



# **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**

## **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
----------------	--

### **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

## **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.

## **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**

## **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.

## **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
<b>TOTAL</b>	<b>195</b>

### **5.2 Development Permits (*Issued*)**

Home Occupation	6
Development	11
Sign	4
Demolition	1
<b>TOTAL</b>	<b>22</b>

### **5.3 Safety Codes Permits (*Issued*)**

Building	12
Electrical	22
Gas	6
Plumbing	5
<b>TOTAL</b>	<b>45</b>

### **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

