



AGENDA
TOWN OF PINCHER CREEK
COMMITTEE OF THE WHOLE
Wednesday, April 1, 2020 AT 9:00 A.M.
Council Chambers, Town Hall
962 St. John Avenue

1. **Call to Order**
2. **Agenda Approval**
3. **Committee Reports**
4. **Administration**
 - 4.1 Capital and Major Operating Projects Review
 - 4.2 Service Level Delivery
 - 4.3 Tax and Utility Payment Deferrals
5. **Scheduled Delegations**
 - 5.1 2019 Financial Statement Review – KPMG – 9:00 am
6. **Business Arising from the Minutes**
7. **Policy**
8. **New Business**
9. **Closed Session**
 - 9.1 Rental Agreements – Town Owned Facilities – FOIP s. 24
 - 9.2 Business Continuity Review – FOIP s. 23
10. **Adjournment**

Capital and Major Operating Projects
Status Update / Deferral Possibilities

Agenda Item 4.1

March 25, 2020

Project Title	Budget	Funding Source	Status	Comments
Pick-Up Truck	\$ 45,000.00	Reserves	Complete	- Funds already committed - Unable to defer/cancel project
RCMP Foundation Repairs	\$ 80,000.00	Reserves	In Progress	- Initiated walkthrough with Consultant on March 11th, 2020 and are expecting a "next steps forward" proposal within the next week - No contract signed, no obligation - Strongly recommend moving forward with the project/funding due to the duration of the problems which have persisted at the RCMP facility
NE Area Structure Plan	\$ 80,000.00	Reserves	In Progress	- Contract has been signed/project underway - Unable to defer/cancel project
Wayfinding Signage	\$ 100,000.00	Reserves	In Progress	- Project underway - Unable to defer/cancel project
Co-op Hydrant Support	\$ 150,000.00	Reserves	In Progress	- Discussing options with Co-op regarding cost-share, it is unlikely the Town will be required to contribute the full amount - Recommend retaining \$50,000 in the budget - \$100,000 can be removed from approved project budget
Tumbleweed Pathway	\$ 40,000.00	Reserves	In Progress	- Contract has been signed and work partially complete - Unable to defer/cancel project
St. Michael's Early Learning Centre	\$ 1,805,000.00	Reserves/ Loan	In Progress	- Contract has been signed - Unable to defer/cancel project
Canyon Early Learning Centre	\$ 1,870,000.00	Reserves/ Loan	In Progress	- Contract has been signed - Unable to defer/cancel project
Lebel Mansion Elevator	\$ 144,500.00	Reserves/ Allied Arts	In Progress	- Contract has been signed - Unable to defer/cancel project - Details are not able to be shared publicly, however, additional grant funding from Allied Arts will likely cover more project costs than anticipated. - Potential of up to \$100,000 to be provided by Allied Arts instead of Town Reserves

Capital and Major Operating Projects
Status Update / Deferral Possibilities

March 25, 2020

Project Title	Budget	Funding Source	Status	Comments
Speed Signs	\$ 13,000.00	Reserves	In Progress	- Order has already been submitted (will try to cancel order) - Potential candidate for deferral ONLY IF order can be cancelled
Water Plant - Backwash Flow Meter	\$ 20,000.00	Reserves	In Progress	- Initial site visit complete and quote obtained - No contract signed - Imperative to upgrade critical infrastructure - Do not recommend deferral
Water Plant - Distribution Flow Meter	\$ 20,000.00	Reserves	In Progress	- Initial site visit complete and quote obtained - No contract signed - Imperative to upgrade critical infrastructure - Do not recommend deferral
Infrastructure Master Plan Update	\$ 40,000.00	Operating	In Progress	- Contract awarded and project underway - Timing is important due to impact on other projects, budgets and future initiatives - Unable to defer/cancel project
Sewer CCTV Inspections & Flushing	\$ 85,000.00	Operating	In Progress	- Contract awarded and project underway - In addition to inspections, this project also includes the routine flushing of sewers which is a required maintenance item for the Town - Unable to defer/cancel project
SE Commercial Area Upgrade	\$ 629,000.00	Debenture	Not Started	- Has not begun, has not been assigned to a consultant - Strong candidate for deferral
Large Document Printer/Scanner	\$ 15,000.00	Reserves	Not Started	- Still important for long-term - Strong candidate for deferral
Fire Hydrants	\$ 40,000.00	Reserves	Not Started	- Funded through MSI Capital - Moving forward on critical infrastructure replacements/repairs/installations - Do not recommend deferral
Pressure Reducing Valves	\$ 125,000.00	Reserves	Not Started	- Funded through MSI Capital - Critical Infrastructure - Do not recommend deferral

Capital and Major Operating Projects
 Status Update / Deferral Possibilities

March 25, 2020

Project Title	Budget	Funding Source	Status	Comments
Lebel Mansion Fire Panel Upgrade	\$ 10,000.00	Reserves	Not Started	<ul style="list-style-type: none"> - No contract has been signed - Due to age of existing fire panel, upgrade is desperately needed - Due to elevator being installed this year, upgrade is essential to allow for emergency call-out if elevator is stuck - Do not recommend deferral
St. Michael's School Track Upgrade	\$ 5,000.00	Reserves	Not Started	<ul style="list-style-type: none"> - Ability to bring power to the St. Michael's field is still desired - No contract has been signed - Potential candidate for deferral
Trailer for Parks & Sports Fields	\$ 5,000.00	Reserves	Not Started	<ul style="list-style-type: none"> - Purchase of trailer is still desired by Recreation - No purchase has been made - Potential candidate for deferral
Regional Recreation Master Plan	\$ 50,000.00	Operating	Procurement	<ul style="list-style-type: none"> - Currently out for bidding (RFP closes on April 3rd, 2020) - No contract signed - Timing is important due to impact on future budget decisions, however, project timeline will likely be affected by COVID19 - Potential candidate for deferral

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Committee of the Whole

SUBJECT: Service Level Delivery	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 4/1/2020

PURPOSE:

For Council to consider service level delivery as a result of the COVID-19 situation.

RECOMMENDATION:

That Committee of the Whole for the Town of Pincher Creek receives the Services Level Delivery information as presented.

BACKGROUND/HISTORY:

The COVID-19 outbreak was declared a global pandemic by World Health Organization (WHO). Alberta declared a public health emergency. Alberta.ca

A Special Council Meeting was held on March 16, 2020 where Council agreed to the use of office equipment off site as required for the duration of the COVID-19 situation, recreation facilities were closed to the public effective immediately until further notice, salary continuation for employees of the Pincher Creek Community Early Learning Centre was approved and public events were postponed or cancelled.

At the March 23, 2020 regular meeting of Council direction was given to administration to prepare a personnel plan and to prepare and present further business continuity planning information at the April 1, 2020 Committee of the Whole Meeting for consideration.

All departments have implemented additional sanitization procedures. The Operations department is operating as usual. The Multi Purpose Facility is closed to the public, staff continue to maintain the facility. The administration office closed to the public effective March 23, 2020. A number of staff in various departments are working remotely from home.

ALTERNATIVES:

That Committee of the Whole for the Town of Pincher Creek direct administration to;

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

To be determined.

PUBLIC RELATIONS IMPLICATIONS:

The Municipal Government Act states that municipalities are to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality and to develop and maintain safe and viable communities.

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

Administration supports required changes to support the community during the COVID-19 situation while maintaining staff safety.

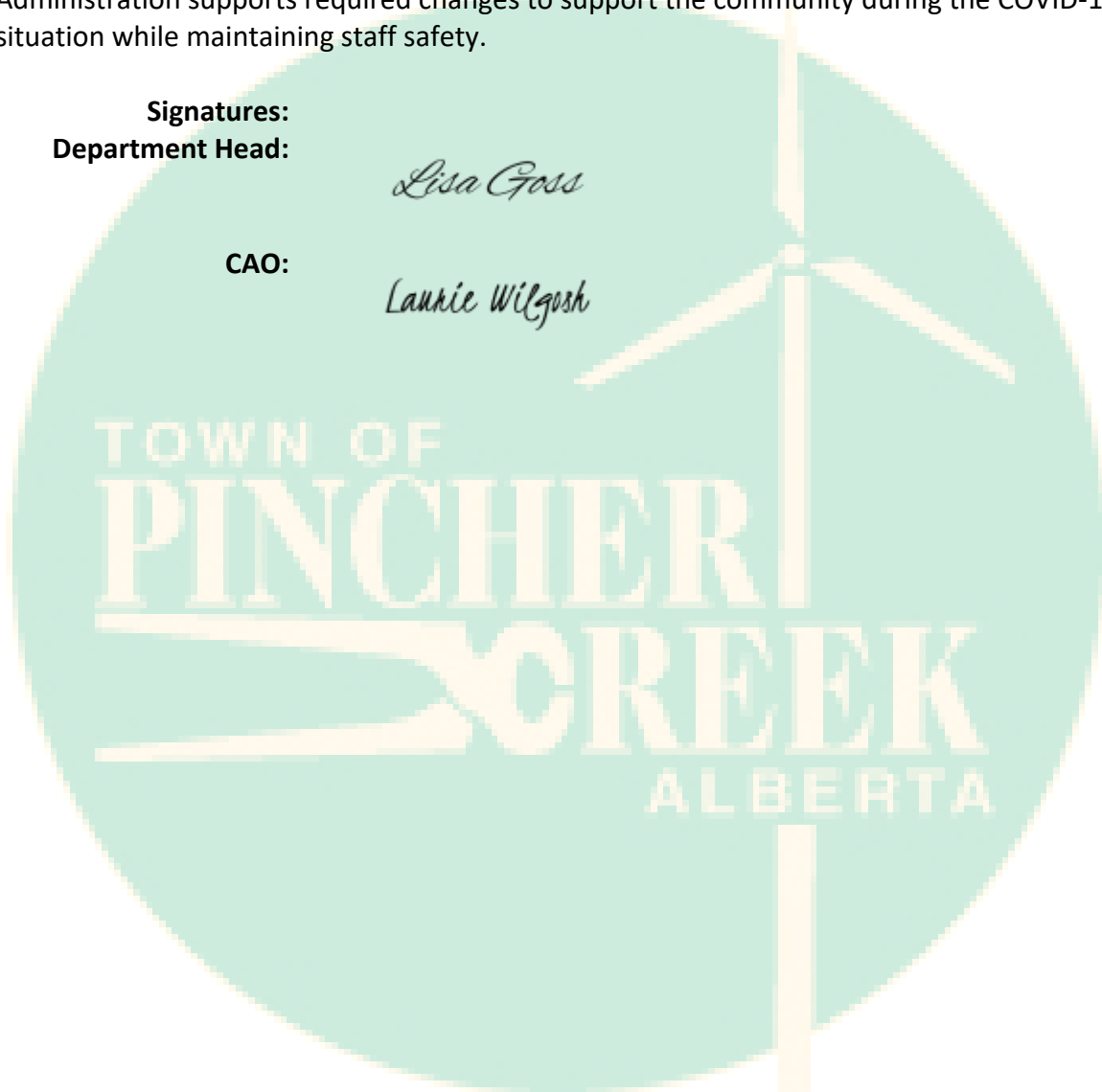
Signatures:

Department Head:

Lisa Goss

CAO:

Laurie Wilgosh



TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Committee of the Whole

SUBJECT: Tax and Utility Payment Deferrals	
PRESENTED BY: Lisa Goss, Administrative Manager	DATE OF MEETING: 4/1/2020

PURPOSE:

For Committee of the Whole to consider the deferral of tax and utility payments due to the COVID-19 pandemic.

RECOMMENDATION:

That Committee of the Whole for the Town of Pincher Creek direct administration to present the Tax and Utility Payment Deferrals at the April 14, 2020 regular meeting of Council for consideration.

BACKGROUND/HISTORY:

The province has implemented a 90-day Utility Deferral program for electricity and natural gas payment deferrals during COVID-19 (information attached).

ALTERNATIVES:

That Committee of the Whole for the Town of Pincher Creek receives the Tax and Utility Payment Deferral information as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

None at this time.

FINANCIAL IMPLICATIONS:

The deferral of these payments will effect the cash flow for the municipality.

PUBLIC RELATIONS IMPLICATIONS:

The deferral of these payments may offer some relief to citizens that have been affected by COVID-19.

ATTACHMENTS:

COVID-19 – 90-day utility deferral - 392

CONCLUSION/SUMMARY:

Administration supports that Committee of the Whole for the Town of Pincher Creek direct administration to present the Tax and Utility Payment Deferrals at the April 14, 2020 regular meeting of Council for consideration.

Signatures:

Department Head:

Lisa Goss

CAO:

Laurie Wilgosh

90-day Utility Deferral

Electricity and natural gas payment deferral during COVID-19

What is happening?

To help Albertans avoid additional financial hardship as they weather the unprecedented COVID-19 health crisis, government is working with utility companies to allow residential, farm, and small commercial customers, who are unable to pay their bill when due, to defer their utility bills for up to 90 days. During this time, no Albertans will be cut off from these services.

This program is available to Albertans who are experiencing financial hardship as a direct result of COVID-19; for example, those who have lost their employment or had to leave work to take care of an ill family member.

This program came into effect on March 18, 2020 and will run through June 18, 2020.

What is a deferral?

When payment is deferred, it means the customer does not have to pay within the usual agreed-upon payment period. Customers usually have 30 days from the end of the last billing period in which to pay their utility bills. In response to the COVID-19 pandemic, utility companies are required to defer this deadline by 90 days.

How does it work?

To arrange for a deferral, call your natural gas or electricity provider directly. You will need your account information. Please be patient as there may be higher-than-normal call volumes

When do I have to pay?

The 90-day deferral program is designed to provide temporary financial relief, and consumers will still have to pay for their deferred utilities.

Government and the Alberta Utilities Commission will work with utility companies to develop a payment system to help consumers pay back their deferred utilities within a reasonable time period.

For the most up-to-date information on government's response to COVID-19, visit Alberta.ca.

No cut-off during COVID-19

Government is committed to ensuring Albertans have access to utilities during the COVID-19 outbreak, and has directed utility companies that they cannot cut consumers off from these vital services.

Consumers should contact the Utilities Consumer Advocate (www.ucahelps.alberta.ca) for support in resolving any service issues that may arise with their service providers during this time.

Call your utility provider if you need a 90-day payment deferral

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