



TOWN OF PINCHER CREEK

REGULAR COUNCIL

MEETING AGENDA

April 28, 2025 at 06:00 PM

Council Chambers, 962 St. John Ave

1. CALL TO ORDER

2. PUBLIC HEARINGS

3. AGENDA APPROVAL

4. SCHEDULED DELEGATIONS

4.1 NorthBack Information Update

- Daina Lazzarotto

4.2 Royal Canadian Legion Pincher Creek Branch #43

5. CONSENT AGENDA

5.1 Minutes of the Regular Meeting of Council held on April 14, 2024.

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6. BUSINESS ARISING FROM THE MINUTES

6.1 Multi-Purpose Facility – Expression of Interest

Page 9

7. BYLAWS

7.1 Municipal Development and Subdivision Authority Bylaw 1543-25

Page 27

8. NEW BUSINESS

9. REPORTS

9.1 Council

9.2 CAO

9.3 Administration

Page 37

10. ADMINISTRATION

- | | | |
|--------|---|---------|
| 10.1 | <u>Distribution List</u> | Page 45 |
| 10.1.1 | Beaver Feaver
- Grassroots & Folk Music Festival | Page 46 |
| 10.1.2 | Community Foundation Celebration | Page 55 |
| 10.1.3 | Volunteer Appreciation Invitation | Page 56 |
| 10.1.4 | Community Grant Opportunities | Page 58 |

11. NOTICE OF MOTION

12. CLOSED MEETING

- In accordance with section 16 and 17 of the Freedom of Information and Protection of Privacy Act.

- | | |
|------|--|
| 12.1 | <u>Offer to Purchase Roll # 590400</u> |
| 12.2 | <u>Land Development Matter</u> |

13. ADJOURNMENT



**TOWN OF PINCHER CREEK
REGULAR COUNCIL MEETING
MINUTES**

**April 14, 2025 at 06:00 PM
Council Chambers, 962 St. John Ave**

ATTENDANCE

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

With Regrets:

Staff:

K. Dunbar, Chief Administrative Officer
C. Hunsperger, Executive Assistant
W. Catonio, Director of Corporate Services
A. Hlady, Director of Culture and Recreation
K. Ross, Director of Operations
L. Goss, Manager of Legislative Services
B. Millis, Manager of Human Resources and Health and Safety
K. Kozak, Development Officer
A. Grose, Recreation Manager
B. Furgeson, Manager of Finance

1. CALL TO ORDER

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

2. PUBLIC HEARINGS

3. AGENDA APPROVAL**25-118****Moved By** CLELAND

That Council for the Town of Pincher Creek agree to add items 4.1 Staff Introduction and 12.5 HR Update to the April 14, 2024 Regular Meeting Agenda.

CARRIED**25-119****Moved By** CLELAND

That Council for the Town of Pincher Creek accept the April 14, 2024 Regular Council Meeting Agenda as amended.

CARRIED**4. SCHEDULED DELEGATIONS**

- 4.1 Staff Introduction
- 4.2 Dick Burnham
- 4.3 Community Fitness Pincher Creek (CFPC) Society
- 4.4 Impact of Open Pit Mining

5. CONSENT AGENDA**25-120****Moved By** GREEN

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

CARRIED

- 5.1 Minutes of the Regular Meeting of Council held on March 24, 2025
- 5.2 Minutes of the Special Council Meeting held on April 1, 2025
- 5.3 Minutes of the Committee of the Whole Meeting held on April 2, 2025.
- 5.4 Minutes of the Special Council Meeting held on March 7, 2024

6. BUSINESS ARISING FROM THE MINUTES

- 6.1 2024 Audited Consolidated Financial Statements

25-121**Moved By GREEN**

That Council for the Town of Pincher Creek approve the 2024 Audited Consolidated Financial Statements and Auditor's Report and that the Financial Information Return for the year ended December 31, 2024 be forwarded to Alberta Municipal Affairs; and that the Corporate Tax Return for the year ending December 31, 2024 be forwarded to Canada Revenue Agency; and that the Financial Statements be made available to the public through advertisement.

CARRIED**7. BYLAWS****7.1 2025 Property Tax Bylaw #1620-25****25-122****Moved By WRIGHT**

That Council for the Town of Pincher Creek agree to give the 2025 Property Tax Bylaw #1620-25, second reading.

Opposed (1):

BARBER

CARRIED (6 to 1)**25-123****Moved By OLIVER**

That Council for the Town of Pincher Creek agree to give the 2025 Property Tax Bylaw #1620-25, third and final reading.

Opposed (1):

BARBER

CARRIED (6 to 1)**8. NEW BUSINESS****8.1 Development Permit 25-D0025 – Pincher Creek & District Historical Society****25-124****Moved By CLELAND**

That Council for the Town of Pincher Creek authorize and direct administration to proceed and submit the Application for a Development Permit for the construction of two Accessory Buildings on 1069 James Avenue, Plan 6051JK, Block B, to the Municipal Development and Subdivision Authority (MDSA) for consideration in accordance with Land Use Bylaw 1547.

CARRIED**25-125****Moved By** CLELAND

That Council for the Town of Pincher Creek agree to waive the application fee for Development Permit 25-D0025.

CARRIED8.2 Project Engineer**25-126****Moved By** GREEN

That Council for the Town of Pincher Creek approve the addition of a Project Engineer position to be funded from a combination of already approved operating expenses, capital expenditures, grants and reserves.

CARRIED8.3 Arena Structural Assessment Funding**25-127****Moved By** WRIGHT

That Council for the Town of Pincher Creek agree to fund up to \$25,000 to complete a structural assessment for the MCC Arena to be funded from the Arena Building Reserve #71-03-00-4761.

CARRIED**9. REPORTS**9.1 Council**25-128****Moved By** CLELAND

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

CARRIED9.2 CAO**25-129****Moved By** WRIGHT

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

CARRIED

9.3 Others**10. DISTRIBUTION LIST****25-130****Moved By** CLELAND

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

CARRIED10.1 Letter from Minister Ric Mclver10.2 Alberta Disability Services Professional Appreciation Week10.3 South Canadian Rockies Tourism Association10.4 Lean On Me Network Association10.5 National Nurses Week10.6 CO-ED Volleyball Tournament*Mayor Anderberg called a recess at 7:33pm**Mayor Anderberg called the meeting back to order at 7:40pm***11. NOTICE OF MOTION****12. CLOSED MEETING****25-131****Moved By** OLIVER

That Council for the Town of Pincher Creek agree to move into Closed Session of Council on April 14, 2024 at 7:41pm in accordance with sections 16, 17, 19 and 25 of the Freedom of Information and Protection of Privacy Act.

CARRIED**25-132****Moved By** CLELAND

That Council for the Town of Pincher Creek agree to move out of Closed Session of Council on April 14, 2024 at 8:45pm.

CARRIED

25-133

Moved By CLELAND

That Council for the Town of Pincher Creek accept items 12.1 Legal Matter 12.2 Contract Changes 12.4 Committee Update and 12.5 HR Update as information.

CARRIED

12.1 Legal Matter

12.2 Contract Changes

12.3 Development Update

25-134

Moved By NODGE

That Council for the Town of Pincher Creek direct administration to bring back to a future Council Meeting a draft Multi Unit (R4) tax incentive Bylaw

CARRIED

12.4 Committee Update

12.5 HR Update

13. ADJOURNMENT

25-135

Moved By CLELAND

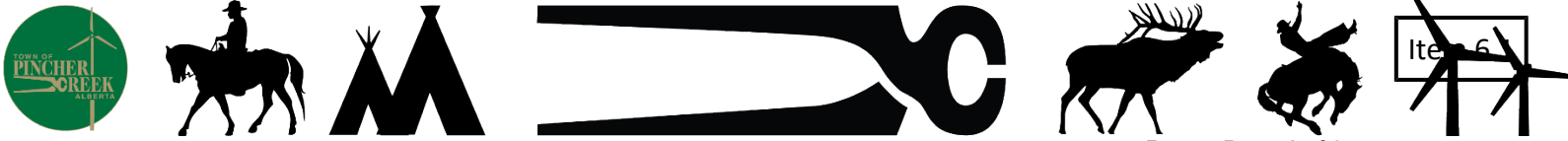
That this meeting of Council on April 14, 2024 be hereby adjourned at 8:46pm.

CARRIED

Approved by resolution of the Council for the Town of Pincher Creek this _____ day of _____ 2025.
-SEAL-

Mayor, D. Anderberg

CAO, K. Dunbar



Town of Pincher Creek

REQUEST FOR DECISION

Regular Council

April 28, 2025

PRESENTED BY:

SUBJECT: Multi-Purpose Facility – Expression of Interest

PURPOSE:

To dispose of the Community Fitness Pincher Creek delegation from April 14, 2025 and determine which organization will be granted a new lease for the Multi-Purpose Activity Space (Plan 9111546, Block 5, Lot 1).

RECOMMENDATION:

1. That Council for the Town of Pincher Creek dispose of the Community Fitness Pincher Creek delegation from April 14, 2025 and accept their presentation as information.
2. That Council for the Town of Pincher Creek direct administration to renovate the Multi-Purpose Facility – Activity Space using funds from both Multi-Purpose Facility maintenance and repairs (71 02 2250) and Pool Infrastructure reserve (71 02 004760) up to a maximum of \$40,000.
3. That Council for the Town of Pincher Creek enter into a three-year lease for the renovated Multi-Purpose Facility – Activity space from June 1, 2025 to May 31, 2028 with Community Fitness Pincher Creek Society at \$1,000 per month.

ALTERNATIVES:

A) That Council for the Town of Pincher Creek direct Administration to lease the renovated Multi-Purpose Activity Space to the Pincher Creek and District Municipal Library.

BACKGROUND/HISTORY:

Town Administration posted a Request for an Expression of Interest (EOI) to gauge interest in the opportunity to operate the Multi-Purpose Facility Activity space (Plan 9111546, Block 5, Lot 1). The EOI closed on March 31, 2025.

The following motions specific to this item are:

January 13, 2025 Motion 25-016

Moved By OLIVER

Report Page 2 of 3

The Council for the Town of Pincher Creek agrees to accept the lease termination request from 1261511 Alberta Ltd operation as Consistent Fitness Pincher Creek and direct administration to research other potential options for the future operating of the premises known as Plan 9111546, Block 5, Lot 1. CARRIED

January 27, 2025 Motion 25-026

Moved by OLIVER

That Council for the Town of Pincer Creek direct administration to seek out expressions of interest from the community for use and or leasing of the activity space in the Multi-Purpose Facility for Councils' consideration;

And further direct administration to request that the expressions of interest provide the following:

- A short business plan explaining the proposed use of the space.*
- How the proposed use would be of benefit to the community.*
- How much the proponent proposes to pay for leasing the space.*
- And, how the need of the Recreation Department will be accommodated (As determined by the Rec Department). CARRIED*

February 10, 2025 Motion 25-050

Moved by OLIVER

That Council for the Town of Pincher Creek direct administration to respond to the lease holder of Consistent Fitness regarding extending the lease as necessary to facilitate the response to the expression of interest. CARRIED

Two organizations, Community Fitness Pincher Creek Society and Pincher Creek and District Municipal Library submitted expressions of interest. Please see attachments.

Specific to the EOI, Administration stated that the expression needed to include shared space options between the Town and the organization. The Culture and Recreation department wishes to revert some of the space back to a pool viewing area, and take control of the office space for internal staff purposes. The pool viewing area is approximately 660 sq.ft. and the office space is 138 sq.ft. The space assigned to the new lease would be approximately 1,500 sq ft.

As expressed in the EOI from Community Fitness Pincher Creek, they are concerned that if the pool viewing is without a solid barrier area it will be inadequate to stop pool spectators from going into the open gym area. Administration agrees, and proposes to construct a 10' wall running parallel to the pool viewing windows and reconfigure the entrance to the viewing area to clearly define where pool patrons are permitted. This structure would define the space and stop spectators from moving into the open area.

Furthermore, moving pool spectators off the pool deck would bring the pool into compliance with regulations and best-practices from Lifesaving Society AB/NWT, Alberta

Heath Pool Standards, National Fire Code (2023), and local Public Health. Please see Appendix 1 for list of pool deck standards and mandates.

Specific to the office space, Administration will relocate both the Head Lifeguard, Facilities Coordinator, and temporary staff (Summer Games Coordinator/Campground Host) into this office space.

Specifically;

- The Head Lifeguard is responsible for scheduling staff, school bookings, sponsored swims, and other administrative duties. This person is currently working from a temporary workstation in an open area, or waiting to use the Aquatics Coordinator computer.
- The Facilities Coordinator is responsible for filing all facility maintenance reports, inquiries and community requests. This person is in a shared workstation.
- Seasonal staff use a desk that doubles as a storage area in the off-season.

Regardless of which organization leases the activity space, Administration is requesting the pool viewing area and the office space to come under control of Administration.

CONSIDERATIONS:

The Pincher Creek Pool Aquatics Coordinator compiled the issues with regards to the current on-deck spectator area.

Refer to **Appendix A** for an expanded explanation of health and safety standards as mandated by Alberta Health Pool Standards, Lifesaving Society AB/NWT, National Fire Code, and communication with the Public Health Inspector.

Financial considerations include;

Loss of Revenue: The current rent for the space is \$1,500 a month, utilities included. Community Fitness Pincher Creek intends to pay \$1,000/month and the Pincher Creek and District Library intends to pay \$0.

Renovation Costs: Construction costs specific to a wall and new entrance will come from the Multi-Purpose Facility maintenance and repairs (71 02 2250) and Pool Infrastructure reserve (71 02 004760) to a maximum of \$40,000. These renovations will happen during pool shutdown from Sept 03-15th, 2025.

ATTACHMENTS:

1. Appendix A: Pool Deck Regulations
2. Pincher Creek and District Municipal Library_EOI_2025
3. Community Fitness Pincher Creek_EOI_2025

Pool Deck Access – Spectator Area for Patrons

Respectfully submitted by Blake Edwards, Coordinator of Aquatic Services

Currently, there is a spectator area at the Pincher Creek Swimming Pool on the pool deck with access from the pool lobby. The current spectator area does not meet the health and safety requirements under a variety of acts, codes, standards and legislation.

Relocating the spectator area to the activity space would mitigate the concerns outlined below. Please see the reference list at the end of this document for the specific current Alberta regulations.

Issues:

Public Health Act. The act states that pools “must be operated so that all the activities are conducted so as to minimize contamination of the public swimming pool water and provide for safety of the patrons”. The current spectator area provides no secure barrier to prevent contamination from entering the rest of the pool deck and/or pool basin from patrons. Issues include:

- **Food and beverage on the pool deck.** Alberta Health Pool Standards states that a designated food handling and consumption area must be defined. Patrons bring food onto the pool desk in the current spectator area either for themselves or for their children. The lifeguards clean up spilled food materials from the pool deck including garbage such as coffee cups and food wrappers as patrons do not regularly use the garbage can.
Although there is ample signage, patrons do not follow this rule. Lifeguards will ask the patrons to leave the area, but lifeguards do have difficulty policing this area. It is recommended that food and beverage consumption be designated to an area off the pool deck.
 - From Wade Goin, Public Health Inspector, via email, “The pool and deck must be kept free from food, dirt, glass, animals, and so on. If the spectator area contributes to any of these then it must be addressed. This may require patrons to remove shoes, leave food outside, and so on.”
- **Glass on the pool deck.** The current spectator area allows for the risk of glass containers to being brought onto the pool deck. This is a regulation as referenced in the Alberta Health Pool Standards document. “Glass is not allowed on the pool deck or in other barefoot areas.”
- **Street footwear on deck.** The majority of patrons do not remove their outdoor footwear before entering the current spectator area. This is a regulation as

referenced in the Alberta Health Pool Standards document. “Street footwear must not be worn in wet traffic areas” The current barrier gates do not prevent dirt, soil and other contaminants from footwear off the pool deck.

- **Cleanliness.** Lifesaving Society AB/NWT Aquatic Safety Audit – In 2023 a safety audit was conducted and one of the primary recommendations for correction speaks to the current spectator area. The report states “At the time of the audit it was noted that water from the spectator viewing area can flow onto the pool deck. It is recommended that management consider ways to prevent water and soil from the spectator area from coming into contact with the pool deck. Options may include preventing shoes from being worn into the viewing area, installing a low cement barrier and/or cleaning the spectator area in a way that does not allow the water to wash onto the pool deck.”

Emergency Services Access. In May of 2023 during a monthly in-service training sessions we partnered with the Pincher Creek Emergency Services Department for a coordinated rescue response simulation. During this exercise it was noted that the EMS team would utilize access to the pool deck via the east doors through the current spectator area to transport a patient to the ambulance. Having the spectator area on the pool deck created extra hazards for the lifeguards to help facilitate clear access for EMS personnel. Moving the metal gates, clearing the chairs and any other objects left within the area. Those hazards would be minimized if not eliminated if the current spectator area was removed from the pool deck.

Fire Code. Specific to *National Fire Code – 2023 Alberta Edition - Section 3.2, subsection 3.2.1.1 F10, F12, F30*, we must maintain an unobstructed emergency access point

- To facilitate the timely movement of persons to a safe place in an emergency.
- To facilitate emergency response
- To minimize the risk of injury to persons as a result of tripping, slipping, falling, contact, drowning or collision.

References:

- Alberta Health Pool Standards, July 2014, Amended 2018
 - Part 3, section 2.0, subsection 2.7, Page 9 – Designated food handling and consumption area
- Alberta Health Pool Standards, July 2014, Amended 2018
 - Part 4, section 11.0, subsection 11.2.3 & 11.2.4 & 11.2.11, Page 18 & 19 – Signs posting rules and safety information
- Lifesaving Society AB/NWT – Alberta Public Pool Safety Standards
 - Section 1, subsection 1.1 Facility Access Control,
- Lifesaving Society AB/NWT Aquatic Safety Audit Report – March 27-28, 2023
 - Section 8, paragraph 3 under Primary recommendations
- Wade Goin, Public Health Inspector – email response



Pincher Creek Municipal Library
PO Box 2020 899 Main Street
Pincher Creek, AB T0K 1W0
403-627-3813 help@pinchercreeklibrary.ca

March 4, 2025

Town Council

Town of Pincher Creek
895 Main Street
Pincher Creek, AB
T0K 1W0

Re: Expression of Interest Regarding the Current Leased Space in the Multi-Purpose Facility

Dear Mayor Anderberg and Town Council,

The Pincher Creek Municipal Library would like use of the space be provided to the gym upon termination of their lease.

The Library has been located in the Multi-Purpose Facility since it was first built 26 years ago. We have been an exemplary tenant and community partner during that time. The Library does not pay rent for our current space, and the Library is proposing to continue to not pay rent to have control of this space as well. However, we would like to revisit our lease agreement if we are given control of this space. As a municipally funded public service, the Library offers freely accessible programming for all community members, and therefore we do not charge registration fees for patrons who want to participate in our programs or activities.

The Library has been communicating its need for more space for several years now. Many solutions have been investigated, but to date none have been adopted. The opportunity to expand into this space would allow the library to use this space in order to host programs and events, such as Lego League, Summer Reading Program, Jam Night, Winter Speaker Series, and Author Presentations. We would also like to use the space to provide a larger meeting room space for groups to use, as our current meeting space is too small for some of the requests we receive. We also plan to work with other community groups, as well as the Culture and Recreation Department, who would like to and/or are currently using the space for community programming so that there is not a disruption or loss of services being offered to our community members. The space is probably not suitable for storage of books due to the higher humidity, but acquiring the gym space and moving the above listed programs and events out of the current space would potentially allow for an expansion of book storage in our current location. As such,

we do not plan to move any shelving or materials into the space with the exception, potentially, of some tables and chairs for use with our programming. We would also like to use some of the space to store all of our winter sport equipment and summer camping equipment.

The proposed use of the space would benefit the community because we would be able to offer programs and meeting spaces that would fit our community members needs. We would no longer have to turn down requests because our space is too small for their needs. We would no longer have too many people in a very small space for our programming and events. By having a separate programming space, we could also better maintain a quieter work space for patrons. Sometimes our programs get quite loud, but because our space is so small, there is no where else that's quiet for other patrons to go and work when the programs are happening.

The Library already has a great working arrangement with the Culture and Recreation Department and we don't see that relationship changing if we were provided control of this space. We would work together with the Culture and Recreation Department and they would definitely have access to the space. We know that they need more space and that the Swim Club uses the current gym space for their swim meet watch area and we don't see why we couldn't work together to make sure that both the Library's and the Culture and Recreation Department's needs could both be met in terms of using this space. We would prefer that the Library could have control of booking the space and that other groups that need the space would communicate with the library in regards to the availability and using the space.

We are in the process of trying to expand our facility at our current location. By acquiring control of this space before the expansion process continues further, the library would be able to more easily include this space in the expansion plans without having to worry about displacing a leased business from their location. This would potentially reduce the amount of space that the library would need to expand North and East during the expansion.

Your consideration of this request is appreciated and we look forward to further discussions in this regard.

Thank you.

Sandra Baker, Library Board Chairperson

Expression of Interest: Lease and Operation of MPF Activity Space by Community Fitness Pincher Creek

Introduction

Community Fitness Pincher Creek (CFPC) is a registered non-profit society (*pending*) committed to improving fitness and wellness in Pincher Creek. Managed by a volunteer board, we offer accessible, high-quality fitness programs for all ages. Our mission prioritizes inclusivity and ensuring community-wide access to fitness.

We seek to lease the entire 2,000 sq. ft. activity space in the Multi-Purpose Facility (MPF) to establish a dedicated fitness center. This would ensure continuity of service, maximize facility use, and align with the Town's goals for a well-utilized community space.

Business Overview

Programs & Membership: CFPC provides inclusive and affordable functional fitness programs, including strength training, kettlebells, and conditioning. As a non-profit, revenue is reinvested into improving equipment and expanding services.

Our flagship Legends program serves seniors (65+) with strength, mobility, and balance training. With 20 regular participants, it demonstrates strong demand. In addition, we serve adult members through functional fitness classes and operate a Youth program (ages 8-15). A long-term dedicated space will allow us to expand programming, including youth and family fitness.

Organizational Strengths: CFPC has been operating as a business for 18 years, providing trusted fitness services to the Pincher Creek community. As CFPC transitions into a volunteer community organization with society status, we will continue to receive support and collaborate with the former business to ensure a seamless continuation of our programs. Our experienced instructors, local governance, and strong reputation ensure effective space management. We have successfully delivered fitness programming, demonstrating our ability to oversee scheduling, equipment, and member engagement. Leasing the MPF activity space would allow us to continue this legacy, ensuring a stable and permanent home for CFPC's programs while maintaining the high-quality service the community has come to expect. Unlike other gyms in town, CFPC's programs require more open space and specialized equipment that existing facilities do not offer. Our focus on functional fitness, strength training, and conditioning involves rig setups, sleds, kettlebells, and large movement areas, which are not adequately accommodated in traditional gym settings. Leasing the MPF activity space would allow us to continue this legacy, ensuring a stable, permanent home for our unique programs while

maintaining the high-quality service the community has come to expect.

Community Benefits

Leasing the MPF activity space to CFPC will yield significant benefits for the Pincher Creek community. As a dedicated fitness facility operator, CFPC can enhance local health and wellness outcomes in ways that a general multi-use space cannot consistently achieve. Below we outline the key community benefits of our proposal:

- **Improved Health and Wellness:** By providing regular fitness classes and programs, CFPC helps members of the Pincher Creek community lead healthier lifestyles. Participants in our programs often report improved strength, mobility, and overall fitness. In particular, our senior members in the Legends program have experienced better balance, increased social interaction, and greater independence through exercise. These kinds of health benefits contribute to reduced strain on healthcare services and a higher quality of life for residents.
- **Inclusive and Engaging Environment:** CFPC is strongly committed to inclusivity and community engagement. Our classes are open to all skill levels and backgrounds – from those who have never exercised before to seasoned athletes. We seek to foster a welcoming, non-intimidating environment where everyone is encouraged to participate at their own pace. This inclusive ethos aligns with the Town's goal of community engagement.
- **Structured Programming and Consistent Use of Space:** Under CFPC's management, the activity space will have a structured schedule of programs and open gym times that maximizes usage. We plan to operate multiple classes each day (morning senior sessions, midday and evening classes for adults, etc.), as well as offer open gym periods for members to use the equipment. This means the 2,000 sq. ft. area will be actively utilized throughout the week on a regular timetable.
- **Community Building and Social Connection:** Beyond physical fitness, CFPC's programs create important social benefits. Our classes naturally bring people together – neighbors meet and form friendships, and participants motivate each other. This social aspect is especially crucial for groups like seniors, who may otherwise be isolated.

In summary, the community will benefit through enhanced health, inclusive access, consistent programming, and stronger social connections if CFPC is given the opportunity to lease and operate the MPF activity space. Our non-profit's values align closely with the Town's recreation and wellness goals, ensuring that this partnership will serve the public interest.

Proposed Lease Terms

CFPC respectfully offers the following lease terms for the MPF activity space, based on our desire for exclusive use of the full area and our capacity as a small non-profit organization:

- **Exclusive Use of the 2,000 sq. ft. Space:** We propose that CFPC be granted exclusive use of the entire activity space. Exclusive use will allow us to station our fitness equipment permanently, customize the layout for safety and functionality, and operate a stable schedule without interruptions. This dedicated control over the space is critical for us to provide high-quality programs and maintain a safe, organized environment for participants.
- **Lease Rate (Rent):** We propose \$1,000/month, reflecting fair market value while keeping our programs affordable.
- **Insurance:** CFPC will maintain \$2M liability coverage, naming the Town as an additional insured. We request the Town retain property insurance for the building.
- **Maintenance and Utilities:** CFPC will handle day-to-day upkeep, while the Town oversees major repairs. Utilities included in rent.
- **Term and Renewal:** We propose a 3-year lease with renewal options or a 1-year pilot if preferred.

Overall, these proposed terms are designed to ensure CFPC can successfully operate the MPF activity space in a sustainable manner, while meeting the Town's requirements for a responsible tenant. We want to underscore our flexibility and willingness to discuss the terms in detail to reach an agreement that satisfies both parties. Our primary goal is to secure a workable arrangement that allows CFPC to focus on delivering excellent community fitness services in the MPF for years to come.

Response to Culture and Recreation Department's Proposal (Shared Space Considerations)

We acknowledge that the Town of Pincher Creek's Culture and Recreation Department has indicated a need for shared access to the MPF activity space for certain municipal purposes. However, a shared-use model presents challenges, including disruptions to programming, scheduling conflicts, and safety concerns.

Counter-Proposal for Shared Use: If Culture & Recreation requires that the space be shared rather than exclusively leased to CFPC, we respectfully propose a modified arrangement to

address the reduced access and added complexity. In the scenario of a shared-use agreement, CFPC would request the following considerations:

1. **Significantly Reduced Rent:** Shared access lowers the overall value of the space as a fitness facility. Without full control, CFPC cannot maximize membership or schedule programs efficiently. A reduced rent reflects our diminished ability to generate revenue and ensures financial sustainability while allowing the Town occasional access for other uses..
2. **Town-Provided Insurance:** If the facility is shared, the Town should cover all insurance, including liability and property coverage. This ensures there are no gaps or disputes over responsibility when non-CFPC activities take place.
3. **Advance Notice and Scheduling Protocol:** To avoid disruptions, we request a formal booking system with several weeks' notice before any Town use. This will allow CFPC to adjust programming and notify members accordingly.
4. **Trial Period for Shared Use:** A test period of 6 months to a maximum of 1 year would assess the impact of shared use, including how often the Town needs access, the effect on CFPC programming, and overall feasibility. After this period, both parties can review and adjust as needed.

While exclusive use remains the best way to provide consistent, high-quality fitness programming, CFPC is willing to explore a mutually beneficial agreement that ensures both fitness programming and Town access are balanced effectively.

Conclusion

Community Fitness Pincher Creek is committed to making the MPF activity space a thriving fitness hub that benefits the entire community. With 18 years of experience, we are well-equipped to provide structured, accessible fitness programming that aligns with the Town's goals of fostering health and engagement.

Granting CFPC a lease ensures the space is actively programmed, well-maintained, and consistently used to serve residents of all ages. Our proposal offers a sustainable partnership—the Town gains a trusted operator, and the community benefits from reliable, high-quality fitness opportunities.

We are flexible and open to negotiation to finalize a lease that works for all parties. Thank you for your time and consideration. We welcome the opportunity to discuss this further.

Contact:

Julia Mitchell, President, CFPC

 403-632-7175 | cfpinchercreek@gmail.com

Sincerely,

Julia Mitchell

President, CFPC

On behalf of the Board of Directors, CFPC

Business Plan: Community Fitness Pincher Creek (CFPC)

Executive Summary

Community Fitness Pincher Creek (CFPC) is a non-profit fitness society dedicated to enhancing the health and well-being of the Pincher Creek community through accessible, high-quality fitness programs. Our mission is to provide structured fitness programming for individuals of all ages and abilities while fostering an inclusive and supportive environment. By securing a dedicated space in the Multi-Purpose Facility (MPF), CFPC aims to expand its offerings, increase community engagement, and ensure long-term financial sustainability.

This business plan outlines CFPC's operational structure, program offerings, market potential, financial projections, and strategic growth plan. Our goal is to position CFPC as the premier community fitness provider in Pincher Creek, ensuring that residents have access to consistent, professionally managed fitness opportunities.

Organizational Overview

Mission

To create a stronger, healthier community by providing structured, inclusive, and affordable fitness programs that empower individuals to achieve their physical wellness goals.

Vision

To be the leading non-profit fitness provider in Pincher Creek, known for its innovative programs, strong community partnerships, and commitment to making fitness accessible to all.

Legal Structure

CFPC is a registered **non-profit society** governed by a Board of Directors. All revenue generated is reinvested into the organization to improve programs, maintain equipment, and ensure affordability for all members.

Market Analysis

Community Demand

- **Aging Population:** Increasing demand for structured fitness programs for seniors, particularly strength and mobility training.
- **Limited Affordable Options:** Other fitness centers in the region operate as private businesses with higher fees, limiting accessibility.
- **Community Health Trends:** Rising awareness of the benefits of functional fitness and structured exercise programs for overall well-being.

Competitive Advantage

- **Non-Profit Model:** Ensures affordability and reinvestment into community initiatives.
- **Specialized Programming:** Unique offerings such as the Legends Program for seniors.
- **Community Engagement:** Partnerships with local organizations and businesses to promote wellness.

Programs and Services

Core Offerings

1. **Legends Program:** Strength, balance, and mobility training tailored for seniors.
2. **Functional Fitness Classes:** Group-based strength and conditioning workouts for adults.
3. **Youth Fitness Initiatives:** Programs designed to build lifelong fitness habits in younger populations.
4. **Small Group Training:** Specialized fitness sessions including kettlebell training and endurance conditioning.

Expansion Opportunities

- **Personal Training & Coaching:** One-on-one fitness coaching and customized training plans.
- **Outdoor & Community-Based Activities:** Expansion into rucking, hiking, and outdoor fitness.
- **Workshops & Health Education:** Collaboration with local health professionals for wellness seminars and injury prevention clinics.

Facility & Operations Plan

Facility Requirements

Securing a dedicated fitness space in the MPF is crucial to CFPC’s ability to expand programming, optimize equipment use, and serve the community effectively.

Staffing Model

- **Certified Coaches & Trainers:** Lead group classes and specialized fitness programs.
- **Volunteer Board Engagement:** Community members contributing time to support operations, fundraising and event planning.

Facility Operations

- **Scheduled Group Classes:** Set class times to ensure consistency for members.
- **Open Gym Availability:** Designated hours for members to use the space independently.
- **Equipment Maintenance & Safety Standards:** Routine checks to ensure a safe workout environment.

Financial Strategy

Revenue Model

CFPC sustains its operations through membership fees, program tuition, community sponsorships, and grant funding.

Revenue Stream	Pricing Model	Monthly Revenue Estimate
General Memberships	\$100 per month	\$2,210
Legends Program	\$60-\$120 per month	\$2,000
Drop-ins & Specialty Classes	\$20 per class	\$500
Fundraising, Sponsorships & Grants	Variable	
Projected Total Revenue	-	\$4,710

Expense Breakdown

Expense Category	Monthly Cost Estimate
Facility Lease (MPF Proposal)	\$1,000
Insurance	\$200
Staff & Coaching Fees	\$2,500
Software & Administration	\$250
Equipment Maintenance & Purchases	\$300
Internet & Miscellaneous	\$150
Total Projected Expenses	\$4,400

Sustainability Strategy

- **Grow Membership Base:** Target an annual increase of 15% in active members.
- **Secure Local Sponsorships:** Engage businesses in sponsorship or employee wellness partnerships.
- **Apply for Grant Funding:** Seek municipal and provincial funding to support program expansion.
- **Introduce Seasonal Programs:** Host summer fitness camps and winter training workshops to generate additional revenue.

Community Impact

Health & Wellness Benefits

- **Improves Physical Fitness:** Structured programs designed to enhance strength, endurance, and mobility.
- **Supports Mental Health:** Encourages social interaction and reduces stress through group activities.
- **Prevents Chronic Disease:** Regular exercise lowers the risk of lifestyle-related illnesses such as diabetes and heart disease.

Social & Economic Contributions

- **Community Engagement:** CFPC creates a welcoming environment that fosters relationships and a sense of belonging.
- **Local Economic Growth:** Increased foot traffic benefits surrounding businesses, and employment opportunities are created for local coaches and trainers.
- **Youth & Family Participation:** Encouraging a culture of physical activity from a young age builds lifelong healthy habits.

Strategic Growth Plan

Short-Term Goals (0-12 Months)

- Secure lease agreement for the MPF activity space.
- Increase membership by 15% through targeted outreach and referral programs.
- Increase # of coaches by 1-2 to offer additional classes/programming

Mid-Term Goals (1-3 Years)

- Expand Legends Program enrollment by adding additional class offerings.
- Develop youth- and parent- focused fitness programs to engage more families.
- Establish partnerships with local organizations
- Maintain consistent and high quality foundational functional fitness programs

Long-Term Goals (3-5 Years)

- Secure a municipal grant for expanded equipment and maintenance
- Maintain solid and consistent membership base
- Establish CFPC as a model for non-profit community fitness organizations.

Conclusion

CFPC is uniquely positioned to become the premier community fitness provider in Pincher Creek. By securing a dedicated space in the Multi-Purpose Facility, we can provide consistent, structured fitness programming that enhances the health, social well-being, and economic vitality of the community. Our non-profit model ensures affordability, our community-driven approach fosters engagement, and our strategic vision ensures sustainability.

We look forward to working with the Town of Pincher Creek to finalize a lease agreement and create a lasting impact on community fitness and well-being.



Town of Pincher Creek

REQUEST FOR DECISION

Regular Council

April 28, 2025

PRESENTED BY: Lisa Goss

SUBJECT: Municipal Development and Subdivision Authority Bylaw 1543-25

PURPOSE:

To present Council with Draft Municipal Development and Subdivision Authority Bylaw 1543-25

RECOMMENDATION:

That Council for the Town of Pincher Creek agree and give first reading to Municipal Development and Subdivision Authority Bylaw 1543-25.

ALTERNATIVES:

That Council for the Town of Pincher Creek direct administration to amend the Draft Municipal Development and Subdivision Authority Bylaw 1543-25 prior to first reading.

That Council for the Town of Pincher Creek receive the information regarding the Draft Municipal Development and Subdivision Authority Bylaw 1543-25.

That Council for the Town of Pincher Creek unanimously agree and give all three readings to the Municipal Development and Subdivision Authority Bylaw 1543-25.

BACKGROUND/HISTORY:

At the regular meeting of Council on March 24, 2025, following appointments to the MDSA, Council directed administration to research and provide advice to Council on revising Bylaw 1543-15 regarding staggered terms, term limits and training for MDSA members.

CONSIDERATIONS:

Staggered terms and term limits – addressed in section 5 e, f, g and h of the Draft bylaw
Training for MDSA members – addressed in section 24 of Bylaw 1543-15 and section 5w of the Draft bylaw.

ATTACHMENTS:

1. DRAFT Municipal Development and Subdivision Authority Bylaw 1543-25
2. Municipal Development and Subdivision Authority Bylaw 1543-15



**TOWN OF PINCHER CREEK
IN THE PROVINCE OF ALBERTA**

BYLAW 1543-25

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF PINCHER CREEK IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY (MDSA).

WHEREAS the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto requires the municipality to adopt a bylaw to establish a Municipal Development Authority and Municipal Subdivision Authority;

AND WHEREAS the Development Authority is authorized to make decisions on applications for development approval in accordance with the administrative procedures, land uses and schedules established in the Municipal Land Use Bylaw;

AND WHEREAS the Subdivision Authority is authorized to make decisions on applications for subdivision approval in accordance with Provincial land use policies, the subdivision and development regulations and the local land use bylaw and statutory plans;

NOW THEREFORE the Council of the Town of Pincher Creek in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

- a) This bylaw may be cited as the Town of Pincher Creek Municipal Development and Subdivision Authority Bylaw.

2. DEFINITIONS

- a) **Authorized persons** means a person or organization authorized by Council to which the municipality may delegate any of its Development Authority or Subdivision Authority powers, duties or functions.
- b) **CAO** means the Chief Administrative Officer of the Town of Pincher Creek.
- c) **Council** means the Municipal Council of the Town of Pincher Creek.
- d) **Designated Officer** means a person or persons authorized to act as the designated officer for the municipality as established by bylaw pursuant to Section 210 of the MGA.

Town of Pincher Creek
MDSA Bylaw 1543-25

- e) **Development Authority** means the person or persons appointed, by bylaw, to exercise only such powers and perform duties as are specified;
 - i. in the MGA; or
 - ii. in the Town of Pincher Creek Land Use Bylaw; or
 - iii. in this Bylaw; or
 - iv. by resolution of Council
- f) **Municipal Development and Subdivision Authority** (“MDSA”) means the Municipal Development and Subdivision Authority of the Town of Pincher Creek as established by this bylaw.
- g) **Member** means a member of the Subdivision Authority and Development Authority and thereby a member of the Municipal Development and Subdivision Authority.
- h) **MGA** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
- i) **Municipality** means the Town of Pincher Creek in the Province of Alberta.
- j) **Planning Advisor** means the person appointed to act as the land use planning and development advisor for the municipality and shall include the person assigned to act as the planning advisor by the Oldman River Regional Services Commission for the Town of Pincher Creek.
- k) **Subdivision Authority** means the person or persons who exercise subdivision powers and duties on behalf of the municipality and perform duties as are specified:
 - i. in the MGA; or
 - ii. in the Town of Pincher Creek Land Use Bylaw; or
 - iii. in this Bylaw; or
 - iv. by resolution of Council
- l) All other terms used in this bylaw shall have the same meaning as is assigned to them in the Municipal Government Act, as amended from time to time.

3. Subdivision Authority

- a) This Bylaw hereby establishes the Subdivision Authority for the Town of Pincher Creek.
- b) The Subdivision Authority has those powers and duties as set out in the MGA, the Land Use Bylaw and this Bylaw, and any regulations made thereunder.
- c) The signing authority for all subdivision decisions and related matters is the MDSA Chair or delegate except in such instances whereby the CAO, Planning Advisor or regional services commission may act as the Subdivision Authority as delegated by

Town of Pincher Creek
MDSA Bylaw 1543-25

_____ Initials

Council or per an agreement or in accordance with the land use bylaw and the powers and duties set out.

- d) When a subdivision registerable instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications from that approved by the Subdivision Authority provided;
 - i. there is no increase to the number of parcels;
 - ii. municipal, school or environmental reserves are not compromised;
 - iii. municipal roads and standards are not compromised;
 - iv. changes comply with municipal bylaws, with the exception that minor changes to the Land Use Bylaw standards may be included as provided in Section 654(2) of the MGA.

4. Development Authority

- a) This Bylaw hereby establishes the Development Authority for the Town of Pincher Creek.
- b) The Development Authority has those powers and duties as set out in the MGA, the Land Use Bylaw and this Bylaw, and any regulations made thereunder.

5. Municipal Development and Subdivision Authority

- a) No person who is a member of the Subdivision and Development Appeal Board shall be appointed to serve as a member of the Municipal Development and Subdivision Authority. No municipal Town employee shall be appointed as a voting member of the MDSA and shall act in an advisory capacity only.
- b) Should an elected official not be appointed to the Municipal Development and Subdivision Authority or not remain as a member of Council then he/she ceases to be a member of the Municipal Development and Subdivision Authority.
- c) Appointments to the MDSA shall be made by Resolution of Council.
- d) The MDSA shall be comprised of not more than five (5) persons who are adult residents of the Town of Pincher Creek, three (3) of whom shall be an elected member of Council.
- e) Members shall be appointed to the MDSA by Council for up to a three (3) year term. The members appointment shall remain until such time that Council, by resolution, reappoints the member for another term or appoints another member to replace that member for a specified term, or revokes the appointment.
- f) A member may be appointed to serve a maximum of two consecutive three (3) year terms (six (6) years in total) but may later be reappointed to be a member provided that they have not served for an intermittent three (3) year term.

Town of Pincher Creek
MDSA Bylaw 1543-25

_____ Initials

- g) If the Town advertises a vacant or available member position open to the public but is unsuccessful in receiving suitable applicants, Council has the discretion to waive section 5(f) until either a suitable applicant is found and appointed or as otherwise determined by Council.
- h) The member appointments and term periods shall be reviewed annually at the October organizational meeting of Council.
- i) Elected official appointments to the MDSA shall be conducted annually during the Towns Organizational Meeting and shall be for a period of one (1) year.
- j) Each member of the MDSA shall be entitled to such remuneration, travelling, and expenses as may be fixed from time to time by Council and in accordance with the Town of Pincher Creek Council Remuneration Bylaw 1578; and the remuneration, travelling, and expenses shall be paid by the Town of Pincher Creek.
- k) The MDSA shall elect a Chairperson from its members to preside for a term of one year from the date of election. The MDSA may elect a Vice-Chairperson for the same term as the Chairperson.
- l) Where the Chairperson is absent from a meeting of the MDSA, the Vice-Chairperson shall preside if one is appointed, or if in their absence, one of the other members shall be elected to preside over that meeting.
- m) The Chairperson shall run the meeting, maintain order and decorum, direct the agenda item discussions, and call for a motion to make decisions.
- n) When a person ceases to be a member of the MDSA before the expiration of his/her term, Council shall, by resolution, appoint another person for the unexpired portion of that term within 60 days of receiving notice of the vacancy.
- o) Should an elected official not remain as a member of Council then he/she ceases to be a member of the MDSA. Council, shall, by resolution, appoint another elected official for the unexpired portion of that term unless no other elected official is available to serve in that capacity.
- p) Council may, by Resolution, remove any member if the majority of Council is of the opinion the appointed member is not fulfilling their duties as an MDSA member or is not acting in a professional manner on behalf of the Municipality.
- q) The MDSA shall hold regular meetings as needed however not less than on a quarterly basis on a date to be determined by the MDSA, and it may also hold special meetings at any time at the call of the Chairperson.
- r) Three (3) of the members of the MDSA shall constitute a meeting quorum.
- s) In the event of a tie vote, any motion of the Municipal Development and Subdivision Authority shall be deemed defeated. In such an event, the MDSA shall make a second motion to refuse to approve the application and provide reasons as the

Town of Pincher Creek
MDSA Bylaw 1543-25

_____ Initials

Development Authority and Subdivision Authority is obligated to provide reasons for the decision.

- t) The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole MDSA.
- u) The MDSA may make its orders, decisions, and approve or deny development permits and may issue notices with or without conditions.
- v) Annually after the third Monday in October at the first meeting MDSA shall hold an organizational meeting and schedule a training session on Provincial land use policies, the subdivision and development regulations, the land use bylaw and statutory plans.
- w) The Designated Officer or Delegate shall attend all meetings of the MDSA and shall keep the following records with respect thereto:
 - i. The minutes of all meetings
 - ii. All applications
 - iii. All notices of meetings and of persons to whom they were sent
 - iv. Copies of all written representations to the MDSA
 - v. The decisions of MDSA
 - vi. The reasons for the decisions of MDSA
 - vii. Notices of decision and of persons to whom they were sent
 - viii. Notices, decisions, and orders made on appeal from the decision of the MDSA
 - ix. Such other matters as the MDSA may direct.

6. APPLICABILITY

- a) This Bylaw shall come into effect after three readings thereof.

7. REPEAL AND ADOPTION

- a) Bylaw 1543-15, being the former Municipal Development and Subdivision Authority bylaw is hereby repealed.

READ A FIRST TIME THIS ____ DAY OF _____, 2025.

READ A SECOND TIME THIS ____ DAY OF _____, 2025.

READ A THIRD TIME THIS ____ DAY OF _____, 2025.

Town of Pincher Creek
MDSA Bylaw 1543-25

_____ Initials

Mayor Don Anderberg

CAO, Konrad Dunbar

DRAFT

Town of Pincher Creek
MDSA Bylaw 1543-25

_____ Initials



**BYLAW NO. 1543-15
Of The
TOWN OF PINCHER CREEK**

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF PINCHER CREEK IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A MUNICIPAL DEVELOPMENT AND SUBDIVISION AUTHORITY (MDSA).

WHEREAS the Municipal Government Act, M-26, RSA 2000 and amendments thereto requires the municipality to adopt a bylaw to establish a Municipal Development Authority and a Municipal Subdivision Authority;

AND WHEREAS the Development Authority is authorized to make decisions on applications for development approval in accordance with the administrative procedures, land uses and schedules established in the Municipal Land Use Bylaw;

AND WHEREAS the Subdivision Authority is authorized to make decisions on applications for subdivision approval in accordance with the Provincial land use policies, the subdivision and development regulations and the local land use bylaw and statutory plans;

NOW THEREFORE the Council of the Town of Pincher in the Province of Alberta, duly assembled, hereby enacts as follows:

TITLE

1. This bylaw may be cited as the Town of Pincher Creek Municipal Development and Subdivision Authority Bylaw.

DEFINITIONS

2. **Act** means the Municipal Government Act, Chapter M-26, R.S.A. 2000 and amendments thereto.
3. **Municipality** means the Town of Pincher Creek in the Province of Alberta.
4. **Council** means the Municipal Council of the Town of Pincher Creek.
5. **Development Authority** means the person or persons appointed, by bylaw, to exercise only such powers and perform duties as are specified:
 - (a) in the Act, or
 - (b) in the Town of Pincher Creek Land Use Bylaw, or
 - (c) in this Bylaw, or
 - (d) by Resolution of Council.
6. **Subdivision Authority** means the board, person or organization established to act as the Subdivision Authority.
7. **MDSA** means the Municipal Development and Subdivision Authority for the Town of Pincher Creek.

Initials _____

8. **Members** means the members of the MDSA.
9. **Authorized Persons** means a person or organization authorized by the Council to which the municipality may delegate any of its development and subdivision authority powers, duties or functions.
10. **All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.**

GENERAL RULES

11. The Development Authority for the municipality shall be the MDSA and the Designated Officer as defined in the Town's Land Use Bylaw.
12. The MDSA is authorized to make decisions on applications for subdivision approval in accordance with Provincial land use policies, subdivision development regulations, the Town of Pincher Creek Land Use Bylaw and Statutory Plans.
13. The MDSA shall be composed of not more than five persons who are adult residents of the Town of Pincher Creek.
14. Appointments to the MDSA shall be made by Resolution of Council.
15. Members shall be appointed to the Board by Council for up to three (3) year term.
16. When a person ceases to be a member of the MDSA before the expiration of his term, Council shall appoint another person for the unexpired portion of that term within 60 days or receiving notice of the vacancy.
17. The Members of the MDSA shall elect one of themselves as Chairman, and one of themselves as Vice-Chairman to hold office.
18. Each Member of the MDSA shall be entitled to such remuneration, traveling and living expenses as may be fixed from time to time by Council and remuneration, traveling and living expenses shall be paid by the Town of Pincher Creek and shall be the same as Councillors remuneration for attending Committee meetings as per Town of Pincher Creek Bylaw No. 1578 and amendments thereto.
19. The MDSA shall hold regular meetings as needed however not less than on a quarterly bases on a date to be determined by the MDSA, and it may also hold special meetings at any time at the call of the Chairman.
20. Three of the Members of the MDSA shall constitute a quorum.
21. The decision of the majority of the Members present at a meeting shall be deemed to be the decision of the whole MDSA.

Initials



22. The MDSA may make its orders, decisions, development permits, and approvals; and may issue notices with or without conditions.
23. The MDSA may make rules to govern its hearings.
24. Annually after the 3rd Monday in October at the first meeting MDSA shall hold an organizational meeting and schedule a training session on Provincial land use policies, the subdivision and development regulations, the land use bylaw and statutory plans.
25. The Designated Officer or Delegate shall attend all meetings of the MDSA and shall keep the following records with respect thereto:
 - a) the minutes of all meetings
 - b) all applications
 - c) records of all notices of meetings and of persons to whom they were sent
 - d) copies of all written representations to the MDSA
 - e) the decision of the MDSA
 - f) the reasons for the decision of the MDSA
 - g) records of all notes of decision and of persons to whom they were sent
 - h) all notices, decisions, and orders made on appeal from the decision of the MDSA
 - i) such other matters as the MDSA may direct.
26. Bylaw No.1543-13 and amendments thereto are hereby repealed.
27. This comes into force and effect upon final passing thereof.

READ A FIRST TIME THIS 26th DAY OF January, 2015.

Don Anderberg, Mayor

Laurie Wilgosh, CAO

READ A SECOND TIME THIS 9th DAY OF February, 2015, A.D.

Don Anderberg, Mayor

Laurie Wilgosh, CAO

READ A THIRD TIME AND FINALLY PASSED THIS 9th DAY OF February, 2015, A.D.

Don Anderberg, Mayor

Laurie Wilgosh, CAO

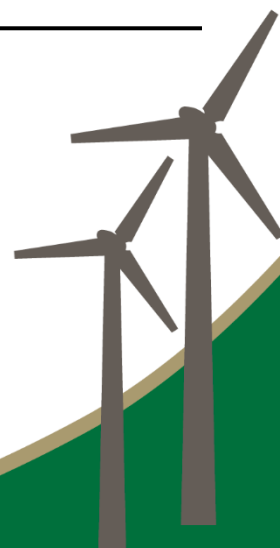
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Town of Pincher Creek

ADMINISTRATION REPORT

April 28, 2025



**Town of Pincher Creek
Administration Report
April 28, 2025**

1.0 EVENTS

2.0 SUCSESSESS & EFFICIENCIES

3.0 PROJECT UPDATES COMPLETED

4.0 PROJECT UPDATES UNDERWAY

5.0 DATA & TRENDS

Town of Pincher Creek
Administration Report
April 28, 2025

1.0 EVENTS

1.1 RECENT

1.1.1 Community

February 5, 2025	Winter Walk & Jersey Day
February 6, 2025 (weekly)	Stepping Into Winter Walk
February 26, 2025	Pink Shirt Day
March 6, 2025	Community Activity Registration Night
April 21 - May 21, 2025	Pitch-in Month
April 25-26, 2025	Trade Show

1.1.2 Staff

April 10, 2025	Operations & Recreation Confined Space Entry & Rescue Training
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1.2 UPCOMING

1.2.1 Community

April 28, 2025	National Day of Mourning
April 30, 2025	Volunteer Come & Go Supper
May 8, 2025	Ride to Work Day
May 15, 2025	Day on the Creek
May 18 - May 24, 2025	Public Works Week
May 5 - May 10, 2025	Communities in Bloom Week

1.2.2 Staff

May 21, 2025	Public Works Week BBQ
May 28, 2025	All Staff Collaborative Team Building Exercise

**Town of Pincher Creek
Administration Report
April 28, 2025**

2.0 SUCCESSES & EFFICIENCIES

- 2.1** Bimonthly department meetings throughout organization.
- 2.2** The Operations department teamwork efforts are noticed and appreciated by many residents and staff.
- 2.3** PCREMO Emergency Coordination Centre training in collaboration with regional partners including Village of Cowley, MD of Pincher Creek, Town of Pincer Creek and Alberta Emergency Management Agency. Increased participation and decreased travel expenses due to the Town of Pincher Creek hosting 6 sessions.
- 2.4** Matthew Halton High School Job Fair, Manager of Human Services and Health and Safety, Communications and Marketing Officer attended on behalf of the Town of Pincher Creek
- 2.5** Three agreements with residents who applied for the Clean Energy Improvement Program. One application was completed in time to be included in the 2025 tax levy.
- 2.6** Campground host contract secured.
- 2.7** The pool is now open seven days per week starting April 6, 2025.
- 2.8** Second garbage truck back in operation.
- 2.9** Internal promotions: Head Lifeguard (1), Senior Lifeguard (2).
- 2.10** The Operations Department Manager position filled.
- 2.11** The Operations crew has implemented a new garbage pick-up service.
- 2.12** Snow policy ongoing implementation, overall positive feedback from the residents.

**Town of Pincher Creek
Administration Report
April 28, 2025**

3.0 PROJECT UPDATES COMPLETED

3.1 OPERATING

3.1.1 Watermain break repairs:

- Label Street Laneway - January 8, 2025
- Isabel Cres Laneway – March 5, 2025

3.1.2 Sanitary service repairs:

- Isabel Cres Laneway – January 15, 2025
- John Ave – March 4, 2025
- Lacombe Street – March 26, 2025

3.1.3 FCSS Help Book – 2024

3.1.4 Multipurpose Facility Pool Leadership Course.

3.1.5 2024 Property Assessments updated to Citywide GIS completed.

3.1.6 2025 Visitor Guide complete, published and distributed.

3.1.7 Bylaw 1614-24 Designating the Lebel Mansion as a Municipal Historic Resource.

3.1.8 Municipal Development & Subdivision Authority Appointments.

3.1.9 Weekly “Be Prepared” communications.

3.1.10 Communications Plan.

3.2 CAPITAL

**Town of Pincher Creek
Administration Report
April 28, 2025**

4.0 PROJECT UPDATES UNDERWAY

4.1 OPERATING

- 4.1.1** Payroll and HR Software transition.
- 4.1.2** External H&S Standard certification on track for Q3 2025.
- 4.1.3** Boulevard tree maintenance.
- 4.1.4** School Zone Signage.
- 4.1.5** Lebel Mansion bathroom upgrades, to include accessible for all.
- 4.1.6** Home water audit and water conservation communications.
- 4.1.7** Preparing for the upcoming 2025 Elections.
- 4.1.8** Municipal Development and Subdivision Authority Bylaw update underway.
- 4.1.9** Updates to Flood Layers in GIS based on Pincher Creek Flood Study 2023.
- 4.1.10** Boulevard tree maintenance.

4.2 CAPITAL

- 4.2.1** Residential property Remediation – Tax Recovery.
- 4.2.2** Sanitary sewer line project for 2025 has been awarded.
- 4.2.3** Multipurpose Facility fount counter replacement.
- 4.2.4** Lebel Mansion window replacement project.
- 4.2.5** Sodium Hypochlorite Project.
- 4.2.6** Tennis Court Resurfacing.
- 4.2.7** Arena sport court flooring.

**Town of Pincher Creek
Administration Report
April 28, 2025**

5.0 DATA & TRENDS

5.1 Citywide Service Requests

Facility Maintenance (Administration)	24
Roads / Alleys Inquiry	3
Sidewalk Inquiry	2
Cemetery Interment Request	10
Garbage – Additional Pick-up	6
Garbage Inquiry	45
Recycling Inquiry	1
Roadway Signage Inquiry	9
Sewer Inquiry	8
Snow Removal Inquiry (Roads)	14
Stormwater Drainage / Flooding Inquiry	1
Water Distribution Inquiry	11
Water Meter Read	16
Cemetery Maintenance	1
Animal Control	7
Bylaw Services	16
Cemetery Interment	10
Development	3
Snow Removal Bylaw Complaint (Sidewalks)	8
TOTAL	195

5.2 Development Permits (*Issued*)

Home Occupation	6
Development	11
Sign	4
Demolition	1
TOTAL	22

5.3 Safety Codes Permits (*Issued*)

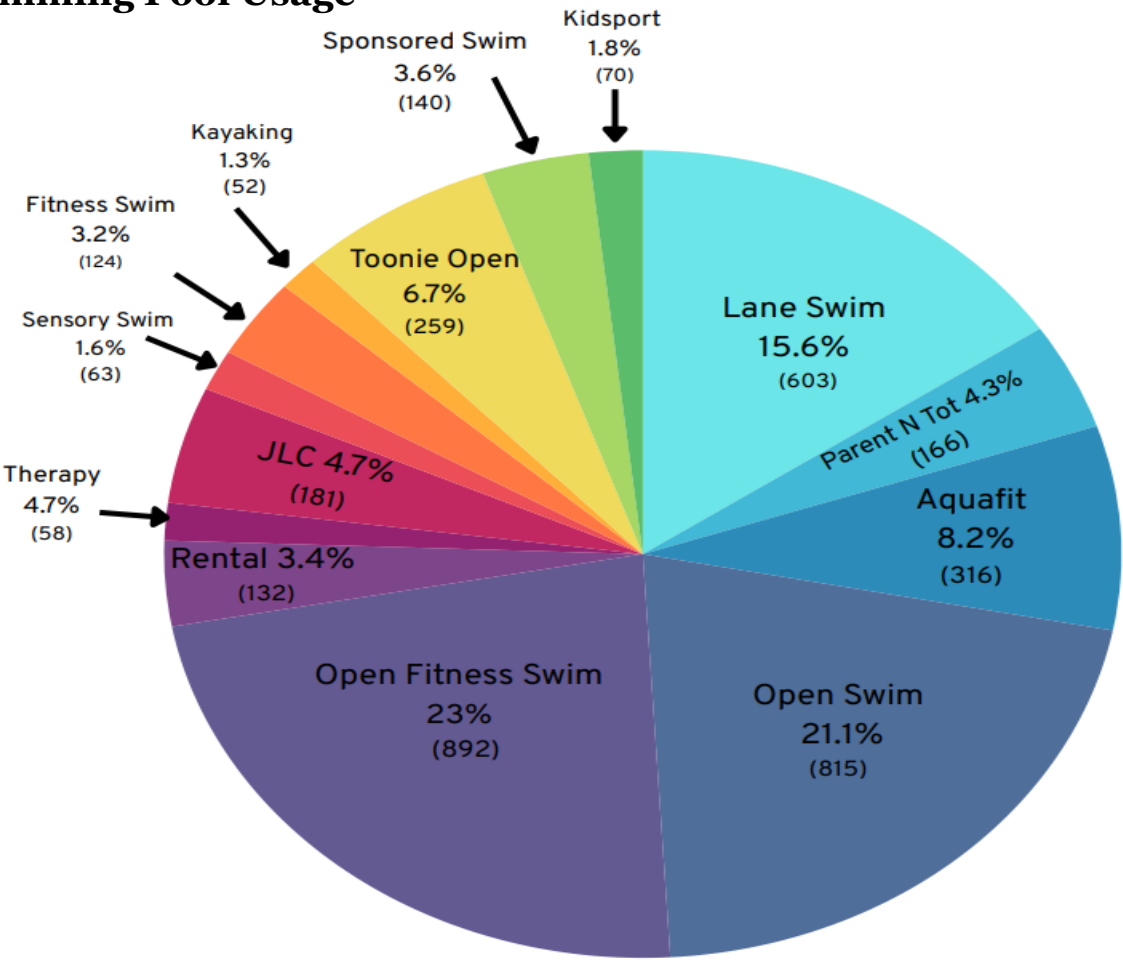
Building	12
Electrical	22
Gas	6
Plumbing	5
TOTAL	45

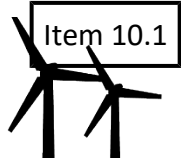
5.4 Alberta One Call Locates **42**

5.5 Ice Arena Usage

	2023-2024	2024-2025
Public & Family Skates	2519	2417
Mom & Tot/Senior Skates	79	42
Private Rentals	58	51
School Usage	96	62
Tournaments	8	9
Noon Hour Shinney	541	904
Arena Advertising	27	38

5.6 Swimming Pool Usage





Town of Pincher Creek

Distribution List

BEAVER FEVER

**Grassroots & Folk
Music Festival
Beaver Mines, AB**

Castle River Rodeo Campgrounds

June 27 / 28 / 29, 2025



BEAVER FEVER

is back by popular demand for its 4th consecutive year for another weekend of live Grassroots & Folk music and unforgettable times on the banks of the Castle River !!

Beaver Fever is a vibrant, family-friendly annual event that strengthens community connections and supports local businesses. Organized by dedicated volunteers from Southern Alberta, it celebrates the region’s talent, food, and culture.





At the heart of Beaver Fever is a live music show featuring top local performers.

The festival also showcases local food and beverage vendors, giving guests the chance to enjoy great eats while supporting small businesses.

With plenty of opportunities to dance, connect, and celebrate together, Beaver Fever fosters a true sense of community.

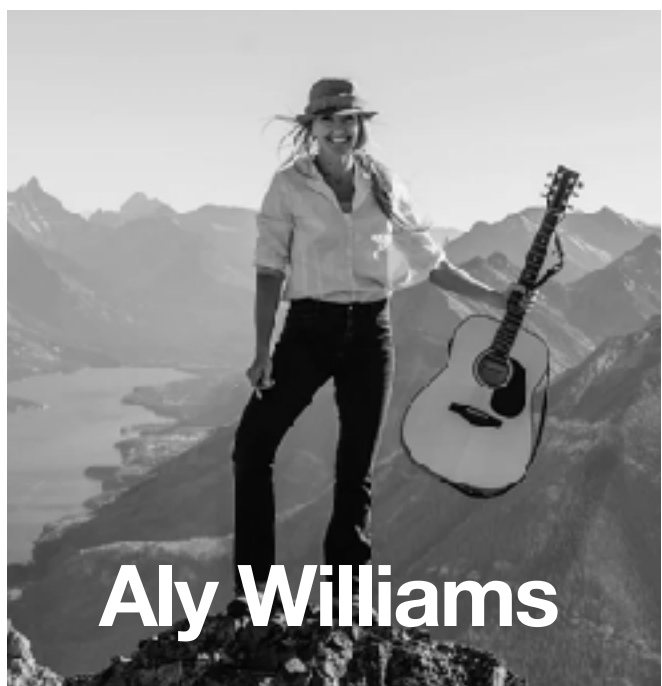
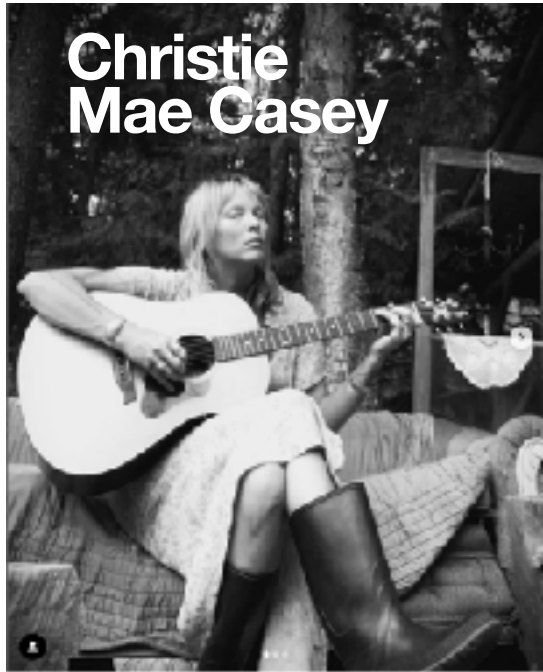
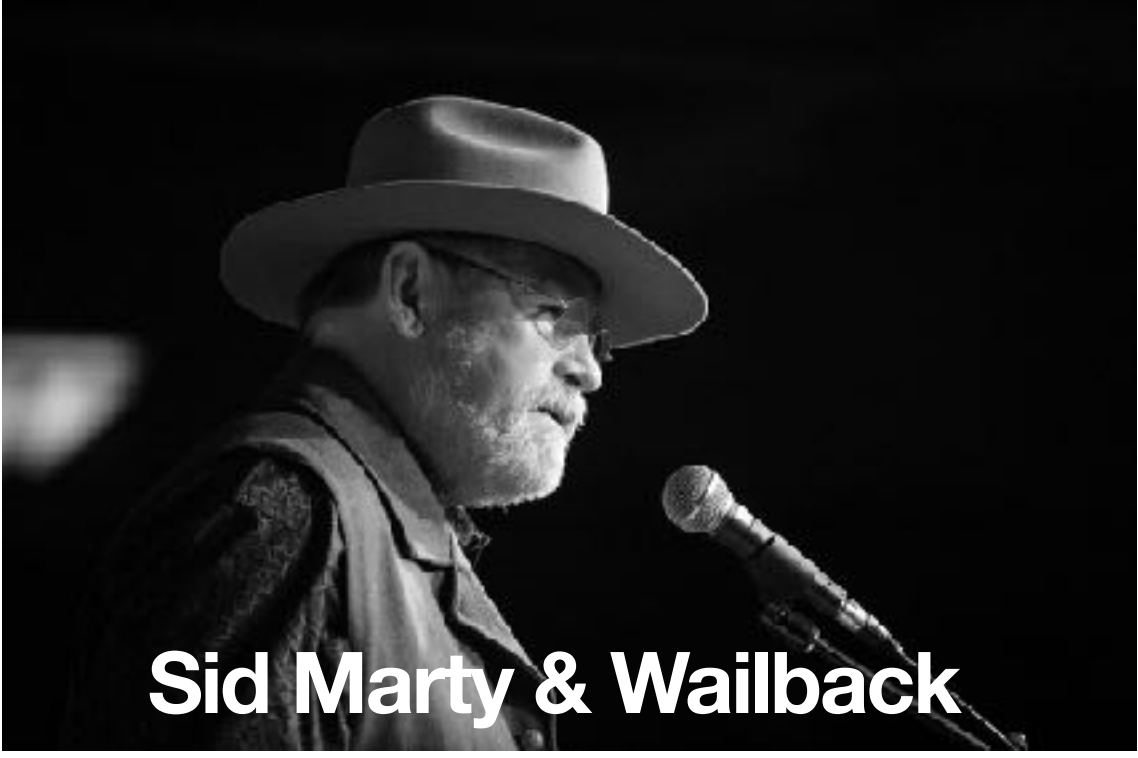




Held on the last weekend of June at the Lions Castle River Rodeo Grounds, Beaver Fever draws residents and visitors from Southern Alberta and B.C., offering a unique opportunity for newcomers to explore and appreciate the local culture, history, and natural beauty of the area.



BEAVER FEVER 2025



+ Craft Beer on-tap + Burgers + Pancake Breakfast

Some the Fever's Previous Sponsors







SPONSORSHIP OPTIONS

	Donation	Passes	Exposure
Gopher Level	\$500	2	Shout-out in social media lead-up
Beaver Level	\$1,000	5	+ Banner on-site
Coyote Level	\$2,000	10	+ Booth & Banner on-site
Elk Level	\$5,000	20	+ “ <i>Tonight’s headliners brought to you by</i> ”
Grizzly Level	\$10,000	40	+ “ <i>Both night headliners brought to you by</i> ”
FEVER PITCH	\$30,000	As many as you want!	+ “ <i>2025 Beaver Fever Presented by</i> ”

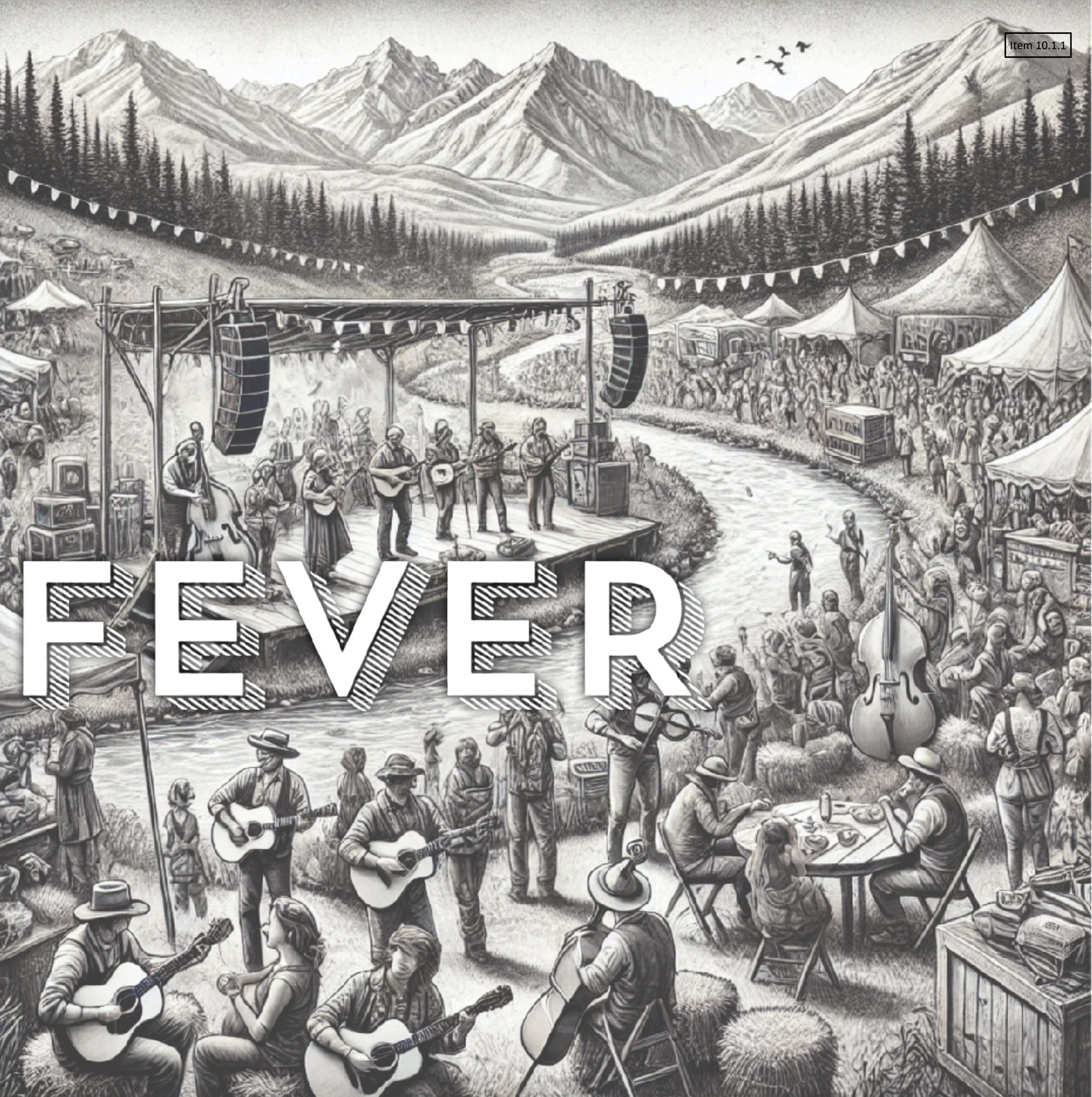
WHAT YOU GET FOR PARTNERING WITH BEAVER FEVER

- Tickets to a fun Summer weekend event with access to **top-tier local singer-songwriter talent.**
- High-touch connection through our extensive digital outreach to our year-to-year combined list of **over 1,000 past patrons from Southern AB, BC and even abroad.**
- Deep connection on-site through signage and in-person meetings with **over 300 attendees from all over southern AB.**
- **Support local businesses** through out-of-town and out-of-province patronage.



 **Video Recap from 2024**
 **514.802.1057**
 **beaverfever.music@gmail.com**
 **www.thebeaverfever.com**

BEAVER *2025*





COMMUNITY FOUNDATION
LETHBRIDGE + SOUTHWESTERN ALBERTA

At the Community Foundation, magic happens every day. And now we invite you to be part of the experience at our Spring 2025 Grants Celebration. This is the perfect opportunity to learn more about our work *and* the many diverse charities that help build a vibrant community. Come and hear firsthand from the grant recipients about their projects, and stay for lunch and a chance to foster new professional relationships.

At **10:00 a.m. on Thursday, May 8, 2025**, we will be awarding over \$500,000 in grants to charities from across Southwestern Alberta. Grants will be awarded from the Community Priorities Fund, the Henry S. Varley Fund for Rural Life, and various Field of Interest Funds.

To ensure that we have enough room for all of guests, we're moving our Grants Celebration to Casa's Community Room, located at **230, 8th Street South, Lethbridge.**

A light lunch will follow the presentation. Please R.S.V.P. with any dietary restrictions you may have to office@cflsa.ca or 403-328-5297 by Friday, May 2, 2025.

I extend our gratitude to our donors for making this event possible through their continued generosity.

Be Part of the Magic!

Charleen Davidson
Executive Director

BE PART OF THE MAGIC!



COMMUNITY FOUNDATION
LETHBRIDGE + SOUTHWESTERN ALBERTA

SPRING
Grants
CELEBRATION

Thursday | **8** MAY | 10AM - 1PM

CASA Lethbridge - Community Room
230 8th Street S - Lethbridge, AB

Please RSVP by May 2nd

Call: 403-328-5297

Email: office@cflsa.ca

**IS VOLUNTEERS VOLUNTEERS
MAKE MAKE
SWAVES WAVES**

**NATIONAL
VOLUNTEER
WEEK 2025**



**Volunteer
Bénévoles
Canada**

APRIL 27 - MAY 3

volunteer.ca/nvw #NVW2025

You are Invited to a Community Volunteer Appreciation Event

The Municipal District of Pincher Creek No. 9 and the
Town of Pincher Creek
are celebrating National Volunteer Week

We invite members of your organization to a celebratory
social to honor the many volunteers in our community.

Enjoy a Come “n” Go complimentary light meal

Wednesday, April 30

Pincher Creek Community Hall (287 Canyon Drive)

5:00 pm – 7:00 pm

Volunteers Make Waves



Together we create ripples of change





National Volunteer Week
April 27 – May 3

La Semaine de l'action bénévole
27 avril – 3 mai

VOLUNTEER DISPLAY AND RECRUITMENT FAIR

All organizations in the community are invited to set up a display table in the Pincher Creek Ranchland Mall for the week of April 28 – May 2 for National Volunteer Week. The benefits of the displays are you get to showcase your organization plus provide information on how individuals can become involved in a volunteer capacity. Feedback from previous Volunteer Fairs has been it creates high awareness of their organization and volunteers did sign up. The tables do not need to be manned, but if you can check on them during the week to keep them tidy and make sure handouts are available.

Tables will be provided. Set up of your displays will be April 28 and removal later May 2nd. To reserve your table please call the Recreation Office at 403-627-4322 or email rec@pinchercreek.ca.

What a great way for residents to stroll through at their leisure and look at the many volunteer opportunities we have to offer.

Looking forward to hearing from you,

Rhonda Oczkowski
Recreation Programmer
Town of Pincher Creek



VOLUNTEERS LE BÉNÉVOLAT VOLUNTEERS LE BÉNÉVOLAT
MAKE FAIT DES MAKE FAIT DES
WAVES VAGUES WAVES VAGUES



Southwest Alberta Sustainable Community Initiative

Community Grant Opportunities

Pincher Creek Community Development Initiative
Grant Specialist
grants@pccdi.ca | pccdi.ca

Please remember that SASCI has a database of grant opportunities available.

Alberta Ecotrust Retrofit Accelerator:

The program offers free coaching support throughout deep retrofit planning, design and implementation for building owners and managers.

Community Energy Conservation (CEC) program:

Financial rebates are provided to municipalities to help identify energy-saving opportunities and implement retrofit projects in municipally-owned facilities. The CEC program is administered by the Municipal Climate Change Action Centre (MCCAC). Submit an Expression of Interest to get the ball rolling.

Municipal Electricity Generation (MEG) Program:

The MEG Program provides financial rebates to municipalities to install grid-connected alternative electricity generation systems on municipally owned facilities or land.

Professional Arts Festivals and Performing Arts Series Presenters – Canada Arts Presentation Fund.

Deadlines: April 1 and October 15, 2025.

Alberta Foundation for the Arts

The AFA provides grant funding to artists and art organizations to encourage the growth and development of the arts sector.

