



## **TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA**

**Monday, October 24, 2022 at 6:00 p.m.**  
Council Chambers, Town Hall - 962 St. John Avenue  
Via Zoom

1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
4. **Scheduled Delegations**
  - 4.1 Dick Burnham – Royal Canadian Legion Pincher Creek
5. **Adoption of Minutes**
  - 5.1 Minutes of the Budget Meeting held on October 4, 2022
  - 5.2 Minutes of the Budget Meeting held on October 11, 2022
  - 5.3 Minutes of the Regular Meeting of Council held on October 11, 2022
  - 5.4 Minutes of the Budget Meeting held on October 13, 2022
6. **Business Arising from the Minutes**
7. **Bylaws**
8. **New Business**
  - 8.1 Operations Facility - Condition Assessment & Needs Assessment
  - 8.2 Kootenai Browns Spooky Town
  - 8.3 Chinook Arch Regional Library System Budget
  - 8.4 Proclamation - Stirling Capital
9. **Council Reports**
  - 9.1 Upcoming Committee Meetings and Events
10. **Administration**
  - 10.1 Council Information Distribution List
11. **Closed Session Discussion**
  - 11.1 Request To Open Icf Intermunicipal Collaboration Framework Agreement – s. 21
  - 11.2 Property Purchase Considerations - s. 16 & 24
  - 11.3 Offer To Purchase Roll# 8600800 – s. 16 & 24
  - 11.4 5 Pin Bowlers Association - Request For Support s. 16

11.5 Commercial Sewage Disposal (No RFD) s. 16

11.6 Personnel - Energy Lead - s. 17

**12. Notice of Motion**

**13. Adjournment**

***The next Regular Council Meeting is scheduled for November 14, 2022 AT 6:00 p.m.***



**REGULAR MEETING OF COUNCIL**  
**Held on Monday October 24, 2022**  
**In Person & Virtually,**  
**Commencing at 6:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

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

Staff: L. Wilgosh, Chief Administrative Officer; K.  
Green, Executive Assistant; and A. Levair,  
Operations Manager

**1. CALL TO ORDER**

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

**2. SCHEDULED PUBLIC HEARING**

**3. AGENDA APPROVAL**  
**WRIGHT:**

The Council for the Town of Pincher Creek agree to add item 11.7 Child Care Floor Plan and 11.8 RCMP Building Insurance the October 24, 2022 agenda.

**CARRIED 22-391**

**GREEN:**

The Council for the Town of Pincher Creek approve the October 24, 2022 agenda as amended.

**CARRIED 22-392**

**4. DELEGATIONS**

**4.1 Dick Burnham – Royal Canadian Legion Pincher Creek**

**5. ADOPTION OF MINUTES**

**5.1 Minutes of the Budget Meeting held on October 4, 2022**

**BARBER:**

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on October 4, 2022.

**CARRIED 22-393**

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**5.2 Minutes of the Budget Meeting held on October 11, 2022**

**NODGE:**

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on October 11, 2022.

**CARRIED 22-394**

**5.3 Minutes of the Regular Meeting of Council held on October 11, 2022**

**GREEN:**

That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting of Council held on October 11, 2022.

**CARRIED 22-395**

**5.4 Minutes of the Budget Meeting held on October 13, 2022**

**OLIVER:**

That Council for the Town of Pincher Creek approves the minutes of the Budget Meeting held on October 13, 2022

**CARRIED 22-396**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. BYLAWS**

**8. NEW BUSINESS**

**8.1 Operations Facility - Condition Assessment & Needs Assessment**

**NODGE:**

That Council for the Town of Pincher Creek accept the Operations Facility Condition Assessment and Needs Assessment as information.

**CARRIED 22-397**

**8.2 Kootenai Browns Spooky Town**

**NODGE:**

That Council for the Town of Pincher Creek authorize Councillor Barber to attend Kootenai Brown Pioneer Village to attend " Kootenai Brown's Spooky Town" on Saturday October 29, 2022 from 1 p.m. to 4 p.m.

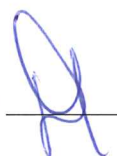
**CARRIED 22-398**

**8.3 Chinook Arch Regional Library System Budget**

**BARBER:**

That Council for the Town of Pincher Creek approves the Chinook Arch Library Board 2023 - 2026 Municipal Levy Schedule as presented.

**CARRIED 22-399**



**8.4 Proclamation - Stirling Capital**

**OLIVER:**

That Council for the Town of Pincher Creek proclaim the Town of Pincher Creek as Stirling Curling Capital per Capita of Alberta for 2022

**CARRIED 22-400**

**9. COUNCIL REPORTS**

**9.1 Upcoming Committee meetings and events**

**10. ADMINISTRATION**

**10.1 Council Information Distribution List**

**WRIGHT:**

That Council for the Town of Pincher Creek accepts the October 24, 2022 Council Information Distribution List as information.

**CARRIED 22-401**

*Mayor Anderberg called a recess at 6:50 pm*

*Mayor Anderberg called the meeting back to order at 7:00 pm*

**11. CLOSED MEETING DISCUSSION**

**GREEN:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday, October 24, 2022 at 7:01 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, and Operations Manager in attendance.

**CARRIED 22-402**

**OLIVER:**

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday, October 24, 2022 at 8:58 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, and Operations Manager in attendance.

**CARRIED 22-403**

**11.1 Request To Open ICF Intermunicipal Collaboration Framework Agreement – s. 21**

**NODGE:**

That Council for the Town of Pincher Creek declines the request from the Municipal District of Pincher Creek to reopen the ICF agreement and review the Recreation Agreement as requested as per section \_\_\_\_\_.

**CARRIED 22-404**

**11.2 Property Purchase Considerations - S. 16 & 24**

**OLIVER:**

That Council for the Town of Pincher Creek approve the request to return the deposit for the property purchase of Plan 460B, Lots 103/102 and agree to negotiate with the respondent on the cost of the Summary Report.

**CARRIED 22-405**



**11.3 Offer To Purchase Roll# 8600800 – S. 16 & 24**

**BARBER:**

That Council for the Town of Pincher Creek accepts the Legendary King Edward Hotel offer to purchase in the amount of \$69,459 (GST Exempt) for Plan 0613747, Block 5, Lot 7 dated October 18, 2022 subject to that the purchaser is responsible for all cost associated with consolidation of lots and the water and sewer connections to the mains and direct administration to provide instruction to North & Company Law Office to act on the Town's behalf regarding the real estate transaction and that all cost associated be borne by the purchaser.

**CARRIED 22-406**

*A. Levair left meeting at 8:29pm*

*Councillor Gary Cleland declares a conflict of interest with item 11.4 as he sits on the board and has excused himself.*

*G. Cleland left meeting at 9:01 pm*

**WRIGHT:**

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday, October 24, 2022 at 9:02 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, and Executive Assistant in attendance.

**CARRIED 22-407**

**NODGE:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday, October 24, 2022 at 9:12 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, and Executive Assistant in attendance.

**CARRIED 22-408**

**11.4 5 Pin Bowlers Association - Request For Support - S. 16**

**WRIGHT:**

That Council for the Town of Pincher Creek agree and approve the Pincher Creek 5 Pin Bowlers Association request for the proposed rent of \$5782.00 effective January 1, 2023 for that portion of the Community Recreation Centre Plan 3880BD, Block 1, the area known as the Bowling Lanes and Squash Courts.

**CARRIED 22-409**

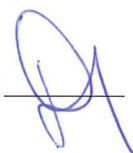
*G. Cleland rejoined meeting at 9:07 pm*

**11.5 Commercial Sewage Disposal (No RFD) - S. 16**

**WRIGHT:**

That Council for the Town of Pincher Creek accepts the Commercial Sewage Disposal Report as information.

**CARRIED 22-410**



**11.6 Personnel - Energy Lead - s. 17**

**BARBER:**

That Council for the Town of Pincher Creek direct Administration to include the position of a Municipal Energy Project Lead (MEPL) in the 2023 and 2024 operating budgets; and further

That in the event the position becomes vacant, the position shall be brought back to Council to reassess.

**CARRIED 22-411**

**11.7 Child Care Floor Plan**

**OLIVER:**

That Council for the Town of Pincher Creek to investigate the possibility of sharing a copy of the blueprints and allow the information to be shared if possible.

**CARRIED 22-412**

**11.8 RCMP Building Insurance**

**WRIGHT:**

That Council for the Town of Pincher Creek direct administration to continue negotiations with legal counsel.

**CARRIED 22-413**

**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

**CLELAND:**

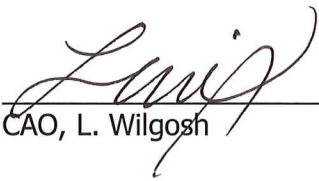
That this meeting of Council on October 24, 2022 be hereby adjourned at 9:15 pm.

**CARRIED 22-414**



*Regular Council Meeting  
October 24, 2022*

  
\_\_\_\_\_  
MAYOR, D. Anderberg

  
\_\_\_\_\_  
CAO, L. Wilgosh

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 14<sup>th</sup> DAY OF NOVEMBER 2022      S E A L  
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY NOV 14, 2022 AT 6:00 P.M.**







**AGENDA**  
**TOWN OF PINCHER CREEK**  
**BUDGET MEETING**

Tuesday, October 4, 2022 AT 9:00 A.M.  
962 St. John Avenue, Council Chambers  
[Virtual via Zoom](#)

1. **Call to Order**
2. **Agenda Approval**
3. **New Business**  
2023 Draft Operating Budget Presentation
  - i. Financial Operations of a Municipality
  - ii. Operating Budget Process
  - iii. Overview of 2023 Proposed Operating Budget
4. **Closed Session**
5. **Adjournment**





**BUDGET MEETING**  
**Held on Tuesday October 4, 2022**  
**In Person & Virtually,**  
**Commencing at 9:00 a.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

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

Staff: L. Wilgosh, Chief Administrative Officer; W.  
Catonio, Director of Finance and Human  
Resources; A. Levair, Operations Manager;  
A. Roth, Director of Operations, A. Grose,  
Recreation Manager; and L. Rideout,  
Director of Community Services

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 9:06 am.

**2. AGENDA APPROVAL**  
**GREEN:**

The Council for the Town of Pincher Creek approve the October 4, 2022 Budget Meeting agenda as presented.

**CARRIED 22-362**

**3. NEW BUSINESS**

**3.1 2023 Draft Operating Budget Presentation**

*Mayor Anderberg called a recess at 10:05 am*

*Mayor Anderberg called the meeting back to order at 10:20 am*

*L. Rideout, A. Grose, A. Roth and A. Levair left meeting at 11:30am*

**4. CLOSED MEETING DISCUSSION**  
**GREEN:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on Tuesday, October 4, 2022 at 11:30 am in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 22-363**

A handwritten signature in black ink, appearing to be the initials "D.A." followed by a stylized flourish.

**OLIVER:**

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Tuesday, October 4, 2022 at 12:12 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 22-364**

**4.1 2023 Draft Operating Budget Presentation**

**BARBER:**

That Council for the Town of Pincher receive the 2023 Draft Operating Budget Presentation as information.

**CARRIED 22-365**


**5. NOTICE OF MOTION**

**6. ADJOURNMENT**


**GREEN:**

That this meeting of Council on October 4, 2022 be hereby adjourned at 12:20 pm.

**CARRIED 22-366**

  
\_\_\_\_\_  
MAYOR, D. Anderberg  
\_\_\_\_\_  
CAO, L. Wilgosh

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 24<sup>th</sup> DAY OF OCTOBER 2022      S E A L  
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY OCT 24, 2022 AT 6:00 P.M.**

Initials 



**AGENDA**  
**TOWN OF PINCHER CREEK**  
**BUDGET COUNCIL MEETING AGENDA**  
**Tuesday October 11, 2022 AT 9:00 A.M.**  
**Council Chambers, Town Hall, 962 St. John Avenue**  
**[Via Zoom](#)**

1. **Call to Order**
2. **Agenda Approval**
3. **New Business**
  - 3.1 2023 Operating Budget Overview
4. **Adjournment**







**BUDGET MEETING**  
**Held on Tuesday October 11, 2022**  
**In Person & Virtually,**  
**Commencing at 9:00 a.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

Councillors: M. Barber, D. Green, W. Oliver, and S. Nodge

With Regrets: B. Wright

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; A. Levair, Operations Manager; A. Roth, Director of Operations, A. Grose, Recreation Manager; and L. Rideout, Director of Community Services

**1. CALL TO ORDER**

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

**2. AGENDA APPROVAL**  
**GREEN:**

The Council for the Town of Pincher Creek approve the October 11, 2022 Budget Meeting agenda as presented.

**CARRIED 22-383**

**3. NEW BUSINESS**

**3.1 2023 Draft Operating Budget Presentation**

*Mayor Anderberg called a recess at 10:10 am*

*Mayor Anderberg called the meeting back to order at 10:25 am*


**4. NOTICE OF MOTION**

**5. ADJOURNMENT**  
**BARBER:**

That this meeting of Council on October 11, 2022 be hereby adjourned at 10:40 am.

**CARRIED 22-384**

Handwritten initials, possibly "A" or "D", written in black ink over a horizontal line.

  
\_\_\_\_\_  
MAYOR, D. Anderberg  
\_\_\_\_\_  
CAO, L. Wilgosh

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 24<sup>th</sup> DAY OF OCTOBER 2022      S E A L  
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY OCT 24, 2022 AT 6:00 P.M.**

*Initials* 



**AGENDA**  
**TOWN OF PINCHER CREEK**  
**BUDGET COUNCIL MEETING AGENDA**  
**Thursday October 13, 2022 AT 5:00 P.M.**  
**Council Chambers, Town Hall, 962 St. John Avenue**  
**[Zoom Link](#)**

1. **Call to Order**
2. **Agenda Approval**
3. **New Business**
  - 3.1 Recreation & Community Services
4. **Closed Session**
  - 4.1 RFP Date – s. 24
  - 4.2 Personnel – s. 17
5. **Adjournment**







**BUDGET MEETING**  
**Held on Thursday October 13, 2022**  
**In Person & Virtually,**  
**Commencing at 5:00 p.m.**

**IN ATTENDANCE:**

Mayor: D. Anderberg

Councillors: M. Barber, D. Green, W. Oliver, and S. Nodge

With Regrets: B. Wright

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance and Human Resources; A. Levair, Operations Manager; A. Roth, Director of Operations; A. Grose, Recreation Manager; T. Walker, Energy Lead and L. Rideout, Director of Community Services

**1. CALL TO ORDER**

Mayor Anderberg called the meeting to order at 5:00 pm.

**2. AGENDA APPROVAL**  
**GREEN:**

The Council for the Town of Pincher Creek approve the October 13, 2022 Budget Meeting agenda as presented.

**CARRIED 22-385**

**3. NEW BUSINESS**

**3.1 Recreation & Community Services**

*Mayor Anderberg called a recess at 6:12 pm*

*Mayor Anderberg called the meeting back to order at 6:25 pm*

**4. CLOSED MEETING DISCUSSION**  
**OLIVER:**

That Council for the Town of Pincher Creek agree to move into closed session of Council on October 13, 2022 at 6:52 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 22-386**

**OLIVER:**

That Council for the Town of Pincher Creek agree to move out of closed session of Council on October 13, 2022 at 7:44 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act.

**CARRIED 22-387**

Handwritten initials, possibly "OL", in black ink.

**4.1 RFP DATE – S.24**

**OLIVER:**

That Council for the Town of Pincher Creek direct administration to have a design build completion date of July 31, 2024 for our costing exercise.

**CARRIED 22-388**

**4.2 PERSONNEL – S.17**

**BARBER:**

That Council for the Town of Pincher Creek receives the personnel presentation as information.

**CARRIED 22-389**

**5. NOTICE OF MOTION**

**6. ADJOURNMENT**

**BARBER:**

That this meeting of Council on October 13, 2022 be hereby adjourned at 7:45 pm.

**CARRIED 22-390**

  
\_\_\_\_\_  
MAYOR, D. Anderberg  
\_\_\_\_\_  
CAO, L. Wilgosh

**APPROVED BY RESOLUTION  
OF THE COUNCIL OF THE  
TOWN OF PINCHER CREEK,  
THIS 24<sup>th</sup> DAY OF OCTOBER 2022      S E A L  
NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON  
MONDAY OCT 24, 2022 AT 6:00 P.M.**