



**COMMITTEE OF THE WHOLE
MEETING AGENDA**
Wednesday, June 7, 2023 at 9:00 a.m.
Council Chambers, Town Hall
Zoom Link

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
 - 3.1 Lisa Goss – Service Award
4. **Committee Reports**
5. **Administration**
 - 5.1 SE Commercial Area Upgrades Update – [Link](#)
 - 5.2 Rural Renewal Stream Community Designation Update – [Link](#)
6. **Business Arising from the Minutes**
 - 6.1 Discuss Territorial Acknowledgements – [Link](#)
7. **Policy**
 - 7.1 Policy Training
8. **New Business**
 - 8.1 Joint Funding Forms – [Link](#)
 - 8.2 National Indigenous Peoples Day – [Link](#)
 - 8.3 Community Recreation Centre - Facility Condition – [Link](#)
 - 8.4 Old RCMP Building Demolition Discussion – [Link](#)
 - 8.5 Town Snow Management Discussion – [Link](#)
9. **Closed Session Discussion**
 - 9.1 Resident Letter of Concern – FOIP S. 16
 - 9.2 Property Appraisal Update – FOIP S. 16
10. **Adjournment**



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: SE Commercial Area Upgrades - Update	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 6/7/2023

PURPOSE:

To provide clarification and update on preliminary design study for stormwater upgrades in the SE Commercial Area.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the SE Commercial Area Upgrades update as information.

BACKGROUND/HISTORY:

As part of the 2023 Operating Budget, Council approved a preliminary design study for the SE Commercial Area. This study is intended to investigate drainage issues which have resulted in a multitude of complaints over the years. A major contributing factor to the poor drainage is insufficient ditch design, and the absence of an underground stormwater piping system.

The solutions being investigated include upgrading roadways to an urban profile (includes curb & gutter to capture water, catch basins to accept water, and underground piping to transport water). This would result in more defined driveway accesses and direction for stormwater runoff to be appropriately managed. The study is also looking at areas where stormwater can be conveyed in a ditch system if there is appropriate capacity and slope.

This project has been discussed over multiple Councils, with a very preliminary plan being provided in 2013 which outlined areas to be paved but little detail on improvements to the stormwater conveyance in the area.

A contract for the preliminary design study was awarded to Stantec Consulting in April 2023 with a kickoff meeting following shortly after. A key component of this project will include the ability for business owners in the area to provide feedback on existing issues that impact their properties. Stantec attended the area on May 9, 2023 to hand deliver notices and speak with businesses. A copy of the notice has been attached.

At the conclusion of the project, the Town will receive an existing conditions report, 30% preliminary design drawings, a proposed phasing plan, and cost estimates for each phase.

ALTERNATIVES:

None at this time.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

A 2013 preliminary design was completed for roadway upgrades in the SE Commercial Area but was not sufficient for providing Council with options to move forward.

FINANCIAL IMPLICATIONS:

This project is funded by the 2023 Operating Budget. No construction will be occurring in 2023 and administration does not anticipate and financial issues at this time regarding the preliminary design study.

PUBLIC RELATIONS IMPLICATIONS:

Feedback is currently being compiled by Stantec Consulting from the business owners in the SE Commercial Area.

ATTACHMENTS:

May 2023 Public Business Notification - 3162

CONCLUSION/SUMMARY:

Administration supports council accepting the SE Commercial Area Upgrades update as information.

Signatures:

Department Head:



CAO:





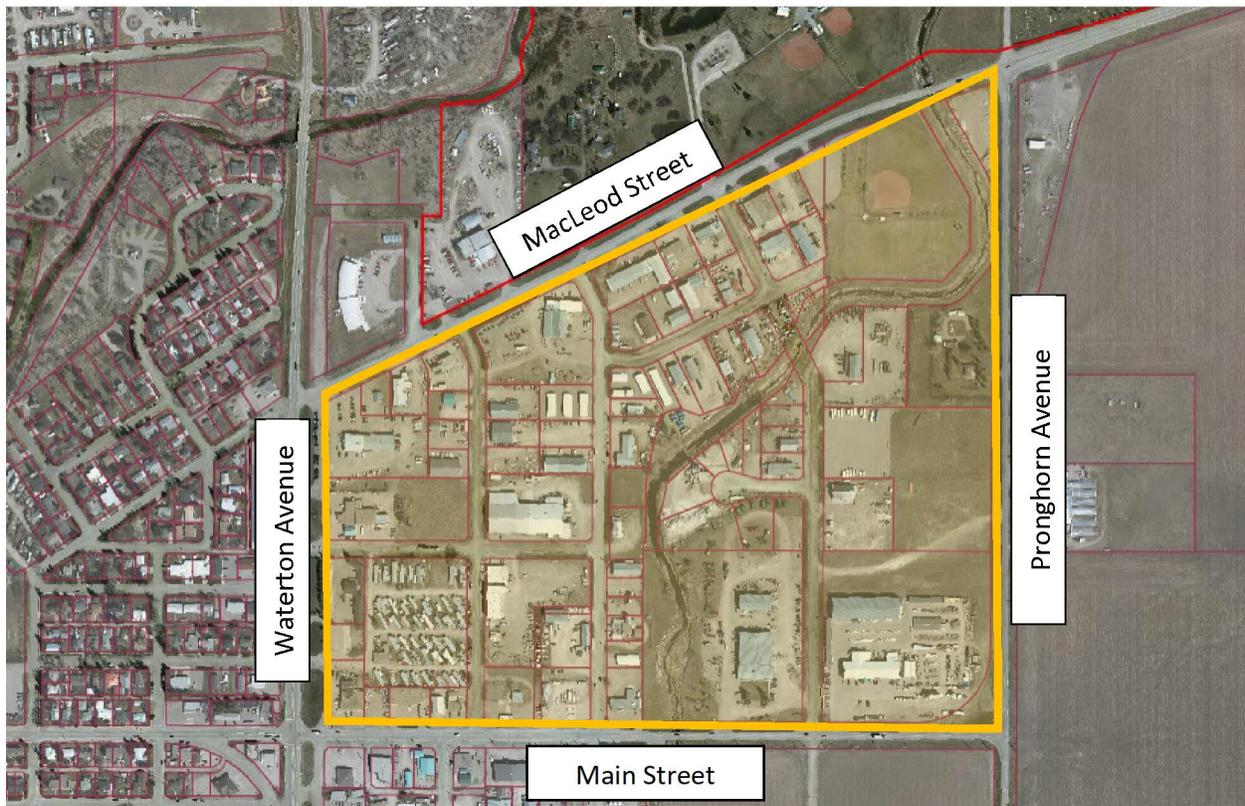
May 2023 - Hand Delivered

SE Commercial Area Drainage Improvements Preliminary Design Study

Dear Business Owner,

As a result of various drainage concerns voiced by businesses, residents, and the public, Pincher Creek Council has approved funding for a **Preliminary Design Study** of the SE Commercial Area. This Design Study will assist Council determine future construction projects in the area aimed at improving drainage, roadways and ditches in the area.

There is no construction activity planned in 2023.



As a valued business owner, we want to hear from you!

See flipside for more details.



Primary Goals of the Project:

- Investigate feasibility and cost of future roadway improvements (including upgrading gravel roads to pavement) to improve local access and drainage.
- Provide preliminary design of stormwater management systems including drainage swales, catch basins, and pipe systems.
- Create an implementation plan for phased construction over time subject to Town Council's direction and budget availability.

How Can I Provide Input?

To complete this preliminary work, we are requesting that local businesses provide us with input on any existing concerns with roadways and drainage adjacent to their property. This information will help our consulting team target areas for improvements.

We look forward to hearing from you. Please provide information to the email below (feel free to include photos) by May 26th, 2023.

nathan.mcmurray@stantec.com

Please be sure to include your name, business name, phone number and municipal address.

Thank You!

For more information on this project, please submit your questions through the Citizen Request Portal at www.pinchercreek.ca/request.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Rural Renewal Stream Community Designation Update	
PRESENTED BY: Marie Everts, Economic Development	DATE OF MEETING: 6/7/2023

PURPOSE:

To provide Council with an update on the Town of Pincher Creek Application to the Alberta Advantage Immigration Project - Rural Renewal Stream.

RECOMMENDATION:

That Council for the Town of Pincher Creek receive the update on the Community Designation under the Alberta Advantage Immigration Project - Rural Renewal Stream as information.

BACKGROUND/HISTORY:

Council for the Town of Pincher Creek adopted the Community Economic Development Strategy in January 2022. Seven challenges facing our community were identified in the strategy, number 5 on the list is “workforce shortages are looming”. Based on opportunity identification, and an assessment of the Town and Region’s assets and champions, four core economic development goals were selected. The third goal presented in the strategy is “Develop a Regional Workforce Initiative.”

In mid- March the Alberta government announced updates to the Alberta Immigration Nominee Program (AINP) and renamed the program Alberta Advantage Immigration Program. The Rural Renewal Stream addresses current labour needs and skill shortages in rural Alberta communities and helps newcomers settle into the community. This stream requires a community to apply to the Government of Alberta for community designation. This stream is community-driven. A candidate must be endorsed by a designated community and meet all criteria for the Rural Renewal Stream.

Once designated, the community then works with employers to attract and recruit newcomers and collaborates with a settlement providing organization to retain newcomers by sharing information on settlement supports. This may include accommodation, education, health care and services such as language training.

Support letters for the project have been received from the MD of Pincher Creek and Lethbridge Family Services. Motion 22-144 was passed at the April 11, 2022 Council Meeting “That Council for the Town of Pincher Creek direct Administration to apply for

the Community Designation under the Alberta Advantage Immigration Project - Rural Renewal Stream and agree to provide a letter of support with the application.”

An application for the program has been submitted and additional information has been requested from the Province including a detailed project management plan. This plan is to be created by administration and outline community partnership to implement the program. It is administration's intention to meet with local businesses interested in the program to discuss this further.

Administration has reached out to Southern Alberta communities currently participating in the program who have advised that they receive approximately 40-45 emails and calls per day in regard to the program. Recommendations from other communities have highlighted the importance of ensuring that there is a team member who has time and capacity to administer the program. It has also been recommended that a system for local employers interested in the program be created to assist with the screening process.

Multiple businesses have expressed interest in the program and continue to experience workforce challenges in the Town of Pincher Creek.

At this time, administration has not been able to source a grant that could assist with administrative costs or hiring for this program.

Additionally, administration has been working on two welcoming community guides that will assist newcomers coming to Pincher Creek and employers looking to attract newcomers. These guides are currently in draft stage.

Additional information about this program is available here:

<https://www.alberta.ca/aaip-rural-renewal-stream-community-designation.aspx>

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to bring the rural renewal program back to the July committee of the whole for further discussion.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Economic Development Strategy

FINANCIAL IMPLICATIONS:

None at this time

PUBLIC RELATIONS IMPLICATIONS:

Labour shortages are negatively impacting our local businesses.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher receive the update on the Community Designation under the Alberta Advantage Immigration Project - Rural Renewal Stream as information.

Signatures:

Department Head:

Marie Everts

CAO:

Angie Lucas



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Discuss Territorial Acknowledgements	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 6/7/2023

PURPOSE:

For Council to discuss a territorial acknowledgement as per the resolution from the February 1st, 2023 Committee of the Whole meeting COTW 2023-023.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to draft a territorial acknowledgement for review at a future Committee of the Whole for further discussion.

BACKGROUND/HISTORY:

Councillor Nodge brought forward a Motion at the Committee of the Whole meeting on February 1, 2023 with Council approving the following Resolution: That the Committee of the Whole for the Town of Pincher Creek add to a future Committee of the Whole, the discussion of a territorial acknowledgement to follow the meet and greet.

The meet and greet comment was in reference to the future meet and greet event with the Pikani which was planned for and occurred on March 13, 2023.

ALTERNATIVES:

accept as information

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

Acknowledging territory is recognizing those Nations who have been stewards and protectors of the land since time immemorial. It is done to acknowledge those Nations both directly and indirectly, to promote reconciliation efforts in the general public.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports the idea of Council discussing a territorial acknowledgement for the Town of Pincher Creek.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Joint Funding Forms	
PRESENTED BY: Angie Lucas, Chief Administrative Officer	DATE OF MEETING: 6/7/2023

PURPOSE:

To discuss and provide a resolution to accept the amended Joint Funding forms as presented, or provide comments and any proposed changes to the forms back to the Joint Funding Sub Committee.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the changes proposed to the Joint Funding forms by the Joint Funding Sub Committee as presented.

BACKGROUND/HISTORY:

At the Special Council Meeting on November 15, 2022 with the Town of Pincher Creek, a resolution was passed to form a Joint Funding Sub Committee to address some concerns related to the process of application.

On April 13, 2023 the Sub Committee met and discussed the form, processes and administrative procedures. Due to time constraints for the 2024 application process, the Sub Committee decided to only address administrative procedures and the application form at this time. Further discussion on the agreement will take place prior to next year's funding deadlines.

The marked up and amended Joint Funding forms were received by the Town of Pincher Creek in mid April from the Sub Committee. The forms were scheduled to go to one of the Council meetings in May 2023 for Council to discuss and either approve the forms or provide further comments back to the Sub Committee.

However, the forms were missed from being added to either of the May Council agendas, so any further comments from Council were not able to be collected and provided before the final copy of the Joint Funding Forms were advertised and sent out by the MD of Pincher Creek, so as not to miss those deadlines.

ALTERNATIVES:

That Council for the Town of Pincher Creek provide changes and comments on the Joint Funding Forms to the Sub Committee to be incorporated into the next review of the Joint Funding forms and administrative procedures.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

N/A

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

N/A

ATTACHMENTS:

2024 Draft Joint Funding Application - 3174

Administrative Procedures Joint Funding 2023 - 3174

Marked Up Draft documents - 3174

CONCLUSION/SUMMARY:

Accept the updates to the forms from the Joint Funding Sub Committee and thank the staff on the Sub Committee for the timely work on the updates to allow the 2024 application process to proceed promptly.

Signatures:

Department Head:

Angie Lucas

CAO:

Angie Lucas



2024 Funding Program for Non Profit Organizations



Joint Funding Program Mandate:

WHY DO OUR COUNCILS SUPPORT THE JOINT FUNDING PROGRAM IN OUR COMMUNITY?

We do this to support multiple events and organizations in our community in their efforts to add to the quality of life of our residents and our community. We do this because without supplementary support these activities will most likely not exist or continue to exist in our community. We do this to support and encourage volunteers to pursue activities and events that will benefit our community; and because along with their efforts and abilities and a bit of help from us they will be able to do so.

Instructions:

- Step One:** Complete the attached application form. Please be aware the amount of funding your organization is requesting will determine how many questions need to be answered. If your request is below \$1,000 you need to answer questions 1 through 8. If your request is between \$1,000 and \$5,000 you need to answer questions 1 through 9. And if your request is in excess of \$5,000 you will need to answer all 10 questions. Additionally, applications requesting more than \$5,000 may require a delegation presentation at a Joint Council Meeting scheduled for the purpose of evaluating the submitted request.
- Step Two:** Gather and attach any financial information requested on the application form. If this information is not included your request for funding may be rejected. Submit your completed application and any supporting documentation required to Liza Dawber. This must be received by **August 4, 2023**. Any questions can be directed to Liza (403) 682-7421. If all required documents are not attached, your application will not be considered.
- Step Three:** At the conclusion of your project you must send a report to the Funding Program for Non Profit Organizations stating what the funds received from the program were specifically used for and the benefit the funds provided the community. Please forward this report to the MD, as administrative partner, at Box 279 Pincher Creek AB, T0K 1W0 or email info@mdpincercreek.ab.ca If this report is not received, you may not be able to access future funding.
- Step Four:** Funds are to be used for intended purpose, any change to use needs prior approval.

Completed applications may be sent to grants@pccdi.ca or by mail to Box 1297 Pincher Creek AB T0K 1W0

That's it. But please remember the amount of your request determines the number of questions you need to answer as stated in Step One.

Thank you for the support you afford our Community!

Councils for the
Municipal District of Pincher Creek No. 9
and the
Town of Pincher Creek



Joint Council Funding Application Form

Only completed application forms will be accepted.



Name of Organization:

Contact Name:

Position:

Mailing Address:

Phone Number:

Email Address:

Reviewed by Liza Dawber, Grant Specialist:

Date:

Is your request for funding for a single project: Y N (or)

Is your request for funding to enable your organization to continue to operate: Y N

Is your organization a not for profit organization: Y N

Is your organization able to raise funds? Y N

1. Describe what your organization does and specifically how our community benefits from your organization's efforts or envisioned project:

2 a) Amount Requested:
b) What are funds to be used for?
c) How much have you raised towards this project to date?

3. a) Have you applied for FCSS or funding from any other source?

b) Have you received funding from Town or MD? If so, in what amount?

4. If not, why? If so, from whom and how much?

<p>5. How many times has your organization requested funding from our Joint Funding program over the past 5 years? How much has been received each of those years? Has your organization supplied the report from last year's funding?</p>	
<p>6. How many work hours will be volunteer work hours and how many work hours will be paid for service work hours?</p>	
<p>7. If your organization does not receive the requested funding, will it be able to continue operations or complete the project?</p>	
<p>8. What is the amount of funds your organization has raised for annual operational requirements?</p>	
<p>9. Please submit a copy of the most recent bank statement.</p>	
<p>10. Please attach your current year business plan, audited or reviewed financial statements and a list of all financial investments your organization has invested on its behalf. ** if this is not included, your application will not be considered.</p>	

Administrative Procedures for Joint Funding Committee (Updated April 2023)

Deadlines to be followed:

Advertisement	June 1 (including print) and again on July 1 (Social Media only)
Applications to be received (to Liza)	1 st Friday in August
Decision Meeting	1 st Wednesday in September

Application Form:

Application package to include application form for Joint Council funding request, and all required attachments. Application packages to be available at both the Town and M.D. office and are to be available on both municipalities web sites. **Only applications completed in full and on the prescribed form are to be accepted.**

Advertising:

All advertising to be in both the Pincher Creek and Crowsnest Pass news organizations and on both Municipalities social media sites.

Committee Makeup:

The Joint Funding Committee shall be made up of all councilors from both the Town of Pincher Creek and the M.D. of Pincher Creek. A minimum of three councillors from each municipality is required for a quorum.

Administration:

Future Joint Funding Committee Agreements to specify which municipality is to provide the administrative support for the committee. The M.D. will provide the support until such time the agreement states otherwise. The administering municipality will be responsible for:

- Invoicing the other municipality for their share of the funding by March 31st of each year
- Issuing the cheques for funding awarded by the committee
- Advertising in local papers (by no later than June 1 and social media
- Notifying applicants to arrange for presentation times
- Mail out application forms no later than June 1st of each year to all applicants from the previous year
- Arrange meetings and keep accurate minutes of each meeting

Disbursement of Funds:

For decisions made in October, the cheques will be disbursed by February 28th of the next year. Letters sent with the cheques will advise the receiving organizations that the committee may request an audit of how the funds were spent. Any correspondence from the committee to applicants will contain the logo of both municipalities and will be signed by both the Mayor and Reeve.

Unspent Funds:

Any funds not disbursed by the committee will be held in a reserve account by the administering municipality for future disbursement by the committee. The committee may, at their discretion, hold additional decision meetings throughout the year if funds are available to disburse. It will be up to the committee to decide if they want to solicit further applications or just deal with the applications at hand.

Administrative Procedures for Joint Funding Committee (Updated April 2023)

Deadlines to be followed:

Advertisement	June 1 (including print) and again on July 1 (Social Media only)
Applications to be received (to Liza)	1 st Friday in August
Decision Meeting	1 st Wednesday in September

Application Form:

Application package to include ~~criteria sheet and~~ application form for ~~both FCSS and~~ Joint Council funding requests, and all required attachments. Application packages to be available at both the Town and M.D. office and are to be available on both municipalities web sites. **Only applications completed in full and on the prescribed form are to be accepted.**

Advertising:

All advertising to be in both the Pincher Creek and Crowsnest Pass news organizations and on both ~~Municipalities social media sites.~~

Committee Makeup:

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- Invoicing the other municipality for their share of the funding by March 31st of each year
- Issuing the cheques for funding awarded by the committee
- Advertising in local papers (by no later than June 1 and August 15 of that year and social media)
- Notifying applicants to arrange for presentation times
- Mail out application forms no later than June 1st of each year to all applicants from the previous year
- Arrange meetings and keep accurate minutes of each meeting

Disbursement of Funds:

For decisions made in October, the cheques will be disbursed by February 28th of the next year. Letters sent with the cheques will advise the receiving organizations that the committee may request an audit of how the funds were spent. Any correspondence from the committee to applicants will contain the logo of both municipalities and will be signed by both the Mayor and Reeve.

Unspent Funds:

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Late and Miscellaneous Applications:

~~Late, or incomplete, applications and miscellaneous applications received by either municipality between the second Wednesday in September and first Wednesday in October will be presented to the Joint Funding Committee on the first Wednesday in October so that they may make the determination as to whether or not the applications will be accepted.~~



~~2023~~ 2024 Funding Program for Non Profit Organizations



Joint Funding Program Mandate:

WHY DO OUR COUNCILS SUPPORT THE JOINT FUNDING PROGRAM IN OUR COMMUNITY?

We do this to support multiple events and organizations in our community in their efforts to add to the quality of life of our residents and our community. We do this because without supplementary support these activities will most likely not exist or continue to exist in our community.

We do this to support and encourage volunteers to pursue activities and events that will benefit our community; and because along with their efforts and abilities and a bit of help from us they will be able to do so.

Instructions – ~~Easy as one two three.~~

- Step One: Complete the attached application form. Please be aware the amount of funding your organization is requesting will determine how many questions need to be answered. If your request is below \$1,000 you need to answer questions 1 through 8. If your request is between \$1,000 and \$5,000 you need to answer questions 1 through 9. And if your request is in excess of \$5,000 you will need to answer all 10 questions. Additionally, applications requesting more than \$5,000 may require a delegation presentation at a Joint Council Meeting scheduled for the purpose of evaluating the submitted request.
- Step Two: Gather and attach any financial information requested on the application form. If this information is not included your request for funding may be rejected. Submit your completed application and any supporting documentation required to Liza Dawber. This must be received by **August 4, 2023, 2022**. Any questions can be directed to Liza (403) 682-7421. **If all required documents are not attached, your application will not be considered.**
- Step Three: At the conclusion of your project you must send a report to the Funding Program for Non Profit Organizations stating what the funds received from the program were specifically used for and the benefit the funds provided the community. **Please forward this report to the MD, as administrative partner, at Box 279 Pincher Creek AB, T0K 1W0 or email info@mdpincercreek.ab.ca** **If this report is not received, you may not be able to access future funding.**
- Step Four: **Funds are to be used for intended purpose, any change to use needs prior approval.**
- If Completed applications** may be sent **electronically** to grants@pccdi.ca or **by** mail to Box 1297 Pincher Creek AB T0K 1W0

That's it. But please remember the amount of your request determines the number of questions you need to answer as stated in Step One.

Thank you for the support you afford our Community!

Councils for the
Municipal District of Pincher Creek No. 9

and the
Town of Pincher Creek



Joint Council Funding Application Form

Only completed application forms will be accepted.



Name of Organization:

Contact Name:

Position:

Mailing Address:

Phone Number:

Email Address:

Reviewed by Liza Dawber, Grant Specialist:

Date:

Is your request for funding for a single project: Y N (or)

Is your request for funding to enable your organization to continue to operate: Y N

Is your organization a not for profit organization: Y N

Is your organization able to raise funds? Y N

<p>1. Describe what your organization does and specifically how our community benefits from your organization's efforts or envisioned project:</p>	
<p>2 a) Amount Requested:</p> <p>b) What are funds to be used for?</p> <p>c) How much have you raised towards this project to date?</p>	
<p>3. a) Do Have you qualify applied for FCSS or funding from any other source?</p> <p>b) Have you received funding from Town or MD? If so, in what amount?</p>	<p>Y N</p>
<p>4. If not, why? If so, from whom and how much?</p>	

<p>5. How many times has your organization requested funding from our Joint Funding program over the past 5 years? How much has been received each of those years?</p> <p>Has your organization supplied the report from last year's funding?</p>	
<p>6. How many work hours will be volunteer work hours and how many work hours will be paid for service work hours?</p>	
<p>7. If your organization does not receive the requested funding, will it be able to continue operations or complete the project?</p>	
<p>8. What is the amount of funds your organization has raised for your project or annual operational requirements?</p>	
<p>9. Please note here the current value of your organization's bank balance. A submit a copy of the most recent bank statement would be helpful.</p>	
<p>10. Please attach your current year business plan, latest balance sheet, most recent financial operating statements audited or reviewed financial statements and a list of all financial investments your organization has invested on its behalf.</p> <p>** if this is not included, your application will not be</p>	

considered.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: National Indigenous Peoples Day	
PRESENTED BY: LaVonne Rideout, Community Services	DATE OF MEETING: 6/7/2023

PURPOSE:

On June 21, 2023, National Indigenous Peoples Day will be celebrated in Pincher Creek. The following groups are organizing the event and would like to invite the Mayor of Pincher Creek to be part of the morning activity and deliver a message on behalf of the Town of Pincher Creek.

The organizations include; Family and Community Support Services, Kootenai Brown Pioneer Village, Metis Local 1880 Pincher Creek, Napi Friendship Association, Pincher Creek Community Adult Learning Program, Pincher Creek Family Centre, and Pincher Creek Library.

RECOMMENDATION:

That Council for the Town of Pincher Creek That Council for the Town of Pincher Creek support National Indigenous Peoples Day and approve the Mayor to represent the Town of Pincher Creek.

BACKGROUND/HISTORY:

June 21 is National Indigenous Peoples Day. This is a day for all Canadians to recognize and celebrate the unique heritage, diverse cultures and outstanding contributions of First Nations, Inuit and Métis peoples. The Canadian Constitution recognizes these three groups as Aboriginal peoples, also known as Indigenous peoples. Although these groups share many similarities, they each have their own distinct heritage, language, cultural practices and spiritual beliefs.

In June 2022, the Pincher Creek community celebrated this awareness day for the first time and raised the Blackfoot Confederacy flag. Impactful messages were shared by a Piikani elder and the Mayor from Pincher Creek and the Reeve from the MD.

ALTERNATIVES:

Should the mayor not be able to attend in-person, the organizing committee would ask that an alternative Councillor be approved to attend and represent the Town of Pincher Creek at the ceremony.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The Vision of Pincher Creek includes being a welcoming community. It is imperative that we show our support to our local Indigenous neighbours by celebrating this national awareness day.

FINANCIAL IMPLICATIONS:

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

PUBLIC RELATIONS IMPLICATIONS:

There will positive public relations implications as the Town and Council play a significant role in ensuring relations between the Town and neighbouring Blackfoot communities is progressive, respectful, and supported.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

National Indigenous Peoples Day is a significant day to honour and acknowledge the work around Truth and Reconciliation, and to build on our relationship with Indigenous People.

Signatures:

Department Head:

La Vonne

CAO:

Angie Lucas



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Community Recreation Centre - Facility Condition Assessment	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 6/7/2023

PURPOSE:

To present council with the results of the Facility Condition Assessment of the Community Recreation Centre located at 942 Hyde Street.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the Facility Condition Assessment of the Community Recreation Centre as information.

BACKGROUND/HISTORY:

The Town has been conducting Facility Condition Assessments on various Town owned facilities in order to provide baseline information on their condition, which will help to support any future Council budget decisions with regards to maintenance, upgrades and possible replacement of the various facilities now and into the future.

The 2023 budget provided funding to complete an assessment on the Community Recreation Centre (CRC) located at 942 Hyde Street.

The CRC Facility was built in two phases, with the Golf Clubhouse originally constructed in 1980, and the Bowling Alley added onto the building in 1986. The Golf Clubhouse sunroom was built in 2003 and in 2007 the basement of the Golf Clubhouse was turned into a gym with a major renovation.

Condition Ratings were provided on a scale of:

Poor - Marginal - Acceptable - Good - Excellent

Overall condition of the building has been broken down into the following categories (individual components vary):

- Architectural: Acceptable

- Concerns include deteriorating carpets which likely need replacement within the next 5 years, as well as asphalt replacement in the parking lot.

- Structural: Acceptable

- Concerns include the golf club deck being in an extremely poor structural condition, and the golf club sunroof being built on top of the deck. This likely requires demolition of the sunroom and complete replacement of the deck in the near future.

- Mechanical: Marginal
 - Concerns include significant degradation of sanitary sewer plumbing system within the building and likely needs full replacement (golf club & gym) in the near future.
- Electrical: Acceptable
 - Concerns include age of lighting fixtures with recommendation to upgrade current fluorescent lighting system.
- Barrier Free/Accessibility: Non-Compliant
 - Concerns include challenges for those with limited mobility to access areas of the building which currently are only accessible by stairs.

Based on the assessment, it is anticipated that \$1.2M in upgrades will be required over the next 10 years, with an additional \$1.8M in upgrades in years 11-20.

It should be noted that some of the above upgrades would fall under the responsibility of the leaseholders (i.e. Kitchen Appliances, Bowling Lanes), however, given the history of municipal support to local organizations they would likely seek financial assistance from the municipality on larger expenditures.

ALTERNATIVES:

That Council for the Town of Pincher Creek requests additional information from administration.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The CRC Facility Condition Assessment will help inform any projects/upgrades that are brought forward from administration in future Budget Deliberations.

FINANCIAL IMPLICATIONS:

If Council directs administration that additional maintenance be carried out on the CRC Facility in the future, the CRC Facility Condition Assessment document will assist in informing any proposals to be brought forward to Council in upcoming Budget Deliberations.

No maintenance or capital costs outside of the approved 2023 budget are being incurred at this time.

PUBLIC RELATIONS IMPLICATIONS:

None at this time. Future decisions regarding maintenance and upgrades will impact multiple user groups including the Golf Club, Joe's Gym, and Chinook Lanes.

ATTACHMENTS:

RPT_FLA_Pincher Creek_community Recreation Centre-Final Report - 3131

CONCLUSION/SUMMARY:

Administration appreciates the summary of findings included in the CRC Facility Condition Assessment and supports Council accepting the report as information.

While the standalone document is helpful, the CRC Facility and surrounding site and golf course would benefit from being part of a long-term Town of Pincher Creek Facility Master Plan and accompanying asset management strategy to guide future budget decisions while being able to look at facilities holistically, rather than in isolation.

Signatures:

Department Head:

A handwritten signature in black ink, appearing to read "A. Zerari".

CAO:

A handwritten signature in black ink, appearing to read "Angie Lucas".



FINAL REPORT

Facility Lifecycle Assessment Report Pincher Creek - Community Recreation Centre 942 Hyde Street Pincher Creek, Alberta

Submitted to:
Town of Pincher Creek - Operations Department
962 St. John Ave
Pincher Creek, AB T0K1W0
Attention: Alexa Levair
Director of Operations & Infrastructure
Email: alevair@pinchercreek.ca

Submitted by:
Stephenson Engineering Ltd.
639 5th Avenue SW, Suite 901
Calgary, Alberta T2P 0M9
Date: May 15, 2023
Project No.: 20230056

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APPENDICES

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APPENDIX C CAPITAL RESERVE TABLE

1. EXECUTIVE SUMMARY

Stephenson Engineering Ltd. (Stephenson) was retained by the Town of Pincher Creek (TPC) to perform a Facility Lifecycle Assessment (FLA) in accordance with Stephenson's proposal dated January 23, 2023, for the Town's Community Recreation Centre located at 942 Hyde Street in the Town of Pincher Creek, Alberta (the "Site").

The Community Recreation Centre was built in two phases, with the Golf Clubhouse originally constructed in 1980 the Bowling Alley added onto the building in 1986. It is reported by the management that the Golf Clubhouse sunroom was built in 2003 and in 2007 the basement of the Golf Clubhouse was turned into a gym with a major renovation. The Site itself is rectangular shaped, with a coverage of 0.6 hectares (1.5 acres) of land. Access to the site is via a north gate along Hyde Street. There is a parking area within the Site and is generally paved with asphalt throughout with painted parking lines.

The Golf Clubhouse is a one-story building with a fully developed garden level basement containing a gym and storage. The main level is approximately 4000 sq. ft. The building contains lounge, kitchen, office space, storage areas, shower room, locker room and washrooms. The golf cart storage building is off-site and not a part of this project. The Golf Clubhouse is mainly composed of wood framed structure, with a Cast-In Place (CIP) foundation walls and concrete slab-on Grade (SOG) floors as per site observations. It supports a wood framed sloped roof structure.

The Bowling Alley is a split-level building with the western portion at a lower level and containing two (2) squash courts. It is roughly 8000 sq. ft. The building upper portion is to the east and consists of office and operations rooms, mechanical room, bar area, and bowling area. The Bowling Alley is mainly composed of wood framed structure, CIP concrete foundation walls, with concrete slab-on Grade (SOG) floors as per site observations. It supports a wood framed slop roof structure. No drawings were provided for either section of the building.

1.1. Defined General Terms

The common abbreviations noted below may or may not appear in the report and may not be all inclusive:

- ABS:** Acrylonitrile butadiene styrene
- ACM:** Asbestos containing material(s)
- BUR:** Built-up roof
- CFL:** Compact fluorescent light
- CIP:** Cast-in-place
- CMU:** Concrete masonry unit
- CPT:** Carpet tile
- CRT:** Capital reserve table
- CT:** Ceramic tile
- EPDM:** Ethylene propylene diene terpolymer
- FLA:** Facility Lifecycle Assessment
- GFCI:** Ground fault circuit interrupter
- GFA:** Gross floor area
- GWB:** Gypsum wall board
- HID:** High intensity discharge
- HPS:** High pressure sodium
- HVAC:** Heating, ventilation and air conditioning
- IGU:** Insulated glazing unit
- LED:** Light emitting diode
- PCA:** Property condition assessment
- PCB:** Polychlorinated biphenyl
- PEX:** Cross-linked polyethylene
- PVC:** Polyvinyl chloride
- RTU:** Roof top unit
- SBS:** Styrene-butadiene-styrene
- SF:** Square foot
- SM:** Square metre

SOG: Slab-on-grade

VCT: Vinyl composite tiles

1.2. Summary of Findings

A cursory summary of findings of this Facility Lifecycle Assessment (FLA) is provided below. However, details are not included or fully developed in this section, and the report must be read in its entirety for a comprehensive understanding of the items contained herein. To assess the physical condition of the site components and building, a Site Representative was interviewed, and a visual site review was conducted. No destructive or non-destructive testing was conducted. No calculations were performed to confirm the adequacy of the original design.

Based on the findings of this FLA, the following conclusions are made:

- **Architectural**

The site was developed with the Golf Clubhouse in the 1980 with an addition Bowling Alley with two (2) squash courts built in 1986. In 2007, the basement of the Golf Clubhouse had a major renovation and was turned into a gym. There are no sidewalks provided on the property. Vehicle access to the site is located on the north side of the property, off Hyde Street. Asphalt paving is provided throughout the parking areas and gravel pavement is provided at the northwest corner of the building. A landscaping area is provided on the north elevation of the building.

The exterior cladding of the building was reviewed visually from grade level. The building is clad with a combination of stucco and painted wood siding. Exterior wall insulation was completely concealed and was not directly reviewed. No drawings were available for the building, but it is assumed that walls are provided with rigid insulation panels or fiberglass batts.

Windows consist of insulated double-glazed windows, with fixed, casement and slider section, with a combination of vinyl and wood frames. The entrance doors consist of single-swing painted metal doors and double-swing painted metal doors, some of the doors are provided with vision panels.

Interior floor finishes are generally unfinished concrete, ceramic tiles, hardwood, broadloom carpet, and carpet tiles flooring. The interior walls are wood framed finished with a combination of painted GWB, stained wood paneling, ceramic tiles, painted plywood, and stones around the fireplace. The ceilings are a combination of exposed structure, acoustic suspended ceiling tiles, stained wood boards and painted GWB.

The Golf Clubhouse and Bowling Alley roofs are sloped wood structures finished with SBS roof membrane. The roof of the Golf Clubhouse was reported replaced in 2020. The roof of the Bowling Alley had a major repair in 2007. Water is drained from roof surfaces through gutters and downspouts.

A cursory review was performed regarding the accessibility and barrier free compliance of the buildings. It is observed that the building is largely noncompliant with current standards. Two accessible parking stalls are provided in the parking lot; however both should be provided with a

vertical pole mounted sign and the paved surface is not provided with compliant markings. A wood ramp is provided to the main level of the Golf Clubhouse; however the railings are non-compliant. The concrete ramp leading to the lower level does not have handrails and appears to be too steep a slope. None of the entry doors are provided with automatic openers. The building is not provided with an elevator and interior stairs do not have compliant handrails, and interior doors have knobs rather than lever hardware. Although some washrooms have some portions of components present, none of the washrooms or changerooms are fully compliant. The stalls do not have required arrangement of grab bars, have doors swing in the wrong direction, and in general are dimensionally too small. Most sinks and drinking fountains do not have proper knee space and the toilet room accessories have wrong mounting heights.

Overall, the architectural components are in acceptable conditions. Capital expenditures with respect to site, exterior walls, exterior windows, exterior doors, fascia and soffits, interior wall finishes, interior doors and windows, ceilings, flooring, fixtures, barrier-free, and roof are anticipated within the evaluation period. A barrier free study is recommended at this time.

- **Structural**

The foundation systems of the buildings were concealed. No drawings have been given with regards to the facilities, but the foundations are assumed to be CIP concrete spread and pad footings. The basement and foundation walls are CIP concrete. Observations show that the building has CIP Concrete Slabs on grade in the basement of the Golf Club and the main level of the Bowling Alley. The construction type of the load-bearing walls in the buildings is assumed to be wood framed. The suspended floor of the Golf Clubhouse was concealed but assumed to be wood framed.

The Golf Clubhouse deck is observed to be wood framed. One sunroom was built on the original deck which is attached to the Golf Clubhouse. It was reported by the management that the deck has a settlement issue. The roof of the Golf Clubhouse is composed of glulam wood beams, the roof decking is concealed but assumed to be wood decking. The roof of the Bowling Alley is concealed but are assumed to be wood framed with wood decking.

The structural components of the Community Recreation Centre are in overall acceptable condition. However, based on the information provided by the management and observation at the time of site, the Golf Clubhouse deck is in poor condition. Capital expenditures with respect to repairs of the Golf Clubhouse deck. No immediate action items have been identified. A structural study for the Golf Clubhouse deck is recommended.

- **Mechanical**

Domestic water is supplied through the municipal mains for the building, and the sanitary waste drains to the municipal sewer mains. Storm water is drained from the building roofs by drainage ending through overland soil absorption. The domestic water distribution piping for the building is a mix of copper and ABS, observed in several distribution points. Wastewater piping in the building is a combination of cast iron and ABS. The building has washrooms with flush tank china water closets, flush valve china urinals and counter mounted enameled sinks. Stainless-steel sinks

are provided in the kitchen and the bar areas and china drinking fountains are provided in the Bowling Alley and Gym.

The Golf Clubhouse was observed that heating is provided by three (3) gas fired furnaces, and one (1) wall-mounted electrical heater is provided at the main building entrance hallway. Exhaust is achieved by ceiling-mounted exhaust fans. One rotary fan is provided in the Golf Clubhouse lounge area for air circulation. It is reported that two (2) air condition condensing units are provided for the Golf Clubhouse. The Bowling Alley was observed to have heating is provided by four (4) gas fired furnaces, and one ceiling-mounted unit heater is provided in the Bowling Alley. Exhaust is achieved by ceiling-mounted exhaust fans. It is reported that two (2) air condition condensing are provided for the Bowling Alley.

ABC-Type fire extinguishers are provided throughout the building. A chemical suppression system provided in the Golf Clubhouse kitchen hood.

Overall, the mechanical components observed in each facility is of marginal conditions. There are no immediate action items that have been identified. Capital expenditures with regards to plumbing, heating, cooling, ventilation, fire protection, and humidifiers are anticipated within the evaluation period. No additional investigations are recommended at this time.

- **Electrical**

Electrical services are fed to the facility via pad-mounted utility owned transformer. Power is supplied to the building through a 225 Amps 3-Phase, 4-Wire, Federal Pioneer main distribution panel. The panel is located in the Golf Clubhouse basement main electrical room. This panel then feeds to the sub-panels in the Bowling Alley electrical room. The sub-panel is a 225 AMP, 3-Phase, 4-Wire, Federal Pioneer distribution panel.

Interior lighting throughout the three buildings is typically CFL, and T-8 fixtures, controlled by interior wall switches. The exterior lighting is primarily, LED, and HID fixtures controlled by photocell lighting controls.

The building is equipped with battery packs emergency lighting and exit signs throughout. There are fire detection devices present on-site.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Overall, the electrical components observed in the building is in acceptable conditions. Immediate action items with respect to non GFCI receptacles are anticipated at this time. Capital expenditures with regards to distribution equipment, lighting, fire alarm, and surveillance systems are anticipated.

- **Barrier Free/Accessibility**

A cursory review was performed with regards to the accessibility and barrier-free compliance of the building. Various non-compliances were observed including building entrances, interior circulation, and washrooms. Two (2) accessible parking stalls are provided in the parking lot at the north

elevation of the building, vertical signage was also provided. There is paved access route from the asphalt paved areas to the main entrances of the building but there is one set of stairs provided as the access to the entrance from ground level, no barrier-free ramp is provided. The building is lacking compliant thresholds, or automated door operators at the main entrances to the buildings. Interior circulation is not within compliance to barrier-free standards as door hardware is knobs rather than lever handles where present. The washrooms in the building are provided with barrier-free toilet stalls but the washroom sink and interior circulation space do not meet barrier free compliance for general clearances and layout, mounting heights or type of washroom accessories and plumbing fixtures provided. The buildings likely will be required to be in full compliance retroactively. We have provided a cost for a follow-up study along with some budget pricing.

- **Hazard Materials Hazard Materials**

There have been no Hazardous Materials Report completed and submitted, as of the writing of this report. The reports and information received indicate that Asbestos Containing Material (ACM), as well as Lead-based paints are potentially present in the building. This assumption is based off the year of construction with the Golf Clubhouse is 1980 and the Bowling Alley circa 1986. No other reports were made available for review.

If major renovations or demolition occur in the building, any hazardous materials present must be abated following the current health and safety regulations.

- **Immediate and Capital Reserve Summary**

Imm.1) Non GFCI Receptacle.

1.3. Opinions of Probable Costs

The following tables summarize our opinion of budgets for capital expenditures above the threshold value of \$3,000 over the 20-Year evaluation period that is identified by this report. Expenditures that are expected to be managed as part of normal operations are not shown. The budgets assume a prudent level of ongoing maintenance.

Section	Description	Immediate	Reserve Years 1 to 5 (2024 - 2027)	Reserve Years 6 to 10 (2028 - 2032)	Reserve Years 11 to 20 (2033- 2042)	20-Year Reserve Total
4.0	Architectural	\$0	\$829,300	\$105,700	\$182,400	\$ 1,117,400
5.0	Structural	\$0	\$20,000	\$0	\$0	\$20,000
6.0	Mechanical	\$0	\$145,200	\$0	\$74,600	\$219,800
7.0	Electrical	\$1,500	\$146,200	\$0	\$6,600	\$152,800
TOTALS		\$1,500	\$1,140,700	\$105,700	\$263,600	\$1,510,000

Note: Immediate expenditures are not included in the Capital Reserve totals.

Table 1: Summary of Capital Reserve Expenditures per year (uninflated)

Year 1	Year 2	Year 3	Year 4	Year 5
\$93,200	\$23,000	\$298,400	\$0	\$726,100
Year 6	Year 7	Year 8	Year 9	Year 10
\$0	\$4,400	\$5,000	\$96,300	\$0
Year 11	Year 12	Year 13	Year 14	Year 15
\$0	\$9,000	\$0	\$40,000	\$54,100
Year 16	Year 17	Year 18	Year 19	Year 20
\$8,200	\$0	\$0	\$0	\$152,300

2. INTRODUCTION

2.1. Background

Stephenson was retained by the TPC to perform an FLA in accordance with Stephenson's proposal dated January 23, 2032. - The Operations Facility is located at 942 Hyde Street in the Town of Pincher Creek, Alberta (the "Site").

The Community Recreation Centre was built in two phases, with the Golf Clubhouse originally constructed in 1980 the Bowling Alley added onto the building in 1986. The Site itself is rectangular shaped, with a coverage of 0.6 hectares (1.5 acres) of land. Access to the site is via a north gate along Hyde Street. There is a parking area within the Site and is generally paved with asphalt throughout with painted parking lines.

The original Golf Clubhouse building was built in 1980 with a basement. It was reported that the one storey Bowling alley with two (2) squash courts were added to the original building in 1986. The Golf Clubhouse sunroom was built in 2003. In 2007, the basement of the Golf Clubhouse had a major renovation and been turned into a gym. It is reported that the roof of the Clubhouse was replaced in 2020 and the roof of Bowling Alley had a repair in 2007.

The Golf Clubhouse comprised of an office area, lounge, kitchen, storage rooms, gym, change rooms and washrooms. The original building consists of Cast-in-place (CIP) concrete foundation walls, load-bearing wood framed walls and roof structure.

The Bowling Alley comprised of an office area, storage room, bowling alley, two (2) squash courts, and washrooms. The addition consists of load-bearing wood stud walls and wood framed roof structure.

2.2. Objectives

The objective of the FLA was to document the Site conditions at the time of the Site reconnaissance and, based on available sources of information and observations of surface conditions during the Site reconnaissance, to identify the exterior site improvements as well as the building structure, envelope, interior finishes, mechanical systems, electrical systems, fire/life safety systems, conveyance devices and visually obvious signs of non-compliance with respect to building code and barrier free accessibility. The objective of this report was also to develop a cost benefit assessment of repair/remediation plans versus planning for full facility replacement.

2.3. Methodology

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable and as stated in our Mandate and Report Resources in Appendix A.

Deviations and exceptions from the aforementioned ASTM are included in this report under section 2.4 (“Deviations from the Guide”). Limitations to our work are provided in Appendix B (“Limitations and Use of the Report”).

Site Escort and general building information was provided by Blake Downs, Facility Maintenance Operator (hereafter referred to as the “Site Representative”). Site reconnaissance was conducted by Sarah Sun, Eng., and Dayoo Kim, M.Arch., of Stephenson on January 31, 2023. The FLA was completed by Jose Castor of Stephenson and reviewed by Lawrence McSorley. The weather at the time of assessment was mostly cloudy with no conditions limiting access to Site. All areas of the site were accessible at the time of the assessment. The site was covered with snow, as a result, some site components are not directly reviewed.

The scope of work did not include sampling or testing to identify the potential presence of hazardous building construction materials such as asbestos-containing materials (ACMs), lead-based paints (LBPs), polychlorinated biphenyl (PCB)-containing electrical equipment or other hazardous materials.

2.4. Deviations from the Guide

The FLA was conducted, and this report prepared in accordance with the scope of work outlined in accordance with Stephenson’s proposal dated January 23, 2023 and executed by the Client on January 26, 2023.

The deviations from the ASTM used as a reference to complete the FLA and report for this project were as follows:

- Capital Threshold used is the \$3,000 recommended amount which was agreed upon with the Client.
- The term “Point of Contact” has been replaced with “Site Representative”.
- Verification of number of parking spaces was not conducted.
- Verification of gross and net usable areas of the site buildings was not performed.

2.5. Evaluation Criteria

Facility Lifecycle Assessment (FLA)

The scope of the FLA was limited to identifying components, systems, and potential concerns by visual examination of surface features and operating practices, and from available documented information sources. Only those items identified as being above the specified Capital Threshold will be addressed in the Capital Reserve Table. The Condition Rating system (CR) used throughout this report is based on the RFP:

Code	Description
1	Critical Unsafe- high risk of injury or critical system failure.
2	Poor- does not meet requirements, has significant deficiencies. May have high operating/maintenance costs.
3	Marginal- meets minimum requirements, has significant deficiencies. May have above-average operating/maintenance costs.
4	Acceptable- meets present requirements, minor deficiencies. Average operating/maintenance costs.
5	Good- meets all present requirements. No deficiencies.
6	Excellent- as new/state of the art, meets present and foreseeable requirements.

The capital expenditures identified as deficiencies or deferred maintenance shall be identified by the following categories (“Cat X”):

Category	Description
A	Code & Safety
B	Repair & Maintenance
C	Capital Expenditure
D	Modernization / Improvements
E	Other

Items identified with a CR rating of 1 and/or Cat A, shall be treated as “Immediate” action items, considered to have conditions that include deficiencies that require action in the next 60 to 90 days. Items identified with a CR of 2 or 3 and/or Cat B shall be considered to have conditions that include deficiencies that can be addressed within the next five years (2023 to 2027 in the Capital Reserve Table). Preventative Maintenance (PM) items may have been identified. These PM items are items anticipated to be required to maintain specific components/systems through to the end of their Expected Useful Life (EUL) and are considered to have a CR of 4 or better that can be addressed at any time within the 20-year evaluation period (2023 to 2042 in the Capital Reserve Table).

Other non-urgent conditions identified with a CR of 4 to 6, are prioritized by their identification as Cat B to Cat E and are included in the Capital Reserve Table in an appropriate

year. For items with no observed or reported deficiencies, a lifecycle replacement (LCR) cost estimate has been provided in the Capital Reserve Table spreadsheet in the year equal to the year of original installation plus that component's EUL. For example, if an item with no observed or reported deficiencies is nearing or has surpassed its EUL in the next 5 years (i.e., 2023 to 2027), an LCR cost estimate will be provided in the Lifecycle Plan spreadsheet in year 2027.

For similar components that have been replaced/installed at different times but where the age difference is equal to or less than 20% of the component's EUL, the average install year has been used in calculating the next lifecycle replacement event (i.e., for similar vinyl floor tile installed in 2010 versus 2012, each having a 20 year EUL, an average install year of 2011 has been used to calculate a single lifecycle replacement event in 2031).

No building material sampling or testing was conducted as part of this assessment.

2.6. Recommendations for Additional Investigation

RAI.1) Barrier Free Study.

RAI.2) Structure study for Golf Clubhouse deck.

2.7. Desktop Data Collection

No documents were reviewed.

2.8. Outstanding Information

No further outstanding information.

2.9. Building and Fire Code Compliance Overview

The Site Representative reported that they were not aware of any outstanding work orders, building code violations or infractions, building ordinances or municipal health and fire safety by-laws violations.

2.10. Evidence of Mould

No evidence of mould was observed or identified.

2.11. Outline of the Report

The report that follows this section contains a summary description of the Site and building systems/components along with a detailed listing and description of systems/components. Furthermore, current, imminent, or anticipated deficiencies above the Capital Threshold (if any) and excluding normal operating maintenance are presented with a CR, including a description of the risk/consequence of deferral, probability of imminent/anticipated failure and/or a further description of any failure if it has already occurred.

A more detailed Capital Reserve Table is presented in Appendix C outlining the specific systems/components, EUL, Install Date, Remaining Useful Life (RUL), replacement event type, basis of estimate and specific years for Capital Reserve planning.

2.12. Mandate and Report Resources

Please refer to Appendix A for the report General Purpose, Scope of Work and Reliance for this project and for additional resources related to the assumptions used in preparing this report such as:

Operating and Maintenance Items; and,

Discussions of Overall Concepts and Terminology.

3. SITE DESCRIPTION

3.1. Site Location and Setting

Stephenson was retained by TPC to perform an FLA in accordance with Stephenson’s proposal dated January 23, 2023, for the Department of Operations, located at 942 Hyde Street in the Town of Pincher Creek, Alberta (the “Site”).

3.2. Site Physical Description

Table 2: Building Physical Description

Site Area	0.6 hectares (1.5 acres)
Number of Buildings on Site	1
Building (s) Footprint	Total: 13,173 ft ² (1,224 m ²) <ul style="list-style-type: none"> • Golf clubhouse: 5,173 ft² (480 m²) • Bowling Alley: 8,000 ft² (743 m²)
Levels Above Grade	Golf Clubhouse: 1 Bowling Alley: 1
Levels Below Grade	Golf Clubhouse: 1 Bowling Alley: 0
Date of Building Construction	Golf Clubhouse: 1980 Bowling Alley: 1986
Date of Major Renovations	2007: Basement Gym
Percentage Site Coverage by Building(s)	~18.5%
Percentage Site Coverage by Asphalt paving	~76.5%
Percentage Site Coverage by Gravel or Other Sealed Surface Materials	~5%



General view of the Community Recreation Center Building.



Site plan including the building.

4. ARCHITECTURAL

The site was developed with the Golf Clubhouse in the 1980 with an addition Bowling Alley with two (2) squash courts built in 1986. In 2007, the basement of the Golf Clubhouse had a major renovation and was turned into a gym. There are no sidewalks provided on the property. Vehicle access to the site is located on the north side of the property, off Hyde Street. Asphalt paving is provided throughout the parking areas and gravel pavement is provided at the northwest corner of the building. A landscaping area is provided on the north elevation of the building.

The exterior cladding of the building was reviewed visually from grade level. The building is clad with a combination of stucco and painted wood siding. Exterior wall insulation was completely concealed and was not directly reviewed. No drawings were available for the building, but it is assumed that walls are provided with rigid insulation panels or fiberglass batts.

Windows consist of insulated double-glazed windows, with fixed, casement and slider section, with a combination of vinyl and wood frames. The entrance doors consist of single-swing painted metal doors and double-swing painted metal doors, some of the doors are provided with vision panels.

Interior floor finishes are generally unfinished concrete, ceramic tiles, hardwood, broadloom carpet, and carpet tiles flooring. The interior walls are wood framed finished with a combination of painted GWB, stained wood paneling, ceramic tiles, painted plywood, and stones around the fireplace. The ceilings are a combination of exposed structure, acoustic suspended ceiling tiles, stained wood boards and painted GWB.

The Golf Clubhouse and Bowling Alley roofs are sloped wood structures finished with SBS roof membrane. The roof of the Golf Clubhouse was reported replaced in 2020. The roof of the Bowling Alley had a major repair in 2007. Water is drained from roof surfaces through gutters and downspouts.

A cursory review was performed regarding the accessibility and barrier free compliance of the buildings. It is observed that the building is largely noncompliant with current standards. Two accessible parking stalls are provided in the parking lot; however, both should be provided with a vertical pole mounted sign and the paved surface is not provided with compliant markings. A wood ramp is provided to the main level of the Golf Clubhouse; however, the railings are non-compliant. The concrete ramp leading to the lower level does not have handrails and appears to be too steep a slope. None of the entry doors are provided with automatic openers. The building is not provided with an elevator and interior stairs do not have compliant handrails, and interior doors have knobs rather than lever hardware. Although some washrooms have some portions of components present, none of the washrooms or changerooms are fully compliant. The stalls do not have required arrangement of grab bars, have doors swing in the wrong direction, and in general are dimensionally too small. Most sinks and drinking fountains do not have proper knee space and the toilet room accessories have wrong mounting heights.

Overall, the architectural components are in acceptable conditions. Capital expenditures with respect to site, exterior walls, exterior windows, exterior doors, fascia and soffits, interior wall finishes, interior doors and windows, ceilings, flooring, fixtures, barrier-free, and roof are anticipated within the evaluation period. A barrier free study is recommended at this time.

A detailed description of Site and building systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

A01.1 SITE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A01.1	Site Servicing	<p>Water: Water is provided by the local service provider.</p> <p>Sanitary Sewer: Sanitary sewer is disposed to the municipal sewer mains.</p> <p>Electrical: power is fed to the building from the local service provider via pad-mounted electrical transformer and into the building through underground buried conductors.</p>	4	-	No concerns observed or reported.
A01.2	Parking Lots & Drive Aisles	<p>~1980: The drive aisle on the east side of the property is finished with asphalt pavement. The parking lot is provided with asphalt pavement throughout. The site was covered with snow at the time of the site, only parts of the asphalt pavement was reviewed.</p>	4	C	Cracks and potholes were noted and reported by the management. The asphalt pavement has passed its EUL. Replacement is recommended. (See Notes 4B)
A01.3	Concrete Wheel Stopper	Precast concrete wheel stoppers are provided on the south elevation of the building.	4	-	No concerns observed or reported. (See Notes 4A)
A01.4	Parking Lot Markings	<p>~1980: The parking lot is provided with painted parking lines. The site was covered with snow at the time of the site, only part of the parking lot markings was reviewed.</p>	4	C	The painted parking lines were noted faded. An allowance will be provided for the repaint. (See Notes 4B)
A01.5	Concrete Sidewalks/ Pads	<p>~1980/2000: Cast-in-Place Concrete sidewalks are provided at the south elevation of the building. A concrete patio is located below the deck. Concrete pads are provided at building exit doors.</p>	4	C	No concerns observed or reported. The original concrete sidewalk pavement has passed its EUL and should be replaced. The patio will reach its EUL within the timeframe of this report. (See Notes 4B)
A01.6	Concrete Curbs	Not present.	-	-	N/A

A01.7	Site Drainage	Drainage is achieved via surface discharge to permeable areas.	4	-	No concerns observed or reported.
A01.8	Fencing	~1980: Metal chain link fencing is provided at the west perimeter of the site. ~1990: Painted wood fencing is provided at the north property line, west elevation, and the garbage enclosure.	3/4	B/C	The metal chain link fencing is noted leaning and with localized damages. The metal chain link fencing has passed its EUL. (See Note 4B). The wood fencing is noted with localized damages and paint faded. Repair and repaint is recommended (see below) (See Note 4B). The wood fencing will reach EUL within the timeline of this report and should be replaced.
A01.9	Retaining Wall	~1980: Cast-in-place (CIP) retaining wall is noted at the basement entrance of southeast corner the building.	4	-	No concerns observed or reported.
A01.10	Amenities - Signage	~2008: Metal reflective and painted metal signage are mounted along the parking lot, site fence, and on the buildings. The site parking lot entrance is provided with mounted painted wood signage supported by a metal frame.	4	-	No concerns observed or reported.
A01.11	Landscaping	There is a landscaping area on the north elevation of the building. It was covered by snow.	4	B	No concerns observed or reported. (See Note 4A).
A01.12	Amenities - Flagpoles	Not present.	-	-	N/A
A01.13	Exterior Stairs & Ramp	~2003: Wood exterior stairs are noted on the south elevation of the building, providing access to the Golf clubhouse deck. ~2019: One wood ramp is noted at the east elevation of the building providing access to the Golf clubhouse deck. ~1990: One set of painted metal stairs was noted on the north elevation.	3	C	Localized damages, water stains and rotten wood are noted on the wood stairs, they have passed their EUL and should be replaced. (See Note 4B).
A01.14	Handrails/ Balustrades	~2003: Painted metal handrails and balustrades are noted on the exterior stairs, ramp, and deck.	4	C	Localized paint chipping was noted. No other concerns observed or reported. (See Note 4B). Will reach EUL within the timeline of this report.
A01.15	Bollards	Painted ground-mounted metal pipe guards are provided at the exterior transformer.	4	B	Localized paint chipping was noted. No other concerns observed or reported. (See Note 4A).

A01.16	Ancillary Buildings	~1980: There is one painted woodshed on the west side of the building.	4	B	Painted faded was noted on the shed doors. No other concerns were observed for the shed. (See Note 4A).
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A02.0 EXTERIOR WALLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A02.1	Exterior Stucco	~1986: Some sections of the Bowling Alley building exterior walls are finished with painted stucco.	3	B	Some minor localized damages and cracks are noted on exterior stucco. No other concerns observed or reported. (See Notes 4B).
A02.2	Exterior Parging	~1980: Exterior parging was noted provide for the lower section of the original building.	3	B	The exterior parging is generally in acceptable condition, stains were noted. (See Note 4A).
A02.3	Wood Siding	~1980/1986: Vertical and horizontal wood siding is provided at both sections of the building as well as skirting for decks and the ramp.	4	C	The siding is in generally acceptable condition with some localized damage noted. It will reach its EUL within the timeline of this report. (See Note 4B).
A02.4	Louvers	~1986: There are two (2) metal louvers provide on the south elevation of the Bowling Alley.	4	B	No concerns observed or reported. (See Note 4A).
A02.5	Exterior Paint	~2013: The exterior walls of Golf clubhouse and Bowling Alley are finished with stained wood siding and painted stucco.	4	C	Chipping and fading of the exterior paint have been noted on the Golf Clubhouse building exterior surface. Based on the observation, localized repaints have been done. Replacement of the exterior paint is expected within the timeframe of this report. (See Note 4B).
A02.6	Joint Sealants	Sealants were noted at building openings and material transitions. And they are in marginal conditions.	3	C	An allowance is provided in the capital reserve table for the calking installation. (See Note 4B).
A02.7	Insulation	Concealed, but the exterior walls are likely provided with batt fiber glass insulation, and/or rigid insulation. It is reported by the management that there is no insulation in the main floor Golf Clubhouse.	4	-	No concerns observed or reported.

A02.8	Vapour Barrier	~1980/1986: Concealed, but the exterior walls are likely provided with polyethylene vapour barrier where interior GWB is present. It is reported by the management that there is no vapour barrier in the main floor Golf Clubhouse.	4	-	No concerns observed or reported.
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A03.0 EXTERIOR WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A03.1	Exterior Windows	~1980: The exterior windows of the Golf Clubhouse building are noted with insulated glazing units set in painted wood frames. ~1986: The exterior windows of the Bowling Alley building are noted with insulated glazing units set in painted wood frames. ~2007: The exterior windows of the building are noted with insulated glazing units set in vinyl frames.	3/3/4	C	The windows were reviewed from the ground and from the interior spaces where accessible. The wood windows in the building have passed their EUL and should be replaced. (See Note 4B).
A03.2	Curtain Wall	Not present.	-	-	N/A

A04.0 EXTERIOR DOORS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A04.1	Entrance Door	~1980/1986: Glazed double-swing painted metal doors and single-swing metal doors are noted	4	C	The exterior doors are in acceptable condition. Paint faded were noted. Replacement of the metal doors are expected within the timeframe of this report. (See Note 4B).

		throughout the building set in painted wood frames, some are noted with vision panel.			
A04.2	Utility Doors	~1980/1986: Two painted metal utility doors are present at service and exit locations. .	4	B	No issues noted, will require replacement within timeline of this report. (See Note 4A).

A05.0 FASCIA AND SOFFITS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A05.1	Fascia	~1980/1986: Painted wood fascia are provided for the roof system.	4	C	Localized paint faded was noted on the wood fascia. No other concerns observed or reported. Replacement of painted wood fascia in the is expected within the time frame of this report. (See Note 4B).
A05.2	Soffit	~1980/1986: The roof overhangs are provided with a combination of painted wood board soffits and pre-finished metal soffits with painted metal vents.	4	C	No concerns observed or reported. Replacement of soffits is expected within the time frame of this report. (See Note 4B).

A06.0 INTERIOR WALLS FINISHES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A06.1	Stained Wood Panels	~1980: The interior walls of Golf clubhouse are finished with stained wood panels.	4	C	Interior wood timber wall finishes are in acceptable condition. No concerns observed or reported. The wall stain has passed its EUL. An allowance to refinish is included. (See Note 4B)
A06.2	Ceramic Tiles	~1980/1986: Ceramic tiles are provided in the washroom walls, and some sections of the Gym shower stall walls.	4	C	The ceramic tiles have passed their EUL and should be replaced. No concerns observed or reported. (See Note 4B)

A06.3	Gypsum Board	~1980/1986: Painted GWB is provided in most of the building. Unfinished Gypsum boards are noted in furnace room, Bowling alley mechanical room, and Gym storage room.	3/4	B	Some localized cracking was noted in the kitchen. Water stains were noted on the Gym storage room wall. No other concerns observed or reported. (See Note 4A)
A06.4	Acoustic Panels	~1990: The interior side wall finish in the in the Bowling Alley is provided with pre-finished acoustic panels.	4	C	No concerns observed or reported. (See Note 4B).
A06.5	Wood Board	~1986: The upper sections of the squash courts walls are provided with wood board with wallpaper.	3	B	Localized damages are noted on the wood board in squash court #1. (See Note 4A). No other concerns observed or reported.
A06.6	Painted Masonite	~1986: The squash courts walls are provided with painted Masonite.	4	B	No concerns observed or reported. (See Note 4A).
A06.7	Stone	~1980: Some sections of the hallway walls and Golf Clubhouse lounge fireplace wall are finished with stones.	4	-	No concerns observed or reported.
A06.8	Interior Paint	~2008: Interior walls are generally painted.	4	C	The interior paint is in acceptable condition. Minor damages were noted. Water stains were noted on the Gym shower room partition walls. The interior paint has passed its EUL and should be repainted. (See Note 4B).

A07.0 INTERIOR DOORS AND WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A07.1	Interior Doors	~1980/1986: Interior doors are a combination of painted metal doors set in painted metal frames, painted wood doors set in painted wood frames and wood sliding door set in wood frames. Some doors are provided with vision glazing.	4	C	No concerns observed or reported. Interior doors in the building have passed their EUL and should be replaced. (See Note 4B).

A07.2	Interior Fire Rated Doors	~1980/1986: Fire rated doors are a combination of painted double and single swing metal doors set in metal frames (some with glazing) are provided at stairwell, mechanical/electrical rooms and kitchen.	4	C	No concerns observed or reported. Interior fire rate doors in the building have passed their EUL and should be replaced. (See Note 4B).
A07.3	Interior Windows	~Various: Interior windows were observed at some locations and are comprised wood frames with fixed single glazing and wood casement window in wood frames with glazing.	4	B	No other concerns observed or reported. Replacement for fixed wood windows is expected within the time frame of this report. (See Note 4A).

A08.0 CEILINGS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A08.1	Suspended Ceilings	<p>Clubhouse: ~1980: Suspended ceilings comprised of a T-bar grid with acoustic ceiling tiles are present in the office room, kitchen, washrooms, and some sections of the Gym ceiling.</p> <p>Bowling Alley: ~1986: Suspended ceilings comprised of a T-bar grid with acoustic ceiling tiles are present in the office area and washrooms.</p>	4	C	Water stains were noted on the Clubhouse lounge washroom and kitchen ceiling. Replacement for suspended ceilings is expected within the time frame of this report. (See Note 4B).
A08.2	Gypsum Board	~1980/1986: The ceilings in the Gym and Bowling Alley are painted GWB with stipple finish. Gym storage rooms, and electrical rooms are noted with unfinished gypsum wall boards.	4	B	Localized water stains were noted. No concerns observed or reported. (See Note 4A)
A08.3	Stained Wood Panel	~1980/2007: The ceiling in the Golf Clubhouse and the sunroom are finished with stained wood panels.	4	C	No concerns observed or reported. Staining the heavy timber ceiling is expected to finish at the same time with

					the heavy timber wall staining, the expense will be included under item A06.1
A08.4	Exposed Structure	~1980/1986: Sections of ceiling are exposed wood framing.	4	-	No concerns observed or reported.
A08.5	Ceiling Paint	~2008: The interior ceilings are generally finished with paint.	4	C	Water stains and minor cracks were noted on the Gym ceiling. Ceiling paint has passed its EUL. Repainting for the building ceiling is required. (See Note 4B).

A09.0 FLOORING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A09.1	Resilient Flooring	Clubhouse ~1980: Resilient vinyl sheet flooring is provided in the lounge bar areas. Bowling Alley ~1986: Resilient vinyl tile flooring is provided in the office areas and kitchen.	4	B	An allowance for replacement is provided in the capital reserve table for the replacement. (See Note 4A)
A09.2	Concrete Flooring	~1980: The Gym is finished with concrete flooring.	4	-	The concrete floor was not directly reviewed. It is covered with rubber mat. No concerns were reported by the management. It is assumed that the concrete floor is in acceptable condition. The rubber mat is likely to be the tenant's responsibility, no cost will be provided.
A09.3	Carpet	~1980/1986: Carpet flooring is provided in the bowling alley lounge room, office room, Golf Clubhouse office area, building hallway and stairs.	3	C	No concerns observed or reported. Replacement for the carpet is expected within the time frame of this report. (See Note 4B)
A09.4	Carpet tiles	~1980: Carpet tiles are provided in the Clubhouse lounge room.	3	C	No concerns observed or reported. Replacement for the carpet tiles is expected within the time frame of this report. (See Note 4B)

A09.5	Hardwood Flooring	~1986: Hardwood flooring are noted in the bowling alley and the squash courts.	4	C	No concerns observed or reported. Replacement for the hardwood flooring is expected within the time frame of this report. (See Note 4B)
A09.6	Ceramic Tiles	<p>Clubhouse: ~1980: Ceramic tiles floors are noted in the wash rooms.</p> <p>Gym: ~2007: Ceramic tiles floors are noted in the gym washrooms, shower rooms, locker rooms and stairs finish.</p> <p>Bowling Alley: ~1986: Ceramic tiles are noted in the Bowling alley washrooms.</p>	4	C	Localized water damage was noted under the Gym washroom sink. In addition, a problem of poor drainage was reported due to the inadequate floor slope of the shower room. Replacement for the original and shower room's tiles is expected within the time frame of this report. (See Note 4B)

A10.0 FIXTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A10.1	Counter/Cabinets	~1980/1986: Fixed counter/cabinets includes a combination of laminate cabinets with plastic laminate counters in Bowling Alley and Golf Clubhouse lounge and washroom countertops.	4	C	No concerns observed or reported. (See Note 4B)
A10.2	Railings	~1980/1986: Wall mounted wood railings are provided for the interior stairs.	4	-	No other concerns observed or reported. (See Note 4A)
A10.3	Fireplace	~1980: There is a wall mounted fireplace provided in the Golf Clubhouse lounge room.	4	-	The fireplace has passed its EUL and should be replaced. The cost of the replacement of the fireplace is below the threshold of the report. There will be no expense in the costing table. (See Note 4A)

A10.4	Washrooms Accessories	~1980/1986/2007: Washroom accessories include the following: grab bars, toilet paper dispenser, mirrors, trash receptacles and soap dispensers.	4	B	No concerns observed or reported. (See Note 4A)
A10.5	Toilet Partitions	~1980/1986/2007: Painted toilet partitions are provided in the building washrooms.	4	C	No concerns observed or reported. The toilet partitions in the Golf Clubhouse and the Bowling Alley have passed their EUL and should be replaced. Replacement for the toilet partitions in the Gym are expected within the time frame of this report. (See Note 4B)
A10.6	Window Blinds	~2008: The building exterior and some interior windows are generally provided with window mini blinds.	4	C	No concerns observed or reported. (See Note 4B)
A10.7	Appliances	1980/2002: Residential and Commercial grade freezers and coolers are provided at the lounge and bowling alley of the building. A commercial kitchen is provided with gas ovens, griddles, fryers, walk in cooler, dishwasher, ice maker.	4	C	It is reported that all the bar area appliances except for the refrigerators are the tenants' responsibility.
A10.8	Lockers	~1986/2007: Painted metal lockers are noted in the Gym change room and the Bowling Alley operation room.	4	-	It is reported that all the lockers are tenants' responsibility. There will be no expense in the costing table.
A10.9	Bowling Alley Lane Equipment	~1986: The bowling alley lane equipment includes the pinsetter machines, gutters, ball return, capping, etc.	4	C	No concerns observed or reported. (See Note 4B)

A11.0 BARRIER-FREE REQUIREMENTS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A11.1	Parking	The facility is provided with two (2) designated barrier-free parking stalls with a single pole-mounted metal signage.	2	D	Each stall should have its own pole sign, not painted symbol noted on pavement. No other concerns observed or reported. (See Note 4C)

A11.2	Access Route and Building Entrance	The access route from the parking lots to the building, is not barrier-free as no automatic door operator is provided. A ramp is provided for the Golf Clubhouse Lounge, but no automatic door opener is provided.	2	D	It is recommended to install compliant access route and automatic door operators. (See Note 4C)
A11.3	Interior Circulation	The building interior barrier-free circulation is limited. Most of the doors on the main floor are provided only with doorknobs. No elevator is provided.	2	D	Doorknobs on the main floor should be changed to lever handles but can be done as part of door replacement. An allowance for an elevator is provided. (See Note 4C)
A11.4	Washrooms	Washroom and Change rooms do not fully comply with current standards for stall layout and dimensions as well as interior circulation and mounting heights of (or missing) washroom accessories, and lack of a roll-in shower.	2	D	It is recommended to upgrade the washroom to meet the barrier free washroom standards. (See Note 4C).

R01.0 ROOFING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
R01.1	SBS Roof	<p>Clubhouse: ~1986: The sloped roof is finished with a SBS roof sheets.</p> <p>Bowling Alley: ~2007: The sloped roof is finished with a SBS roof sheets.</p>	4	C	The SBS roof of the Golf Clubhouse has passed its EUL and should be replaced. The replacement for the Bowling Alley SBS roof is expected within the time frame of this report. (See Note 4B).
R01.2	Gutters and Downspouts	~1980/1986: The sloped roof is drained through prefinished metal gutters and downspouts throughout.	3	C	One downspout on the south elevation of the original building was noted damaged. Some downspout extensions are noted missing. The downspouts have passed their EUL and should be replaced. (See Note 4B).
R01.3	Cap Flashing	Not present.	-		N/A

R01.4	Skylights	Not present.	-	-	N/A
R01.5	Roof Ladder	Not present.	-	-	N/A
R01.6	Roof Railing	Not present.	-	-	N/A

A99.0 OTHER (STAIRS AND CONVEYANCE DEVICES)

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A99.1	Mould	No evidence of mould or conditions conducive to mould were observed.	-	-	N/A
A99.2	Interior Stairs & Ramps	~1980/1986: The interior stairs are finished with a combination of carpet and ceramic tiles.	4	-	No concerns were noted or reported. Finishes of the interior stairs have passed their EUL, they are expected to be changed with the building carpet. The cost will be included under item A09.3 Carpet and A09.6 Ceramic Tiles.
A99.3	Window Wells	~1980: There are four (4) metal cladding framed window wells provided for the Golf Clubhouse basement windows.	4	B	No concerns were noted or reported. (See Note 4A).
A99.4	Elevators	Not present.	-	-	N/A

NOTES:

4A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

4B) This component will pass its EUL within the evaluation period and should be replaced.

4C) A barrier-free study is recommended to do a detailed barrier-free assessment and to provide design solutions to comply with current accessibility standards. An allowance is provided for both the study and the repairs. Final cost of repairs will rely solely on the results of the study.

IMMEDIATE ITEMS IDENTIFIED:

No immediate action items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

-
- A01.2) Resurface asphalt.
 - A01.4) Repaint parking lot markings.
 - A01.5) Replace concrete sidewalks and patio pads.
 - A01.8) Replace fences.
 - A01.13) Replace exterior stairs.
 - A01.14) Replace handrails.
 - A02.1) Refinish stucco cladding.
 - A02.3) Replace wood siding.
 - A02.5) Repaint exterior.
 - A02.6) Replace joint sealer.
 - A03.1) Replace exterior windows.
 - A04.1) Replace exterior doors.
 - A05.1) Replace wood fascia.
 - A05.2) Replace wood soffits.
 - A06.1) Redo interior wood panel stain.
 - A06.2) Replace ceramic wall tiles.
 - A06.4) Replace acoustic panels.
 - A06.8) Repaint interior.
 - A07.1) Replace interior doors.
 - A07.2) Replace interior fire rated doors.
 - A08.1) Replace suspended acoustic ceilings.
 - A08.5) Repaint ceiling.
 - A09.3) Replace carpet flooring.
 - A09.4) Replace carpet tiles flooring.
 - A09.5) Replace hardwood flooring.
 - A09.6) Replace ceramic tiles flooring.
 - A10.1) Replace fixed counter/cabinets.
 - A10.5) Replace toilet partitions.
 - A10.6) Replace window blinds.
 - A10.7) Replace kitchen appliances.
 - A10.9) Replace bowling alley lane equipment.
 - A11.1) Upgrade barrier free parking signage.
 - A11.2) Upgrade automatic door opener.
 - A11.3) Install elevator.
 - A11.4) Upgrade barrier free washrooms.
-

R01.1) Replace SBS roof.

R01.2) Replace metal gutters and downspouts.

No other capital reserve items identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

RAI.1) Barrier Free Study

No other additional investigation recommended at this time.



Photo #A1: Asphalt paved parking lot located in the north side of the building.



Photo #A2: General View of the Building.



Photo #A3: General view of the Site entrance.



Photo #A4: General view of the Landscaping.



Photo #A5: General view of the Golf Clubhouse.



Photo #A6: General overview of the Bowling Alley.



Photo #A7: General view of the Gym.



Photo #A8: General view of the Squash Court.



Photo #A9: General view of Kitchen in the Golf Clubhouse.



Photo #A10: General view of Office Room in the Bowling Alley.



Photo #A11: General view of the Building Hallway.



Photo #A12: General view of the Mechanical Room on the Bowling Alley.



Photo #A13: General interior finishes in Golf Clubhouse Washroom.

Photo #A14: General view of the Bowling Alley roof.

5. STRUCTURAL

The foundation systems of the buildings were concealed. No drawings have been given with regards to the facilities, but the foundations are assumed to be CIP concrete spread and pad footings. The basement and foundation walls are CIP concrete. Observations show that the building has CIP Concrete Slabs on grade in the basement of the Golf Club and the main level of the Bowling Alley. The construction type of the load-bearing walls in the buildings is assumed to be wood framed. The suspended floor of the Golf Clubhouse was concealed but assumed to be wood framed.

The Golf Clubhouse deck is observed to be wood framed. One sunroom was built on the original deck which is attached to the Golf Clubhouse. It was reported by the management that the deck has a settlement issue. The roof of the Golf Clubhouse is composed of glulam wood beams, the roof decking is concealed but assumed to wood decking. The roof of the Bowling Alley is concealed but are assumed to be wood framed with wood decking.

The structural components of the Community Recreation Centre are in overall acceptable condition. However, based on the information provided by the management and observation at the time of site, the Golf Clubhouse deck is in poor condition. Capital expenditures with respect to repairs of the Golf Clubhouse deck. No immediate action items have been identified. A structural study for the Golf Clubhouse deck is recommended.

A detailed description of the Site and the building structural systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

S01.0 FOUNDATIONS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S01.1	Footings	<p>Golf Clubhouse: ~1980: Concealed, based on observations, it is assumed that CIP concrete pad and spread footings.</p> <p>Bowling Alley: ~1986: Concealed, based on observations, it is assumed that CIP concrete pad and spread footings are also present.</p>	4	-	No concerns observed or reported.
S01.2	Foundation Walls	<p>Golf Clubhouse: ~1980: Mostly concealed, based on observations, CIP Concrete foundation walls are provided for the building.</p> <p>Bowling Alley: ~1986: Concealed, based on observations, CIP Concrete foundation walls are provided for the building.</p>	4	-	No concerns observed or reported.

S02.0 FLOORS ON GRADE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S02.1	Slab on Grade	<p>Golf Clubhouse: ~1980/1986: Mostly concealed but assumed to be a CIP concrete slab-on-grade is provided for the Golf Clubhouse basement and main floor of Bowling Alley.</p>	4	-	No concerns observed or reported.

S03.0 SUSPENDED FLOOR AND STAIRS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S03.1	Main level	~1980: The main level of the Golf Clubhouse was concealed but assumed to be wood frame construction.	4	-	No concerns observed or reported.
S03.2	Crawlspace	Not present.	-	-	N/A
S03.3	Stairs	~1980/1986: The stairs of the building are wood frame construction. This would include components such as stringers, the landing, risers, and the treads.	4	-	No concerns observed or reported.

S04.0 ROOF STRUCTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S04.1	Framing	Golf Clubhouse: ~1980: The sloped roof is framed with glulam beams. Bowling Alley: ~1986: Concealed and was not able to be directly reviewed. The roof framing is assumed to be comprised of wood trusses.	4	-	No concerns observed or reported.
S04.2	Decking	~1980/1986: Mostly concealed through ceiling finishes, and unable to be reviewed. It is assumed to be wood roof decking extending throughout the facility.	4	-	No concerns observed or reported.

S05.0 INTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S05.1	Interior Walls	<p>Golf Clubhouse: ~1980: The interior walls are concealed but are assumed to be wood stud framed.</p> <p>Bowling Alley: ~1986: The interior walls are mostly concealed but are assumed to be wood stud framed.</p>	4	-	No concerns observed or reported.
S05.2	Interior Columns	~1980/1986: Steel columns are provided in the Clubhouse basement Gym area. The columns are concealed but assumed to be wood.	4	-	No concerns observed or reported.

S06.0 EXTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S06.1	Exterior Load-bearing Walls	~1980/1986: The exterior walls are concealed but are assumed to be wood stud framed.	4	-	No concerns observed or reported.
S06.2	Exterior Columns	~1980/1986: Wood columns support roof canopies. Cast-in Place concrete columns are providing the support for the Golf Clubhouse kitchen walk-in freezer.	4	-	No concerns observed or reported.

S99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S99.1	Specially Engineered Construction	Not present.	-	-	N/A
S99.2	Wood Deck	~2003: The Golf Clubhouse has a wood framed deck supported on wood beams, which are supported by circular steel posts.	2	C	It is reported by the management that the Golf Clubhouse deck has settlement issue. The foundation condition is unknown with no engineering record. It is possible the foundation is inadequate from capacity perspective or does not have adequate frost protection to prevent the building from undergoing frost upheave. The steel post to beam should always have minimum of 4 screw 3" long connection, or use a saddled connection instead of flat plate, to reduce risk of lateral buckling failure at column to beam support. We recommend study to expose the existing foundation system below the structural addition and steel posts. (See Note 5B).

NOTES:

5A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

5B) The EUL of the unit is expected to fall beyond the evaluation period; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

No immediate items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

S99.2) Deck repairs.

No other capital reserve items identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

RAI.2) Structure study for Golf Clubhouse deck.

No other additional investigation recommended at this time.



Photo #S1: Deck Support Structure.



Photo #S2: Golf Clubhouse Kitchen Freezer Support Structure.



Photo #S3: General overview of the Golf Clubhouse ceiling structure.



Photo #S4: General overview of the Golf Clubhouse wall structure.

6. MECHANICAL

Domestic water is supplied through the municipal mains for the building, and the sanitary waste drains to the municipal sewer mains. Storm water is drained from the building roofs by drainage ending through overland soil absorption. The domestic water distribution piping for the building is a mix of copper and ABS, observed in several distribution points. Wastewater piping in the building is a combination of cast iron and ABS. The building has washrooms with flush tank china water closets, flush valve china urinals and counter mounted enameled sinks. Stainless-steel sinks are provided in the kitchen and the bar areas and china drinking fountains are provided in the Bowling Alley and Gym.

The Golf Clubhouse was observed that heating is provided by three (3) gas fired furnaces, and one (1) wall-mounted electrical heater is provided at the main building entrance hallway. Exhaust is achieved by ceiling-mounted exhaust fans. One rotary fan is provided in the Golf Clubhouse lounge area for air circulation. It is reported that two (2) air condition condensing units are provided for the Golf Clubhouse. The Bowling Alley was observed to have heating is provided by four (4) gas fired furnaces, and one ceiling-mounted unit heater is provided in the Bowling Alley. Exhaust is achieved by ceiling-mounted exhaust fans. It is reported that two (2) air condition condensing are provided for the Bowling Alley.

ABC-Type fire extinguishers are provided throughout the building. A chemical suppression system provided in the Golf Clubhouse kitchen hood.

Overall, the mechanical components observed in each facility is of marginal conditions. There are no immediate action items that have been identified. Capital expenditures with regards to plumbing, heating, cooling, ventilation, fire protection, and humidifiers are anticipated within the evaluation period. No additional investigations are recommended at this time.

A detailed description of the Site and building mechanical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

M01.0 SITE SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M01.1	Domestic Water Supply	Domestic water is supplied by municipal mains, to the building.	4	-	No concerns observed or reported
M01.2	Sanitary Sewer	Sanitary waste is disposed to municipal mains.	4	-	No concerns observed or reported.
M01.3	Storm Sewer	Storm water is drained through to gutters and leaders and then drained overland with soil absorption.	4	-	No concerns observed or reported.
M01.4	Natural Gas	Gas is supplied into the building through underground copper pipes.	4	-	No concerns observed or reported.

M02.0 PLUMBING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M02.1	Water Distribution	~1980/1986: Observations show that for domestic water distribution is through ABS and copper piping.	4	-	Replacements and repairs have been done when needed as reported by the management. Additionally, it was reported that an inspection is needed for the water line inside the building, since three water meters are installed, it is assumed that domestic water is supplied to the building by dividing into three from the main supply, but it is not known where each branch supplies domestic water to the building. It is recommended conducting water supply study and this work can be completed at the cost below the threshold. (See Note 6A)
M02.2	Backflow Prevention	Not present.	-	-	N/A
M02.3	Sump Pump	~2011: It is reported that sump pumps are provide for the squash courts.	4	-	No concerns observed or reported.

M02.4	Grease Traps	~1980: It is reported that grease trap is provide in the Golf Clubhouse kitchen, but it is not in use.	4	B	The grease trap has passed its EUL and should be replaced. (See Note 6A)
M02.5	Domestic Hot Water Heater	<p>Golf Clubhouse & Gym ~2001: Domestic hot water is generated by one (1) gas-fired, domestic hot water heater. This heater is in the mechanical room.</p> <p>Make: A.O. SMITH Input: 328500 BTU/H Model: BTRC365 110 Serial #: E05M001785 Capacity: 65 Gal</p> <p>Bowling Alley: ~2023: Domestic hot water is generated by one (1) electric domestic hot water heater. This heater is in the mechanical room.</p> <p>Make: Giant 240 V, 1-phase, 60Hz, 3000W. Model: 152STE-3F7M Serial #: A 9955969 Capacity: 48.6 US Gal</p>	2/6	C	The hot water heater for the Golf Clubhouse has passed its EUL and need to replace. It was reported that carbon monoxide is not properly discharged due to the slope of the vent pipe, and it is not working efficiently due to the problem that the water pipe is not properly fitted. Therefore, we recommend replacing this in year 1 and properly installing the installation vent and water pipes. Hot water heater in the Bowling Alley will pass its EUL and should be replaced within the timeframe of this report. No other concerns observed or reported. (See Note 6B)
M02.6	Wastewater Piping	~1980/1986: Wastewater piping is a combination of ABS and Cast-Iron piping is assumed to be used for this system. It is reported by the management that all the wastewater pipes are original.	2/3	C	Water stains were noted on ABS pipe in the Golf Clubhouse lady's washroom. It is reported by the management that the wastewater pipes are not properly installed and there are ongoing leakage issues. It is recommended to replace wastewater piping in the Golf Clubhouse. Wastewater pipes in the Bowling Alley will reach their EUL within the timeframe of the report. (See Note 6B)
M02.7	Washrooms Fixtures	~2003/2007: The washrooms fixtures include vitreous China flush tank water closets, flush valve urinals.	3	C	No concerns observed or reported. The washroom fixtures have passed their EUL and should be replaced. (See Note 6C)

M02.8	Shower Stalls	~2007: There are two (2) shower stalls provided for the Gym. The one in the men's washroom is fiberglass shower stall and the one in the women's washroom is finished with ceramic tiles.	3	B	The replacement of the washroom fiberglass shower is expected within the timeframe of the report. It is reported by the management that women's shower stalls in the Gym have drainage issues due to the insufficient floor slope. The cost for reflooring will be included under item A09.6 Ceramic Tiles . No other concerns observed or reported. (See Note 6A)
M02.9	Sinks	<p>Golf Clubhouse/Bowling Alley: ~1980/1987/2003: One counter mounted stainless steel single basin sink and one three compartment sink is noted in the bar area, one stainless steel three compartment sink is provided for the kitchen. One stainless steel hand sink and one double basin stainless steel counter mounted sink is provided in the bowling alley service area. Counter mounted single basin vitreous china sinks are provided for the washrooms.</p> <p>Gym: ~2007: Counter mounted single basin china sinks are provided for the washrooms.</p>	4	C	No concerns observed or reported. (See Note 6B) The gym change room sinks will need to be replaced at a cost less than the Capital Threshold.
M02.10	Water Fountains	<p>Gym: ~2007: A china, ABS piped, water fountain can be found in the basement Gym area.</p> <p>Bowling Alley: ~1986: A china, ABS piped, water fountain can be found in the Bowling Alley.</p>	4	B	No concerns observed or recorded. The water fountains will reach their EUL within the timeframe of the report. (See Note 6A)
M02.11	Floor Drains	~2007: Metal cap floor drains are noted in the gym locker room and shower stalls.	4	-	N/A

M03.0 HEATING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M03.1	Furnaces	<p>Golf Clubhouse & Gym: ~2019: Five (5) gas-fired furnaces are provided in the Golf Clubhouse basement mechanical room.</p> <p>Make: KeepRite Model: END4X42L21A1 450 PSIG,3102KPa</p> <p>Bowling Alley: ~2003: Four (4) gas-fired furnaces are provided in the Bowling Alley mechanical room.</p> <p>Make: TRANE Model: XR90 450 PSIG,3102Kpa</p>	4	C	No concerns observed or reported. (See Note 6B)
M03.2	Electric Heater	~1986: One wall-mounted electric heater is provided at the building entrance.	4	C	No concerns observed or reported. The electric heater at the building entrance has passed their EUL and should be replaced. (See Note 6B)
M03.3	Baseboard Heater	~2003: Electric baseboard heaters are provided in the Golf Clubhouse sunroom.	4	B	The replacement of the sunroom electric heater will happen within the timeframe of this report. (See Note 6A)
M03.4	Unit Heaters	<p>Bowling Alley: ~1986: There is a ceiling-mounted gas-fired unit heater in the Bowling Alley Make: REZNOR Model: N/A Cooling Capacity: N/A</p>	4	C	No other concerns reported or observed. (See Note 6B)

M04.0 COOLING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M04.1	Chillers	Not present.	-	-	N/A
M04.2	Condenser	Not present.	-	-	N/A
M04.3	Air Conditioning Units	<p>~1988: One ground-mounted air conditioning condensing unit is provided for the Golf Clubhouse under the deck. Make: Nordyne Model: ASCB042BBDB</p> <p>~2020: Two pad-mounted air conditioning condensing units manufactured by Keeprite are provided on the north elevation of the Bowling Alley building. And one pad-mounted air conditioning condensing unit manufactured by Philco is provided on the south elevation of the Bowling Alley.</p>	3/4	C	Air conditioning unit under the Golf Clubhouse deck is original and has exceeded its EUL and should be replaced. Replacement of the other three air conditioning condensing units are expected within the timeframe of this report. No other concerns reported or observed. (See Note 4B)
M04.4	Roof-top Units	Not present.	-	-	N/A
M04.5	Air Handling Unit	Not present.	-	-	N/A

M05.0 VENTILATION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M05.1	Ventilation	~1980/1986: Ventilation is provided achieved via metal ductwork, open doors, louvers, and windows.	4	B	It is reported that the ventilation ducts got cleaned 2 years ago. One damaged vent was noted on the Gym ceiling. No other concerns were observed or reported. (See Note 4A)

M05.2	Exhaust Fans	-1980/1986: Roof mounted exhaust fans are provided in the Bowling Alley and the Golf Clubhouse sections serving the kitchen, washrooms, and general areas.	4	C	No concerns were observed or reported. The exhaust fans have passed their EUL and should be replaced. (See Note 4B)
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M06.0 FIRE PROTECTION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M06.1	Fire Extinguishers	-Varies: Dry-type ABC fire extinguishers are provided throughout the building.	4	B	No concerns were observed or reported. Inspections were observed to be up to date. Continue to inspect regularly and replace as required. (See Note 6A)
M06.2	Chemical Suppression System	-1980: A chemical suppression system is provided in the Golf Clubhouse kitchen hood.	4	C	No concerns were observed or reported. Continue to inspect regularly and replace as required. (See Note 6B)

M07.0 CONTROLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M07.1	Electric and Electronic Controls	-Various: Manual and digital thermostats were observed to control internal temperature in the buildings.	4	B	No concerns observed or reported. Continuous maintenance and localized replacement are recommended. This work can be completed at a cost below the threshold of this evaluation. (See Note 6A).

M99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
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M99.1	Humidifiers	~1987: A general brand humidifier unit is provided for each of the furnaces.	4	C	No concerns were observed or reported. The units have passed their EUL and should be replaced. (See Note 4B)
M99.2	Ceiling Fan	~1980: One ceiling-mounted fan is provided in the Golf Clubhouse.	4	B	No concerns were observed or reported. The fan has passed their EUL and should be replaced. (See Note 4A)
M99.3	De-humidifiers	Not present.	-	-	N/A

NOTES:

6A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

6B) The EUL of the unit is expected to fall beyond the evaluation period; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

No immediate action items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

M02.5) Replace domestic water heaters.

M02.6) Replace wastewater piping.

M02.7) Replace wastewater fixtures.

M02.9) Replace sinks.

M03.1) Replace furnaces.

M03.2) Replace electric heater.

M03.4) Replace unit heater.

M04.5) Replace air conditioning units.

M05.2) Replace exhaust fans.

M06.2) Replace chemical suppression system.

M99.1) Replace humidifiers.

No other capital reserve items identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional recommendations are recommended at this time.



Photo #M1: Typical fixture in the washrooms.



Photo #M2: Sink in the Bowling Alley.



Photo #M3: Overhead heater in the Bowling Alley.



Photo #M4: Gas-fired furnaces in the bowling Alley.



Photo #M5: Air conditioner condensing units for the Bowling Alley.



Photo #M6: Ceiling mounted ventilation fan.



Photo #M7: Dry-type ABC fire extinguisher.



Photo #M8: Chemical suppression system in the Golf Clubhouse kitchen.

7. ELECTRICAL

Electrical services are fed to the facility via pad-mounted utility owned transformer. Power is supplied to the building through a 225 Amps 3-Phase, 4-Wire, Federal Pioneer main distribution panel. The panel is located in the Golf Clubhouse basement main electrical room. This panel then feeds to the sub-panels in the Bowling Alley electrical room. The sub-panel is a 225 AMP, 3-Phase, 4-Wire, Federal Pioneer distribution panel.

Interior lighting throughout the three buildings is typically CFL, and T-8 fixtures, controlled by interior wall switches. The exterior lighting is primarily, LED, and HID fixtures controlled by photocell lighting controls.

The building is equipped with battery packs emergency lighting and exit signs throughout. There are fire detection devices present on-site.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Overall, the electrical components observed in the building is in acceptable conditions. Immediate action items with respect to non GFCI receptacles are anticipated at this time. Capital expenditures with regards to distribution equipment, lighting, fire alarm, and surveillance systems are anticipated.

A detailed description of Site and building electrical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

E01.0 INCOMING SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E01.1	Exterior Transformers	~2016: Power to the building is fed from a utility owned pad-mounted transformer.	4	-	No concerns observed or reported.
E01.2	Conductors	~Various: Buried conductors from the exterior transformer and into the interior electrical distribution panels provide power for the building.	4	-	No concerns observed or reported.

E02.0 DISTRIBUTION EQUIPMENT

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E02.1	Primary Distribution (Switchgear, CDPs, splitters, disconnects)	~1980: Power is supplied through a 225 Amps 3-Phase, 4-Wire, Federal Pioneer 42 circuit main distribution panel in the Golf Clubhouse basement main electrical room.	4	C	It was reported that primary distribution panels are original. Although no concerns were reported, the original interior transformers have surpassed their EUL. No other concerns observed or reported. (See Note 7B)
E02.2	Secondary Distribution (disconnects, splitters & sub-panels)	~1980/1986: Electrical sub panels are in the Golf Clubhouse and the Bowling Alley's electrical rooms. The panels are rated at 225A, 240V, 3-phase, 4-wire.	4	C	It was reported that sub distribution panels are original. Although no concerns were reported, the original interior transformers have surpassed their EUL. (See Note 7B)
E02.3	Branch Wiring	Electrical branch circuit wiring is assumed to be copper throughout the building.	4	-	No concerns observed or reported.
E02.4	Receptacles	~Various: Electrical receptacles are provided throughout the building.	1/4	A	The Canadian Electrical Code (Part 1) requires that receptacles located within 1.5 m of sink, bathtub, or shower shall be protected by a ground fault circuit interrupter (GFCI) of the Class A type (subrule 26-700). The receptacles near the sink in the bar area of the Golf Clubhouse and Bowling Alley should be replaced with GFCI

					protection. No other concerns observed or reported. Replacements can be completed as needed. (Imm.1).
E02.5	Motor Starters	Not present.	-	-	N/A

E03.0 LIGHTING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E03.1	Interior Lighting	Interior lighting throughout the facility has been observed as fluorescent T-8 and CFL pot surface mounted fixture.	4	C	No concerns observed or reported. (See Note 7B).
E03.2	Lighting Controls	-Various: Interior lighting is controlled by wall-mounted switches and exterior lighting is reportedly controlled by photocells.	4	B	No concerns observed or reported. (See Note 7A).
E03.3	Emergency Lighting	-Various: Battery packs with integral lighting LED heads are provided through the building.	4	C	No concerns observed or reported. (See Note 7B)
E03.4	Exit Lighting	-2018: LED exit signs are provided in the building.	4	C	It is reported that the exit lighting has been replaced 5 years ago. No concerns observed or reported. Replacement of the exit lighting fixtures are expected within the timeframe of this report. (See Note 7B)
E03.5	Exterior Lighting	-Various: Exterior lighting is provided by wall-mounted light fixtures, having noted LED and HID type lamps, with photocell controls.	4	B	It is reported that the exterior lighting has been maintained and replaced on an as needed basis. No other concerns observed or reported. (See Note 7A)
E03.6	Site Lighting	Not present.	-	-	N/A

E04.0 GROUNDING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E04.1	Grounding	Concealed, but assumed to be present on major electrical equipment and conduit systems.	4	-	No concerns observed or reported.

E05.0 FIRE ALARM

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E05.1	Fire Alarm Panel	~2000: Fire alarm panel is provided in the building, and it is reported managed by a third party specify.	4	C	No concerns observed or reported. (See Note 7B).
E05.2	Fire Alarm Devices	~Various: Fire detection and alarm devices include the following: smoke and heat detectors, , pull stations, bells.	4	B	No concerns observed or reported. Continuous maintenance and localized replacement are recommended as needed. (See Note 7A).
E05.3	Gas Monitoring System	Not present.	-	-	N/A

E06.0 COMMUNICATIONS, DATA & SECURITY

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E06.1	Telephone	Telephone service is provided.	4	-	No concerns observed or reported. Continuous maintenance and localized replacement are recommended as needed. (See Note 7A).
E06.2	Internet Systems	Internet service is provided. .	4	-	No concerns observed or reported. Continuous maintenance and localized replacement are recommended as needed. (See Note 7A).

E06.3	Surveillance Systems	Several wall mounted surveillance cameras are present, they are reported not in use.	3	C	Replacement of system is recommended. No other concerns observed or reported. (See Note 7B).
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E99.0 OTHERS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E99.1	Emergency Generators	Not present.	-	-	N/A
E99.2	Breaker and Disconnect Switch Testing	Exercising of disconnect switches and circuit breakers by performing several open-and-close operations	3	B	To be performed annually. (See Note 7A).

NOTES:

7A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

7B) The EUL of the unit is expected to fall beyond the evaluation period; as such, no costing has been included in the Capital Reserve Table.

IMMEDIATE ITEMS IDENTIFIED:

Imm. 1) Non GFCI receptacles.

No other immediate action items identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

E02. 1) Replace primary distribution.

E02. 2) Replace secondary distribution.

E03. 1) Replace interior lighting.

E03. 3) Replace emergency lighting.

E03. 4) Replace exit lighting.

E05. 1) Replace fire alarm panel.

E06. 3) Replace surveillance systems.

No other capital reserve items identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.



Photo #E1: The exterior transformer.



Photo #E2: Typical exterior lighting.



Photo #E3: Central Distribution Panel in the Bowling Alley.



Photo #E4: Typical interior lighting.



Photo #E5: Typical emergency exit lighting.



Photo #E6: Typical emergency battery pack.



Photo #E7: Typical Pull Station.



Photo #E8: Typical Interior Lighting Switch.



Photo #E9: Typical smoke detector.



Photo #E10: Non GFCI receptacle by the break room sink.

8. HAZARDOUS MATERIALS REPORTS

The following assessments are based on the year of the construction of the building, as well as our own investigations & site visits prior. Previous hazardous materials reports were not made available for review, at the time of writing.

Based on the year of the construction of the building outlined in this report (~1980/1986), hazardous building construction materials such as ACMs (asbestos containing materials), and/or PCBs (polychlorinated biphenyls) may be present in the building.

Report Signature Page

STEPHENSON ENGINEERING LTD.



Sarah Sun, B, Eng.
Building Conditions Assessor
Report Author



Lawrence McSorley, Architect, AAA, MRAIC
Principal - Building Science
Senior Reviewer

APPENDIX A

Mandate & Report Resources

MANDATE AND REPORT RESOURCES

Authorization

Written Notice of Award of *Proposal* was provided on January 25th, 2023. A FLA of the Site identified in the Introduction section of the report was subsequently conducted. The Site is currently owned and managed by Town of Pincher Creek (TPC).

Purpose

The primary objective of the FLA was to visually examine and evaluate the present condition of the property elements, buildings, and related structures. The FLA process is being undertaken to assist TPC in capital planning and evaluating the potential financial liabilities associated with the condition of the site elements, building and related structures on the sites. Stephenson Engineering understands that TPC will rely on the contents of this report for capital planning.

Scope

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) “Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15”, as locally applicable. The Stephenson Engineering Assessors (identified on the first page of the report) conducted the sites reconnaissance on the date shown. The Site reconnaissance was limited to a walk around the sites, a walk-through of the buildings and interview with personnel listed in the Introduction section of the report (referred to as the “Site Representative” in this report). Copies of selected photographs documenting conditions at the time of the visit are provided throughout the report.

The purpose of the report is to communicate identified physical deficiencies, future capital projects, and the associated opinions of estimated costs where the cost is greater than the Capital Threshold and expected to occur within the time frame used for the report. In accordance with this agreed mandate, assumptions were required to delineate between capital items and routine maintenance. Please refer to the “Operating and Maintenance Item” list below. Also, please refer to the attached “Discussions of Overall Concepts and Terminology” for additional explanation of assumptions used.

The review of the structural elements was limited to a visual review of the accessible, exposed portions of the buildings and related structures during our visit to the building. The roofs, walls, floors, and ceilings were visually reviewed to collect information in this regard.

The review of the mechanical, electrical and fire safety systems was performed by non-specialists in conjunction with discussions with the Site Representative. A detailed assessment by a mechanical or electrical professional consultant should be conducted if further information regarding the condition, durability and/or expected future capital expenditures related to these systems is required.

Compliance with national and provincial building codes and/or fire codes is not part of the scope of this assessment.

The estimated costs outlined in this report are based on the conditions encountered and observations made during the reconnaissance. Estimates of quantities and areas are based on information supplied, field observations and/or interviews. Item repair/replacement costs are approximate only. Restoration costs are sensitive to local and overall economic factors and therefore, specific quotations from qualified contractors should be obtained when a specific deficiency is addressed, or a capital project is to be implemented.

Operating and Maintenance Items

Stephenson Engineering assumes the following items will be maintained under normal operating budgets and are therefore not included in the Capital Reserve Table.

SITE

- Buried services
- Landscaping

STRUCTURE

- Foundations and footings

ROOF

- Periodic maintenance

WALLS AND WINDOWS

- Local periodic repairs and needle glazing
- Weather-stripping

INTERIORS

- Various common furnishings, specialty equipment
- Small residential appliances

MECHANICAL

- Motors, ductwork and in-duct equipment
- Oil supply systems
- HVAC distribution piping
- Air inlets and outlets

ELECTRICAL

- Buried conductors

DISCUSSIONS OF OVERALL CONCEPTS AND TERMINOLOGY

Evaluation Period

The period of evaluation used for this report is 20 years. Capital repairs and replacement that are reasonably expected to be required within this evaluation period and that cost in excess of the Capital Threshold are included in the Capital Reserve Table.

Effective Age

The estimated age of a building component that considers actual age as affected by maintenance history, location, weather conditions, and other factors. Effective age may be more or less than actual age.

Expected Useful Life (EUL)

The average amount of time in years that an item, component or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced.

Site Representative (POC)

Client, client's agent, or client-identified person or persons knowledgeable about the physical characteristics, maintenance, and repair of the subject property.

Remaining Useful Life (RUL)

A subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, etc.

Capital Threshold

The Capital Threshold used for this report is (\$3,000). This threshold is used to determine whether a capital repair item is to be included in the Capital Reserve Table. Capital repairs identified and estimated to cost less than the threshold, or that will likely to be performed in phases, as a part of routine maintenance as required, at a cost less than the threshold are not included in the Capital Reserve Table.

Costs

Costs presented in this study for future capital repairs and replacement projects are our Opinions of Probable Budgets and are intended to include the work as per the description, taxes, permit fees, contingency and where appropriate, Engineering fees for design,

specifications, tendering, project management and construction monitoring. We have generally assumed replacement will occur on a like-for-like basis except where obsolescence or technological advancements logically dictates an upgrade. More accurate costing in the future will require a condition assessment, choice and development of an appropriate repair option, designing and tendering the work to qualified contractors.

Recommended Work

Work that is required due to end of EUL, current condition, code or immediate health risks to keep the facility operating over the evaluation period of this report. This work is beyond normal or routine maintenance work or for maintenance procedures that are currently not in force but are strongly recommended to maintain the system under consideration.

Immediate Items

Immediate repairs include deficiencies that require action in the next 60 to 90 days as a result of (i) existing or potentially unsafe conditions, (ii) negative conditions significantly impacting marketability or habitability, (iii) material building code violations, (iv) poor or deteriorated condition of a critical element or system, or (v) a condition that if left “as is” with extensive delay in addressing same, would result in or contribute to critical element or system failure within 12 months or a significant escalation in the repair cost.

Short Term Work (1 to 5 years)

Short term work includes work items that may not warrant immediate attention but require repairs or replacement that should be undertaken on a priority basis in addition to routine preventive maintenance.

Mid Term Work (6 to 10 years)

Mid term work includes work items that require repair or replacement but do not have significant deficiencies or have not reached their EUL.

Long Term Work (more than 10 years)

Long term work includes work items that require repair or replacement beyond the evaluation period of this report or those which under our opinion, with periodic scheduled maintenance, replacement can be deferred beyond the evaluation period.

Capital Reserve Analysis

The Capital Reserve Table includes a section that provides the average annual capital costs per square foot. Replacement Reserves include (i) deficiencies that may not warrant immediate attention but require repair or replacement that should be undertaken on a priority basis over routine preventive maintenance work and (ii) components or systems that have realized or exceeded their Expected Useful Life (EUL) during the evaluation period

(realization of EUL alone does not constitute an immediate repair). Replacement reserve costs are included in Appendix C.

Opinions of probable costs are provided for material physical deficiencies and not for repairs or improvements that could be classified as:

- Cosmetic or decorative;
- Part or parcel of a building renovation program or tenant improvement/finishes;
- Enhancements to reposition the asset in the marketplace;
- For warranty transfer purposes;
- Routine or normal preventative maintenance;
- Less than the capital threshold for this report; and
- Are expected to occur beyond the time frame of this report

Cost Inflation Rate

We have presented the costs in current year (2023) values. We have used 3% in the capital reserve table attached. Further sensitivity analysis using other inflation assumptions should be tested when projecting future cash-flows.

Life Expectancies

Our estimates of the life expectancy of common element components, systems and sub-systems are based on our opinion of the observed condition during our Site visit, experience with similar material at other buildings, published industry standards, articles and recommendations made by material suppliers and manufacturers. For some materials or systems, the history of use is not sufficient to predict life expectancy accurately. Monitoring and adjustments to the assumptions are required.

The year in which the capital work is required is estimated on the basis of the current observed conditions, or the construction methods and materials used. This may be shorter or longer than the remaining time in the standard estimated life cycle based on the current age of the item. Our estimates of life cycles reflect our understanding of the standards that the prudent long-term owners would maintain. Deferring and phasing of work is often possible keeping in mind that doing so could reduce building standards, increase disruption to residents increase costs and risks.

APPENDIX B

Limitations and Use of the Report

LIMITATIONS

This report is intended to provide an assessment of the property conditions at the subject property, at the time of the site visit. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of the third parties. Should additional parties require reliance on this report, Stephenson Engineering may be contacted to extend reliance to such parties. Stephenson Engineering disclaims responsibility of consequential financial effects on transactions or property values, or requirements for follow-up actions and costs, which result from reporting the information contained herein.

The conclusions as presented represent the judgement of Stephenson Engineering based on the visual observations of the accessible, exposed building elements, supplemented by information and data obtained by Stephenson Engineering and discussions with the Site Representative and other representatives of the owner identified. Except as otherwise may be requested, Stephenson Engineering disclaims any obligation to update this report for events taking place, or with respect to information that becomes available to Stephenson Engineering after the time during which Stephenson Engineering conducted the FLA. No physical testing or intrusive investigations were conducted, and no samples of building materials were collected to substantiate the observations made.

In evaluating the Site, Stephenson Engineering has relied in good faith on information provided by other individuals noted in this report. Stephenson Engineering in certain instances has been required to assume that the information provided is factual and accurate. In addition, the findings in this report are based, to a large degree, upon information provided by the Site Representative. Stephenson Engineering accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this report as a result of omissions, misinterpretations or fraudulent acts of persons interviewed or contacted.

Actual costs may vary from the opinions of probable cost outlined by Stephenson Engineering. Factors affecting actual cost may include, but are not limited to, type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc.

Stephenson Engineering makes no other representations whatsoever, including those concerning the legal significance of its findings, or as to other legal matters touched on in this report, including, but not limited to, ownership of any property, or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretation. These interpretations may change over time, thus any parties making use of this report should review these issues with appropriate legal counsel.

Should additional information become available with respect to the building elements or systems, Stephenson Engineering requests that this information be brought to our attention so that we may re-assess the conclusions presented herein.

APPENDIX C

Capital Reserve Table



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Old RCMP Building Demolition Discussion	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 6/7/2023

PURPOSE:

To provide Council with information on the Old RCMP Building Demolition project.

RECOMMENDATION:

That Council for the Town of Pincher Creek discuss rescinding resolution 23-056 to proceed with the demolition of the Old RCMP Building located at 659 Main Street, in order that prospective developers may view the property to determine if the building can be renovated instead of demolished; and

That Council for the Town of Pincher Creek direct Administration to continue researching costs and drafting procurement documents for the Old RCMP Demolition project and bring the project back to Council prior to any procurement for demolition services, if it is determined these services are needed in the future.

BACKGROUND/HISTORY:

As part of the 2023 Budget, Council approved \$200,000 for demolition of the Old RCMP Building. Administration sought additional clarification from Council in February 2023, at which time the following resolution was passed:

"That Council for the Town of Pincher Creek direct administration to proceed with demolition of the Old RCMP Building located at 659 Main Street."

Administration has been working closely with Stantec Consulting to prepare for procurement of demolition services, and to determine if the existing budget is sufficient in today's market, which has seen significant inflation costs. This process is on-going at this time.

However, Administration has received two emails (attached) from prospective developers interested in submitting a proposal for the property, one of which specifically requested that the building demolition project be halted.

Consideration should be given that the Old RCMP Building is located on two parcels of land, however, there is potential development opportunity on a total of 4 parcels of land (see attached map). Council should consider whether they desire to sell the

building (for potential renovation), or seek to sell 4 parcels of vacant land for more development options/opportunities.

Administration is seeking Council direction on the Old RCMP Building Demolition, as the current resolution indicates the demolition project is moving forward.

ALTERNATIVES:

That Council for the Town of Pincher Creek receive the information regarding the Old RCMP Building Demolition project as presented.

That Council for the Town of Pincher Creek agree to offer the Old RCMP Building (659 Main Street) for sale and advertise accordingly.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

There are no line-items in the 2023 operating budget for on-going operation of the building. The building currently incurs monthly electrical and gas bills. Administration is attempting to keep the building in working order with minimal maintenance costs, however, some costs are unavoidable such as furnace repairs.

PUBLIC RELATIONS IMPLICATIONS:

Since receiving Council direction to proceed with demolition, Administration has declined to provide tours of the building and has taken it off the Town's list of properties for sale. Selecting individual developers to tour the building may create a sense of favoritism in the community if the opportunity is not presented publicly.

ATTACHMENTS:

- Prospective Developer 1_Redacted - 3170
- Prospective Developer 2_Redacted - 3170
- Town Owned Lots for Potential Development - 3170

CONCLUSION/SUMMARY:

Administration is continuing with the demolition of the Old RCMP Building Project unless Council advises otherwise.

Signatures:

Department Head:



CAO:



Town Owned Lots for Potential Development



Alexa Levair

From: Cao
Sent: May 16, 2023 2:45 PM
To: Finance; Alexa Levair; Legislative
Subject: FW: Old RCMP Building

Hi everyone,

Please see the email below, which I have accepted with thanks.

Alexa would you please put together an RFD for Council to include the email from [REDACTED] and the one I sent earlier from [REDACTED]

Thanks,
Angie



Angie Lucas MEdes., RPP, MCIP
CAO

email: cao@pinchercreek.ca

phone: (403) 627-3156

Town of Pincher Creek, 962 St. John Ave (Box 159) Pincher Creek, AB T0K1W0

www.pinchercreek.ca

From: [REDACTED]
Sent: Monday, May 15, 2023 5:07 PM
To: Reception <reception@pinchercreek.ca>
Cc: [REDACTED]
Subject: Old RCMP Building

Hello Angie/Council

[REDACTED] has looked at the old RCMP Building with Garry Cleland and we would be very interested in giving a proposal to the town for a remodel of that building to include multi family living units. If the Council will consider pulling it from the (to be demolished) state, we will invest our time and moneys to come up with what we feel would be a very viable option to get low income housing availability into the town of Pincher Creek.

Thanks

[REDACTED]

[REDACTED]

Alexa Levair

From: Cao
Sent: May 16, 2023 2:31 PM
To: Finance; Alexa Levair; Legislative
Subject: FW: Interest to redevelop building on 659 Main Street

FYI.....

Angie Lucas MEDes., RPP, MCIP
CAO
email: cao@pinchercreek.ca
phone: (403) 627-3156
Town of Pincher Creek, 962 St. John Ave (Box 159) Pincher Creek, AB T0K1W0

www.pinchercreek.ca

-----Original Message-----

From: Cao
Sent: Tuesday, May 16, 2023 2:31 PM
To: [REDACTED]
Subject: RE: Interest to redevelop building on 659 Main Street

Hi [REDACTED]

Thank you for your email, we look forward to seeing your proposal.

Regards,
Angie

Angie Lucas MEDes., RPP, MCIP
CAO
email: cao@pinchercreek.ca
phone: (403) 627-3156
Town of Pincher Creek, 962 St. John Ave (Box 159) Pincher Creek, AB T0K1W0

www.pinchercreek.ca

-----Original Message-----

From: [REDACTED]
Sent: Monday, May 15, 2023 8:00 PM
To: Cao <cao@pinchercreek.ca>
Subject: Interest to redevelop building on 659 Main Street

Hi Angie

I am Interested in submitting a proposal to build residential suites located at the old rcmp building and the lots located on 659 Main Street Pincher Creek Alberta. We were told by Gerry Cleland to inform you about our interest in developing it and having a proposal sent out in the next couple weeks.

Thank you





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Town Snow Management Discussion	
PRESENTED BY: Alexa Levair, Director of Operations	DATE OF MEETING: 6/7/2023

PURPOSE:

To have a discussion with Council of the overarching principles to inform snow management policies moving forward in Pincher Creek.

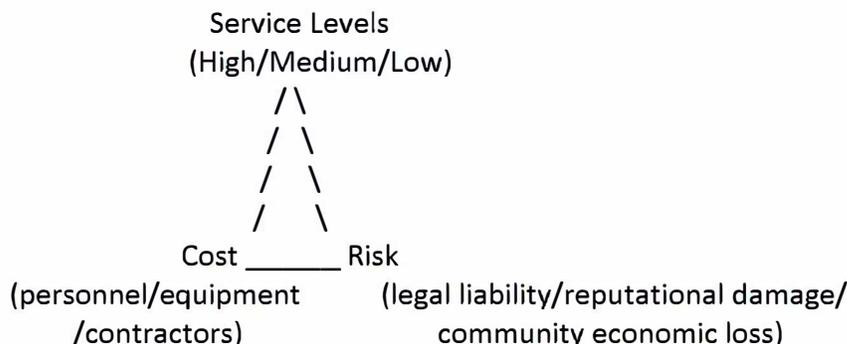
RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to draft a Public Engagement Strategy for the purpose of soliciting community feedback on Snow Management to be brought to the June Committee of the Whole for discussion.

BACKGROUND/HISTORY:

There is no right or wrong answer with policy direction from Council, especially regarding snow removal. Policies can range from not doing any snow removal (very cost effective, but likely to upset residents) to immediately removing and hauling away any/all snow that falls on roads, sidewalks, and pathways (very expensive, also likely to upset residents). Ultimately, the solution lies somewhere in the middle and every community must determine where along the spectrum they fall to find an acceptable balance for their residents when weighing costs against service levels.

In order to assist administration in drafting a policy that attempts to embody the values of residents (as funneled through Council), we would like to have an open discussion/brainstorming with Council of what some of the values of the community may be. It is also strongly recommended that the community is engaged for their feedback and values before drafting a policy on snow management. This will allow for Council to make informed decisions hearing from the entire community.



The above triangle represents all decisions made by administration and council. Any choice made towards one of the points will impact the other 2 points. For example, by increasing a service level, you increase costs but reduce risk.

Some initial questions for Council to discuss are:

- Should there be a higher emphasis on pedestrian or vehicle traffic?
- Is there a difference in approach between residential and business areas?
- Is there a target for cost increase/decrease?

Some values to consider and discuss are:

- Economic Development
- Safety
 - For staff?
 - For general public?
 - For emergency services?
 - For those with mobility issues?
- Cost Savings
- Accessibility
 - For seniors?
 - For businesses?
 - For tourists?
 - For recreational activities?
 - For schools?
- Limitation of liability

By not including a specific value, it does not mean that it is unimportant, but rather that it does not form one of the tenets of the policy approach.

Samples of policy statements from other municipalities which emphasize their overarching values:

- ...aims to maintain transportation networks in a SAFE, FISCALLY RESPONSIBLE, and EFFECTIVE manner.
- ... to prevent or REDUCE ACCIDENTS and injury, facilitate the handling of emergencies by the FIRST RESPONDERS and police services and MINIMIZE ECONOMIC LOSS to the community.
- ...to REDUCE snow and ice HAZARDS to provide REASONABLE ROAD SAFETY and mobility under normal winter weather conditions.
- ...will manage snow and ice on municipal roadways and on sidewalks adjacent to municipal property to prevent or REDUCE ACCIDENTS and injuries, ensure safe access for EMERGENCY VEHICLES, MINIMIZE ECONOMIC LOSS to the community, and mitigate harm to the ENVIRONMENT.

- ... To ensure municipal streets and sidewalks are maintained in a REASONABLY SAFE condition during periods of snowfall and icy conditions balanced against BUDGETARY LIMITATIONS, available personnel and equipment.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to incorporate the values of _____, _____, and _____ when drafting the revised policies regarding Snow Management.

That Council for the Town of Pincher Creek table the Snow Management Discussion to be brought forward at the June Committee of the Whole for further discussion.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Implications will be dependent on Council's values, and will be brought forward with the drafted policy.

FINANCIAL IMPLICATIONS:

None at this time. Financial impacts will be brought forward with the drafted policy options.

PUBLIC RELATIONS IMPLICATIONS:

Of all of Council's policies, snow management is one of the highest categories of receiving resident comments, complaints, and feedback. It is recommended the Town conduct community engagement before making policy decisions on snow management.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports Council's thorough discussion of snow management values.

Signatures:

Department Head:



CAO:

