



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
AUGUST 12, 2019
AGENDA**

Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – JULY 15, 2019

DELEGATIONS:

1. MR. ROGER REID, MLA for Livingstone-Macleod
2. SOUTHGROW REGIONAL INITIATIVE – Peter Casurella, Executive Director

ACTION ITEMS:

1. BYLAW #1662 – Fire Services Bylaw
RE: 1st Reading
2. BYLAW #1663 – Fire Protection Bylaw
RE: 1st Reading
3. BYLAW #1673 – Water & Sewer Utility Bylaw Amendment
RE: 2nd & 3rd Readings
4. NOTICE OF PETITION: Borrowing Bylaw
5. BYLAW #1674 – Borrowing Bylaw
RE: 2nd & 3rd Readings
6. CORRES: Hon. Leela Sharon Aheer, Minister of Culture, Multiculturalism and Status of Women
RE: 2019 Stars of Alberta Volunteer Awards
7. CORRES: Alberta Labour and Immigration
RE: Rural and Northern Immigration Pilot
8. CORRES: Alberta Environment and Parks
RE: Status of Application – Alberta Community Resilience Program
9. CORRES: Alberta Municipal Affairs
RE: Potential Meeting with Minister at 2019 AUMA Convention
10. CORRES: Mr. Roger Reid, MLA for Livingstone-Macleod
RE: Invitation to Community Conversation – August 20, 2019
11. NEWS RELEASE: Alberta Health Services Review – Minister Shandro
12. CORRES: Town of Peace River
RE: GST Status of Intermunicipal Cost Sharing Agreements
13. CORRES: FortisAlberta
RE: Invitation to Grand Opening of New Operational Office
14. REQUEST FOR DECISION: Shingle Signage Policy
15. FINANCIAL REPORT: Statement of Operations – July 31, 2019
16. INFORMATION BRIEF: MD of Willow Creek Circulation
17. INFORMATION BRIEF: 2019 AUMA Convention Resolutions
18. INFORMATION BRIEF: Contract Settlement
19. INFORMATION BRIEF: Invitation to Premier Jason Kenney
20. INFORMATION BRIEF: CAO Report
21. INFORMATION BRIEF: Council Resolution Status
22. ADOPTION OF INFORMATION ITEMS
23. IN CAMERA
 - a. LEGAL – FOIP Section 27
 - b. LEGAL – FOIP Section 27
 - c. LAND – FOIP Section 16.1
 - d. Intergovernmental Relations – FOIP Section 21

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – June 7, 2019
2. MD of Willow Creek Notice of Decision – Candeo Materials Processing Inc.
3. MD of Willow Creek Notice of Decision – Cameron and Connie Fancy
4. Action on Smoking and Health – Thank you for your support of our application
5. Claresholm & District Chamber of Commerce Regular Meeting Minutes – May 15, 2019
6. Claresholm Skatepark Association Meeting Minutes – June 19, 2019
7. APWA Alberta Chapter 2019 Awards – Call for Submissions
8. Alberta SouthWest Regional Alliance Meeting Minutes – May 1, 2019

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JULY 15, 2019

Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West

COUNCIL PRESENT: Mayor Doug MacPherson; Councillors: Kieth Carlson, Gaven Moore, Brad Schlossberger, Lise Schultz and Craig Zimmer

ABSENT: Councillor Mike Cutler

STAFF PRESENT: Chief Administrative Officer: Marian Carlson, Finance Assistant: Karine Keys

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Mayor MacPherson.

AGENDA: Moved by Councillor Schlossberger that the Agenda be accepted as presented.

CARRIED

MINUTES: REGULAR MEETING – JUNE 24, 2019

Moved by Councillor Zimmer that the Regular Meeting Minutes of June 24, 2019 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1670 – ATB Operational Borrowing Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schulze to give Bylaw #1670, the ATB Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Moore to give Bylaw #1670, the ATB Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

2. BYLAW #1671 – AMSC Operational Borrowing Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Carlson to give Bylaw #1671, the AMSC Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1671, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

3. BYLAW #1672 – Designated Officers Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schulze to give Bylaw #1672, the Designated Officers Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1672, the Designated Officers Bylaw, 3rd & Final Reading.

CARRIED

4. BYLAW #1673 – Water & Sewer Utility Bylaw Amendment
RE: 1st Reading

Moved by Councillor Carlson to give Bylaw #1673, the Water & Sewer Utility Bylaw Amendment, 1st Reading.

CARRIED

5. BYLAW #1674 – Borrowing Bylaw
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1674, a borrowing bylaw, 1st Reading.

CARRIED

6. CORRES: Alberta Municipal Affairs
RE: Ministry of Municipal Affairs' 2018-19 Annual Report

Received for information.

7. **CORRES: Town of Pincher Creek**
RE: Pincher Creek Fair & Rodeo – August 17, 2019

Received for information.

8. **CORRES: Claresholm Fire Department**
RE: Request for Donation – Fire Department Golf Tournament

MOTION #19-104 Moved by Councillor Carlson to support the Claresholm Fire Department's Annual Fundraising Golf Tournament on August 17, 2019 with a donation of \$150 along with some promotional items.

CARRIED

9. **VERBAL BRIEFING: MD of Willow Creek & Alberta Environment Meeting**

Marian Carlson, CAO updated Council on a meeting at the MD Office held recently where Alberta Environment outlined their concerns regarding water levels within Pine Coulee, which has been reducing since 2015.

10. **REQUEST FOR DECISION: Granum Water Contract**

MOTION #19-105 Moved by Councillor Schulze to direct Administration to give notice of updated unit rates for water to the Town of Granum as per the Town of Claresholm Water Supply Agreement dated January 28, 2009 with the Town of Granum and the MD of Willow Creek #26.

CARRIED

11. **REQUEST FOR DECISION: Annexation**

MOTION #19-106 Moved by Councillor Schlossberger to proceed with the intent for annexation for the land located at 4;27;12;23;SE from the MD of Willow Creek No. 26 to the Town of Claresholm.

CARRIED

12. **REQUEST FOR DECISION: Water Servicing Agreement Amendment**

MOTION #19-107 Moved by Councillor Carlson to amend the Master Water Servicing Agreement to extend the Town of Claresholm's commercial water rate to the property located at short legal 4;27;12;23;SE for a period of two years in anticipation of a completed annexation.

CARRIED

13. **REQUEST FOR DECISION: South Saskatchewan Regional Plan Compliance Declaration**

MOTION #19-108 Moved by Councillor Zimmer to submit the Declaration to the Land Use Secretariat in regards to compliance with the South Saskatchewan Regional Plan.

CARRIED

14. **REQUEST FOR DECISION: Policy Manual Review & Update - Council**

MOTION #19-109 Moved by Councillor Moore to adopt the updated Town Policies as follows, effective July 15, 2019:

- 2.0.01 – Regular Council Meetings (Previously COUN 03-08))
- 2.0.05 – Council Representation on Community Boards and Committees (Previously COUN 02-98)
- 2.0.10 – Returning Items to the Agenda (Previously COUN 12-03)
- 2.0.15 – Convention Delegate Expenses (Previously COUN 11-07)
- 2.1.01 – Public Participation (Previously COUN 05-18(a))
- 2.1.05 – Streaming and Recording of Council Meetings (Previously COUN 05-18)
- 2.1.10 – Delegations to Council (Previously COUN 12-07).

CARRIED

MOTION #19-110 Moved by Councillor Schlossberger to repeal Policy 2.0.50 – Chief Administrative Officer (Previously COUN 10-97).

CARRIED

15. **REQUEST FOR DECISION: Policy Manual Review & Update - CPO**

MOTION #19-111 Moved by Councillor Zimmer to adopt the Town Policies as follows, effective July 15, 2019:

- 5.3.20 – Exhibits Handling Policy
- 5.3.30 – CPO Complaint Process Policy
- 5.3.35 – CPO Safety Policy

CARRIED

16. **REQUEST FOR DECISION: Policy Manual Review – Staff Training & Development**

MOTION #19-112 Moved by Councillor Moore to adopt the amended policy 1.1.50 – Staff Training and Development (v1.1), effective July 15, 2019.

CARRIED

17. REQUEST FOR DECISION: Contract Resolution

MOTION #19-113 Moved by Councillor Schlossberger to settle the legal matter with Tenato Strategy Inc. for \$20,000 as per the settlement terms and to be funded from general operational reserves.

CARRIED

18. REQUEST FOR DECISION: 2019 AUMA Convention

Members of Council will let Administration know in the next week if they plan to attend the 2019 AUMA Convention or not.

19. REQUEST FOR DIRECTION: Painting of Center Line on Roads

MOTION #19-114 Moved by Councillor Schulze to approve the painting of traffic lines in the described areas as presented.

CARRIED

20. REQUEST FOR DECISION: Dog Poop Bag Dispensers

MOTION #19-115 Moved by Councillor Schlossberger to install dog poop bag dispensers at the entrance to Kin Trail just off 8th Street West and at the entrance to the Frog Creek Wetlands and to supply bags for the dispensers going forward.

CARRIED

21. REQUEST FOR DIRECTION: AUMA Convention & RCMP 'K' Division

Council indicated that no meeting is being requested at this time.

22. FINANCIAL REPORT: Statement of Operations – June 30, 2019

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended June 30, 2019 as presented.

CARRIED

23. INFORMATION BRIEF: MD of Willow Creek Circulation- Application

Received for information.

24. INFORMATION BRIEF: Council Resolution Status

Received for information.

25. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Moore to adopt the information items as presented.

CARRIED

26. IN CAMERA:

a. LAND – FOIP Section 16.1

b. LAND – FOIP Section 16.1

c. Confidential Evaluations – FOIP Section 19.1

Moved by Councillor Zimmer to go In Camera at 7:57 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:57 p.m.

Moved by Councillor Moore to come out of In Camera at 8:19 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:19 p.m.

CARRIED

b. Confidential Evaluations – FOIP Section 19.1

MOTION #19-116 Moved by Councillor Schlossberger to appoint Sheila Karsten to the Claresholm & District FCSS Board.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:20 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:20 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1662**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to provide for the establishment and operation of a volunteer fire department and to provide for the protection and preservation of life and property within the municipality.

WHEREAS the *Municipal Government Act* R.S.A. 2000 Chapter M-26, provides that a Council of a Municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property, and for services provided by or on behalf of the municipality;

AND WHEREAS the Council for the Town of Claresholm wishes to establish and provide for the efficient operation of Fire Services;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "**Fire Services Bylaw.**"

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
- a) "**Apparatus**" means any vehicle suitable for land, air, or water use which is provided with machinery, devices, equipment, materials or personnel for fire fighting, rescue, or other emergency response, as well as vehicles used to transport fire fighters or supplies.
 - b) "**Chief Administrative Officer (CAO)**" means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
 - c) "**Council**" shall mean the Municipal Council of the Town of Claresholm.
 - d) "**Department**" shall mean the Claresholm Fire Department established under this Bylaw.
 - e) "**Department Property**" means all property owned or controlled by, and designated for use by, the Department, regardless of the source of the property.
 - f) "**Director of Emergency Management**" shall mean that person appointed by Council to act as the Town of Claresholm's Director of Emergency Management or designated delegate.
 - g) "**Disaster**" shall mean an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.
 - h) "**Emergency**" shall mean a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
 - i) "**Enforcement Officer**" shall mean a Community Peace Officer, Bylaw Enforcement Officer, RCMP Officer or an inspector appointed by and employed by the Town with respect to the enforcement of bylaws of the Town of Claresholm.
 - j) "**Equipment**" shall mean any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.
 - k) "**False Alarm**" means any notification to the Department of any Member thereof respecting the existence of a condition, circumstance or event containing an imminent serious danger to persons or property, wherein such a condition, circumstance or event is in fact not in existence.
 - l) "**Fire**" means the burning of any flammable or combustible material or any combustible material in a state of combustion.
 - m) "**Fire Chief**" shall mean the person employed by the Town under the provisions of this Bylaw, or designated delegate.
 - n) "**Fire Department Property**" means all property owned or controlled by, and designated for use by, the Fire Department, regardless of the source of the property.
 - o) "**Fire Permit**" means a document issued by the Fire Chief pursuant to this Bylaw, on the form adopted by the Town from time to time.
 - p) "**Fire Protection**" shall mean all aspects of fire safety including, but not limited to, fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, rescue, training or other staff development and advising.
 - q) "**First Responder (Awareness)**" shall mean those persons who in the course of their normal duties may be the first on the scene of a Dangerous Goods or Hazardous Materials incident and are trained to recognize that a hazard exists, call for trained personnel and secure the area.

- r) **“First Responder (Emergency Services)”** shall mean those persons, who in the course of their normal duties, may be the first on the scene of a medical emergency, and are trained to a basic first aid and CPR training level.
- s) **“Incident”** shall mean a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Department has responded.
- t) **“Incident Commander”** shall mean the Fire Chief or in the absence of the Fire Chief, the highest ranking Member present at an incident.
- u) **“Inspection Officer”** shall mean the Fire Chief, or any Member directed to undertake inspections.
- v) **“Member”** shall mean any person employed as a Volunteer Member of the Department under this Bylaw and shall also include the Fire Chief.
- w) **“Municipal Government Act”** shall mean the Municipal Government Act, RSA 2000, Chapter M-26, and any amendments thereto;
- x) **“Mutual Aid Agreement”** shall mean an agreement between the Town and other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment.
- y) **“Officer”** shall mean an Officer of the Department.
- z) **“Qualified Personnel”** shall mean a person in possession of a Fireworks Supervisor Card issued pursuant to the Explosives Act (Canada) and the Alberta Fire Code A.R. 52/98 and their regulations.
- aa) **“Quality Management Plan (QMP)”** shall mean the uniform QMP approved by the Safety Codes Council.
- bb) **“Safety Codes Officer”** shall mean an individual designated as a Safety Codes Officer in accordance with the Safety Codes Act S.A. 1991 c. S-0.5, s. 7.
- cc) **“Standard Operating Procedures”** shall mean the Claresholm Fire Department's Procedure Manual.
- dd) **“Town”** shall mean the Town of Claresholm.

SECTION 3 ESTABLISHMENT OF DEPARTMENT

- 3.1 Council hereby establishes the Claresholm Fire Department for the purpose of:
 - a) Providing Fire Protection services;
 - b) Preventing, combating and extinguishing Fires and Incidents;
 - c) Investigating the cause and origin of Fires and Incidents;
 - d) Preserving life and property and protecting persons and property from injury or destruction by Fire or Incident;
 - e) Operating Apparatus and Equipment for the purpose of extinguishing Fires or Incidents and preserving life and property;
 - f) Fulfilling obligations under approved Fire Protection agreements;
 - g) Providing public education about fire safety;
 - h) Carrying out Fire inspections and prevention patrols;
 - i) Pre-fire and emergency planning and practice;
 - j) Providing initial first response to medical incidents; and
 - k) Providing rescue services.
- 3.2 The Department shall respond within the scope that the department's manpower, equipment and training permits, for the purpose of:
 - a) Preventing and extinguishing fires in structures and wild land areas;
 - b) Preserving life and property and protecting persons and property from injury or destruction by fire;
 - c) Providing assistance to emergency medical services (EMS) as required;
 - d) Acting as First Responders (Awareness) preserving life and property and protecting persons from injury or destruction by Dangerous Goods, or Hazardous Materials or Industrial incidents;
 - e) Acting as First Responders (Emergency Services) preserving life and persons from injury;
 - f) Providing rescue extrication services from vehicles;
 - g) Investigating the cause of fire in accordance with the Quality Management Plan;
 - h) Carrying out prevention patrols, pre-fire planning and fire inspections in accordance with the Quality Management Plan;
 - i) Assisting in disaster planning and "mock exercises";
 - j) Enforcing the provisions of the Safety Codes Act and its regulations;
 - k) Providing public education about fire safety.
- 3.3 Members shall carry out duties and responsibilities assigned to them under the Bylaw or Policies adopted by the Council.

SECTION 4 JURISDICTION

- 4.1 The limits of the jurisdiction of the Department shall extend to the area and boundaries of the Town and no apparatus shall be used beyond the limits of the Town without the express authorization of a Mutual Aid Agreement and/or authorization of the Member in Charge.

SECTION 5 HEALTH AND SAFETY

- 5.1 All members will endeavor to perform Fire Protection and Rescue services in a safe manner, in accordance with:
- a) Good judgment;
 - b) This bylaw;
 - c) Other related bylaws;
 - d) Established policies and guidelines;
 - e) The Quality Management Plan (QMP);
 - f) The training provided;
 - g) The Highway Traffic Act;
 - h) The Safety Codes Act;
 - i) A Code of Practice for Firefighters – Application of Alberta’s Occupational Health and Safety Code 2006 to Emergency Operations of the Fire Service in Alberta;
 - j) Best safe working practices;
 - k) The department's Standard Operational Procedures.
- 5.2 All members will report unsafe conditions to the Fire Chief or his/her designate and endeavor to reduce the incidence of unsafe conditions.
- 5.3 No member will attend at an incident when under impairment from alcohol or any performance altering and/or illegal drug.
- 5.4 No member will consume any alcohol or performance altering and/or illegal drugs while attending at an incident.
- 5.5 No alcohol is permitted in the Fire Hall at any time.
- 5.6 If the fire department organizes a social function or a large number of members are expecting to attend a social function, the Fire Chief will establish a list of members who will respond to any incidents during the time of that social function and for eight (8) hours following the social function. These members will ensure that they are capable of responding to any incidents during the time frame for which they are assigned.

SECTION 6 FIRE CHIEF

- 6.1 There shall be established the full-time position of Fire Chief which shall, subject to the direction of the CAO, be responsible for the operation and administration of the Department in accordance with the provisions of this Bylaw and the policies established by the Council.
- 6.2 The Fire Chief shall be hired by the Town in accordance with hiring procedures in this Bylaw and Town Policies.
- 6.3 The Fire Chief has complete responsibility and authority over the Department, subject to the direction of the CAO. In particular, the Fire Chief may direct the Department and its Members to carry out all Fire Protection and Emergency Services activities and such other activities as the CAO may direct, including but not limited to:
- a) Pre-fire planning;
 - b) Prevention patrols;
 - c) Fire suppression activities;
 - d) Emergency medical services, excepting ambulance services;
 - e) Rescue operations;
 - f) Disaster relief;
 - g) Practice and member training.
- 6.4 The Fire Chief shall prepare and recommend for adoption by the Council as the case may be such rules, regulations, policies, standard operating procedures and protocols as may be required for the proper operation and administration of the Department, including, but not limited to administrative and technical work in planning, organizing and directing the fire fighting and fire prevention activities, pre-fire planning, preventive patrols and disaster planning assistance.
- 6.5 The Fire Chief shall prepare annually for submission to the CAO, a Fire Services Plan which shall establish the fire protection service levels to be provided to the Town, the detailed operating and capital budget for the next fiscal year, the estimated expenditures and revenues for the upcoming three (3) years and estimated capital requirements and capital equipment plan for the next five (5) years.

- 6.6 The Fire Chief shall keep or cause to be kept in proper form, records of all transactions of the Department's "Fire Fund" bank account independently audited by a Committee of members on an annual basis at the members' cost. This report will be submitted to the CAO as part of the Fire Chief's annual report.
- 6.7 The Fire Chief shall:
 - a) Be responsible for the appointment of Members to the Department as required;
 - b) Have the authority to dismiss any Member for cause which might include but are not limited to neglect of duties or insubordination. Dismissal of any Member by the Fire Chief will be carried out only after consultation with the CAO, Deputy Fire Chief and three (3) Crew Captains.
- 6.8 The Fire Chief shall be responsible for the use, care and protection of Department property.
- 6.9 The Fire Chief shall, upon approval of the CAO, purchase or otherwise direct the acquisition of such apparatus or supplies that may be required for the proper operation and administration of the Department.
- 6.10 The Fire Chief shall keep or cause to be kept, in proper form, records of all business transactions of the Department, including the purchase or acquisition of apparatus or supplies.
- 6.11 The Fire Chief shall report all fires and incidents immediately after completing response to said fires and incidents to the CAO or their designate, with sufficient details to enable the invoicing process to properly occur and to meet the requirements of the **Safety Codes Act**, RSA 2000, Chapter S-1, as amended.
- 6.12 The Fire Chief may obtain assistance from other officials of the municipality as the Fire Chief may deem necessary in order to discharge the Fire Chief's duties and responsibilities under this Bylaw.
- 6.13 The Fire Chief shall be trained as a Fire Safety Codes Officer.
- 6.14 The Fire Chief shall ensure all Department members are trained in all Town policies and that these policies are enforced.
- 6.15 The Fire Chief shall ensure that the Department's property and/or the Town's equipment are not used for personal use by the Department's members. This includes, but is not limited to, the use of the Town's trucks for anything other than a fire, emergency, approved training and community events such as the parade or fire education.

SECTION 7 FILLING A VACANCY FOR FIRE CHIEF

- 7.1 When a vacancy for Fire Chief occurs, a hiring committee consisting of the CAO, Human Resources and an Officer from the Fire Department will select the candidate.
- 7.2 Town Council, by resolution, will appoint the Town of Claresholm Fire Chief.

SECTION 8 MEMBERSHIP

- 8.1 An individual interested in becoming a member may be considered for membership if the individual:
 - a) Has completed, or commits to completing a training program prescribed by the Fire Chief, or has already completed a separate training program or has sufficient experience, which in the opinion of the Fire Chief is equivalent to the prescribed training program; and,
 - b) Is in reasonable physical condition to perform the duties requested of the Member. The Committee may, at their sole discretion request that the member or prospective member provide written documentation from a physician that there is no medical reason for them not to perform the duties requested; and
 - c) Meets the standards established in the Department's Standard Operational Procedures or Operational Guidelines, together with any Provincial Occupational Health and Safety Program or training.

SECTION 9 FILLING A VACANCY FOR VOLUNTEER FIREFIGHTER

- 9.1 The Fire Chief shall be responsible to fill all Volunteer Firefighter vacancies for the Claresholm Fire Department.

SECTION 10 INCIDENT COMMANDER

- 10.1 Where an Incident Commander is the highest ranking Member present at an incident, the Incident Commander shall continue to act as Incident Commander until relieved by the Fire Chief or by an officer authorized to do so.

SECTION 11 EMERGENCY MANAGEMENT

- 11.1 In the event an Emergency or Disaster is declared, the Fire Chief, or in their absence the Member in Charge shall be responsible to the Director of Emergency Management for the conduct of emergency operations.

SECTION 12 POWERS OF MEMBERS

- 12.1 The Fire Chief is a designated officer within the meaning of the *Municipal Government Act* R.S.A. 2000 Chapter M-26, as amended, for the purposes of providing Fire Protection Services to the Town.
- 12.2 Each Member shall have the authority and power to:
- a) Require any able-bodied adult person to assist in extinguishing fires and to assist in the prevention or spread thereof;
 - b) Commandeer and authorize payment for the possession or use of any equipment for the purposes of fighting a fire;
 - c) Obtain from every person found on public land or leaving or entering public land that person's name, address and an account of his or her activities and the route of the activities he or she proposes to carry out and the route he or she intends to follow on the public land;
 - d) Without a warrant enter on or into any property except a private dwelling house, for the purpose of discharging his or her duties under this Bylaw;
 - e) Without a warrant, enter any private dwelling house which is on fire and proceed to extinguish the fire or to prevent the spread thereof;
 - f) Direct the operations of extinguishing or controlling the fire or the operations to preserve life and property;
 - g) Perform work relating to extinguishing or controlling the fire or the operations to preserve life and property and enter onto any property for the purpose of extinguishing or controlling the fire; and
 - h) Prevent interference with the efforts or persons engaged in the extinguishing of fires or preventing the spread thereof, by regulating the conduct of the public at or in the vicinity of the fire.

SECTION 13 POWERS OF MEMBERS IN CHARGE AT INCIDENTS

- 13.1 The Incident Commander shall have control, direction and management of any Department apparatus, equipment or manpower assigned to an Incident and he or she shall continue to act until relieved by an Officer authorized to do so.
- 13.2 The Incident Commander may at his or her discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him or her.
- 13.3 The Incident Commander may request Enforcement Officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 13.2.
- 13.4 The Incident Commander is empowered to take all steps he or she deems necessary in order to directly or indirectly combat, control or deal with an Incident including:
- a) Enter property or buildings where an Incident is occurring and to cause Members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over the building or property;
 - b) Passing through or over buildings or property adjacent to an Incident and to causing Members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over the building or property;
 - c) Ordering the evacuation of any building or area which is directly or indirectly involved in an Incident;
 - d) Causing a building, structure or thing to be pulled down, demolished or otherwise removed, and;
 - e) Upon extinguishment of a fire or resolution of an Incident, access, enter, pass through, or over buildings or property adjacent to a fire or Incident, and cause a building, structure or thing to be pulled down, demolished or otherwise removed in accordance with the *Safety Codes Act*, R.S.A. 2000, Chapter S-1, as amended, and any regulations thereto.

SECTION 14 PROPERTY IDENTIFICATION

- 14.1 The civic address of any Property, including buildings and structures, shall be prominently displayed on the front of the Property, including buildings and structures, so as to be clearly visible from both the street and rear laneway.

SECTION 15 LIABILITY

- 15.1 The CAO, Designated Officers, Enforcement Officers and Members are not liable for loss or damage caused by anything said or done or omitted to be done in the performance or intended performance of their functions, duties or powers unless the circumstances constitute dishonesty, gross negligence or willful misconduct.
- 15.2 Any suit brought against a Member, because of an act or omission performed by the Member in the enforcement of any provision of this Bylaw, shall be defended by the Town until final determination of the proceedings. Any Member will be reimbursed or indemnified against any loss or expense which the Member may incur as a result of any inquiry relating to, or any action brought or judgment obtained arising out of the Member's duties. The Town shall not be required to pay any fines or penalties levied or imposed against any Member by reason of any conviction or charge for any violation of any statute or Bylaw.

SECTION 16 SEVERABILITY

- 16.1 Should any section or part of this Bylaw be found to have been improperly enacted for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

SECTION 17 REPEALED

- 17.1 Bylaw #1558, Bylaw #1587 and Bylaw #1617 the “Fire Protection and Emergency Services Bylaws” and any amendments, are hereby repealed.

SECTION 18 PASSAGE OF BYLAW

- 18 .1 This Bylaw shall come into effect upon passage of 3rd Reading.

READ a first time in Council this day of 2019 A.D.

READ a second time in Council this day of 2019 A.D.

READ a third time in Council and finally passed this day of 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1663**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to provide for the protection and preservation of life and property within the municipality from fire.

WHEREAS the *Municipal Government Act* R.S.A. 2000 Chapter M-26, provides that a Council of a Municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property, and for services provided by or on behalf of the municipality;

AND WHEREAS the Council for the Town of Claresholm wishes to regulate the use and setting of fires within the Town;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "**Fire Protection Bylaw.**"

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
- a) "**Apparatus**" means any vehicle suitable for land, air, or water use which is provided with machinery, devices, equipment, materials or personnel for fire fighting, rescue, or other emergency response, as well as vehicles used to transport fire fighters or supplies.
 - b) "**Chief Administrative Officer (CAO)**" means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
 - c) "**Council**" shall mean the Municipal Council of the Town of Claresholm.
 - d) "**Dangerous Goods**" shall mean a substance, (gas, liquid or solid), in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
 - e) "**Department**" shall mean the Claresholm Fire Department established under this Bylaw.
 - f) "**Department Property**" means all property owned or controlled by, and designated for use by, the Department, regardless of the source of the property.
 - g) "**Director of Emergency Management**" shall mean that person appointed by Council to act as the Town of Claresholm's Director of Emergency Management or designated delegate.
 - h) "**Disaster**" shall mean an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.
 - i) "**Emergency**" shall mean a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
 - j) "**Enforcement Officer**" shall mean a Community Peace Officer, Bylaw Enforcement Officer, RCMP Officer or an inspector appointed by and employed by the Town with respect to the enforcement of bylaws of the Town of Claresholm.
 - k) "**Equipment**" shall mean any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.
 - l) "**False Alarm**" means any notification to the Department of any Member thereof respecting the existence of a condition, circumstance or event containing an imminent serious danger to persons or property, wherein such a condition, circumstance or event is in fact not in existence.
 - m) "**Fire**" means the burning of any flammable or combustible material or any combustible material in a state of combustion.
 - n) "**Fire Chief**" shall mean the person employed by the Town under the provisions of this Bylaw, or designated delegate.
 - o) "**Fire Department Property**" means all property owned or controlled by, and designated for use by, the Fire Department, regardless of the source of the property.
 - p) "**Fire Hazard**" means any condition, circumstance, or event that increases the possibility and/or probability of Fire occurrence.
 - q) "**Fire Permit**" means a document issued by the Fire Chief pursuant to this Bylaw, on the form adopted by the Town from time to time.
 - r) "**Fire Protection**" shall mean all aspects of fire safety including, but not limited to, fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, rescue, training or other staff development and advising.

- s) **“Hazardous Material”** shall mean a substance (gas, liquid or solid) not in transit capable of creating harm to people, property and the environment as defined by the United Nations Hazard Class Number System.
- t) **“Illegal Fire”** shall mean any fire that is set in contravention of this Bylaw.
- u) **“Incident”** shall mean a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Department has responded.
- v) **“Incident Commander”** shall mean the Fire Chief or in the absence of the Fire Chief, the highest ranking Member present at an incident.
- w) **“Inspection Officer”** shall mean the Fire Chief, or any Member directed to undertake inspections.
- x) **“Member”** shall mean any person employed as a Volunteer Member of the Department under this Bylaw and shall also include the Fire Chief.
- y) **“Municipal Government Act”** shall mean the Municipal Government Act, RSA 2000, Chapter M-26, and any amendments thereto;
- z) **“Mutual Aid Agreement”** shall mean an agreement between the Town and other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment.
- aa) **“Officer”** shall mean an Officer of the Department.
- bb) **“Qualified Personnel”** shall mean a person in possession of a Fireworks Supervisor Card issued pursuant to the Explosives Act (Canada) and the Alberta Fire Code A.R. 52/98 and their regulations.
- cc) **“Quality Management Plan (QMP)”** shall mean the uniform QMP that includes Sections 1 – 11 that was accepted by the Administrator Service of Accreditation and signed on January 10, 1996.
- dd) **“Recreational Fire”** shall mean a fire contained with a fire pit, an outdoor fireplace or a stationary barbeque.
- ee) **“Running Fire”** shall mean a fire burning without being under the proper control of any person.
- ff) **“Safety Codes Officer”** shall mean an individual designated as a Safety Codes Officer in accordance with the Safety Codes Act S.A. 1991 c. S-0.5, s. 7.
- gg) **“Standard Operating Procedures”** shall mean the Claresholm Fire Department's Procedure Manual.
- hh) **“Town”** shall mean the Town of Claresholm.

SECTION 3 FIRE BANS

- 3.1 The Fire Chief (or Designate) or CAO may, from time to time, prohibit all Fires within the Town including Recreational Fires when, in the discretion of the Fire Chief or CAO, the prevailing environmental conditions give rise to an increased risk of a Fire becoming a Running Fire.
- 3.2 A Fire ban imposed by the Fire Chief or CAO under Section 3.1 shall be in force either until the date established by the Fire Chief or CAO in the notice provided to the public pursuant to Section 3.3, or until such time as the Fire Chief or CAO gives notice to the public that the ban has been lifted.
- 3.3 The Fire Chief or CAO shall give notice of the Fire ban in effect on www.albertafirebans.ca, on the Town’s website, social media accounts, electronic signage, the community bulletin board, and any other places deemed appropriate by the Fire Chief or CAO. The notice shall indicate that the Fire ban is in place, the date if any that the ban shall be lifted, and the penalty for failing to comply with the Fire ban.
- 3.4 When a Fire Ban is in effect, **NO PERSON** shall ignite a Recreational Fire, or cause or allow a Recreational Fire to be ignited on his or her Property or Property under his or her control.

SECTION 4 PROPERTY IDENTIFICATION

- 4.1 The civic address of any Property, including buildings and structures, shall be prominently displayed on the front of the Property, including buildings and structures, so as to be clearly visible from both the street and rear laneway.

SECTION 5 FIRE HYDRANTS

- 5.1 No person shall, other than Members or employees of the Town, without prior approval from the CAO or designate, affix any tool, hose or other device to any fire hydrant or fire hydrant valve.
- 5.2 No person shall, without prior approval from the CAO or designate, paint any fire hydrant or any portion thereof.
- 5.3 A one (1) meter clearance must be maintained on each side of a fire hydrant. Nothing may be erected and only grass may be planted in this clearance area.

SECTION 6 CONTROL OF FIRE HAZARDS

- 6.1 If the CAO or Fire Chief finds within the Town's boundaries, on privately owned land or occupied public land, conditions that, in their opinion, constitute a fire hazard, they may order the owner or person in control of the land on which the fire hazard exists to reduce or remove the fire hazard within a fixed time and in a manner prescribed by the Town.
- 6.2 If the CAO or Fire Chief finds that the order it made pursuant to Section 6.1 has not been carried out, a Designated Officer may enter onto the land with any equipment and any person he/she considers necessary and may perform the work required to eliminate or reduce the fire hazard.
- 6.3 The owner or occupant of the land on which work was performed pursuant to Section 6.2 shall, upon demand, pay to the Town a Fire Protection Charge and in default of payment of the Fire Protection Charge, the Town may add the Fire Protection Charge to the tax roll of the said land as per Section 553 of the Municipal Government Act.

SECTION 7 REQUIREMENT TO REPORT

- 7.1 The owner or authorized agent of any property damaged by fire, shall immediately report to the Department particulars about the fire which are satisfactory to the Fire Chief.
- 7.2 The owner or authorized agent of any property containing dangerous goods shall immediately report to the Department the particulars regarding any accidental or unauthorized release of such dangerous goods.

SECTION 8 OPEN FIRES

- 8.1 "Open Fire" means a fire which is not contained within an incinerator or outdoor fireplace or barbeque in accordance with Section 9.
- 8.2 Except where provided following in 9.4, no person shall cause an open fire to be ignited or allow an open fire to continue burning.
- 8.3 An open fire is only permitted as required by town employees in performance of their assigned duties.

SECTION 9 FIRE PITS, OUTDOOR FIREPLACES, STATIONARY & PORTABLE BARBECUES

- 9.1 No person shall set, or cause to be set, any fire within the boundaries of the Town except as otherwise provided for under this Bylaw.
- 9.2 No person shall burn, or cause to be burned, any refuse, waste, junk, garbage, structures, debris or other noxious substance within the boundaries of the Town.
- 9.3 Subject to Section 10, no person shall use fireworks or permit the use of fireworks on his or her property or property under his or her control, within the boundaries of the Town. For the enjoyment of dwelling residents use of fire pits, outdoor fireplaces and stationary barbeques may be permitted.
- 9.4 Subject to Section 9, a person may, on property owned or controlled by him or her, set a Recreational Fire, so long as that Recreational Fire is set within a fire pit, outdoor fireplace, or other structure designed for the purpose of containing the recreational fire within a small, controlled area.
Fire pits, outdoor fireplaces, and stationary barbecues that burn combustible material shall:
 - a) Be located in a rear yard with a minimum of 3.4 meters (10 feet) clearance from buildings, property lines and combustible materials, or as approved by the Fire Chief;
 - b) Be constructed of bricks or concrete blocks, or heavy gauge metal, or other suitable non-combustible components;
 - c) Have a spark arrestor mesh screen of 1.30 centimeters (.50 inches) expanded metal (or equivalent) to contain sparks over the fire at all times;
 - d) Be the sole responsibility of the owner or tenant of the property;
 - e) Be supervised at all times by a responsible adult person over the age of eighteen (18) until such time as the fire has been completely extinguished. For the purpose of this clause, a fire shall be deemed to include any hot ashes and smoldering embers resulting from the fire;
 - f) Only burn clean wood, charcoal briquettes, propane or natural gas;
 - g) Have flames no higher than ninety (90) cm (3.28 feet) above the fire pit or the barbeque fire box.
- 9.5 When a fire is set in contravention of this Bylaw or during a fire ban pursuant to Section 3, the owner or occupier of the land, or the person having control of the land upon which the fire is lit shall:

- a) Extinguish the fire immediately; or
- b) If unable to extinguish the fire immediately, report the fire to the Department as soon as possible.

SECTION 10 FIREWORKS

- 10.1 Permits for Fireworks will only be issued for the discharge of professional Fireworks and discharged by professional pyrotechnicians as accredited by Natural Resources Canada in accordance and pursuant to the *Alberta Fire Code 2014*.
- 10.2 Subject to the exceptions set out following, no person shall discharge any fireworks within the corporate limits of the Town.
- 10.3 The Fire Chief may, upon written application, permit qualified personnel to ignite fireworks and conduct fireworks displays. The Fire Chief may impose at the sole discretion of the Fire Chief such conditions and restrictions on their use and display as may be appropriate. Such conditions and restrictions might address:
 - a) Hours of the day
 - b) Days of the week
 - c) Length of display
 - d) Height of display and type of fireworks used
 - e) Geographic location requirements for notification of affected residents safety
 - f) Having Members in attendance at event and having applicant pay for Members and equipment to be on hand.
- 10.4 All fireworks shall be stored, used and ignited in accordance with provisions of the Explosives Act (Canada) and Alberta Fire Code A.R. 52/98 and their regulations and in accordance with those conditions determined solely by the Town.
- 10.5 No person shall be permitted to sell fireworks within the Town.

SECTION 11 ILLEGAL FIRES

- 11.1 Any Member, Enforcement Officer or Employee of the Town may extinguish an illegal fire using whatever apparatus or procedure that the individual may deem appropriate or necessary to extinguish an illegal fire.
- 11.2 The costs of controlling or extinguishing any illegal fire shall be recovered from the person causing the illegal fire under the provisions of the Municipal Government Act.

SECTION 12 RECOVERY OF COSTS

- 12.1 Upon the Town issuing an order or taking steps under Sections 13 or 14 or upon the Department providing Fire Protection services to property within or outside the Town boundaries, resulting in the Town incurring fees or charges, the Town may in its sole and absolute discretion charge any or all of the following persons, namely:
 - a) The person causing or contributing to the fire; or
 - b) The owner or occupant of the property;
 a Fire Protection Charge, and all individuals charged are jointly and severally responsible for payment of the Fire Protection Charge to the Town.
- 12.2 The schedule of fees for Fire Protection Charges are set out in Schedule "A" attached hereto and forming part of this Bylaw.
- 12.3 Without limiting the foregoing, a Fire Protection Charge may be imposed in the event of a False Alarm.
- 12.4 A Fire Protection Charge shall be paid within thirty (30) days of being levied.
- 12.5 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to place on the property in respect of which the indebtedness is incurred.
- 12.6 The owner of a parcel to which Fire Protection is provided is liable for Fire Protection Charges incurred, and the Town may add to the tax roll of a parcel of land all unpaid Fire Protection Charges and interest charges accrued one hundred and twenty (120) days after the Fire Protection Charge has been levied.

SECTION 13 OFFENCES

- 13.1 No person shall damage or destroy Department apparatus or supplies.
- 13.2 No person shall obstruct the Fire Chief or any other person authorized to inspect property or to perform any work necessary to remedy a condition, from performing his or her duties under this Bylaw.

- 13.3 No person shall:
- a) Contravene any provision of this Bylaw;
 - b) Impede, obstruct or hinder a Member, or other person assisting or acting under the direction of a Member;
 - c) Damage or destroy Fire Department Property or Equipment;
 - d) At an incident, drive a vehicle over any Apparatus or Equipment without permission from the Fire Chief or Incident Commander;
 - e) Obstruct a Member from carrying out any function or activity related in any way to Fire Protection;
 - f) Falsely represent themselves as a Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia which may leave the false impression that the person is a Member;
 - g) Obstruct or otherwise interfere with access roads or streets or other approaches to any Fire alarm, fire hydrant, cistern or body of water designated or intended to be used for Fire Protection or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern, or other body of water designated or intended to be used for Fire Protection;
 - h) Either directly, or indirectly, personally or through an agent, servant or employee kindle a Fire or let it become a Running Fire on any land not his or her own property or allow a Running Fire to pass from his or her own property to that of another.
 - i) Light a Fire without first taking sufficient precautions to ensure that the Fire can be kept under control at all times;
 - j) Light a Fire when weather conditions are conducive to creating a Running Fire;
 - k) Fail to take reasonable steps to control a Fire for the purpose of preventing it from becoming a Running Fire or from spreading onto Property other than his or her own;
 - l) Deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire;
 - m) Conduct any activity that involves the use of Fire that might reasonably be expected to cause a Fire unless that person exercises reasonable care to prevent the Fire from occurring;
 - n) Use a Fire to burn:
 - i. Material that will result in the production of dense black smoke, including, but not limited to, insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, or other materials or creosoted wood; or
 - ii. Herbicides, pesticides or other toxic materials or substances;
 - o) Conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any Highway as defined in the *Traffic Safety Act*, R.S.A. 2000 Chapter T-6, as amended; or
 - p) Light a Fire on lands owned or controlled by the Town except with the Town's express written consent if a Recreational Fire, in a fireplace or campfire provided by the Town for that purpose.

SECTION 14 PENALTIES

ENFORCEMENT

- 14.1 Where Property does not comply with this Bylaw or a person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with any Act, or common law right, including but not limited to the issuance of an order to remedy the contravention by the Town, adding amounts to the tax roll, and pursuing injunctions pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 as amended.

PENALTIES

- 14.2 Any person who:
- a) Violates any provision of this Bylaw;
 - b) Suffers or permits any act or thing to be done in contravention of or in violation of any provision of this Bylaw;
 - c) Neglects to do or refrains from doing anything required to be done by the provisions of this Bylaw; or
 - d) Does any act or thing or omits any act or thing, thus violating any provision of this Bylaw;
- is guilty of an offence under this Bylaw, and upon a conviction, is liable to a fine as set out in Schedule "B" attached hereto and forming a part of this Bylaw.

VIOLATION TAGS & TICKETS

- 14.3 Where an Enforcement Officer has reasonable grounds to believe that a provision of this Bylaw has been contravened, that Enforcement Officer is authorized and empowered to issue a Violation Tag to any person who the Enforcement Officer has reasonable grounds to believe is responsible for this contravention.

- 14.4 A Violation Tag issued pursuant to this Bylaw shall be in a form approved by the CAO and may be delivered to the Person reasonably believed to have contravened this Bylaw by means of actual service upon the person or by mailing a copy to the Person at his or her address as it appears on the Town's tax roll.
- 14.5 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town, the penalty specified on the Violation Tag within seven (7) business days if delivered by actual service to the person and within fourteen (14) business days if served by mail.
- 14.6 Where a Violation Tag has been issued and the specified penalty not paid within the prescribed time, the right of the Person named on the Violation Tag to pay the penalty in lieu of prosecution shall expire and the Enforcement Officer is authorized to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended, or repealed and replaced from time to time, to any person the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 14.7 Notwithstanding Section 14.6, an Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person whom the Enforcement Officer has reasonable grounds to believe has contravened or is responsible for a contravention of any provision of this Bylaw regardless of whether a Violation Tag has first been issued. Nothing in the Bylaw shall prevent an Enforcement Officer from immediately issuing a Violation Ticket.
- 14.8 The specified penalty payable in respect of a contravention of a provision of this Bylaw is the amount provided for in Schedule "B" of this Bylaw in respect of that provision.
- 14.9 Where any Person contravenes the same provision of this Bylaw twice within one twelve (12) month period, the specified penalty payable in respect of the second such contravention shall be double the amount provided for in Schedule "B" of this Bylaw.
- 14.10 Where any Person contravenes the same provision of this Bylaw three or more times within one twelve (12) month period, the specified penalty payable in respect of the third and subsequent such contravention shall be triple the amount provided for in Schedule "B" of this Bylaw.

SECTION 15 NOTICE

- 15.1 Any Notice provided for in this Bylaw shall be in writing.
- 15.2 Service of any Notice provided for in this Bylaw may be made as follows:
- a) Personally, upon the person to be served; or
 - b) By mailing the copy to the person to be served by double registered mail or certified mail to the last known post office address of the person to be served and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf;
 - c) Where the property is not occupied, by mailing the Notice by double registered mail or certified mail to the mailing address noted on the Town's tax roll for that property, and service shall be deemed to be effected at the time the copy is delivered by an official of the post office to the person to be served or to any person receiving it on his or her behalf; or
 - d) As directed by the Court.

SECTION 16 SCHEDULES

- 16.1 Schedules A and B as attached shall form part of this Bylaw.

SECTION 17 SEVERABILITY

- 17.1 Should any section or part of this Bylaw be found to have been improperly enacted for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

SECTION 18 PASSAGE OF BYLAW

- 18.1 This Bylaw shall come into effect upon passage of 3rd Reading.

READ a first time in Council this day of 2019 A.D.

READ a second time in Council this day of 2019 A.D.

READ a third time in Council and finally passed this day of 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO

DRAFT

**TOWN OF CLARESHOLM
BYLAW NO. 1663
SCHEDULE "A"
FIRE PROTECTION CHARGES**

Fire truck and rescue van (flat rate includes manpower) \$200.00 per hour per unit

Where a vehicle is used only for transportation of firemen \$100.00 per hour per unit

Any material used shall be billed at cost.

A \$300.00 credit shall be allowed on the first call out to any residential or commercial call, including false alarms, per calendar year. This credit shall apply only to fire fighting charges. Credits are not cumulative.

DRAFT

**TOWN OF CLARESHOLM
BYLAW NO. 1663
SCHEDULE "B"
FINES & PENALTIES**

\$300 First offence

\$500 Second offence

\$750 Third and any subsequent offence

DRAFT



Claresholm

INFORMATION BRIEF

Meeting: August 12, 2019
Agenda Item: 1 & 2

FIRE BYLAWS #1662 & #1663

DESCRIPTION:

Administration continues to work on updating bylaws on a consistent basis. As part of this process, Bylaw #1558, the Fire Protection and Emergency Services Bylaw along with any amendments was slated to be updated. For better clarity, it seemed prudent to split Bylaw #1558 into two bylaws: Fire Services and Fire Protection. These bylaws have been thoroughly studied by administration and were presented to the Emergency Services Committee. The committee recommended that these bylaws be presented to Council at their next regular meeting for 1st Reading.

ATTACHMENTS:

- 1.) Bylaw #1662 – Fire Services Bylaw
- 2.) Bylaw #1663 – Fire Protection Bylaw

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 8, 2019



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1673**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to amend Bylaw 1659 respecting water-works, sewers and plumbing in the Town of Claresholm.

WHEREAS the Municipal Government Act, Chapter M-26 and amendments hereto, authorizes a Municipal Council to pass Bylaws pertaining to public utilities;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

1. The Town of Claresholm Water & Sewer Utility Bylaw 1659 shall be amended as follows:

ADD: Section 10.6

- 10.6 The Town also supplies treated water for purchase at the Bulk Water Station at a rate as per Schedule “D”

REMOVE: Current Section 13.6

- 13.6 Payments can be made via cash, cheque, money order, or debit at the Town Office, paid through a financial institution, or via preauthorized debit. Any bank charges are the responsibility of the Consumer.

ADD: Revised Section 13.6

- 13.6 Payments can be made via cash, cheque, money order, or debit at the Town Office, paid through a financial institution, or via the Town’s Utility Payment Plan (UPP) (preauthorized debit). Any bank charges are the responsibility of the Consumer.
 - a) To enroll in the UPP program an UPP application must be completed which includes contact information and banking information to register for and set up preauthorized debits.
 - b) UPP payments for non-residential accounts will be withdrawn on the 25th of the month the bill is due or the following business day if the 25th falls on a weekend or holiday.
 - c) UPP payments for residential accounts will be withdrawn on the 15th of the month the bill is due or the following business day if the 15th falls on a weekend or holiday.
 - d) Residential accounts signed up on the Town’s UPP program have the option to sign up for monthly payments where half the bill will be paid on the 15th of the month the bill is due and half on the 15th of the following month.
 - e) Despite the second payment being subsequent to the penalty date, penalties will be waived for UPPs participants signed up for monthly payments if payments clear as scheduled. If the second payment does not clear penalties will be applied in addition to NSF charges.

ADD: Table to Schedule “D”

Bulk Water Station	2019	2020	2021	2022
	\$2.60	\$3.30	\$4.16	\$4.24

2. This bylaw comes into force on the date it is passed.

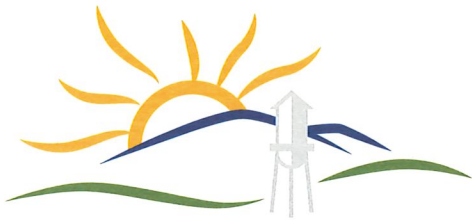
Read a first time in Council this **15th** day of **July** 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time in Council and finally passed in Council this day of 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



Claresholm

Where **Community** Takes Root

August 7, 2019

Mayor & Council
Town of Claresholm

On August 7, 2019 I received a petition for a vote of the electors regarding Bylaw #1674, a borrowing bylaw, as was advertised in the Public Notice, to submit the proposed borrowing bylaw to a vote of the electors to determine whether the proposed borrowing bylaw should be passed.

The MGA outlines the legislation surrounding petitions. It states that “after a proposed bylaw... that is required to be advertised..... has been advertised, the electors may submit a petition for a vote of the electors to determine whether the proposed bylaw...should be passed. “

A petition must be filed with the CAO and the CAO is responsible for determining if the petition is sufficient. Within 45 days after the date on which a petition is filed, the CAO must make a declaration to the Council on whether the petition is sufficient or insufficient.

If a petition is not sufficient, the Council is not required to take any notice of it.

If a sufficient petition is received for a proposed bylaw that is required to be advertised, the Council must either

- a) decide not to proceed with the proposed bylaw, or
- b) decide to proceed with the proposed bylaw and submit the bylaw to a vote of the electors within 90 days after the CAO declares the petition to be sufficient.”

A vote of the electors must be conducted in accordance with the Local Authorities Election Act.

Marian Carlson, CLGM
Chief Administrative Officer





INFORMATION BRIEF

Meeting: August 12, 2019

Agenda Item: 4

Petition Re: Borrowing Bylaw #1674

DESCRIPTION:

On August 7, 2019, Marian Carlson, Chief Administrative Officer (CAO), received a petition for a vote of the electors regarding Bylaw #1674, a borrowing bylaw, for the purpose of constructing a Town owned building to create facilities for administration, day-care, playschool, and other users and community space referred to as Multi-use Community Buildings.

BACKGROUND:

The Municipal Government Act (MGA) outlines the legislation surrounding petitions. It states that after a proposed bylaw that is required to be advertised has been advertised, the electors may submit a petition for vote of the electors to determine whether the proposed bylaw should be passed.

A petition must be filed with the CAO and the CAO is responsible for determining if the petition is sufficient. Within 45 days after the date on which a petition is filed, the CAO must make a declaration to the Council on whether the petition is sufficient or insufficient.

When determining the sufficiency of a petition, the following sections of the MGA apply:

Section 222

"Who can petition

222 Unless otherwise provided in this or any other enactment, only electors of a municipality are eligible to be petitioners"

Section 223

"Number of petitioners

"223(1) A petition must be signed by the required number of petitioners.

(2) If requirements for the minimum number of petitioners are not set out under other provisions of this or any other enactment then, to be sufficient, the petition must be signed,

(a) in the case of a municipality other than a summer village, by electors of the municipality equal in number to at least 10% of the population,"

Section 224

"Other requirements for a petition

224(1) A petition must consist of one or more pages, each of which must contain an identical statement of the purpose of the petition.

(2) The petition must include, for each petitioner,

(a) the printed surname and printed given names or initials of the petitioner,

(b) the petitioner's signature,

(c) the street address of the petitioner or the legal description of the land on which the petitioner lives,

(c.1) the petitioner's telephone number or e-mail address, if any, and

(d) the date on which the petitioner signs the petition.

- (3) Each signature must be witnessed by an adult person who must
- (a) sign opposite the signature of the petitioner, and
 - (b) take an affidavit that to the best of the person's knowledge the signatures witnessed are those of persons entitled to sign the petition.

(3.1) The petition must have attached to it the affidavits referred to in subsection (3).

- (4) The petition must have attached to it a signed statement of a person stating that
- (a) the person is the representative of the petitioners, and
 - (b) the municipality may direct any inquiries about the petition to the representative.

Section 225

"Counting petitioners

- 225(1) A petition must be filed with the chief administrative officer and the chief administrative officer is responsible for determining if the petition is sufficient.
- (2) No name may be added to or removed from a petition after it has been filed with the chief administrative officer.
- (3) In counting the number of petitioners on a petition there **must be excluded the name of a person**
- (a) whose signature is not witnessed,
 - (a.1) whose signature is witnessed but for which no affidavit is attached to the petition,
 - (b) whose signature appears on a page of the petition that does not have the same purpose statement that is contained on all the other pages of the petition,
 - (c) whose printed name is not included or is incorrect,
 - (d) whose street address or legal description of land is not included or is incorrect,
 - (e) if the date when the person signed the petition is not stated,
 - (f) when a petition is restricted to certain persons,
 - (i) who is not one of those persons, or
 - (ii) whose qualification as one of those persons is not, or is incorrectly, described or set out, or
 - (g) who signed the petition more than 60 days before the date on which the petition was filed with the chief administrative officer, unless a bylaw under section 226.1(1)(e) provides otherwise."

Section 231

"Petition for vote on advertised bylaws and resolutions

- 231(1) Except for a bylaw under section 22 or a bylaw or resolution under Part 17, after a proposed bylaw or resolution that is required to be advertised under this or another enactment has been advertised, the electors may submit a petition for a vote of the electors to determine whether the proposed bylaw or resolution should be passed.
- (2) A separate petition must be filed with respect to each advertised bylaw or resolution even if a council advertises 2 or more bylaws or resolutions in a single advertisement.
- (3) A petition under this section for a vote of the electors on a proposed bylaw required to be advertised by Part 8 is not sufficient unless it is filed with the chief administrative officer within 15 days after the last date on which the proposed bylaw or resolution is advertised."

DISCUSSION/OPTIONS:

Section 231(5) of the MGA reads:

“(5) If a sufficient petition is received under this section, the council must either

(a) decide not to proceed with the proposed bylaw or resolution, or

(b) decide to proceed with the proposed bylaw or resolution and submit the bylaw or resolution to a vote of the electors within 90 days after the chief administrative officer declares the petition to be sufficient.”

A vote of the electors must be conducted in accordance with the Local Authorities Election Act.

And Section 231(9)

“(9) If a sufficient petition is not received, the council may pass the proposed bylaw or resolution.”

ATTACHMENTS:

- 1.) Notice of Petition

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 8, 2019



BYLAW #1674 TOWN OF CLARESHOLM PROVINCE OF ALBERTA

This by-law authorizes the Council of the Town of Claresholm (hereinafter referred to as “the Municipality”) to incur indebtedness by the issuance of debenture(s) in the amount of \$2,800,000 for the purpose of constructing Town owned building to create facilities for administration, day-care, preschool, and other users and community space referred to as Multi-use Community Buildings.

WHEREAS:

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Multi-use Community Buildings Project.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$3,800,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$ 112,500
Provincial Grants	\$ 887,500
Debenture(s)	<u>\$2,800,000</u>
Total Cost	<u>\$3,800,000</u>

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$2,800,000, for a period not to exceed ten (30) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of thirty (30) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2018 is \$4,254,702 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of constructing Town owned buildings to create Multi-use Community Buildings the sum of Two Million and Eight Hundred Thousand DOLLARS (\$2,800,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of Two Million and Eight Hundred Thousand DOLLARS (\$2,800,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the Multi-use Community Buildings Borrowing Bylaw.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed thirty (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed FOUR (4) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

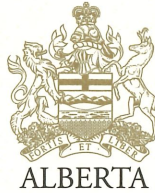
Read a first time in Council this **15th** day of **July** 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time in Council and finally passed in Council this day of 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



ALBERTA
CULTURE, MULTICULTURALISM AND STATUS OF WOMEN

Office of the Minister

RECEIVED

JUL 18 2019

July 11, 2019

His Worship Doug MacPherson
Mayor
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Mayor MacPherson:

Our communities are made stronger, more welcoming places to live, work and raise a family thanks to selfless contributions of Alberta's volunteers. Each day, these remarkable Albertans give freely of their time and talents to make a difference in the lives of neighbours, friends and people they may never meet. They are the driving force that builds a vibrant civil society in our province.

The Government of Alberta is proud to honour the contributions of Alberta's amazing volunteers and celebrate their achievements through the presentation of the Stars of Alberta Volunteer Awards. The 2019 awards nominations are now open and you can help recognize the remarkable volunteers in your community by submitting a nomination and by encouraging local organizations and individuals to do the same. Share the stories of how volunteers are making your community a better place, one good deed at a time.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their communities are eligible to be nominated.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at www.alberta.ca/stars-awards. The deadline for nominations is September 20, 2019.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Sincerely,

A blue ink signature of Leela Sharon Aheer, consisting of a stylized, flowing line.

Leela Sharon Aheer
Minister

cc: Honourable Kaycee Madu
Minister of Municipal Affairs



Deputy Minister
10th Floor, Labour Building
10808 99 Avenue NW
Edmonton, Alberta T5K 0G5
Canada
Telephone 780-643-1725
Fax 780-422-9205

RECEIVED

JUL 26 2019

AR74536

July 18, 2019

Ms. Marian Carlson
Chief Administrative Officer
Town of Claresholm
221 – 45 Avenue West, PO Box 1000
Claresholm, AB T0L 0T0

Dear Ms. Carlson:

I am pleased to congratulate the Town of Claresholm on its successful application to the Government of Canada's Rural and Northern Immigration Pilot.

Alberta is fortunate to have a community that recognizes the need for international talent to help create new ideas, new opportunities and to continue to diversify our economy and our communities. The Town of Claresholm, and the wonderful people who are part of it, will play a vital role in helping individuals and families start a new life in a new country. Your participation will also help illustrate that the unique differences among us make us stronger and are a part of what makes Alberta great.

The Alberta government has made a number of immigration-related commitments under the proposed Alberta Advantage Immigration Strategy that will attract talented newcomers and welcome job-creating entrepreneurs to ensure that all Albertans benefit from the skills that newcomers bring. This includes creating new Rural Entrepreneur and Rural Renewal Immigration Programs that will invite immigrant entrepreneurs to start new businesses in smaller Alberta communities as well as prioritizing applications from foreign nationals who are committed to living and working in smaller communities throughout Alberta.

Thank you again for taking the initiative to be a part of the Rural and Northern Immigration Pilot. I look forward to learning about your community's experience.

Sincerely,



Shawn McLeod
Deputy Minister

March 18, 2019

His Worship, Doug MacPherson, Mayor
Town of Claresholm
Via email: doug.macpherson@claresholm.ca

Dear Mayor MacPherson:

Subject: Status of Application(s) – Alberta Community Resilience Program

The Alberta Community Resilience Program (ACRP) has now completed its fifth round of application reviews. We continue to receive a significant number of applications from communities across the province. Due to the amount of interest and the limited amount of funding available, please be advised that not all projects, nor all municipalities will receive funding. Project eligibility should not be considered confirmation of future funding.

The Grant Review Committee evaluated all applications for project design, feasibility, environmental impacts, degree and appropriateness of mitigation given the risks present, and the identified cost-benefit, among other criteria.

The Town of Claresholm submitted one [1] application to the program for funding consideration. The North Stormwater Resiliency Project has been deemed eligible; however, it has not been approved for funding. This application may still be considered for funding in the future.

While no additional information is required to support your application(s), please submit any project updates to your Program Coordinator before September 30, 2019 to ensure your application(s) remain relevant and up-to-date. Please note that you may also withdraw any application at any time.

Thank you for your interest in the Alberta Community Resilience Program. If you have any questions or concerns regarding the Town's application(s), please feel free to contact Ms. Micaela Gerling at 403-297-3304 or by email at micaela.gerling@gov.ab.ca for more information or assistance.

Yours truly,



Andy Lamb
Director, Resilience Grant Programs

cc: Blair Bullock, Town of Claresholm
Alison Roberts, Alberta Environment & Parks
Micaela Gerling, Alberta Environment & Parks



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

AR97922

Dear Chief Elected Officers and Chief Administrative Officers,

I am writing regarding a potential opportunity for municipal officials and representatives to meet with the Minister of Municipal Affairs, the Honourable Kaycee Madu, at the 2019 Alberta Urban Municipalities Association (AUMA) fall convention and trade show. This year, the fall convention and trade show is scheduled for September 25 to 27, 2019, and will be held at the Edmonton Conference Centre.

Should your council wish to meet with Minister Madu at the 2019 AUMA Fall Convention, I invite you to submit your meeting request via email to Katie Neufeld (katie.neufeld@gov.ab.ca) on or before **Friday, August 23, 2019**.

In your meeting request, please be sure to include two to three policy items or issues you would like to discuss, as well as a rough approximation of how many people will attend the meeting on behalf of your municipality. In order to plan effectively for the Minister's time at the convention, we will not be able to consider requests that arrive past the August 23 deadline, nor honour requests that do not include agenda items.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. Therefore, to ensure suitable consideration of your request, please be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Distance from Edmonton - Municipalities located within the Capital Region can be more easily accommodated throughout the year; therefore, priority will be given to requests from municipalities at a distance from Edmonton and those municipalities with which Minister Madu has not yet had an opportunity to meet.

The length of meeting time with the Minister at the AUMA convention is scheduled for approximately 20 minutes per municipality. This allows the Minister the opportunity to engage with as many municipalities as possible.

.../2

All municipalities submitting meeting requests will be notified the week of September 9, 2019, as to the status of their request.

Our ministry will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities we are unable to accommodate during the fall convention.

Regards,

A handwritten signature in black ink, appearing to be 'Bill Bewick', with a long horizontal flourish extending to the right.

Bill Bewick
Chief of Staff to Hon. Kaycee Madu
Minister of Municipal Affairs

Karine Keys

From: Livingstone-Macleod <Livingstone.Macleod@assembly.ab.ca>
Sent: Tuesday, July 23, 2019 3:39 PM
To: Karine Keys
Subject: Invitation to Farm Freedom and Safety Act Consultation

As you are already aware, Roger Reid, MLA for Livingstone-Macleod and the Minister of Agriculture will be hosting a consultation meeting in Claresholm on Tuesday, August 20th. We are trying to reach out to as many people we think may have an interest in attending. Please share this with anyone you think may want to attend.

Please call me if you have any questions.

Thank you.

+++++

Good Afternoon,

Roger Reid, MLA Livingstone-Macleod and Minister of Agriculture and Forestry, the Honourable Devin Dreeshen invite you to attend a community conversation about the proposed Farm Freedom and Safety Act.

Our government has initiated comprehensive consultations as we move forward with the proposed Farm Freedom and Safety Act and we want to hear from you. This will be an opportunity for you to learn more about the legislation, provide your feedback for consideration and gather information about next steps.

This consultation will inform changes needed for employment standards, workers' compensation, occupational health and safety, and labour relations laws that apply on farms and ranches. Below are the logistics:

When: *Tuesday, August 20th, 2019*
Where: *Claresholm Community Centre
5920 8th Street W*
Time: *10:00 a.m. – 12:00 p.m.*

Please click here to register <https://www.eventbrite.ca/e/farm-freedom-and-safety-act-consultation-tickets-65764612727>

If you are unable to attend, I encourage you to complete the online survey: alberta.ca/farm-safety-engagement.

Please call our office if you have any questions.

We look forward to seeing you there!

Best Regards,

Jody Maull

*Constituency Manager for
Livingstone-Macleod
618 Centre Street SE
High River, AB
Canada T1V 1K9
(cell) 403-601-0489
livingstone.macleod@assembly.ab.ca*

***Satellite Constituency Office**
Bay 12 Ranchland Mall
1300 Hewetson Ave.
Pincher Creek, AB
Canada T0K 1W0*

From: alberta.news@gov.ab.ca <alberta.news@gov.ab.ca>

Sent: August 8, 2019 12:11 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: News Release: Alberta Health Services review: Minister Shandro

Alberta Health Services review: Minister Shandro

August 08, 2019 [Media inquiries](#)

Health Minister Tyler Shandro issued the following statement inviting Albertans to share their feedback on Alberta Health Services as part of the review now underway:

“We promised Albertans a thorough review of AHS, the first since the organization was created 10 years ago. We’re delivering on that promise.

“I encourage Albertans to visit [Alberta Health Services review](#) and provide their ideas on how AHS can reduce costs and improve health services.

“On the web page, Albertans will find information about AHS, the purpose of the review and how they can give us their input.

“I look forward to their feedback and suggestions as we strive to strengthen the health system and deliver better access and better results overall.

“Any savings that are found as a result of the review will be reinvested into the health system.

“Ernst & Young will be engaging AHS employees and other stakeholders separately as part of the review process.

“All input will be reviewed and considered. We are committed to releasing the final report publicly.”

Media inquiries

Steve Buick

780-288-1735

Press Secretary, Health

From: Ruth McCuaig <rmccuaig@peacriver.ca> **On Behalf Of** Christopher Parker

Sent: August 4, 2019 4:08 PM

To: robert.earl@banff.ca; eleblanc@barrhead.ca; cao@townofbashaw.com; cao@bassano.ca; kgariepy@beaverlodge.ca; liz.bentley@telus.net; sharleneb@town.blackdiamond.ab.ca; mthompson@blackfalds.com; CAO@bonaccord.ca; mpower@town.bonnyville.ab.ca; dave@bowisland.com; cao@bowden.ca; patty.podoborozny@bruderheim.ca; krodberg@calmar.ca; ldesoto@canmore.ca; jeff@cardston.ca; carlm@carstairs.ca; christopher@townofcastor.ca; Marian Carlson <Marian@claresholm.ca>; Kalen.Hastings@coaldale.ca; rkhauta@coalhurst.ca; Dave.Devana@cochrane.ca; sandrak@town.coronation.ab.ca; kenb@crossfieldalberta.com; Rod.Krips@daysland.ca; tkulbisky@devon.ca; hnorthcott@didsbury.ca; wrossouw@draytonvalley.ca; ddrohmerski@dinosaurvalley.com; jackramsden@eckville.com

Subject: GST Status of Intermunicipal Cost Sharing Agreements

Good afternoon,

The Town of Peace River recently received a finding from CRA that GST was payable on Intermunicipal cost sharing agreements.

We believe this finding has serious implications for all municipalities and ask that you consider bringing the attached letter to your Council in support of our request to have this finding reviewed.

Also provided is a more detailed briefing note on the specifics of the audit should you wish to access the information.

In addition to the demand to remit past taxes, this finding potentially affects all existing cost share agreements as well as ICFs.

Please do not hesitate to contact us if you require any further information.

Thank you for your support on this matter.

Christopher J. Parker, CLGM

Town of Peace River | Chief Administrative Officer



Celebrating
a Century

Box 6600, 9911 - 100 Street, Peace River, AB T8S 1S4

P (780) 624.2574 | F (780) 624.4664

[Facebook](#) | [Twitter](#) | [Instagram](#) | [Online](#)



August 5, 2019

File: 12/120

Municipalities of Alberta

Re: Town of Peace River GST Audit Concern

Colleague,

In May 2019, following a routine GST audit, the Town of Peace River was advised by the Canada Revenue Agency (CRA) that our intermunicipal cost sharing agreements were assessed as being subject to Federal Goods and Services Tax (GST). The Town's third-party auditing firm, MNP, appealed the ruling, but CRA maintained that the agreements are taxable and subsequently issued a demand letter for over \$600,000.

The Town is extremely concerned by the implications of this ruling and the effect it will have on *all* Alberta municipalities, particularly on Intermunicipal Collaboration Frameworks. Municipal Affairs has contacted Town administration and shares our concerns on this issue.

On direction from Council, the Town has contacted FCM, AUMA, RMA, and NADC. FCM concurs that this finding has serious implications for all municipalities nationwide and has submitted our case to an independent tax lawyer for legal review. In addition, the Town is working with AUMA on an Emergency Resolution to be presented in September. Finally, we are engaging in a concerted advocacy campaign with Provincial and Federal elected officials, along with prospective Federal candidates. We believe it is critical that this re-interpretation be reviewed, and the tax status of cost-sharing agreements be clarified.

The Town requests that your Council join us in our advocacy effort. We invite you to contact AUMA, FCM or any other advocacy body who may be able to assist in having this ruling reconsidered. We further ask you to consider contacting your respective MLAs and MPs, along with any other official or candidate who can press for a reconsideration of this ruling.

Thank you for your attention to this very serious matter.

Sincerely,

A handwritten signature in black ink that reads "Christopher J. Parker". The signature is written in a cursive style and is positioned above a horizontal line.

Christopher J. Parker, CLGM, CAO
THE TOWN OF PEACE RIVER





TOWN OF PEACE RIVER Briefing Document

Presenter: Mayor and Council, Town of Peace River

Topic: GST Audit Review

Background

On March 4, 2019 the Town of Peace River underwent our routine GST/PSB (Public Service Body) Audit. The Town's previous audit was conducted in 2011.

On May 3, Canada Revenue Agency (CRA) released their results which assessed GST on "a supply of a right to enter, to have access to, or to use property of the government, municipality, or other body". CRA ruled that the "town supplied a right to use the municipal property to other municipalities through the use of cost-sharing agreements." The amount of the reassessment was \$609,571.41.

To be clear: the cost-sharing agreements in question have been in place since at least 2002. The specific agreement examined in 2019 was the same agreement in place during the audit in 2011. However, in the recent audit, CRA reinterpreted the questions of 'supply', 'public purpose' and 'third party benefit' with respect to cost-sharing agreements.

Town of Peace River facilities have a flat payment scale which does not discriminate on the basis of residence. No passes, rights of use or access are provided as a result of these contributions and the agreements are specifically worded towards regional benefit.

Appeal and Review

The Town appealed the initial ruling and on July 16, we were told the ruling was upheld. Interest on the outstanding amount has been accruing since April 25, and on July 22, the Town was notified by CRA that the case has proceeded to collections. On direction from our Council, the Town will be continuing the appeal process with CRA. This could take up to a year.

Concerns

This ruling – a reinterpreting of CRA bulletin on GST for Grants and Subsidies - has set a number of precedents which will be problematic for municipalities:

1. An auditor is now permitted to 'parse' an existing agreement to justify a finding even if the remainder of the agreement contradicts that finding.
2. Municipalities are no longer able to rely on the GST/HST Technical Information Bulletin B-067 with respect to determining supply as it relates to on-going programs of financial support.
3. It is no longer clear which cost-share items may be now assessed as supply. Furthermore, transactions not contained within the cost-share agreement are being assessed as though they were. Examples drawn from the Town's case include:
 - a. A \$3000 contribution to Canada Day Fireworks. This item is not part of the cost sharing agreement and no direct benefit was provided to the grantor.

- b. \$4000 in contributions to the Healthcare Attraction and Retention Committee. Again, not part of any cost-sharing agreement and any supply provided by this group falls within the public interest.
 - c. 50% of the salary of an RCMP Liaison Officer – not subject to any cost sharing agreement.
 - d. \$8,000,000 in donations to the capital costs of constructing a new regional multiplex. In addition to not being subject to the cost-share agreement, the contributions did not confer a supply of access to any property or service made by the municipality. This item was the most frustrating (and most costly) as the Town has been requesting funding for four years and the only time the Federal government acknowledged this project was to tax it.
4. The required ICF Agreements will now have to include a tax provision. Given the lack of consistency in how the regulation is being applied, this could prove extremely challenging in terms of determining which services should be considered supply. Municipalities must be prepared to have a future auditor reinterpret the agreements yet again. The cost of reversing any collection or remitting will create a substantial economic burden.

Our Council has passed the following Motions:

MOTION-19-07-261 Councillor Good moved that the Town contact AUMA and FCM to get legal advice and proceed as recommended.

MOTION CARRIED

MOTION-19-07-262 Councillor Needham moved that the Town consider undertaking some political advocacy work to raise awareness of the issue both Federally and Provincially across all party lines.

MOTION CARRIED

Action

The Town has submitted this issue to FCM, AUMA, NADC, RMA, and Municipal Affairs. All of these bodies are extremely concerned about the precedent represented in this ruling. FCM is seeking an independent legal review of the issue and is considering intervenor status. AUMA is assisting the Town in preparing an Emergency Resolution to be presented in September.

In addition, the Town is actively engaging Provincial and Federal officials as well as prospective Federal candidates on this matter.



Christopher J. Parker, CLGM, CAO
THE TOWN OF PEACE RIVER

From: Bartsoff, Mona <mona.bartsoff@fortisalberta.com>
Sent: July 31, 2019 2:12 PM
To: Marian Carlson <Marian@claresholm.ca>
Cc: Pederson, Darryl (AB) <darryl.pederson@fortisalberta.com>

Subject: October 2nd - FortisAlberta's Grand Opening of a new Operational Office

Marian,

It was nice to chat with you to day to get a date to work with for our Grand Opening. I'm just lining things up internally. Again, I expect the event will be from 11 a.m. to 1 p.m. and include a tour, ceremony with the Mayor and a BBQ luncheon.

Could you please ensure that it goes into the Mayor's calendar and that the Council and other key Town Employees are invited. We'd love to host as many of you who would love to attend.

I'll be in touch in September with details of the ceremony, key messages, etc.

Thanks,
Mona

Mona Bartsoff, APR | Communications Advisor, Customer Experience and Communications

FortisAlberta | 320 - 17th Ave SW, Calgary, AB T2S 2V1 | Tel: (403) 514-4596 | Cell: (403) 512-9218





REQUEST FOR DECISION

Meeting: August 12, 2019
Agenda Item: 14

SHINGLE SIGNAGE PROGRAM POLICY #5.6.09

DESCRIPTION / BACKGROUND:

Many local business owners have expressed interest in having a shingle sign (or blade sign) to aid with the identification of their businesses. A shingle sign is a small sign that is suspended or attached directly to the wall of a building. Shingle signs are generally placed perpendicular to the building. Through investigation into a few manufacturers and in consultation with the Economic Development Committee, a draft program policy is being presented for Council review.

Although this type of signage is included within the land use bylaw, this program was drafted to create consistent signage in particular with the downtown core (or retail commercial district) in mind. This policy was reviewed by the Economic Development Committee (EDC) on July 22, 2019 and the recommendation from the EDC was to use categories instead of individual business logos/names on the signs, to identify the types of goods/services that are offered at each business. Using categories instead of logos will allow visitors and residents to locate businesses with ease, because store names don't always explain the type(s) of goods/services that are offered. This policy helps to create uniform shingle signage by using a standard frame design and font (as shown in the attached policy). The business will be able to choose the design/image that goes beside the nameplate of the sign; within reason, and within the manufacturer's capabilities. The type of shingle sign that is recommended is a bolt on blade sign, instead of a hanging sign, because of the windy environment of Claresholm. The frames will be painted black with rust protective paint, and the applicant will have the choice of black, white, or brushed metal colours for the word cut-out with a contrasting colour behind; within the manufacturer's capabilities. The signs will be double sided.

In order to allow participation in this program the Economic Development Department would facilitate the manufacturing of the sign and (upon approval of the policy) waive the permit fees (typically \$50.00 plus \$1 per \$1000 project value). This will potentially increase participation in the program and ensure consistent signage without too much visual clutter. Four locations were approached for quotes; two in Claresholm, one in the MD of Willow Creek and one in Monarch. The Metal Artist out of Monarch was the most cost effective. The manufacturing cost of the sign will be \$250. The two local quotes were more than double the one from Monarch. The cost of the sign and the installation of the sign will be passed along to the business, so there is no Economic Development budget required for the program.

This policy and the requirements for the sign follow the Land Use Bylaw No. 1525 and reference that for the size, height and installation location. A motion of Council is required to waive any type of permit fees.

EXAMPLES:

The first photo below demonstrates how different colours, fonts, and designs, can be confusing and difficult to read. In this example the street also looks messy and not well put together. The second photo uses a standard design for the shingle signs; this helps the signs to be easier to read and therefore easier to locate businesses. In this second picture; although, there are still some store names that do not describe the good/services that are offered. The usage of categories will remedy this and aid with identification.

RECOMMENDATION:



The Economic Development Office recommends Council pass a resolution to adopt the policy by resolution: Policy #5.6.09 Shingle Sign Program Policy

The Economic Development Office recommends Council carry a motion to waive permit fees to be waived when participating in the shingle sign program under this policy: Policy #5.6.09 Shingle Sign Program Policy.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the Policy #5.6.09 Shingle Sign Program as presented, effective August 12, 2019:

Moved by Councillor _____ to waive permit fees when participating in the Shingle Sign Program as per policy #5.6.09.

ATTACHMENTS:

- 1.) DRAFT Shingle Signage Policy #5.6.09

PREPARED BY: Spencer VanDellen, Economic Development Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: August 8, 2019

	Signage – Shingle Signage Program		Policy #5.6.09
Department Owner:	Planning & Development		
Policy Applies To:	Signage – Shingle Signage Program		
Date Created:	July 8, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 22, 2019	Policy(ies) Replaced/Rescinded:	#N/A

Intent:

To create uniform shingle signage to direct residents and visitors to local businesses. This signage will use categories instead of logos/names to identify the various products and/or services that each business offers. The intent is for the C1 (Retail Commercial) land use district (downtown core) to use these guidelines for uniform signage, but this policy extends to all Commercial & Industrial land use districts.

Policy:

Permit fees (for one shingle sign per business only) will be waived if the business chooses to apply for a shingle sign under this program. The cost of production of the shingle sign will be passed along to the applicant. The applicant will be responsible for the coordination and cost of installation.

Definition:

Shingle Sign means a small sign, which is either suspended from an overhang, canopy, marquee or awning, or is suspended from a mounting attached directly to the building wall. Shingle signs are generally placed perpendicular to the face of a building.

Guidelines:

- All shingle signs must follow the guidelines set out in this policy and the Land Use Bylaw.
- Must be an approved design and clearly state the category of the business, with a category decided by the applicant and approved by the Town of Claresholm Development Department (as per schedule "A").
- May not include any type of logo and may only use colors and fonts that are approved by the Town of Claresholm Development Department.
- The applicant will be able to choose the metal cut out design/graphic that goes beside the name plate of the sign, within reason, and within the manufacturer’s capabilities.
- The frames will be painted black with rust protective paint, and the applicant will have the choice of black, white, or brushed metal for the nameplate with a contrasting color behind, within the manufacturer’s capabilities. The signs will be double sided.

- May not be attached to any structure other than a building.
- May not project more than 36 inches from the building to which it is attached.
- May not contain more than a total of five square feet of display surface, excluding the support structure.
- It may only be installed as high as the eave line of the building surface to which it is attached or 11 feet above grade, whichever is lower.
- It may not be installed lower than seven and one-half feet.
- It may not be internally illuminated.
- It may not be more than four inches or less than one-half inch thick, except reasonably required in connection with some graphic element of the sign.
- Participation in this program will not reduce the number of signs or display surface area permitted per property.

Sign Images:

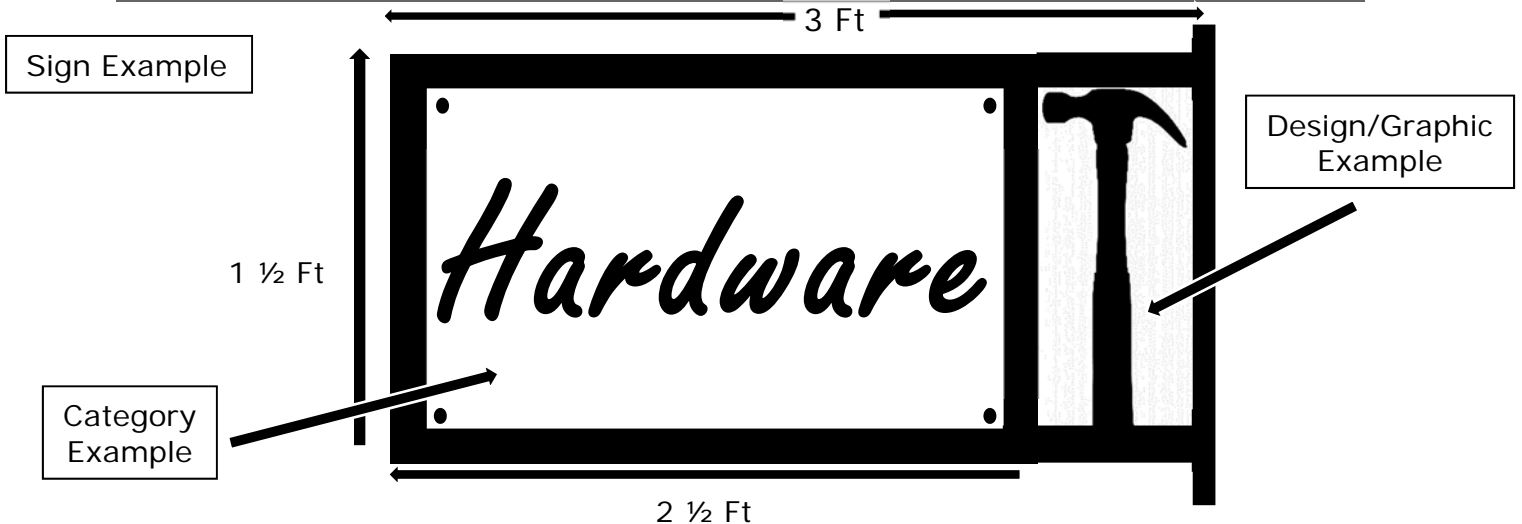




Schedule "A"
Shingle Sign Program Application

Date:	
Business Name:	
Description and/or Category desired for sign:	
Design/Graphic desired for sign:	
Civic Address:	
Mailing Address:	
Sign cost paid:	

Applicant's Signature		Date:	
Building Owners' Approval/Signature		Date:	
Towns' Approval/Signature		Date:	





Town of Claresholm
Income Statement by Function
July 31, 2019

Revenue	JULY	2019 YTD	2019 BUDGET
Tax and requisition revenue	62,143.92	(4,026,666.86)	(3,554,761.32) ¹
General administration revenue	(5,608.47)	(58,071.36)	(276,800.00)
Police	(1,780.00)	(15,660.42)	(33,000.00)
Fire	(800.00)	(10,300.00)	(77,069.00)
Bylaw enforcement	(927.00)	(17,549.37)	(50,400.00)
Roads, streets, walks, lighting	(25,845.00)	(28,420.00)	(40,000.00)
Airport	-	-	(5,000.00)
Storm sewers and drainage	-	(9,112.91)	(2,745,823.00)
Water supply and distribution	(397,417.69)	(800,022.82)	(1,560,500.00)
Wastewater treatment and disposal	(50,388.80)	(168,699.79)	(390,162.00)
Garbage Collection	(54,395.23)	(214,020.45)	(413,500.00)
Recycling	(22,711.60)	(83,114.92)	(163,500.00)
FCSS	(45,279.90)	(150,833.54)	(222,000.68)
Cemetery	(1,450.00)	(10,875.00)	(17,500.00)
Physician recruitment	-	-	-
Economic development	10,707.75	(1,205.58)	(46,328.35)
Land use planning, zoning and development	(5,067.14)	(39,355.36)	(66,600.00)
Parks and recreation	(36,457.45)	(209,343.89)	(753,220.00)
Culture - libraries and museum	(1,163.54)	(1,663.44)	(21,291.00)
	<u>(576,440.15)</u>	<u>(5,844,915.71)</u>	<u>(10,437,455.35)</u>
Expenses			
Legislative	8,696.61	53,579.07	113,500.00
Administration	77,956.06	773,316.91	1,321,232.00
Fire	30,313.93	121,627.74	275,145.00
Bylaw enforcement	5,866.79	82,129.76	112,475.00
Common and equipment pool	34,983.67	280,329.01	581,187.00
Roads, streets, walks and lighting	38,568.72	207,397.23	808,845.00
Airport	1,089.76	6,773.15	16,077.00
Storm sewers and drainage	281.82	2,250.98	280,265.00
Water supply and distribution	61,553.57	449,297.01	1,317,699.00
Wastewater treatment and disposal	10,783.03	67,873.89	534,436.00
Garbage Collection	32,254.44	207,248.75	391,734.00
Recycling	11,447.13	82,031.82	173,437.00
FCSS	17,830.02	149,017.92	249,234.00
Daycare	3,183.50	22,284.50	38,202.00
Cemetery	5,522.46	13,385.14	20,661.00
Physician recruitment	1,050.00	1,050.00	3,000.00
Economic development	6,477.02	182,304.93	276,863.70
Agriculture - weed and pest control	1,177.18	3,242.67	50,146.00
Land use planning, zoning and development	11,747.17	119,220.71	208,042.00
Parks and recreation	59,241.88	440,024.96	1,033,039.00
Culture - libraries and museum	15,203.86	270,362.60	379,930.00
	<u>435,228.62</u>	<u>3,534,748.75</u>	<u>8,185,149.70</u>
Net Income	<u>(147,041.12)</u>	<u>(2,321,112.19)</u>	<u>(2,252,305.65)</u>

Notes:

¹ Tax revenues are over budget due to additional education requisition payments to be made.



**Town of Claresholm
Income Statement by Object
July 31, 2019**

Revenue	JULY	2019 YTD	2019 BUDGET
Net municipal taxes	114,682.32	(3,781,656.25)	(3,213,352.32) ¹
Special assessments	(156.00)	(13,010.07)	(12,934.00)
User fees and sales of goods	(337,104.11)	(1,186,950.46)	(2,601,840.00)
Government transfers for operating	-	(3,500.00)	(247,188.35)
Investment income	(9,914.16)	(57,455.09)	(70,000.00)
Penalties and costs of taxes	(28,115.90)	(68,154.07)	(126,000.00)
Licenses and permits	(5,867.14)	(70,175.36)	(99,300.00)
Other local government transfers	(4,646.00)	(64,406.00)	(69,000.00)
Proceeds from disposal of capital assets	(25,845.00)	(25,845.00)	(40,000.00)
Franchise and concession contracts	(15,898.34)	(126,920.44)	(206,609.00)
Rental	(5,347.43)	(49,801.11)	(113,250.00)
Other	(4,466.49)	(37,726.32)	(35,650.00)
Government transfers for capital	(208,482.00)	(208,482.00)	(3,380,331.00)
FCSS	(45,279.90)	(150,833.54)	(222,000.68)
	<u>(576,440.15)</u>	<u>(5,844,915.71)</u>	<u>(10,437,455.35)</u>
Expenses			
Salaries, wages and benefits	243,640.75	1,621,735.22	3,065,388.00
Contracted and general services	79,834.52	872,220.47	1,401,576.70
Materials, goods, supplies, and utilities	98,889.05	630,473.09	1,294,626.00
Bank charges and short-term interest	6.49	85.18	-
Interest on long-term debt	-	87,593.63	194,030.00
Other expenditures	1,850.37	19,435.21	31,440.00
Transfers to organizations and others	11,007.44	303,205.95	337,042.00
Purchases from other governments	-	-	-
Amortization	-	-	1,861,047.00
	<u>435,228.62</u>	<u>3,534,748.75</u>	<u>8,185,149.70</u>
Net Income	<u>(147,041.12)</u>	<u>(2,321,112.19)</u>	<u>(2,252,305.65)</u>
Other			
Transfers to/from reserves	-	-	(318,778.35)
Capital expenditures	101,653.57	940,155.16	6,870,331.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	-	134,731.45	336,925.00
Amortization addback	-	-	(1,861,047.00)
	<u>(45,387.55)</u>	<u>(1,246,225.58)</u>	<u>(24,875.00)</u>

Notes

¹ Tax revenues are over budget due to additional education requisition payments to be made.



Claresholm

INFORMATION BRIEF

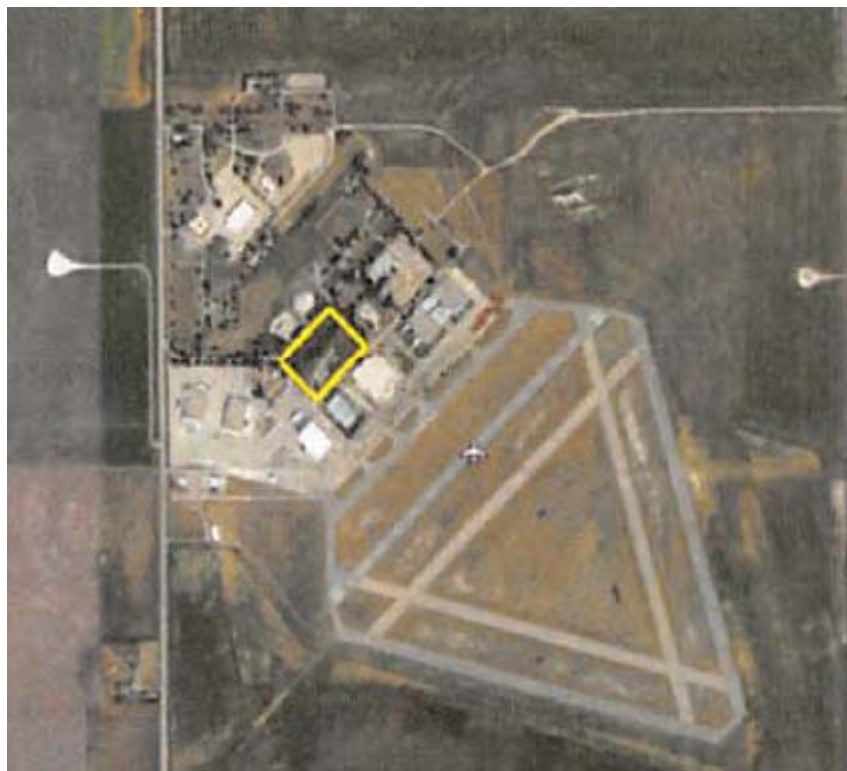
Meeting: August 12, 2019
Agenda Item: 16

MD of Willow Creek Circulation – Application

The Town of Claresholm has received a notice of meeting from the MD of Willow Creek, in regards to an application for the construction and operation of a Commercial Cannabis Cultivation Facility. This facility will have 18 individual facilities within three separate buildings. The deadline for comments is August 16, 2019. Administration reviewed the application and did not identify any concerns. If Council has any comments Administration can forward those prior to the deadline.

Note: since these meetings are public if any Council members wished to hear the application being presented the meeting will be held at 9:10am, Wednesday, August 21, 2019. The full application can be found at the link below.

https://docs.wixstatic.com/ugd/1746bd_45bcad6ee9474f0d9e003edf8c482486.pdf



ATTACHMENTS:

- 1.) MD Notice of Meeting (with application materials)

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 8, 2019

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

#26-Hwy 520, Claresholm Industrial Area, Box 550, Claresholm, Alberta T0L 0T0

Phone: (403) 625-3351 Fax: (403) 625-3886

Email: development@mdwillowcreek.com

NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 064-19

TO: 1-mile radius & Landowners in the Claresholm Industrial Area

Notice is hereby given that an application is being made for a development permit with regard to the following:

NAME OF APPLICANT: Glacier Kootenay Craft Ltd.

TYPE OF DEVELOPMENT:

Construct and operate Commercial Cannabis Cultivation Facilities consisting of: 18 individual recreational cannabis cultivation facilities within three strip mall style buildings of 6 units each, to be built in two phases.

LEGAL DESCRIPTION OF SITE: Lot 1, 2, 3, 4, 5; Block 2; Plan 8810634 (CIA)

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission

DATE OF MEETING: 9:10 a.m. on Wednesday, August 21, 2019

This development application and all associated information are available for viewing at the Municipal Office at the address shown above during normal hours of operation, or website at www.mdwillowcreek.com.

Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be present and be heard at the meeting. Any information submitted will become available to the public and may also be shared with the applicant and appropriate government/other agencies and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP). If you have any questions, please contact The Municipal District of Willow Creek No. 26.

Persons requesting to be heard at the meeting shall submit a written request to be heard to the development officer not later than:

August 16, 2019 (10 consecutive days from the date of this notice)

DATE: August 2, 2019

SIGNED:



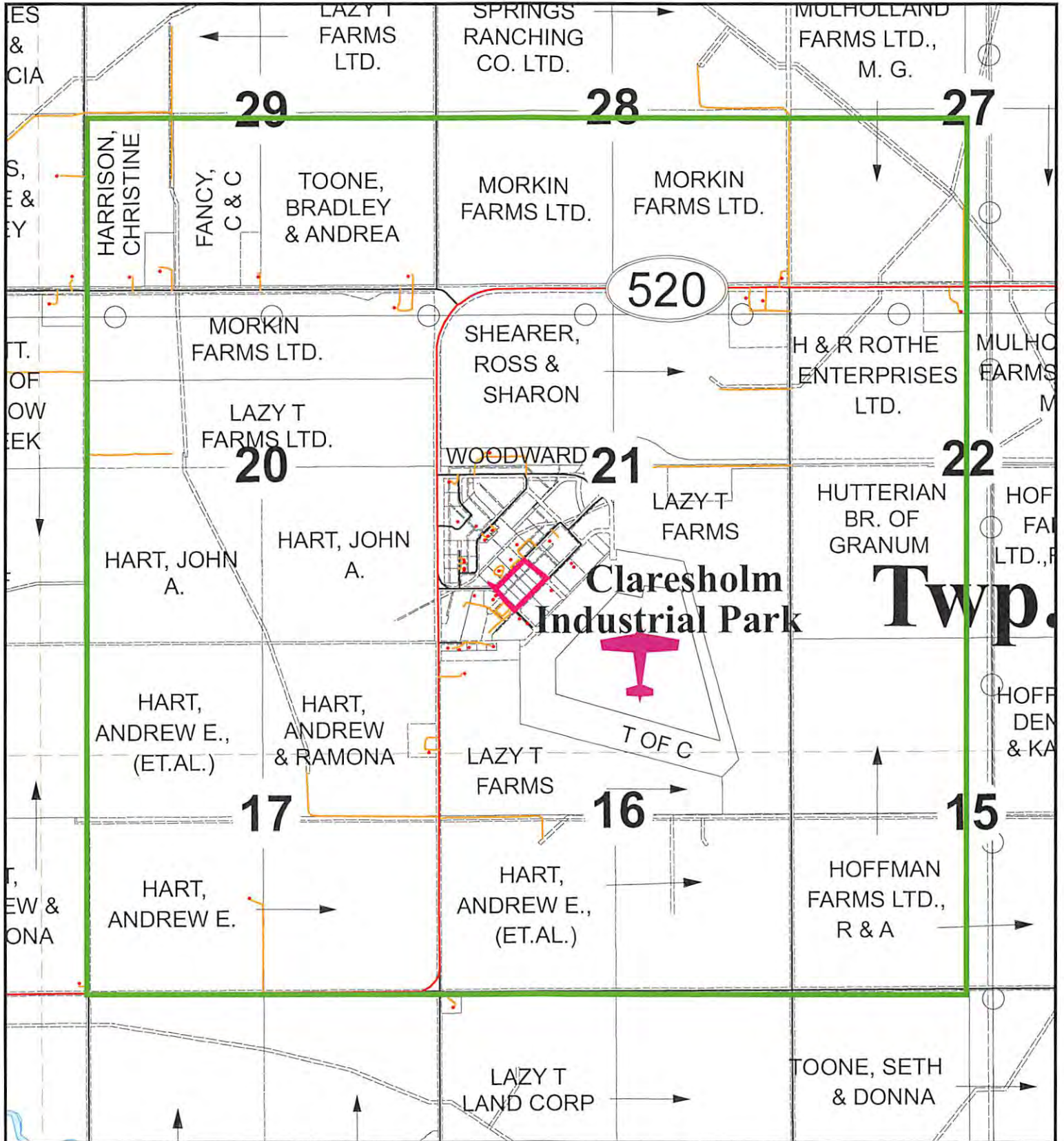
Cindy Chisholm
Development Officer
MD of Willow Creek No. 26



Development Permit No. 064-19

Location: Lot 1, 2, 3, 4, 5; Block 2, Plan 8810634

Claresholm Industrial Area (CIA)



Applicant: Glacier Kootenay Craft Ltd.

DEVELOPMENT PERMIT APPLICATION



July 24, 2019

By Glacier Kootenay Craft Ltd.

This report is submitted as part of the Development Permit Application for Glacier Kootenay Craft Ltd. for its phased development at the Claresholm Industrial Airport in the MD of Willow Creek, Alberta.

Development Permit Application

BY GLACIER KOOTENAY CRAFT LTD.

PROPOSED DEVELOPMENT

Glacier Kootenay Craft Ltd. ("GKC") is a new company which is intending to penetrate into the cannabis cultivation market in Western Canada. The planned MD of Willow Creek, Alberta facilities will provide a total plant canopy of approximately 38,700 sq. ft. Future buildings can be added to expand the operation. GKC intends to start its growing business from the Claresholm Industrial Airport.

Main Goals

- ✓ Build a successful cluster of commercial micro-cultivation facilities in the MD of Willow Creek, AB.
- ✓ To be fully compliant with the laws and regulations in each of the jurisdictions (federal, provincial and municipal).

Mission

- ✓ To grow one of the best cannabis products, to establish an innovative cannabis growing brand with affordable prices.

Products & Services

Based on the planned development, GKC will have the ability to vegetate up to 36,000 plants and flowers concurrently, will grow up to 5 different strains of cannabis, and will have the ability to grow from seedling to finished product. GKC will dry all cannabis flowers into labeled/inventoried vacuum sealed bags before delivery to Licensed Processors who will process the dried and cured cannabis.

Objectives

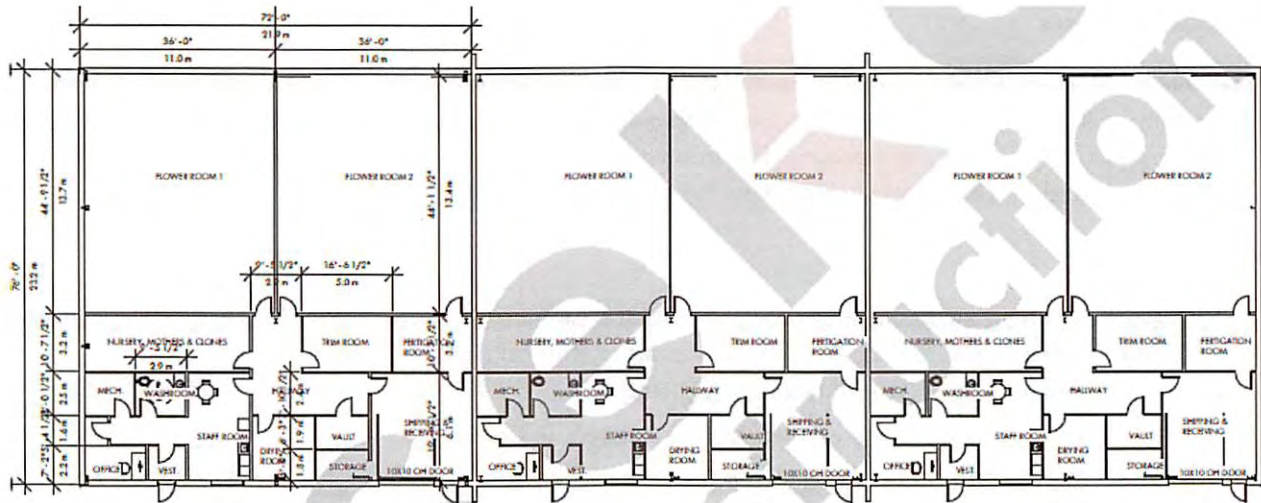
- Year 1: Obtain development permits and building permits for Phase 1 (initial 6 facilities). Construct first 6 facilities. Secure micro-cultivation licenses to start cultivation.
- Year 2: Roll out Phase 2 (additional 12 facilities).
- Year 3: Brand and distribute our product line throughout Canada.
- Year 4: The GKC brand is now a trusted and consistent brand.

Proposed Cannabis Facilities

The cultivation premises for Phase 1 will be located in a strip-mall style building and will accommodate 6 micro-cultivation facilities. Phase 2 will add two additional strip-mall style buildings that will accommodate 12 micro-cultivation facilities. Each micro-cultivation facility will be adequate to house and grow up to 2,000 plants in a total canopy per facility of 2,150 ft² (200 m²).



Strip Mall Style Building Concept (showing 3 of 6 facilities in Phase 1)



Micro-Cultivation Facility Floorplans (showing 3 of 6 facilities in Phase 1)

Our cultivation & processing area will include:

- Mother & Cloning Room
- Vegetative & Flowering Growth Rooms
- Trim Rooms
- Drying & Curing Rooms
- Packaging Rooms

Flower Room Design

- A. Each facility is powered with 240 watts, 1200 amps with three-phase service.
- B. Our grow operations will be equipped with state of the art 1,200-watt water-cooled LED lights.
- C. Each facility will be further air cooled with 30 tons of air conditioning and additional ventilation through the integrated mechanical units.
- D. The odours will be contained through our charcoal filter system attached to the ventilation system.
- E. CO₂ will be generated in each flower room to optimize growing.
- F. Environmental computer. The computer control systems for each flower room will monitor all the nutrients, lights, air circulation, and irrigation needs of the plants.
- G. De-humidification to optimize growing environment.
- H. Utility cost will be substantially reduced with the utilization of LED lighting and water-cooling.



Single Micro-Cultivation Facility Floorplan

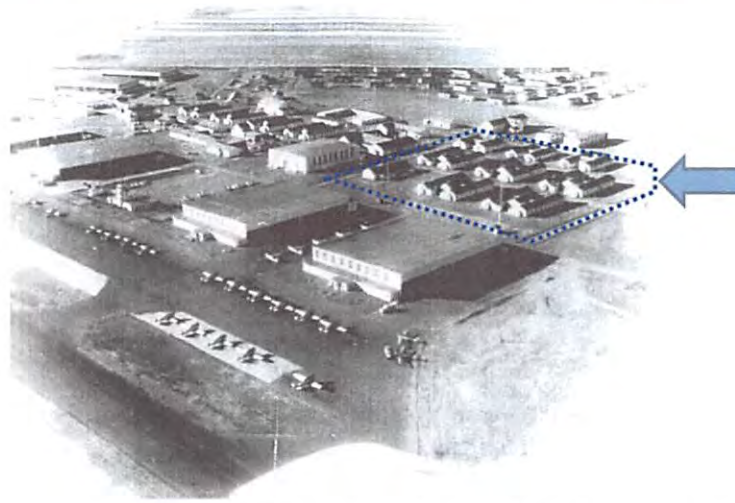
Proposed Area

The plan area consists of an approximate 5 acre parcel of land within the existing land use district of Claresholm Industrial Area (CIA), which allows for cannabis production for recreational use as a discretionary land use. The land is undeveloped and is currently utilized as grazing land for horses.

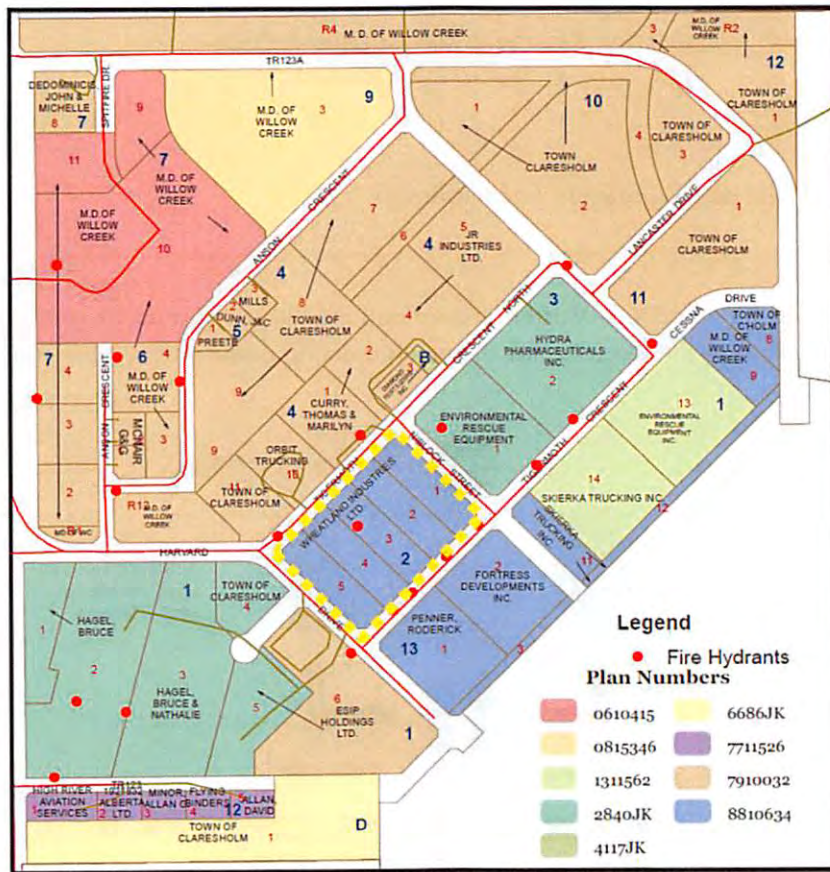
Historically, the barracks of the British Commonwealth Air Training Plan were located on the lands as evidenced in the picture on Page 5. Approximately 9 H-huts were located on the lands and housed the majority of the personnel located at the school. On 31 January, 1942, the school's establishment included 83 officers, 1162 airmen, 150 trainees, and 63 civilians.



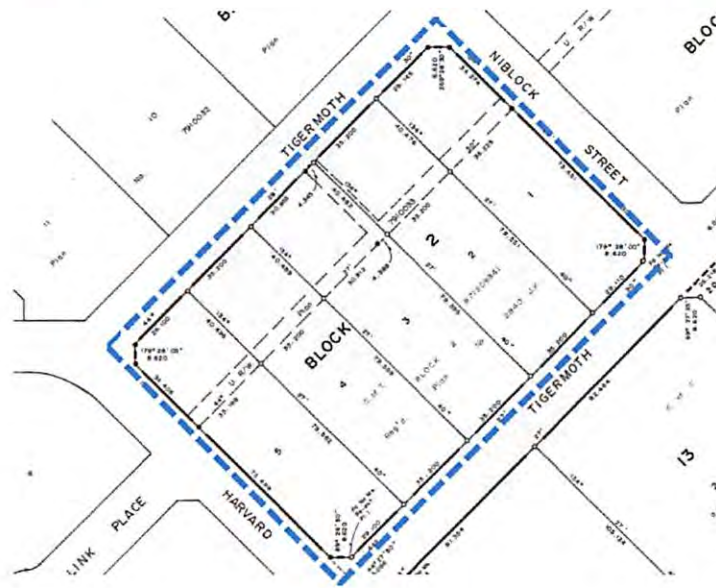
Geographical Location of the Proposed MD Willow Creek Micro-Cannabis Cluster



Claresholm Airport Circa 1942 Showing Proposed Development Lands



Claresholm Industrial Area (CIA) Land Use District



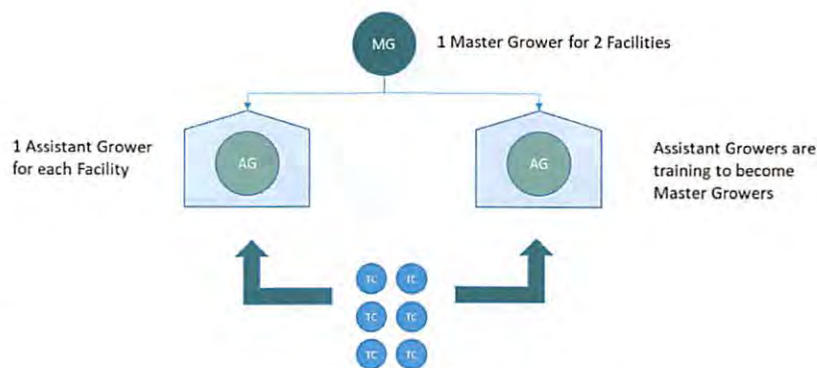
MD Willow Creek Micro-Cannabis Cluster
DEVELOPMENT PLAN BOUNDARY

Business Plan

The Business Plan is included as an Appendix A to this report.

Employees

For each facility there will be a half time Master Grower and a full time Assistant Grower. There will also be Trimmer Cleaners that will come into each facility as required during propagation, harvest and cleaning (once per month).



Trimmer Cleaners: a pool of workers available to provide trimming and cleaning services to each facility as required. A team is typically required for 6 days per month per facility when a crop is harvested and the room is prepared for the next crop.

There will also be 24/7 security onsite (one security guard at all times).

Position	For Each Micro-Facility	Phase 1 (6 Micros)	Phase 2 (12 Micros)	Total (at end of Phase 2)
Master Grower	0.5	3	6	9
Assistant Grower	1	6	12	18
Trimmer/Cleaners		12	24	36
Security		4	8	12
TOTAL	1.5	25	50	75

Operating Hours

Each micro-cultivation facility will have core operating hours from 7 am to 7 pm, 365 days per year.

The facilities will be monitored by onsite security 24 hours per day, 7 days per week, 365 days per year.

The micro-cultivation facilities may also be visited after hours by the Master Grower or Assistant Grower as required.

Waste Management

Cannabis Waste

Once harvested, the stalks of the cannabis plants must be destroyed. Our proposed method of destruction is to grind up the stalks using a wood chipper and mix the waste 50:50 with wood chips, which will be sourced from a local supplier and stored inside of each facility. Once mixed, the resulting product is then considered by Health Canada as a non-cannabis product and able to be disposed of at a Class II landfill as organic waste. The MD Willow Creek Regional Landfill is located 20 km from the cluster and is able to accept the organic waste.

Each shipping & receiving bay will be equipped with a small wood chipper for destroying the stalks.

Waste Water

Waste water is derived from three sources within each facility:

- employee usage
- cleaning
- run-off from hydroponic tables

Employee water usage and resultant waste water is anticipated to be very small as it will primarily be related to the use of the washroom facilities and kitchen.



Small amounts of facility cleaning are required on a daily basis with a full cleaning being conducted once per month. During monthly cleaning, the walls, table and floors of the growing sections of the facility will be scrubbed down with Health Canada acceptable cleaners and rinsed with fresh water that will be squeegeed into floor drains tied to the sanitary system.

The hydroponic process involves adding nutrient-water mixture to the plants until the nutrient-water mix runs off onto the table. This nutrient-water mix will be collected and recycled back into the fertigation tank for re-use. A small amount of nutrient-water may be drained to waste on each cycle to ensure adequate nutrient-water quality. The intention is to recycle 90% of the fertigation system water.

The anticipated total waste water is 1.2 m³ per day per facility.

- Phase 1 – 6 micro's – 7.2 m³ per day (216 m³ per month)
- Phase 2 – 12 micro's - 14.4 m³ per day (432 m³ per month)
- TOTAL – 18 micro's – 21.6 m³ per day (638 m³ per month)

Water, Air and Odour Management

Water Management

Water into each facility will come from lot servicing connections to municipal water lines. Water utilized for washrooms and cleaning will be municipal water which is supplied by local water mains adjacent to the site.

Water used for the growing operations will be sourced from municipal water. The water will be treated by a Reverse Osmosis system to purify the water prior to being utilized by the fertigation system.

The fertigation system is a system that mixes nutrients into the water in the correct dosages prior to being fed to the plants through hydroponic drip lines.

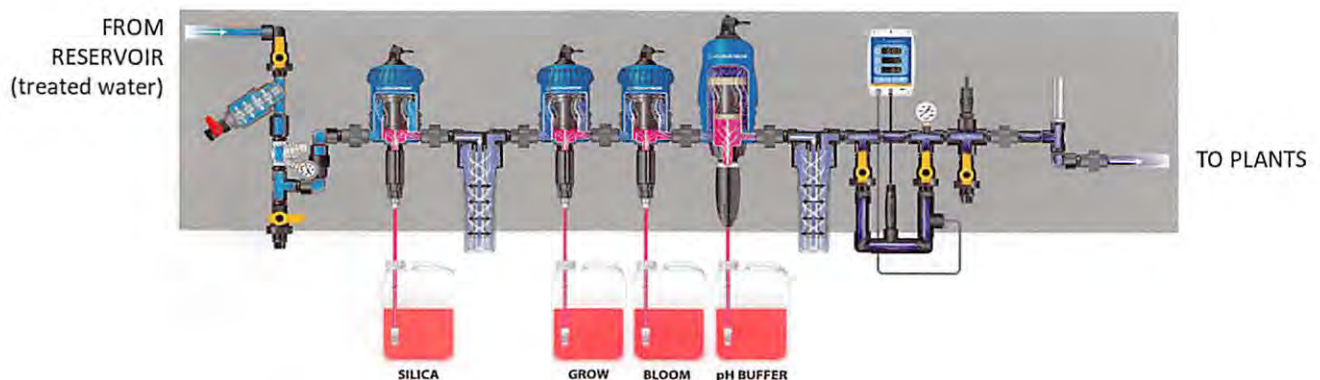


Figure – Fertigation System

Air Management

Each GKC micro-cultivation facility is a self-contained system with its own air management system. To prevent outside contamination, the entire facility is closed off from the outside environment with the exception of minimal fresh air exchange that is highly filtered on the intake and scrubbed for odours on the release to the

outside environment. The rest of the air circulates throughout the inside of the growing rooms and is constantly being adjusted to obtain the optimal growing conditions.

The air management system includes:

- Heating
- Ventilation
- Air Conditioning
- De-humidification

GKC is planning to use an integrated mechanical unit that will provide all the air management systems in one package. One integrated mechanical unit will be required for each flower room (2 per micro-cultivation facility).

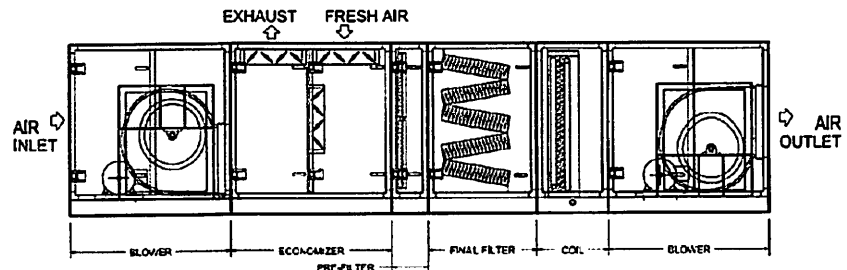


Figure – Air Handling Unit

The target was to design an inclusive packaged Air Handling Unit which would accommodate the heating, cooling, and dehumidification requirements for the flower room. We have selected a supplier that has an adequate unit selection that is a good fit for the application. The units will accommodate a range of specific temperatures and humidity levels of the growing rooms.

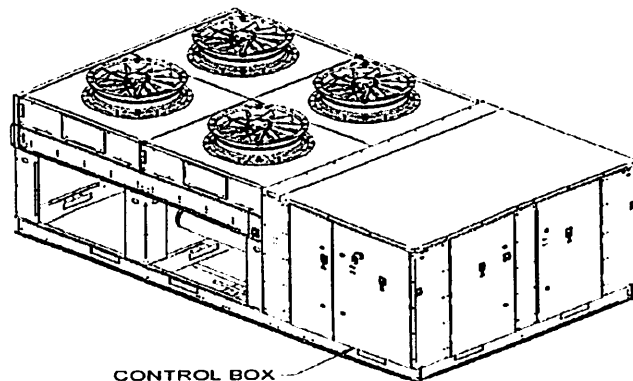


Figure – Condenser Unit

The unit design will utilize an industrial grade refrigerant and will enable a separate ducting system. We will still need to utilize a separate condensing unit which can be placed in the same proximity as the air handler. All load calculations and estimates have been based upon the lighting and plant counts within the flower rooms.

The Air Handling Units have a modular design based on an aluminum structural framing. The units have the versatility to suit any air treatment requirement such as filtration, heating, cooling, energy recovery, mixing, economizer, multi-zone control, and dehumidification.

These units are designed with a modular approach that provides flexibility to suit the required configuration. The modules are designed for site mounting or factory assembled to reduce costs. Two or more modules can also be built into a larger module and easily connected to the other modules on site.

Odour Management

GKC is planning to utilize an industrial grade odour management system such as the Excel Air Odour Eliminator which has a proven track record in the industry for removing strong odours associated with growing cannabis.

The Excel Odour Eliminator system is ideally suited for any area where cannabis smell is an issue. Unlike particle filters, this multistage filter will remove smells. The unit can either be placed inside the flower room or integrated into the air management system, ensuring thorough air circulation past the primary and secondary filters, then through the five trays of custom charcoal. Once the bottom box blower is plugged into any 115V source, it will start eliminating odour instantly.

The system has 55 lbs of Custom Shaled Coconut charcoal which is expected to provide odour control for 6 months to a year. The used charcoal can be disposed of at the MD Willow Creek Regional Landfill.



Figure – Excel Air Odour Eliminator

Quality Control

GKC has developed a full set of Standard Operating Procedures (SOPs) that deal with Quality Control, Good Production Practices and training. The SOPs have been designed to meet the licensing requirements of Health Canada. The SOPs are available for inspection on request.

GKC plans to use the AirMed software application to meet the needs of Health Canada's record keeping system requirements.

AirMed is a cloud-based software application that supports the management of all aspects of legal cannabis production and sales including:

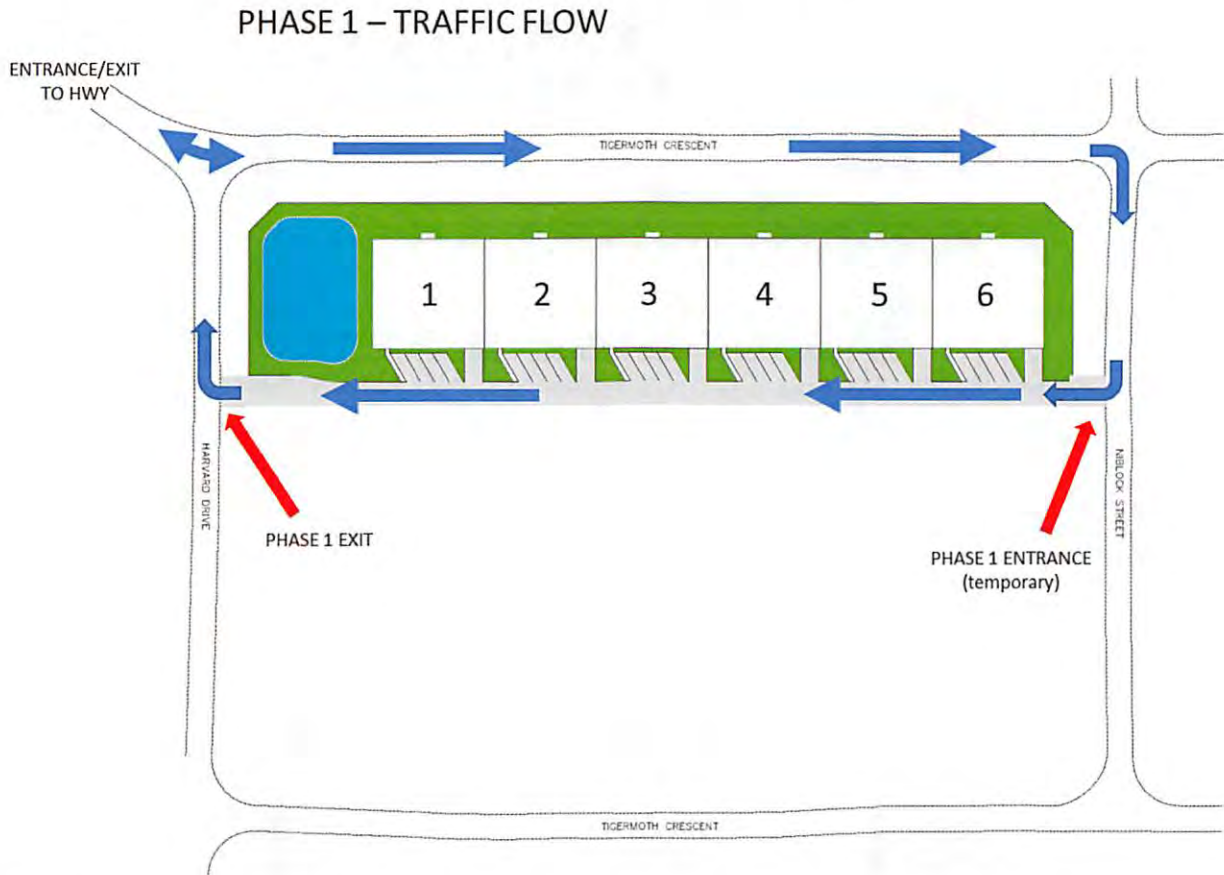
- Batch and lot production
- Quality assurance testing and release from quarantine
- Product packaging and inventory control
- Customer on-boarding and registration
- E-commerce sales and financial transaction management
- Shipping fulfillment and tracking
- Audit & compliance reporting

AirMed software is specifically designed to meet or exceed the Health Canada regulations and includes full audit support capabilities and comprehensive reporting. Please be aware that in some cases, physical (paper) records must be documented to meet compliance. AirMed software offers reports to support many of paper

record requirements. AirMed software retains records for as long as the organization has a subscription to the service and reports can be printed at any time during the subscription period for longer term storage.

Traffic

The following diagram shows the flow of traffic for Phase 1 of the development.

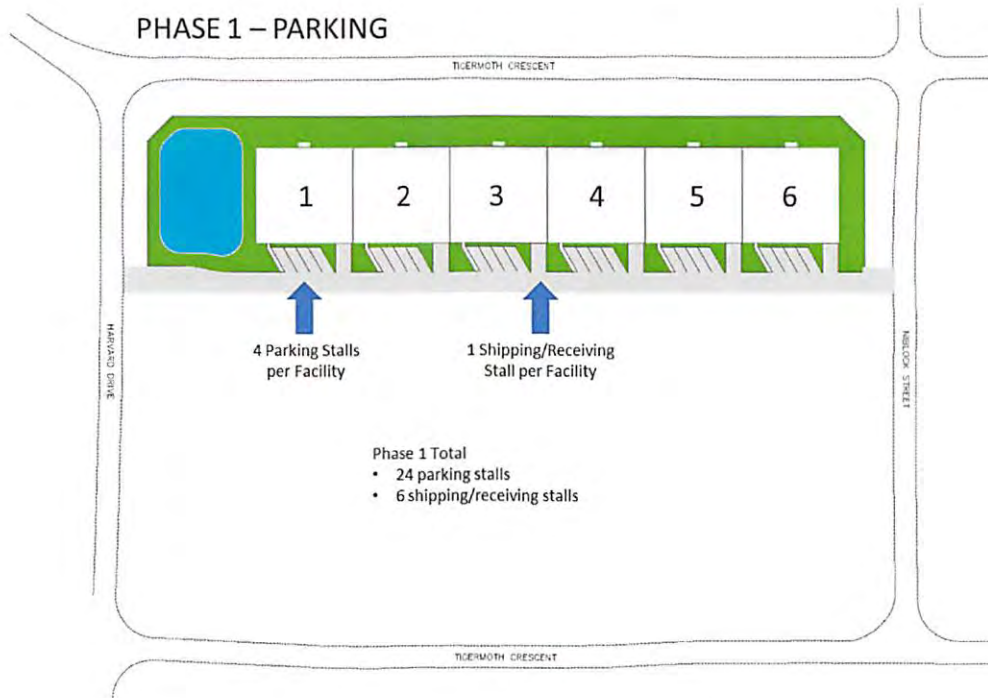


The following diagram shows the flow of traffic for once Phase 2 of the development has been completed.

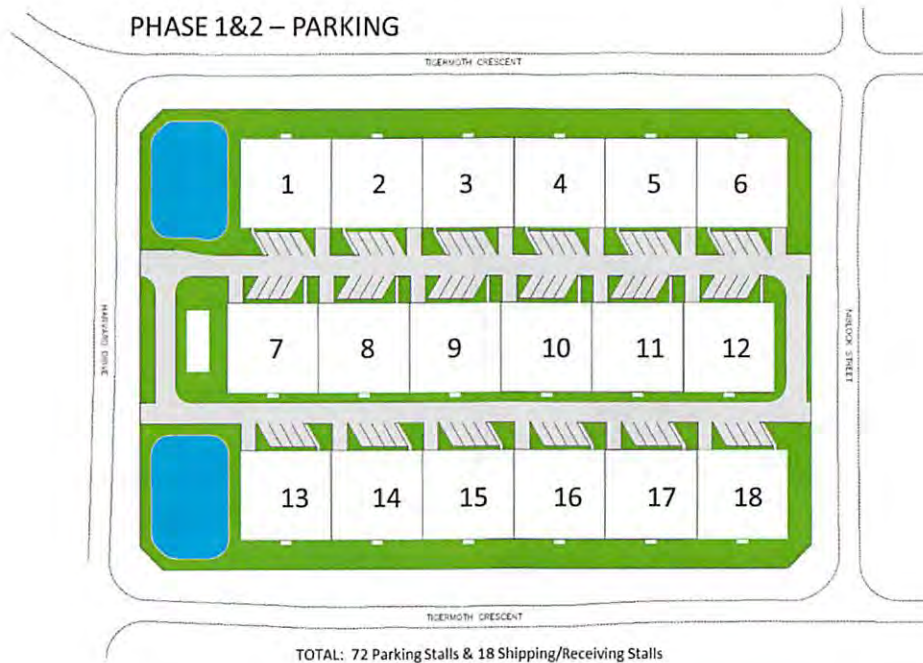


Parking

The following diagram shows the parking for Phase 1 of the development.



The following diagram shows the parking available once Phase 2 of the development has been completed.



Security

Phase 1 (6 facilities) will be staffed by security guards, 24 hrs per day, 7 days per week. Four security guards will be employed that will provide a single security guard per shift. By the end of phase 2 (a total of 18 facilities), 12 security guards will be employed that will provide three security guards per shift. The guards will patrol the grounds inside the perimeter fence and inspect each facility on a regular basis to ensure they are secure and that the security monitoring systems are operating effectively. Each micro-cultivation facility has a secure entrance that can be staffed by one of the security guards during site visits from outside (unauthorized) personnel.

A perimeter fence will be constructed that will provide a secure six foot high chain-link fence with two feet of razor wire on top.

Each micro-cultivation facility will have full time video monitoring both inside and outside of the facility, swipe card access for all doors, perimeter intrusion detection and building intrusion detection systems.

GKC has engaged a security consultant to implement a comprehensive security solution for the micro-cultivation facilities. The security system for the micro-cultivation facilities will include components such as ultrahigh definition camera systems, access control card swipe systems, commercial intrusion alarms, perimeter security and intercom systems. The solution features easy-to-use software accessible from everywhere.

The following diagram shows the security system concept for a single micro-cultivation facility.



Legend		
	Monitoring Station	1
	2MP Camera	26
Control Access		
	Card Reader	6
Intrusion		
	Control Panel	1
	Keypad	4
	OSM Cellular Backup	1
	Motion Sensor	18
	Door Contacts	6
	Panic Alarm	4
	Smoke Detectors	2
	Siren/Strobe	4
	Heat Sensors	2
	Glass Break	0

	PROJECT: Micro Cultivations			
	FILE: Claresholm Cannabis Cluster			
DATE: 11/11/2023	USER: NA	SCALE: 1:100	DRAWN BY: J. [unclear]	REV: 1
PROJECT NO: 23-001	DATE: NA	SCALE: 1:100	DRAWN BY: J. [unclear]	REV: 1

Preliminary Security Floor Layout

Secure Storage

Within each micro-cultivation facility is a secure vault for storing all dried, cured cannabis prior to shipment. The secure vault is located away from all exterior walls and is separated from the ceiling. The walls and doors will be designed to prevent unauthorized entry. The swipe card access for the single door to the vault will only allow authorized personnel entry to the room.

The secure vault will be built to Health Canada’s standards.

Transport Trucks

The entire monthly production of a single micro-cultivation facility is projected at 57 kg. This entire volume can fit into a few secure totes for shipment to the processing facility.

There is no requirement for large transport trucks to have access to the facilities. The largest vehicle for shipping & receiving is a cube van as shown in the figure.



Additions

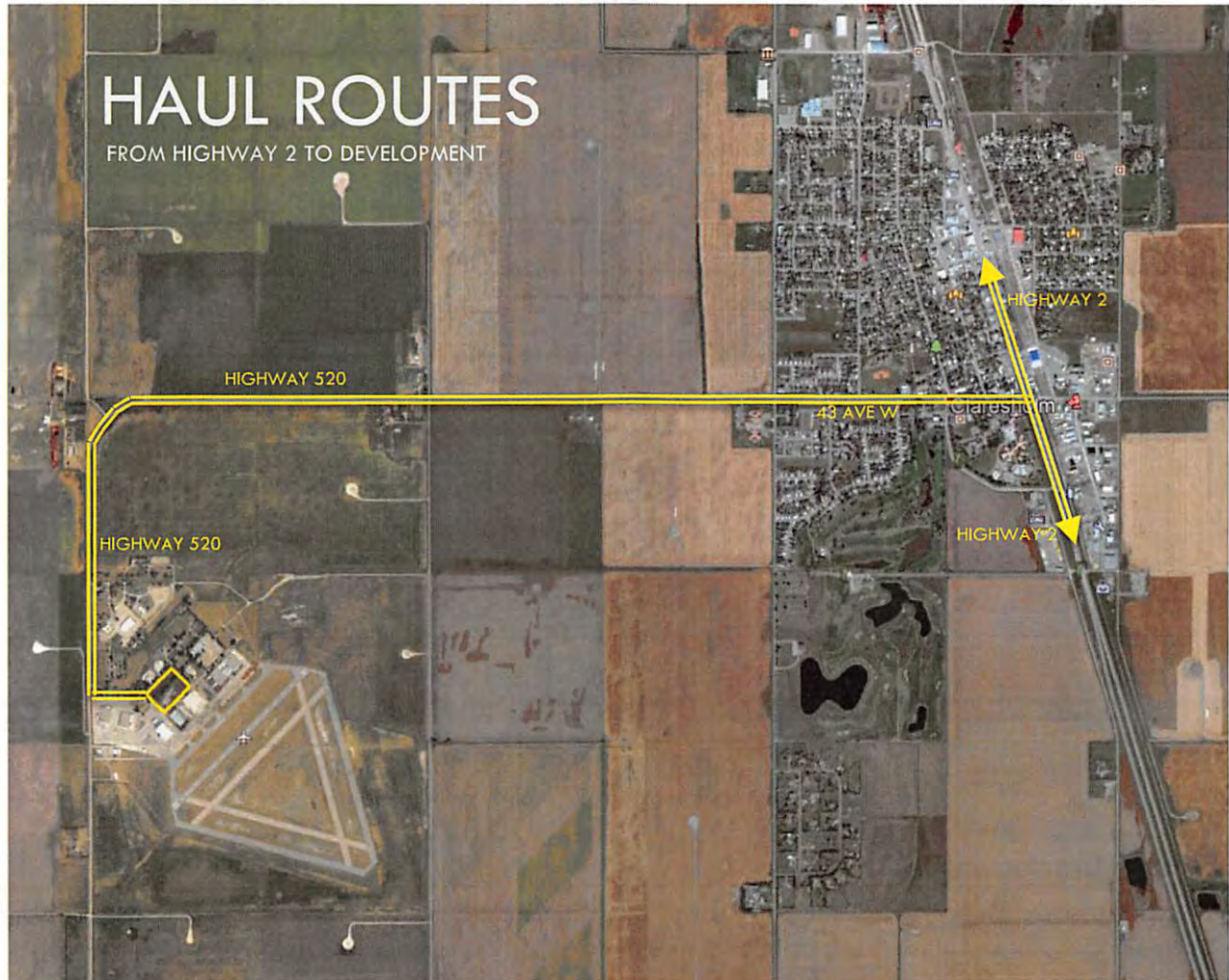
As the site does not have any structures, there will be no additions.

Future Structures

There are no future structures planned for the site other than those shown in the site plan.

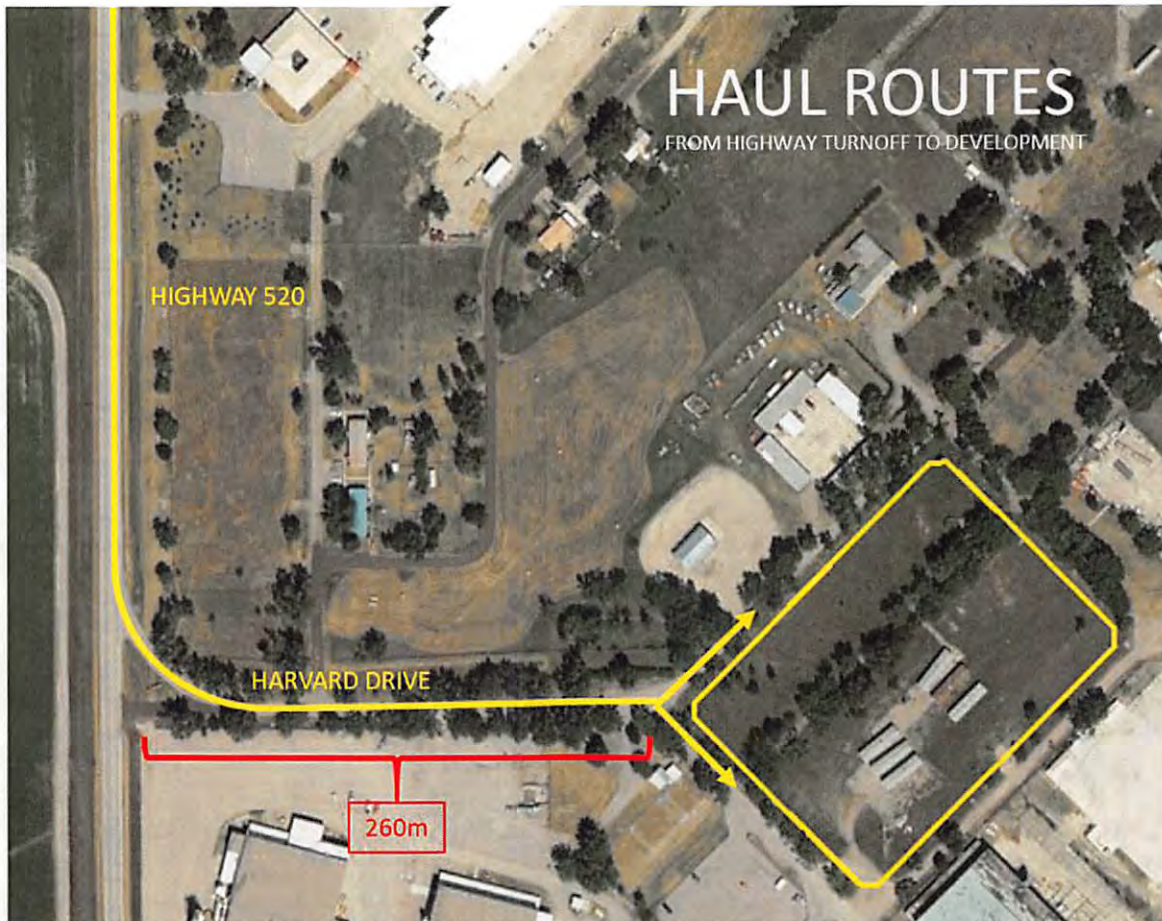
Haul Routes/Site Access

Haul routes and site access from Highway 2 are via Highway 502 to the Claresholm Industrial Airport as shown in the following diagrams:



Haul Routes from Highway 2 to Development

The haul route from Highway 520 to the development is shown in the following diagram. The distance from the Highway 520 turnoff to the development is approximately 260m.



Haul Routes from Highway 520 Turnoff to Development

Site Utility Servicing

The site has an existing potable water main as well as sanitary sewer main servicing available to connect to in Tigermoth Crescent which is adjacent to its northwest and southeast boundaries. A potable water main is also available in Harvard Drive which is adjacent to the southwest boundary. Please reference the Site Plan.

The development will provide a water and sanitary service stub from the new internal main lines to each facility. The new internal water line will be looped and will have 2 proposed connections to the existing main lines, one in Tigermoth Crescent near the south corner and the other in Harvard Drive along the southwest boundary. The new internal sanitary main lines will collect sanitary flows from each facility and flow to a new connection point on the existing sanitary main in Tigermoth Crescent near the northwest corner of the site.

Stormwater runoff from the entire site will be collected on the surface in the internal roadways as well as grass swales along the northwest and southeast property boundaries and directed to two internal stormwater facilities located along the southwest property boundary. Storm water will be released through these storm ponds at controlled rates as per MD of Willow Creek and Alberta Environment standards.

There is 3-phase power and natural gas available to connect to in the roadways adjacent to the site. Any required modifications and/or relocations to the existing shallow utility facilities will be per the direction of the corresponding shallow utility companies at the time of detailed design.

Site fire flow requirements will be analyzed through the detailed design process. Four new fire hydrants will be installed on site as per MD of Willow Creek standards. Should any upgrades or additional infrastructure be required to meet fire flow requirements for the site as a whole, those will become part of the development of the site.

Landscaping

There are a number of existing trees on the site which are all intended to be removed as part of the site grading. The trees within the existing road right of ways surrounding the project will be preserved with the exception of up to 4 trees which will be required to be removed to allow for site access points to the existing roads.

The open areas of the interior of the project will be landscaped with grass. This provides for low maintenance and minimal interference with the operations of the site. Grass will also assist in slowing down overland storm water flows in swales and provides for more absorption of rain water in to the ground.

The Landscaping Conceptual Plan (Appendix B) and the Existing Site and Tree Removal Plan (Appendix C) are included as an Appendix to this document.

Emergency Safety Plan

The Emergency Safety Plan is included as Appendix D to this document.

Residences within 1-mile Radius

In the Claresholm Industrial Area there are eight residences. One residence is in conjunction with their approved use. Six residences are grandfathered as the land use district 'CIA' does not accommodate single family dwellings/mobile homes, etc., unless it is in conjunction with an approved use. The lands surrounding the Claresholm Industrial Area have six residences. The One-Mile Radius Map is included as an Appendix E to this document.

Proposed Signage

The only signs on the site will be small over door placards indicating the name of each facility. There will be no large signage anywhere on the site.

Land Title Certificate

The Land Title Certificates are included as an Appendix F to this document.

Notices to Local Authorities

The Notices to Local Authorities are included as an Appendix G to this document.

Site Building Coverage

The legal surveyed boundaries of the site calculate a total site area of 21,052.6 square meters.



INFORMATION BRIEF

Meeting: August 12, 2019
Agenda Item: 17

2019 AUMA CONVENTION RESOLUTIONS

DESCRIPTION:

The 2019 AUMA (Alberta Urban Municipalities Association) Convention is being held in Edmonton from September 25-27, and all members of Council have indicated that they will be attending.

The 2019 Resolutions Book Version 1 was released on July 31, 2019, and includes all resolutions submitted to AUMA for discussion on September 26th and 27th.

Council can familiarize yourselves on these resolutions by visiting:

<https://auma.ca/advocacy-services/document-library/2019resolutionsbook-version1-july31pdf>

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 8, 2019



Claresholm

INFORMATION BRIEF

Meeting: August 12, 2019
Agenda Item: 18

CONTRACT RESOLUTION

DESCRIPTION:

Further to the payment of \$20,000, on August 6, 2019, we received a Discontinuance of Claim and the executed Release from Tenato Strategy Inc. related to their lawsuit. This matter is now resolved.

ATTACHMENTS:

1.) none

APPLICABLE LEGISLATION:

1.) none

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 7, 2019



Claresholm

INFORMATION BRIEF

Meeting: August 12, 2019
Agenda Item: 19

INVITATION TO THE PREMIER OF ALBERTA

DESCRIPTION / BACKGROUND:

The Town of Claresholm Economic Development Committee has been selected as one of eleven participants in the Rural and Northern Immigration Pilot (RNIP) Program. Claresholm is the only community in Alberta, and the smallest by a margin of 30,000 people. The response to the program has been tremendous; a variety of local and national media, immigration consultants, investment managers, and 200 potential newcomers have contacted the Town using every means available.

As of now, eight (8) different service groups have been included in planning. Phone calls and in-person inquiries are handled by the EDO as they arrive; including potential newcomers, immigration consultants, investment representatives, and local service groups. The Economic Development Assistant has been paramount in handling the hundreds of RNIP emails received so far.

In addition to regional and national media, the Local Press has covered the RNIP in three or more issues, and the EDO continues to release more information as it becomes available.

The EDO has been in conversations with the MLA-Roger Reid of Livingstone-Macleod, MP- John Barlow of Foothills, and the AB Ministry of Immigration and Labour, in an effort to find provincial support that may improve the likelihood of success for Claresholm.

DISCUSSION / OPTIONS:

In July, at the suggestion of the EDO, MLA Roger Reid agreed to submit a meeting request and invite the Alberta Premier, Mr. Jason Kenney, to come to Claresholm for a Town Hall. If successful, the event will focus on the RNIP, as well as the provincial government's immigrant nominee program and the Fair Registration Practices Act. The idea was well received and Mr. Reid has submitted a request.

Currently we are looking at dates in November 2019. If the Premier accepts, there will be a private dinner available to Council and some community representatives, followed by a Town Hall to officially announce the RNIP and provide information to the community.

ATTACHMENTS:

None

APPLICABLE LEGISLATION:

None

PREPARED BY: Brady Schnell

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 29, 2019



CAO REPORT

August 12, 2019

The following report is designed to provide Council with an update on the activities and projects of the Town. The report is not intended to provide an all-encompassing review of Town activities, but to provide Council with a brief update on some of the more noteworthy activities and events.

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

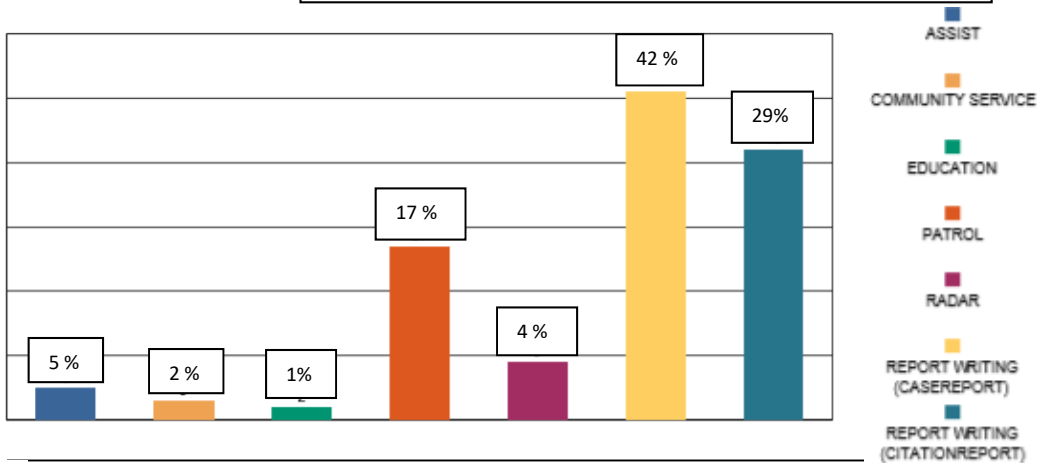


INFORMATION BRIEF

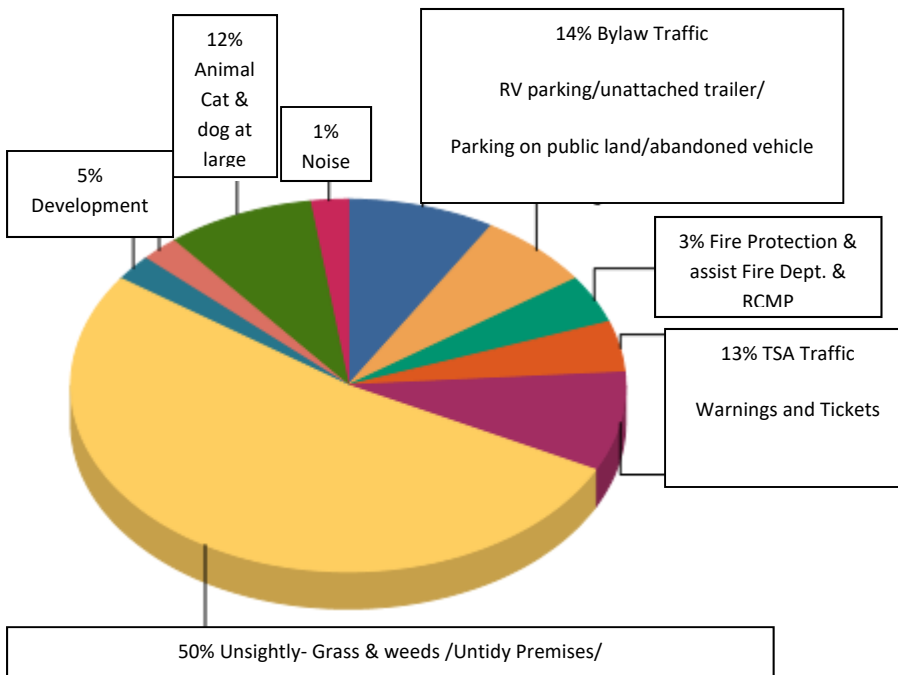
Meeting: August 12, 2019
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT June/July 2019

Community Engagement in June/July



Bylaw Infractions/Complaints/Actions in June/July



June/July newspaper Highlights:

- Notice to residents about grass and weed control even in the alleys. As well as keeping bushes, hedges and trees neat for pedestrians.
- Reminder that waste in black bags to be put out in a bin or the morning of waste pickup.

June/July Enforcement Highlights:

1. Working with CVE Enforcement at the weigh station in Claresholm
2. TSA tickets issued = \$1913.00
3. Facilitated a Fire Hall tour and demonstration of the roll-over simulator to the kids from the KIDZ Zone summer program
4. Continued monitoring progress on outstanding unsightly orders.
5. Served many notices for more unsightly yard concerns. Mostly grass and weed issues.
6. Complaints about dogs barking in town. Advised residents of the dog bylaw and fines within it.
7. Wrapped up Bike Rodeo events for 2019 at Blood Tribe and Fort Macleod
8. Camper trailers left unattached on streets still an issue. Warnings issued for illegal parking of trailers.
9. Responded with Fire Dept on four calls.
10. Assist RCMP on five separate calls.
11. One dog concern about a dog at large on the east side of town. Dog owner has been identified and warning issued.

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 6/24/2019 - 8/9/2019

Financial

- June and July bank reconciliations and month end reports for Council, and sending department reports out to managers or department heads.
- First set of utility bills for residential customers since utility rate changes went out. Some complaints received, but overall residents appeared to be well prepared and complaints were minimal.
- Bylaw 1673 – Amendment to the Water & Sewer Utility Bylaw – was drafted and presented for first reading which included two main additions.
 - With utility rate changes there have been increased requests for monthly payments for residential accounts. A payment plan option for UPPs participants has been added to the Bylaw to allow for these monthly payments without penalty similar to TIPPs.
 - Bulk water rates have not previously been set by bylaw which was an oversight. This corrects that and raises the bulk water rate to be in line with the rate provided to the MD as per our intermunicipal servicing agreement.
- Continuing to work with Council and the rest of Administration on the Multi-use Community Building which included the drafting of a new borrowing bylaw that has been presented for first reading as well as a site visit with the Livingstone Range School Division.
- Preparing Request for Proposal for Banking Services to review and assess or current banking services and fees to ensure the Town's needs are being met in an efficient and cost effective manner.
- Completed annual Statistics Canada Capital and Repair Expenditure Survey
- Assisting with financial reporting on 2018 CFEP grant projects.
- Working with Paytm for an additional credit card payment method for residents/property owners. The Paytm mobile app advertised previously was only for residential customers. This new service is web based rather than app based and is available to all customers, however there is a service/convenience fee to the customer for the service.

General

- Continuing to assist Granum with Financial Management and Bookkeeping matters. They are slowly getting up to date on their financial concerns.
- Policy review and updates continue with numerous policies being passed by Council on July 15, and more being presented to the Admin Services Committee at their next meeting on August 12. We are making some significant progress on this full policy manual review.
- Preparing Local Improvement Tax (LIT) plan for road building as per 2019 budget discussions.
- Working on Draft Bylaw 1675 – Records Management and Retention – to help regulate processes and retention periods for municipal records. This draft bylaw will be presented to the Admin Services Committee on Aug 12.

Submitted by
Blair Bullock, CPA, CA
Director of Corporate Services

DEVELOPMENT OFFICER REPORT

For: 6/20/2019 - 8/8/2019



Claresholm

Development Permits

- ❖ 15 permit applications received.
- ❖ 11 development permits closed.

Compliance Requests

- ❖ 6 compliance requests received.

Miscellaneous

- ❖ July 15, 2019 – Council met with Gavin Scott, ORRSC, to discuss the IDP with the MD.
- ❖ MPC meeting – July 19, 2019.
- ❖ Compliance Declaration in regards to the SSRP submitted.
- ❖ Map Review development materials gathered for submission.
- ❖ Local Press Ads: MPC approved developments, permit requirement reminders.
- ❖ Assisting with many land inquiries, real property reports, file inquiries, shed & fence questions.

On-going projects

- ❖ Multi-use building project – Continued investigation and meetings held with user groups. Met with the School Division representatives to discuss potential subdivision for childcare center. Initial subdivision quotes obtained. Grant scope change information provided to the user groups.
- ❖ Adhoc Committee Amundsen Park re-design – survey complete, landscape architect has completed the final rendering of the park & grant application preparations have begun. The Committee will meet again to discuss the final renderings later in August.
- ❖ Tax recovery sale property – there have been a few information packages sent out and the property has been shown 2 times.
- ❖ Solar Project investigation ongoing and will be discussed at an upcoming FIPC meeting.
- ❖ Complete & submitted an Expression of Interest for Rural & Northern Communities Infrastructure for Investing in Canada Infrastructure Program prior to the July 31st deadline. The deadline was November, but due to interest was bumped up. The Town submitted the expression of interest for the “Planning for Growth” 5th Street upgrades – Phase 1. This program supports small communities for infrastructure upgrades that support industrial projects to assist with economic growth. This program requires 40% municipal funds (can be MSI funded, if approved) and the remainder is grant funded through the program. Phase 1 is for the street upgrades from 39th Ave to 41st Ave East (cost of approx. \$1.5 million, municipal portion = just under \$600,000). The program is for 2020 construction, and notification as to the expression of interest acceptance is expected late fall 2019.
<https://www.alberta.ca/ICIP-rural-northern-communities.aspx#toc-1>

*Submitted by
Tara VanDellen
Planner/Development Officer*

Economic Development Officer's Report

Town of Claresholm

August 7, 2019



Prepared by Brady Schnell for the CAO of the Town of Claresholm, and its Council.

Since the submission of the June 20, 2019 report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee. This report provides a summary of the committee operations as well as highlights for significant projects, when appropriate.

Economic Development Office

The EDO and EDA took 1-week of holidays during the month of July, 2019.

August 30, 2019 will be Spencer VanDellen's last day in the summer-student position.

Interest in the Industrial Airport continues; I have provided tours, detailed information, and introductions to the MD Development Office and commercial real estate agents, for a number of potential investors.

Bill Hogan of Candeo Growth Solutions Inc. was in contact with the EDO for several weeks as they investigated the viability of the Airport. On July 17th the MD of Willow Creek approved Candeo to operate a natural fertilizer facility, Bill indicates it will employ up to 17 people at full capacity. I am making arrangements for more introductions with complementary businesses, elected officials, and provincial staff.

Upon request, I am gathering data relating to labour, construction, and renovation costs in our region for an established industry leader considering purchase at the Airport.

The Town Map Brochures were updated to reflect downtown business changes, more activities, and to remove dates that limit the life-span of the brochure. 500 were printed and distributed at 16 different locations throughout Claresholm. Next reprint in January, on an annual schedule.

Economic Development Committee

The EDC met Monday July 22, 2019. Representatives from Calgary Catholic Immigration Society, and Foothills Community Immigrant Services were in attendance. The delegation and discussion ran 1.5 hours.

The committee has supported the out of budget expense to obtain drone footage for Canada Day and Fair Days activities. Due to scheduling conflict, two different companies have been used, however Claresholm owns the raw footage outright. This footage will eventually be used to develop fully formatted marketing content.

The next meeting is scheduled for August 19, 2019

Claresholm & District Chamber of Commerce

I was in attendance for the July 17th General Meeting of the Chamber. I reported on RNIP program, and on the Alberta Transportation Blue Highway Service Signs. I presented an opportunity for the Chamber to assist their membership in acquiring highway-signage.

Laugh with Your Staff, the third Opportunity for Growth was held Tuesday June 25, at 7:00 pm, at the Claresholm Legion. There were 42 people in attendance, the speakers Mike Cutler, Dr. Tashi Kinjo, and Dr. Roisin Dempsey were very well received. It was agreed that some of the Opportunity for Growth Topics could be run again in the future. So far we have held:

- Cannabis and Claresholm, November, 2018
- The Future of Agri-Food, March, 2019
- Laugh with Your Staff; Mental Health in Claresholm June, 2019

Planning for Growth is the Starline-Business Park

I have contacted two different commercial real estate firms in Calgary in regard to the marketing and sale of Starline Business Park. The interest has been moderate at best, and I await call-backs. More recently spoke with Angela Lum, Manager of Investment Attraction with Ab Ag & forestry and she has provided me with the name of an active developer in the area, and some examples of other municipalities' industrial park developments.

Claresholm Business Conference – September 21, 22, 2019

A conference working group meeting was held Friday July 19, 2019 to finalize the details of the schedule, food, marketing, and ticket sales.

Friday September 20, 2019, at The Bridges Golf Course, 6:30-9:30 pm

- Hear from the Mayor, the Chamber of Commerce, and Economic Development
- **Keynote Speaker Russ Dantu, “Networking, are you a hunter or a farmer?”**
- Light refreshments and drinks available throughout

Saturday September 21, 2019 at the Learning Commons in WCCHS, 8:00 am – 4:30 pm

- Keynote Russ Dantu; “16 Networking Nuggets”, and “Creating Your Elevator Pitch”
- **10 different lectures and workshops throughout the day!**
- A financial discussion with multiple panellists
- 8 organizations participating in the service fair for the full-day

Business Licensing and Home-Occupations

Darlene continues to send electronic welcome letters to new business license holders in the Town of Claresholm. I make contact via telephone and perform an initial BVP survey, promote Chamber membership, and upcoming Town events. The process is working well.

Rural and Northern Immigration Pilot

Immigration, Refugee, and Citizenship Canada (IRCC) held a community round-table with all eleven (11) participants of the RNIP. It was reassuring to hear that all the communities share similar concerns in regards to the process and the workload. Smaller communities like Vernon and the West Kootanay are in a similar situation as Claresholm in terms of staff.

- Introductions to support staff within the ministry
- Introductions from each community
- Max 2750 applicants in the entire program, each year, capacity is unique to each place
- Focused on skilled labour, rather than entrepreneurs
- Next meeting in August

Claresholm's response rate seems to be among the highest in the group. To date there have been close to 200 inquiries into the application process for Claresholm.

An article was submitted for the July 31st issue of the Claresholm Local Press, which provided more details as to how and when the program will roll-out, as well as what to do if you have questions or concerns. A similar statement was also issued for the August 7th issue of the Town News.

Claresholm Signage and the Community Advertising Program

Direct LED was onsite at some point during June, no notice was given and no contact was made during the visit. While the size of font has improved, other aspects have gotten worse. I was on site with an electrician and we have confirmed that the south sign is drawing nearly twice as much power compared to the north sign, the electrician pointed out some loose connections and was confident there is something flawed. I have asked that he check during the evening hours when the highway lights are on so that we can get a full understanding of the behaviour before presenting these findings to Direct LED (National Neon).

Cotton Wood Village is the latest participant in the Community Advertising Program taking the last available south-bound ad space and the first north-bound ad space so far. Interest continues, and through negotiation with the Claresholm Land Corp. additional south-bound spaces will be opening up to meet the program demand.

Canada Day Celebrations

The EDO and EDA were in attendance for the entire event at Centennial Park. Spencer was a fantastic help, assisting in the morning, throughout the day, and then with take down at the end.

Active Drone Solutions was hired to film the day's events using licensed drone pilots with 4K video quality. I spent most of the day coordinating locations and significant shots with the drone team. I was able to leverage the visit and get footage of the Canada Day Tournament at Bridges Golf Course, and of the Starline Business Park and Highway 520 entrance to Town.

Due to a scheduling conflict with ADS, we will be using AlexRobinsonTV to film Fair Days. A plan is being drafted for the pilot to film the Drift Demo, Parade, Street Festival, Agri-Plex, and more.

Alberta Southwest

The Regional Event Directory produced with ABSW membership has been delivered to 15 locations around town. EV Charging Station Installation has been completed in Canmore.

SouthGrow Initiative

The Town of Claresholm is now recognized on the SouthGrow website as a full member. SouthGrow offers an agri-food scholarship which was forwarded to the WCCHS career centre.

Shingle Sign Program

The Economic Development Assistant has completed a policy, design, and RFP for a shingle sign program. Three estimates were received and a prototype has been made for EDC consideration. The shingle sign program will give business owners the option to purchase signage that extends out from the building and over the sidewalk. They will have a uniform appearance, with custom options, and the Town will waive the permit fees for participants.

Wayfinding Signage Program

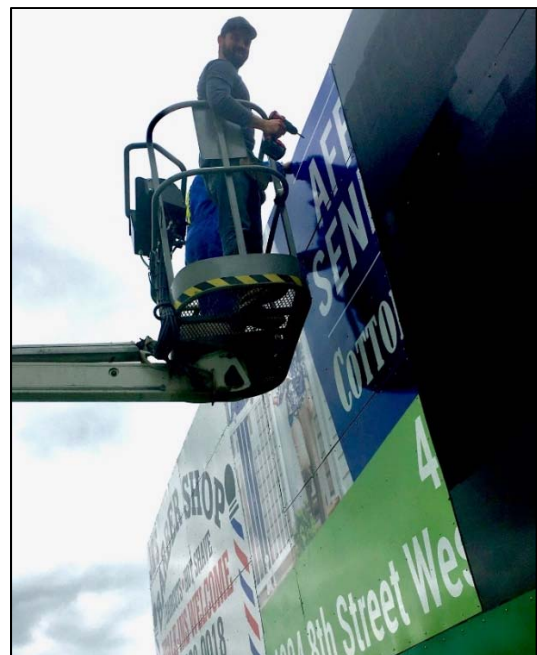
The Economic Development Assistant has completed a map, design, and RFP for the wayfinding signage program and it has been sent to four different contractors.

Other Updates and Activity

- Attended FCSS Interagency Meeting on June 20, 2019
- Attended Standard First Aid Training on June 26, and 27, 2019
- Hosted dinner for the Council, Chamber, and speakers involved in Laugh with Your Staff.
- Gave an airport tour to 2 different immigration consultants who represent investor clients
- Attended the Lethbridge College Community Advisory Committee on July 15, 2019
- Assisted 2-locals with an offer of purchase for Fresh Sugar
- Met with Dave Gale, owner of a production company moving into Nanton, introduced to Lauren and they are now a part of Fair Days 2019

Submitted,

Brady Schnell, Economic Development Officer



FCSS Report to Council for July and August

- Helped out at the annual Station BBQ. It was a well-attended event and about \$1000 was raised.
- Volunteered to teach the Our Business World course to grade 6 at West Meadow. This program is part of Junior Achievement which we give funding for.
- Prepared and sent in all the information and resources that we have to the Helpseekers organization in preparation for the web mapping that they are doing for our community. We are sending out e-mail to various partners and agencies asking them to sign up to Helpseekers, so that an online resource directory for Claresholm can be created and later we can see where our gaps are in order to improve our community need.
- Getting magnetic signs prepared by KFJ Signs for the Volunteer and Junior Volunteer of the Year. Signs will be used on a float for our parade.
- We said goodbye to Sherry on July 5th.
- I have been manning the office by myself for most of July as Allison has been dealing with health issues and also has taken her holidays. Thankfully it has been fairly quiet client-wise for the past month.
- Went through applications for Resource Coordinator and chose seven prospects to interview. Lisa and I interviewed and chose Erin Thompson to fill the position. Erin comes very qualified as an admin assistant and I think she will be a great addition to our team. She will begin on Aug. 12th.
- Met with MLA Roger Reid and discussed the FCSS program and all that we accomplish. I also shared some concerns and where I see some shortfalls in Government service.
- Attended the meeting for Lethbridge College Claresholm Campus. They have officially moved from the old school division office and are temporarily working out of the library. They are hoping to use a room at the high school but need to make contact with the new administration in September. They do not have plans to close the Claresholm Campus.
- We are still working on filing taxes and have reached 400 forms.
- We are working on the Backpack Program. Claresholm Kinettes buy all the supplies to cover the applications that we have taken in and this year we plan to have My City Care organize all the supplies like a store and families will have to go in and pick out all the supplies they require. This puts a bit of responsibility on the parent.
- Received and accepted a resignation from Allison McKee. Allison has decided to move on to other things and we wish her the very best but will miss her as she has been an incredible asset to our program. Allison's last day is Aug. 9th.
- Updated the Board Member orientation binder and met with Sheila Karsten (our newest board member) to go over our programs and upcoming events. Sheila will be a great asset to our Board of Directors.
- Have begun (already) to organize the seniors that will receive Senior's Secret Santa gifts again this year.



Claresholm Fire Report

Miscellaneous:

- Claresholm Fire will have a big presence during Fair Days. Jason Hemmaway is joining us as a Guest of Honour during the parade, we will have Engine 13 downtown as part of the festivities on the 10th and we will be doing a vehicle extrication demonstration during the car show on the 11th.
- We currently have one open fire inspection file and closed one home inspection.
- Claresholm Fire has been working with Cottonwood Village on their fire escape plan and will be assisting with a fire drill on August 9/19.
- We will be assisting during the Drift Car demonstration on August 10th.
- The Terry Fox Run will be taking place in September and will be using the fire hall as a start/finish line. Claresholm Fire will be doing traffic for the function.

Calls:

Town Calls	M.D. Calls	Total
17	4	21

Call Type	Town	M.D.	Total
Medical Co-response	8	1	9
Alarm Bells	5	1	6
Motor Vehicle Collisions	2	2	4
Medical First Response	1	0	1
Downed Power Lines	0	1	1
Total	16	5	21

- One call was mutual aid to a neighboring department

Calls to Date:

- Claresholm Fire Department has responded to 153 emergency calls this year to date.

AUGUST 2019 H/R TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

Welcome to Erin Thompson who will be starting August 12th at the FCSS Office. She will be the new Administrative Assistant. Also, Allison McKee has resigned her position as Outreach Worker for FCSS. The job posting is out and will close on August 16th.

One of the seasonal labourers will be leaving her position early. The grass growing season is slowing down so we will not be replacing her as the parks department, and the other seasonal labourer will be able to keep up.

Assessment and Taxation

There are officially 3 assessment appeals, all for the Composite Assessment Review Board (CARB). These appeals may still be solved between the land owners and the Assessor before they actually are heard by the CARB. If they are settled before hand they will be adjusted and if not, they will go to the CARB hearing in the fall. ORSCC will handle the process for the town.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at August 6th, 2019.

- Taxes outstanding are **\$298,661.59** summarized as follows:

\$ 185,293.07	Arrears including penalties
\$ 24,047.63	Tax recovery property not sold at auction 2018 (town-owned now)
\$ 83,952.67	Properties on 2019 Tax Arrears List. Subject to auction in 2020.
\$ 5,368.22	Property under tax agreement

The 2019 Tax Arrears List has been registered with the Alberta Land Titles Office on April 3rd, 2019. There are 15 properties on the list this year. 1 property has been paid to date.

Infrastructure Services



July/August 2019

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Runways are operational with all lighting working. No issues to report on active runway or taxi strip. The MD has expressed concerns about the water billing/leakage at the airport. Time has been spent investigating the entire Airport system to try to determine the location of the main leaks. Video inspection of the airport sewers has been booked to inspect water infiltration in some of the areas suspected of leaks. Arrangements/notifications are underway for site inspections of all buildings with water services at the airport. No major leaks have been found, yet...

Arena

Summer programming usage is underway. Some weekend staff shifts are required when needed.

Town Buildings

The regular weekly inspections of Town owned buildings, has been switched to monthly. Minor maintenance issues to be repaired at inspection, this was due to staffing issues. Alarm systems/extinguishers/fire hoses/range hood inspections and repairs and certifications to those systems is underway. One of 2 air conditioner units at the administration office building had to be replaced.

Cemetery

Cemetery weed spraying has been completed. Grass maintenance continues weekly. A garbage can has been placed in the cemetery as requested. All Town niches have now been sold at the cemetery, in our current columbarium. The cement foundation for the new columbarium has been poured, and we are awaiting delivery in mid-August.

Equipment

Repairs and maintenance continue. A Hydraulic pump has blown apart on the oiler.

Garbage

Our collection program is working well. No complaints.

Sidewalks

Sidewalk work is 3/4 completed, in various areas around Town with the 2019 sidewalk removal and replacement program. We have completed our sidewalk trip hazard removal program and have eliminated 141 sidewalk lips/trips in Town this year as part of our risk reduction plan.

Streets

Repaving of the pavement patches all over Town, is now complete. Line painting has been completed. Street sweeping and pothole repair is done as time and manpower is available.

McNally contractors have completed the sewer main replacement and pavement overlays as per the 2019 infrastructure project. Some sidewalk work and other suggested repairs to be completed before the end of August. All work completed on budget.

Sanitary Sewers

No problems to report at this time.

Water Distribution

There are no problems to report at this time. Two service box/curb stop repairs were done in July, and one so far in August. Testing and operation of every water valve in the system continues as time is available.

Storm Water Drainage

New grant application is being prepared for the fall deadline by Associated Engineering.

Parks

Parks staff are busy mowing, whipping, repairing irrigation as well as spraying weeds.

Recycling

Recycling staff has been informed of the upcoming changes to the Town's new recycling program. The Town recycling collection contract has been awarded to Environmental 360 Solutions Ltd. We will be scheduling meetings in August in Claresholm to address the service issues that may arise and formalize the program details. At this time, we are still on track for October 1 start.

Staff

Scheduled staff holidays, leave staffing levels at a minimum. No issues to report.

CLARESHOLM RECREATION

June-July 2019



Authored by: Denise Spencer

CLARESHOLM RECREATION

ARENA

- Advertising
 - Legacy Dodge has signed on for the Zamboni Advertising
- Tour; feedback from S.A.R.A. members was very positive, very impressed with the Arena, and facilities as a whole
- Booking starts August 6; after Minor Hockey has finalized their tournaments for the 2019-2020 season
- Ball Hockey Tuesdays
 - Tournament being planned August 24, 2019
 - Supporting this group with posters & advertising, as well as details regarding their tournament
- Gave the EDO a few advertising packages if any of the businesses he's involved with are interested in advertising at the rink

CAC

- Facility User Meeting: No issues brought forward from Swim Meet
- Surf Camp; Lifesaving August 22, 4-6pm and August 23, 2-4pm
- Water Smart Week (Drowning Prevention Week) is scheduled July 21-27. Colouring sheets, prizes, games, activities were programmed
- Registrations continue to be strong, the Fall Program guide is now available

BALL DIAMONDS

- On June 17th we held a meeting at the Claresholm Arena with the Ball Diamond user groups. The goal is to compile information regarding usage, future usage, and what improvements need to be made to the facilities.
- Follow up with the group July 16, 2019 with meeting minutes and request for information user needs, assessments of the facilities, which I will compile once they are submitted

CLARESHOLM AQUATIC CENTRE FALL PROGRAM GUIDE 2019

PRE-SCHOOL LESSONS

1 TO 5 YEARS \$37.25 PER SESSION

MONDAYS & WEDNESDAYS 11:00-11:30 AM PRESCHOOL 1 & 2 \$37.25
 SEPTEMBER 9-26 PRESCHOOL 3 & 4 \$37.25
 SEPTEMBER 30 - OCTOBER 10 PRESCHOOL 1 & 2 \$37.25
 OCTOBER 13 - NOVEMBER 6 PRESCHOOL 3 & 4 \$37.25

TUESDAYS & THURSDAYS

SEPTEMBER 10-26 9:00-9:30 AM PRESCHOOL 1 & 2 \$37.25
 9:30-10:00 AM PRESCHOOL 3 & 4 \$37.25
 OCTOBER 8 - 24 9:00-9:30 AM PRESCHOOL 1 & 2 \$37.25
 9:30-10:00 AM PRESCHOOL 3 & 4 \$37.25

AFTER SCHOOL LESSONS

MONDAYS & WEDNESDAYS SEPTEMBER 9-25 3:30-4:00 PM PRESCHOOL 1 & 2 \$37.25
 4:00-4:30 PRESCHOOL 3 & 4 \$37.25
 4:30-5:00 SWIMMER 1 & 2 \$44.00
 5:00-6:00 SWIMMER 3 & 4 \$44.00

THURSDAYS SEPTEMBER 5 - OCTOBER 3 4:00-4:45 SWIMMER 1 \$44.00
 4:00-4:45 SWIMMER 2 \$44.00

THURSDAYS OCTOBER 10 - NOVEMBER 7 4:00-4:45 SWIMMER 3 & 4 \$44.00
 4:45-5:15 PRIVATE LESSON (\$19.75/15 MIN) \$99.00
 4:30-4:50 PRIVATE LESSON (\$19.75/15 MIN) \$99.00

PARENT & TOT LESSONS

4 MONTHS TO 3 YEARS SEPTEMBER 2:30-3:00 \$26.25 PER SESSION

This program is an introduction to water and water safety through play.

*MINIMUM OF 4 REGISTRANTS FOR PROGRAM TO RUN

SATURDAY LESSONS

SEPTEMBER 14 - OCTOBER 20 10:15-10:45 PRESCHOOL 1 & 2 \$37.25
 10:45-11:00 PRESCHOOL 3 & 4 \$37.25
 10:15-11:00 SWIMMER 1 & 2 \$44.00
 11:05-11:30 SWIMMER 3 & 4 \$44.00
 11:35-12:05 SWIMMER 5 & 6 \$58.00

JLC SPORT

SEPTEMBER 9 - NOVEMBER 4 5:55-6:25 MONDAYS 5:50-5:55 P.M. \$55.00

WORK ON ACHIEVING YOUR BOOKIE/BEANER/STAR AWARDS

The Junior Lifeguard Club (JLC) program will focus on theory, theory, practice, K1-pier & One pool and lifeguarding skills. Youth ages 8 to 15 years are welcome. JLC members are encouraged to complete our Starfish Report, social books in swimming, lifesaving, fitness, knowledge, leadership, and team work.

JLC VIKINGS

SEPTEMBER 9 - NOVEMBER 6, COMPETITIVE DUES \$15.00 & NOVEMBER 6-5-2019 \$15.00

OWNERS COMPETITION, NOVEMBER 30 - OCTOBER 1 - 11 HOURS

* Fee includes swim cap, and coaching of 100 yards.

* Fee does not include entry fees for competition, & good dated CO for the competition (not at registration, if you participate in the bottle drive your good dated CO will be returned).

* Bottle Drive will happen Saturday October 5th.

Happy 25th Anniversary

The Claresholm Aquatic Centre is turning 25 years old on November 26th. Come and celebrate with us from 6-8 p.m. with games, prizes, competitions, & cake!

Office Phone (403) 625-2172 Swim Line (403) 625-2078 212 Fairway Dr. Minn. Claresholm AB
 cac@clareholm.ca Community Calendar @ www.claresholm.ca Claresholm Rec

PICKLEBALL

- The group requested assistance with wind fence for outdoor pickleball held at the Tennis Courts, advised to write a letter to Council
- Town of Claresholm sponsors pickleball through advertising, equipment, equipment storage at the Tennis Courts and line painting. The program is ran through volunteers who collect dues for replacement and upgrades as needed

DOG PARK - PATTERSON

In response to a proposal for fencing and watering station on the east side that was brought to Council in June 10, 2019. I reached out to the group and we are currently gathering information to put forward in grant applications.

- Group brought up that there is no wayfaring signs
- Would benefit the town to put the park up on dog park websites through Alberta, I am looking to submit our parks to these sites

FITNESS CHALLENGE

I was contacted by a community member in early June of this year in regards to running another Community Fitness Challenge. After meeting with her Wednesday July 24 I had to let her know that unless someone else was able to step up there is no way I'd be able to facilitate it as it has been in the past. Her recommendation was that I put a committee together

as she would be able to assist to a certain extent but is not willing to take it on herself as she wants to be an active participant of the challenge. I have reached out to the Seniors Drop In Center to see if this is something of interest as tallying the weekly totals is quite extensive. I would be willing to update all the sheets, and accept registrations. There is no way I can facilitate this by myself.

FROG CREEK WETLANDS

Frog Creek Signage & wayfaring on the roads

- The design is finalized, we are happy with it and they will be sending us the finished product the beginning of August.
- This project had a variety of challenges as the representative we had started the project with moved on to a different company partway into the design. The result was the designers were not understanding what we were looking for. After some going back and forth I gave them detailed designs from publisher that contained the information we had initially requested, with graphics, layout, and I again reiterated that we were looking for something that was dynamic.



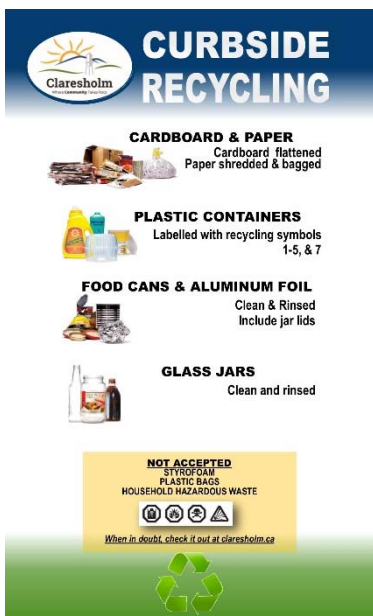
Southern Alberta Summer Games July 3-6

- 50th Anniversary of the games
- Medal Count; 42 Gold, 34 Silver, and 31 Bronze for the MD of Willow Creek
- Shirts; there are extra adult shirts available for purchase
- Shirt design; Vintage was the theme
- Throughout the games my role is to be visible at as many events as possible, be available if there is an issue, and operating under the capacity of a S.A.R.A. Board member I am a mediator if needed

S.A.S.G. Site Tour 2021

June 17, 2019 S.A.R.A. (Southern Alberta Recreation Association) Members, Claresholm Summer Games Society, town staff, and the town Mayor went on a facility tour to evaluate our town facilities; Claresholm Aquatic Centre, Bridges of Claresholm Golf Course, Storm Water Ponds/ Kin Trail (distance running) Claresholm Gun Range, Centennial Park, Amundsen Park, (opening ceremonies), West Meadow School and WCCHS (Pickleball, 3 on 3, Soccer Fields, athletics, beach volleyball), Tennis courts, Agriplex, Community Center; Indoor Gun Range, Millennium Ball Diamonds, Seniors Drop In Center; (photography, cribbage, lunch), Arena (Ball Hockey).

Due to time constraints and scheduling there were a few facilities in our area that we were not able to tour. Overall response to the Town of Claresholm's Recreation facilities was very positive, they were impressed with how much has been accomplished since 2015 and felt we are in a very good place to host the games for 2021



RECYCLING PROGRAM

On Wednesday July 24th Mike asked if I could create a template for the recycling program. He expressed that he did not want me to do the whole project, just create a design for it. To do so I needed to utilize the information provided to make sure it was thorough, and would fit in the space provided. I had the initial designs ready by the end of the week. This image is a sneak peek of one part. Looking forward to seeing how the community embraces the Town of Claresholm's updated recycling program.



INFORMATION BRIEF

Meeting: August 12, 2019

Agenda Item: 21

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 13, 2019				
5	DELEGATION RESPONSE: Youth Justice Committee of Alberta Southwest - Moved by Councillor Schlossberger to support the Youth Justice Committee of Alberta Southwest's project of positive ticketing in Claresholm by using the community peace officer to hand out positive tickets and using the Town Office as a redemption point for tickets to gift certificates. CARRIED MOTION #19-062	Ryan	Waiting for further information	In Progress
Regular Scheduled Meeting - May 27, 2019				
2	DELEGATION RESPONSE: Claresholm & District Transportation Society - Council referred this matter to the Joint Economic Development Initiative (JEDI) with the MD of Willow Creek to formulate a plan to address the Claresholm & District Transportation Society's request for more funding.	Karine	Letter sent to Society, meeting to be scheduled	In Progress
Regular Scheduled Meeting - June 24, 2019				
26e	IN CAMERA: LAND - Moved by Councillor Schlossberger to accept the offer to purchase from ERE Logistics for land located at Lot 6 & 7, Block 4, Plan 7910032 for \$60,000 as presented. CARRIED MOTION #19-103	Tara	Notified potential buyer that the land is still for sale & notification will be sent if another buyer approaches the Town, as purchase agreement has not been signed/conditions not currently met.	Complete
Regular Scheduled Meeting - July 15, 2019				
1	BYLAW #1670 - Moved by Councillor Schulze to give Bylaw #1670, the ATB Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Moore to give Bylaw #1670, the ATB Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	BYLAW #1671 - Moved by Councillor Carlson to give Bylaw #1671, the AMSC Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1671, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
3	BYLAW #1672 - Moved by Councillor Schulze to give Bylaw #1672, the Designated Officers Bylaw, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1672, the Designated Officers Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete

4	BYLAW #1673 - Moved by Councillor Carlson to give Bylaw #1673, the Water & Sewer Utility Bylaw Amendment, 1st Reading. CARRIED	Karine	On the Aug 12th Agenda for 2nd & 3rd Reading	Complete
5	BYLAW #1674 - Moved by Councillor Schlossberger to give Bylaw #1674, a borrowing bylaw, 1st Reading. CARRIED	Karine	On the Aug 12th Agenda for 2nd & 3rd Reading	Complete
8	CORRES: Claresholm Fire Department - Moved by Councillor Carlson to support the Claresholm Fire Department's Annual Fundraising Golf Tournament on August 17, 2019 with a donation of \$150 along with some promotional items. CARRIED MOTION #19-104	Karine/Tilly	Promotional items provided, payment sent	Complete
10	RFD: Granum Water Contract - Moved by Councillor Schulze to direct Administration to give notice of updated unit rates for water to the Town of Granum as per the Town of Claresholm Water Supply Agreement dated January 28, 2009 with the Town of Granum and the MD of Willow Creek #26. CARRIED MOTION #19-105	Blair/Marian	Notice has been provided to the Town of Granum. Rates will change as Scheduled.	Complete
11	RFD: Annexation - Moved by Councillor Schlossberger to proceed with the intent for annexation for the land located at 4;27;12;23;SE from the MD of Willow Creek No. 26 to the Town of Claresholm. CARRIED MOTION #19-106	Tara	Letter sent to ORRSC to begin the annexation process	Complete
12	RFD: Water Servicing Agreement Amendment - Moved by Councillor Carlson to amend the Master Water Servicing Agreement to extend the Town of Claresholm's commercial water rate to the property located at short legal 4;27;12;23;SE for a period of two years in anticipation of a completed annexation. CARRIED MOTION #19-107	Blair/Marian	MD is working on ammended agreement.	In Progress
13	RFD: South Saskatchewan Regional Plan - Moved by Councillor Zimmer to submit the Declaration to the Land Use Secretariat in regards to compliance with the South Saskatchewan Regional Plan. CARRIED MOTION #19-108	Tara	Compliance Declaration signed and sent to the Land Use Secretariat	Complete
14	RFD: Policy Manual Review & Update - Council - Moved by Councillor Moore to adopt the updated Town Policies as follows, effective July 15, 2019: <ul style="list-style-type: none"> • 2.0.01 – Regular Council Meetings (Previously COUN 03-08)) • 2.0.05 – Council Representation on Community Boards and Committees (Previously COUN 02-98) • 2.0.10 – Returning Items to the Agenda (Previously COUN 12-03) • 2.0.15 – Convention Delegate Expenses (Previously COUN 11-07) • 2.1.01 – Public Participation (Previously COUN 05-18(a)) • 2.1.05 – Streaming and Recording of Council Meetings (Previously COUN 05-18) • 2.1.10 – Delegations to Council (Previously COUN 12-07). CARRIED MOTION #19-109 Moved by Councillor Schlossberger to repeal Policy 2.0.50 – Chief Administrative Officer (Previously COUN 10-97). CARRIED MOTION #19-110	Blair	Policies Printed - distributed to all departments	Complete
15	RFD: Policy Manual Review & Update - CPO - Moved by Councillor Zimmer to adopt the Town Policies as follows, effective July 15, 2019: <ul style="list-style-type: none"> • 5.3.20 – Exhibits Handling Policy • 5.3.30 – CPO Complaint Process Policy • 5.3.35 – CPO Safety Policy CARRIED MOTION #19-111	Blair	Policies Printed - distributed to all departments	Complete
16	RFD: Policy Manual Review & Update - Moved by Councillor Moore to adopt the amended policy 1.1.50 – Staff Training and Development (v1.1), effective July 15, 2019. CARRIED MOTION #19-112	Blair	Policies Printed - distributed to all departments	Complete

17	RFD: Contract Resolution - Moved by Councillor Schlossberger to settle the legal matter with Tenato Strategy Inc. for \$20,000 as per the settlement terms and to be funded from general operational reserves. CARRIED MOTION #19-113	Blair/Karine	Settlement paid from reserves	Complete
18	RFD: 2019 AUMA Convention - Members of Council will let Administration know in the next week if they plan to attend the 2019 AUMA Convention or not.	Karine	Registration of CAO & all of Council	Complete
19	RFD: Painting of Center Line on Roads - Moved by Councillor Schulze to approve the painting of traffic lines in the described areas as presented. CARRIED MOTION #19-114	Mike	Project added to painting schedule	Complete
20	RFD: Dog Poop Bag Dispensers - Moved by Councillor Schlossberger to install dog poop bag dispensers at the entrance to Kin Trail just off 8th Street West and at the entrance to the Frog Creek Wetlands and to supply bags for the dispensers going forward. CARRIED MOTION #19-115	Mike	Infrastructure Services to schedule installation	Complete
26b	IN CAMERA: Moved by Councillor Schlossberger to appoint Sheila Karsten to the Claresholm & District FCSS Board. CARRIED MOTION #19-116	Karine	Email sent	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 8, 2019

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

June 7, 2019
Town of Claresholm – Council Chambers

Attendees: Doug MacPherson – Mayor
Brad Schlossberger - Council Member (Chairperson)
Kieth Carlson – Council Member
Jeff Kerr – Member-At-Large

Regrets: Doug Priestley - Member-at-Large

Staff: Tara VanDellen – Planner/Development Officer
Darlene Newson – Infrastructure Admin Assistant

Public Present: Rob Vogt, CLP

8:31 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Mayor MacPherson
		Seconded by Jeff Kerr
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Councillor Carlson
<ul style="list-style-type: none">• May 24, 2019	
	Seconded by Mayor MacPherson
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve with amended conditions by Mayor MacPherson
	File: D2019.044	
	Applicant: Kyle Hillmer	Seconded by Jeff Kerr
	Owners: Kyle and Kelly Hillmer	
	Address: 5030 7 Street W.	CARRIED
	Legal: Lot 2, Block 2, Plan 731014	
	Regarding: Home Occupation Application; Plumber/Gas-fitter	
	<ol style="list-style-type: none">1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for	



MUNICIPAL PLANNING COMMISSION MINUTES

June 7, 2019

Town of Claresholm – Council Chambers

home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.

3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.

Note(s):

5. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500 kg, shall not be parked on a highway any time after 10:00 PM and before 7:00 AM, unless it is parked in a location completely adjoining the vehicle owner's residence. This does not apply if the vehicle is a recreation vehicle, a commercial vehicle with the hazard warning lamps alight and in the process of loading or unloading goods, or if it's parked on Provincial Highway #2 (1st Street West).
 6. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight exceeding 9,500 kilograms, shall not be parked on a highway.
 7. As per Bylaw 1550 (Traffic Bylaw), a trailer shall not be parked on a highway unless the trailer is attached to a vehicle by which it may be drawn.
-



MUNICIPAL PLANNING COMMISSION MINUTES

June 7, 2019
Town of Claresholm – Council Chambers

Item 2: ACTION

File: D2019.051
Applicant: Nirvana Massage
Owners: Candise Fraser
Address: 136 44 Avenue W.
Legal: Lot 20, Block 7, Plan 147N
Regarding: Home Occupation Application; Massage
Therapy

**Motion to approve with
amended conditions by
Councillor Carlson**

**Seconded by
Jeff Kerr**

CARRIED

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.

Item 3: ACTION

DEVELOPMENT PERMIT

File: D2019.052
Applicant: Megan McClung
Owners: Bradshaw & Megan McClung
Address: 144 Mountainview Crescent
Legal: Lot 4, Block 1, Plan 7810389

**Motion to approve with
amended conditions by
Jeff Kerr**

**Seconded by
Councillor Carlson**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

June 7, 2019

Town of Claresholm – Council Chambers

Regarding: Home Occupation Application; Office storage for online retail sales

1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
2. Any intensifications of use, expansion of hours, additions of building, etc. will require a new application to the Municipal Planning Commission.
3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
5. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.

8:41 a.m.

**Motion to adjourn
by Mayor MacPherson**

CARRIED

RECEIVED

NOTICE OF DECISION

JUL 19 2019

Form C

Application No. 056-19

NAME OF APPLICANT: Candeo Materials Processing Inc.

ADDRESS: 1712 - 25th St. S.W., Calgary, AB T3C 1J6

In the matter of Lot 3, Block 1, Plan 2840JL (67 Harvard Drive)

The development as specified in Application No. 056-19 for the following use:

Industrial manufacturing – Manufacturing of soil enhancement and rejuvenation products by mixing crushed rock with bio-mass. Operations to include bagging, warehousing and sales of finished product, all for use in agriculture, horticulture and cannabis industries for soil remediation and amendment,

has been APPROVED, subject to the following conditions:

1. The developer/owner shall obtain all necessary permits under the Alberta Safety Codes Act, (including building, electrical, gas, plumbing and private sewage disposal system) as required. Permits must be obtained from Superior Safety Codes Inc.;
2. Shall comply with all legislative requirements of The Safety Codes Act as it applies to building, electrical, gas, plumbing and private sewage permits issued by an accredited agency on behalf of the municipality;
3. Loading area shall have wind protection in place at all times to prevent materials from leaving the loading area;
4. The developer/applicant shall take all necessary measures, including tarping, to prevent the material being hauled from blowing, dropping, sifting, leaking, or otherwise escaping from the vehicle while travelling to and from the site;
5. Prior to becoming operational a municipal Business License shall be obtained and maintained pursuant to Municipal District Business License Bylaw No. 1603;

6. Prior to construction or commencement of the development, an Emergency/Fire Safety Plan outlining safety procedures, fire prevention, mitigation and suppression procedures shall be approved by the Fire Chief of the Municipal District and submitted to the Municipal District files;
7. Fire Inspections shall be conducted and all recommendations shall be adhered to;
8. The haul route shall be to and from Harvard Drive via Hwy 2 to access Lot 3, Block 1, Plan 2840JK;
9. The property shall be maintained in a neat and orderly manner and kept clear of all refuse at all times;
10. Garbage shall be stored in suitable garbage containers. Refuse and garbage holding areas, including containers, shall be screened from public view;
11. Operating hours/days shall be from 7:00 a.m. to 11:00 p.m. (2 shifts/day), seven (7) days a week; and
12. There shall be no development within the minimum setback requirements of 20 feet (6.10m) from the front and rear yard property boundary lines and 10 feet (3.05m) from the side yard property boundary lines, and '0' setback requirement for fences on all property boundary lines, unless a development permit is obtained that specifically varies the required setback to allow the specified development.
13. There shall be **NO** outside storage of Bio-Mass

INFORMATIVE: Contact the Town of Claresholm and MPE Engineering (Lethbridge) to seek information regarding the 'Claresholm Industrial Area' Pump Station for fire suppression. (Legal Lot 4; Block 1; Plan 2840JK)

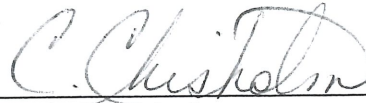
DATE OF DECISION July 17, 2019

DEVELOPMENT PERMIT issued on the 18th **day of** July **2019.**

A development permit issued in accordance with this notice is not valid until 21 days after the date that this decision has been mailed to adjacent landowners, or posted on the site, or published in a newspaper, unless an appeal is lodged pursuant to the MGA. If an appeal is lodged, then the permit will remain in abeyance until the Subdivision and Development Appeal Board has determined the appeal and this Notice of Decision may be modified, confirmed, or nullified hereby.

DATE: July 18, 2019

SIGNED: _____



Cindy Chisholm
Development Officer
The Municipal District of Willow Creek

IMPORTANT: Notice of approval in no way removes the need to obtain any permit or approval required by any federal, provincial or municipal legislation and/or regulations pertaining to the development approved.

***Intention to appeal must be received within 21 days of notification of decision.**

NOTE: The Land Use Bylaw provides that any person claiming to be affected by a decision of the Municipal Planning Commission may appeal to the Subdivision and Development Appeal Board by serving written notice of appeal, stating the reasons, to the Subdivision and Development Appeal Board, c/o Chief Administrative Officer, Box 550, Claresholm, Alberta T0L 0T0 within fourteen (21) days following the date of issuance of this notice. The required fee of \$500.00 must accompany the appeal.

Copies to:

Applicant(s)/Registered Owner(s)
Landowners – CIA
Landowners within 1-mile of CIA
Alberta Transportation
Alberta Health Services

RECEIVED

JUL 19 2019

NOTICE OF DECISION

Form C

Application No. 057-19

NAME OF APPLICANT: Cameron and Connie Fancy

ADDRESS: Box 2649 Claresholm, AB T0L 0T0

In the matter of SW 29-12-27-W4M

The development as specified in Application No. 057-19 for the following use:

Construct a 4,882 sq. ft. two storey house with attached double garage and bonus room above. Also, wrap-around covered deck. This house will replace the existing house,

has been APPROVED, subject to the following conditions:

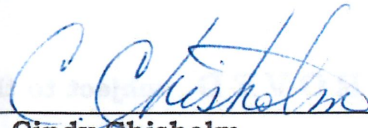
1. The existing house is to be removed from the lands within six (6) months after Superior Safety Codes Inc. allows occupancy upon compliance of all required safety code permits of Development Permit 057-19;
2. If the existing house is to be demolished, a Demolition Permit shall be obtained from Superior Safety Codes Inc. prior to demolition;
3. Prior to construction or commencement of the development, the developer/landowner shall obtain all necessary permits under the Alberta Safety Codes Act, (including building, electrical, gas, plumbing and private sewage disposal system) as required. Permits must be obtained from Superior Safety Codes Inc.;
4. Shall comply with all legislative requirements of The Safety Codes Act as it applies to building, electrical, gas, plumbing and private sewage permits issued by an accredited agency on behalf of the municipality; and
5. There shall be no development within 20 feet of the adjacent property lines and 75 feet of the municipal road allowance boundary, including trees and board/plank/chain link fences, unless a development permit is obtained that specifically varies the required setback to allow the development.

INFORMATION: If a new water line connection is required, please ensure a water back-flow preventor is installed. Contact the Town of Claresholm and MPE Engineering for approvals prior to installations.

DATE OF DECISION July 18, 2019

DEVELOPMENT PERMIT issued on the 18th day of July 2019.

A development permit issued in accordance with this notice is not valid until 21 days after the date that this decision has been mailed to adjacent landowners, or posted on the site, or published in a newspaper, unless an appeal is lodged pursuant to the MGA. If an appeal is lodged, then the permit will remain in abeyance until the Subdivision and Development Appeal Board has determined the appeal and this Notice of Decision may be modified, confirmed, or nullified hereby.

DATE: July 18, 2019 **SIGNED:** 
Cindy Chisholm
Development Officer
The Municipal District of Willow Creek

IMPORTANT: Notice of approval in no way removes the need to obtain any permit or approval required by any federal, provincial or municipal legislation and/or regulations pertaining to the development approved.

***Intention to appeal must be received within 21 days of notification of decision.**

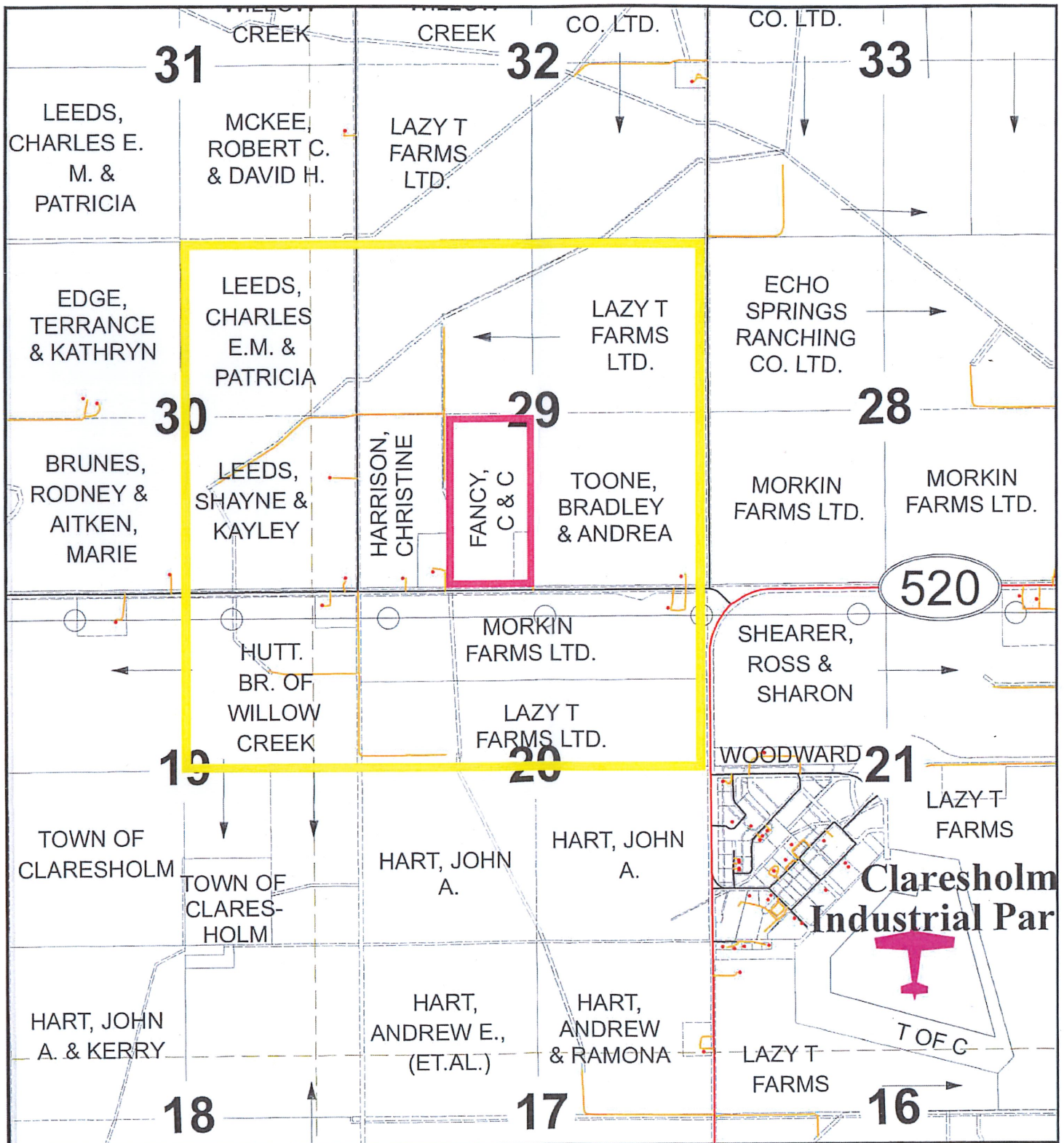
NOTE: The Land Use Bylaw provides that any person claiming to be affected by a decision of the Municipal Planning Commission may appeal to the Subdivision and Development Appeal Board by serving written notice of appeal, stating the reasons, to the Subdivision and Development Appeal Board, c/o Chief Administrative Officer, Box 550, Claresholm, Alberta T0L 0T0 within fourteen (21) days following the date of issuance of this notice. The required fee of \$500.00 must accompany the appeal.

Copies to:
Applicant(s)/Registered Owner(s)
Adjacent Landowners
Town of Claresholm



Development Permit No. 057-19

Location: SW 29-12-27 W4



Applicant: Cameron & Connie Fancy

From: Les Hagen <hagen@ash.ca>
Sent: Wednesday, July 17, 2019 12:42 PM
To: Karine Keys <Karine@claresholm.ca>
Cc: Ryan Rasmussen <bylaws@claresholm.ca>
Subject: RE: Request for letter of support for ASH proposal

Hi Karine.

I am very pleased to inform you that Health Canada has approved funding for our proposal to help secure more smoking and vaping bylaws and policies in Western Canada.

Thank you very much for supporting this proposal.

Please let me know if you would like to receive any further information about this project.

Cheers.

Les
780-919-5546



Health Canada Santé
Canada Canada

June 18, 2019

Mr. Les Hagen
Association for Action on Smoking and Health
3-300, 11405-87 Avenue
Edmonton, AB T6G 1C9

Dear Mr. Hagen:

I am pleased to inform you that your proposal entitled ***Mitigating the Public Health Impact of Cannabis Legalization on the Potential Renormalization of Smoking in Western Provinces*** has been approved for funding under the Substance Use and Addictions Program. As you may be aware, before this approval can be considered final, both parties must sign the contribution agreement which sets out our respective obligations and the conditions under which payments will be made.

I will be the Health Canada official responsible for your file and will be in touch soon regarding the final and necessary steps in the approval process. Should you have questions about this process, you can reach me at 780 495-7361 or 343-542-3836.

If you are interested in announcing that your project has been approved for funding, I would ask that you discuss your intentions with me in advance.

I am confident that your project will contribute to the achievement of the goals of the Substance Use and Addictions Program.

Yours sincerely,

Sandra Whiting
Senior Program Advisor, Program Delivery
Substance Use and Addictions Division
Controlled Substances and Cannabis Branch



Claresholm & District Chamber of Commerce
Regular General Meeting
MINUTES

Wednesday, May 15, 2019
Casa Roma, Claresholm, AB

Present: Amanda Zimmer, Keith Armstrong, Tony Walker, David Richardson, Todd Buhmiller, Spencer Van Dellen, Rob Vogt, Patricia Dawson, Tania Smeltzer, Lorraine Norgard, Lorna Baird, Rhonda Coates, Sheila Robbins

1. **Call Meeting to Order**
Amanda called the meeting to order at 12:10 p.m.
2. **Acceptance/Additions to Agenda**
The agenda was accepted without change
Todd made a motion to approve the agenda, seconded by David. CARRIED.
3. **Approval of Minutes**
The minutes of April 17th, 2019 were read by Amanda. Motion by Tony to accept the minutes, seconded by Todd. CARRIED.
4. **Treasurer's Report**
Lorraine passed out the financial statements and explained the expenditures.
Motion to approve Treasures report by Lorraine, seconded by Sheila. CARRIED
Motion by Lorraine to get a chamber debit card. Seconded by David. CARRIED
5. **Membership Update**
Lorraine said we now have 80 members, with Cottonwood just renewing.
6. **Old Business**
no Old Business.
7. **New Business**
 - 7.1 Learning Sessions
Laugh with your staff - Mental Health at the Work Place
 - Legion/ Jun 25, 2019/ 7:00 p.m./free for members
 - Dr Kinjo, Dr Dempsey and Mike Cutler
 - 7.2 Mexican Fiesta/June 21
More volunteers needed please contact Amanda
Tony, Lorraine and Keith volunteered to help out.
 - 7.3 Future Meetings discussion
 - one meeting a month is the consensus
 - most not in favour of cancelling the general meeting
 - suggested that we go in camera after a general mtg to discuss executive issue
 - suggested that we simply call the new mtg "Chamber Mtg"Motion to combine Chamber mtgs into one per month on the 3rd Wednesday of each month alternating evening/lunch time by Tony. Seconded by Lorraine. CARRIED
8. **Liaison Reports**
 - 8.1. EDO Report - Spencer Vandellen stated that Brady is going to an upcoming Bridge 2 Food conference at Calgary on June 3-5
 - 8.2. & 8.3 OPI (Office of Primary Importance) not available

8.3. Youth Justice Committee - Amanda gave some comments on her meeting with Town Council re: youth positive ticketing program with the Youth Justice Committee.

- 10 chits per month handed out
- gift cards will be from local businesses
- \$1,000 for the year

9. Presidents report:

Sam Schofield, the president of Pincher Creek Chamber, joined the April executive meeting and share some of his experiences with the Pincher Creek Chamber. He also shared some of their event details. A lot of the Chambers in the are have a hired position to represent the chamber, and take care of some of the work load. Amanda has a goal of hiring a half time position to help with an overwhelming workload.

10. The next meeting will be June 19 at 6 p.m. at Putters

11. Adjournment

Sheila moved the meeting be adjourned at 12:45 p.m.

Claresholm Skate Park Association Meeting

June 19, 2019

7:00 pm FCSS Station

Minutes

Present: Tony Hamlyn, Jennifer O'Connor, Denise Spencer, John Wenlock, Karolyn Frank-Jensen, Brandon Levesque, Alex Tourond, Lisa Darch, Jeff Darch, Brad Schlossberger

1. Call to order at 7:04 pm

2. Review of May 15, 2019 meeting minutes:

Jennifer o'Connor motioned to Accept the meeting minutes as presented. Carried.

3. Treasurer Report: \$7,003.70 + \$150 float

4. Old business:

- Update on July 1st Canada Day
 - 11:00 – 6:00 pm last drinks sold at 5:00
 - Town put all equipment (gates, tables and chairs at the town shop)
 - UFA will have tubs for the drinks
 - Petros will bring the ice – we are purchasing the booze from them
 - **Meet no later than 9:00 at Centennial park**
 - Need tents from Amusnden park
 - Garbage bin will come from Lisa, John will bring a recycling bin.
 - AGLC license will be posted where we are serving
 - Signs needed, 2 of each:
 - Dogs and minors allowed
 - 100 Max occupancy
 - \$4/beer, \$5/cooler, \$1/water
 - Ordered the liquor – Coors banquet, Bud Light, Twisted Tea, Smirnoff Ice. We will pay only for what we use.
 - \$4 per beer, \$5 per cooler , \$1 per water
 - Shirts – everyone to give size for Mechanics shirt and Tshirt to Karolyn – everyone who isn't here will need to get in touch with Karolyn. Everyone will pay for their own shirts - \$25 Mechanics (only Skateboard volunteers), \$10 TShirts – pay Karolyn
 - Karolyn to bring an extra float for \$150 – good to have two cash boxes going if we get busy.
 - Guess the # of bearings in the jar – for a tie dye TShirt \$1 donation per entry. John will bring the jar and add/take away from the original jar we had last year.
 - Draw for a skateboard deck - \$1 donation for an entry
 - Take orders for TShirts – Karolyn will have an order sheet for anyone who wants to order Tshirts.

- Update on Fair Days weekend/Show and Shine
 - We've been asked to do a beer garden. We will determine how it goes for July 1st and then decide if we want to.
- Rocky Mountain Drift Club partnership/drive in
 - The MD is not making it easy to make this happen.
 - We will look into a company that offers a travelling drive in and not use MD land.
 - We will look into the High River drive in Planet 99 Drive In. (Jeff Langford). If we can volunteer for a show then we get part of the proceeds. Estimated \$5,000 total profit, split the proceeds so we could potentially get \$2,500. Lisa will call to get the details.
- Newline update – on hold until we have a location determined. Come fall, we could work on some workshops.
- Roller Skating event at arena – we would need 250 people to come to make this event feasible (rented program). We could just rent the rink and have people come with their own roller blades. Music, snacks. Denise will put a plan together to see if we want to proceed.
- Skate Park Location – The town's Ad Hoc committee met to discuss where to put the Skatepark. Nothing was decided. The town will continue to look into where the best location would be. They know that we must have a location decided before we can push through on big fundraisers as well as Newline must have a location to begin their work. Another meeting will be booked.

5. New business:

- Sherry Levesque's resignation as chair.
 - Chairperson - Brad Schlossberger nominated Lisa Darch. She accepted. Called 3 times no other nominations. Carried.

6. Goals:

- Fundraising -
 - Our tentative schedule so far for the summer fall:
 - July 1 (Canada Day)- Beer Gardens
 - August 9 (Fair Days) - potential Beer Gardens, if not an information booth set up.
 - August 23 -(Friday) lunchtime BBQ – still an option
 - Sept ? Rollerskating?
 - Oct? Haunted House? Sparta might do it.
 - Other Fundraising ideas to explore:
 - Merry got the details on Highway cleanup as a fundraiser (for next spring). Merry to look into the details to get us signed up.
 - Merry will find out more about a "Game Night" competition (how it works as a fundraiser)
 - Lon had an idea that we can do a "Corn Bust" with fresh Taber corn. Could maybe do Beer Gardens with sausage.

- Liquor basket raffle – partner with another group.
- Grants - on hold until we have a confirmed location
 - Raffles - we need to re-word our application so we can get approved.

7. Date of next meeting: July 17, 2019 7:00

8. Adjournment at 8:14 pm

Karine Keys

From: Jeannette Austin <admin@publicworks.ca>
Sent: Wednesday, July 31, 2019 12:00 PM
To: Jeannette Austin
Subject: Announcing our 2019 Annual Awards
Attachments: 2019 APWA Awards Nomination Form.docx; 2019 Awards Package.pdf

Good afternoon,

Please consider submitting your staff, projects, or Public Works Week Celebrations for one of our 2019 Annual Awards. We look forward to receiving your submissions!

Have a great summer – deadline is September 8, 2019.

Jeannette Austin
Executive Director
APWA Alberta Chapter
Office 403.990.2792
Cell 403.586.4830
www.publicworks.ca





APWA - ALBERTA CHAPTER AWARDS | Nomination Form

The attached information is submitted for the following award (please indicate one):

- Public Works Project of the Year
- Young (Emerging) Leader
- Distinguished Service
- Technical Innovation
- Supplier Recognition
- National Public Works Week
- Public Communications Achievement
- Manager of the Year
- Administrative Professional of the Year
- Commendation for Exemplary Service to Public Works

Candidate/Project Name: _____

Title Agency/Organization: _____

Mailing Address (If post office box, include street address) : _____

City: _____ Prov: _____ PC: _____

Phone: _____ Fax: _____

Email: _____

Nominating Organization/Individual: _____

Title: _____

Agency/Organization: _____

Mailing Address (If post office box, include street address) : _____

Phone: _____ Fax: _____

Email: _____

Deadline: September 8
All submissions are to be submitted electronically.

This form must accompany all documentation supporting the purpose and eligibility of the award.

Supporting documents include but are not limited to letters of support, community and volunteer roles, project descriptions and photos of project/event, etc.

Please submit all paper work to:
admin@publicworks.ca

~~~~ATTACHMENT #1~~~~

## Alberta SouthWest Regional Alliance

### Minutes of the Board of Directors Meeting

Wednesday May 1, 2019 –Cobblestone Manor, Cardston



#### Board Representatives

Barney Reeves, Waterton  
Brent Feyter, Fort Macleod  
Scott Korbett, Pincher Creek  
Jim Bester, Cardston County  
Albert Elias, Glenwood  
Blair Painter, Crowsnest Pass  
Brad Schlossberger, Claresholm  
John Van Driesten, MD Willow Creek  
Bev Everts, MD Pincher Creek  
Dennis Barnes, Cardston  
Warren Mickels, Cowley

#### Resource Staff

Bev Thornton, Executive Director, AlbertaSW  
Linda Erickson, AEDTT  
Lindsay Spadavecchia, RINSA

#### Cardston Council Guests

Mayor Maggie Kronen  
Councillor Gerry Selk  
Councillor Richard Bengry

- 1 Call to Order and welcome- Chair called the meeting to order.
- 2 Approval of Agenda Moved by Scott Korbett THAT the agenda be approved as presented.  
**Carried.** [2019-05-626]
- 3 Approval of Minutes Moved by Dennis Barnes THAT the minutes of March 6, 2019 be approved as corrected.  
**Carried.** [2019-05-627]
- 4 Approval of Cheque Register Moved by Warren Mickels THAT cheques #2616 to #2636 be approved as presented.  
**Carried.** [2019-05-628]
- 5 Draft Operations Plan 2019-20 Moved by Jim Bester THAT the Operations Plan Priorities and Budget go forward to the AGM for formal approval.  
**Carried.** [2019-05-629]
- 6 RFP for website management Bev will pursue requesting services for web/data management and communications services for the region.
- 7 Proposal for Ag Inventory Project Discussion and consensus that the proposal from InnoVisions and Associates offered a good approach to begin this project for the region. Bev will follow up with Natalie Gibson.  
Chair suggested the Project Advisory Committee would require some Board volunteers. Bev will follow up with that.
- 8 Renewables Update Randolph Siebold will represent SAAEP at the trade show during the upcoming Solar Canada international event in Calgary.  
Peaks to Prairies Project is in active engagement with host communities to identify optimal sites for installations.

9 Annual General Meeting

Board reviewed plans and logistics for the event to be held at the Bomber Command Museum of Canada in Nanton.

1 Executive Director Report

Accepted as information.

1 Round table updates

1 Board Meetings:

- June 5, 2019 – AGM Bomber Command Museum - Nanton
- July 3, 2019 – no meeting (summer break)
- August 7, 2019 – MD Ranchland

1 Adjournment

Moved by John Van Driesten THAT the meeting be adjourned.  
**Carried.** [2019-05-630]

**UNAPPROVED**

---

Chair

---

Secretary/Treasurer

~~~~ATTACHMENT #2~~~~  
Minutes of Executive Meeting

In 2018 Agriculture and agri-food contributed over \$110 Billion to the GDP, making Canada one of the top ag producers in the world.

Relatively little is known about what categories of agriculture and agri-food exist in the southwest quadrant of the province.

Are there ways to support existing agri-business while exploring new innovative agricultural trends and trade opportunities.

The graphic represents the three phases of work to be done to get a clear picture of the existing ag industry and what is needed to support agri-business in the region.



THE COMPONENTS OF OUR VALUE CHAIN



TECHNOLOGY, DATA, TRANSPORTATION, LOGISTICS, GLOBAL MARKETS, FINANCIAL SERVICES

****What we need from AlbertaSW:**

- Advice/Direction for the project: Representatives from Board, community, industry, government
- Contact names for people related to the above components of the Value Chain: Ag service staff, Producers/Processors, industry associations (cattle, grain, food production, transportation, energy, trade and marketing,
- Other ideas?