



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
NOVEMBER 25, 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 – NOVEMBER 12, 2019**

**DELEGATIONS:**

1. **FRIENDS OF THE CLARESHOLM & DISTRICT MUSEUM**  
RE: Cheque Presentation
2. **CLARESHOLM FOOD BANK**  
RE: Space at the Town Shop

**ACTION ITEMS:**

1. **BYLAW #1678 – Cemetery Bylaw Amendment**  
RE: 1<sup>st</sup> Reading
2. **BYLAW #1688 – Dog Bylaw Amendment**  
RE: 1<sup>st</sup> Reading
3. **CORRES: Town of Fort Macleod**  
RE: Invitation to Santa Claus Parade – November 30, 2019
4. **CORRES: The Bridges at Claresholm Golf Club**  
RE: Bridge by Holes 6 & 7
5. **CORRES: Carl Hopf**  
RE: Resignation from the Claresholm & District Museum Board
6. **REQUEST FOR DECISION: Chinook Arch Regional Library System Representative**
7. **REQUEST FOR DECISION: CPO Review & Policies**
8. **REQUEST FOR DECISION: CFEP Grant Application – Tennis Courts**
9. **REQUEST FOR DECISION: CARES Grant Application – Land Study**
10. **REQUEST FOR DIRECTION: 2020 Council Open Houses**
11. **INFORMATION BRIEF: Kinsmen CFEP Grant Applications**
12. **INFORMATION BRIEF: Council Resolution Status**
13. **ADOPTION OF INFORMATION ITEMS**
14. **IN CAMERA:**
  - a. **Intergovernmental Relations – FOIP Section 21**
  - b. **Land – FOIP Section 16.1**

**INFORMATION ITEMS:**

1. Municipal Planning Commission Minutes – October 4, 2019
2. Alberta SouthWest Bulletin – November 2019
3. Alberta SouthWest Regional Alliance Board Meeting Minutes – October 2, 2019
4. News Release – Peaks to Prairies Electrifies Two More Communities for EV Travel – November 15, 2019
5. Claresholm Fire Department's New Year's Eve Gala – December 31, 2019

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**NOVEMBER 12, 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 Schulze and Craig Zimmer

**ABSENT:** None

**STAFF PRESENT:** Director of Corporate Services: Blair Bullock, 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 7:02 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 7:02 p.m. by Mayor MacPherson.

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

**CARRIED**

**MINUTES:**

**1. ORGANIZATIONAL MEETING – OCTOBER 28, 2019**

Moved by Councillor Zimmer that the Organizational Meeting Minutes of October 28, 2019 be accepted as presented.

**CARRIED**

**2. REGULAR MEETING – OCTOBER 28, 2019**

Moved by Councillor Carlson that the Regular Meeting Minutes of October 28, 2019 be accepted as presented.

**CARRIED**

**DELEGATION:** **ROWAN HOUSE SOCIETY – Cam Burbank, Project Manager**  
**RE: Safe at Home Project**

Cam Burbank from Rowan House Society presented Council with Rowan House's vision for the Safe at Home Project. They are considering Claresholm as a good location for a portion of this program.

**ACTION ITEMS:**

**1. BYLAW #1687 – Road Closure Bylaw**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Cutler to give Bylaw #1687, a Road Closure Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**2. CORRES: Hon. Nate Glubish, Minister of Service Alberta**  
**RE: Broadband Internet**

Council directed Administration to contact Shaw Communications to find out where they are in regards to high speed internet for businesses in Claresholm as well as to contact Telus to see what their future investment plans are for our area with regards to high speed internet, and to report back to Council at the next meeting.

**3. CORRES: Jeremy Nixon, MLA Calgary-Klein**  
**RE: Alberta's Tobacco and Smoking Reduction Act (TSRA)**

Received for information.

**4. CORRES: Associated Engineering**  
**RE: Invitation to Open House – December 5, 2019**

Received for information.

**5. CORRES: Brownlee LLP**  
**RE: Emerging Trends in Municipal Law – February 6, 2020**

Received for information.

**6. CORRES: Community Energy Association**  
**RE: Electric Charging Station Grand Opening**

Received for information.

**7. CORRES: Claresholm & District Citizens on Patrol**  
**RE: Request for Donation**

MOTION #19-171 Moved by Councillor Schlossberger to support Claresholm & District Citizens on Patrol with a donation of \$2,500 towards gas cards.  
**CARRIED**

**8. CORRES: Claresholm & District Health Foundation**  
**RE: Request for Donation**

MOTION #19-172 Moved by Councillor Schulze to support the Claresholm & District Health Foundation's 13th Annual Gala to be held November 23, 2019 in the amount of \$500.  
**CARRIED**

**9. CORRES: Foothills Ford**  
**RE: Paving of Saskatchewan Crescent**

Referred to FIPC committee for budget discussions.

**10. CORRES: Skyline Towing & Alberta Auto Glass & Accessories**  
**RE: Paving of Saskatchewan Crescent**

Referred to FIPC committee for budget discussions.

**11. REQUEST FOR DECISION: Airport Runway Rehabilitation**

MOTION #19-173 Moved by Councillor Schlossberger to submit an application to the Community Airport Program for pavement rehabilitation of the active runway at the Claresholm Industrial Airport.  
**CARRIED**

MOTION #19-174 Moved by Councillor Cutler to request a letter of support and funding from the MD of Willow Creek. No. 26 for pavement rehabilitation of the active runway at the Claresholm Industrial Airport in the amount of \$156,530 plus any overages.  
**CARRIED**

**12. REQUEST FOR DIRECTION: Policy Manual Review & Updates – 5.2**  
**Community / Economic Development**

MOTION #19-175 Moved by Councillor Schulze to adopt the following updated Town Policies effective November 12, 2019:

- 5.2.05 – Community Advertising Program Policy (v.1.0)
- 5.2.45 – Volunteer Appreciation Dinner (v.1.0).

**CARRIED**

MOTION #19-176 Moved by Councillor Carlson to repeal Policy #5.2.50 – Miss Teen Claresholm Pageant Policy (Previously CEDC 12-95(a)).  
**CARRIED**

**13. REQUEST FOR DECISION: Policy Manual Review & Updates – 5.4**  
**Utility Services**

MOTION #19-177 Moved by Councillor Zimmer to adopt the updated Town Policy #5.4.05 – Garbage Collection Policy, effective November 12, 2019.  
**CARRIED**

MOTION #19-178 Moved by Councillor Zimmer to repeal the following Policies:

- 5.4.20 – Water Service Connection and Disconnection Policy (Previously UT 01-83)
- 5.4.21 – Sewer Line Maintenance Policy (Previously UT 08-89)
- 5.4.22 – Water and/or Sewer Service Installation Policy (Previously UT 11-95)
- 5.4.23 – Water Meter Policy (Previously UT 02-07).

**CARRIED**

**14. REQUEST FOR DECISION: Policy Manual Review & Updates – 5.8**  
**Common Equipment / Town Facilities**

MOTION #19-179 Moved by Councillor Cutler to adopt the following Policies, effective November 12, 2019 as amended:

- 5.8.01 – Equipment Rental Policy (Previously GA 03-18(a))
- 5.8.05 – Use of Facilities, Properties & Equipment Policy (Previously GA 09-10(a))
- 5.8.10 – Use of Council Chambers Policy (Previously GA 05-00)
- 5.8.20 – Town Tables and Chairs Policy (Previously GA 01-13)

**CARRIED**

MOTION #19-180 Moved by Councillor Schlossberger to renumber and rename Policy #5.8.05 to #1.1.40, Employee Use of Municipal Property.  
**CARRIED**

**15. FINANCIAL REPORT: Statement of Operations – September 30, 2019**

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

**CARRIED**

**16. INFORMATION BRIEF: Council Resolution Status**

Received for information.

**17. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**18. IN CAMERA:**

**a. PERSONNEL – FOIP Section 17.2**

Moved by Councillor Carlson to go In Camera at 8:16 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 8:16 p.m.

Moved by Councillor Schulze to come out of In Camera at 8:39 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:39 p.m.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:39 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 8:39 p.m.

\_\_\_\_\_  
Mayor – Doug MacPherson

\_\_\_\_\_  
Chief Administrative Officer – Marian Carlson

# DELEGATIONS

# CLARESHOLM FOOD BANK

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Town of Claresholm Council  
Box 1000  
Claresholm, Alberta  
T0L0T0

November 15, 2019

To Mayor Doug MacPherson and Members of the Claresholm Town Council,

Re: Lease of Building located at 4122 3<sup>rd</sup> St E, Claresholm

The Claresholm Food Bank and Community Outreach Society are requesting to lease the Building located at the above address currently being utilized by the Town of Claresholm for their curbside recycling program. Since it will soon be discontinued and taken over by “Environmental 360 Solutions” we understand the building will no longer be required for its current use, as Environmental 360 Solutions will be collecting and transporting our recycled goods directly to a depot in Calgary.

The Foodbank has been located in the basement of the Town Administration building for almost 30 years. Since its founding, the Claresholm Food Bank has been committed to helping those in need, overcome challenges they are facing with the supplementation of food and helping to reduce the gap on their financial stresses that they may be facing at the time. The Claresholm Food Bank operates solely on the hard work and dedication of volunteers and are seeing a greater need for distribution of hampers on a monthly basis.

Should you approve our request to move into this building, there will be renovations required prior to moving in, which we are willing to assume. Since we rely solely on donations, we will be asking for your support with respect to a Community Facility Enhancement Program Grant application (CFEP), however at this time we are unsure as to the amount we will require until we get quotes from contractors.

We understand that Alberta Health Services will have to approve any and all building requirements to ensure that the building codes are adhered to.

Thank you in advance for your support

Yours truly,

Wendy Norby  
President  
The Claresholm Food Bank and community Outreach Society

# ACTION ITEMS



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1678**

**A Bylaw of the Town of Claresholm to amend Bylaw 1650, the Cemetery Bylaw.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Cemetery Bylaw, Bylaw #1650; and

**WHEREAS** Council deems it necessary to amend the existing Bylaw #1650;

**NOW THEREFORE** under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Town of Claresholm Cemetery Bylaw #1650 shall be amended as follows:

- a) add clause:
  - 10.16.1 Bronze plaques must be purchased from the Town for marking all niches on the “new” Columbarium. Inscription directly on the “new” Columbarium will not be permitted. All fees relating to the Columbarium will be in accordance with Schedule “A” of this bylaw.
- b) **SCHEDULE “A”** updated as attached.

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1650 is hereby amended.

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.

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**



**BYLAW# 1678**

**SCHEDULE "A"**

<b>Burial Rights:</b>	
Burial plot & permit fee	500.00 + GST
Cremation plot & permit fee (one open & close)	200.00 + GST
<b>Columbarium:</b>	
Columbarium Niche	950.00 + GST
Bronze Plaque with year of birth & death	450.00 + GST
Bronze Plaque with full date of birth and death	500.00 + GST
To add year of death to plaque	50.00 + GST
To add date of death to plaque	75.00 + GST
<b>Services:</b>	
Open & close for interment – April 1 to October 31	300.00 + GST
Open & Close for Interment – November 1 to March 31	450.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Apr 1 to Oct 31	125.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Nov 1 to Mar 31	275.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Apr 1 to Oct 31	200.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Nov 1 to Mar 31	350.00 + GST
Late funeral surcharge (after 3:00 p.m. arrival)	150.00 + GST
Weekend/holiday surcharge	200.00 + GST
Disinterment with permanent concrete vault	Double the Open & Close fees
Disinterment without permanent outer box surcharge	Quadruple the Open & Close fees
Perpetual Care per burial site	300.00 + GST
<ul style="list-style-type: none"> <li>Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized.</li> </ul>	
Administration fee on cancellation	50.00



# REQUEST FOR DECISION

Meeting: November 25, 2019

Agenda Item: 1

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## BYLAW No.1678 – CEMETERY AMENDMENT BYLAW

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### DESCRIPTION:

At the September 23 Council meeting the attached Bylaw #1678, Cemetery Amendment Bylaw, was presented to council. Council at that time declined to give first reading to the Bylaw due to concerns with the new Columbarium that was purchased and more specifically with the Bronze Plaque program that accompanies it; Council wanting citizens to still have the option of engraving the Niche doors.

Administration failed to get specific direction from Council at the time of purchase of the new Columbarium as to this type of detail. The Town was able to realize cost savings on the Columbarium by committing to use the Bronze Plaque program, and residents also will realize cost savings by using the bronze plaques vs engravings. Due to this and the greater Administrative ease that comes with using the Bronze Plaque Program, Administration proceeded with the purchase of a Columbarium with a commitment to the Bronze Plaque Program and having the Niche doors pre-drilled for installation of the Bronze Plaques.

At the request of Council, Administration has since gone back to look at our options moving forward to allow for engravings with the Columbarium already purchased and installed. From this review it does not appear fiscally or practically reasonable to attempt to allow engravings on this new Columbarium due to the following reasons:

- Nelson Granite will charge the Town \$1,000 for not utilizing the Bronze Plaque program on all the doors, essentially charging us for the pre-drilling of the doors that was done for no upfront cost based on future sales of plaques.
- Engravers would be limited in their engravings by the pre-drilled holes in the door, and may even refuse to engrave a door that has holes drilled in it.
- Nelson Granite does not sell individual doors, as all the doors on one side of the Columbarium are cut out of a single slab of granite, and replacing doors would then no longer match the rest of the Columbarium.
- It would likely be nearly as costly to replace one whole side of the Columbarium with a new slab of granite (so all the doors were new without holes) as purchasing a whole new Columbarium (and Nelson Granite does not support replacing a side).

As such Administration recommends the best course moving forward to allow individuals to have the option of engraving is to place an additional Columbarium in the Cemetery for this purpose. This could be done by the Town purchasing or a third party. Administration approached the new owner of the Willow Creek Funeral Home regarding this and he is also in support of allowing the option for engravings, and would like to be the one to purchase the Columbarium, own it, and sell the niche's, he would only require a place within the Cemetery to place it.

This would allow residents the option to be able to have engravings if they purchase their niche through the Willow Creek Funeral Home, saves the Town the upfront costs of the Columbarium, supports local business, and saves Town Administration from having to deal with the complications that come with engravings on the Columbarium's.

Amendments to the Bylaw include a requirement for bronze plaques purchased through the Town from Nelson Granite (could be facilitated through Willow Creek Funeral Homes), prohibiting inscriptions in the

stone as well as schedule "A" setting prices for the plaques. As these would be for the Town owned Columbarium only, the bylaw does not need to include anything regarding engravings on the other columbarium.

A small clarification was also added to Schedule A for disinterment fees with no vault. Previously it stated it was double the disinterment fee, and there is no stated "disinterment fee". So for clarification this fee was amended to read the intended amount of "quadruple the open and close fee".

**RECOMMENDED ACTION:**

Administration therefore recommends that the Bylaw presented on September 23, 2019 be presented again for first reading with no change, as it would only apply to the Town owned Columbarium. Further we would recommend that Council give direction to Administration to work with the Willow Creek Funeral Home to select a site within the Claresholm Cemetery for him to be able to place a Columbarium.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to give Bylaw #1678, Cemetery Amendment Bylaw, 1<sup>st</sup> Reading.

**ATTACHMENTS:**

1. Bylaw No. 1678 Cemetery Amendment Bylaw

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

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APPROVED BY: Blair Bullock, CPA, CA – Director of Corporate Service

DATE: November 20, 2019

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1688**

**A Bylaw of the Town of Claresholm to amend Bylaw 1628, the Dog Bylaw.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Dog Bylaw, Bylaw #1628; and

**WHEREAS** Council deems it necessary to amend the existing Bylaw #1628;

**NOW THEREFORE** under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Town of Claresholm Cemetery Bylaw #1628 shall be amended as follows:

**REMOVE:** Current Sections 4, 5 and 6

4. License fees are determined by way of policy set from time to time by the Town Council.
5. Every person who becomes the owner of a dog over the age of three (3) months or takes up residence within the Town and who is the owner of a dog which is over the age of three (3) months and which is not currently licensed in accordance with this bylaw, shall license the dog within one (1) month after becoming owner of the said dog, or taking up residence within the Town.
6. Dog Owners issued a warning to purchase a license will be granted fourteen (14) days to comply excepting when a dog has been impounded. Impounded dogs shall be required to be licensed before being released to the owner.

**ADD:** Revised Sections 4, 5 and 6

4. See Schedule
5. Licenses or Permits are required for:
  - a) Dog license for every dog resident in Claresholm over the age of three (3) months.
  - b) Dog Fancier Permit for any single dwelling or household housing in excess of three (3) dogs.
6. Dog Owners have one month to comply with the licensing requirements upon possession of a dog or upon taking up residence in Claresholm. Dog owners issued a warning to purchase a dog license or a dog fancier permit will be granted fourteen (14) days to comply excepting when a dog has been impounded. Impounded dogs shall be required to be licensed before being released to the owner.

**ADD:** Sections 2(m), 11(q), and 32 through 36

2. (m) “Dog Fancier Permit” means a permit issued annually to an owner permitting the keeping or harboring, on land or premises occupied by the owner, of up to five (5) dogs over the age of three (3) months
11. (q) an owner who has in excess of three (3) dogs in a single-family dwelling or household without a Dog Fancier Permit, or in excess of five (5) dogs with authorized Dog Fancier Permit, over three (3) months old.

**Dog Fancier Permit**

32. Any person requesting a Dog Fanciers Permit shall submit an application to the Bylaw Enforcement Department, or it’s designate. All applications shall disclose:
  - a) Location for permit
  - b) Purpose (breeders will require a business license)
  - c) Breed and sex of dogs
  - d) Type of facilities
33. An Animal Control Officer shall not issue a Dog Fanciers Permit without first inspecting the proposed location and circulating adjacent property owners.

- 34. An Animal Control Officer shall not issue a Dog Fanciers Permit if, in their opinion, the site or conditions are unsuitable.
- 35. Any person may appeal the decision of the Animal Control Officer to the C.A.O. provided such appeal is submitted in writing within fourteen (14) days of the date of the Animal Control Officers decision.
- 36. An Animal Control Officer may remove the Dog Fanciers Permit upon receipt of Bona Fide complaints from two (2) or more neighbors residing within sixty (60) meters of the residence of the permit.

**ADD:** Schedules “A” & “B” as attached

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1628 is hereby amended.

Read a first time in Council this      day of      A.D.

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

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

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**



**BYLAW# 1688  
SCHEDULE "A"**

**FEES**

	Fee
Dog License (Spay/Neuter) – per dog	\$15/year
Dog License (Intact) – per dog	\$40/year
Dog Fancier Permit application fee – per household *	\$50
Dog Fancier Permit annual renewal fee – per household*	\$20

\*Does not include dog licenses for additional dogs

DRAFT



**BYLAW# 1688  
SCHEDULE "B"**

**APPLICATION FOR DOG FANCIER PERMIT**

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone:  
(Res.) \_\_\_\_\_  
(Bus.) \_\_\_\_\_  
(Cell.) \_\_\_\_\_

**CATEGORY**  
 \_\_\_ Breeder (# of times per year \_\_\_ Bus. Lic #: \_\_\_\_\_  
 \_\_\_ Show Dogs  
 \_\_\_ Pets  
 \_\_\_ Kennel operation Bus. Lic #: \_\_\_\_\_

**DESCRIPTION OF DOGS**

Dog	Breed	Colour	Sex	Age	Altered (Y/N)

**TYPE OF FACILITIES**

	Yes	No
Enclosed yard with fence?		
Enclosed kennel and dog run?		
Will the dogs be kept indoors during the period in when no one is home?		
Will the dogs be kept indoors at night?		
If "NO", will they be kept in a closed kennel or dog run?		

I understand that before this application can be approved, the Animal Control Officer must first inspect the proposed location to ensure the site and conditions are suitable. I further understand the Animal Control Officer will circulate adjacent property owners and advise them of the application, allowing for a period of response. The Animal Control Officer shall not issue a dog fanciers permit if the site or conditions are not suitable.

\_\_\_\_\_  
Signature





# REQUEST FOR DECISION

Meeting: November 25, 2019  
Agenda Item: 2

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## BYLAW No.1688 – DOG BYLAW AMENDMENT

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At the September 9<sup>th</sup> Council meeting, Council responded to a letter from a resident regarding a request for a limit on number of dogs permitted per residence by directing administration to amend Bylaw #1628 to limit the number of dogs per household to three (3). Administration completed further research into other communities' dog or animal bylaws. Most communities do limit the number of dogs per household, as the resident's letter to council noted, and most also allow for additional dogs beyond the standard limit with a special license or permit, such as a "Dog Fancier Permit." Administration recommends taking the same approach with the bylaw stating a standard limit of three (3), but allowing an additional two (2) with the approval and purchase of a Dog Fancier Permit.

A Dog Fancier Permit requires an application process where the Bylaw Officer will review the application and the residence where the application is for and determine whether it is reasonable to have additional dogs at the residence based on different criteria such as size of the residence, size of the dogs, whether the dogs are inside or outside at night or during periods where the resident isn't home, etc. If approved the resident must purchase the Dog Fancier Permit, plus the additional dog licenses. The Bylaw also draws attention to the fact that if the resident is breeding dogs, a business license is required.

Previously dog license fees were set by policy for ease in amending the rates if desired, however it is recommended by Municipal Affairs that rates, fees, and charges where possible should be set by Bylaw and not by Policy, especially those that are not paid up front before the product or service is received. Though a dog license is technically purchased up front before being received, the owner already has the dog and is required to get a license for that dog, therefore changes in fees should be done in a more open manner by Bylaw, allowing residents time to respond to Council between readings, rather than by policy. The attached Bylaw amendment therefore also moves dog license fees into the Bylaw as well.

### **RECOMMENDED ACTION:**

Administration would request Council to discuss the proposed limits and rates with the addition of a Dog Fancier Permit and consider the proposed amendment for first reading. If Council would like to see different limits on additional dogs within the Dog Fancier Permit (i.e. additional three (3) for six (6) total, rather than an additional two (2), or different rate for fees, those changes can be made by motion prior to first reading.

### **PROPOSED RESOLUTIONS:**

*(OPTIONAL)* Moved by Councillor \_\_\_\_\_ to amend the draft Bylaw #1688, Dog Bylaw Amendment, (to allow for licensing of three (3) additional dogs with a Dog Fancier Permit) AND/OR (to adjust the Dog Fancier Permit fee to \$\_\_\_).

Moved by Councillor \_\_\_\_\_ to give Bylaw #1688, Dog Bylaw Amendment, 1<sup>st</sup> Reading (as amended).

#### ATTACHMENTS:

1. Bylaw No. 1688 Dog Bylaw Amendment

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

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

DATE: November 20, 2019

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November 12, 2019

**RE: SANTA CLAUSE PARADE**

The Town of Fort Macleod would like to extend an invitation to a dignitary from your Council to ride along in our carriage and participate in the Fort Macleod Santa Claus Parade. The parade is happening on Saturday November 30, 2019 at 11:00 am.

If you wish to participate, we will be meeting behind the old Administration "Courthouse" Building (236 23<sup>rd</sup> Street Fort Macleod) at 10:30 am. Parking is available in the Arena parking lot. We ask that if you wish to have signage, please bring it with you the day of the parade with a means to attach it.

There is limited seating so please RSVP as soon as possible or by Wednesday November 20<sup>th</sup>, 2019 to Meranda Day Chief at 403-553-4425 or [m.daychief@fortmacleod.com](mailto:m.daychief@fortmacleod.com).

Yours Truly,

A handwritten signature in blue ink, appearing to read "Meranda Day Chief".

Meranda Day Chief  
Executive Assistant  
Town of Fort Macleod



September 17, 2019

Mayor Doug MacPherson & Town Council  
Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

Regarding: Bridge by Holes 6 & 7

Dear Doug MacPherson & Town Council,

The Bridge built by the town by Hole 6 Green and Hole 7 Tee boxes is starting to show some wear & tear. Some boards have started to rot and there are now open holes in this Bridge.

We are asking for the town's help to either fix this Bridge or construct a new one.

Thank you for your consideration to this letter.

Sincerely

Wes Wiebe  
Club President

## Karine Keys

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**From:** Carl Hopf <rcarlhopf@gmail.com>  
**Sent:** Saturday, November 16, 2019 2:46 PM  
**To:** Karine Keys; Verne Lunan; Gaven Moore; Don Glimsdale; Barry Gibbs; Betty Hoare

To; The Town of Claresholm  
The Board of Directors of the Claresholm and District Museum

From; Carl Hopf

Effective immediately, I am resigning from the Board of Directors of the Claresholm and District Museum. I have enjoyed working with this group of people, however, due to family issues and commitments, I feel I am no longer able to participate reliably in museum business.

Sincerely  
Carl Hopf



# REQUEST FOR DECISION

Meeting: November 25, 2019  
Agenda Item: 6

## Claresholm

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### REPRESENTATIVE TO CHINOOK ARCH REGIONAL LIBRARY SYSTEM BOARD

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#### **DESCRIPTION:**

By order of the *Libraries Act* from the Province of Alberta, Council is required to appoint a representative to the Chinook Arch Regional Library System. The Claresholm Library Board makes a recommendation to Council regarding who they would like to be the representative and then Council makes a motion to appoint that individual. The last appointment was made 2016, that being Kathy Davies.

#### **BACKGROUND:**

After a recent board meeting, the Claresholm Library Board is requesting that Tony Hamlyn be appointed to the Chinook Arch Regional Library System Board with Darry Markle as the alternate.

#### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to appoint Tony Hamlyn to the Chinook Arch Regional Library System Board with Darry Markle as an alternate.

#### **ATTACHMENTS:**

1. Letter from the Claresholm Public Library with the appointment request.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

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

DATE: November 21, 2019

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**From:** Tony Library <[thamlyn2018@gmail.com](mailto:thamlyn2018@gmail.com)>  
**Date:** November 7, 2019 at 3:12:41 PM MST  
**To:** Marian Carlson <[Marian@claresholm.ca](mailto:Marian@claresholm.ca)>  
**Subject:** Chinook Arch Board rep

Hi Marian,

Kathy Davies will be resigning as the Claresholm representative from the Chinook Arch board at the end of November.

The Claresholm Public Library board would like to recommend that I be the Claresholm representative on the Chinook Arch board effective December 1st. As well Darry Markle is also recommended to be the alternate.

It is my understanding that this needs to be approved by council. Let me know if you need anything further.

Thank you,

Tony



# REQUEST FOR DECISION

Meeting: November 25, 2019  
Agenda Item: 7

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## CPO REVIEW & POLICIES

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### **DESCRIPTION:**

On June 10, 2019 a review of the Town of Claresholm Community Peace Officer program was conducted by the Solicitor General's office. On October 30<sup>th</sup>, 2019 we received a response from the Solicitor General's office regarding the results of that review.

The purpose of the review was to determine compliance by the Town of Claresholm and by our Peace Officer with the Peace Officer Act, Peace Officer Regulations, Peace Officer (Ministerial) Regulation and the Peace Officer Program Policy and Procedures Manual. During the review they conducted interviews with the CAO and Director of Corporate Services as the representatives of the Town of Claresholm and as the CPO's direct supervisor respectively, as well with the previous and current CPOs. They also reviewed the Town's Bylaws, Policies, and incident/investigation reports, tickets, and filings.

The results of the review as per the report received on October 30, 2019 was that we were missing two (2) required policies, one (1) policy was deficient in its reporting requirement, and the review of CPO files should be completed more frequently/timely.

Regarding policies there were the following issues:

- A "Known Risk Client Policy and Protocol" was stated as being missing. This policy we have already addressed subsequent to the review with the passing of Policy #5.3.35 – CPO Safety Policy. No further action is required.
- A "notebook policy" should be implemented as best practice. Policy #5.3.04 – CPO Notebook Policy is attached for Council's review and adoption to address this deficiency.
- Policy #5.3.30 – CPO Complaint Process (V1.1) is also attached to amend this policy to include the required reporting on informal resolution (change noted in red) and to remove the previously numbered sections 5 and 6 as they were determined to be extraneous.

The timeliness and frequency of review of the CPO's files has also been addressed, including completion of review of all past files to date and a bi-weekly review of new files scheduled.

### **RECOMMENDED ACTION:**

Administration recommends that Policy #5.3.04 CPO Notebook Policy and the updated (version 1.1) Policy #5.3.30 CPO Complaint Process Policy be adopted by Council.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to adopt Policy #5.3.04 CPO Notebook Policy (v1.0) and Policy #5.3.30 CPO Complaint Process Policy (v1.1) effective November 25, 2019.

### **ATTACHMENTS:**

1. 5.3.04 CPO Notebook Policy (v1.0)
2. 5.3.30 CPO Complaint Process Policy (v1.1)

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

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

DATE: November 21, 2019

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## CPO Notebook Policy

**Policy #5.3.04**

Department Owner:	Regulatory & Protective Services		
Policy Applies To:	CPOs		
Date Created:	Nov. 18, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	Nov. 25, 2019	Policy(ies) Replaced/Rescinded:	N/A

### **Intent:**

To provide requirements for Community Peace Officer (CPO) notebooks.

### **Policy:**

1. All Officers are expected to maintain a notebook for evidentiary purposes.
2. Notebooks are the sole property of the Town of Claresholm.
3. Notebooks are subject to inspection or review by the Director of Corporate Services and the CAO.
4. Completed (old) notebooks must remain on site and are subject to the Records Management and Retention Bylaw for retention and destruction by the Town.





## CPO Complaint Process Policy

**Policy #5.3.30**

Department Owner:	Regulatory & Protective Services		
Policy Applies To:	Public Complaints on CPOs		
Date Created:	Nov. 18, 2019	Date Approved By Council:	
Version #:	1.1	Resolution #:	
Last Review Date:	Nov. 25, 2019	Policy(ies) Replaced/Rescinded:	5.3.30 (v1.0)

### Intent:

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

### Definitions:

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

### Guidelines:

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

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

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

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

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

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

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

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

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

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

4. Informal Resolution of Official Complaints:

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

## **APPENDIX A**

### **Notification to CPO of Complaint**

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

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

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

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

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

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

***This report refers to one incident only.***

**For Public Security Division Use Only**

Received:

POSP File No.

Employer File No.

Part 1a - Type of Complaint			
Type of Complaint ( <i>Employer Initiated, Public Complaint or Reportable</i> )		Type of Incident ( <i>ie. Assault, Code of Conduct, Excessive Force, Use of Baton, etc</i> )	
Employer File Number	Date of Incident ( <i>yyyy-mm-dd</i> )	Time of Incident ( <i>HH:MM am/pm</i> )	
Incident Location Address	City/Town	Province/Territory AB	Postal Code

Part 1b - Complainant Information			
Complainant Last Name(s)	Complainant First Name	Gender <input type="checkbox"/> M <input type="checkbox"/> F	
Complainant's Address	City/Town	Province/Territory AB	Postal Code
Complainant's Email Address		Phone Number	

Part 2 - Peace Officer(s)					
Peace Officer: Last Name(s)	First	Middle	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth ( <i>yyyy-mm-dd</i> )	Appointment No.

Part 3 - Employer Information			
Authorized Employer Name ( <i>as it appears on Authorization</i> )	Division	Unit	
Street Address	City/Town	Province/Territory AB	Postal Code
Person Submitting Incident Report	Email Address	Phone Number	
Authorized Employer Contact Person	Email Address	Phone Number	

Part 4 - For Public Security Division Use Only - Do Not Complete	
Investigator Assigned:	Date Assigned: ( <i>yyyy-mm-dd</i> )
Date Entered on IAPRO: ( <i>yyyy-mm-dd</i> )	Signature:

Part 5 - Event (choose all that apply)	Reporting Time Limit
<input type="checkbox"/> Use of a firearm discharged at a person or accidental discharge (does not include use on an animal)	Immediately
<input type="checkbox"/> Peace Officer involved in serious injury or death of a person	Immediately
<input type="checkbox"/> Complaint of excessive force (public or internal)	Immediately
<input type="checkbox"/> Peace Officer involved where weapon was used by another person	Immediately

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

#### Part 6 - Details of Incident

#### Part 7 - Documents for Submission (if applicable)

<p><b>Public Complaint/Employer Initiated Investigation:</b></p> <p><i>Initial:</i></p> <p><input type="checkbox"/> Copy of complaint</p> <p><input type="checkbox"/> Acknowledgement letter to complainant</p> <p><input type="checkbox"/> Acknowledgement letter to peace officer</p> <p><i>Follow-up:</i></p> <p><input type="checkbox"/> 45-day update letter to complainant</p> <p><input type="checkbox"/> 45-day update letter to peace officer</p>	<p><b>Public Complaint/Employer Initiated Investigation Conclusion:</b></p> <p><input type="checkbox"/> Investigation Report</p> <p><input type="checkbox"/> Disposition letter to complainant</p> <p><input type="checkbox"/> Disposition letter to peace officer</p>	<p><b>Other:</b></p> <p><input type="checkbox"/> Police Report</p> <p><input type="checkbox"/> Incident Report</p>
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This form can be faxed, mailed or emailed to:

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

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

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## WCCHS SPORTS SOCIETY GRANT APPLICATION – TENNIS COURTS

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### **DESCRIPTION:**

The Tennis Courts located adjacent to the Willow Creek Composite High School have been slated and budgeted for upgrades and resurfacing in preparation for the Town to host Southern Alberta Summer Games in 2021. The quote for these improvements is a total of \$76,208.00. The WCCHS Sports Society is requesting Council support for their grant application to assist with these upgrades. The facility is used by both the elementary and high schools as well as for community use.

The deadline for the small stream CFEP application is January 15, 2020. The small stream grant program funds projects up to a maximum of \$125,000 (in this case: \$38,104.00 grant funding is being requested by the WCCHS Sports Society).



### **RECOMMENDED ACTION:**

Council pass a motion to provide a letter of support and provide the matching funds for the WCCHS Sport's Society application to the Community Facility Enhancement Program for the purpose of resurfacing and upgrading the tennis courts.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to write a letter of support for the WCCHS Sports Society's application to the Community Facility Enhancement Program for the purpose of upgrading and resurfacing the tennis courts & provide the matching funds/in kind donation for the project in the amount of \$38,104.00.

### ATTACHMENTS:

- 1.) Correspondence – WCCHS Sports Society.

### APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

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

DATE: November 20, 2019

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# *Willow Creek Composite High School*

628 – 55<sup>th</sup> Avenue West ♦ P.O. Box 219 ♦ Claresholm, Alberta ♦ T0L 0T0

T: (403) 625-3387 ♦ F: (403) 625-3289

[www.willowcreekhighschool.ca](http://www.willowcreekhighschool.ca)

Principal: Mrs. Jackie Kark ♦ Assistant Principal: Mr. Robert Rodgers

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November 7, 2019

Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

Attention: Town Councillors

Re: Grant Applications

Willow Creek Composite Sports Society would like to ask for the Towns support in the grant application for upgrading the tennis court with matching funds from the Town. As you know we have been granted the 2021 Summer Games and these upgrades would not only benefit the Summer Games as well as WCCHS and West Meadow School. We will be applying for grants to assist in these projects.

Your support would be greatly appreciated in this endeavor.

If you have any questions please contact Natalie Wright at 403-315-4606.

Sincerely,

Natalie Wright  
Vice President  
WCCHS Sports Society



**Claresholm**

# REQUEST FOR DECISION

Meeting: November 25, 2019

Agenda Item: 9

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## CARES GRANT – LAND STUDY

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The Town of Claresholm is looking at a grant application to the Community and Regional Economic Support Program (CARES) for the purpose of completing an Infrastructure Master Plan and Water study. The project has been called “Framework for Growth”, which is a continuation of the previous project funded through this program “Planning for Growth”. With the ASP and additional studies completed for the annexed commercial/industrial land (as part of the Planning for Growth project), it came up time and time again that there is a need for an Infrastructure Master Plan and how growth will affect the Town’s existing system, and what will be required for upgrades/growth.

### **DISCUSSION / OPTIONS:**

The Community & Regional Economic Support (CARES) grant program was established in 2016 by the Alberta Provincial Government. The program is designed to provide funding for projects that diversify the local economy, drive high-value job creation, improve the local business environment and increase support for entrepreneurs. It is not available for infrastructure projects, but is suited to consulting, planning and feasibility initiatives. The program provides 50% of the total project cost for successful applicants.

“Framework for Growth” Project deliverables are:

1. Topographic Survey of the Town’s Infrastructure to confirm/update the GIS data in the Oldman River Regional Services Commission database.
2. Infrastructure assessment of the Town’s deep utilities, lift stations, water treatment, wastewater treatment, roadways, public space and buildings.
3. 10 Year Capital plan
4. Water assessment

This comprehensive condition assessment and capacity analysis (including water study) of the Town’s infrastructure will provide a road map to Town Council and Administration for assessing the status of the existing infrastructure. The detailed assessment will be used by the Town to plan and budget for capital rehabilitation and replacements to meet the Town’s needs and to satisfy the expectations of the Town’s residents and businesses. This information is important to plan for growth and can be utilized for developers (specific to the north area) and anyone wanting to connect to the Town’s system. This information can also be utilized to plan for off-site levy bylaws which will assist with growth paying for growth when infrastructure improvements are triggered by that growth.

The deadline for the grant application is December 2, 2019, and the response time to hear if we are successful should be late January 2020. The Town received a proposal for budgeting purposes from an engineering firm, and this proposal will be used for the purpose of the grant application. The full project total is \$127,263. This type of study is not typically submitted for this grant program (or has not received funding in the past); however, this information is critical to the Town’s growth plans and will set the background information for all future infrastructure planning and improvements, so Administration would like to proceed with the application. The CARES program is highly competitive, and has allocated a total budget of \$4 million dollars for this round of submissions which is \$1 million dollars more than previous intakes.

**PROPOSED RESOLUTIONS:**

Council carry a motion to direct Administration to apply for the CARES grant for the purpose of the Infrastructure Master Plan / Water Study. The full project has been proposed within the 2020 budget.

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to apply to the CARES program in the amount of \$63,631.50 for the “Framework for Growth” project and refer the matching portion of the grant program to the 2020 budget discussions.

**ATTACHMENTS:**

- 1.) CARES Program Fact Sheet

**APPLICABLE LEGISLATION:**

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

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

DATE: November 21, 2019

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# Community and Regional Economic Support (CARES) Program

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## Overview

The CARES program funds initiatives led by Alberta municipalities, communities and regions that enhance local economic conditions and leverage regional resources to build capacity for sustainable economic development.

The program funds up to 50% of eligible project costs and up to 75% of projects led by First Nations and Métis settlements.

## Eligibility

### Eligible Entities

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas).
- Incorporated federal or provincial (Alberta) non-profit organizations, associations or societies.
- Métis settlements and First Nations.
- For-profit organizations can partner with an eligible entity to complete an eligible project.
- Formal and project-based partnerships between combinations of the above entities.

### Eligible Activities

For a project to be eligible, it must create a measurable impact or positive outcome in one or more of the following areas:

- improved local business environment and/or regional economic collaboration;
- increased support for entrepreneurs and SMEs to grow and succeed;
- enhanced support for associations, businesses and industries that provide diversification to a community or a region; and/or
- Increased industry and sector competitiveness to lay the foundation for investment and job creation.

The examples listed above are not an exhaustive list of initiatives that an applicant can undertake. Other activities related to economic development may be considered on a case-by-case basis.

Particular attention will be paid to projects with an innovation, investment attraction, or tourism focus.

### Other Criteria

The eligible entity must be incorporated for at least one year prior to submitting an application

Matching funding required is between 50% of total project cost for eligible entities and 25% for First Nations and Métis Settlements.

Funding for economic development initiatives begins at \$10,000.

CARES funding can be sought for projects that align with at least one program outcome and must not take more than two years to complete.

## Ineligible Project Costs

- **The CARES program does not support project costs related to:** core education, health and wellness, and advancement of specific faith or political based activities.
- travel and accommodation expenses of any kind
- hospitality and entertainment costs (food, alcohol)
- gifts, gift cards, contests, prizes, awards, trophies, plaques
- contingency and miscellaneous costs
- in-kind contributions, in the form of donated goods and services, that exceed 20 per cent of the project's eligible costs, with a cap at \$10,000
- salary expenses for existing staff that exceed 20 per cent of the project's eligible costs
- legal and accounting fees, goods and service taxes (GST), insurance
- membership fees
- sponsorship
- re-granting
- municipal signage
- land acquisition
- major infrastructure
- stand-alone minor infrastructure improvements (eg. renovations) that are not an integral part of the project and are not critical to the project's success
- capital expenditures
- projects that may duplicate existing provincial or federal economic development initiatives in the community or region applying for funding
- non-arm's length transactions
- debt reduction
- lobbying or advocacy activities
- expenses related to preparation of funding applications, committee planning meetings

- fundraising and similar activities not related directly to the project
- retroactive funding for costs that have already been incurred prior to application submission
- expenses occurred in the formation of a new community or regional economic development organization
- permits
- operating costs

## Application Process

Applicants are required to fill out and submit their applications through the online application portal accessible through the [CARES program webpage](#) during each intake.

Application intake dates are made available online when finalized.

As part of the submission, applicants are required to provide:

- background on project partners (if applicable);
- letters showing current support for the project;
- a project summary including expected outcomes, objectives, milestones and timelines;
- measures of success and an overview of project risks; and
- a budget.

Applicants are notified of a decision within approximately 90 days of the application intake's closing date.

### Questions

For more information on the program's eligibility criteria, application process and reporting requirements please refer to the [CARES program guidelines](#) or contact [CARES.program@gov.ab.ca](mailto:CARES.program@gov.ab.ca).



**Claresholm**

# REQUEST FOR DIRECTION

Meeting: November 25, 2019  
Agenda Item: 10

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## TOWN COUNCIL OPEN HOUSES

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### **DESCRIPTION:**

Council held four Open Houses in 2019.

1<sup>st</sup> 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.

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

Discussions focused on the redesign of Amundsen Park.

3<sup>rd</sup> Open House – September 9, 2019 at the Claresholm Senior's Drop-in Centre.

Discussions focused on the new recycling program and the Multi-use Community Buildings project.

4<sup>th</sup> Open House – November 9, 2019 at the Claresholm Community Centre.

The focus was the Rural and Northern Immigration Pilot Program.

Administration would like Council's direction for Open Houses in 2020.

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PREPARED BY: Karine Keys, CLGM, Finance Assistant

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

DATE: November 21, 2019

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**Claresholm**

# INFORMATION BRIEF

Meeting: September 9, 2019  
Agenda Item: 11

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## KINSMEN CLUB GRANT APPLICATIONS

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### **DESCRIPTION:**

The Kinsmen Club of Claresholm has received correspondence in regards to their pathway grant application and the Amundsen Park playground grant application.

The Kinsmen had applied in May 2019 for the pathway extension along 8<sup>th</sup> Street West. The project was completed after submission, but prior to notification. Kinsmen received notification via a letter dated November 12, 2019 that the project for the site construction in the amount of \$32,500.00 was declined. The actual cost of the extension was well under budget and was completed summer 2019. The project will be fully funded by Federal Gas Tax Funds.

The Kinsmen then applied to the September CFEP intake for the Amundsen Park Playground project. They received a letter dated October 8, 2019 that the application was cancelled as they had already applied for one capital project in 2019. The grant office mentioned they would be able to re-apply at the January 15, 2020 intake, in which they intend to re-submit prior to that deadline. The grant guidelines do state one application per facility per year; however, this extends to one organization applying for one capital project as well (even if they are different facilities). The small stream grant program funds projects up to a maximum of \$125,000 (in this case: \$79,820.00 grant funding will be requested by the Kinsmen Club for the January 15, 2020 intake). As these grants appear to be more competitive in nature we will work with the Kinsmen to provide additional letters of support or information as may be required.

ATTACHMENTS:  
1.) N/A

APPLICABLE LEGISLATION:  
1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

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APPROVED BY: Blair Bullock, CPA, CA – Director of Corporate Services      DATE: November 21, 2019

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**Claresholm**

# INFORMATION BRIEF

Meeting: November 25, 2019

Agenda Item: 12

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - September 9, 2019				
9	CORRES: Cheryl Friesen RE: Limit on Number of Dogs per Residence - Moved by Councillor Zimmer to direct Administration to amend Bylaw #1628 to limit the number of dogs per household to three, with the ability for exceptions for kenneling or fostering, and grandfathering of present households with more than three dogs. CARRIED MOTION #19-126	Ryan	Bylaw amendment drafted and being presented on Nov 25th	Complete
Regular Scheduled Meeting - September 23, 2019				
5	BYLAW #1678 - Cemetery Bylaw Amendment - Referred to Administration for more information.	Mike/Blair	Suggested solution prepared and being presented on Nov 25th	Complete
35a	IN CAMERA: LAND - Moved by Councillor Cutler to accept the offer of \$126,000 from Structural Precast in principal for Lots 2, 3 & 4, Block 10, Plan 7910032 with negotiations regarding conditions to be discussed as part of the purchase agreement. CARRIED MOTION #19-147	Tara	Notified the purchaser. Offer to purchase being drafted.	In progress
Regular Scheduled Meeting - October 15, 2019				
16	CORRES: MD of Willow Creek - Moved by Councillor Schlossberger to donate a gift basket of no more than \$100 to the MD of Willow Creek's 28th Annual Legacy of Our Land Banquet to be held on November 29, 2019. CARRIED MOTION #19-150 Councillor Schulze will attend on behalf of the Town of Claresholm.	Tilly/Karine	Basket prepared	Complete
28	RFD: Policy #5.8.15 - Liquor & Town Facilities - Moved by Councillor Schulze to adopt the updated Town Policy #5.8.15 - "Liquor and Town Facilities Policy", effective October 15, 2019. CARRIED MOTION #19-159	Blair	Policy manuals have been updated	Complete
29	RFD: Policy #5.4.10 - Recyclable Materials - Moved by Councillor Moore to adopt the updated Town Policy #5.4.10 - "Recyclable Materials Policy", effective October 15, 2019. CARRIED MOTION #19-160	Blair	Policy manuals have been updated	Complete



Regular Scheduled Meeting - October 28, 2019				
5	CORRES: Claresholm Chamber of Commerce - Moved by Councillor Zimmer to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot for the Old Fashioned Christmas event on November 29, 2019 and to allow a bonfire in the downtown parking lot (weather permitting). CARRIED MOTION #19-163	Mike	Chamber contacted	Complete
7	CORRES: Claresholm Golf Club - Moved by Councillor Cutler to direct administration to formulate a new lease agreement with the Claresholm Golf Club and to bring an updated draft agreement back to Council for approval. CARRIED MOTION #19-166	Mike/Tara	Agreement updates being drafted	In progress
8	CORRES: Claresholm Skatepark Association - Moved by Councillor Schlossberger to refer the request from the Claresholm Skatepark Association to the next regular meeting when the group has completed the Donation Request Form. CARRIED MOTION #19-167	Karine	Skatepark Association to complete form once date for Trade Fair has been chosen	In progress
9	RFD: Claresholm Food Bank CFEP Grant - Moved by Councillor Moore to provide a letter of support for the Claresholm Food Bank's CFEP Grant Application for the construction of a new facility. CARRIED MOTION #19-168	Tara	Letter sent	Complete
9	RFD: Claresholm Food Bank CFEP Grant - Moved by Councillor Carlson to enter into a six (6) month lease agreement with the Claresholm Food Bank and a letter of understanding for the lease (terms to be determined upon lease renewal) to extend to the location at 5318 – 2 Street West. CARRIED MOTION #19-169	Tara	Lease agreement and letter of understanding drafted	In progress
Regular Scheduled Meeting - November 12, 2019				
1	BYLAW #1687 - Moved by Councillor Cutler to give Bylaw #1687, a Road Closure Bylaw, 1st Reading. CARRIED	Tara	Public hearing date set for Dec. 9, 2019.	Complete
2	CORRES: Hon. Nate Glubish, Minister of Service Alberta - Council directed Administration to contact Shaw Communications to find out where they are in regards to high speed internet for businesses in Claresholm and to report back to Council at the next meeting.	Brady/Tara	Currently being investigated.	In progress
5	CORRES: Brownlee LLP RE: Emerging Trends in Municipal Law - Council to let Administration know if they will be attending by Friday, November 15th.	Blair/Karine	Registrations completed for those interested in attending	Complete
7	CORRES: Claresholm & District Citizens on Patrol - Moved by Councillor Schlossberger to support Claresholm & District Citizens on Patrol with a donation of \$2,500 towards gas cards. CARRIED MOTION #19-171	Karine	Donation sent	Complete
8	CORRES: Claresholm & District Health Foundation - Moved by Councillor Schulze to support the Claresholm & District Health Foundation's 13th Annual Gala to be held November 23, 2019 in the amount of \$500. CARRIED MOTION #19-172	Karine	Donation sent	Complete
9	CORRES: Foothills Ford RE: Paving of Saskatchewan Crescent - Referred to budget discussions	Blair	Added to the next FIPC Agenda	Complete
10	CORRES: Skyline Towing & Alberta Auto Glass & Accessories RE: Paving of Saskatchewan Crescent - Referred to budget discussions	Blair	Added to the next FIPC Agenda	Complete

11	RFD: Airport Runway Rehabilitation - Moved by Councillor Schlossberger to submit an application to the Community Airport Program for pavement rehabilitation of the active runway at the Claresholm Industrial Airport. CARRIED MOTION #19-173	Tara	Application drafted for submission prior to November 30, 2019	Complete
11	RFD: Airport Runway Rehabilitation - Moved by Councillor Cutler to request a letter of support and funding from the MD of Willow Creek. No. 26 for pavement rehabilitation of the active runway at the Claresholm Industrial Airport in the amount of \$156,530 plus any overages. CARRIED MOTION #19-174	Tara	Letter sent.	Complete
12	RFD: Policy Manual Review & Updates 5.2 - Moved by Councillor Schulze to adopt the following updated Town Policies effective November 12, 2019: <ul style="list-style-type: none"> <li>• 5.2.05 – Community Advertising Program Policy (v.1.0)</li> <li>• 5.2.45 – Volunteer Appreciation Dinner (v.1.0). CARRIED MOTION #19-175</li> </ul>	Blair	Policy manuals have been updated	Complete
12	RFD: Policy Manual Review & Updates 5.2 - Moved by Councillor Carlson to repeal Policy #5.2.50 – Miss Teen Claresholm Pageant Policy (Previously CEDC 12-95(a)). CARRIED MOTION #19-176	Blair	Policy manuals have been updated	Complete
13	RFD: Policy Manual Review & Updates 5.4 - Moved by Councillor Zimmer to adopt the updated Town Policy #5.4.05 – Garbage Collection Policy, effective November 12, 2019. CARRIED MOTION #19-177	Blair	Policy manuals have been updated	Complete
13	RFD: Policy Manual Review & Updates 5.4 - Moved by Councillor Zimmer to repeal the following Policies: <ul style="list-style-type: none"> <li>• 5.4.20 – Water Service Connection and Disconnection Policy (Previously UT 01-83)</li> <li>• 5.4.21 – Sewer Line Maintenance Policy (Previously UT 08-89)</li> <li>• 5.4.22 – Water and/or Sewer Service Installation Policy (Previously UT 11-95)</li> <li>• 5.4.23 – Water Meter Policy (Previously UT 02-07). CARRIED MOTION #19-178</li> </ul>	Blair	Policy manuals have been updated	Complete
14	RFD: Policy Manual Review & Updates 5.8 - Moved by Councillor Cutler to adopt the following Policies, effective November 12, 2019 as amended: <ul style="list-style-type: none"> <li>• 5.8.01 – Equipment Rental Policy (Previously GA 03-18(a))</li> <li>• 5.8.05 – Use of Facilities, Properties &amp; Equipment Policy (Previously GA 09-10(a))</li> <li>• 5.8.10 – Use of Council Chambers Policy (Previously GA 05-00)</li> <li>• 5.8.20 – Town Tables and Chairs Policy (Previously GA 01-13) CARRIED MOTION #19-179</li> </ul>	Blair	Policy manuals have been updated	Complete
14	RFD: Policy Manual Review & Updates 5.8 - Moved by Councillor Schlossberger to renumber Policy #5.8.05 to #1.1.40, Employee Use of Municipal Property. CARRIED MOTION #19-180	Blair	Policy manuals have been updated	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

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

DATE: November 21, 2019

# INFORMATION ITEMS



# MUNICIPAL PLANNING COMMISSION MINUTES

**October 4, 2019**

**Town of Claresholm – Council Chambers**

**Attendees:** Brad Schlossberger - Council Member (Chairperson)  
Doug MacPherson – Mayor  
Jeff Kerr – Member-At-Large  
Doug Priestley - Member-at-Large

**Regrets:** Kieth Carlson – Council Member

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

**Public Present:** Troy VanDellen, Rob Vogt

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**8:29 a.m.**

**Call to Order /Adoption of Agenda**

**Motion to amend  
the order of the agenda by  
Mayor MacPherson**

**Seconded by  
Doug Priestley**

**CARRIED**

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

**Seconded by  
Mayor MacPherson**

**CARRIED**

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**Adoption of Minutes**

- September 5, 2019

**Motion to adopt the  
Meeting Minutes  
By Doug Priestley**

**Seconded by  
Mayor MacPherson**

**CARRIED**

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**Planner/Development Officer  
Tara VanDellen declared a  
pecuniary interest and left  
the room 8:32 am**

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# MUNICIPAL PLANNING COMMISSION MINUTES

October 4, 2019  
Town of Claresholm – Council Chambers

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**Item 1: ACTION**

**DEVELOPMENT PERMIT**

File: D2019.080  
Applicant: VanDellen Homes Ltd  
Owner: Marvin Land Services Ltd  
Address: 28 Sask. Cres.  
Legal: Lot 3, Block 5, Plan 0514376  
Regarding: Discretionary change in use – storage to contractor, general with storage & office.

1. This change in use approval does not include any renovation. Prior to any renovations, permits will be required. The applicant is responsible for any applicable Safety Codes Permits.
2. Any further change in use (additions or intensifications of use) will require a new permit application.
3. Approval of this application does not include any new signs. The owner/tenant is responsible to obtain any relevant permits in regards to signage as per Schedule 2 of the Land Use Bylaw No. 1525.
4. The business will require a license from the Town of Claresholm; please contact the Administration Office for further information.

**Motion to approve with conditions by Mayor MacPherson**

**Seconded by Doug Priestley**

**CARRIED**

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**Tara VanDellen returned at 8:34 am**

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**Item 2: ACTION**

**HOME OCCUPATION REVIEW**

Permit holder: Weatherhead Concrete Ltd.  
Address: 5521 2 St East  
Legal: Lot 47, Block 4, Plan 7710803  
Regarding: Review of home occupation business license

**Motion to issue a warning letter in regards to original conditions of approval D2012.024 by Jeff Kerr**

**Seconded by Mayor MacPherson**

**CARRIED**

**Item 3: ACTION**

**DEVELOPMENT PERMIT**

File: D2019.089  
Applicant: Robert & Britny Robertson  
Owner: Greg Reid (court order)  
Address: 4811 2 St West.  
Legal: Lot 5&6, Block 12, Plan 147N  
Regarding: Discretionary change in use – vacant to retail with caretaker suite with variance to parking.

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

**Seconded by Mayor MacPherson**

**CARRIED**

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# MUNICIPAL PLANNING COMMISSION MINUTES

October 4, 2019

Town of Claresholm – Council Chambers

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1. The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. This includes but is not limited to a building permit (with adequate drawings as to the layout and renovation plans). Please direct any inquiries to Superior Safety Codes Inc. at 403-320-0734.
2. Any further change in use (additions or intensifications of use) will require a new permit application.
3. Approval of this application does not include any new signs. The owner/tenant is responsible to obtain any relevant permits in regards to signage as per Schedule 2 of the Land Use Bylaw No. 1525.
4. The business will require a license from the Town of Claresholm prior to operating; please contact the Administration Office for further information.

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**Item 4: INFORMATION HOME OCCUPATION REVIEW**

**Taken for information**

Peace Officer update

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**Item 5: INFORMATON Approved Developments January – August 2019**

**Taken for information**

**Motion to refer to budget options and costing to change 2<sup>nd</sup> Street to angled parking between 4811 2 Street West to corner of 48 Avenue & 2 Street W.  
By Jeff Kerr**

**Seconded by Doug Priestley**

**CARRIED**

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**9:15 a.m.**

**Motion to adjourn by  
Doug Priestley**

**CARRIED**

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# Alberta SouthWest Bulletin November 2019

## Regional Economic Development Alliance (REDA) Update

### ALTO Awards for local businesses: CONGRATULATIONS!

The ALTO Awards recognize individuals and organizations who enrich Alberta's tourism industry, inspire others and demonstrate what can be achieved by working together. Keith Robinson, Dark Sky Guides of Waterton, accepted the top award for "New Tourism Experience" of 2019. Congratulations also to the Waterton Chamber, a finalist for "Marketing Excellence" recognition. Awards were presented at the 20th annual Travel Alberta Conference in Banff.

*Dr. Sarah Newstead, Vice Chair, Travel Drumheller; Keith Robinson, President & Co-founder, Dark Sky Guides; the Honourable Tanya Fir, Minister of Economic Development, Trade and Tourism.*



### "Energizing Agricultural Transformation" (EAT) Project Update...

Initial interviews indicate that there are innovators, early adopters and exciting entrepreneurs in AlbertaSW engaged in endeavours such as processing natural fertilizer and nutraceuticals; manufacturing overhead doors and bin hoppers; importing/exporting to the U.S.A., France, China, Russia. Another Resource Roundtable will be scheduled in January or February of 2020.



### New CARES funding intake

The province has \$4M available for new applications to Community and Regional Economic Supports (CARES) program. Applications will be accepted between November 1 and December 2, 2019.

Particular attention will be paid to projects with a tourism, investment attraction, or innovation focus.

Information can be found at <https://www.alberta.ca/community-regional-economic-support-program.aspx>

### EV Charging Station Network being deployed in record time!

*The Peaks to Prairies EV Network consists of 20 locations that each have a DC fast-charger and a Level 2 unit owned and operated by ATCO.*



#### Installed Awaiting Electrification

- Waterton
- Medicine Hat
- Calgary Southwest

#### Siting phase

- Calgary Southeast
- Calgary Northeast

#### Planned or in Progress

- Crowsnest Pass
- Taber
- Milk River

#### Licensing and Agreement Phase

- Calgary Northwest

#### Electrified and on-line

- Canmore
- Lethbridge
- Bears paw First Nation
- Longview
- Cardston
- Fort Macleod
- Pincher Creek
- Nanton
- Claresholm
- Vulcan

### Destination Development Association FREE membership access to on-line resources

\*\*Offer ends Dec 31, 2019. Join now! <https://www.destinationdevelopment.org/join>

Community Futures Alberta SouthWest had purchased a membership for our region that re-activates on January 1 and will be in place for our region until October 2020. Take advantage of this great resource while it is available!

### Regional Business License

Unofficially, 360 AlbertaSW regional licenses were sold in 2019. Started in 2003, this program will soon be entering its 18<sup>th</sup> year of successful operation and remains useful and appreciated by local business.

Thank you to the municipal offices for helping administer the program. New brochures, posters and stickers for 2020 will be provided to each community in early December so we are ready for 2020!!

Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

Green Destinations Top 100 Sustainable Global Tourism Destination

Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 (office) 403-627-0244 (cell)

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[www.albertasouthwest.com](http://www.albertasouthwest.com)





## Alberta SouthWest Regional Alliance Minutes of the Board of Directors Meeting

Wednesday October 2, 2019 –MD Pincher Creek Administrative Office

### Board Representatives

Barney Reeves, Waterton  
Brent Feyter, Fort Macleod  
Jim Bester, Cardston County  
Brad Schlossberger, Claresholm  
John Van Driesten, MD Willow Creek  
Dale Gugala, Stavely  
Beryl West, Nanton  
Rock Lemire, MD Pincher Creek (alt)  
Warren Mickels, Cowley  
Ron Davis, MD Ranchland

### Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW  
Linda Erickson, AEDTT  
Brad Tucker, AEP  
Jim Burdett, LRSD  
Troy MacCulloch, CAO, MD Pincher Creek  
Tony Walker, CF Alberta Southwest  
Lindsay Spadavecchia, AI/RINSA

1. Call to Order and welcome- Chair called the meeting to order.
2. Approval of Agenda Moved by Dale Gugala THAT the agenda be approved as amended.  
**Carried.** [2019-10-655]
3. Approval of Minutes Moved by Brad Schlossberger THAT the minutes of September 4, 2019 be approved as presented.  
**Carried.** [2019-10-656]
4. Approval of Cheque Register Moved by Brad Schlossberger THAT cheques #2682 to #2693 be approved as presented.  
**Carried.** [2019-10-657]
5. Power Up! Entrepreneur Event Moved by Jim Bester THAT AlbertaSW be a Bronze Sponsor (\$250) for this event.  
**Carried.** [2019-10-658]
6. Project and Event Updates Accepted as information.  
John Van Driesten and Scott Korbett attended SouthGrow Quarterly meeting on September 12, 2019.  
SouthGrow Water Security Day to be held November 7, 2019.  
Claresholm Immigration Town Hall to be held on November 9, 2019.
7. Provincial Budget and AlbertaSW - Upcoming budget offers uncertainly for REDAs after March 2020.  
Board is asked to consult with communities and determine the value of regional initiatives and determine priorities.
8. Executive Director Report Accepted as information.
9. Round table updates Accepted as information.



10. Board Meetings:

- November 6, 2019 – Fort Macleod
- December 4, 2019 – Pincher Creek Provincial Building  
NOTE: this is the annual Organizational Meeting,
- January 1 meeting moved to January 8, 2020

11. Adjournment

Moved by Ron Davis THAT the meeting be adjourned.  
**Carried.** [2019-10-659]

**Approved November 6, 2019**

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Chair

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Secretary/Treasurer



For Immediate Release

November 15, 2019

## **PEAKS TO PRAIRIES ELECTRIFIES TWO MORE COMMUNITIES FOR EV TRAVEL**

***Vulcan/Claresholm, AB*** – The Peaks to Prairies Project accelerated the deployment of its Electric Vehicle (EV) Charging Network today by celebrating the electrification of charging stations in Vulcan and Claresholm. These stations, owned and operated by ATCO further support regional travel by Albertans and tourists alike.

Peaks to Prairies is a community-driven, collaborative initiative that was developed by Alberta SouthWest Regional Alliance, SouthGrow Regional Initiative, The City of Calgary, City of Lethbridge, City of Medicine Hat and Medicine Hat College. The purpose of the initiative is to establish an EV charging network across southern Alberta, connecting communities from Crowsnest Pass to Medicine Hat, Pincher Creek to Calgary, and west to Canmore. The full network will see 20 DCFC and Level 2 co-located stations installed by the end of 2019, resulting in over 1,100kms of highway connected for EV travel. The network will facilitate travel to and within the region, positioning southern Alberta communities to benefit from increased electric vehicle tourism.

Like all stations in the Peaks to Prairies network, these have been strategically located within the towns to ensure easy access to amenities and attractions unique to each community, as well as the incredible natural beauty and rich history of the region.

Vulcan Mayor, Tom Grant, noted: “Our town offers a fun and unique tourism experience for visitors and Trekkies alike. The addition of this infrastructure will encourage EV travelers to explore the many great attractions the community has to offer. We are pleased to be part of this collaborative project, which promotes tourism, local renewable energy and economic co-benefits.”

The location of these stations offer EV drivers convenient charging options for their travels to the unique attractions in the southern part of the Province, and to the state of Montana. The region boasts incredible natural beauty in the Canadian Badlands and are only an hour from both the cities of Calgary and Lethbridge.

Claresholm Mayor, Doug MacPherson noted, “Claresholm is excited to be a part of this project. We are a thriving community that encourages economic prosperity through innovative and progressive thinking. We are the ideal location to soak in Southern Alberta history; our Museum and Visitor Information Centre have unique displays where you can get all the information you need to navigate the beauty and history of the area.”

Jim Willett, Chairperson of South Grow Regional Initiative spoke on behalf of the project Partners, “Peaks to Prairies reflects the commitment we have in southern Alberta to work collaboratively across the region to support development that is sustainable and forward-thinking. Through this project, we



are not only shining a light on the advancement of renewable energy generated in our region, but we are ensuring that our communities can benefit from this emerging form of transportation.”

All Peaks to Prairies stations will be installed, owned and operated by ATCO as a long-term commitment to the Alberta communities that host the stations. Further, ATCOenergy will be powering the charging stations with the equivalent of 100% of the electricity coming from renewable sources so that EV drivers are consuming clean electricity.

“Low carbon transportation and affordable electric vehicles are becoming a reality. When ATCO made its first investment in the public fast charging corridor along Highway 2 last year, it was a tremendous step forward. At ATCO, we see it as part of our ongoing commitment to creating a clean energy future for the communities we serve. It’s just one of the energy efficient, innovative and valuable solutions we’re exploring for homes and businesses across Alberta. We are very proud to be working with our partners in southern Alberta to establish a robust charging network in the province,” said Marshall Wilmot, President ATCOenergy and Chief Digital Officer.”

The 2-year, \$2.2 million project is funded by Alberta SouthWest Regional Alliance, SouthGrow Regional Initiative, The City of Calgary, City of Lethbridge, City of Medicine Hat and Medicine Hat College in partnership with the Federation of Canadian Municipalities’ Municipalities for Climate Innovation Program. The project is facilitated by the Community Energy Association.

For more information visit <https://peakstoprairies.ca/>

#### **FAST FACTS**

- DC fast charging stations allow a vehicle to charge from 20% to 80% in approximately 30 minutes. Level 2 charging stations take four to six hours for an 80% charge.
- The charging stations will be powered with the equivalent of 100% renewable energy sourced locally.
- The federal government launched its zero-emission vehicle incentive on May 1<sup>st</sup> which provides Canadians with up to \$5,000 off the purchase of an eligible electric vehicle. For more information visit [canada.ca/zero-emission-vehicles](https://canada.ca/zero-emission-vehicles)

#### **Media Contacts:**

##### **Nazima Rayani**

Senior Advisor, Marketing &  
Communications

ATCO, Electricity Business

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##### **Megan Lohmann**

Project Manager, Peaks to Prairies  
Community Energy Association

[mlohmann@communityenergy.bc.ca](mailto:mlohmann@communityenergy.bc.ca)



# **CLARESHOLM FIRE DEPARTMENT'S NEW YEARS EVE GALA**

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**Tuesday, December 31, 2019  
Putters Restaurant, Claresholm Golf Course  
Semi-Formal attire**

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**Prime Rib Dinner and Dance  
\$50 Per ticket/Available at Putters**