



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JULY 15, 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 – JUNE 24, 2019**

ACTION ITEMS:

1. **BYLAW #1670 – ATB Operational Borrowing Bylaw**
RE: 2nd & 3rd Readings
2. **BYLAW #1671 – AMSC Operational Borrowing Bylaw**
RE: 2nd & 3rd Readings
3. **BYLAW #1672 – Designated Officers**
RE: 2nd & 3rd Readings
4. **BYLAW #1673 – Water & Sewer Utility Bylaw Amendment**
RE: 1st Reading
5. **BYLAW #1674 – Borrowing Bylaw**
RE: 1st Reading
6. **CORRES: Alberta Municipal Affairs**
RE: Ministry of Municipal Affairs' 2018-19 Annual Report
7. **CORRES: Town of Pincher Creek**
RE: Pincher Creek Fair & Rodeo – August 17, 2019
8. **CORRES: Claresholm Fire Department**
RE: Request for Donation – Fire Department Golf Tournament
9. **VERBAL BRIEFING: MD of Willow Creek & Alberta Environment Meeting**
10. **REQUEST FOR DECISION: Granum Water Contract**
11. **REQUEST FOR DECISION: Annexation**
12. **REQUEST FOR DECISION: Water Servicing Agreement Amendment**
13. **REQUEST FOR DECISION: South Saskatchewan Regional Plan Compliance Declaration**
14. **REQUEST FOR DECISION: Policy Manual Review & Updates – Council**
15. **REQUEST FOR DECISION: Policy Manual Review & Update – CPO**
16. **REQUEST FOR DECISION: Policy Manual Review – Staff Training & Development**
17. **REQUEST FOR DECISION: Contract Resolution**
18. **REQUEST FOR DECISION: 2019 AUMA Convention**
19. **REQUEST FOR DECISION: Painting of Centre Line on Roads**
20. **REQUEST FOR DECISION: Dog Poop Bag Dispensers**
21. **REQUEST FOR DIRECTION: AUMA Convention & RCMP 'K' Division**
22. **FINANCIAL REPORT: Statement of Operations – June 30, 2019**
23. **INFORMATION BRIEF: MD of Willow Creek Circulation – Application**
24. **INFORMATION BRIEF: Council Resolution Status**
25. **ADOPTION OF INFORMATION ITEMS**
26. **IN CAMERA**
 - a. **LAND – FOIP Section 16.1**
 - b. **LAND – FOIP Section 16.1**
 - c. **Confidential Evaluations – FOIP Section 19.1**

INFORMATION ITEMS:

1. A Note of Thanks – Don Nafe
2. Claresholm Skate Park Association Meeting Minutes – May 15, 2019
3. National Drowning Prevention Week – July 21-27, 2019
4. Willow Creek Regional Waste Management Services Commission Meeting Minutes – May 23, 2019
5. Alberta Council on Aging – International Day of Older Persons – October 1, 2019
6. Highway 3 Twinning Development Association Operational Plan 2019 – 2021
7. Claresholm & District Museum Board Meeting Minutes – May 15, 2019

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 24, 2019

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

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

ABSENT: None

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 Carlson that the Agenda be accepted as presented.

CARRIED

MINUTES: **REGULAR MEETING – JUNE 10, 2019**

Moved by Councillor Schlossberger that the Regular Meeting Minutes of June 10, 2019 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **BYLAW #1670 – ATB Operational Borrowing Bylaw**
RE: 1st Reading

Moved by Councillor Schulze to give Bylaw #1670, the ATB Operational Borrowing Bylaw, 1st Reading.

CARRIED

2. **BYLAW #1671 – AMSC Operational Borrowing Bylaw**
RE: 1st Reading

Moved by Councillor Zimmer to give Bylaw #1671, the AMSC Operational Borrowing Bylaw, 1st Reading.

CARRIED

3. **BYLAW #1672 – Designated Officers Bylaw**
RE: 1st Reading

Moved by Councillor Moore to give Bylaw #1672, the Designated Officers Bylaw, 1st Reading.

CARRIED

4. **DELEGATION RESPONSE: Solar Wind**
RE: Solar Project

Council referred the Solar Project proposal by Enmax and Solar Wind to Administration to investigate further and provide that information to the Facility and Infrastructure Planning Committee (FIPC).

5. **DELEGATION RESPONSE: Factor 5 Group – Eric Burton**
RE: Partnership with SouthGrow Regional Initiative

Received for information.

6. **CORRES: Town of Nanton**
RE: Certified Resolution for AUMA

Council directed Administration to write a letter to the Town of Nanton indicating that Council does not support this resolution.

7. **CORRES: Minister of Municipal Affairs**
RE: Regulations on Liquor Consumption in Municipal Parks

Received for information.

8. **CORRES: Oldman River Regional Services Commission (ORRSC)**
RE: Chinook Intermunicipal Subdivision & Development Appeal Board

Received for information.

9. **CORRES: Claresholm Kraken Swim Club**
RE: Thank you for in-kind Donation to Swim Meet

Received for information.

10. REQUEST FOR DECISION: Claresholm Farmers Market

MOTION #19-090

Moved by Councillor Moore to allow the Claresholm Farmers Market to use the nine parking stalls running north from the southwest corner of the downtown parking lot between 2:00 and 8:00 p.m. on Wednesdays for the Claresholm Farmers Market for the 2019 season from July 10th until September 18th. The Town will provide and set up barricades.

CARRIED

11. REQUEST FOR DECISION: Event Sponsorship: Raman Sawhney & Claresholm Prom Royalty

MOTION #19-091

Moved by Councillor Schlossberger to support the charity event at the Claresholm Community Centre on July 13, 2019 with the purpose of donating to Operation Smile with a donation of \$220 to cover rental costs for the community centre.

CARRIED

12. REQUEST FOR DECISION: MD of Willow Creek Tax Waiver – Claresholm Medical Clinic

MOTION #19-092

Moved by Councillor Zimmer to cancel the municipal portion of the 2019 property taxes levied on the property owned by the MD of Willow Creek located at 4215 Fairway Drive West in the amount of \$6,087.60 in the spirit of cooperation with our municipal neighbour. This cancellation is equitable to the parties involved in recognition of the support the MD of Willow Creek provides to the Town of Claresholm by way of the unconditional recreation grant and the Town's support of public health by way of supporting the Claresholm Medical Clinic.

CARRIED

13. REQUEST FOR DECISION: Royal Canadian Legion – Tax Waiver

MOTION #19-093

Moved by Councillor Schulze to cancel the municipal portion of the 2019 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of \$1,132.02.

CARRIED

14. REQUEST FOR DECISION: MAP Review

MOTION #19-094

Moved by Councillor Cutler to designate 221 – 45 Avenue West in Claresholm, Alberta as the Town's municipal office.

CARRIED

MOTION #19-095

Moved by Councillor Schlossberger to designate ATB Financial as the Town's banking institution.

CARRIED

MOTION #19-096

Moved by Councillor Carlson to appoint Avail LLP as the Town's Auditor for the 2019 fiscal year.

CARRIED

MOTION #19-097

Moved by Councillor Zimmer to direct administration to provide monthly statements of operation, grouped both by function and type, showing month total revenues and expenses as well as year to date revenues and expenses alongside approved budget figures for both operational and capital.

CARRIED

15. REQUEST FOR DECISION: Demolition Tender

MOTION #19-098

Moved by Councillor Schlossberger to award the contract for the demolition of the Old Elementary School located at 5318 – 2nd Street West to OssaTerra Ltd. for \$149,857.14.

CARRIED

16. REQUEST FOR DECISION: Virtual Museum Project

MOTION #19-099

Moved by Councillor Cutler to approve the out-of-budget expenditure for the production of an additional video of Ben Scaman for the RCAF Virtual Museum Project in the amount of \$2,000 to be funded from general reserves, with the understanding that the Museum Board will fundraise to recover the costs.

CARRIED

17. REQUEST FOR DECISION: Fair Days Street Closure

MOTION #19-100

Moved by Councillor Schlossberger to approve closure of 49th Avenue West from the 2nd Street intersection to the north-south alley that runs adjacent to ATB and Pharmasave & the closure of the downtown parking lot including the alley running east & west for a period of up to 12 hours as required to facilitate the Fair Days Street Festival on August 10, 2019.

CARRIED

18. REQUEST FOR DECISION: Fair Days Event Request – Claresholm Skatepark Association

Moved by Councillor Schulze to table discussion on this request until later in the same meeting.

CARRIED

19. REQUEST FOR DIRECTION: Four Way Stop Request (Amundsen Park)

MOTION #19-101 Moved by Councillor Moore to install two stop signs (along with NEW signs) along 3rd Street West to create a four way stop at the corner of 3rd Street and 50th Avenue West.

CARRIED

20. REQUEST FOR DIRECTION: September Open House

Council directed Administration to host the next Open House on Thursday, September 19, 2019 with the possible topics to be the recycling program and the multi-use facility.

21. FINANCIAL REPORT: Statement of Operations – April 30, 2019

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

CARRIED

22. FINANCIAL REPORT: Statement of Operations – May 31, 2019

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended May 31, 2019 as presented.

CARRIED

23. INFORMATION BRIEF: CAO Report

Received for information.

24. INFORMATION BRIEF: Council Resolution Status

Received for information.

18. REQUEST FOR DECISION: Fair Days Event Request – Claresholm Skatepark Association (Brought back to the table)

MOTION #19-102 Moved by Councillor Schlossberger to approve the use of the downtown parking lot for the Claresholm Skatepark Association Fair Days Beer Gardens on August 10, 2019, provided the group adheres to all provincial/municipal regulations.

CARRIED

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. **LAND – FOIP Section 16.1**
- d. **LAND – FOIP Section 16.1**
- e. **LAND – FOIP Section 16.1**
- f. **LEGAL – FOIP Section 27**
- g. **Intergovernmental Relations – FOIP Section 21**

Moved by Councillor Cutler to go In Camera at 7:54 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:54 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:50 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:50 p.m.

CARRIED

e. LAND – FOIP Section 16.1

MOTION #19-103 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

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:51 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:51 p.m.

ACTION ITEMS



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1670

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$450,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB **not to exceed 5%**, and such interest will be calculated daily and due and payable monthly on the last day of each and every month. The principal sum of \$450,000.00 consists of the following:
 - a. \$450,000.00 revolving line of credit;
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - b. As security for any money borrowed from ATB:
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1660 is hereby rescinded.

Read a first time in Council this **24th** day of **June** 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



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1671**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Municipal Services Corporation (“AMSC”) up to the principal sum of \$50,000.00, repayable monthly on the 4th day of each and every month. Past Due Amounts will be subject to a rate of interest per annum from time to time established by AMSC **not to exceed 19.5%**, and such interest will be calculated daily and due and payable monthly on the 4th day of each and every month. The principal sum of \$50,000.00 consists of MasterCard accounts administered by AMSC and issued by the Bank of Montreal (BMO).
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
To apply to AMSC for the aforesaid credit to the Corporation and to arrange with AMSC the amount, terms and conditions of the MasterCard Accounts;
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:
Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the credit will not exceed any restrictions set forth in the *Municipal Government Act*.
5. This Bylaw comes into force on the final passing thereof.
6. Bylaw #1661 is hereby rescinded.

Read a first time in Council this **24th** day of **June** 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



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1672

A Bylaw of the Town of Claresholm to establish the positions of designated officers.

WHEREAS Section 210 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“DESIGNATED OFFICER BYLAW.”**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - c) **“Chief Administrative Officer (CAO)”** is the person appointed by Council under Section 205 of the Municipal Government Act and is the administrative head of the municipality.
 - d) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
 - e) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
 - f) **“Council”** is the municipal Council of the Town of Claresholm.

SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS

- 3.1 All agreements, cheques and other negotiable instruments and opening and closing of accounts that hold money, shall be signed by any two of the following: Mayor, Deputy Mayor, Councillor, CAO, Director of Corporate Services or Finance Assistant & Communications Administrator.

SECTION 4 DESIGNATION

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
 - b) Director of Corporate Services;
 - c) Finance Assistant & Communications Administrator;
 - d) Peace Officer;
 - e) Development Officer;
 - f) Director of Infrastructure Services;
 - g) Municipal Assessor;
 - h) Subdivision and Development Appeal Board Clerk;
 - i) **Assessment Review Board Clerk;**
 - j) **Fire Chief.**

SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)

- 5.1 The CAO may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

SECTION 6 DIRECTOR OF CORPORATE SERVICES

- 6.1 The Director of Corporate Services is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(1)(b) – Signing minutes of Council meetings.
 - Section 213(2)(b) – Signing minutes of Council committee meetings.
 - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 7 FINANCE ASSISTANT & COMMUNICATIONS ADMINISTRATOR

- 7.1 The Finance Assistant & Communications Administrator is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(4)(b) – Signing cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 8 PEACE OFFICER

- 8.1 The Peace Officer is the designated officer for the purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 546 – Order to remedy dangers and unsightly property

SECTION 9 DEVELOPMENT OFFICER

- 9.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 624 – Development Authority

SECTION 10 DIRECTOR OF INFRASTRUCTURE SERVICES

- 10.1 The Director of Infrastructure Services is the designated officers for purposes of the following sections of the Act:
- Section 544 – Inspecting Meters

SECTION 11 MUNICIPAL ASSESSOR

- 11.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 11.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
- Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
 - Section 525 – Certifying copies of assessment roles and assessment notices.

SECTION 12 SUBDIVISION & APPEAL BOARD CLERK

- 12.1 The Subdivision & Development Appeal Board Clerk is the designated officer for purposes of carrying out the duties and responsibilities of a “Subdivision & Development Appeal Board Clerk” under the Act, and any other relevant statute, regulations or bylaw.

SECTION 13 ASSESSMENT REVIEW BOARD CLERK

13.1 The Assessment Review Board Clerk is the designated officer for purposes of carrying out the duties and responsibilities of a “Assessment Review Board Clerk” under the Act, and any other relevant statute, regulations or bylaw.

SECTION 14 FIRE CHIEF

14.1 The Fire Chief is the designated officer for purposes of providing fire protection services to the Town and carrying out the duties and responsibilities the Alberta Safety Codes Act and the Alberta Fire Code, and any other relevant statute, regulations or bylaw.

SECTION 13 PASSAGE OF BYLAW

- 13.1 This Bylaw shall come into effect upon passage of Third Reading.
- 13.2 Bylaw #1637 is hereby rescinded.

Read a first time in Council this 24th day of June 2019.

Read a second time in Council this day of 2019.

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

Doug MacPherson, Mayor

Marian Carlson, CAO



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 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 in Council this day of 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: July 15, 2019
Agenda Item: 4

RESIDENTIAL UTILITY BILL PAYMENTS & BULK WATER RATES

DESCRIPTION / BACKGROUND:

Residential Utility Bill Payments

With the increasing utility rates there is an increase in requests for lower monthly payments rather than higher bi-monthly payments. This was a possibility that was discussed with Council when the utility rate review was underway looking at the possibility of monthly bills, this however would add significant extra administrative burden. Monthly payments with bi-monthly bills is the best of both worlds, but comes with an issue.

We have tried to work with Muniware to come up with a good solution for this that doesn't create significant extra work for administration to manage. The only solution we have found, other than residents managing it themselves and paying half their estimated future bill the month prior to their bill being issued, is to have the second payment on the month following the bill.

To illustrate the utility bill is issued for May/June at the beginning of July and those that are signed up for UPPS (direct withdrawal of their utility bill) would have payment taken on the 15th of July and penalties for non-payment would be applied on July 31. Muniware can only be set up to split this into two payments by having the first half of the bill paid on July 15th with the second half on August 15th which is after the penalty date but prior to their next bill being issued.

Administration would suggest that, similar to the TIPP program, that if utility customers are signed up for UPPs and would like monthly payments no penalties would be applied despite the second payment being subsequent to the penalty date as it is a scheduled and relatively guaranteed payment. If the withdrawal bounces due to insufficient funds then penalties would be applied at that point (in addition to the NSF fees).

This would require an amendment to the Water/Sewer Utility Bylaw

Bulk Water Rates

Also during the utility rate review there was also a discussion regarding adjusting the Bulk Water Station rates. It was recently noticed that this rate has not been set by bylaw as it should be. The last time this rate was increased it was done just by notice. This was on January 1, 2012 when it was increased from \$1.00 to \$1.50 per cubic meter.

Administration would recommend that Water/Sewer Utility Bylaw be amended to include a Bulk Water Station rate to follow rates outlined in the intermunicipal agreement, namely two times the residential rate

RECOMMENDATION:

The Administrative Services Committee has reviewed these recommendations from Administration and has recommended the attached Bylaw 1673 – Water & Sewer Utility Amendment Bylaw be presented for 1st reading.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1673 – Water & Sewer Utility Amendment Bylaw 1st Reading.

ATTACHMENTS:

- 1.) DRAFT Bylaw #1673 – Water & Sewer Utility Amendment Bylaw

APPLICABLE LEGISLATION:

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

PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 9, 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, playschool, 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	\$3,800,000

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 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 in Council this day of 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: July 15, 2019

Agenda Item: 5

Bylaw #1674 – Multi-use Buildings Borrowing Bylaw

BACKGROUND:

On May 13, 2019, Council passed a motion to cancel the contract with BRZ Partnership Architecture Inc for the renovation project of the Multi-use Building. As clarified in the News Release circulated on May 14, this contract was cancelled due to updated projected costs on the renovation project being over budget and therefore the Town would not be proceeding with a renovation of the old school building.

On June 10, 2019 Council passed Bylaw #1669 which repealed the original borrowing bylaw, Bylaw #1645 that was for the Multi-use Building Renovation project. The motion on June 24, 2019 to award a contract for the demolition of the old elementary school building reiterated that a renovation project was now off the table.

Council is still committed to moving forward with a project to provide new facilities for the Day Care, Playschool, FCSS, Administration, community space, etc., though this will now have to come in the form of a new build, with possibly more than one building to meet the needs of the community.

DESCRIPTION:

This project is estimated to cost within a comparable range as the original renovation project, estimated at \$3.8M. The intent would be to still proceed with the \$2.8M of debenture funding for the project with the remaining budget to be financed by Provincial Grants in the amount of \$875,500, including Community Facility Enhancement Program grants and Municipal Sustainability Initiative Grants as well as a small portion of \$112,500 to be funded from capital reserves.

Following 1st reading of the bylaw, it will be advertised in the local paper for 2 consecutive weeks prior to being presented for 2nd and 3rd reading.

RECOMMENDED ACTION:

Council give bylaw #1674 – Multi-use Buildings Borrowing Bylaw – first reading.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1674, Multi-use Community Buildings Borrowing Bylaw, 1st Reading.

ATTACHMENTS:

1. Bylaw No. 1674 Multi-use Community Buildings Borrowing Bylaw

APPLICABLE LEGISLATION:

1. Municipal Government Act, RSA 2000, Chapter M-26, Section 251-258 – Borrowing bylaws
2. Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for advertising.

PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: July 9, 2019

From: MA Deputy Minister Office <MA.DMO@gov.ab.ca>

Sent: June 28, 2019 1:13 PM

Subject: Alberta Municipal Affairs 2018-19 Annual Report

Dear Ministry Partners,

I am pleased to share the Ministry of Municipal Affairs' 2018-19 Annual Report with you.

The latest report provides a comprehensive review of the programs and initiatives we have undertaken over the past year to build stronger communities.

Municipal Affairs has a broad set of responsibilities affecting lives at the local level every day. That is why collaboration is so integral to our mutual success. With that in mind, our ministry has been committed to engaging with Albertans, communities, and stakeholders as we continued our work over the past year.

In the annual report, you will find familiar details on how we have advanced the legislative framework to support important work done at the local level. You will find numerous examples of how we are improving public safety through building codes and emergency management. Additionally our commitment to investing in priorities from roads to recreation, to public libraries, is evident in the ongoing programs we deliver.

Highlights of some of the key work of the ministry in 2018-19 include:

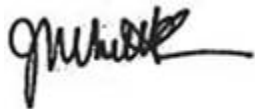
- supporting municipalities in adapting to new requirements under the *Municipal Government Act*;
- providing funding to support municipalities;
- continuing the transition of designated industrial property assessment to the provincial assessor;
- enhancing Albertans' access to public library resources, such as securing an audiobook platform for all Alberta library users and increasing the collection of ebooks through the Read Alberta E-books initiative;
- enhancing timely safety code adoption, through new regulations and the adopting the latest editions of the safety codes for building, fire, and energy efficiency;
- strengthening Alberta's emergency management system through amendments to the *Emergency Management Act* and the creation of a new regulation for municipalities; and,
- completing the administrative amalgamation of the ministry's four quasi-judicial boards.

This and more is shared in our results analysis, performance measures, and financial information. You will see how our actions and decisions connect to our goals and key strategies, and how we are progressing and adopting lessons learned.

I invite you to read through our annual report; available online here:

<https://open.alberta.ca/publications/1925-9247>. The report is a history of the journey we have shared and I am confident we will have more to celebrate on the road ahead.

I extend my sincere thanks to you and all our partners. My staff and I look forward to our continued collaboration.



Meryl Whittaker
Deputy Minister



TOWN OF PINCHER CREEK

962 St. John Ave. (BOX 159), PINCHER CREEK, AB. T0K 1W0

PHONE: 403-627-3156

FAX: 403-627-4784

e-mail: reception@pinchercreek.ca

web page: www.pinchercreek.ca

RECEIVED

JUN 25 2019



June 19, 2019

RECEIVED

JUN 25 2019

Dear Mayor & Council:

RE: PINCHER CREEK FAIR & RODEO – AUGUST 17, 2019

The Town of Pincher Creek Mayor & Council cordially invites you to enter your float and/or have a Council representative(s) participate in the 2019 parade.

The Parade staging area is located at Canyon Elementary School, 408 Victoria Crescent, located at the west end of Main Street. Parade assembly starts at 9:00am, judging at 10:00am and the parade is to begin at 11:00 am sharp! Immediately following the parade, the Town of Pincher Creek will host a dignitary Luncheon at the Kootenai Brown Pioneer Village (1037 Beverley McLachalin Drive) for all visiting Mayors, Councilor's, dignitaries and their guests.

We are requesting your RSVP by August 9, 2019 at 403-627-4322 or email rec@pinchercreek.ca. If you have any questions, please feel free to contact the Town of Pincher Creek. We look forward to your participation and hope you enjoy the day.

Best Regards,

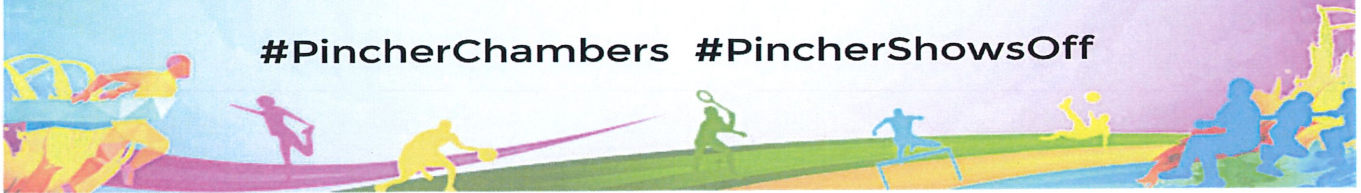
R Oczkowski

Rhonda Oczkowski
rec@pinchercreek.ca
403-627-4322

2019 Rodeo Parade Sat, 17th August 2019

Theme: SPORTS

#PincherChambers #PincherShowsOff



June 21, 2019

Dear Mayor & Council:

RE: PINCHER CREEK FAIR & RODEO – AUGUST 17, 2019

The Town of Pincher Creek Mayor and Council cordially invites you to enter your float and/or have a Council representative(s) participate in the 2019 parade on August 17th.

The Parade staging area is located at Canyon Elementary School, 408 Victoria Crescent, located at the west end of Main Street. Parade assembly starts at 9:00 a.m., judging at 10:00 a.m. and the parade will begin at 11:00 a.m.

Immediately following the parade, the Town of Pincher Creek will host a dignitary Luncheon at the Kootenai Brown Pioneer Village (1037 Beverly McLachlin Drive) for all visiting Mayors, Councillors, dignitaries and their guests.

We are requesting your RSVP by August 9, 2019 at 403-627-4322 or email rec@pinchercreek.ca

For safety reasons, we kindly request that there is no candy thrown from your float or vehicle. We suggest if you would like to give out candy that you are accompanied by walkers who can hand out candy from the street. We thank you for adhering to these guidelines.

If you have any questions, please feel free to contact the Town of Pincher Creek. We look forward to your participation and hope you enjoy the day.

Best Regards,

Rhonda Oczkowski
403 627 4322
rec@pinchercreek.ca



TOWN OF PINCHER CREEK
962 St. John Ave (Box 159) Pincher Creek, AB T0K 1W0
Phone 403 627 4322 Fax 403 627 4784
rec@pinchercreek.ca www.pinchercreek.ca

Claresholm Fire Department

PO Box 433 Claresholm, AB

403-625-3922/403-625-0612

Contact Chuck @ 403-625-6640



The Claresholm Fire Department is once again excited to announce their Mixed four person scramble golf tournament on **August 17th 2019**. This event will be held at the Bridges of Claresholm golf course. The Claresholm Fire Department uses this tournament as our main yearly fundraiser to help us purchase new fire equipment and gear to better serve our community. In the past with your support we were able to purchase new jaws of life and other vital rescue equipment. Our department works hard to have quality equipment, properly trained firefighters and to always provide exceptional service to the community and municipality.

We are asking for either a cash donation or a prize. Any donation you are able to give us will be greatly appreciated. We also invite you to consider entering your own team and come out and enjoy the day.

ONE ALARM SPONSOR:	TWO ALARM SPONSER:	THREE ALARM SPONSOR:	FOURTH ALARM SPONSOR:
Prize Donation	Cash donation	Cash donation \$100 and over	\$250 cash donation
Name announced of sponsor during prize handout	\$10-\$100	A sign will placed at a hole with Sponsor's name and also thanked after prize handouts	Will get you a \$5000 Hole-in-one sponsor, BUT sponsor will also need to "staff" the hole-in-one hole with their own personnel.(Lunch provided) . (LIMIT of Four holes-First come first served)
	Name announced of sponsor before prize handouts		A Larger Sign made and ability to have any extra advertisement for the sponsor placed on hole or near clubhouse.

We will be around picking up any donations and we truly do appreciate the support we receive from our community. Any Cheques or cash can be made payable to the "Claresholm Fire Department". If you require a tax receipt make your cheques payable to the "Town of Claresholm"

Thanks again for you continued support,

-Members of the Claresholm Fire Department

Town of Claresholm Application for Donation
(As per Policy #CDEC 12-15)



Date of Application: June 26/2019

Date of Event: August 17, 2019

1. Applicant Information

Name of Applicant: Claresholm Fire Dept.

Address: Box 433, Claresholm

Contact Person: Chuck Loeffler

Phone, Fax, Email: 403-625-6640

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

3. Is the Organization registered with Revenue Canada as a Charity? (circle)

YES provide registration date & #

NO

4. Is the Organization incorporated as a non-profit organization? (circle)

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

☐ DONATION - Financial Assistance (explain):

☐ IN-KIND CONTRIBUTION - Fee Waiver (explain):

☐ IN-KIND CONTRIBUTION - Service, Equipment or Material Provision (explain):

☐ COMMUNITY PROJECT FUNDING - (explain):

☐ SPECIAL EVENT - (explain):

☒ COMMUNITY EVENT - (explain):

Fundraising golf tournament

☒ Other (explain):

Swag for cash for prizes, Gift Basket for Door Prizes

Amount (value) Requested: \$ 150

6. Details of how the funds will be expended:

Into the event prizes

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds
Donations of gift baskets have been provided by the Town for many years.		for door prizes

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents? (Please attach a list of membership/executive)

- fire service

Describe in broad terms the principal objective of your organization or initiative:

This yearly fundraiser helps to raise funds to purchase new equipment

How will your organization acknowledge the Town's donation?

- At the event and in the paper

9. Is a copy of the organization's budget attached?

YES

NO

10. Please provide a detailed list of all sources of funding for the organization.

Funding Source	Amount	Recommended Use of Funds
Town of Clareholm		
MD of Willow Creek.		
Donation from Sponsors		



REQUEST FOR DECISION

Meeting: July 15, 2019
Agenda Item: 10

GRANUM WATER CONTRACT

DESCRIPTION / BACKGROUND:

The Town of Claresholm provides treated water to the Town of Granum and some MD properties as per the January 2009 Water Conveyance and Supply Agreement between the Town of Claresholm, the MD of Willow Creek #26 and the Town of Granum. As per this agreement, water is to be provided at the rate of Cost plus 5%.

As per the contract Cost is defined as all costs incurred by the Town of Claresholm to supply, transport, and treat water from Pine Coulee Reservoir to the Granum water meter vault and would include, but not limited to, administration, operation and maintenance, debenture repayment and meter vault calibration costs as well as any future water system upgrades as required by Alberta Environment. It does not include costs specific to Claresholm including costs such as the highway water reservoir and pump station, water distribution system operations and maintenance costs, such as residential and commercial metering and billing.

During the utility rate review the costs related to the supply, transport, and treatment of water from Pine Coulee Reservoir to the Granum Water Meter Vault were analyzed in detail and included debenture costs and amortization costs related to the water treatment plant and waterlines to the Granum Water Meter Vault as well as administration, with the exclusion of any costs specific to Claresholm including water distribution systems operations and maintenance.

The estimated unit cost (per cubic meter) for 2015, 2016, and 2017 (this hasn't been updated for 2018 yet) was \$2.31, \$2.14, \$1.84 respectively. The decreasing costs is due primarily because of the use of declining balance amortization on much of the related infrastructure and does not adequately reflect the costs of future water system upgrades required by Alberta Environment.

As per the contract 3 months' notice must be given in advance of any change in the unit price. As such no rate change would be able to go in effect until November 1, 2019.

RECOMMENDATION:

To avoid a drastic increase from \$0.84 (\$0.80 plus GST) per cubic meter currently charged to over \$2.00, Administration would recommend that the residential consumption rate continue to be the base unit price utilized for this contract, increasing the rate as follows:

- Nov 30, 2019 \$1.30 plus 5% (\$1.365 per cube)
- Jan 1, 2020 \$1.65 plus 5% (\$1.7325 per cube)
- Jan 1, 2021 \$2.08 plus 5% (\$2.184 per cube)
- Jan 1, 2022 \$2.12 plus 5% (\$2.226 per cube)

PROPOSED RESOLUTION:

Moved by Councillor _____ 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.

ATTACHMENTS:

1.) None

APPLICABLE LEGISLATION:

1.) N/A

PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

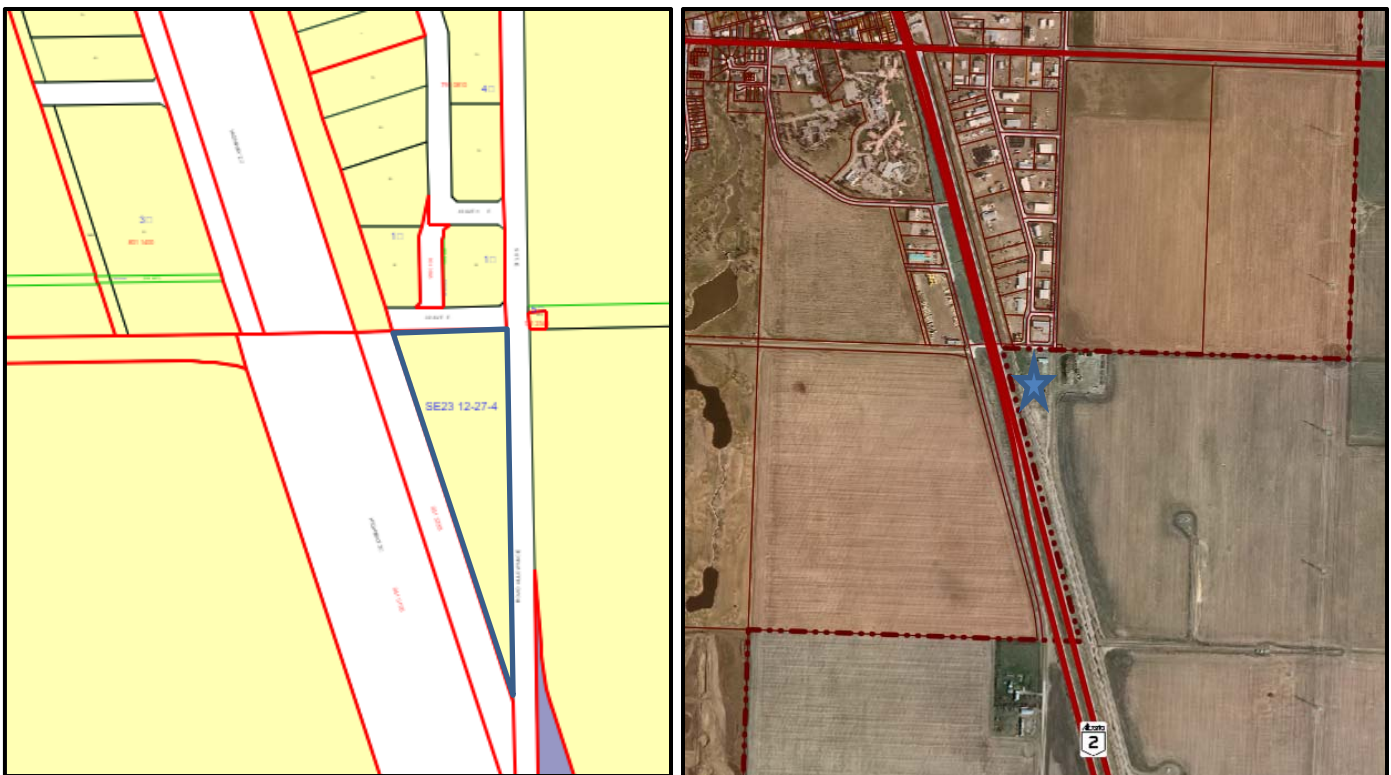
APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 9, 2019

ANNEXATION

DESCRIPTION:

Custom Cannabis Inc. (located at: short legal 4;27;12;23;SE) has requested annexation into the Town of Claresholm as they are currently serviced by the Town of Claresholm. The MD of Willow Creek is aware of the request.



ANNEXATION STEPS:

1. The municipality proposing the annexation ("the initiating municipality") submits a Notice of Intent to Annex to the Municipal Government Board and to the municipality from where the lands are being annexed ("the responding municipality"). This Notice of Intent to Annex must include a description of the lands to be annexed and a proposal for public consultation.
2. The initiating municipality commences negotiations in good faith with the responding municipality & consults with landowner, agencies, stakeholders, and the general public concerning the annexation proposal.
3. If the initiating municipality and the responding municipality reach a complete agreement and there is support from landowner, the annexation is considered uncontested.

4. A report, including the outcomes of public consultation and negotiation, is then prepared by the initiating municipality and formal application is made to the Municipal Government Board. ORRSC will finalize the application for submission on behalf of the Town of Claresholm.
5. After a public hearing (only held if contested), the Municipal Government Board prepares a recommendation report which is provided to the Minister of Municipal Affairs for consideration. If the annexation is recommended for approval or approval in-part, the Municipal Government Board report will advise the Minister to proceed to the Alberta Cabinet with an Order-in-Council to gain approval from his/her Cabinet colleagues.
6. The Alberta Cabinet considers the Municipal Government Board's report. If the annexation is approved or approved in-part, the Lieutenant Governor of Alberta signs the Order-in-Council.

RECOMMENDED ACTION:

Council carry a motion to proceed with the intent to annex the land located at 4;27;12;23;SE owned by Custom Cannabis Inc.

PROPOSED RESOLUTION:

Moved by Council _____ 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.

ATTACHMENTS:

- 1) None

APPLICABLE LEGISLATION:

- 1) Municipal Government Act, RSA 2000, c M-26

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 8, 2019



REQUEST FOR DECISION

Meeting: July 15, 2019
Agenda Item: 12

WATER SERVICING AGREEMENT AMENDMENT

DESCRIPTION:

Administration has received a request from Custom Cannabis who is currently within the jurisdiction of the MD of Willow Creek. They are one of the five additional customers within the MD of Willow Creek that the Town is providing water to that are located outside of the airport and are adjacent to the Town.

Custom Cannabis has requested that their property be annexed into the Town of Claresholm. The Town and the MD (through initial discussions) are in favor of this annexation however it will take some time for annexation to be completed. Custom Cannabis has therefore further requested that the Town and the MD amend the intermunicipal water, wastewater and testing and maintenance servicing agreement to extend Claresholm's non-residential water and sewer rates to Custom Cannabis rather than at the rates currently detailed in that agreement. This would be a temporary arrangement based on the request and expectation for Custom Cannabis' property to be annexed into the Town, at which point Custom Cannabis would be charged at those rates regardless. The MD of Willow Creek and the Town have agreed that the amendment could be suggested for a period of two years as the annexation process takes place. This will require a resolution of Council.

RECOMMENDED ACTION:

Council carry a motion to amend the current water services agreement to allow the Town of Claresholm commercial water rate to extend to Custom Cannabis for a period of two years while annexation is completed.

PROPOSED RESOLUTION:

Moved by Council _____ 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.

ATTACHMENTS:

- 1) None

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 8, 2019



REQUEST FOR DECISION

Meeting: June 15, 2019
Agenda Item: 13

COMPLIANCE DECLARATION – SSRP

The Alberta Land Stewardship Act (ALSA) sets out the guidelines and regulations for land use planning in Alberta. The ALSA authorizes the provincial Cabinet to establish planning regions and adopt a statutory plan for each region. Seven planning regions have been established corresponding to the natural watersheds in the province. The Town of Claresholm is included within the South Saskatchewan Regional Plan (SSRP). The SSRP establishes a long-term vision for the South Saskatchewan Region and aligns provincial policies at the regional level to balance Alberta's economic, environmental and social goals and includes strategies for responsible energy development, sustainable farming and ranching, recreation, forest management, and nature-based tourism. The SSRP is binding on everyone within the region, including the provincial government and its agencies, municipalities, and all land use and development authorities.

Each government body is required to review their regulatory documents to ensure all comply with the regional plan. This includes a review of bylaws, code of practices, policies, etc. This declaration is a tool to ensure that government bodies review their regulatory instruments so decisions align with the SSRP.

As the Town of Claresholm has completed their review, adopted a new MDP in 2018, currently completing their Intermunicipal Development Plan, updated policies, and Land Use Bylaw amendments are ongoing as required; Administration recommends Council complete the attached Declaration for submission to the Land Use Secretariat.

The deadline for submitting the compliance declaration for local government bodies is September 1, 2019. Administration will continue to ensure all policies, bylaws and guidelines that are drafted, amended and presented comply with the SSRP.

PROPOSED RESOLUTION:

Council carry a motion that declares the review required by section 20 or 22 of the Alberta Land Stewardship Act has been completed and is in compliance with the South Saskatchewan Regional Plan.

RECOMMENDED ACTION:

Moved by Councillor _____ to submit the Declaration to the Land Use Secretariat in regards to compliance with the South Saskatchewan Regional Plan.

ATTACHMENTS:

- 1.) Declaration Form

APPLICABLE LEGISLATION:

- 1.) SSRP

<https://www.landuse.alberta.ca/LandUse%20Documents/South%20Saskatchewan%20Regional%20Plan%202014-2024%20-%20February%202017.pdf>

- 2.) Section 20 & 22 Alberta Land Stewardship Act <http://www.qp.alberta.ca/documents/Acts/A26P8.pdf>

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 8, 2019

COMPLIANCE DECLARATION FOR LOCAL GOVERNMENT BODIES

CANADA)
PROVINCE OF ALBERTA) In the Matter of a Compliance Declaration under the
) *Alberta Land Stewardship Act (ALSA)*
TO WIT:)
)

I, _____ of _____
(Name) (Name of city, town or county)
in the Province of Alberta do solemnly declare as follows:

I am the _____ of _____
(Position authorized to sign on behalf of) (Local government body as defined in ALSA s.2(1)(q))
in the Province of Alberta.

The review required by section 20 or 22 of the *Alberta Land Stewardship Act* has been completed and
_____ is in compliance with the _____ Regional Plan.
(Local government body) (Name of region)

I have read section 20 and 22 of the *Alberta Land Stewardship Act* and understand that a local government body may be required to submit a further compliance declaration if the regional plan is amended and if required by the regional plan.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the *Canada Evidence Act*.

DECLARED before me at the _____)
of _____, in the _____)
Province of Alberta this day _____)
of _____, A.D. 20_____.) _____
(Signature of the Declarant)

A COMMISSIONER FOR OATHS IN AND
FOR THE PROVINCE OF ALBERTA

(Print or Stamp Name Here)

My Appointment Expires: _____



REQUEST FOR DECISION

Meeting: July 15, 2019
Agenda Item: 14

POLICY MANUAL REVIEW & UPDATES - COUNCIL

DESCRIPTION / BACKGROUND:

This is a continuation of the full Town Policies review looking at Section 2.0 – Council Procedures & 2.1 – Council Public.

2.0.01 – Regular Council Meetings (Previously COUN 03-08)

There is no change to this policy other than changing to the new format.

2.0.05 – Council Representation on Community Boards and Committees (Previously COUN 02-98)

There is no change to this policy other than formatting.

2.0.10 – Returning Items to the Agenda (Previously COUN 12-03)

There is no change to this policy other than formatting.

2.0.15 – Convention Delegate Expenses (Previously COUN 11-07)

There were a few changes made beyond formatting changes including:

- 1(c) was removed as mileage costs are already addressed in Bylaw #1589 – Council Remuneration and this policy contradicted that Bylaw. Parking fees that were included in 1(c) were combined into 1(a).
- 2(e) was reworded to be more general and all inclusive.
- The “Note” that followed part 2 previously is now listed as part 3 and was reworded as employment standards does not allow payroll cheques to be deducted for reimbursement of expenses. It was reworded to either require direct payment for reimbursement or to be deducted from expense claims rather than paycheques.
- Part 4 (previously part 3) was reworded slightly for clarification on receipts.
- Part 5 was updated to simply reference the CUPE contract for rates of reimbursement so it remains consistent with the CUPE agreement without policy amendment being required.

2.0.50 – Chief Administrative Officer (Previously COUN 10-97)

Administration recommends repealing this policy as it only references a Bylaw which supersedes a policy anyhow and is therefore redundant.

2.1.01 – Public Participation (Previously COUN 05-18(a))

There is a very recent policy – there is no change to this policy other than formatting.

2.1.05 – Streaming and Recording of Council Meetings (Previously COUN 05-18)

There is a very recent policy – there is only one small change recommended (in red). There are no other changes to this policy other than formatting.

2.1.10 – Delegations to Council (Previously COUN 12-07)

The only change to this policy other than formatting was in the title of the individual delegations must inform to be a delegation. It previously stated the “Secretary Treasurer” and it was updated to the “Communications Finance Assistant”. This is the same person, just a change in title.

RECOMMENDATION:

The Administrative Services Committee reviewed these policies on July 8, 2019 and recommends Council pass a resolution to adopt the amended policies by resolution:

- 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)

The Administrative Services Committee also recommends Council repeal policy 2.0.50 – Chief Administrative Officer (Previously COUN 10-97) by resolution:

PROPOSED RESOLUTIONS:

Moved by Councillor _____ 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)

Moved by Councillor _____ to repeal policy 2.0.50 – Chief Administrative Officer (Previously COUN 10-97)


ATTACHMENTS:

- 1.) 2.0.01 – Regular Council Meetings - updated
- 2.) 2.0.05 – Council Representation on Community Boards and Committees - updated
- 3.) 2.0.10 – Returning Items to the Agenda - updated
- 4.) 2.0.15 – Convention Delegate Expenses - updated
- 5.) 2.0.50 – Chief Administrative Officer - original
- 6.) 2.1.01 – Public Participation - updated
- 7.) 2.1.05 – Streaming and Recording of Council Meetings - updated
- 8.) 2.1.10 – Delegations to Council - updated

PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 9, 2019

 Claresholm	Regular Council Meetings		Policy #2.0.01
Department Owner:	Council		
Policy Applies To:	Council		
Date Created:	March 2008	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	COUN 03-08

Intent:

To establish a consistent policy regarding holidays and regular Town Council meetings.

Policy:

When any regular Town Council meeting date falls on a holiday as defined in the CUPE (Canadian Union of Public Employees) Local 3023 Agreement, the meeting will be moved to the next business day at 7:00pm.

	Council Representation on Community Boards and Committees		Policy #2.0.05
Department Owner:	Council		
Policy Applies To:	Council		
Date Created:	Feb 1998	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	COUN 02-98

Intent:


To establish a consistent policy regarding representation by Council Members on Community Boards and Committees.

Policy:

1. Council members acting as the Council representative on any Community Board or Committee shall act as a liaison between that Committee or Board and Town Council and shall ensure that minutes and other relevant documents are brought to Town Council's attention.
2. On Community Committees and Boards where Town Council has no financial involvement the Committee or Board shall determine if the Council member is to have voting privileges on that Committee or Board.
3. On Community Committees and Boards where Town Council has a financial involvement the Committee or Board shall provide the Council Member with full voting authority on Committee or Board matters.
4. Where the Committee or Board fails to allow voting privileges for a Council member as noted in part 3 the matter shall be brought before Town Council for action, which action shall not be limited to canceling any financial assistance provided to that Committee or Board.

Guidelines:

If Town Council deems it necessary in the circumstances to cancel the financial assistance provided to any Community Committee or Board not complying with this policy a council resolution shall direct the Administration as to the action to be taken and the Administration shall forthwith notify the Community Committee or Board involved of the action to be taken.


 Claresholm	Returning Items to the Agenda		Policy #2.0.10
Department Owner:	Council		
Policy Applies To:	Council & Administration		
Date Created:	Dec 2003	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	COUN 12-03

Intent:

To establish a directive concerning how and when items can reoccur on the agenda.

Policy:

1. Items which have been placed on the Council Agenda and voted upon at a Regular or Special Council Meeting shall not reappear on a subsequent agenda unless a 90 day period has passed.
2. Part 1 may be waived if Council unanimously votes to allow an agenda item to reappear within the 90 day period.

 Claresholm	Convention Delegate Expenses		Policy #2.0.15
Department Owner:	Council		
Policy Applies To:	Council		
Date Created:	Nov 2007	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	COUN 11-07

Intent:

To establish a policy for the payment of expenses for convention delegates.

Policy:

1. Convention delegates shall be reimbursed for Convention expenses as follows:
 - a. Accommodations and parking at actual cost
 - b. Meals at actual cost
2. Expenses not to be reimbursed shall consist of:
 - a. In room movies
 - b. Personal phone calls
 - c. Use of in room bar
 - d. Liquor expenses
 - e. Expenses incurred by individuals other than the delegate (i.e. spouse, significant other)
3. Any expenses under part 2 that are charged to the room and paid for with the Town credit must be reimbursed by the delegate to the Town or will be deducted from the delegates current or future expense claims.
4. Detailed receipts for meals must be provided for audit purposes. Delegates should always ask for a copy of the detailed receipt for themselves (i.e. when charging meals to the room).
5. Reimbursement for meals where no receipt is provided will be at the rates specified in the current collective agreement between CUPE Local 3023 and the Town of Claresholm


2.0.50



**Chief Administrative Officer
Policy #COUN 10-97**

POLICY: See attached Bylaw #1442 – Chief Administrative Officer

EFFECTIVE DATE: October 20, 1997

 Claresholm	Public Participation		Policy #2.1.01
Department Owner:	Council		
Policy Applies To:	Public		
Date Created:	May 2018	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	COUN 05-18(a)

Intent:

In accordance with Section 216.1 of the Municipal Government Act, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the Municipal Government Act.

General Policy Principles:

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

Definitions:

CAO – means the Chief Administrative Officer of the Town of Claresholm or their delegate.

Municipal Stakeholders – means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

Municipality – means the Town of Claresholm.

Public Participation – includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

Public Participation Plan – means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

Public Participation Tools – means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

1. In-person participation which may include meetings, round-tables, town halls, open houses and workshops;
2. Digital participation which may include online message boards/discussion forums, and online polls or surveys;
3. Written participation which may include written submissions, email, and mail-in surveys, and polls; and
4. Representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

Policy Responsibilities:

Council Responsibilities:

1. Council shall:
 - (a) Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
 - (b) Consider input obtained through Public Participation;
 - (c) Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;
 - (d) Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
 - (e) Promote and support Public Participation; and
 - (f) Request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

Administration Responsibilities

1. The CAO shall:
 - (a) In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
 - (b) Implement approved Public Participation Plans;
 - (c) Report the findings of the Public Participation to Council;
 - (d) Develop the necessary procedures to implement this Policy; and
 - (e) Assess this Policy and make recommendations to Council about the Public Participation and resourcing.

Public Participation Opportunities:

The CAO shall develop and implement a Public Participation Plan when directed by Council.

Policy Expectations:

Legislative and Policy Implications

1. All Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.
2. All Public Participation will be undertaken in accordance with all existing municipal policies.
3. This Policy shall be available for public inspection and may be posted to the Municipalities website.
4. This Policy will be reviewed at least once every four years.

Public Participation Standards

1. Public Participation activities will be conducted in a professional and respectful manner.
2. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Council, may be excluded from Public Participation opportunities.

Public Participation Plans:

1. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - (a) The nature of the matter for which Public Participation is being sought;
 - (b) The impact of the matter on Municipal Stakeholders;
 - (c) The demographics of potential Municipal Stakeholders in respect of which Public Participation tools to utilize, level of engagement and time for input;
 - (d) The timing of the decision and time required to gather input;
 - (e) What information is required, if any, to participate; and
 - (f) Available resources and reasonable costs.
3. As per Schedule "A" of this policy, Public Participation Plans will, at minimum, include the following:
 - (a) A communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - (b) Identification of which Public Participation tools will be utilized;
 - (c) Timelines for participation;
 - (d) Information about how input will be used;
 - (e) The location of information required, if any, to inform the specific Public Participation.


Reporting and Evaluation:

1. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
2. The report shall include a summary of the input obtained.

SCHEDULE "A"

Public Participation Plan:

Date:
Topic
Communication Plan
Public Participation Tools To Be Utilized
Timeline For Participation
How Input Will Be Used
Location of Information to Inform The Public

	Streaming and Recording of Council Meetings		Policy #2.1.05
Department Owner:	Council		
Policy Applies To:	Public		
Date Created:	May 2018	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	COUN 05-18

Intent:

This policy reflects the Town of Claresholm's ongoing effort to improve the ease-of-access and transparency of the legislative process. These recordings promote broader access, however the approved minutes remain the official record of the Town of Claresholm meetings. The keeping of a live record of legislative meetings in no way detracts or undermines the position of approved minutes as the official record of decision.

Definitions:

CAO – means the Chief Administrative Officer of the Town of Claresholm or their delegate.

Notice – written or verbal warning that a video or audio recording is being made of the meeting.

Official Record – the written minutes of the proceedings of the meeting after receiving approval of council.

FOIP – Freedom of Information and Protection of Privacy Act (RSA 2000, F-25).

Recorder – the individual who is controlling the video and/or audio recording of the meeting.

Recording – the video or audio recording or transmission of the meeting for live stream or archival purposes.

Warning – Verbal and/or visual cue that recording is commencing or ceasing.

Policy:

It is the practice of the Town of Claresholm (the Town) to operate in an open and transparent environment, making as much information available to the public as possible, while maintaining the individual privacy of public in attendance.

To this end it is the practice of the Town to live stream Council meetings on the Town website and to provide archived video of these meetings on the website for later viewing.

The Town recognizes the approved minutes of its proceedings as the official record. These minutes include summarized narratives on the various issues that come before Council and record actions or motions. The minutes are not and should not be taken in verbatim style. The Town may also use video or audio recording equipment for the primary purpose of assisting with the composition of draft minutes.

Guidelines:

Recording


- The Recorder or the Chair of the meeting will provide indication or warning prior to recording commencing and when recording has ceased.
- The Recording of the meeting will cease for any "In-Camera" portions of the meeting and resume after the "In-Camera" portion has concluded.
- There may be situations where due to technical difficulties the live streaming and recording will not be available.
- The use of cameras, and/or audio or video recording devices by external users during any public meeting of Council, committee or public gathering of Council including Open Houses is prohibited **unless approved by Council**. Violation of this guideline will result in the offending party being asked to excuse themselves from the meeting or gathering immediately.

Notice

- Notice will be posted outside the Council chambers.
- The camera will be positioned such that the general audience may remain off camera.
- Delegates addressing council will be provided notice regarding the recording.
- The Recording will be broadcast at a slight time delay to allow for the termination of the feed in the instance of an emergency or significant public disturbance to maintain privacy of the public.

Access

- Access to view the live recording, accessed through the Town's website, on the day of the meeting.
- Recordings will be archived and posted on the Town's website. Archived recordings will be maintained on the website for the current and prior calendar years (ie. Jan 2020 all 2018 records will be removed).
- Archived video recordings will be maintained by the Town for 5 years. The public may request copies of older recordings that are no longer available on the website. A fee may be charged at the discretion of the CAO or designate for such request based on Town policy for FOIP requests.
- Unless otherwise indicated, copyright to recordings of Council meetings made available on the Town's website is owned by the Town. Permission is granted to produce or reproduce the recordings posted on the Town's website, or any substantial part of such recordings, for personal, non-commercial, educational, and news reporting purposes only, provided that the copied material is not modified or altered and ownership of the material is attributed to the Town. For certainty, no person may use the recordings for political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials posted on the Town's website may be reproduced except in accordance with the provisions of the Copyright Act, as such Act may be amended or replaced from time to time, or with the express written permission of the Town.

 Claresholm	Delegations to Council		Policy #2.1.10
Department Owner:	Council		
Policy Applies To:	Public		
Date Created:	Dec 2007	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	COUN 12-07

Intent:

To establish a consistent policy for Delegations to Council.

Guidelines:

1. Parties wishing to meet with Council as a Delegation to a regular Council meeting must inform the Communications and Finance Assistant of the Town of Claresholm, and put their request in writing. This request must be received at the Town Office by 4pm the Thursday prior to the scheduled meeting.
2. There will be a limit of two (2) delegations allowed to any scheduled meeting. Requests to increase this number will be at the sole discretion of the Mayor.
3. All parties that attend a Council meeting and speak on behalf of an issue must sign the "Council Delegation Sign-in Sheet." This record will be filed with the Council meeting minutes.
4. Delegations will be limited to a maximum of fifteen (15) minutes to discuss the issue. Any delegations running over this time limit will be at the discretion of the Mayor.
5. Decisions on delegation issues will not be made at the same meeting, but rather at the next regular Council meeting.



REQUEST FOR DECISION

Meeting: July 15, 2019
Agenda Item: 15

POLICY MANUAL REVIEW & UPDATES – CPO Policies

DESCRIPTION / BACKGROUND:

In June we had the opportunity of being involved in an audit of our CPO program which included a review of policies and procedures as well as a review of our records. In preparing for this audit there were a number of other policies noted that we were deficient. These included a public complaints policy along with an alternative disputes resolution policy (we have combined into one policy) and an Exhibits Handling Policy.

We also became aware of a recent bulletin that was released by the Justice and Solicitor General that detailed two other policies that authorize employers of Peace Officers must put into place for the safety of the Peace Officers. These were a Communication System Policy and Protocol and a Known-Risk Policy and Protocol (again we combined these together into one policy).

5.3.20 – Exhibits Handling Policy

This policy is to dictate how the CPO is to handle, store, and document physical exhibits they seize or receive. This could include items such as driver's licenses that are turned in or seized. In general, the Town's CPO does not seize or receive physical exhibits as they are not involved in investigating or addressing criminal activity that would involve physical evidence/exhibits. Such activities are left to or handed over to the RCMP. The seizing of driver's licenses or similar may occur in the course of enforcing traffic safety act violations such as speeding, in which case this policy directs the CPO to turn such exhibits directly over to the RCMP as the Town does not have appropriate storage facilities to secure such items.

5.3.30 – CPO Complaint Process Policy

This policy addresses the legislated process for dealing with official complaints (written complaints received to the CAO (Town)) against a CPO. It also briefly states policy on how to handle unofficial complaints (verbal or other non-written complaints). The Town is also to have an alternative dispute resolution policy which is essentially an alternative method of addressing official complaints rather than through an official investigation, discipline, and reporting process. This alternative method is essentially to settle the issue with the complainant and the CPO to the satisfaction of both parties without an investigation.

5.3.35 – CPO Safety Policy

This policy addresses the two policies the recent bulletin from the Justice and Solicitor General department. The Town and our CPO has already essentially been following this policy including the use of FRESC and communication with the RCMP, this simply formalizes these processes and satisfies the requirements of the Solicitor General.

RECOMMENDATION:

The Administrative Services Committee reviewed these policies on July 8, 2019 and recommends Council pass a resolution to adopt the amended policies by resolution:

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

PROPOSED RESOLUTIONS:

Moved by Councillor _____ 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


ATTACHMENTS:

- 1.) 5.3.20 – Exhibits Handling Policy (v1.0)
- 2.) 5.3.30 – CPO Complaint Process Policy (v1.0)
- 3.) 5.3.35 – CPO Safety Policy (v1.0)

PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 9, 2019


 Claresholm	Physical Exhibits Handling Policy		Policy #5.3.20
Department Owner:	Regulatory & Protective Services		
Policy Applies To:	Community Peace Officers		
Date Created:	July 5, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	N/A

Intent:

1. To ensure the preservation and safeguarding of physical exhibits seized by a community peace officer or turned into the Town Office.

Guidelines:

1. When any type of physical exhibit comes into the possession of an Officer, care must be taken to preserve the exhibit in its original form. Further it is the Community Peace Officer's responsibility to make sure that the exhibit is safeguarded.
2. As the Town of Claresholm does not regularly make any seizures of physical exhibits nor do they have any secure storage unit for the safekeeping of such exhibits, all such exhibits shall be turned over to the RCMP for storage and processing, and the owner of the exhibit will be required to retrieve such exhibits from the RCMP Claresholm Detachment.
3. Any ticket or incident that resulted in the receipt or seizure of physical exhibits, the ticket or incident report must document such seizure/receipt along with sufficient detail to identify or cross-reference the item held by the RCMP (i.e. RCMP tag number).

	CPO Complaint Process Policy		Policy #5.3.30
Department Owner:	Regulatory & Protective Services		
Policy Applies To:	Public Complaints on CPOs		
Date Created:	July 5, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	N/A

Intent:

1. To comply with the Alberta Public Security Peace Officer Program Policy and Procedures Manual in relation to complaints against a Community Peace Officer.
2. To help ensure the prompt investigation, documentation and/or resolution of any complaints against our Community Peace Officer(s) to protect the rights and safety of our citizens and our Community Peace Officer(s).
3. In the event of a conflict between the provisions of this policy and the provisions of any Federal, Provincial or Municipal regulation, the provisions of those regulations shall prevail over the provisions of this policy to the extent of any conflict.

Definitions:

- CAO – Chief Administrative Officer
- CPO – Community Peace Officer
- Director – Unless otherwise specified, “Director” refers to the Director of Law Enforcement with the Government of Alberta.
- Director of Corporate Services – Is an employee of the Town who is the direct supervisor of the CPO or Bylaw Officer(s) and reports directly to the CAO.
- POMR – Peace Officer (Ministerial) Regulations
- The Act – refers to the Peace Officer Act of Alberta – Statute of Alberta, 2006 Chapter P-3.5

Guidelines:

1. In the event of a complaint against or related to the CPO and/or their conduct or actions, such complaints should be taken seriously and be immediately brought to the attention of the Director of Corporate Services and/or the CAO, and where appropriate to the attention of the CPO.
2. An official complaint is a written complaint and must be handled as per the Act, and detailed in the Alberta Public Security Peace Officer Program Policy and Procedures Manual:
 - a. A written complaint is received by the authorized employer.
 - b. The authorized employer must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.
 - c. Notify the Peace Officer involved of the complaint if appropriate (see ‘Appendix A’ below for details).
 - d. The authorized employer must advise Public Security Division of public complaints in accordance with Incident Report Form J3535 (‘Appendix B’).
 - e. Investigate the allegations of the complaint by interviewing the complainant, any

witnesses, the Peace Officer(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence.

- f. Review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - i. Occurrence reports
 - ii. Dispatch logs
 - iii. Peace Officer notebook(s)
 - iv. Court reports
 - v. Legal documents
 - vi. In car video recordings
- g. Notify the complainant, the Peace Officer involved if appropriate, and Director as to the status of the investigation at least once every 45 days.
- h. Upon conclusion of the investigation the authorized employer must notify the complainant, the Peace Officer involved, and the Director of the disposition of the complaint using wording found in Section 22 of the POMR, which reads as follows:
 - 'The complaint is unfounded.' This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
 - 'The complaint is unsubstantiated.' This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
 - 'The complaint is found to have merit in whole or in part.' This means that on the basis of a thorough investigation that
 - 'in whole' a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to the entirety of the complaint; or
 - 'in part' a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.
 - 'The complaint is frivolous, vexatious or made in bad faith.' This disposition will be used when an authorized employer chooses not to investigate a complaint as per Section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.
- i. In the event a complaint is found to have merit in whole or in part the authorized employer must state what disciplinary action has been taken and it must be in accordance with the agency's disciplinary policy filed with the Director:

NOTE1: The specifics of what disciplinary action is taken (verbal reprimand, three day suspension, dismissal, etc.) may be articulated, if permitted by a Collective Agreement or Human Relations policy. If the details are released it is permitted under 40(1)(f) of the FOIP Act.

NOTE2: The specifics of what disciplinary action is taken must be reported to the Director of Law Enforcement to ensure the disciplinary policy submitted as a requirement of legislation is being adhered to. If specific information is not provided to the complainant, employers must indicate disciplinary action was taken in accordance with discipline policies supplied to the Solicitor General and Ministry of Public Security. The conclusion letter issued to the complaint must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director as required in Section 15 of the Act.

PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. AN APPEAL MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS

DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW
ENFORCEMENT ON APPEAL IS FINAL.

Correspondence to the Director must be sent to:
Director of Law Enforcement
10th Floor, 10365 - 97 Street
Edmonton AB T5J 3W7

3. It is recognized that some complaints will be made under circumstances in which an investigation is not required. The legislation has included four circumstances under which an employer may choose not to investigate a complaint if the authorized employer is of the opinion that the complaint falls into one of noted categories:
- Frivolous. A complaint intended merely to harass or embarrass.
 - Vexatious. Complaint that has no basis in fact or reason, with its purpose to bother, annoy and embarrass the Peace Officer or authorized employer.
 - Bad Faith. Filing the complaint with intentional dishonesty or with intent to mislead.
 - Public complaints received regarding quality of service relating to the interpretation or application of legislation, investigation outcome or action taken as a result of an investigation are not normally considered complaints against the conduct or actions of a Peace Officer. After a review, the authorized employer may choose not to investigate these occurrences pursuant to Section 15(2)(b) of the Act (Peace Officer Act of Alberta).

Reasons for not investigating complaints by reason of the above definitions must be explained in written format to the complainant and advise them of the ability to appeal to the Director. All complaints disposed through this section must be reported to the Director on a monthly basis.

4. Informal Resolution of Official Complaints:

The Director of Corporate Services, being the direct supervisor of the CPO or Bylaw Officer against which a complaint was made, or the CAO has the authority to informally resolve the public complaint. This shall be accomplished by meeting with the complainant to discuss their concerns, circumstances, facts and any information pertaining to the complaint. If a mutually agreeable solution can be reached by all parties involved, the complaint shall be deemed to be resolved and no investigation, or further investigation, is necessary.

5. Any decision reached by an authorized employer relating to a written complaint may be appealed to the Director by virtue of Section 15(4) of the POA. The purpose of having appeals reviewed by the Director is to provide an avenue of third-party oversight for decisions made by authorized employers as they relate to peace officers. This program aspect is seen as valuable in strengthening public accountability and public trust in the program.

A complainant may appeal a decision of an authorized employer within 30 days, in writing, to the Director. The Director is then required by the Act to conduct a review of the circumstances and after consideration may:

- Direct the authorized employer to take any action the Director considers appropriate, or
- Confirm, reverse or vary the authorized employer's disposition.

The decision of the Director under this review process is final and there are no avenues for appeal.

6. Unofficial complaints (verbal or other non-written concerns/complaints) shall be addressed in the following manner.
 - c. Acknowledge the complaint where possible to the complainant and investigate at minimum through discussion with the complainant and the CPO.
 - d. The authorized employer will, where possible, inform the complainant of the results of the investigation.
 - e. In the event a complaint is found to have merit in whole or in part the authorized employer will take appropriate disciplinary action and where appropriate inform the complainant what action will be taken.
 - f. No official reporting is required to the Director for unofficial complaints.

APPENDIX A

Notification to CPO of Complaint

Part 5 of the Peace Officer (Ministerial) Regulation (POMR) makes references in Sections 20 and 21 to notifying a Peace Officer of complaints made where the Director deems it appropriate. It is recognized that in the majority of cases it is always appropriate and necessary to inform a Peace Officer about a complaint made to facilitate the principles of due process and fairness. However, in circumstances where such notification may unduly have a negative impact on an internal investigation or place the complainant in an unfavourable position, the notification to the Peace Officer may be delayed for a period of time.

In the following general circumstances, consideration must be given to delay informing the Peace Officer about a complaint when it may reasonably be suspected that:

- a) The complainant may be placed in danger,
- b) The complainant may face other inappropriate action by the Peace Officer should the Peace Officer be informed,
- c) The notification may impede the gathering of evidence during an internal investigation conducted under Part 3 of the Act,
- d) A reasonable likelihood exists that the complaint may lead to charges under federal or provincial legislation and that notification of the Peace Officer could impede any resulting police or other investigative agency investigation, or
- e) Any other situation identified by the authorized employer or Director in which it may be appropriate to delay informing the Peace Officer about the complaint.

In any case where the authorized employer is uncertain as to the appropriateness of informing a Peace Officer about a complaint, the Public Security Division should be contacted.

APPENDIX B
Public Security Peace Officer Program – Incident Report (J3535)

- ☐ **New Report**
- ☐ **Follow Up** (required every 45 days)
- ☐ **Concluded**

This report refers to one incident only.

For Public Security Division Use Only

Received:

POSP File No.

Employer File No.

Part 1a - Type of Complaint

Type of Complaint (Employer Initiated, Public Complaint or Reportable)	Type of Incident (ie. Assault, Code of Conduct, Excessive Force, Use of Baton, etc)		
Employer File Number	Date of Incident (yyyy-mm-dd)	Time of Incident (HH:MM am/pm)	
Incident Location Address	City/Town	Province/Territory AB	Postal Code

Part 1b - Complainant Information

Complainant Last Name(s)	Complainant First Name	Gender <input type="checkbox"/> M <input type="checkbox"/> F
Complainant's Address	City/Town	Province/Territory AB
Complainant's Email Address	Phone Number	

Part 2 - Peace Officer(s)

Peace Officer: Last Name(s)	First	Middle	Gender	Date of Birth (yyyy-mm-dd)	Appointment No.
			<input type="checkbox"/> M <input type="checkbox"/> F		

Part 3 - Employer Information

Authorized Employer Name (as it appears on Authorization)	Division	Unit
Street Address	City/Town	Province/Territory AB
Person Submitting Incident Report	Email Address	Phone Number
Authorized Employer Contact Person	Email Address	Phone Number

Part 4 - For Public Security Division Use Only - Do Not Complete

Investigator Assigned:	Date Assigned: (yyyy-mm-dd)
Date Entered on IAPRO: (yyyy-mm-dd)	Signature:

Part 5 - Event (choose all that apply)

Reporting Time Limit

- | | |
|--|-------------|
| <input type="checkbox"/> Use of a firearm discharged at a person or accidental discharge (does not include use on an animal) | Immediately |
| <input type="checkbox"/> Peace Officer involved in serious injury or death of a person | Immediately |
| <input type="checkbox"/> Complaint of excessive force (public or internal) | Immediately |
| <input type="checkbox"/> Peace Officer involved where weapon was used by another person | Immediately |

<input type="checkbox"/> Peace Officer involved in serious/sensitive matter	Immediately
<input type="checkbox"/> Charge or arrest of Peace Officer under the <i>Criminal Code</i> , the <i>Controlled Drugs and Substances Act</i> or any other enactment of Canada on or off duty	Immediately
<input type="checkbox"/> Charge or arrest of a Peace Officer under an enactment of Alberta on or off duty (if serious... see policy)	Immediately
<input type="checkbox"/> Peace Officer CPIC Breach/Violation	Immediately
<input type="checkbox"/> Peace Officer found to have violated the employer's code of conduct	Immediately
<input type="checkbox"/> Suspension or termination of a Peace Officer	Immediately
<input type="checkbox"/> 'Founded' Authorized Employer investigation initiated under section 16 POA (not captured above)	Immediately
<input type="checkbox"/> Use of baton	2 business days
<input type="checkbox"/> Use of OC spray	2 business days
<input type="checkbox"/> Use of Conducted Energy Device/tear gas	2 business days
<input type="checkbox"/> Use of other weapon as detailed in policy	2 business days
<input type="checkbox"/> Loss of Peace Officer Identification Card (police report file number required)	24 Hours
<input type="checkbox"/> Public Complaint about a Peace Officer (not captured above)	1 month
<input type="checkbox"/> Other report (specify) _____	1 month
<input type="checkbox"/> This is a disposition of a current or previous investigation or incident (one of the following must be checked)	1 month
<input type="checkbox"/> complaint dismissed, not investigated, discontinued or resolved informally	
<input type="checkbox"/> complaint dismissed as frivolous, vexatious or made in bad faith	
<input type="checkbox"/> complaint is unfounded	
<input type="checkbox"/> complaint is unsubstantiated	
<input type="checkbox"/> complaint is found to have merit in whole or in part	
<input type="checkbox"/> This is an update to an ongoing investigation as required by the Act	45 days

Part 6 - Details of Incident

Part 7 - Documents for Submission (if applicable)

Public Complaint/Employer Initiated Investigation: <i>Initial:</i> <input type="checkbox"/> Copy of complaint <input type="checkbox"/> Acknowledgement letter to complainant <input type="checkbox"/> Acknowledgement letter to peace officer <i>Follow-up:</i> <input type="checkbox"/> 45-day update letter to complainant <input type="checkbox"/> 45-day update letter to peace officer	Public Complaint/Employer Initiated Investigation Conclusion: <input type="checkbox"/> Investigation Report <input type="checkbox"/> Disposition letter to complainant <input type="checkbox"/> Disposition letter to peace officer	Other: <input type="checkbox"/> Police Report <input type="checkbox"/> Incident Report
---	---	---

This form can be faxed, mailed or emailed to:

Public Complaints Coordinator
 Public Security Peace Officer Program
 9th floor, 10365-97 Street
 Edmonton AB T5J 3W7

Fax: 780-427-4670
 POProgram@gov.ab.ca

 Claresholm	CPO Safety Policy		Policy #5.3.35
Department Owner:	Regulatory & Protective Services		
Policy Applies To:	Community Peace Officers		
Date Created:	July 5, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	N/A

Intent:

1. To ensure the safety of our community Peace Officers through:
 - a. Communication System and Protocols
 - b. Known-Risk Protocol
2. To comply with policy requirements for Authorized Employers of Peace Officers.

Definitions:

- CPO – Community Peace Officer
- FRESC – Foothills Regional Emergency Services Commission
- RCMP – Royal Canadian Mounted Police Claresholm Detachment

Guidelines:

1. The Town contracts dispatch and Peace Officer monitoring through FRESC. Any CPO employed by the Town is required to use this service and follow the protocols as outline by FRESC for Peace Officer monitoring (see Appendix A).
2. To reduce the risks inherent in entering properties or sites any CPO must contact the RCMP prior to approaching a door or entering private property to ensure there are no known risks or issues at that property or be aware of what risks or issues may be encountered.
3. The CPO shall keep a record of any properties or individuals where there are known risks, whether determined from own experience or from the RCMP. This record shall be updated regularly and a copy of this record shall be kept in a location in their office that is accessible to supervisors as well as the Development Officer.
4. If there is a known risk at a property or site the CPO shall take appropriate actions to mitigate those risks which include at minimum:
 - a. Do not approach or enter property without RCMP present for any high risk property.
 - b. Ensure vehicle is within range and activate body mic for any moderate risk property.
 - c. Always follow monitoring protocols for residential visits (10-77) or other high risk activity.

APPENDIX A
FRESC – Peace Officer Monitoring Protocol



Peace Officer Monitoring Protocol

Booking On/Off Shift (10-36 / 10-35)

1. Each officer will book on **(10-36)** at the beginning of each shift and book off **(10-35)** at the end of each shift using the applicable radio frequency for their area. In the event of a failure of this repeater, Officers will book on (10-36) using their cellular telephone. This may also be facilitated through the SafetyLink software. If the 1035 time is extended the officer will provide the estimated time of the extended timer.
2. Each officer will provide the Officer ID, regiment number, vehicle radio ID and portable ID and their current location to the FRESC Dispatch. This information will also be required when booking off duty.

Welfare Checks (10-70)

1. FRESC Dispatch will conduct sixty (60) minute welfare checks **(10-70)** for all officers who are booked on unless instructed otherwise (i.e. in office, in court, etc.).
2. All checks will be conducted via radio, or in the event of a failure of the applicable repeater, cellular telephone or the SafetyLink software.
3. For those Officers who are logged into SafetyLink and have confirmed active vehicle tracking:
 - a. At each 10-70 check the Officer will confirm he/she is "10-70" (OK). FRESC Dispatch will check the Officers GPS and confirm they are tracking properly – location is not required.
4. For those Offices who do not have active vehicle tracking:
 - a. At each 10-70 check the Officer will provide his/her exact location, including street/avenue. Township/range roads, common name and town or MD/County. Locations of a town name only will not be accepted by FRESC Dispatch. The officer may elect at this time to provide this information via cell phone ie: "Foot 666 1070 will provide location by phone."

Unable to contact while on duty (10-70)

If FRESC Dispatch is unable to make contact with an Officer during a regular 10-70 check, dispatch will:

1. Repeat attempts to contact via radio, cellular telephone or land lines (leave messages), as applicable. Repeat for five (5) minutes. FRESC Dispatch will also attempt to contact any other Officers booked on with the missing Officers detachment. Also contact the Officers Supervisor, and/or contact their home office.
2. If after five (5) minutes FRESC Dispatch is unable to contact the missing Officer, they will then contact RCMP with an 'unable to locate' complaint and provide last known location for the Officer, using vehicle GPS (if applicable) and continue to provide updates on GPS location to RCMP. The FRESC Communications Specialist will also advise FRESC Duty Superintendent.
3. FRESC Dispatch will continue to attempt to contact the missing officer continually until contact is established or the RCMP report they have located the missing Officers.



Vehicle Stop (10-11)

During their shifts, officers may be conducting vehicle stops which require separate welfare check outside of the regular 10-70 checks. Officers will signal their intention to the FRESC Dispatch via radio (cell phones only if in poor radio reception area) or if approved by the municipality the vehicle stop information may be entered by the Officer via the SafetyLink software. When cleared by FRESC Dispatch to go ahead, the Officer will provide the following information in the order noted:

Vehicle Stop

1. Vehicle license number and description including colour and other identifying marks.
2. His/her exact location including street/avenue, township/range road, direction of travel and common name information. Only verbal locations will be accepted by FRESC Dispatch this can be done either over the air or via cell phone. A check stop or covert traffic monitoring location may be called in prior to beginning vehicle stops and then any subsequent vehicle stops will be tagged with that location – it is the officer's responsibility to advise Dispatch of a change in location.
3. Number of occupants including description if available.
4. FRESC Dispatch will record all information provided in the appropriate 10-11 section of the log and set a ten (10) minute timer. Officers may request a different amount of time if they feel the situation warrants.

Residential Visit (10-77) or Other High Risk Activity, Foot Patrol

During their shifts, officers may be conducting other activities which require separate welfare check outside of the regular 10-70 checks. Officers will signal their intention to the FRESC Dispatch via radio (cell phones only if in poor radio reception area) or if approved by the municipality the information may be entered by the Officer via the SafetyLink software. When cleared by the FRESC Dispatch to go ahead, the Officer will provide the following information:

1. His/her exact location including municipal address, (if applicable) street/avenue, township/range road and common name information. Only verbal locations will be accepted by FRESC Dispatch this can be done either over the air or via cell phone.
2. Any special identifying marks or names associated with the location.
3. The Officer will provide the FRESC Dispatch with a length of time they wish to have their timer set for (i.e.: 5 minutes, 10 minutes, 20 minutes)
4. The FRESC Dispatch will record all information provided in the log of the Officers incident and set the Officer for a timer for the specified duration.

At the end of the timer, FRESC Dispatch will complete a check (10-70) on the officer. An Officer may cancel the timer if they have completed their check (10-8) before the timer expires. The Officer may also ask for an extension of their requested timer. Once the vehicle stop or residential visit is complete and 10-8 has occurred, regular 10-70 checks will continue in sixty (60) minutes from the 10-8 time.



Out of Vehicle

The officer must communicate with dispatch when he/she is leaving the vehicle and going to portable radio (10-76). This will ensure that dispatch is aware the officer is out of the vehicle and that there is sufficient area reception to communicate via portable radio.

Out of Service 10-7 (still on duty)

This may be requested by an officer if they are out of service (busy) or in the office (10-78) and no longer requesting hourly checks.

Unable to contact during a (10-11) or (10-77)

If FRESC Dispatch is unable to make contact with an officer during a vehicle\residential check, FRESC Dispatch will:

1. Repeat attempts to contact via radio, cellular telephone or land lines (leave messages), as applicable. Repeat for (Two) 2 minute **(or Agency Specified)**. FRESC Dispatch will also attempt to contact any other Officers booked on with the missing Officers agency/detachment. Also contact the Officers Supervisor, and/or contact their home office.
2. If after (two) 2 minutes **(or Agency Specified)** the FRESC Dispatch is unable to contact the missing Officer, they will then contact RCMP with an 'unable to contact during 10-11' complaint and provide the location of the 10-11, using vehicle GPS (if applicable) and continue to provide updates on GPS location to RCMP. The FRESC Communications Specialist will also advise FRESC Duty Superintendent.
3. The FRESC Dispatch will continue to attempt to contact the missing officer continually until contact is established or the RCMP report they have located the missing Officer.

Emergency button activated (if applicable)

If at any time an emergency alarm from an Officers' portable radio is activated, dispatch will:

1. Immediately acknowledge the alarm and ask the Officer to advise his/her status or situation. Example: "Foothills 808 - Zulu 1 copies - provide status update"
2. If able to do so, the officer that activated the emergency button shall immediately advise dispatch of the problem, their location and what assistance they require.
3. If no response from the Officer, Dispatch will immediately contact the RCMP with the last known location or current GPS location of the vehicle, as applicable.
4. If no response, or if the Officer that activated the emergency button is in distress and/or requesting assistance, Dispatch will set off emergency warble tones on the radio channel the officer is using. Broadcast to all on duty Officers on that channel the Officer's last location and details of the situation.
5. Notify RCMP and other Officers of any GPS location updates as they become available.



Officers entering areas of known intermittent radio availability:

If an Officer is about to enter an area of known intermittent radio availability, the Officer will:

1. Contact the FRESA Dispatch and indicate the area they are entering.
2. Contact the FRESA Dispatch and indicate when they have vacated the area of intermittent radio availability.
3. If at all possible, all Officers should refrain from entering areas of known intermittent radio availability whenever possible.

*****It is important to remember that communications between all Officers and the FRESA Communications Centre should be conducted via radio whenever possible. This will assist in communicating the Officer location and incident type to other Officers working in the area******

Other:

Each Peace Officer agency/detachment Commander will provide the FRESA Communications Center with a list of all Vehicle and Portable radio IDs so an applicable alias can be created in the FRESA Zetron radio console.

At no time should an Officer allow another Officer to answer a 10-70 check for them, without the secondary Officer providing their own identification to the FRESA Communications Centre.

If at any time an Officer's vehicle is not tracking, for any reason, all 10-70 checks will include the Officers exact location (Welfare Checks – item 4a). Officers in vehicles that are not tracking will follow their individual protocols for this situation. ie. Return to office



*****Emergency Contact***:**

Supervisors Name _____

Supervisors Contact # Work: _____ Cell: _____

Home: _____

Alternate Contact: Name: _____ Contact #: _____

This protocol has been reviewed and the undersigned agree to comply with all requirements for safety monitoring:

Officer Name: _____

Officer: _____ Date: _____

Supervisor: _____ Date: _____



REQUEST FOR DECISION

Meeting: July 15, 2019
Agenda Item: 16

POLICY MANUAL REVIEW – STAFF TRAINING AND DEVELOPMENT

DESCRIPTION / BACKGROUND:

It has been noted that the Staff Training and Development policy, as it relates to meal reimbursement / allowances, is inconsistent between union and non-union employees. As per the Union Contract meal costs without receipts will be reimbursed at set rates of a \$10 for breakfast, \$15 for lunch, and \$20 for supper. The current staff training and development policy states there will be no reimbursement without receipts.

The proposed change is in red in the attached draft policy.

RECOMMENDATION:

The Administrative Services Committee reviewed the policy on July 8, 2019 and recommends Council pass a resolution to adopt the amended policy 1.1.50 – Staff Training and Development (v1.1) by resolution:

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the amended policy 1.1.50 – Staff Training and Development (v1.1), effective July 15, 2019:

ATTACHMENTS:

- 1.) 1.1.50 – Staff Training and Development (v1.1)

PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 9, 2019

 Claresholm	Staff Training & Development		Policy #1.1.50
Department Owner:	Administration		
Policy Applies To:	Town of Claresholm employees		
Date Created:	July 8, 2019	Date Approved By Council:	
Version #:	1.1	Resolution #:	
Last Review Date:	July 8, 2019	Policy(ies) Replaced/Rescinded:	V1.0

Intent

The Town of Claresholm believes in the development of our workforce, both to enhance employee engagement and commitment to the Town as an employer and to ensure the continued excellence of our organization. Training and Development is an essential business investment that enables the Town to maintain and extend our employee's knowledge and skills as our business environment evolves. Training and development plans and budgets shall be built into the Town of Claresholm annual budget.

The investment that the Town of Claresholm makes in partnership with employees in their continuing career development allows us to achieve maximum flexibility in meeting our current and future skills requirements. The Town is committed to creating and fostering an environment that facilitates and enhances the skills training and career development of our employees. Employees will be provided with opportunities so that they may maintain and develop their skills, adapt to changing workplace needs and fulfill their employment potential within the Town.

Definitions

For the purposes of this Policy:

Training and Development – Includes, but is not limited to, formal training, work experiences, conferences, job networking or formal courses of study to update and enhance the skills/knowledge necessary to make a continuing contribution to the work of the Town of Claresholm, in current and future roles.

General Guidelines

Hotel/motel costs are not to exceed two hundred dollars (\$200) per night including taxes and fees, unless otherwise authorized by the Chief Administrative Officer (CAO). Any overage will be paid by the employee(s).

Meal costs will be reimbursed by the Town when they are supported by receipts. The maximum allowed per day is seventy dollars (\$70) in total.

Reimbursement for meals where no receipt is provided will be at the rates specified in the current collective agreement between CUPE Local 3023 and the Town of Claresholm

Expenses not to be reimbursed shall consist of:

- In room movies
- Personal phone calls
- Use of in room mini bar
- Liquor expenses
- Expenses incurred by employees spouse or guest

Time spent travelling to/from the course/seminar is considered time worked and is chargeable to the Town unless it results in overtime as noted below.

Travel to and from the course venue will be subject to the guidelines under the Town of Claresholm Personal Vehicle Usage and Compensation policy.

Time spent in the course/seminar is considered time worked and is chargeable to the Town unless it results in overtime as noted below.

Overtime

For seminars and courses, including travel time, overtime (paid or banked) will only be claimable when explicitly approved by the employee's supervisor beforehand.

Responsibilities

Senior Administration:

Create and foster an environment that facilitates and enhances the skills training and career development of employees by:

- Considering employees development initiatives in annually reviewing performance of foreman / department heads.
- Providing resources for employees training and development to ensure that skill levels of administrative employees are strong, broad and well-suited to the pursuit of the Town's objectives.

Department Heads:

Create and foster an environment that facilitates and enhances the skills training and career development of employees by:

- Discussing with employees development needs in relation to the work of the unit.
- Providing opportunities for the discussion of individual goals on at least an annual basis and for the development of a mutually agreed on plan for training and career development.
- Recognizing developmental achievements during the year.
- Based on the operational requirements of the unit, providing job-specific training to enable employees to acquire skills and knowledge necessary to the work of the unit based on identified needs, for example by participating in training seminars, job network meetings and temporary assignments.
- To the extent that operational requirements allow, providing employees with appropriate opportunities to acquire skills or experience which would enhance employees' ability to make a continuing contribution to the work of the Town of Claresholm, for example by participating in training seminars, job network meetings and cross-training.
- Review and approve appropriate requests for training and development. Supervisory approval for time away from the job for purposes of training and career development will be based on the following criteria:
 - Operational requirements of the work unit in relation to duration and timing of the development activity

- Benefit of the development activity to the work of the Town of Claresholm
- Benefit of the development activity to the achievement of the employees' career goals within the Town
- Costs for training fall within operational budget constraints.

Employees:

Take the primary responsibility for managing their careers by:

- Examining current skills and identifying areas for further development.
- Seeking opportunities for ongoing skills enhancement.
- Taking advantage of relevant training.
- Keeping skills and knowledge up to date to meet changing workplace needs.
- Contributing to the department/division's annual planning process.
- Putting full effort into the course and receiving a passing grade on all courses.

Employees must present a copy of their final marks and / or a copy of the certificate received upon completion of the course for their personnel file.

General Procedure

For all training and development activities, applicants will be selected on the basis of identified Town and individual needs, assuming candidates meet program standards and requirements.

Town of Claresholm employees may either:

- Be requested to participate in training courses, or
- Request to participate in training courses.

Application

All employees who are applying for, or are requested to participate in, training and development courses will complete the Application for Training Form (Schedule A) in consultation with their supervisors. Detailed descriptions of course content and requirements should be attached to the application.

Training Requiring Leave Of Absence

Any training or development program which requires a leave of absence must be in a field directly related to current responsibilities or as approved in conjunction with career planning / succession planning activities and approved by Town Council.

Schedule "A"

Application for Training Form

Employee's Name	
Name and/or Description of Training or Course	
Date of Training	
Location	
Course Costs	
Material Costs	
Mileage Costs	
Other Costs	
G.L. Account	
Purpose/Intent of Training	

Employee's Signature	Date:	
Supervisor's Approval/Signature	Date:	
Managements' Approval/Signature	Date:	



REQUEST FOR DECISION

Meeting: July 15, 2019
Agenda Item: 17

CONTRACT RESOLUTION

DESCRIPTION:

In 2017, the Town of Claresholm entered into a contract with Tenato Strategy Inc. for the purpose of rebranding the Town's logo.

Following a breakdown in relations between the Town of Claresholm and Tenato Strategy Inc., their contract was terminated effective May 4, 2017.

A final resolution to the contract with Tenato Strategy Inc. has been reached and a motion of Council is required to accept the final terms.

This is also an unbudgeted expenditure and therefore funding source also needs to be identified and approved by council.

PROPOSED RESOLUTION:

Moved by Councillor _____ 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.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: July 10, 2019



REQUEST FOR DECISION

Meeting: July 15, 2019
Agenda Item: 18

2019 AUMA CONVENTION

DESCRIPTION:

The 2019 Alberta Urban Municipalities Association (AUMA) Convention is being held in Edmonton from September 25 – 27.

All hotels are sold out for the convention, however Administration booked hotel rooms for all members of Council at the Westin Edmonton in November of 2018. Administration is requesting that Council confirm your attendance at this event as soon as possible.

Please visit the website to view the guest speakers and sessions that are being held.

<https://auma.ca/events/2019-auma-convention-amsc-trade-show>

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: July 10, 2019

PAINTING OF CENTRE LINE ON ROADS

BACKGROUND / DESCRIPTION:

The Community Peace Officer, both current and previous Officers, as well as Town Administration and the RCMP have noted numerous and consistent issues of individuals pulling across oncoming traffic to enter, and even exit, angled parking spots on the opposite side of the street. This is a significant safety concern and traffic hazard.

- Despite advertising in the paper to the public and warnings being given out to violators this continues to be an issue. Many business owners, citizens, teachers and parents have expressed concern over this issue and the dangers of it.

Within the TSA (Traffic Safety Act) and the specified penalty book for Rules of the Road Regulations- Sec 12(1) = \$233 – Drive left of centre Line. Due to the lack of an actual centre line being present on the road, whether a ticket would stand up in court or not is uncertain, which is the main reason primarily only warnings have been handed out to date by both CPOs as well as RCMP. This has been an issue discussed with numerous Officers with different agencies and they all recommend the best course of action to address this issue is to paint a centre line on the road in the problem areas.

The painting of centre lines allows the act of pulling across traffic to park on the opposite side of the street a clear violation of Sec 12(1) of the TSA, which makes law enforcement Officers more comfortable handing out tickets for such, as it will hold up better in court and therefore reduce the chances of the ticket being quashed.

There are only a couple areas in Town with angle parking where this is a concern:

- Section of road on 8th Street West in front of the West Meadow Elementary School (major safety concern)



- Downtown core;
 - 50th Avenue West 100 block and a little of the 200 block
 - 49th Avenue West 100 block and a little of the 200 block
 - 2nd Street from 51st Avenue west to halfway between 49th and 48th Avenue West



Estimated cost for painting lines is less than \$100 per block of road, or approximately \$600.

RECOMMENDED ACTION:

The Emergency Services Committee reviewed the proposal and recommends centre lines be painted in the Downtown core and on 8th Street West in front of West Meadow Elementary.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the painting of traffic lines in the described areas as presented.

APPLICABLE LEGISLATION:

- TSA (Traffic Safety Act) specified penalty book for Rules of the Road Regulations- Sec 12(1)

PREPARED BY: CPO Ryan Rasmussen

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 11, 2019



REQUEST FOR DECISION

Meeting: July 15, 2019
Agenda Item: 20

DOG POOP BAG DISPENSERS

BACKGROUND:

The Town has installed and supplies poop bags for dog owners within many of the parks around Town including both off-leash dog parks, plus one at the VIC/Museum by the highway as a tourist rest stop location. There is currently a total of 9 located in Town. With the addition of the new pathways around Town including at the access roads around the storm ponds, the pathways along 8th Street, the Kin Trail west of Town and the pathway between the Lodge and Patterson Park there have been some requests for dispensers to be installed along these new pathways. Currently the Town does not have any that are strictly along pathways, just in parks and at green spaces.

DESCRIPTION:

Discussions have been held at the committee level previously and the overall cost of installing more dispensers was explored. A Request for Direction on this topic was presented to Council at January 28, 2019 and at the time, Council directed Administration to not install any more dispensers and to monitor the situation.

As we are now into summer, many more people are using the trails and pathways and concerns are being raised about the amount of canine fecal matter being left behind. If dispensers are installed and bags available for use alongside the garbage containers, there is hope that responsible pet owners will be more diligent about picking up after their pet. Although there are ongoing costs associated with installing more dispensers, it is prudent for the Town to do our part to help keep our community clean.

- Estimated cost per dispenser (original cost to install) - \$125-150/each
- Estimated cost to the Town annually in bags **currently** - \$6,000

RECOMMENDED ACTION:

Council pass a motion to install two new dispensers and supply bags to these locations going forward.

PROPOSED RESOLUTION:

Moved by Councillor _____ 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.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 11, 2019



REQUEST FOR DIRECTION

Meeting: July 15, 2019
Agenda Item: 21

2019 AUMA CONVENTION & RCMP 'K' DIVISION

DESCRIPTION:

The 2019 Alberta Urban Municipalities Association (AUMA) Convention is being held in Edmonton from September 25 – 27.

Sergeant Greg Stannard from the Claresholm RCMP Detachment has been posed the usual yearly question from the K Division Commanding Officer. In regards to the AUMA convention in Edmonton this September, they are wondering if Council has any specific issues at the Divisional level that they would like to address with the Commanding Officer.

K Division would only like to meet to discuss issues that are relative to Division Management or that would have a Division-wide impact. If there are other issues, they would like them to be addressed with the local detachment.

If Council would like to meet with the K Division Commanding Officer, the meeting would need to be scheduled and a specific topic identified.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: July 10, 2019



Town of Claresholm
Income Statement by Object
May 31, 2019

Revenue	MAY	2019 YTD	2019 BUDGET
Net municipal taxes	275,896.21	(3,896,338.57)	(3,213,352.32) ¹
Special assessments	156.00	(12,854.07)	(12,934.00)
User fees and sales of goods	(87,879.33)	(837,933.02)	(2,595,840.00)
Government transfers for operating	(1,960.00)	(15,413.33)	(253,188.35)
Investment income	(8,361.25)	(47,540.93)	(70,000.00)
Penalties and costs of taxes	(3,535.30)	(40,038.17)	(126,000.00)
Licenses and permits	(4,890.90)	(64,308.22)	(99,300.00)
Other local government transfers	(6,190.00)	(59,760.00)	(69,000.00)
Proceeds from disposal of capital assets	-	-	(40,000.00)
Franchise and concession contracts	(17,021.04)	(111,022.10)	(206,609.00)
Rental	(2,231.03)	(44,453.68)	(113,250.00)
Other	(7,169.12)	(33,259.83)	(35,650.00)
Government transfers for capital	-	-	(3,380,331.00)
FCSS	-	(105,553.64)	(222,000.68)
	<u>136,814.24</u>	<u>(5,268,475.56)</u>	<u>(10,437,455.35)</u>
Expenses			
Salaries, wages and benefits	241,917.11	1,378,094.47	3,065,388.00
Contracted and general services	144,402.31	792,385.95	1,401,576.70
Materials, goods, supplies, and utilities	99,504.55	531,584.04	1,294,626.00
Bank charges and short-term interest	10.65	78.69	-
Interest on long-term debt	87,593.63	87,593.63	194,030.00
Other expenditures	11,456.59	17,584.84	31,440.00
Transfers to organizations and others	156,387.44	292,198.51	337,042.00
Purchases from other governments	-	-	-
Amortization	-	-	1,861,047.00
	<u>741,272.28</u>	<u>3,099,520.13</u>	<u>8,185,149.70</u>
Net Income	<u>878,086.52</u>	<u>(2,174,071.07)</u>	<u>(2,252,305.65)</u>
Other			
Transfers to/from reserves	-	-	(318,778.35)
Capital expenditures	466,704.05	838,501.59	6,870,331.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	134,731.45	134,731.45	336,925.00
Amortization addback	-	-	(1,861,047.00)
	<u>1,479,522.02</u>	<u>(1,200,838.03)</u>	<u>(24,875.00)</u>

Notes

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



Town of Claresholm
Income Statement by Function
May 31, 2019

Revenue	MAY	2019 YTD	2019 BUDGET
Tax and requisition revenue	247,451.62	(4,088,810.78)	(3,554,761.32) ¹
General administration revenue	(4,663.81)	(52,462.89)	(276,800.00)
Police	(1,527.50)	(13,880.42)	(33,000.00)
Fire	-	(9,500.00)	(77,069.00)
Bylaw enforcement	(600.50)	(16,622.37)	(50,400.00)
Roads, streets, walks, lighting	-	(2,575.00)	(40,000.00)
Airport	-	-	(5,000.00)
Storm sewers and drainage	-	(9,112.91)	(2,745,823.00)
Water supply and distribution	(39,456.52)	(402,605.13)	(1,560,500.00)
Wastewater treatment and disposal	(12,306.99)	(118,310.99)	(390,162.00)
Garbage Collection	(16,957.18)	(159,625.22)	(413,500.00)
Recycling	(3,187.72)	(60,403.32)	(163,500.00)
FCSS	-	(105,553.64)	(222,000.68)
Cemetery	125.00	(9,425.00)	(17,500.00)
Physician recruitment	-	-	-
Economic development	(1,960.00)	(11,913.33)	(46,328.35)
Land use planning, zoning and development	(3,685.90)	(34,288.22)	(66,600.00)
Parks and recreation	(25,995.41)	(172,886.44)	(753,220.00)
Culture - libraries and museum	(420.85)	(499.90)	(21,291.00)
	<u>136,814.24</u>	<u>(5,268,475.56)</u>	<u>(10,437,455.35)</u>
Expenses			
Legislative	9,261.31	44,882.46	113,500.00
Administration	125,274.08	695,360.85	1,321,232.00
Fire	9,702.12	91,313.81	275,145.00
Bylaw enforcement	7,505.90	76,262.97	112,475.00
Common and equipment pool	40,857.16	245,345.34	581,187.00
Roads, streets, walks and lighting	32,000.62	168,828.51	808,845.00
Airport	825.54	5,683.39	16,077.00
Storm sewers and drainage	174.15	1,969.16	280,265.00
Water supply and distribution	125,278.73	387,743.44	1,317,699.00
Wastewater treatment and disposal	16,828.89	57,090.86	534,436.00
Garbage Collection	31,378.67	174,994.31	391,734.00
Recycling	11,826.70	70,584.69	173,437.00
FCSS	15,609.30	131,187.90	249,234.00
Daycare	3,183.50	19,101.00	38,202.00
Cemetery	3,533.85	7,862.68	20,661.00
Physician recruitment	-	-	3,000.00
Economic development	36,203.13	175,827.91	276,863.70
Agriculture - weed and pest control	628.81	2,065.49	50,146.00
Land use planning, zoning and development	16,984.13	107,473.54	208,042.00
Parks and recreation	97,161.28	380,783.08	1,033,039.00
Culture - libraries and museum	157,054.41	255,158.74	379,930.00
	<u>741,272.28</u>	<u>3,099,520.13</u>	<u>8,185,149.70</u>
Net Income	<u>878,086.52</u>	<u>(2,174,071.07)</u>	<u>(2,252,305.65)</u>

Notes:

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



Claresholm

INFORMATION BRIEF

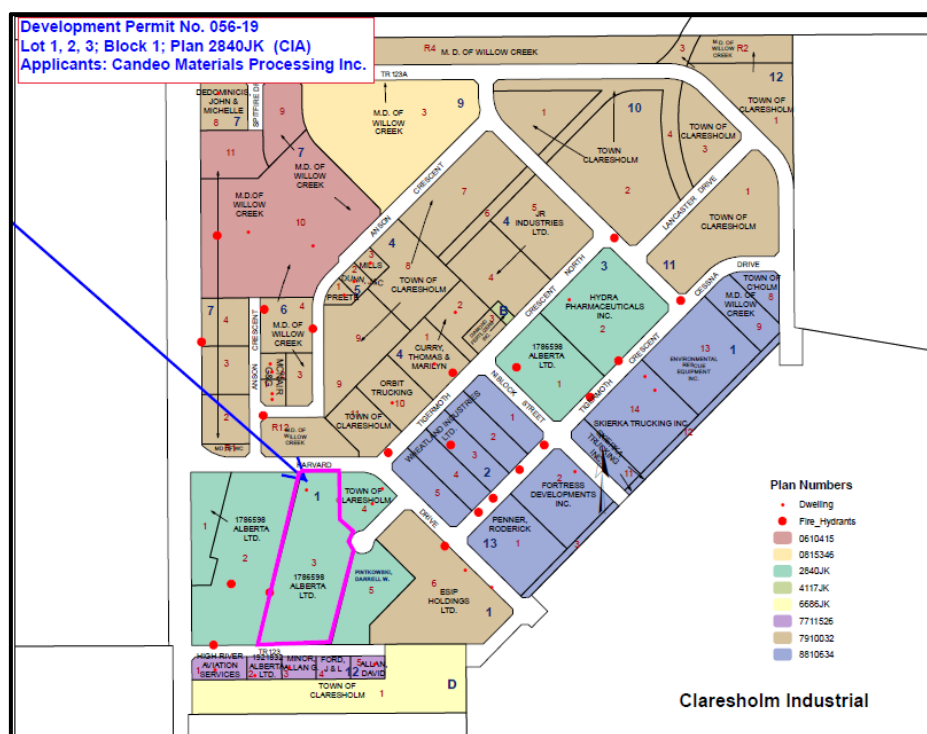
Meeting: July 15, 2019
Agenda Item: 23

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 a change in use, for the manufacturing of fertilizer at the airport. The deadline for comments was July 12, 2019. Administration reviewed the application and did not identify any concerns. Notification was sent to the MD of Willow Creek Planning Manager that there were no concerns regarding the application as presented (this application was amended for hanger #6 only (as per the attachment).

Note: since these meetings are public if any Council members wished to hear the application being presented the meeting will be held at 9:00am, Wednesday, July 17, 2019. The full application and applicant background information can be found at the link below.

<https://www.mdwillowcreek.com/july-17-2019>



ATTACHMENTS:

- 1.) MD Notice of Meeting

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 9, 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. 056-19

TO: 1-mile radius

AMENDED

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

NAME OF APPLICANT: Candeo Materials Processing Inc.

TYPE OF DEVELOPMENT:

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.

Days/Hours of operation: 7 days a week, 7:00 a.m. – 6:00 p.m., then expect to run two shifts of 10 hour days. (Hangars #6 and #7)

LEGAL DESCRIPTION OF SITE: Lot 3; Block 1; Plan 2840JK (Hangar 6 – CIA)

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission

DATE OF MEETING: 9:00 a.m. on Wednesday, July 17, 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.

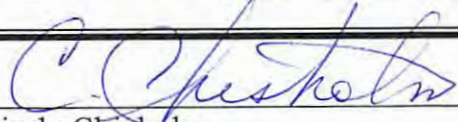
Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be present and be heard at the meeting. Any information submitted will become available to the public and may also be shared with the applicant and appropriate government/other agencies and 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:

July 12, 2019 (10 consecutive days from the date of this notice)

DATE: June 28, 2019

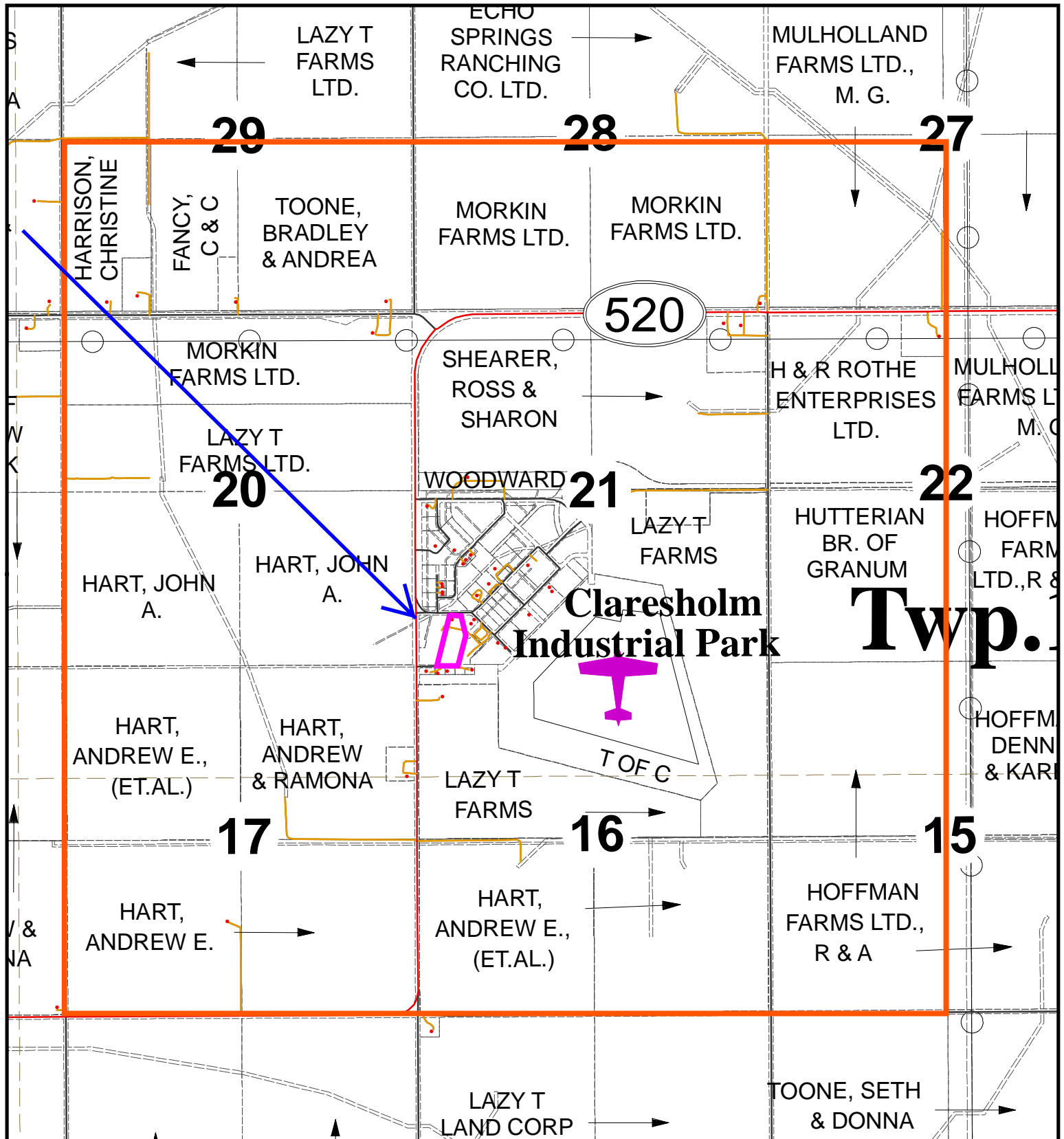
SIGNED:


Cindy Chisholm
Development Officer
MD of Willow Creek No. 26



Development Permit No. 056-19

**Location: Lot 3; Block 1, Plan 2840JK
Claresholm Industrial Area (CIA)**



Applicant: Candeco Materials Processing Inc.

Development Permit No. 056-19
Lot 1, 2, 3; Block 1; Plan 2840JK (CIA)
Applicants: Candeo Materials Processing Inc.



Plan Numbers

- Dwelling
- Fire_Hydrants
- 0610415
- 0815346
- 2840JK
- 4117JK
- 6686JK
- 7711526
- 7910032
- 8810634

Claresholm Industrial

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 13, 2018				
18a	IN CAMERA: Moved by Councillor Schulze to support the concept and approach recommended by the Regional Fire Services Study Steering Committee, and further to support the approach and guiding principles for the remaining components of the Intermunicipal Collaboration Framework. CARRIED MOTION #18-176	Marian	Draft agreement being prepared and scheduled to be presented to all Councils for consideration on June 19, 2019. Draft agreement presented to Council's for feedback.	Complete
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 10, 2019				
7	RFD: Staff Response to Fire Dept Call-out - Moved by Councillor Zimmer to adopt Policy #1.1.60 – Staff Response to Fire Department Callout – effective June 10, 2019. CARRIED MOTION #19-082	Blair	Policy Printed - distributed to all departments	Complete
8	RFD: Rescind Protective Services Policies - Moved by Councillor Carlson to repeal the following policies effective June 10, 2019: • Policy #5.3.20 – Citizen Complaints Concerning RCMP (Previously PROT 09-98) • Policy #5.3.30 – Baton Policy (Previously PROT 06-07(a)) • Policy #5.3.31 – OC Spray Policy (Previously PROT 06-07). CARRIED MOTION #19-083	Blair	Policies rescinded - removed from policy manuals in all departments	Complete

9	RFD: Community Peace Officer Incident Capture Sytem - Moved by Councillor Schlossberger to adopt Policy #5.3.16 – CPO Incident Capture System (ICS) – effective June 10, 2019. CARRIED MOTION #19-084	Blair	Policy Printed - distributed to all departments	Complete
10	RFD: Policy Manual Review & Update - Planning & Development - Moved by Councillor Schlossberger to adopt the updated Town Policies as follows, effective June 10, 2019: <ul style="list-style-type: none"> • Policy #5.6.01 – Land Use Bylaw #1525 Fees (Version 1.0) (Previously PLDE 04-09) • Policy #5.6.05 – Downtown Transitional Sidewalk (Version 1.0) (Previously PLDE 09-10) • Policy #5.6.10 – Uniform Fencing (Version 1.0) (Previously PLDE 12-11) • Policy #5.6.15 – Street Trees (Version 1.0) (Previously PLDE 09-16) • Policy #5.6.23 – Signage – Highway Right of Way (Version 1.0) (Previously PLDE 05-94) CARRIED MOTION #19-085	Blair	Policies Printed - distributed to all departments	Complete
10	RFD: Policy Manual Review & Update - Planning & Development - Moved by Councillor Zimmer to repeal the following policies: <ul style="list-style-type: none"> • Policy #5.6.22 – Billboard Signage (Previously CEDC 01-93) • Policy #5.6.30 – Access from Secondary Highway #520 (Previously PLDE 10-97) • Policy #5.6.40 – Removal of Derelict Sheds (Previously CEDC 10-97) CARRIED MOTION #19-086	Blair	Policies rescinded - removed from policy manuals in all departments	Complete
16c	IN CAMERA: Moved by Councillor Cutler to execute the one year extension on the Financial Services Contract with the Town of Granum with the same terms and rates to May 31, 2020. CARRIED MOTION #19-088	Blair	Extension Contract Signed	Complete
Regular Scheduled Meeting - June 24, 2019				
1	BYLAW #1670 - Moved by Councillor Schulze to give Bylaw #1670, the ATB Operational Borrowing Bylaw, 1st Reading. CARRIED	Karine/Blair	On the July 15th Agenda for 2nd & 3rd Readings	Complete
2	BYLAW #1671 - Moved by Councillor Zimmer to give Bylaw #1671, the AMSC Operational Borrowing Bylaw, 1st Reading. CARRIED	Karine/Blair	On the July 15th Agenda for 2nd & 3rd Readings	Complete
3	BYLAW #1672 - Moved by Councillor Moore to give Bylaw #1672, the Designated Officers Bylaw, 1st Reading. CARRIED	Karine	On the July 15th Agenda for 2nd & 3rd Readings	Complete
4	Delegation Response: Solar Wind - Council referred the Solar Project proposal by Enmax and Solar Wind to Administration to investigate further and provide that information to the Facility and Infrastructure Planning Committee (FIPC).	Mike/Tara	Added to FIPC agenda	Complete
6	CORRES: Town of Nanton - Council directed Administration to write a letter to the Town of Nanton indicating that Council does not support this resolution.	Karine	Letter sent	Complete
10	RFD: Claresholm Farmers Market - Moved by Councillor Moore to allow the Claresholm Farmers Market to use the nine parking stalls running north from the southwest corner of the downtown parking lot between 2:00 and 8:00 p.m. on Wednesdays for the Claresholm Farmers Market for the 2019 season from July 10th until September 18th. The Town will provide and set up barricades. CARRIED MOTION #19-090	Mike/Karine	Letter sent	Complete
11	RFD: Event Sponsorship - Moved by Councillor Schlossberger to support the charity event at the Claresholm Community Centre on July 13, 2019 with the purpose of donating to Operation Smile with a donation of \$220 to cover rental costs for the community centre. CARRIED MOTION #19-091	Karine	Email sent, payment sent to Community Centre	Complete

12	RFD: MD of Willow Creek Tax Waiver - Moved by Councillor Zimmer to cancel the municipal portion of the 2019 property taxes levied on the property owned by the MD of Willow Creek located at 4215 Fairway Drive West in the amount of \$6,087.60 in the spirit of cooperation with our municipal neighbour. CARRIED MOTION #19-092	Lisa	Cancelled municipal taxes and put into A/P for refund	Complete
13	RFD: Royal Canadian Legion Tax Waiver - Moved by Councillor Schulze to cancel the municipal portion of the 2019 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of \$1,132.02. CARRIED MOTION #19-093	Lisa	Cancelled municipal taxes	Complete
14	RFD: MAP Review - Moved by Councillor Cutler to designate 221 – 45 Avenue West in Claresholm, Alberta as the Town's municipal office. CARRIED MOTION #19-094	Karine	Added to MAP documents	Complete
14	RFD: MAP Review - Moved by Councillor Schlossberger to designate ATB Financial as the Town's banking institution. CARRIED MOTION #19-095	Karine	Added to MAP documents	Complete
14	RFD: MAP Review - Moved by Councillor Carlson to appoint Avail LLP as the Town's Auditor for the 2019 fiscal year. CARRIED MOTION #19-096	Karine	Added to MAP documents	Complete
14	RFD: MAP Review - Moved by Councillor Zimmer to direct administration to provide monthly statements of operation, grouped both by function and type, showing month total revenues and expenses as well as year to date revenues and expenses alongside approved budget figures for both operational and capital. CARRIED MOTION #19-097	Karine	Added to MAP documents	Complete
15	RFD: Demolition Tender - Moved by Councillor Schlossberger to award the contract for the demolition of the Old Elementary School located at 5318 – 2nd Street West to OssaTerra Ltd. for \$149,857.14. CARRIED MOTION #19-098	Mike/Tara	Contacted OssaTerra. Utilities being disconnected.	Complete
16	RFD: Virtual Museum Project - Moved by Councillor Cutler to approve the out-of-budget expenditure for the production of an additional video of Ben Scaman for the RCAF Virtual Museum Project in the amount of \$2,000 to be funded from general reserves, with the understanding that the Museum Board will fundraise to recover the costs. CARRIED MOTION #19-099	Blair/Bill	Contract has been signed for additional video and raw footage has been completed	Complete
17	RFD: Fair Days Street Closure - Moved by Councillor Schlossberger to approve closure of 49th Avenue West from the 2nd Street intersection to the north-south alley that runs adjacent to ATB and Pharmasave & the closure of the downtown parking lot including the alley running east & west for a period of up to 12 hours as required to facilitate the Fair Days Street Festival on August 10, 2019. CARRIED MOTION #19-100	Mike/Brady	Email sent	Complete
18	RFD: Fair Days Event Request - Moved by Councillor Schlossberger to approve the use of the downtown parking lot for the Claresholm Skatepark Association Fair Days Beer Gardens on August 10, 2019, provided the group adheres to all provincial/municipal regulations. CARRIED MOTION #19-102	Karine	Email sent	Complete
19	RFD: Four Way Stop Request - Moved by Councillor Moore to install two stop signs (along with NEW signs) along 3rd Street West to create a four way stop at the corner of 3rd Street and 50th Avenue West. CARRIED MOTION #19-101	Mike	Signs installed	Complete
20	RFD: Direction: September Open House - Council directed Administration to host the next Open House on Thursday, September 19, 2019 with the possible topics to be the recycling program and the multi-use facility.	Marian/Blair	Open House booked to take place at Senior's Drop-in	Complete

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	Contacted ERE Logistics.	In progress
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PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 11, 2019

INFORMATION ITEMS

Karine Keys

From: Don Nafe <dnafe23@gmail.com>
Sent: Sunday, June 16, 2019 4:00 AM
To: Karine Keys
Subject: A note of thanks

Dear Mayor MacPherson

I am writing you to express my gratitude to city staff members for helping me track down the address of the house my parents built in the early 50's and the house where I was born.

In particular I'd like to thank Marianna Orge who took the lead in the search and to Lisa Chilton who finally tracked down the address. A truly outstanding effort and accomplished in a matter of only a few days.

Please pass along my heartfelt thanks

Sincerely

--

Don Nafe

Mix Engineer
TMR Productions
Ottawa ON. Canada

Claresholm Skate Park Association

Notes from meeting: May 15, 2019

1. Call to order: 7pm

- **Present:** Sherry Levesque, Brandon Levesque, Jenn O'Connor, Karolyn Frank-Jensen, John Wenlock, Merry Franz, Beverly Larabie, Jada Noble, Addy Olmstead (later Lon Hall)

2. Review of April 17 meeting minutes:

- accepted

3. Treasurer Report: No change from last month (no income / no pay-outs)

4. Old business:

- Update on July 1st Canada Day for Beer gardens
 - Lisa sent an email to Jenn indicating that we have been approved for the Beer Gardens. (Question: Approved by Town, AGLC, or both?)
 - Karolyn will order shirts for people / Lisa will get sizes to Karolyn
 - MOTION: Security shirts (Instead of reflective vests) will be white with "SECURITY" on the back and the logo on the front.
 - motioned by Jenn / 2nded by John / unanimous vote to approve
 - note: Karolyn needs sizes
 - Next meeting we need to decide what alcohol to purchase for the Gardens.
- Update on Fair Days weekend/Show and Shine
 - Do we know yet if Lemonade Stand is booked?
 - we want to have a table at Fair days (Sat) so we have a presence.
 - Sunday Show & Shine - they called John to ask if we wanted a table again, John said "yes"
- Logo
 - The logo is done, Karolyn showed us a sample (Vinyl sticker - not sticky but will adhere to vehicles etc)
 - We loved it!
 - Karolyn will make a bunch and we can sell them whenever we have a fundraiser or table
- Rocky Mountain Drift Club partnership for drive in movie theatre
 - Email from Lisa indicated Carmelle is going to look into a movie
 - Lon (587-586-6625) made the screen.
 - we need a projector and sound system. Lon would like a call as soon as we know we have these set
 - rent?
 - Pad for cars is 300x280 ft, so there is lots of room
 - Drift club is aware that licensing is still a concern - can we get our own (Skate Park Association) or partner with a group who already has one?

- Newline update
 - John emailed them to advise them that our spot is not secure: (see update under new business)
 - Essentially, looking at the contract with Newline, we need closer to \$27000 to get going (\$600 + GST for first workshop - can't happen until we have a location), then 2nd part is \$6000, then \$15000...)
 - We need to use the summer and fall and go hard with fundraising, knowing that the more we have, the better we will look once we have a location & can begin applying for grants.

5. New business:

- Roller Skating event at arena
 - We revisited this idea - yes, it is a big expense up front, however, it is in line with our ideals
 - \$600 - for the evening, they will supply the skates, and distribute them
 - \$127 to rent the arena
 - Maybe we can run a BBQ/ Concession?
 - Sherry will contact them to find out how long "an evening" is / who supplies helmets
 - discussion- can we combine this with skate-a-thon? likely not.
- Skate park location update
 - When Minor Ball let it be known that they also want Moffitt Park, the Town decided a committee needs to be set up to decide it's use.
 - Town Council will decide on a date and contact us and Minor Ball for representatives.
 - Should we have a presence (even if we are not on agenda/ can't speak) at Council meetings until our spot is settled?
- Beverly Larabie informed us about a Youth Event at the Community Centre June 14 & 15.
 - Hard rock band on Friday June 14
 - Speaker Cody Bates on Saturday 15th (Cody is a former gangster/drug dealer/ criminal who changed his life - he has a strong message for youth about changing your life)
 - Bev gave her support to the Skate Park Association.

6. Goals:

■ Fundraising -

● Our tentative schedule so far for the summer fall:

- July 1 (Canada Day)- Beer Gardens
- July 12 - possible Drive-in
- July 26 - (Friday) lunchtime BBQ

■ Can we do it in front of the Dollar Store again?

■ Note: we will discussed how we will soon run out of businesses willing to donate the burgers, and may have to purchase these. They are very popular for the businesses in town.

- August 9 (Fair Days)
- August 23 -(Friday) lunchtime BBQ
- 2nd Drive in (date? Oct?)
- Sept ? Rollerskating?
- Oct? Haunted House?

■ Other Fundraising ideas to explore:

- Merry will try to find out more about Highway cleanup as a fundraiser (for next spring)
- Merry will find out more about a “Game Night” competition (how it works as a fundraiser)
- Ron had an idea that we can do a “Corn Bust” with fresh Taber corn

■ Grants - on hold until we have a confirmed location

■ Raffles - we need to re-word our application so we can get approved.

2. Date of next meeting: June 19

3. Adjournment:7:58 pm



NATIONAL DROWNING PREVENTION WEEK IS JULY 21-27, 2019

National Drowning Prevention Week is a flagship "Community Activation" for Canada. NDPW aims to promote awareness of the Society's public advocacy role; to reinforce the identity of the Lifesaving Society as experts in the field of drowning prevention; and to promote the Society's objectives. Many drowning and injury prevention partners such as the public, media, Lifesaving Society affiliate members and leadership volunteers, injury prevention partners and governments have a role in preventing these tragic and preventable deaths and injuries.

SOCIAL MEDIA PLAN

Each year the Lifesaving Society releases a Social Media Plan to promote National Drowning Prevention Week and raise public awareness of the need for drowning prevention.

We encourage everyone to utilize this plan to promote key messages.

2019 Social Media Plan

Please contact your local pool for NDPW events near you.

NDPW PROCLAMATIONS 2019



drowning prevention messages and events. Many successful community events are launched with a Mayor's Proclamation of Drowning Prevention Week.

City of Cold Lake

City of Chestermere

City of Red Deer

City of Beaumont

Village of Donnelly

Village of Marwayne

Village of Rycroft

County of Northern Lights

Town of Spirit River

Hamlet of Ulukhaktok

Summer Village of West Baptiste

City of Calgary

County of Barrhead

Town of Stettler/County of Stettler

Regional Municipality of Wood Buffalo

Drowning Prevention Week 2019

WHEREAS, the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Alberta is one too many;

AND WHEREAS, most drowning are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we truly enjoy the beauty and recreational opportunities offered by these bodies of water;

AND WHEREAS, the Lifesaving Society urges Canadians and residents of Claresholm, Alberta to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a Personal Flotation Device or a lifejacket at all times when boating;

AND WHEREAS, the Lifesaving Society Canada has declared July 21-27, 2019 as National Drowning Prevention Week to focus on the drowning prevention problem and the hundreds of lives that could be saved this year;

NOW THEREFORE, BE IT RESOLVED THAT I, Mayor Doug MacPherson, do hereby proclaim July 21-27, 2019 as;

National Drowning Prevention Week

In the Town of Claresholm, Alberta

Dated this ____ day of _____, 2019

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
May 23, 2019 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, Don Norby, Brad Schlossberger and CAO Cheryl Friesen

Absent: John Kroetsch and Granum Representative

1. Chair Gord Wolstenholme called the meeting to order at 3:01 P.M.

2. Approval of Agenda

19.58 **Moved by Brad Schlossberger** to approve the agenda as presented.

CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

a) Regular Meeting April 25, 2019

CAO Friesen stated that she had found an error in 5a) Accounts Payable in the draft minutes, and has made the correction in the official minutes.

19.59 **Moved by Don Norby** to approve the minutes of the April 25, 2019 regular meeting as amended.

CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable, including May 2019 payroll, in the amount of \$21 270.66.

19.60 **Moved by Brad Schlossberger** to approve for payment, the accounts payable in the amount of \$21 270.66.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
May 23, 2019 at 3:00 P.M.

5. Financial Information cont.

b) Check Detail April 30 to May 22, 2019

CAO Friesen presented the members with the check detail from April 30 to May 22, 2019.

19.61 **Moved by Don Norby** to accept the check detail of April 30 to May 22, 2019 as presented.

CARRIED

c) Bank Reconciliations April 2019 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for April 2019 for the ATB Financial checking account & 90 day notice account.

19.62 **Moved by Brad Schlossberger** to accept the April 2019 reconciliation reports for the ATB Financial checking account & 90 day notice account.

CARRIED

d) Budget vs. Actual ending April 30, 2019

CAO Friesen presented the Budget vs. Actual report ending April 30, 2019.

19.63 **Moved by Don Norby** to accept the Budget vs. Actual report ending April 30, 2019 as presented.

CARRIED

e) Transfer of Funds

CAO Friesen recommended that the members authorize a transfer funds from the checking account into the 90 notice investment account as the rate of return is higher in the 90 day notice account.

19.64 **Moved by Brad Schlossberger** to authorize CAO Friesen to transfer seventy five thousand dollars (\$75 000.00) from the ATB Financial checking account into the ATB Financial 90 day notice investment account.

CARRIED

6. New Business

No new business.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
May 23, 2019 at 3:00 P.M.

7. Old Business

a) New Groundwater Wells – Drilling Quotes

CAO Friesen presented the members with two quotes for the drilling and development of the new groundwater wells.

19.65 **Moved by Don Norby** to accept the proposal from Biantco Environmental in the amount of \$2977.00 plus GST.

CARRIED

8. Correspondence

a) Long Term Asset Management – For Information

CAO Friesen presented correspondence from Long Term Asset Management regarding the well site on Commission land.

9. General Landfill Information

a) CAO Report

CAO Friesen reported that we have received and planted 100 new trees. Friesen also reported that the trees that were planted two years ago are doing very well. The towns of Claresholm and Fort Macleod will be hosting Toxic Round-ups for the next two weekends. Friesen explained that she will attend both events to ensure proper sorting of waste material so landfill staff will not be left with large loads to sort when disposed of at our facility. We have salvaged two very good Honda lawnmowers from the metal pile. One, the self-propelled mower, will become landfill property. CAO Friesen asked that the members allow the other to be sold with proceeds towards a bar-be-que for the staff. All members were in favor of the proceeds going towards a staff bar-be-que.

10. In Camera

- a) Land Lease
- b) Personnel

19.66 **Moved by Brad Schlossberger** to go In Camera at 3:25 P.M.

CARRIED

19.67 **Moved by Don Norby** to come out of In Camera at 3:37 P.M.

CARRIED

19.68 **Moved by Brad Schlossberger** that the WCRWMS Commission accept the offer of renewal for the land lease as discussed.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
May 23, 2019 at 3:00 P.M.

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 3:38 P.M.

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Karine Keys

From: Becca Barrington <coordinator@acaging.ca>
Sent: Thursday, July 4, 2019 11:07 AM
To: Becca Barrington
Subject: On October 1 - Declare International Day of Older Persons in your community

Alberta Council on Aging



October 1: Join Alberta Council on Aging in declaring International Day of Older Persons in your community!

In 1990, the United Nations declared International Day of Older Persons to bring awareness to, and to celebrate older persons.

International Day of Older Persons was formally recognized in Alberta in 2017 through a minister declaration, and since then communities across Alberta have joined the movement and made their own proclamations.

This day gives us the opportunity to:

- Recognize and acknowledge older Albertans and their contributions to our communities;
- Raise awareness about seniors' interests and concerns; and
- Address misconceptions about older persons and aging.

What can you do?

- **Declare International Day of Older Persons**
Celebrate the many ages in your community through a International Day of Older Persons.
- **Host an Event**
Invite members of your community to join you at the p
tea, lunch, or an afternoon of local entertainment!
- **Promote #LetsStopAgeism**
Alberta Council on Aging has launched their Let's Stop
on. Our media kit has a variety of resources to help yo
Learn more: acaging.ca/lets-stop-ageism/

I am looking forward to hearing about your commitment and h

Sincerely,

Becca Barrington

Campaign Coordinator, Lets Stop Ageism Campaign

Alberta Council on Aging

Who We Are

For over 52 years, Alberta Council on Aging has advised local, provincial, federal governments ; the general public about matters relating to the opportunity for fu and equal participation of older persons living in Alberta and Canada.

The council encourages and enab seniors' full participation in all aspects of community through inclusion, education and advocac

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Our mailing address is:
Alberta Council on Aging
Box 62099
Edmonton, AB T5M 4B5
Canada



Highway 3 Twinning Development Association

Message

Dear Directors,

Please find attached the 3-year Tactical work plan for Highway 3 Twinning Development Association for the years of 2019 through 2021. This plan was prepared from the 2018-2022 Strategic Plan, run by 1st Principles Planning. The rest of the inspiration for this document falls out of the stated interests or items of interest that the current Executive Board has indicated a directive to further explore.

It should be noted that while the Strategic objectives are broad and inclusive of all the activities of the association, the Tactical plan does not fully encompass all the current initiatives, nor can it hope to capture all activities which the association will engage in. Some of the work that we do is opportunistic, therefore the goals outlined form a core of services, programs, and projects that we will pursue.

For our planning process we made use of the following structure to move from Vision to Tactics.

Figure 1.1 Planning Process



The Vision is a twinned Highway 3 is a safe, community and regional economy supporting “spine” of the province and national transportation network. This vision informs the mission, which informs the Core Goals of the Association, which filter down to our Strategic Objectives. At each level, the mission, goals, and strategic objectives zero in on mandates that are within our ability to achieve success, are limited in their scope, and can be broken down into tactical plans to deliver achievable results within the time frame.

For our Tactical Breakdowns of each Strategic Objective, set a S.M.A.R.T.E.R Goals.

Figure 1.2 SMARTER Goals



A note on budget. There are impactful events which could occur over the life of this plan that have the potential to deeply impact the organization’s funding, either for good or for worse, and the numbers presented are projections based on a reasonable projection of what could occur. They are not binding, and the Board of Directors will be responsible for working with the Director of Advancement to make necessary adjustments within each Strategic Pillar, each year. Additionally, we make no allowances for future income beyond what we already reasonably expect to occur.

Once we have prepared the financial plan with annual budget, our plan will be to maintain flexibility to move funds between line-items within Strategic Pillars so that we can remain flexible enough to pursue targets of opportunity and move flexibly to deliver our tactical objectives in a way that is most cost-effective. In short, we would rather be cost-conscious and focus on delivering *valuable outcomes*, than on simply focusing on spending our way through a set line-item.

Part 1: Strategic Ladder

Regional Vision

The Vision of the Region is a broad statement that encompasses what sort of economic environment our membership would like to see realized. It informs H3TDA mission and gives us a direction to lay our efforts towards. SouthGrow cannot achieve the vision alone, but we can play our part to realize it.

H3TDA's Vision is a twinned Highway 3 is a safe, community and regional economy supporting "spine" of the provincial and national transportation network.

The Association's Mission

This is our mandate to realize the vision above. We feel that this is the mission we can pursue to help realize the Regional Vision.

To collaboratively and actively support the completion of twinning highway 3 from the BC border to Medicine Hat as an integral part of the evolving multi-modal provincial transportation system.

Core Goals

These are the core goals that we will keep in focus as we look to achieve our mission.

To promote the completion of the twinning of the trans-provincial highway 3.

To foster and seize diversified community and economic development opportunities.

To develop a multimedia communication program to promote twinning, community and economic initiatives.

To improve the efficient operations of the Association. (added)

Strategic to Tactical Breakdown

These are actionable projects within each Strategic Pillar that we build 3-year timelines for. Each tactic is fleshed out with a SMARTER goal, desired outcomes, measures of success, specific targets, and a three-year work-plan broken down by quarter to allow the organization to remain flexible yet on-pace.

Pillar 1: Promote the completion of the twinning of the trans-provincial highway 3

1. Identify and evaluate alternative funding options and partnerships
 - a. Recruit additional members
 - b. Explore grant funding for association activities
 - c. Create a fundraising revenue stream (events)
 - d. Create reciprocal program with strategic partners/stakeholders (reciprocal agreements or strategic partnerships)
2. Develop a 3 – 5 year business plan
 - a. Create a 3 year Operational Plan
 - b. Create a 3 year Financial Plan
3. Collaborate with Alberta Transportation.
 - a. Understand the structure and dynamics of the Ministry(s)
 - b. Understand the technicalities of ‘shovel readiness’
 - c. Understand and pursue the process of getting committed capital funding
4. Develop collaborative relationships with indigenous nations along Hwy 3.
 - a. Engage the Blood Tribe & Piikani Nation and explore common needs and goals
5. Identify and evaluate alternative funding options and partnerships that could lead to expedited construction.
 - a. Investigate various provincial & national funding models; Building Canada Fund, Federal Gas Tax Fund, Provincial-Territorial Base Fund & bilateral cost-sharing agreements.
 - b. Imagine a best-case plan fitting with current South Provincial Highway Projects

Pillar 2: Foster and Seize Diversified Community and Economic Development Opportunities

1. Invite Hwy3 Industries to explore with the Association how the twinned Highway 3 will impact current and future development along the corridor
 - a. Host an annual event that showcases the development of Highway 3 and connects stakeholders (possibly connect with 1.1.a and 1.1.c)
2. Prepare and provide association members text templates that support the twinning of Highway 3 to be included in each municipal member’s ICF and IDP’s
 - a. Develop ICF and IDP templates and deliver to municipal members
3. Consider the extension of BC’s “electric highway” initiative to provide opportunities in Alberta to better serve the expanding electric vehicle user base
 - a. Track and report on planned and proposed electric highway network expansion
4. Approach Alberta Transportation to define and include in highway construction design features/components that support the use of autonomous commercial and private vehicles
 - a. Collaborate on the needs of autonomous vehicles and highway construction

Pillar 3: Develop a multimedia communication program to promote twinning, community, and economic development initiatives

1. Determine communication program elements require to effectively inform residents, business owners, landowners, and elected officials about the initiatives and successes of H3TDA
 - a. Create a new Brand (re-brand)
 - b. Create a communications strategy to guide our long-term efforts.
 - c. Develop relationships with major provincial and national media to promote the Highway 3 corridor

Pillar 4: Improve the efficient operations of the association.

1. Operational organization and Non-profit housekeeping
 - a. Review and initiate industry standard corporate document management
 - b. Create additional operations management documents
 - c. Implement technology in operations
 - d. Acquire H3TDA Business promotional items
 - e. Investigate Professional Development opportunities
 - f. Imagine operational succession planning

Operational Plan

Pillar 1: Promote the Completion of the Twinning of the Trans-Provincial Highway 3

1. Identify and evaluate alternative funding options and partnership opportunities for the H3TDA in order that operational costs can be born by all benefiting parties.

A. Recruit additional Members

SMARTER GOAL	By the end of the 2021, Hwy 3 will have increased their paying members by 100% over Q1 2019 levels, as a measure of member numbers, not rates.		
OUTCOME	Highway 3 has strong, visible buy-in from regional stakeholders expressed in membership numbers that we can point to and reference.		
MEASURE	Percent increase by simple calculation over 2019 levels.		
TARGET	In the first year, maintain original numbers, in the second year grow membership by 50%, in the third year, complete membership growth to 100%		
WORKPLAN	2019 Q3: Identify and list potential members/stakeholders with contact info. Q3: Connect & provide backgrounder on Hwy3 to prospective members with an invitation to join. Q4: Holiday card to potential members with invitation to join.	2020 Q1: Invoice membership, call potential members. Q2: Invite potential members to AGM Q3: Send an update on Hwy3 to prospective members with an invitation to join. Q4: Holiday card to potential members with invitation to join.	2021 Q1: Invoice membership, call potential members. Q2: Invite potential members to AGM Q3: Send an update on Hwy3 to prospective members with an invitation to join. Q4: Holiday card to potential members with invitation to join.

B. Explore Grant funding for association activities

SMARTER GOAL	By the end of Q2 2020 H3TDA will have <i>investigated options</i> for grants with potential to fund highway twinning and association operations		
OUTCOME	Increase operational funds to support furtherance of Highway 3 twinning and facilitate viable funding plan for twinning construction start		
MEASURE	Documented number of grant funding programs reviewed		
TARGET	Q4 prepare list of granting options, Q1 investigate logistics		
WORKPLAN	2019 Q4: prepare list with contact info and requirements	2020 Q1: Investigate grant logistics	2021

C. Create a fundraising revenue stream (event/s)

SMARTER GOAL	By Q4 of 2020 Hwy 3 will plan and implement an annual fundraising event or events to drive engagement, raise operational revenue, and will improve on this event in 2021.		
OUTCOME	Engages member communities and organizations in hosting and highlighting event/s. Increased awareness through networking and educational event/s with options to fundraise association operational funds		
MEASURE	'Donation' funds deposited annually Event or events scheduled, number of attendees, and attendee feedback		
TARGET	First year brainstorm event types & prepare plan budget, second year hold planned event/s, third year improve event/s value, income and attendance		
WORKPLAN	2019 Q3: Investigate event types, cost and feasibility of 1 major (regional) event, or several minor (community) events. Include 'future of transportation technology' Q4: Prepare recommendation for Board approval	2020 Q1: Initiate event plan; book venues/catering, prepare promotion, schedule education or presenters, solicit donations/sponsors Q2: Promote and open registration, invite VIPs Q3: Host event Q4: Evaluate event/s feedback and success, re-think 2021. Prepare proposal for Board	2021 Q1: Initiate event plan; book venues/catering, prepare promotion, schedule education or presenters, solicit donations/sponsors Q2: Promote and open registration, invite VIPs Q3: Host event Q4: Evaluate event/s feedback and success

D. Investigate reciprocal program with strategic partners/stakeholders

SMARTER GOAL	By the end of 2021 H3TDA will have finalized if a reciprocal agreement program for stakeholders and strategic partners is beneficial, and if so - has been implemented		
OUTCOME	Connect H3TDA with other associations or groups for cross-publicity, increased advocacy and awareness, while not reducing income over 2019		
MEASURE	Number of agreements signed, balanced by year end annual income		
TARGET	First year feasibility, second year implementation - if found feasible, third year increase number of agreements by 25%		
WORKPLAN	2019 Q4: Prepare cost/benefit analysis with list of potential groups and details for agreement. Present to Board for decision	2020 if accepted: Q1: Prepare draft agreement. Present to Board. Q2: Solicit agreements Q4: Evaluate program benefits/impacts	2021 Q1: Prepare revised agreement. Present to Board. Q2: Solicit agreements Q4: Evaluate program benefits

2. Develop a H3TDA three to five year business plan that includes staffing required to achieve the mission of the association

A. Prepare and implement 3 year Financial Plan/Budgets

SMARTER GOAL	By the end of 2021 H3TDA will be following a structured plan with budgets to finance its operations through diversified income sources.		
OUTCOME	Increased fiscal accountability and oversight, reduced reliance on membership only income, expanded income sources and increased annual income year-over-year which facilitated increased administrative support hours and efficient independent operations		
MEASURE	Preparation of financial plan with annual budgets Quarterly reporting on budget to actual Annual income from sources other than membership 2021 increase in funded administrative support hours over Q2 2019 2021 increase in funded operational activities over Q2 2019		
TARGET	First year prepare financial plan and start implementation, second year track and adjust estimates with actual, third year review progress		
WORKPLAN	2019 Q3: Investigate financials and estimate costs over 3yrs. Prepare financial plan/budgets Q4: Present to Board. Implement	2020 Q1/Q2/Q3/Q4: Budget to Actual reporting Q4: Evaluate success & adjust 2021 Budget for Board approval	2021 Q1/Q2/Q3/Q4: Budget to Actual reporting Q4: Evaluate success & adjust 2021 Budget for Board approval

B. Prepare and implement a 3 year Business Plan

SMARTER GOAL	Build a 3 year business plan to guide the activities of H3TDA		
OUTCOME	H3TDA will follow a long-term business plan that results in an operationally independent, efficient and organized association with one or more full time advocacy/support staff engaged in the provincial twinning of Highway 3		
MEASURE	Autonomy of H3TDA by 2023 Cost-effectiveness of H3TDA year-ends Staff hours increased over Q3 2019 Advocacy, relationship and membership increase year-over-year Progress to twinning highway 3		
TARGET	First year preparation and implementation of Business Plan, annual review of Business plan progress		
WORKPLAN	2019 Q3: Prepare 3 year Business plan Q4: Present to Board. Implement	2020 Q1/Q2/Q3/Q4: Plan progress reporting Q4: Evaluate success & review measures	2021 Q1/Q2/Q3/Q4: Plan progress reporting Q4: Evaluate success & review measures

3. Collaborate with Alberta Transportation.

A. Understand structure and dynamics of the Ministry/s

SMARTER GOAL	By the end of the 2021 fiscal year, Hwy 3 will have a comprehensive understanding of the Transportation Ministry, including lists of contacts and organizational charts and will have established personal, regular contact with key individuals		
OUTCOME	H3TDA will understand Government transportation policies, platforms, agendas, organizational structure and personalities.		
MEASURE	Completion of list of Contacts & Organizational chart Regularity of meetings with Ministry		
TARGET	First year introductions and understanding/fact-finding, second year prepare list and organizational chart		
WORKPLAN	2019 Q3: Identify & meet Government bodies and investigate platforms/structure ect Q4: Prepare and implement schedule for regular communication	2020 Q1/Q2/Q3/Q4: Quarterly communication with Gov Q1: Invite Gov to 'event' (1.c) to discuss provincial transportation budget & future of transportation technology Q3: Prepare list & chart	2021 Q1/Q2/Q3/Q4: Monthly to Quarterly communication with Gov Q2: Gov attends 'event' (1.c) Speaker topic on current issues

B. Understand the technicalities of 'Shovel readiness'

SMARTER GOAL	H3TDA will understand 'shovel ready' by Q4 2021		
OUTCOME	Understanding of highway 3 shovel readiness will prepare us to respond quickly when the Government is ready		
MEASURE	Report outlining how Highway 3 corridor can be 'shovel ready'		
TARGET	Investigation of 'shovel ready' resulting in report reflecting what is complete and what is needed		
WORKPLAN	2019 **3.a	2020 Q1-Q2: Investigate 'shovel ready' Q3: Prepare report and provide to Board	2021

C. Understand and pursue the process of getting committed capital funding

SMARTER GOAL	H3TDA has investigated and pursued committed funding agreements and/or grants.		
OUTCOME	H3TDA understands what funding may be available and the processes, requirements and deadlines to obtain funding agreements		
MEASURE	Correspondence to/from Government acknowledging funding plans (or lack of) for highway 3 twinning (sections or all) Number of correspondence from H3TDA requesting capital funding		
TARGET	First year investigation of process and red-tape to receive funding to start construction, Year two negotiate best process for ability to commit funding and prepare promotional advocacy package requesting construction start as proposed, Year three update and recirculate/reinforce		
WORKPLAN	2019 **3.a & 1.b	2020 Q1: Negotiate government's preferred distribution of funds or construction start Q2: Prepare advocacy package & distribute	2021 Q1: Update package as needed Q2: Provide update to Government for budget cycle consideration

4. Develop Collaborative relationships with Indigenous Communities along Highway 3 to encourage the fast-tracking of twinning where community safety is a high priority.

A. Engage Blood Tribe & Piikani Nation in Highway 3 twinning efforts

SMARTER GOAL	Find common needs and goals. Encourage membership and meeting attendance.		
OUTCOME	First Nations feel respected and engaged as an important and valued partner, and advocate for the twinning of highway 3 within their nations		
MEASURE	Written support of twinning highway 3 within respective nation Increased attendance at Board meetings Membership		
TARGET	Provide continual encouragement to engage/represent and regular quarterly connection		
WORKPLAN	2019 Q3: Introductions to new DoA and schedule meeting/call in their location, if needed Q4: Meeting; tour and family backgrounder, hear goals and concerns. Invite to Board meeting	2020 Q1: Invite to sit in Director position Q2: Engage Elders at 'event' (smudging)	2021 <i>*Retention and visits as needed.</i> Q1: Invite to sit in Director position Q2: Engage Elders at 'event' (smudging)

5. Identify and evaluate alternative funding options and partnership opportunities that could lead to expedited construction.

A. Investigate various and pursue applicable provincial & federal funding models

SMARTER GOAL	*3c By Q4 2020 H3TDA will have reviewed funding models for fit with twinning highway 3 and be prepared to pursue those that are a potential fit		
OUTCOME	Understanding of Prov/Fed funding options and H3TDA is recognized as the squeaky-wheel.		
MEASURE	List of different funding options Documents requesting funding		
TARGET	2019 investigate, 2020 pursue (3.a, 3.c, & 1.b)		
WORKPLAN	2019 Q4: Investigate Building Canada Fund, Federal Gas Tax Fund, Provincial-Territorial Base Fund and Bilateral cost sharing agreements	2020 *3.c Q1: Apply (?) or discuss with Government Q2-Q4: Consider Bilateral agreements with municipalities, if required	2021 3.b&c Q2: Provide construction funding model to Government

Pillar 2: Foster and Seize Diversified Community and Economic Development Opportunities

1. Invite Highway 3 Industries to explore with the Association how the twinned Highway 3 will impact current and future development along the corridor. (Connects with 1.a, c & d)**

A. Host event/s that showcase the industry stakeholder benefits of development of Highway 3

SMARTER GOAL	Connects with 1.a, c & d H3TDA has engaged with industries along the Highway 3 corridor by Q2 2021		
OUTCOME	Increased awareness of industry benefits to twinning Highway 3, new industry members and advocates		
MEASURE	Number of industries engaged Number of industries attending event/s Number of industries as members over Q2 2019		
TARGET	2019 Identify and connect/educate, 2020 connect/invite, 2021 connect/educate		
WORKPLAN	2019 *1.a, c & d	2020 *1.a, c & d	2021 *1.1.a, c & d

2. Prepare and provide to association members text templates that support the twinning of Highway 3 to be included in each municipal members Intermunicipal Collaboration Framework and Intermunicipal Development Plan Documents

A. Develop ICF and IDP templates and deliver to municipal members

SMARTER GOAL	By the end of 2020 communities within southern Alberta will be supplied with a template that explicates their support for the twinning of Highway 3 to be included in their ICFs and IDPs.		
OUTCOME	Support for twinning Highway 3 is formalized in the planning documents of southern Albertan communities.		
MEASURE	Numbers of communities that follow through with the inclusion.		
TARGET	100% of member communities include the template in their ICFs and IDPs, and at least 50% of non-member communities do so as well.		
WORKPLAN	2019	2020 Q1: Investigate format needed for inclusion in ICF/IDPs *3.c Q2: Use promotional material to create template package & distribute Q4: Follow-up on inclusion	2021 Q2: Refresh material and distribute Q4: Follow-up on inclusion

3. Consider the extension of BC's "electric highway" initiative to provide opportunities in Alberta to better serve the expanding electric vehicle user base

A. Track and report on planned and proposed electric highway network expansion

SMARTER GOAL	By Q2 2021 H3TDA will have evaluated inclusivity with "electric highway" initiative		
OUTCOME	Collaboration with other Highway 3 expansion stakeholders provides cross-advocacy for both parties, expanding provincial awareness		
MEASURE	*1.d Reciprocal agreement with one or more electric transportation initiative groups Increased membership of group/s over 2019 Q2 Quarterly representation and reporting at Board meetings		
TARGET	*1.d 2019 Identify stakeholders, 2021 Q1-Q2: engage and invite, Q3-Q4: approach joint advocacy		
WORKPLAN	2019 *1.d Q3: Identify contacts for Peaks to Prairies, PetroCanada expansion, Tesla expansion, Marriott/Hilton expansions, and others Q4: Introduction & send Holiday card	2020 Q1: Consider reciprocal agreement details Q2: Invite to 'event/s' Q2: Collaborate messaging, include cross-development into promo materials	2021 Q1: Feasibility of construction inclusion or grant/funding sharing Q2: Joint grant/funding applications - if determined

4. Approach Alberta Transportation to define and include in highway construction design features/components that support the use of autonomous commercial and private vehicles

A. Collaborate on the needs of autonomous vehicles and highway construction

SMARTER GOAL	H3TDA incorporates the future technology needs of autonomous vehicles into highway 3 twinning construction planning and provides a regular stream of information to the public and to the ministry on the research being done around autonomous vehicles and highway design		
OUTCOME	H3TDA is positioned as one of the leaders in transportation advocacy		
MEASURE	Inclusion of autonomous vehicle needs into advocacy documents Recognition of H3TDA by Alberta Transportation as an 'electric highway' facilitator Number of distributions of information		
TARGET	2019 build relationships, 2020 understand and initiate information sharing		
WORKPLAN	2019 Q3: Discuss with Gov their view of the needs for autonomous vehicles (lines, maps, etc)	2020 Q1: Review ideas for advocacy package, obtain feedback Q2: Provide advocacy package to Government & discuss	2021

Pillar 3: Develop a multimedia communication program to promote twinning, community and economic development initiatives

1. Determine communication program elements required to effectively inform residents, business owners, landowners and elected officials about the initiatives and successes of H3TDA

A. Create a new Brand (re-brand)

SMARTER GOAL	By Q3 2020 H3TDA has launched a new visually exciting logo ,created messaging solutions and easy to understand marketing materials		
OUTCOME	H3TDA has an effective brand that is recognizable and understood by 50% of Southern Alberta residents		
MEASURE	New Logo & transition of marketing materials Recognition of Brand ("oh I saw/heard about that")		
TARGET	2019 invite student designs, 2020 select logo, prepare implementation, complete program		
WORKPLAN	2019 Q3: Connect with college to engage students in fall Q4: Lethbridge college design students work on logo & branding	2020 Q1: Select best student campaign Q2: Prepare new logo/branding materials Q3: Implement new branding	2021

B. Create a communications strategy to guide long-term efforts

SMARTER GOAL	By Q1 2021 easy access to information through our website and be provided regular promotion through emails, facebook, newsletters and TV/Radio to keep brand recognized and top-of-mind, with additional administrative support hours and costs funded in budget		
OUTCOME	Community, stakeholders and members will have H3TDA brand heard/seen, and also easy access to information.		
MEASURE	Facebook followers increase over Q2 2019 Hwy 3 is regularly featured in news stories in the region Website views		
TARGET	2019 strategy and cost estimates, Q1 2020 plan, Q2 implementation		
WORKPLAN	2019 Q4: Understand 'customer' and create messaging solutions, prepare strategy inclusive of social media, estimate costs. leverage post-secondary students for research & marketing projects	2020 Q1: Plan/prepare Q2: Implement	2021

C. Develop relationships with major provincial and national media to promote the Highway 3 corridor

SMARTER GOAL	By Q3 2020 understand what media sources are available and has created beneficial relationships		
OUTCOME	Community, stakeholders and members will have H3TDA brand heard/seen, and also easy access to information and will receive regular communications via media releases.		
MEASURE	Number of news stories taken up by media partners. Qualitative evaluation of coverage.		
TARGET	2019 strategy and cost estimates, Q1 2020 plan, Q2 implementation		
WORKPLAN	2019 Q2: Develop a comprehensive media mailing list and maintain.	2020 Maintain media mailing list and issue regular communications and invites.	2021 Maintain media mailing list and issue regular communications and invites.

Pillar 4: Improve the efficient operations of the association

1. Operational organization and Non-profit housekeeping

A. Review and initiate industry standard corporate document management

SMARTER GOAL	By Q3 2020 H3TDA operations will be in compliance with Privacy Act, FOIP, Roberts rules of order, Anti-spam legislation, and other societies/corporate requirements		
OUTCOME	Reduction in liability for non-compliance and operating in a professional manner. Director/Member predictable meetings; agenda & minute distribution, written reports and security		
MEASURE	Consistent meeting Agendas & distribution of meeting documents Corporate and operational records reflective of requirements Required disclosures on website		
TARGET	2019 review and organize, 2020 revisions and initiation		
WORKPLAN	2019 Q2: Filing of Service Canada Return on time. Provide accurate Agendas & Meeting Minutes Q3: Organization of required corporate documents in Corporate binders and in virtual office Q4: Review of existing bylaws & identify what is filed with Societies	2020 Q1: Revision of Bylaws and AGM process, agenda & member package. Detailed and timely year-end financial reporting Q2: Bylaws for AGM approval. Timely and accurate filing of Service Canada Return Q3: Accurate AGM minutes	2021

B. Create additional operations management documents

SMARTER GOAL	By Q3 2020 H3TDA will have added policy and procedure documents, such as Administrative handbook including log-ins/passwords/procedures, regular use templates, Board roles/responsibilities/commitments, and communication protocol		
OUTCOME	Efficient use of administrative time and easy transition of administration		
MEASURE	Completed Handbook Number of new policies and/or procedures Number of Templates created		
TARGET	2019 collect existing documents, 2020 create missing documents, implement and organize		
WORKPLAN	2019 Q3: Accumulate existing procedures Q4: Create 1 document with existing policies, procedures, and administrative information (start of handbook)	2020 Q1: Create and add new policies & procedures Q3: Prepare Handbook binder	2021

C. Implement technology in operations

SMARTER GOAL	By Q3 2020 H3TDA will have dedicated phone number, use of a cell phone, single virtual office, ownership of Domain and email, improved website, use calendar invites and Doodle polls		
OUTCOME	Catching up with industry standards and preparing for autonomy		
MEASURE	Individual phone number Ownership of Domain & email address Website expanded over Q2 2019		
TARGET	2019 obtain phone number/phone, plan for transfer of domain & email. 2020 Q1 transition domain & email & introduce new website *2.1a & b		
WORKPLAN	2019 Q3: Investigate cost and challenges; impact of cell contract on budget, new or used cell phone - can we get one donated, down time of website and email. Initiate cell phone, calendar invites & doodle polls Q4: Plan for as-is website & email transition	2020 Q1: Transition email and as-is website Q2: Plan for improvements to website *2.1a & b Q3: Relaunch website with new branding	2021

D. Acquire H3TDA Business promotional items

SMARTER GOAL	Design, plan for and purchase of business promo items		
OUTCOME	Expand awareness and reflect professionalism of H3TDA		
MEASURE	Name tags prior to Sept 26, 2019 AUMA conference Business cards completed with new branding Other identified promo or logo'd items created		
TARGET	2019 name tags for Admin & Executive, 2020 business cards and other items as per new logo and rebranding plan		
WORKPLAN	2019 Q3: Price & purchase name tags	2020 Q2: Price & purchase business cards and other promo items determined for possible event giveaways	2021

E. Investigate Professional Development opportunities

SMARTER GOAL	By Q2 2020 identify Administrator areas needing improvement beneficial to H3TDA and investigate costs and options for training		
OUTCOME	Administrator is more efficient and effective		
MEASURE	Ability to efficiently & professionally perform task unable to complete effectively in 2019		
TARGET	2019 Evaluate abilities and weaknesses, 2020 investigate costs & options for training and consider		
WORKPLAN	2019 Q4: Performance review of Director of Advancement identifying areas that could be broadened through training	2020 Q1: Investigate appropriate training costs & feasibility	2021

F. Identify and prepare stakeholder representation schedule

SMARTER GOAL	By Q1 2020 H3TDA will have identified preferred stakeholder events, such as AUMA attendance and Chamber golf tournaments, include costs in 2020 Budget and have an annual calendar schedule		
OUTCOME	Predictable schedules and events for Administrator & Executive, reflected in 2020 budget or understood as paid by other means. Promotion and advocacy in networking and face-to-face connections with stakeholders during stakeholder hosted events		
MEASURE	List of events prepared Annual schedule prepared		
TARGET	Inclusion of pre-planned events such as AUMA, RMA, EDA ministry dinner, Chamber golf tournaments, AB Transportation golf tournaments, municipal or industry events pertinent to highway 3 twinning, for all of 2020		
WORKPLAN	2019 Q3: Executive provides their wish-list and Administrator prepares master list with dates and costs Q4: Board determines priority of stakeholder events, then determines how payment can/should be done, lastly paring down list to reasonable number of events for Executive & Admin.	2020 Q1: Prepare & release stakeholder event calendar	2021

G. Imagine operational succession planning

SMARTER GOAL	Long-term preparation for association independence & operations autonomy		
OUTCOME	H3TDA is a virtual office wholly owned and managed only through the association, operations can be easily followed by Executive or employee of the association, attracts active Directors & members, and is recognized for its professionalism with Government		
MEASURE	Independent technology (not connected to any person or host) Efficient operations with structured work schedule **4a & b Directors excited to transition into Executive role & easy transition		
TARGET	As transitions occur, evaluate goal and feasibility to be independant now or at next opportunity		
WORKPLAN	2019	2020 Q3: Website ownership	2021 Q4: Evaluate transition independence

We are excited about what the future holds for Highway 3 Twinning!

Victoria Chester
Director of Advancement
Highway 3 Twinning Development Association

AND

Peter Casurella
Executive Director
SouthGrow Regional Initiative

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Station Claresholm Museum

May 15, 2019

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Carl Hopf, Bert Franssens, Gaven Moore, Verne Lunan and Bill Kells.

1. Call to order by Barry Gibbs at 3:06 PM.
2. Adoption of agenda as presented made by Carl Hopf. **CARRIED**
3. Approval of minutes from April 17, 2019 as presented made by Carl Hopf. **CARRIED** No correspondence.
4. Chair Report
 - Barry Gibbs presented a timeline with monthly subject matter. These timelines and subjects will be used for planning future board meetings. This should help manage the subjects identified for board participation.
5. Museum Planning Committee
 - Verne Lunan updated the board on the planned events for the 50th Anniversary and grand opening happening on Friday, May 17, 2019.
 - Women in Agriculture/Louise McKinney celebration, we will be contacting the UFA Historical Society to get an update on this project.
 - Claresholm Culture Days -Verne presented a budget for the event in the amount of \$2,815. Friends of the Museum have submitted the One Day Grant Application for \$1,000 and we await their reply. A motion was made by Verne Lunan for board approval of the budgeted \$2,815.00 for Culture Days event on Sunday September 29, 2019. No objections. **CARRIED**
 - Barry Gibbs led a discussion on how the present Events Committee with representation from the Friends of the Museum is performing. Board members agreed that rolling the existing sub-committee versus assigning a new committee for the events happening in 2020 would be more efficient.
6. 2021 & 2022 Themes – Talked about how we could come up with the themes for these years. The board came up with 4 possible themes: Transportation, Ranching, Rodeo and Business's that have come and gone. These possibilities will be taken back to the Friends of the Museum for their input.

7. Executive Directors Report

– Bill Kells went thru his report which highlighted the preparations and changes made prior to the upcoming opening. A big THANK YOU to board members and the town crew for making these changes possible. He attended a two-day Travel Counsellor Training Session and was able to network with government staff he will be dealing with. He also met with tourism providers from around the province. The museum staff of 3 have been hired and all are in place for the opening.

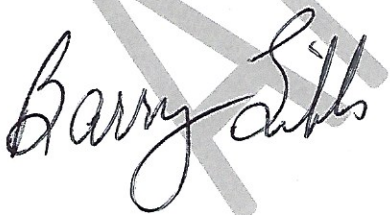
- Discussion was held on the possibility of having a video created honoring Ben Scaman, a WW11 vet born in Claresholm who flew Spitfires with the Royal Canadian Air Force when the V1 flying bombs began to rain down on England in 1944. Ben is now 98 years old. It was felt that capturing his memories would be invaluable. Bill Kells received a quote of \$2,000 for creating the video. A motion was made by Carl Hopf authorizing Bill Kells to proceed with creating a video honoring Ben Scamen. **CARRIED.**

8. Meeting Evaluation

– By having the reports provided before the meeting it allows board members to be better prepared. The agenda provided by Barry Gibbs shows estimated time allotted. This keeps meetings on track. Flexibility in agenda items can lead to a better flow from one subject to another.

9. Motion for adjournment made by Verne Lunan at 4:50 PM.

Next meeting June 19, 2019 to be held in the Town Offices building.

A handwritten signature in black ink, appearing to read "Barry Gibbs", is written over a large, faint, diagonal watermark that says "APPROVED".

Board Chair