



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 24, 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 10, 2019

ACTION ITEMS:

1. **BYLAW #1670**
RE: ATB Operational Borrowing Bylaw
2. **BYLAW #1671**
RE: AMSC Operational Borrowing Bylaw
3. **BYLAW #1672**
RE: Designated Officers
4. **DELEGATION RESPONSE: Solar Wind**
RE: Solar Project
5. **DELEGATION RESPONSE: Factor 5 Group – Eric Burton**
RE: Partnership with SouthGrow Regional Initiative
6. **CORRES: Town of Nanton**
RE: Certified Resolution for AUMA
7. **CORRES: Minister of Municipal Affairs**
RE: Regulations on Liquor Consumption in Municipal Parks
8. **CORRES: Oldman River Regional Services Commission (ORRSC)**
RE: Chinook Intermunicipal Subdivision & Development Appeal Board
9. **CORRES: Claresholm Kraken Swim Club**
RE: Thank-you for in kind donation to swim meet
10. **REQUEST FOR DECISION: Claresholm Farmer's Market**
11. **REQUEST FOR DECISION: Event Sponsorship: Raman Sawhney & Claresholm Prom Royalty**
12. **REQUEST FOR DECISION: MD of Willow Creek Tax Waiver – Medical Clinic**
13. **REQUEST FOR DECISION: Royal Canadian Legion – Tax Waiver**
14. **REQUEST FOR DECISION: Map Review**
15. **REQUEST FOR DECISION: Demolition Tender**
16. **REQUEST FOR DECISION: Virtual Museum Project**
17. **REQUEST FOR DECISION: Fair Days Street Closure**
18. **REQUEST FOR DECISION: Fair Days Event Request – Claresholm Skatepark Association**
19. **REQUEST FOR DIRECTION: Four Way Stop Request (Amundsen Park)**
20. **REQUEST FOR DIRECTION: September Open House**
21. **FINANCIAL REPORT: Statement of Operations – April 30, 2019**
22. **FINANCIAL REPORT: Statement of Operations – May 31, 2019**
23. **INFORMATION BRIEF: CAO Report**
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. **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**

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – May 24, 2019
2. Email regarding Mexican Fiesta – Chamber of Commerce
3. Facility & Infrastructure Planning Committee Minutes – April 16, 2019 & May 30, 2019
4. ORRSC 2018 Annual Report & Financials
5. Government of Alberta – Fairness for Newcomers press release

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 10, 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 7:01 p.m. by Mayor MacPherson.

AGENDA: Moved by Councillor Schultz for unanimous consent that the Agenda be amended as follows:

DELEGATIONS:

3. FACTOR 5 GROUP – Eric Burton

CARRIED

Moved by Councillor Zimmer that the Agenda be accepted as amended.

CARRIED

DELEGATIONS:

1. SOLAR WIND

RE : Solar Project

Jason Atkinson, Director of Operations from Enmax Power Services Corporation and Scott Alexander of Solar Wind presented options to Council regarding the possible installation of solar panels on Town facilities, the costs and benefits involved, and different options to make that happen.

2. Alberta Urban Municipalities Association (AUMA)

RE: Update

Present on behalf of the Alberta Urban Municipalities Association was President Barry Morishita and CEO Dan Rude. AUMA is holding one of their 2019 Spring Municipal Leaders' Caucuses in Claresholm on June 11th, and they wanted to thank the Town of Claresholm for supporting this event and for continued support of AUMA.

3. FACTOR 5 GROUP – Eric Burton

RE: Partnership with SouthGrow Regional Initiative

Eric Burton, President and CAO of Factor 5 was present to speak to Council. This company is co-creating sustainable communities through economic development. Funding, consultation, project design, grant writing and project management are the main pieces they focus on. Factor 5 is doing work with SouthGrow Regional Initiative, which the Town of Claresholm recently became a member of. They offer services based on the needs of the Town.

MINUTES:

REGULAR MEETING – MAY 27, 2019

Moved by Councillor Zimmer that the Regular Meeting Minutes of May 27, 2019 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1669 – Bylaw to Repeal Borrowing Bylaw #1645

RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1669, a bylaw to repeal Borrowing Bylaw #1645, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1669, a bylaw to repeal Borrowing Bylaw #1645, 3rd & Final Reading.

CARRIED

2. DELEGATION RESPONSE – Irene Gladstone

RE: Fencing at Off-Leash Patterson Park

MOTION #19-078 Moved by Councillor Schlossberger to approve the lands for the off-leash dog park fencing in the area of Patterson Park, Lot 1 Block 114 Plan 1811272, and the project referred to the Recreation Department to facilitate funding/grant applications and coordination. Any further funding requirements to be referred to budget discussions.

CARRIED

**3. CORRES: Alberta Government News Release
RE: Revitalizing Municipalities Across Alberta**

Received for information.

**4. CORRES: Claresholm Curling Club
RE: Municipal Portion of Property Taxes**

MOTION #19-079 Moved by Councillor Cutler to forgive the municipal portion of the 2019 property taxes of the Claresholm Curling Club in the amount of \$928.42.

CARRIED

**5. CORRES: The Bridges at Claresholm Golf Club
RE: Municipal Portion of Property Taxes**

MOTION #19-080 Moved by Councillor Carlson to forgive the municipal portion of the 2019 property taxes of the Claresholm Golf Club in the amount of \$2,775.90.

CARRIED

6. REQUEST FOR DECISION: Recycling Program

MOTION #19-081 Moved by Councillor Schultz to award the curbside recycling blue bin program to Environmental 360 Solutions as per their proposal with remaining details of the contract to be negotiated by Administration.

CARRIED

7. REQUEST FOR DECISION: Staff Response to Fire Department Call-Out

MOTION #19-082 Moved by Councillor Zimmer to adopt Policy #1.1.60 – Staff Response to Fire Department Callout – effective June 10, 2019.

CARRIED

8. REQUEST FOR DECISION: Rescind Protective Services Policies

MOTION #19-083 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

9. REQUEST FOR DECISION: Community Peace Officer (CPO) Incident Capture System (ICS) Policy

MOTION #19-084 Moved by Councillor Schlossberger to adopt Policy #5.3.16 – CPO Incident Capture System (ICS) – effective June 10, 2019.

CARRIED

10. REQUEST FOR DECISION: Policy Manual Review & Update – Planning & Development

MOTION #19-085 Moved by Councillor Schlossberger to adopt the updated Town Policies as follows, effective June 10, 2019:

- 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)

MOTION #19-086 Moved by Councillor Zimmer to repeal the following policies:

- 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

11. REQUEST FOR DECISION: Open Mic Night

Councillor Moore declared a pecuniary interest and left the meeting at 8:54 p.m.

MOTION #19-087

Moved by Councillor Carlson to support the continuation of contracting the services of Gaven Moore to host Open Mic Night in the downtown parking lot on Wednesday evenings from June to September 2019 to a maximum amount of \$800.

CARRIED

Councillor Moore rejoined the meeting at 8:56 p.m.

12. INFORMATION BRIEF: Draft Intermunicipal Development Plan (IDP) Open House

Received for information.

13. INFORMATION BRIEF: Strategic Plan Report

Received for information.

14. INFORMATION BRIEF: Council Resolution Status

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

16. IN CAMERA:

- a. LAND – FOIP Section 16.1
- b. LAND – FOIP Section 16.1
- c. Intergovernmental Relations – FOIP Section 21
- d. PERSONNEL – FOIP Section 17.2
- e. LEGAL – FOIP Section 27

Moved by Councillor Cutler to go In Camera at 8:59 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:59 p.m.

Moved by Councillor Schlossberger to come out of In Camera at 9:23 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:23 p.m.

CARRIED

c. Intergovernmental Relations – FOIP Section 21

MOTION #19-088

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

d. Personnel – FOIP Section 17.2(c)

MOTION #19-089

Moved by Councillor Schultz to hire Meadow Liversuch to a Junior Lifeguard position at the Claresholm Aquatic Centre.

CARRIED

ADJOURNMENT: Moved by Councillor Zimmer that the meeting adjourn at 9:25 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:25 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



REQUEST FOR DECISION

Meeting: June 24, 2019
Agenda Item: 1,2,3

BYLAW NO. 1670, BYLAW NO. 1671, BYLAW NO. 1672

DESCRIPTION:

The Town of Claresholm is undergoing a MAP (Municipal Accountability Program) Review in 2019, with a site visit planned for September 9th. Per Alberta Municipal Affairs,

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

In preparation for the review, a few Bylaws are recommended so that the Town of Claresholm is prepared for the site visit.

Operational Borrowing Bylaws:

During preparation for the MAP review it was noted that our two operational borrowing bylaws, one for our ATB line of credit (currently unutilized) and one for our MasterCard account with AMSC (repaid monthly without interest charges), neglected to state "the maximum rate of interest" as required per the MGA

Section 251 (2) of the Municipal Government Act states:

A borrowing bylaw must set out

(a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;

*(b) **the maximum rate of interest**, the term and the terms of repayment of the borrowing;*

(c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

Our previous operational borrowing bylaws, 1660 and 1661, are therefore being rescinded and updated with the passing of the proposed new operational borrowing bylaws 1670 and 1671. The change in both of these are in red in the attached draft bylaws.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1670 – 2019 ATB Operational Borrowing Bylaw – regarding the Town revolving line of credit in the amount of \$450,000 1st Reading.

Moved by Councillor _____ to give Bylaw #1671 – 2019 AMSC Operational Borrowing Bylaw – regarding the Town MasterCard account in the amount of \$50,000 1st Reading.

Designated Officers Bylaw:

Also, during preparation for the MAP review it was noted that the Designated Officers Bylaw failed to include the new requirement for the Assessment Review Board Clerk designation. As well, the Fire Services Bylaw notes that the Fire Chief is a Designated Officer, so this position should also be included in the Designated Officers Bylaw.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1672 – Designated Officers Bylaw 1st Reading.

ATTACHMENTS:

- 1.) DRAFT Bylaw #1670 – ATB Operational Borrowing Bylaw
- 2.) DRAFT Bylaw #1671 – AMSC Operational Borrowing Bylaw
- 3.) DRAFT Bylaw #1672 – Designated Officers 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: June 18, 2019



**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 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



**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 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



**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 day of 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



DELEGATION RESPONSE

Meeting: June 24, 2019

Agenda Item: 4

SOLAR PROGRAM – DELEGATION RESPONSE

At the regularly scheduled meeting held June 10, 2019 a presentation was made in regards to the potential of a solar program within the Town (attached is the presentation). Below is the link to the grant program that is reflected within the presentation.

Municipal Climate Change Action Centre/ Alberta Municipal Solar Program: 1st time bonus:
<https://mccac.ca/programs/AMSP>

With the Town being a high-power user at some of the facilities, off-setting the cost of power while using the grant program can assist with energy efficiency and reduce the cost of the solar panels (payment for the panels could be equal to or less than the monthly energy cost). A program like the one presented also allows the generation of power if extra is produced, and Enmax would still be responsible for maintenance of the panels. There are options to do a portion of the project, or all of the areas suggested. Enmax has reviewed the power bills from Fortis for the Town and looked at the available land/roof construction, etc. in determining the ideal sites for the solar project. If Council deems appropriate one or two sites could be chosen to utilize the available grants funding and the first-time grant bonus most effectively. Many municipalities have taken advantage of the grant programs and are utilizing alternative energy to off-set the cost of running municipal facilities. In the future it is possible that grant programs will look at municipalities to see how they are using alternative energy to be more efficient, innovative and/or progressive.

There have been questions regarding solar projects and with the news of the cancellation of Medicine Hat's program Administration requested clarification from Enmax. (see below)

To your question about the "Medicine Hat Solar Project", it is most unfortunate that those writing the news stories didn't take the time to distinguish between solar thermal and solar PV (photovoltaic). Solar thermal was the pilot project that was recently scrapped. That technology is used to heat water to pass through the generators at their power plant in an effort to save on natural gas. The hope was that the sun would do most of the work. The project was not a complete failure, but not very efficient in the winter. That being said, the Hat Smart program puts \$250,000 I believe is the number, towards energy efficiency projects each year, including solar PV, which is what we are proposing for Claresholm. Solar PV is much more cost-effective and more efficient in generating electricity as opposed to heat. It also requires almost no maintenance so the cost of ownership is quite low and almost limited to the monthly financing payments. In many cases, as with the 528 kW system proposed for the water treatment plant, the projects are cash positive from day one even after making the monthly solar payments.

It has also come to Administrations attention that there may be some changes to how distribution and transmission charges are being collected relative to these projects so clarification is needed on how this may affect the net benefit to the municipality.

OPTIONS:

1. Refer to Administration to continue to work with Enmax on grant applications for certain locations.
2. Refer to the Facility and Infrastructure Planning Committee (FIPC) for further discussion on potential locations & budget discussions.

ATTACHMENTS:

- 1.) Solar Presentation

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 18, 2019

June 10, 2019

Jason Atkinson

Director, Operations Distributed Generation

Scott Alexander

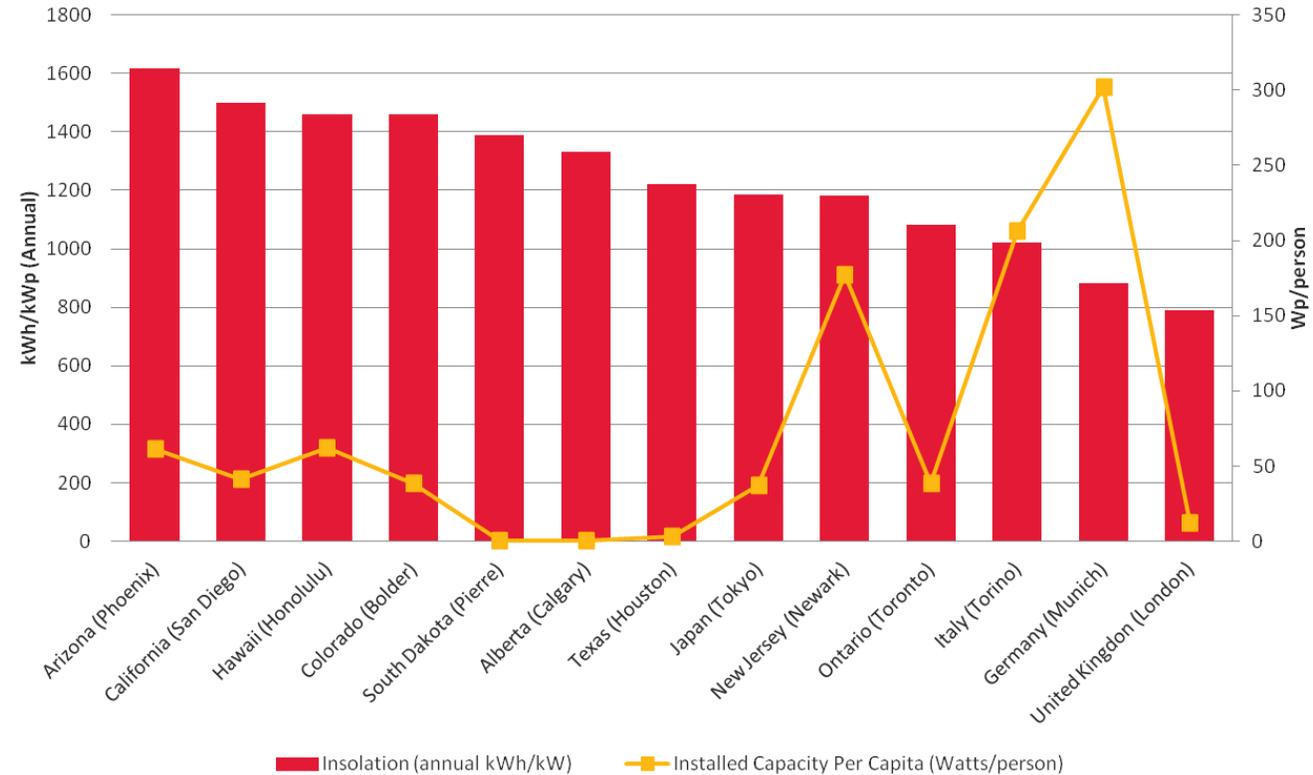
Solar Design-Business Development

Solar by ENMAX Energy* for: Town of Claresholm

*Solar PV products and services brought to you by ENMAX Energy Corporation and its subsidiaries and affiliates, including ENMAX Generation Portfolio Inc. (EGPI) and a network of local installers across Alberta.

Alberta's Great Solar Resource

Solar Insolation and Market Size



Source: PVWATTS, NREL (Assumptions: 0.77 Derate factor, Array Azimuth = 180 deg., Tilt = Latitude)



ENMAX Solar

Turnkey system

- All permits, design, procurement, construction, commissioning and safety requirements included
- Covered by limited operation and maintenance warranty for full term of the lease

Behind the meter

- Offsets delivery costs of energy (transmission and distribution)
- Greater value for solar energy than producing direct to grid
- Reduces monthly energy purchases from grid supply

Financing

- Lease or Deferred Payment Purchase options
- Reduced capital requirements vs. purchase
- 5 to 20 year term with price certainty
- Escalator option to mimic energy price forecasts
- Options for buyout or extension upon maturity



How We Deliver

While ENMAX acts as the prime contractor and project manager, we draw on our network of partners for engineering and installation services when required. All of our approved installers meet ENMAX safety program requirements, are IS-NET certified and carry the equivalent level of insurance as ENMAX.



solar wind
renewable energy



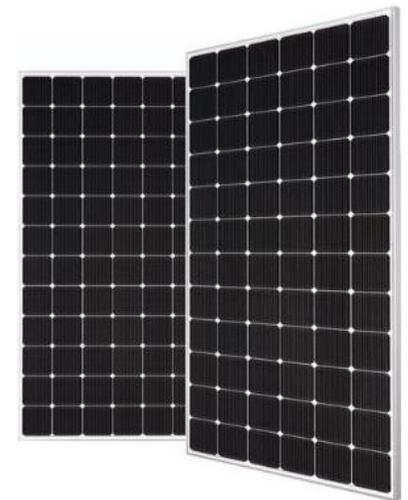
EMPOWER ENERGY





How We Deliver

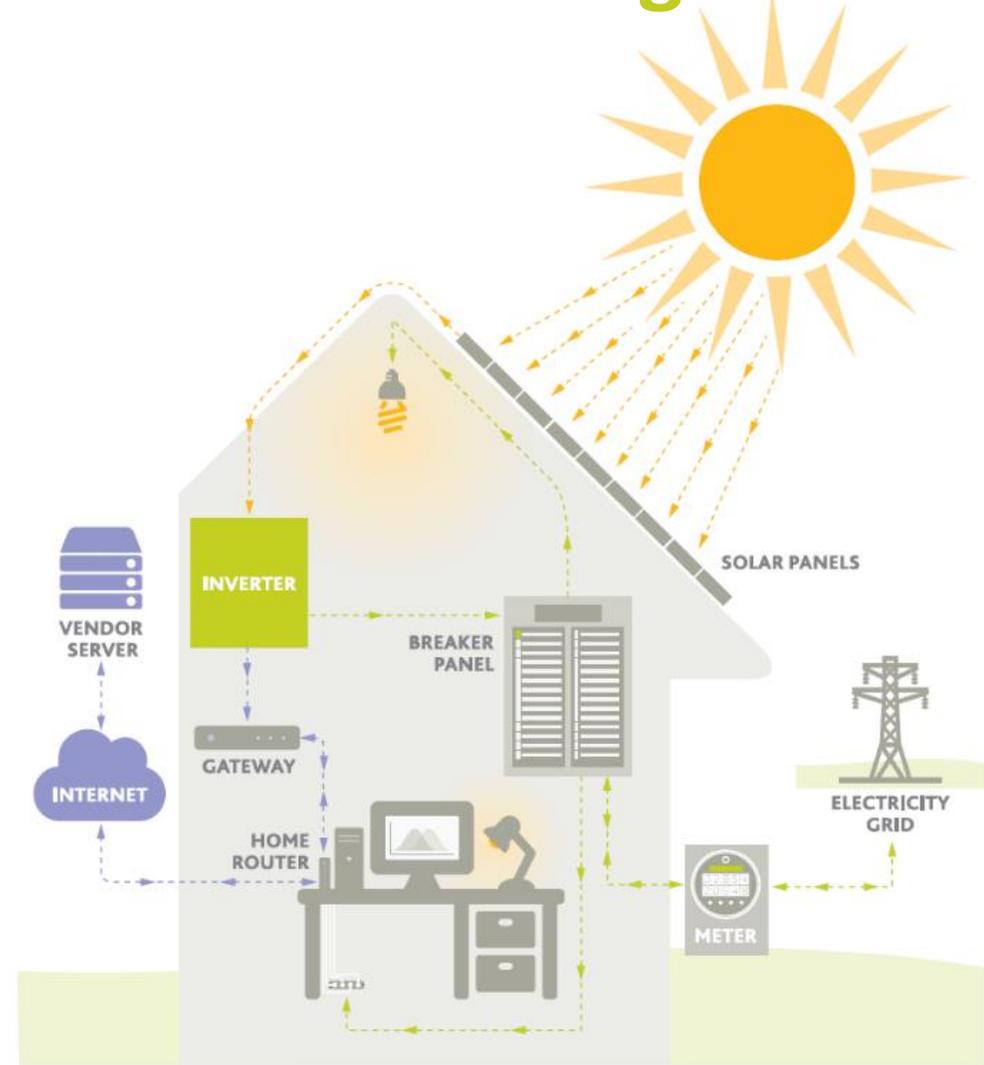
ENMAX has existing relationships with multiple Tier 1 global manufacturers and are able to access emerging technologies at prices exclusive to ENMAX. We source high efficiency solar modules, inverters and optimizers and actively work with our suppliers to optimize system production through innovative racking solutions. This enables us to maximize solar production per square foot of available space with minimal effect on cost.





Alberta Micro-Generation Regulation

- Alberta's MGR sets up rules called "Net Billing"
- Net import (charge) and net export (credit) shown as separate sections on electricity bill





Features and Benefits

Feature	Benefit
100% renewable generation	Helps meet your greenhouse gas (GHG) emission reduction goals
Nearly silent operation and socially acceptable	High public acceptance
Displaces delivered electricity	Solar energy offsets the retail rate, plus transmission and distribution variable costs
Excess generation sold to the grid	Best ROI when consumed on site; always capturing value during “peak” hours
Full-system limited operation and maintenance warranty (leased and differed payment plan)	Trusted partner (ENMAX) standing behind product
Energy price certainty	Ability to budget and predict future costs
Remote monitoring	Ability to view system output and use solar PV as teaching and leadership tool





Roof-Mount Solar

Structural Considerations

- Typically installations increase roof weight by 3 to 7 pounds per square foot
- Systems can be mounted directly to the roof or ballasted for flat roof installations
- Snow & wind load is considered during structural analysis

Longevity

- Typical solar modules have 25 year energy production guarantees
- Inverter technology has 25 year warrantied lifespan
- Hail does not damage modules



Maintenance

- Minimal maintenance requirements
- Annual inspection & cleaning of modules if required
- Remote monitoring systems typically used to monitor performance and troubleshoot potential issues



Ground-Mount Solar

Structural Considerations

- Various Tilt Angles are available.
- Can be secured by screw piles, driving in piles, pouring concrete or ballasted.
- Most common mounting solution is a ballasted mounting system on smaller projects.
- Piles are generally the most economical mounting solution on larger scale systems.
- Full Engineering analysis is completed.

Longevity

- Same as roof top in terms of solar modules, inverters and hail



Maintenance

- Minimal maintenance requirements
- Annual inspection & cleaning of modules if required
- Remote monitoring systems typically used to monitor performance and troubleshoot potential issues



The information contained in this presentation (“**Presentation**”) is confidential and proprietary. This Presentation may not be distributed, reproduced or used without the express written consent of ENMAX Energy Inc. (“**ENMAX**”) or for any purpose other than the evaluation of the proposed solar power projects (the “**Projects**”).

Forward-Looking Statements

This Presentation includes forward-looking statements pertaining to the future potential development of the Projects. Forward-looking statements are not guarantees of performance. They involve risks, uncertainties and assumptions. Any financial outlook provided in this Presentation has been provided for the purpose of providing information relating to ENMAX’s current expectations and plans for the future, is based on a number of significant assumptions and may not be appropriate, and should not be used for purposes other than those for which such forward-looking statements are disclosed herein. Future actions, conditions or events and future results of operations may differ materially from those expressed in forward-looking statements. Many of the factors that will determine these results are beyond the ability of ENMAX to control or predict.

Disclaimer

The information contained in this Presentation does not purport to be all-inclusive or contain all of the information that the recipient may need to evaluate the Projects. The information contained herein is preliminary only and will be superseded in its entirety by information that may be subsequently provided to the recipient in connection with the Projects. In all cases, interested parties should conduct their own independent investigation and analysis of the Projects and the data set forth in this Presentation, and should rely solely on their own judgment, review and analysis in evaluating the Projects.

ENMAX nor any of its respective affiliates or any of their respective directors, officers, employees, contractors, agents, accountants, consultants, advisors (legal and financial) or other representatives (such affiliates and such other persons collectively, “Representatives”), has made or makes and each hereby expressly disclaims, any express or implied representation or warranty as to, and the recipient shall not be entitled to rely on, the completeness or accuracy of this Presentation or any other information provided by ENMAX, or any of its Representatives. ENMAX nor any of the Representatives shall have any liability, responsibility or obligation of any kind to the recipient or any of its shareholders (or other equity holders) on any basis (including, without limitation, in contract, tort, under federal or provincial securities laws or otherwise) with respect to, arising out of or related to the Projects as a result of this Presentation or any other written or oral expression with respect to the Projects, the use of this Presentation or any errors, omissions or misstatements herein or therein, negligent or otherwise (including, without limitation, for any conclusions that the recipient or any of its shareholders (or other equity holders) derive from this Presentation or any other information provided by ENMAX or any of its Representatives), or any action taken or any inaction occurring in reliance on this Presentation or any other information provided by ENMAX or any of its Representatives.





Current Funding Available

Program*	Rebate
Alberta Municipal Solar Program (AMSP)	<ul style="list-style-type: none">• Eligible for municipalities installing grid-tied systems on municipally owned land• Rebate amount depends on size of installed system<ul style="list-style-type: none">• <10 KW – \$0.90/W• 10 KW to <150KW – \$0.75/W• 150 KW to <2MW – \$0.60/W• 2 MW to 5 MW – \$0.55/W• Rebate amount capped at 30% of eligible expenses• Additional first time applicant bonus rebate of \$0.25/W to a maximum of \$250,000 for a single site• Total funding for a single municipality capped at \$1,500,000

* Leased solar systems are only eligible under the Residential and Commercial Solar Program. All other programs allow for purchased and deferred payment purchases.



Summary of Proposed Sites

Site Name	System Size (KW dc)	Estimated First Year Production (MWh)	2018 Site Consumption (MWh)	Percentage of Site Consumption Offset by Solar
Clareholm Arena	282.8	288.9	-311.6	-92.7%
Water Treatment Plant	528.8	741.6	-734	-101
Claresholm Fire Station	20.0	20.0	-22	-90.9
Claresholm Town Shop	19.2	20.9	-20	-104.5
TOTAL	850.8	1,071.4	-1087.6	-97.275 Avg.

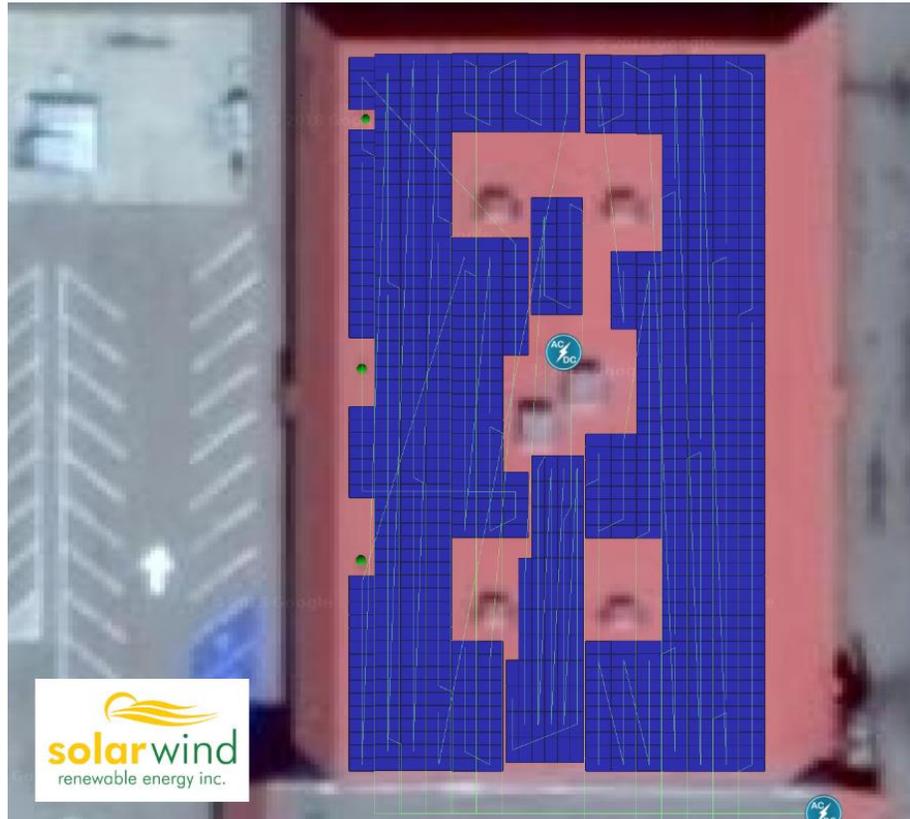


Claresholm Arena – 282.8 KW DC system

707 LG 400 W Modules | SolarEdge Inverters | Non-penetrating Mounting System

Simulated 1st Year Production: **288.9 MWh**

15 Year Limited Warranty & Production Guarantee on Financed/Leased Systems



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Installed Solar PV System	\$527,940
Total Price per Watt Installed (\$/W)	\$1.87
Estimated Government Funding – AMSP	\$158,382
Total Cost After Funding	\$369,558
Price per Watt Installed After Funding (\$/W)	\$1.31
FINANCING OPTION – 15 Year Term	
Upfront Payment (Incentive)	\$158,382
Government Funding Contribution	\$158,382
Town’s Contribution	\$0.00
Average Monthly Payment	\$2,734.39
APR	3%
15 Year Limited Warranty	Included

GST not included in above figures.

*Assumes input tax credits (ITCs) can be claimed.



Water Treatment Plant – 528.8 KW DC system

1,356 LG 390 W Modules | SMA Inverters | Engineered Ground Mount System

Simulated 1st Year Production: **741.6 MWh**

15 Year Limited Warranty & Production Guarantee on Financed/Leased Systems



* Ground mount systems may be distributed across multiple sites, dependent on site availability, design and engineering. Ground mount system size and production estimates are for illustration only and ENMAX can work with the Town to determine the optimal ground mount system designs.

Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Installed Solar PV System	\$1,168,478
Total Price per Watt Installed (\$/W)	\$2.21
Estimated Government Funding – AMSP	\$449,480
Total Cost After Funding	\$718,998
Price per Watt Installed After Funding (\$/W)	\$1.36
FINANCING OPTION – 15 Year Term	
Upfront Payment (Incentive)	\$449,480
Government Funding Contribution	\$449,480
Town’s Contribution	\$0.00
Average Monthly Payment	\$5,368.73
APR	3%
15 Year Limited Warranty	Included

GST not included in above figures.

*Assumes input tax credits (ITCs) can be claimed.



Water Treatment Plant Major Offset – 1,000 KW DC system

2,568 LG 390 W Bifacial Modules | SMA Inverters | Engineered Ground Mount System

Simulated 1st Year Production: **1,403 MWh**

15 Year Limited Warranty & Production Guarantee on Financed/Leased Systems



* Ground mount systems may be distributed across multiple sites, dependent on site availability, design and engineering. Ground mount system size and production estimates are for illustration only and ENMAX can work with the Town to determine the optimal ground mount system designs.

Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Installed Solar PV System	\$2,202,955
Total Price per Watt Installed (\$/W)	\$2.20
Estimated Government Funding – AMSP	\$850,000
Total Cost After Funding	\$1,352,955
Price per Watt Installed After Funding (\$/W)	\$1.35

FINANCING OPTION – 15 Year Term	
Upfront Payment (Incentive)	\$850,000
Government Funding Contribution	\$850,000
Town's Contribution	\$0.00
Average Monthly Payment	\$10,103.92
APR	3%
15 Year Limited Warranty	Included

GST not included in above figures.

*Assumes input tax credits (ITCs) can be claimed.

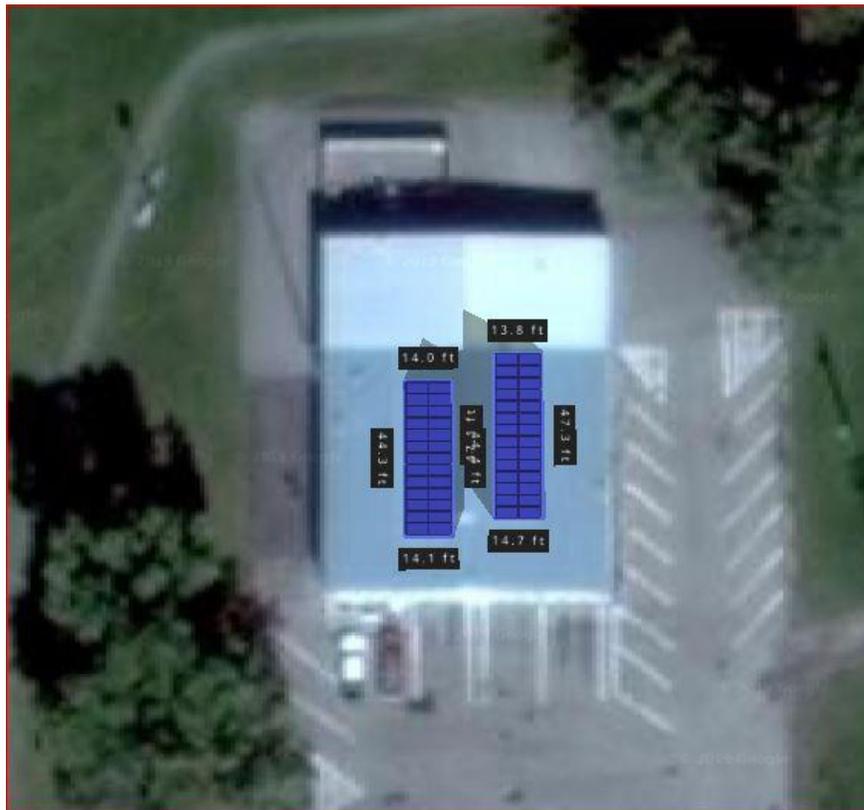


Claresholm Fire Station – 20.0 KW DC system

54 LG 370 W Modules | SolarEdge Inverters | Non-penetrating Mounting System

Simulated 1st Year Production: **20.0 MWh**

15 Year Limited Warranty & Production Guarantee on Financed/Leased Systems



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Installed Solar PV System	\$52,005.38
Total Price per Watt Installed (\$/W)	\$2.60
Estimated Government Funding – AMSP	\$14,985
Total Cost After Funding	\$37,020.38
Price per Watt Installed After Funding (\$/W)	\$1.85

FINANCING OPTION – 15 Year Term	
Upfront Payment (Incentive)	\$12,384.73
Government Funding Contribution	\$14,985
Town’s Contribution	\$0.00
Average Monthly Payment	\$291.57
APR	3%
15 Year Limited Warranty	Included

GST not included in above figures.

*Assumes input tax credits (ITCs) can be claimed.

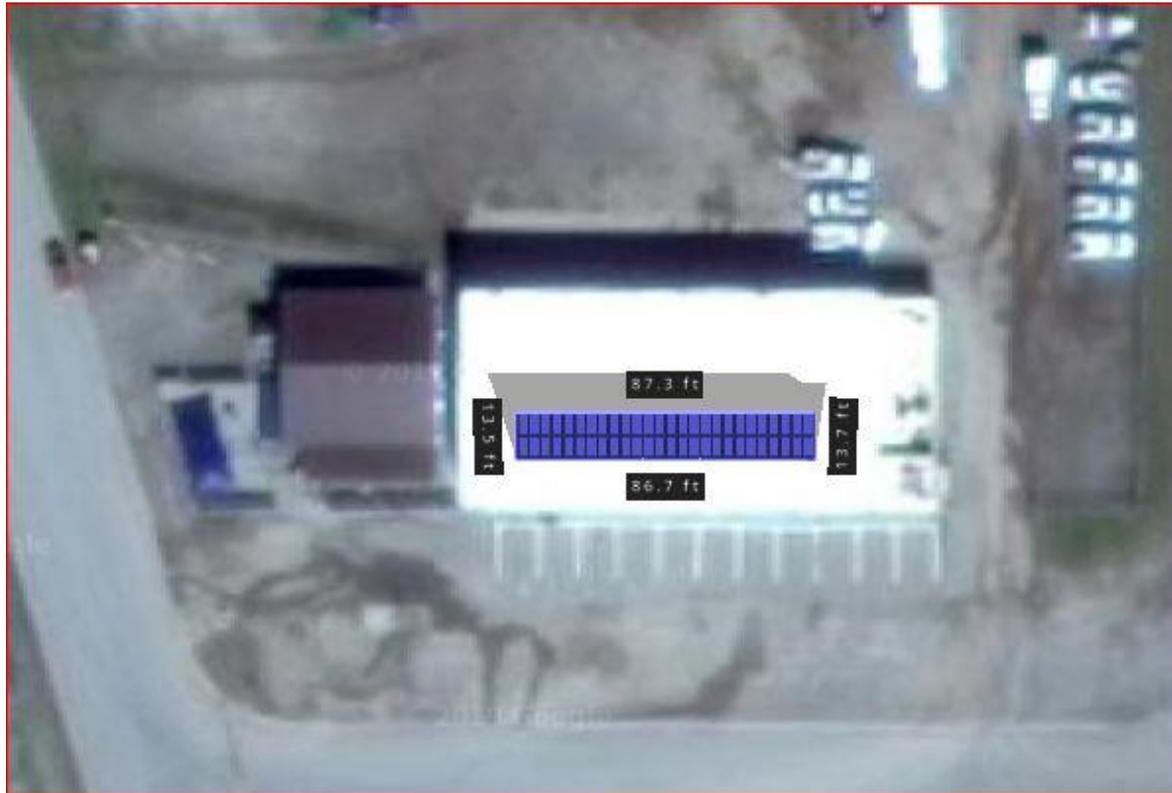


Claresholm Town Shop – 19.2 KW DC system

52 LG 370 W Modules | SolarEdge Inverters | Non-penetrating Mounting System

Simulated 1st Year Production: **20.0 MWh**

15 Year Limited Warranty & Production Guarantee on Financed/Leased Systems



Preliminary layout for discussion – subject to change

PURCHASE OPTION	
Total Price of Installed Solar PV System	\$50,449.23
Total Price per Watt Installed (\$/W)	\$2.62
Estimated Government Funding – AMSP	\$14,430
Total Cost After Funding	\$38,541.69
Price per Watt Installed After Funding (\$/W)	\$1.87

FINANCING OPTION – 15 Year Term	
Upfront Payment (Incentive)	\$11,907.54
Government Funding Contribution	\$14,430
Town’s Contribution	\$0.00
Average Monthly Payment	\$283.58
APR	3%
15 Year Limited Warranty	Included

GST not included in above figures.

*Assumes input tax credits (ITCs) can be claimed.



Financial Analysis

Site Name	25 Year Levelized Cost of Solar Energy (LCOE) (\$/kWh)	Net Present Value (3% Discount Rate)	Internal Rate of Return (IRR)
Claresholm Arena	\$ 0.08	\$ 305,015	17.9%
WTP 528 kW	\$ 0.06	\$ 1,020,065	89.9%
Town Shop	\$ 0.12	(\$ 3,311)	65.0%
Fire Station	\$ 0.12	(\$ 4,360)	67.2%



System Pricing and Viability is Subject To:

- Structural Engineering approvals
- Municipal permitting approvals
- Electrical Engineering design and approvals
- Micro Generation application and interconnection approvals
- Commercial Solar Program – terms & conditions
- Other items, including but not limited to, foreign exchange rates, potential changes in law, equipment availability, etc.



Next Steps: ENMAX Solar Process

- Review project models and assumptions
- Refine solar designs and confirm suitability
 - Are there design criteria or other items we should be aware of?
 - Initial site visit typically undertaken to confirm assumptions
- ENMAX Solar Agreement
 - Identifies details of solar systems and general terms and conditions of agreements
 - Templates can be provided for review
- Turn-Key Solar Installation
 - ENMAX facilitates all permitting and funding applications to provide a turn-key project

ENMAX Solar Completed Projects

ENMAX has been installing solar PV systems on homes, schools, commercial and municipal buildings since 2009. To date, ENMAX has installed over 600 PV systems representing over 9 MW of solar PV capacity in Alberta, making us the largest distributed solar system provider in the province with 56% of installed systems in the province.



Mosaic Centre
212 kW (NET-ZERO)



Devon Community Centre
100 kW



Town of Cardston
49kW (Arena 146kW)

ENMAX Solar Completed Projects

ENMAX has been installing solar PV systems on homes, schools, commercial and municipal buildings since 2009. To date, ENMAX has installed over 600 PV systems representing over 9 MW of solar PV capacity in Alberta, making us the largest distributed solar system provider in the province with 56% of installed systems in the province.



Leduc Recreation Centre
1,111 kW



Brazeau County Office
225 kW



Camrose Encana Arena
1,053 kW

Questions?

Scott Alexander

Solar Design-Business
Development
Solarwind Renewable Energy
Inc.

403-593-9368

scott@solarwind.energy

Jason Atkinson

Director, Operations
Distributed Generation
ENMAX Energy Corp.

403 514 2709

jratkins@enmax.com



Claresholm

INFORMATION BRIEF

Meeting: Town Council Monday June 24, 2019
Agenda Item: 5

DELEGATION RESPONSE

DESCRIPTION / BACKGROUND:

On June 10th, 2019 Eric Burton of Factor 5 Group presented to the Town Council on behalf of his involvement with the South Grow Regional Initiative. Factor 5 has entered into an agreement with the South Grow membership to provide grant services relating to:

- Grant research that is released monthly
- Grant consultation with members
- Discounted rate for project design, grant writing, and project development
 - Available in part, or in full.

DISCUSSION / OPTIONS:

The EDO has been in contact with Mr. Burton following the Council presentation and discussed different delivery models, and potential projects in Claresholm. There are no immediately identifiable opportunities with Factor 5 at this time, however the potential for collaboration certainly exists.

As members of South Grow, the Economic Development Committee will monitor the monthly grant correspondence and inform the Town Council of any potential opportunities that arise.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 2.) N/A

PREPARED BY: Brady Schnell

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 20, 2019



Town of Nanton

1907 21 Avenue, PO Box 609, Nanton, Alberta T0L 1R0
P 403.646.2029 F 403.646.2653 nanton.ca

CERTIFIED RESOLUTION

The Town of Nanton at its May 30th, 2019 Special Council meeting adopted the following resolution:

RESOLUTION # 208 – 19/05/30 - Dozeman

WHEREAS AUMA's vision is that Alberta's municipalities have an enduring partnership with the Government of Alberta that recognizes the shared responsibility to fund the infrastructure that Albertans rely on to maintain economically, environmentally and socially resilient communities;

WHEREAS small municipalities with limited property tax bases and borrowing capacity rely upon a reasonable frequency of federal/ provincial infrastructure capital grant rounds for major essential and community growth projects, particularly in the areas of water and sewer infrastructure;

WHEREAS there is, as yet, little certainty with respect to the future of the Municipality Sustainability Initiative or a replacement program beyond 2022, a program often relied upon for the funding of project conceptualization, design and management by qualified professional consultants;

WHEREAS members of Alberta Transportation and other ministries are often required to be closely involved in municipal infrastructure discussions of an intermunicipal or regional nature;

WHEREAS community economic growth relies upon reasonable levels of municipal taxation and user fees combined with a high standard of public municipal infrastructure and services that meet the expectations of residents, investors and developers.

IT IS THEREFORE RESOLVED THAT the AUMA advocate that the Government of Alberta create additional capacities within its infrastructure, transportation and municipal affairs ministries to formally support municipalities with a population of under 5,000 with the independent vetting, cost-benefit analysis and operational and maintenance impact review of infrastructure designs, renewals or builds that are financially supported by federal or provincial funds so that the completed infrastructure is manageable and affordable for the municipality and its tax base going forward.

CARRIED

Neil Smith, Chief Administrative Officer

May 31st, 2019

MUST BE ADDED TO AGENDA FOR DISCUSSION, AMENDMENT AND APPROVAL. Deadline for submission is May 31st.

WHEREAS AUMA's vision is that Alberta's municipalities have an enduring partnership with the Government of Alberta that recognizes the shared responsibility to fund the infrastructure that Albertans rely on to maintain economically, environmentally and socially resilient communities;

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Resolution Background:

In late 2014, the Town of Nanton's aging RBC wastewater treatment plant was facing an unexpected critical failure. With great generosity, an \$11 million federal/provincial infrastructure capital grant package was ultimately made available for a new MBR mechanical wastewater treatment plant, beginning operation in 2017. With few alternatives provided to the Town in stakeholder meetings with government and engineers, this recommended option was green lit. A more typical lagoon wastewater treatment solution had previously been favoured by Council and administration for its more dependable operational costs, Level 1 EOCP operational requirements and longevity.

What has become clear over the last two years is that Council and administration, when faced with an infrastructure decision of this scale, required significant additional support from the province in terms of evaluating options that would be the best fit for the community; not just from an environmental perspective, but a fiscal one. There is no doubt that an MBR facility is an environmental leader in wastewater treatment. Fiscal considerations at the municipal level should, however, be something that the province helps a community evaluate when contemplating a major investment in community infrastructure as high levels of taxation and user fees can negatively impact community resilience.

2015 annual wastewater user fee revenue for operations	Required annual wastewater user fee revenue for operations to avoid operational deficit in 2020 (new plant)
\$434,000 (failing 40 year old RBC facility at historically high operation and maintenance costs)	\$750,000 (new MBR plant)
2015 average annual wastewater fee for a resident	Estimated average annual wastewater fee for a resident from 2020
\$421	\$714

The scale of user fees increases to cover the operation, maintenance and staffing of this facility, in tough economic times, is unexpectedly high and, with hindsight, required far greater analysis from the financial impact angle by all parties involved before the MBR option was greenlit. For example, a community of 2200, even if growing, faces an insurmountable objective of building adequate capital reserves to replace an \$11 million facility with a 20 year useful life.

For small communities with major cumulative needs in infrastructure and operational activities, the capital, operation and maintenance cost impact consideration of a specific investment to the taxbase must be considered and discussed thoroughly by all parties, even in a critical situation. Provincial advisors can both safeguard the province’s investment and help communities arrive at better objective decisions that balance engineering or regulatory considerations with fiscal reality. This could include:

- Requirements, templates or advice regarding the right project management structure for a major infrastructure project;
- Review of shared success stories from communities of a similar size with similar infrastructure issues from an objective source;
- Mandatory asset management and fiscal implication reports of a particular concept or design to be reviewed by provincial grant aid administration.



ALBERTA
MUNICIPAL AFFAIRS

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

AR97300

June 14, 2019

TO ALL ALBERTA MAYORS, REEVES AND COUNCILS:

Within the past several weeks, I have been blessed with two tremendously important honours. Firstly, on April 16, the people of Edmonton-South West entrusted me to represent them in the Legislative Assembly for the next four years as the MLA for Edmonton-South West. Secondly, on April 30, Premier Kenney appointed me as the Minister of Municipal Affairs, with a mandate to work with all of you in returning jobs and prosperity to our great province.

I am humbled and honoured by these opportunities, and I am looking forward to meeting many of you over the coming months, hearing about what matters to you and your communities, and working with you to achieve our shared objectives.

You will likely understand that much of my focus, and that of my Cabinet colleagues, will be on delivering the many important commitments we have made to Albertans during the recent election campaign. As Minister of Municipal Affairs, some of my key priorities will include:

- Working with the Minister of Finance to deliver on the municipal funding amounts promised for this year, and to work with your municipal associations to develop a long-term municipal funding program;
- Working with the Solicitor General to engage municipalities in discussions on the province's funding formula for police services, including any burden imposed on local law enforcement resulting from the federal legalization of cannabis;
- Cutting provincial regulation and paperwork for Alberta municipalities, so you can pass those savings on to your local taxpayers; and

.../2

- Working with municipalities to attract investment and create jobs through measures such as facilitating pre-approved industrial zones and enabling municipal property tax incentives.

There are a number of other priorities we will be working on over the coming months, but this gives you a sense of the work I expect to do in partnership with you.

Before I close, I want to draw to your attention recent action the Government of Alberta has taken to make it easier for responsible adults to drink alcohol in provincial parks. These changes came into effect just in time for the recent May long weekend, and the feedback received so far has been overwhelmingly positive.

I would like to encourage you as municipal leaders to follow the province's lead in reducing unnecessary regulation in your own municipal parks. Through your local bylaws, you already have authority under the *Gaming, Liquor and Cannabis Act* to enable responsible alcohol consumption within your parks. More detail on this initiative is available in the documents attached to this letter.

As we move forward, we have much work ahead of us. I am excited about the opportunities for us to work together to restore jobs and prosperity to Alberta, and I am genuinely looking forward to meeting and working with all of you.

Sincerely,



Kaycee Madu
Minister

Attachments:

1. Copy of GOA News Release on Liquor Rules
2. Additional Information for Alberta Municipalities

Liquor ban quashed and rules relaxed

May 16, 2019 [Media inquiries](#)

Liquor constraints will be relaxed in Alberta starting this May long weekend.

Premier Jason Kenney and Environment and Parks Minister Jason Nixon are pushing back against the excesses of the nanny state and the ‘War on Fun.’ Beginning this May long weekend, the liquor ban imposed on eight remaining provincial parks will be lifted. Moving forward, this government is committed to remove unnecessary red tape for festival organizers hosting events in municipalities and provincial parks. Relaxed liquor regulations will also extend to select provincial park day use area picnic sites later this summer.

“It’s time to lift prohibition-era restrictions around liquor consumption in Alberta and give responsible adults the freedom to act responsibly. This is part of our plan to take bold, decisive steps to reduce regulatory burden on business and not-for-profit festival organizations. We will take Alberta from being the most over-regulated to the freest economy in Canada.”

Jason Kenney, Premier

Alberta Gaming, Liquor and Cannabis regulations have been clarified to allow event organizers the flexibility to serve drinks where they see fit on festival grounds. Albertans will be able to responsibly enjoy the environment festival organizers wish to create. The same strategy is being applied to festivals and events in provincial parks by making approvals for liquor licences less restrictive.

This May long weekend, the liquor ban will be lifted at Aspen Beach, Miquelon Lake, Garner Lake, Dillberry Lake, Pigeon Lake, Whitney Lakes, Jarvis Bay and Wabamun provincial parks. There is no ban in place in Alberta Parks’ other

provincial campgrounds.

Historically, there has been a liquor ban only over the May long weekend and only in select provincial parks.

“The vast majority of Albertans who enjoy our provincial parks do so responsibly. We should not punish the majority of responsible campers through liquor bans because of the past behaviour of a few bad characters.”

Jason Nixon, Minister of Environment and Parks

Rules and regulations around quiet times, excessive noise and appropriate behaviour continue to be in place and will be enforced as they are in Alberta Parks' other campgrounds. Enforcement staff will shift their focus from enforcing the previous liquor ban to addressing negative behaviour. Liquor consumption in provincial campgrounds is restricted to adults and in campsites only.

Relaxing liquor constraints in municipalities and provincial parks is a commitment under government's Red Tape Reduction strategy and a change to make the lives of Albertans better.

Regulations on liquor consumption in Municipal parks

Additional information for Alberta municipalities

Overview

Alberta's *Gaming, Liquor and Cannabis Act* provides park owners, including municipalities, with the flexibility to enable public consumption of alcohol under certain conditions. In essence, these conditions enable a municipality to designate picnic areas where alcohol and food can be consumed together.

Provisions of the Act

The specific provisions in the Act are set out below:

Public place

- 89 (1) Except as provided in this Act, no person may use or consume liquor in a public place or any place other than a residence, temporary residence, licensed premises or a place or class of place prescribed in the regulations where liquor may be used or consumed.
- (2) Despite subsection (1), a person may consume liquor with food in a public park in a picnic area designated by the owner or operator of the public park during the hours designated by the owner or operator if a sign is posted that
- (a) states that a person may consume liquor with food in the designated picnic area,
 - (b) sets out the designated picnic area, and
 - (c) sets out the hours when liquor may be consumed with food.
- (3) A person must stop consuming liquor in a designated picnic area if a peace officer on reasonable and probable grounds believes that the person is intoxicated or is not consuming food while consuming liquor in a designated picnic area and the peace officer.

Most municipalities address these situations within local bylaws governing municipal parks. The Government of Alberta encourages all municipalities to evaluate whether more relaxed provisions regarding alcohol consumption in municipal parks make sense for your community, and if so to consider making changes to your policies and bylaws to implement these changes.



3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

RECEIVED
JUN 18 2019

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: admin@orrsc.com
Website: www.orrsc.com

June 13, 2019

File: 90B-1

Marian Carlson
Chief Administrative Officer
Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Dear Ms. Carlson:

Re: Chinook Intermunicipal Subdivision and Development Appeal Board

It is our pleasure to formally announce the commencement of the Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB), a new shared service offered and administered by ORRSC for its member municipalities. The Board is active and to date has participated in two hearings and has four more pending. We also wish to thank you for your input, advice and commitment towards making this service a reality.

Enclosed please find an invoice for the 2019 year, a copy of your signed Agreement with ORRSC and a copy of the finalized Procedural Guidelines.

Once again, thank you and we look forward to helping you with your appeals into the future. If you have any questions please give Diane Horvath, myself or your Planner a call at 430-329-1344.

Sincerely,

Lenze Kuiper
Director

LK/bj
Enclosures (3)

Chinook Intermunicipal Subdivision and Development Appeal Board

PROCEDURAL GUIDELINES



June 2019

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PART A: THE BOARD & PANELS

General

1. The Board is an independent quasi-judicial tribunal. Within the mandate of the *Municipal Government Act, RSA 2000, c M-26*, as amended and the Intermunicipal Subdivision and Development Appeal Board (SDAB) Bylaw, as amended, the Board controls its own process and procedure at all times.
2. The Board has established a process as set out in these Guidelines that will better enable the Board to effectively and efficiently decide appeals. The Board may, however, deviate from these Guidelines when hearing a particular appeal with or without notice to the parties.
3. All proper names/references shall have the same meaning as defined in the Intermunicipal Subdivision and Development Appeal Board Bylaw.
4. The municipalities may establish an Advisory Committee to review this Procedures Guideline and other matters pertinent to the Board's function.

Intermunicipal SDAB Composition

1. The SDAB Members shall be comprised of persons from the participating municipalities.
2. Appointments to the SDAB shall be made by resolution approved from time to time by the Councils of the participating municipalities. All resolutions shall be submitted to the Oldman River Regional Services Commission (ORRSC), who will maintain a SDAB Member register with current contact information.
3. If a participating municipality decides not to appoint their own individual member to the Board, the municipality may still access the SDAB Members to assemble a panel for a hearing.
4. If a vacancy occurs, the SDAB will continue to operate with the existing appointed Board members until such time as a new person is appointed to the SDAB.

Bias and Pecuniary Interest

1. All Board members must consider perceived influence or bias and conduct themselves in an impartial manner based on the principles of judicial fairness.
2. If a Board member's presence may affect the deliberations on the appeal or affect the outcome in any way, the member should consider making a declaration and excluding themselves from further discussion. This declaration should be noted for the record.
3. A Board member must listen to the appeal with an open mind and without being influenced by factors outside of the evidence and arguments of the parties participating in the appeal.
4. A Board member with a financial interest in the appeal should also declare this interest and exclude him or herself from the hearing. The conflict of interest rules under section 172 of the *Municipal Government Act* should be used as a guideline for a SDAB member.

5. If a Board member is challenged prior to or at a hearing, the panel will recess to consider the information in closed session and will make a determination regarding the Board member's ability to participate in the hearing and the reason for or against shall be recorded for the record.

The Panel

1. The Board hears appeals in groups called Panels. A decision of the Panel is a decision of the Board.
2. Panels of the Board have a minimum number of members. This minimum number of members is called the "quorum".
3. More than one Panel may be convened at any one time and Board Members of the SDAB may participate as a member of more than one Panel at the same time.
4. Members of the Board will be listed on the ORRSC website (www.orrsc.com) and participating municipalities may list the Board member names on their web or social media sites.
5. Any concern about the makeup of a Panel for a particular appeal must be raised as soon as possible or at the beginning of the hearing.
6. A Panel, in consultation with the Coordinator/Clerk, will set the date for the hearing to continue or provide some procedural directions. Once a Panel starts hearing the merits of an appeal, that Panel will remain the same throughout the hearing.
7. Where possible, a Panel convened for a hearing should consist of the appointed members from the municipality in which the appeal is held and with the remainder of the Panel to be from the regional pool.
8. No more than one elected official may sit on a Panel to hear an appeal.
9. If for any reason a member of the Panel cannot continue to participate in a hearing, the hearing may proceed without that member but only if enough other members are present to still achieve quorum. If not, the hearing will be adjourned and may be re-heard by a new Panel.
10. The deliberation by a panel regarding the decision are to be held in closed session.

The Panel Chair

1. The Panel members shall elect one of themselves as Panel Chair (Chair) for the purpose of a hearing. The Chair may be a member from the municipality in which the appeal is located.
2. The Chair shall be responsible to ensure the Panel carries out the responsibilities in accordance with the provision of the *Municipal Government Act* and the SDAB bylaw.
3. The Chair has the authority to conduct a hearing as they determine suitable, but shall act on the principles of unbiasedness, impartiality, and judicial fairness.
4. The Chair may call a recess to allow members to read materials, rest after a long series of presentations, take time for meals or personal needs of the Panel, or to settle down the meeting participants after a contentious presentation or if someone must be removed from the hearing.

5. Prior to adjourning, the Chair should ensure that the other members of the Panel have adequate facts to develop the reasons for their decisions and to formulate the decision.
6. The chair or his designate is responsible for signing the decision of the Panel.

Roles of the Panel

1. Panel members should be careful not to speak out of turn and shall speak at the direction of the Chair.
2. All Panel members need to be aware of their potential for or perception of conflict of interest and bias. If the impression is created that the member might benefit directly or indirectly from the ruling of the SDAB or that there has been a previous association with a party to the appeal, the member should not participate in the hearing.
3. The Panel should not see itself as solving people's problems. It is not an advocate and should not be perceived as such. This restriction also applies to providing any advice that may relate to the issues of the case. Any advisory function should be handled by informed professionals, which may include the municipal staff.
4. The role of any SDAB member is to participate in the hearing process and to help ensure that decisions are made in a fair, impartial, and timely manner.

Responsibilities of the Panel

1. Before the hearing, Panel members **must be**:
 - a) informed about their legislative and quasi-judicial responsibilities;
 - b) familiar with the relevant provincial legislation and policy including but not limited to the Alberta Land Stewardship Act, South Saskatchewan Regional Plan, Municipal Government Act and the Subdivision and Development Regulation;
 - c) familiar with the applicable municipal plans, policies and bylaws including but not limited to the municipal development plan, area structure plans, area redevelopment plans, land use bylaw and the SDAB bylaw; and
 - d) familiar with exhibit package as circulated before the hearing, and review the material to become familiar with the circumstances of the case.
2. Before the hearing, Panel members **must not**:
 - a) speak with the appellant or any other parties prior to the appeal (the SDAB member may only advise people contact the clerk and to attend the hearing in order to make their views known);
 - b) discuss the item being appealed with anyone, including other SDAB members, outside the hearing;
 - c) conduct independent research including site visits; or
 - d) form a conclusion prior to attending the hearing.
3. Panel members should refrain from discussing appeals with municipal staff except within the context of the open hearing.
4. The Panel members must be present for the entire hearing of a specific appeal. Members cannot be substituted for other members during the hearing. Members should ensure that they do not leave

the hearing room during the hearing and any member who leaves during the hearing may not return or participate in the decision in any way, if the hearing has continued without the member.

5. Only those Panel members present during the entire length of the discussion, pertaining to a matter being considered at a hearing, shall participate in the decision deliberations.
6. The decision of the majority of the Panel members present at a meeting shall be deemed to be the decision of the whole Subdivision and Development Appeal Board.
7. The Panel members participating in an appeal decision will try to reach a decision by consensus, and in the case where consensus cannot be reached, a decision shall be made in favor of the majority of the members.

Panel Conduct at the Hearing

1. Panel members must be respectful and yield the operation of the hearing to the Panel Chair and may ask questions during the hearing only with the permission of the Chair.
2. At the hearing, Panel members should:
 - a) follow fair procedure and act in accordance with the rules of natural justice;
 - b) take notes to ensure that issues or evidence provided in the hearing is addressed in findings of fact, the reasons for the decision, or the decision; and
 - c) hear from all parties in a hearing in a fair, open, and objective manner.
3. Panel members are expected to listen attentively to each individual case and to understand the perspective presented.
4. The Panel shall attempt to create an atmosphere where all parties feel they have been dealt with in a considerate and respectful manner.

Communications with the Panel

1. All submissions and other communications with the Panel before the hearing shall be directed to the Clerk.
2. The Clerk shall contact Panel members as necessary before, during and after a hearing.
3. The Panel shall not communicate with the parties involved regarding the merits of an appeal outside of the hearing.
4. After the hearing closes, the Panel shall not accept any further submissions.
5. Parties should ensure that any submissions made to the Panel are copied to all of the parties involved in the appeal. Any response from the Panel through the Clerk will be shared with all other parties and will be made available to the public.
6. Panel members must not discuss an appeal outside of the hearing. All inquiries shall be directed to the Clerk and any response provided by the Clerk is informational only, is not a decision of the Panel, and is not legal or other advice.

PART B: COORDINATOR

Role of the Appeal Coordinator

1. Oldman River Regional Services Commission will assign a Coordinator to the Board to handle administrative duties of the Board.
2. The Coordinator shall assign a Clerk(s) to a specific appeal.
3. The Coordinator shall keep a master list of all qualified Board members, their contact information and training status.
4. The Coordinator shall monitor the activity of the Board in the form of a yearly report to the ORRSC Executive and upon establishment to an Advisory Committee. The report should include, but is not limited to:
 - a) the number of appeals,
 - b) the Board members participating in appeals,
 - c) Board members not able to attend hearings, and
 - d) Board members who fail to attend hearings.
5. The Coordinator is responsible for preparing the final invoicing and master file for the municipality. The master file shall include a copy of the appeal letter/form, the notice(s), the complete exhibit package, the decision and the record of proceedings.
6. Where the municipality is providing their own Clerk, the Coordinator will contact the municipality regarding the hearing and invoice the municipality for Panel costs.

PART C: CLERKS

Assembling a Panel to Hear an Appeal

1. The authority to assemble a Panel to hear a particular appeal may be designated to either Coordinator or Clerk assigned to a particular appeal.
2. The Clerk is to choose duly appointed members from the SDAB for hearings with the following guidelines for composition of a Panel:
 - a) as a first step, if there is a Board member(s) from the municipality in which the appeal originates, the Clerk shall contact and confirm their availability to participate in the hearing. If they are unavailable, subsection 2(b) applies;
 - b) as a second step, the Clerk shall contact Board members who live in closest physical proximity to the municipality in which the appeal originates, expanding the distance until the Panel is filled.
3. Each participating municipality through their SDAB bylaw will have determined the number of SDAB members that constitutes a Panel and its quorum. The Clerk shall have regard to Chart 1 which summarizes this information across the participating municipalities.

Chart 1

Municipality (as of May 31, 2019)	Number of SDAB Members that forms a Panel for an Appeal	Quorum
Arrowwood - Village	Three (3)	Two (2)
Barnwell - Village	Three (3)	Two (2)
Barons - Village	Three (3)	Two (2)
Cardston - County	Three (3)	Two (2)
Cardston - Town	Three (3)	Two (2)
Claresholm - Town	Five (5)	Three (3)
Coaldale - Town	Three (3)	Three (3)
Coalhurst - Town	Three (3)	Two (2)
Coutts - Village	Three (3)	Two (2)
Cowley - Village	Three (3)	Two (2)
Fort McLeod - Town	Three (3)	Two (2)
Glenwood - Village	Three (3)	Two (2)
Lomond - Village	Three (3)	Two (2)
Milk River - Town	Three (3)	Two (2)
Milo - Village	Three (3)	Two (2)
Nanton - Town	Five (5)	Three (3)
Nobleford - Town	Three (3)	Two (2)
Picture Butte - Town	Three (3)	Two (2)
Pincher Creek - Town	Three (3)	Three (3)
Pincher Creek - MD	Five (5)	Three (3)
Ranchland - MD	Three (3)	Two (2)
Raymond - Town	Three (3)	Two (2)
Stavelly - Town	Three (3)	Two (2)
Stirling - Village	Three (3)	Two (2)
Taber - MD	Three (3)	Two (2)
Vauxhall - Town	Three (3)	Two (2)
Vulcan - Town	Five (5)	Three (3)
Warner - County	Three (3)	Two (2)
Warner - Village	Three (3)	Three (3)

Responsibilities of the Clerk

1. The Clerk is responsible to report any changes in Board member contact information to the Coordinator.
2. The duties of the Clerk before the hearing include:
 - a) ensure that the appeal has been properly filed;
 - b) coordinate the date, time and venue of the hearing;
 - c) contact members to ensure quorum;
 - d) prepare a notice of hearing and ensure that the appropriate people are informed of appeal (including the appellant, affected persons, and anyone else identified in the land use bylaw and Subdivision and Development Regulation) at least 5 days prior to hearing;
 - e) prepare an exhibit package;
 - f) prepare an agenda for the hearing;
 - g) ensure that all relevant documents and materials are available for public inspection;
 - h) answer any questions of the applicant, appellant, Panel, municipality or public; and
 - i) set up any equipment/materials needed in the SDAB meeting room.
3. The duties of the Clerk at the hearing include:
 - a) circulate a sign in sheet among the gallery;
 - b) provide administrative assistance to the Panel;
 - c) assist the Chair and Panel in the organization and function of the hearing;
 - d) ensure quorum of the SDAB for the hearing;
 - e) announce the appeal at the commencement of the hearing;
 - f) record names of speakers;
 - g) mark submitted exhibits;
 - h) take notes of the appeal; and
 - i) record the attendance and absences of SDAB Panel members.
4. The duties of the Clerk after the hearing include:
 - a) prepare a draft SDAB's decision(s) for the Panel review, edits, and Chair signature;
 - b) circulate the decision in accordance with the notice of hearing and ensure that the appropriate people are informed of the decision (including the appellant, affected persons, municipality, referral agencies, those that spoke at the hearing etc.); and
 - c) prepare and sign a record of proceedings for the appeal file.
5. The Clerk is responsible for keeping track of all expenses related to the appeal and submitting an invoice to the municipality in which the appeal originates.

PART D: HEARING PROCEDURES

Commencing Appeals

1. An appeal is commenced by filing a notice of appeal form or letter and paying the applicable filing fee of the municipality in which the appeal originates.
2. There are strict timelines for launching an appeal. Appeals must be submitted within 21 days, for stop orders, subdivision or development appeals, and notice or deemed refusal by the Subdivision or Development Authority. Appellants are encouraged to file as soon as possible within the appeal period.
3. The notice of appeal form should be filled out completely, including a summary of the reasons for the appeal.
4. A person can file an appeal on their own behalf or can authorize an agent, lawyer or other representative to do so on their behalf.
5. If a person is filing an appeal on behalf of someone else, this must be stated in the notice of appeal form. The “appellant” in the notice of appeal form is the person who has the right to appeal, and the “agent” in that form is the person filing on the appellant’s behalf.
6. If a person is representing someone else, they may be asked to provide written authorization from the person they represent. This applies to any person acting as a representative of an individual, company, society, community association or any other organization.
7. The municipality shall stamp the letter or notice of appeal as being received on the date it is delivered.
8. Appeals received by the municipality will then either:
 - a) request a list of SDAB Members from the Coordinator, so the municipality may Clerk the hearing themselves; or
 - b) request that Appeal Coordinator provide ORRSC Clerk services.

Withdrawing an Appeal

1. An appellant may withdraw an appeal at any time before the Panel issues its decision. A withdrawal of an appeal must be explicit and unconditional.
2. If the appellant withdraws the appeal before the hearing begins or after the close of the hearing, but before the Panel issues its decision, the withdrawal must be in writing. An appellant may withdraw an appeal verbally at the hearing.
3. If an appeal is withdrawn before the hearing begins, any refunds of the municipal appeal fee shall be at the discretion of the municipality in which the appeal originates.

Scheduling a Hearing

1. The municipality, in which the appeal originates, is responsible to contact the Coordinator within 2 working days when an appeal is received in their municipality.

2. Once an appeal has been received, the assigned Clerk will schedule the hearing to begin within 30 days of the receipt date. The Clerk shall consult with the municipality regarding dates, times and location for the hearing. Once the details are determined, the Clerk will convene a Panel in accordance with Part C: Clerks.
3. The Clerk is responsible for requesting and receiving pertinent information from the municipality in which the appeal originates which includes, but is not limited to:
 - a) the decision under appeal and notice of decision;
 - b) a listed of persons and agencies/departments notified of the application and decision;
 - c) the original application, diagrams, drawings and all other information which was submitted in support of the application which was used to render the decision;
 - d) any correspondence from government departments, utility companies, required referrals, affected or adjacent landowners;
 - e) relevant information from agenda packages and minutes of the meeting (approved or unapproved); and
 - f) any relevant plans, studies, or drawings that are considered by the municipality to be relevant to the matter.
4. The Clerk shall prepare and issue a notice of appeal with the location, date and time of the hearing.

Preliminary Matters:

1. Parties are encouraged to send written notice to the other parties to an appeal and to the Clerk of any preliminary matters such as:
 - a) requests for procedural directions,
 - b) notice of jurisdictional matters,
 - c) request for adjournments (with alternative dates).This should be done as soon as possible, so that the Panel can be made aware of preliminary matters that require attention prior to the hearing.

Adjournments

2. The Panel may adjourn (suspend) hearings to continue on a later date. This may be on the Panel's own initiative or in response to a request by a party.
3. Adjournments are discretionary. When considering whether to grant an adjournment request, the Panel may consider a number of factors, including the reason for the request and the impact an adjournment might have on any of the parties involved in the appeal.
4. If a party is requesting an adjournment, that request must be made at the earliest opportunity and reasons must be provided. If the request is made before the hearing begins, it should be in writing.
5. If a party is opposing an adjournment request, reasons must be provided.

Jurisdictional Issues

6. The Panel may consider whether it has the authority to hear an appeal ("jurisdictional issues"). Examples of jurisdictional issues include:
 - a) whether the appeal was started in time, and

- b) whether the person who filed the appeal was entitled to do so.
7. The Panel may dedicate a time at the beginning of the hearing to determine jurisdictional issues.
8. The Panel may decide jurisdictional issues at any time during the appeal.

Evidence

1. There are rules of evidence which typically apply to court processes. The Panel is not bound by these rules of evidence. During the course of the proceedings, the Panel will determine what it considers as relevant evidence.
2. The Panel does not seek evidence nor advocate for any party to an appeal. The Panel relies on the evidence submitted by the parties. Each party is responsible for assembling and presenting evidence to support that party's case.
3. Despite the preceding clause, the Panel may request that parties submit relevant documents and materials respecting the appeal.

The Appeal Exhibit Package

1. All materials submitted to the Panel will be included in a document called the Exhibit Package.
2. Relevant hearing materials shall be included in the Exhibit package and will include:
 - a) the appeal letter,
 - b) the decision subject to the appeal,
 - c) the application,
 - d) the notice of appeal including a location diagram, and
 - e) other submissions as received.
3. The Exhibit Package will be forwarded by the Clerk to the applicant, appellant, members of the Panel, municipal officials, and a counter copy for the municipality prior to the hearing.
4. Additional submissions received after the distribution of the Exhibit Package will be made available to the parties noted in above section during the hearing.
5. Any submissions at the hearing should be made in a quantity as specified in the notice of appeal or copies will be provided to the Panel members only.

Requirements for Materials being Submitted

1. Materials filed with the Panel, whether in hard copy or electronic format, should be sequentially page numbered. Hard copy materials should be tabbed where appropriate. In the case of materials submitted electronically, sections of materials may be separated by a page containing a tab letter or number in large font where appropriate instead of tabs.
2. Documents that contain multiple parts, such as legal briefs and expert reports with appendices or schedules, should also be bound if they are being submitted in hard copy format in a quantity as specified in the notice of appeal.

3. All materials filed for the hearing should be clearly printed and legible. Parties are encouraged to highlight relevant passages or sections.
4. Applicants for development permits or subdivision approvals should provide legible copies of the plans on which the Development Authority or Subdivision Authority based its decision. The Panel may request that larger copies of plans be submitted for the purposes of legibility.
5. Some plans, maps or drawings are “to scale”, meaning that the size of an item on the page represents its actual size. If any plans, maps or drawings are to scale, hard copy printouts to this scale should be provided.
6. Parties are encouraged to submit their materials electronically. Electronic submissions must be in a printable format and in a format that is compatible with the Clerk’s computer systems.
7. The Exhibit Package is printed in black and white. Any materials which are in colour, such as coloured maps, plans, drawings, or photographs, should also be submitted as hard copies at the hearing.
8. At the discretion of the Clerk, large volume document submissions can be requested to be provided in printed form.

Submissions at the Hearing

1. Multiple copies of all materials provided at the hearing (including written presentations) are required. They are distributed to the Panel and other participants.
2. A minimum of 12 copies of materials provided at the hearing will be required.
3. The Panel may require additional copies of materials (beyond the 12 discussed above) to be provided, at the party’s expense.
4. All presentation materials, including written presentations, photographs, PowerPoint and other slide presentations, and any materials placed on the overhead projector or otherwise presented during the hearing, must be left with the Panel.
5. If a PowerPoint or other type of digital media presentation is made to the Panel, hard copies of the presentation must be provided at the hearing.

Participating in a Hearing

1. The usual order of presentation in a hearing when a development permit or subdivision decision is being appealed is:
 - a) Introduction by the Panel Chair,
 - b) Preliminary matters (if any),
 - c) Presentation by the Development Authority or Subdivision Authority,
 - d) Presentation by the appellant/applicant,
 - e) Presentation by the appellant,
 - f) Presentation by Government agencies,
 - g) Presentations from public gallery,
 - h) Rebuttal by the Development Authority or Subdivision Authority, and
 - i) Rebuttal by the appellant and other parties.

“Rebuttal” is the opportunity to respond to new issues which came up during the hearing and which could not have been reasonably anticipated. It is not an opportunity to raise new issues or repeat evidence and arguments that have already been made.

2. The usual order of presentation in a hearing when an enforcement order is being appealed is:
 - a) Introduction by the Panel Chair,
 - b) Preliminary matters (if any),
 - c) Presentation by the Development Authority,
 - d) Presentations in favour of the enforcement order (against the appeal),
 - e) Presentations in favour of the appeal (against the enforcement order),
 - f) Rebuttal by the Development Authority, and
 - g) Rebuttal by the appellant and other parties.
3. The Chair may decide to outline a difference order of presentation if they believe there is a logical reason for doing so.
4. Panel members may ask questions of the parties at any time during the hearing.
5. Only those parties who made written or verbal submissions to the Panel before or during the hearing will be allowed to present a rebuttal.
6. There are limits on who is entitled to participate in a Panel hearing. Persons who want to participate in an appeal on the basis that they are affected by its outcome must be prepared to explain why they are affected, including providing their addresses and land locations.
7. Appeals to the Panel are hearings *de novo*. This means that the Panel can consider new evidence and arguments the Development Authority or Subdivision Authority did not consider in reaching its decision.
8. Parties are encouraged to be prepared to speak to all aspects of the proposed development or subdivision or other matter before the Panel, not just those aspects identified in the notice of appeal.
9. The Panel’s hearings are public and conducted in person in the municipality in which the appeal originates.
10. The Panel’s hearings are conducted in English. The Panel does not provide interpreters. Parties may provide their own interpreters at their own expense.
11. If a person fails to attend a scheduled hearing, the Panel may decide the appeal in that person’s absence.
12. Any concerns about the Panel’s hearing processes should be drawn to the Panel’s attention as soon as possible.
13. Only one person should speak at a time during the Panel’s hearing. The Chair will provide directions about the order of the speakers or presenters.
13. The Panel may give other directions to parties presenting during the hearing to facilitate the hearing process. These directions may include advising parties that their submissions or arguments are outside of the scope of the things the Panel can consider in the appeal.

The Public Nature of the Hearing

1. The Panel's hearings are open to the public, but are not a forum for public debate.
2. The Panel's hearings are summarized in a record of proceedings and are not recorded or transcribed.
3. No one is permitted to record, videotape, photograph or otherwise record the Panel's hearings or the Panel's hearing room without the prior permission of the Chair.
4. At the end of the parties' submissions, and at any time during the hearing, the Panel may meet privately to discuss the appeal. The Panel's discussions or deliberations regarding the outcome of the appeal are done during a private meeting.
5. The Panel may call the appeal parties back at any time before it issues its written decision, within the prescribed 15 days, to seek clarification from the parties. This will be done with notice to all of the parties in the hearing.
6. All documents, submissions, and other materials submitted to the Panel by the parties, as well as the Panel's decision, will be available to the public.

Conduct During the Hearing

1. All persons participating in the Panel's processes are required to conduct themselves with courtesy and respect. Disruptive, disrespectful or threatening behaviour will not be tolerated.
2. The Chair may direct that a person be removed from the hearing if they display disruptive, disrespectful or threatening behaviour.
3. If the person(s) refuse to leave, the Chair may call a recess and call for the proper authorities to remove the person(s) from the hearing venue.

PART E: AFTER THE HEARING

Decisions of the Panel

1. The Panel may consider its previous decisions, but it is not bound by them. Each appeal is decided based on its own merits and on the evidence, arguments, and circumstances of the case.
2. The Panel's role is to review decisions of the Development Authority or Subdivision Authority by way of a hearing *de novo*. It may uphold these decisions, reverse these decisions, or change these decisions in part.
3. The Panel's decision will be issued as soon as possible after the hearing is over, but within the required 15 days as per the *Municipal Government Act*.
4. The Panel's decision is final when it is in writing, signed, and issued. Once this has happened, the Panel has no more authority over the subject matter of the appeal.
5. The Panel does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any person, entity or organization involved in an appeal.

Retention of Evidence

1. The Coordinator/Clerk retains all documents and electronic submissions for a particular hearing and a complete copy is provided to the municipality.
2. The Panel retains physical evidence such as samples and models for at least 60 days after the decision is issued, or longer if the Panel's decision is appealed. These materials will not be returned unless a request is made at the time they are submitted.

Distribution of Panel Decisions

1. The Clerk shall send copies of Panel's decisions by mail to the appellant, the applicant, the Development Authority or Subdivision Authority, parties originally notified of the hearing and participants in the hearing who have requested a copy of the decision.

Appeal of Panel Decisions

1. The Panel's decisions may be appealed to the Alberta Court of Appeal on a question of law or jurisdiction in accordance with the *Municipal Government Act*.
2. Upon request, the Coordinator will according to FOIPP provide an electronic copy of the exhibit package and decision to the interested party.



Claesholm Kraken Swim Club

P.O. Box 1933
Claesholm, AB
T0L 0T0

<https://claesholmkrakens.wixsite.com/kraken>

Phone: (403)625-8841

RECEIVED

JUN 18 2019

June 10, 2019

Mayor & Council
P.O. Box 1000
Claesholm, AB T0L 0T0

To Mayor & Council:

RE: In-Kind Contribution: Claesholm Aquatic Centre

On behalf of the Claesholm Kraken Swim Club, I would like to thank you for your very generous in-kind donation to waive the rental fees of the Claesholm Aquatic Centre for our Home Swim Meet. Our Home Swim Meet was held June 7 & 8, 2019. It was a fantastic two days spent celebrating children and youth from all over southern Alberta!

At our Home Swim Meet, we had approximately 230 swimmers participating over the two-days, swimming over 900 events. Along with the swimmers were parents/guardians, siblings, aunts, uncles, grandparents and many others to cheer them on. We estimate that in addition to the 230 swimmers, approximately 400 additional people came to watch the Meet, as well, they had an opportunity to enjoy all that our amazing little community has to offer!

I am happy to report that the Meet was a complete success! We owe this success to the numerous volunteers who give their time and effort so freely! In addition, we also couldn't provide such a successful event without the support from our sponsors! For this, we are incredibly grateful!

Once again, I would like to thank you for supporting our Swim Club! As we continue to grow as a Club, please know that our community partnerships are essential to the continued success of our Club! We truly appreciate your continued support!

Kind Regards,


Nicole Van Langen
President



REQUEST FOR DECISION

Meeting: June 24, 2019
Agenda Item: 10

FARMERS MARKETS REQUEST

DESCRIPTION:

Organizers have requested to hold the Farmer's markets in the downtown parking lot Wednesday's for the 2019 season.

BACKGROUND:

The dates and times that the organizers are asking for are reasonable and similar to the hours for 2017 and 2018.

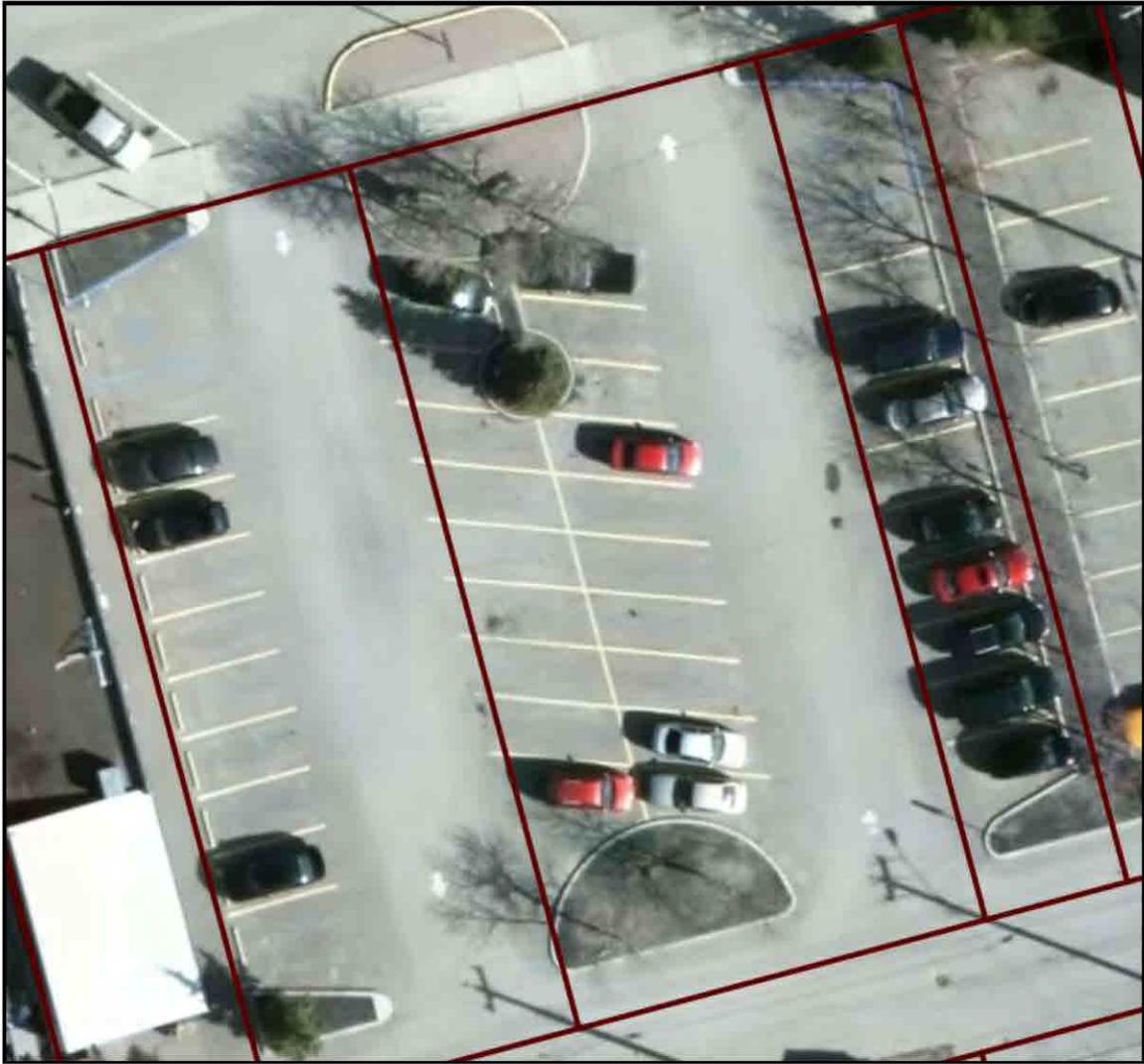
Wednesday Farmers Market

The Town will block off all west side parking stalls (along Petro's Liquor) at 7:00 a.m. on Wednesdays from June 6th to September 26th. Barricades will be stored in the downtown parking lot with the washrooms in a secure fashion. Administration is suggesting that the parking lot entrances and exits are to remain open due to the traffic flow and to alleviate traffic congestion. The downtown businesses require access to parking and it is not advisable to change traffic patterns. After the Farmers Market is complete on Wednesdays, the barricades must be stored by the organizers in the same place for use by the Saturday downtown market.

Additional/other areas can be closed if Council deems appropriate.

PROPOSED MOTION:

Moved by Councillor _____ to allow the Claresholm Farmers Market to use the 9 parking stalls running north from the southwest corner of the downtown parking lot between 4pm and 8:30pm for the Claresholm Farmer's Market for the 2019 season. The Town will provide and set up barricades. Other than the west side parking stalls, barricades are not to be placed to block off entrances and exits to the parking lot for the markets.



ATTACHMENTS:

- 1.) Claesholm Farmer's Market Letter

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 18, 2019

Claresholm Farmers Market
Box 1197
Claresholm, Alberta
T0L 0T0

Mayor and Council
TOWN OF CLARESHOLH

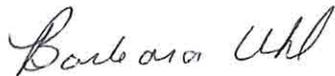
June 14, 2019

Request of the board:

Again this year the Claresholm Farmers Market plans to hold their markets in the Downtown Parking lot. The market will run every Wednesday from 3:00 to 7:00 PM. First market is on July 10, 2019 and continues until Sept 18, 2019.

Please contact Barb Uhl or Irene Gladstone to confirm this arrangement between the Recreation Board , and the Claresholm Farmers Market.

Yours truly,



Barb Uhl
403 625 2298
sec-tres



REQUEST FOR DECISION

Meeting: June 24, 2019

Agenda Item: 11

SPONSORSHIP REQUEST – OPERATION SMILE

DESCRIPTION:

A donation request has been received in preparation for an event taking place July 13th at the Community Centre. Miss Calgary 2019, Raman Sawhney and the Claresholm Prom Royalty will be raising funds for Operation Smile (information attached). The event proposed is a social event to raise awareness and to celebrate community. The fee for the rental is \$220.00.

Given that every \$240 dollars donated to the charity, one child can have a surgery done, she has decided to make it a goal to help give 15 smiles to deserving children across the globe. By supporting the event with the rental fee that will ensure the all funds raised go directly to the efforts.

She was a judge earlier this month at the Claresholm High School prom where students participated in year long activities, interviews, and charity work to have the chance at being ambassadors to the school and Town. Being impressed with the students she wanted to plan an event with the new school royalty in Claresholm (they have decided on a fun car wash, bottle drive, and bake sale prior to the event on the 13th). The students will also speak at the event to help with their public speaking skills. Media and Council are invited to this event.

OPTIONS:

Option 1: Support the request to donate the amount of the rental fee for the event July 13th in the amount of \$220.00.

Option 2: Support the request with a different sponsorship amount for the event July 13th.

Option 3: Do not support the request.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to support the donation request in the amount of \$_____.

Or

Moved by Councillor _____ to deny the request for donation.

ATTACHMENTS

- 1.) Application for Donation, Information & fact sheet

APPLICABLE LEGISLATION

- 1.) Policy 5.2.01 – Community Donation

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 20, 2019

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



Date of Application: June 19, 2019

Date of Event: July 13, 2019

1. Applicant Information

Name of Applicant: Raman Sawhney+ Claresholm Prom Royalty

Address: 51 Artist View Pointe, Calgary AB

Contact Person: Raman Sawhney

Phone, Fax, Email: 403-461-8698 and ramansaw@gmail.com

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 & #
but we will be donating to Operation Smile

NO

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

YES provide registration date & #
no, we are individuals raising money to donate

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):

Looking for sponsorship of the community hall for 3 hours to host a social event

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

social event to bring together community - speeches, networking and donations will be accepted

Other (explain):

Amount (value) Requested: _____

6. Details of how the funds will be expended:

We will be hosting a social to raise awareness for Operation Smile but also have it as a community event to celebrate the hard work of volunteers and promote philanthropy. We will have special guest speakers, presentation, snacks for sale, a DJ and a good atmosphere to mix and mingle.

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. N/A

Date	Amount	Use of Funds

8. Organizational Information

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

As Miss Calgary 2019, I volunteered at the Claresholm Prom last month and thought it was great. Now, I am working with the royalty to put together their first event and it is for a good cause to develop leadership skills while also giving back to society.

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

To raise awareness for Operation Smile, the importance of community service, and to provide an opportunity to celebrate the community and come together for an evening of fun and learning.

How will your organization acknowledge the Town's donation?

I will bring my listing you as an official sponsor for my Miss Universe Canada journey - I have done a similar thing with West Hillhurst Community Association in Calgary. I will continue to promote the donation and talk about it in any media or on-line platforms.

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

YES

NO

We don't have a budget, mostly everything being done so far is on the basis of donations.

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

Funding Source	Amount	Recommended Use of Funds

Operation Smile: Awareness Plan

Raman Sawhney

May 31st, 2019

A promotional graphic for Raman Sawhney. On the left is the Miss Universe Canada logo. Below it, the name "RAMAN SAWHNEY" is written in a large, grey, serif font. Underneath the name, her titles "Miss Universe Canada 2019 National Finalist" and "Miss Calgary 2019" are listed in a smaller, grey, sans-serif font. Below that, it says "MUC Sponsors - 06/01/2019" followed by a list of sponsors: "Skin Renewal Medspa, Webber Academy, Bonita Runway, Rasmet Clothing, Diva Salon & Spa, Aydin's Nails & Spa, Kensington Fitness, Youriquez - Jen Gerace, June Valdez Gowns and Rentals, West Hillhurst Community Association". On the right side of the graphic is a full-length photograph of Raman Sawhney, a young woman with long dark hair, wearing a black blazer over a grey crop top and black pants.



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Background Information

Operation Smile is an organization that provides safe surgeries for children suffering from cleft lip or cleft palates. With operations in over 35 countries worldwide, the vision is to provide exceptional surgical care for the children who are unable to get the attention they need. The organization conducts hundreds of medical missions each year, has care centres to ensure year-round care for high risk patients, as well as doing research, training and educational programs for global citizens.

Project Goal and Objectives

The fundamental goal for this project is to raise awareness for the cause and organization while raising funds to support children requiring surgeries for cleft lips and cleft palates. From a personal standpoint, I will work to develop my leadership skills, foster creativity and take initiative to meet quantitative and qualitative objectives.

Fundraising Goal

Given that every \$240 dollars donated to the charity, one child can have a surgery done, I have decided to make it my goal to help give 15 smiles to deserving children across the globe. This translates into raising \$3,600 for the charity over a 90-day period from a monetary standpoint.

Awareness Goal

My efforts do not end at raising fund, true awareness is developed through knowledge, statistics, and data. The awareness goal is to share my message with 5000 people across the world. This does not mean that each of these people will be following my page, rather that my message, work, or actions have impacted or reached this audience.



Project Scope

This project will be broken down into two separate components to meet the goals above – the fundraising aspect and the awareness aspect – and they will work in synergy to achieve a long lasting and meaningful impact.

Fundraisers

In order to meet my goal, I plan on having small, localized fundraising events to raise the \$3600. I thought about doing a big event like the fundraisers we did for my mother's political campaign fundraiser with over 200+ people – however, I did not feel that it would be a true representation of who I am. I want to promote longevity, have the message resonate with the community, but also stay true to my passion for health, wellness, and utilize my entrepreneurial skills through the process.

As a small business owner, I plan on starting up my fitness and dance programs that I ran while a university student, but rather than using the funds to pay for textbooks, I will be donating the proceeds to Operation Smile. I decided to do this because I created a very big network in the Calgary through *Chak De Stars Bhangra Academy* and given my busy work and volunteer schedule, this would be a great way for me to fundraise but also get my fitness in! The email that I distributed, and the official class schedule is included in Appendix 1.

I also place a big emphasis on ensuring I provide mentorship and create leadership opportunities for youth in our community. I was a judge earlier this month at the Claresholm High School prom where students participated in year long activities, interviews, and charity work to have the chance at being ambassadors to the school and town. I was really impressed with the students – the passion, dedication, and hard work they put into preparing for prom – it was a similar preparation as what I am doing for Miss Universe Canada. So, I am planning an event with the new school royalty in Claresholm and giving them creative freedom to outline the scope (we have decided on a fun car wash, bottle drive, and bake sale) use their connections to secure a venue, sponsorship, etc. I am also going to have the students speak at the event to help with their public speaking skills. I will be reaching out to some contacts and hopefully have the media at this event along with council members from the town. I wanted to go back to the school to help facilitate their first event as the new school leaders, get them kick started and this also helps with my fundraising efforts. I recently told that no other Miss Calgary has gone back to the school after the prom event – so hopefully this will start a new tradition!

Cash Flow Estimate

The dance and fitness classes will not require much capital. I have been able to secure a wonderful facility that was sponsored by the West Hillhurst Community Association in Calgary. With this being said, I will account for \$200 of expenses (purchasing gifts/treats for the kids, attendance book, etc.). I have forecasted an attendance of approximately 15 people per class – and calculations are based on the minimum donation amount as shown below in Table 1.

Table 1: High level cash flow breakdown for dance and fitness classes

Activity	Cost/Session (\$)	# Participants	# of Classes	Funds Raised (\$)
Bhangra Class	12	15	3	540
Zumba Class	12	15	3	540
Bootcamp	12	15	3	540
Total Raised				1620
Total Expenses				200
Net Revenue				1420

Given a total number of 15 participants for each session, I anticipate on making \$1420 from these three events which is 40% of my fundraising goal. This is a conservative estimate assuming the lowest donation amount per class. Knowing my friends, family, and community who have participated in the past, I am confident that I will be able to meet and surpass this target.

For the event in Claresholm, AB – please see Table 2 for a cash flow analysis.



Table 2: Claresholm fundraiser cashflow

Activity	Cost/Unit (\$)	# Units	Funds Raised (\$)
Bottle Drive	0.05	400	20
Car Wash	10	20	200
Bake Sale	5	80	400
Total Raised			650
Total Expenses			-
Net Revenue			650

Many of the items for this fundraiser will be sponsored (already confirmed several families to sponsor items) and given the intimacy in the town and the emphasis they place on the school royalty, I expect my # of units to be higher. With this, I would be at ~50% of my goal. I realize that this event will likely not raise that many funds, but it will help spread awareness in the small town in Southern Alberta, and again give this young adults a chance to plan their first event in this role, so I think it will be a very worthwhile cause.

Finally, I have multiple media interviews planned over the upcoming weeks – and likely into the summer – and I have created an online GoFundMe link to accept donations from the community and family from abroad. I will also be diligent in sharing posts on my official Miss Universe Canada page to market to my online community and share the message with as many people as possible.

Awareness Project

Fundraisers, in my opinion, do not do the full justice in raising awareness for a cause. With an engineering background, I believe in the power of technology, education, and collaboration and through these levers we can implement ways to spread knowledge. So, I have decided to raising awareness by engaging specialists and experts to share insights, connecting this to my STEM background, and linking it to key topics as we live in a digital revolution.

Through working internationally, I have developed contacts from across the globe and have reached out to many of them to get the advice and comments from medical professionals or experts in their network. By doing this, I am demonstrating that I can mobilize a team of energy industry experts, health care professionals, and family and friends to understand my vision and support me in achieving this goal.



I have asked them to make a video addressing cleft lip/palate that I will use on my social media page along with a short “highlight clip” I will make to send to media stations.

Furthermore, I do not think that this is enough because we need to have it relate to society in today's world to really ensure the message resonates with viewers. Our world is focused on machine learning, artificial intelligence, and implementing technology to work smarter. I have reached out to different organizations already to learn about how we are driving change and innovation in the non-profit sector and why. Using the data and statistics provided along with the application to the real world, I hope to show people that the funds being donated are saving and improving lives, while also making organizations more efficient and in turn allowing them to do more good work in the field. In addition to talking to Operation Smile directly, I have reached out to Engineers Without Borders, The United Way, and Microsoft as a starting point. Once I have gathered all the insights, analyzed my findings, and summarized my thoughts I will be sharing this with different media platforms and launch the video worldwide. It is difficult to quantify the number of people I will impact, however I plan on estimating based on views, discussions, and comments to share with the Miss Universe Canada 2019 team in August. This will also be a great tool that I can use in the Apar Initiative, my non-profit organization, to highlight to students that there is a strong correlation with technology/innovation and humanitarian efforts – many of them always ask me how engineers really help people

Key Deliverables

I will be presenting my log-book/journal to the judges and marked up and detailed day-to-day calendar at my presentation, and I will be sending the video earlier for the judges to watch before my presentation. I plan on speaking about my findings, key learning outcomes, and abilities to spread this knowledge and awareness. I will most likely accompany this presentation with a small slide deck with images and relevant information.

Timeline

I have made a high-level Gantt Chart highlighting general time frames for each stage of the project. Please see the detailed day-to-day calendar in Appendix 3 that I have hanging on my wall on my bedroom that is strictly for this humanitarian project. It includes who I messaged on each day, future planned posts, meetings, and ideas leading up to the events and the competition.

Table 3: High level Gantt chart illustrating major events and expected deadlines

Activity	05/01	05/15	06/01	06/15	07/01	07/15	08/01	08/15
Business Model								
Planning Stage								
Research								
Reach out to Sponsors								
Secure Sponsors								
Bhangra Class								
Zumba Class								
Bootcamp								
Claresholm Fundraiser								
Contact Medical Experts								
Contact Tech Organizations								
Facebook Posts								
Highlight Video								
Interviews and media appearances								



References

1. <https://secure.operationsmile.ca>
2. <https://www.operationsmile.org/>
3. <https://news.microsoft.com/transform/operation-smile-dignity-children/>
4. <https://calgaryunitedway.org/impact/the-social-impact-lab/>
5. <http://calgary.ewb.ca/>
6. <https://www.operationsmile.org/content/operation-smile-announces-global-strategy-improve-access-safe-surgery>
7. <https://www.un.org/sustainabledevelopment/sustainable-development-goals/>
8. <https://www.imd.org/imd-reflections/digital-programs-reflections/digital-4-0/>
9. <https://www.gofundme.com>
10. <https://www.theglobeandmail.com/business/commentary/article-canadian-non-profits-need-an-innovation-boost/>

Appendices

Appendix 1: Email sent out for medical experts (May 1-15th)



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Operation Smile

<https://www.operationssmile.org/>

To Whom it May Concern:

My name is Raman Sawhney and I have been selected as a National Delegate for Miss Universe Canada 2019. Community service is an integral part of my life and I will be doing a humanitarian project this summer to raise funds and awareness for a charity called Operation Smile.

Operation smile is an organization that provides safe surgeries for children suffering from cleft lip or cleft palates. With operations in over 35 countries worldwide, the vision is to provide exceptional surgical care for the children who are unable to get the attention they need. The organization conducts hundreds of medical missions each year, has care centres to ensure year-round care for high risk patients, as well as doing research, training and educational programs for global citizens.

My goal for the next 90 days is to raise \$3600 in funds for donation. Given that every \$240 dollars can fix one smile, I have decided to make it my duty to help 15 children who have been denied surgeries and give them the beautiful smiles they deserve. In addition to a monetary goal, I am very focused on raising more awareness for the cause and the organization.

As an engineer and a STEM advocate, I understand the power of technology and the ability for information to spread to a vast audience using the internet. I will be launching a campaign where I engage doctors and health care professionals across the globe to address the cause, speak from personal experience, and add value to the conversation. I believe that education is best spread awareness through discussions drawing on the experiences and knowledge of experts. Therefore, this is the best way to get accurate and relevant information. In addition, by taking this to an international scale, we can expand our worldview and understand how culture, society and economy can also impact our healthcare industry.

Today, what I am asking you to do is share information. Below are a series of questions that you can address in a short video talking about your experiences and knowledge on cleft lip/cleft palate or Operation Smile:

1. Name/profession, city and country of residence, and experience in the health care field (optional)
2. What are your experiences dealing with cleft lip/cleft palate? Please be specific about this and how your experiences may be specific to your country, certain regions or demographics that are higher risk, etc). If you don't have any specific experiences, please discuss your knowledge on the topic.
3. How can this birth defect impact ones' quality of life?
4. Why is cleft lip common and how can we raise awareness?



MissUniverse® Canada
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<https://www.operationsmile.org/>

1. How can you share this message with your network? How many people do you think you could share this awareness with? *(I am asking this because I would like to quantify the number of people who heard of the project when it is completed).*
2. What message would you like to share with the world to help raise awareness for Operation Smile?

Please feel free to use your creativity and add any more relevant information that I may have not addressed above. If you have any photos or other media I can share, please also send that to me with your video.

I will be sharing this information on my official delegate Facebook page (@ramansawhneymucdelegate called "Raman Sawhney, Miss Universe Canada Delegate"). Please like and share it so you can see your videos and content once I post it. These videos along with other success stories from Operation Smile, my fundraising initiatives, and media discussions will be posted to the webpage as an online channel for information. I ask that you discuss the message in your communities while also directing your network to follow my page and support the cause. Finally, once I receive videos from all participants across the globe, I will be putting together a highlight video showcasing the advice from each professional and discussing the cause. This video will also be posted across several social media channels to showcase your hard work and really make an impact to raise awareness for this cause.

I look forward to hearing from you soon and would be very grateful if you could participate in this project with me.

Kind regards,

Raman Sawhney

Miss Universe Canada 2019, National Delegate and Miss Calgary 2019

Reservoir Engineer, EIT and Director of Apeir Initiative

403-461-8698

ramansaw@gmail.com | Instagram: [_ramansawhney](#)



Appendix 2: Email attachment send regarding class schedule



Operation Smile and Miss Universe Canada 2019

My name is Raman Sawhney and I have been selected as a National Delegate for Miss Universe Canada 2019. Community service is an integral part of my life and I will be doing a humanitarian project this summer to raise funds and awareness for a charity called Operation Smile.

Operation Smile is an organization that provides safe surgeries for children suffering from cleft lip or cleft palates. With operations in over 35 countries worldwide, the vision is to provide exceptional surgical care for the children who are unable to get the attention they need. The organization conducts hundreds of medical missions each year, has care centres to ensure year-round care for high risk patients, as well as doing research, training and educational programs for global citizens.

I would like to raise a minimum of \$3600 in funds for donation. Given that every \$240 dollars can fix one smile, I have decided to make it my duty to help 15 children who have been denied surgeries and give them the beautiful smiles they deserve.

Because of my love for dance and fitness, I have decided to host Zumba classes, full-body workout bootcamps, and Bhangra lessons to raise money to donate to this worthwhile cause. At the Bhangra classes over the years, parents have requested that I teach routines to the children so they can perform them at family events and gatherings. So, I will be teaching a different 30-45 second dance at each class!



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<https://www.operationsmile.org/>

Fundraiser Class Schedule

Class Type	Date	Time	Location	Ages
Bhangra	Sunday June 23 rd , 2019	1:30 – 2:30 pm	West Hillhurst Community Association, Dance Studio	5 +
Core + Glutes Class	Sunday June 23 rd , 2019	2:30 – 3:30 pm	West Hillhurst Community Association, Dance Studio	13 +
Bootcamp	Thursday June 27 th , 2019	7:30 – 8:30pm	Bottom of the Memorial Stairs Downtown	13 +
Bhangra	Sunday June 30 th , 2019	1:30 – 2:30 pm	West Hillhurst Community Association, Dance Studio	5 +
Zumba Class	Sunday June 30 th , 2019	2:30 – 3:30 pm	West Hillhurst Community Association, Dance Studio	13 +
Bootcamp	Thursday July 4 th , 2019	7:30 – 8:30pm	Bottom of the Memorial Stairs Downtown	13 +
Bhangra	Sunday July 7 th , 2019	1:30 – 2:30 pm	West Hillhurst Community Association, Dance Studio	5 +
Zumba Class	Sunday July 7 th , 2019	2:30 – 3:30 pm	West Hillhurst Community Association, Dance Studio	13 +
Bootcamp	Thursday July 11 th 2019	7:30 – 8:30pm	Bottom of the Memorial Stairs Downtown	13 +

- **West Hillhurst Community Association Address:** 1940 6 Ave NW, Calgary, AB T2N 0W3
Enter through the North Entrance and the studio is to the right down the hall.
- **Base of Memorial Stairs Downtown Address:** Calgary Parking Authority (CPA) Lot 59, 200 Memorial Dr NW, Calgary, AB T2N 3C2

There is no set cost for this class, I would just request a minimum donation of \$10 for each class per participant. With this, I will collect your information to send a tax receipt after the competition. Please note that businesses cannot get tax receipts, I can only issue receipts for personal donations. I will be collecting donations at the beginning of each class – you may pay for all the classes that you are interested in up front, or at each class.

Finally, photos and video footage from these events will be uploaded to social media – in the case that you do not want to be in the footage, please let me know before the class and I will ensure that you are not in any of the photos/videos. I will be sharing this information



<https://www.operationsmile.org/>

on my official delegate Facebook page (@ramansawhneymucdelegate called "Raman Sawhney, Miss Universe Canada Delegate"), Instagram page, and LinkedIn. Please like and share it so you can see your videos and content once I post it!

Please email ramansaw@gmail.com by June 20th regarding the class(es) that you are interested in, names and ages of participants, and any allergies or health conditions that I should be aware of.

Thank you,

Raman Sawhney

Miss Universe Canada 2019, National Delegate and Miss Calgary 2019

Reservoir Engineer, EIT and Director of Apar Initiative

403-461-8698

ramansaw@gmail.com | Instagram: [_ramansawhney](#) | LinkedIn: [in/ramansawhney](#)

OPERATION SMILE: GLOBAL NEED & IMPACT



BILLIONS

of people lack access to any surgical care

BILLIONS MORE

lack access to safe and well-timed surgery

ONLY 6.3%

of an estimated 312.9 million surgical procedures performed each year go to the poorest third of the global population

Our patients experience significant financial, geographic and cultural barriers to accessing care. In many resource-poor environments, there is a dire shortage of surgical equipment and care providers.



Marceline, before surgery

EVERY 3 MINUTES,

a child is born with a cleft lip or cleft palate and may suffer from

HUNGER AND THIRST

DIFFICULTY WITH SPEECH

SOCIAL STIGMA

Eleven-year-old Marceline is a bright girl with beautiful eyes. But to others in her village, she was an outcast and cursed because she was born with a cleft lip that left her nose, mouth and teeth disfigured.

WHAT IF THIS WAS YOUR CHILD? ►

**“OTHER KIDS ARE
TELLING ME NOW THAT
I LOOK BEAUTIFUL.”**

Marceline,
after surgery

OPERATION SMILE'S VISION:

We believe all children deserve to be treated as if they were our own. That's what drives everything we do.

**We dream of a world where
no child suffers from lack of
access to safe surgery.**



Operation Smile is an international medical charity, which has provided hundreds of thousands of free surgeries for children and young adults in developing countries who are born with cleft lip, cleft palate or other facial deformities. It is one of the oldest and largest volunteer-based organizations dedicated to improving the health and lives of children worldwide through access to surgical care. Since 1982, Operation Smile has developed expertise in mobilizing volunteer medical teams to conduct surgical missions in resource-poor environments while adhering to the highest standards of care and safety. Operation Smile helps to fill the gap in providing access to safe, well-timed surgeries by partnering with hospitals, governments and ministries of health, training local medical personnel, and donating much-needed supplies and equipment to surgical sites around the world. Founded and based in Virginia, U.S., Operation Smile has extended its global reach to more than 60 countries through its network of credentialed surgeons, pediatricians, doctors, nurses, and student volunteers.

OPERATION SMILE'S IMPACT IN 2015:

We provided more than **15,000** surgeries to patients worldwide.

Our medical volunteers conducted **161** medical missions across **112** sites in **29** countries.

Medical volunteers representing **63** countries donated **364,932** hours. The estimated value of that time is **\$28 million USD**. The heart, time and talent they give is immeasurable.

73% of medical professionals who volunteered with Operation Smile come from low- and middle-income countries.

With the help of generous corporate partners, Operation Smile packed and shipped **464** pallets of cargo, weighing more than **65** tons and worth more than **\$7.7 million USD** in support of all of our medical programs around the world.



REQUEST FOR DECISION

Meeting: June 24, 2019
Agenda Item: 12

REQUEST FOR TAX WAIVER CLARESHOLM MEDICAL CLINIC

DESCRIPTION:

The Town of Claresholm has received a request from the MD of Willow Creek regarding the property taxes for the Claresholm Medical Clinic located at 4215 – 3rd Street West.

BACKGROUND:

Council reviewed the request in 2018 and carried a motion to waive the municipal portion of the taxes in the spirit of cooperation, as the MD of Willow Creek supports the Town of Claresholm by way of their unconditional recreation grant in the amount of \$50,000.

Should Council decide to waive the municipal portion of the property taxes on this property, it is important to note the *Municipal Government Act* (MGA) in regards to this request.

PART 10 TAXATION

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(b) cancel or refund all or part of a tax.

In order to waive the municipal portion of the property taxes, the property taxes must first be levied. It must also be determined why "Council considers it equitable to do so" and it must state that in the motion. This waiver must be revisited on an annual basis to determine whether or not the conditions for the waiver still exist.

PROPOSED RESOLUTION:

Moved by Councillor _____ to cancel the municipal portion of the 2019 property taxes levied on the property owned by the MD of Willow Creek located at 4215 – 3rd Street 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.

ATTACHMENTS:

- 1.) MD of Willow Creek request letter

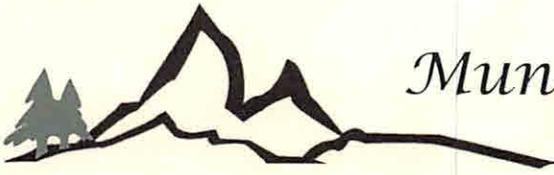
APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 20, 2019



Municipal District of Willow Creek

Office of the Administrator

www.mdwillowcreek.com
273129 SEC HWY 520
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

June 18, 2019

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Marian Carlson, CLGM
Chief Administrative Officer

RE: CLARESHOLM MEDICAL CLINIC PROPERTY TAXES

The MD of Willow Creek No. 26 requests a waiver of the municipal portion of the 2019 property taxes levied on the property owned by the MD of Willow Creek, The Claresholm Medical Clinic located at 4215 – 3rd Street West in the amount of \$6,087.60.

Please advise of the outcome on your decision.

Yours truly,

Cynthia Vizzutti CLGM, CTAJ
Chief Administrative Officer

CV/jh



REQUEST FOR DECISION

Meeting: June 24, 2019
Agenda Item: 13

REQUEST FOR TAX WAIVER ROYAL CANADIAN LEGION

DESCRIPTION:

The Town of Claresholm has received a request from the Royal Canadian Legion Branch No. 41 regarding the property taxes located at 414 53 Ave East.

BACKGROUND:

The Legion asks for forgiveness of these taxes every year. The amounts in past years are as follows:

- 2012 – \$1,194.14
- 2013 – \$1,123.36
- 2014 – \$1,160.39
- 2015 – \$1,140.09
- 2016 – \$1,152.75
- 2017 – \$1,206.06
- 2018 – \$1,144.96

The amount of the request for 2019 is \$1,132.02.

PROPOSED RESOLUTION:

Moved by Councillor _____ to cancel the municipal portion of the 2019 property taxes levied on the property located at 414 53 Ave East in the amount of \$1132.02.

ATTACHMENTS:

- 1.) Legion request letter

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 20, 2019



Royal Canadian Legion Branch #41
414 - 53rd Ave East
Claresholm, AB T0L 0T0
Phone: 403-625-3755
email: RCLegion41@shaw.ca

June ~~10~~, 2018 *A*

Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Attention: Chief Administrative Officer

The Royal Canadian Legion Branch No. 41 Executive and General Membership request that the Town of Claresholm exempt the Claresholm Legion Branch No. 41 from paying the Municipal Tax (non-residential) portion of our 2019 taxation assessment.

Thank you for your consideration.

Sincerely,

Nancy Earle
Treasurer

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2019

TAXATION NOTICE

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER	DATE OF MAILING	2019-May-16
11915000	0				0	0	0	0	DUE DATE	2019-Jun-28
SUBDIVISION NAME										
CIVIC ADDRESS 414 53 AVE E										
MORTGAGE NUMBER		PLAN	BLOCK	LOT						
		8010781	118	32						
MORTGAGE COMPANY NAME										

ROYAL CANADIAN LEGION
BOX 807
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROVE	231,700	COMMERCIAL IMPROVED	99,300
COMMERCIAL IMPROVED	99,300	COMM ASSOC IMPROVED	231,700
TOTAL ASSESSMENT	331,000	TOTAL ASSESSMENT	331,000
		EXEMPT	231,700
		TAXABLE	99,300

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 28th, 2019. All current outstanding taxes after June 28th, 2019 are subject to a 14% penalty. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2019.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.003516000	23.15928	349.14
TOTAL 2019 EDUCATION TAXES			349.14
SUB TOTAL 2019 TAXES			349.14

TAX INSTALLMENT PAYMENT PROGRAM

CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	125.63
	0.00

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000265900	1.75117	26.40
Municipal Tax - Non- Res	0.011400000	75.08955	1,132.02
TOTAL 2019 MUNICIPAL AND OTHER TAXES			1,158.42
SUB TOTAL 2019 TAXES			1,507.56

FOR COMPARISON 2018 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 1,510.69
Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 23rd, 2019 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

TOTAL 2019 TAXES	1,507.56
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2019	1,507.56
AMOUNT DUE AFTER JUNE 28th, 2019	1,718.62

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



ROLL NUMBER	11915000
LAST DATE BEFORE PENALTY	2019-Jun-28

2019

TAXATION NOTICE

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,507.56	1,507.56

AMOUNT DUE PLEASE PAY	1,507.56
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

ROYAL CANADIAN LEGION
BOX 807
CLARESHOLM, AB T0L 0T0
Canada

11 11915000 11



REQUEST FOR DECISION

Meeting: June 24, 2019
Agenda Item: 14

MUNICIPAL ACCOUNTABILITY PROGRAM (MAP)

DESCRIPTION:

The Town of Claresholm is undergoing a MAP Review in 2019, with a site visit planned for September 9th. Per Alberta Municipal Affairs,

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

In preparation for the Review, a few motion needs to be passed so that the Town of Claresholm is in compliance prior to the site visit.

Municipal Office:

The first motion is to designate the location of the municipal office.

Section 204 of the Municipal Government Act states:

*"Municipal office
204 A council must name a place as its municipal office."*

Administration has been unable to find any previous record of the designation, therefore, the following resolution is required.

PROPOSED RESOLUTION:

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

Municipal Accounts:

The second motion is to designate the financial institution where municipal funds are being deposited.

Section 270 of the Municipal Government Act states:

*"Municipal accounts
270 (2) A municipality must ensure that all money belonging to or held
by the municipality is deposited in a bank, credit union, loan
corporation, treasury branch or trust corporation designated by council."*

Administration has been unable to find any previous record of the designation, therefore, the following resolution is required.

PROPOSED RESOLUTION:

Moved by Councillor _____ to designate ATB Financial as the Town’s banking institution.

Appoint Auditor:

A motion is also required to appoint an Auditor of the Municipality. In 2017 Council made a motion to award a 3 year contract for auditing services to Avail LLP, which implies that they are being appointed as our Auditor, however an explicit motion to appoint them as our Auditor was missed. 2019 is the final year under the current contract with Avail.

Section 280(1) of the Municipal Government Act states:

“Each Council must appoint one or more auditors for the municipality.”

PROPOSED RESOLUTION:

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

Financial Reporting:

Council is also to direct administration as to the frequency of financial reporting back to Council showing actual revenues and expenditures compared with approved operating and capital budgets. Current practice has been to provide Council two financial statements each month at month end, one showing actuals compared to budget by function/department, both revenues and expenses, and the other showing the same information but grouped by object/type of revenue or expenditure.

Section 268.1 of the Municipal Government Act states:

“A municipality must ensure that

...

(b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;

...

Assuming Council is in favour of maintaining this same form and frequency of financial reporting from administration back to Council the administration would recommend the following motion.

PROPOSED RESOLUTION:

Moved by Councillor _____ 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.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

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

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 18, 2019



REQUEST FOR DECISION

Meeting: June 24, 2019

Agenda Item: 15

DEMOLITION TENDER

DESCRIPTION/BACKGROUND:

At to FIPC meeting held June 18, 2019 a motion was carried to recommend to Council the tender for the demolition of the building by OssaTerra Ltd. As per policy 3.1.05 the quote is under the threshold requirement for a public tender process.

DISCUSSION:

As the renovation to the old elementary school is no longer proceeding, a quote for the demolition of the building was obtained in the amount of \$149,857.14 (does not include compacting/fill of existing basement). This price is based on non-road ban season, which may require fall demolition. This also includes re-mobilization if it is determined that the demolition would take place in two steps (building & then slab/foundation).

Administration will ensure all relevant permits are issued and all utilities have been disconnected prior to the demolition of the building. As remediation has already taken place no other requirements are needed prior to the demolition.

PROPOSED RESOLUTIONS:

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

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Policy 3.1.05

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 19, 2019



REQUEST FOR DECISION

Meeting: June 24, 2019
Agenda Item: 16

Virtual Museum Project – Ben Scaman

BACKGROUND / DESCRIPTION:

The Museum has been in the process over the last couple years of completing a virtual museum exhibit that would be displayed and hosted online at the Virtual Museum of Canada. This project was 100% funded by a grant through the Community Stories Investment Program of the Virtual Museum of Canada (VMC) at the Canadian Museum of History. The Claresholm Museum's project is to create a video museum exhibit "The RCAF in Claresholm During the Second World War".

Through this project 5 different videos were created including interviews with veterans who trained at the RCAF Training Base in Claresholm. More recently however another Veteran and their story has come to light and the Claresholm Museum Board feels it is important to capture this story on video as well and add it to this project. Ben Scaman was an air force pilot who is from Claresholm and who trained at the RCAF base here in Claresholm and as such he has even greater ties to Claresholm than the others interviewed, as they were not from Claresholm, only trained here. Ben is now 98 years old.

DISCUSSION:

This additional video would be outside of the grant funding as the grant funding has already been fully utilized, however due to the significance and importance of Ben Scaman and the relevance to Claresholm of this additional story the Claresholm and District Museum Board has made a motion to approve this additional video and has committed to fund raising to cover the additional costs of this project.

Estimated costs are \$2,000 for Shadow Light Productions to complete this project. The Museum Board has already raised a quarter of these funds.

As this project is outside of budget a motion is required from Council to approve this expenditure, with the funding to come from fundraising of the Museum.

PROPOSED RESOLUTION:

Moved by Councillor _____ 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.

APPLICABLE LEGISLATION:

- Municipal Government Act, RSA 2000, Chapter M-26 Section 248
Expenditure of money
248(1) A municipality may only make an expenditure that is
(a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council.

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

APPROVED BY: Marian Carlson, CLGM - CAO

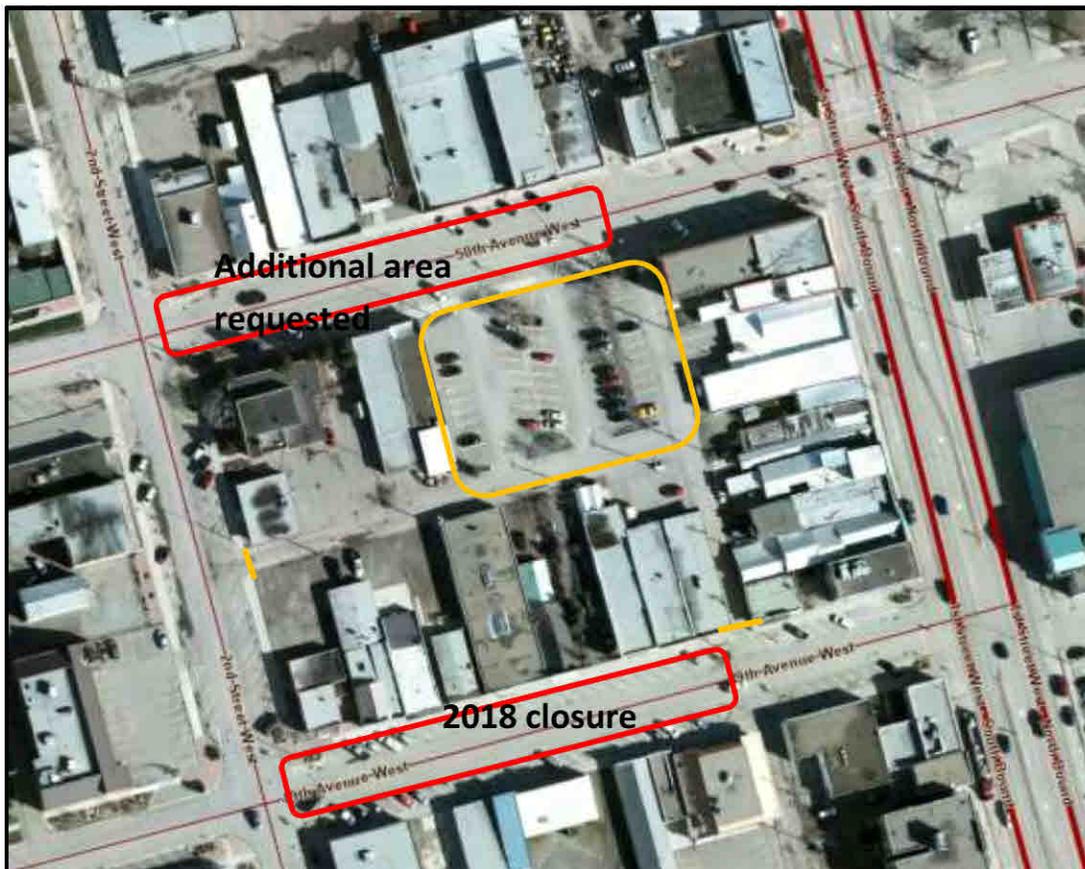
DATE: June 19, 2019

CLOSURE OF 49TH & 50TH AVENUE WEST FOR FAIR DAYS

Lauren Billey is the Event Coordinator again this summer, a position she has done for three summers prior to this one. She is requesting that Council agrees to once again close a portion 49th Avenue West on Saturday, August 11th, and additionally consider adding 50th Avenue West to add a feature of “touch a truck” event and include the businesses that run along that area.

In past years 49th Avenue West was chosen as the appropriate street for closure for the following reasons;

- More small retailers who would benefit directly from the increased traffic (this may leave out others on 50th Ave which was indicated in Lauren’s letter)
- 50th Avenue has the only set of traffic lights in town for crossing from the east to west sides and for turning off the highway (experiences more traffic)
- If both areas were blocked off there may be additional traffic through the downtown parking lot which could create concerns with pedestrian traffic between the two street festival areas. The downtown parking lot would potentially require closure as well.
- 2nd Street West is less visible from the highway, and is on the parade route (making morning setup difficult with the 11am parade)



OPTIONS:

1. Approve the use of 49th Ave only.
2. Approve the use of 49th Ave & 50th Ave.
3. Approve the use of 49th Ave and if additional space is required for the “touch a truck event” the downtown parking lot could be closed and used for that event. This allows 50th to remain open and gives easier access between the events (with no vehicular traffic)- shown in orange above – barricades at alley entrances.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB and Pharmasave for a period of up to 12 hours as required to facilitate the Fair Days Street Festival.

Or

Moved by Councillor _____ to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB and Pharmasave & 50th Avenue from 2nd Street West intersection to the north-south alley that runs adjacent to CPU for a period of up to 12 hours as required to facilitate the Fair Days Street Festival.

Or

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

ATTACHMENT:

- 1.) Letter from Events Coordinator Lauren Billey

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 20, 2019

Lauren Billey

PO Box 37
Claresholm, Alberta
4033320942
Claresholmevents@gmail.com



June 13 2019

Mayor & council of Claresholm

Dear Mayor & Council

I am contacting you regarding our coming up fair days downtown festival

I have a group of guys with cool monster trucks willing to come to claresholm during our fair days, and it got me thinking about a "touch a truck" event beside our downtown festival. Using a town truck, RCMP, fire, peace officer truck, and maybe some motorcycles. Kids can touch the vehicles and check them out during the August 10th event.

I am requesting that on top of 49th ave being blocked off, we can block off 50th ave.

Feedback from the past shows that the businesses on 50th feel left out of the downtown festival and this would really include them and get folks to go on that street as well. I can add food trucks and entertainment as well to create a good flow.

Thank you for your time

Sincerely,

FAIR DAYS REQUEST – CLARESHOLM SKATEPARK ASSOCIATION

Administration received a request from the Claresholm Skatepark Association in regards to hosting a beer gardens August 10th for Fair Days. They have requested use of the downtown parking lot. The group has discussed the idea with Lauren Billey the event coordinator for Fair Days so there may be the opportunity for both groups to utilize the downtown parking lot (shown below in yellow).



PROPOSED RESOLUTION:

Moved by Councillor _____ 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.

ATTACHMENT:

- 1.) Letter from Events Claresholm Skatepark Association

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 20, 2019

Lisa Darch
Box 231
Claresholm, AB T0L 0T0

June 20, 2019

Town of Claresholm
221 – 45 Ave W
Box 1000
Claresholm, AB T0L 0T0

Dear Mayor and Council,

The Skate Park Association would like to host a beer garden at the Claresholm Fair Days Celebration this year, much the same as we will on July 1 for Canada Day, so we write to you in hopes that we would be granted permission to hold this event.

We would like to set up on the west side of the downtown parking lot, due to the proximity to the rest of the day's activities. I have spoken with Lauren Billey and she is in agreement that a beer garden would be a good addition and is happy to include our group.

Should you require any further information, I can be reached at 403-625-6446 and jlmcdarch@gmail.com.

Thank you,
Lisa Darch
Claresholm Skate Park Association



REQUEST FOR DIRECTION

Meeting: June 24, 2019
Agenda Item: 19

4-WAY STOP REQUEST

DESCRIPTION:

A resident has requested Council review the potential for the addition of a 4 way stop at the corner of 3rd Street and 50 Ave West (currently only the traffic travelling east/west stop at that corner). This is also the corner adjacent to Amundsen Park. While discussions are taking place in regards to the re-design and parking adjustments, there has been a concern raised about the speeds of people and the volume of traffic at that corner (shown below). Being that is a major corner to access the downtown (lights) and travelling along 3rd St, a four way stop at both west corners of Amundsen park could attempt to control the speeds around the park (which is a playground area). There is also the issue of people not realizing it is not a four way stop and pulling out onto 3rd or going through the intersection assuming that traffic in the other direction will stop. This will address that concern as well. On the map below two red dots are shown where the two new stop signs could be placed.

OPTIONS:

1. Approve the installation of two additional stop signs along 3rd Street West to create a 4 way stop. There are currently stop signs and two NEW signs in the Infrastructure inventory, so no additional purchases would be required.
2. Refer to Emergency Services Committee to review.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ 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 Ave West.

Or

Refer to Emergency Services Committee (no resolution required)



ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Tara VanDellen Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 19, 2019



REQUEST FOR DIRECTION

Meeting: June 24, 2019
Agenda Item: 20

TOWN COUNCIL OPEN HOUSE

DESCRIPTION:

Council has held two Open Houses so far in 2019.

1st Open House – February 28, 2019 at the Bridges at Claresholm Golf Club.

Discussions focused on the 2019 Budget and the proposed new Water & Sewer Utility Bylaw and the proposed new rate structure.

2nd Open House – June 6, 2019 at the Royal Canadian Legion Branch 41.

Discussions focused on the redesign of Amundsen Park.

Council has indicated that they would like to hold Open Houses quarterly, so it's time to start planning for the next Open House. Early September could work well when residents are back to their routines and school is back in session.

Administration would like Council's direction on the topic to be presented.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE:



**Town of Claresholm
Income Statement by Object
April 30, 2019**

Revenue	APRIL	2019 YTD	2019 BUDGET
Net municipal taxes	(0.01)	275,697.66	(3,213,352.32) ¹
Special assessments	-	-	(12,934.00)
User fees and sales of goods	(271,455.16)	(658,304.88)	(2,595,840.00)
Government transfers for operating	(3,280.00)	(11,413.33)	(253,188.35)
Investment income	(7,099.55)	(31,675.60)	(70,000.00)
Penalties and costs of taxes	(5,263.77)	(33,545.85)	(126,000.00)
Licenses and permits	(6,988.72)	(52,248.38)	(99,300.00)
Other local government transfers	(150.00)	(150.00)	(69,000.00)
Proceeds from disposal of capital assets	-	-	(40,000.00)
Franchise and concession contracts	(20,896.35)	(76,953.34)	(206,609.00)
Rental	(8,091.94)	(35,805.39)	(113,250.00)
Other	(6,906.11)	(21,229.06)	(35,650.00)
Government transfers for capital	-	-	(3,380,331.00)
FCSS	(52,342.32)	(105,233.64)	(222,000.68)
	<u>(382,473.93)</u>	<u>(750,861.81)</u>	<u>(10,437,455.35)</u>
Expenses			
Salaries, wages and benefits	215,747.64	888,351.02	3,065,388.00
Contracted and general services	67,576.21	587,147.43	1,401,576.70
Materials, goods, supplies, and utilities	136,605.33	348,034.86	1,294,626.00
Bank charges and short-term interest	7.02	63.60	-
Interest on long-term debt	-	-	194,030.00
Other expenditures	312.80	5,146.25	31,440.00
Transfers to organizations and others	8,702.31	132,523.63	337,042.00
Purchases from other governments	-	-	-
Amortization	-	-	1,861,047.00
	<u>428,951.31</u>	<u>1,961,266.79</u>	<u>8,185,149.70</u>
Net Income	<u>46,477.38</u>	<u>1,202,086.37</u>	<u>(2,252,305.65)</u>
Other			
Transfers to/from reserves	-	-	(318,778.35)
Capital expenditures	15,381.43	342,751.20	6,870,331.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	-	-	336,925.00
Amortization addback	-	-	(1,861,047.00)
	<u>61,858.81</u>	<u>1,544,837.57</u>	<u>(24,875.00)</u>

Notes

¹ Negative revenue amount due to tax requisition payments for Porcupine Hills Lodge and school with no tax revenue yet.



Claresholm

Town of Claresholm Income Statement by Function April 30, 2019

Revenue	APRIL	2019 YTD	2019 BUDGET
Tax and requisition revenue	(31,157.68)	137,507.32	(3,554,761.32) ¹
General administration revenue	(8,907.91)	(41,050.35)	(276,800.00)
Police	(3,102.00)	(9,596.38)	(33,000.00)
Fire	(100.00)	(9,300.00)	(77,069.00)
Bylaw enforcement	(285.00)	(9,473.07)	(50,400.00)
Roads, streets, walks, lighting	(880.00)	(880.00)	(40,000.00)
Airport	-	-	(5,000.00)
Storm sewers and drainage	-	-	(2,745,823.00)
Water supply and distribution	(138,973.43)	(326,966.20)	(1,560,500.00)
Wastewater treatment and disposal	(39,984.47)	(93,465.18)	(390,162.00)
Garbage Collection	(53,942.35)	(125,082.94)	(413,500.00)
Recycling	(23,131.38)	(52,598.84)	(163,500.00)
FCSS	(52,342.32)	(105,233.64)	(222,000.68)
Cemetery	(1,500.00)	(4,150.00)	(17,500.00)
Physician recruitment	-	-	-
Economic development	(2,280.00)	(7,913.33)	(46,328.35)
Land use planning, zoning and development	(5,068.72)	(23,803.38)	(66,600.00)
Parks and recreation	(20,818.67)	(78,855.82)	(753,220.00)
Culture - libraries and museum	-	-	(21,291.00)
	<u>(382,473.93)</u>	<u>(750,861.81)</u>	<u>(10,437,455.35)</u>
Expenses			
Legislative	383.35	26,068.11	113,500.00
Administration	91,365.70	500,550.02	1,321,232.00
Fire	9,253.19	55,024.19	275,145.00
Bylaw enforcement	8,178.81	55,426.54	112,475.00
Common and equipment pool	45,381.36	171,156.12	581,187.00
Roads, streets, walks and lighting	36,675.08	107,604.07	808,845.00
Airport	890.58	4,019.96	16,077.00
Storm sewers and drainage	68.89	1,635.24	280,265.00
Water supply and distribution	82,703.82	205,205.53	1,317,699.00
Wastewater treatment and disposal	10,190.49	29,411.09	534,436.00
Garbage Collection	18,835.49	121,116.36	391,734.00
Recycling	10,893.10	47,143.01	173,437.00
FCSS	19,563.15	98,536.75	249,234.00
Daycare	3,183.50	12,734.00	38,202.00
Cemetery	975.57	2,705.48	20,661.00
Physician recruitment	-	-	3,000.00
Economic development	8,881.99	122,525.97	276,863.70
Agriculture - weed and pest control	256.42	677.92	50,146.00
Land use planning, zoning and development	18,224.35	80,343.59	208,042.00
Parks and recreation	58,234.61	235,148.80	1,033,039.00
Culture - libraries and museum	4,811.86	84,234.04	379,930.00
	<u>428,951.31</u>	<u>1,961,266.79</u>	<u>8,185,149.70</u>
Net Income	<u>46,477.38</u>	<u>1,202,086.37</u>	<u>(2,252,305.65)</u>

Notes:

¹ Negative revenue amount due to tax requisition payments for Porcupine Hills Lodge and school with no tax revenue yet.



**Town of Claresholm
Income Statement by Function
May 31, 2019**

Revenue	MAY	2019 YTD	2019 BUDGET
Tax and requisition revenue	(4,473,769.72)	(4,336,262.40)	(3,554,761.32) ¹
General administration revenue	(6,748.73)	(47,799.08)	(276,800.00)
Police	(2,756.54)	(12,352.92)	(33,000.00)
Fire	(200.00)	(9,500.00)	(77,069.00)
Bylaw enforcement	(6,548.80)	(16,021.87)	(50,400.00)
Roads, streets, walks, lighting	(1,695.00)	(2,575.00)	(40,000.00)
Airport	-	-	(5,000.00)
Storm sewers and drainage	(9,112.91)	(9,112.91)	(2,745,823.00)
Water supply and distribution	(36,182.41)	(363,148.61)	(1,560,500.00)
Wastewater treatment and disposal	(12,538.82)	(106,004.00)	(390,162.00)
Garbage Collection	(17,585.10)	(142,668.04)	(413,500.00)
Recycling	(4,616.76)	(57,215.60)	(163,500.00)
FCSS	(320.00)	(105,553.64)	(222,000.68)
Cemetery	(5,400.00)	(9,550.00)	(17,500.00)
Physician recruitment	-	-	-
Economic development	(2,040.00)	(9,953.33)	(46,328.35)
Land use planning, zoning and development	(6,798.94)	(30,602.32)	(66,600.00)
Parks and recreation	(68,035.21)	(146,891.03)	(753,220.00)
Culture - libraries and museum	(79.05)	(79.05)	(21,291.00)
	<u>(4,654,427.99)</u>	<u>(5,405,289.80)</u>	<u>(10,437,455.35)</u>
Expenses			
Legislative	9,553.04	35,621.15	113,500.00
Administration	69,536.75	570,086.77	1,321,232.00
Fire	26,587.50	81,611.69	275,145.00
Bylaw enforcement	13,330.53	68,757.07	112,475.00
Common and equipment pool	33,332.06	204,488.18	581,187.00
Roads, streets, walks and lighting	29,223.82	136,827.89	808,845.00
Airport	837.89	4,857.85	16,077.00
Storm sewers and drainage	159.77	1,795.01	280,265.00
Water supply and distribution	57,259.18	262,464.71	1,317,699.00
Wastewater treatment and disposal	10,850.88	40,261.97	534,436.00
Garbage Collection	22,499.28	143,615.64	391,734.00
Recycling	11,614.98	58,757.99	173,437.00
FCSS	17,041.85	115,578.60	249,234.00
Daycare	3,183.50	15,917.50	38,202.00
Cemetery	1,623.35	4,328.83	20,661.00
Physician recruitment	-	-	3,000.00
Economic development	17,098.81	139,624.78	276,863.70
Agriculture - weed and pest control	758.76	1,436.68	50,146.00
Land use planning, zoning and development	10,145.82	90,489.41	208,042.00
Parks and recreation	48,473.00	283,621.80	1,033,039.00
Culture - libraries and museum	13,870.29	98,104.33	379,930.00
	<u>396,981.06</u>	<u>2,358,247.85</u>	<u>8,185,149.70</u>
Net Income	<u>(4,254,243.96)</u>	<u>(3,052,157.59)</u>	<u>(2,252,305.65)</u>

Notes:

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



Town of Claresholm
Income Statement by Object
May 31, 2019

Revenue	MAY	2019 YTD	2019 BUDGET
Net municipal taxes	(4,447,932.44)	(4,172,234.78)	(3,213,352.32) ¹
Special assessments	(13,010.07)	(13,010.07)	(12,934.00)
User fees and sales of goods	(91,748.81)	(750,053.69)	(2,595,840.00)
Government transfers for operating	(2,040.00)	(13,453.33)	(253,188.35)
Investment income	(7,504.08)	(39,179.68)	(70,000.00)
Penalties and costs of taxes	(2,957.02)	(36,502.87)	(126,000.00)
Licenses and permits	(7,168.94)	(59,417.32)	(99,300.00)
Other local government transfers	(53,420.00)	(53,570.00)	(69,000.00)
Proceeds from disposal of capital assets	-	-	(40,000.00)
Franchise and concession contracts	(17,047.72)	(94,001.06)	(206,609.00)
Rental	(6,417.26)	(42,222.65)	(113,250.00)
Other	(4,861.65)	(26,090.71)	(35,650.00)
Government transfers for capital	-	-	(3,380,331.00)
FCSS	(320.00)	(105,553.64)	(222,000.68)
	<u>(4,654,427.99)</u>	<u>(5,405,289.80)</u>	<u>(10,437,455.35)</u>
Expenses			
Salaries, wages and benefits	247,826.34	1,136,177.36	3,065,388.00
Contracted and general services	60,836.21	647,983.64	1,401,576.70
Materials, goods, supplies, and utilities	84,044.63	432,079.49	1,294,626.00
Bank charges and short-term interest	4.44	68.04	-
Interest on long-term debt	-	-	194,030.00
Other expenditures	982.00	6,128.25	31,440.00
Transfers to organizations and others	3,287.44	135,811.07	337,042.00
Purchases from other governments	-	-	-
Amortization	-	-	1,861,047.00
	<u>396,981.06</u>	<u>2,358,247.85</u>	<u>8,185,149.70</u>
Net Income	<u>(4,254,243.96)</u>	<u>(3,052,157.59)</u>	<u>(2,252,305.65)</u>
Other			
Transfers to/from reserves	-	-	(318,778.35)
Capital expenditures	29,046.34	371,797.54	6,870,331.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	-	-	336,925.00
Amortization addback	-	-	(1,861,047.00)
	<u>(4,225,197.62)</u>	<u>(2,680,360.05)</u>	<u>(24,875.00)</u>

Notes

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



CAO REPORT

June 24, 2019

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

Peace Officer Program Audit

On June 10th, representatives from the Alberta Justice and Solicitor General's Public Security Division conducted an audit of the Peace Officer program. They will forward a copy of the audit along with recommendations once completed. No real concerns were brought forward during the audit.

Municipal Accountability Review

Administration has been working on collecting and updating the required documents for the Municipal Accountability Review scheduled for September 2019. Required updates will be presented for Council approval in June and July.

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

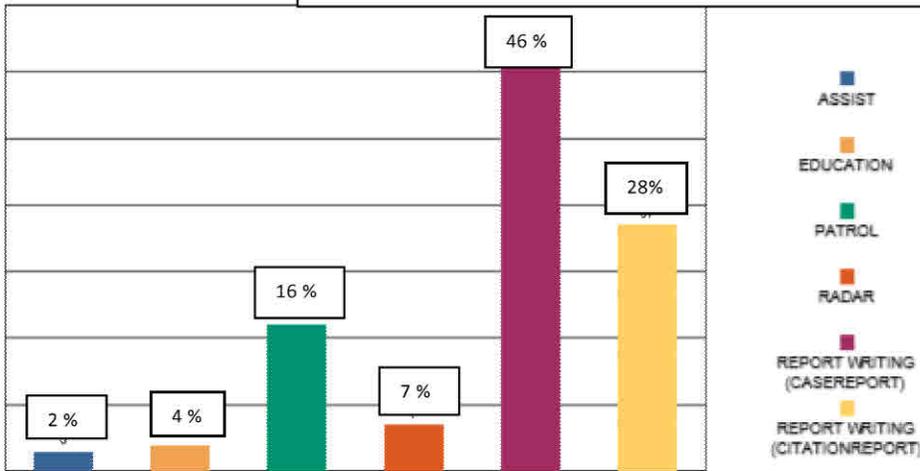


INFORMATION BRIEF

Meeting: June 24, 2019
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT May 2019

Community Engagement in May



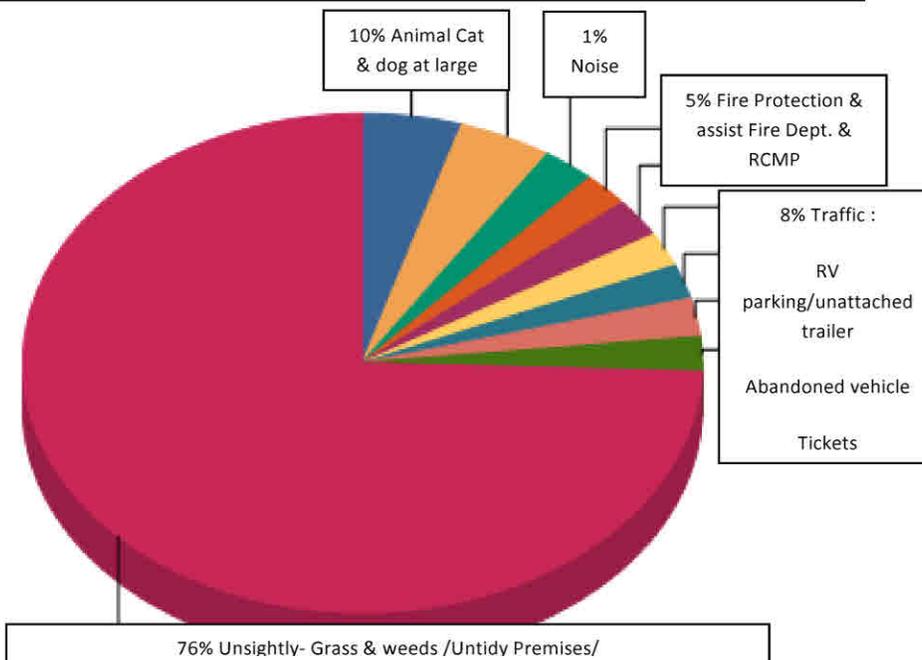
May newspaper Highlights:

- Notice for Dog owners that Cemetery, Ball Diamonds and Golf Course are not to be used as dog parks.

April Enforcement Highlights:

1. Now able to patrol / Radar and deal with TSA infractions
2. TSA tickets issued = \$1642.00
3. Grade 12 Risk Reduction program was facilitated. To show the effects of driving under the influence and distracted driving.
4. Continued monitoring progress on outstanding unsightly orders.
5. Served many notices for more unsightly yard concerns. Mostly grass and weed issues.
6. Complaints about Cats at large all over town. Advised residents of the Cat bylaw and fines within it.
7. Bike rodeo Season is in full swing with stops in Taber, Milk River and Cardston.
8. Camper trailer & Semi trailer warnings issued for illegal parking of trailers.
9. Responded with Fire Dept on two calls.
10. Worked with RCMP on Check-stop May Long weekend
11. One dog concern about getting into garbage left on front side pickup's.

Bylaw Infractions/Complaints/Actions in May



DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 5/27/2019 - 6/21/2019

Claresholm

Financial

- Doing some catch up on monthly financial reporting for departments and Council, completing both the April and the May bank reconciliations and month end reports for Council, and sending department reports out to managers or department heads.
- Dealing with a few hiccups and complaints regarding the roll out of new utility rates, but overall has all gone very smoothly so far for commercial billings. June will be the first billing with new rates to residential customers.
- Working with Public Works and Council on proposed change to Recycling program including financial analysis, proposal review and grading, etc. This is a program enhancement that will have significant ramifications and hopefully will pay off significant dividends, but a change that we aren't pursuing lightly.
- Continuing to work with Council and the rest of Administration on the Multi-use Community Building project with a number of meetings and work related to this project occurring over the last month.

General

- Continuing to assist Granum with Financial Management and Bookkeeping matters. It has been a busy month with them since they had an Official Administrator appointed and matters, operational and financial, could continue forward for the Town of Granum.
- Policy review and updates continue with numerous policies being passed by Council on June 10, and more being presented to the Admin Services Committee at their next meeting. We are making some significant progress on this full policy manual review.
- CPO Audit occurred last week. It was a very positive experience with some good feedback. Awaiting official report.
- Continuing to work with the other municipalities in the area on our Intermunicipal Collaboration Framework with another full day meeting on June 17th.
- This has been a heavy month of training including a couple days in Calgary at management courses, Workplace Harassment Awareness and Violence Prevention training, Emergency Management Training, and more training upcoming in the last week of June as well.
- Paperless Archival of paper files continues forward. It is a slow process but we are making significant progress with all historical bylaws now being archived, Council minutes from 2018 all the way back to 1926, and Tax Notices from 2016 back to 1976. This is a significant chunk of all the permanent files that need to be scanned.

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

DEVELOPMENT OFFICER REPORT

For: 5/23/2019 - 5/20/2019



Claresholm

Development Permits

- ❖ 10 permit applications received.
- ❖ 14 development permits closed.

Compliance Requests

- ❖ 8 compliance requests received.

Miscellaneous

- ❖ MPC meeting – May 24, 2019 & June 7, 2019
- ❖ FIPC meeting – May 30, 2019 & June 18, 2019
- ❖ Local Press Ads: MPC approved developments ads, Permit requirements reminders, Alberta One Call reminders, Tax Recovery Sale property.

On-going projects

- ❖ Multi-use building project – Continued investigation, costing sourced.
- ❖ Adhoc Committee Amundsen Park re-design – survey complete, landscape architect working on final concept plan. Open house held on June 6, 2019 approximately 40 people in attendance. Over 25 comment cards were returned to the Town and comments from Facebook, website and emails were also compiled and reviewed by the committee (meeting held June 18, 2019). A final concept plan was decided upon and sent to the landscape architect for final renderings and planting suggestions.
- ❖ AMHSA (workplace violence & harassment) training held June 13, 2019.
- ❖ Starline Business Park – landowner meeting held May 29, 2019, information gathered and feedback given back to the landowners.
- ❖ ICS (Incident Command System) training (emergency management) held June 18, 2019.
- ❖ Tax recovery sale property – no interest thus far, still being advertised.
- ❖ Completed Municipal Planning Administration course from U of A in regards to the Applied Land Use Program. The course provided a practical understanding of planning administration function and its municipal context & how planning administration differs from land use planning. Modules included: working with staff/consultants, the planning administrator and operational considerations, career development, the planning administrator and the planning community & municipal administration, etc. One interesting resource: Ury, W. The Power of listening. [Video]. Retrieved from: https://www.youtube.com/watch?v=G_SbnrtMvYQ&nohtml5=False.

*Submitted by
Tara VanDellen
Planner/Development Officer*

Economic Development Officer's Report

Town of Claresholm

June 20, 2019



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

Since the submission of the May 22, 2019 report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee. This report provides a summary of the committee operations as well as highlights for significant projects, when appropriate.

Economic Development Office

The frequency of development inquiries has noticeably increased over the past 3-months. The ED Assistant (EDA) is doing a fantastic job, we work well together, and there is no difficulty in keeping him busy.

Together we have built an inventory of all downtown, highway, and industrial properties. The EDO is contacting each owner to confirm status of the property and get permissions for sharing contact information.

Vacancy rates for the three areas in Claresholm are as follows:

Total Locations	Vacant Properties	Vacancy Rate	Empty Lots	Unusable Buildings	Business ready Spaces
Highway 86	25	29%	14	3	8
Downtown 81	10	12%	2	5	3
Industrial 68	7	10%	0	0	7

Economic Development Committee

The EDC met on June 17th, and 7 out of 10 members were in attendance. It was agreed to hire a video production company for Canada Day so as not to miss the opportunity. A long term video contractor will be considered and decided upon at the next meeting. The Rural immigration Pilot was also discussed, the press release reviewed, and everyone present remains supportive of the pilot. All members were presented with a USB carrot to show the Town's appreciation.

Claresholm & District Chamber of Commerce

I was in attendance for the June 19 General Meeting of the Chamber of Commerce, however they could not meet quorum. 4 of us stayed behind and met anyway. The Conference planning group continues to make great progress, especially with the help of our new EDA.

The next Opportunity for Growth will be held Tuesday June 25, at 7:00 pm, at the Claresholm Legion. The event will be entitled Laugh with Your Staff and speakers include:

- Dr. Tashi Kinjo Medical Director of the Care Centre
- Dr. Roisin Dempsey Family Practitioner
- Mike Cutler LPN, Community Liaison, and Case Worker for the Care Centre
- Brady Schnell Economic Development Officer

Planning for Growth is the Starline-Business Park

Town Council, Administration and the Land Owners of the Starline area met on May 29, 2019 to discuss the detailed development process, anticipated marketing efforts, and eventual sale of the lands. The next meeting will be scheduled for the week of June 24th.

Claresholm Business Conference – September 21, 22, 2019

Russ Dantu has been booked for the keynote presentation which will take place at The Bridges Golf Course on the evening of Friday September 20th. Russ received the top 10 world speaker's award in 2015, he is an expert on employee and customer retention, and networking. Russ has agreed to speak as keynote, plus 2-sessions on Saturday morning, which takes place at WCCHS, 9/10 sessions for Saturday have been booked. Marketing will be released next week.

Rural and Northern Immigration Pilot

Please see the attached Press Release

Business Licensing and Home-Occupations

The June 4th Home Occupation Luncheon was cancelled due to Bridges2Food Conference conflict. Next gathering TBA.

Claresholm Signage and the Community Advertising Program

EDO will be contacting Fusion Electronics in Claresholm to test the electrification of the south welcome sign. Minor glitches continue and may be the result of too much demand on the circuit.

EV Charging Stations and Shaw Go Wi-Fi

Community Energy Association reported that they expect the EV Charging Stations to be installed sometime in July 2019.

Alberta Southwest Quarterly EDO Round Table

Bev Thorton hosted the 2019 Alberta SouthWest AGM at the Nanton Bomber Museum on June 5th. There was a great turn-out of members and guest speakers from various organizations including Alberta Culture and Tourism, and AB Agriculture and Forestry. The atmosphere was exciting, those who attended the tour were impressed with the museum, and Bev delivered an impressive and funny poem while highlighting the year's events.

SouthGrow Initiative

The Town of Claresholm hosted the 2019 SouthGrow AGM Thursday June 13, 2019 at the Claresholm Legion. More than 70 people were in attendance for the event, during which Executive Director Peter Casurella, and President Jim Willett hosted. The EDA and I gave a presentation on the Town of Claresholm including a highlight on the members of the EDC, and the current development opportunities available.

Bridge2Food International Conference, June 3-5, 2019

Councillor Schlossberger and I were in attendance for the 3-day plant protein summit held at the Telus Convention Centre in Calgary. With the help of the EDA we were able to bring Town of Claresholm Branded USB sticks that are in the shape of a carrot. This double entendre marketing tool went over very well with the delegates, and I was able to give away more than a dozen. The USB sticks included a power-point about Claresholm, information on developable land, a list of key contacts, and Claresholm's 3-Year Economic Business Plan.

Other Updates and Activity

- EDA attended Travel Alberta's Introduction to Experience Development, on my behalf, in Vulcan on June 3, 2019.
- The Health and Safety Committee met on June 6th, Brady has taken the role of secretary for the committee. We will be meeting on a quarterly basis and are required to perform job site inspections prior to every meeting, and will schedule for 1-full day each quarter.
- I continue to coordinate with the museum, and meet with young man who is interested in being the Champion behind downtown beautification and historically significant projects.
- Be Social Workshops were a success. Although attendance was not as great as we had hoped, the training was excellent for those who attended.
- Attended a full-day of AMHSA training on Wednesday June 12th.
- Made an appearance at the Chinook Financial Ag Event on June 14th
- Interagency coming up June 20, 2019 – BBQ at FCSS
- Lethbridge College will be taking up residence at WCCHS for a period of no less than 1-year. The Development Officer and I continue to communicate with LC regarding their potential shared space in the proposed Multi Use Facility.
- Met with Eric Burton of Factor 5 before, and after the Town Council appearance
- Presented Robyn and Jeff from Custom Cannabis with thank you bags of Claresholm branded merchandise for speaking at the South Grow AGM

Submitted,

Brady Schnell, Economic Development Officer

Press Release Statement

Rural & Northern Immigration Pilot

Claresholm, AB, June 17th 2019 – The Town of Claresholm has been successful in its application to the Rural & Northern Immigration Pilot project through Citizenship and Immigration Canada. The RNIP hopes to attract immigrants to rural communities in western Canada. This pilot program is based on the successful Atlantic Immigration Pilot that resulted in over 2,535 skilled laborer's moving, or in the process of moving, to Atlantic Canada. The Rural & Northern Immigration pilot helps rural and northern communities attract and retain foreign skilled workers to meet their economic development and labour market needs.

The decision to apply for the RNIP program was made by the Claresholm Economic Development Committee based on the results of the Business Visitation Program (BVP) conducted by the Economic Development Officer in 2018. During the BVP, which surveyed a sample of local business and industry, a concerning number of employers reported long term difficulty in finding and retaining staff. Several medium and large businesses are operating at a reduced capacity due to a lack of available work force. Many existing businesses in Claresholm have used, and continue to use temporary foreign worker programs in order to maintain operations.

Claresholm's application would not have been successful without the unconditional support from organizations like the Foothills Catholic Immigration Services, Claresholm & District Chamber of Commerce, Willow Creek Adult Learning Society, Foothills SNAPS, Family Community Support Services, and the Claresholm Housing Authority. It takes a village, and that is how we will approach the Rural Immigration Pilot for Claresholm.

The Town of Claresholm will be part of the second-phase launch of the program with training commencing in the fall 2019, and applications being accepted as early as January 2020.

FCSS REPORT TO COUNCIL FOR JUNE 2019

- Attended the FCSS Spring meeting for Little Bow Region in Cochrane. Report from Ken Dropko about the new government was not very encouraging about the future of FCSS. They are working on a report on cutting red tape to be submitted to our ministry. Ken strongly suggested we meet with our newly voted MLAs. I have set up a meeting with Roger Reid for July 19th to discuss the value of the Claresholm FCSS office.
- Researched what grants other communities have accessed for transportation as per request. There was a thought that FCSS in Vulcan and High River supplied funding for this but they do not.
- Went as delegation to Council to share the results from the 2018 Needs Assessment.
- Met with the new coordinator of Junior Achievement for Southern Alberta. Discussed what programs she was preparing for Claresholm, volunteer opportunities and how our funding and reporting works.
- Attended an FCSS Emergency Social Services meeting headed by ESSNA (Emergency Social Services Network of Alberta). Jason attended as well. Looked at the new online registration system that has been created for Emergency Services. Still have a few bugs to iron out.
- Met with Maxine (Housing Authority) to plan the next senior's Bus Trip.
- Attended a meeting with panel discussing with Allison and Jason about Emergency Services, Climate Control and Health Issues put on by AHS. We were invited based on our involvement with Psychological First Aid and Skills for Psychological Recovery.
- Hosted the last Board meeting. Will be taking July and August off. Lauren Billey resigned from the board to spend more time working on other interests.
- Have been participating in meetings on the redesign of Amundsen Park. Attended the Town Open House to present 3 possible plans for the park.
- Attended the Roots of Empathy wrap up for both grade 2 classes with Allison. I presented the two facilitators, Deb Bronson and Alison Tolley with awards for 5 years of service as facilitators. To this date we have had Roots of Empathy training in 14 classrooms with 11 babies. The program should continue for next year but a conversation will be necessary with the new principal when he arrives.
- FCSS has been asked to participate in an online information system called Helpseeker (helpseeker.org). It is a free service for our town to be mapped as to what agencies and facilities are operating in the area and the findings will be added to the online service. The benefit to this is also that they will supply us with data of what we have duplications agencies or where we are limited in services. An updated Resource Guide will be sent.
- A resignation letter from Sherry Levesque was accepted. Her last day will be July 5.
- Allison and I attended the Workplace Harassment Course offered by the town.
- Allison and I attended the Basic Emergency Management and ICS100 courses and received certificates.

- Unfortunately had to cancel the Longest Day of Play event. The staff had conflicts for that evening and we tried to find another agency to take it on but did not work out. The Chamber was not having the Mexican Fiesta.



Claresholm Fire report

June 2019

Miscellaneous:

1. Claresholm Fire has submitted an availability list of firefighters who would be able to respond and assist to the northern wild fires. The request came from the province to the M.D. of Willow Creek and has gone to all the five departments. The crews going would comprise of 1 or 2 members from each hall so that no town would be left shorthanded. As of this time we have only submitted an availability list and have not been asked to deploy.
2. Claresholm Fire has recently closed three fire inspection files and has been asked to do a home inspection.
3. On Thursday June 25 Claresholm fire will be attending the sports day event at elementary school.
4. Our annual awards dinner will be held on June 25 at Casa Roma at 6 pm, we have a one year of service award as well as two 5 year and two 10 years of service awards being handed out. We also will be honoring 4 past members.
5. On June 22 we will be completing the 10-01 level 1 professional fire fighter course with testing at the Lethbridge fire training center and burn tower.

Calls:

Town Calls	M.D. Calls	Total
7	9	16

Call Type	Town	M.D.	Total
Structure fire	0	2	2
Medical 1 st response	2	0	2
Medical co-response	4	0	4
Alarm Bells	1	1	2
Smoke investigation	0	1	1
Quad MVC	0	1	1
Outside Fire	0	4	4
Total	7	9	16

- 4 of the month's calls were to assist neighboring departments.

Calls to Date:

Claresholm fire has responded to 132 calls to date this year.

JUNE 2019 H/R TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

All of the full time employees, and some of the permanent part time employees have completed Workplace Harassment Awareness and Violence Prevention training. This was a full day event and is a requirement of Occupational Health and Safety.

There has also been Emergency Management training for several staff members. There was a half day session on Basic Emergency Management and also a half day session on Introduction to Incident Command System (ICS – 100).

There is also a review of the Occupational Health and Safety Act, Code and Regulations happening June 24th.

There are several staff getting updated on their First Aid next week.

Lots of information before the summer. Most training happens in Spring and Fall as it is easier to get staff together before and after summer.

We have also had a resignation of an employee at FCSS. We will be sad to see Sherry Levesque go but wish her all the best in the future.

Assessment and Taxation

Benchmark Assessments has completed their yearly portion of assessments.

2019 Tax season is moving along without issues so far. We currently do not have any appeals but the appeal deadline date is July 23rd.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at June 20th, 2019.

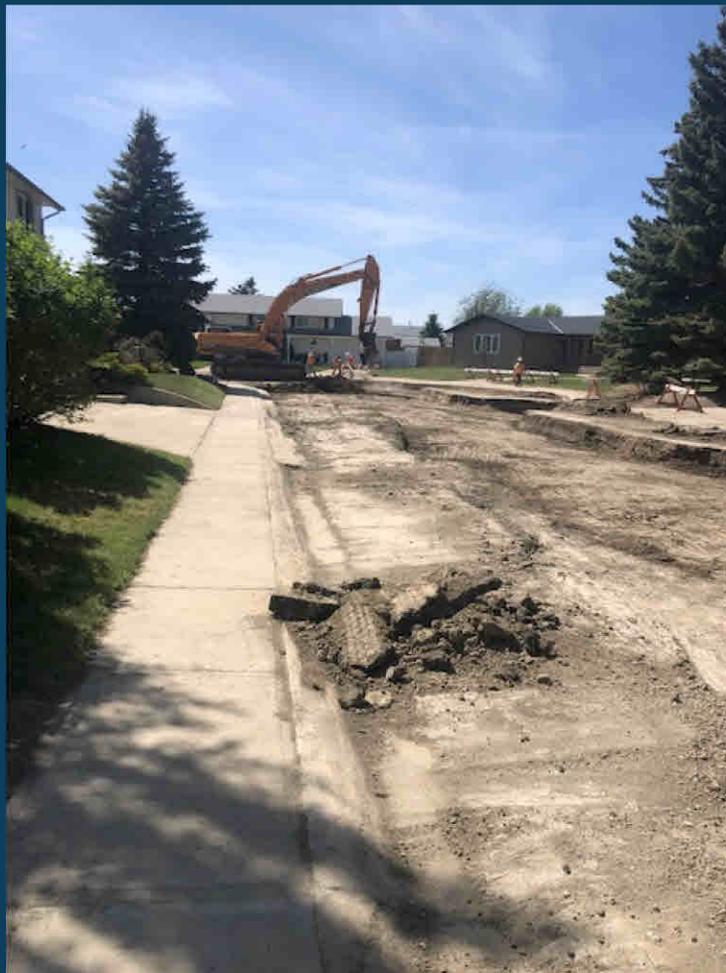
- Taxes outstanding are **\$1,711,420.36** summarized as follows:

\$ 1,592,897.68	Current taxes due June 28 th , 2019 (does not include TIPPS)
\$ 12,939.50	Arrears including penalties
\$ 25,764.30	Tax recovery property not sold at auction 2018 (town-owned now)
\$ 74,254.57	Properties on 2019 Tax Arrears List. Subject to auction in 2020.
\$ 5,564.31	Property under tax agreement

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

The combined Tax and Assessment Notices have been issued and are due for payment in full (except the rate payers on the Tax Installment Payment Program) by June 28th, 2019.

Infrastructure Services



June 2019

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

A pavement patch is required at the Airport on the Taxiway and will be done asap. The airport water pumphouse and reservoir have been decommissioned, and are now disconnected from the MD's municipal water system.

Arena

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

Town Buildings

The regular weekly inspections of Town owned buildings continue.

Cemetery

Cemetery weed spraying has been completed. Grass maintenance continues daily.

Equipment

There are no major problems to report at this time.

Garbage

Our collection program is working well, and no complaints to report.

Sidewalks

Our yearly sidewalk tender has received two quotes for this year's work. Work was awarded and will start in various areas around Town in the next few weeks.

Streets

Repaving of the pavement patches all over Town, is underway. Repairs needed this year will be extensive. Street sweeping and pothole repair is done as time and manpower is available.

McNally contractors has completed the sewer main replacement on 49th Ave. West and will be working on the concrete repairs or replacement and then pavement overlays. Wet weather has slowed construction but pavement should be completed by the end of the month.

Sanitary Sewers

Our semi-annual sewer flushing of the entire Town is now complete. A problem in the street main that was discovered has been repaired. The airport sewer system is next to clean. Two separate home owners reported sewer issues. One was camera inspected to identify problems and the work has been scheduled to repair in the street.

Water Distribution

There are no problems to report this month.

Storm Water Drainage

The storm water construction on the Golf course has been completed. No more work is planned until grant funding has been approved for the next phase as recommended in the Town's master drainage plan.

Parks

All park staff are mowing full time. The Spray park has been activated and is open daily. All flower pots and ½ barrels have been planted and set out in various locations. This brings the total to 30 pots and planters to weed and water for the gardener plus the Fast Gas boulevard, 3 museum plots and the entrance sign planters. Trees will also need watering soon.

Recycling

Recycling staff has been informed of the upcoming changes to the Town's new recycling program. The contract has been awarded to Environmental 360 Solutions Ltd. We will be scheduling meetings in July in Claresholm to address the service issues that may arise and formalize the program details.

Staff

Staff training is ongoing for all fulltime, plus disaster training and re-certification courses for First aid is planned for a portion of workers. Holidays will leave staff levels at a minimum for the next 2 months.

CLARESHOLM RECREATION

MAY-JUNE 2019



Claresholm
Where Community Takes Root

Authored by: Denise Spencer

CLARESHOLM RECREATION

ARENA

- Lomond Junior B Hockey Team will be back for the 2019-20 Season
- Lacrosse: the line painting went very well, the group had templates made to ensure the lines were uniform. It looks great
- Lacrosse hosted a variety of games June 12,
- The new advertising information cards are now available, the goal is to start hand delivering them in July
- Willow Creek Gymnastics had their first Showcase on June 1st
- We will start booking the arena for the 2019-20 season the beginning of August

CAC

- The Claresholm Krakens hosted their swim meet June 7 & 8 at the Claresholm Aquatic Centre. There were over 250 swimmers and approximately 700+ people through the facility on June 8th
- Summer registrations continue to be steady
- Water Smart Week (Drowning Prevention Week) is scheduled July 21-27. This will be the third year CAC will be a part of this.
- July 1st the Pool will be open from 4-6pm in celebration of Canada Day. Canada day in the park wrap up before this time.

BALL DIAMONDS

- On June 17th we held a meeting at the Claresholm Arena with the Ball Diamond user groups. The goal is to compile information regarding usage, future usage, and what improvements need to be made to the facilities. Questions have arose regarding the future of Moffat Park. This group will help in determining what the Towns focus needs to be regarding the future of all the diamonds.

AMUNDSEN PARK

- The open house on June 6th had approximately 30 people attending. Suggestions were compiled and there wasn't an exact winner of the designs printed.

FROG CREEK WETLANDS

Frog Creek Signage & wayfaring on the roads

- Fox signs has sent another revision that our team is on board with. A decision will be made shortly.

Southern Alberta Summer Games July 3-6

- On June 18, 2019 the Town of Claresholm hosted a tour for SARA Board, Claresholm Summer Games Society, and town staff. This tour was an evaluation of Claresholms Recreation Facilities for the 2021 Southern Alberta Summer Games bid, and by all accounts we made a favourable impression. They were quite pleased with the Storm Water Ponds, pathways, Gun Range, Trapshooting Range, and the Claresholm Arena. We received the bid for the 2021 Games
- Registrations for the games are at 248 compared to 154 in 2018. There are 2 Baseball teams and 6 Soccer teams this year.
- Difficulties were had finding a shirt this year, our region chose Teal which is a colour on the MD of Willow Creeks Logo, and this was not available from our supplier.



Arena Advertising 2019-20

LEVEL	ARENA AREA	STANDARD	FEES 2019-20
ON ICE	NEUTRAL ZONE	9' X 9' OR 12' X 6.7' 4 spaces available	\$815 (First year) \$405 (Year after)
LEVEL 1	RINK BOARD (On ice)	30" x 96" Decals	\$480 (First year) \$315 (Year after)
LEVEL 2	RINK BOARD (Visible to bleachers)	30" x 96" Decals	\$460 (First year) \$300 (Year after)
LEVEL 3	NORTH WALL	4' x 8' WHITEBOARD (PVC Board)	\$440 (First year) \$285 (Year after)
LEVEL 4	RINK BOARD (South end, off ice)	30" x 96" Decals	\$420 (First year) \$275 (Year after)
LEVEL 2 & 4	RINK GLASS (Visible to public)	4" x 48" Opaque Decal	\$200
LOBBY	43" MONITOR	Picture Image	\$92 with Rink Advertisement
LOBBY	43" MONITOR	Picture Image	\$185

*Replacement of damaged advertising is the responsibility of the advertiser
**ON ICE Advertising will need to be sourced out and manufactured early to be ready for installation September 16, 2019
***Advertising decals etc. for the 2019-20 season are due September 5, 2019 (to be installed before the ice starts)

Town of Claresholm
PO Box 1000
Claresholm, AB
claresholm.ca



403-625-2381
mariana.org@claresholm.ca
403-625-2172
denise.yemenor@claresholm.ca



Claresholm

Utility Services Report

JUNE 2019

3700 8th Street West

Box 1000 T0L-0T0

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

brad.burns@claresholm.ca

www.claresholm.ca

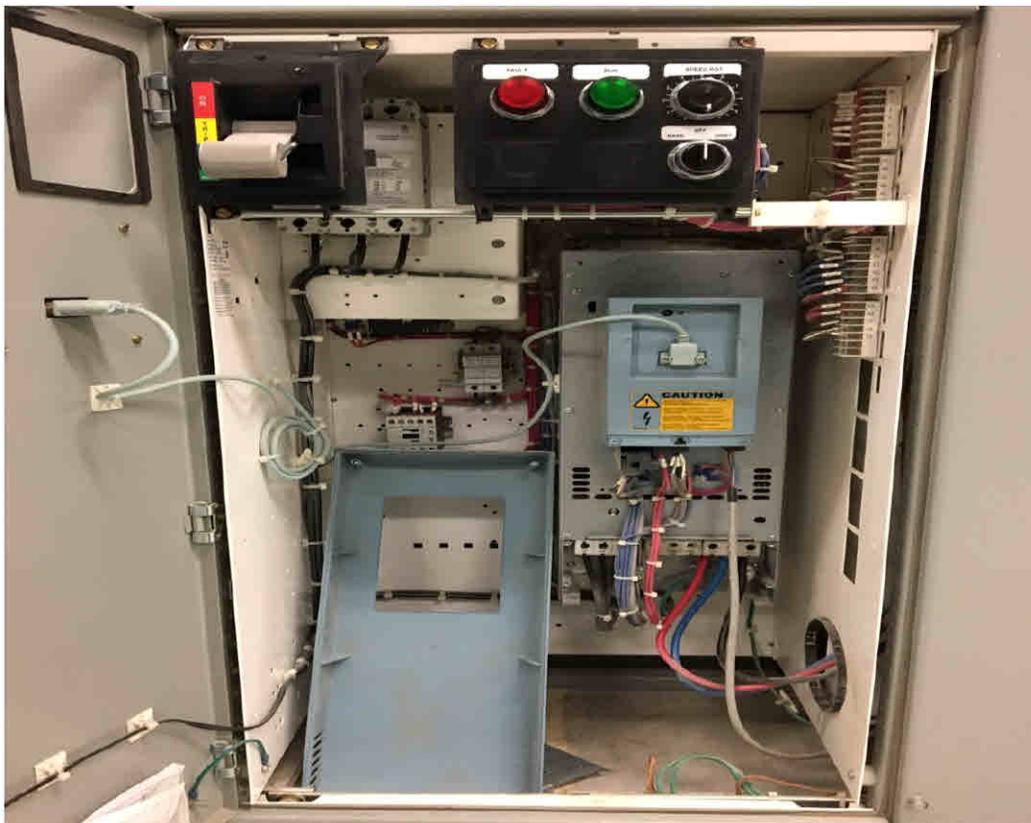
Utility Services Manager, Brad Burns

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Yard Maintenance at all Utility Services locations.
- CIP (clean in place) PALL membrane clean both Pall Racks.
- Clean PALL caustic and acid tanks.
- Clean and replace chemical pump tubes.
- Clean and inspect LIT 1026 (raw water reservoir) indicator bulb and hatch.
- Fuel backup generator diesel tank.
- Replace schedule 80 fittings and add unions to treated water supply in PALL membrane room.
- Power outage (hard reboot SCADA PC) multiple power spikes.
- Clean variable frequency drive (VFD) fan filters.

Variable Frequency Drives Run Pumps and Motors Through Process Controls



Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher inspected all buildings.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Cleaning sodium hydroxide tank.
- Order Bulk load of coagulant
- Order Polydex used for raw water algaecide treatment.

Pumping Stations and Reservoirs

Highway Pump Station

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Fuel backup generator diesel tank.

East Side Reservoir (UFA)

- Check SCADA links, electrical components and telemetry equipment weekly.
- Check sump pump and onsite manholes.

M.D Willow Creek Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Change chlorine pump tube and clean chlorine injection quill.

Chlorine Injection Quills Provide Safe Chemical Pump Backflow Protection



West Water CO-OP

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check PRV and double check valves biweekly.

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Airport Pump Station final stage disconnect from treated water reservoir and distribution system.

Airport Pump Station Piping, Motors and Electrical Components Removed



Town of Granum and Supply Line

- Check supply line monthly.

Meter Vaults

- Check acreage meter vault bi-weekly.
- Check Granum meter vault (in Claresholm) bi-weekly.

Distribution Lines

- Two Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken once per week.

Lagoon and Wastewater Collection

Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirements.

Harvest Square Lift Station

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- Dexon wet well blower maintenance.

Lagoons

- Check lift station online daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Dexon wet well blower maintenance.
- Concrete dumped along lagoon bank to prevent erosion.

Concrete Placed Along Lagoon Cell Walls Prevent Wind Erosion



Raw Water Supply

Pine Coulee Reservoir

- Test Pine Coulee Reservoir water.
- Control fill line to onsite reservoir.
- Pine Coulee Reservoir level 1049 geodetic meters.
- Chain Lakes Reservoir 100% capacity.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 6225 mm (filling from Pine Coulee).
- Check blowers to lake daily.

Golf Course

- Treated Backwash water from process continues through the neutralization system to the golf course holding ponds.

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	In progress
Regular Scheduled Meeting - April 23, 2019				
10	RFD: EV Charging Station Site - Moved by Councillor Moore to approve the use of Site-1 as indicated on the proposed locations for the placement of two (2) electric vehicle charging stations with the Peaks to Prairies project. CARRIED MOTION #19-058	Brady	Licence of Occupation Signed and filed. Expected install July 2019	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
12	CORRES: Family and Friends of Garry Moyer - Moved by Councillor Zimmer to allow for the installation of a bench in memory of Garry Moyer at Westhills Park with the design to be approved by the Town of Claresholm's development department, and the understanding that the Town is not responsible for the replacement of the bench once it has reached its useful life. CARRIED MOTION #19-064	Tara/Mike	Contacted group. They are collecting funds for base/bench. Once complete will be installed.	Complete
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

11	RFD: Ball Diamond Users - Ad-hoc Committee - Moved by Councillor Zimmer to establish an Adhoc Committee as presented to make a recommendation to Council on the future use and development of the ball diamond parks within the community. CARRIED MOTION #19-077	Mike/Denise	Group has met & process begun	Complete
Regular Scheduled Meeting - June 10, 2019				
1	BYLAW #1669 - Moved by Councillor Cutler to give Bylaw #1669, a bylaw to repeal Borrowing Bylaw #1645, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1669, a bylaw to repeal Borrowing Bylaw #1645, 3rd & Final Reading. CARRIED	Blair	Bylaw printed & signed	Complete
2	Delegation Response: Irene Gladstone - Moved by Councillor Schlossberger to approve the lands for the off-leash dog park fencing in the area of Patterson Park, Lot 1 Block 114 Plan 1811272, and the project referred to the Recreation Department to facilitate funding/grant applications and coordination. Any further funding requirements to be referred to budget discussions. CARRIED MOTION #19-078	Mike/Denise/ Tara	Notified Irene. Rec department to continue to work with group to raise funds.	Complete
4	CORRES: Claresholm Curling Club - Moved by Councillor Cutler to forgive the municipal portion of the 2019 property taxes of the Claresholm Curling Club in the amount of \$928.42. CARRIED MOTION #19-079	Karine/Lisa	Karine sent letter Lisa cancelled taxes	Complete
5	CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Carlson to forgive the municipal portion of the 2019 property taxes of the Claresholm Golf Club in the amount of \$2,775.90. CARRIED MOTION #19-080	Karine/Lisa	Karine sent letter Lisa cancelled taxes	Complete
6	RFD: Recycling Program - Moved by Councillor Schultz to award the curbside recycling blue bin program to Environmental 360 Solutions as per their proposal with remaining details of the contract to be negotiated by Administration. CARRIED MOTION #19-081	Blair/Mike	Program has been awarded. Administration will continue the contract negotiations.	Complete
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 - In process of distributing to all departments	In Progress
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 - In process of removing from policy manuals in all departments	In Progress
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 - In process of distributing to all departments	In Progress
10	RFD: Policy Manual Review & Update - Planning & Development - Moved by Councillor Schlossberger to adopt the updated Town Policies as follows, effective June 10, 2019: • 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 - In process of distributing to all departments	In Progress

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 - In process of removing from policy manuals in all departments	In Progress
11	RFD: Open Mic Night - Moved by Councillor Carlson to support the continuation of contracting the services of Gaven Moore to host Open Mic Night in the downtown parking lot on Wednesday evenings from June to September 2019 to a maximum amount of \$800. CARRIED MOTION #19-087	Karine/Brady	Brady has emailed Gaven to confirm details, will promote.	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 drafted - awaiting signatures	In Progress
16d	IN CAMERA: Moved by Councillor Schultz to hire Meadow Liversuch to a Junior Lifeguard position at the Claresholm Aquatic Centre. CARRIED MOTION #19-089	Denise/Lisa	Denise notified of decision	Complete

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 20, 2019

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

May 24, 2019

Town of Claresholm – Council Chambers

Attendees: Doug MacPherson – Mayor
Brad Schlossberger - Council Member (Chairperson)
Doug Priestley - Member-at-Large
Kieth Carlson – Council Member

Regrets: Jeff Kerr – Member-At-Large

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

Public Present: Judy Jutras

8:32 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt
the agenda by
Doug Priestley**

**Seconded by
Mayor MacPherson**

CARRIED

Adoption of Minutes

- May 17, 2019

**Motion to adopt the
Meeting Minutes
By Mayor MacPherson**

**Seconded by
Doug Priestley**

CARRIED

Item 1: INFORMATION DEVELOPMENT PERMIT

File: D2019.035
Applicant: Joseph Starr
Owner: Joseph Starr
Address: 4 Skyline Crescent
Legal: Lot 16, Block 63, Plan 0110064
Regarding: Variance to required parking for 19-unit
building

**Motion to approve with
amended conditions by
Doug Priestley**

**Seconded by
Mayor MacPherson**

CARRIED

Conditions:

1. Refuse and garbage storage areas shall be effectively screened from the public view by a privacy fence enclosure and landscaping. Additional landscaping in the form of shrubs and/or trees must be provided within the
-

May 24, 2019

Town of Claresholm – Council Chambers

garbage area (noted below). All landscaping must provide adequate site lines and visibility to the entrance/exit.

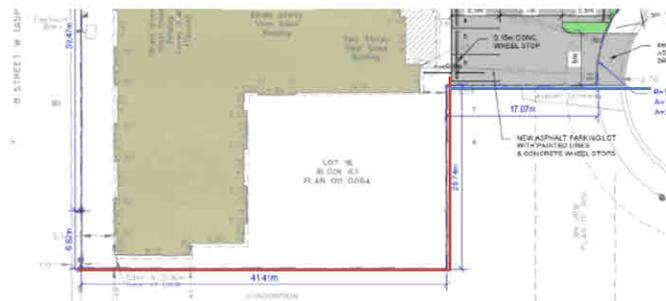


2. It is the responsibility of the owner/applicant/contractor to ensure the vehicular and pedestrian safety during construction (barricades/signage/flags persons as required). All parking during construction must not be located on adjacent properties without prior permission/approval.
3. Any contractors or trades people are required to retain a valid Town of Claresholm Business License. For more information please contact the Town of Claresholm Administration Office (403) 625-3381.
4. The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property during the construction process.
5. It is the responsibility of the property owner to ensure all snow accumulation is removed from the parking lot area, and does not utilize any

May 24, 2019
Town of Claresholm – Council Chambers

parking stalls for storage of snow or other materials.

6. Fencing is required along the south and east property lines (as per the sketch below), to ensure all development remains on property. A privacy fence (shown in red below) is required between the buildings along the south and east property line to the parking lot, and a chain link fence (shown in blue below) is required along the south section of the parking lot to ensure no vehicular traffic to/from neighboring properties.



7. Please contact Alberta One Call prior to any construction/development at 1-800-242-3447.
8. Any further changes/intensifications in use, alterations to parking, landscaping or garbage removal location requires a new application to be submitted.

9:13 a.m.

Motion to adjourn
by Mayor MacPherson

Seconded by Doug Priestley

CARRIED

Next meeting – June 7, 2019



MUNICIPAL PLANNING COMMISSION MINUTES

May 24, 2019
Town of Claresholm – Council Chambers

From: President, Claresholm Chamber <president@claresholmchamber.ca>

Sent: Thursday, June 13, 2019 2:06 PM

To: Darlene Newson <Darlene@claresholm.ca>

Cc: Mike Schuweiler <mike@claresholm.ca>; S Kelly <Skelly@claresholm.ca>; Ryan Rasmussen <bylaws@claresholm.ca>

Subject: Re: Mexican Fiesta

Hi Everyone,

I wanted to let you know that due to a lack of volunteers, not getting the liquor license and FCSS cancelling the Longest Day of Play (which runs in conjunction with Mexican Fiesta) we are sorry to cancel the event for this year.

Amanda Zimmer
President, Claresholm Chamber
president@claresholmchamber.ca

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for April 16, 2019

4:00 pm Town Council Chambers



Present: Mayor Doug MacPherson (arrived at 4:30pm)
Lise Schulze, Councillor
Craig Zimmer, Councillor
Doug Priestley, Member-at-large
Brad Schlossberger, Councillor
Kieth Carlson, Councillor
Mike Cutler, Councillor

Absent: Gaven Moore, Councillor

Staff: Marian Carlson, CAO
Blair Bullock, Director of Corporate Services
Mike Schuweiler, Director of Infrastructure Services
Tara VanDellen, Development Officer

1. **Call to Order** 4:05 pm; Meeting was called to order by Deputy Mayor Lise Schulze.

2. **Approval of Agenda**

- Motion to adopt the agenda as presented by Doug Priestley. CARRIED

3. **Minutes for Approval**

- **February 7, 2019** – Motion to approve by Councillor Zimmer. CARRIED

4. **Business**

4.1 Starline Business Park

Discussion

- *Trent Purvis from WSP spoke in regards to the final reports and the detailed design of the infrastructure upgrades. Highlights of the reports were presented. The Committee was also updated on phase 1 and options moving forward in regards to off-site levies, comparables, marketing, cost-sharing models, etc. Phase 1 is included in the capital plan scheduled for construction 2021.*

Direction

- *Administration will draft an off-site levy bylaw with options for the committee to review. Discussions to be held with the landowners in regards to steps moving forward and the off-site and on-site costs/plans for infrastructure.*

Mayor Doug MacPherson joined the meeting and took over as chair.

4.2 Multi-Use Building Update & Next Steps

Discussion

- *Options to move forward and next steps were discussed. There are many factors and different scenarios.*

Direction

- *Moved by Doug Priestley to recommend to Council the termination of the contract with BRZ Architects. Carried.*



- *Administration to meet with user groups to discuss locations and design of potential new build/modular.*
- *Administration to discuss process with LRSD moving forward and upon contract cancellation investigate engineering on current foundation, new/demo costs. Press release to be drafted with full update on project.*

4.3 Recycling Program

Discussion

- *Mike Schuweiler updated the committee on the existing recycling program and the desire to expand. Options can be to add commercial pick-up, more products to pick-up. Styrofoam program was also discussed. The current contract with Cascade expires in June. If enhancement is desired a new model could be reviewed.*

Direction

- *FIPC directs Administration to create an RFP and post to APC for curbside/commercial pick-up of recycling with as many products for pick-up as possible.*

4.4 Columbarium Discussion

Discussion

- *The committee was updated on the current remaining three niches, down from 7 in December, within the columbarium and the site for new construction. This project was budgeted for 2020, however with the 5 sold/used in the last 4 months the project has become a higher priority.*

Direction

- *Moved by Councillor Zimmer to present the Columbarium project in the 2019 budget updates. Carried.*

4.5 Disc Golf Course Proposal

Discussion

- *The committee was presented with a proposal for a disc golf course at the Frog Creek Wetlands location. Discussion as to the current condition of the vegetation (over \$1,000,000 in plantings). Being a wetland, human interaction is to be minimized and in order to allow the vegetation (grass/plantings) to establish and grow the area should be minimally disturbed. The committee likes the idea of a disc golf course, and would suggest a different location to allow vegetation to grow.*

Direction

- *Administration to advise an alternative location be sought out.*

4.6 Amundsen Park re-design

Discussion

- *The committee was updated on the committee work thus far. The next step is to create a schematic design with the proposed design ideas from the committee. This can then be utilized for public consultation. As the project is budgeted for 2020 this would be an out of budget expenditure.*

Direction

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for April 16, 2019

4:00 pm Town Council Chambers



- *Moved by Councillor Schlossberger to refer a proposal to Council for a survey and concept design of Amundsen Park as an out of budget expenditure to be funded from general reserves. Carried.*

4.7 Acreages Road Upgrades

Discussion

- *The committee reviewed the landowner request for paving at the acreages. Mike also informed the committee on the current condition of the water infrastructure and the need for replacement prior to the road being paved. As water is an essential service but the road pavement is an upgrade that is for the direct benefit of those landowners it has been suggested that a local improvement tax could be utilized to fund the pavement portion of the road improvements.*

Motion

- *Administration to prepare a local improvement tax proposal for the road construction/pavement portion of the project and the water line replacement project portion to be referred to 2020 budget discussions.*

5. Next meeting: TBD

6. Adjournment: 7:10 p.m. Motion by Councillor Cutler

CARRIED



- Present:** Mayor Doug MacPherson
Lise Schulze, Councillor
Craig Zimmer, Councillor
Gaven Moore, Councillor
Brad Schlossberger, Councillor
Kieth Carlson, Councillor
Mike Cutler, Councillor
- Absent:** Doug Priestley, Member-at-large
Marian Carlson, CAO
- Staff:** Blair Bullock, Director of Corporate Services
Mike Schuweiler, Director of Infrastructure Services
Tara VanDellen, Planner/Development Officer

Call to Order 4:00 pm; Meeting was called to order by Mayor Doug MacPherson.

1. Approval of Agenda

- Motion to adopt the agenda as presented by Councillor Moore. CARRIED

2. Minutes for Approval

- **April 16, 2019** – Motion to approve by Councillor Zimmer. CARRIED

3. Business

3.1 Regional Water Study

Discussion

- *Blair updated the committee on the Regional Water Study with Stavely and Nanton in particular (but looking regionally) as to water sources/uses that has begun. This was part of the ACP grant program.*

3.2 Multi-Use Building Update & Next Steps

Discussion

- *Options to move forward and next steps were discussed. There are many factors and different scenarios being investigated; existing slab/foundation, portables vs design build, and additional user groups.*

Direction

- *Administration to continue to investigate and update as required (as soon as possible). Upon engineering report, quotes for the building demolition can be obtained.*

Motion to go in camera 4:35pm by Councillor Zimmer CARRIED

3.3 IN CAMERA – PERSONNEL – FOIP Section 17.2

Motion to come out of in camera 5:10pm by Councillor Zimmer CARRIED

4. Next meeting: TBD

5. Adjournment: 5:11p.m. Motion by Councillor Schlossberger CARRIED

2018 ANNUAL REPORT

Oldman River Regional Services Commission

FINANCIAL STATEMENTS



Year Ending
December 31, 2018

<http://www.orrsc.com>



OLDMAN RIVER REGIONAL SERVICES COMMISSION

CHAIR'S MESSAGE

"By far the greatest and most admirable form of wisdom is that needed to plan and beautify cities and human communities." — Socrates

Dear Members:

On behalf of the Executive, Board and Commission staff, we are pleased to present to you the 2018 Annual Report of the Oldman River Regional Services Commission (ORRSC).

Year after year, ORRSC continues to meet or exceed service and budgetary objectives and once again we have achieved our objectives, albeit in a time of economic and political uncertainty. Is there room for improvement—of course, and between the Board and Commission staff the continual review of our strategic plan and overall operations will yield results.

ORRSC continues to be a model for success in the delivery of shared municipal services. This speaks to the strength and stability of our local municipal system, our decision making autonomy and our willingness to work together and pool our ever-stretched resources.

We would like to welcome two new members to the Executive—Jennifer Crowson (M.D. of Taber) and Margaret Plumtree (Town of Vauxhall) who along with Jim Bester (Cardston County), Don Anderberg (Town of Pincher Creek), Doug MacPherson (Town of Claresholm), and Ian Sundquist (M.D. of Willow Creek) guide and oversee our operations and represent our municipal members. Also, a big thank you to Morris Zeinstra (Lethbridge County) and Greg Robinson (Town of Raymond) for their contributions towards our success in 2018.

Our core services of Land Use Planning and GIS continue to drive operations and the challenges of meeting all of the new MGA requirements is our prime focus. Other priorities include:

- 1. Being focused on municipal needs and new MGA requirements,*
- 2. Being focused on economic sustainability and financial transparency, and*
- 3. Being better organized to serve municipalities while keeping operational costs to a minimum.*

We wish to express gratitude, on behalf of the Board and Executive, for the important contributions of our staff in achieving successful results and receiving various accolades in a challenging operating environment. They work diligently to provide you with the best advice, the best GIS, and the best plans. They have brought communities together with strong Intermunicipal & Municipal Development Plans and they have aided in resolving conflicts through the appeal process. Behind the scenes they have provided hours of advice to municipal administrations and have rolled out Land Use Bylaws that implement the policies outlined in the higher order plans.

Lastly, we thank you—each of our member municipalities—for your continued commitment and partnership, and we look forward to being your go-to services commission well into the future.



Gordon Wolstenholme, Chair



Lenze Kuiper, Director

BOARD OF DIRECTORS

Membership as at December 31, 2018 consisted of the following 41 municipalities, all of which had appointed members to the Board of Directors. Four Board of Directors' meetings were held between January 1 and December 31, 2018. Representation from the municipalities is listed below:

MUNICIPALITY	CURRENT MEMBER	FORMER MEMBER (part of 2018)
Arrowwood (Village)	Kevyn Stevenson	
Barnwell (Village)	Delbert Bodnarek	
Barons (Village)	Ed Weistra	
Bassano (Town)	Tom Rose	
Brooks (City)	Norman Gerestein	
Cardston (County)	Jim Bester	
Cardston (Town)	Richard Bengry	
Carmangay (Village)	Peggy Hovde	
Champion (Village)	Jamie Smith	
Claresholm (Town)	Doug MacPherson	
Coaldale (Town)	Butch (Henry) Pauls	
Coalhurst (Town)	Elizabeth Christensen	Heather Caldwell
Coutts (Village)	Tanya Smith	
Cowley (Village)	Warren Mickels	
Crowsnest Pass (Municipality)	Dave Fillipuzzi & Dean Ward	
Fort Macleod (Town)	Gordon Wolstenholme	
Glenwood (Village)	Gerry Carter	David Rolfson
Granum (Town)	Duncan McLean	Barin Beresford
Hill Spring (Village)	Suzanne French	
Lethbridge (County)	Morris Zeinstra	
Lomond (Village)	Brad Koch	
Magrath (Town)	Richard Van Ee	
Milk River (Town)	Peggy Losey	
Milo (Village)	Sheldon Walker	Louis Myers
Nanton (Town)	Dan McLelland	
Newell (County)	Clarence Amulung	
Nobleford (Town)	Marinus de Leeuw	
Picture Butte (Town)	Henry de Kok	
Pincher Creek (M.D. No. 9)	Bev Everts	
Pincher Creek (Town)	Don Anderberg	
Ranchland (M.D. No. 66)	Ronald Davis	
Raymond (Town)	Stewart Foss	Greg Robinson
Stavely (Town)	Don Norby	
Stirling (Village)	Matthew Foss	
Taber (M.D.)	Jennifer Crowson	
Vauxhall (Town)	Margaret Plumtree	
Vulcan (County)	Jason Schneider	
Vulcan (Town)	Lyle Magnuson	
Warner (County No. 5)	David Cody	
Warner (Village)	Eric Burns	
Willow Creek (M.D. No. 26)	Ian Sundquist	

CHAIR AND VICE-CHAIR

The Chair and Vice-Chair from January 1 to December 6, 2018 were:

- Chair** – Gordon Wolstenholme (Town of Fort Macleod)
Vice-Chair – Jim Bester (Cardston County)

At the December 6, 2018 Annual Organizational Board of Directors' meeting, both the Chair and Vice-Chair were re-elected to their positions for the period December 6, 2018 to December 5, 2019.

EXECUTIVE COMMITTEE

The Executive Committee is responsible for financial and administrative concerns including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy. Eight meetings were held between January 1 and December 31, 2018.

The following served on the Executive Committee from January 1 to December 6, 2018:

- Gordon Wolstenholme – Town of Fort Macleod **(Chair)**
 Jim Bester – Cardston County **(Vice-Chair)**
 Don Anderberg – Town of Pincher Creek
 Doug MacPherson – Town of Claresholm
 Ian Sundquist – M.D. of Willow Creek No. 26
 Greg Robinson – Town of Raymond
 Morris Zeinstra – Lethbridge County

At the December 6, 2018 Annual Organizational Board of Directors' meeting, the following were elected to serve on the Executive Committee from December 6, 2018 to December 5, 2019.

- Gordon Wolstenholme – Town of Fort Macleod **(Chair)**
 Jim Bester – Cardston County **(Vice-Chair)**
 Don Anderberg – Town of Pincher Creek
 Doug MacPherson – Town of Claresholm
 Ian Sundquist – M.D. of Willow Creek No. 26
 Jennifer Crowson – M.D. of Taber
 Margaret Plumtree – Town of Vauxhall

STAFFSTAFF employed during 2018

DIRECTOR	Lenze Kuiper
SENIOR PLANNER	Bonnie Brunner
SENIOR PLANNER	Mike Burla
SENIOR PLANNER	Steve Harty
SENIOR PLANNER	Diane Horvath
SENIOR PLANNER	Gavin Scott
PLANNER	Ryan Dyck (90% part-time from February 1/18)
PLANNER	Ian MacDougall
PLANNER	Cameron Mills – resigned June 30/18
ASSISTANT PLANNER	Erin Graham
ASSISTANT PLANNER	Stacy Olsen – resigned August 31/18
ASSISTANT PLANNER	Hailey Winder – started July 9/18
CAD/GIS TECHNOLOGIST	Mladen Kristic
CAD/GIS TECHNOLOGIST	Yueu Majok
CAD/GIS TECHNOLOGIST	Kaylee Sailer
GIS ANALYST	Jaime Thomas
GIS ANALYST	Jordan Thomas
EXECUTIVE SECRETARY	Barb Johnson (80% part-time)
BOOKKEEPER	Sherry Johnson (80% part-time)
SUBDIVISION TECHNICIAN	Jennifer Maxwell

MUNICIPAL PROJECTS

Arrowwood (Village) – Intermunicipal Development Plan with Vulcan County (ongoing); Municipal Development Plan (commenced); Land Use Updates (commenced)

Barnwell (Village) – Land Use Bylaw Rewrite (commenced)

Barons (Village) – Municipal Development Plan (adopted); Land Use Bylaw Updates (completed)

Bassano (Town) – Annexation (ongoing)

Brooks (City) – Municipal Development Plan (adopted); Land Use Bylaw Amendment for Parking Requirements (adopted)

Cardston (County) – Intermunicipal Development Plan with Town of Cardston (commenced); Intermunicipal Development Plan with Town of Magrath Update (commenced)

Cardston (Town) – Intermunicipal Development Plan with Cardston County (commenced)

Carmangay (Village) – Municipal Development Plan (ongoing); Land Use Bylaw Updates (commenced)

Champion (Village) – Compliance Review Policy (completed); Intermunicipal Development Plan with Vulcan County (commenced, Background Report completed); Land Use Bylaw Updates (commenced)

Claresholm (Town) – Municipal Development Plan Rewrite (completed)

Coaldale (Town) – East Coaldale Area Structure Plan (ongoing); Municipal Development Plan (commenced)

Coalhurst (Town) – Lethbridge County and Town of Coalhurst Joint Industrial Area Structure Plan (ongoing); Land Use Bylaw Rewrite (commenced)

Cowley (Village) – Municipal Development Plan (draft completed)

Crowsnest Pass (Municipality) – Municipal Development Plan Background Report (commenced); Intermunicipal Development Plan with M.D. of Ranchland No. 66 (commenced)

Fort Macleod (Town) – Land Use Bylaw Update (completed)

Glenwood (Village) – Municipal Development Plan (draft completed)

Granum (Town) – Intermunicipal Development Plan with M.D. of Willow Creek (commenced); Land Use Bylaw (adopted)

Lethbridge (County) – Intermunicipal Development Plan with Town of Picture Butte (adopted); Hamlet of Monarch Growth Study (completed); Intermunicipal Development Plan with Town of Taber (adopted); Municipal Development Plan Updates (adopted); Joint Industrial Area Structure Plan with Town of Coalhurst (ongoing); Hamlet of Turin Growth Study (commenced); Hamlet of Iron Springs Growth Study (commenced); Intermunicipal Development Plan with Town of Nobleford Update (commenced)

Magrath (Town) – Intermunicipal Development Plan with Cardston County Update (commenced)

Milo (Village) – Municipal Development Plan (commenced); Intermunicipal Development Plan with Vulcan County (commenced)

Nanton (Town) – Municipal Development Plan (completed); Land Use Bylaw Update (completed)

Newell (County) – Intermunicipal Development Plan with Wheatland County Compliance (completed); Intermunicipal Development Plan with Vulcan County Compliance (completed); North Headgates Area Redevelopment Plan (completed)

Nobleford (Town) – Intermunicipal Development Plan with Lethbridge County Update (commenced)

Picture Butte (Town) – Intermunicipal Development Plan with Lethbridge County (adopted); Land Use Bylaw Updates (commenced/adopted); Industrial Growth Study (commenced/completed)

Pincher Creek (M.D. No. 9) – Land Use Bylaw Update (completed); Castle Mountain Area Structure Plan (ongoing); Wind Energy Conversion Systems Review (ongoing); Intermunicipal Development Plan with M.D. of Ranchland (commenced)

Pincher Creek (Town) – Land Use Strategy (commenced)

Ranchland (M.D. No. 66) – Land Use Bylaw (adopted); Intermunicipal Development Plan with the Municipality of Crowsnest Pass (commenced); Intermunicipal Development Plan with the M.D. of Pincher Creek (commenced)

Stavelly (Town) – Land Use Bylaw Update (completed)

Taber (M.D.) – Intermunicipal Development Plan with six adjacent rural municipalities (completed)

Vauxhall (Town) – Municipal Development Plan (adopted)

Vulcan (County) – Intermunicipal Development Plan with Town of Vulcan (ongoing); Intermunicipal Development Plan with Village of Arrowwood (ongoing); Intermunicipal Development Plan with the Village of Champion (commenced); Intermunicipal Development Plan with Lethbridge County (commenced); Intermunicipal Development Plan with Village of Milo (commenced); Land Use Bylaw (commenced)

Vulcan (Town) – Intermunicipal Development Plan with Vulcan County (ongoing)

Warner (County No. 5) – Intermunicipal Development Plan with M.D. of Taber (adopted)

Warner (Village) – Road Closure / Block Redesign (completed); Municipal Development Plan (commenced)

Willow Creek (M.D. No. 26) – Land Use Bylaw (draft completed)

GIS Project:

- Addition of two new clients: Turner Valley and Black Diamond
- Meeting with City of Campbell River to discuss GIS software
- Prepared mapping for all Intermunicipal Development Plans
- Preliminary agreement with new software vendor to upgrade GIS platform

Other Projects and Services:

- Secretarial service for 22 Subdivision and Development Appeal Board hearings
- Clerk service for 9 Regional Assessment Review Board hearings
- Hosted Subdivision and Development Appeal Board Training - November 30, 2018
- Hosted Assessment Review Board Training - April 2018

SUBDIVISION**SUMMARY OF APPLICATIONS PROCESSED**

A total of 199 subdivision applications were processed during the 2018 calendar year. The status of these applications as at December 31, 2018:

- 168 – Approved or Approved on Condition
- 3 – Refused
- 4 – Withdrawn or Expired
- 24 – Pending

A total of 2 subdivision applications from 2018 were appealed:

- 1 – Refused (or Deemed Refused)
- 1 – Appealed Conditions

The outcome of the 2 appeals was:

- 2 – Upheld
- 0 – Denied
- 0 – Pending

The following table shows a detailed breakdown of the subdivision applications for 2018.

MEMBER MUNICIPALITY	SUBDIVISION APPLICATIONS	Boundary Line Adjustment	DECISION				NEWLY CREATED LOTS (By Use)										Total	
			A/A/C	R	W/E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc				
Lethbridge (County)	25	1	17	2	1	5		1	1	32	6							40
Lomond (Village)	—																	
Magrath (Town)	5		4			1		15										15
Milk River (Town)	—																	
Milo (Village)	1		1						2									2
Nanton (Town)	2		2					4	1									5
Newell (County)	15		14			1		1		9	5							15
Nobleford (Town)	—																	
Picture Butte (Town)	—																	
Pincher Creek (M.D. No. 9)	10	1	6			4				3	7					1		11
Pincher Creek (Town)	3		3					1	2									3
Ranchland (M.D. No. 66)	—																	
Raymond (Town)	6		4			2		23	1									24
Stavelly (Town)	—																	
Stirling (Village)	1		1						1									1
Taber (Municipal District)	20	3	16		1	3				17	3							20
Vauxhall (Town)	—																	
Vulcan (County)	18	1	15			3				15	1					1		19
Vulcan (Town)	—																	
Warner (County No. 5)	13	2	11			2		4		10	3							17
Warner (Village)	—																	
Willow Creek (M.D. No. 26)	36	1	33	1	1	1		2	1	26	2							47
TOTAL	199	15	168	3	4	24		164	6	27	32	3	20	1			394	

* Not a member – subdivision processed as Fee for Service

NOTE: Lot count includes Pending Decisions as at December 31, 2018

Financial Statements of

**OLDMAN RIVER REGIONAL
SERVICES COMMISSION**

Year ended December 31, 2018



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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Oldman River Regional Services Commission

Opinion

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies (Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2018, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

April 11, 2019

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
Assets		
Current assets:		
Cash and short-term deposits	\$ 389,683	\$ 226,434
Accounts receivable (note 4)	31,503	76,740
Prepaid expenses and deposits	10,527	13,723
	<u>431,713</u>	<u>316,897</u>
Cash not available for current operations	199,905	149,905
Capital assets (note 5)	619,638	629,759
	<u>\$ 1,251,256</u>	<u>\$ 1,096,561</u>

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 209,069	\$ 196,206
Deferred revenue (note 6)	-	43,200
	<u>209,069</u>	<u>239,406</u>
Net assets:		
Unrestricted	222,644	77,491
Invested in capital assets	619,638	629,759
Internally restricted	199,905	149,905
	<u>1,042,187</u>	<u>857,155</u>
Commitments (note 8)		
	<u>\$ 1,251,256</u>	<u>\$ 1,096,561</u>

See accompanying notes to financial statements.

On behalf of the Board:

_____ Members

_____ Members

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Revenue and Expenses

Year ended December 31, 2018, with comparative information for 2017

	2018 Budget	2018 Actual	2017 Actual
Revenues:			
Municipal contributions	\$ 938,000	\$ 938,079	\$ 917,427
GIS member fees	547,680	593,314	554,296
Subdivision fees	315,000	352,688	347,974
Service fees	450,000	445,603	476,574
Alberta Community Partnership Grant revenue recognized (note 6)	3,000	43,200	156,800
Other revenue	15,850	13,428	14,958
Interest income	1,000	11,659	5,229
	<u>2,270,530</u>	<u>2,397,971</u>	<u>2,473,258</u>
Expenditures:			
Salaries and benefits	2,030,500	1,881,894	1,930,419
Equipment	59,000	32,981	55,500
Occupancy costs	33,000	43,351	33,198
Staff travel	19,000	22,040	16,610
Telephone	14,500	20,594	18,814
Repairs and maintenance	14,000	22,547	15,595
Professional fees	9,900	14,789	9,370
Staff training and conferences	9,000	1,596	6,508
Members' travel	8,000	7,230	8,541
Printing and duplicating	7,000	9,195	8,253
Postage	7,000	3,816	5,670
Members' fees	5,000	5,514	4,722
Janitorial	6,000	6,002	5,995
Advertising	5,000	4,531	6,155
Land titles office	5,000	3,394	5,924
Public relations	4,000	6,547	6,268
Office and general	4,000	9,719	5,781
Miscellaneous	1,500	1,623	1,979
Consulting	5,000	41,606	24,036
Alberta Community Partnership project expenses (note 6)	-	25,850	156,800
Interest and bank charges	-	355	612
Amortization	-	51,981	44,778
	<u>2,246,400</u>	<u>2,217,155</u>	<u>2,371,528</u>
Excess of revenues over expenses before the undernoted item	24,130	180,816	101,730
Other expense:			
Gain (loss) on sale of capital assets	12,500	4,216	(2,738)
Excess of revenues over expenses	\$ 36,630	\$ 185,032	\$ 98,992

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Assets

Year ended December 31, 2018, with comparative information for 2017

	Unrestricted	Internally restricted	Invested in capital assets	Total 2018	Total 2017
Balance, beginning of year	\$ 77,491	\$ 149,905	\$ 629,759	\$ 857,155	\$ 758,163
Excess of revenue over expenses	185,032	-	-	185,032	98,992
Amortization of internally funded capital assets	51,981	-	(51,981)	-	-
Purchase of capital assets	(45,144)	-	45,144	-	-
Net book value of disposed capital assets	3,284	-	(3,284)	-	-
Transfers to reserve (note 11)	(50,000)	50,000	-	-	-
Balance, end of year	\$ 222,644	\$ 199,905	\$ 619,638	\$ 1,042,187	\$ 857,155

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 185,032	\$ 98,992
Items not involving cash:		
Amortization	51,981	44,778
Loss (gain) on sale of capital assets	(4,216)	2,738
Changes in non-cash operating working capital:		
Accounts receivable	45,237	(53,366)
Prepaid expenses and deposits	3,196	76
Accounts payable and accrued liabilities	12,863	13,258
Deferred revenue	(43,200)	43,200
	<u>250,893</u>	<u>149,676</u>
Capital activities:		
Purchase of capital assets	(45,144)	(56,336)
Proceeds on sale of capital assets	7,500	2,000
	<u>(37,644)</u>	<u>(54,336)</u>
Increase in cash and short-term deposits	213,249	95,340
Cash and short-term deposits, beginning of year	376,339	280,999
Cash, end of year	<u>\$ 589,588</u>	<u>\$ 376,339</u>
Cash is represented by:		
Cash and short-term deposits	\$ 389,683	\$ 226,434
Cash not available for current operations	199,905	149,905
	<u>\$ 589,588</u>	<u>\$ 376,339</u>

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2018

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan (LAPP). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2018

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2018 the Commission did not have any liabilities associated with contaminated sites.

2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2019, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3280 - Asset retirement obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This section is effective for fiscal years beginning on or after April 1, 2021.

(ii) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This section is effective for fiscal years beginning on or after April 1, 2022.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2018

3. Adoption of new accounting standards:

The Commission has prospectively adopted the following standards effective April 1, 2017:

PS 2200 - Related party disclosures, defines a related party and identifies disclosures for related parties and related party transactions, including key management personnel and close family members.

PS 3420 - Inter-entity transactions, establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

PS 3210 - Assets, provides guidance for applying the definition of assets set out in PS 1000 - Financial statement concepts and establishes general disclosure standards for assets.

PS 3320 - Contingent assets, defines and establishes disclosure standards for contingent assets.

PS 3380 - Contractual rights, defines and establishes disclosure standards on contractual rights.

The Commission has prospectively early adopted the following standards:

PS 1201 - Financial statement presentation, requires a new statement of remeasurement gains and losses separate from the statement of operations. This new statement includes the unrealized gains and losses arising from the remeasurement of financial instruments and items denominated in a foreign currency. This standard is effective for fiscal years beginning on or after April 1, 2021.

PS 3450 - Financial instruments, establishes recognition, measurement, and disclosure requirements for derivative and non-derivative instruments. The standard requires fair value measurements of derivative instruments and equity instruments; all other financial instruments can be measured at either cost or fair value depending upon elections made by the government. Unrealized gains and losses will be presented on the new statement of remeasurement gains and losses arising from the adoption of PS 1201. There is also a requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the derecognition of financial liabilities. As the Commission does not invest in derivatives or equity instruments based on its investment policy, the adoption of this standard has a minimal impact on the Commission. This standard is effective for fiscal years beginning on or after April 1, 2021.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2018

3. Adoption of new accounting standards (continued):

PS 2601 - Foreign currency translation, establishes guidance on the recognition, measurement, presentation and disclosure of assets and liabilities denominated in foreign currencies. The section requires monetary assets and liabilities, denominated in a foreign currency and non-monetary items valued at fair value denominated in a foreign currency to be adjusted to reflect the exchange rates in effect at the financial statement date. The resulting unrealized gains and losses are to be presented in the new statement of remeasurement gains and losses. This standard is effective for fiscal years beginning on or after April 1, 2021.

PS 3041 - Portfolio investments, removes the distinction between temporary and portfolio investments and provides additional guidance on recognition, measurement, presentation and disclosure of portfolio investments. Upon adoption of this section and PS 3450, PS 3040 - Portfolio investments will no longer be applicable. This standard is effective for fiscal years beginning on or after April 1, 2021.

The requirements in PS 1201, PS 3450, PS 2601 and PS 3041 are required to be implemented at the same time.

PS 3430 - Restructuring transactions, provides guidance on the recognition, measurement and presentation on restructuring transactions by both the transferor and recipients of assets and/or liabilities, together with related program or operating responsibilities. This section is effective for fiscal years beginning on or after April 1, 2018.

4. Accounts receivable:

	2018		2017	
Trade receivables	\$	26,235	\$	64,482
Goods and services tax		5,268		12,258
	\$	31,503	\$	76,740

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2018

5. Capital assets:

	2018		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	324,433	448,964
General contents	276,830	256,597	20,233
Other equipment	13,678	13,097	581
Vehicles	75,449	42,496	32,953
Computer	120,241	83,334	36,907
	\$ 1,339,595	\$ 719,957	\$ 619,638

	2017		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	305,726	467,671
General contents	281,519	265,338	16,181
Other equipment	13,678	13,097	581
Vehicles	67,923	44,200	23,723
Computer	110,116	68,513	41,603
	\$ 1,326,633	\$ 696,874	\$ 629,759

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2018

6. Deferred revenue:

	2018	2017
Government contributions (1)	\$ -	\$ 43,200

(1) Government contributions in deferred revenue consists of the following:

	2017 Balance	Grants Received	Grant Revenue	2018 Balance
Alberta Community Partnership Grant (ACP)	\$ 43,200	\$ -	\$ 43,200	-

7. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2017.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit loan.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2018

8. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from April, 2019 to January, 2021. The base rent obligation under the leases for the next year is approximately \$3,540.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however is to continue on a year to year basis until written notice of termination on December 31, 2023.

9. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, such the Commission is economically dependent on its members.

10. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2018	2017
Total debt limit	\$ 1,171,760	\$ 1,241,792
Total debt	-	-
Debt servicing limit	\$ 234,352	248,358
Debt servicing	-	-
Amount of debt servicing limit unused	\$ 234,352	\$ 248,358

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2018

11. Internally restricted net assets:

Internally restricted net assets is comprised of the following:

	2018	2017
Operating reserve fund	99,952	74,952
Capital reserve fund	99,953	74,953
	199,905	149,905

12. Local Authorities Pension Plan:

Employees of Oldman River Regional Services Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 259,714 employees of approximately 420 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

Oldman River Regional Services Commission is required to make current service contributions to the Plan of 10.39% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 14.84% on pensionable earnings above this amount.

Employees of Oldman River Regional Services Commission are required to make current service contributions of 9.39% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable salary above this amount.

Total current and past service contributions by Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2018 were \$143,590 (2017 - \$173,832). Total current and past service contributions by the employees of Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2018 were \$131,325 (2017 - \$160,492).

At December 31, 2017 the Plan disclosed an actuarial surplus of \$4,836 million.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2018

13. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

14. Budget information:

The budget information was approved by the Board on December 7, 2017.

15. Comparative amounts:

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year's earnings.

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

Sent: June 19, 2019 3:45 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: News Release: Ensuring fairness for newcomers | Mesures d'équité pour les nouveaux arrivants

Ensuring fairness for newcomers | Mesures d'équité pour les nouveaux arrivants

June 19, 2019 [Media inquiries](#)

Bill 11, the *Fair Registration Practices Act*, will help newcomers get their credentials recognized, so they can quickly get to work in their fields to help grow the economy and create jobs.



Premier Kenney and Minister Copping meet with newcomers and stakeholders to discuss their experiences with foreign credential recognition.

The act is a key part of the government's Fairness for Newcomers Action Plan.

Highly trained immigrant professionals can sometimes spend years jumping through regulatory hoops while their skills atrophy.

This can result in a significant loss of economic productivity for the Alberta economy. If passed, the *Fair Registration Practices Act* would cut red tape, remove barriers, speed up the process where possible, hold professional bodies accountable, and increase fairness and transparency.

“Our goal is to get all Albertans back to work. Too often, we hear stories of ‘doctors driving cabs’ syndrome – and we are taking action to make sure newcomers’ credentials are evaluated and assessed objectively and in a timely manner.”

Jason Kenney, Premier

“It’s important for Alberta’s professional bodies to maintain high professional standards while allowing qualified newcomers to fully contribute to our economy. And not only that, giving newcomers the chance to pursue the careers they’ve trained for is, simply put, the right thing to do.”

Jason Copping, Minister of Labour and Immigration

“The settlement sector in Alberta has been advocating for fair recognition of newcomer qualifications for decades. The proven detrimental impact of underemployment of newcomer professionals is felt not only within their own families, but throughout society as well. We are certain that fair recognition of credentials will improve the quality of life of all Albertans, and are grateful this legislation is being introduced so quickly by the new government.”

Anila Lee Yuen, president & CEO, Centre for Newcomers

The proposed bill would:

- Provide the authority to create a Fair Registration Practices Office.
- Reduce the red tape associated with the assessment of foreign credentials.
- Work with regulators to ensure registration practices are transparent, objective, impartial and fair.
- Maintain Alberta’s high professional standards.

Bill 11 would require regulatory bodies to:

- Assess applications and communicate assessment decisions within specific time frames for interim registration decisions and within reasonable time frames for final registration decisions.
- Submit reports regarding fair registration practices to the minister responsible for the act.

“ASET is the regulator of engineering and geoscience technology practice in Alberta, and is committed to fully objective criteria for certification, and a level playing field for all applicants. Having long since adopted high standards of fairness in our admissions practices, ASET applauds the initiative for fair assessment of all applicants.”

Barry Cavanaugh, CEO, Association of Science and Engineering Technology Professionals of Alberta

If passed, the legislation would come into force on proclamation.

Quick facts

- According to the Conference Board of Canada, Canadians would earn up to \$17 billion more annually if their learning credentials were fully recognized.
 - Immigrants are the largest group, with an estimated 524,000 international credential holders affected by a lack of learning recognition.
- Provinces such as Ontario, Manitoba and Nova Scotia already have fairness legislation to ensure that professional regulatory organizations have fair registration practices.