



**TOWN OF PINCHER CREEK COUNCIL
MEETING AGENDA
Monday, May 27, 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 RCMP – Cpl Marty Reed (Page 2)
 - 4.2 Royal Canadian Legion Pincher Creek Branch (Page 11)
- 5. Adoption of Minutes**
 - 5.1 Minutes of the Regular Meeting of Council held on May 13, 2024 (Page 12)
 - 5.2 Minutes of the Special Meeting of Council held on May 16, 2024 (Page 19)
 - 5.3 Minutes of the Special Meeting of Council held on May 21, 2024 (Page 21)
- 6. Business Arising from the Minutes**
- 7. Bylaws**
 - 7.1 Council Procedural Bylaw 1596-24 (Page 23)
- 8. New Business**
 - 8.1 Letter of support for Heritage Acres (Page 64)
 - 8.2 Pincher Creek Family Centre Request (Page 67)
 - 8.3 Mayors Course Request (Page 70)
- 9. Reports**
 - 9.1 Council (Upcoming Meetings & Events)
 - 9.2 Chief Administrative Officer
 - 9.3 Others
- 10. Administration**
 - 10.1 Distribution List (Page 72)
- 11. Closed Session Discussion**
- 12. Notice of Motion**
- 13. Adjournment**

The next Regular Council Meeting is scheduled for June 10, 2024 AT 6:00 p.m.



2024-April 30

Sgt Ryan Hodge
Detachment Commander
Pincher Creek, AB

Dear Mayor Anderberg,

Please find the quarterly Community Policing Report attached that covers the January 1st to March 31st, 2024 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Pincher Creek.

I would also like to introduce you to Deputy Commissioner Rob Hill, the new Commanding Officer of the Alberta RCMP. Deputy Commissioner Hill has had a diverse and wide-ranging RCMP career, spanning from the Prairies to the Arctic, with positions along the way that have included Drugs Section in Winnipeg and as the former Detachment Commander of Stony Plain (now amalgamated in to Parkland). With public safety as the beacon guiding our operations, Deputy Commissioner Hill is focussed on community engagement; Reconciliation; employee wellness; and recruiting new police officers and retention. Deputy Commissioner Hill is proud to lead your Alberta RCMP and looks forward to meeting you in the future.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sgt Ryan Hodge
Detachment Commander
Pincher Creek Detachment



Pincher Creek Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	1	0	0	N/A	N/A	0.0
Sexual Assaults		1	1	4	2	0	-100%	-100%	-0.1
Other Sexual Offences		0	0	11	1	0	N/A	-100%	0.1
Assault		16	18	10	19	13	-19%	-32%	-0.5
Kidnapping/Hostage/Abduction		0	0	1	2	0	N/A	-100%	0.2
Extortion		1	2	0	0	0	-100%	N/A	-0.4
Criminal Harassment		5	10	5	8	14	180%	75%	1.6
Uttering Threats		6	9	3	4	7	17%	75%	-0.3
TOTAL PERSONS		29	40	35	36	34	17%	-6%	0.6
Break & Enter		16	3	11	7	4	-75%	-43%	-2.0
Theft of Motor Vehicle		9	2	7	3	2	-78%	-33%	-1.3
Theft Over \$5,000		4	2	1	0	3	-25%	N/A	-0.4
Theft Under \$5,000		27	16	26	17	14	-48%	-18%	-2.5
Possn Str Goods		12	7	3	2	0	-100%	-100%	-2.9
Fraud		18	8	13	10	7	-61%	-30%	-2.0
Arson		0	0	0	0	2	N/A	N/A	0.4
Mischief - Damage To Property		10	5	6	13	11	10%	-15%	1.0
Mischief - Other		9	12	13	13	2	-78%	-85%	-1.3
TOTAL PROPERTY		105	55	80	65	45	-57%	-31%	-11.0
Offensive Weapons		3	0	9	3	1	-67%	-67%	-0.1
Disturbing the peace		14	4	6	10	7	-50%	-30%	-0.8
Fail to Comply & Breaches		37	6	6	23	20	-46%	-13%	-1.7
OTHER CRIMINAL CODE		15	6	5	5	5	-67%	0%	-2.1
TOTAL OTHER CRIMINAL CODE		69	16	26	41	33	-52%	-20%	-4.7
TOTAL CRIMINAL CODE		203	111	141	142	112	-45%	-21%	-15.1



Pincher Creek Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	2	3	0	0	-100%	N/A	-0.8
Drug Enforcement - Trafficking		2	2	1	0	1	-50%	N/A	-0.4
Drug Enforcement - Other		1	0	0	0	0	-100%	N/A	-0.2
Total Drugs		6	4	4	0	1	-83%	N/A	-1.4
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	0	2	1	0%	-50%	0.2
TOTAL FEDERAL		7	4	4	2	2	-71%	0%	-1.2
Liquor Act		33	6	3	8	3	-91%	-63%	-5.8
Cannabis Act		0	1	0	1	0	N/A	-100%	0.0
Mental Health Act		7	16	15	14	12	71%	-14%	0.8
Other Provincial Stats		17	26	11	29	22	29%	-24%	1.3
Total Provincial Stats		57	49	29	52	37	-35%	-29%	-3.7
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		3	2	1	4	2	-33%	-50%	0.0
Total Municipal		3	2	1	4	2	-33%	-50%	0.0
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	2	1	5	5	400%	0%	1.1
Property Damage MVC (Reportable)		62	48	55	70	45	-27%	-36%	-1.2
Property Damage MVC (Non Reportable)		6	5	6	4	7	17%	75%	0.1
TOTAL MVC		69	55	62	79	57	-17%	-28%	0.0
Roadside Suspension - Alcohol (Prov)		0	3	1	5	5	N/A	0%	1.2
Roadside Suspension - Drugs (Prov)		0	1	0	0	0	N/A	N/A	-0.1
Total Provincial Traffic		137	224	210	355	282	106%	-21%	42.1
Other Traffic		6	0	1	2	1	-83%	-50%	-0.8
Criminal Code Traffic		17	10	15	12	7	-59%	-42%	-1.8
Common Police Activities									
False Alarms		7	12	8	6	11	57%	83%	0.2
False/Abandoned 911 Call and 911 Act		21	11	3	8	3	-86%	-63%	-3.9
Suspicious Person/Vehicle/Property		48	21	16	16	18	-63%	13%	-6.5
Persons Reported Missing		7	2	5	4	1	-86%	-75%	-1.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		11	12	7	18	14	27%	-22%	1.2
Form 10 (MHA) (Reported)		0	0	0	2	0	N/A	-100%	0.2



Pincher Creek Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	1	1	1	N/A	0%	0.3
Robbery		1	1	2	2	3	200%	50%	0.5
Sexual Assaults		11	4	7	5	8	-27%	60%	-0.5
Other Sexual Offences		5	1	1	12	2	-60%	-83%	0.5
Assault		71	68	82	55	70	-1%	27%	-1.5
Kidnapping/Hostage/Abduction		1	0	0	1	4	300%	300%	0.7
Extortion		0	2	4	2	1	N/A	-50%	0.2
Criminal Harassment		17	23	35	18	31	82%	72%	2.3
Uttering Threats		29	31	41	32	34	17%	6%	1.1
TOTAL PERSONS		135	130	173	128	154	14%	20%	3.6
Break & Enter		37	42	34	31	44	19%	42%	0.3
Theft of Motor Vehicle		27	20	29	22	18	-33%	-18%	-1.6
Theft Over \$5,000		7	5	7	3	11	57%	267%	0.6
Theft Under \$5,000		98	103	99	81	112	14%	38%	0.6
Possn Stn Goods		13	16	21	15	11	-15%	-27%	-0.5
Fraud		46	41	39	43	38	-17%	-12%	-1.4
Arson		1	0	0	0	0	-100%	N/A	-0.2
Mischief - Damage To Property		23	51	48	47	88	283%	87%	12.6
Mischief - Other		68	43	53	48	58	-15%	21%	-1.5
TOTAL PROPERTY		320	321	330	290	380	19%	31%	8.9
Offensive Weapons		7	9	14	27	15	114%	-44%	3.4
Disturbing the peace		71	84	63	68	76	7%	12%	-0.6
Fail to Comply & Breaches		165	69	37	58	71	-57%	22%	-19.9
OTHER CRIMINAL CODE		20	34	25	19	23	15%	21%	-0.9
TOTAL OTHER CRIMINAL CODE		263	196	139	172	185	-30%	8%	-18.0
TOTAL CRIMINAL CODE		718	647	642	590	719	0%	22%	-5.5



Pincher Creek Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Possession		11	17	11	13	8	-27%	-38%	-1.0
Drug Enforcement - Trafficking		3	4	9	4	9	200%	125%	1.2
Drug Enforcement - Other		0	3	0	3	1	N/A	-67%	0.2
Total Drugs		14	24	20	20	19	36%	-5%	0.6
Cannabis Enforcement		2	1	2	2	1	-50%	-50%	-0.1
Federal - General		13	15	9	14	8	-38%	-43%	-1.1
TOTAL FEDERAL		29	40	31	36	28	-3%	-22%	-0.6
Liquor Act		211	95	79	57	46	-78%	-19%	-36.8
Cannabis Act		2	2	4	5	1	-50%	-80%	0.1
Mental Health Act		38	63	65	68	75	97%	10%	7.9
Other Provincial Stats		106	101	74	87	99	-7%	14%	-2.8
Total Provincial Stats		357	261	222	217	221	-38%	2%	-31.6
Municipal By-laws Traffic		2	1	0	0	1	-50%	N/A	-0.3
Municipal By-laws		22	14	21	12	16	-27%	33%	-1.4
Total Municipal		24	15	21	12	17	-29%	42%	-1.7
Fatals		1	1	2	1	0	-100%	-100%	-0.2
Injury MVC		13	16	15	13	23	77%	77%	1.7
Property Damage MVC (Reportable)		234	258	236	225	218	-7%	-3%	-6.5
Property Damage MVC (Non Reportable)		33	34	28	33	25	-24%	-24%	-1.7
TOTAL MVC		281	309	281	272	266	-5%	-2%	-6.7
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	11	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		1,469	930	1,034	1,150	1,189	-19%	3%	-34.0
Other Traffic		10	14	1	2	2	-80%	0%	-2.8
Criminal Code Traffic		90	99	61	51	60	-33%	18%	-10.8
Common Police Activities									
False Alarms		31	34	58	32	30	-3%	-6%	-0.4
False/Abandoned 911 Call and 911 Act		65	68	60	40	32	-51%	-20%	-9.4
Suspicious Person/Vehicle/Property		106	121	99	89	94	-11%	6%	-5.6
Persons Reported Missing		24	31	24	21	21	-13%	0%	-1.6
Search Warrants		0	0	2	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		37	48	41	55	76	105%	38%	8.5
Form 10 (MHA) (Reported)		0	1	2	6	5	N/A	-17%	1.5



RCMP Provincial Policing Report

Detachment Information

Name of Detachment

Pincher Creek

Name of Detachment Commander

Sgt. Ryan HODGE

Quarter

Q4

Date of Report (yyyy-mm-dd)

2024-04-24

FTE Utilization Plan

2023/24

Select Type of Policing Report

Municipal Policing Report Under

Municipal Policing Report Over

PPSA

Coaldale

Community Consultations

Consultation No. 1

Date (yyyy-mm-dd)

2024-01-17

Meeting Type

Meeting with Stakeholder(s)

Topics Discussed (this field expands)

Regular reporting information sharing

Notes /Comments (this field expands)

Police Advisory Committee meeting

Consultation No. 2

Date (yyyy-mm-dd)

2024-03-12

Meeting Type

Meeting with Elected Officials

Topics Discussed (this field expands)

Regular reporting information sharing, Crime Reduction Initiatives, Property Crime

Notes /Comments (this field expands)

Regular reporting of 2023 stats. Discussion around crime reduction concerns, drug use concerns and property crime.

Consultation No. 3

Date (yyyy-mm-dd)

2024-03-22

Meeting Type

Town Hall

Topics Discussed (this field expands)

Annual Planning

Notes /Comments (this field expands)

Annual planning meeting with general public, elected officials and Police Advisory Committee.



Community Priorities

Priority No. 1

Priority (this field expands)

Police / Community Relations - Police Visibility

Current Status and Results (this field expands)

Members were actively in schools through out the quarter including school talks, coaching, patrols and stopping in for visits.

There weren't many community events during the quarter but there was a town hall meeting hosted and foot patrols completed downtown.

Priority No. 2

Priority (this field expands)

Traffic

Current Status and Results (this field expands)

Good enforcement quarter with traffic initiatives including checkstops with other units/agencies. Traffic safety continues to remain a priority for the Pincher Creek area.

Priority No. 3

Priority (this field expands)

Crime Reduction

Current Status and Results (this field expands)

Property crime reduction remains a priority for the Pincher Creek Detachment. This quarter saw a drop in reported offences due to several prolific offenders being out of the community. There has been great support and a new relationship developed with IOM program and should see positive results moving forward.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	36	34	-6.00%	128	154	20.00%
Property Crime	65	45	-31.00%	290	380	31.00%
Other Criminal Code	41	33	-20.00%	172	185	8.00%
Total Criminal Code	142	112	-21.00%	590	719	22.00%
Drugs Offences	0	1		20	19	-5.00%
Other Federal Acts	2	2	0.00%	36	28	-22.00%
Other Provincial Acts	52	37	-29.00%	217	221	2.00%
Municipal By-Laws	4	2	-50.00%	12	17	42.00%
Motor Vehicle Collisions	79	57	-28.00%	272	266	-2.00%
Provincial Code Traffic	355	282	-21.00%	1,150	1,189	3.00%
Other Traffic	2	1	-50.00%	2	2	0.00%
Criminal Code Traffic	12	7	-42.00%	51	60	18.00%
Total Traffic Offences	369	290	-21.00%	1,203	1,251	4.00%

¹Data extracted from a live database (PROS) and is subject to change over time.

Trend / Points of Interest (this field expands)



Provincial Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	11	9	2	0
Detachment Support	3	3	1	0

2. Data extracted on March 31, 2024 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments (this field expands)

Police Officers: Of the 11 established positions, 9 officers are currently working. Two officers are not working for various reasons. There is no hard vacancy at this time.

Detachment Support: Of the three established positions, three resources are currently working. One resource is on special leave (Leave without Pay) and the position has been backfilled to ensure coverage. There is no hard vacancy at this time.

RECEIVED

RECEIVED

MAY 10 2024



Town of Pincher Creek



Town of Pincher Creek

ROYAL CANADIAN LEGION PINCHER CREEK BRANCH NO 43

691 MAIN STREET, PO BOX 131 PINCHER CREEK, ALBERTA T0K1W0

TELEPHONE 403 627 4024 EMAIL rclegion@outlook.com

May 4, 2024

Town of Pincher Creek
PO Box 159
Pincher Creek, Alberta

Re: Municipal Historical Resource Designation
Royal Canadian Legion Building
691 Main Street, Pincher Creek, AB

The Royal Canadian Legion Pincher Creek Branch #43 is requesting that the Town of Pincher Creek, please consider designation of the Legion Premises as a Municipal Heritage Historical Site.

The Legion has been doing their due diligence and research and have been in contact with the Manager, Historic Places Research and Designation, Historic Resources Management Branch, Alberta Arts, Culture & Status of Women who has provided us with information on proceeding to obtain the Municipal Designation.

The Town Council would be required to enter into an agreement with the Legion to waive compensation and designate the land. Also, Council is required to pass a Bylaw.

The Town has designated the Lebel Mansion as Municipal Historical Site, which is closely linked to our building as T. Lebel operated his store on our premises.

The Legion is prepared to assist your Legislative Director in crafting the Bylaw, along with the Historic Resources Manager.

The Royal Canadian Legion Pincher Creek Branch #43 would like to meet with Council to present our request for a Municipal Heritage Resource Designation.

Please included us as a delegation on your Council Agenda for Monday, May 13th, 2024.

Thank you.

Dick Burnham, Branch Service Officer



REGULAR MEETING OF COUNCIL
Held on Monday May 13, 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: K. Dunbar, Chief Administrative Officer; W. Catonio, Director of Corporate Services; K. Kozak, Planning and Development Officer; S. Burnell, Director of Operations; B. Millis, Safety & HR Manager; L. Goss, Legislative Services Manager; 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

CLELAND:

That Council for the Town of Pincher Creek agree to add 8.6 Bill 20, 8.7 Water & 9.1 Special Meeting to the May 13, 2024 Regular Council meeting agenda.

CARRIED 24-223

NODGE:

That Council for the Town of Pincher Creek accept the May 13, 2024 Regular Council meeting agenda as amended.

CARRIED 24-224

4. DELEGATIONS

- 4.1 Oldman Rose Society (Did not attend)
- 4.2 Gordon McMullen - Batting Cage at Sproule ball diamond

5. ADOPTION OF MINUTES

5.1 Minutes of the Special Meeting of Council held on April 17, 2024

GREEN:

That Council for the Town of Pincher Creek approves the Minutes of the Special Meeting of Council held on April 17, 2024 as presented.

CARRIED 24-225

5.2 Minutes of the Regular Meeting of Council held on April 22, 2024

WRIGHT:

That Council for the Town of Pincher Creek approves the Minutes of the Regular Meeting of Council held on April 22, 2024 as presented.

CARRIED 24-226

5.3 Minutes of the Special Meeting of Council held on April 25, 2024

CLELAND:

That Council for the Town of Pincher Creek approves the Minutes of the Special Meeting of Council held on April 25, 2024 as presented.

CARRIED 24-227

5.4 Minutes of the Committee of the Whole held on May 1, 2024

NODGE:

That Council for the Town of Pincher Creek approves the Minutes of the Committee of the Whole held on May 1, 2024 as presented.

CARRIED 24-228

6. BUSINESS ARISING FROM THE MINUTES

6.1 Lebel Mansion Windows

OLIVER:

That Council for the Town of Pincher Creek direct administration to propose amendments To the Lebel Mansion Municipal Historic Resource Designation By-Law 1614-14 to exclude the Lebel Mansion windows as Character Defining in Schedule A Statement of Significance and bring the amended by-law back to a future Council Meeting for adoption.

CARRIED 24-229

6.2 Oldman Rose Society of SW Alberta - Development Permit and Updated Agreement

BARBER:

That Council for the Town of Pincher Creek approve and authorize the agreement between the Town of Pincher Creek and the Oldman Rose Society of Southern Alberta dated June 1, 2024.

CARRIED 24-230

BARBER:

That Council for the Town of Pincher Creek authorize and direct administration to proceed and submit the Application for a Development Permit for the development of a six-foot fence located around the rose garden on 696 Kettles Street, Plan 460B, Lots 231-238, to the Municipal Development and Subdivision Authority (MDSA) for consideration in accordance with the Land Use Bylaw 1547. FURTHER That Council for the Town of Pincher Creek agree to waive the application fee for Development Permit 24-D0035.

CARRIED 24-231

7. BYLAWS

7.1 Bylaw 1473-24 Appointing the Chief Administrative Officer

CLELAND:

That Council for the Town of Pincher Creek That Council for the Town of Pincher Creek give the Repeal Obsolete and Redundant Bylaw Appointing the Chief Administrative Officer 1473-24A first reading.

CARRIED 24-232

CLELAND:

That Council for the Town of Pincher Creek give the Repeal Obsolete and Redundant Bylaw Appointing the Chief Administrative Officer 1473-24A second reading.

CARRIED 24-233

OLIVER:

That Council for the Town of Pincher Creek agree unanimously to present the Repeal Obsolete and Redundant Bylaw Appointing the Chief Administrative Officer 1473-24A for third reading at the May 13, 2024 regular meeting of Council.

CARRIED 24-234

GREEN:

That Council for the Town of Pincher Creek give the Repeal Obsolete and Redundant Bylaw Appointing the Chief Administrative Officer 1473-24A third and final reading.

CARRIED 24-235

8. NEW BUSINESS

8.1 Clean Energy Improvement Program

WRIGHT:

That Council for the Town of Pincher Creek receive the Clean Energy Improvement Program report as information.

CARRIED 24-236

8.2 QUEST Net Zero Communities Accelerator Benchmark

OLIVER:

That Council for the Town of Pincher Creek direct administration to bring back specific items from the opportunities to pursue.

CARRIED 24-237

8.3 June 12 Open House

BARBER:

That Council for the Town of Pincher Creek agree that administration will present the Winter Maintenance Survey results and share the Public Engagement Survey for the External Communications Plan development and directs administration to not have additional prepared topics of conversation and have a "Coffee with Council" open discussion.

CARRIED 24-238

8.4 Lightchasers Nature Photography Conference 2024

GREEN:

That Council for the Town of Pincher Creek agree to sponsor the 2024 Lightchasers Nature Photography Conference as a "Rise and Shine Partner (level 1)" for \$750 to be funded from the Community Contingency Grant and that a Council designate provides a welcome from the Town of Pincher Creek at the opening of the conference.

CARRIED 24-239

8.5 Senior's Week Council Event

GREEN:

That Council for the Town of Pincher Creek appoint Mayor Anderberg, Councillor Green and any other Councillors who wish to attend the Seniors Week Coffee with Council event at the Fred Huddleston Seniors Centre on June 4th, 2024 from 10:00 to 12:00.

CARRIED 24-240

8.6 Bill 20

8.7 Water

9. REPORTS

9.1 Council (Upcoming Meetings and Events)

ANDERBERG:

That Council for the Town of Pincher Creek call a special council meeting on May 21 2024 at 4:00pm pm on Personnel.

CARRIED 24-241

CLELAND:

That Council for the Town of Pincher Creek accept the Upcoming Meeting and Events report as information.

CARRIED 24-242

9.2 Chief Administrative Officer

9.3 Others

10. ADMINISTRATION

10.1 Council Information Distribution List

BARBER:

That Council for the Town of Pincher Creek accepts the May 13, 2024 Council Information Distribution List as information.

CARRIED 24-243

ANDERBERG:

That Council for the Town of Pincher Creek respond to the correspondence from the MD on the Arena Sound System and thank them for their contributions to the community.

CARRIED 24-244

OLIVER:

That Council for the Town of Pincher Creek direct administration to follow up with the window cleaning initiative.

CARRIED 24-245

*Mayor Anderberg called a recess at 7:50pm
Mayor Anderberg called the meeting back at 8:00pm*

11. CLOSED MEETING DISCUSSION

CLELAND:

That Council for the Town of Pincher Creek agree to move into closed session of Council on May 13, 2024 at 8:00 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Corporate Services, Director of Operations and Manager of Health and Safety in attendance.

CARRIED 24-246

OLIVER:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on May 13, 2024 at 9:22 pm in accordance with sections 16 & 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 24-247

11.1 Offer to Purchase Roll #04101400

NODGE:

That Council for the Town of Pincher Creek deny the request from South West Waste Management {1438954 Alberta Ltd.) to waive the requirement for a professional appraisal determining fair market value in accordance with the Right of First Refusal and Option to Purchase Agreement between the Town of Pincher Creek and 1438954 Alberta Ltd. dated June 2022.

CARRIED 24-248

Councillor Cleland requested a recorded vote:

For:

Anderberg
Wright
Oliver
Nodge
Green

Against:

Barber
Cleland

NODGE:

That Council for the Town of Pincher Creek refuse the offer to purchase from South West Waste Management {1438954 Alberta Ltd) and direct administration communicate to South West Waste Management that a wetland study is fourth coming and that will advise Council on further negotiations.

CARRIED 24-249

11.2 Offer to Purchase Roll #4102400 and #4102200

OLIVER:

That Council for the Town of Pincher Creek agree to amending the conditions of the Real Estate Purchase Contracts for Plan 0512718, Block 4, Lot 19 (1364 McEachern Street) dated August 23, 2023 and Plan 0512718, Block 4, Lot 18 (1368 Dobbie Avenue) dated September 11, 2023 as follows;
Removal on condition 2.b) The Purchaser covenants that he or she will commence to erect upon the said property a building that meets the criteria of the existing Town of

Pincher Creek land-use by law as it pertains to the said lands within 6 months from the Date of this agreement – it being understood and agreed that the said building shall be completed within two (2) years from the date of this agreement. Amendment of condition 4 to read UPON PAYMENT of all the monies herein agreed to be paid by the Purchaser, the Vendor covenants and agrees with the Purchaser to convey or cause to be conveyed to the Purchaser, by Transfer under the Land Titles Act, the said parcel of land, free and clear of all encumbrances but subject, nevertheless, to the exceptions, restrictions, and conditions in the existing Certificate of Title thereto, and in the original grant from the Crown, and such encumbrances, liens, and charges, as may have been made or suffered by the Purchaser. And the removal of condition 11 THE TOWN shall register the Development Agreement against the title, and the Purchaser shall pay the costs incurred by the Town in the registering and discharging of the registration at land Titles Office.

CARRIED 24-250

NODGE:

That Council for the Town of Pincher Creek agree to amending the conditions of the Real Estate Purchase Contracts for Plan 0512718, Block 4, Lot 19 (1364 McEachern Street) dated August 23, 2023 and Plan 0512718, Block 4, Lot 18 (1368 Dobbie Avenue) dated September 11, 2023 to require consolidation of the Parcels.

CARRIED 24-251

11.3 Offer to Purchase Roll #08600600

OLIVER:

That Council for the Town of Pincher Creek agree and accept the offer to purchase from Legendary Kind Edward Hotel in the amount of \$100,000 (GST Exempt) for Plan 0613747, Block 5, Lot 6 (1124 Table Mountain Street) dated May7, 2024 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 once the advertising period is complete.

CARRIED 24-252

11.4 Direction from Council Legal Situation

NODGE:

That Council for the Town of Pincher Creek direct Administration to proceed with non-binding mediation within the financial parameters as discussed.

CARRIED 24-253

11.5 Draft MOU for Curling Club

GREEN:

That Council for the Town of Pincher Creek accept the draft Memorandum of Understanding as information.

CARRIED 24-254

11.6 Land Development Reuse Study

OLIVER:

That Council for the Town of Pincher Creek accept the Land Development Reuse Study verbal update from administration as information.

CARRIED 24-255

12. NOTICE OF MOTION

**13. ADJOURNMENT
CLELAND:**

That this meeting of Council on May 13, 2024 be hereby adjourned at 9:32 pm.

CARRIED 24-256

MAYOR, D. Anderberg

CAO, K. Dunbar

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

S E A L

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



SPECIAL COUNCIL MEETING
Held on May 16, 2024
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg

Councillors: D. Green, G. Cleland, S. Nodge and B. Wright

With Regrets: W. Oliver and M. Barber

Staff: K. Dunbar, Chief Administrative Officer; L. Goss, Legislative Services Manager; K. Kozak, Planning and Development Officer; and K. Green, Executive Assistant

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 6:05 pm.

2. AGENDA APPROVAL
CLELAND:

That Council for the Town of Pincher Creek approve the May 16, 2024, Special Council meeting agenda as presented.

CARRIED 24-257

3. NEW BUSINESS
3.1 Land Use Bylaw Review

Mayor Anderberg called a recess at 7:47 pm
Mayor Anderberg called the meeting back at 7:55 pm

5. ADJOURNMENT

:

That this meeting of Council on May 16, 2024 be hereby adjourned at 8:45 pm.

CARRIED 24-258

MAYOR, D. Anderberg

CAO, K. Dunbar

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE TOWN OF PINCHER CREEK,
THIS 27th DAY OF MAY 2024 S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY MAY 27, 2024 AT 6:00 P.M.**

DRAFT



SPECIAL COUNCIL MEETING
Held on May 21, 2024
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor:	D. Anderberg
Councillors:	D. Green, G. Cleland, S. Nodge and B. Wright
With Regrets:	W. Oliver, and M. Barber
Staff:	K. Dunbar, Chief Administrative Officer; and K. Green, Executive Assistant

1. CALL TO ORDER

Mayor Anderberg called the meeting to order at 4:00 pm.

2. AGENDA APPROVAL

WRIGHT:

That Council for the Town of Pincher Creek approve the May 21, 2024, Special Council meeting agenda as presented.

CARRIED 24-259

3. NEW BUSINESS

4. CLOSED SESSION

GREEN:

That Council for the Town of Pincher Creek agree to move into closed session of Council on May 21, 2024 at 4:02 pm in accordance with section 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 24- 260

CLELAND:

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on May 21, 2024 at 4:10 pm in accordance with sections 24 of the Freedom of Information and Protection of Privacy Act.

CARRIED 24-261

4.1 Personnel

NODGE:

That Council for the Town of Pincher Creek receive the personnel update as information and direct the CAO to provide regular updates to Council.

CARRIED 24-262

5. ADJOURNMENT

*Special Council Meeting
May 21, 2024*

BARBER:

That this meeting of Council on May 21, 2024 be hereby adjourned at 4:11 pm.

CARRIED 24-263

MAYOR, D. Anderberg

CAO, K. Dunbar

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE TOWN OF PINCHER CREEK,
THIS 27th DAY OF MAY 2024 S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY MAY 27, 2024 AT 6:00 P.M.**



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Council Procedural Bylaw 1596-24	
PRESENTED BY: Konrad Dunbar, Chief Administrative Officer	DATE OF MEETING: 5/27/2024

PURPOSE:

Updating the Council Procedural Bylaw will create increased efficiency, accuracy, and transparency of Council Meetings.

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to give the Council Procedural Bylaw 1596-24, first reading.

That Council for the Town of Pincher Creek agree to give the Council Procedural Bylaw 1596-24, second reading.

That Council for the Town of Pincher Creek unanimously agree to present the Council Procedural Bylaw 1596-24, for third reading.

That Council for the Town of Pincher Creek agree to give the Council Procedural Bylaw 1596-24, third and final reading.

BACKGROUND/HISTORY:

In addition to small typographical and formatting updates, there are three main sections that have been added and or revised.

Consent Agenda

The use of a consent agenda is an efficient way for Council to expediently approve multiple items with one omni-bus motion. For example, approval of multiple previous meeting minutes can be approved with one motion instead of multiple motions.

Vote Recording

Votes against any motion will always be recorded complete with the name of the member. This removes the requirement for a member to request a recorded vote and provides increased transparency of the Council Meeting.

Digital Recording

The use of digital recordings for the purposes of record keeping enhances the accuracy of the minutes and provides for a review process if required.

ALTERNATIVES:

That Council for the Town of Pincher Creek agree to give the Council Procedural Bylaw 1596-24, first reading.

That Council for the Town of Pincher Creek direct administration to amend the Bylaw as discussed prior to second reading.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None

FINANCIAL IMPLICATIONS:

Reduced Council and administration time for attendance at meetings and in preparation of reports.

PUBLIC RELATIONS IMPLICATIONS:

Increased transparency of the Council decision process and accuracy of published meeting minutes.

ATTACHMENTS:

Clean Draft 1596-24 Council Procedural Bylaw - 3413

Tracked Draft 1596-24 Council Procedural Bylaw - 3413

CONCLUSION/SUMMARY:

The proposed changes to Council Procedural Bylaw 1586-24 are consistent with the MGA and are currently being used by many municipalities throughout Alberta.

Signatures:

Department Head:

Konrad Dunbar

CAO:

Konrad Dunbar



BYLAW 1596-241
of the
Town of Pincher Creek

Table of Contents

TITLE	
DEFINITIONS	
APPLICATION	1-2
ORGANIZATIONAL MEETING	3-5
COUNCIL AND COMMITTEE MEETINGS	6-18
COUNCIL MEETING AGENDAS	19-31
GENERAL PROCEEDINGS AT MEETINGS	32-52
DISCIPLINARY PROCEDURES	53-58
MOTIONS & RESOLUTIONS	59-92
BYLAWS	93-99
DELEGATIONS, PUBLIC HEARINGS AND PETITIONS	100-118
APPEAL RULING	119-121
RECORD OF PROCEEDINGS	122-123
ENACTMENT	124-125

BYLAW 1596-~~240~~

Of ~~T~~he

TOWN OF PINCHER CREEK

A BYLAW OF THE TOWN OF PINCHER CREEK, IN THE PROVINCE OF

ALBERTA, FOR THE PURPOSE OF REGULATING PROCEEDINGS OF COUNCIL MEETINGS

WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Municipality has the authority to pass bylaws for municipal purposes respecting citizens' safety, health and welfare, property, services and business activities;

AND WHEREAS Section 145 of the Municipal Government Act allows a Council to pass bylaws for the establishment, functions, procedures and conduct of Council committees and other bodies established by Council;

AND WHEREAS Section 146(b) of the Municipal Government Act allows a Council to pass bylaws where Council committees may consist of a combination of Councillors and other persons;

AND WHEREAS Section 153(e) of the Municipal Government Act states that a Councillors duty is to keep in confidence matters discussed in private at a Council or committee meeting until discussed at a meeting held in public.

AND WHEREAS Section 180(1) of the Municipal Government Act requires Council to act only by resolution or bylaw;

AND WHEREAS Section 197(1) of the Municipal Government Act states that a Council and Council Committees must conduct their meetings in public;

AND WHEREAS Section 197(2) of the Municipal Government Act allows a Council and its committees to close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act;

AND WHEREAS Section 198 of the Municipal Government Act states that everyone has a right to be present at Council and committee meetings conducted in public unless the person chairing the meeting expels a person for improper conduct;

NOW THEREFORE the Council of the Town of Pincher Creek, in the Province of Alberta, duly assembled in a regular meeting, hereby enacts the following rules for the order and conduct of all Council meetings.

TITLE

This bylaw shall be cited as the "Council Procedural Bylaw".

DEFINITIONS

All terms and phrases used in this bylaw shall be as defined in the Municipal Government Act, being Chapter M-26, of the Statutes of Alberta, 2000, and amendments thereto, unless otherwise noted.

"CAO" is the Town of Pincher Creeks Chief Administrative Officer in accordance with Section 205 of Alberta's Municipal Government Act;

"Committee" is a standing committee, special committee or ad hoc committee established in accordance with Section 145 of the Municipal Government Act;

"Committee of the Whole" is a committee consisting of all Councillors;

"Council" consists of a Chief Elected Official (Mayor) and six Councillors, all of which are elected by the citizens of the Town of Pincher Creek;

"Councillor" shall mean every Councillor including the Chief Elected Official;

"Closed Meeting" shall mean a Council or committee meeting or part of a meeting which is held in private and closed to the public may include any person or persons invited to attend by Council;

"Mayor" is the Town of Pincher Creek's Chief Elected Official;

"MGA" refers to the Municipal Government Act, being Chapter M-26, Statutes of Alberta, 2000 and amendments thereto;

"Notice of Motion" refers to the expression of a Councillors intention to place a motion before Council at a future Council Meeting;

"Presiding Officer" is the person who chairs a Council or committee and who shall be either the Mayor, the Deputy Mayor, a committee chairperson, or a Councillor appointed by council or that is selected by committee members as directed by the resolution establishing the committee;

"Special Meeting" is a public meeting of all Councillors scheduled outside of the regular Council meeting schedule;

"Special Resolution" is one that requires majority of Councillors to vote in support of a resolution;

"Town" is the Town of Pincher Creek in the Province of Alberta.

APPLICATION

1. This bylaw shall govern the proceedings of Council and committees established by Council.
2. If a matter relating to meeting procedure is not addressed in this bylaw, the law of the Parliament of Canada shall be followed. In such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.

ORGANIZATIONAL MEETING

3. Council shall hold an annual organizational meeting pursuant to the time frame specified in Section 192 of the MGA.
4. The first meeting following a general municipal election is an organizational meeting where;
 - a) the Mayor takes the Oath of Office of the Mayor,
 - b) every Councillor takes the Oath of Office of Councillor,
 - c) Councillors are assigned to Council's statutory, standing, and/or ad hoc committees and to other bodies on which Council wishes to be represented,
 - d) Council may make a motion to appoint one or more Councillors as Deputy Mayor and if so, the Deputy Mayor(s) take the Oath of office of Deputy Mayor.

The election of Deputy Mayor is based on a rotational system whereby all Councillors are granted an opportunity so serve in that capacity over the term. Each of the six Councillors is to be designated for an eight-month term. The office of Deputy Mayor can be removed without reason or cause, by a majority vote.

5. At annual organizational meetings in years that do not have municipal elections, Council;
 - a) confirms membership on statutory, standing, and ad hoc committees as well as other bodies on which Council wishes to be represented,
 - b) adopts Council's regular meeting schedule for the period until and including the next organizational meeting,
 - c) undertakes such organizational business as may be required.

COUNCIL AND COMMITTEE MEETINGS

6. All meetings of Council will be held in public except when;
 - a) a person is excluded for improper conduct,
 - b) when Council adopts a resolution to move to a closed session .

LOCATION, DATE AND TIME

7. All regular Council meetings shall be held in the Town's Council Chambers, located at 962 St. John Avenue, Pincher Creek, Alberta

8. Regular meetings shall be held on the second and fourth Mondays of each month, with the exception of July, August and December.
 - a) meetings shall be held on the fourth Monday of July and of August,
 - b) meetings shall be held on the second Monday of December,
 - c) when a statutory holiday falls on a Monday, the Council meeting will be moved to the following Tuesday.
9. Council may change the time, date or location of their respective meetings by special resolution provided that in both cases at least twenty-four (24) hours' notice of the change is given;
 - a) in writing to all Councillors,
 - b) by posting a notice of the change at the entrance of the Town Office for members of the public;
 - c) by posting a notice of the change on the home page of the Town's website, and in any other manner as directed by resolution of Council.

QUORUM

10. A quorum refers to a simple majority of Councillors or committee members present at a meeting.
11. Councillors may participate in Council meetings via electronic audio or visual communications under the following conditions;
 - a) the facilities' technology must allow all Councillors to hear the discussion involving all other participants at the meeting,
 - b) the remote Councillor shall be considered present and part of the quorum,
 - c) the recording secretary shall record the names and the electronic communications format by which the Councillor(s) participated.
12. If the Mayor or Deputy Mayor is not in attendance within twenty (20) minutes after the hour appointed for a meeting and a quorum is present, the CAO or designate shall call the meeting to order. A Presiding Officer shall be chosen by the Councillors present, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
13. Unless a quorum is present within twenty (20) minutes after the time appointed for the meeting, the meeting will stand adjourned until,
 - a) the next regular meeting date, or
 - b) until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

The recording secretary shall record the names of the Councillors present at the expiration of the 20 minute time limit.
14. If a quorum is lost after the meeting is called to order, the meeting shall be suspended until quorum can be re-obtained.

15. If quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

SPECIAL MEETINGS

16. Pursuant to Section 194 of the MGA,

- a) the Mayor may call a special Council meeting by giving at least 24 hours written notice to all Councillors and the public, advising them of the meeting's purpose, location, date and time.
- b) the Mayor must call a special Council meeting upon receipt of a written request for the meeting, stating its purpose, from a majority of the Councillors.
- c) the Mayor may call a special Council meeting on shorter notice to all Councillors without providing notice to the public, if two-thirds of Councillors agree to this in writing before the beginning of the meeting.
- d) no business other than that stated in the notice calling the special meeting shall be considered at the meeting unless all Councillors are present and council agrees to deal with the matter in question.

COMMITTEE MEETINGS

- 17. Unless otherwise established, the time and place for Council committee meeting shall be set at the call of the committee Chair or as set out in bylaw or policy.
- 18. All Council committees shall adhere to the rules of procedure established in this bylaw unless otherwise modified by Council.

COUNCIL MEETING AGENDAS

STANDARD ORDER OF BUSINESS

- 19. The business of regular Council meetings follows a standard format set out in Schedule A.
- 20. Notwithstanding the standard Order of Business, the Mayor and pertinent committee chair may arrange for items dealing with a particular subject to be grouped together on the agenda of any individual meeting.
- 21. The standard agenda may be amended from time to time by Council resolution.
- 22. The Mayor shall review the agenda with the CAO prior to distribution to Councillors.

CONSENT AGENDA

23. The CAO and Mayor may determine that some matter(s) will be identified as a Consent Agenda.

24. The Consent Agenda may include:

- a. Minutes;
- b. report(s) with recommendation(s) to postpone Council's consideration of a matter;
- c. report(s) with recommendation(s) that Council receive the Report for information with no further action;
- d. reports with recommendations for routine business; and/or

e. Notice(s) of Motion that are being introduced that have been published in the Agenda.

25. Any Councillor may request that a matter be removed from the Consent Agenda. The matter shall be removed from the Consent Agenda and placed on the regular Agenda without debate.

26. Any Councillor may request that a matter be amended (typographical error) in a non-substantive manner without removal from the consent agenda.

27. Matter(s) remaining on the Consent Agenda shall be moved and voted on without debate by omnibus Motion.

SUPPORTING DOCUMENTS

~~23-28.~~ All documents and notices of delegations intended to be addressed by Council shall be submitted to the CAO not later than 4:00 pm one week prior to the Thursday agenda posting.

~~24-29.~~ If past the deadline, Council items may be brought forth for placement on a following meeting agenda.

DISTRIBUTION

~~25-30.~~ By 1:00 pm on the Thursday before the regularly scheduled Council meeting, the CAO shall distribute to each Councillor;

- a) the agenda,
- b) the minutes of the last regular meeting and any subsequent special meetings,
- c) a statement of quarterly accounts (if applicable),
- d) any material pertinent to the forthcoming regular meeting including documents that support requests for decision.

~~26-31.~~ By 1:00 pm on the Thursday before the regular Council meeting;

- a) agendas for Council meetings and statutory, standing, and ad hoc committee meetings shall be posted in the Council's area on the Town's web site,
- b) a news release announcing the posting of the agenda for the upcoming Council meeting shall be posted on the home page of the Town's web site,
- c) a calendar shall be placed in the public area of the Town of Pincher Creek's Administration Building, located at 962 St. John Avenue.

~~27-32.~~ Any written communication intended for Council or a committee which reaches the CAO must;

- a) be legible and coherent,
- b) be signed by at least one person who provides a printed name and address,
- c) be on paper or in an electronic format,
- d) not be libelous, impertinent, or improper.

~~28-33.~~ When the CAO receives written communication meeting the requirements specified in Article 29, he/she must;

- a) refer the communication to the administration for a report or a direct response, and inform Councillors through the agenda, of the referral,
- b) if it relates to an item already on an agenda, provide a copy of the communication to Councillors with the agenda.

~~29-34.~~ If the requirements of Article ~~297~~ are not met, the communication may be filed unless the CAO determines it to be libelous, impertinent, or improper, in which case the CAO summarizes the communication and informs Council that it is being withheld.

~~30-35.~~ Council may direct the communication being withheld to be forwarded to Council.

~~31-36.~~ The CAO must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

GENERAL PROCEEDINGS AT MEETINGS

AGENDA

~~32-37.~~ Council must vote to adopt the agenda.

~~33-38.~~ Council may only make changes to the agenda by special resolution and these changes may only consist of adding new items or deleting items.

~~34-39.~~ In no motion is made about a specific item on the agenda, Council need not deal with that item during the meeting.

MINUTES

~~35-40.~~ The minutes of each meeting must be circulated to each Councillor prior to the meeting at which they are to be adopted.

~~36-41.~~ Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate.

~~37-42.~~ If the minutes;

- a) contain errors or omissions, Council must pass a resolution to amend the minutes and adopt the minutes as amended,
- b) do not contain errors or omissions, Council must adopt the minutes as circulated.

DESIRE TO SPEAK

~~38-43.~~ Any Councillor desiring to speak shall address all remarks to the Presiding Officer and shall confine communication to the question or motion on the table.

~~39-44.~~ Councillors wishing to speak on an agenda item during a meeting must indicate their intention by raising their hand. Any Councillor present via electronic communications, shall address the Presiding Officer by stating "I wish to speak on the matter at hand".

~~40-45.~~ Each Councillor should not speak more than once until every Councillor has had the opportunity to speak except;

- a) in the explanation of a material part of the speech which may have been misunderstood,
- b) in reply,
- c) to close debate,
- d) after everyone else wishing to speak has spoken.

MOTIONS AND RESOLUTIONS

~~41-46.~~ Every motion or resolution shall be stated clearly by the mover and when duly moved, shall be open for consideration.

~~42-47.~~ After a resolution has been stated or read, it shall be deemed to be in possession of Council, but may be withdrawn by unanimous consent of the Councillors present.

~~43-48.~~ Each Councillor should limit discussion on any motion to ten (10) minutes.

ORDER AND DECORUM

~~44-49.~~ The Presiding Officer shall maintain order and decorum and decide questions of order, subject to an appeal to the Council.

~~45-50.~~ The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of the members present without debate.

~~46-51.~~ When the Presiding Officer is called upon to decide a point of order or practice, he or she shall cite the rule of authority applicable, as set out in this bylaw or otherwise referred to in Roberts Rules of Order.

~~47-52.~~ A member called to order by the Presiding Officer shall immediately discontinue speaking and the debate shall be suspended until the point of order is decided.

REPORTS

~~48-53.~~ An information report from a committee, agency or administrative staff that does not request Council action other than receipt as information may only be;

- a) received as information without debate,
- b) referred to a committee or the CAO by majority vote without debate, or
- c) debated, if a special resolution as passed to allow a motion to be made without notice.

~~49-54.~~ Reports from the CAO or other management personnel which request a decision by Council may be debated and Council may;

- a) vote on the request, or
- b) refer the request to a committee or the CAO for investigation and report.

COUNCILLOR REQUEST FOR INFORMATION

~~50-55.~~ Councillors may request information from the CAO on any matter within the municipality's jurisdiction.

~~51-56.~~ When a Councillor requests information, the CAO ~~or designate~~ designate, will provide a response to each Councillor at the next Council meeting. If that is not possible, the CAO will provide a progress report indicating when the answer to the inquiry may be expected.

~~IN-CAMERA~~ CLOSED SESSIONS

~~52-57.~~ Council and committees may conduct all or a part of a meeting closed to the public;

- a) only if a matter to be discussed is within one of the categories of private information referred to in Section 197 of the MGA, and, a majority of the Councillors present are of the opinion that it is in the public interest to close the meeting to the public;
- b) shall state the purpose, time and those in attendance in the resolution to close the meeting to the public;
- c) the rules of Council shall be observed in the closed meeting;
- d) the only resolution Council have the power to make in the closed meeting is to revert back to an open meeting.

DISCIPLINARY PROCEDURES

~~53-58.~~ Councillors shall not;

- a) use offensive or unparliamentary language in the meeting or directed to Council, any Councillor or any other person;
- b) disobey the rules of the meeting or decision of the Presiding Officer or of Councillors on questions of order or practice; or upon the interpretation of the rules of the meeting;
- c) speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, of Council or of any other governing body in Canada;
- d) leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
- e) interrupt a Councillor while speaking, except to raise a point of order;
- f) discuss a vote of Council after the vote has been taken, unless to rescind;
- g) influence or direct any municipal employees;
- h) direct inquiries to municipal employees other than the CAO who will be responsible for ensuring that the inquiry is responded to.

COUNCILLOR BREACHES OF ORDER

~~54-59.~~ When a Councillor has been warned about breaches of order but continues to engage in them, the Presiding Officer may name the Councillor by stating their name and declaring the offence. The Recording Secretary must note the offence in the minutes.

~~55-60.~~ If a Councillor who has been named apologizes and withdraws any objectionable statement, then the Councillor may remain and continue participating in the meeting and the Presiding Officer may direct that the notation of the offence be removed from the minutes.

PUBLIC BREACHES OF ORDER

~~56-61.~~ Any members of the public are not allowed to approach or to speak to any Councillor during a Council meeting without the Presiding Officer's permission.

~~57-62.~~ The Presiding Officer may order any member of the public who disturbs Council or committee proceedings by words or actions, to be expelled.

~~58-63.~~ If the person refuses to leave voluntarily, the Presiding Officer may request that the Royal Canadian Mounted Police to remove the person.

MOTIONS AND RESOLUTIONS

MOTION BEFORE COUNCIL

~~59-64.~~ After a motion is read or stated by the Presiding Officer, it shall be deemed to be in the possession of the Council, but may be withdrawn by the mover at any time before debate or decision.

~~60-65.~~ A motion does not require a seconder.

~~61-66.~~ The Mayor shall be permitted to put forward motions.

~~62-67.~~ Any Councillor may require the motion under discussion to be read at any time during the debate, except when a Councillor is speaking.

~~63-68.~~ The mover of a motion must be present when the vote on the motion is taken. Councillors participating via electronic audio or visual communications are deemed to be present.

~~64-69.~~ When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Presiding Officer shall grant permission. If any objection is ~~made~~made, however, it is necessary to obtain leave by motion to withdraw and this motion cannot be debated or amended.

~~65-70.~~ Once a motion is withdrawn, the effect is the same as if it had never been made.

~~66-71.~~ When a motion is under debate, no new motion shall be received other than a motion to;

- a) adjourn (non-debatable);
- b) withdraw (non-debatable);
- c) table (non-debatable);
- d) call the question (non-debatable);
- e) postpone to a certain time or date (debatable);
- f) refer (debatable);
- g) amend (debatable);
- h) postpone indefinitely (debatable).

SPECIAL RESOLUTIONS

~~67-72.~~ When Council deems that it is necessary to take an expedient action for the benefit of the municipality and that it should happen before the next regularly scheduled Council meeting, it may pass a special resolution.

~~68-73.~~ A Councillor addresses the Presiding Officer to request that Council consider a special resolution and states what the resolution is about.

~~69-74.~~ If a majority of Councillors in attendance vote in favor of allowing the resolution, then it can be presented to Council.

~~70-75.~~ If Council defeats the request, then the Councillor can present the resolution under the Council agenda item that addresses notices of motion and it will be dealt with at the next regular Council meeting.

NOTICES OF MOTION

~~71-76.~~ A notice of motion must be used to introduce a new matter for Council's consideration which does not appear on the agenda, and should be used to give notice when an extended period of time is advisable prior to considering a subject.

- a) the Councillor shall read the notice of motion which must be recorded in the minutes and shall form part of the agenda for the subsequent meeting.
- b) a Councillor who hands the written notice of motion to the CAO to be read at any regular meeting, need not necessarily be present during the reading of the motion.

~~72-77.~~ A Councillor may make a motion introducing a new matter only if:

- a) notice is given at the previous regular Council meeting,
- b) a legible copy of the content of the notice is made available to the CAO no later than 12:00 pm on the Monday before the regular meeting, or
- c) Council passes a special resolution dispensing with notice.

~~73-78.~~ A notice of motion must give sufficient detail about the subject of the motion and any proposed action and must state the date of the meeting at which the motion will be made.

~~74-79.~~ A notice of motion must be given without discussion of the matter but any written copies distributed may include explanatory paragraphs.

~~75-80.~~ When notice has been given, the CAO will include the proposed motion in the agenda of the meeting for the date indicated in the notice. If a motion is not made at the meeting indicated in the notice, it will be removed from the agenda and may only be made by a new notice of motion.

SIMILARITY OF MOTIONS

~~76-81.~~ No motion shall be made that is the same as, or similar to the previous motion made during the same meeting.

~~77-82.~~ Any issue addressed by Council at any regular Council meeting where a resolution has been voted upon (either carried or defeated), other than a motion to postpone, shall not be allowed to be brought back to any regular meeting for further consideration until at least three

(3) months following the date of the Council meeting where it was originally addressed except by means of majority vote of Council in attendance.

LACK OF QUORUM FOR A MOTION

~~78-83.~~ ____ If a motion cannot be voted on because there would be no quorum due to an abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular Council meeting.

~~79-84.~~ ____ If Council is unable to achieve a quorum due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order under the MGA.

VOTING ON A MOTION

~~80-85.~~ ____ A motion, excepting a special resolution, shall be carried when a majority of Councillors at a meeting vote in favor of the motion.

~~81-86.~~ ____ A motion is lost when the vote is defeated or tied.

~~82-87.~~ ____ Where a question under consideration contains distinct propositions, the vote upon each proposition may be taken separately, at the request of any Councillor.

ABSTENTIONS FROM VOTING

~~83-88.~~ ____ Pursuant to Section 183 of the MGA, a Councillor must vote on a matter put to a vote at the meeting unless he or she is required or permitted to abstain from voting under this or any other enactment.

~~84-89.~~ ____ Councillors who have a pecuniary interest, as defined in Section 170 of the MGA where, in any matter related to a question put to a vote, shall, if present;

- a) declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- b) abstain from discussions or voting on any question relating to the matter, and
- c) remove themselves from the room until the matter is concluded.

~~85-90.~~ ____ The minutes shall indicate each abstention and its reasons including the declaration of disclosure of a pecuniary interest, and shall also indicate the times at which the Councillor left and returned to the room.

~~86-91.~~ ____ Notwithstanding Article 88, if a matter related to a Councillor's pecuniary interest is a question upon which the Councillor as a taxpayer, an elector or an owner, has a right to be heard by Council, it is not necessary for the Councillor to leave the room.

PUTTING A MOTION TO A VOTE

~~87-92.~~ ____ Once the Presiding Officer puts a question to a vote;

- a) no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared,
- b) every member present including the Presiding Officer, shall vote unless they are required to abstain.

VOTE VALIDITY

~~88-93.~~ Votes on all motions must be taken according to the following procedure;

- a) the Presiding Officer must put forth the motion,
- b) all Councillors, including the Mayor, must vote by a show of hands,
- c) the Presiding Officer must declare the result of the vote and state the names of any Councillor who voted against the motion.

~~89-94.~~ Notwithstanding Article 92, a Councillor who is present via electronic audio or visual communications when the motion is put forth, shall be counted as for the motion by stating clearly “in favor” or against the motion by stating clearly “against”.

~~*RECORDING A VOTE*~~

~~90. Before Council takes a vote, a Councillor may request that the vote be recorded.~~

~~91. The recording secretary shall record the names of each Councillor present, whether they voted for or against the question, and the Presiding Officer shall announce the results of the vote.~~

VOTING RESULTS

~~92-95.~~ After the Presiding Officer declares the result of a vote, the Councillors may not change their vote for any reason.

BYLAWS

PROCEDURE

~~93-96.~~ Where a bylaw is presented to a Council meeting for enactment, the CAO shall cause the number, short title and brief description of the bylaw to appear on the meeting agenda.

~~94-97.~~ The following shall apply to the passage of all bylaws:

- a) A bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the bylaw.
- b) Councillors may then debate the substance of the bylaw, or consider amendments to it.
- c) Any proposed amendments shall be put to a vote if required. If carried, they shall be considered as having been incorporated in the bylaw at first reading.
- d) When all amendments have been accepted or rejected, the Mayor shall call for a vote on the motion for first reading of the bylaw.
- e) When a bylaw is subject to a statutory public hearing, a date and time shall be established for the hearing following first reading.
- f) All aspects of the passage of a bylaw at first reading shall apply to second and third readings of any bylaw.

THREE READINGS

~~95-98.~~ A bylaw shall not be given more than two readings at one meeting unless Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings.

~~96-99.~~ A bylaw shall be passed when a majority of Councillors present vote in favor of third reading, provided that any applicable provincial statute does not require a greater majority.

ENACTMENT OF A BYLAW

~~97-100.~~ When a bylaw has been given three readings and is signed in accordance with Section 213 of the MGA, it is considered an enactment of the Town and is effective immediately, unless the bylaw or an applicable provincial statute provides otherwise.

~~98-101.~~ The previous readings of a proposed bylaw are rescinded if the proposed bylaw does not receive third reading within two years of first reading or is defeated on second or third reading.

~~99-102.~~ After passage, a bylaw shall be dated, signed by the Mayor or designate, and by the CAO.

DELEGATIONS, PUBLIC HEARINGS AND PETITIONS

DELEGATIONS

~~100-103.~~ A person or representative of any group of persons who wish to have any matter considered by Council shall address a written communication to the Town outlining the points they wish to bring to Council's attention.

- a) Such communication shall be in the hands of the CAO not later than 4:00 pm one week prior to the Thursday agenda posting.
- b) When a communication contains a request for an appearance to address Council, Councillors may either hear the representative by resolution or refer it to a Committee.
- c) No person or group shall appear as a delegation to Council on the same or on a related subject until three months has passed since the date of the first presentation, unless specifically requested by a majority vote of Council in attendance.
- d) When a person or representative of a group wishes to address Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate committee, may defer the matter to another meeting of Council, may appoint a special committee to deal with the matter, or deal with the matter itself at the meeting, if so agreed upon by a special resolution of Council.
- e) Matters presented by delegation shall be brought back to Council for disposition within 30 days.

~~101-104.~~ Delegations appearing before Council may be addressed by any Councillor through the Presiding Officer, by asking the delegation or the CAO relevant questions but may not debate the matter or the answers.

~~102.105.~~ The presentations by a person or a delegation must be;

- a) limited to 15 minutes unless a special resolution extends allotted time,
- b) received as information without debate,
- c) referred without debate to a Committee or the CAO for a report, or debated, if a special resolution is passed to allow a motion to be made without notice.

PUBLIC HEARINGS

~~103.106.~~ The conduct of any statutory public hearing to address a proposed bylaw or Council resolution shall be governed by this bylaw.

~~104.107.~~ Public hearings shall be held on the same day as a regular Council meeting and will begin immediately following the meeting's Call to Order, unless otherwise set by Council resolution. Council's regular meeting will follow immediately after the public hearing.

~~105.108.~~ Wherever possible, persons interested in speaking at a public hearing should register with the CAO prior to the public hearing.

~~106.109.~~ The Presiding Officer shall declare the public hearing in session and shall outline public hearing procedures.

~~107.110.~~ The CAO or their designate shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.

~~108.111.~~ The Presiding Officer shall request that those who wish to make presentations identify themselves. The Presiding Officer shall then open the floor to public presentations.

~~109.112.~~ The Presiding Officer shall call upon those persons who have registered with the CAO to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. Persons who do not identify themselves will not be given the opportunity to speak.

~~110.113.~~ Presentations by the public may be made verbally and/or in written format. Written submissions shall be collected by the CAO and retained for information purposes.

~~111.114.~~ Each verbal presentation shall be limited to ten (10) minutes unless there is a majority vote of Council to extend the allotted time.

~~112.115.~~ Following public presentations, the Presiding Officer shall close the public hearing.

~~113.116.~~ If no one is present to speak to a proposed bylaw or resolution which requires a public hearing, Council may hear an introduction of the matter from the CAO or their designate, ask relevant questions, and then must close the public hearing.

~~114.117.~~ After the close of the public hearing, Council may debate matters raised at the public hearing during the regular Council meeting following the public hearing, and may;

- a) pass the bylaw or resolution, or
- b) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.

~~115.118.~~ When a public hearing on a proposed bylaw or resolution is held, a Councillor must abstain from voting on the bylaw or resolution if the Councillor is absent from a part or all of the public hearing.

PETITIONS

~~116.119.~~ When a group or a person wishes to present a petition to Council on any matter within its jurisdiction, the petition must;

- a) be typewritten or legibly written,
- b) clearly articulate the issue,
- c) be signed,
- d) indicate if a representative wishes to address the Council on the subject matter of the petition.

~~117.120.~~ Before considering a petition, the Council may refer it to the appropriate committee for a report.

~~118.121.~~ If the petition concerns a matter which the Council deems urgent, Council may consider it at the next regular Council meeting and may take immediate action thereon.

APPEAL OF PRESIDING OFFICER'S RULING

~~119.122.~~ The decision of the Presiding Officer shall be final, subject to an immediate appeal by a Councillor present at the meeting.

~~120.123.~~ If a decision is appealed, the Presiding Officer shall give concise reasons for the ruling and the Councillors, without debate, shall decide the question.

~~121.124.~~ The ruling of the Councillors shall be final.

RECORD OF PROCEEDINGS

~~122.125.~~ The CAO is responsible for the record of Council and committee proceedings but may delegate any duties to a recording secretary.

~~123.126.~~ The record of proceedings shall include;

- a) all decisions and other proceedings without note or comment,
- b) the names of Councillors present at and absent from each meeting,
- ~~b)c) the names of Councillors that voted against a motion,~~
- ~~e)d) any abstention pursuant to a declaration of pecuniary interest made by any Councillor in accordance with section 170 of the MGA and/or any other abstention permitted by statute,~~
- e) the signatures of the Presiding Officer and the Chief Administrative Officer.

127. Meetings, except for closed sessions, may be digitally recorded by means of an audio-visual recording for record keeping purposes.

128. Digital recordings of meetings will be deleted thirty (30) days after the minutes have been approved by council.

129. Requests for the correction of inaccuracies or omissions in draft minutes should be submitted to the CAO as soon as possible after draft minutes are circulated.

130. Questions about inaccuracies and omissions in meeting minutes will be reviewed by the CAO against the audio-visual recording made of the meeting.

131. The CAO will determine if any corrections are required and recirculate the minutes.

Ⓢ)

ENACTMENT

~~124-132.~~ Bylaw No. 1596-~~21188~~ and amendments thereto is hereby repealed in its entirety.

~~125-133.~~ Bylaw No. 1596-~~240~~ shall take force and effect on the day of its final reading and upon being signed.

READ a first time this 27th, day of ~~May~~September 202~~41~~ A.D.

Mayor Don Anderberg

CAO, ~~Laurie Wilgosh~~Konrad Dunbar

READ a second time this 27th day of ~~September~~May 202~~1~~2024 A.D.

Mayor Don Anderberg

CAO, ~~Laurie Wilgosh~~Konrad Dunbar

READ a third time this this 27th day of ~~September~~May 202~~41~~ A.D.

Mayor Don Anderberg

CAO, ~~Laurie Wilgosh~~ Konrad Dunbar

DRAFT

APPENDIX A

STANDARD COUNCIL MEETING AGENDA

1. Call to Order
2. Public Hearings
3. Agenda Approval
4. Delegations
5. ~~Adoption of Minutes~~ Consent Agenda
6. Business Arising from the Minutes
7. Bylaws
8. New Business
9. Reports
 - Council
 - Chief Administrative Officer
 - Others
10. Administration (Correspondence, Information)
11. Notice of Motion ~~Closed Meeting Discussion~~
12. Closed Meeting Notice of Motion
13. Adjournment



BYLAW 1596-24
of the
Town of Pincher Creek

Table of Contents

TITLE	
DEFINITIONS	
APPLICATION	1-2
ORGANIZATIONAL MEETING	3-5
COUNCIL AND COMMITTEE MEETINGS	6-18
COUNCIL MEETING AGENDAS	19-31
GENERAL PROCEEDINGS AT MEETINGS	32-52
DISCIPLINARY PROCEDURES	53-58
MOTIONS & RESOLUTIONS	59-92
BYLAWS	93-99
DELEGATIONS, PUBLIC HEARINGS AND PETITIONS	100-118
APPEAL RULING	119-121
RECORD OF PROCEEDINGS	122-123
ENACTMENT	124-125

BYLAW 1596-24
Of The
TOWN OF PINCHER CREEK

A BYLAW OF THE TOWN OF PINCHER CREEK, IN THE PROVINCE OF
ALBERTA, FOR THE PURPOSE OF REGULATING PROCEEDINGS OF COUNCIL MEETINGS

WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Municipality has the authority to pass bylaws for municipal purposes respecting citizens' safety, health and welfare, property, services and business activities;

AND WHEREAS Section 145 of the Municipal Government Act allows a Council to pass bylaws for the establishment, functions, procedures and conduct of Council committees and other bodies established by Council;

AND WHEREAS Section 146(b) of the Municipal Government Act allows a Council to pass bylaws where Council committees may consist of a combination of Councillors and other persons;

AND WHEREAS Section 153(e) of the Municipal Government Act states that a Councillors duty is to keep in confidence matters discussed in private at a Council or committee meeting until discussed at a meeting held in public.

AND WHEREAS Section 180(1) of the Municipal Government Act requires Council to act only by resolution or bylaw;

AND WHEREAS Section 197(1) of the Municipal Government Act states that a Council and Council Committees must conduct their meetings in public;

AND WHEREAS Section 197(2) of the Municipal Government Act allows a Council and its committees to close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act;

AND WHEREAS Section 198 of the Municipal Government Act states that everyone has a right to be present at Council and committee meetings conducted in public unless the person chairing the meeting expels a person for improper conduct;

NOW THEREFORE the Council of the Town of Pincher Creek, in the Province of Alberta, duly assembled in a regular meeting, hereby enacts the following rules for the order and conduct of all Council meetings.

TITLE

This bylaw shall be cited as the "Council Procedural Bylaw".

DEFINITIONS

All terms and phrases used in this bylaw shall be as defined in the Municipal Government Act, being Chapter M-26, of the Statutes of Alberta, 2000, and amendments thereto, unless otherwise noted.

"CAO" is the Town of Pincher Creeks Chief Administrative Officer in accordance with Section 205 of Alberta's Municipal Government Act;

"Committee" is a standing committee, special committee or ad hoc committee established in accordance with Section 145 of the Municipal Government Act;

"Committee of the Whole" is a committee consisting of all Councillors;

"Council" consists of a Chief Elected Official (Mayor) and six Councillors, all of which are elected by the citizens of the Town of Pincher Creek;

"Councillor" shall mean every Councillor including the Chief Elected Official;

"Closed Meeting" shall mean a Council or committee meeting or part of a meeting which is held in private and closed to the public may include any person or persons invited to attend by Council;

"Mayor" is the Town of Pincher Creek's Chief Elected Official;

"MGA" refers to the Municipal Government Act, being Chapter M-26, Statutes of Alberta, 2000 and amendments thereto;

"Notice of Motion" refers to the expression of a Councillors intention to place a motion before Council at a future Council Meeting;

"Presiding Officer" is the person who chairs a Council or committee and who shall be either the Mayor, the Deputy Mayor, a committee chairperson, or a Councillor appointed by council or that is selected by committee members as directed by the resolution establishing the committee;

"Special Meeting" is a public meeting of all Councillors scheduled outside of the regular Council meeting schedule;

"Special Resolution" is one that requires majority of Councillors to vote in support of a resolution;

"Town" is the Town of Pincher Creek in the Province of Alberta.

APPLICATION

1. This bylaw shall govern the proceedings of Council and committees established by Council.
2. If a matter relating to meeting procedure is not addressed in this bylaw, the law of the Parliament of Canada shall be followed. In such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.

ORGANIZATIONAL MEETING

3. Council shall hold an annual organizational meeting pursuant to the time frame specified in Section 192 of the MGA.
4. The first meeting following a general municipal election is an organizational meeting where;
 - a) the Mayor takes the Oath of Office of the Mayor,
 - b) every Councillor takes the Oath of Office of Councillor,
 - c) Councillors are assigned to Council's statutory, standing, and/or ad hoc committees and to other bodies on which Council wishes to be represented,
 - d) Council may make a motion to appoint one or more Councillors as Deputy Mayor and if so, the Deputy Mayor(s) take the Oath of office of Deputy Mayor.

The election of Deputy Mayor is based on a rotational system whereby all Councillors are granted an opportunity so serve in that capacity over the term. Each of the six Councillors is to be designated for an eight-month term. The office of Deputy Mayor can be removed without reason or cause, by a majority vote.

5. At annual organizational meetings in years that do not have municipal elections, Council;
 - a) confirms membership on statutory, standing, and ad hoc committees as well as other bodies on which Council wishes to be represented,
 - b) adopts Council's regular meeting schedule for the period until and including the next organizational meeting,
 - c) undertakes such organizational business as may be required.

COUNCIL AND COMMITTEE MEETINGS

6. All meetings of Council will be held in public except when;
 - a) a person is excluded for improper conduct,
 - b) when Council adopts a resolution to move to a closed session .

LOCATION, DATE AND TIME

7. All regular Council meetings shall be held in the Town's Council Chambers, located at 962 St. John Avenue, Pincher Creek, Alberta

8. Regular meetings shall be held on the second and fourth Mondays of each month, with the exception of July, August and December.
 - a) meetings shall be held on the fourth Monday of July and of August,
 - b) meetings shall be held on the second Monday of December,
 - c) when a statutory holiday falls on a Monday, the Council meeting will be moved to the following Tuesday.
9. Council may change the time, date or location of their respective meetings by special resolution provided that in both cases at least twenty-four (24) hours' notice of the change is given;
 - a) in writing to all Councillors,
 - b) by posting a notice of the change at the entrance of the Town Office for members of the public;
 - c) by posting a notice of the change on the home page of the Town's website, and in any other manner as directed by resolution of Council.

QUORUM

10. A quorum refers to a simple majority of Councillors or committee members present at a meeting.
11. Councillors may participate in Council meetings via electronic audio or visual communications under the following conditions;
 - a) the facilities' technology must allow all Councillors to hear the discussion involving all other participants at the meeting,
 - b) the remote Councillor shall be considered present and part of the quorum,
 - c) the recording secretary shall record the names and the electronic communications format by which the Councillor(s) participated.
12. If the Mayor or Deputy Mayor is not in attendance within twenty (20) minutes after the hour appointed for a meeting and a quorum is present, the CAO or designate shall call the meeting to order. A Presiding Officer shall be chosen by the Councillors present, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
13. Unless a quorum is present within twenty (20) minutes after the time appointed for the meeting, the meeting will stand adjourned until,
 - a) the next regular meeting date, or
 - b) until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

The recording secretary shall record the names of the Councillors present at the expiration of the 20 minute time limit.
14. If a quorum is lost after the meeting is called to order, the meeting shall be suspended until quorum can be re-obtained.

15. If quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

SPECIAL MEETINGS

16. Pursuant to Section 194 of the MGA,
 - a) the Mayor may call a special Council meeting by giving at least 24 hours written notice to all Councillors and the public, advising them of the meeting's purpose, location, date and time.
 - b) the Mayor must call a special Council meeting upon receipt of a written request for the meeting, stating its purpose, from a majority of the Councillors.
 - c) the Mayor may call a special Council meeting on shorter notice to all Councillors without providing notice to the public, if two-thirds of Councillors agree to this in writing before the beginning of the meeting.
 - d) no business other than that stated in the notice calling the special meeting shall be considered at the meeting unless all Councillors are present and council agrees to deal with the matter in question.

COMMITTEE MEETINGS

17. Unless otherwise established, the time and place for Council committee meeting shall be set at the call of the committee Chair or as set out in bylaw or policy.
18. All Council committees shall adhere to the rules of procedure established in this bylaw unless otherwise modified by Council.

COUNCIL MEETING AGENDAS

STANDARD ORDER OF BUSINESS

19. The business of regular Council meetings follows a standard format set out in Schedule A.
20. Notwithstanding the standard Order of Business, the Mayor and pertinent committee chair may arrange for items dealing with a particular subject to be grouped together on the agenda of any individual meeting.
21. The standard agenda may be amended from time to time by Council resolution.
22. The Mayor shall review the agenda with the CAO prior to distribution to Councillors.

CONSENT AGENDA

23. The CAO and Mayor may determine that some matter(s) will be identified as a Consent Agenda.
24. The Consent Agenda may include:
 - a. Minutes;
 - b. report(s) with recommendation(s) to postpone Council's consideration of a matter;
 - c. report(s) with recommendation(s) that Council receive the Report for information with no further action;
 - d. reports with recommendations for routine business; and/or

- e. Notice(s) of Motion that are being introduced that have been published in the Agenda.
- 25. Any Councillor may request that a matter be removed from the Consent Agenda. The matter shall be removed from the Consent Agenda and placed on the regular Agenda without debate.
- 26. Any Councillor may request that a matter be amended (typographical error) in a non-substantive manner without removal from the consent agenda.
- 27. Matter(s) remaining on the Consent Agenda shall be moved and voted on without debate by omnibus Motion.

SUPPORTING DOCUMENTS

- 28. All documents and notices of delegations intended to be addressed by Council shall be submitted to the CAO not later than 4:00 pm one week prior to the Thursday agenda posting.
- 29. If past the deadline, Council items may be brought forth for placement on a following meeting agenda.

DISTRIBUTION

- 30. By 1:00 pm on the Thursday before the regularly scheduled Council meeting, the CAO shall distribute to each Councillor;
 - a) the agenda,
 - b) the minutes of the last regular meeting and any subsequent special meetings,
 - c) a statement of quarterly accounts (if applicable),
 - d) any material pertinent to the forthcoming regular meeting including documents that support requests for decision.
- 31. By 1:00 pm on the Thursday before the regular Council meeting;
 - a) agendas for Council meetings and statutory, standing, and ad hoc committee meetings shall be posted in the Council's area on the Town's web site,
 - b) a news release announcing the posting of the agenda for the upcoming Council meeting shall be posted on the home page of the Town's web site,
 - c) a calendar shall be placed in the public area of the Town of Pincher Creek's Administration Building, located at 962 St. John Avenue.
- 32. Any written communication intended for Council or a committee which reaches the CAO must;
 - a) be legible and coherent,
 - b) be signed by at least one person who provides a printed name and address,
 - c) be on paper or in an electronic format,
 - d) not be libelous, impertinent, or improper.
- 33. When the CAO receives written communication meeting the requirements specified in Article 29, he/she must;

- a) refer the communication to the administration for a report or a direct response, and inform Councillors through the agenda, of the referral,
 - b) if it relates to an item already on an agenda, provide a copy of the communication to Councillors with the agenda.
34. If the requirements of Article 27 are not met, the communication may be filed unless the CAO determines it to be libelous, impertinent, or improper, in which case the CAO summarizes the communication and informs Council that it is being withheld.
35. Council may direct the communication being withheld to be forwarded to Council.
36. The CAO must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

GENERAL PROCEEDINGS AT MEETINGS

AGENDA

37. Council must vote to adopt the agenda.
38. Council may only make changes to the agenda by special resolution and these changes may only consist of adding new items or deleting items.
39. In no motion is made about a specific item on the agenda, Council need not deal with that item during the meeting.

MINUTES

40. The minutes of each meeting must be circulated to each Councillor prior to the meeting at which they are to be adopted.
41. Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate.
42. If the minutes;
- a) contain errors or omissions, Council must pass a resolution to amend the minutes and adopt the minutes as amended,
 - b) do not contain errors or omissions, Council must adopt the minutes as circulated.

DESIRE TO SPEAK

43. Any Councillor desiring to speak shall address all remarks to the Presiding Officer and shall confine communication to the question or motion on the table.
44. Councillors wishing to speak on an agenda item during a meeting must indicate their intention by raising their hand. Any Councillor present via electronic communications, shall address the Presiding Officer by stating "I wish to speak on the matter at hand".
45. Each Councillor should not speak more than once until every Councillor has had the opportunity to speak except;

- a) in the explanation of a material part of the speech which may have been misunderstood,
- b) in reply,
- c) to close debate,
- d) after everyone else wishing to speak has spoken.

MOTIONS AND RESOLUTIONS

- 46. Every motion or resolution shall be stated clearly by the mover and when duly moved, shall be open for consideration.
- 47. After a resolution has been stated or read, it shall be deemed to be in possession of Council, but may be withdrawn by unanimous consent of the Councillors present.
- 48. Each Councillor should limit discussion on any motion to ten (10) minutes.

ORDER AND DECORUM

- 49. The Presiding Officer shall maintain order and decorum and decide questions of order, subject to an appeal to the Council.
- 50. The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of the members present without debate.
- 51. When the Presiding Officer is called upon to decide a point of order or practice, he or she shall cite the rule of authority applicable, as set out in this bylaw or otherwise referred to in Roberts Rules of Order.
- 52. A member called to order by the Presiding Officer shall immediately discontinue speaking and the debate shall be suspended until the point of order is decided.

REPORTS

- 53. An information report from a committee, agency or administrative staff that does not request Council action other than receipt as information may only be;
 - a) received as information without debate,
 - b) referred to a committee or the CAO by majority vote without debate, or
 - c) debated, if a special resolution as passed to allow a motion to be made without notice.
- 54. Reports from the CAO or other management personnel which request a decision by Council may be debated and Council may;
 - a) vote on the request, or
 - b) refer the request to a committee or the CAO for investigation and report.

COUNCILLOR REQUEST FOR INFORMATION

- 55. Councillors may request information from the CAO on any matter within the municipality's jurisdiction.

56. When a Councillor requests information, the CAO or designate, will provide a response to each Councillor at the next Council meeting. If that is not possible, the CAO will provide a progress report indicating when the answer to the inquiry may be expected.

CLOSED SESSIONS

57. Council and committees may conduct all or a part of a meeting closed to the public;
- a) only if a matter to be discussed is within one of the categories of private information referred to in Section 197 of the MGA, and, a majority of the Councillors present are of the opinion that it is in the public interest to close the meeting to the public;
 - b) shall state the purpose, time and those in attendance in the resolution to close the meeting to the public;
 - c) the rules of Council shall be observed in the closed meeting;
 - d) the only resolution Council have the power to make in the closed meeting is to revert back to an open meeting.

DISCIPLINARY PROCEDURES

58. Councillors shall not;
- a) use offensive or unparliamentary language in the meeting or directed to Council, any Councillor or any other person;
 - b) disobey the rules of the meeting or decision of the Presiding Officer or of Councillors on questions of order or practice; or upon the interpretation of the rules of the meeting;
 - c) speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, of Council or of any other governing body in Canada;
 - d) leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - e) interrupt a Councillor while speaking, except to raise a point of order;
 - f) discuss a vote of Council after the vote has been taken, unless to rescind;
 - g) influence or direct any municipal employees;
 - h) direct inquiries to municipal employees other than the CAO who will be responsible for ensuring that the inquiry is responded to.

COUNCILLOR BREACHES OF ORDER

59. When a Councillor has been warned about breaches of order but continues to engage in them, the Presiding Officer may name the Councillor by stating their name and declaring the offence. The Recording Secretary must note the offence in the minutes.
60. If a Councillor who has been named apologizes and withdraws any objectionable statement, then the Councillor may remain and continue participating in the meeting and the Presiding Officer may direct that the notation of the offence be removed from the minutes.

PUBLIC BREACHES OF ORDER

61. Any members of the public are not allowed to approach or to speak to any Councillor during a Council meeting without the Presiding Officer's permission.
62. The Presiding Officer may order any member of the public who disturbs Council or committee proceedings by words or actions, to be expelled.
63. If the person refuses to leave voluntarily, the Presiding Officer may request that the Royal Canadian Mounted Police to remove the person.

MOTIONS AND RESOLUTIONS

MOTION BEFORE COUNCIL

64. After a motion is read or stated by the Presiding Officer, it shall be deemed to be in the possession of the Council, but may be withdrawn by the mover at any time before debate or decision.
65. A motion does not require a seconder.
66. The Mayor shall be permitted to put forward motions.
67. Any Councillor may require the motion under discussion to be read at any time during the debate, except when a Councillor is speaking.
68. The mover of a motion must be present when the vote on the motion is taken. Councillors participating via electronic audio or visual communications are deemed to be present.
69. When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Presiding Officer shall grant permission. If any objection is made, however, it is necessary to obtain leave by motion to withdraw and this motion cannot be debated or amended.
70. Once a motion is withdrawn, the effect is the same as if it had never been made.
71. When a motion is under debate, no new motion shall be received other than a motion to;
 - a) adjourn (non-debatable);
 - b) withdraw (non-debatable);
 - c) table (non-debatable);
 - d) call the question (non-debatable);
 - e) postpone to a certain time or date (debatable);
 - f) refer (debatable);
 - g) amend (debatable);
 - h) postpone indefinitely (debatable).

SPECIAL RESOLUTIONS

72. When Council deems that it is necessary to take an expedient action for the benefit of the municipality and that it should happen before the next regularly scheduled Council meeting, it may pass a special resolution.

73. A Councillor addresses the Presiding Officer to request that Council consider a special resolution and states what the resolution is about.
74. If a majority of Councillors in attendance vote in favor of allowing the resolution, then it can be presented to Council.
75. If Council defeats the request, then the Councillor can present the resolution under the Council agenda item that addresses notices of motion and it will be dealt with at the next regular Council meeting.

NOTICES OF MOTION

76. A notice of motion must be used to introduce a new matter for Council's consideration which does not appear on the agenda, and should be used to give notice when an extended period of time is advisable prior to considering a subject.
 - a) the Councillor shall read the notice of motion which must be recorded in the minutes and shall form part of the agenda for the subsequent meeting.
 - b) a Councillor who hands the written notice of motion to the CAO to be read at any regular meeting, need not necessarily be present during the reading of the motion.
77. A Councillor may make a motion introducing a new matter only if:
 - a) notice is given at the previous regular Council meeting,
 - b) a legible copy of the content of the notice is made available to the CAO no later than 12:00 pm on the Monday before the regular meeting, or
 - c) Council passes a special resolution dispensing with notice.
78. A notice of motion must give sufficient detail about the subject of the motion and any proposed action and must state the date of the meeting at which the motion will be made.
79. A notice of motion must be given without discussion of the matter but any written copies distributed may include explanatory paragraphs.
80. When notice has been given, the CAO will include the proposed motion in the agenda of the meeting for the date indicated in the notice. If a motion is not made at the meeting indicated in the notice, it will be removed from the agenda and may only be made by a new notice of motion.

SIMILARITY OF MOTIONS

81. No motion shall be made that is the same as, or similar to the previous motion made during the same meeting.
82. Any issue addressed by Council at any regular Council meeting where a resolution has been voted upon (either carried or defeated), other than a motion to postpone, shall not be allowed to be brought back to any regular meeting for further consideration until at least three (3) months following the date of the Council meeting where it was originally addressed except by means of majority vote of Council in attendance.

LACK OF QUORUM FOR A MOTION

83. If a motion cannot be voted on because there would be no quorum due to an abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular Council meeting.
84. If Council is unable to achieve a quorum due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order under the MGA.

VOTING ON A MOTION

85. A motion, excepting a special resolution, shall be carried when a majority of Councillors at a meeting vote in favor of the motion.
86. A motion is lost when the vote is defeated or tied.
87. Where a question under consideration contains distinct propositions, the vote upon each proposition may be taken separately, at the request of any Councillor.

ABSTENTIONS FROM VOTING

88. Pursuant to Section 183 of the MGA, a Councillor must vote on a matter put to a vote at the meeting unless he or she is required or permitted to abstain from voting under this or any other enactment.
89. Councillors who have a pecuniary interest, as defined in Section 170 of the MGA where, in any matter related to a question put to a vote, shall, if present;
 - a) declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter,
 - b) abstain from discussions or voting on any question relating to the matter, and
 - c) remove themselves from the room until the matter is concluded.
90. The minutes shall indicate each abstention and its reasons including the declaration of disclosure of a pecuniary interest, and shall also indicate the times at which the Councillor left and returned to the room.
91. Notwithstanding Article 88, if a matter related to a Councillor's pecuniary interest is a question upon which the Councillor as a taxpayer, an elector or an owner, has a right to be heard by Council, it is not necessary for the Councillor to leave the room.

PUTTING A MOTION TO A VOTE

92. Once the Presiding Officer puts a question to a vote;
 - a) no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared,
 - b) every member present including the Presiding Officer, shall vote unless they are required to abstain.

VOTE VALIDITY

93. Votes on all motions must be taken according to the following procedure;
 - a) the Presiding Officer must put forth the motion,

- b) all Councillors, including the Mayor, must vote by a show of hands,
- c) the Presiding Officer must declare the result of the vote and state the names of any Councillor who voted against the motion..

94. Notwithstanding Article 92, a Councillor who is present via electronic audio or visual communications when the motion is put forth, shall be counted as for the motion by stating clearly "in favor" or against the motion by stating clearly "against".

VOTING RESULTS

95. After the Presiding Officer declares the result of a vote, the Councillors may not change their vote for any reason.

BYLAWS

PROCEDURE

96. Where a bylaw is presented to a Council meeting for enactment, the CAO shall cause the number, short title and brief description of the bylaw to appear on the meeting agenda.

97. The following shall apply to the passage of all bylaws:

- a) A bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the bylaw.
- b) Councillors may then debate the substance of the bylaw, or consider amendments to it.
- c) Any proposed amendments shall be put to a vote if required. If carried, they shall be considered as having been incorporated in the bylaw at first reading.
- d) When all amendments have been accepted or rejected, the Mayor shall call for a vote on the motion for first reading of the bylaw.
- e) When a bylaw is subject to a statutory public hearing, a date and time shall be established for the hearing following first reading.
- f) All aspects of the passage of a bylaw at first reading shall apply to second and third readings of any bylaw.

THREE READINGS

98. A bylaw shall not be given more than two readings at one meeting unless Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings.

99. A bylaw shall be passed when a majority of Councillors present vote in favor of third reading, provided that any applicable provincial statute does not require a greater majority.

ENACTMENT OF A BYLAW

100. When a bylaw has been given three readings and is signed in accordance with Section 213 of the MGA, it is considered an enactment of the Town and is effective immediately, unless the bylaw or an applicable provincial statute provides otherwise.
101. The previous readings of a proposed bylaw are rescinded if the proposed bylaw does not receive third reading within two years of first reading or is defeated on second or third reading.
102. After passage, a bylaw shall be dated, signed by the Mayor or designate, and by the CAO.

DELEGATIONS, PUBLIC HEARINGS AND PETITIONS

DELEGATIONS

103. A person or representative of any group of persons who wish to have any matter considered by Council shall address a written communication to the Town outlining the points they wish to bring to Council's attention.
 - a) Such communication shall be in the hands of the CAO not later than 4:00 pm one week prior to the Thursday agenda posting.
 - b) When a communication contains a request for an appearance to address Council, Councillors may either hear the representative by resolution or refer it to a Committee.
 - c) No person or group shall appear as a delegation to Council on the same or on a related subject until three months has passed since the date of the first presentation, unless specifically requested by a majority vote of Council in attendance.
 - d) When a person or representative of a group wishes to address Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate committee, may defer the matter to another meeting of Council, may appoint a special committee to deal with the matter, or deal with the matter itself at the meeting, if so agreed upon by a special resolution of Council.
 - e) Matters presented by delegation shall be brought back to Council for disposition within 30 days.
104. Delegations appearing before Council may be addressed by any Councillor through the Presiding Officer, by asking the delegation or the CAO relevant questions but may not debate the matter or the answers.
105. The presentations by a person or a delegation must be;
 - a) limited to 15 minutes unless a special resolution extends allotted time,
 - b) received as information without debate,
 - c) referred without debate to a Committee or the CAO for a report, or debated, if a special resolution is passed to allow a motion to be made without notice.

PUBLIC HEARINGS

106. The conduct of any statutory public hearing to address a proposed bylaw or Council resolution shall be governed by this bylaw.

107. Public hearings shall be held on the same day as a regular Council meeting and will begin immediately following the meeting's Call to Order, unless otherwise set by Council resolution. Council's regular meeting will follow immediately after the public hearing.
108. Wherever possible, persons interested in speaking at a public hearing should register with the CAO prior to the public hearing.
109. The Presiding Officer shall declare the public hearing in session and shall outline public hearing procedures.
110. The CAO or their designate shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.
111. The Presiding Officer shall request that those who wish to make presentations identify themselves. The Presiding Officer shall then open the floor to public presentations.
112. The Presiding Officer shall call upon those persons who have registered with the CAO to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. Persons who do not identify themselves will not be given the opportunity to speak.
113. Presentations by the public may be made verbally and/or in written format. Written submissions shall be collected by the CAO and retained for information purposes.
114. Each verbal presentation shall be limited to ten (10) minutes unless there is a majority vote of Council to extend the allotted time.
115. Following public presentations, the Presiding Officer shall close the public hearing.
116. If no one is present to speak to a proposed bylaw or resolution which requires a public hearing, Council may hear an introduction of the matter from the CAO or their designate, ask relevant questions, and then must close the public hearing.
117. After the close of the public hearing, Council may debate matters raised at the public hearing during the regular Council meeting following the public hearing, and may;
 - a) pass the bylaw or resolution, or
 - b) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.
118. When a public hearing on a proposed bylaw or resolution is held, a Councillor must abstain from voting on the bylaw or resolution if the Councillor is absent from a part or all of the public hearing.

PETITIONS

119. When a group or a person wishes to present a petition to Council on any matter within its jurisdiction, the petition must;
 - a) be typewritten or legibly written,
 - b) clearly articulate the issue,

- c) be signed,
- d) indicate if a representative wishes to address the Council on the subject matter of the petition.

120. Before considering a petition, the Council may refer it to the appropriate committee for a report.

121. If the petition concerns a matter which the Council deems urgent, Council may consider it at the next regular Council meeting and may take immediate action thereon.

APPEAL OF PRESIDING OFFICER'S RULING

122. The decision of the Presiding Officer shall be final, subject to an immediate appeal by a Councillor present at the meeting.

123. If a decision is appealed, the Presiding Officer shall give concise reasons for the ruling and the Councillors, without debate, shall decide the question.

124. The ruling of the Councillors shall be final.

RECORD OF PROCEEDINGS

125. The CAO is responsible for the record of Council and committee proceedings but may delegate any duties to a recording secretary.

126. The record of proceedings shall include;

- a) all decisions and other proceedings without note or comment,
- b) the names of Councillors present at and absent from each meeting,
- c) the names of Councillors that voted against a motion,
- d) any abstention pursuant to a declaration of pecuniary interest made by any Councillor in accordance with section 170 of the MGA and/or any other abstention permitted by statute,
- e) the signatures of the Presiding Officer and the Chief Administrative Officer.

127. Meetings, except for closed sessions, may be digitally recorded by means of an audio-visual recording for record keeping purposes.

128. Digital recordings of meetings will be deleted thirty (30) days after the minutes have been approved by council.

129. Requests for the correction of inaccuracies or omissions in draft minutes should be submitted to the CAO as soon as possible after draft minutes are circulated.

130. Questions about inaccuracies and omissions in meeting minutes will be reviewed by the CAO against the audio-visual recording made of the meeting.

131. The CAO will determine if any corrections are required and recirculate the minutes.

ENACTMENT

Bylaw 1596-24

132. Bylaw No. 1596-21 and amendments thereto is hereby repealed in its entirety.

133. Bylaw No. 1596-24 shall take force and effect on the day of its final reading and upon being signed.

READ a first time this 27th, day of May 2024 A.D.

Mayor Don Anderberg

CAO, Konrad Dunbar

READ a second time this 27th day of May 2024 A.D.

Mayor Don Anderberg

CAO, Konrad Dunbar

READ a third time this this 27th day of May 2024 A.D.

Mayor Don Anderberg

CAO, Konrad Dunbar

APPENDIX A

STANDARD COUNCIL MEETING AGENDA

1. Call to Order
2. Public Hearings
3. Agenda Approval
4. Delegations
5. Consent Agenda
6. Business Arising from the Minutes
7. Bylaws
8. New Business
9. Reports
 - Council
 - Chief Administrative Officer
 - Others
10. Administration (Correspondence, Information)
11. Notice of Motion
12. Closed Meeting Notice of Motion
13. Adjournment



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Letter of support for Heritage Acres	
PRESENTED BY: Konrad Dunbar, Chief Administrative Officer	DATE OF MEETING: 5/27/2024

PURPOSE:

Heritage Acres needs a letter of support a Community Facility Enhancement Program Grant.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to write a letter of support for the Heritage Acres Farm Museum and the Community Facility Enhancement Program.

BACKGROUND/HISTORY:

Heritage Acres Farm Museum, HAFM, Oldman River Antique Equipment and Threshing Club are applying for the Community Facility Enhancement Program, Small Funding Stream and may require letters of support from community. HAFM is requesting the Town of Pincher Creek to provide a letter on how HAFM supports public space used by community clubs, groups and individuals for events, weddings, memorials, teas, movie nights, demonstrating and educating seniors, students, and general public about pioneer life and much more.

ALTERNATIVES:

accept as information

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None

FINANCIAL IMPLICATIONS:

None

PUBLIC RELATIONS IMPLICATIONS:

Heritage Acres Farm Museum is a great asset to the community.

ATTACHMENTS:

FW_ Letter of support - 3411

CONCLUSION/SUMMARY:

To Support Heritage Area in getting a CFEP Grant

Signatures:

Department Head:

Konrad Dunbar

CAO:

Konrad Dunbar

From: [April McGladdery](#)
To: [Kristie Green](#)
Subject: FW: Letter of support
Date: Wednesday, May 15, 2024 12:01:43 PM
Attachments: [image001.png](#)

April McGladdery
Administrative Assistant
Town of Pincher Creek
(403) 627-3156 / Fax: (403) 627-4784
www.pinchercreek.ca



From: Executive Director <executive.director@heritageacres.org>
Sent: Wednesday, May 15, 2024 11:42 AM
To: April McGladdery <reception@pinchercreek.ca>
Subject: Letter of support

To Whom it May Concern,

Hello,

Heritage Acres Farm Museum, HAFM, Oldman River Antique Equipment and Threshing Club are applying for the Community Facility Enhancement Program, Small Funding Stream and may require letters of support from community. HAFM is requesting the Town of Pincher Creek to provide a letter on how HAFM supports public space used by community clubs, groups and individuals for events, weddings, memorials, teas, movie nights, demonstrating and educating seniors, students, and general public about pioneer life and much more.

HAFM would appreciate the continued support of the Town of Pincher Creek and thank you for your time and commitment to Heritage Acres Farm Museum.

Sincerely,

Sharla Dyck
Sharla Dyck

Executive Director

Heritage Acres Farm Museum



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Pincher Creek Family Centre Request	
PRESENTED BY: Konrad Dunbar, Chief Administrative Officer	DATE OF MEETING: 5/27/2024

PURPOSE:

The Pincher Creek Family Centre has requested to use the fenced in area on the south side of the Town Hall building. They have used this space over the past 3 years during the months of May-October where they have had tremendous impact on the lives of the children and families in Pincher Creek and surrounding area

RECOMMENDATION:

That Council for the Town of Pincher Creek agree to allow the Pincher Creek Family Centre to use the fenced in area on the south side of the Town Hall building.

BACKGROUND/HISTORY:

They started using the space during covid and were able to accommodate families playing there as there was no indoor play being allowed due to health regulations. Since then, they have had tremendous positive feedback on how great the space is. Parents have commented on how nice it is to come to a place that is fenced in and age appropriate for their young families, they enjoy the ability to get outside and have a place to go, that is scheduled, clean, stimulating and safe.

ALTERNATIVES:

accept as information

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None

FINANCIAL IMPLICATIONS:

None

PUBLIC RELATIONS IMPLICATIONS:

Its a great space for families to use

ATTACHMENTS:

Pincher Creek Family Centre - 3412

CONCLUSION/SUMMARY:

The Pincher Creek Family Centre would like to use the fenced in area on the south side of the building.

Signatures:

Department Head:

Konrad Dunbar

CAO:

Konrad Dunbar



1300 Hewetson Ave|403 627-5569| info@pcfamilycentre.ca

RECEIVED

MAY 09 2024

Town of Pincher Creek

April 16, 2024

Town Council
Re: Bring added to Agenda May 13th,2024
Town of Pincher Creek
962 St. John Avenue
Box 159, Pincher Creek, AB
T0K1W0

Dear Town Council:

Re: Using the outside Fenced in space on South side of Town Hall Building

I am writing this letter as a formal request to use the fenced in area on the south side of the building. We have used this space over the past 3 years during the month of May-October where we have had tremendous impact on the lives of the children and families in Pincher Creek and surrounding area.

To give some background as to how we started using the space was during covid we were able to accommodate families playing here as there was no indoor play being allowed due to health regulations. Since then, we have had tremendous positive feedback on how great the space is. Parent have commented on how nice it is to come to a place that is fenced in and age appropriate for their young families, they enjoy the ability to get outside and have a place to go, that is scheduled, clean, stimulating and safe.

We all know how important it is to encourage children to spend time playing outside and how this benefits the overall mental/health of our community as a whole. This is a request to use the space for the aforementioned months for as long as the space is available. I will be attending the meeting to answer any additional questions you might have.

Sincerely,

Jacqui Bruns



Don Anderberg

Registration Confirmed - Regional Partnerships and Collaboration - Virtual

1 message

Leanne Anderson <registrar@eoep.ca>

Thu, May 9, 2024 at 7:13 PM

Reply-To: registrar@eoep.ca

To: DON ANDERBERG



Dear DON,

Your registration has been confirmed. Please save this email for future reference.

Event: Regional Partnerships and Collaboration - Virtual

Attending: DON ANDERBERG

Number in Party: 1

Time: 1:00 pm - 4:00 pm

Date: May 29 - June 12, 2024

Confirmation Number: MBNN2YZ56ZD

Registration Information



Thank you for registering for the upcoming *Regional Partnerships and Collaboration* course starting on Wednesday, May 29, 2024. Below is the list of dates for the course. Each session will begin at 1:00 p.m. and run until 4:00 p.m.

Wednesday, May 29
Wednesday, June 5
Wednesday, June 12

Materials will be sent out in advance of the sessions. If you have any questions or concerns, please contact

We look forward to seeing you there.

Sincerely,
Leanne Anderson
EOEP

If you no longer want to receive emails from Leanne Anderson, please

Your payment for the Regional Partnerships and Collaboration - Virtual event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
Regional Partnerships and Collaboration	CAD 295.00	1	CAD 295.00
GST (#R822905212)	5.00%		CAD 14.75
Transaction Total			CAD309.75

Registration Confirmation Number: MBNN2YZ56ZD

If you have any questions about this transaction or email, please contact Leanne Anderson directly at





**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
May 27, 2024**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	5/9/2024	Group Group Youth	Thank you note
2.	5/21/2024	Alberta Utilities Commission	Notice of Hearing
3.	5/23/2024	Pincher Creek Community Centre Hall Society	Thank you note



GROUP GROUP YOUTH SOCIETY OF PINCHER CREEK

Would Like To Recognize
Town Of Pincher Creek
As Our...

Partner in Safety



Smart choices for LIFE!



THANK YOU

Shaylee

Jegen

AP
Shaylee



Kalle

Jegen

AP

Callan

AS

Callan

Shaylee

AP

From everyone at Group Group Youth



310-4AUC 1400, 600 Third Avenue S.W.
 1-833-511-4AUC Calgary, Alberta
 www.auc.ab.ca T2P 0G5

Notice of hearing 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 holding a hearing to review the applications and submissions received to consider the electric transmission and power plant development applications in Proceeding 28843.

Written evidence is due July 5, 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 approximately one kilometre northwest of the town 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

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

RECEIVED

MAY 21 2024

Town of Pincher Creek

Participant information session

The AUC will be holding an information session to provide information about how you may become involved in this proceeding and the funding which may be available to you to support your position, which includes costs for legal representation and expert witnesses. The project and its merits will not be discussed at this session. To register for the virtual information session, [please sign up here](#) or email victor.choy@auc.ab.ca by **May 17, 2024**.

If you cannot attend the virtual information session, but want to learn more about the review process, or for more information about how you may become involved in this proceeding, please contact us or visit our website and review the information under "[Have your say about a utility project](#)" or under "[Review process for facility applications](#)." The lead application officer, Victor Choy, can also be contacted at 403-592-4439 or by email at victor.choy@auc.ab.ca.

New participant submissions

If you wish to participate in this proceeding and have not yet filed a statement of intent to participate, 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.

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 to anyone registered in this proceeding. If there is confidential information you would like to file, a request must be made in advance of filing your submission.

Hearing

The Commission will host a virtual oral hearing, commencing on **August 26, 2024, at 9 a.m.**

The virtual oral hearing will be held remotely using a video conferencing platform. Participants are responsible for ensuring that they have access to all documentary evidence filed on the record of the proceeding, either through the eFiling System or in their preferred format. Further information about the virtual hearing process will be issued separately. Commission staff will contact the hearing participants and will send email invitations that include the links to access a mandatory test session and the hearing.

Participating in the hearing

If you intend to present evidence at the hearing, you must submit your written evidence by **July 5, 2024**, and be present at the commencement of the hearing. Your written evidence should include your statement about your intended level of participation, including whether you or your representative will:

- Attend the hearing.
- Cross-examine any of the applicant's witness panels

Written evidence can be reports prepared by experts or written information (including maps, charts, photographs and narrative statements) prepared by an intervener personally, and clearly identified as such. Any report that was prepared by an expert, and which is being filed in support of an intervener's position, must clearly state the qualifications of the expert and the name of the intervener who directed that the report was to be prepared. Please be aware that the author of any report or other written evidence that an intervener expects the Commission to rely upon must be available to be cross-examined at the hearing.

Summarized process schedule

The Commission has established the following process to consider the applications:

Process step	Date
Information session	May 22, 2024, 7 p.m.
Interveners' information requests (questions) to applicant deadline	May 31, 2024
Applicant's deadline to respond to information requests	June 14, 2024
Interveners' written evidence deadline	July 5, 2024
Information requests to interveners about intervener evidence	July 19, 2024
Interveners' deadline to respond to information requests	August 6, 2024
Applicant's reply evidence deadline	August 19, 2024
Commencement of hearing	August 26, 2024, 9 a.m.

Issued on May 7, 2024.

Alberta Utilities Commission

*Pincher Creek Community Center Hall Society
Box 21178 287 Canyon Drive
Pincher Creek, Alberta T0K 1W0*

*Town of Pincher Creek
Box 159
Pincher Creek, Alberta T0K 1W0*

May 21, 2024

Attention: Mayor and Council of Pincher Creek

The Pincher Creek Community Center Hall Society wish to extend our grateful thank you for the cheque in the amount of \$6360.00 for our board to use toward the payment of our utilities. With the continued rise in price, we are hard pressed to pay these bills. The help you have extended to us is most appreciated.

*At any time one of your council members wishes to come to our monthly meetings, the third Monday of each month they are welcome.
Thank you for your continued help of our Community Hall.*

*Sincerely, Executive and Directors
of the Pincher Creek Community Center Hall Society*

RECEIVED

MAY 23 2024

Town of Pincher Creek