




AGENDA  
COUNCIL COMMITTEE MEETING  
MUNICIPAL DISTRICT OF PINCHER CREEK  
April 8, 2025  
11:00 am  
Council Chambers

- 1) Approval of Agenda
- 2) Delegations
  - a) 11:00 am - Lethbridge Community Foundation
  - b) 1:30 pm - AltaLink
- 3) Closed Session
  - a) 11:30 am - Castle Mountain – FOIP Sec. 16.1
  - b) Public Works Call Log – FOIP Sec. 24.1
  - c) Curling Club Update – FOIP Sec. 16.1
  - d) Extended Producer Responsibility – FOIP Sec. 24.1
- 4) Tax Discussion
- 5) Health and Safety Review
- 6) Round Table
- 7) Adjournment

## Recommendation to Council

<b>TITLE: Tax Rate Bylaw 1357-25</b>			
<b>PREPARED BY: Meghan Dobie</b>		<b>DATE: April 2, 2025</b>	
<b>DEPARTMENT: Finance</b>			
<b>Department Supervisor</b>			<b>ATTACHMENTS:</b> 1. Bylaw No. 1357-25 2. Requisitions – ASFF, DIP, PCF
<b>APPROVALS:</b>			
			
<b>Department Director</b>	<b>Date</b>	<b>CAO</b>	<b>Date</b>

**RECOMMENDATION**

That Council pass first, second and third reading for Bylaw 1357-25.

**BACKGROUND**

- The 2025 Budget includes a 2.1% increase in tax revenue applied to all assessment classes, resulting in a Municipal Tax Levy of \$14,380,590.
- When Bylaw 1357-25 was prepared, taxable assessment equals \$1,936,835,800.

**2025 Requisitions are as follows:**

- Alberta School Foundation Fund (ASFF) and Holy Spirit requisition for 2025 is **\$3,661,708**.
- Designated Industrial Property (DIP) requisition for 2025 is **\$69,231**
- PC Foundation (PCF) requisition for 2025 is **\$386,653**.

**FINANCIAL IMPLICATIONS:**  
Noted Above

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9  
BYLAW NO. 1357-25**

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9 FOR THE 2025 TAXATION YEAR.

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**WHEREAS**, the Municipal District of Pincher Creek No. 9 has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the council meeting held on December 10, 2024; and

**WHEREAS**, the estimated municipal revenues from all sources other than taxation is estimated at \$5,273,220; and

**WHEREAS**, the estimated municipal expenses (excluding non-cash items) for the Municipal District of Pincher Creek No. 9 for 2023 total \$14,292,150; and

**WHEREAS**, the estimated amount required for current year capital expenditures is \$4,815,000; and

**WHEREAS**, the estimated amount required to repay principal debt is \$278,520; and

**WHEREAS**, the estimated amount required for future financial plans to be raised by municipal taxation is \$2,006,140; and

**WHEREAS**, the estimated amount transferred from reserves is \$1,738,000; and

**THEREFORE**, the total amount to be raised by general municipal taxation is \$14,380,590 and

**WHEREAS**, the requisitions are:

<b>Alberta School Foundation Fund (ASFF) and Holy Spirit</b>	
Residential and Farmland	2,306,549
Non-Residential	1,355,159
<b>Pincher Creek Foundation (PCF)</b>	386,653
<b>Designated Industrial Property (DIP)</b>	69,231

**WHEREAS**, the council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect to each sub-class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

**WHEREAS**, the assessed value of all property in the Municipal District of Pincher Creek No. 9 as shown on the assessment roll is:

Residential and Farmland	913,037,430
Non-Residential	1,023,798,370
<b>Total Assessment</b>	<u>1,936,835,800</u>

**NOW THEREFORE**, under the authority of the *Municipal Government Act*, the Council of the Municipal District of Pincher Creek No. 9, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Pincher Creek No. 9:

<b>General Municipal</b>	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
Residential	3,130,150	854,228,730	3.6643
Farmland	474,298	58,808,700	8.0651
Non-Residential, Linear, Machinery & Equipment & Designated Industrial Property	10,665,482	1,010,438,570	10.5553
Non-Residential - Small Business Commercial	105,763	13,359,800	7.9165
Minimum Tax	4,897		
<b>Total</b>	<u>14,380,590</u>	<u>1,936,835,800</u>	
<b>Alberta School Foundation Fund and Holy Spirit</b>			
Residential and Farmland	2,306,549	911,698,930	2.5299
Non-Residential	1,355,159	347,692,410	3.8976
<b>Pincher Creek Foundation</b>	386,653	1,934,718,200	0.1998
<b>Designated Industrial Property</b>	69,231	990,109,870	0.0699
<b>Grand Total</b>	<u>\$18,498,182</u>		

2. That the minimum amount payable per parcel as property tax for general municipal purposes shall be \$20.00 per tax roll.
3. This bylaw comes into force at the beginning of the day that it is passed unless otherwise provided for in the MGA or another enactment or in the bylaw. This bylaw is passed when it receives third reading and it is signed in accordance with S.213 of the MGA.

READ a first time on this \_\_\_ day of \_\_\_\_\_, 2025.

READ a second time on this \_\_\_ day of \_\_\_\_\_, 2025.

Given UNANIMOUS consent to go to third reading on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ a third and final time on this \_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



*Crestview Lodge   Canyon Manor   Willow Court Cottages   Canyon Cottages   Family Housing*

December 2, 2024

Brendan Schlossberger  
Director of Finance  
Municipal District of Pincher Creek No. 9  
PO Box 279  
Pincher Creek, AB  
TOK 1W0

Dear Mr. Schlossberger,

RE: 2025 REQUISITION – PINCHER CREEK FOUNDATION/CRESTVIEW LODGE

The Pincher Creek Foundation Board of Directors has approved our 2025 fiscal budget which includes the Requisition totaling \$615,689.00. Municipal District of Pincher Creek No. 9 maintains 62.8% of the shared costs, which relates to **\$386,652.69** for 2025 year.

We appreciate the continual support of the MD of Pincher Creek and will forward our audited financial statements for 2024 upon approval by the Board. The invoice has been enclosed for payment processing purposes.

Sincerely,

Annie Lok

Chief Administrative Officer

PAID

c.c. Board of Directors

978 Hyde Street P.O. Box 1058 Pincher Creek Alberta TOK1W0  
Phone: 403 627-3833 Ext. 1 Fax: 403 627-3302  
Email: [cao@pcfound.ca](mailto:cao@pcfound.ca)

March 31, 2025

Roland Milligan  
Chief Administrative Officer  
Municipal District of Pincher Creek No. 9  
PO Box 279  
Pincher Creek, Alberta T0K 1W0

[cao@mdpincercreek.ab.ca](mailto:cao@mdpincercreek.ab.ca)

Dear Chief Administrative Officer:

**Subject: 2025 Tax Year – Designated Industrial (DI) Property Requisition**

Legislated changes within the *Municipal Government Act (MGA)* has the cost of centralization of DI Property assessments recovered through a requisition paid by the DI property assessed persons.

The 2025 provincial uniform tax rate for all DI property assessment was set at **\$0.0701** per \$1,000 of DI property assessment as per Ministerial Order No MAG:004/25.

If the total requisition amount is less than \$1,000 for a municipality, there will be no requirement to remit payment, but it still must be applied to the DI property owners' tax bill.

The details of the requisition amount and any balance forward from the 2024 requisition for your municipality is included in the attached notice.

A reconciled notice will be sent to municipalities in early 2026 and will reflect DI property assessment changes that occurred in the year as a result of an amendment, Land and Property Rights Tribunal decisions, or a supplementary assessment. Credit balances or any unpaid balances owing will also be reflected on the 2025 requisition payable by the municipality.

If you have any questions about the requisition, please contact Ken Anderson, Manager, Finance and Administration at (780) 427-8962 or email at [ken.anderson@gov.ab.ca](mailto:ken.anderson@gov.ab.ca).

We look forward to maintaining a strong working relationship as we move forward with centralization.

Sincerely,



Victoria Bachmann  
Executive Director  
Assessment Services Branch  
Attachment





**Alberta Municipal Affairs**  
**2025 Tax Year Designated Industrial (DI) Property Requisition Notice**

**Municipal Code:** 0251  
**Municipality:** Municipal District of Pincher Creek No. 9  
 PO Box 279  
 Pincher Creek, Alberta T0K 1W0

**Notice Date:** March 31, 2025  
**Tax Year:** 2025  
**Due Date:** 30 days from Municipal tax due date  
**Ministerial Order:** MAG:004/25  
**Tax Rate<sup>3</sup>:** \$0.0701 per \$1,000

PLEASE MAKE CHEQUES PAYABLE TO **GOVERNMENT OF ALBERTA**  
 AND MAIL TO:

Alberta Municipal Affairs  
 Assessment Services Branch  
 15<sup>TH</sup> Floor Commerce Place  
 10155 - 102 Street NW  
 Edmonton AB T5J 4L4  
 Canada

THIS DOCUMENT IS ISSUED BY:

Alberta Municipal Affairs  
 Assessment Services Branch  
 15<sup>TH</sup> Floor Commerce Place  
 10155 - 102 Street NW  
 Edmonton AB T5J 4L4  
 Canada  
 Ph: 780-422-1377

Remittance Balance from Previous Years	2024AY* DI Property Assessment	2025 DI Property Tax Requisition	Government Policy Credit	LPRT/Court Decisions Credits Previous Years	2025 Remittance Credits	Balance on Requisition
\$-175.38	990,109,870.00	\$69,406.70	\$0.00	\$0.00	\$0.00	\$69,231.32

Notes:

- 2024AY\* = 2024 Assessment Year
- All taxable designated industrial property is subject to the requisition.
- 2025 tax rate is per \$1,000.00 of Designated Industrial (DI) Property Assessment
- The tax rate set by the Minister must be the rate applied. **Do not adjust the rate.**
- Machinery and equipment exempted from taxation by municipal bylaw under Section 364(1.1) of the Municipal Government Act is not subject to the DI Requisition.
- Properties, where GIPOT is paid, are not subject to the DI Requisition.
- Government Policy Credit reflects: 2025 requisitions under \$1000 canceled, and/or Designated Industrial Requisition Credit (DIRC).
  - If the annual DI Property Tax Requisition is less than \$1,000 for a municipality, there will be no requirement to remit payment, but it still must be applied to the DI property owners' tax bill.
- LPRT/Court Decisions Credits Previous Years: reflects reduction in the DI Requisition owing due to decision affecting previous years assessments and therefore the DI requisition.
- A minus ( - ) symbol in the "Balance on Requisition" box indicates a credit balance.

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**PRELIMINARY**  
**2025 EDUCATION PROPERTY TAX REQUISITION**  
**FOR**  
**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9**

**PAYMENT TO ALBERTA SCHOOL FOUNDATION FUND (ASFF)**

<b>Assessment Class</b>	<b>Basic Rate (1)</b>	<b>Equalized Assessment(2)</b>	<b>ASFF Requisition (1) x (2) / 1,000</b>
Residential and Farmland	\$2.72	\$780,279,127	\$2,122,359.23
Non-Residential	\$4.00	\$337,531,703	\$1,350,126.81
<b>Total</b>			<b>\$ 3,472,486.04</b>

**PAYMENT TO HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO. 4**

<b>Assessment Class</b>	<b>Basic Rate (1)</b>	<b>Equalized Assessment(2)</b>	<b>Opted Out Requisition (1) x (2) / 1,000</b>
Residential and Farmland	\$2.72	\$67,717,024	\$184,190.31
Non-Residential	\$4.00	\$1,258,022	\$5,032.09
<b>Total</b>			<b>\$189,222.39</b>

**Total 2025 Property Taxes for Education: \$ 3,661,708.43**





**MD of Pincher Creek  
Health and Safety Review  
September 2024 to March 2025**



# Event Summary

There has been 12 events reported to date.

- Environmental - 0
- Equipment damage - 3
- Near misses - 2
- Personal injuries - 2
- Property Damage – 4
- Vandalism - 0



# COR Audit



Workplace Safety  
**Certificate of  
Recognition**

The 2024 COR Audit began in August 2024, with results received in mid-September. This audit was my qualifying audit and the MD's first internal audit in the three year process. We achieved a passing score of 89% which was slightly down from the previous years external audit.

The audit identified three key areas for improvement:

- Element 2 – Hazard Assessment
- Element 6 – Other parties at or in the Vicinity of the Worksite
- Element 10 – Systems Administration

Despite these areas for growth, the audit also highlights our strengths:

- Element 1 – Management Leadership and Organizational Commitment
- Element 3 – Hazard Controls
- Element 8 – Emergency Response

An action plan has been created and with the help of the JHSC and management we will be focusing on addressing the identified gaps while maintaining our commitment to workplace safety.

# Joint Health and Safety Updates

The Joint Health and Safety Committee continues to make progress in strengthening workplace safety. As part of this effort, the committee will be reviewing and updating its Terms of Reference to ensure they align with current standards and operational needs.

During the 2024 COR audit, it was identified in element 2 Hazard Assessment, that several safe work practices and formal hazard assessments were missing. To address this, the MD worked with a consultant to help update these documents with the necessary information and create the ones that were missing. We will start to review and approve these updates during the JHSC meetings and implement them into the organization as we go along.

Regular safety inspection and meetings remain ongoing as we continue to prioritize a safe and compliant work environment.



# Health and Safety Update

While working with the consultant to develop and update our Safe Work Practices and Formal Hazard Assessments, additional gaps in our Health and Safety Manual were identified. This consultant specializes in assisting municipal organizations in aligning their Health and Safety Management Systems (HSMS) with legislative requirements, she was recommended by another Health and Safety Manager who recently worked with her to updating their HSMS.

Although our current system meets the requirements to pass the COR audit, it does not fully comply with all Occupational Health and Safety legislative requirements. As we continue in the process, we will be focusing on addressing these gaps to ensure our Health and Safety Manual is both COR compliant and fully aligned with regulatory standards. Strengthening these areas will enhance our overall safety program and further support a safe and compliant workplace.



# Health and Safety Incentive Plan

Last year, we implemented a Health and Safety Incentive Program aimed at increasing hazard awareness among staff. The initiative encouraged employees to be more vigilant in their surroundings, proactively identifying and mitigating potential hazards before they could result in a near-miss or incident.

Due to its success, we will be running the same incentive program again this year, from June to August. Submissions will be reviewed by the Joint Health and Safety Committee prior to the annual Safety BBQ in August, where the top submissions will be recognized and rewarded for their commitment to workplace safety.



QUESTIONS