities in the community
- Need to create more activities for young single adults to meet and interact ex. periodic welcome nights or community socials



- There is a need for frequent and recurrent activities where newcomers can meet locals, find common interests



Belonging and Contributing

Newcomer Competencies

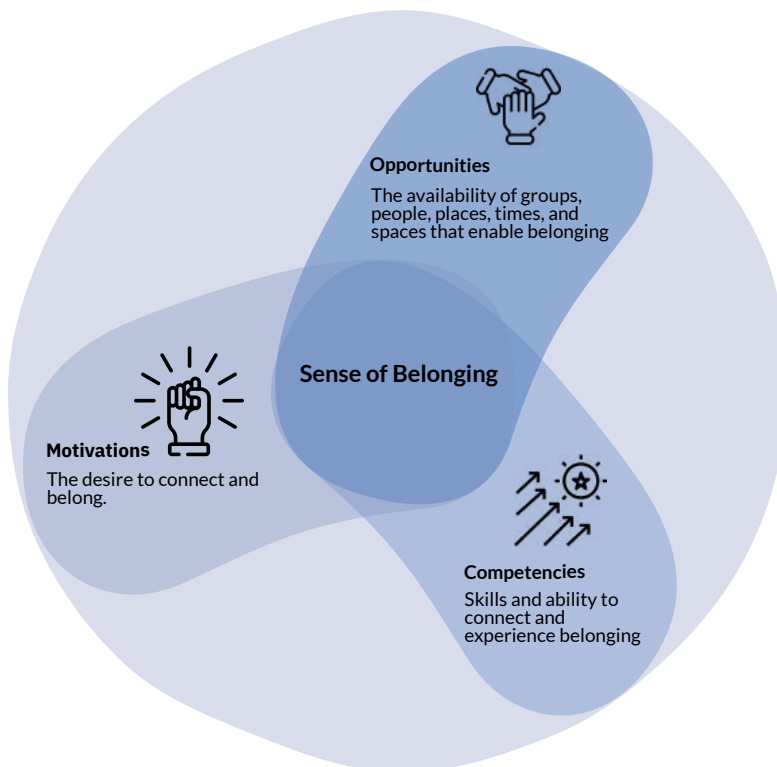


- Newcomers could use support in understanding the culture, community norms, and to get connected to the community (ex. Guide/mentor)

Community Competencies



- The broader community lacks interest and doesn't see a role for themselves in welcoming newcomers, so it is important to share the need for growing the community & welcoming newcomers, possibly by communicating statistics and stories
- The community lacks guides/mentors for newcomers, so there is a need to raise awareness of newcomer needs and services available to meet those needs



Motivations



- When a newcomer first arrives, there is generally more focus on settlement or "survival"-(learning about the new environment/world, learning how to get around, finding a home/job, communicating). Since newcomers learn social cues from the host community, it is important for the citizens of Pincher Creek to reach out to newcomers. This sends the cue that it is acceptable for them to reach out as well.

6. Action Planning - Identified Opportunities, Ideas, and Initiatives

In several Pincher Creek reports, strategic themes and actions are identified and prioritized. The ones presented here are key themes identified in several reports (ex. 13 Ways Progress Assessment, The Town of Pincher Creek 4 Year Strategic Plan, Social Needs Assessment, Draft Community Economic Development Strategy) and are particularly relevant in the discussion of newcomer attraction and retention.

Housing



Address housing issues (affordability, availability, adequacy, suitability, variety)

- Because there has been little movement on addressing housing needs, the town may be interested in connecting with organizations experienced in action in this area (ex. Rural Development Network)

Economic development: attracting and retaining businesses and people to sustain the community economically and socially



Supporting entrepreneurship for growth and job creation through:

- business succession planning (ex. In agriculture; newcomer matching; marketing to newcomers in target regions)
- dissemination of information about new and/or diverse potential markets (ex. In agriculture)
- increased business networks and partnerships (ex. home-based business social network, international markets)
- utilizing and promoting the new "Alberta Advantage Immigration Strategy" streams for entrepreneurs



Include newcomer specific initiatives in economic development strategy and action plans such as:

- Educate the community about why newcomers are beneficial for the community's economic and social future, growth, and stability
- Educate the community and town about immigration process and the reality of challenges newcomers face moving to a new town, country, and culture
- Gather and disseminate information available for newcomers moving to the town;
- Develop a community inclusion strategy



Town marketing and attraction strategy

- Highlight and market factors important to immigrants (ex. Access to quality education, safe community, affordability, recreation opportunities, etc)
- Market to newcomer populations with skills needed and/or come from similar environments (ex. Eastern Europe or South Americas for farming/ranching)
- Market to immigrant entrepreneurs since the community identified "appropriate economic development" as ranching/farming tourism/rec, wind farms; NOT mining, big box stores, clear cut logging, oil and gas (Community Values Assessment for the M.D of Pincher Creek)

Directly support people new to town



Improve supports for newcomers

- Develop arrival services/plan (ex. welcome centre, navigation support, welcome website/info, one-on-one guides/mentors)
- Provide opportunities for newcomers and locals to connect with each other and to learn about different cultures and experiences
- Collaborate with settlement services from Lethbridge Family Services or Calgary Catholic Immigration Society to improve settlement services for newcomers, especially more online English Language Learning Opportunities (as done during Covid)

6. Conclusion

Critical to the sustainability of economic and community development goals of Pincher Creek is the attraction and retention of newcomers, and therefore, also addressing needs specific to them. These initiatives will help newcomers resettle in the community and stay there, building for the future.





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Pincher Planters Agreement	
PRESENTED BY: Stephen Burnell, Director of Operations	DATE OF MEETING: 4/22/2024

PURPOSE:

To review the 2023 financial statement and the 2024 proposed agreement between the Pincher Planters and the Town of Pincher Creek.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the 2024 Pincher Planters Agreement.

BACKGROUND/HISTORY:

The Pincher Planters maintain five (5) main flower beds throughout the community. Pincher Planters undertake planting, weeding, watering, mowing, and trimming to a standard and a schedule as determined by the Pincher Planters. The Town continues to provide water and maintenance as part of the ongoing Parks program.

ALTERNATIVES:

Council for the Town of Pincher Creek receives the Pincher Planters agreement for information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None

FINANCIAL IMPLICATIONS:

The 2024 budget includes a grant of \$8,000 (GL 74-12-00-2770) for Pincher Planters watering and mowing.

PUBLIC RELATIONS IMPLICATIONS:

Continued community beautification.

ATTACHMENTS:

- Pincher Planters Agreement 2024 Draft - 3392
- Pincher Planters Financial Report 2023 - 3392

CONCLUSION/SUMMARY:

Administration supports entering into the 2024 Pincher Planters agreement.

Signatures:

Department Head:

Stephen Burnell

CAO:

Doug Henderson

THIS AGREEMENT made this ___ day of _____ **2024**, AD.

BETWEEN:

The Town of Pincher Creek
Of P.O Box 159, Pincher Creek
In the Province of Alberta, T0K-1W0
(Hereinafter referred to as "the Town")

OF THE FIRST PART

The Pincher Planters
Of P.O Box 2500, Pincher Creek
In the Province of Alberta, T0K-1W0
(Hereinafter referred to as "Pincher Planters")

OF THE SECOND PART

WHEREAS the Pincher Planters desire to enhance the maintenance of the **Five** primary flower bed areas within the Town of Pincher Creek through planting, weeding, watering, mowing, and trimming.

AND WHEREAS these beds are located as follows: the corner of Main Street and Hewetson Avenue, adjacent to Builders World; the corner of Main Street and Hewetson Avenue, adjacent to the Royal Canadian Legion; Cenotaph Park; Pincher Park; Multi-Purpose Facility/Library (excluding the west bed in front of the swimming pool windows); Veteran's Memorial Campground; and (See Schedule A).

AND WHEREAS the Pincher Planters are a volunteer non-profit organization;

NOW THEREFORE the Parties hereto agree as follows:

1. As per Council resolution approving the **2024** Town Budget, the Town of Pincher Creek will provide funding of **\$8,000** to the Pincher Planters for the maintenance of the listed beds, including purchase of additional plant materials and the cost of additional watering, mowing, and trimming of all beds listed in Schedule A.
2. The approved project funding is for the period of **January 1, 2024, to December 31, 2024**.
3. Pincher Planters are to undertake the planting, weeding, watering, mowing, and trimming to a standard and a schedule as determined by the Pincher Planters.
4. The Town will continue to water park areas and flower beds with underground irrigation systems and provide maintenance which is normally part of the ongoing Town parks program.
5. Pincher Planters shall ensure that any contractor performing project work to have liability insurance, WCB coverage, and a Town Business License. All work is to be carried out in a safe manner.
6. Pincher Planters shall not make any changes or deviation to its approved project without receiving written consent by the Town as per the Maintenance of Public Areas Policy #701-05.

7. Pincher Planters shall provide to the Town by **April 15th** of the year following the end of the agreement, a financial report showing all the revenues and expenses related to the project and signed by two members of the Pincher Planters.
8. This agreement serves as written approval for the retention of the surplus funds from the **2023** project year in the amount of **\$1,957.34**.
9. In the event of surplus funds in the possession of the Pincher Planters at the end of the **2024** project year, the surplus shall be returned to the Town unless written approval is obtained from the Town confirming the retention of the surplus funds.
10. Following the execution of this agreement, the Town will issue an **\$8,000** cheque to the Pincher Planters to be used for the purposes as stated in the Council resolution and this agreement.

The Pincher Planters agrees to the conditions as set out herein.

Town of Pincher Creek

(Authorized Signature)

(Authorized Signature)

(Printed Name)

(Printed Name)

The Pincher Planters

(Authorized Signature)

(Authorized Signature)

(Printed Name)

(Printed Name)

SCHEDULE A - Town of Pincher Creek & Pincher Planters Agreement

Maintenance of Flower Beds

Flower Beds	PINCHER PLANTERS				THE TOWN	
	Planting	Weeding	Additional Watering	Additional Mowing	System Watering	Mowing
Hewetson & Main - Builders World Green Space (1-bed)	✓	✓		✓		
Hewetson & Main - Legion Green Space (4-beds)	✓	✓	✓	✓	✓	
Cenotaph Park (7-beds)	✓	✓	✓	✓	✓	
Pincher Green Space (3-beds)	✓	✓	✓	✓	✓	
Veteran's Memorial Campground (2-beds)	✓	✓	✓		✓	✓
Multi Purpose Facility - Front/Bridge (1-bed)	✓	✓	✓		✓	
Multi Purpose Facility - Front/Senior's Centre (1-bed)	✓	✓	✓			✓
Multi Purpose Facility - Library South (1-bed)	✓	✓	✓		✓	
Multi Purpose Facility - Library East (1-bed)	✓	✓	✓		✓	
Multi Purpose Facility - Library North (2-beds)	✓	✓	✓		✓	✓
Multi Purpose Facility - CIB Round (1-bed)	✓	✓	✓		✓	✓

2023

PINCHER PLANTERS - INCOME AND EXPENSES 2023							
Date	Vendor/	Bank	INCOME INTEREST	INCOME GRANTS	INCOME DONATIONS	INCOME OTHER	
2023							
26-Jan	Deposit	Joint Fund MD of PC	7,500.00		-7,500.00		
31-Jan	Interest		1.41	-1.41			
28-Feb	Interest		1.85	-1.85			
31-Mar	Interest		2.05	-2.05			
30-Apr	Interest		1.99	-1.99			
25-May	Deposit	Town PC	8,000.00		-8,000.00		
31-May	Interest		2.24	-2.24			
8-Jun	Deposit	Plant Exch	503.00				-478.00
							-25.00
9-Jun	Deposit - Friends Library		150.00			-150.00	
22-Jun	Deposit -		25.00				-25.00
30-Jun	Interest		2.86	-2.86			
20-Jul	Deposit		25.00				-25.00
31-Jul	Interest		2.45	-2.45			
31-Aug	Interest		1.92	-1.92			
15-Sep	Donation - Alice Ames		50.00			-50.00	
30-Sep	Interest		1.65	-1.65			
21-Oct	Donation - Rotary Club		500.00			-500.00	
31-Oct	Interest		1.51	-1.51			
30-Nov	Interest		1.42	-1.42			
31-Dec	Interest		1.47	-1.47			
TOTAL			16,775.82	-22.82	-15,500.00	-700.00	-553.00

Plant Exch
T
SIRTS

16,775.82
- 14,818.48

Rose M.
627-4915

Date	Vendor/	Chq #	Bank	INCOME INTEREST	INCOME GRANTS	INCOME DONATIONS	EQUIPMENT RENTAL
2023							
3-Jul	Pauline McVean	214	-1,913.20				-10.00
3-Jul	Blue Mouse Greenhouses	215	-4,919.29				
3-Jul	Jo Baker	216	-379.26				
18-Jul	Sherry Akitt	217	-237.50				-2.50
24-Jul	Lenore Robertson	218	-89.20				
1-Aug	Pauline McVean	219	-2,098.60				-10.00
1-Aug	Jo Baker	220	-415.00				-5.00
1-Sep	Sherry Akitt	221	-237.50				-2.50
1-Sep	Pauline McVean	222	-1,703.60				-10.00
3-Sep	Jo Baker	223	-335.00				-5.00
1-Oct	Jo Baker	224	-245.00				-5.00
5-Oct	Pauline McVean	225	-1,688.00				-10.00
21-Oct	Lenore Robertson	226	-254.09				
21-Oct	Lenore Robertson	227	-26.24				
21-Oct	Nicole Buret	228	-120.26				
21-Oct	Kris Johnson	229	-96.74				
SUBTOTAL			(-14,758.48				-60.00

= 14,818.48

Hanging Baskets											
Hanging Baskets	HB-Watering	HB- Other	Annuals	Projects Perenials	Other	Watering Hand	Lawns	Office	Advertisir	Volunteer Appreciation	GST
	1,113.20						810.00				
3,450.00		100.00	1,135.04								234.25
					27.87	350.00					1.39
						240.00					
		20.99			31.98			31.98			4.25
	1,568.60						540.00				
						420.00					
						240.00					
	1,568.60						145.00				
						340.00					
						250.00					
	1,518.00						180.00				
					241.99						12.10
										24.99	1.25
										116.41	3.85
										93.39	3.35
(3,450.00	5,768.40	120.99	1,135.04	0.00	301.84	1,840.00	1,675.00	31.98	0.00	234.79	260.44
		Fertilizer				Stakes					
		Garb Bags for Liners				Nozzles					
						Cultivator					
						Gas Can					

) = 14,818.48



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: CAO Report	
PRESENTED BY: Doug Henderson, Chief Administrative Officer	DATE OF MEETING: 4/22/2024

PURPOSE:

To provide Council with updates on activities that Administration has done to provide services to the community, based on various policies and bylaws.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the CAO report for information.

BACKGROUND/HISTORY:

As the Town Council has only one employee, the report of all actions of staff is included within the one report. It is divided into the three main service areas of Corporate Services, Operations and Community Services.

It is planned that this report come before Council quarterly.

ALTERNATIVES:

That Council for the Town of Pincher Creek request further details on specific activities relating to a specific service.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Council's Strategic Priorities & Initiatives for 2022-2026, Initiative 1B has a desired outcome of: Improved Administration interaction within the organization and with Council.

FINANCIAL IMPLICATIONS:

All actions are within the approved Town budget.

PUBLIC RELATIONS IMPLICATIONS:

Provides the public with some insight into how things get done and which department does them.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

The CAO gathers input from all administration departments to provide quality updates to Council.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson

Chief Administrative Officer Report

Chief Administrative Officer

Meetings attended, either in-person or virtually:

- All Council, Special Council, Joint Council and Committee of the Whole
- Municipal Development & Subdivision Authority
- Pincher Creek Regional Emergency Management Organization (PCREMO)
- Workplace Health & Safety
- Allied Arts Council - Executive Director and President
 - Discussed the rose garden fencing, solar array, geothermal, pride flag, windows
- Olman Rose Society - Executive and member
 - Discussed the deer problem, possible fence options, watering during restrictions using drip system
- Residents neighbouring the new SuperForm plant
 - Discussed land use and development processes to date and confirmed that Town feels all steps were done correctly; any pollution issues are to be reported to AB Environment
- Curling Club - new facility building project team
- Departmental staff meetings at Multipurpose Facility (including library), at Operations Shop, and at Administration Office
- RCMP – regarding insurance claim on building
- Developer of residential lands in NW Pincher Creek north of Tumbleweed Ave
- Northback Community Relations Advisor, for Grassy Mountain Project

Staffing, Training and Development

- Director of Operations hired January 30, 2024
- Reviewed the job description of the vacant Director of Planning, Development and Recreation to determine where the gaps exist within the organization; to be renamed back to Director of Community Services
- Attended Brownlee LLP legal seminar Emerging Trends (virtual)
- Local Government Fiscal Framework webinar
- Preparing Southern Municipalities for Drought webinar
- Some minor changes have been made to the Organization Chart and position names improved (see attached Chart):
 - Director of Corporate and Financial Services (or Director of Finance & HR) is now Director of Corporate Services
 - Director of Operations, Infrastructure and Parks is now Director of Operations
 - Director of Planning, Development and Recreation is now Director of Community Services
 - Communications, Marketing and Community Engagement Officer is now Communications and Marketing Officer
 - Asset Management Coordinator now reports to the Director of Operations

Human Resources and OHS

Recruitment, Onboarding, Workforce Development & Employee Engagement:

- On March 20th, 2024, the Town participated in the Crowsnest Consolidated High School Search for Success Summer Job and Volunteer Fair to recruit for various seasonal positions.
- Positions currently being recruited for include Seasonal Parks Maintenance staff, Manager of Finance, temporary Administrative Assistant, and Summer Games Summer Student.
- The Bylaw Officer position has been filled, with the new hire scheduled to start on April 22, 2024.
- Ongoing efforts are being made to enhance workforce development initiatives.
- An Onboarding Engagement session was conducted to evaluate the current approach to welcoming new employees and to identify areas for improvement.
- Baseline HR/HS assessments have been conducted with all leadership positions to gauge engagement and identify opportunities for enhancement.

Staffing contingent

- Full-time
- Part-time
- Seasonal
- Staff on leave – 1
- Staff Vacancies

Health and Safety:

- Seven employee orientations have been conducted to ensure new hires are well-informed about safety protocols and procedures.
- Six workplace incidents were reported during the reporting period, prompting continued emphasis on proactive safety measures.
- Two formal inspections were carried out by the Joint Health and Safety Committee at the Multipurpose Facility and Operations yard to identify and address potential hazards.
- Notably, there were no lost time or medical aid incidents reported to the Workers' Compensation Board (WCB).
- The Town of Pincher Creek remains committed to promoting a safe and engaging work environment for all employees

Communications and Marketing

- The first monthly e-newsletter was published February 6, 2024, with 301 current subscribers. Print newsletters are also distributed to a few locations throughout town including the library, recreation department, seniors' facilities, coffee shops.
- Communications Plan: Council Engagement Survey complete. Internal engagement surveys concluded April 19. Public engagement surveys will be developed and distributed in the late spring/early summer.
- Continuing to work with TNC Publishing to produce the 2024 Visitor's Guide, expected to be delivered mid- to late-April.

- The first communications for the Climate Risk Assessment Homeowners Checklist went out the week of March 25. This is a joint project with the MD of Pincher Creek and Piikani Nation Lands Department. Regular monthly communications will continue.
- Attended the CCHS Job Fair to promote lifeguarding opportunities. Students from Livingstone School were bussed in to attend. There were some great interactions and inquiries from several students.
- Working with the website provider to refresh the visual layout and navigation of the existing website. Anticipated to be live mid-May.
- Assisted the recreation department and the MD of Pincher Creek with the Volunteer Appreciation event on April 18.
- Worked with the recreation department and the FCSS Coordinator to prepare the Trade Show booth and materials.

Corporate Services

Financial Reports will be separate, to align with Procedure Bylaw

Legislative Services

Bylaws

- Land Use Bylaw Amendment 1547-AS passed February 26, 2024, to redesignate lands located on Main Street (the old RCMP building and adjacent lots) to Direct Control. RFP was publicized, one proposal received for less than market value, now in advertising stage in accordance the Municipal Government Act.

- Land Use Bylaw Amendment 1547-AT passed January 22, 2024, to redesignate lands located at 806 Main Street to Transitional Commercial – C4. Development Permit 24-D0009 was approved on February 21, 2024 for a Fourplex.

- Bylaw 1473-24, Appointing Interim Chief Administrative Officer Doug Henderson received all three readings on January 22, 2024.

- Council Code of Conduct Bylaw 1622-24, to establish a code of conduct for members of council, council committees and other bodies established by council, as required by the MGA, received all three readings on March 25, 2024.

- Land Use Bylaw 1547, through a series of special council meetings, Council, is working with the Oldman River Regional Services Commission to prepare a complete Land Use Bylaw update.

- The Municipal Borrowing Bylaw 1570-24, to authorize Council for the Town of Pincher Creek to borrow for the purpose of financing operating expenditures received all three readings on March 25, 2024.

-The Water Utility Bylaw 1631-22 is currently being amended following a stage 2 water restriction enacted on July 26, 2023 due to extremely low flow rates in both the Castle River and the Pincher Creek. The Government of Alberta has requested municipalities develop and enforce bylaws for water conservation and restrictions in times of water shortage and drought. The proposed amendments are intended to resolve both a request from the Golf Course and the Drought Management Plan.

Policies

-Proclamations Policy 123-21, which provides direction to administration for advertising proclamation within the Town of Pincher Creek, was updated March 11, 2024 by adding Purple Day (March 26) to support Epilepsy Awareness to the list. The list is currently being reviewed by administration and updated to remove any outdated proclamations.

Leases/Agreements

-The Pincher Creek 5 Pin Bowlers Association 5 Year lease update was approved by Council on March 11, 2024 and has been signed by the Association.

Fred Huddleston Senior Citizen Centre Society lease update was approved by Council on March 11, 2024. While a waiver of rent was requested, Council set annual rent at \$1100. Currently awaiting the signed lease from the Society.

Consistent Fitness Pincher Creek received approval for an amended 5 year lease on January 8, 2024. Rent for the Multi-Purpose Facility area over a 2 year period is to be \$1,250 per month in 2024 and \$1,500 per month thereafter. The business has signed the lease.

Operations

- Two (2) Water main repairs.
 - Adelaide Street
 - Schofield Street
- One (1) Water Service repair.
 - Elk Ave
- Steel storage containers received at Operations yard
- New water meter installs: 0
- Water meter repairs (Serviced): 9
- Water shutoffs: 12
- Cemetery
 - Inurnments (Open only) : 2
 - Inurnments (Open/Close): 2
 - Full Burials: 0
 - Pre-Need Plots: 2
 - Monument Installation: 3
- Columbarium
 - Columbarium inurnments: 2
 - Pre-Need Niches: 2
 - Columbarium inscriptions: 2
 - Columbarium I - six (6) remaining niches
 - Columbarium II - 61 remaining niches
- Water meter read request – 36.
- Garbage additional pick-up request – 6

- Revised winter maintenance activities in Downtown area
- Draft Winter Maintenance survey prepared.
- Request for Proposals for Old RCMP sale and redevelopment completed.
- Safety inspection of Operations yard and buildings
- Four (4) streetlights repaired
- Three (3) sewer service inspections
- Street sweeper at dealer for repairs/servicing in preparation for Spring.
- Backup garbage truck at dealer for front end repair
- Drafted drought management plan for inclusion with Water Utility Bylaw update
- Extended general engineering services contract with Stantec for 2024
- Preparation of WTP license renewal application
- Sodium Hypochlorite capital project awarded to Filtrum and preconstruction meeting completed.
- Water Treatment Plant pump replacement capital project pre-construction meeting completed.

Parks

- Interviews and offer letters for Parks Maintenance 4 Seasonal employees.
- Planning for Spring maintenance activities.
- Parks & Sports Fields Facility Rentals confirmed with local user groups.
- Quotations received for herbicide and fertilizer applications.
- Quotations received for portable toilets.
- Planning/Ordering of Equipment & Material for seasonal maintenance tasks.
- Received new field line painter.

Facilities

- Renovations underway at Operations Building to accommodate Parks seasonal employees.
- Received quotations for RCMP detachment Fire Alarm yearly inspection.
- Received quotation for Community Recreation Centre roof leak.
- Received quotations for RCMP detachment roof gutter heat trace.
- Painting ongoing at Town Office.
- Completion of repairs at Castle River pumphouse
- Gas meter replaced at water treatment plant.
- Secured doors and access for property on Table Mountain Street.
- Replaced AED batteries.

Community Services

Family and Community Support Services and Special Projects

- FCSS awarded 2024 funding (\$221,440) to nine organizations in Pincher Creek and district. Of note, Meals on Wheels is a new grantee managed through the Pincher Creek Foundation.
- FCSS also awarded \$4,000 in Special Projects funding to support community development initiatives that promote awareness about Pride and 2SLGBTQIA+. The funding was awarded to Napi Friendship Association and Pincher Creek & District Library. Events will take place in June 2024.
- Emergency Social Services (ESS): Four members of the branch completed Incident Command System 200 (November 2023), and six members completed Registration and Reception Centre Program/My Alberta Emergency Registration System training (February 2024).
- The Community Housing Committee updated the Terms of Reference (March 2024).

Planning & Development

Compliance Certificate Requests

Received	5	Issued	5
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Business Licences Applications (New & Renewed)

Issued	345	Waiting Payment	66
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Development Permit Applications

Received	27	Withdrawn	1	Issued	20	In Process	6	Schedule for next MDSA Meeting	6
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Development Permit Applications gone or going to MDSA

Scheduled or Already Taken for Decision	19	Issued	13
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Development Permit Appeals

Received	0	Decision Upheld	0
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Building Permit Applications

Received	14	Issued	6
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Electrical Permit Applications

Received	14	Issued	10
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Gas Permit Applications

Received	7	Issued	5
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Plumbing Permit Applications

Received	4	Issued	1
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Land Use Bylaws Amendment Applications (MR / Road Closures, LUB)

Received	2	Withdrawn		Approved or Defeated	2
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Subdivision Applications

Received	4	Withdrawn	1	Approved	2
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Land Use Bylaw Complaints

Opened	1	Closed	0
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Notice of Intent / Stop Orders

Issued	0	Closed	0
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Safety Codes Services

Council awarded a 5-year contract for Safety Codes Services to Park Enterprises Ltd. on February 12, 2024 with a permit fee percentage split of 70%/ (Agency)/30% (Town).

Land Sales

1364 McEachern Street – Sale Pending
 1368 Dobbie Avenue – Sale Pending
 1124 Table Mountain Street – Available for Sale

655 and 659 Main Street and 656 Charlotte Street – Notice of Disposition of Land for Less Than Market Value Advertised

Bylaw Enforcement

Vacant since November 2023, the Bylaw Enforcement Officer position has recently been filled. It is anticipated that it will take some time to clear the backlog of citizen requests received.

Recreation Services

Arena

- Sound System upgrade quotes came in at \$67,000 which was slightly over budget of \$65,000. MD of Pincher Creek has been asked for funding and Minor Hockey applied for a CFEP grant for 50% of this project; no answers to date.
- Startec Refrigeration was contracted to complete the Brine Line replacement at a cost of \$11,300. The project is expected to be completed at some point this spring/summer.
- The compressor overhaul has been scheduled to be completed this summer as well.
- Some unexpected repairs were identified by Startec during their mid-season check of the ice plant. The condenser eliminators will need to be replaced due to excessive damage. Cost for this project is expected at \$10,000.
- The shower room installation will be completed by arena staff starting in April 2024.
- There were some complaints received from the public about the cold temperatures in the arena, our heaters are set to turn off at 4 degrees Celsius. Any higher than that the ice condition starts to lose its quality and becomes too soft causing a safety issue for skaters on the ice.
- Quotes are being requested to try and address the heater complaints to investigate options to move or realign the heaters for more effectiveness.

Pool

- Spring lesson registration was opened on March 25 at 8:00 am. Initially there were 12 different classes offered, with the addition of 3 classes due to another instructor being hired. Online bookings were used and the lessons were full within 10 minutes of going online, which created some frustration from users not being able to get into lessons. An instructor course will be scheduled in early June to train some more instructors who will be able to offer more lessons moving forward.
- 3 new pool staff were hired in the first quarter of 2024
- The Pool 25th anniversary will take place on July 8, 2024. Planning stages for this event include a free swim to the public, music and presentations from some of the original members of the pool building committee. Council participation will be requested.
- The Pool Hydrochloric Acid room is virtually complete, however, tying into the Sprinkler System was missed in the initial design of the project. Options will be forthcoming to Council on how to finalize this project.

Administrative

- Completed a MPF Tour with the interim CAO – Doug Henderson
- A Summer Program Coordinator was hired, expected start date is April 30, 2024.
- Several Summer Games meetings held with the Southern Alberta Recreation Association. Summer Games will take place in Coaldale from July 3-6, 2024. This will be the first Games since Pincher Creek last hosted them in 2019.
- Collaborated with the Operations Department on the transition of Parks and Sports fields from Community Services over to Operations.
- A new campground host – Grant Washburn was hired for the 2024 season. Online bookings are also taking place and currently are over 1/3 booked for the entire season.
- Have attended a few meetings with Administration and the Rose Society and Allied Arts Council to discuss concerns surrounding the fencing and other issues related to the Lebel Mansion and Rose Garden.
- Submitted a Request For Proposals for the Phase 2 Play Spaces and Landscaping at the Childcare Centers. Closing date was April 10, 2024. Met with the PCCELC Executive Director and MPF coordinator to select the preferred contractor to have this project go ahead. Should be completed within the allocated budget.

Recreation Programmer –

October 2023 – December 2023

- Pickleball moved back indoors. Monday/Wednesday/Fridays at Town Hall gym. Wednesday evening at Canyon School. Friday evenings at MHHS.
- Afternoon Fitness Break -Monday/Thursdays- approx. 8 reg attendees
- Community Keep Fit – Monday/Wednesday – Approx 15 reg. attendees
- November 10 – KidSport sponsored swim. About 80 kids in attendance



- November 17 – Parade of Lights- town council participated – 12 floats, 3 businesses had firebowls.
- November 22/23 – ICS 200 training
- December 11 - Communities in Bloom Christmas Decorating Challenge – Community members did nominations plus a 3 volunteers judges selected 3 residential homes as winners. They received a CIB sign and live table greenery.
- December 15 – Ugly Sweater Day- all Rec department participated.



- The highly anticipated Pincher Creek Calendars were delivered into mail boxes and available for pick up.



January 2024 – March 2024

- January 5 – Vision sponsored swim 145 swimmers
- January 14 – Pop up Cross Country Ski Lesson – cancelled due to the frigid weather
- February 7 – Winter Walk & Jersey Day. A day to promote active living outside plus Pincher Creek traditional sporting of their favorite jerseys.
- February 19 Vision sponsored Family Skate – 30 skaters
- February 28 – Pink Shirt Day – all recreation dept staff participated



- March 7 – Activity Registration Night – 18 tables. Approximately 150 people came to check and or register for spring activities.
- March 15 – KidSport sponsored Swim – 64 swimmers
- Winter Sole Walk – start February 22 – opportunity for anyone to join this walk, different Town location each Thursday morning. Average 6 – 8 walkers.
- March 25 – Arena closed for the season



Stats for the ice season:

- * Approx. 2033 public/family skaters
- * 80 Parent/Tot/senior skaters
- * 66 Private rentals
- * 8 home tournaments
- * 98 school classes
- * 6 new arena advertisers for 26 total advertisers for 23/24 season



New to this year was Youth Shinney for ages 6 – 9 every Monday. Organized and ran by parents. Average 15 kids per/session

Upcoming Events and Activities

- Grant application for Volunteer Week event. Preparations for Volunteer Week activities

- Grant application for Recycle Reuse Fair. Preparations of event for June 8
- Preparations for Pitch-In month which will be starting April 14
- Attending Day on the Creek meetings in preparation of event for May 16.

2024 Quarterly Report – January 1 – March 31, 2024 – Aquatics

- Hosted a Bronze Medallion course in February in partnership with Livingstone School, all candidates passed. Another to be hosted in May to support more students.
- Hosted a National Lifeguard course in February, current assistant lifeguards were certified as Lifeguards plus some new candidates.
- Hosting a Bronze Cross course in April.
- Hosting a National Lifeguard course in April, adding a few new lifeguards to the staff.
- Junior Lifeguard Club – started winter season. The club prepared for and participated in a competition held at the YMCA in Calgary with about 10 attendees. They broke some timing records during this meet. The club will head to the Provincial competition in April back at the same facility in Calgary.
- School Swim Programs – a large increase in school swim program requests has been noted. All spots for school lessons right into June are filled.
- Held a staff in service training in March. By hosting monthly in services, the pool staff team is maintaining consistency, accountability, and ongoing training, leading to positive changes in the team dynamics and the ability for staff to practice key job related safety skills.
- A two day training workshop was held for Xplor Recreation (Perfect Mind) software to gain a better understanding of the program and how to use it. A task list was created and a follow up training session in 2025 is being considered.
- Spring Lifesaving Swim for Life swimming lessons will be offered in April & May, with registration complete. The demand for swimming lessons continues to be high so there should be more full classes going into the summer season. There is a need to train more instructors over the next few months.
- Kayaking Club – The Pinch-o-creekers kayak club has been very busy this winter with an increase in interest and participation in the program. The lead for the program has held a few Saturday clinics, courses and events over the winter and into the spring.
- Kids Sport swims – the pool planned to host more Kids Sport swims for 2024 and dates have been chosen dates for the calendar year.
- Evenings and Weekends – use during these time periods seem to be trending a bit better and steady. Both have had some fluctuation during the winter with use increasing slightly towards spring.
- Holiday swims – Both February and March school break times saw an increase in pool use and swimmer attendance.
- Annual pool facility shut down completed. Tasks and projects completed were as follows deep cleaning of the facility, pool basin tile repairs, plumbing repairs in the family and main change rooms, painting and touch up painting, inventory, pool and hot tub basin biofilm removal, pool deck calcium build up removal, more work complete from the Lifesaving Safety Audit included replacement of changeroom diaper change tables, equipment upgrades, hot tub repairs. The pool re-opened on January 29, 2024.
- Pool Acid room addition progress continues.

- The Dolphins Swim Club home swim meet will be hosted the weekend of July 12, 2024. This is a change from previous seasons when the meet normally occurs in June.
- The Regional Swim Meet in Pincher Creek will take place the weekend of August 9 – 12, 2024. This is a large event bringing in swim clubs from all over the region.

Pool Quarterly Report January-March 2024

LANE 6-8am	178
LANE MID DAY	404
P+T	248
AQUAFIT 8-9AM	251
AQUAFIT 3-4PM	207
OPEN	1696
Open/Fit	553
RENTAL	112
THERAPY	70
JLC	294
MASTERS	0
FITNESS	41
KAYAKING	75
DOLPHINS	0
TOONIE OPEN	364
PIRANHAS	0
KIDSPORT	64
FAMILY	85

Registration for Programs and Courses

BRONZE MEDALLION AND CPR C	5 Registrants
BRONZE CROSS	0
BLENDED SFA	0
NATIONAL LIFEGUARD	8 Registrants
NATIONAL LIFEGUARD RECERT	0
JUNIOR LIFEGUARD	23 Registrants

School Lessons

Spring Glen	90 Attendances
St Michaels	112 Attendances
Canyon School	317 Attendances
Livingstone School	117 Attendances
Pincher Creek Colony School	51 Attendances
Matthew Halton Boat Race	22

Multi Purpose Facility & ELC Maintenance & Repairs

MPF – Electrical Tracking System Install

Working in conjunction with Energy Lead, helped contractor install hardware
Provided access and solutions as to system locations, existing wiring, and security

Pool Shutdown - maintenance

Numerous plumbing repairs completed including emergency shower, hot water loop and inside walls
Replaced or repaired failing shower timer cartridges in all changerooms
Waterslide pumps removed for rebuild / seal repairs
Repairs to basin tile, grouting, pool deck concrete, expansion joints
De-scale and disinfect entire pool basin, Deep cleaned and descaled chlorinator system
Patched holes, installed additional coat hooks and Repainted walls in all changerooms
Painted staff + first aid room
Removed wiring and associated conduit from defunct BMS system
Replaced all rubber tubing associated with acid feeders while off
Clean out all drains and apply 1 oz bacterial digest enzyme; 40+ units

Pool - Emergent Repairs

Boiler – Glycol Circulation Loop

Primary seal on pump # 1 failed – causing large glycol leak, pump removal was required by contractor and taken to Hagen Electric for repair

Sand Filter Replacement

Fiberglass tank started to de-laminate and failed near the tank threads creating large leak
Hired a contractor (DMT) to repair – it was determined a replacement was necessary
TOPC staff emptied re-usable media (sand and gravel) ahead of scheduled work
Contractor (DMT) replaced tank + improved plumbing connection with concentric fittings.

Arena Emergent Repairs

Zamboni

The Hydraulic ram was bent and snow gate destroyed after operator hooked a piece of puckboard. Parts replaced and contractor performed hydraulic install.

Eaves troughing

Eaves troughing failed due to weather, staff removed damaged and existing fascia, to replace with sound backing material, contractor(First Class) hired to replace trough and downspouts to direct water away from door

Early Learning Centre

Replumbing Traps – Staff Sink

Consistent sewer gas smell at both centers, same place, upon review of product install documentation (grease interceptor trap), it was determined a p trap and vent were necessary, but not installed when constructed, staff put in a p trap and vent to stack

Wall Repairs at Sage

TOPC staff performed discretionary drywall repairs and patching and painting before reopening

Municipal Energy Project

The municipal energy project lead has spent the majority of Q1 focused on programs and planning for community support projects. This is highlighted by the Clean Energy Improvement Program which is scheduled to launch in Spring 2024, a homeowner climate checklist, and the QUEST Canada baseline report. Additionally, an electrical tracking system has been installed at the multipurpose facility which now allows our team to monitor individual circuits to optimize energy use and stay up to date on equipment health.

Clean Energy Improvement Program

The Clean Energy Improvement Program (CEIP) is an innovative financing tool for property owners in Alberta. Applicants can access below-market rates and make repayment convenient through their property's regular tax bill. This program is carried out with assistance from the Federation of Canadian Municipalities' Green Municipal Fund, an endowment created by the Government of Canada.

Key notables about the program include:

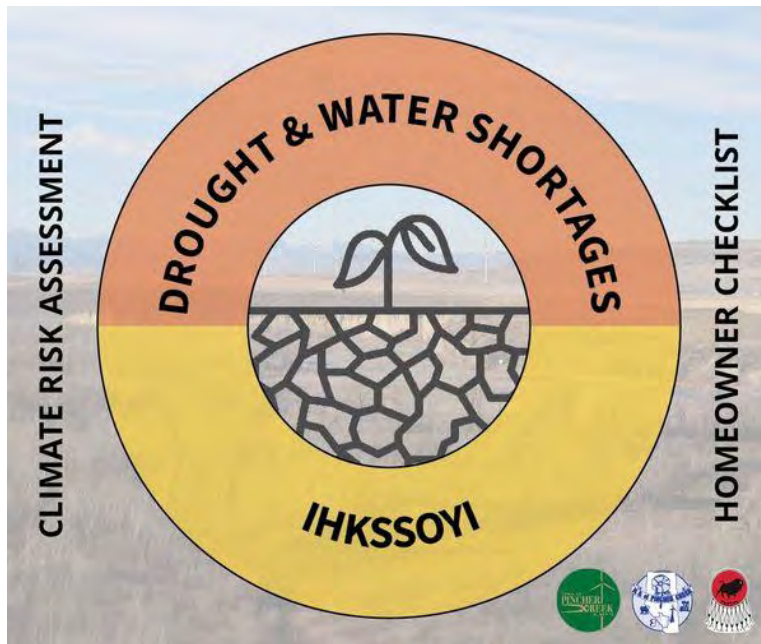
- 2% interest rates
- Up to 20 year repayment term
- \$450 project incentive

This program will be opening to Pincher Creek regional residents in both the Town and MD in Spring 2024. Stay tuned for updates!

Home Owner Climate Checklist

Based on the report developed in partnership with the Town, MD, and Piikani Nation, one of the recommendations was to create a climate risk assessment for local property owners. This assessment helps understand what risk level their property has to climate scenarios, and provides some helpful tips to mitigate those risks. The checklist was released in March 2024 and will be used to provide monthly reminders to residents. The checklist can be found on the Town or MD website.

The drought and water shortage cover page is shown below:



QUEST Canada

The Town and MD of Pincher Creek signed onto the Prairies Cohort of the QUEST net zero communities accelerator program in the summer of 2023. This program focuses more on wholistic regionally and community energy as opposed to the corporate energy work that has been done in the organization over the last 3 years. Along with 5 other municipalities throughout Alberta, the Town and MD are working with QUEST who will support them in conducting a baseline community energy analysis to identify opportunities for improvement. From these opportunities, QUEST will work with the Town and MD to develop recommendations for programs, policies, and focus areas to improve the score.



SMART ENERGY COMMUNITIES BENCHMARK

PINCHER CREEK, AB

TOTAL SCORE: 43%

The Smart Energy Community Benchmarking results show your community's progress on ten key indicators. We've assessed how your municipal and utility processes, policies, programs, and projects compare to smart energy best practices across Canada. Smart Energy Communities benefit from new opportunities for local economic development, lower energy costs, a cleaner environment, and improved community resilience.

The Town and MD, along with Fortis and Apex underwent a baseline survey to understand the current state of affairs within the region with respect to Energy. The region achieve a score of 43% with highlights including:

- Empowered multi-sectoral team driving community energy goals
- Engaged community organizations
- Corporate energy and emissions work is ongoing
- Local government has taken initiative to fund corporate energy projects
- Landfill diversion programs

- Active transportation infrastructure (Walking paths)

Notable opportunities for improvement include:

- Staff training around community energy and climate resiliency
- Community energy inventory and mapping
- Community wide economic analysis for energy
- Public engagement on energy and land use
- Energy load management programs
- Public engagement on the relationship between energy and water

Several of these opportunities are being addressed through further work in this program. This includes a community energy inventory and energy mapping exercise. Following that, QUEST will conduct a workshop on a community energy and emissions plan to support the development of recommendations to include within future planning documents. They will also conduct an economic impact assessment, and close out with an updated benchmark to outline what our new score looks like.

Multipurpose Facility Energy Tracking

An energy tracking system has been installed in the Multipurpose Facility that allows for tracking the usage level of individual circuits. With 11 total electrical panels throughout the facility, there is a large variety of systems and electrical end uses that are difficult to monitor physically. This new system allows for implementation of machine learning to understand normal usage patterns and identify when there is extra energy being used, or if a machine not operating properly. The system was commissioned in March 2024, and is currently undergoing baseline calibration. The project was support by the Federation of Canadian Municipalities Communities Buildings Retrofit Fund.

Conclusion

In conclusion, the first quarter of 2024 for the municipal energy project lead has been marked by significant strides in community-focused initiatives and infrastructure enhancements. The forthcoming Clean Energy Improvement Program promises to empower regional residents to adopt sustainable practices. The Homeowner Climate Checklist, a collaborative effort with local stakeholders, exemplifies proactive risk mitigation strategies tailored to property owners. Moreover, participation in the QUEST Canada program underscores a commitment to holistic energy solutions, with notable achievements and identified opportunities for improvement outlined in the baseline report. The implementation of an advanced energy tracking system at the Multipurpose Facility signifies a proactive approach to optimizing energy usage and equipment maintenance. These endeavors collectively underscore the municipality's dedication to fostering a resilient, energy-efficient community poised for future sustainability.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Council Resolutions Spreadsheet Report	
PRESENTED BY: Doug Henderson, Chief Administrative Officer	DATE OF MEETING: 4/22/2024

PURPOSE:

To provide council with the 2023 and 2024 resolution spreadsheets to show the current status of Council decisions from January to April 2024 as well as those still in progress from 2023.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the January to April 2024 resolution spreadsheets report as information.

BACKGROUND/HISTORY:

The resolution spreadsheets document the Council resolutions passed at the various Council meetings, including Regular Council, Committee of the Whole, Special Council, Public Hearings and Joint Council. The last spreadsheets provided an update to the end of January 2024.

It is crucial that Council knows the status of their decisions so they can ensure that Administration is implementing the direction. Questions for clarification or comments to help the CAO prioritize actions are important for good two-way communication.

The spreadsheets are always a work in progress.

ALTERNATIVES:

Council for the Town of Pincher Creek request further information on the current status of Resolution number _____ that is in progress.

Council for the Town of Pincher Creek direct Administration to provide an updated Council Resolution Spreadsheet report at the May 13 Council meeting.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Provides clear and current information with regards to the status of resolutions of Council.

FINANCIAL IMPLICATIONS:

None

PUBLIC RELATIONS IMPLICATIONS:

This report shows that Council is following up on their direction to Administration to ensure Council's goals are being implemented.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports regular updates to Council using the resolution spreadsheets to show the status of Council decisions.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson

**TOWN OF PINCHER CREEK
2023 REGULAR COUNCIL MEETING ASSIGNMENTS**

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
February 13, 2023	23-062	That Council for the Town of Pincher direct Administration to proceed with obtaining commercial property appraisals for the two properties as discussed and to fund up to \$10 000 from Professional Services 110 000 2230.	CAO	In Progress		Jim @ Lethbridge Property Appraisal Inc. 403-329-9000 Due Apr 8/24
March 13, 2023	23-108	That Council for the Town of Pincher Creek direct administration to bring the amendments of the recreation agreement to council for approval.	Legislative Services Manager	In Progress		
March 27, 2023	23-133	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.	CAO	In Progress		Waiting to hear back from the MD for a Joint Council meeting date to be set up.
April 24, 2023	23-175	That Council for the Town of Pincher Creek direct administration to investigate the reintroduction of the deer hazing program and bring it back to council.	Recreation Manager	In Progress		
April 24, 2023	23-179	That Council for the Town of Pincher Creek direct administration to research the census numbers and its implications for the town and what the process will be.	Director of Finance and HR	In Progress		
May 8, 2023	23-207	That Council for the Town of Pincher Creek direct administration to prepare a report on deer culling options.	Recreation Manager	In Progress		
June 12, 2023	23-265	That Council for the Town of Pincher Creek direct administration to draft a Memorandum of Understanding between the Town and the Curling Club identifying roles and responsibilities and bring it back to Council.	CAO	Not Started		Waiting for proposal from Curling Club
July 24, 2023	23--332	That Council for the Town of Pincher Creek direct administration to meet with affected residents regarding encroachments onto Town property adjacent to Schofield Street.	Director of Operations	In Progress		
July 24, 2023	23--333	That Council for the Town of Pincher Creek direct administration to investigate a drainage option where by the water drains to the west and down the back alley and onto Schofield Street.	Director of Operations	In Progress		

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
September 11, 2023	23-419	That Council for the Town of Pincher Creek agree to the proposed Pincher Creek Mini Storage Inc. offer to purchase in the amount of \$99,600 (GST Exempt) for Plan 0512718, Block 4, Lot 19 dated August 23, 2023 subject to that the purchaser is responsible for all costs associated with the water and sewer connections to the mains and direct administration to provide instruction to North & Company Law Office to act on the Town's behalf regarding the real estate transaction and that all costs associated be borne by purchaser.	Legislative Services Manager	In Progress		File has been transferred to North and Company.45 day extension approved Mar 13
September 25, 2023	23-444	That Council for the Town of Pincher Creek agree to the proposed Pincher Creek Mini Storage Inc. offer to purchase in the amount of \$99,740 (GST Exempt) for Plan 0512718, Block 4, Lot 18 dated September 11, 2023 subject to that the purchaser is responsible for all costs associated with the water and sewer connections to the mains and direct administration to provide instruction to North & Company Law Office to act on the Town's behalf regarding the real estate transaction and that all costs associated be borne by the purchaser.	Legislative Services Manager	In Progress		File has been transferred to North and Company.45 day extension approved Mar 13

**TOWN OF PINCHER CREEK
2023 COMMITTEE OF THE WHOLE RESOLUTIONS**

Date	Motion #	Resolutions	Assigned to	Status	Completed	Comments
February 1, 2023	COTW 2023-019	That Committee of the Whole for the Town of Pincher Creek direct administration to monitor and prioritize the accesses to Crestview Lodge, Vista Village, Whispering Winds and Creekside Condo's on Adelaide Street to remain in place until the policy is updated	Director of Operations	In Progress		Will continue to monitor until Snow Policies are reviewed in 2024.
April 5, 2023	COTW 2023-052	That Committee of the Whole for the Town of Pincher Creek direct administration to develop a policy on recording of council meetings for the accuracy of minute taking.	Manager of Legislative Services	In Progress		
May 3, 2023	COTW 2023-061	That Committee of the Whole for the Town of Pincher Creek direct administration to bring back the legislation that is in place for setting up accounts to accept donations.	Director of Finance and HR	In Progress		
May 3, 2023	COTW 2023-062	That Committee of the Whole for the Town of Pincher Creek direct administration to develop a Trust Account policy.	Director of Finance and HR	In Progress		
May 10, 2023	COTW 2023-070	That the Committee of the Whole for the Town of Pincher Creek direct administration to prepare an amendment to the Committee of the Whole Bylaw 1608-20 for Council consideration.	Manager of Legislative Services	In Progress		low priority
May 10, 2023	COTW 2023-080	That the Committee of the Whole for the Town of Pincher Creek direct administration to create a process for after receiving a complaint that are guided by concerns of administrative fairness, expediency and appeals that includes a method of yearly review and sign off by Council.	CAO	Not started		Needs to be guided by Policy
June 7, 2023	COTW 2023-088	That the Committee of the Whole for the Town of Pincher Creek direct administration to bring the rural renewal program back to the July Committee of the Whole for further discussion	CAO	Not started		Rural Renewal Stream requires additional staff to complete.
June 7, 2023	COTW 2023-089	That the Committee of the Whole for the Town of Pincher Creek direct administration to draft a territorial acknowledgement for review at a future Committee of the Whole for further discussion and assign a Councillor or two to provide input.	CAO	Not started		

Date	Motion #	Resolutions	Assigned to	Status	Completed	Comments
June 7, 2023	COTW 2023-095	That the Committee of the Whole for the Town of Pincher Creek direct Administration to continue researching costs and drafting procurement documents for the Old RCMP Demolition project and bring the project back to Council prior to any procurement for demolition services, if it is determined these services are needed in the future.	Director of Operations	On Hold		Stantec began research; On hold, awaiting LUA bylaw passage and RFP results.
July 5, 2023	COTW 2023-121	That the Committee of the Whole for the Town of Pincher Creek administration to investigate alternative options to create a legal and business framework for the operation and overall viability of the Pincher Creek Early Learning Centre in order that it becomes financially independent from the Town of Pincher Creek and does not rely on monthly tax support to remain viable.	CAO and Director of Finance	In Progress		Bylaws being updated. Updated Business Plan needed to reflect current provincial regulations and market and employment assessment needed.
September 6, 2023	COTW 2023-145	That the Committee of the Whole for the Town of Pincher Creek direct administration to research potential options for relocation of the Town's snow storage location.	Director of Operations	In Progress		Staff investigating options
September 6, 2023	COTW 2023-148	That the Committee of the Whole for the Town of Pincher direct administration to follow up on the inquiry of the August 6th letter from resident.				
September 6, 2023	COTW 2023-149	That the Committee of the Whole for the Town of Pincher direct administration to research the background information on the Rural Renewal Program and communicate with the Pincher Creek District of Commerce.	Communications Officer	In Progress		Paused when ED position vacated. Update April 04, 2024: Chamber declined involvement because lack of capacity. New RFD going to Council April 22, 2024.
September 6, 2023	COTW 2023-152	That the Committee of the Whole for the Town of Pincher Creek direct Mayor Anderberg, Councillor Wright, and CAO to move forward in setting up a meeting on the RCMP Building.	CAO	In Progress		

**TOWN OF PINCHER CREEK
2023 SPECIAL COUNCIL MEETING RESOLUTIONS**

Date	Motion #	Resolutions	Assigned to	Status	Completed	Comments
November 27, 2023	23-585	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.		In Progress		
November 27, 2023	23-586	That Council for the Town of Pincher Creek direct administration to re-scope & investigate the Lebel windows project.		In Progress		

**TOWN OF PINCHER CREEK
2024 REGULAR COUNCIL MEETING ASSIGNMENTS**

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
January 8, 2024	24-001	That Council for the Town of Pincher Creek agrees to add item 8.2 Early Learning Centre Play Spaces, 8.3 Update Water Use Bylaw Status, 8.4 CAO Recruitment 11.4 RCMP Building Offer to Purchase. 11.5 Sage Lease Expression of Interest and 11.6 Update on Roll 8600600 to the January 8, 2024 Regular Council meeting agenda.	Executive Asst	Complete	January 8, 2024	
January 8, 2024	24-007	That Council for the Town of Pincher Creek accept the Heritage Inn pothole information as presented with thanks to the Operations staff and direct administration to get a cost estimate to upgrade the road approach to the north end main entrance for possible construction in 2024 and work with adjacent landowner if they are interested.	Operations Manager	In Progress		
January 8, 2024	24-008	That Council for the Town of Pincher Creek agree and give first reading to Land Use Bylaw Amendment 1547-AS amending the Land Use Bylaw 1547 to redesignate lands located at 655 and 659 Main Street and 656 Charlotte Street, and legally described as Lot 13, Plan 552LK and Lot 103, Plan 460B from "Transitional Commercial - C4" to "Direct Control - DC", and Lot 14, Plan 552LK and Lot 102, Plan 552LK from "Downtown/Retail Commercial - CI" to "Direct Control - DC".	Manager of Legislative Services	Complete	January 8, 2024	
January 8, 2024	24-009	That Council for the Town of Pincher Creek agree to hold a Public Hearing on Bylaw 1547-AS amending the Land Use Bylaw on February 12, 2024 before consideration of second and/or third reading.	Manager of Legislative Services	Complete	February 12, 2024	
January 8, 2024	24-010	That Council for the Town of Pincher Creek awarded the Sodium Hypochlorite Disinfection System contract to Filtrum Inc. for a total of \$257,900.00 (excluding GST).	Director of Operations	In Progress		
January 8, 2024	24-011	That Council for the Town of Pincher Creek direct administration to review and update the landscape concept plans and drawings in consultation with the PCCELC Board for both Childcare Centers to result in a reduction in annual operating costs and the PCCELC budget to maintain the play spaces/structures at both Childcare Centers.	Recreation Manager	In Progress		
January 8, 2024	24-012	That Council for the Town of Pincher Creek accept the Update Water Use Bylaw Amendment update as information	Director of Operations	Complete	January 8, 2024	

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
January 8, 2024	24-013	That Council for the Town of Pincher Creek agree to engage Transitional Solutions Inc to support the recruitment of our CAO at a cost of \$21,000 plus taxes, advertising, and travel expenses	CAO	Complete	April 17, 2024	
January 8, 2024	24-016	That Council for the Town of Pincher Creek direct administration to review the previous years grants from Municipal Sustainability Initiative to determine if amounts will be the same with the new Local Government Fiscal Framework Program and if not to apply for top up funding.	Director of Corporate Services	Complete		All Municipalities that were entitled to the Top Up received it. Pincher Creek was not one of them.
January 8, 2024	24-019	That Council for the Town of Pincher Creek amend the rent amount for the Multi-Purpose Facility Lease over a 2 year period to \$1,250 per month in 2024 and \$1,500 per month for the remainder of the Lease.	Legislative Services Manager	Complete	February 26, 2024	
January 8, 2024	24-020	That Council for the Town of Pincher Creek accept the PCCELC Board Update as information.	Executive Asst	Complete	January 8, 2024	
January 8, 2024	24-021	That Council for the Town of Pincher Creek accept the Legal Opinion update as information.	Director of Corporate Services	Complete	January 8, 2024	
January 8, 2024	24-022	That Council for the Town of Pincher Creek accept the RCMP Building Offer to Purchase update as information.	CAO	Complete	January 8, 2024	
January 8, 2024	24-023	That Council for the Town of Pincher Creek direct administration to respond to the delegation inquiring into the Sage facility to the effect that the facility is not currently available.	CAO	Complete	January 24 2024	
January 8, 2024	24-024	That Council for the Town of Pincher Creek accept the Update on Roll 8600600 as information	Legislative Services Manager	Complete	January 8, 2024	
January 22, 2024	24-026	That Council for the Town of Pincher Creek agrees to add items 11.4 IDP Committee Meeting and 8.4 Alberta Association of Police Governance to the January 22, 2024 Regular Council meeting agenda.	Executive Asst	Complete	January 22, 2024	
January 22, 2024	24-032	That Council for the Town of Pincher Creek approve and grant a Time Extension up to December 20, 2024 for Subdivision Application Request for Extension file no. 2022-0-123 Plan 1728F, Lots 73-75.	Legislative Services Manager	Complete	January 22, 2024	
January 22, 2024	24-033	That Council for the Town of Pincher Creek approve and authorize the Development Agreement (Deferred Servicing Agreement) for the property located at 1038 Morden Avenue (Lot 109, Block 1, Plan 231)	Legislative Services Manager	In Progress		waiting for updated plan number from subdivision
January 22, 2024	24-034	That Council for the Town of Pincher Creek give Bylaw 1473-24 Appointing the Chief Administrative Officer first reading.	Legislative Services Manager	Complete	January 22, 2024	
January 22, 2024	24-035	That Council for the Town of Pincher Creek give Bylaw 1473-24 Appointing the Chief Administrative Officer second reading.	Legislative Services Manager	Complete	January 22, 2024	

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
January 22, 2024	24-036	That Council for the Town of Pincher Creek unanimously agree to present bylaw 1473 24 Appointing the Chief Administrative Officer for third and final reading at the January 22, 2024 regular meeting of Council.	Legislative Services Manager	Complete	January 22, 2024	
January 22, 2024	24-037	That Council for the Town of Pincher Creek give Bylaw 1473-24 Appointing the Chief Administrative Officer third and final reading and that a copy of which be attached hereto forming part of the minutes.	Legislative Services Manager	Complete	January 22, 2024	
January 22, 2024	24-038	That Council for the Town of Pincher Creek agree and give second reading to Land Use Bylaw Amendment 1547-AT amending Land Use Bylaw 1547 to redesignate the lands located at 806 Main Street (portion of Lot 18, Plan 7756AL) from Downtown / Retail Commercial - C1 to Transitional Commercial - C4 Land Use District.	Legislative Services Manager	Complete	January 22, 2024	
January 22, 2024	24-039	That Council for the Town of Pincher Creek agree and give third and final reading to Land Use Bylaw Amendment 1547-AT amending Land Use Bylaw 1547 to redesignate the lands located at 806 Main Street (portion of Lot 18, Plan 7756AL) from Downtown /Retail Commercial - C1 to Transitional Commercial - C4 Land Use District, and that a copy of which be attached hereto forming part of the minutes.	Legislative Services Manager	Complete	January 22, 2024	
January 22, 2024	24-040	That Council for the Town of Pincher Creek award a 5-year contract for Safety Codes Services to Park Enterprises Ltd. with a permit fee percentage split of 70% (Agency)/30% (Town).	Legislative Services Manager	Complete	January 30, 2024	Contract updated, signed and filed
January 22, 2024	24-041	That Council for the Town of Pincher Creek accept the 2024 Pincher Creek Foundation Requisition as information.	Director of Corporate Services	Complete	January 22, 2024	
January 22, 2024	24-042	That Council for the Town of Pincher Creek agrees to cancel the February 28, 2024 Community Engagement Session.	CAO	Complete	January 22, 2024	
January 22, 2024	24-043	That Council for the Town of Pincher Creek agrees purchase the 2024 membership to the Alberta Association of Police Governance for \$200.	Director of Corporate Services	Complete	January 22, 2024	
January 22, 2024	24-050	That Council for the Town of Pincher Creek accept the Organizational Structure comments as information.	CAO	Complete	January 22, 2024	
January 22, 2024	24-051	That Council for the Town of Pincher Creek accept the Rehabilitation/Reuse Study Final Report and Property Condition Assessments for 840 and 670 Main Street, Pincher Creek, and submit them to Lethbridge Property Appraisal Inc for property valuations.	CAO	In Progress		Reports sent Jan 24; expect valuation April 26
January 22, 2024	24-052	That Council for the Town of Pincher Creek call a special Council Meeting for January 29, 2024 at 6pm in Town Council Chambers to discuss the Priority Action Items Update.	CAO	Complete	January 29, 2024	
January 22, 2024	24-053	That Council for the Town of Pincher Creek defer the Priority Action Items Update to the January 29, 2024 at 6pm.	CAO	Complete	January 29, 2024	

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
January 22, 2024	24-054	That Council for the Town of Pincher Creek direct council members to bring back the information from the IDP Committee meeting to a council meeting for further discussion.	CAO	Complete	March 11, 2024	See Motion 24-106
February 12, 2024	24-068	That Council for the Town of Pincher Creek accept the historical background regarding the Designation of Lebel Mansion as a Municipal Historic Resource as information.	Recreation Manager	Complete	February 12, 2024	
February 12, 2024	24-069	That Council for the Town of Pincher Creek direct administration to apply for an extension to the Municipal Heritage Grant to upgrade the Lebel windows and bring back to a future Council meeting for decision on whether to proceed with Phase 1 of the Lebel Windows project.	Director of Corporate Services	Complete	February 14, 2024	
February 12, 2024	24-070	That Council for the Town of Pincher Creek direct administration to bring back information on energy improvement on the Lebel Mansion windows.	Recreation Manager	Complete	March 25, 2024	
February 12, 2024	24-071	That Council for the Town of Pincher Creek agrees to provide \$6360 to the Community Centre Hall Society to support hall operations regarding utilities, based on the Joint Funding Committee formula of Town 53% and Municipal District 47%.	Director of Corporate Services	Complete	April 8, 2024	Cheque Requisition Prepared for Accounts Payable
February 12, 2024	24-072	That Council for the Town of Pincher Creek discuss potential for future Community Centre Hall Society funding be set as a budget line item.	Director of Corporate Services	In Progress		
February 12, 2024	24-073	That Council for the Town of Pincher Creek send a letter to the MD to ask consideration in funding the other portion of the community hall request.	CAO	Complete	February 21, 2024	Email to CAO
February 12, 2024	24-074	That Council for the Town of Pincher Creek direct Administration to hold a (Capital Plan) workshop in May 2024.	Director of Corporate Services	In Progress		
February 12, 2024	24-075	That Council for the Town of Pincher Creek supports the Pincher Creek Regional Emergency Management Organization (PCREMO) to budget for Regional Deputy Directors of Emergency Management (RDDEM's) costs associated with training and skill maintenance.	CAO	Complete	April 9, 2024	Email to CAO at MD
February 12, 2024	24-076	That Council for the Town of Pincher Creek accept the October 2023 to January 2024 resolution spreadsheets report as information.	CAO	Complete	February 12, 2024	
February 12, 2024	24-079	That Council for the Town of Pincher Creek accept the Operations fourth quarter report as information with thanks.	Director of Operations	Complete	February 12, 2024	
February 12, 2024	24-082	That Council for the Town of Pincher Creek approve and authorize the Development Agreement between the Town of Pincher Creek and 898845 Alberta Ltd. O/A Link Builders for Plan 1728F, Lot 14, 1093 Beverley McLachlin Drive, the Development Area	Legislative Services Manager	In Progress		

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
February 26, 2024	24-084	That Council for the Town of Pincher Creek agree to add 8.2 CAO Recruitment Update to the February 26, 2024 Regular Council meeting agenda.	Executive Asst	Complete	February 26, 2024	
February 26, 2024	24-087	That Council for the Town of Pincher Creek receive the STARS delegation report as information.	CAO	Complete	February 26, 2024	
February 26, 2024	24-088	That Council for the Town of Pincher Creek encourage the Allied Arts Council to apply for Community Facility Enhancement Program and other grants to support improvements to the Historic Lebel Mansion.	CAO	Complete	March 27, 2024	
February 26, 2024	24-089	That Council for the Town of Pincher Creek review deer fencing and other control options at the March 25 Council Meeting.	Recreation Manager	In Progress		
February 26, 2024	24-090	That Council for the Town of Pincher Creek agree and give second reading to Land Use Bylaw Amendment 1547-AS amending the Land Use Bylaw to redesignate lands located at 655 and 659 Main Street and 656 Charlotte Street, and legally described as Lot 13, Plan 552LK and Lot 103, Plan 460B from "Transitional Commercial - C4" to "Direct Control - DC", and Lot 14, Plan 552LK and Lot 102, Plan 552LK from "Downtown/Retail Commercial - CI" to "Direct Control - DC".	Legislative Services Manager	Complete	February 26, 2024	
February 26, 2024	24-091	That Council for the Town of Pincher Creek agree and give third and final reading to Land Use Bylaw Amendment 1547-AS amending the Land Use Bylaw to redesignate lands located at 655 and 659 Main Street and 656 Charlotte Street, and legally described as Lot 13, Plan 552LK and Lot 103, Plan 460B from "Transitional Commercial - C4" to "Direct Control - DC", and Lot 14, Plan 552LK and Lot 102, Plan 552LK from "Downtown/Retail Commercial - CI" to "Direct Control - DC", and that a copy of which be attached hereto forming part of the minutes.	Legislative Services Manager	Complete	February 26, 2024	
February 26, 2024	24-092	That Council for the Town of Pincher Creek receive the request for tax payment penalty refund on Roll #800800 as information.	CAO	Complete	March 18, 2024	email sent to Heidi
February 26, 2024	24-093	That Council for the Town of Pincher Creek agrees to hold a Special Council meeting on March 25 at 3:30 pm to review CAO applications for prospective candidates.	CAO	Complete	March 25, 2024	
February 26, 2024	24-096	That Council for the Town of Pincher Creek direct administration to present the prebudget submission letter from the National Police Federation to the police advisory committee to achieve a letter of support.	FCSS Coordinator	In Progress		
February 26, 2024	24-099	That Council for the Town of Pincher Creek direct administration to pursue a supplemental water source for the golf course.	Director of Operations	In Progress		
February 26, 2024	24-100	That Council for the Town of Pincher Creek receive for information the two Councillor Code of Conduct Complaint final reports.	CAO	Complete	February 26, 2024	

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
February 26, 2024	Notice of Motion	That Council for the Town of Pincher Creek agree to provide, to the public, information illustrating complete Concept, Engineering, Geotechnical details, construction cost analysis, facility ownership, lease, partnership and proposed operating and management projections related to the proposed Community Recreation and Event Centre to be located at the Golf Course and that the above-described information be made available in total, in a public information event to be scheduled not later than April 17, 2024	CAO	Complete	March 11, 2024	
March 11, 2024	24-102	That Council for the Town of Pincher Creek agree to add 8.8 Signage Request from Class 6A Canyon School, 8.9 Bylaw Recruitment, 9.2 RCMP Public Event to the March 11, 2024 Regular Council meeting agenda.	Executive Asst	Complete	March 12, 2024	
March 11, 2024	24-105	That Council for the Town of Pincher Creek accepts the invitation to the 2024 Volunteer Appreciation Event on April 18 and commits to providing a representative to speak and bring greetings on behalf of the Town.	Communications & Marketing Officer	Complete	April 18, 2024	
March 11, 2024	24-106	That Council for the Town of Pincher Creek agree and approve the second objection letter to Evolgen regarding a proposed Solar Power Plant Proposal in the Municipal District of Pincher Creek.	Legislative Services Manager	Complete	March 12, 2024	
March 11, 2024	24-107	That Council for the Town of Pincher Creek appoints Councillors to attend the 2024 Pincher Creek & District Chamber of Commerce Trade Show on April 26 & 27.	CAO	Complete	March 25, 2024	
March 11, 2024	24-108	That Council for the Town of Pincher Creek direct administration to add Purple Day (March 26) to support Epilepsy Awareness to the list in the Proclamations Policy 123-21.	Legislative Services Manager	Complete	March 18, 2024	And email sent to Calgary Epilepsy
March 11, 2024	24-109	That Council for the Town of Pincher Creek agree and approve the new five (5) year Lease Agreement dated May 1, 2023 with the Pincher Creek 5 Pin Bowlers Association for that portion of the Community Recreation Complex, Plan 3880BD, Block 1, described as the Bowling Lanes, Squash Courts, Foyer, Entrance and Washroom Space for annual payments of \$5,782 and \$300 for snow removal.	Legislative Services Manager	Complete	April 15, 2024	
March 11, 2024	24-110	That Council for the Town of Pincher Creek direct administration to prepare an updated lease agreement between the Town of Pincher Creek and the Fred Huddlestun Senior Citizen Centre Society for a portion of the Memorial Community Centre Arena (Lot 1, Block 5, Plan 9111546) including annual rent in the amount of \$1100.	Legislative Services Manager	In Progress		

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
March 11, 2024	24-111	That Council for the Town of Pincher Creek agrees to provide, to the public, information illustrating complete Concept, Engineering, Geotechnical details, construction cost analysis, facility ownership, lease, partnership and proposed operating and management projections related to the proposed Community Recreation and Event Centre to be located at the Golf Course and that the above-described information be made available in total, in a public information event to be scheduled not later than August 15, 2024.	CAO	In Progress		First mtg with Curling Club held March 18;delegation April 22
March 11, 2024	24-112	That Council for the Town of Pincher Creek direct administration to have a meeting with the Curling Club to discuss timelines and status and report back to council.	CAO	Complete	March 25, 2024	
March 11, 2024	24-113	That Council for the Town of Pincher Creek direct administration to add the signage request to the March 25, 2024 Council Meeting.	Executive Asst	Complete	March 25, 2024	
March 11, 2024	24-114	That Council for the Town of Pincher Creek accept the Bylaw Recruitment update as information.	CAO	Complete	March 11, 2024	
March 11, 2024	24-116	That Council for the Town of Pincher Creek accept the RCMP Public Event as information.	CAO	Complete	March 11, 2024	
March 11, 2024	24-118	That Council for the Town of Pincher Creek direct administration to add politics in municipal government and the ABMunis report to the next Committee of the Whole.	Executive Asst	Complete	April 3, 2024	
March 25, 2024	24-126	That Council for the Town of Pincher Creek agree to add 11.1 Minister Shultz to the March 25, 2024 Regular Council meeting agenda.	Executive Asst	Complete	March 25, 2024	
March 25, 2024	24-131	That Council for the Town of Pincher Creek adopt the amended Community Housing Committee Terms of Reference to include economic development and community interest.	FCSS Coordinator	Complete	March 25, 2024	
March 25, 2024	24-132	That Council for the Town of Pincher Creek direct administration to investigate costs and grant possibilities to add Blackfoot language on two Town welcome signs and the Mayor to respond to each student's letter.	Communications & Marketing Officer	In Progress		Response letters sent March 27, 2024
March 25, 2024	24-133	That Council for the Town of Pincher Creek agrees to direct Administration to review Lebel Mansion Municipal Historic Resource Designation Bylaw 1614-14 regarding windows as character defining elements, research a cost estimate for non-historical windows, review estimated cost of all phases of the window replacement project and bring back to the April 22, 2024 Council Meeting.	Recreation Manager	In Progress		
March 25, 2024	24-134	That Council for the Town of Pincher Creek agrees to provide formal approval of the Enel Grant and to proceed with the installation of Solar Array at the Lebel Mansion for a total project cost up to \$19,000 to be funded from grants.	Recreation Manager	In Progress		

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
March 25, 2024	24-135	That Council for the Town of Pincher Creek agree and give first reading to Council Code of Conduct Bylaw 1622-24.	Legislative Services Manager	Complete	March 25, 2024	
March 25, 2024	24-136	That Council for the Town of Pincher Creek agree and give second reading to Council Code of Conduct Bylaw 1622-24.	Legislative Services Manager	Complete	March 25, 2024	
March 25, 2024	24-137	That Council for the Town of Pincher Creek unanimously agree to present Council Code of Conduct Bylaw 1622- 24 for third and final reading at the March 25, 2024 regular meeting of Council.	Legislative Services Manager	Complete	March 25, 2024	
March 25, 2024	24-138	That Council for the Town of Pincher Creek agree and give third and final reading to Council Code of Conduct Bylaw 1622- 24 and that a copy of which be attached here to forming part of the minutes.	Legislative Services Manager	Complete	March 25, 2024	
March 25, 2024	24-139	That Council for the Town of Pincher Creek agree to give first reading to the Municipal Borrowing Bylaw #1570-24.	Director of Corporate Services	Complete	March 25, 2024	
March 25, 2024	24-140	That Council for the Town of Pincher Creek agree to give second reading to the Municipal Borrowing Bylaw #1570-24.	Director of Corporate Services	Complete	March 25, 2024	
March 25, 2024	24-141	That Council for the Town of Pincher Creek upon unanimous consent, agree to present the Municipal Borrowing Bylaw #1570-24 for third and final reading.	Director of Corporate Services	Complete	March 25, 2024	
March 25, 2024	24-142	That Council for the Town of Pincher Creek agree to give third and final reading to the Municipal Borrowing Bylaw #1570-24, and that a copy be attached hereto and form part of the minutes.	Director of Corporate Services	Complete	March 25, 2024	
March 25, 2024	24-143	That Council for the Town of Pincher Creek accept the Flag Protocol Policy 145-05 review, Lebel Mansion lease review and Town of Westlock flagpole and crosswalk bylaw process for information.	CAO	Complete	March 25, 2024	
March 25, 2024	24-144	That Council for the Town of Pincher Creek approve introducing an automated phone service to provide more efficient customer service to the public.	Director of Corporate Services	In Progress		
March 25, 2024	24-145	That Council for the Town of Pincher Creek accept the Curling Club Community Recreation & Event Centre building project update for information.	CAO	Complete	March 25, 2024	
March 25, 2024	24-146	That Council for the Town of Pincher Creek agree to change the funding sources for the \$1,150,000 as follows: Fire Reserve - 23-00-00-4760 \$125,000 Municipal Sustainability Grant \$589,478.35 Local Government Fiscal Framework: \$435,521.65	Director of Corporate Services	Complete	March 25, 2024	
March 25, 2024	24-149	That Council for the TOPC direct Administration to bring the Oldman Watershed Council contribution request to the April 8, 2024 regular council meeting.	Executive Asst	Complete	April 8, 2024	
March 25, 2024	24-152	That Council for the Town of Pincher Creek accepts the Minister Shultz update as information.	CAO	Complete	March 25, 2024	

**TOWN OF PINCHER CREEK
2024 COMMITTEE OF THE WHOLE RESOLUTIONS**

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
January 3, 2024	COTW 2024-002	That the Committee of the Whole for the Town of Pincher Creek agrees to add 8.3 Water Restriction Bylaw and 9.1 Organizational Direction Discussion to the January 3, 2024 Committee of the Whole Agenda.	Executive Asst	Complete	January 3, 2024	
January 3, 2024	COTW 2024-004	That the Committee of the Whole for the Town of Pincher Creek agree to cover 1/3 of the invoice to the Ag Society, from Riteline Electric, totaling \$1,312.50, with the amount to be covered from the Municipal Tax Stabilization Reserve.	Director of Corporate Services	Complete	January 15, 2024	Cheque #32750
January 3, 2024	COTW 2024-005	That the Committee of the Whole for the Town of Pincher Creek invite the Community Hall Board Society to make a presentation at the next Joint Council Meeting.	CAO	Complete	January 30, 2024	
January 3, 2024	COTW 2024-006	That the Committee of the Whole for the Town of Pincher Creek refer the discussion on the landscape concept plans and drawings for both Childcare Centers to the Regular Meeting of Council January 8, 2024.	CAO	Complete	January 8, 2024	See Motion 24-011
January 3, 2024	COTW 2024-007	That the Committee of the Whole for the Town of Pincher Creek directs Administration to bring back an update on the amendments to be made to the Water Use Bylaw for January 8, 2024.	CAO	Complete	January 8, 2024	
January 3, 2024	COTW 2024-012	That the Committee of the Whole for the Town of Pincher Creek direct Administration to investigate the possibility of establishing a trust account for building the curling rink.	Director of Corporate Services	In Progress		
January 3, 2024	COTW 2024-013	That the Committee of the Whole for the Town of Pincher Creek direct Administration to add the PC Emergency Services Commission Agreement to the next Joint Council Agenda	CAO	Complete	January 30, 2024	
January 3, 2024	COTW 2024-014	That the Committee of the Whole for the Town of Pincher Creek direct Administration to investigate the use of an employment agency for the CAO Recruitment.	CAO	Complete	January 8, 2024	See Motion 24-013

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
February 7, 2024	COTW 2024-016	That the Committee of the Whole for the Town of Pincher Creek agrees to add 8.5 Strategic Planning and 8.6 Engagement Survey to the February 7, 2024, Committee of the Whole Agenda	Executive Asst	Complete	February 7, 2024	
February 7, 2024	COTW 2024-019	That Council for the Town of Pincher Creek direct administration to amend the Council Code of Conduct Bylaw 1622-24 as discussed.	Legislative Services Manager	Complete	March 6, 2024	
February 7, 2024	COTW 2024-020	That Council for the Town of Pincher Creek discuss combining the inactive economic development committee with the community housing committee.	FCSS Coordinator	Complete	March 25, 2024	
February 7, 2024	COTW 2024-021	That Council for the Town of Pincher Creek approve a letter of support to the Cowley Lions Club for their CFEP grant application to upgrade the power at the Cowley Castle River Campground.	CAO	Complete	February 26, 2024	
February 7, 2024	COTW 2024-022	That Council for the Town of Pincher Creek provide a Letter of Support to the Southwest Alberta Sustainable Community Initiative (SASCI) for its application to the Alberta Government's Small Community Opportunity Programs for a part-time Community Energy Specialist.	CAO	Complete	March 11, 2024	
February 7, 2024	COTW 2024-023	That Council for the Town of Pincher Creek That Committee of the Whole for the Town of Pincher Creek approves Mayor Anderberg taking the Munis 101 and Councils Role in Service Delivery Courses and authorizes the town cover the registration costs of \$619.50.	Director of Corporate Services	In Progress		
February 7, 2024	COTW 2024-024	That Council for the Town of Pincher Creek That Committee of the Whole for the Town of Pincher Creek agrees to recommend Patrick Neumann for recipient of the Exemplary Services medal.	Mayor	Complete	February 27, 2024	
March 6, 2024	COTW 2024-028	That the Committee of the Whole for the Town of Pincher Creek direct administration to prepare and present Council Code of Conduct Bylaw 1622-24 for first reading.	Legislative Services Manager	Complete	March 25, 2024	
March 6, 2024	COTW 2024-029	That the Committee of the Whole for the Town of Pincher Creek receive the Land Use Bylaw information as presented.	Legislative Services Manager	Complete	March 6, 2024	

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
March 6, 2024	COTW 2024-030	That the Committee of the Whole for the Town of Pincher Creek calls a special meeting with the discretion of the CAO & ORRSC for the next meeting date on the Land Use bylaw 1547 review.	CAO	Complete	March 14, 2024	
March 6, 2024	COTW 2024-031	That the Committee of the Whole for the Town of Pincher Creek directs administration to do a doodle poll to set up the Special Council Meeting for the next Land Use Bylaw 1547 review.	CAO	Complete	March 14, 2024	
March 6, 2024	COTW 2024-032	That the Committee of the Whole for the Town of Pincher Creek directs administration to prepare copies of the Land Use Map in large size and laminated for the next Land Use Bylaw 1547 Review Meeting	Legislative Services Manager	Complete	March 14, 2024	
April 3, 2024	COTW 2024-034	That the Committee of the Whole for the Town of Pincher Creek agree to add 9.1 Property Updates to the April 3, 2024, Committee of the Whole Agenda.	Executive Asst	Complete	April 3, 2024	
April 3, 2024	COTW 2024-035	That the Committee of the Whole for the Town of Pincher Creek agree to add 8.3 Volunteer Appreciation Event to the April 3, 2024, Committee of the Whole Agenda	Executive Asst	Complete	April 3, 2024	
April 3, 2024	COTW 2024-038	That Council for the Town of Pincher Creek direct administration to draft a letter to the local MLA, Minister of Municipal Affairs and the Premier opposing political parties in local elections and further, to use ABmunis key messages in social media/newsletter postings.	CAO	In Progress		
April 3, 2024	COTW 2024-041	That the Committee of the Whole for the Town of Pincher Creek direct administration to provide a letter of support to the Pincher Creek and District Agricultural Society to apply for grants to replace their tractor.	CAO	Complete	April 10, 1024	
April 3, 2024	COTW 2024-044	That the Committee of the Whole for the Town of Pincher Creek agree to accept the Property Updates as information.	CAO	Complete	April 3, 2024	

**TOWN OF PINCHER CREEK
2024 SPECIAL COUNCIL MEETING RESOLUTIONS**

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
January 29, 2024	24-061	Council for the Town of Pincher Creek advance funds to Pincher Creek Emergency Services Commission for the purchase of land and building at 1377 Hunter Street, Pincher Creek, Alberta, to be funded as follows: \$423,000 Municipal Sustainability Initiative Grant; \$239,000 from the Pincher Creek Emergency Services Reserve; and \$488,000 from the Local Government Fiscal Framework Grant.	Director of Corporate Services	Complete		
March 14, 2024	24-120	That Council for the Town of Pincher Creek approve the March 14, 2024, Special Council meeting agenda as presented.	Executive Asst	Complete	March 14, 2024	
March 25, 2024		No actionary motions made				

**TOWN OF PINCHER CREEK
2024 JOINT COUNCIL MEETING RESOLUTIONS**

Date	Motion #	Resolutions	Assigned to	Status	Date Completed	Comments
January 30, 2024	J-0001	That Council for the Town of Pincher Creek agree to add 4.1 Curling Club Funding and 4.2 Water Restrictions to the January 30, 2024 Joint Council Meeting agenda as amended.	CAO	Complete	January 30, 2024	
January 30, 2024	J-0004	That Council for the Town of Pincher Creek directs Town administration to take the lead on reviewing and updating the Pincher Creek Emergency Services Commission Agreement in collaboration with the administration from the Municipal District of Pincher Creek	CAO	In Progress		
January 30, 2024	J-0005	That Council for the Town of Pincher Creek directs administration to update Schedule D of the Pincher Creek Emergency Services Commission Agreement with the funding formula as agreed to by Council for the Town of Pincher Creek and Council for the Municipal District of Pincher Creek.	CAO	In Progress		



**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
April 22, 2024**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	Apr 9, 2024	Town of Okotoks	Towns South Update - March
2.	Apr 5, 2023	Safety Codes Council	2023 Annual Internal Review - Completed - Town of Pincher Creek
3.	Apr 9, 2024	Alberta Utilities Commission	Sunrise Solar Project
4.	Apr 10, 2024	City of Medicine Hat	SARA Looking for 2025 Host Community
5.	Apr 11, 2024	Pieridae Energy	Pieridae WAG Report - April 2024
6.	Apr 12, 2024	Pieridae Energy	Pieridae Energy Waterton Plant Community Open House - Monday April 29, 2024 from 4-6 pm
7.	Apr 15, 2024	Alberta Health Services	You are invited to the Palliser Triangle Health Advisory Council Zoom Meeting on Monday, April 22 @ 12 - 2 pm
8.	April 16, 2024	Ministry of Seniors, Community and Social Services Government of Alberta	Recognizing Seniors' Week 2024 - Community Declaration

From: Tanya Thorn <tthorn@okotoks.ca>

Sent: Tuesday, April 9, 2024 11:18 AM

To: Tanya Thorn <tthorn@okotoks.ca>

Subject: Towns South Update - March

Hello Town's South Mayors, Councillors and CAO's,

Hope everyone is doing well and getting ready for the nice weather to show up. Although I am still hoping for some nice rain ahead. Was great to see many of you at the Municipal Leaders Caucus in March and I hope you all found some value from the sessions. So let me jump right into some updates for you:

Analysis of Premier Smith's Comments at March MLC on Municipal Funding

At March's event Premier Smith made a statement that the Government of Alberta will be investing \$3.6 Billion in Alberta Municipalities in 2024. She further highlighted that this is about \$900 million more than what will be collected through the provincial education property tax. As a reminder the original intent of MSI was to provide municipalities back similar funding as the education portion.

In order to understand her analysis our staff took a deep dive into the figures she presented which were:

- **\$2.23 billion** in municipal infrastructure support
- **\$577 million** in capital maintenance and support
- **\$708 million** in roads and bridges
- **\$95 million** in additional projects.

I know you will all find this breakdown interesting and I encourage you to chat with your MLA about

what the numbers actually mean and how they continue to show the need for the additional \$1 Million in LGFF base funding. Full analysis of how the Premier came up with these numbers can be found here: <https://www.abmunis.ca/news/breaking-down-albertas-capital-support-municipalities-2024>

Canada Community Building Fund aka the Gas Tax

Currently the federal government is in negotiations with the provinces on changes to this funding program. FCM is the primary advocate on this but I want to raise this issue so you are aware. The basics of it are that the federal government is looking to take an unconditional infrastructure program (*funds allocated in Alberta are a base amount + population*) – and turning it into a conditional infrastructure program based on certain housing criteria. I encourage each of you to reach out to your local MP and share your concerns. I have attached the overview from FCM for more details.

ABMunis Public Risk Conference April 18 - 19

This day and a half event will cover emerging risk topics affecting us and arm you with tools to take back to your municipalities. See the agenda attached. I will be there so make sure you come say hi if you are there. I am looking forward to discussions on cybersecurity, wildfire and the Alberta Water Act. You can register [here](#).

Intermunicipal Collaboration Survey – Deadline April 19

Currently Alberta Municipal Affairs has a survey out looking for input on ICF agreements. I would encourage everyone to provide your input. Click [here](#) for the provincial survey.

Fall Convention Sep 25 – 27 Red Deer

Hotel registration has opened up so make sure you secure your hotel.

<https://www.abmunis.ca/events/2024-convention-trade-show#!nav-accommodations>

LGFF – KM of road calculation

At Municipal Leaders Caucus someone asked me about whether Alleys counted to a Municipalities KM of roads calculation. Staff has investigated and here is the answer:

Alleys are not counted in a municipality's KM of roads so they are not counted in the LGFF allocation formula.

Here is the definition of how a municipality calculates its KM of road per Alberta's Statistical Information Return Instruction manual:

5520 Length of All Open Roads Maintained (km)

The length of all open and maintained roads under the direction, control and management of the municipality, regardless of the number of lanes. Road means land that is shown as a road on a survey

plan that has been filed or registered in a land titles office, is used as a public road, and includes bridges forming part of a public road. Road allowances that are not open, or **ones that are considered laneways/back lanes are not to be included.**

[Statistical information return \(SIR\) instructions - Open Government \(alberta.ca\)](#)

FCM's 'Update Required' campaign tackles infrastructure funding

The Federation of Canadian Municipalities (FCM) launched a social media campaign on March 1 to ensure the voices of Canadian municipalities across the country are heard on the need for sustained infrastructure investment. FCM has developed a fulsome tool kit to support communities' efforts to secure predictable and equitable infrastructure funding during a period of historic growth throughout Canada. Click [here](#) to download the toolkit, which features key messages, templates and sample products.

Well that is probably enough for a Tuesday morning. Have a great week everyone and I look forward to catching up with everyone soon.

Tanya

Tanya Thorn, BA, ICD.D (she/her)

Blackfoot Name: Óóhkotok Aakíí

Mayor, Town of Okotoks | Director Towns South, Alberta Municipalities

O. [403-938-8904](tel:403-938-8904)

E. tthorn@okotoks.ca



Canada Community Building Fund Re-Negotiation 2024

Overview

- The Canada Community-Building Fund (CCBF) provides more than \$2.4 billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities.
- Provinces are currently engaged in renegotiating the Canada Community Building Fund (formerly the federal Gas Tax Fund) bilateral agreements with the federal government. The current 10-year agreements expire this year. Alberta has stated they expect the fund to be renewed, with approximately \$266 million to flow to the province in 2024-25. [See this link](#) for more information on how the fund currently works in Alberta.
- Earlier this spring Infrastructure Canada provided a Housing Commitments and Reporting Guidance document to provinces. This document outlines proposed conditions related to CCBF funding that would be applied to provinces and municipalities, particularly those with a population over 30,000.
- FCM supports the federal government’s stated goal of investing in municipal infrastructure to increase local housing supply. We agree that all orders of government need to work together to address the housing crisis. However, we are also advocating to ensure that the fund remains a source of **direct, predictable long-term funding for local infrastructure priorities, without onerous new conditions** – especially given that municipalities are going through a period of historic growth.

Potential Changes and Impacts

*** PLEASE NOTE: Negotiations between provinces and the federal government as signatories to the CCBF agreements are ongoing. FCM is not privy to developments at the negotiating table. The proposals outlined in the early federal guidance document may not reflect the current status of negotiations.**

Guidance document draft proposals *

- The Government of Canada would provide a Statement of Priorities outlining housing actions each year that would be expected in order for funding to flow to signatories. For example, this could include asking the province to implement measures related to zoning, expedited local permitting and approvals processes, or local housing needs assessments.

- Provinces would be required to respond to indicate the measures they will be taking and confirm how they will use the CCBF funding to build the enabling infrastructure to improve housing.
- By March 31, 2025, ultimate recipients (i.e. municipalities) with a 2021 Canadian Census population of 30,000 or more would be required to complete and make available to the federal government a Housing Needs Assessment prepared according to federal guidance. Provinces would have discretion to extend this requirement to smaller communities if desired.
- Provinces would be required to compile data on housing outcomes for communities over 30,000 and report on an annual basis, for each project, how many units of new housing units were enabled and how many affordable housing units were enabled or preserved. If a community clearly demonstrates in their Housing Needs Assessment that their community has no housing pressures, they would not be subject to all the same requirements.

Possible impacts *

- **Shift away from asset management and state of good repair:** There is a need to clarify that municipalities will still have flexibility to allocate CCBF funding to renew existing assets based on age or condition, and to allocate funding to projects that contribute to housing supply more indirectly, such as by maintaining or increasing services for existing and future residents and enabling the overall growth of the community or region.
- **Impacts on predictability:** While annual letters and reporting was part of the previous CCBF 10-year agreement, the proposed new policy measured to be decided each year risk increasing administrative burden and delaying the timing of the first payment each fiscal year. FCM is recommending that municipalities receive the first payment of each year in July without delay, regardless of the status of annual negotiations on the Statement of Priorities, in order to proceed with critical local infrastructure projects.
- **Shift to provincial/municipal role:** Proposed changes in the early guidance document could result in significant decisions being made at the provincial level without adequate local input. Outside BC and Ontario, municipalities are not formally at the negotiating table and will not have a voice. FCM is recommending that the CCBF agreements require provinces to include municipalities in decision-making processes regarding measures that directly impact them.

Join us to advocate

- **FCM has prepared a toolkit to help with our drive to renew the CCBF without onerous conditions.** Feel free to customize these in line with your local insight—after all, you know the reality on the ground better than anyone. The toolkit contains:
 - Key messages
 - Template resolution for adoption by your municipal council
 - Template letter to communicate the resolution to your federal Member of Parliament
- Together, our collective efforts will ensure our voices are heard during this critical window in time, as we continue to advocate for a **Municipal Growth Framework** that will empower local governments.

April 4, 2024

Lisa Goss
QMP Manager
Town of Pincher Creek
BOX 159
Pincher Creek AB T0K 1W0

Dear Lisa Goss:

**RE: 2023 Annual Internal Review
Town of Pincher Creek - Accreditation No: M000253**

The Town of Pincher Creek 2023 Annual Internal Review (AIR) for the building, electrical, gas and plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect. Thank you for submitting your review promptly.

One Item that was flagged during our review is regarding your Quality Management Plan (QMP). It is important to keep the QMP as up to date as possible as this describes the terms and conditions of accreditation. The Aged QMP Program was introduced in 2022, requires organizations to update their QMPs every five years in accordance with Accreditation Policy. Organizations with a QMP date of 2019 will receive a formal notification letter in August of 2024, informing them of a mandatory update.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best Regards,



Peter Burrows
Administrator of Accreditation

LM

2023

Annual Internal Review

Accredited Municipality

Town of Pincher Creek



2023- Municipal Accreditation

Accreditation Information

Accreditation ID: M000253
Municipal Name: Town of Pincher Creek
Population Size: 3622
Municipal Type: Municipality
Accredited Disciplines: Building, Electrical, Fire, Gas, Plumbing
Application Disciplines: Building, Electrical, Gas, Plumbing

QMP Information

QMP	Disciplines Covered	QMP Approved Date	QMP Manager Name (First name , Last name)	QMP Manager Job Title
515	Plumbing, Gas, Building, Electrical	2019-06-27	Lisa Goss	Legislative Services Manager

Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits Issued	25	45	24	11	0	105
Permits Closed	28	55	22	16	0	121
Permits Open	28	17	10	6	0	61
Inspection Completed	56	73	28	20	0	177
Orders Issued	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0
Variances Issued	0	0	0	0	0	0

QMP Administration

a.	Are the contacts listed on Council Connect for your organization current?	Yes
b.	Is an accredited agency under contract to provide safety codes services?	Yes
c.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other	Services Type	Contract Start Date
A000178-Park Enterprises	Yes	Yes	Yes	Yes	Yes	30	70			2024-02-01

Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i.	The municipality is not in arrears in its remittance of the Council Levy.	Yes
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes



iv.	Agency contracts are current and up-to-date.	Yes
v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

		Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
1. A000178-Park Enterprises					
a.	Overall satisfaction.		Yes		
b.	Delivery of permit services.		Yes		
c.	Delivery of inspection services.		Yes		
d.	Timeliness and responsiveness of service delivery.		Yes		
e.	Competency and knowledge of SCOs.		Yes		
f.	Actions taken to improve the delivery of safety codes services.		Yes		
g.	Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.		Yes		

Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

File Information

Discipline: Gas **Permit Issue Date:** 2023-08-22 **Permit Closure Date:** 2023-11-09

Issuing Organization: Park Enterprises Ltd.

Permit Issuer: Bonnie Wilson **DOP Number:** P00009998

Inspecting Organization: Park Enterprises Ltd

Inspecting SCO: Craig Damen **DOP Number:** D00010835

Discipline: Building **Permit Issue Date:** 2023-03-28 **Permit Closure Date:** 2023-11-18

Issuing Organization: Park Enterprises Ltd.

Permit Issuer: Courtney Rowe **DOP Number:** P00010560

Inspecting Organization: Park Enterprises Ltd

Inspecting SCO: Abraham Fehr **DOP Number:** D00009363

Discipline: Electrical **Permit Issue Date:** 2023-10-17 **Permit Closure Date:** 2023-11-08

Issuing Organization: Park Enterprises Ltd.

Permit Issuer: Robin Benedetti **DOP Number:** P00010777

Inspecting Organization: Park Enterprises Ltd

Inspecting SCO: Jacob Koster **DOP Number:** D00009190

Discipline: Private Sewage **Permit Issue Date:** **Permit Closure Date:**

Issuing Organization:

Permit Issuer: **DOP Number:**

Inspecting Organization:

Inspecting SCO: **DOP Number:**



Discipline: Plumbing

Permit Issue Date: 2021-09-14

Permit Closure Date: 2023-11-30

Issuing Organization: Park Enterprises Ltd.

Permit Issuer: Bonnie Wilson

DOP Number: P00009998

Inspecting Organization: Park Enterprises Ltd

Inspecting SCO: Micheal Proctor

DOP Number: D00009711

File Review

Building	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	Yes
	ii.	Professional involvement occurred as required in the municipality's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	No
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	No
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		
Electrical	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes

Electrical	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	No
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	No
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
	Gas	a.	Construction Document Review
		Was a construction document review required?	Yes
		If yes, Please verify the following	
i.		Plans were reviewed as prescribed in the municipality's QMP.	Yes
ii.		Professional involvement occurred as required in the municipality's QMP.	Yes
iii.		Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
b.		Permit Issuance	
		Please verify the following:	
i.		The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
ii.		The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
iii.		The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
iv.		The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
c.		Orders	
i.		Was an order issued?	No
ii.		If yes, the order is registered with the Council.	No
d.		Variances	
i.		Was a variance issued?	No
ii.		If yes, the variance is registered with the Council.	No
e.		Inspections and File Closure	
		Please verify the following:	
i.	Inspections completed within the prescribed time frame.	Yes	
ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
v.	Was the permit closed with an unsafe condition?	No	
vi.	Did the inspections identify deficiencies?	Yes	
1.	Were the deficiencies resolved prior to permit closure?	Yes	

Gas	2.	Were the deficiencies an unsafe conditions?	No
	3.	Was a verification of compliance accepted?	No
Plumbing	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	No
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	No
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	Yes
1.	Were the deficiencies resolved prior to permit closure?	No	
2.	Were the deficiencies an unsafe conditions?	No	
3.	Was a verification of compliance accepted?	Yes	
Private Sewage	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
ii.	If yes, the order is registered with the Council.		

Private Sewage	d.	Variances	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	Was the permit closed with an unsafe condition?	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	

Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

2. Any other general comments, concerns or issues the municipality would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

Municipal Acknowledgement and Signature

Signature: Lisa Goss

Date: 2024-04-02

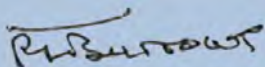
Job Title: Legislative Services Manager

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

For Safety Council Use Only

Administrator of Accreditation Review and Approval

Signature:



Date: 2024-04-04

Notice of applications Sunrise Solar Project and Colony 685S Substation

Sunrise Solar Project GP Limited has filed applications for a solar power plant and a substation in the Municipal District of Pincher Creek

Proceeding 28843 Applications 28843-A001 and 28843-A002

The Alberta Utilities Commission (AUC), the independent utilities regulator, will be considering the electric transmission and power plant development applications in Proceeding 28843. If you feel you may be affected by these applications you can provide input to the AUC to review before it makes its decision.

Written submissions are due April 24, 2024.

Sunrise Solar Project GP Limited has applied to construct and operate a 75-megawatt solar power plant, and an associated substation, designated as the Sunrise Solar Project. The applications have been filed under the *Hydro and Electric Energy Act*.

The project would be located on approximately 500 acres in the Municipal District of Pincher Creek. The substation would be located in Legal Subdivision 5, Section 34, Township 6, Range 30, west of the Fourth Meridian. The power plant would be sited on the specific lands listed in the following table.

Quarter	Section	Township	Range	Meridian
NW	27	6	30	W4M
SE	28	6	30	W4M
NE	28	6	30	W4M
SE	33	6	30	W4M
SW	34	6	30	W4M

RECEIVED

APR 09 2024

Town of Pincher Creek

Additional information about the applications

The applications and any associated documents are publicly available and can be accessed from the eFiling System on the AUC website www.auc.ab.ca. Alternatively, for more information about what is being applied for, or for a copy of the applications, please contact:

Sunrise Solar Project GP Limited
c/o ASCENT Energy Partners Ltd.
Jennifer Traichel
Phone: 587-216-0696
Email: jennifer@ascentpartners.ca

Submissions

If you wish to participate in this proceeding, please visit our website and log in to the eFiling System, go to Proceeding 28843, and register to participate under the “registered parties” tab. For guidance on how to use the eFiling System, please visit www.auc.ab.ca/how-to-use-efiling. Alternatively, please contact us at 310-4AUC (310-4282) in Alberta or info@auc.ab.ca for more information or assistance with filing your submission. The lead application officer, Daria Serba, can also be contacted at daria.serba@auc.ab.ca or 403-592-4514.

The AUC may make its decision without further notice or process if no written submissions are received.

Submissions must include your name, address, phone number, legal land location, description of your land in relation to the proposed development and a description of your interest in the land, your business, or your activities which may be affected by the proposed project. Please also briefly describe the issues you would like the AUC to consider when making its decision.

Privacy

To support an open and transparent process, information you send to the AUC will be publicly available through the AUC’s eFiling System. If there is confidential information you would like to file, a request must be made in advance of filing your submission.

Issued on March 27, 2024.

Alberta Utilities Commission





April 10, 2024

To Honourable Mayor and Council Members,

The Southern Alberta Recreation Association is inviting the regions within S.A.R.A. to send in Bids with a Letter of Intent to host the Southern Alberta Summer Games in 2025. Our mission is to *“promote the benefits of sport & recreation and facilitates related initiatives in Southern Alberta to help develop healthy and active individuals and communities”*.

If your region or Municipality is interested in hosting the games, please forward an Expression of Interest via email to karbra@medicinehat.ca. Regions are welcome to partner with other communities within their respective municipalities to provide a broad selection of sporting events for regions to participate in. The following are the Southern Alberta Summer Games sporting activities and cultural events that have been a feature since the games began. The sports in bold are typically core sports that each region hosts, with the others being optional host sports.

Sports & Cultural Events		
5/10 KM Run 2.5/3 KM Walk/Run Archery Badminton Ball Hockey Baseball 3 on 3 Basketball Beach Volleyball Bowling Cribbage Cycling (Road Race & Time Trials) Darts E-Sports	Equestrian Flag Football Golf Gymnastics Handgun Horseshoes Kayaking Lacrosse Mini Soccer Motocross Mountain Biking Photography Pickleball	Rugby Slo-pitch Small bore Soccer Softball Swimming Track and Field Trapshooting Tennis Triathlon Weightlifting

S.A.R.A. is a non-profit organization formed in the late 1960s and incorporated in 1973. Our largest initiative is the Southern Alberta Summer Games (S.A.S.G), which was hosted annually in a select community in Southern Alberta. The Covid-19 pandemic halted the 2020-2022 games, and we were unable to find a host community in 2023. We are excited to work with our upcoming 2024 host, to be announced in the following months. Our goal at S.A.R.A. is *“To provide an opportunity for the greatest number of people to participate in an enjoyable grass roots festival”*, will continue to be viable. We’re looking to the future, and collaboration is essential.

Thank you for your continued support as we navigate the path ahead,

Best regards,

Kara Brake

Chair

Southern Alberta Recreation Association



Hello everyone! We are happy to welcome you all back to the WAG Report.

As it has been a bit since you've heard from us, we thought we should reintroduce ourselves. Our vision at Pieridae is to enhance our position as a major Canadian producer and processor of natural gas and sulphur in the Western Canadian Foothills by developing new reserves, optimizing our infrastructure, improving our cost structure and maintaining excellent relationships in the communities where we live and work. *The Waterton area remains key to achieving this vision.*

The oil and gas industry is a giant factor in Alberta's economy, with mining and fossil fuels accounting for nearly 26 per cent of Alberta's GDP in 2020. The oil and gas industry also directly accounts for 120,000 jobs, or [5.9 per cent of all employment in the province](#) ("Alberta Labour and Immigration" Alberta Mining and Oil and Gas Extraction – Industry Profile 2020).

The Pieridae Waterton facility contributed over \$80 MM in taxes, royalties, employee salaries and services directly benefitting Alberta. Social investment in Waterton continued in 2023, supporting organizations like Adaptable Outdoors, the Windy Slopes Health Foundation, the Pincher Creek Women's Emergency Shelter and others.

ENVIRONMENTAL

Pieridae continues to operate the Waterton Gas Plant as per the Environmental Protection and Enhancement Act (EPEA) Approval, which prescribes environmental monitoring as per the Alberta Energy Regulator (AER) requirements. Pieridae is meeting the EPEA monitoring obligations and regulatory deadlines outlined in the Approval for the plant for Air, Groundwater, Soils, Surface Water, Industrial Runoff and Wastewater.

Pieridae continues to operate four continuous air trailers, monitoring for H₂S, SO₂, and wind parameters, as well as 23 passive air samplers for H₂S and SO₂, in the areas around the Waterton gas plant and field gathering system.

Some recent highlights and upcoming environmental activity include:

- The 2023 annual environmental monitoring reporting for the



Waterton Gas Plant is being completed . This includes surface water/groundwater monitoring, air monitoring, wastewater monitoring and soil monitoring/management programs.

- The 2024 spring groundwater and surface water monitoring programs will commence between April and June at the plant and other field licensed facilities.
- The invasive species and vegetation control programs will continue again this spring, utilizing the integrated approach of chemical applications, mowing and hand-picking control measures.
- Pieridae is continuing to operate the sulfolane groundwater treatment system at the Waterton Gas plant which utilizes aeration and biodegradation to remove the sulfolane from groundwater near the gas plant.
- Shell has continued their groundwater delineation drilling and monitoring program in 2023 and into 2024, completing new groundwater monitoring wells in and around the Waterton plant for sulfolane delineation.

LICENSE TRANSFER

You may recall in January 2022 Pieridae and Shell withdrew the previous application due to changes in the regulatory framework. Pieridae and Shell continue to work together towards a future license transfer application for the Foothills assets. While the timing of a new license transfer application is still uncertain, Pieridae is committed to ensuring that all interested parties and impacted stakeholders are engaged when an application is submitted under the new requirements.

Pieridae currently operates the assets on a day-to-day basis, while Shell remains the licensee.



Over the past four years of operations, Pieridae has maintained a steadfast dedication to safe, environmentally responsible, and compliant operations. We continue to responsibly abandon and reclaim sites as necessary, while ensuring the long-term sustainability of the assets.

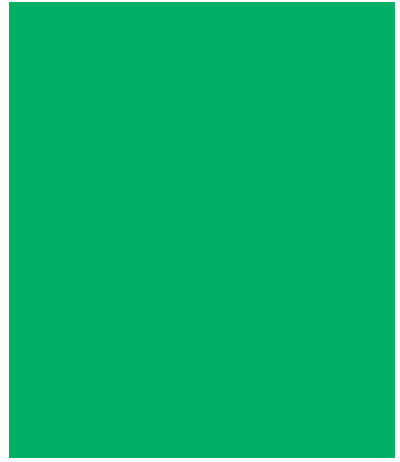
RURAL CRIME

You may have seen in the news over the past months that workplace thefts have been on the rise. Our own operations have been targeted by criminals and thieves over the province. These incidents pose a serious risk to the safety of our personnel, the community, the security of our assets, and the continuity of our operations. *If you see something suspicious, please reach out.*

WHAT'S NEXT

We are excited to announce that we will be hosting an in-person session on April 29. More information will follow in the form of an invitation. We hope to see you there!





From: Karen Spencer <karen.spencer@pieridaenergy.com>

Sent: Friday, April 12, 2024 11:21 AM

Subject: Pieridae Energy Waterton Plant Community Open House - Monday April 29, 2024 from 4-6 pm

Hi all,

You are invited to **Pieridae Energy's Waterton Plant Community Open House** at the **Pincher Creek Community Hall – 287 Canyon Drive, Pincher Creek** on Monday April 29th from 4 – 6 p.m.

Please join us for a short presentation followed by a Q&A and light refreshments. We look forward to seeing you there!

No RSVP required. For more information, please contact me at 1-403-680-4285 or karen.spencer@pieridaenergy.com .



Karen Spencer, P .Eng., MPP (she/her)

Director of ESG



3100, 308-4 Avenue SW | Calgary, AB | T2P 0H7

T: 403-680-4285

www.pieridaenergy.com

PEA.TO

Join the healthcare conversation



Participate in the Palliser Triangle Health Advisory Council Meeting

Join us for an AHS South Zone Leadership update and hear from the Wellspring Cancer Support Alberta team.

Date: Monday, April 22, 2024

Time: 12:00 – 2:00 pm

[Register to attend via Zoom now](#)



More info:

call: 1-877-275-8830

email: PalliserTriangle@ahs.ca



Palliser Triangle
Health Advisory Council

Good morning Community Members,

Join us for an AHS South Zone Leadership update and hear from the Wellspring Cancer Support Alberta team.

Date: Monday, April 22, 2024

Time: 12:00 – 2:00 pm

[Register to attend via Zoom now](#)

Thank you, and we look forward to connecting with you.

Christine Osunde

Senior Advisor, Community Engagement & External Relations

[Alberta Health Services](#)



Learn more about how AHS is improving healthcare by [subscribing](#) to our biweekly newsletter, Together4Health Headlines.

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From: Seniors Information <Seniorsinformation@gov.ab.ca>
Sent: Tuesday, April 16, 2024 2:14 PM
To: Seniors Information <Seniorsinformation@gov.ab.ca>
Subject: Recognizing Seniors' Week 2024 - Community Declaration

For 38 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 3 to 9, and will be kicked off with a provincial launch event on June 3 in the Town of Banff.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, the declaration must be made by a senior official (i.e., Mayor/Reeve, Chief) of an Alberta community. This is done at the community level, such as at a town council meeting. If your community does not have a declaration template, attached is a Community Declaration. Once your community has made the declaration, kindly notify us at seniorsinformation@gov.ab.ca by May 31, 2024, so that we can recognize your community on [our website](#).

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit www.alberta.ca/seniors-week.aspx or email us at seniorsinformation@gov.ab.ca if you have any questions.

Thank you.

Ministry of Seniors, Community and Social Services
Government of Alberta



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 3 – 9, 2024 to be Seniors' Week in

Community

Official Title

Official Signature

A handwritten signature in black ink, appearing to be "J. Nixon", written over a horizontal line.

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: 4th Quarter Financial Report 2023	
PRESENTED BY: Wendy Catonio, Director of Finance and Human Resources	DATE OF MEETING: 4/22/2024

PURPOSE:

To present to Council the 4th Quarter Financial Report providing some clarification on new accounting rules and reconciliation to a balanced budget.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the 4th Quarter Financial Report as information.

BACKGROUND/HISTORY:

The Public Sector Accounting Board has given direction that all municipalities must recognize Asset Retirement Obligations. This has created a liability on the Town's financial statements with an offsetting Asset. These amounts are estimates and will continue to be evaluated each year.

ALTERNATIVES:

That the Council for the Town of Pincher Creek request further information

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The Town of Pincher Creek received an unqualified audit opinion.

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

This report will be posted on the Town's website.

ATTACHMENTS:

4th Quarter Report 2023 - 3396

CONCLUSION/SUMMARY:

Administration supports accepting the 4th Quarter Financial Report as information.

Signatures:
Department Head:

Wendy Catonio

CAO:

Doug Henderson

2023 FINANCIAL RESULTS

Attached are the two financial reports for the 4th Quarter of 2023. The large discrepancy between actuals and budget are due to the fact that the Pincher Creek Community Early Learning Centre financial statements are consolidated with the Town of Pincher Creek's financial statements at year end. The actual numbers are included but there is no corresponding budget numbers resulting in large variances when comparing actual to budget.

At the bottom of both reports is a reconciliation of the Deficiency in Operations to a balanced budget which is a requirement of the Municipal Government Act section 243 (3) and (3.1).

ASSET RETIREMENT OBLIGATION

Effective in 2023, all Municipalities are now required to recognize an Asset Retirement Obligation.

What is an Asset Retirement Obligation (ARO)?

“A legal obligation associated with the retirement of a tangible, long-lived asset, where the Town will be responsible for removing equipment or cleaning up hazardous materials at some future date.”

For example, if the Town owns a building which they know to have asbestos identified in a report, there is an obligation to recognize the liability now but may not be payable until some future date.

The largest portion of the Town's ARO, \$13,200,000, is related to the 850,000 square meters of Waste Water Lagoons located north of Pincher Creek. This amount is an estimate of the costs that will be incurred to decommission the Waste Water Lagoons when the Town no longer requires them. It involves the removal of any contaminants and the reclamation of the site.

Why is there a requirement to recognize ARO?

Asset Retirement Obligations ensure that known future problems are planned for and resolved.

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

	2023 Actual	2023 Budget	Variance	% Variance
Revenues				
Net municipal property taxes (Note 1)	\$4,975,453.27	\$4,975,611.61	\$158.34	100.00%
User fees and sales of goods	2,601,701.94	2,351,227.21	(250,474.73)	110.65%
Government transfers for operating	1,929,330.88	1,239,577.32	(689,753.56)	155.64%
Franchise and concession contracts (Note 2)	944,490.16	898,550.00	(45,940.16)	105.11%
Rentals	722,970.29	759,024.51	36,054.22	95.25%
Investment income	351,832.68	230,860.00	(120,972.68)	152.40%
Penalties & Costs	84,546.27	100,000.00	15,453.73	84.55%
Licences & Permits (Note 3)	151,364.15	112,600.00	(38,764.15)	134.43%
Other Revenues & Adjustments	144,011.08	163,689.21	19,678.13	87.98%
Total Revenue	11,905,700.72	10,831,139.86	(1,074,560.86)	109.92%

Expenses (Note 4)

Legislative	480,817.06	391,278.22	(89,538.84)	122.88%
Administration	1,359,743.62	624,543.72	(735,199.90)	217.72%
Protective Services	1,226,261.93	1,433,120.77	206,858.84	85.57%
Roads, streets, walks & lighting	1,343,827.52	1,423,805.64	79,978.12	94.38%
Water supply & distribution	1,318,955.45	1,267,511.37	(51,444.08)	104.06%
Wastewater treatment & disposal	1,163,702.07	1,036,751.09	(126,950.98)	112.25%
Waste management	593,771.34	585,890.08	(7,881.26)	101.35%
Other environmental use & protection	62,138.09	88,736.26	26,598.17	70.03%
Public health & welfare services	377,505.28	402,509.46	25,004.18	93.79%
Planning & development	652,390.95	912,375.83	259,984.88	71.50%
Recreation & Culture	4,674,622.19	4,055,298.41	(619,323.78)	115.27%
Total Expenses	13,253,735.50	12,221,820.85	(1,031,914.65)	108.44%
Excess (Deficiency) revenue over expenses before other	(1,348,034.78)	(1,390,680.99)	(42,646.21)	96.93%

Other

Government transfers for capital	34,452.09	1,626,330.00		
Gain (loss) on disposal of tangible capital assets	81,800.00	500.00		
	<u>116,252.09</u>	<u>1,626,830.00</u>		
Excess (Deficiency) of revenue over expenses	(1,231,782.69)	236,149.01		

BALANCED BUDGET

Excess (Deficiency) revenue over expenses	(1,231,782.69)	236,149.01		
Add: Non-Cash Items				
Amortization	2,037,371.46	1,678,480.00		
Asset Retirement Obligation - Accretion Expense	372,972.00			
Capital Asset Trade In (New Cost 207300-Gain 49155)	158,145.00			
	<u>1,336,705.77</u>	<u>1,914,629.01</u>		
Less: Repayment of long term debt	(203,774.15)	(203,774.12)		
Cash from operations for capital projects	1,132,931.62	1,710,854.89		
Loan Funding Capital Projects		1,725,000.00		
Net transfers (to)/from reserves	748,293.54	1,958,182.91		
Funds for Capital Asset Purchase	1,881,225.16	5,394,037.80		
Less: Acquisition of tangible capital assets	1,877,332.20	5,393,900.00		
	<u>3,892.96</u>	<u>137.80</u>		
Add: PCCELC Net Surplus	3,252.00			
BALANCED BUDGET	640.96	137.80		



TOWN OF PINCHER CREEK

Operating Statement - By Object

For the Twelve Months Ending Sunday, December 31, 2023

	2023 Actual	2023 Budget	Variance	% Variance
Revenues				
Net municipal property taxes	\$4,975,453.27	\$4,975,611.61	\$158.34	100.00%
User fees and sales of goods	2,601,701.94	2,351,227.21	(250,474.73)	110.65%
Government transfers for operating	1,929,330.88	1,239,577.32	(689,753.56)	155.64%
Franchise fees	944,490.16	898,550.00	(45,940.16)	105.11%
Rentals & Leases	722,970.29	759,024.51	36,054.22	95.25%
Return on Investments	351,832.68	230,860.00	(120,972.68)	152.40%
Penalties and costs of taxes	84,546.27	100,000.00	15,453.73	84.55%
Licences and permits	151,364.15	112,600.00	(38,764.15)	134.43%
Other Revenues & Adjustments	144,011.08	163,689.21	19,678.13	87.98%
Total Revenue	11,905,700.72	10,831,139.86	(1,074,560.86)	109.92%
Expenses				
Salaries, wages & benefits	5,200,758.63	4,350,738.58	(850,020.05)	119.54%
Contracted and general services	1,047,397.30	1,058,294.38	10,897.08	98.97%
Professional Services	1,229,718.15	1,317,717.96	87,999.81	93.32%
R & M and rentals & leases	1,116,458.80	1,663,987.77	547,528.97	67.10%
Insurance	182,734.70	171,288.00	(11,446.70)	106.68%
Goods	553,795.57	527,050.01	(26,745.56)	105.07%
Utilities	827,597.82	744,150.01	(83,447.81)	111.21%
Land Held For Resale - Costs	2,891.78		(2,891.78)	0.00%
Amortization	2,039,639.46	1,678,480.00	(361,159.46)	121.52%
Asset Retirement Obligation - Accretion Expense	372,972.00		(372,972.00)	0.00%
Transfers to Organizations	513,168.92	543,499.50	30,330.58	94.42%
Bank Charges	14,930.24	9,500.00	(5,430.24)	157.16%
Interest on long-term debt	111,537.93	119,964.64	8,426.71	92.98%
Other Expenditure & Adjustment	40,134.20	37,150.00	(2,984.20)	108.03%
Total Expenses	13,253,735.50	12,221,820.85	(1,031,914.65)	108.44%
Excess (Deficiency) revenue over expenses before other	(1,348,034.78)	(1,390,680.99)	(42,646.21)	96.93%
Other				
Government transfers for capital	34,452.09	1,626,330.00	1,591,877.91	
Gain (loss) on disposal of tangible capital assets	81,800.00	500.00	(81,300.00)	
	116,252.09	1,626,830.00	1,510,577.91	
Excess (Deficiency) revenue over expenses	(1,231,782.69)	236,149.01	1,467,931.70	
BALANCED BUDGET				
Excess (Deficiency) revenue over expenses	(1,231,782.69)	236,149.01		
Add: Non-Cash Items				
Amortization	2,037,371.46	1,678,480.00		
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	1,336,705.77	1,914,629.01		
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