



# TOWN OF PINCHER CREEK

## REGULAR COUNCIL MEETING AGENDA

Monday December 9, 2024 at 6:00 p.m.

Council Chambers, Town Hall

[TEAMS LINK](#)

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1. **CALL TO ORDER**
2. **PUBLIC HEARINGS**
3. **AGENDA APPROVAL**
4. **SCHEDULED DELEGATIONS**
5. **CONSENT AGENDA**
  - 5.1 Minutes of the Regular Meeting of Council held on November 25, 2024 (Page 3)
  - 5.2 Minutes of the Special Joint Council Meeting held on November 27, 2024 (Page 8)
  - 5.3 Minutes of the Committee of the Whole Meeting on December 4, 2024 (Page 11)
6. **BUSINESS ARISING FROM THE MINUTES**
7. **BYLAWS**
  - 7.1 Cemetery Bylaw No. 1535-25 (Page 14)
  - 7.2 Establishing a Fee Structure Bylaw No. 1584-25 (Page 20)
  - 7.3 Designating the Lebel Mansion as a Municipal Historic Resource (Page 45)  
No. 1614
8. **NEW BUSINESS**
  - 8.1 2025-2026 Operating Budget (Page 56)
  - 8.2 2025-2026 Capital Budget (Page 60)
  - 8.3 Pincher Creek & District Municipal Library Board Lease Agreement (Page 64)
  - 8.4 Cleaning Services Contract (Page 73)

**9. REPORTS**

9.1 Council

9.2 CAO

9.3 Others

**10. ADMINISTRATION**

10.1 Distribution List (Page 76)

**11. NOTICE OF MOTION**

**12. CLOSED MEETING**

**13. ADJOURNMENT**

***The next Regular Council Meeting is scheduled for January 13, 2025 AT 6:00 p.m.***



## TOWN OF PINCHER CREEK

### REGULAR COUNCIL MEETING

Held on November 25, 2024 - 6:00 p.m.  
962 St. John Avenue

**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;  
C. Hunsperger, Executive Assistant;  
S. Burnell, Director of Operations;  
B. Millis, Manager of HR and Health  
and Safety; and K. Ross, Operations  
Manager

**1. CALL TO ORDER**

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

**2. PUBLIC HEARING**

**3. AGENDA APPROVAL**

**GREEN:**

That Council for the Town of Pincher Creek agree to add 8.2 Wheel Loader Update and 12.1 PCESC Review to the November 25, 2024 Regular Council Meeting Agenda.

**CARRIED 24-427**

**BARBER:**

That Council for the Town of Pincher Creek approve the November 25, 2024 Regular Meeting Agenda as amended.

**CARRIED 24-428**

Initials: \_\_\_\_\_

4. **DELEGATIONS**

5. **CONSENT AGENDA**

**OLIVER:**

That Council for The Town of Pincher Creek accepts the Consent Agenda as presented.

**CARRIED 24-429**

6. **BUSINESS ARISING FROM THE MINUTES**

6.1 Winter Street Maintenance Policy Update

**NODGE:**

That Council for the Town of Pincher Creek approve Policy 302-24 Winter Street Maintenance Policy as presented with amendments to section 6.2 and to remove section 7.2.

**CARRIED 24-430**

7. **BYLAWS**

8. **NEW BUSINESS**

8.1 School Zone Speed Discussion

**NODGE:**

That Council for the Town of Pincher Creek direct administration to conduct a review of all school zones within town and bring back a report to Council in the second quarter of 2025.

**CARRIED 24-431**

8.2 Wheel Loader Update

**OLIVER:**

That Council for the Town of Pincher Creek authorize administration to spend up to \$50,000 from the Equipment Reserves account in addition to the funds recovered from the insurance claim for the purchase of a used wheel loader.

**CARRIED 24-432**

Initials: \_\_\_\_\_

**9. REPORTS**

9.1 Council Reports

**WRIGHT:**

That Council for the Town of Pincher Creek accept the Council Reports as information.

**CARRIED 24-433**

9.2 CAO

**CLELAND:**

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

**CARRIED 24-434**

9.3 Others

**10. ADMINISTRATION**

10.1 Distribution List

**GREEN:**

That Council for The Town of Pincher Creek accept the November 25, 2024 Distribution List as information.

**CARRIED 24-435**

**11. NOTICE OF MOTION**

*Mayor Anderberg called a recess at 7:48pm  
Mayor Anderberg called the meeting back at 7:54pm*

**12. CLOSED SESSION DISCUSSION**

12.1 PCESC Review

**WRIGHT:**

That Council for the Town of Pincher Creek agrees to move into closed session of Council on November 25, 2024 at 7:54pm in accordance with section 16 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 24-436**

Initials: \_\_\_\_\_

**OLIVER:**

That Council for the Town of Pincher Creek agrees to move out of closed session of Council on November 25, 2024 at 8:21pm in accordance with section 16 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 24-437**

**OLIVER:**

That Council for the Town of Pincher Creek accept the PCESC Review as information.

**CARRIED 24-438**

**13. ADJOURNMENT**

**WRIGHT:**

That this meeting of Council on November 25, 2024 be hereby adjourned at 8:22pm

**CARRIED 24-439**

Initials: \_\_\_\_\_

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MAYOR, D. Anderberg

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CAO, K. Dunbar

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 25<sup>th</sup> DAY OF NOVEMBER 2024   S E A L**

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
Monday December 9<sup>th</sup>, 2024 AT 6:00 P.M.**



**Town of Pincher Creek**  
**&**  
**Municipal District of Pincher Creek No. 9**



**Special Joint Council Meeting**  
**November 27, 2024 7:00pm**  
**MD Council Chambers**

**IN ATTENDANCE:**

Mayor D. Anderberg  
 Councilor S. Nodge  
 Councilor G. Cleland  
 Councilor B. Wright  
 Councilor D. Green  
 Councilor W. Oliver  
 Councilor M. Barber

CAO: K. Dunbar

Executive Assistant: C. Hunsperger

**A. ADOPTION OF AGENDA**

**GREEN:**

That Council for the Town of Pincher Creek agree to add B) Indoor Courts Project to the November 27, 2024 Special Joint Council Meeting Agenda.

**CARRIED 24-J09**

**CLELAND:**

The Council for The Town of Pincher Creek accept the November 27, 2024 Special Joint Council Meeting Agenda as amended.

**CARRIED 24-J10**

**B. CLOSED SESSION**

**GREEN:**

That Council for The Town of Pincher Creek agrees to move into closed session of the Council on November 27, 2024 at 7:02pm in accordance with sections 16 & 25 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 24-J11**

Initials : \_\_\_\_\_



**CLELAND:**

That Council for The Town of Pincher Creek agrees to move out closed session of the Council on November 27, 2024 at 8:08pm in accordance with sections 16 & 25 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 24-J12**

**CLELAND:**

That Council for the Town of Pincher Creek direct administration to draft a letter to the Pincher Creek Emergency Services Commission and advise them of the decision made between the Town of Pincher Creek and The Municipal District of Pincher Creek No.9 of a \$2,000,000 cap for the renovation and expansion of the new building that prioritizes the longevity (for 40 years) and the efficiency of operating expenses.

**CARRIED 24-J13**

**OLIVER:**

That Council for the Town of Pincher Creek accept the Indoor Courts Project discussion as information.

**CARRIED 24-J14**

**C. ADJOURNMENT**

**CLELAND:**

That this Special Joint Council Meeting for the Town of Pincher Creek & the Municipal District of Pincher Creek No. 9 on November 27, 2024 be hereby adjourned at 8:15pm.

**CARRIED 24-J15**

Initials : \_\_\_\_\_

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**MAYOR, D. Anderberg**

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**CAO, K. Dunbar**

Approved by resolution of the Council for the Town of Pincher Creek this 27<sup>th</sup> day  
of November 2024

---SEAL---

The next Special Joint Council Meeting will be held on January 21, 2025



**Town of Pincher Creek**  
**COMMITTEE OF THE WHOLE MINUTES**  
**December 4, 2024 – 8:30 AM**  
**962 St. John Avenue**

**IN ATTENDANCE**

- Mayor:** D. Anderberg
- Councillors:** M. Barber, S. Nodge, B. Wright, G. Cleland
- With Regrets:** D. Green, W. Oliver
- Staff:** K. Dunbar, Chief Administrative Officer; W. Catonio, Director of Corporate Services; C. Hunsperger, Executive Assistant; B. Furgeson, Manager of Finance; K. Uhersky, Communications and Marketing Officer; K. Kozak, Development Officer; A. Hlady, Director of Culture and Recreation; A. Grose, Recreation Manager; R. Oczkowski, Recreation Programmer

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 8:30 am.

**2. AGENDA APPROVAL**

**WRIGHT:**

That the Committee of the Whole for the Town of Pincher Creek agree to combine **3.2** and **3.3** and add **3.4 Day Care Town Hall Report**, **3.5 CAO Report** and **3.6 Community Housing & Economic Development Committee Report** to the December 4, 2024 Committee of the Whole Meeting Agenda.

**CARRIED COTW 2024-090**

**CLELAND:**

That the Committee of the Whole for The Town of Pincher Creek accept the December 4 2024, meeting agenda as amended.

**CARRIED COTW 2024-091**

Initials: \_\_\_\_\_

**3. DISCUSSION ITEMS**

- 3.1 Grassy Mountain Project
- 3.2 Additional Budget Information

*Mayor Anderberg called a recess at 9:36 am*

*Mayor Anderberg called the meeting back at 9:40 am*

- 3.3 Bill 35 – All Seasons Resorts Act
- 3.4 Day Care Town Hall Report
- 3.5 CAO Report
- 3.6 Community Housing & Economic Development Committee Report

**4. POLICY REVIEW**

**5. ADJOURNMENT**

**CLELAND:**

That this meeting of the Committee of the Whole hereby be adjourned at 11:13 am

**CARRIED COTW 2024-092**

Initials: \_\_\_\_\_

**APPROVED BY RESOLUTION OF  
COUNCIL FOR THE TOWN OF PINCHER CREEK  
THIS 4th DAY OF DECEMBER 2024**

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**Mayor, D. Anderberg**

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**CAO, K. Dunbar**

*The next Meeting of the Committee of the Whole will be held on January 8<sup>th</sup> 2024 at 8:30am*



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Draft Bylaw No. 1538-25 Cemetery Bylaw	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Corporate Services	<b>DATE OF MEETING:</b> 12/9/2024

**PURPOSE:**

To remove Schedule "A" Cemetery Fees from this bylaw in order to incorporate these fees in Bylaw 1584-25 Establishing a Fee Structure.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek That Council for the Town of Pincher Creek agree to give Bylaw No. 1538-25, Cemetery Bylaw, first reading.

That Council for the Town of Pincher Creek agree to give Bylaw No. 1538-25, Cemetery Bylaw, second reading.

That Council for the Town of Pincher Creek unanimously agree to present Bylaw No. 1538-25, Cemetery Bylaw, for third reading at the December 9, 2024 regular meeting of Council.

That Council for the Town of Pincher Creek agree to give Bylaw No. 1538-25, Cemetery Bylaw, third and final reading.

**BACKGROUND/HISTORY:**

Administration is moving forward to consolidate all fees into the Bylaw No. 1584 Establishing a Fee Structure Bylaw.

The only change to Bylaw 1538 Cemetery Bylaw is to remove the Schedule "A" Cemetery Fees so they can be consolidated into the Fee Structure Bylaw.

**ALTERNATIVES:**

Accept as information.

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

Consolidating all fees into one bylaw will increase efficiencies. When new rates are proposed, only one bylaw will need to be reviewed and presented to Council for approval.

**FINANCIAL IMPLICATIONS:**

None at this time

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

Draft Cemetery Bylaw - 1538-25 - 3497

**CONCLUSION/SUMMARY:**

Administration supports reallocating the Cemetery fees from the Cemetery Bylaw to the Fee Structure Bylaw.

**Signatures:**

**Department Head:**

*Wendy Catonio*

**CAO:**

*Konrad Dunbar*



## TOWN OF PINCHER CREEK CEMETERY BYLAW #1538-25

### A Bylaw of the Town of Pincher Creek (the “Municipality”), in the Province of Alberta, Regarding Fairview / Pioneer Cemetery Maintenance and Regulations

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

- 1) That the area of lands situated in a part of the Northwest Quarter of Section Twenty-Four (24) Township Six (6) Range Thirty (30) West of the Fourth Meridian and Section Twenty-Three (23) Township Six (6) Range Thirty(30) West of the Fourth Meridian, owned by the Town of Pincher Creek, St. John’s Anglican Church of Canada and the Roman Catholic Corporation of the Diocese of Calgary, be used as a public cemetery (Fairview/Pioneer Cemeteries), Anglican cemetery and Roman Catholic cemetery, governed by Town Council.
- 2) That all Cemetery Regulations and plots shall conform to the Alberta Cemetery Act General Regulation RSA 2000 Chapter C-3
- 3) That the Town of Pincher Creek shall keep a record of the said cemeteries, showing the names and addresses of the purchasers of the said lot, plot or niche, and the names, ages and dates of burial of all persons interred in the said cemeteries. No pre need reservations or interments shall be permitted in the cemeteries until a completed contract for services form has been approved by the appropriate authority, acknowledging receipt of payment in full of fees and charges. Whenever a lot, plot or niche is held jointly by two or more parties, or if the original owner is deceased, authority for interment in such lot, plot or niche or any part thereof will be accepted in writing by the Town from anyone of the said parties or their executors or agents. In the case of a dispute of ownership, the burden of proof lies with the family, not the Town of Pincher Creek. All transfer of ownership must be registered with the Town.
- 4) No remains shall be disinterred or removed from the cemetery for any purpose unless a Licensed Funeral Director is in charge, and a disinterment permit has been issued by the Director of Vital Statistics.
- 5) That all graves be at least 1.5 meters deep.

A maximum of four urns will be permitted in any plot following a traditional casket burial in that plot. A columbarium niche will allow for placement of two urns.

- 6) That no vehicle other than service or maintenance vehicles shall be permitted to drive within the cemeteries except on provided roadways.
- 7) That the building of any type of fence or wall as well as any trees around cemetery lots or plots is forbidden.





## TOWN OF PINCHER CREEK CEMETERY BYLAW #1538-25

- 8) That all recognized Veterans Graves be marked with the approved metal Maple Leaf emblem supplied by the Royal Canadian Legion, Branch #43.
- 9) No animal shall be allowed in the Cemeteries unless such animal is on a leash and under the control of an adult person.
- 10) Bases of monuments, tombstones or markers must be at least 15.2 cm wider than the widest portion of the stone and of sufficient depth to support the weight being imposed thereon, and the top of the base must be flush with the surface of the surrounding ground.

All grave markers shall be not more than 76.2 cm in height from the top of the foundation as stated in this section.

- 11) That all fees for lot, plot or niche shall be paid to the Town of Pincher Creek, as per Schedule "A" FEE SCHEDULE and the Town of Pincher Creek shall, upon payment, grant a receipt which receipt shall be the sole title granted to any person purchasing a lot, plot or niche.
- 12) Inscription on the Columbarium will be permitted only on the granite slab provided for the niche. Inscriptions must only contain name, year of birth and year of death of deceased person. Double inscriptions will be permitted on niche granite slab provided double inurnment is purchased.
- 13) The Town of Pincher Creek shall make the final ruling on the provision of a plot for unclaimed bodies or bodies of indigent or destitute persons. The normal fee for digging and backfilling the grave will be charged as per the Cemeteries Act.
  - A. That the Town Council, appoint The Town of Pincher Creek Chief Administrative Officer as caretaker for the said cemeteries. The Chief Administrative Officer shall have the authority as per the MGA to delegate all or part of this authority. The Caretaker ensures compliance with this Bylaw
  - B) No work of any kind shall be done on gravesites in any of the cemeteries governed by this Bylaw, unless, or until, permission has been first granted by the Cemeteries caretaker.
  - C) All monuments being placed, altered or removed in the cemetery require a monument permit to be completed before any work can commence.
  - D) The Caretaker shall have the full authority for and shall be responsible for maintaining order in the Cemeteries, and for removing anything that in his/her opinion makes the lot, plot or niche unsafe, untidy or unsightly.
  - E) That the planting of trees be in accordance with policy 700-11 Cemetery & Memorial Dedications



## TOWN OF PINCHER CREEK CEMETERY BYLAW #1538-25

- F) Due to the adverse soil conditions in the Fairview Cemetery, excavations for interment will be completed on the same day as the scheduled funeral, unless otherwise directed by the Caretaker.
- G) The Town of Pincher Creek shall take all reasonable precautions to protect the property within the cemeteries, but assume no responsibility for the loss of, damage to, any Memorial Tablet marker or part thereof, or any other article placed on a Plot or to a Plot itself.
- H) The Town shall report to a family member or responsible party of an installation that it is in disrepair. It shall be the duty of the family member or responsible party to repair or remove such installation.
- I) No lot or plot shall be covered by any slab of concrete, stone or other similar material. The lot or plot will be sown to grass and kept level with the surroundings.
- 14) The Town may remove all installations at the cemeteries that were made without authorization by the Town.
- 15) The Town is hereby empowered to enforce all rules and regulations and to exclude from the cemeteries, any persons violating it. The Town shall have charge of the grounds and the buildings including the conduct of funerals, traffic employees, licensees, and visitors.
- 16) That any person or persons guilty of an infraction of this Bylaw be subject to a penalty not less than five hundred (\$500.00) dollars and not exceeding two thousand dollars (\$2,000) and costs, and in default of payment to imprisonment for a term of not less than ten days and not more than thirty days. If a person is found guilty of an offence under this Bylaw, the court, may in addition to any other penalty imposed, order the person to comply with this Bylaw. The levying and payment of any fine or the imprisonment for any period provided in the Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs, from which he is liable under the provisions of this Bylaw.
- 17) Bylaw No. 1538-16 and amendments thereto are hereby repealed.



**TOWN OF PINCHER CREEK  
CEMETERY BYLAW #1538-25**

Read a First time this 9<sup>th</sup> day of December, 2024

Read a Second time this 9<sup>th</sup> day of December, 2024

Read a Third time and passed this 9<sup>th</sup> day of December, 2024

\_\_\_\_\_  
Mayor, Don Anderberg (Seal)

\_\_\_\_\_  
Chief Administrative Officer, Konrad Dunbar (Seal)



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Bylaw No. 1584-25 Establishing a Fee Structure	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Corporate Services	<b>DATE OF MEETING:</b> 12/9/2024

**PURPOSE:**

Council to review the proposed increases to the fees on Schedule A, B, and C

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree to give Bylaw 1584-25 Establishing a Fee Structure, first reading.

That Council for the Town of Pincher Creek agree to give Bylaw 1584-25 Establishing a Fee Structure, second reading.

That Council for the Town of Pincher Creek unanimously agree to present Bylaw 1584-25 Establishing a Fee Structure, for third reading.

That Council for the Town of Pincher Creek agree to give Bylaw 1584-25 Establishing a Fee Structure, third and final reading.

**BACKGROUND/HISTORY:**

During 2025 Budget Deliberations, Administration presented to Council increases to the utility rates in order to ensure these services become self-sustaining.

At the December 4, 2024 Committee of the Whole, Administration reviewed with Council additional proposed changes to other fees.

**ALTERNATIVES:**

Give the bylaw first reading only.

Request further information from Administration.

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

Fees must be regularly reviewed and updated to maintain expected service levels.

**FINANCIAL IMPLICATIONS:**

The increases have been considered when preparing the 2025 budget.

**PUBLIC RELATIONS IMPLICATIONS:**

None at this time.

**ATTACHMENTS:**

1584-25 Fee Structure Bylaw DRAFT - 3498

DRAFT JAN 2025 Schedules - Revised - 3498

Final Schedules for 2025 Fee Bylaw - 3498

**CONCLUSION/SUMMARY:**

Administration supports changes to the fees as presented.

**Signatures:**

**Department Head:**

*Wendy Catonio*

**CAO:**

*Konrad Dunbar*

**BYLAW No. 1584-25  
OF THE  
TOWN OF PINCHER CREEK**



**A BYLAW OF THE TOWN OF PINCHER CREEK, IN  
THE PROVINCE OF ALBERTA, FOR THE PURPOSE  
OF ESTABLISHING A FEE STRUCTURE**

WHEREAS pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto, a municipality has the authority to pass bylaws regarding services provided by or on behalf of the municipality, and

WHEREAS the Town of Pincher Creek wishes to establish a Fee Structure for the Town of Pincher Creek.

NOW THEREFORE, Council of the Municipality of the Town of Pincher Creek, in the province of Alberta, hereby enacts as follows:

1. Schedule A, B & C attached hereto, shall establish a fee structure for the Town of Pincher Creek.
2. Bylaw # No. 1584-24 and amendments thereto are hereby repealed.
3. This bylaw comes into force and effect January 1, 2025.

READ A FIRST TIME THIS 9<sup>th</sup> DAY OF December, 2024, A.D.

READ A SECOND TIME THIS 9<sup>th</sup> DAY OF December, 2024, A.D.

READ A THIRD TIME THIS 9<sup>th</sup> DAY OF December, 2024, A.D.

\_\_\_\_\_  
MAYOR, Don Anderberg (Seal)

\_\_\_\_\_  
CAO, Konrad Dunbar (Seal)

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	RATES	
			Rates effective January 1, 2024 (unless otherwise noted)	Rates effective January 1, 2025 Increase/Decrease (unless otherwise noted)
<b>SCHEDULE "A" - CORPORATE SERVICES</b>				
<b>Interest Charges</b>				
	Outstanding Accounts-Receiveables		2.50%	DELETE
<b>Taxes and Assessments</b>				
	Tax Certificates	each	\$30.00	\$30.00
	Compliance Letter	each	\$50.00	\$50.00
	Expedited Compliance Letter	each	\$150.00	\$150.00
	Assessment Review Board Appeals - Residential 3 or fewer dwellings	per parcel	\$50.00	\$50.00
	Assessment Review Board Appeals - Residential 4 or more dwellings	per parcel	\$500.00	\$500.00
	Assessment Review Board Appeals - Non-Residential	per parcel	\$500.00	\$500.00
	Land Titles Tax Recovery Notification - Searches	each	minimum \$20.00 or cost (whatever is greater) (whatever is greater)	minimum \$20.00 or cost (whatever is greater) (whatever is greater)
	Land Titles Tax Recovery Notification - Registration of Tax Recovery Notice	each	minimum \$20.00 or cost (whatever is greater) (whatever is greater)	minimum \$20.00 or cost (whatever is greater) (whatever is greater)
	Land Titles Tax Recovery Notification - Discharge of Tax Recovery Notice	each	minimum \$20.00 or cost (whatever is greater) (whatever is greater)	minimum \$20.00 or cost (whatever is greater) (whatever is greater)
	Land Titles Tax Recovery Notification - All other Land Title Requests	each	At Cost	At Cost
	Personal Property Registry - Searches	per parcel	minimum \$20.00 or cost (whatever is greater) (whatever is greater)	minimum \$20.00 or cost (whatever is greater) (whatever is greater)
	Personal Property Registry - Registration of Tax Recovery Lien	each	minimum \$20.00 or cost (whatever is greater) (whatever is greater)	minimum \$20.00 or cost (whatever is greater) (whatever is greater)
	Personal Property Registry - Discharge of Tax Recovery Lien	each	minimum \$20.00 or cost (whatever is greater) (whatever is greater)	minimum \$20.00 or cost (whatever is greater) (whatever is greater)
	Assessment Notice Reprint	each	\$5.00	\$5.00
	Tax Account History Printout	each	\$5.00	\$5.00
	Tax Receipt Printout Prior Years	each	\$5.00	\$5.00
	Tax Notice Reprint	each	\$5.00	\$5.00
	Personal Property Registry - All other Personal Property Registry Requests	each	minimum \$20.00 or cost (whatever is greater) (whatever is greater)	minimum \$20.00 or cost (whatever is greater) (whatever is greater)
<b>Business Licenses</b>				
	Rates as per Business License Bylaw			
<b>Dog Licenses</b>				
	Rates as per Animal Control Bylaw			

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	RATES		Rates effective 2025 January 1, 2025 Increase/ (unless otherwise noted) Decrease
			I = RATE INCLUDES GST	T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE	
<b>Cemetery</b>					
Rates as per Cemetery-Bylaw					
T	Plot	each	\$275.00	\$500.00	\$225.00
T	Columbarium Niche (includes 1st Open and Close)	each	\$700.00	\$1,000.00	\$300.00
T	Perpetual Care per Burial Site	per burial site	\$350.00	\$350.00	
<b>Burial Plot:</b>					
T	Open and Close	per burial site	\$400.00	\$400.00	
T	Open and Close Non-Business Hours	per burial site	\$600.00	\$600.00	
T	Disinterment Full Burial	per burial site	Double Regular Fee	Double Regular Fee	
<b>Cremation:</b>					
T	Registration	per niche	\$400.00	Delete	
T	Open and Close	per niche	\$150.00	\$150.00	
T	Open Only	per niche	\$75.00	\$75.00	
T	Open and Close Non-Business Hours	per niche	\$250.00	\$250.00	
T	Open Only Non-Business Hours	per niche	\$125.00	\$125.00	
T	Disinterment Cremation	per niche	\$300.00	\$300.00	
<b>Columbarium:</b>					
T	Additional Open and Close	per niche	\$150.00	\$150.00	
T	Memorial Plaque	each	\$125.00	\$350.00	\$225.00
Monument Permit					
No Charge					
<b>Returned Cheques</b>					
	Returned Cheques	each	\$35.00	\$35.00	
<b>Miscellaneous</b>					
T	Souvenir Pins	each	\$2.50	\$0.00	
T	Town Maps (36" x 48")	each	\$20.00	\$20.00	
T	Town Maps (24" x 18")	each	\$10.00	\$10.00	
<b>Town Information</b>					
T	Town Business License List/per set	each	\$0.00	\$5.00	\$5.00
T	Land Use Bylaw	each	\$0.00	\$20.00	\$20.00
T	Municipal Development Plan	each	\$0.00	\$10.00	\$10.00
T	Intermunicipal Development Plan	each	\$0.00	\$10.00	\$10.00
T	Engineering Standards	each	\$0.00	\$10.00	\$10.00
T	Council/Committee Minutes - Up to 2 sets of minutes	each	\$0.00	\$5.00	\$5.00
T	Council/Committee Minutes - More than 2 sets/per extra set	each	\$0.00	DELETE	
T	Council/Committee Minutes - Current minutes distributed on a regular basis	each	\$0.00	DELETE	
T	Miscellaneous Information (photocopies)	per page	\$0.25	\$0.25	
T	Complete Agenda Packages	each	\$0.00	\$5.00	\$5.00
T	Draft Bylaws	each	\$0.00	\$5.00	\$5.00



TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	E = GST EXEMPT	I = RATE INCLUDES GST	T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE	Rates effective	
						January 1, 2024 (unless otherwise noted)	January 1, 2025 Increase/ Decrease (unless otherwise noted)
<b>SCHEDULE "B" - OPERATIONAL SERVICES</b>							
<b>Water Services (relating to Bylaw 1631)</b>							
	Water Service Charge - Residential Metered - 5/8" (15mm) Meter	per month				\$21.66	\$26.16 \$4.50
	Water Service Charge - Residential Metered - 3/4" (20mm) Meter	per month				\$57.22	\$61.72 \$4.50
	Water Service Charge - Residential Metered - 1" (25mm) Meter	per month				\$75.50	\$80.00 \$4.50
	Water Service Charge - Residential Metered - 1-1/2" (40mm) Meter	per month				\$92.78	\$97.28 \$4.50
	Water Service Charge - Residential Metered - 2" (50mm) Meter	per month				\$92.78	\$97.28 \$4.50
	Water Service Charge - Residential Metered - 3" (75mm) Meter	per month				\$113.10	\$117.60 \$4.50
	Water Service Charge - Residential Metered - 4" (100mm) Meter	per month				\$113.10	\$117.60 \$4.50
	Water Service Charge - Non-Residential Metered - 5/8" (15mm) Meter	per month				\$21.66	\$26.16 \$4.50
	Water Service Charge - Non-Residential Metered - 3/4" (20mm) Meter	per month				\$57.22	\$61.72 \$4.50
	Water Service Charge - Non-Residential Metered - 1" (25mm) Meter	per month				\$75.50	\$80.00 \$4.50
	Water Service Charge - Non-Residential Metered - 1-1/2" (40mm) Meter	per month				\$92.78	\$97.28 \$4.50
	Water Service Charge - Non-Residential Metered - 2" (50mm) Meter	per month				\$92.78	\$97.28 \$4.50
	Water Service Charge - Non-Residential Metered - 3" (75mm) Meter	per month				\$113.10	\$117.60 \$4.50
	Water Service Charge - Non-Residential Metered - 4" (100mm) Meter	per month				\$113.10	\$117.60 \$4.50
	Water Usage Charge (Town User) - Residential Metered	m3				\$1.12	\$1.30 \$0.18
	Water Usage Charge (Town User) - Non-Residential Metered	m3				\$1.12	\$1.30 \$0.18
	Water Usage Charge (Town User) - Irrigation	m3				\$1.12	\$1.30 \$0.18
	Residential Flat Rate (Non-Metered)	per month				\$68.07	\$68.07
	Temporary Water Rate	per 30 days				\$75.00	\$75.00
	Hydrant Connection Unit - Refundable Deposit	per occurrence				\$500.00	\$500.00
	Hydrant Connection Unit - Service Charge (minimum 7 days)	per day				\$30.00	\$30.00
	Hydrant Connection Unit - Usage Charge	m3				\$1.30	\$1.30
	New Service Hookup Fee - Residential	per occurrence				\$125.00	\$125.00
	New Service Hookup Fee - Non-Residential	per occurrence				\$200.00	\$200.00

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	RATES EFFECTIVE		RATES EFFECTIVE 2025 January 1, 2025 Increase/ Decrease (unless otherwise noted)
			E = GST EXEMPT	T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE	
	Disconnection/Reconnection - Temporary Disconnection	per occurrence	\$50.00		\$50.00
	Disconnection/Reconnection - Cut-Off for Non-Payment	per occurrence	\$150.00		\$150.00
	Disconnection/Reconnection - Reconnection During Regular Business Hours	per occurrence	\$50.00		\$50.00
	Disconnection/Reconnection - Reconnection Outside Regular Business Hours	per occurrence	\$150.00		\$150.00
	Water Meters - Installation Fee - 1" (25mm) or smaller	per occurrence	cost + 10% cost + 10%		
	Water Meters - Installation Fee - over 1" (25mm)	per occurrence	cost + 10% cost + 10%		
	Water Meters - Replacement - 1" (25mm) or smaller	per occurrence	cost + 10% cost + 10%		
	Water Meters - Replacement - over 1" (25mm)	per occurrence	cost + 10% cost + 10%		
	Water Meters - Removal	per occurrence	\$150.00		\$150.00
	Water Meters - Additional Reads	per occurrence	\$25.00		\$25.00
	Water Meters - Calibration Testing	per occurrence	\$200.00		\$200.00
	Penalty - Provide False Information (Section 2.2)	per occurrence	\$1,000.00		\$1,000.00
	Penalty - Fail to Install Low Flow Plumbing Fixtures (Section 5.1)	per occurrence	\$500.00		\$500.00
	Penalty - Allow Potable Water to Run Off Parcel for 30m or more (Section 5.3)	per occurrence	\$200.00		\$200.00
	Penalty - Allow Potable Water to Run Off Parcel Directly to Catch Basin (Section 5.3)	per occurrence	\$200.00		\$200.00
	Penalty - Allow Spray or Stream of Potable Water to Run Into Street or Sidewalk or Parcel (Section 5.3)	per occurrence	\$200.00		\$200.00
	Penalty - Outdoor Use of Water Contrary to Stage 2 Restrictions (Section 6.2)	per occurrence	\$600.00		\$600.00
	Penalty - Outdoor Use of Water Contrary to Stage 3 Restrictions (Section 6.2)	per occurrence	\$1,500.00		\$1,500.00
	Penalty - Outdoor Use of Water Contrary to Stage 4 Restrictions (Section 6.2)	per occurrence	\$3,000.00		\$3,000.00
	Penalty - Enter Fenced Area of Water System without Permission (Section 7.1)	per occurrence	\$1,500.00		\$1,500.00
	Penalty - Climb Structure of Water System (Section 7.1)	per occurrence	\$1,500.00		\$1,500.00
	Penalty - Disobey Sign or Cross Barrier in Pincher Creek Riparian Area (Section 7.2)	per occurrence	\$1,500.00		\$1,500.00
	Penalty - Place Thing in Water or on Ice of Pincher Creek (Section 7.2)	per occurrence	\$1,500.00		\$1,500.00
	Penalty - Activity which may Pollute Pincher Creek (Section 7.2)	per occurrence	\$3,000.00		\$3,000.00
	Penalty - Climb, Damage, or Tamper with Water System (Section 7.2)	per occurrence	\$1,500.00		\$1,500.00
	Penalty - Damage, Destroy, Remove, Interfere with Water System (Section 7.3)	per occurrence	\$1,500.00		\$1,500.00
	Penalty - Interfere with Another Customer's Use of Water System (Section 7.3)	per occurrence	\$1,500.00		\$1,500.00

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	RATES	
			Rates effective January 1, 2024 (unless otherwise noted)	Rates effective January 1, 2025 Increase/Decrease (unless otherwise noted)
	Penalty - Use of Boosting Device to Increase Water Pressure (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Prohibited Installation Upstream of Water Meter (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Prohibited Installation Upstream of Premises-Isolating Cross Connection Control Device (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Tamper, Break, or Removal Seal on Water Service Connection or Water Meter (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Prohibited Connection to Water System (Section 7.3)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Hindrance of Town Employee or Agent (Section 7.4)	per occurrence	\$1,000.00	\$1,000.00
	Penalty - Failure to Notify of Damaged Water Meter (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00
	Penalty - Failure to Notify of Broken Seal on Bypass Valve or Water Meter within 24 hours (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00
	Penalty - Interfere or Tamper with Water Meter or Reading Device (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00
	Penalty - Prohibited Opening of Bypass Valve or Metering Installation (Section 7.5)	per occurrence	\$1,000.00	\$1,000.00
	Penalty - Failure to Provide Meter Reading (Section 7.5)	per occurrence	\$500.00	\$500.00
	Penalty - Failure to Maintain Shut-Off Valve (Section 7.6)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Unauthorized Operation of a Water Service Valve (Section 7.6)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Allow Unauthorized Operation of a Water Service Valve (Section 7.6)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Unauthorized Cross Connection (Section 7.7)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Failure to Install a Cross Connection Control Device (Section 7.7)	per occurrence	\$2,000.00	\$2,000.00
	Penalty - Failure to Test a Cross Connection Control Device (Section 7.7)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Failure to Retain Test Records On-Site (Section 7.7)	per occurrence	\$500.00	\$500.00
	Penalty - Fail to File Passed Testable Cross Connection Control Device Test Report within 30 Days (Section 7.7)	per occurrence	\$500.00	\$500.00
	Penalty - Fail to File Failed Testable Cross Connection Control Device Test Report within 2 Days (Section 7.7)	per occurrence	\$500.00	\$500.00
	Penalty - Fail to Replace Testable Cross Connection Control Device within 5 Days (Section 7.7)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Unauthorized Opening or Closing of Hydrant or Hydrant Valve (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Unauthorized Connection to a Hydrant (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

E = GST EXEMPT I = RATE INCLUDES GST T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE		UNITS OF MEASURE	Rates effective January 1, 2024 (unless otherwise noted)	Rates effective January 1, 2025 (unless otherwise noted)	2025 Increase/Decrease
GST	SERVICE				
	Penalty - Unauthorized Use of Water from a Hydrant (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$1,500.00
	Penalty - Paint or Allow to be Painted a Hydrant Unauthorized Color (Section 7.8)	per occurrence	\$100.00	\$100.00	\$100.00
	Penalty - Allow Obstruction of a Hydrant (Section 7.8)	per occurrence	\$150.00	\$150.00	\$150.00
	Penalty - Allow Thing to Interfere with Operation of a Hydrant (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$1,500.00
	Penalty - Failure to Comply with Hydrant Connection Unit Requirements (Section 7.8)	per occurrence	\$1,500.00	\$1,500.00	\$1,500.00
	Penalty - Unauthorized use of Alternate Source of Water (Section 8)	per occurrence	\$1,500.00	\$1,500.00	\$1,500.00
	Penalty - Unauthorized Connection of Alternate Water Source to Water System (Section 8)	per occurrence	\$1,500.00	\$1,500.00	\$1,500.00
	Penalty - Prohibited Sharing of Water Supply from One Premises to Other Eligible Premises (Section 8)	per occurrence	\$1,500.00	\$1,500.00	\$1,500.00
	Penalty - Failure to Comply with a Requirement of the CAO (Section 10.2)	per occurrence	\$1,500.00	\$1,500.00	\$1,500.00
	Penalty - Failure to Comply with a Requirement or Condition of a Written Approval or Permit (Section 10.2)	per occurrence	\$1,500.00	\$1,500.00	\$1,500.00
	Penalty - Failure to Comply with a Requirement or Condition of an Agreement (Section 10.2)	per occurrence	\$1,500.00	\$1,500.00	\$1,500.00
	Penalty - Failure to Comply with Remedial Order (Section 10.3)	per occurrence	\$1,000.00	\$1,000.00	\$1,000.00
	<b>Wastewater Services (relating to Bylaw 1632)</b>				
	Wastewater Service Charge - Residential Metered	per month	\$21.06	\$24.56	\$3.50
	Wastewater Service Charge - Non-Residential Metered	per month	\$11.48	\$14.98	\$3.50
	Wastewater Service Charge - Residential Flat (Non-Metered)	per month	\$21.06	\$24.56	\$3.50
	Wastewater Service Charge - Non-Residential Effluent Meter	per month	\$0.00	\$0.00	\$0.00
	Wastewater Usage Charge (Town User) - Residential Metered	m3	\$0.00	\$0.00	\$0.00
	Wastewater Usage Charge (Town User) - Non-Residential Metered	m3	10% of water fee	10% of water fee	10% of water fee
	Wastewater Usage Charge (Town User) - Non-Residential Effluent Meter	m3	\$0.00	\$0.00	\$0.00
	Wastewater Surcharge Service Charge	per month	\$0.00	\$0.00	\$0.00
	Wastewater Surcharge Usage Charge - BOD Surcharge	per mg/L	\$0.00	\$0.00	\$0.00
	Wastewater Surcharge Usage Charge - TSS Surcharge	per mg/L	\$0.00	\$0.00	\$0.00
	Wastewater Surcharge Usage Charge - FOG Surcharge	per mg/L	\$0.00	\$0.00	\$0.00
	Hauled Wastewater Charge	per occurrence	\$0.00	\$0.00	\$0.00
	Penalty - Installing or Operating a Wastewater Treatment Facility Without Written Approval (Section 2.1)	per occurrence	\$2,500.00	\$2,500.00	\$2,500.00

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

E = GST EXEMPT I = RATE INCLUDES GST T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE		RATES EFFECTIVE	
GST	SERVICE	January 1, 2024 (unless otherwise noted)	January 1, 2025 Increase/ Decrease (unless otherwise noted)
	Penalty - Failing to Comply with All Conditions or Requirements for the Installation or Operation of a Wastewater Treatment Facility (Section 2.1)	\$1,500.00	\$1,500.00
	Penalty - Failing to Ensure that the Wastewater Service Connection and Owner's Plumbing System Comply with the <i>Safety Codes Act</i> (Section 2.2)	\$1,000.00	\$1,000.00
	Penalty - Failing to Ensure that Any Required Permits, Inspections, or Other Approvals Required by the <i>Safety Codes Act</i> or Other Legislation are Valid and Subsisting Prior to Connection to the Wastewater System (Section 2.2)	\$1,000.00	\$1,000.00
	Penalty - Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with Any Part of the Wastewater System, or Allowing the Same (Section 5.1)	\$1,500.00	\$1,500.00
	Penalty - Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with Any Device Installed In or On the Wastewater System for Flow Measuring, Sampling Testing, or Contamination Prevention, or Allowing the Same (Section 5.1)	\$1,500.00	\$1,500.00
	Penalty - Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with a Monitoring Access Point, or Allowing the Same (Section 5.1)	\$1,500.00	\$1,500.00
	Penalty - Obstructing or Preventing Access to a Monitoring Access Point or Acting in a Manner that Obstructs or Prevents Access to a Monitoring Access Point (Section 5.1)	\$500.00	\$500.00
	Penalty - Entering into a Chamber, Structure, or Premises Associated with the Wastewater System Without Approval (Section 5.1)	\$1,500.00	\$1,500.00
	Penalty - Re-Using Wastewater Without Written Approval From Both the CAO and Safety Codes Officer (Section 5.2)	\$1,500.00	\$1,500.00
	Penalty - Failing to Comply with a Condition in an Approval for Wastewater Re-Use (Section 5.2)	\$1,500.00	\$1,500.00
	Penalty - Releasing, or Allowing the Release of Wastewater that Contains a Prohibited Substance into the Wastewater System (Section 5.3)	\$3,000.00	\$3,000.00
	Penalty - Releasing, or Allowing the Release of Wastewater into the Wastewater System that Contains a Substance That is Over the Concentration Limit as Defined in Schedule "B" or Schedule "C" (Section 5.3)	\$3,000.00	\$3,000.00

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	I = RATE INCLUDES GST	T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE	UNITS OF MEASURE	Rates effective	
					January 1, 2024 (unless otherwise noted)	January 1, 2025 Increase/ Decrease (unless otherwise noted)
	Penalty - Releasing, or Allowing the Release of Wastewater that Does Not Comply With All Other Requirements of this Bylaw into the Wastewater System (Section 5.3)			per occurrence	\$3,000.00	\$3,000.00
	Penalty - Failing to Comply with a Condition in a Written Approval for Allowing Wastewater to Enter into the Wastewater System (Section 5.3)			per occurrence	\$1,500.00	\$1,500.00
	Penalty - Diluting Wastewater for the Purpose of Complying the Requirements of this Bylaw (Section 5.3)			per occurrence	\$1,000.00	\$1,000.00
	Penalty - Failing to Dispose of Wastewater from a Premises into Either the Wastewater System or a Private Wastewater System (Section 6.1)			per occurrence	\$1,000.00	\$1,000.00
	Penalty - Disposing of a Substance into the Wastewater System Prior to the Connection of the Plumbing System to the Wastewater System (Section 6.1)			per occurrence	\$1,000.00	\$1,000.00
	Penalty - Directing or Allowing Clear Water Waste to be Directed into the Wastewater System (Section 6.1)			per occurrence	\$1,500.00	\$1,500.00
	Penalty - Failing to Install, Operate, Monitor, Provide Access To, or Properly Maintain a Wastewater Pre-Treatment System (Section 6.6)			per occurrence	\$2,000.00	\$2,000.00
	Penalty - Depositing, or Allowing to be Deposited, Waste Residue from a Pre-Treatment System into the Wastewater System Without Approval (Section 6.6)			per occurrence	\$1,500.00	\$1,500.00
	Penalty - Failing to Obtain and Retain Manuals, Instructions, and Specifications Related to the Installation, Operation, Maintenance, and Cleaning of the Pre-Treatment System Installed at a Premises (Section 6.6)			per occurrence	\$200.00	\$200.00
	Penalty - Failing to Maintain a Maintenance Schedule and Record of Each Maintenance for the Pre-Treatment System Installed at a Premises for a Period of Two Years, Including Records for Disposal of Waste Residue (Section 6.6)			per occurrence	\$500.00	\$500.00
	Penalty - Failing to Submit Records Requested by the CAO (Section 6.6)			per occurrence	\$500.00	\$500.00
	Penalty - Failing to Install an FOG Interceptor (Section 6.7)			per occurrence	\$2,000.00	\$2,000.00
	Penalty - Failing to Monitor, Operate, Properly Maintain, and Clean Each FOG Interceptor (Section 6.7)			per occurrence	\$1,500.00	\$1,500.00
	Penalty - Failing to Ensure that Wastewater Does Not Exceed the Maximum Allowable Concentration Limits for FOG set out in Schedule "C" (Section 6.7)			per occurrence	\$3,000.00	\$3,000.00
	Penalty - Failing to Install an Interceptor (Section 6.7)			per occurrence	\$2,000.00	\$2,000.00

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	RATES	
			January 1, 2024 (unless otherwise noted)	January 1, 2025 Increase/ Decrease (unless otherwise noted)
	Penalty - Failing to Monitor, Operate, Properly Maintain, and Clean Each Interceptor (Section 6.7)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Failing to Ensure that Wastewater Does Not Exceed the Maximum Allowable Concentration Limits for Hydrocarbons, Flammable Liquids, and TSS as set out in Schedule "B" and Schedule "C" (Section 6.7)	per occurrence	\$3,000.00	\$3,000.00
	Penalty - Failing to Install a Dental Amalgam Separator on a Fixture that may Release Dental Amalgam Waste Containing Mercury into the Wastewater System (Section 6.7)	per occurrence	\$2,000.00	\$2,000.00
	Penalty - Failing to Install a Dental Amalgam Separator on a Fixture that may Release Dental Amalgam Waste Containing Mercury into the Wastewater System that is Directly Accessible (Section 6.7)	per occurrence	\$2,000.00	\$2,000.00
	Penalty - Failing to Monitor, Operate, Maintain, and Clean a Dental Amalgam Separator (Section 6.7)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Using Emulsifiers, Enzymes, Bacteria, Solvents, Hot Water, or Other Agent to Facilitate the Passage of FOG or Hydrocarbons through an Interceptor (Section 6.7)	per occurrence	\$1,000.00	\$1,000.00
	Penalty - Failing to Provide One or More Monitoring Access Points for the Monitoring of Wastewater (Section 7.1)	per occurrence	\$2,000.00	\$2,000.00
	Penalty - Failing to Provide Direct Access to Any Monitoring Access Point Located on the Premises (Section 7.1)	per occurrence	\$1,000.00	\$1,000.00
	Penalty - Failing to Obtain Approval for Hauled Wastewater (Section 8.1)	per occurrence	\$3,000.00	\$3,000.00
	Penalty - Failing to Pay Any Fees and Charges Related to a Hauled Wastewater Approval or Agreement as set out in Schedule "H" (Section 8.1)	per occurrence	\$200.00	\$200.00
	Penalty - Releasing Hauled Wastewater at an Unauthorized Location (Section 8.1)	per occurrence	\$3,000.00	\$3,000.00
	Penalty - Failing to Immediately Notify the Proper Authorities where a Substance is Released into the Wastewater System (Section 9.1)	per occurrence	\$1,000.00	\$1,000.00
	Penalty - Failing to Submit a Written Report About a Release (Section 9.1)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Failing to Take All Reasonable Measures to Mitigate the Release of a Substance (Section 9.1)	per occurrence	\$3,000.00	\$3,000.00
	Penalty - Failing to Have a Written Approval, Permit, or Agreement Available for Inspection on Request (Section 10.1)	per occurrence	\$200.00	\$200.00
	Penalty - Failing to Comply with a Requirement of the CAO (Section 10.1)	per occurrence	\$1,500.00	\$1,500.00

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	RATES	
			January 1, 2024 (unless otherwise noted)	January 1, 2025 (unless otherwise noted) Increase/ Decrease
	Penalty - Failing to Comply with a Requirement or Condition of an Agreement (Section 10.1)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Failing to Comply with a Requirement or Condition of a Written Approval or Permit (Section 10.1)	per occurrence	\$1,500.00	\$1,500.00
	Penalty - Failing to Comply with a Remedial Order (Section 11.3)	per occurrence	\$1,000.00	\$1,000.00
	Penalty - Obstructing an Officer, the CAO, or their Designates in the Exercise of their Powers or Duties (Section 11.4)	per occurrence	\$1,000.00	\$1,000.00
	<b>Stormwater Services (relating to Bylaw 1630)</b>			
	Storm Drainage Service Charge - Residential	per month	\$8.67	\$8.75 \$0.08
	Storm Drainage Service Charge - Non-Residential	per month	\$17.34	\$17.50 \$0.16
	Penalty - Release of Prohibited Material (Section 5.1)	per occurrence	\$500.00	\$500.00
	Penalty - Fail to Notify of Release (Section 5.3)	per occurrence	\$75.00	\$75.00
	Penalty - Fail to Mitigate a Prohibited Release (Section 5.3)	per occurrence	\$500.00	\$500.00
	Penalty - Fail to Cover or Clearly Mark Hoses (Section 5.3)	per occurrence	\$75.00	\$75.00
	Penalty - Allow Termination within 2m (Section 5.4)	per occurrence	\$75.00	\$75.00
	Penalty - Connect Directly to Foundation Drain or Weeping Tile (Section 5.4)	per occurrence	\$75.00	\$75.00
	Penalty - Pump/Redirect Water from a Parcel (Section 5.4)	per occurrence	\$500.00	\$500.00
	Penalty - Fail to Maintain Interceptor (Section 5.6)	per occurrence	\$500.00	\$500.00
	Penalty - Release Prohibited Material from an Interceptor (Section 5.6)	per occurrence	\$500.00	\$500.00
	Penalty - Unauthorized Use of Storm Drainage System (Section 5.7)	per occurrence	\$500.00	\$500.00
	Penalty - Allow Structure On or Over Storm Drainage Facility (Section 5.8)	per occurrence	\$500.00	\$500.00
	Penalty - Failure to Ensure Storm Drainage Facility Remains Clear of Debris (Section 5.8)	per occurrence	\$500.00	\$500.00
	Penalty - Insufficient Clearance Over a Storm Drainage Facility (Section 5.8)	per occurrence	\$500.00	\$500.00
	Penalty - Restricting flow into or within the Storm Drainage System (Section 5.8)	per occurrence	\$500.00	\$500.00
	Penalty - Unauthorized Connection to Storm Drainage System (Section 5.9)	per occurrence	\$500.00	\$500.00
	Penalty - Unauthorized Re-Use of Connection (Section 5.9)	per occurrence	\$500.00	\$500.00
	Penalty - Failure to Notify Town of Discontinuation of Use (Section 5.9)	per occurrence	\$75.00	\$75.00
	Penalty - Violation of Approval or Condition of Approval (Section 6.1)	per occurrence	\$500.00	\$500.00



TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of **January 1, 2025** (unless otherwise noted)

E = GST EXEMPT I = RATE INCLUDES GST T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE		UNITS OF MEASURE	Rates effective January 1, 2024 (unless otherwise noted)	Rates effective January 1, 2025 (unless otherwise noted)	Increase/Decrease
GST	SERVICE				
	Penalty - Fail to Comply with Remedial Order (Section 7.2)	per occurrence	\$500.00	\$500.00	
	Penalty - Hindering an Authorized Town Employee (Section 7.4)	per occurrence	\$500.00	\$500.00	
	<b>Garbage Services (relating to Bylaw 1605)</b>				
	Garbage Collection Fixed Rate	per month	\$14.04	\$14.50	\$ 0.46
	Recycling Fixed Rate (Residential & Commercial)	per month	\$5.38	\$5.55	\$ 0.17
	Garbage Collection Cart Rate - 65G	per month	\$9.20	\$9.20	
	Garbage Collection Cart Rate - 95G	per month	\$11.70	\$11.70	
	Garbage Collection Cart Rate - 660L	per month	\$16.63	\$16.63	
	Garbage Collection Cart Rate - 1100L	per month	\$19.13	\$19.13	
	Garbage Collection Additional Pick-Up - 65G	per occurrence	\$9.20	\$9.20	
	Garbage Collection Additional Pick-Up - 95G	per occurrence	\$11.70	\$11.70	
	Garbage Collection Additional Pick-Up - 660L	per occurrence	\$16.63	\$16.63	
	Garbage Collection Additional Pick-Up - 1100L	per occurrence	\$19.13	\$19.13	
	Penalty - First Offence	per occurrence	\$50.00	\$50.00	
	Penalty - Second Offence	per occurrence	\$100.00	\$100.00	
	Penalty - Third and Subsequent Offences	per occurrence	\$500.00	\$500.00	
	Utility Account History Printout	each	\$5.00	\$5.00	
	Utility Invoice Reprint	each	\$5.00	\$5.00	
	<b>Municipal Equipment Services and Labour</b>				
T	Municipal Equipment Rate as per current Alberta Road Builders and Heavy Equipment Association Handbook				
T	Operations Staff Labour Cost	per hour		\$75.00	
	<b>Goods</b>				
T	Sale-of Goods—Resale of Goods and Services				Cost + 25%
	<b>Errors: In-the-event-an-error-has-occurred-in-the-utility-billing:</b>				
	<b>a—And-the-town-is-responsible,-the-account-will-be-adjusted-for-3-billing-periods-plus-the-current-period—b—and-the-consumer-is-responsible,-it-shall-be-adjusted-on-the-date-notification-is-received.</b>				

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of **January 1, 2025** (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	E = GST EXEMPT	I = RATE INCLUDES GST	T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE	Rates effective	
						January 1, 2024 (unless otherwise noted)	January 1, 2025 Increase/ Decrease (unless otherwise noted)
<b>SCHEDULE "C" - COMMUNITY SERVICES</b>							
<b>PARKS/SPORTSFIELDS /ACTIVITY SPACES</b>							
	Baseball Youth (Per Season)	per player				\$25.00	\$25.00
	Slo Pitch/Baseball Adult (Per Season)	per team				\$450.00	\$450.00
	Slo Pitch Tournament J/T Park					\$750.00	\$750.00
	Concession at Diamonds (per day/booking)					\$60.00	\$60.00
	Concession at Diamonds (OOR)					\$110.00	\$110.00
	Bleacher Rental	per set				\$85.00	\$85.00
	Park/Sports field Booking Fee	per booking				\$40.00	\$40.00
	Soccer Youth (Per Season)	per player				\$25.00	\$25.00
	Soccer Adult Team (Per Season)	per team				\$450.00	\$450.00
	Football Youth (Per Season)	per player				\$25.00	\$25.00
	School Use (Joint Use Agreement)					\$0.00	\$0.00
	Campground Reservation Fee	per reservation					
	<b>One Night Campground Fee as Below</b>						
	Campground (Full Service - Power, Sewer & Water)	per night				\$40.00	\$45.00
	Campground (Partial Service - Power)	per night				\$35.00	\$40.00
	Campground (Tent)	per night				\$25.00	\$30.00
	Firewood Bundle	per bundle				\$10.00	\$10.00
	<b>Town Office Gymnasium - For Profit</b>	<b>per hour</b>				\$80.00	\$80.00
	<b>Town Office Gymnasium - Not For Profit</b>	<b>per hour</b>				\$40.00	\$40.00
	<b>Town Office Gymnasium - Deposit</b>	<b>per hour</b>				\$50.00	\$50.00
	<b>Arena - Summer (in effect May 1 - August 31)</b>						
	Arena Slab-Profit Making/Trade Fair	per day				\$850.00	\$850.00
	Arena Slab Set-up Profit Making/Trade Fair	per day				\$425.00	\$425.00
	Arena Main Arena Youth	per hour				\$30.00	\$30.00
	Arena Main Arena Adult	per hour				\$40.00	\$40.00
	Arena Lobby-Profit Making	per hour				\$20.00	\$20.00
	Arena Lobby-Non Profit	per hour				\$10.00	\$10.00
	Arena Concession	per day				\$60.00	\$60.00
	<b>Arena - Winter (in effect September 1 - April 30)</b>						
	Minor Hockey, Figure Skating, Youth (Effective Sep 1/24)	per hour				\$80.00	\$80.00
	Recreation Hockey, Adult (Effective Sep 1/24)	per hour				\$135.00	\$135.00
	Minor Hockey, Figure Skating Youth (OOR) (Effective Sep 1/24)	per hour				\$180.00	\$180.00
	Shinny Hockey Drop In (Daytime) (Effective Sep 1/24)	per player				\$10.00	\$10.00
	Parent 'N Tot Drop in					\$0.00	\$0.00
	Statutory Holiday Rental (Boxing Day)	per hour				\$150.00	\$150.00
	Public/Family Skating Sponsorship	per season				\$3,000.00	\$3,000.00
	Non-Prime Time Usage	Dollars off per hour				\$10.00	\$10.00
	Board Advertising	per year				\$450.00	\$450.00

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	RATES		Rates effective January 1, 2025 Increase/Decrease (unless otherwise noted)
			E = GST EXEMPT	I = RATE INCLUDES GST	
	Wall Advertising	per year		\$250.00	\$250.00
	Centre Ice Advertising	per year		\$650.00	\$650.00
	Neutral Zone Advertising	per year		\$500.00	\$500.00
	Zamboni Advertising	per year		\$650.00	\$650.00
	Concession Lease (Winter Season)	per year		\$1,000.00	\$1,000.00
	Senior Citizen Centre Lease	per year		\$1,000.00	\$1,000.00
	Arena Event Set-Up/Take Down	half price			
	Schools (Joint Use Agreement)			\$2.00	\$2.00
	<b>Pool</b>				
	Infant/Preschool (0-3 Years) Drop In			\$0.00	\$0.00
	Hot Tub/ Shower			\$2.00	\$3.00
	Child (4-7Years) Drop In			\$4.00	\$4.00
	Youth ( 8-17 Years) Drop In			\$5.00	\$5.00
	Adult (18+ Years) Drop In			\$7.00	\$7.00
	Senior (55+ Years) Drop In (65+ Years)			\$6.00	\$6.00
	Family Drop In			\$16.00	\$16.00
	Sr. Aquafit Drop In			\$6.00	\$6.00
	<del>Masters/Boat-Camp/Aquafit-Drop In/Boat-Camp</del>			<del>\$8.00</del>	<del>Delete</del>
	1 Month Pass Child	per month		\$24.00	\$32.00 \$8.00
	1 Month Pass Youth	per month		\$32.00	\$40.00 \$8.00
	1 Month Pass Family	per month		\$80.00	\$128.00 \$48.00
	1 Month Pass Pre-school (0-3 Years)	per month		\$0.00	\$0.00
	1 Month Pass Adult	per month		\$50.00	\$56.00 \$6.00
	1 Month Pass Senior (55+ Years) (65+ Years)	per month		\$40.00	\$48.00 \$8.00
	1-Month Pass-Aquafit	per month		\$52.00	Delete
	1-Month Pass-Sr.-Aquafit (55+ Years)	per month		\$42.00	Delete
	6-Month Pass Child	per 6 months		\$99.00	Delete
	6-Month Pass Youth	per 6 months		\$136.00	Delete
	6-Month Pass Family	per 6 months		\$238.00	Delete
	6-Month Pass Pre-school (0-3 Years)	per 6 months		\$0.00	Delete
	6-Month Pass Adult	per 6 months		\$210.00	Delete
	6-Month Pass Senior (55+ Years)	per 6 months		\$170.00	Delete
	6-Month Pass Aquafit	per 6 months		\$215.00	Delete
	6-Month Pass Sr.-Aquafit (55+ Years)	per 6 months		\$180.00	Delete
	1 Year Pass Child	per year		\$165.00	\$256.00 \$91.00
	1 Year Pass Youth	per year		\$224.00	\$320.00 \$96.00
	1 Year Pass Family	per year		\$565.00	\$1,024.00 \$459.00
	1 Year Pass Adult	per year		\$340.00	\$448.00 \$108.00
	1 Year Pass Senior (55+ Years) (65+ Years)	per year		\$280.00	\$384.00 \$104.00
	1-Year Pass-Aquafit	per year		\$350.00	Delete
	1-Year Pass-Sr.-Aquafit (55+ Years)	per year		\$300.00	Delete
	10 Punch Child			\$27.00	\$36.00 \$9.00
	10 Punch Youth			\$45.00	\$45.00

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	RATES		2025 Increase/Decrease (unless otherwise noted)
			2024 (unless otherwise noted)	2025 (unless otherwise noted)	
	10 Punch Adult		\$63.00	\$63.00	
	10 Punch Senior (55+ Years) (65+ Years)		\$54.00	\$54.00	Same but age increase
	10 Punch-AquaFit/Masters/Booteamp		<del>\$72.00</del>	Delete	Delete
	10 Punch-Sr-AquaFit (55+ Years)		\$54.00	Delete	Delete
	10 Punch Family Swim		\$145.00	\$145.00	
	20 Punch Child		\$57.00	\$68.00	\$11.00
	20 Punch Youth		\$85.00	\$85.00	
	20 Punch Adult		\$119.00	\$119.00	
	20 Punch Senior (55+ Years) (65+ Years)		\$102.00	\$102.00	Same but age increase
	20 Punch-AquaFit/Masters/Booteamp		<del>\$136.00</del>	Delete	Delete
	20 Punch-Sr-AquaFit (55+ Years)		<del>\$102.00</del>	Delete	Delete
	20 Punch Family Pass		\$255.00	\$272.00	\$17.00
	E Junior Lifeguard Club Session		\$180.00	\$180.00	
	Water-Safety-Instructor-Course Lifesaving Swim Instructor	per course	\$325.00	\$400.00	\$75.00
	Water-Safety-Instructor Re-cert	per course	<del>\$95.00</del>	Delete	Delete
	Lifesaving Instructor Course	per course	\$325.00	\$325.00	
	Lifesaving Instructor Re-cert	per course	\$60.00	\$60.00	
	National Lifeguard Course	per course	\$367.00	\$382.00	\$15.00
	National Lifeguard Re-cert	per course	\$60.00	\$62.00	\$2.00
	E First Aid Course	per course	\$180.00	\$180.00	
	First Aid Course Re-cert	per course	\$80.00	\$80.00	
	E Bronze Medallion/Bronze Cross-Combined Course	per course	\$225.00	\$178.50	-\$46.50 Separated programs
	Bronze-Medallion or Bronze Cross -Full-Course	per course	\$160.00	\$163.00	\$3.00 Separated programs
	E Babysitting Course	per course	\$84.00	\$84.00	
	E Boating Manual	each	\$20.00	\$20.00	
	Boating exam	per exam	\$25.00	\$25.00	
	I Concession Room (Not-for-profit, Public)	per hour	\$10.00	\$10.00	
	I Concession Room (Not-for-profit, Public)	per half day	\$20.00	\$20.00	
	I Concession Room (Not-for-profit, Public)	per full day	\$40.00	\$40.00	
	I Concession Room (Commercial, Profit Making)	per hour	\$20.00	\$20.00	
	I Concession Room (Commercial, Profit Making)	per half day	\$40.00	\$40.00	
	I Concession Room (Commercial, Profit Making)	per full day	\$80.00	\$80.00	
	I Private Pool Rental	per hour	\$140.00	\$140.00	
	I Private Pool Rental Extra Guard	per guard	\$30.00	\$30.00	
	Private Rental Pool Toy	per hour	\$30.00	\$30.00	
	I Sponsored Swim	per swim	\$170.00	\$170.00	
	I Swim Club All Lanes/Full Pool	per hour	\$70.00	\$70.00	
	I Swim Club Lane Rental	per lane	\$16.00	\$16.00	
	I Kayak Club Full Pool	per hour	\$70.00	\$70.00	
	I Locker Rental - Per Month	per month	\$7.50	\$7.50	
	I Locker Rental - Per Year	per year	\$75.00	\$75.00	
	E Private Lessons	1/2 hour	\$22.50	\$22.50	
	E Private Lessons	1 hour	\$30.00	\$30.00	

TOWN OF PINCHER CREEK  
 Bylaw #1584-25 - Schedules  
 Effective as of January 1, 2025 (unless otherwise noted)

GST	SERVICE	UNITS OF MEASURE	RATES EFFECTIVE		RATES EFFECTIVE 2025 January 1, 2025 Increase/ (unless otherwise noted) Decrease
			I = RATE INCLUDES GST	T = TAXABLE, TAX ADDED EXTRA TO THE STATED RATE	
E	Semi-Private Lessons	1/2 hour/person	\$17.50		\$17.50
E	Semi-Private Lessons	1 hour/person	\$25.00		\$25.00
E	5-Week-Red-Cross-Lessons-(Pre-school-SK2)-LifeSaving Lessons Preschool		\$47.00		\$62.50 \$15.50
E	5-Week-Red-Cross-Lessons-(Swim-Kids-3-6)-LifeSaving Lessons Swimmer (1-3years)		\$50.00		\$65.00 \$15.00
E	5-Week-Red-Cross-Lessons-(Swim-Kids-7-10)-LifeSaving Lessons Swimmer (4-6 years)		\$52.00		\$67.50 \$15.50
E	8-Week-Red-Cross-Lessons-(Pre-school-SK2)		\$62.50	Delete	
E	8-Week-Red-Cross-Lessons-(Swim-Kids-3-6)		\$65.00	Delete	
E	8-Week-Red-Cross-Lessons-(Swim-Kids-7-10)		\$67.50	Delete	
E	School Lessons (Full Red-Cross/Student)		\$36.50	Delete	
E	School Lessons (Certificate Program)		\$26.50		\$26.50
E	Fitness/Stroke Improvement (Per Student/Day)		\$5.00		\$5.00
	School Kayaking/Student		\$6.00		\$6.00
	School Open Swim - 1 Hour (Per Student)		\$3.50		\$3.50
	School Open Swim - 2 Hours (Per Student)		\$4.00		\$4.00
<b>Programs</b>					
	Aerobics Adult		\$7.00		\$7.00
E	Summer Games Registration Fee (Includes T-shirt)		\$10.00		\$17 is forwarded to SARA, t-shirt included \$40.00
	Programs i.e. Clinics and Workshops				Offered on a break-even basis.

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GST	SERVICE	UNITS OF MEASURE	Rates effective January 1, 2025 (unless otherwise noted)
<b>SCHEDULE "A" - CORPORATE SERVICES</b>			
<b>Taxes and Assessments</b>			
	Tax Certificates	each	\$30.00
	Compliance Letter	each	\$50.00
	Expedited Compliance Letter	each	\$150.00
	Assessment Review Board Appeals - Residential 3 or fewer dwellings	per parcel	\$50.00
	Assessment Review Board Appeals - Residential 4 or more dwellings	per parcel	\$500.00
	Assessment Review Board Appeals - Non-Residential	per parcel	\$500.00
	Land Titles Tax Recovery Notification - Searches	each	minimum \$20.00 or cost (whatever is greater)
	Land Titles Tax Recovery Notification - Registration of Tax Recovery Notice	each	minimum \$20.00 or cost (whatever is greater)
	Land Titles Tax Recovery Notification - Discharge of Tax Recovery Notice	each	minimum \$20.00 or cost (whatever is greater)
	Land Titles Tax Recovery Notification - All other Land Title Requests	each	At Cost
	Personal Property Registry - Searches	per parcel	minimum \$20.00 or cost (whatever is greater)
	Personal Property Registry - Registration of Tax Recovery Lien	each	minimum \$20.00 or cost (whatever is greater)
	Personal Property Registry - Discharge of Tax Recovery Lien	each	minimum \$20.00 or cost (whatever is greater)
	Assessment Notice Reprint	each	\$5.00
	Tax Account History Printout	each	\$5.00
	Tax Receipt Printout Prior Years	each	\$5.00
	Tax Notice Reprint	each	\$5.00
	Personal Property Registry - All other Personal Property Registry Requests	each	minimum \$20.00 or cost (whatever is greater)
<b>Business Licenses</b>			
	Rates as per Business License Bylaw		
<b>Dog Licenses</b>			
	Rates as per Animal Control Bylaw		
<b>Cemetery</b>			
T	Plot	each	\$500.00
T	Columbarium Niche (includes 1st Open and Close)	each	\$1,000.00
T	Perpetual Care per Burial Site	per burial site	\$350.00
<b>Burial Plot:</b>			
T	Open and Close	per burial site	\$400.00
T	Open and Close Non-Business Hours	per burial site	\$600.00
T	Disinterment Full Burial	per burial site	Double Regular Fee
<b>Cremation:</b>			
T	Open and Close	per niche	\$150.00
T	Open Only	per niche	\$75.00
T	Open and Close Non-Business Hours	per niche	\$250.00
T	Open Only Non-Business Hours	per niche	\$125.00
T	Disinterment Cremation	per niche	\$300.00
<b>Columbarium:</b>			
T	Additional Open and Close	per niche	\$150.00
T	Memorial Plaque	each	\$350.00
	Monument Permit		No Charge
<b>Returned Cheques</b>			
	Returned Cheques	each	\$35.00

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GST	SERVICE	UNITS OF MEASURE	Rates effective January 1, 2025 (unless otherwise noted)
<b>Miscellaneous</b>			
T	Souvenir Pins	each	\$0.00
T	Town Maps (36" x 48")	each	\$2.50
T	Town Maps (24" x 18")	each	\$10.00
<b>Town Information</b>			
T	Town Business License List/per set	each	\$5.00
T	Land Use Bylaw	each	\$20.00
T	Municipal Development Plan	each	\$10.00
T	Intermunicipal Development Plan	each	\$10.00
T	Engineering Standards	each	\$10.00
T	Council/Committee Minutes	each	\$5.00
T	Miscellaneous Information (photocopies)	per page	\$0.25
T	Complete Agenda Packages	each	\$5.00
T	Draft Bylaws	each	\$5.00
<b>SCHEDULE "B" - OPERATIONAL SERVICES</b>			
<b>Water Services (relating to Bylaw 1631)</b>			
	Water Service Charge - Residential Metered - 5/8" (15mm) Meter	per month	\$26.16
	Water Service Charge - Residential Metered - 3/4" (20mm) Meter	per month	\$61.72
	Water Service Charge - Residential Metered - 1" (25mm) Meter	per month	\$80.00
	Water Service Charge - Residential Metered - 1-1/2" (40mm) Meter	per month	\$97.28
	Water Service Charge - Residential Metered - 2" (50mm) Meter	per month	\$97.28
	Water Service Charge - Residential Metered - 3" (75mm) Meter	per month	\$117.60
	Water Service Charge - Residential Metered - 4" (100mm) Meter	per month	\$117.60
	Water Service Charge - Non-Residential Metered - 5/8" (15mm) Meter	per month	\$26.16
	Water Service Charge - Non-Residential Metered - 3/4" (20mm) Meter	per month	\$61.72
	Water Service Charge - Non-Residential Metered - 1" (25mm) Meter	per month	\$80.00
	Water Service Charge - Non-Residential Metered - 1-1/2" (40mm) Meter	per month	\$97.28
	Water Service Charge - Non-Residential Metered - 2" (50mm) Meter	per month	\$97.28
	Water Service Charge - Non-Residential Metered - 3" (75mm) Meter	per month	\$117.60
	Water Service Charge - Non-Residential Metered - 4" (100mm) Meter	per month	\$117.60
	Water Usage Charge (Town User) - Residential Metered	m3	\$1.30
	Water Usage Charge (Town User) - Non-Residential Metered	m3	\$1.30
	Water Usage Charge (Town User) - Irrigation	m3	\$1.30
	Residential Flat Rate (Non-Metered)	per month	\$68.07
	Temporary Water Rate	per 30 days	\$75.00
	Hydrant Connection Unit - Refundable Deposit	per occurrence	\$500.00
	Hydrant Connection Unit - Service Charge (minimum 7 days)	per day	\$30.00
	Hydrant Connection Unit - Usage Charge	m3	\$1.30
	New Service Hookup Fee - Residential	per occurrence	\$125.00
	New Service Hookup Fee - Non-Residential	per occurrence	\$200.00
	Disconnection/Reconnection - Temporary Disconnection	per occurrence	\$50.00
	Disconnection/Reconnection - Cut-Off for Non-Payment	per occurrence	\$150.00
	Disconnection/Reconnection - Reconnection During Regular Business Hours	per occurrence	\$50.00
	Disconnection/Reconnection - Reconnection Outside Regular Business Hours	per occurrence	\$150.00
	Water Meters - Installation Fee - 1" (25mm) or smaller	per occurrence	cost + 10%
	Water Meters - Installation Fee - over 1" (25mm)	per occurrence	cost + 10%
	Water Meters - Replacement - 1" (25mm) or smaller	per occurrence	cost + 10%
	Water Meters - Replacement - over 1" (25mm)	per occurrence	cost + 10%
	Water Meters - Removal	per occurrence	\$150.00
	Water Meters - Additional Reads	per occurrence	\$25.00
	Water Meters - Calibration Testing	per occurrence	\$200.00
	Penalty - Provide False Information (Section 2.2)	per occurrence	\$1,000.00
	Penalty - Fail to Install Low Flow Plumbing Fixtures (Section 5.1)	per occurrence	\$500.00
	Penalty - Allow Potable Water to Run Off Parcel for 30m or more (Section 5.3)	per occurrence	\$200.00
	Penalty - Allow Potable Water to Run Off Parcel Directly to Catch Basin (Section 5.3)	per occurrence	\$200.00
	Penalty - Allow Spray or Stream of Potable Water to Run Into Street or Sidewalk or Parcel (Section 5.3)	per occurrence	\$200.00
	Penalty - Outdoor Use of Water Contrary to Stage 2 Restrictions (Section 6.2)	per occurrence	\$600.00
	Penalty - Outdoor Use of Water Contrary to Stage 3 Restrictions (Section 6.2)	per occurrence	\$1,500.00
	Penalty - Outdoor Use of Water Contrary to Stage 4 Restrictions (Section 6.2)	per occurrence	\$3,000.00
	Penalty - Enter Fenced Area of Water System without Permission (Section 7.1)	per occurrence	\$1,500.00
	Penalty - Climb Structure of Water System (Section 7.1)	per occurrence	\$1,500.00

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GST	SERVICE	UNITS OF MEASURE	Rates effective January 1, 2025 (unless otherwise noted)
	Penalty - Disobey Sign or Cross Barrier in Pincher Creek Riparian Area (Section 7.2)	per occurrence	\$1,500.00
	Penalty - Place Thing in Water or on Ice of Pincher Creek (Section 7.2)	per occurrence	\$1,500.00
	Penalty - Activity which may Pollute Pincher Creek (Section 7.2)	per occurrence	\$3,000.00
	Penalty - Climb, Damage, or Tamper with Water System (Section 7.2)	per occurrence	\$1,500.00
	Penalty - Damage, Destroy, Remove, Interfere with Water System (Section 7.3)	per occurrence	\$1,500.00
	Penalty - Interfere with Another Customer's Use of Water System (Section 7.3)	per occurrence	\$1,500.00
	Penalty - Use of Boosting Device to Increase Water Pressure (Section 7.3)	per occurrence	\$1,500.00
	Penalty - Prohibited Installation Upstream of Water Meter (Section 7.3)	per occurrence	\$1,500.00
	Penalty - Prohibited Installation Upstream of Premises-Isolating Cross Connection Control Device (Section 7.3)	per occurrence	\$1,500.00
	Penalty - Tamper, Break, or Removal Seal on Water Service Connection or Water Meter (Section 7.3)	per occurrence	\$1,500.00
	Penalty - Prohibited Connection to Water System (Section 7.3)	per occurrence	\$1,500.00
	Penalty - Hindrance of Town Employee or Agent (Section 7.4)	per occurrence	\$1,000.00
	Penalty - Failure to Notify of Damaged Water Meter (Section 7.5)	per occurrence	\$1,000.00
	Penalty - Failure to Notify of Broken Seal on Bypass Valve or Water Meter within 24 hours (Section 7.5)	per occurrence	\$1,000.00
	Penalty - Interfere or Tamper with Water Meter or Reading Device (Section 7.5)	per occurrence	\$1,000.00
	Penalty - Prohibited Opening of Bypass Valve or Metering Installation (Section 7.5)	per occurrence	\$1,000.00
	Penalty - Failure to Provide Meter Reading (Section 7.5)	per occurrence	\$500.00
	Penalty - Failure to Maintain Shut-Off Valve (Section 7.6)	per occurrence	\$1,500.00
	Penalty - Unauthorized Operation of a Water Service Valve (Section 7.6)	per occurrence	\$1,500.00
	Penalty - Allow Unauthorized Operation of a Water Service Valve (Section 7.6)	per occurrence	\$1,500.00
	Penalty - Unauthorized Cross Connection (Section 7.7)	per occurrence	\$1,500.00
	Penalty - Failure to Install a Cross Connection Control Device (Section 7.7)	per occurrence	\$2,000.00
	Penalty - Failure to Test a Cross Connection Control Device (Section 7.7)	per occurrence	\$1,500.00
	Penalty - Failure to Retain Test Records On-Site (Section 7.7)	per occurrence	\$500.00
	Penalty - Fail to File Passed Testable Cross Connection Control Device Test Report within 30 Days (Section 7.7)	per occurrence	\$500.00
	Penalty - Fail to File Failed Testable Cross Connection Control Device Test Report within 2 Days (Section 7.7)	per occurrence	\$500.00
	Penalty - Fail to Replace Testable Cross Connection Control Device within 5 Days (Section 7.7)	per occurrence	\$1,500.00
	Penalty - Unauthorized Opening or Closing of Hydrant or Hydrant Valve (Section 7.8)	per occurrence	\$1,500.00
	Penalty - Unauthorized Connection to a Hydrant (Section 7.8)	per occurrence	\$1,500.00
	Penalty - Unauthorized Use of Water from a Hydrant (Section 7.8)	per occurrence	\$1,500.00
	Penalty - Paint or Allow to be Painted a Hydrant Unauthorized Color (Section 7.8)	per occurrence	\$100.00
	Penalty - Allow Obstruction of a Hydrant (Section 7.8)	per occurrence	\$150.00
	Penalty - Allow Thing to Interfere with Operation of a Hydrant (Section 7.8)	per occurrence	\$1,500.00
	Penalty - Failure to Comply with Hydrant Connection Unit Requirements (Section 7.8)	per occurrence	\$1,500.00
	Penalty - Unauthorized use of Alternate Source of Water (Section 8)	per occurrence	\$1,500.00
	Penalty - Unauthorized Connection of Alternate Water Source to Water System (Section 8)	per occurrence	\$1,500.00
	Penalty - Prohibited Sharing of Water Supply from One Premises to Other Eligible Premises (Section 8)	per occurrence	\$1,500.00
	Penalty - Failure to Comply with a Requirement of the CAO (Section 10.2)	per occurrence	\$1,500.00
	Penalty - Failure to Comply with a Requirement or Condition of a Written Approval or Permit (Section 10.2)	per occurrence	\$1,500.00
	Penalty - Failure to Comply with a Requirement or Condition of an Agreement (Section 10.2)	per occurrence	\$1,500.00
	Penalty - Failure to Comply with Remedial Order (Section 10.3)	per occurrence	\$1,000.00
<b>Wastewater Services (relating to Bylaw 1632)</b>			
	Wastewater Service Charge - Residential Metered	per month	\$24.56
	Wastewater Service Charge - Non-Residential Metered	per month	\$14.98
	Wastewater Service Charge - Residential Flat (Non-Metered)	per month	\$24.56
	Wastewater Service Charge - Non-Residential Effluent Meter	per month	\$0.00
	Wastewater Usage Charge (Town User) - Residential Metered	m3	\$0.00
	Wastewater Usage Charge (Town User) - Non-Residential Metered	m3	10% of water fee
	Wastewater Usage Charge (Town User) - Non-Residential Effluent Meter	m3	\$0.00
	Wastewater Surcharge Service Charge	per month	\$0.00
	Wastewater Surcharge Usage Charge - BOD Surcharge	per mg/L	\$0.00
	Wastewater Surcharge Usage Charge - TSS Surcharge	per mg/L	\$0.00
	Wastewater Surcharge Usage Charge - FOG Surcharge	per mg/L	\$0.00
	Hauled Wastewater Charge		\$0.00
	Penalty - Installing or Operating a Wastewater Treatment Facility Without Written Approval (Section 2.1)	per occurrence	\$2,500.00
	Penalty - Failing to Comply with All Conditions or Requirements for the Installation or Operation of a Wastewater Treatment Facility (Section 2.1)	per occurrence	\$1,500.00
	Penalty - Failing to Ensure that the Wastewater Service Connection and Owner's Plumbing System Comply with the <i>Safety Codes Act</i> (Section 2.2)	per occurrence	\$1,000.00
	Penalty - Failing to Ensure that Any Required Permits, Inspections, or Other Approvals Required by the <i>Safety Codes Act</i> or Other Legislation are Valid and Subsisting Prior to Connection to the Wastewater System (Section 2.2)	per occurrence	\$1,000.00



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GST	SERVICE	UNITS OF MEASURE	Rates effective January 1, 2025 (unless otherwise noted)
	Penalty - Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with Any Part of the Wastewater System, or Allowing the Same (Section 5.1)	per occurrence	\$1,500.00
	Penalty - Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with Any Device Installed In or On the Wastewater System for Flow Measuring, Sampling Testing, or Contamination Prevention, or Allowing the Same (Section 5.1)	per occurrence	\$1,500.00
	Penalty - Uncovering, Opening, Breaking, Altering, Removing, Damaging, Destroying, or Tampering with a Monitoring Access Point, or Allowing the Same (Section 5.1)	per occurrence	\$1,500.00
	Penalty - Obstructing or Preventing Access to a Monitoring Access Point or Acting in a Manner that Obstructs or Prevents Access to a Monitoring Access Point (Section 5.1)	per occurrence	\$500.00
	Penalty - Entering into a Chamber, Structure, or Premises Associated with the Wastewater System Without Approval (Section 5.1)	per occurrence	\$1,500.00
	Penalty - Re-Using Wastewater Without Written Approval From Both the CAO and Safety Codes Officer (Section 5.2)	per occurrence	\$1,500.00
	Penalty - Failing to Comply with a Condition in an Approval for Wastewater Re-Use (Section 5.2)	per occurrence	\$1,500.00
	Penalty - Releasing, or Allowing the Release of Wastewater that Contains a Prohibited Substance into the Wastewater System (Section 5.3)	per occurrence	\$3,000.00
	Penalty - Releasing, or Allowing the Release of Wastewater into the Wastewater System that Contains a Substance That is Over the Concentration Limit as Defined in Schedule "B" or Schedule "C" (Section 5.3)	per occurrence	\$3,000.00
	Penalty - Releasing, or Allowing the Release of Wastewater that Does Not Comply With All Other Requirements of this Bylaw into the Wastewater System (Section 5.3)	per occurrence	\$3,000.00
	Penalty - Failing to Comply with a Condition in a Written Approval for Allowing Wastewater to Enter into the Wastewater System (Section 5.3)	per occurrence	\$1,500.00
	Penalty - Diluting Wastewater for the Purpose of Complying the Requirements of this Bylaw (Section 5.3)	per occurrence	\$1,000.00
	Penalty - Failing to Dispose of Wastewater from a Premises into Either the Wastewater System or a Private Wastewater System (Section 6.1)	per occurrence	\$1,000.00
	Penalty - Disposing of a Substance into the Wastewater System Prior to the Connection of the Plumbing System to the Wastewater System (Section 6.1)	per occurrence	\$1,000.00
	Penalty - Directing or Allowing Clear Water Waste to be Directed into the Wastewater System (Section 6.1)	per occurrence	\$1,500.00
	Penalty - Failing to Install, Operate, Monitor, Provide Access To, or Properly Maintain a Wastewater Pre-Treatment System (Section 6.6)	per occurrence	\$2,000.00
	Penalty - Depositing, or Allowing to be Deposited, Waste Residue from a Pre-Treatment System into the Wastewater System Without Approval (Section 6.6)	per occurrence	\$1,500.00
	Penalty - Failing to Obtain and Retain Manuals, Instructions, and Specifications Related to the Installation, Operation, Maintenance, and Cleaning of the Pre-Treatment System Installed at a Premises (Section 6.6)	per occurrence	\$200.00
	Penalty - Failing to Maintain a Maintenance Schedule and Record of Each Maintenance for the Pre-Treatment System Installed at a Premises for a Period of Two Years, Including Records for Disposal of Waste Residue (Section 6.6)	per occurrence	\$500.00
	Penalty - Failing to Submit Submit Records Requested by the CAO (Section 6.6)	per occurrence	\$500.00
	Penalty - Failing to Install an FOG Interceptor (Section 6.7)	per occurrence	\$2,000.00
	Penalty - Failing to Monitor, Operate, Properly Maintain, and Clean Each FOG Interceptor (Section 6.7)	per occurrence	\$1,500.00
	Penalty - Failing to Ensure that Wastewater Does Not Exceed the Maximum Allowable Concentration Limits for FOG set out in Schedule "C" (Section 6.7)	per occurrence	\$3,000.00
	Penalty - Failing to Install an Interceptor (Section 6.7)	per occurrence	\$2,000.00
	Penalty - Failing to Monitor, Operate, Properly Maintain, and Clean Each Interceptor (Section 6.7)	per occurrence	\$1,500.00
	Penalty - Failing to Ensure that Wastewater Does Not Exceed the Maximum Allowable Concentration Limits for Hydrocarbons, Flammable Liquids, and TSS as set out in Schedule "B" and Schedule "C" (Section 6.7)	per occurrence	\$3,000.00
	Penalty - Failing to Install a Dental Amalgam Separator on a Fixture that may Release Dental Amalgam Waste Containing Mercury into the Wastewater System (Section 6.7)	per occurrence	\$2,000.00
	Penalty - Failing to Install a Dental Amalgam Separator on a Fixture that may Release Dental Amalgam Waste Containing Mercury into the Wastewater System that is Directly Accessible (Section 6.7)	per occurrence	\$2,000.00
	Penalty - Failing to Monitor, Operate, Maintain, and Clean a Dental Amalgam Separator (Section 6.7)	per occurrence	\$1,500.00
	Penalty - Using Emulsifiers, Enzymes, Bacteria, Solvents, Hot Water, or Other Agent to Facilitate the Passage of FOG or Hydrocarbons through an Interceptor (Section 6.7)	per occurrence	\$1,000.00
	Penalty - Failing to Provide One or More Monitoring Access Points for the Monitoring of Wastewater (Section 7.1)	per occurrence	\$2,000.00
	Penalty - Failing to Provide Direct Access to Any Monitoring Access Point Located on the Premises (Section 7.1)	per occurrence	\$1,000.00
	Penalty - Failing to Obtain Approval for Hauled Wastewater (Section 8.1)	per occurrence	\$3,000.00
	Penalty - Failing to Pay Any Fees and Charges Related to a Hauled Wastewater Approval or Agreement as set out in Schedule "H" (Section 8.1)	per occurrence	\$200.00
	Penalty - Releasing Hauled Wastewater at an Unauthorized Location (Section 8.1)	per occurrence	\$3,000.00
	Penalty - Failing to Immediately Notify the Proper Authorities where a Substance is Released into the Wastewater System (Section 9.1)	per occurrence	\$1,000.00
	Penalty - Failing to Submit a Written Report About a Release (Section 9.1)	per occurrence	\$1,500.00
	Penalty - Failing to Take All Reasonable Measures to Mitigate the Release of a Substance (Section 9.1)	per occurrence	\$3,000.00
	Penalty - Failing to Have a Written Approval, Permit, or Agreement Available for Inspection on Request (Section 10.1)	per occurrence	\$200.00
	Penalty - Failing to Comply with a Requirement of the CAO (Section 10.1)	per occurrence	\$1,500.00

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GST	SERVICE	UNITS OF MEASURE	Rates effective January 1, 2025 (unless otherwise noted)
	Penalty - Failing to Comply with a Requirement or Condition of an Agreement (Section 10.1)	per occurrence	\$1,500.00
	Penalty - Failing to Comply with a Requirement or Condition of a Written Approval or Permit (Section 10.1)	per occurrence	\$1,500.00
	Penalty - Failing to Comply with a Remedial Order (Section 11.3)	per occurrence	\$1,000.00
	Penalty - Obstructing an Officer, the CAO, or their Designates in the Exercise of their Powers or Duties (Section 11.4)	per occurrence	\$1,000.00
<b>Stormwater Services (relating to Bylaw 1630)</b>			
	Storm Drainage Service Charge - Residential	per month	\$8.75
	Storm Drainage Service Charge - Non-Residential	per month	\$17.50
	Penalty - Release of Prohibited Material (Section 5.1)	per occurrence	\$500.00
	Penalty - Fail to Notify of Release (Section 5.3)	per occurrence	\$75.00
	Penalty - Fail to Mitigate a Prohibited Release (Section 5.3)	per occurrence	\$500.00
	Penalty - Fail to Cover or Clearly Mark Hoses (Section 5.3)	per occurrence	\$75.00
	Penalty - Allow Termination within 2m (Section 5.4)	per occurrence	\$75.00
	Penalty - Connect Directly to Foundation Drain or Weeping Tile (Section 5.4)	per occurrence	\$75.00
	Penalty - Pump/Redirect Water from a Parcel (Section 5.4)	per occurrence	\$500.00
	Penalty - Fail to Maintain Interceptor (Section 5.6)	per occurrence	\$500.00
	Penalty - Release Prohibited Material from an Interceptor (Section 5.6)	per occurrence	\$500.00
	Penalty - Unauthorized Use of Storm Drainage System (Section 5.7)	per occurrence	\$500.00
	Penalty - Allow Structure On or Over Storm Drainage Facility (Section 5.8)	per occurrence	\$500.00
	Penalty - Failure to Ensure Storm Drainage Facility Remains Clear of Debris (Section 5.8)	per occurrence	\$500.00
	Penalty - Insufficient Clearance Over a Storm Drainage Facility (Section 5.8)	per occurrence	\$500.00
	Penalty - Restricting flow into or within the Storm Drainage System (Section 5.8)	per occurrence	\$500.00
	Penalty - Unauthorized Connection to Storm Drainage System (Section 5.9)	per occurrence	\$500.00
	Penalty - Unauthorized Re-Use of Connection (Section 5.9)	per occurrence	\$500.00
	Penalty - Failure to Notify Town of Discontinuation of Use (Section 5.9)	per occurrence	\$75.00
	Penalty - Violation of Approval or Condition of Approval (Section 6.1)	per occurrence	\$500.00
	Penalty - Fail to Comply with Remedial Order (Section 7.2)	per occurrence	\$500.00
	Penalty - Hindering an Authorized Town Employee (Section 7.4)	per occurrence	\$500.00
<b>Garbage Services (relating to Bylaw 1605)</b>			
	Garbage Collection Fixed Rate	per month	\$14.50
	Recycling Fixed Rate (Residential & Commercial)	per month	\$5.55
	Garbage Collection Cart Rate - 65G	per month	\$9.20
	Garbage Collection Cart Rate - 95G	per month	\$11.70
	Garbage Collection Cart Rate - 660L	per month	\$16.63
	Garbage Collection Cart Rate - 1100L	per month	\$19.13
	Garbage Collection Additional Pick-Up - 65G	per occurrence	\$9.20
	Garbage Collection Additional Pick-Up - 95G	per occurrence	\$11.70
	Garbage Collection Additional Pick-Up - 660L	per occurrence	\$16.63
	Garbage Collection Additional Pick-Up - 1100L	per occurrence	\$19.13
	Penalty - First Offence	per occurrence	\$50.00
	Penalty - Second Offence	per occurrence	\$100.00
	Penalty - Third and Subsequent Offences	per occurrence	\$500.00
	Utility Account History Printout	each	\$5.00
	Utility Invoice Reprint	each	\$5.00
<b>Municipal Equipment Services and Labour</b>			
T	Municipal Equipment Rate as per current Alberta Road Builders and Heavy Equipment Association Handbook		
T	Operations Staff Labour Cost	per hour	\$75.00
<b>Goods</b>			
T	Resale of Goods and Services		Cost + 25%
<b>SCHEDULE "C" - COMMUNITY SERVICES</b>			
<b>PARKS/SPORTSFIELDS /ACTIVITY SPACES</b>			
	Baseball Youth (Per Season)	per player	\$25.00
	Slo Pitch/Baseball Adult (Per Season)	per team	\$450.00
	Slo Pitch Tournament JJT Park		\$750.00
	Concession at Diamonds (per day/booking)		\$60.00
	Concession at Diamonds (OOR)		\$110.00
	Bleacher Rental	per set	\$85.00
	Park/Sports field Booking Fee	per booking	\$40.00

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GST	SERVICE	UNITS OF MEASURE	Rates effective January 1, 2025 (unless otherwise noted)
	Soccer Youth (Per Season)	per player	\$25.00
	Soccer Adult Team (Per Season)	per team	\$450.00
	Football Youth (Per Season)	per player	\$25.00
	School Use (Joint Use Agreement)		\$0.00
	Campground Reservation Fee	per reservation	
			<b>One Night Campground</b>
	Campground (Full Service - Power, Sewer & Water)	per night	\$45.00
	Campground (Partial Service - Power)	per night	\$40.00
	Campground (Tent)	per night	\$30.00
	Firewood Bundle	per bundle	\$10.00
	<b>Town Office Gymnasium - For Profit</b>	<b>per hour</b>	<b>\$80.00</b>
	<b>Town Office Gymnasium - Not For Profit</b>	<b>per hour</b>	<b>\$40.00</b>
	<b>Town Office Gymnasium - Deposit</b>	<b>per hour</b>	<b>\$50.00</b>
	<b>Arena - Summer (in effect May 1 - August 31)</b>		
	Arena Slab-Profit Making/Trade Fair	per day	\$850.00
	Arena Slab Set-up Profit Making/Trade Fair	per day	\$425.00
	Arena Main Arena Youth	per hour	\$30.00
	Arena Main Arena Adult	per hour	\$40.00
	Arena Lobby-Profit Making	per hour	\$20.00
	Arena Lobby-Non Profit	per hour	\$10.00
	Arena Concession	per day	\$60.00
	<b>Arena - Winter (in effect September 1 - April 30)</b>		
	Minor Hockey, Figure Skating, Youth	per hour	\$80.00
	Recreation Hockey, Adult	per hour	\$135.00
	Minor Hockey, Figure Skating Youth (OOR)	per hour	\$180.00
	Shinny Hockey Drop In (Daytime)	per player	\$10.00
	Parent 'N Tot Drop in		\$0.00
	Statutory Holiday Rental (Boxing Day)	per hour	\$150.00
	Public/Family Skating Sponsorship	per season	\$3,000.00
	Non-Prime Time Usage	Dollars off per h	\$10.00
	Board Advertising	per year	\$450.00
	Wall Advertising	per year	\$250.00
	Centre Ice Advertising	per year	\$650.00
	Neutral Zone Advertising	per year	\$500.00
	Zamboni Advertising	per year	\$650.00
	Concession Lease (Winter Season)	per year	\$1,000.00
	Senior Citizen Centre Lease	per year	\$1,000.00
	Arena Event Set-Up/Take Down		half price
	Schools (Joint Use Agreement)		\$2.00
	<b>Pool</b>		
	Infant/Preschool (0-3 Years) Drop In		\$0.00
	Shower		\$3.00
	Child (4-7Years) Drop In		\$4.00
	Youth ( 8-17 Years) Drop In		\$5.00
	Adult (18+ Years) Drop In		\$7.00
	Senior (65+ Years)		\$6.00
	Family Drop In		\$16.00
	Sr. Aquafit Drop In		\$6.00
	1 Month Pass Child	per month	\$32.00
	1 Month Pass Youth	per month	\$40.00
	1 Month Pass Family	per month	\$128.00
	1 Month Pass Pre-school (0-3 Years)	per month	\$0.00
	1 Month Pass Adult	per month	\$56.00
	1 Month Pass Senior (65+ Years)	per month	\$48.00
	1 Year Pass Child	per year	\$256.00
	1 Year Pass Youth	per year	\$320.00
	1 Year Pass Family	per year	\$1,024.00
	1 Year Pass Adult	per year	\$448.00
	1 Year Pass Senior (65+ Years)	per year	\$384.00

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GST	SERVICE	UNITS OF MEASURE	Rates effective January 1, 2025 (unless otherwise noted)
	10 Punch Child		\$36.00
	10 Punch Youth		\$45.00
	10 Punch Adult		\$63.00
	10 Punch Senior (65+ Years)		\$54.00
	10 Punch Family Swim		\$145.00
	20 Punch Child		\$68.00
	20 Punch Youth		\$85.00
	20 Punch Adult		\$119.00
	20 Punch Senior (65+ Years)		\$102.00
	20 Punch Family Pass		\$272.00
E	Junior Lifeguard Club Session		\$180.00
	Lifesaving Swim Instructor	per course	\$400.00
	Lifesaving Instructor Course	per course	\$325.00
	Lifesaving Instructor Re-cert	per course	\$60.00
	National Lifeguard Course	per course	\$382.00
	National Lifeguard Re-cert	per course	\$62.00
E	First Aid Course	per course	\$180.00
	First Aid Course Re-cert	per course	\$80.00
E	Bronze Medallion	per course	\$178.50
	Bronze Cross	per course	\$163.00
E	Babysitting Course	per course	\$84.00
E	Boating Manual	each	\$20.00
	Boating exam	per exam	\$25.00
I	Concession Room (Not-for-profit, Public)	per hour	\$10.00
I	Concession Room (Not-for-profit, Public)	per half day	\$20.00
I	Concession Room (Not-for-profit, Public)	per full day	\$40.00
I	Concession Room (Commercial, Profit Making)	per hour	\$20.00
I	Concession Room (Commercial, Profit Making)	per half day	\$40.00
I	Concession Room (Commercial, Profit Making)	per full day	\$80.00
I	Private Pool Rental	per hour	\$140.00
I	Private Pool Rental Extra Guard	per guard	\$30.00
	Private Rental Pool Toy	per hour	\$30.00
I	Sponsored Swim	per swim	\$170.00
I	Swim Club All Lanes/Full Pool	per hour	\$70.00
I	Swim Club Lane Rental	per lane	\$16.00
I	Kayak Club Full Pool	per hour	\$70.00
I	Locker Rental – Per Month	per month	\$7.50
I	Locker Rental – Per Year	per year	\$75.00
E	Private Lessons	1/2 hour	\$22.50
E	Private Lessons	1 hour	\$30.00
E	Semi-Private Lessons	1/2 hour/person	\$17.50
E	Semi-Private Lessons	1 hour/person	\$25.00
E	LifeSaving Lessons Preschool		\$62.50
E	LifeSaving Lessons Swimmer (1-3years)		\$65.00
E	LifeSaving Lessons Swimmer (4-6 years)		\$67.50
E	School Lessons (Certificate Program)		\$26.50
E	Fitness/Stroke Improvement (Per Student/Day)		\$5.00
	School Kayaking/Student		\$6.00
	School Open Swim - 1 Hour (Per Student)		\$3.50
	School Open Swim – 2 Hours (Per Student)		\$4.00
<b>Programs</b>			
	Aerobics Adult		\$7.00
E	Summer Games Registration Fee (includes T-shirt)		\$40.00
	Programs i.e. Clinics and Workshops		Offered on a break-even basis.



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Bylaw 1614 - Designating the Lebel Mansion as a Municipal Historic Resource	
<b>PRESENTED BY:</b> Adam Grose, Recreation Manager	<b>DATE OF MEETING:</b> 12/9/2024

**PURPOSE:**

To review the proposed changes to Schedule A Statement of Significance outlining the requirements of designating the Lebel Mansion as a Municipal Historic Resource.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree to give first reading to Bylaw 1614-24 Designating the Lebel Mansion as a Municipal Historic Resource as presented.

That Council for the Town of Pincher Creek agree to give second reading to Bylaw 1614-24 Designating the Lebel Mansion as a Municipal Historic Resource as presented.

That Council for the Town of Pincher Creek unanimously agree to present Bylaw 1614-24 Designating the Lebel Mansion as a Municipal Historic Resource for third reading.

That Council for the Town of Pincher Creek agree to give third and final reading to Bylaw 1614-24 Designating the Lebel Mansion as a Municipal Historic Resource as presented.

**BACKGROUND/HISTORY:**

At the May 13th, 2024 regular meeting of Council it was moved '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

At the March 25th, 2024 regular meeting of Council it was moved 'That Council for the Town of Pincher Creek agrees to direct Administration to review Lebel Mansion Municipal Historic Resource Designation Bylaw 1614-14 regarding windows as character defining elements, research a cost estimate for non-historical windows, review estimated cost of all phases of the window replacement project and bring back to the April 22, 2024 Council Meeting.' CARRIED 24-133

**ALTERNATIVES:**

Direct Administration to make additional changes to By-Law 1614 designating the Lebel Mansion as a municipal historic resource.

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

According to the 2021 Lebel Mansion Lifecycle Assessment it was noted that the original exterior windows have reached the end of their useful service, in particular the attic windows, and should be replaced.

**FINANCIAL IMPLICATIONS:**

NA

**PUBLIC RELATIONS IMPLICATIONS:**

NA

**ATTACHMENTS:**

Lebel Mansion Bylaw No 1614-14 - 3495

Lebel Mansion Bylaw No 1614-24 - 3495

Lebel Mansion Statement of Significance Schedule A proposed changes - 3495

**CONCLUSION/SUMMARY:**

Due to the extent of previous discussions around this topic, administration is recommending passing all three readings for efficiency.

**Signatures:**

**Department Head:**

*Adam Grose*

**CAO:**

*Konrad Dunbar*



**TOWN OF PINCHER CREEK  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1614-14**

**A BYLAW OF THE TOWN OF PINCHER CREEK IN THE PROVINCE OF ALBERTA FOR THE PURPOSE  
OF DESIGNATING THE LABEL MANSION 696 KETTLES STREET AS A MUNICIPAL HISTORIC  
RESOURCE**

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**WHEREAS** pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws relating to people, activities and things in, on or near a public place or place that is open to the public and services provided by or on behalf of the municipality in the manner that Council considers appropriate, and

**WHEREAS** Section 26 of the Historical Resources Act, R.S.A. 2000, as amended, permits the Council of a municipality to designate any heritage resource within a municipality whose preservation it considers to be in the public interest, together with any land as a *Municipal Historic Resource*, upon giving notice in accordance with the Historical Resources Act;

**WHEREAS** it is deemed in the public interest to designate the heritage resource known as the Label Mansion, located at 696 Kettles Street, Pincher Creek, Alberta as a *Municipal Historic Resource*; and

**WHEREAS** the Council of the Town of Pincher Creek has determined that it is in the public interest to preserve the Label Mansion and the land upon which the building is situated as a *Municipal Historic Resource*;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Town of Pincher Creek in the Province of Alberta, having complied with the Historical Resources Act, and duly assembled, hereby enacts as follows:

**1. HERITAGE RESOURCE DESIGNATED AS A MUNICIPAL HISTORIC RESOURCE**

The Label Mansion is hereby designated as a *Municipal Heritage Resource*, specifically described in Scheduled "A" Statement of Significance and Description of Character Defining Elements and located in the Town of Pincher Creek on the lands legally described as follows:  
PLAN PINCHER CREEK 460B

LOT TWO HUNDRED AND THIRTY ONE (231), THE NORTH HALF OF LOT TWO HUNDRED AND THIRTY TWO (232), AND LOTS TWO HUNDRED AND THIRTY THREE (233) TO TWO HUNDRED AND THIRTY EIGHT (238) INCLUSIVE  
EXCEPTING THEREOUT  
THOSE PORTIONS OF LOTS TWO HUNDRED AND THIRTY TWO (232) AND TWO HUNDRED AND THIRTY THREE (233) WHICH LIE WITHIN SUBDIVISION PLAN 8010360

## **2. PERMITTED REPAIRS, REHABILITATION AND ALTERATIONS**

The designated *Municipal Historic Resource* shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired or otherwise permanently affected, other than in accordance with the terms of Bylaw No. 1614-14 and its attachments.

### **2.1 Regulated Portions (Character Defining Elements)**

No persons shall alter in anyway the Character Defining Elements of the *Municipal Historic Resource* (as enumerated in Schedule "A") without prior written approval.

Intervention of the Regulated Portions of the *Municipal Historic Resource* require review and approval by Council or the Authorized Representatives of the Town of Pincher Creek, and must be in accordance with the terms of the Parks Canada publication: "Standards and Guidelines for the Conservation of Historic Places in Canada."

### **2.2 Non-Regulated Portions**

With prior written consent, all portions of the building and property not specifically classified as a Character Defining Element may be repaired, rehabilitated, altered, or otherwise permanently affected.

Intervention and/or alterations of the Non-Regulated Portions of the *Municipal Historic Resource* require review and approval by Council or the Authorized Representatives of the Town of Pincher Creek to ensure that Regulated Portions will not be impacted.

## **3. ADMINISTRATOR; COUNCIL AND/OR AUTHORIZED REPRESENTATIVES**

Council of the Town of Pincher Creek or the Authorized Representative of the Town of Pincher Creek is authorized and hereby appointed to administer the implementation of any matters arising from the matters set out in Bylaw No. 1614-14 and its attachments.



Authorized Representatives of the Town of Pincher Creek may include:

- Chief Administrative Officer
- Director of Community Services
- Heritage Advisor

Or any appointments thereof.

**4. COMPENSATION**

The owners of the Municipal Historic Resource and/or property as described in Paragraph 1 shall accept total liability and hold harmless the Town of Pincher Creek from and against all financial and/or economic losses, suits, charges and claims for compensation or damages in any manner arising from the designation of the resource.

**5. ADOPTION**

This Bylaw shall come into effect on the date of the third and final reading.

**READ A FIRST TIME** THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014, A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**READ A SECOND TIME** THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014, A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**READ A THIRD TIME** and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2014, A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



**TOWN OF PINCHER CREEK  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1614-24**

**A BYLAW OF THE TOWN OF PINCHER CREEK IN THE PROVINCE OF ALBERTA FOR THE PURPOSE  
OF DESIGNATING THE LABEL MANSION 696 KETTLES STREET AS A MUNICIPAL HISTORIC  
RESOURCE**

---

**WHEREAS** pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws relating to people, activities and things in, on or near a public place or place that is open to the public and services provided by or on behalf of the municipality in the manner that Council considers appropriate, and

**WHEREAS** Section 26 of the Historical Resources Act, R.S.A. 2000, as amended, permits the Council of a municipality to designate any heritage resource within a municipality whose preservation it considers to be in the public interest, together with any land as a *Municipal Historic Resource*, upon giving notice in accordance with the Historical Resources Act;

**WHEREAS** it is deemed in the public interest to designate the heritage resource known as the Lebel Mansion, located at 696 Kettles Street, Pincher Creek, Alberta as a *Municipal Historic Resource*; and

**WHEREAS** the Council of the Town of Pincher Creek has determined that it is in the public interest to preserve the Lebel Mansion and the land upon which the building is situated as a *Municipal Historic Resource*;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Town of Pincher Creek in the Province of Alberta, having complied with the Historical Resources Act, and duly assembled, hereby enacts as follows:

**1. HERITAGE RESOURCE DESIGNATED AS A MUNICIPAL HISTORIC RESOURCE**

The Lebel Mansion is hereby designated as a *Municipal Heritage Resource*, specifically described in Scheduled "A" Statement of Significance and Description of Character Defining Elements and located in the Town of Pincher Creek on the lands legally described as follows:  
PLAN PINCHER CREEK 460B

LOT TWO HUNDRED AND THIRTY ONE (231), THE NORTH HALF OF LOT TWO HUNDRED AND THIRTY TWO (232), AND LOTS TWO HUNDRED AND THIRTY THREE (233) TO TWO HUNDRED AND THIRTY EIGHT (238) INCLUSIVE

EXCEPTING THEREOUT

THOSE PORTIONS OF LOTS TWO HUNDRED AND THIRTY TWO (232) AND TWO HUNDRED AND THIRTY THREE (233) WHICH LIE WITHIN SUBDIVISION PLAN 8010360

## **2. PERMITTED REPAIRS, REHABILITATION AND ALTERATIONS**

The designated *Municipal Historic Resource* shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired or otherwise permanently affected, other than in accordance with the terms of Bylaw No. 1614-24 and its attachments.

### **2.1 Regulated Portions (Character Defining Elements)**

No persons shall alter in anyway the Character Defining Elements of the *Municipal Historic Resource* (as enumerated in Schedule "A") without prior written approval.

Intervention of the Regulated Portions of the *Municipal Historic Resource* require review and approval by Council or the Authorized Representatives of the Town of Pincher Creek, and must be in accordance with the terms of the Parks Canada publication: "Standards and Guidelines for the Conservation of Historic Places in Canada."

### **2.2 Non-Regulated Portions**

With prior written consent, all portions of the building and property not specifically classified as a Character Defining Element may be repaired, rehabilitated, altered, or otherwise permanently affected.

Intervention and/or alterations of the Non-Regulated Portions of the *Municipal Historic Resource* require review and approval by Council or the Authorized Representatives of the Town of Pincher Creek to ensure that Regulated Portions will not be impacted.

## **3. ADMINISTRATOR; COUNCIL AND/OR AUTHORIZED REPRESENTATIVES**

Council of the Town of Pincher Creek or the Authorized Representative of the Town of Pincher Creek is authorized and hereby appointed to administer the implementation of any matters arising from the matters set out in Bylaw No. 1614-24 and its attachments.

Authorized Representatives of the Town of Pincher Creek may include:

- Chief Administrative Officer
- Director of Community Services
- Heritage Advisor

Or any appointments thereof.

**4. COMPENSATION**

The owners of the Municipal Historic Resource and/or property as described in Paragraph 1 shall accept total liability and hold harmless the Town of Pincher Creek from and against all financial and/or economic losses, suits, charges and claims for compensation or damages in any manner arising from the designation of the resource.

**5. ADOPTION**

Bylaw 1614-14 and amendments thereto is hereby repealed upon third and final reading of Bylaw 1614-24.

This Bylaw shall come into effect on the date of the third and final reading.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, A.D.

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, A.D.

READ A THIRD TIME and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2024, A.D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# SCHEDULE A

## Statement of Significance

### LEBEL MANSION

696 Kettles Street

Pincher Creek, Alberta

Owner: Town of Pincher Creek



#### Description of Historic Place

The Lebel Mansion is a 1910 grand brick building located on the crest of the south hill of Pincher Creek. The prominent 2.5 story mansion overlooks the downtown business district and residential areas. The original structure exhibits French Canadian prairie style and Queen Anne influences with its wrap around verandah and columns, the high basement, hexagonal corner towers and bell roofs. It was a residence for only 14 years with the majority of its history being as a hospital and arts centre which expanded the building many times over the years. When designated as a Registered Historic Site in 1976, Lebel Mansion was described as the northwest portion of St. Vincent's Hospital. The east wing of the hospital was removed in 1986 and the Lebel Mansion with its remaining additions now occupies just over 2 of the 7 lots owned by the Town of Pincher Creek. The Mansion is a majestic landmark and is surrounded by landscaped grounds and a historic sandstone, brick and wrought iron fence.

#### Heritage Value

Lebel Mansion was the home of Timothee Lebel (1857-1935) and his family. Timothee Lebel was one of the earliest and most influential businessmen in the history of Pincher Creek. Born in Cacouna, Quebec, he migrated west in 1881. Shortly after his arrival in Pincher Creek in 1884, he set up a small store in partnership with Tom Hinton. Later Charles Kettles bought out Mr. Hinton's interest in business and the firm of T. Lebel and Company was formed in 1894.

The primary general mercantile store was located on Main Street and in 1904 an impressive three story sandstone structure was built to accommodate the expanding business, becoming one of the main trade centres in southern Alberta. Two smaller stores were also operated in Beaver Mines and Brocket. Mr. Lebel retired as the active manager in 1905 but retained ownership of the business and building. In 1915 a massive fire destroyed much of the building and merchandise but undaunted, Timothee Lebel rebuilt the store. The business was operated until 1924 when Mr. Lebel retired from business life and sold both the building and business to the Webster Brothers. Timothee Lebel served as a private banker, loaning out money to many struggling families and extended a hand to many newcomers to the area.

## SCHEDULE A

# Statement of Significance

In 1886, Mr. Lebel's fiancé, Miss Marie Hortense Chasse, also from Cacouna, Quebec came west and they were married in Fort Macleod in 1887. Their first home was located on the south side of Main Street, being directly across from the family's store. In 1908 Mr. Lebel decided to build a new home and bought the land on the crest of the south hill, directly across from the Catholic Church. This was the former site of Father Lacombe's Hermitage in Pincher Creek, built in 1885. From 1909 – 1910, the impressive 1500 square foot brick mansion was constructed at a cost of \$22,305.21. The mansion included a basement, second story and attic with a decorative wrap around verandah that overlooked their three storey sandstone store. The impressive staircase to the second floor was made of oak and the floors used hard maple. An innovative cable communication system connected the Mansion with the store a block to the north – attached to the cable was a basket where family messages were sent back and forth between the two massive landmarks.

Mr. and Mrs. Lebel lived in the mansion along with their adopted daughter Marie Blanche until the residence was sold for \$10,000 in 1924 to the Roman Catholic order Daughters of Jesus (les Filles de Jesus) for use as a general hospital. The Lebel family moved to a smaller frame house to the south and east of the mansion. Mr. Lebel passed in 1935 at age 77.

The first administrator of the hospital was Mother Mary St. Vincent de Paul. In 1927 the first wing, providing for a chapel, was added to the mansion with subsequent additions built in 1935 (an obstetrical ward to the south of the chapel), 1940, 1950 and 1955. From its beginnings as a hospital, the doors were opened to the sick and suffering and many babies were born there. Patients were cared for by the Sisters and the Oblate Fathers assisted by bringing spiritual comfort. In 1974, the St. Vincent's Hospital became a government owned building and named Pincher Creek Health Care Centre with only one sister remaining on staff. After the new Pincher Creek municipal hospital was built in 1983, the Town of Pincher Creek purchased the building for \$1.00. The Lebel Mansion portion of the building was then leased to the Allied Arts Council. The east hospital wing (1950 addition) was removed in 1986 and the remaining Lebel Mansion has served as an arts and cultural centre for nearly 30 years. In 2006, a staircase addition to the south east of the building was constructed to better access the third floor.



Mr. Lebel was a leading pioneer merchant and a community leader serving on Pincher Creek Town Council and on St. Mike's Separate School Board. He was a prominent in the local French Canadian community in the Pincher Creek and Beauvais Lake districts and a well-known businessman throughout a large area of southern Alberta.

The Lebel Mansion is one of the earliest and best examples of residential design in Pincher Creek. It also represents a period of growing commerce as well as the French Canadian and

# SCHEDULE A

## Statement of Significance

Catholic influences that helped to build the community of Pincher Creek. The unique architecture of the exterior of the building and its long history of use over time makes it an important historic resource for Pincher Creek.

### Character Defining Elements:

The character defining elements of the Lebel Mansion include:

- Prominent location overlooking the town.
- French Canadian and Queen Anne influences in verandah columns, high basement and corner towers and ornate details.
- Brick construction.
- Square layout of the original mansion with bell roofs.
- Two and a half story height building with irregular additions.
- Shingled roof.
- Flat transom window over original front door.
- Two gothic windows (chapel).
- ~~- Original double hung windows with sandstone lug sills.~~
- Balconet on second floor.
- Main floor open wrap around verandah with columns and decorative railings.
- 1 shed dormer and 4 hip dormers.
- Unique cresting feature on roof top.
- Original brick chimneys.
- Historic fence on north and west side of property with sandstone base, brick pillars and ornate wrought iron metal railings.





# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> 2025 and 2026 Operating Budget	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Corporate Services	<b>DATE OF MEETING:</b> 12/9/2024

**PURPOSE:**

Pursuant to Sections 242, 243, 248 and 248.1 of the Municipal Government Act (MGA), an operating budget must be approved by Council to authorize expenditures.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the 2025 and 2026 Operating Budget as presented.

**BACKGROUND/HISTORY:**

Council provided Administration with clear guidelines enabling the development of a balanced budget without the need for drastic cuts to service levels. Only one budget meeting was required for Council to review the budget presented.

This budget includes a 3% tax increase as well as increases to the utility rates with the intention of eventually ensuring the utility department becomes self-sustaining.

This tax increase is for municipal services only as the education requisition has not been received from the province.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek agree to adopt an interim budget and continue budget discussions in 2025.

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

The 2025 and 2026 Operating Budgets include the necessary revenues and expenditures adapted to the uncertain times the Town is currently faced with.

**FINANCIAL IMPLICATIONS:**

The 2025 Operating Budget includes utility rate increases of \$251,330 and a municipal tax increase of 3% or \$156,340 .

The 2026 Operating Budget includes utility rate increases of \$94,503 or 3% and a municipal tax increase of 3% or \$161,030 .



**PUBLIC RELATIONS IMPLICATIONS:**

Council and administration have developed a media release for release following the approval of the 2025/2026 budget.

**ATTACHMENTS:**

Sum P and L - Council Quarterly By Department 2025 & 2026 - 3499

Sum P and L - Council Quarterly By Object 2025 & 2026 - 3499

**CONCLUSION/SUMMARY:**

Budget documents are flexible living documents that reflect the values of the community.

Administration supports that Council for the Town of Pincher Creek approve the 2025 and 2026 Operating Budgets as presented

**Signatures:**

**Department Head:**

*Wendy Catonio*

**CAO:**

*Konrad Dunbar*



**TOWN OF PINCHER CREEK**  
**Operating Statement - By Department**  
 For the Twelve Months Ending, December 31, 2024

	<b>2024 Actual Unaudited</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>
<b>Revenue</b>				
Net municipal property taxes	\$5,234,244.69	\$5,234,683.44	\$5,452,339.05	\$5,641,369.37
User fees and sales of goods	2,540,361.19	2,585,139.76	2,818,292.52	2,924,802.68
Government transfers for operating	754,526.86	1,076,082.00	3,166,717.00	1,123,172.00
Franchise and concession contracts	1,236,665.06	1,388,000.00	1,408,000.00	1,428,000.00
Rentals	612,291.45	821,463.21	841,361.90	828,064.70
Investment income	144,622.88	230,860.00	240,860.00	242,860.00
Penalties & Costs	78,852.22	83,500.00	83,500.00	84,500.00
Licences & Permits	109,166.83	112,600.00	112,600.00	112,600.00
Other Revenues & Adjustments	7,777.62	14,689.21	8,689.21	8,689.21
<b>Total Revenue</b>	<b>10,718,508.80</b>	<b>11,547,017.62</b>	<b>14,132,359.68</b>	<b>12,394,057.96</b>
<b>Expenses</b>				
Legislative	332,655.10	415,046.63	1,865,825.82	607,642.75
Administration	1,008,787.78	786,330.09	2,480,273.73	1,044,741.57
Communications	40,153.19	115,887.58	120,075.56	61,879.98
Protective Services	2,227,114.39	1,278,901.53	1,285,531.20	1,293,169.58
Roads, streets, walks & lighting	834,225.64	1,392,116.54	1,638,288.36	1,689,316.35
Water supply & distribution	676,668.00	1,524,045.94	1,584,422.69	1,355,187.27
Wastewater treatment & disposal	550,337.39	1,167,709.88	1,309,378.26	1,303,069.06
Waste management	398,304.71	604,245.50	611,205.32	622,132.57
Other environmental use & protection	47,987.73	102,778.57	104,885.18	106,572.14
Public health & welfare services	345,422.92	417,853.74	441,120.25	451,665.09
Planning & development	457,048.54	555,553.62	613,841.58	493,768.07
Recreation & Culture	3,301,800.89	4,098,059.16	4,244,139.74	4,214,228.94
<b>Total Expenses</b>	<b>10,220,506.28</b>	<b>12,458,528.78</b>	<b>16,298,987.69</b>	<b>13,243,373.37</b>
<b>Excess (Deficiency) revenue over expenses</b>	<b>498,002.52</b>	<b>(911,511.16)</b>	<b>(2,166,628.01)</b>	<b>(849,315.41)</b>
<b>Other</b>				
Government transfers for capital	116,900.00	1,547,984.63		
Gain (loss) on disposal of tangible capital assets		500.00	500.00	500.00
	116,900.00	1,548,484.63	500.00	500.00
<b>Excess (Deficiency) revenue over expenses</b>	<b>614,902.52</b>	<b>636,973.47</b>	<b>(2,166,128.01)</b>	<b>(848,815.41)</b>
<b>Surplus Funds Allocated Below:</b>				
Acquisition of tangible capital assets	1,121,680.09	2,877,338.00		
Repayment of debenture principle	124,918.56	210,518.18	217,594.30	243,668.84
Net transfers to/from reserves	1,290,069.69	<b>(713,816.27)</b>	<b>(646,967.04)</b>	644,508.61
<b>Non Cash Items:</b>				
Amortization		<b>(1,737,244.00)</b>	<b>(1,737,244.00)</b>	<b>(1,737,244.00)</b>
	2,536,668.34	636,795.91	<b>(2,166,616.74)</b>	<b>(849,066.55)</b>
Balanced Budget	<b>(1,921,765.82)</b>	177.56	488.73	251.14

Approval



**TOWN OF PINCHER CREEK**  
**Operating Statement - By Object**  
 For the Twelve Months Ending, December 31, 2024

	<b>2024 Actual Unaudited</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>
<b>Revenue</b>				
Net municipal property taxes	\$5,234,244.69	\$5,234,683.44	\$5,452,339.05	\$5,641,369.37
User fees and sales of goods	2,540,361.19	2,585,139.76	2,818,292.52	2,924,802.68
Government transfers for operating	754,526.86	1,076,082.00	3,166,717.00	1,123,172.00
Franchise fees	1,236,665.06	1,388,000.00	1,408,000.00	1,428,000.00
Rentals & Leases	612,291.45	821,463.21	841,361.90	828,064.70
Return on Investments	144,622.88	230,860.00	240,860.00	242,860.00
Penalties and costs of taxes	78,852.22	83,500.00	83,500.00	84,500.00
Licences and permits	109,166.83	112,600.00	112,600.00	112,600.00
Other Revenues & Adjustments	7,777.62	14,689.21	8,689.21	8,689.21
<b>Total Revenue</b>	<b>10,718,508.80</b>	<b>11,547,017.62</b>	<b>14,132,359.68</b>	<b>12,394,057.96</b>
<b>Expenses</b>				
Salaries, wages & benefits	4,126,727.10	4,650,372.27	5,020,264.91	5,167,524.66
Contracted and general services	912,603.49	1,021,407.83	1,060,391.29	1,037,539.47
Professional Services	760,305.73	998,147.97	1,315,148.08	965,273.00
R & M and rentals & leases	725,844.25	1,423,057.76	1,536,557.75	1,472,257.75
Insurance	192,766.38	191,820.00	220,025.00	222,280.00
Goods	380,070.39	566,400.01	598,235.00	555,200.00
Utilities	660,295.23	820,300.01	830,449.99	830,600.01
Land Held For Resale - Costs	115,000.00			
Amortization		1,737,244.00	1,737,244.00	1,737,244.00
Transfers to Organizations	2,203,957.13	889,973.48	3,786,658.36	1,009,055.36
Bank Charges	10,550.89	10,350.00	11,250.00	11,550.00
Interest on long-term debt	54,041.07	111,805.45	103,297.47	155,383.28
Other Expenditure & Adjustment	78,344.62	37,650.00	79,465.84	79,465.84
<b>Total Expenses</b>	<b>10,220,506.28</b>	<b>12,458,528.78</b>	<b>16,298,987.69</b>	<b>13,243,373.37</b>
<b>Excess (Deficiency) revenue over expenses</b>	<b>498,002.52</b>	<b>(911,511.16)</b>	<b>(2,166,628.01)</b>	<b>(849,315.41)</b>
<b>Other</b>				
Government transfers for capital	116,900.00	1,547,984.63		
Net Gain (Loss) on sale of tangible capital assets		500.00	500.00	500.00
	116,900.00	1,548,484.63	500.00	500.00
<b>Excess (Deficiency) revenue over expenses</b>	<b>614,902.52</b>	<b>636,973.47</b>	<b>(2,166,128.01)</b>	<b>(848,815.41)</b>
<b>Surplus Funds Allocated Below</b>				
Acquisition of tangible capital assets	1,121,680.09	2,877,338.00		
Repayment of debenture principle	124,918.56	210,518.18	217,594.30	243,668.84
Net transfers to/from reserves	1,290,069.69	(713,816.27)	(646,967.04)	644,508.61
Amortization		(1,737,244.00)	(1,737,244.00)	(1,737,244.00)
	2,536,668.34	636,795.91	(2,166,616.74)	(849,066.55)
Balanced Budget	<b>(1,921,765.82)</b>	<b>177.56</b>	<b>488.73</b>	<b>251.14</b>



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> 2025 and 2026 Capital Budget	
<b>PRESENTED BY:</b> Wendy Catonio, Director of Corporate Services	<b>DATE OF MEETING:</b> 12/9/2024

**PURPOSE:**

Pursuant to Sections 245, 246, 248 and 248.1 of the Municipal Government Act (MGA), a capital budget must be approved by Council to authorize expenditures.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek approve the 2025 and 2026 Capital Budget as presented.

**BACKGROUND/HISTORY:**

Council reviewed the capital projects at the November 1, 2024 budget meeting.

Administration has deferred many projects until more information and planning can be done in 2025.

**ALTERNATIVES:**

As per the MGA, Council must approve an annual capital budget so there is no alternative.

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

The 2025 and 2026 Capital Budget includes the necessary revenues and expenditures adapted to the uncertain times the Town is currently facing.

**FINANCIAL IMPLICATIONS:**

2025 and 2026 Capital Projects will be funded through reserves, provincial grants and loans.

**PUBLIC RELATIONS IMPLICATIONS:**

Council and administration have developed a media release for distribution following the approval of the 2025 / 2026 budget.

**ATTACHMENTS:**

2025 & 2026 Capital Budget - 3500

2025 and 2026 Capital Budget - 3500

**CONCLUSION/SUMMARY:**

Budget documents are flexible living documents that reflect the values of the community.

Administration supports that Council for the Town of Pincher Creek approve the 2025 and 2026 Capital Budget as presented.

**Signatures:**

**Department Head:**

*Wendy Catonio*

**CAO:**

*Konrad Dunbar*

# TOWN OF PINCHER CREEK

## 2025 2026 CAPITAL BUDGET PROJECTS

DESCRIPTION	2025 CAPITAL	2025 RESERVE	2025 GRANT	2025 LOAN	2026 CAPITAL	2026 RESERVE	2026 GRANT
Water Treatment							
Sodium Hypochlorite Generation System <i>(2024 Carryforward)</i>	\$ 306,851.00	\$ 145,876.97	\$ 160,974.03				
Raw Water Pump Replacements					\$ 50,000.00	\$ 50,000.00	
Fleet							
Pick-Up Trucks					\$ 70,000.00	\$ 70,000.00	
Medium Duty Vehicle					\$ 100,000.00	\$ 100,000.00	
Air Compressor					\$ 40,000.00	\$ 40,000.00	
Street Sweeper					\$ 350,000.00	\$ 190,000.00	\$ 160,000.00
Facilities							
Town Office West Wing (Office Renovations)	\$ 1,200,000.00			\$ 1,200,000.00			
Sport Fields							
Tennis Court Resurfacing <i>(2024 carryforward)</i>	\$ 35,500.00	\$ 35,500.00					
<b>TOTAL</b>	<b>\$ 1,542,351.00</b>	<b>\$ 181,376.97</b>	<b>\$ 160,974.03</b>	<b>\$ 1,200,000.00</b>	<b>\$ 610,000.00</b>	<b>\$ 450,000.00</b>	<b>\$ 160,000.00</b>

Approved



## TOWN OF PINCHER CREEK 2025 & 2026 CAPITAL BUDGET

	<u>2024 Actual (Unaudited)</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>2026 Budget</u>
<b>Revenues</b>				
Debenture (loan) funding	\$0.00	\$0.00	\$1,200,000.00	\$0.00
Provincial grants	116,900.00	1,547,984.63	160,974.03	160,000.00
Transfer from reserves	0.00	1,329,353.37	181,376.97	450,000.00
<b>Total Revenue</b>	<b>116,900.00</b>	<b>2,877,338.00</b>	<b>1,542,351.00</b>	<b>610,000.00</b>
<b>Expenses</b>				
Administration	13,996.40	15,750.00	1,200,000.00	0.00
Common and equipment pool	17,459.84	35,000.00	0.00	210,000.00
Roads, streets, walks & lighting	556,512.62	488,105.00	0.00	350,000.00
Water supply and distribution	345,096.73	666,851.00	306,851.00	50,000.00
Recreation facilities	73,269.50	1,671,632.00	35,500.00	0.00
Culture and community	115,345.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>1,121,680.09</b>	<b>2,877,338.00</b>	<b>1,542,351.00</b>	<b>610,000.00</b>
<b>Balanced Budget</b>	<b>(1,004,780.09)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Approval

Presented at the Regular Council Meeting  
December 9, 2024

\_\_\_\_\_  
Mayor Don Anderberg



# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Pincher Creek & District Municipal Library Board Lease Agreement	
<b>PRESENTED BY:</b> Lisa Goss, Legislative Service Manager	<b>DATE OF MEETING:</b> 12/9/2024

**PURPOSE:**

For Council to consider an updated lease agreement with the Pincher Creek and District Municipal Library Board for a portion of the Multi-Purpose Facility located on 895 Main Street (Lot 1, Block 5, Plan 9111546).

**RECOMMENDATION:**

That Council for the Town of Pincher Creek agree and approve the new five (5) year Lease Agreement dated December 9, 2024 with the Pincher Creek and District Municipal Library Board for a portion of the Multi-Purpose Facility at 895 Main Street and legally described as Lot 1, Block 5, Plan 9111546.

**BACKGROUND/HISTORY:**

The current lease agreement with the Pincher Creek and District Municipal Library Board had a term ending on December 31, 2022. In correspondence with the Library Manager the following amendments are requested;

- Ten (10) year term as opposed to a Five (5) year term
- Additional clause allowing an annual review of the agreement

The current agreement was circulated internally for comment resulting in suggestions to include clauses to the agreement regarding subletting and parking.

**ALTERNATIVES:**

That Council for the Town of Pincher Creek direct administration to amend the proposed Lease Agreement with the Pincher Creek and District Library Board and bring the agreement back to Council for consideration.

That Council for the Town of Pincher Creek receive the proposed five year Lease Agreement with the Pincher Creek and District Library Board dated December 9, 2024 as information.

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



There are approximately 43 available parking spaces (this includes the arena parking lot) on the parcel to accommodate all of the uses. The number of spaces required under the current Land Use Bylaw for the entire parcel is approximately 213.

**FINANCIAL IMPLICATIONS:**

As per the terms and conditions of the expired and proposed lease agreement, the Town of Pincher Creek receives no rent for the space, but cost recovery for 15% of the power and gas and 25% of the janitorial costs for the Multi-Purpose Facility.

**PUBLIC RELATIONS IMPLICATIONS:**

The Pincher Creek and District Municipal Library provides valuable services and programs to members of the community and has been located in the Multi-Purpose Facility since 1999.

**ATTACHMENTS:**

24.11.22 Library Correspondence re Lease Agreement - 3494  
DRAFT Library - Lease Agreement 2023 - 3494  
Lease Agreement 2017-2022 - 3494

**CONCLUSION/SUMMARY:**

Administration supports that Council for the Town of Pincher Creek approve a new five (5) year lease agreement with the Pincher Creek & District Municipal Library Board for a portion of the Multi-Purpose Facility.

**Signatures:**

**Department Head:**

*Lisa Goss*

**CAO:**

*Konrad Dunbar*

## Lisa Goss

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**From:** Kayla Lorenzen <klorenzen@pinchercreeklibrary.ca>  
**Sent:** November 21, 2024 2:44 PM  
**To:** Lisa Goss  
**Subject:** RE: Town of Pincher Creek/ Pincher Creek Library Payroll Agreement?

Hi Lisa,

The board has requested the 2 following amendments to the lease agreement.

They would like to have the lease be a 10 year lease instead of a 5 year lease.

- This is because we're hoping to apply for the CFEP grant as part of our library expansion project and they just release new guidelines for the applications and one of them is to have a long term lease in place that is at least 8 years long.

The board would also like to a term allowing both parties to be able to revise the lease on an annual basis if need be by a specific date.

Thanks so much and have a great day,

Kayla

**Kayla Lorenzen** (She/Her)  
Library Manager  
*Pincher Creek & District Municipal Library*  
899 Main Street, Box 2020  
Pincher Creek, AB  
T0K 1W0  
(403) 627-3813  
[klorenzen@pinchercreeklibrary.ca](mailto:klorenzen@pinchercreeklibrary.ca)  
<https://pinchercreeklibrary.ca>

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**From:** Lisa Goss <legislative@pinchercreek.ca>  
**Sent:** November 15, 2024 10:55 AM  
**To:** Kayla Lorenzen <klorenzen@pinchercreeklibrary.ca>; Finance <finance@pinchercreek.ca>  
**Cc:** Konrad Dunbar <cao@pinchercreek.ca>  
**Subject:** RE: Town of Pincher Creek/ Pincher Creek Library Payroll Agreement?

Hi Kayla,

Thank you for your patience regarding the expired lease agreement. In preparation of presenting an updated agreement to Council for consideration, does the Board have any requested amendments?

Kind Regards,

THIS AGREEMENT made this 9<sup>th</sup> day of December, A.D. 2024



BETWEEN:  
**THE TOWN OF PINCHER CREEK,**  
In the Province of Alberta  
(Hereinafter referred as the "Town")

-And-

**PINCHER CREEK & DISTRICT MUNICIPAL LIBRARY BOARD,**  
In the Province of Alberta  
(Hereinafter referred to as the "Library")

WHEREAS the Library is currently occupying space in the Multi-Purpose Facility located at 895 Main Street as set out and identified within the red outlined area on Schedule "A" as attached.

The Parties hereto agree to enter into a Lease Agreement with the following terms and conditions:

1. The term of lease shall be for five (5) years, from January 1, 2023 to December 31, 2027. The lease may be terminated by either party prior to this termination date by giving written notice to the other party at least two (2) years prior to the termination date. This lease may be extended beyond the termination date with the consent of both parties.
2. The Library agrees to share the cost of utilities, janitorial supplies and janitorial services according to the following split:
  - 15 per cent (%) of the Town's cost of power and gas for the Multi Purpose Facility; and
  - 25 per cent (%) of the Town's cost of supplies purchased and contracted janitorial services for the public washrooms.
3. The Town will be responsible for the janitorial of the public entry areas, the public washrooms as well as the snow removal and maintenance of the sidewalk, parking lot and landscaped areas around the building.
4. The Library shall be responsible to provide the cleaning and janitorial services within the area outlined in the Schedule "A" and to ensure that the area is kept in good order and condition at all times.

5. The Town is responsible for all structural and roof repairs as well as repairs to the air conditioning and heating units, building electrical and mechanical systems.
6. The prior consent of the Town is required for improvements or alterations to the Library. The Town shall not be required to reimburse the Library for the associated costs.
7. The Library Staff shall ensure that the Library is secure prior to leaving the building.
8. The Library shall be required to reimburse the Town for costs incurred, as a result of negligence or wilful act by its employees or patrons.
9. The Town will make available to the Library the use of the common reception area for receiving the public and the use of the public washrooms.
10. The Library agrees to reimburse the Town for the annual cost of insurance coverage for the building portion, public liability and contents of the Library.
11. The Library agrees that it will not assign this Lease in whole or in part, nor sublet all or any part of the premises, nor grant any license or transfer to any other person/organization without prior written consent of the Town.
12. As per the Town of Pincher Creek Land Use Bylaw, three (3) parking stalls in the East parking lot will be made available to users of the Library.

TOWN OF PINCHER CREEK

PINCHER CREEK & DISTRICT  
MUNICIPAL LIBRARY BOARD

Per: \_\_\_\_\_  
The Mayor

\_\_\_\_\_  
Board Chair

Per: \_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Librarian

SEAL

SEAL



THIS AGREEMENT made this 15<sup>th</sup> day of December, A.D. 2017



BETWEEN:  
**THE TOWN OF PINCHER CREEK,**  
In the Province of Alberta  
(Hereinafter referred as the "Town")

-And-

**PINCHER CREEK & DISTRICT MUNICIPAL LIBRARY BOARD,**  
In the Province of Alberta  
(Hereinafter referred to as the "Library")

WHEREAS the Library is currently occupying space in the Multi-Purpose Facility located at 895 Main Street as set out and identified within the yellow outlined area on Schedule "A" as attached.


The Parties hereto agree to enter into a Lease Agreement with the following terms and conditions:

1. The term of lease shall be for five (5) years, from January 1, 2018 to December 31, 2022. The lease may be terminated by either party prior to this termination date by giving written notice to the other party at least two (2) years prior to the termination date. This lease may be extended beyond the termination date with the consent of both parties.
2. The Library agrees to share the cost of utilities, janitorial supplies and janitorial services according to the following split:
  - 15 per cent (%) of the Town's cost of power and gas for the Multi Purpose Facility; and
  - 25 per cent (%) of the Town's cost of supplies purchased and contracted janitorial services for the public washrooms.
3. The Town will be responsible for the janitorial of the public entry areas, the public washrooms as well as the snow removal and maintenance of the sidewalk, parking lot and landscaped areas around the building.

4. The Library shall be responsible to provide the cleaning and janitorial services within the area outlined in the Schedule "A" and to ensure that the area is kept in good order and condition at all times.
5. The Town is responsible for all structural and roof repairs as well as repairs to the air conditioning and heating units, building electrical and mechanical systems.
6. The prior consent of the Town is required for improvements or alterations to the Library. The Town shall not be required to reimburse the Library for the associated costs.
7. The Library Staff shall ensure that the Library is secure prior to leaving the building.
8. The Library shall be required to reimburse the Town for costs incurred, as a result of negligence or wilful act by its employees or patrons.
9. The Town will make available to the Library the use of the common reception area for receiving the public and the use of the public washrooms.
10. The Library agrees to reimburse the Town for the annual cost of insurance coverage for the building portion, public liability and contents of the Library.

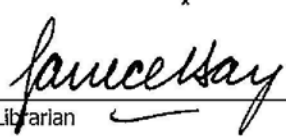
TOWN OF PINCHER CREEK

PINCHER CREEK & DISTRICT  
MUNICIPAL LIBRARY BOARD

Per:   
The Mayor

  
Board Chair

Per:   
Chief Administrative Officer

  
Librarian

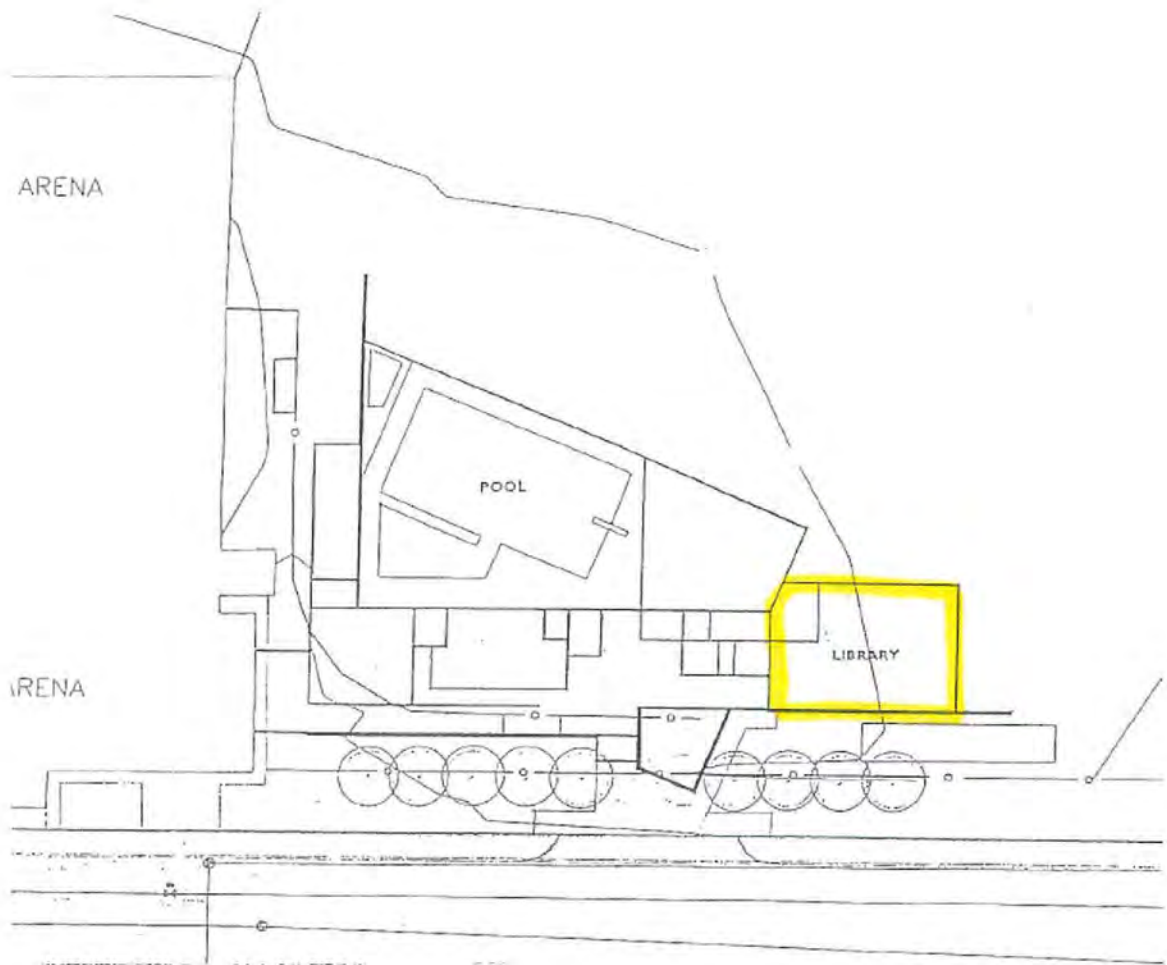
SEAL

SEAL

### Schedule "A"



Indicates Leased Area







# Town of Pincher Creek

## REQUEST FOR DECISION

*Council or Committee of the Whole*

<b>SUBJECT:</b> Cleaning Services Contract	
<b>PRESENTED BY:</b> Stephen Burnell, Special Projects Engineer	<b>DATE OF MEETING:</b> 12/9/2024

**PURPOSE:**

Contracted services are utilized for cleaning and janitorial services at Town facilities and the RCMP station.

**RECOMMENDATION:**

That Council for the Town of Pincher Creek award the three year cleaning services contract to CFR Cleaner.

**BACKGROUND/HISTORY:**

The current cleaning contract expires on December 31, 2024.

A request for proposals (RFQ) was circulated for a three (3) year cleaning services contract for Town and RCMP facilities, including:

- Town of Pincher Creek Administration Building
- Town of Pincher Creek Public Works Facility
- Town of Pincher Creek Multi-Purpose Facility
- Pincher Creek RCMP Station

Quotations were received from:

- CFR Cleaner, Pincher Creek, AB
- Services Pro Inc., Calgary, AB
- United Services Group, Brampton, ON

The quotations were evaluated against criteria identified in the RFQ:

- Proposal quality and clarity (20%)
- Proponent qualifications, experience and capacity (30%)
- Proponents overall fee proposal (30%)
- Service agreement acceptability (10%)
- Reference checks (10%)

**ALTERNATIVES:**

That Council for the Town of Pincher Creek direct Administration to review and evaluate alternate options for Town and RCMP cleaning services.

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

N/A

**FINANCIAL IMPLICATIONS:**

The quoted costs (exclusive of GST) based on the identified service levels are:

2025 - \$136,680.00 (year 1)

2026 - \$136,920.00 (year 2)

2027 - \$137,160.00 (year 3)

2028 - \$137,400.00 (extension 1)

2029 - \$137,640.00 (extension 2)

The 2025 combined budget for cleaning services is \$140,099.00.

**PUBLIC RELATIONS IMPLICATIONS:**

N/A

**ATTACHMENTS:**

RFD Evaluation Table - 3496

**CONCLUSION/SUMMARY:**

CFR Cleaner is a local company and provided the highest scored proposal.

**Signatures:**

**Department Head:**

*Stephen Burnell*

**CAO:**

*Konrad Dunbar*

**Cleaning Contract - Average Evaluation Results**

<b>Average</b>	<b>Proposal Quality (20)</b>	<b>Qualifications, Experience &amp; Capacity (30)</b>	<b>Overall Fees (30)</b>	<b>Agreement Terms (10)</b>	<b>References (10)</b>	<b>Total (100)</b>
CFR Clearer	15.3	23.0	24.0	9.3	9.5	81.2
Services Pro Inc.	15.3	19.0	27.5	9.8	7.2	78.8
United Services Group	16.7	22.5	27.0	9.7	0.0	75.8

The highest scored quotation was received from CFR Cleaner with 81.2 points.



**Town of Pincher Creek  
COUNCIL DISTRIBUTION LIST  
December 9, 2024**

<b><u>Item No.</u></b>	<b><u>Date</u></b>	<b><u>Received From</u></b>	<b><u>Information</u></b>
1.	December 4th 2024	Grant Specialist	Community Grant Opportunities
2.	December 4th 2024	Pincher Creek Family Center	Thank You
3.			
4.			

# Community Grant Opportunities

**Pincher Creek Community Development Initiative**

**Grant Specialist**

**[grants@pccdi.ca](mailto:grants@pccdi.ca) | [pccdi.ca](http://pccdi.ca)**

## **Settlement, Integration and Language Projects Grants:**

Opening Dec 8, 2024

Apply for funding for projects that strengthen the settlement, language, and integration system, and contribute to Alberta's economy. Funding for projects will be provided in two streams: Building Community Capacity (help develop capacity and readiness to attract newcomers) and Supporting Labour Market Integration (language and skill development for unemployed newcomers).

## **Co-op Community Spaces Fund:**

Opens Feb 2025

Community Spaces was developed to support projects in the communities across Western Canada in which we live, work, and operate. Projects can apply for between \$25,000 and \$150,000 in capital funding in three categories: recreation, environmental conservation, and urban agriculture.

## **Regional Homebuilding Innovation Initiative (RHII) in the Prairie Provinces:**

Applications accepted until March 31, 2026 or Until Funds Fully Expended

Through RHII, the federal government is investing \$50M over 2 years, starting in 2024-25, to support local innovative housing solutions across the country. PrairiesCan will invest \$9.6M in projects such as designing and upscaling of modular homes, the use of 3D printing, mass timber construction, panelized construction, and implementing net-zero and climate resilient housing practices.





Joint Council,

On behalf of myself, staff, board and families of the family centre we want to say the biggest THANK YOU! You were very generous with your contribution to keep our centre running and giving us some piece of mind. Our commitment to you all is that we will continue to bring even more high-quality programs to the families of Pincher Creek. We thank you all for seeing the importance of the Family Centre programs and the positive impact they have on so many families in Pincher creek and surrounding area. MERRY CHRISTMAS and HAPPY NEW YEAR to each one of you! You have made our 2025 a whole lot brighter.

Director,

Jacqui Bruns