



**AGENDA**  
**TOWN OF PINCHER CREEK**  
**COMMITTEE OF THE WHOLE**  
Wednesday, March 3, 2021 AT 9:00 A.M.  
962 St. John Avenue, Council Chambers  
[Virtual via GoToMeeting](#)

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
  - 3.1 Alberta Health Services – COVID Update – 9:00 am
4. **Committee Reports**
5. **Administration**
  - 5.1 Upcoming Meetings
  - 5.2 Financial Report
6. **Business Arising from the Minutes**
  - 6.1 Community Information Night
  - 6.2 Water Treatment Plant – Critical Valve Update
  - 6.3 Annual Police Planning Meeting
7. **Policy**
8. **New Business**
  - 8.1 Heritage Acres – Request for Letter of Support
  - 8.2 2021 Fall Council Orientation and Training
  - 8.3 Healthy Communities Initiative Grant
9. **Closed Session**
  - 9.1 Community Economic Development Strategy Draft – InnoVisions –  
Natalie Gibson & Carolyn Guichon – NO RFD - FOIP s. 24
  - 9.2 Airport Services Proposal– FOIP s. 16 & 21
10. **Adjournment**



# TOWN OF PINCHER CREEK

## Operating Summary - By Department

For the Twelve Months Ending Thursday, December 31, 2020

	<b>2019 Actual Audited</b>	<b>2019 Budget</b>	<b>2020 Actual (Unaudited)</b>	<b>2020 Budget</b>	<b>2021 Budget</b>
<b>Revenues</b>					
Net municipal property taxes	\$4,392,342.79	\$4,392,335.48	\$4,331,558.28	\$4,330,825.93	\$4,334,227.64
User fees and sales of goods	2,129,354.47	2,484,155.50	1,948,313.28	1,993,273.75	1,965,674.40
Government transfers for operating	1,120,552.78	1,192,153.00	1,636,721.30	1,052,668.00	1,065,529.64
Franchise and concession contracts	825,133.31	751,550.00	837,684.41	825,050.00	881,050.00
Rentals	651,664.55	607,016.77	635,604.13	752,948.60	757,048.64
Investment income	298,500.16	270,860.00	256,280.82	221,360.00	219,360.00
Penalties & Costs	111,049.62	89,600.00	92,581.22	92,100.00	97,600.00
Licences & Permits	104,632.56	93,600.00	106,862.50	93,600.00	112,600.00
Other Revenues & Adjustments	114,591.11	71,500.00	113,036.80	191,289.17	111,689.21
<b>Total Revenue</b>	<b>9,747,821.35</b>	<b>9,952,770.75</b>	<b>9,958,642.74</b>	<b>9,553,115.45</b>	<b>9,544,779.53</b>
<b>Expenses</b>					
Legislative	346,389.44	266,727.18	275,043.61	311,963.87	341,046.65
Administration	961,460.11	988,611.92	811,880.28	878,629.70	851,825.75
Protective Services	795,321.91	806,637.41	676,794.64	835,207.99	810,519.76
Common and equipment pool	194,455.96	179,222.13			
Roads, streets, walks & lighting	1,274,356.18	1,306,030.10	1,049,485.70	1,255,944.17	1,417,498.66
Water supply & distribution	1,024,089.76	1,010,683.83	819,808.16	1,118,328.17	1,276,486.53
Wastewater treatment & disposal	757,970.54	639,121.11	533,195.32	785,617.26	958,477.12
Waste management	435,654.36	531,821.32	412,319.21	552,893.14	516,462.52
Other environmental use & protection	39,491.14	60,791.72	28,231.65	74,692.68	67,802.71
Public health & welfare services	324,638.92	338,324.00	307,072.19	344,389.39	349,937.61
Planning & development	451,129.07	727,487.60	513,886.04	701,172.27	630,158.19
Recreation & Culture	3,449,381.29	3,837,316.68	2,414,065.04	3,397,778.62	3,367,448.95
Loss on sale of tangible capital assets	118,659.43				
<b>Total Expenses</b>	<b>10,172,998.11</b>	<b>10,692,775.00</b>	<b>7,841,781.84</b>	<b>10,256,617.26</b>	<b>10,587,664.45</b>
<b>Excess revenue over expenses</b>	<b>(425,176.76)</b>	<b>(740,004.25)</b>	<b>2,116,860.90</b>	<b>(703,501.81)</b>	<b>(1,042,884.92)</b>
<b>Other</b>					
Government transfers for capital	2,548,938.03	5,031,615.00	797,313.76	125,000.00	4,311,552.00
Contributed assets		1,750,000.00			
Gain on disposal of tangible capital assets	43,478.36		50,000.00		
	<u>2,592,416.39</u>	<u>6,781,615.00</u>	<u>847,313.76</u>	<u>125,000.00</u>	<u>4,311,552.00</u>
<b>Excess of revenue over expenses</b>	<b>2,167,239.63</b>	<b>6,041,610.75</b>	<b>2,964,174.66</b>	<b>(578,501.81)</b>	<b>3,268,667.08</b>
<b>Surplus Funds Allocated Below:</b>					
Acquisition of tangible capital assets	5,641,249.80	16,283,000.00	3,960,085.18	5,033,940.00	8,030,000.00
Loan Funding		(4,093,000.00)	(1,900,924.60)	(1,837,500.00)	
Repayment of debenture principle	113,150.60	113,150.60	135,381.94	227,709.09	191,220.49
Net transfers to/from reserves	(1,943,057.65)	(5,011,099.78)	481,283.28	(2,752,605.76)	(3,347,712.57)
Gain on sale of TCA	84,427.36			500.00	500.00
Less: Amortization	(1,605,448.90)	(1,250,706.00)		(1,250,706.00)	(1,605,448.00)
Less: Loss on sale of TCA	(118,659.43)				
	<u>2,171,661.78</u>	<u>6,041,344.82</u>	<u>2,675,825.80</u>	<u>(578,662.67)</u>	<u>3,268,559.92</u>
<b>Net surplus (deficit)</b>	<b>(4,422.15)</b>	<b>265.93</b>	<b>288,348.86</b>	<b>160.86</b>	<b>107.16</b>



**TOWN OF PINCHER CREEK**  
**Operating Statement - By Object**  
 For the Twelve Months Ending Thursday, December 31, 2020

	<b>2019 Actual Audited</b>	<b>2019 Budget</b>	<b>2020 Actual (Unaudited)</b>	<b>2020 Budget</b>	<b>2021 Budget</b>
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Penalties and costs of taxes	111,049.62	89,600.00	92,581.22	92,100.00	97,600.00
Licences and permits	104,632.56	93,600.00	106,862.50	93,600.00	112,600.00
Franchise fees	825,133.31	751,550.00	837,684.41	825,050.00	881,050.00
Return on Investments	298,500.16	270,860.00	256,280.82	221,360.00	219,360.00
Rentals & Leases	651,664.55	607,016.77	635,604.13	752,948.60	757,048.64
Government transfers for operating	1,120,552.78	1,192,153.00	1,636,721.30	1,052,668.00	1,065,529.64
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<b>Total Revenue</b>	<b>9,747,821.35</b>	<b>9,952,770.75</b>	<b>9,958,642.74</b>	<b>9,553,115.45</b>	<b>9,544,779.53</b>
<b>Expenses</b>					
Salaries, wages & benefits	4,067,853.74	4,311,548.18	3,506,767.97	3,913,723.84	4,124,031.40
Contracted and general services	394,087.14	410,987.92	338,912.72	392,105.64	422,754.68
Professional Services	1,083,051.67	1,471,808.92	1,102,458.44	1,307,614.92	1,210,549.92
R & M and rentals & leases	825,336.82	1,140,159.98	911,678.07	1,172,965.47	1,161,456.90
Insurance	140,917.67	148,549.98	140,427.45	143,270.15	145,300.00
Goods	480,342.32	547,050.00	406,184.76	467,826.94	440,235.03
Utilities	722,955.73	683,149.99	672,597.51	729,429.05	790,480.01
Land Held For Resale - Costs			6,036.79		
Amortization	1,607,931.90	1,250,706.00		1,250,706.00	1,605,448.00
Transfer To Other Operating				(0.01)	
Transfers to Organizations	576,657.05	600,339.36	569,056.20	675,171.00	526,541.07
Loss Disposal Capital Assets	118,659.43				
Bank Charges	8,671.92	7,440.01	7,783.86	6,495.01	6,650.01
Interest on long-term debt	101,984.24	102,384.66	126,168.45	151,038.20	135,567.43
Other Expenditure & Adjustment	44,548.48	18,650.00	53,709.62	46,271.04	18,650.00
<b>Total Expenses</b>	<b>10,172,998.11</b>	<b>10,692,775.00</b>	<b>7,841,781.84</b>	<b>10,256,617.25</b>	<b>10,587,664.45</b>
<b>Excess (Deficiency) revenue over expenses before other</b>	<b>(425,176.76)</b>	<b>(740,004.25)</b>	<b>2,116,860.90</b>	<b>(703,501.80)</b>	<b>(1,042,884.92)</b>
<b>Other</b>					
Government transfers for capital	2,548,938.03	5,031,615.00	797,313.76	125,000.00	4,311,552.00
Contributed assets		1,750,000.00			
Gain on sale of tangible capital assets	43,478.36		50,000.00		
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<b>Excess (Deficiency) revenue over expenses</b>	<b>2,167,239.63</b>	<b>6,041,610.75</b>	<b>2,964,174.66</b>	<b>(578,501.80)</b>	<b>3,268,667.08</b>
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	2,171,661.78	6,041,344.82	2,675,825.80	(578,662.67)	3,268,559.92
<b>Balanced budget</b>	<b>(4,422.15)</b>	<b>265.93</b>	<b>288,348.86</b>	<b>160.87</b>	<b>107.16</b>

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Committee of the Whole*

<b>SUBJECT:</b> Community Information Night	
<b>PRESENTED BY:</b> LaVonne Rideout, Community Services	<b>DATE OF MEETING:</b> 3/3/2021

**PURPOSE:**

To direct administration to prepare for the community information night.

**RECOMMENDATION:**

That Committee of the Whole for the Town of Pincher Creek direct administration to move forward with the plan as discussed.

**BACKGROUND/HISTORY:**

Council for the Town of Pincher Creek has been presenting a budget to the community for multiple years. Three years ago, the format was changed from a budget presentation to include additional communication to the community.

A survey asking for feedback on what they would like to know has been shared with residents and the responses have helped to create the draft content presented.

**ALTERNATIVES:**

That Committee of the Whole for the Town of Pincher Creek schedule a follow up meeting with administration to create an alternate plan for community information night.

That the Committee of the Whole for the Town of Pincher Creek receive the request as information.

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

Community Information Survey attached -55 Responses

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

Timely and accurate information pertaining to Town business is important to the citizens of the community.

**ATTACHMENTS:**

- 24Feb21Text responses - 592
- Community Information Night\_2021 - 592
- responses\_25Feb21 - 592

**CONCLUSION/SUMMARY:**

Administration supports that Committee of the Whole for the Town of Pincher Creek direct administration to move forward with the plan as discussed.

**Signatures:**

**Department Head:**

*Le Vonne*

**CAO:**

*Lannie Wilgosh*



**Survey Name:** Community Information Meeting Content Ideas 2021

**Response Status:** Partial & Completed

**Filter:** None

Feb 25, 2021 10:59:25 AM

**3. What would you like to hear about at the Community Information Meeting? (check all that apply) -**

open pit mining proposals
The Secrecy around the Food Bank
Support for seniors in rural areas
Deer mitigation plans
Oal
traffic enforcement
Ambulance dispatch
Golf course upgrade
PROFESSIONAL STREET REPAIRS
Strategy to not increase taxes.
Recreation survey results from last year.

**3. What would you like to hear about at the Community Information Meeting? (check all that apply) -**

**Comments**

If the town & MD are going to spend money on airport, what are the plans to attract usage?
How is the Town of Pincher Creek planning on becoming an outdoor recreation hub for castle park, Waterton park recreation and not a redneck coal mining town.
How is the town petitioning government to prevent water contamination form coal mines.
Please no hijacking by interest groups.
Protective services oversight
There was no meaningful community consultation before this was done. Now the ucp has rescinded long standing eastern slope protections to allow for open pit mining not far from us. Does this town administration plan to consult with more than just the ucp mla on the rescinding of restrictions before taking a stand on this issue?
Will the Crowsnest Plan be included in the Town's strategic plan - Why now? Transparency & good communication from Town Council has been abysmal for years. Why doesn't the Economic Officer & Chamber et al shop locally?
Just the key points on these items.
storage?), why there was no public consultation in regards to two (2) daycares and the money that was involved. What the plans are for the WalMart area and if we will again be paying for this infrastructure. A new organization chart to look at would be helpful and the number of employees. Without being a FOIP request!!!
Will the Town consider implementing a deer mitigation/management plan or in the alternative will the town secure a bulk buy of plants to replace those eaten by the rouge deer?
We do not want our mountains destroyed by coal mines
There IS GOING TO BE, NOT "if" but "WHEN" a collision at the intersection of main street and highway six occurs! RE: speeding tankers carrying PROPANE, condensate etc. etc. AND the general public who also speed coming into and out of town!!
Would like to hear the results of the Rec Master Plan that were promised last fall.
ALL OF ROAD DIGS WHEN FINISHED NOT ACCEPTABLE FOR QUALITY !!!!
AFFORDABLE one level with no basement homes/garage and small yard area to putter in . has any company mentioned life lease units? ie Good Samaritan or Whispering Winds Company? Trees or wind screen could be built to block wind in open areas.

All of it is important, but too much to address in a meaningful way in a meeting of acceptable length (60-90 mins). The mtg is about getting YOUR msg out, however people are going to want INPUT.... and that is where it gets I have never been able to find out how many wind turbines are on town property and how much revenue does the

**4. Who would you like to hear from at the Community Information Meeting? - Other responses**

**Answer**

Economic Development Officer

Whomever is best suited to speak to the topic at hand.

everyone

committee chairs

LaVonne, Marie and Laurie

**4. Who would you like to hear from at the Community Information Meeting? - Comments**

What projects are in the works, at what cost.

Get more input from citizens on projects, hope for better bang for the dollar.

What is being done to try and attract big employers to the town.

Do not need an update by each council member, just those who need to share something specific

I am not sure the economic development officer is fully qualified for this job. She needs more training - promoting and reposting stuff on Facebook and managing the town's FB page is NOT Economic Development

administration. I have two specific questions:

1)How does the mayor and each council member feel about the fact that this rescinding of protections was made without consultation from Albertans ?

2)Does the mayor and each council member support or not support open pit mining as proposed so far on the eastern slopes?

They can explain the conflict of interest between the Chamber & the Economic development officer as well as other 'special' internal relationships that are definitely a pecuniary interest. Why are there no Social Programs-? Where is the Social Assessment that was done by FCSS?

whomever can best answer the questions

Up front and honest information. Why are we supporting a business analyst when provincial and federal govts.

from my vantage point of Lodge avenue. Has anyone seen what a ruptured and on fire propane truck can do??

These folks need to be "tuned in"!! I am DEEPLY concerned about this PLUS the NOISE generated by engine retarders!! Perhaps the town should get the phone numbers of ALL companies (available through your well laid out "E.R.P." manual?) and inform them of SPEEDING CONCERNS!!PLEASE

detail.

Don't let people glibly demand lwr taxes without taking some responsibility in suggesting where they will accept less service. I wonder if a Sustainability Committee be struck... volunteer committee that looks in detail at budgets and service and puts forth such suggestions. Used the word Sustainability, it would takeon the

**5. I prefer to: (choose all that apply) - Other responses**

Zoom

read handout first, watch SHORT presentation r

**5. I prefer to: (choose all that apply) - Comments**

Would appreciate a good moderator who ensures a broad variety of questions are answered.

Will questions be answered honestly? Why do we keep moving everything to the north when the hub should be downtown and there is nothing happening downtown. Home based businesses - i.e. business tax, gst etc. not being paid while main street businesses do have to pay these expenses.

Although I hope to monitor the event subject to other meetings, if not then I hope to access a recording of the NO OPEN PIT MINES !!

responses to several questions if they are different from submitted ones. I think it would be very valuable to also FOLLOW UP with answers to those that there were not time to address, in social media statements, and the Utility bill.

**6. I have access to attend a meeting via the following: (check all that apply) - Other responses**

Zoom platform

Zoom

**6. I have access to attend a meeting via the following: (check all that apply) - Comments**

Let "us" know when to watch? participate etc.

zoom meeting I could do on internet.

don't have smart phone only flip cell phone

don't use social media ie facebook

either means more taxes or reduced service/facility maintenance somewhere else. People should understand that BEFORE the meeting, and be given time to thoughtfully/responsibly respond to that. Where can we reduce service where it is generally acceptable? One small suggestion I have is garbage pickup every other week. I believe this is done in Calgary.

## Constant Contact Survey Results

**Survey Name:** Community Information Meeting Content Ideas 2021

**Response Status:** Partial & Completed

**Filter:** None

Feb 25, 2021 10:59:25 AM

### 1. Please enter the information indicated below: (not required)

First Name	26
Home Phone	26
Email Address	25

### 2. I am a Town of Pincher Creek Resident: (own or rent a home or business)

	Response Ratio
YES	87.2%
NO	12.7%
No Responses	0.0%
<b>Total</b>	<b>100%</b>

### 3. What would you like to hear about at the Community Information Meeting? (check all that apply)

	Response Ratio
Council's Strategic Plan	61.8%
Finance and Taxes	61.8%
Economic Development Strategy	49.0%
Transportation (bus, handi-bus, etc)	16.3%
Child Care (Pincher Creek Early Learning Centres)	21.8%
Facility Updates	49.0%
Health Care	32.7%
Recreation Updates	67.2%
Housing	20.0%
Inter-municipal Collaboration Framework (working with the MD)	52.7%
Budget	56.3%
Recreation Master Plan (regional)	56.3%
Strategic Plan accomplishments	34.5%

Infrastructure projects	41.8%
Other	20.0%
<b>Total</b>	<b>100%</b>
16 Comment(s)	

#### 4. Who would you like to hear from at the Community Information Meeting?

	Response Ratio
Mayor	74.5%
Council	58.1%
CAO	45.4%
Managers	47.2%
Other	9.0%
<b>Total</b>	<b>100%</b>
9 Comment(s)	

#### 5. I prefer to: (choose all that apply)

	Response Ratio
Listen to a presentation on my telephone	1.8%
Watch a live feed on social media	69.0%
Watch presentations on my own time	56.3%
Read a handout	32.7%
Ask questions live	25.4%
Submit my questions in advance	21.8%
Other	3.6%
<b>Total</b>	<b>100%</b>
5 Comment(s)	

#### 6. I have access to attend a meeting via the following: (check all that apply)

	Response Ratio
A phone	50.9%
Internet	92.4%

Social Media (ie. Facebook)	71.6%
Other	3.7%
<b>Total</b>	<b>100%</b>
<hr/>	
3 Comment(s)	

# 2021 Community Information Meeting

March 25, 2021

## *Format Recommendations*

### **Handout/downloadable PDF:**

Councillors are asked to provide a brief summary of the committees that they sit on, a review of the past year, current priorities and progress. These summaries are to be prepared by each Councillor and put together into a document by administration.

After the Information night, the handout would be available electronically or for pick up at the Town Office.

### **7:00PM Council Presentation Digital**

***live meeting using online platform, recorded, and streamed to Facebook if possible. Platform TBA***

Facilitator: TBA

Minutes/tech facilitator: *Lisa*

Live question collector: *Marie*

Telephone call-in/on hold moderator: *TBA*

Slideshow creation to compliment presentations: *administration*

7:00pm	Welcome & introduction- <i>Mayor</i> Covid, Council
7:05pm	Strategic Plan Accomplishments & Direction – <i>Deputy Mayor</i>
7:10pm	Finance Report and tax information-
7:20pm	Economic Development - <i>Korbett</i>
7:30pm	Upcoming Major Projects – <i>Lorne</i>
7:40pm	Recreation Master Plan – <i>Adam</i>
7:50pm	Health Care Retention Committee- <i>Korbett</i>
7:55pm	Recycling – <i>McGillivray</i>
8:00pm	PCCELC- <i>La Vonne</i>
8:05pm	Municipal Inspection – <i>Laurie, CAO</i>
8:10pm	Questions & Answers (20 minutes)
8:30pm	Election upcoming, thank you and good night

### **Time Frame Suggestion:**

In progress: Resident Survey asking for topic suggestions

28 Feb: [Written](#) Council Committee updates due to administration

10 March: [Information for slides](#) due to administration (please submit to Marie)

17 March: Handout to CAO and Council for review

22 March: 3pm run through of presentation slides with Council

25 March: Community Information Meeting Night

DRAFT

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Committee of the Whole*

<b>SUBJECT:</b> Critical Valve Replacement	
<b>PRESENTED BY:</b> Al Roth, Director of Operations	<b>DATE OF MEETING:</b> 3/3/2021

**PURPOSE:**

To Inform Committee of the Whole of Operational concerns that will Impact the 2021 Operating Budget to accommodate the Replacement of a Critical Valve located on a RAW WATER line at the Water Treatment Plant Reservoir.

**RECOMMENDATION:**

That Committee of the Whole for the Town of Pincher Creek Accept Critical Valve Replacement as Information Only.

**BACKGROUND/HISTORY:**

During the 2020 approved budgeted Raw water line upgrade at the Old WTP located at 351 Canyon DR. It came apparent that a critical valve located North of creek was unable to close (Stuck Open). As the upgrade at the Old Water plant depended on the closing of this valve, the project took on a revised process to accomplish repairs to the leak in the wet well.

Further assessment found that if the critical valve that was unable to be shut off the raw water reservoir could become compromised and drain into the creek.

**ALTERNATIVES:**

Alternatives are being reviewed by Stantec Engineering consultants with possible solutions that could be more costly due to the nature of the infrastructure challenge's

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

Stantec Engineering Investigation into Pincher Creek Water line crossing Project

**FINANCIAL IMPLICATIONS:**

\$100,000.00 / Water Utilities Operating Capital Reserves G/L

**PUBLIC RELATIONS IMPLICATIONS:**

Posable failure of the Raw water treatment as it passes through the Water Plant Process.

**ATTACHMENTS:**

- depicting valve area res. - 589
- Map for Council - 589
- ORRSC Map - 589

**CONCLUSION/SUMMARY:**

Administration has been working with our Operational group , as well as our consultant to clearly coordinate an appropriate response to this infrastructure dilemma. This process takes time to complete. It is important to realize there are other alternatives to this issue, we are only now becoming aware of other ways to handle this situation. Day to day operations are not effected to date, normal operational needs are being meet. Administration supports that Committee of the Whole receive the information as presented.

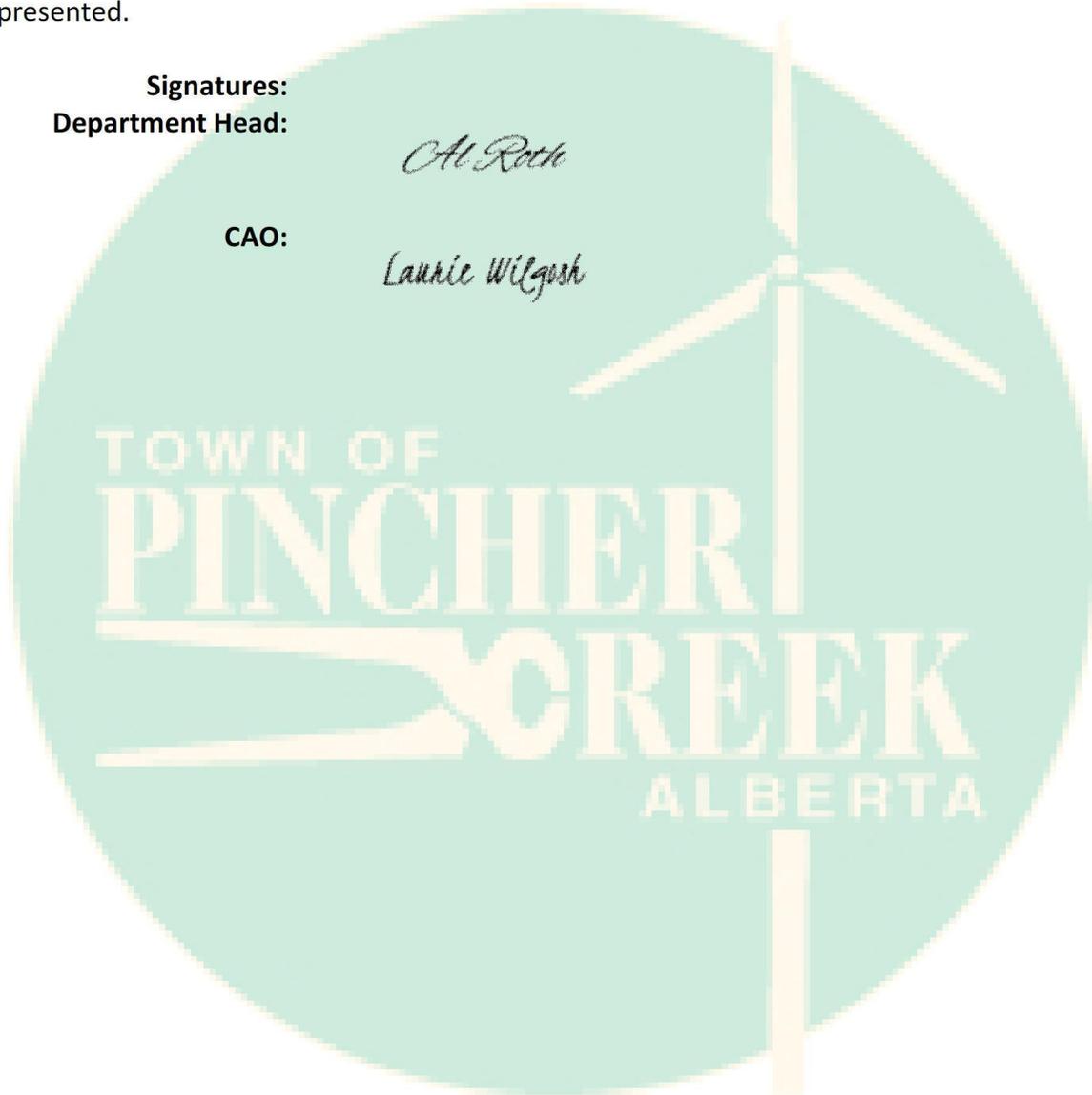
**Signatures:**

**Department Head:**

*Al Roth*

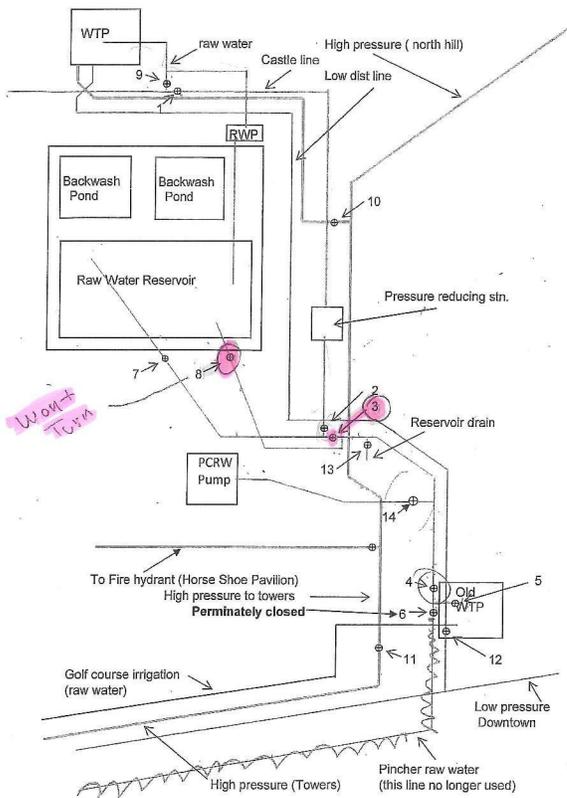
**CAO:**

*Laurie Wilgosh*

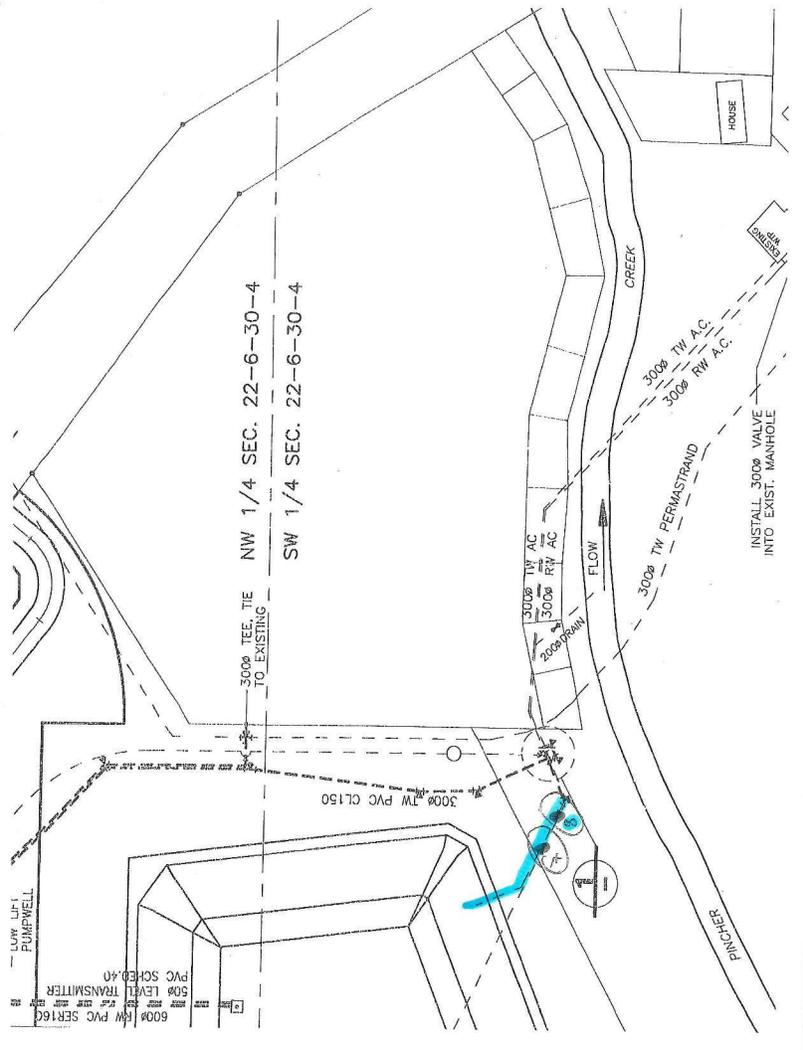






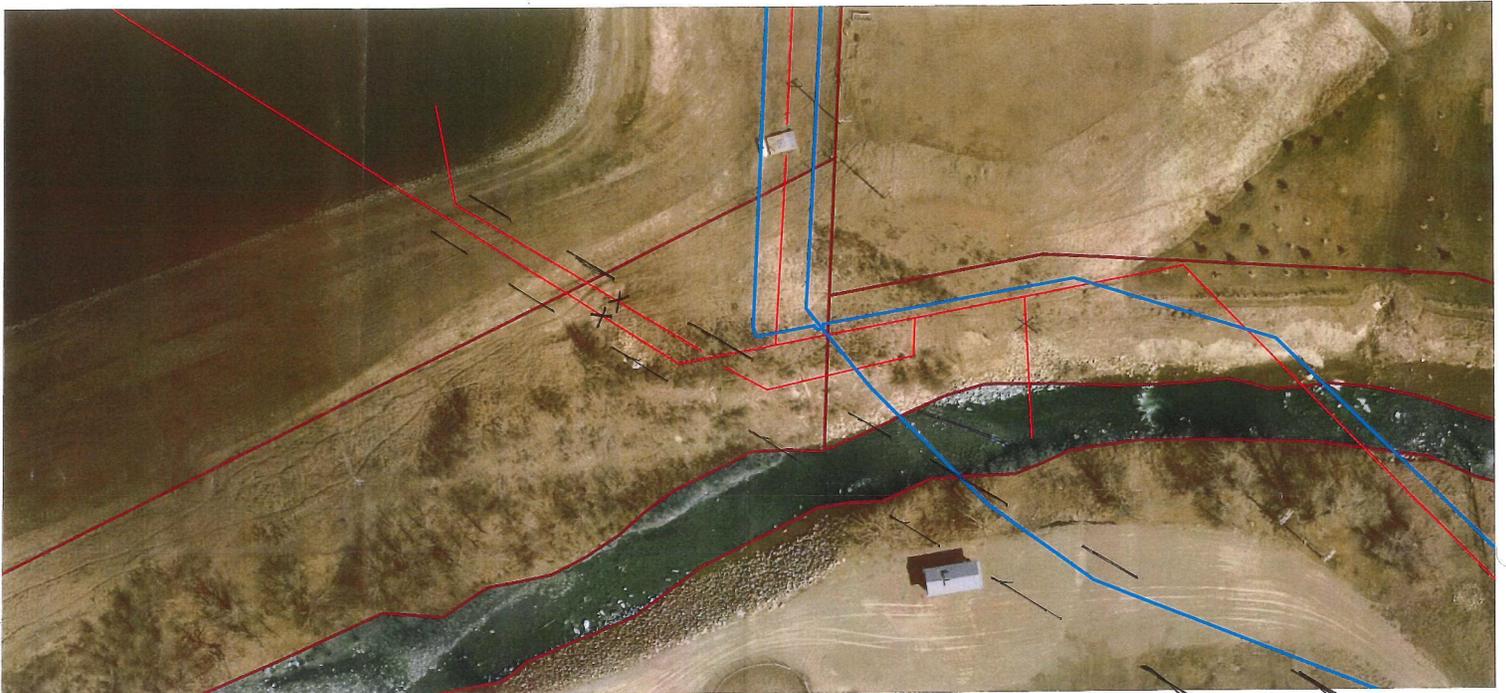


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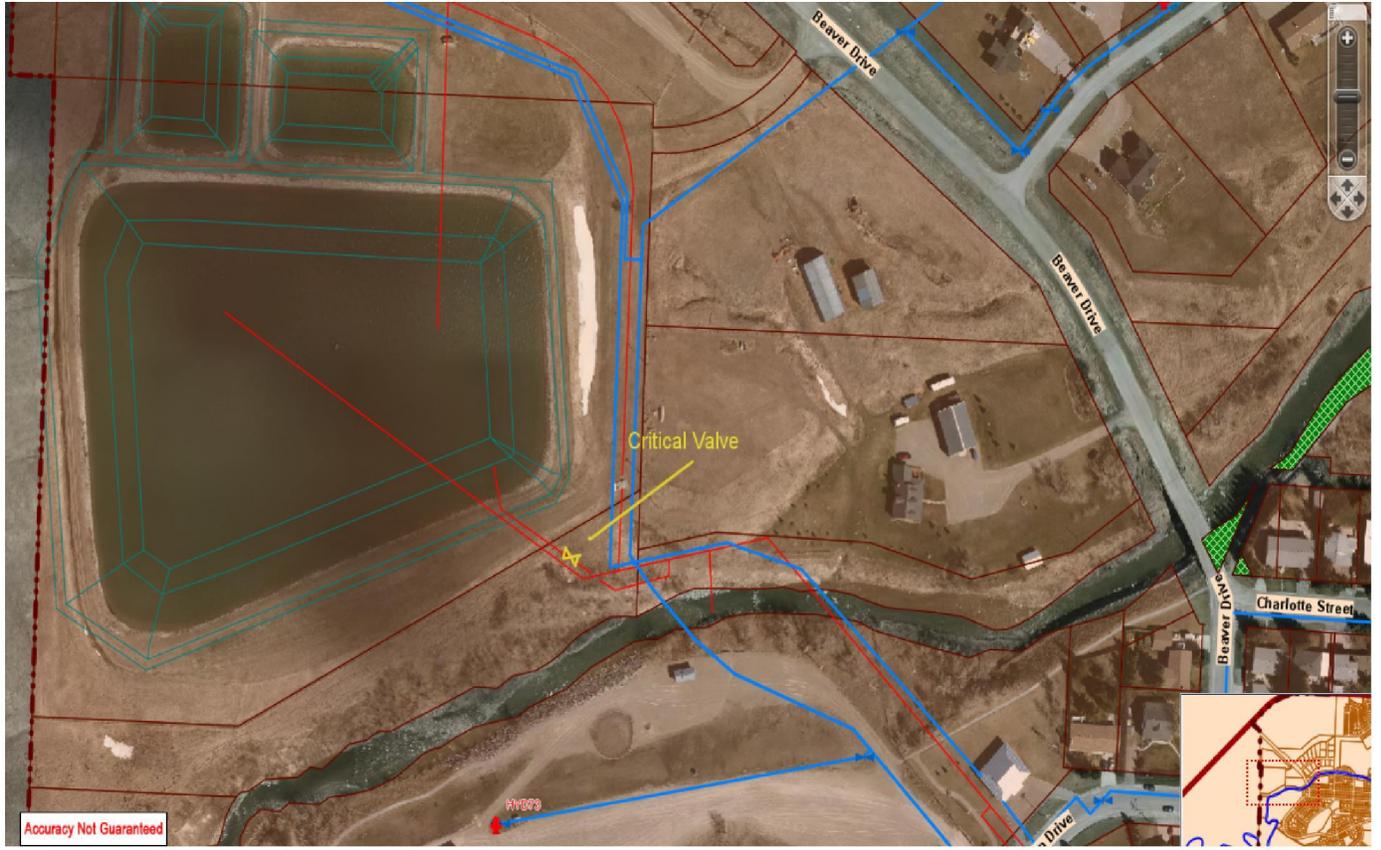


LOW LIFT PUMPEL  
 PVC SCHED. 40  
 50# LEVEL TRANSMITTER  
 600# 1/2" PVC SERVIC

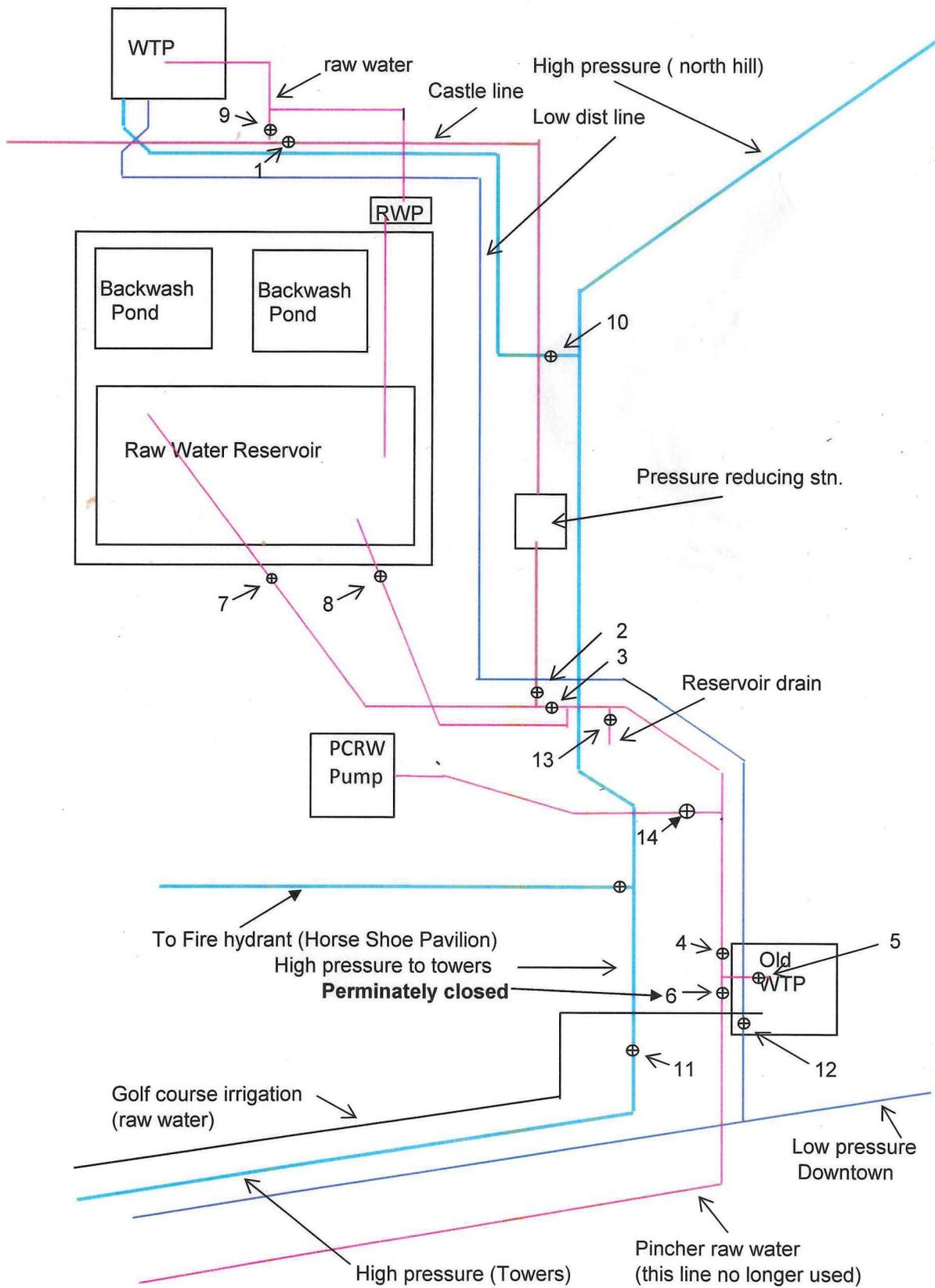












**To Fill Reservoir**

**Note:** Pincher Creek raw water line is no longer in use since the new Pincher Creek raw water pump stn. was built (Nov. 2015) Therefore valve #6 will remain perminately CLOSED

**From Pincher Creek Pump Stn:**

Open valves # 14, 4, 3, 7.

This will also supply Raw water to Old WTP for Golf Course irrigation.

Valve # 2 does not require closing as static pressure will not allow water to enter line

**From Castle River Line:**

Open valve # 2 & 1 (the only time #1 is closed is when pumping from Castle River directly into the Water treatment Plant)

Valves # 3 & 4 must remain open to supply Raw water to Old WTP for Golf Course.

**To Drain Reservoir:**

Open valve # 13 (water will drain into the Pincher Creek)

Open valves # 3 & 7

Ensure that Castle River pumps are not running. (unless pumping directly into WTP)

Ensure that Pincher Creek Raw water line is not filling reservoir at the same time.

**To Switch From Pincher Creek Raw Water Pump Stn. To Castle River Line:**

Ensure that valves # 2 & 7 are open.

Start castle river pumps.

**To Switch From Castle River Line To Pincher Creek Raw Water Pump Stn:**

Ensure that valves # 4, 3, & 7 are open

**Golf Course Irrigation:**

Diversion from Pincher Creek shall not be permitted before April 15 or after July 31 in any year (therefore it is necessary to supply raw water from Castle river after July 31)

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Committee of the Whole*

<b>SUBJECT:</b> Annual Police Planning meeting	
<b>PRESENTED BY:</b> Laurie Wilgosh, Chief Administrative Officer	<b>DATE OF MEETING:</b> 3/3/2021

**PURPOSE:**

To provide Sergeant Ryan Hodge council's annual policing priorities for the community

**RECOMMENDATION:**

That Committee of the Whole for the Town of Pincher Creek discuss their police priorities and appoint the following two councilors to attend the PAC meeting on March 24th at 1900h, .....

**BACKGROUND/HISTORY:**

Sergeant Ryan Hodge of the local RCMP detachment has contacted the regional Chief Administrative Officers advising that he has scheduled March 24th at 1900h for the next Police Advisory Committee meeting, at which he would like this meeting to be the annual police planning meeting. Elected officials are invited to participate in the virtual meeting or to reach out directly to Sgt. Hodge.

**ALTERNATIVES:**

That Committee of the Whole request that Sgt. Ryan Hodge attend an upcoming meeting with Town Council to discuss the annual policing plan and priorities.

That Committee of the Whole receive the invitation from Sgt. Ryan Hodge of the local RCMP Detachment to attend the PAC meeting on March 24th as information.

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

The 2020 Police Priorities were approved by resolution # 20-236 on May 11, 2020. 2020 Priorities as follows: Community presence, engagement and education, and Crime prevention including Drug and Traffic Enforcement.

**FINANCIAL IMPLICATIONS:**

Meeting attendance Council remuneration would apply.

**PUBLIC RELATIONS IMPLICATIONS:**

The public will appreciate that the Town Council and RCMP K Division work together for the annual policing plan and priorities.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration supports that Committee of the Whole discuss their annual policing priorities and that two Council members attend the PAC meeting on March 24th to discuss and share with the committee.

**Signatures:**

**Department Head:**

*August Kellee*

**CAO:**

*Lannie Wilgosh*



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Committee of the Whole*

<b>SUBJECT:</b> Heritage Acres - Request for Letter of Support	
<b>PRESENTED BY:</b> Lisa Goss, Administrative Manager	<b>DATE OF MEETING:</b> 3/3/2021

**PURPOSE:**

For Committee of the Whole to consider a request for a letter of support from Heritage Acres for their Community Facility Enhancement Program grant application.

**RECOMMENDATION:**

That Committee of the Whole for the Town of Pincher Creek agree and approve the draft letter of support for Heritage Acres in their Community Facility Enhancement Program grant application to fund a shop expansion project.

**BACKGROUND/HISTORY:**

The shop expansion project at Heritage Acres will facilitate restoration projects.

**ALTERNATIVES:**

That Committee of the Whole for the Town of Pincher Creek receives the Heritage Acres - Request for Letter of Support information as presented.

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

None at this time.

**FINANCIAL IMPLICATIONS:**

None at this time.

**PUBLIC RELATIONS IMPLICATIONS:**

Heritage Acres offers valuable programs and services to the community and its visitors.

**ATTACHMENTS:**

- 21.02.19 Heritage Acres Community Facility Enhancement Program letter of support - 588
- Heritage Acres email correspondence dated February 16, 2021 - 588

**CONCLUSION/SUMMARY:**

Administration supports that Committee of the Whole for the Town of Pincher Creek agree and approve the draft letter of support for Heritage Acres in their Community Facility Enhancement Program grant application to fund a shop expansion project.

**Signatures:**

Department Head:

*Lisa Goss*

CAO:

*Laurie Wilgosh*



## Administrative Manager

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**From:** jim.peace@heritageacres.org  
**Sent:** Tuesday, February 16, 2021 2:14 PM  
**To:** Administrative Manager  
**Subject:** RE: request for letter of support

The next input deadline is May 15<sup>th</sup>. I want to send in the grant mid March as any expenses incurred after submission qualify.

**Jim Peace**  
**Executive Director**

Heritage Acres Farm Museum  
Box 2496  
Pincher Creek, Alberta  
T0K 1W0  
Phone: 403-627-2082  
Cell: 403-804-3129  
[www.heritageacres.org](http://www.heritageacres.org)



---

**From:** Administrative Manager <adminmanager@pinchercreek.ca>  
**Sent:** February 16, 2021 2:12 PM  
**To:** 'jim.peace@heritageacres.org' <jim.peace@heritageacres.org>  
**Cc:** Cao <cao@pinchercreek.ca>  
**Subject:** RE: request for letter of support

Good Afternoon Jim,  
As per Laurie's email below, please advise what the deadline is for your CFEP grant application in order to facilitate the request for Council consideration.

Kind Regards,

*Lisa Goss*

Administrative Manager  
Town of Pincher Creek  
403-627-3156 ext 140  
[www.pinchercreek.ca](http://www.pinchercreek.ca)

---

**From:** Cao <[cao@pinchercreek.ca](mailto:cao@pinchercreek.ca)>  
**Sent:** Tuesday, February 16, 2021 2:04 PM  
**To:** Administrative Manager <[adminmanager@pinchercreek.ca](mailto:adminmanager@pinchercreek.ca)>  
**Subject:** FW: request for letter of support

Hi Lisa,

Could you please touch base with Jim Peace to find out when they require the letter of support and we will schedule it to the appropriate Council meeting.

Thanks, Laurie

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**From:** [jim.peace@heritageacres.org](mailto:jim.peace@heritageacres.org) <[jim.peace@heritageacres.org](mailto:jim.peace@heritageacres.org)>  
**Sent:** February 16, 2021 1:36 PM  
**To:** Cao <[cao@pinchercreek.ca](mailto:cao@pinchercreek.ca)>  
**Subject:** request for letter of support

Good afternoon

Heritage Acres received a \$50,000 donation in December from the Shell Legacy fund towards a shop expansion. We're looking at building an addition to the shop with 4 bays to allow more restoration projects to get done. Our plan is use 1 bay as a teaching bay, to coordinate with High School's and 4H Clubs in Pincher Creek to provide a hands on mechanical opportunity for students, to work with our volunteers to complete restorations and basic maintenance. The hands on experience would include mechanical, hydraulic, automotive electrical and body work. I believe this would help us attract the next generation, ensure the long term sustainability of Heritage Acres and to ensure more historical equipment is preserved and protected.

We are applying through the Small Funding Stream of the Community Facility Enhancement Program and would appreciate a letter of support.

Regards

**Jim Peace**  
**Executive Director**

Heritage Acres Farm Museum  
Box 2496  
Pincher Creek, Alberta  
T0K 1W0  
Phone: 403-627-2082  
Cell: 403-804-3129  
[www.heritageacres.org](http://www.heritageacres.org)





**Town of Pincher Creek**  
962 St. John Avenue  
Box 159, Pincher Creek, AB  
T0K 1W0

February 19, 2021

Jim Peace  
Executive Director  
Heritage Acres Farm Museum  
Box 2496  
Pincher Creek, Alberta T0K 1W0  
jim.peace@heritageacres.org

**RE: Letter of Support for Community Facility Enhancement Program (CFEP) Grant Application- Heritage Acres.**

Dear Mr. Peace

Please accept this as the Town of Pincher Creeks letter of support for your application for Heritage Acres submission for the Community Facility Enhancement Program for a shop expansion.

The Town appreciates and recognizes the programs and services that Heritage Acres offers the community and its visitors. Accordingly, Council for the Town of Pincher Creek formally supports the Heritage Acres Community Facility Enhancement Program application for funding to facilitate a shop expansion.

The Town appreciates all the hard work that goes into the maintenance and running of Heritage Acres and is pleased to write this letter of support.

Sincerely,

Don Anderberg  
Mayor of Pincher Creek

# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Committee of the Whole*

<b>SUBJECT:</b> 2021 Fall Council Orientation and Training	
<b>PRESENTED BY:</b> Laurie Wilgosh, Chief Administrative Officer	<b>DATE OF MEETING:</b> 3/3/2021

**PURPOSE:**

To provide Committee of the Whole options for the Fall Council Orientation and Training as per MGA

**RECOMMENDATION:**

That Committee of the Whole for the Town of Pincher Creek consider and direct administration to contact ..... regarding availability for a Municipal Council orientation and training session in the fall of 2021.

**BACKGROUND/HISTORY:**

As per the Modernized Municipal Government Act, S.201.1(1), the requirement for any new council or councillor to have the opportunity to obtain Orientation training is required within 90 days of being sworn in. Council has attended training during the last term of Council both from George Cuff and from Gordon McIntosh. Both sessions were shared with other communities as a cost saving measure.

The topics that must be addressed are as follows:

- role of municipalities in Alberta
- municipal organization and functions
- key municipal plans, policies and projects
- roles and responsibilities of council and councillors
- the municipality's code of conduct
- roles and responsibilities of the chief administrative officer and staff
- budgeting and financial administration
- public participation
- any other topic prescribed by the regulations, which may include the Minister respecting the delivery of orientation and topics to be addressed.

At the present time we have been contacted by George Cuff, Gordon Macintosh and Ian McCormick of Strategic Steps Inc. Another potential alternative may be John Szumlas of Activation Analysis.

**ALTERNATIVES:**

That Committee of the Whole for the Town of Pincher Creek direct administration to schedule an Orientation and Training session for the newly elected Town Council in November 2021.

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

Council orientation and training is meant to inform Municipal Councillors of their responsibilities, obligations, limitations and the role of Council and Administration, which will help everyone get off to a good start in working together and understanding the differences between governance and administration.

**FINANCIAL IMPLICATIONS:**

Will vary depending on an individual training session or a group regional session.

We have budgeted \$4,000 for the 2021 Council Orientation

**PUBLIC RELATIONS IMPLICATIONS:**

Municipal residents anticipate and expect that Municipal Councillors understand their roles and responsibilities after election.

**ATTACHMENTS:**

None at this time.

**CONCLUSION/SUMMARY:**

Administration supports that Committee of the Whole choose the preferred option for the required Council Orientation and training session.

**Signatures:**  
**Department Head:**

*August Killee*

**CAO:**

*Laurie Wilgosh*



# TOWN OF PINCHER CREEK

## REQUEST FOR DECISION

*Committee of the Whole*

<b>SUBJECT:</b> Healthy Communities Initiative Grant	
<b>PRESENTED BY:</b> LaVonne Rideout, Community Services	<b>DATE OF MEETING:</b> 3/3/2021

**PURPOSE:**

to receive the Healthy Communities Initiative grant concept as information.

**RECOMMENDATION:**

That Committee of the Whole for the Town of Pincher Creek That Committee of the Whole for the Town of Pincher Creek directs administration to move forward with the grant concept as discussed.

**BACKGROUND/HISTORY:**

Community Foundations of Canada is currently accepting applications for project funding. The first intake for applications will close on March 9th, 2021. The Canada Healthy Communities Initiative (CHCI) is providing up to \$31 million in existing federal funding to support communities as they deploy new ways to adapt spaces and services to respond to immediate and ongoing needs arising from COVID-19 over the next two years.

The initiative is supporting projects under three main themes:  
Creating safe and vibrant public spaces  
Improving mobility options  
Digital solutions

In past years, the Economic Development Committee had recommended the use of parklets to assist with revitalizing the downtown core. A funding source had not been identified until now.

**ALTERNATIVES:**

That Committee of the Whole for the Town of Pincher Creek schedule a follow-up meeting with the administration to create an alternate plan for the grant application.

That Committee of the Whole for the Town of Pincher direct administration not to submit a grant application.

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

Information on the grant can be found here.  
<https://communityfoundations.ca/initiatives/chci/>

**FINANCIAL IMPLICATIONS:**

<https://communityfoundations.ca/initiatives/chci/>

**PUBLIC RELATIONS IMPLICATIONS:**

The concept is in support of the direction of the community in regards to supporting the vitalization of the downtown core.

**ATTACHMENTS:**

Downtown Parklet Project - 594

**CONCLUSION/SUMMARY:**

Administration supports that the Committee of the Whole for the Town of Pincher Creek direct administration to move forward with the grant concept as discussed.

**Signatures:**

**Department Head:**

*La Vonne*

**CAO:**

*Lannie Wilgosh*



# Downtown Parklet Project

## Basic Project Concept:

Our project will create 8 mini parklets, these parklets are fenced areas where families can dine or with those within their own social bubble. The parklets consist of table, benches, flower beds, and flowerpots, and recycling bins. These parklets will address the theme of safe and vibrant public spaces by providing a private space within a public area for family or workplace groups to sit outdoors, socialize, eat a meal, and connect. This will assist our downtown businesses in several ways, firstly it keeps visitors downtown rather than leaving to find a larger park, this means people are more likely to stay in our community and continue to use our amenities. These parklets will allow people to connect and maintain healthy relationships while staying in their own social bubbles.

Over the past year it has been noticed that people were purchasing food from local restaurants, but because of dining in restrictions they were eating alone in their vehicles.

We recently completed a social needs assessment that identified some gaps in our social services, it became clear from the community wide survey that was done that our downtown core needs some assistance, the parklets will raise the visual attractiveness of the downtown, work with our revitalization plans, encourage shopping and community participation. Mental health was also a concern and as people are generally social animals, we need to find a way to interact and connect socially, safely.

## Items included in the purchase:

Parklets (see below)

Self watering flower pots for both sides of the parklets

Garbage cans/recycling

## Goals

Create a pedestrian friendly downtown area with flowers, recycling etc.

Have spaces available for eating outdoors

Assist our local downtown/main street eateries through a “borrow a parklet” program to expand their eating areas

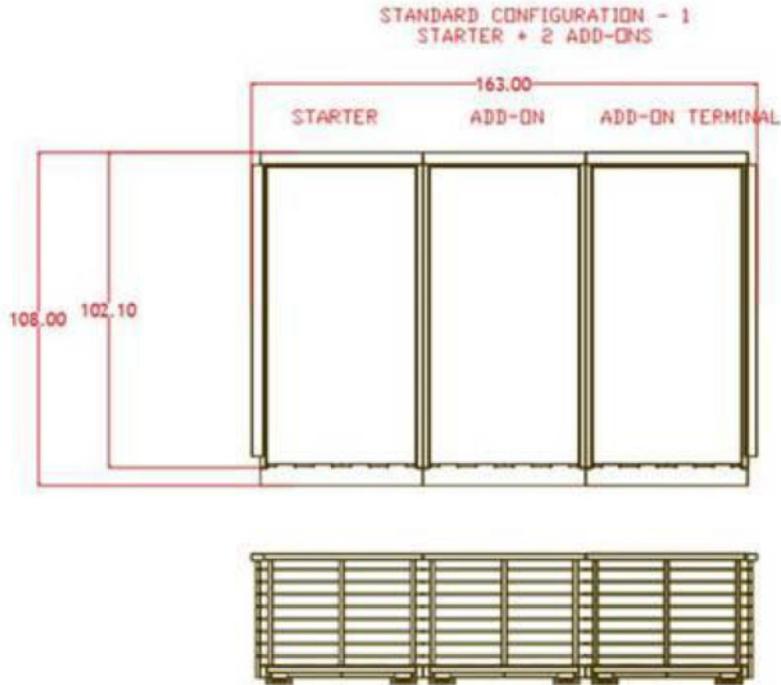
Create a sense of place, purpose and arrival in our downtown

Bring the viewscape down to the street level which will showcase our boutique shops and help to support downtown revitalization

## About the Parklets that we've looked into:

Dero has recently redesigned their Parklets with the following standard dimensions and are available in various configurations such as the following example:

- 1x Starter Unit + 2x Add-ons – includes gap cover (if required), street side and end railings which are available in galvanized or powder coat finish. Budgetary pricing for this configuration with galvanized finish and estimated freight is approximately \$18,025 + GST.



### Budget Projection:

EXPENSES			
ITEM	#	AMOUNT	TOTAL
Parklets	8	\$20,000.00	\$160,000
Flowers Pots	8	\$500.00	\$4,000
Garbage Cans	8	\$1,250.00	\$10,000
Picnic Tables	16	\$2,800.00	\$44,800
			\$0
	<b>TOTAL</b>		\$218,800

### Follow up items:

- Creation of a borrow a parklet process including set up/take down etc.
- Creation of a downtown parklet bylaw

Conceptual Images:

