



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 9, 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 – AUGUST 12, 2019

**DELEGATION: MUNICIPAL DISTRICT OF WILLOW CREEK
RE: Claresholm & District Transportation Society**

ACTION ITEMS:

1. **BYLAW #1662 – Fire Services Bylaw**
RE: 2nd & 3rd Readings
2. **BYLAW #1663 – Fire Protection Bylaw**
RE: 2nd & 3rd Readings
3. **BYLAW #1675 – Records Management & Retention Bylaw**
RE: 1st Reading
4. **BYLAW #1677 – COPTER Bylaw Amendment**
RE: 1st Reading
5. **CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs**
RE: MSI Funding & GTF Funding
6. **CORRES: Alberta Transportation**
RE: Potential Meeting at Fall AUMA Convention
7. **CORRES: FortisAlberta**
RE: Invitation to Customer Reception at AUMA Convention
8. **CORRES: Claresholm Terry Fox Run**
RE: 39th Annual Terry Fox Run September 15, 2019
9. **CORRES: Cheryl Friesen**
RE: Limit on Number of Dogs per Residence
10. **CORRES: United Farms Historical Society & Claresholm & District Museum**
RE: Invitation to Opening of Louise McKinney Exhibit
11. **CORRES: Woodshed Martial Arts**
RE: Invitation to Grand Opening
12. **CORRES: Claresholm Animal Rescue Society (CAREs)**
RE: Raise the Woof Fundraiser
13. **REQUEST FOR DECISION: ATCO Gas & Pipelines Ltd. Franchise Agreement**
14. **REQUEST FOR DECISION: Child Care Society CFEP Project Support**
15. **REQUEST FOR DECISION: Kinsmen CFEP Grant Application – Amundsen Park Playground**
16. **REQUEST FOR DECISION: Lions Club CFEP Grant Application – Amundsen Park**
17. **REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society**
18. **REQUEST FOR DECISION: Policy Manual Review & Updates – Finance**
19. **REQUEST FOR DECISION: Date for Strategic Plan Update**
20. **REQUEST FOR DECISION: Claresholm & District Transportation Society**

21. **INFORMATION BRIEF: Police Costing Model Review**
22. **INFORMATION BRIEF: Provincial Spending Report**
23. **INFORMATION BRIEF: Amundsen Park Committee Update**
24. **INFORMATION BRIEF: Annexation Update**
25. **INFORMATION BRIEF: Strategic Plan Report**
26. **INFORMATION BRIEF: Council Resolution Status**
27. **ADOPTION OF INFORMATION ITEMS**
28. **IN CAMERA**
 - a. **LAND – FOIP Section 16.1**

INFORMATION ITEMS:

1. **Municipal Planning Commission Minutes – July 19, 2019**
2. **Municipal Planning Commission Minutes – August 23, 2019**
3. **Claresholm & District Museum Board Meeting Minutes – June 18, 2019**
4. **Oldman River Regional Services Commission Meeting Minutes – May 9, 2019**
5. **Alberta SouthWest Bulletin – August 2019**
6. **Alberta SouthWest Bulletin – September 2019**
7. **Alberta SouthWest Regional Alliance Board Meeting Minutes – May 1, 2019**
8. **Alberta SouthWest Regional Alliance Board Meeting Minutes – August 7, 2019**
9. **Oldman Watershed Council – Annual Report**
10. **Municipal District of Willow Creek: Notice of Decision – Glacier Kootenay Craft Ltd.**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
AUGUST 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 Schultz and Craig Zimmer

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

CARRIED

MINUTES: REGULAR MEETING – JULY 15, 2019

Moved by Councillor Zimmer that the Regular Meeting Minutes of July 15, 2019 be accepted as presented.

CARRIED

DELEGATIONS:

1. MR. ROGER REID, MLA for Livingstone-Macleod

Mr. Roger Reid was present to visit with Council for the first time as MLA for Livingstone-Macleod. He spoke about the initiatives that his government is working on as they are approximately 100 days into their term.

2. SOUTHGROW REGIONAL ECONOMIC DEVELOPMENT – Peter Casurella, Executive Director

Peter Casurella, Executive Director of SouthGrow Regional Economic Development, was present to introduce Council to the mandate of SouthGrow. Council passed a motion to become a member on March 25, 2019.

ACTION ITEMS:

1. BYLAW #1662 – Fire Services Bylaw
RE: 1st Reading

Moved by Councillor Schulze to give Bylaw #1662, the Fire Services Bylaw, 1st Reading.

CARRIED

2. BYLAW #1663 – Fire Protection Bylaw
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1663, the Fire Protection Bylaw, 1st Reading.

CARRIED

3. BYLAW #1673 – Water & Sewer Utility Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Zimmer to give Bylaw #1673, the Water & Sewer Utility Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1673, the Water & Sewer Utility Bylaw Amendment, 3rd & Final Reading.

CARRIED

4. NOTICE OF PETITION: Borrowing Bylaw

Marian Carlson, Chief Administrative Officer provided notification to Council that on August 7, 2019 she received a petition for a vote of the electors regarding Bylaw #1674, a borrowing bylaw, for the purpose of constructing a town-owned building to create facilities for administration, day care, playschool and other users and community space, referred to as the Multi-use Community Buildings.

MOTION #19-117 Moved by Councillor Carlson to hold a vote of the electors on the question of Bylaw #1674, a borrowing bylaw, on Monday, September 30, 2019 from 10:00 a.m. to 8:00 p.m. with the polling station being at the Claresholm Community Centre located at 5920 – 8th Street West.

CARRIED

MOTION #19-118 Moved by Councillor Schlossberger to hold the advance vote for the vote of the electors on Thursday, September 26, 2019 from 2:00 p.m. to 8:00 p.m. at the Claresholm Community Centre located at 5920 – 8th Street West.

CARRIED

MOTION #19-119 Moved by Councillor Cutler to hold an institutional vote for the vote of the electors on Monday, September 30, 2019 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor.

CARRIED

MOTION #19-120 Moved by Councillor Zimmer to appoint Karine Keys as Chief Returning Officer and Marian Carlson and Blair Bullock as Substitute Chief Returning Officers for the vote of the electors.

CARRIED

MOTION #19-121 Moved by Councillor Carlson that the following question be on the ballot for the vote of the electors on Bylaw #1674, a borrowing bylaw:

“Are you in favour of the Town of Claresholm Council passing Bylaw #1674 to authorize Council to incur indebtedness in the amount of \$2,800,000 for the purpose of constructing a Town-owned building to create facilities for administration, day care, playschool and other users and community space referred to as the Multi-use Community Buildings?”

CARRIED

DECLARATION OF SUFFICIENCY:

Marian Carlson, Chief Administrative Officer declared that the petition received regarding Bylaw #1674 was deemed to be sufficient.

**5. BYLAW #1674 – Borrowing Bylaw
RE: 2nd & 3rd Readings**

Further discussion on this bylaw is tabled until the result of the vote of the electors has been tabulated.

**6. CORRES: Hon. Leela Sharon Aheer, Minister of Culture, Multiculturalism and Status of Women
RE: 2019 Stars of Alberta Volunteer Awards**

Received for information.

**7. CORRES: Alberta Labour and Immigration
RE: Rural and Northern Immigration Pilot**

Received for information.

**8. CORRES: Alberta Environment and Parks
RE: Status of Application – Alberta Community Resilience Program**

Received for information.

**9. CORRES: Alberta Municipal Affairs
RE: Potential Meeting with Minister at 2019 AUMA Convention**

Received for information.

**10. CORRES: Mr. Roger Reid, MLA for Livingstone-Macleod
RE: Invitation to Community Conversation – August 20, 2019**

Received for information.

11. NEWS RELEASE: Alberta Health Services Review – Minister Shandro

Received for information.

**12. CORRES: Town of Peace River
RE: GST Status of Intermunicipal Cost Sharing Agreements**

Received for information.

**13. CORRES: Fortis Alberta
RE: Invitation to Grand Opening of New Operational Office**

Received for information.

14. REQUEST FOR DECISION: Shingle Signage Policy

MOTION #19-122 Moved by Councillor Schlossberger to adopt Policy #5.6.09, the Shingle Sign Program Policy as presented effective August 12, 2019.

CARRIED

MOTION #19-123 Moved by Councillor Moore to waive permit fees when participating in the Shingle Sign Program as per Policy #5.6.09, the Shingle Sign Program Policy.

CARRIED

15. FINANCIAL REPORT: Statement of Operations – July 31, 2019

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

CARRIED

16. INFORMATION BRIEF: MD of Willow Creek Circulation

Received for information.

17. INFORMATION BRIEF: 2019 AUMA Convention Resolutions

Received for information.

18. INFORMATION BRIEF: Contract Settlement

Received for information.

19. INFORMATION BRIEF: Invitation to Premier Jason Kenney

Received for information.

20. INFORMATION BRIEF: CAO Report

Received for information.

21. INFORMATION BRIEF: Council Resolution Status

Received for information.

22. ADOPTION OF INFORMATION ITEMS

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

CARRIED

23. IN CAMERA:

a. LEGAL – FOIP Section 27

b. LEGAL – FOIP Section 27

c. LAND – FOIP Section 16.1

d. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Cutler to go In Camera at 8:25 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:25 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:58 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:58 p.m.

CARRIED

a. LEGAL – FOIP Section 27

MOTION #19-124 Moved by Councillor Cutler to enter into an encroachment agreement with Richard & Bonnie Downey for the lane encroachment located at 255 – 52 Avenue East (Lot 14, Block 123, Plan 2496R).

CARRIED

b. LEGAL – FOIP Section 27

MOTION #19-125 Moved by Councillor Moore to approve the out-of-budget expenditure for legal fees for the Claresholm Public Library to a maximum amount of \$15,000 to come from general reserves.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:00 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:00 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS

From: Cindy Vizzutti <Cindy@mdwillowcreek.com>

Sent: August 22, 2019 4:51 PM

To: Marian Carlson <Marian@claresholm.ca>

Cc: Maryanne Sandberg <maryanne.sandberg@mdwillowcreek.com>; Glen Alm <glen.alm@mdwillowcreek.com>; Darry Markle <darry.markle@mdwillowcreek.com>; Derrick Krizsan <Derrick@mdwillowcreek.com>

Subject: Loan for the Claresholm Transportation Society

Good Afternoon Marian:

Please be advised the Council of the M.D. of Willow Creek No. 26 has instructed Administration to advertise and proceed with a bylaw to lend the Claresholm Transportation Society the sum of \$10,000.00 to be re-paid by December 31, 2021 to help defray the impact of revenue loss for the short term. The Council has also instructed Administration to ask for this matter to be placed on the September 9, 2019 Town of Claresholm Council Meeting Agenda, as a request for the Town to fund 50% of this loan. The following representative as asking to attend this meeting as a delegation to discuss this request:

Reeve Maryanne Sandberg
Deputy Reeve Glen Alm
Councillor Darry Markle

Thank you for your consideration regarding this request. I look forward to hearing from you in this regard. If you cannot respond before August 30, please respond directly to Derrick Krizsan at derrick@mdwillowcreek.com

Cynthia Vizzutti
Chief Administrative Officer CLGM CTAJ
M.D. of Willow Creek No. 26
P.O. Box 550
Claresholm, Alberta
TOL 0T0
(403) 625-3351 ext. 224
(403) 625-6091 - cell
(403) 625-3886 - fax
email - cindy@mdwillowcreek.com

ACTION ITEMS



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

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

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

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

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

SECTION 1 NAME OF BYLAW

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

SECTION 2 DEFINITIONS

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

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

SECTION 3 ESTABLISHMENT OF DEPARTMENT

- 3.1 Council hereby establishes the Claresholm Fire Department for the purpose of:
 - a) Providing Fire Protection services;
 - b) Preventing, combating and extinguishing Fires and Incidents;
 - c) Investigating the cause and origin of Fires and Incidents;
 - d) Preserving life and property and protecting persons and property from injury or destruction by Fire or Incident;
 - e) Operating Apparatus and Equipment for the purpose of extinguishing Fires or Incidents and preserving life and property;
 - f) Fulfilling obligations under approved Fire Protection agreements;
 - g) Providing public education about fire safety;
 - h) Carrying out Fire inspections and prevention patrols;
 - i) Pre-fire and emergency planning and practice;
 - j) Providing initial first response to medical incidents; and
 - k) Providing rescue services.

- 3.2 The Department shall respond within the scope that the department's manpower, equipment and training permits, for the purpose of:
 - a) Preventing and extinguishing fires in structures and wild land areas;
 - b) Preserving life and property and protecting persons and property from injury or destruction by fire;
 - c) Providing assistance to emergency medical services (EMS) as required;
 - d) Acting as First Responders (Awareness) preserving life and property and protecting persons from injury or destruction by Dangerous Goods, or Hazardous Materials or Industrial incidents;
 - e) Acting as First Responders (Emergency Services) preserving life and persons from injury;
 - f) Providing rescue extrication services from vehicles;
 - g) Investigating the cause of fire in accordance with the Quality Management Plan;
 - h) Carrying out prevention patrols, pre-fire planning and fire inspections in accordance with the Quality Management Plan;
 - i) Assisting in disaster planning and "mock exercises";
 - j) Enforcing the provisions of the Safety Codes Act and its regulations;
 - k) Providing public education about fire safety.

- 3.3 Members shall carry out duties and responsibilities assigned to them under the Bylaw or Policies adopted by the Council.

SECTION 4 JURISDICTION

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

SECTION 5 HEALTH AND SAFETY

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

SECTION 6 FIRE CHIEF

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

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

SECTION 7 FILLING A VACANCY FOR FIRE CHIEF

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

SECTION 8 MEMBERSHIP

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

SECTION 9 FILLING A VACANCY FOR VOLUNTEER FIREFIGHTER

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

SECTION 10 INCIDENT COMMANDER

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

SECTION 11 EMERGENCY MANAGEMENT

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

SECTION 12 POWERS OF MEMBERS

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

SECTION 13 POWERS OF MEMBERS IN CHARGE AT INCIDENTS

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

SECTION 14 PROPERTY IDENTIFICATION

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

SECTION 15 LIABILITY

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

SECTION 16 SEVERABILITY

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

SECTION 17 REPEALED

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

SECTION 18 PASSAGE OF BYLAW

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

READ a first time in Council this **12th** day of **August** 2019 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO



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

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

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

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

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

SECTION 1 NAME OF BYLAW

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

SECTION 2 DEFINITIONS

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

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

SECTION 3 FIRE BANS

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

SECTION 4 PROPERTY IDENTIFICATION

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

SECTION 5 FIRE HYDRANTS

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

SECTION 6 CONTROL OF FIRE HAZARDS

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

SECTION 7 REQUIREMENT TO REPORT

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

SECTION 8 OPEN FIRES

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

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

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

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

SECTION 10 FIREWORKS

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

SECTION 11 ILLEGAL FIRES

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

SECTION 12 RECOVERY OF COSTS

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

SECTION 13 OFFENCES

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

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

SECTION 14 PENALTIES

ENFORCEMENT

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

PENALTIES

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

VIOLATION TAGS & TICKETS

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

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

SECTION 15 NOTICE

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

SECTION 16 SCHEDULES

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

SECTION 17 SEVERABILITY

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

SECTION 18 PASSAGE OF BYLAW

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

READ a first time in Council this **12th** day of **August** 2019 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO

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

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

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

Any material used shall be billed at cost.

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

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

\$300 First offence

\$500 Second offence

\$750 Third and any subsequent offence



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1675

A Bylaw of the Town of Claresholm, in the province of Alberta, to regulate the retention and disposal of records and documents.

WHEREAS Section 214 (1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, provides that a Council may authorize the destruction of the original bylaws and minutes of Council meetings if the originals have been recorded on microfiche or on other system that will enable copies of the original to be made;

AND WHEREAS Section 214 (2) of the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, provides that Council may pass a Bylaw respecting the destruction of other records and documents of the municipality;

AND WHEREAS pursuant to Section 38 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25 and amendments thereto public bodies must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

AND WHEREAS the Council of the Municipality of the Town of Claresholm deems it necessary and appropriate to ensure that municipal records are retained and destroyed in a manner consistent with applicable statutes and regulations as well as legal and administrative requirements.

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 **“RECORDS MANAGEMENT AND RETENTION BYLAW”**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
 - 2.1.1 **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - 2.1.2 **“Bylaw”** is a bylaw of the Town of Claresholm.
 - 2.1.3 **“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.
 - 2.1.4 **“Confidential”** shall mean any records which contains personal information about individuals, third-parties, commercial, financial, scientific, or technical information supplies either explicitly or implicitly in confidence or other sensitive information as described in the Freedom of Information and Protection of Privacy Act.
 - 2.1.5 **“Disposition”** means the disposal of records via destruction or transfer of records of enduring value to archives (Provincial Archives of Alberta or the Claresholm and District Museum Archives).
 - 2.1.6 **“Record”** means a record of information in any form and includes books, documents, maps, letters, papers, and any other information that is written, recorded, photographed or stored in any manner including electronically.
 - 2.1.7 **“Substantive Record”** means a record that is judged to hold Administrative, Legal, Fiscal, or Research/Historical value and will be held in accordance with the records retention schedule.
 - 2.1.8 **“Town”** means the Town of Claresholm.
 - 2.1.9 **“Transitory Record”** means any recording of information required for routine or short-term transactions, and contains little or no information of ongoing value including:

- i. Temporary Information: Records required for specific activities but having no further value once the activity has been completed (eg. Phone messages, post-it notes, invitations, some cover sheets, meeting announcements, announcements of employees' absences or schedules, changes in telephone numbers of office locations, meeting arrangements);
- ii. Duplicates: Exact reproductions of a master document. Note that if duplicate records have been annotated or altered in any way, a new record has been created that may have continuing value.
- iii. Publications: Records produced by external organizations, and generally routinely or publicly available (eg. books, articles, newspapers, brochures, manuals).
- iv. Direct mail: Solicited or unsolicited information received from organizations advertising their products or services (eg. Advertisements, brochures, promotional materials).
- v. Blank Information Media: Anything created for the purpose of collecting or storing information but which has not been used and which is obsolete (eg. Blank forms, blank disks, blank videos, or blank tapes).
- vi. Draft Documents and Working Materials: Including source materials used in preparation of documents and earlier versions of final documents. Extra caution is required for the following draft documents which may need to be stored as an Official Record: legal agreements, policies, standards, guidelines, scientific studies.

SECTION 3 RECORDS RETENTION AND DESTRUCTION

- 3.1 All transitory records, which do not contain confidential information, shall be disposed of at any time, when they no longer serve any valid purpose.
- 3.2 All transitory records containing potentially confidential information shall be disposed of in a manner so that the information contained within it is completely obliterated, at any time, when they no longer serve any valid purpose.
- 3.3 All substantive records of the Town shall be destroyed in accordance with "Schedule A".
- 3.4 Should an individual's personal information be used by the Town to make a decision that directly affects the individual, the Town shall retain the personal information for at least one (1) year from the date it was used to make the determination, so that the individual has a reasonable opportunity to obtain access to it.
- 3.5 Where, in this Bylaw and "Schedule A" and "Schedule B" attached hereto, it is provided that particular records in the custody or control of the Town shall be:
 - Destroyed (D): Such records shall be destroyed, so that the information contained in it is completely obliterated, without any copy being retained: and
 - Permanent (P): Such original records shall be preserved and never destroyed.
 - Archived (A): Such records shall be released to either the Provincial Archives or the Claresholm and District Museum upon decision and direction of the CAO or designate. A copy of the transferred record index shall be permanently retained on file: and
 - Reviewed (R): Such records are those where retention or destruction cannot be determined at the time the record originated. These records will be retained for a period of 2 years then reviewed for a final retention or destruction decision.
- 3.6 The CAO shall always have the discretion to retain records longer than the period provided for in this Bylaw and shall do so where the CAO deems it appropriate. Such decisions to retain the records longer than the period provided for herein, shall be recorded in the records management index.
- 3.7 Where the CAO has received an indication that there will be litigation involving any records scheduled for destruction, the CAO is obligated to retain the said records until such litigation is complete. Such decisions to retain the records longer than the period provided

for herein, shall be recorded in the records management index.

- 3.8 Where the CAO has received an indication that there is or may be a FOIPP request involving any record scheduled for destruction, the CAO is obligated to retain said records for a period of one (1) year after the FOIPP request has been made. Such decisions to retain the records longer than the period provided for herein, shall be recorded in the records management index.
- 3.9 When records have been destroyed under this Bylaw, with the exception of records destroyed under Section 3.1 and 3.2, the CAO shall so certify in writing. Such certification shall refer to the relevant schedule and item of this Bylaw and shall identify the records destroyed.
- 3.10 The CAO shall keep an index of records destroyed and of records transferred to archives.
- 3.11 Where records are destroyed under this Bylaw, the proper and complete destruction is the responsibility of the CAO.
- 3.12 Destruction of all records shall be carried out in the presence of a witness. The person destroying the records shall sign the records management index attesting to the date of the destruction of the records together with a list of records destroyed. The person who witnessed the destruction of records shall also sign the records management index. The records management index shall be a permanent record of the Town
- 3.13 Election material that has been locked/sealed in ballot boxes may be destroyed in accordance with the provisions of the Local Authorities election Act, RSA.
- 3.14 All substantive records, those records held in the general filing system of the Town (excluding rolls, receipts, vouchers, invoices, any financial ledgers of this means) shall be stamped or tagged electronically "Retain To":
- 3.14.1 The records to be retained as outlined in "Schedule A" shall also illustrate the date in which it is to be retained to.
- 3.14.2 All records to be permanently retained shall have no date but shall indicate (P) - Permanent Retention.
- 3.14.3 All records to be permanently retained by transfer to Archives shall have no date but shall indicate (A) - Archival Transfer, or shall have a date to indicate when it should be transferred.
- 3.14.4 All records where retention or destruction cannot be determined shall illustrate a date two (2) years from origination and shall indicate (R) - Review.

SECTION 4 GENERAL

- 4.1 The attached "Schedules A and B" are hereby adopted and may be amended from time to time by resolution of Council upon the recommendation of the CAO.
- 4.2 It shall be the responsibility of the CAO to provide for the adequate storage and security of all Town records.

SECTION 5 PASSAGE OF BYLAW

- 5.1 This Bylaw shall come into effect upon passage of Third Reading.

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

**BYLAW 1675
SCHEDULE "A"
DISPOSITION SCHEDULE**

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by a "P" (permanent retention) or expressed by a number of years, for example 5 (five years), or expressed by a number of years followed by other comments such as S/O (number of years after Superseded or Obsolete) or other specific comments.

Unless otherwise noted, all retention periods are for electronic records, and all records are to be kept electronically. Any paper copies are to be digitized as soon as practicable and paper copies are only kept until such time as they are digitized plus 1 year (to ensure they have been appropriately digitized and backed up prior to disposition), unless paper copies are subject to archival in which case they are kept until they are archived. Method of Disposal refers to how the paper records will be disposed of (Destroyed or Archived - Transferred to Claresholm & District Museum or Provincial Archives) either at end of retention period or after digitized. Any records to be archived will not be transferred to another entity until they are over 10 years old.

	Description of Record	Final Disposal	Retention Period (yrs)
CPO/Bylaw	Appeals	Destroy	10
	Bylaw clean-up and Weed Control Records	Destroy	10
	Complaint Investigation Reports	Destroy	10
	Correspondence (Notices/Orders)	Destroy	10
	Court Records	Destroy	10
	Dog License Records/Journals	Destroy	7
	Investigations/Incident Reports	Destroy	10
	Multimedia Records (Photos/Videos/Audio) - af	Destroy	3
	Officer Notebooks	Destroy	10
	Orders	Destroy	10
	Prosecutions	Destroy	10
	Provincial Offenses/Tickets (after closed)	Destroy	3
	Development Services	Annexation - Correspondence	Destroy
Annexation - Final Order		Archive	Permanent
Business License		Archive	5 S/O
Business License Application & Supporting Documents		Destroy	3 S/O
Compliance Letters		Destroy	Permanent
Development Agreements (Paper & Electronic)		Archive	12 S/O
Development Appeals		Destroy	12 S/O
Development Permits and Supporting Documents		Destroy	12 S/O
Environmental Requests/Reports		Archive	Permanent
Municipal Planning Commission Agenda Package		Archive	Permanent
Municipal Planning Commission Correspondence		Destroy	5
Municipal Planning Commission Minutes		Archive	Permanent
Permits - Building, Electrical, Plumbing, Gas		Destroy	12 S/O
Permit/Development Stop Orders and Warnings		Destroy	12 S/O
Plans - Official/Amendments		Archive	Permanent
Site Plan Approval	Archive	12 S/O	
Subdivision Appeals	Destroy	12 S/O	
Subdivision Plan (after final approval)	Archive	Permanent	

	Description of Record	Final Disposal	Retention Period (yrs)
Fire/Emergency	Emergency & Disaster Exercise Records/Reports	Destroy	7
	Emergency & Disaster Plans	Archive	5 S/O
	Emergency Event Documentation	Archive	Permanent
	Fire/Emergency Statistics and Data	Archive	10
	Fire Investigations	Destroy	10
	Fire Safety Codes Inspections	Destroy	10 S/O
	Member/Staff Training Records	Destroy	5 S/O
	Response Call Records	Destroy	10
Finance	Accounts Payable Vouchers/Records with Cheque Stub	Destroy	7
	Accounts Receivable - Duplicate Invoice, Supporting Documents	Destroy	7
	Audit Working Papers	Destroy	7
	Audited Financial Statements	Archive	Permanent
	Bank Statements / Cancelled Cheques	Destroy	7
	Bank Reconciliations with supporting documents	Destroy	7
	Billing Batch Documentation generated from Accounting Software	Destroy	7
	Budgets	Archive	Permanent
	Budgets - Working Papers	Destroy	7
	Cash Receipting Journal/Duplicate Receipts	Destroy	7
	Credit Card Applications	Destroy	3 S/O
	Deposit Slips / Deposit Book	Destroy	7
	Financial Information Return (FIR)	Destroy	7
	Grant Files (Application, Approval, Final Reporting and Supporting Documents)	Destroy	7
	Grants/Donations from the Municipality (Request/Application, Correspondence, Reporting)	Destroy	7
	Insurance Claims	Destroy	11
	Insurance Policy	Destroy	3 S/O
	Memos - Credit/Debit	Destroy	7
	Pre-Authorized Payment Plans (Tax or Utilities) or EFT Authorization Forms	Destroy	1 S/O
	Requests for Tender/Proposal	Destroy	11
	Requisitions	Destroy	7
	TCA/Land Sale/Disposal Documents	Destroy	7
	Tenders/Proposals - Successful	Destroy	11
	Tenders/Proposals - Unsuccessful	Destroy	3
	Utility Account Forms	Destroy	3 S/O

	Description of Record	Final Disposal	Retention Period (yrs)
General	Advertising, as per legislation	Destroy	7
	Advertising, general	Destroy	2
	Administration Reports (not part of minutes)	Archive	7
	Agendas (Part of Minutes)	Archive	Permanent
	Agreements (Paper & Electronic)	Destroy	12 S/O
	Annual Reports	Archive	7
	Appointments (other than those in minutes)	Destroy	3
	Board/Committee Authority Structure	Destroy	5 S/O
	Board/Committee Correspondence	Destroy	5
	Briefings/Reports to Council	Archive	7
	Bylaws	Archive	Permanent
	Census Reports	Archive	12
	Claims (Notice of/Statements of)	Destroy	12 S/O
	Contracts (Paper & Electronic)	Destroy	12 S/O
	Court Cases	Destroy	12 S/O
	Destroyed Records Index	Archive	Permanent
	Easements	Archive	12 S/O
	E-Bill (Go Paperless) Forms (Paper & Electronic)	Destroy	1 S/O
	Franchises (Paper & Electronic)	Archive	Permanent
	Inquiries (from the public)	Destroy	3
	Land/Property Files	Destroy	12 after sold
	Leases (Paper & Electronic)	Destroy	12 S/O
	Legal Opinions/Proceedings (Paper & Electronic)	Destroy	12 S/O
	Legislation - Acts	Destroy	1 S/O
	Minutes (Council, Committee, Board)	Archive	Permanent
	Organization Structure and Records	Archive	5 S/O
	Petitions (Paper)	Archive	10
	Policy	Destroy	5 S/O
	Publications - Local Reports	Archive	3
	Training and Development Files	Destroy	5
Writs (Paper & Electronic)	Destroy	12	

	Description of Record	Final Disposal	Retention Period (yrs)
Human Resources	Employee Benefits Records/Reports (Health, Dental, Pension, Etc)	Destroy	7
	Employment Applications - Not Hired	Destroy	1
	Investigation Files (after closed)	Destroy	12
	Job Descriptions	Destroy	3 S/O
	Organizational Chart	Destroy	5 S/O
	Personnel File (After cessation of employment)	Destroy	1
	Personnel File (After termination of employment)	Destroy	6
	Record of Employment (after cessation of employment)	Destroy	5
	Seniority Lists	Destroy	1 S/O
	Training Certificates/Professional Development Records (after cessation of employment)	Destroy	2
	WCB Claims	Destroy	7
	Personnel records include items such as Job application (successful), offer letter, raise letters, discipline, performance reviews, benefit enrollment forms, etc. All Personnel Records are "Permanent" until end of employment as per the "Personnel File" retention periods noted above with the following exceptions:		
	Discipline Records (unless member of collective bargaining unit which has separate rules)	Destroy	5
Doctor's note or certificates of illness not related to long-term disability or WCB claim	Destroy	2	
Grievance Correspondence (after resolved)	Destroy	10	
Payroll	Deductions	Destroy	7
	Garnishees (after garnishee is removed)	Destroy	7
	Individual Earnings Records	Destroy	7
	Payroll Journal	Destroy	7
	T4s & T4 Summaries	Destroy	7
	TD1 Forms	Destroy	1 S/O
	Timesheets	Destroy	7

	Description of Record	Final Disposal	Retention Period (yrs)
Operations/Infrastructure	Capital Project Files	Destroy	7
	Cemetery Internments	Archive	Permanent
	Engineering Drawings (Projects, Subdivisions, etc.)	Archive	Permanent
	Inventory Records	Destroy	7
	Infrastructure Records (Maps, As built, Engineering, Final Billing, etc.)	Archive	Permanent
	Land Appraisals	Destroy	3 S/O
	Maintenance Records/Reports	Destroy	12
	Project Progress Reports	Destroy	7
	Utility Management Records/Reports (non-asset) - Water Treatment & Distribution, Wastewater, Storm Water)	Destroy	7
	Vehicle Logs	Destroy	3
Health and Safety	Accident/Incident Reporting, Investigations and First Aid Reports	Destroy	10
	Complaints (Health and Safety/Harrasment)	Destroy	10
	Employee Reporting - Tool box meetings, Hazard assessments, Confined space, etc.	Destroy	7
	External Health and Safety Audits	Destroy	10
	Health and Safety Committee Meeting Minutes	Archive	Permanent
	Health and Safety Manual	Destroy	S/O
	Inspections	Destroy	7
	Investigations (Health and Safety/Harrasment)	Destroy	10
Taxation	MSDS Sheets	Destroy	S/O
	Safe Work Procedures	Destroy	S/O
	Assessment Appeals	Destroy	12
	Assessment Appeal Board File	Destroy	5
	Assessment Rolls	Archive	Permanent
	Assessment Review Board (ARB) Minutes	Archive	Permanent
	Assessment Review Board (ARB) Work Files	Destroy	5
	Assessment Review Court Records	Destroy	7
	Certificates of Title	Archive	Permanent
	Local Improvement Tax Plan/Records	Archive	Permanent
	Mortgage Journal Reports or Correspondence	Destroy	7
	Notice of Change of Land Titles	Destroy	12 S/O
	Tax Certificates and Search Request Letters	Destroy	2
	Tax Journal	Destroy	7
	Tax Notices	Archive	Permanent
Tax Recovery Records	Destroy	7	
Tax Rolls	Archive	Permanent	
Tax Sale Deeds	Destroy	Permanent	
Taxes Arrears	Destroy	7	



REQUEST FOR DECISION

Meeting: September 9, 2019
Agenda Item: 3

BYLAW #1675 – RECORDS MANAGEMENT & RETENTION

DESCRIPTION / BACKGROUND:

Prior to this the Town has not had any policies or bylaws in place to dictate retention periods for the many different records that the Town has in its possession (paper or electronic). There are some guidelines provided in different pieces of legislation such as FOIP legislation or the Elections Act. In order to provide clear direction and guidelines to Administration a comprehensive document was required.

Municipal Affairs puts out documentation with recommendations on the retention period of records for Municipalities covering all different types of documents from Minutes and Bylaws (permanent records) to, budget, permits, working papers, etc. Other legal considerations, collective agreements, or government bodies determine the retention periods for other documents (i.e. Human Resource records, GST/Payroll records – Canada Revenue Agency). All these different bodies and legislation were considered when drafting the attached bylaw and compiling Schedule A.

The Municipal Government Act gives the following direction regarding records management and retention:

Destruction of records

214(1) A council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the originals to be made.

(2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality.

(3) A bylaw under subsection (2) must provide that if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

The attached bylaw should address all these issues, and though, as per 214(1), this bylaw does not authorize the destruction of original bylaws and minutes it does authorize us to maintain electronic copies of the originals and then give the originals to the Claresholm and District Museum or to the Alberta Provincial Archives (after 10 years).

RECOMMENDATION:

The Administrative Services Committee recommends Council present Bylaw #1675 – Records Management & Retention Bylaw – for first reading.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw #1675, Records Management & Retention Bylaw, 1st Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1675 – Records Management & Retention Bylaw with Schedules

APPLICABLE LEGISLATION:

- 1.) MGA Section 214

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 22, 2019



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1677**

A Bylaw of the Town of Claresholm to amend Bylaw 1526, the Property Taxation Exemption for Community Organizations 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 Property Taxation Exemption for Community Organizations Bylaw #1526; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1526;

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 Property Taxation Exemption for Community Organizations Bylaw #1526 shall be amended as follows:

- a) **SCHEDULE “A”** be updated to Alberta Regulation 281/1998 with amendments up to and including Alberta Regulation 56/2019 – “Community Organization Property Tax Exemption Regulation” (attached).
- b) **SCHEDULE “B”** be updated to form LGS1316 (2010/08) – “Application for Property Tax Exemption: Non Profit Organization” (attached)
- c) **SCHEDULE “C”** be removed.

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

3. Bylaw #1526 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.

Doug MacPherson, Mayor

Marian Carlson, CAO

Schedule "A"



Province of Alberta

MUNICIPAL GOVERNMENT ACT

**COMMUNITY ORGANIZATION
PROPERTY TAX EXEMPTION
REGULATION**

Alberta Regulation 281/1998

With amendments up to and including Alberta Regulation 56/2019

Current as of June 18, 2019

Office Consolidation

© Published by Alberta Queen's Printer

Alberta Queen's Printer
Suite 700, Park Plaza
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668

E-mail: qp@gov.ab.ca
Shop on-line at www.qp.alberta.ca

Copyright and Permission Statement

Alberta Queen's Printer holds copyright on behalf of the Government of Alberta in right of Her Majesty the Queen for all Government of Alberta legislation. Alberta Queen's Printer permits any person to reproduce Alberta's statutes and regulations without seeking permission and without charge, provided due diligence is exercised to ensure the accuracy of the materials produced, and Crown copyright is acknowledged in the following format:

© Alberta Queen's Printer, 20__.*

*The year of first publication of the legal materials is to be completed.

Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 56/2019)

ALBERTA REGULATION 281/98

Municipal Government Act

**COMMUNITY ORGANIZATION PROPERTY
TAX EXEMPTION REGULATION**

Table of Contents

1 Interpretation

Part 1

General Rules

- 2 Application
- 3 Part of a property
- 4 Primary use of property
- 5 Holding property
- 6 Non-profit organization
- 7 Meaning of restricted
- 8 Gaming and liquor licences

Part 2

**Qualifications for Exemptions Under Section
362(1)(n)(ii) to (v)**

- 9 Exemption under section 362(1)(n)(ii) of the Act
- 10 Exemption under section 362(1)(n)(iii) of the Act
- 11 Exemption under section 362(1)(n)(iv) of the Act
- 12 Exemption under section 362(1)(n)(v) of the Act

Part 3

Other Property Exempt Under Section 362(1)(n)

- 13 Definitions
- 14 Exemption for other property
- 14.1 Property of residents association
- 15 Day cares, museums and other facilities
- 16 Conditions for exemption
- 17 Waiver of application requirement
- 18 Retail commercial areas

Part 5 Repeal and Review

- 22 Repeal
- 23 Expiry

Interpretation

1(1) In this Regulation,

- (a) “Act” means the *Municipal Government Act*;
- (b) “charitable or benevolent purpose” means the relief of poverty, the advancement of education, the advancement of religion or any other purpose beneficial to the community;
- (c) “general public” means pertaining to the general community, rather than a group with limited membership or a group of business associates;
- (d) “professional sports franchise” means a professional sports franchise operating in the National Hockey League, the Canadian Football League, the National Professional Soccer League or the Pacific Coast League;
- (d.1) “subsidized accommodation” means
 - (i) rental accommodation where the Government of Alberta sets the rent at a maximum amount, sets the rent at a percentage of household income or provides the facility with ongoing operating funds,
 - (ii) rent to own units where the Government of Alberta sets the rent at a percentage of income or sets the rent at a maximum amount, and
 - (iii) accommodation where the Government of Alberta sets the mortgage payments as a percentage of income;
- (e) “taxation” means taxation under Division 2 of Part 10 of the Act.

(2) For the purposes of the Act and this Regulation, “community association” means an organization where membership is voluntary, but restricted to residents of a specific area, and that is formed for the purpose of

- (a) enhancing the quality of life for residents of the area or enhancing the programs, public facilities or services provided to the residents of the area, or
 - (b) providing non-profit sporting, educational, social, recreational or other activities to the residents of the area.
- (3) The definitions in sections 1 and 284 of the Act apply to this Regulation.

AR 281/98 s1;182/2008

Part 1 General Rules

Application

- 2 This Regulation applies to taxation in 1999 and later years.

Part of a property

- 3 An exemption under section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation applies only to the part of a property that qualifies for the exemption.

Primary use of property

- 4(1) Property is not exempt from taxation under section 362(1)(n)(iii), (iv) or (v) of the Act or Part 3 of this Regulation unless the property is primarily used for the purpose or use described in those provisions.

- (2) For the purposes of this Regulation, a property is primarily used for a purpose or use if the property is used for the specified purpose or use at least 60% of the time that the property is in use.

Holding property

- 5 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association for the property to be exempt from taxation, the property is not exempt unless

- (a) the organization, society or association is the owner of the property and the property is not subject to a lease, licence or permit, or
- (b) the organization, society or association holds the property under a lease, licence or permit.

Non-profit organization

6 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, community association or residents association as defined in section 13 for the property to be exempt from taxation, the property is not exempt unless

- (a) the organization or association is a society incorporated under the *Societies Act*, or
- (b) the organization or association is
 - (i) a corporation incorporated in any jurisdiction, or
 - (ii) any other entity established under a federal law or law of Alberta

that is prohibited, by the laws of the jurisdiction governing its formation or establishment, from distributing income or property to its shareholders or members during its existence.

AR 281/98 s6;204/2011

Meaning of restricted

7(1) In this Regulation, a reference to the use of property being restricted means, subject to subsections (2) and (3), that individuals are restricted from using the property on any basis, including a restriction based on

- (a) race, culture, ethnic origin or religious belief,
 - (b) the ownership of property,
 - (c) the requirement to pay fees of any kind, other than minor entrance or service fees, or
 - (d) the requirement to become a member of an organization.
- (2)** The requirement to become a member of an organization does not make the use of the property restricted so long as
- (a) membership in the organization is not restricted on any basis, other than the requirement to fill out an application and pay a minor membership fee, and
 - (b) membership occurs within a short period of time after any application or minor fee requirement is satisfied.
- (3)** Not permitting an individual to use a property for safety or liability reasons or because the individual's use of the property

would contravene a law does not make the use of the property restricted.

Gaming and liquor licences

8(1) For the purposes of section 365(2) of the Act, property described in section 362(1)(n) of the Act and Part 3 of this Regulation in respect of which a bingo licence, casino licence, pull ticket licence, Class C liquor licence or a special event licence is issued under the *Gaming, Liquor and Cannabis Regulation* (AR 143/96) is exempt from taxation if the requirements of section 362(1)(n) and this Regulation in respect of the property are met.

(2) Despite subsection (1), property in respect of which a bingo facility licence or casino facility licence is issued is not exempt from taxation.

AR 281/1998 s8;56/2019

Part 2

Qualifications for Exemptions Under Section 362(1)(n)(ii) to (v)

Exemption under section 362(1)(n)(ii) of the Act

9(1) The following property is not exempt from taxation under section 362(1)(n)(ii) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property that is used solely for community games, sports, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.

(2) Property is not exempt from taxation under section 362(1)(n)(ii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

Exemption under section 362(1)(n)(iii) of the Act

10(1) Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless

- (a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the general public in the municipality in which the property is located, and
 - (b) the resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.
- (2)** Property is not exempt from taxation under section 362(1)(n)(iii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

AR 281/98 s10;182/2008

Exemption under section 362(1)(n)(iv) of the Act

11 Property referred to in section 362(1)(n)(iv) of the Act is not exempt from taxation unless the accommodation provided to senior citizens is subsidized accommodation.

AR 281/98 s11;182/2008

Exemption under section 362(1)(n)(v) of the Act

12(1) The following property is not exempt from taxation under section 362(1)(n)(v) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
 - (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;
 - (c) property in Calgary or Edmonton that is held by and used in connection with a community association if the association is not a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues.
- (1.1)** Notwithstanding subsection (1)(c), property held by a community association referred to in that provision is exempt from taxation under section 362(1)(n)(v) of the Act where that community association was a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues on January 1, 1999 but cancelled its membership after that date.
- (1.2)** Subsection (1.1) applies with respect to 2004 and subsequent years.

(2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 281/98 s12;283/2003

Part 3 Other Property Exempt Under Section 362(1)(n)

Definitions

13 In this Part,

- (a) “arts” means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;
- (b) “chamber of commerce” means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;
- (c) “ethno-cultural association” means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;
- (d) “linguistic organization” means an organization formed for the purpose of promoting the use of English or French in Alberta;
- (e) “museum” means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;
- (e.1) “residents association” means a non-profit organization that requires membership for residential property owners in a specific development area, that secures its membership fees by a caveat or encumbrance on each residential property title and that is established for the purpose of

- (i) managing and maintaining the common property, facilities and amenities of the development area for the benefit of the residents of the development area,
 - (ii) enhancing the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area, or
 - (iii) providing non-profit sporting, educational, social, recreational or other activities to the residents of the development area;
- (f) “retail commercial area” means property used to sell food, beverages, merchandise or services;
- (g) “sheltered workshop” means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;
- (h) “thrift shop” means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

AR 281/98 s13;283/2003;204/2011

Exemption for other property

14 This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

Property of residents association

14.1(1) Property that is owned and held by and used in connection with a residents association is exempt from taxation.

(2) Despite subsection (1), the following property owned and held by and used in connection with a residents association is not exempt from taxation under section 362(1)(n) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;

(c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

Day cares, museums and other facilities

15 A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);
- (e) a facility used by a linguistic organization if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where

the majority of the organization's beneficiaries do not reside in the municipality;

- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;
- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
 - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and
 - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003;182/2008;77/2010

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
 - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
 - (ii) a description of any retail commercial areas in the facility,
- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
- (d) the property is not disqualified by virtue of subsection (2) or (3), and

- (c) the requirements of subsections (4) and (5), if applicable, are met.
- (2) Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.
- (3) Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.
- (4) Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that
- (a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and
 - (b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.
- (5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that
- (a) no disposition of the property may be made without the approval of the municipality, and
 - (b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.
- (6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

Waiver of application requirement

17(1) If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under section 16 in respect of the property without requiring the organization to apply for the exemption.

(2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may

- (a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and
- (b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

(3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

Retail commercial areas

18(1) In this section, “exempt facility” means a facility or part of a facility

- (a) that is held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association and that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation, or
- (b) that is owned and held by a residents association and that is exempt from taxation under section 362(1)(n) of the Act.

(2) A retail commercial area that is located within an exempt facility is exempt from taxation if

- (a) the non-profit organization, society as defined in the *Agricultural Societies Act*, community association or residents association that holds the exempt facility also holds and operates the retail commercial area, and
- (b) the net income from the retail commercial area is used

- (i) to pay all or part of the operational or capital costs of the exempt facility, or
- (ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society, community association or residents association and that is exempt from taxation under section 362(1)(n) of the Act or section 16 of this Regulation.

AR 281/98 s18;204/2011

Part 4 Repealed AR 283/2003 s5.

Part 5 Repeal and Review

Repeal

22(1) The *Community Organization 1998 Property Tax Exemption Regulation* (AR 289/97) is repealed.

(2) Repealed AR 182/2008 s6.

AR 281/98 s22;182/2008

Expiry

23 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2023.

AR 281/98 s23;283/2003;182/2008;4/2010;9/2015;
257/2017;220/2018

SCHEDULE "B"

Application for Property Tax Exemption Non Profit Organization

Application deadline September 30th of
the year preceding the taxation year

FOR OFFICE USE ONLY								
Property Roll Identifier						Taxation Year	Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.
Municipal Property Address								
Total Assessment			Land Assessment			Building Assessment		

PART 1 – PROPERTY INFORMATION (Required by November 30 th of the year preceding the taxation year)		
Name of property owner	Telephone Number (Bus)	Telephone Number (Res)
Address of property owner	Postal Code	Fax Number
Address of property for which exemption is requested		
Portion/Area of the property held by the organization <input type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy)	Date organization took occupancy (mm / dd / yyyy)
	<input type="checkbox"/> No	

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility	Telephone Number (Bus)	Fax Number
Act under which organization is registered as a non-profit organization	Registration Number	
Organization's objectives/purposes		
1.		
2.		
3.		
4.		
5.		
a) Are the resources of this organization devoted to the above objectives/purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, attach explanation
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, attach explanation
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, attach explanation
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, attach explanation
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, attach a sheet providing the organization/business name(s)

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____
(Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREADoes the organization have a retail commercial area at this location? Yes NoIf yes, do you operate this area? Yes No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? Yes If yes, enclose copy No

Class

Area (Sq.Ft)

PART 4 – PROPERTY USE INFORMATION specific to a non profit organization

What facilities are on the property?

- 1.
- 2.
- 3.
- 4.

What times are they accessible to the general public?

What are the membership requirements including fees?

Describe the purpose for which the facility is used.

Describe the typical beneficiary and where they reside.

Are there any restrictions in place preventing anyone from using the facility? Yes No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members? General Public Members**PART 5 – CONTACT INFORMATION**

Contact Name	Position with Organization	Telephone Number (Bus)	Telephone Number (Res)
Mailing Address for non profit organization		Postal Code	Fax Number
President of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number
Treasurer of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number

PART 6 – REQUIRED INFORMATION – *please ensure the following are submitted as attachments*

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Name (Please Print)

Date

Position

Signature



REQUEST FOR DECISION

Meeting: September 9, 2019
Agenda Item: 4

BYLAW #1677 – COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION - AMENDMENT

DESCRIPTION / BACKGROUND:

The Community Organization Property Tax Exemption Regulation (C.O.P.T.E.R.) is a regulation of the Municipal Government Act that allows qualified organizations to request tax exemption from the municipality. This regulation was amended on June 18, 2019 to add “resident association” as a type of non-profit organization that would qualify under this regulation for tax exemption.

A residential association is defined in the regulation as a non-profit that requires membership for residential property owners in a specific development area, that secures its membership fees by a caveat or encumbrance on each residential property title and that is established for the purpose of

- Managing and maintaining the common property, facilities and amenities of the development area for the benefit of the residents of the development area,
- Enhancing the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area, or
- Providing non-profit sporting, educational, social, and recreational or other activities to the residents of the development area.

The Town of Claresholm bylaw #1526 gives the Council of the Town of Claresholm authority to exempt these qualified groups that are outlined in the regulation.

Schedule “A” of the bylaw is the actual regulation and as the regulation was amended in 2019 the schedule of the bylaw is required to be updated as well. (see additions to the regulation highlighted in yellow).

Schedule “B” of the bylaw has also been updated with changes to the application deadline from November 30th to September 30th of the year prior to taxation, and Part 1 of the application change of date from February 15th of the taxation year to November 30th of the prior taxation year.

Schedule “C” of the bylaw has the same date changes as Schedule “B” however Schedule “C” is simply a shortened form of Schedule “B” and Administration would recommend that applicants be required to always complete the long form (only adds some additional information such as contact info) every time. Therefore we are recommending Schedule “C” be removed altogether.

RECOMMENDATION:

In order to consider any applications these bylaw amendments are required.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give first reading to Bylaw #1677, Community Organization Property Tax Exemption bylaw amendment.

ATTACHMENTS:

- 1.) Draft Bylaw #1677 – Community Organization Property Tax Exemption Bylaw Amendment with Schedules

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 5, 2019



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR98072

RECEIVED
AUG 23 2019

August 15, 2019

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

Dear Mayor MacPherson,

As per the email sent on August 14, I am pleased to confirm \$597 million in Municipal Sustainability Initiative (MSI) funding and \$473 million in federal Gas Tax Fund (GTF) funding is now available for municipalities and Metis Settlements. GTF funding includes the one-time payment of \$229.5 million announced by Canada in March 2019. I am confident this additional funding will enable you to build stronger communities and better meet your infrastructure priorities.

For the Town of Claresholm:

- The **interim 2019 MSI capital allocation is \$543,921**. This includes \$343,237 in MSI capital funding and \$200,684 in Basic Municipal Transportation Grant funding.
- The **interim 2019 MSI operating allocation is \$119,428**. This includes \$80,336 in Sustainable Investment funding.
- The **2019 GTF allocation is \$427,142**. This includes \$207,186 as a result of the one time funding top-up and \$219,956 in 2019-20 GTF funding.

MSI and GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at alberta.ca/municipalities-funding.aspx.

I look forward to the continued partnership between Alberta's municipalities and Metis Settlements, our government, and Government of Canada.

Yours very truly,

Kaycee Madu
Minister

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm

From: Cindy Helm <Cindy.Helm@gov.ab.ca>

Sent: August 15, 2019 9:58 AM

Cc: Cindy Helm <Cindy.Helm@gov.ab.ca>

Subject: AUMA Convention - Alberta Transportation Southern Region Meetings

Good Day:

Regarding the upcoming Fall AUMA Convention in Edmonton - Darren Davidson, Regional Director, and Jerry Lau, Infrastructure Manager, will be available for meetings to discuss any transportation related matters that may be of importance to you and your council.

If your municipality would like to book a meeting time, please email me to coordinate, along with your topics of discussion.

Our regional meetings will be held at the Edmonton Convention Centre September 25 – 27TH.

Alternatively, a meeting can be arranged outside of convention with Darren at a date / location that is suitable for all.

Cindy Helm | Admin Assistant
Regional Director's Office – Southern Region
Delivery Services Division
Tel 403-381-5533

 Alberta Transportation
www.alberta.ca/ministry-transportation.aspx

Alberta - Alberta's Official Road Reports
Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)

From: Law, Kayla <kayla.law@fortisalberta.com>

Sent: August 27, 2019 1:21 PM

Subject: Save the date! Wed. Sept 25 - FortisAlberta Customer Reception - AUMA Conference

Good afternoon,

On behalf of your Stakeholder Relations Manager and FortisAlberta we would like to extend the attached invitation to yourself, Mayor/Reeve and Council to join us at our Customer Reception held during the 2019 AUMA Conference.

Date: Wednesday, September 25, 2019

Time: 7 p.m. – 10 p.m.

Location: Hotel Macdonald, Wedgewood Room (10065-100 Street NW, Edmonton, Alberta)

Please pass this invitation on to your Mayor/Reeve and Council members.

Also, don't forget to come visit FortisAlberta and the Man Van at the AUMA Tradeshow - September 25 & 26 – Located at the Edmonton Convention Center – 9797 Jasper Ave. Edmonton, AB (formally the Shaw Conference Center).

Kind regards,

Kayla Law | Stakeholder Relations Advisor

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398

www.fortisalberta.com

FORTIS
ALBERTA

MISSION  **ZERO**
Bring it Home Preventable Injuries



**THE TERRY FOX
FOUNDATION**

August 28, 2019

Mayor Doug MacPherson and Councillors
Town of Claresholm

Dear Doug:

The 39th annual Terry Fox Run will again be celebrated this year. The Town of Claresholm continues to shine in supporting Terry's legacy. This year's Run for cancer research takes place on Sunday, September 15th, at 2 p.m. at the Claresholm Fire Hall.

We hope to see you and other members of the Council on Sunday September 15th. It would be great if a representative from the Town Council could say a few words as we prepare to send everyone off on the Run. Please contact me should you require any further information. Thank you.

Sincerely,

Debbie Lozeman, Terry Fox Run Organizer
Phone: 625-4084

THE TERRY FOX RUN Sunday, September 15, 2019
BN/Registration Number: 10809 9979 RR0001

Cheryl Friesen
Box 3033
Claresholm, Alberta
T0L 0T0

August 30, 2019

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Re: Claresholm By-law #1628

Dear Mayor and Council,

On August 19, 2019, I was invited to an individual's residence in the Town of Claresholm to meet her dogs; the individual was requiring animal care in her home. Not fully understanding that 15 dogs resided at the property, I quickly found myself in a dangerous situation with more than one dog biting me. Luckily I sustained only superficial injuries requiring a visit to the emergency room to get a tetanus shot and a round of antibiotics. Had the circumstances been different, I may have sustained far worse injuries. Had I been a toddler or an elderly person, with a pack of dogs running loose in the streets, the outcome could have been devastating.

I have spoken with the Town of Claresholm bylaw enforcement office regarding this incident. According to bylaw enforcement officer Ryan Rasmussen, the owner was to be issued a written warning, and the incident is on record. While speaking with Ryan, he verified Bylaw #1628 information, being a Bylaw of the Town of Claresholm to provide for the regulation and control of dogs, within the Town of Claresholm. Some of you may or may not be familiar with this Town bylaw, however I do urge you to take the time to read it. I have attached a copy for your reference.

I was alarmed to learn that Bylaw #1628 does not place a limit on how many dogs may reside at any one residence within the Town of Claresholm. While this individual had 15 Dachshunds, someone else could harbour 15 Pit bulls and your neighbor could have 15 Rottweilers. While I understand that not all Pit bulls, Rottweilers or Dachshunds have aggressive personalities, I also understand that allowing any individual to harbour a pack of dogs within the Town of Claresholm is putting public safety at risk.

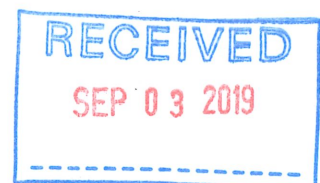
It is not my desire to cause any further distress to the dog's owner, however I do feel a responsibility to bring this matter to the attention of Council. In closing, I am respectfully asking that Mayor and Council review Bylaw #1628 and consider an amendment that is in line with our neighboring municipalities. Currently the animal/dog control bylaw of the Town of Fort Macleod does not allow for more than two dogs to reside on any one property, while Granum, Stavely, Nanton, Nobleford, the M.D. of Willow Creek and the M.D. of Foothills have the maximum per property set at three. I have also attached the portions of the bylaws referenced above.

I thank you in advance for your consideration and look forward to your correspondence.

Sincerely,



C: Councilor Schlossberger
Councilor Carlson





D
M

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1628**

A Bylaw of the Town of Claresholm to provide for the regulation and control of dogs, within the Town of Claresholm.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council may, pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

NOW THEREFORE, the Town of Claresholm, in the Province of Alberta, duly assembled hereby enacts the following:

Title

1. This Bylaw may be cited as the Dog Bylaw.

Definitions

2. In this Bylaw:

- a. "Aggressive Dog" means any dog, whatever its age, whether on public or private property, which has:
 - i. without provocation chased, injured or seriously bitten any other domestic animal or human,
 - ii. without provocation damaged, or destroyed any public or private property,
 - iii. without provocation threatened or created the reasonable apprehension of a threat to other domestic animals or humans and which in the opinion of a Justice, presents a threat of serious harm to other domestic animals or humans,
 - iv. has been previously determined to be a dangerous dog under a Provincial Dog Act or by the Courts.
- b. "Animal Control Officer" means any person, firm or corporation, appointed by Council to carry out the provisions of this Bylaw.
- c. "Council" means the Council of the Town of Claresholm.
- d. "Dog" shall mean either a male or female dog over the age of three (3) months.
- e. "Dog Breeder" means any person, group of persons or corporation engaged in the commercial business of breeding, buying, selling, or boarding of dogs.
- f. "Dog Breeding Facility" means the physical premises where dogs are harbored by a dog breeder.
- g. "Holding Period" means a period of time being of three (3) business days.
- h. "Off Leash Area" means an area designated by Council for the respectable enjoyment of dogs permitted to exercise in an open space free of a leash.
- i. "Owner" means the person who has legal title to a dog and includes any person who has the possession or custody of the dog, or harbours the dog, or suffers the dog to remain on his/her premises.
- j. "Pound" means a place designated by Council as a place where dogs may be placed and kept impounded under humane conditions.
- k. "Running At Large" means a dog found on any public street, lane, alley or other public place in the Town or is on private property without the permission of the occupant or owner thereof.

1. "Town" means the Town of Claresholm.

Licensing

3. No person shall own, keep or harbor any dog within the Town limits unless such dog has been licensed with the Town, paid the appropriate fee, and the following information about the dog has been collected:
- described as to color, age, breed and sex,
 - residing address,
 - proof of a valid rabies vaccination.
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.
7. Annual license renewal fee is due before the last day of January for each year.
8. Upon payment of the required license fee, the owner will be supplied with a license tag stamped with a number and the year of the license. Every owner shall ensure that the license tag is securely fastened to a collar or harness which must be worn by the dog at all times when the dog is off the premises of the owner.
9. The owner of a dog will be permitted to pay a license fee of one half the annual rate if such owner takes up residence or such dog is acquired on or after the 1st of October in any one year.
10. No refund of license fees shall be made during any one year, except if documentation is provided from a veterinarian that the dog was neutered or spayed after the purchase of the license, then the difference in the license fee will be refunded.

Offences

11. The following constitutes an offence for the owner, which may result in a notice, fine and if necessary may result in the capture and impoundment of a dog. Offences are as follows:
- a owner who has failed to purchase a valid dog license and/or whose dog is not displaying a valid dog tag.
 - a dog who is off the premises of the owner, is not in an off leash area, is not on a leash and under other immediate, continuous and effective control by the owner,
 - a dog in an off leash area that is not under immediate, continuous and effective control by the owner,
 - a dog running at large,
 - a dog chasing, worrying or annoying any person and/or domestic animal on property other than that belonging to the owner of the dog,
 - a dog which causes damage to private or public property within the Town,
 - a dog which barks, howls or otherwise disturbs any person or persons,
 - a dog which has bitten, is biting or is about to bite or attempting to bite any person, upon any street, park or other public place within the Town,
 - a dog deemed dangerous in nature

- j. a dog in heat upon any public lands or highway,
 - k. a dog left unattended in any motor vehicle without suitable ventilation,
 - l. a dog named or described or otherwise designated in a complaint made pursuant to The Dangerous Dog Act,
 - m. a dog affected with rabies or any other contagious disease.
 - n. a person who removes or attempts to remove any dog from the possession of the Animal Control Officer while in the pound or while being transported to the pound,
 - o. a person who hinders, delays or obstructs any such Animal Control Officer in the performance of any duty imposed upon them by this bylaw,
 - p. an owner who fails to remove defecated matter which the owner has permitted or caused the dog to deposit on public property, the off leash area or upon the lands or premises of any person other than the owner.
12. The residences or grounds where any dogs are kept shall at all times be maintained in a clean, sanitary and inoffensive condition, satisfactory to the Animal Control Officer. An owner or occupant of private property must not allow animal feces to accumulate on the property so as to create a health hazard. The Animal Control Officer may serve an owner or occupant of private property with a notice to remove all animal feces from the property within 72 hours of service of the notice. The Town may remove the feces from the property if the person to whom the request is made fails to remove the feces within 72 hours, or after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined. If the Town carried out the work, the costs and expenses may be added to the tax roll and form part of the taxes owing on the land whereon the work was done.
13. The owner of a dog shall ensure that such dog shall not:
- a. bite or injure a person or persons whether on the property of the owner or not unless an unlawful act is being committed,
 - b. chase or otherwise threaten a person or persons whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner.
14. Where the owner of a dog provides for a dog run or enclosure on the property that dog run or enclosure shall be no closer than one (1) foot from the adjoining property. This dog run must be secure and of an adequate height and size for the dog being housed
15. The act of engaging in dog breeding and/or having a dog breeding facility must comply with the Town of Clareholm Land Use and Business License Bylaw.

Communicable Disease

16. The Animal Control Officer shall immediately segregate from other animals and restrain any dog brought to the pound if it has or appears to have rabies or any other communicable disease.
17. The Animal Control Officer shall report any apparent illness, communicable disease, injury or unhealthy condition of any dog to a veterinarian.
18. The owner of a dog, which is suffering any communicable disease shall not permit or allow the dog to be:
- a. in any public place,
 - b. in contact with or in proximity to any other dog,
 - c. shall keep the dog locked or tied up,
 - d. shall immediately report the matter to a veterinarian,
 - e. shall immediately report the matter to the Animal Control Officer or the Royal Canadian Mounted Police.
19. Any dog known to be rabid shall be immediately euthanized in a humane manner.

P. M.

Aggressive Dogs

20. At the conclusion of an investigation into a complaint and/or incident complete with a signed statement concerning a dog in the Town, the Chief Administrative Officer (CAO) or their designate may declare a dog to be an aggressive dog. The CAO will issue an Aggressive Dog designation for the dog in question, provided that the CAO is satisfied that the dog constitutes an ongoing potential danger to persons, property, or domestic animals.
21. If a dog is declared to be an Aggressive Dog, the CAO or their designate shall give the owner written notice of such declaration containing the following details:
 - a. informing the owner why their dog has been declared an Aggressive Dog,
 - b. requiring that if the Aggressive Dog is off the owners property, it shall be in a bite inhibition mechanism, under control, and on a permitted leash held by a competent person who is able to control the Aggressive Dog,
 - c. inform the owner the Aggressive Dog is not permitted in the off-leash area,
 - d. requiring the owner to install signage a minimum of 25cm by 25 cm, with 5 cm lettering, warning of the aggressive dog, installed every fifty (50) feet or fifteen (15) meters on the perimeter of owner's property that is accessible by the general public.

Capture and Impoundment

22. An assistant or employee of the Animal Control Officer may do any act which the Animal Control Officer is obliged or permitted to do.
23. The Animal Control Officer, or any person or persons as shall be authorized or appointed by the CAO, may capture a dog that is in contravention of this bylaw by using any humane method and shall deliver said dog to the pound, where it shall be held for the holding period to ascertain the owner.
24. When any dog wearing a Town dog license tag is captured, the Animal Control Officer shall ascertain from the Town records the name and address of the owner and attempt to reunite the dog with its owner.
25. The Animal Control Officer shall, when the name and address of the owner of a dog are not known, post a notice on the door of the pound to inform the general public of the impoundment.
26. The Animal Control Officer may, in their discretion, continue to keep a dog in the pound for a longer period than the holding period provided:
 - a. the owner verifies their ownership and requests that the dog be kept there for a longer period,
 - b. a pending investigation requires the extension of the holding period.

Notice

27. If a notice is not served personally on an owner or occupant of private property, then a copy of the notice shall be sent by registered mail to the owner of the property at the mailing address shown on the last assessment roll of the Town. A notice sent by registered mail is deemed to have been received on the fifth (5th) day following the date of its mailing.

Impound Fees

28. Each dog impounded under the provisions of this Bylaw shall be subject to impounding fees at the rate of:
 - a. \$20.00 per day for each day the dog has been impounded, plus
 - b. \$35.00 – First (1st) offence
 - c. \$100.00 - Second and each subsequent offence

29. Any dog impounded under the provisions of this Bylaw shall not be released until such time as the owner can:

- a. present proof of ownership to the satisfaction of the Animal Control Officer,
- b. pay all licensing fees, offence fines and impounding charges and/or fees.

Fines

30. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable to a penalty of:

- a. Warning – First (1st) offence
- b. \$100.00 – Second (2nd) offence
- c. \$250.00 – Third (3rd) offence
- d. \$500.00 – Fourth (4th) and subsequent offences

31. Any Person violating any provisions of this bylaw where the dog has been deemed Aggressive in nature or any other persons responsible for such violations shall be liable to a penalty of:

- a. \$150 – First (1st) Offence
- b. \$300 – Second (2nd) Offence
- c. \$500 – Third (3rd) and Subsequent Offences

This Bylaw shall take effect on the date of final passage.

Bylaw #1416, Bylaw # 1454 and Bylaw #1466 are hereby repealed.

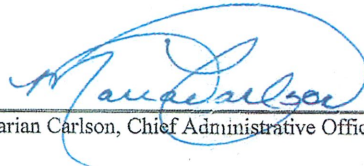
Read a first time in Council this 13th day of March 2017 A.D.

Read a second time in Council this 27th day of March 2017 A.D.

Read a third time in Council and finally passed in Council this 10th day of April 2017 A.D.



Rob Steel, Mayor



Marian Carlson, Chief Administrative Officer

AGGRESSIVE DOGS (cont'd.)

- (e) at all times, when off the property of the owner, the dog is securely
 - (i) muzzled, and;
 - (ii) harnessed or leashed on a leash which length shall not exceed one (1) metre in a manner that prevents the dog from chasing, injuring or biting other domestic animals or humans as well as preventing damage to public or private property, and
 - (iii) under the control of a person over the age of eighteen (18) years.
- (f) such dog is not running at large.

MAXIMUM NUMBER OF DOGS PERMITTED

- 8.1 A maximum number of two (2) dogs are permitted to be kept, housed, or boarded in or on a residential property within corporate limits unless the owner is in receipt of a Dog Fanciers License
- 8.2 An owner may acquire a maximum of two Dog Fanciers licenses by paying the fee set out in Schedule A.

PROHIBITED AREAS AND RELAXATION OF LEASH REQUIREMENT

- 9. (a) For the purposes of this Section "Parkland" shall mean all recreational areas within the boundaries of the Town of Fort Macleod.
 - (i) The owner of any dog shall not permit that dog to be in any parkland unsupervised, unleashed and not under direct control of the owner or person in custody and control of the dog.
 - (ii) The owner of any dog shall not place, permit or allow said Dog to enter into, or remain in any Public swimming area, bathing or wading pool, or other area generally used for this purpose.
- (b) Notwithstanding Sections 3(i) and 9 (a) (i), a "Leash Free" area is hereby established in the north east quadrant of the River Valley Wilderness Park. More specifically, that area identified as "Area 1" on Appendix A to By-Law 1546. In this area, a dog owner may allow their dog to run off the leash provided the dog remains under their control and within their sight. The owner is still responsible for their dog's actions and must comply in all other respects to the requirements of this By-Law.

COMMUNICABLE DISEASES

- 10. An owner of a dog suspected of having rabies:
 - (a) shall immediately report the matter to Agriculture Canada, Veterinary Inspection Directorate or to the Bylaw Enforcement Officer;
 - (b) shall confine or isolate the dog, in such a manner as prescribed so as to prevent further spread of the disease; and
 - (c) shall keep the dog confined for not less than ten (10) days at the cost of the owner.
- 10.1 An owner of a dog that does not comply with the provisions of this Section 10 shall be subject to a penalty as provided for in this Bylaw for each consecutive demand made by a Peace Officer.

LICENSING

- 11.1 The owner of a dog shall:
 - (a) obtain a license for any dog which they have which is greater than six months of age; for which they person has become the owner; or for any dog which resides at the residence for a period of three months or greater.
 - (b) Every owner, when requested by a Peace Officer, shall submit to the Peace Officer a spay/neuter certificate or if unavailable a statutory declaration or other acceptable documentation establishing the dog's or the Aggressive dog's age or that the dog or the Aggressive dog is neutered or spayed and such other information as the Peace Officer may require in order to determine the license payable by that owner.

NUMBER OF DOGS RESTRICTED

- 3.40 No owner(s) or tenant(s) within any residential, commercial, industrial, or institutional zoned property in the Town of Granum shall keep more than three (3) dogs per property (with the exception of property zoned as multi-residential apartment buildings and registered accessory dwelling units). This section does not apply to the following:
- a) An animal hospital owned and operated by a veterinarian licensed by the Alberta Veterinarian Medical Association;
 - b) A pet store;
 - c) An animal pound or shelter;
 - d) An animal day-care or night-care facility.

SECTION 4 – CATS

REGISTRATION AND LICENSING

- 4.1 Every owner of a cat, which is three (3) months of age and older, shall;
- a) License said cat(s) with the Town of Granum and pay an annual license fee in accordance with the Town of Granum's Licensing Fees By-law, as amended from time to time;
 - b) Until ceasing to be the owner of the cat(s), obtain and renew such annual license no later than the last business day of December each year;
 - c) Ensure that the tag issued by the Town of Granum or designate is securely affixed on the cat(s) at all times, regardless whether the cat has received a microchip identification implant;
 - d) Obtain a replacement tag and pay the fee in accordance with the Town of Granum's Licensing Fees By-law, as amended from time to time, in the event that such tag is lost;
 - e) Notify the Town of Granum in writing if the cat(s) is sold, gifted or transferred to another person within fourteen (14) days of the change of ownership;
 - f) Remain liable for the actions of the cat(s) until formal written notification of sale, gift or transfer to another person is proven to the Town of Granum.
- 4.2 The license shall expire on the 31st day of December of the same year as issued.
- 4.3 Every applicant for cat(s) registration and license shall complete an application for a license or for the renewal of a license on the form provided by the Town of Granum.
- 4.4 Every owner of a cat(s) under the age of three (3) months which has been impounded pursuant to this by-law shall register the cat(s) and pay an annual license fee, if applicable.
- 4.5 The license tag shall expire and become void upon sale, death or other means of disposal of the cat(s).
- 4.6 A tag issued by the Town of Granum for a cat(s) is not transferable to another cat(s).
- 4.7 No person shall remove a cat(s) license from a cat without the consent of the owner thereof.

FANCIER'S LICENSE

- 4.8. The maximum number of Cats in a single-family dwelling or household shall be restricted to three (3) Cats over the age of three (3) months unless the Owners has obtained a Fancier's License.

Town of Stavelly

Bylaw # 761

- 3.14 Any dog that appears to be over three (3) months of age is required to be licensed pursuant to the provisions of this bylaw, unless the owner of the dog can establish that the dog is less than three (3) months of age to the satisfaction of the Bylaw Enforcement Officer or the Town.
- 3.15 The maximum number of dogs in a single-family dwelling or household will be restricted to three (3) dogs over the age of three months.
- 3.16 The Town of Stavelly will establish such number of Animal Shelters and appoint such Animal Control Officers as deemed necessary by the town to provide reasonable facilities for the impounding of dogs running at large.
- 3.17 The owner of a dog must ensure that such dog is not running at large by:
 - 3.17.1 securing the dog so that it would not be able to leave the premises of the owner, or
 - 3.17.2 ensuring that the dog is on a leash or adequately controlled at all times that it is off the owner's premises.
- 3.18 Where a dog is found to be running at large, the owner thereof will be deemed to have failed or refused to comply with the requirements of Section 3.17.
- 3.19 The owner of a female dog that is in heat must ensure that such female dog is not allowed in any location where it is a source of attraction for other dogs.
- 3.20 The owner of a dog that defecates on property, other than his own, must remove, forthwith, any defecated material deposited.
- 3.21 If an owner of a dog is on any public place or property other than the property of its owner, the owner shall have in his possession a suitable means of facilitating the removal of the dog's feces.
- 3.22 The owner of a dog must ensure that such dog will not become a public nuisance by:
 - 3.22.1 molesting or in any way causing physical harm to pedestrians upon the streets, highways, parks or other public places in the Town; or
 - 3.22.2 chasing any other domestic animal, bicycles, automobiles or other vehicles upon the streets, highways, parks or other public places in the Town; or
 - 3.22.3 barking, howling for an unreasonable amount of time or otherwise disturbing neighbors or the community at large; or
 - 3.22.4 causing damage to property or other domestic animals; or
 - 3.22.5 upsetting waste receptacles, scattering the contents in or about the streets, highways, lanes or other public places in the Town;
 - 3.22.6 entering flowerbeds of any park or public place in the Town;
 - 3.22.7 entering a pool or other body of water located in a public place in the Town.
 - 3.22.8 chase or otherwise threaten a person whether on the property of the owner or not, unless the person being chased or threatened is a trespasser on the property of the owner.
- 3.23 The owner of a domestic animal which is suffering from a communicable disease must:
 - 3.23.1 not permit such domestic animal to be in any public place;
 - 3.23.2 not keep such animal in contact with or in proximity to any other animal which is free of such disease;
 - 3.23.3 keep the animal locked or tied up;
 - 3.23.4 immediately report the matter to the Health and Animals Branch of the local office of the Federal Department of Agriculture and the Town's Animal Control Officer.

- 3.14 ~~In any prosecution or proceeding for a contravention of this bylaw, the burden of proof relating to the age of the dog will be upon the owner and unless the contrary is proven, the dog will be presumed to have attained the age of three months at the time relevant to the charge.~~ Any dog that appears to be over three (3) months of age is required to be licensed pursuant to the provisions of this bylaw, unless the owner of the dog can establish that the dog is less than three (3) months of age to the satisfaction of the Bylaw Enforcement Officer or the Town. (replaced by Resolution # 359 – 11/11/07)
- 3.15 The maximum number of dogs in a single-family dwelling or household will be restricted to three (3) dogs over the age of three months.
- 3.16 The Town of Nanton will establish such number of Animal Shelters and appoint such Animal Control Officers as deemed necessary by the town to provide reasonable facilities for the impounding of dogs running at large.
- 3.17 The owner of a dog must ensure that such dog is not running at large by:
- 3.17.1 securing the dog so that it would not be able to leave the premises of the owner, or
 - 3.17.2 ensuring that the dog is on a leash or adequately controlled at all times that it is off the owner's premises.
- 3.18 Where a dog is found to be running at large, the owner thereof will be deemed to have failed or refused to comply with the requirements of Section 3.17.
- 3.19 The owner of a female dog that is in heat must ensure that such female dog is not allowed in any location where it is a source of attraction for other dogs.
- 3.20 The owner of a dog that defecates on property, other than his own, must remove, forthwith, any defecated material deposited.
- 3.21 If an owner of a dog is on any public place or property other than the property of its owner, the owner shall have in his possession a suitable means of facilitating the removal of the dog's feces.
- 3.22 The owner of a dog must ensure that such dog will not become a public nuisance by:
- 3.22.1 molesting or in any way causing physical harm to pedestrians upon the streets, highways, parks or other public places in the Town; or
 - 3.22.2 chasing any other domestic animal, bicycles, automobiles or other vehicles upon the streets, highways, parks or other public places in the Town; or
 - 3.22.3 barking, howling for an unreasonable amount of time or otherwise disturbing neighbors or the community at large; or
 - 3.22.4 causing damage to property or other domestic animals; or
 - 3.22.5 upsetting waste receptacles, scattering the contents in or about the streets, highways, lanes or other public places in the Town;
 - 3.22.6 entering flowerbeds of any park or public place in the Town;
 - 3.22.7 entering a pool or other body of water located in a public place in the Town.
 - 3.22.8 chase or otherwise threaten a person whether on the property of the owner or not, unless the person being chased or threatened is a trespasser on the property of the owner.
- 3.23 The owner of a domestic animal which is suffering from a communicable disease must:
- 3.23.1 not permit such domestic animal to be in any public place;
 - 3.23.2 not keep such animal in contact with or in proximity to any other animal which is free of such disease;
 - 3.23.3 keep the animal locked or tied up;
 - 3.23.4 immediately report the matter to the Health and Animals Branch of the local office of the Federal Department of Agriculture and the Town's Animal Control Officer.

SECTION III – LICENSING PROVISIONS

1. The owner of a dog, six (6) months of age or older, in the Village shall obtain an annual license for each dog, and shall pay an annual fee as set out in Schedule "A", Fees and Fines, which is attached to and forms part of this bylaw and which may be amended from time to time by resolution of Council.
2. The owner of a dog shall ensure that the dog wears a collar and that the license tag obtained for such dog is attached to the collar at all times.
3. The owner of a dog shall:
 - a) Obtain the license by the last day of February in any given year.
 - b) Obtain a license for the dog within fourteen (14) days of the dog becoming six (6) months old.
 - c) Obtain a license within fourteen (14) days of becoming the owner of a dog over the age of six (6) months old.
 - d) Obtain a license for a dog notwithstanding that it is under six (6) months of age, where the dog is found running at large.
 - e) Obtain a vaccination for the prevention of Rabies.
4. License fees shall be paid in full regardless of when the dog is registered during the year. No refunds shall be made due to the death, loss, or sale of the dog, or upon the owner's leaving the municipality.
5. Any person who owns or houses more than two (2) dogs within the Village Limits, at one property, shall apply for a Multi-Animal Pet Permit, Schedule "D", and canvas their neighborhood with a Neighbourhood Consent Form. Council shall review the Consent Form and may by resolution approve the Multi-Animal Pet Permit on an annual basis, subject to any conditions that may be established by Council and payment of the License Fees as set out in the Fee Schedule. The Multi-Animal Pet Permit may be subject to cancellation by resolution, as the Council may decide.
 - a) Owners of dogs that have been licensed prior to the passing of Bylaw 641 Schedule "D" are not required to complete the consent form in 2017.
 - b) Owners of up to 4 dogs per property, licensed prior to the passing of Bylaw 641, will be allowed to continue with the licensing of the 4 existing dogs on the property unless there is a bylaw contravention.
6. A maximum of 3 dogs are allowed per household property.
7. Kennels are not allowed in Nobleford.
8. Any person who owns, or houses on a property within the Village Limits a restricted dog, listed in Schedule "C", shall canvas their neighborhood with a Neighbourhood Consent Form for Restricted Dogs, Schedule "E". Council shall review the consent form on an annual basis, and the license may be subject to any conditions that may be established by Council or may be subject to cancellation by resolution, as the Council may decide.
 - a) Owners of restricted dogs that have been licensed prior to the passing of Bylaw 641 Schedule "E" are not required to complete the consent form in 2017.
 - b) Owners of dog breeds listed on the restricted list, licensed prior to the passing of Bylaw 641, will not be required to complete the consent form unless there is a bylaw contravention
9. Failure to comply with Section 3 may result in prosecution or a fine in lieu thereof as set out in Schedule "A", Fee and Fines, which is attached to and forms part of this bylaw and which may be amended from time to time by resolution of Council.

Section IV – Records

1. The Village Administration Office shall keep a record of all dogs. The records shall indicate:
 - a) Date of License issuance
 - b) Name, mailing and civic address, phone number, and email address of the dog owner, and of the property owner if applicable
 - c) License number issued and amount paid
 - d) Breed, colour, weight, age, and sex of dog

Section V – Dog Control Provisions

1. The owner of a dog shall not allow a dog to run at large within the corporate limits of the Village.
2. The owner of a dog shall not allow a dog to be in a park or public property while not on a leash.

MDWC

BYLAW NO. 1726

A bylaw of The Municipal District of Willow Creek No. 26 in the Province of Alberta, to provide for the impounding of dogs.

Pursuant to the provisions of Part 2 of the *Municipal Government Act*, Chapter M-26 of the Statutes of Alberta, 2000 and amendments thereto, the Council of The Municipal District of Willow Creek No. 26, duly assembled, enacts as follows:

For the purposes of this bylaw:

- (a) A dog "running at large" means a dog that is found on any public street, lane, road, or highway or on the premises of any person other than the premises of its owner or its harbinger unless the dog is under the immediate charge or control of a competent and responsible person.
 - (b) "Animal Control Officer" means any person appointed to carry out the provisions of this bylaw and includes any member of the Royal Canadian Mounted Police (RCMP) or a Community Peace Officer (CPO).
 - (c) "Calendar Year" is defined as the period that begins on January 1 and ends on December 31.
 - (d) "Council" means the Municipal Council of The Municipal District of Willow Creek No. 26.
 - (e) "Hamlet" means Parkland, Moon River Estates, Orton, or Woodhouse.
 - (f) "Harbor" means temporary care of a dog by a person other than the owner(s).
 - (g) "Kennel" means a place in which three or more dogs, more than one year old, are housed, groomed, bred, boarded, or sold.
 - (h) "Municipal District" means The Municipal District of Willow Creek No. 26, a municipal corporation in the Province of Alberta.
 - (i) "Owner" means any person owning, possessing, having the charge or control of a dog, harboring any dog or permitting any dog to remain on the premises or in residence for more than 72 hours.
 - (j) "Residence" means a dwelling that:
 - i) is habitable;
 - ii) has electrical and gas utilities available to the site;
 - iii) has a supply of potable water and a functional sewage disposal system; and
 - iv) is situated on permanent foundation.
 - (k) "Working Dog" means any dog kept for the purposes of working, herding or guarding livestock in conjunction with a livestock operation.
1. Any Animal Control Officer appointed by The Municipal District is authorized to remove and impound any dog found running at large.
 2. Any dog impounded pursuant to this bylaw may be released upon payment of the boarding fee, for each day of the impoundment, owing to the facility holding the dog.
 3. The Chief Administrative Officer may, from time to time, designate areas as pounds under the bylaw, and may enter into agreements with other municipalities for the joint operation of a pound.
 4. The owner or renter of property, within The Municipal District, shall not permit the keeping, maintaining, or harboring of more than three (3) dogs over one (1) year old on the premises, without a valid development permit to operate a kennel.
 5. Any person who is the owner or harbinger of a dog shall not allow the dog to run at large within The Municipal District.
 6. No person shall keep, maintain, or harbor a dog which barks, howls, or otherwise

- (p) "Permitted Leash" means a leash adequate to control the Dog to which it is attached and which leash shall not exceed three (3) metres in length.
- (q) "Private Property" includes land and buildings or structures, whether or not affixed to land;
- (r) "Property of the owner" means land or a building owned by the owner of a dog or in respect of which the owner of a dog has a right of occupation;
- (s) "Provincial Court" means The Provincial Court of Alberta;
- (t) "Recognized Hamlet" means the hamlets described in Schedule "A" hereto;
- (u) "Running at large" means any dog that is off the property of the owner and is not on a leash and under the control of a responsible or competent person capable of controlling the animal.
- (v) "Trespasser in relation to a Hamlet" means that there is a presumption that access for lawful purposes to the door of a building on land by a pathway apparently provided for the purpose of access is not a trespass. Entry on land may be prohibited by notice that may be given orally, in writing or by posters or signboards visibly displayed where normal access is obtained to the land.
- (w) "Trespasser in relation to rural property" means any person who enters a property, other than their own, regardless of whether it is fenced, gated or provides open access to such property and buildings and does not have written or oral permission to enter is deemed to be a trespasser. Exception to this is appointed Federal, Provincial or Municipal employees entering the property to conduct government business
- (x) "Vicious dog" means any dog, whatever its age, whether on public or private property, which has:
 - (i) chased, injured or bitten any domestic animal or human; or
 - (ii) damaged or destroyed any public or private property; or
 - (iii) threatened or created a reasonable apprehension of a threat of injury or harm to a domestic animal or human;
 - (iv) and/or which, in the opinion of a Justice, presents a threat of serious harm to domestic animals or humans; or
 - (v) been previously determined to be a vicious dog under this Bylaw.
 - (vi) been declared "vicious" by its owner.

Section 3: Nuisance

3.1 (a) Within the boundaries of the Municipality, the owner of a dog shall ensure that such dog shall not:

- (i) run at large
- (ii) chase any person, animal, vehicle, or bicycle
- (iii) bark, howl or otherwise make such noise as to disturb the quiet or repose of any Person or otherwise constitute a public nuisance
- (iv) upset any waste receptacles or scatter the contents thereof
- (v) pursue, worry, injure or destroy a domestic animal or livestock while on public property or land owned or occupied by the owner or person in actual possession of that domestic animal
- (vi) bite or attempt to bite a person, or otherwise threaten a person, when such dog is on public or private property, or when the dog is on the property of the dog owner and the person the dog bit or attempted to bite is not a trespasser

(b) Where a dog has defecated on any public property or private property within the Municipality, other than that of the Dog's owner, the owner shall be required to remove such defecation immediately and disposed of in a sanitary manner.

Section 4: Dog License

4.1 No person shall keep more than three (3) adult dogs upon property owned or occupied by him/her unless such person is the holder of a dog kennel permit issued under the provisions of the Municipality's Land Use Bylaw.

Karine Keys

From: Dj McAulay <darcijanemc@gmail.com>
Sent: Friday, August 30, 2019 2:59 PM
To: Karine Keys
Cc: Bill Kells; Duane Glimsdale
Subject: Invite for Mayor, Council and Administration

Good afternoon,

On behalf of the United Farmers Historical Society and the Claresholm Museum, we would like to invite you to the opening of the Louise McKinney exhibit. I have attached the invite. Please let me know if you have any questions.

Kind regards,

Darci-Jane McAulay

<https://www.eventbrite.ca/e/celebrating-louise-mckinney-tickets-70178199885>

Karine Keys

From: Brad Schlossberger <brad.s@foothillsford.com>
Sent: Thursday, September 5, 2019 2:11 PM
To: Karine Keys
Subject: Agenda

The Woodshed Martial Arts would like the Mayor and council to attend their Grand Opening. Could we get this invitation put on the Agenda please. The date is Sept 13 at 10.00 am.

Brad Schlossberger
Foothillsford, Claresholm,Ab
403-625-4424
Cell 403-625-6206

Claresholm Animal Rescue Society
PO Box 2579, 4110-3 Street East
Claresholm, AB T0L 0T0
Tel: 403.625.5370

RECEIVED

JUL 25 2019



July 18, 2019

Dear Business Owner:

BACK BY POPULAR DEMAND! The Claresholm Animal Rescue Society (CAREs) is hosting a fundraising event on Friday, September 27, 2019 at 5:30 pm, at the Claresholm Community Centre. This **RAISE THE WOOF** event is a comedy night with supper, and will offer cash bar, silent auction and 50/50 draw. The proceeds will go towards the costs of operations and programs of the Claresholm Animal Rescue Society.

CAREs is asking for your support by donating a silent auction item for our event. Silent auction items will have the company's name/logo on the bid sheet and will be named specifically in our local newspaper, our Facebook page and CAREs website. Your logo will be displayed prominently at the venue. We are requesting that company logos be emailed to clpgraphics@shaw.ca. If you are able to donate an item for our fundraising event, please contact RuthAnn at 403.625.4143 or email her at rhandler53@shaw.ca.

CAREs was founded in 2007 and is a local not-for-profit society and registered charity that exists to promote compassionate care, prevention of cruelty and neglect to animals and to adopt them to their "forever" homes. We accept dogs/puppies and cat/kittens from throughout the towns of Claresholm, Stavely, Granum, Fort Macleod and the MD of Willow Creek.

If you are interested in attending our wonderful event, which includes fun entertainment and a great supper cooked and provided by the Claresholm Lions Club, tickets are \$40/person and available by calling **Barb at 403.625.2593**.

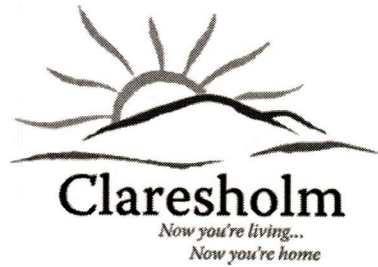
Thank you very much for your consideration of our request. We hope you will help our cause by donating an item and attending our event with your friends and family!



Sincerely,

Claresholm Animal Rescue Society Board & Volunteers

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



Date of Application: _____

Date of Event: SEPT 27, 2019.

1. Applicant Information

Name of Applicant: Claresholm Animal Rescue Society

Address: P.O. Box 2579, Claresholm, AB T0L0T0

Contact Person: Barb Hinkle 4110-3 St. East

Phone, Fax, Email: 403.625-9352 or 403.625.2593

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

Animal Rescue.

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

YES

provide registration date & #

NO

81517 3695. Approx 10 years ago

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

YES

provide registration date & #

NO

50142 81843.

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

Assistance with rent for the event or if that

IN-KIND CONTRIBUTION - Fee Waiver (explain):

is asking too much, a donation basket for silent auction.

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Annual "Raise the Wool" event to fundraise for

Other (explain):

the animal shelter.

Amount (value) Requested: Rent ?

or
Silent Auction item

6. Details of how the funds will be expended:

To purchase food & related supplies for caring for animals at the shelter. As well as veterinary costs & supplies.

7. Previous Donations

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

Date	Amount	Use of Funds
annual grant for 10+ years		

8. Organizational Information

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

We take in animals from within Claresholm - surrendered, lost & found, etc. We get them healthy and have them adopted out to their forever homes.

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

We take in dogs & cats from with MD of Willow Creek & Town. We get them healthy and find permanent homes for them.

How will your organization acknowledge the Town's donation?

Yes we will. Verbally & in print and also a slideshow the night of event.

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
Town of Claresholm	\$22,500.00	Care of animals
Town of Ft. Macleod.	\$2,000.00	including vet. food, supplies
Town of Stavelly.	\$700.00	medications.

M.D. of Willow Creek.
\$600.00

We will be doing a casino in Dec & those funds last us over 3 years.

We have our annual garage sale to raise \$, as well as PAWS month which raised approx \$400.00 this year.

Thank you.

Jerraine Norgard
Chairperson

Claresholm Animal Rescue Society

2019 Budget - Approved

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	
Revenue				
Donations	\$ 9,464.00	\$ 57,351.00	\$ 12,000.00	
Municipal Grants	\$ 29,950.00	\$ 33,010.00	\$ 33,000.00	
Shelter Fees	\$ 14,907.00	\$ 21,827.00	\$ 25,000.00	
Casino	\$ 23,043.00	\$ 6,407.00	\$ -	* casino not til Dec 30 & 31, 2019
Fundraising	\$ 22,574.00	\$ 3,081.00	\$ 20,000.00	* having Raise the Woof & Garage Sale in 2019
Sundry	\$ 524.00	\$ 88.00	\$ 100.00	
	<u>\$ 100,462.00</u>	<u>\$ 121,764.00</u>	<u>\$ 90,100.00</u>	
Expenses				
Treatment & Examination	\$ 29,526.00	\$ 47,284.00	\$ 35,000.00	* presuming we get outbreak under control
Wages & Benefits	\$ 37,072.00	\$ 37,098.00	\$ 37,100.00	
Cat & Dog Supplies	\$ 7,773.00	\$ 6,367.00	\$ 6,400.00	
Office Supplies	\$ 2,751.00	\$ 4,731.00	\$ 4,000.00	
Professional Fees	\$ 1,485.00	\$ 4,320.00	\$ 4,300.00	
GST Paid	\$ 2,060.00	\$ 1,406.00	\$ 1,400.00	
Insurance	\$ 1,725.00	\$ 1,804.00	\$ 1,849.00	
Telephone	\$ 1,030.00	\$ 1,246.00	\$ 1,250.00	
Repairs & Maintenance	\$ 266.00	\$ 811.00	\$ 750.00	
Cleaning Supplies	\$ 675.00	\$ 737.00	\$ 700.00	
Advertising & Promotion	\$ 796.00	\$ 732.00	\$ 1,000.00	* garage sale & raise the woof
Fundraising Costs	\$ 5,055.00	\$ 635.00	\$ 5,000.00	* garage sale & raise the woof
Rent	\$ 1.00	\$ 1.00	\$ 1.00	
Amortization	\$ 500.00	\$ 648.00	\$ 650.00	
	<u>\$ 90,715.00</u>	<u>\$ 107,820.00</u>	<u>\$ 99,400.00</u>	
Excess of Revenue over Expenses	<u>\$ 9,747.00</u>	<u>\$ 13,944.00</u>	<u>\$ (9,300.00)</u>	

COPY

Approved: April 11, 2019 at Annual General Meeting, moved by Doreen VanLangen, seconded by Sylvia Giroux, carried.

Lorraine Norgard, President

Doreen VanLangen, Treasurer

2019-2020 C.A.R.e.S Board

PO Box 2579, 4110 - 3rd Street East

Claresholm, AB TOL 0T0 TEL: 403.625.5370

claresholmcares@gmail.com

President	Lorraine Norgard	PO Box 1823, Claresholm, AB TOL 0T0	C 403.625.0432 W 403.682.3583	lorr123@shaw.ca
Vice President	Judy Lelek	PO Box 122, Claresholm, AB TOL 0T0	H 403.625.4305	lelekjudy@gmail.com
Secretary	Leslie Baker	PO Box 383 Claresholm, AB TOL 0T0	C 403.625.9198	lb38613@gmail.com
Treasurer	Doreen VanLangen	PO Box 603, Claresholm, AB TOL 0T0	H 403.625.2674	adlangen@telus.net
Directors	Sylvia Giroux	PO Box 2798, Claresholm, AB TOL 0T0	H 403.625.3663 W 403.682.3530	no email
	Dave Hatch	PO Box 2860, Claresholm, AB TOL 0T0	C 1.587.225.6372	dave39on@yahoo.ca
	Denise Peters	PO Box Claresholm, AB TOL 0T0	H 403.625.2461 C 403.830.2951	denise.peters@ahs.ca
	Karen Thompson	PO Box 136 Claresholm, AB TOL 0T0	H 403.625.4365	jabe4@telusplanet.net
Town Council Representative	Lise Schulze	PO Box 2498, Claresholm, AB TOL 0T0	W 403.625.3881	lise.schulze@ townofclaresholm.com



Claresholm

REQUEST FOR DECISION

Meeting: September 9, 2019
Agenda Item: 13

ATCO GAS AND PIPELINES LTD. FRANCHISE AGREEMENT

DESCRIPTION:

ATCO Gas has contacted the Town of Claresholm with their annual inquiry regarding the Town's option to modify the franchise fee that is billed to ATCO Gas customers and paid to the Town of Claresholm for the 2020 year.

BACKGROUND:

ATCO Gas has a Natural Gas Distribution System Franchise Agreement with the Town of Claresholm that came into effect on April 28, 2005. This agreement gives ATCO Gas an exclusive franchise to provide gas distribution services within the Town of Claresholm. Clause 4(a) that is referenced in their letter reads as follows:

4) FRANCHISE FEE

a) Calculation of Franchise Fee

In consideration of the exclusive grant of franchise, the ability to use Municipal rights-of-way, and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. The parties agrees that s.360(4) of the Municipal Government Act RSA 2000 c.M-26, as amended, does not apply to the calculation of the franchise fee in this Agreement. For each calendar year the franchise fee will be calculated as a percentage of the Company's actual total revenue derived from the Delivery Tariff, including without the limitation the fixed charge, base energy charge, demand charge but excluding the cost of gas (being the calculated revenues from the gas cost recovery rate rider or the deemed cost of gas and revenues from gas related riders, for clarity Method A in the Company's Rider A as approved by the Board from time to time) in that year for Gas Distribution Service within the Municipal Area. For the first calendar year or portion thereof of the Terms of this Agreement, the franchise fee percentage shall be ten (10.00) percent.

By no later than September 1 of each year, the Company shall: (i) advise the Municipality in writing of the total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and (ii) with the Municipality's assistance, provide in writing an estimate of total revenues to be derived from the Delivery Tariff within the Municipal Area for the next calendar year.

By no later than November 15 of each year, the Municipality shall advise the Company in writing of the franchise fee percentage to be charged for the following year. Failing which notification, the franchise fee percentage shall remain unchanged.

DISCUSSION/OPTIONS:

1. The franchise fee has remained unchanged at ten (10) percent since the agreement came into effect in 2005.
2. As per the Franchise Agreement, Clause 4(b) states: "The franchise fee percentage shall not at any time exceed thirty five (35%) percent, unless there has been prior Board approval."
3. Should Council choose to change the franchise fee, the Town would need to advertise the intent to change the fee at least 45 days prior to implementation as per Clause 4(c).
4. By increasing the percentage, residents within the Town of Claresholm would see an increase in their utility billing for natural gas, as the increase would be billed to each consumer as stated in Clause 4(d).
5. Per ATCO Gas' estimate, each one (1) percentage point increase would result in approximately ten thousand dollars (\$10,000) in increased revenue in 2019.

COSTS/ SOURCE OF FUNDING:

This is revenue to the Town of Claresholm. Extra costs would only be incurred should Council choose to lower the franchise fee percentage. Similarly, the Town would receive increased revenue if Council chooses to increase the franchise fee.

RECOMMENDED ACTION:

Council pass a resolution to keep the ATCO Gas Franchise Fee the same for 2020.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to keep the franchise fee percentage the same at 10% for 2020 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd.

ATTACHMENTS:

1. Correspondence from ATCO Gas dated August 27, 2019.

APPLICABLE LEGISLATION:

1. Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd; (Executed April 28th, 2005)

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 4, 2019

AUG 29 2019

August 27, 2019

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

Attention: Marian Carlson / Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)

Pursuant to Clause 4(a) of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2020; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2020, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Claresholm a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Claresholm, this percentage is 10.00%.

In 2018, our Delivery Tariff revenue in the Town of Claresholm was \$1,033,328. Our forecast Delivery Tariff revenue for 2020 is \$1,066,826. Therefore, based on the current franchise fee percentage, the forecast 2020 franchise fee revenue would be \$106,683.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at (780) 380-5401 or Shane.Ellis@atco.com.

Yours truly,



Shane Ellis
Manager, Lethbridge
ATCO Natural Gas Division



Claresholm

REQUEST FOR DECISION

Meeting: September 9, 2019
Agenda Item: 14

CHILD CARE SOCIETY CFEP PROJECT SUPPORT & FUNDING REQUEST

DESCRIPTION / BACKGROUND:

The Claresholm Child Care Society has been approved for the scope change for the Multi-use project at the proposed new location. Since this project requires subdivision, servicing, and a parking lot that was not included in the original application or scope change the Child Care Society is applying for a CFEP grant for those portions of the project.

They will require a letter of support from the Town and additionally stating the Town has committed matching funding to the project (this portion was included in the overall budget of the project).

DISCUSSION:

This grant is the small stream grant with funding requests up to \$125,000. The grant deadline is September 15, 2019.

The total budget for the surveying (\$2900), subdivision (\$1225), servicing (water/sewer \$15,613.50, gas \$4915.75), fencing (\$10,821) and parking lot (\$12,264.00) for a total of \$47,739.25.

Grant funding to be requested	\$23,869.62
<u>Requested Town Funds</u>	<u>\$23,869.63</u>
Total	\$47,739.25

RESOLUTIONS:

Moved by Councillor _____ to provide a letter of support and commitment for municipal funding in the amount of \$23,869.63 for the Claresholm Childcare Society CFEP Grant Application for the parking lot, subdivision, fencing, and servicing of the new facility.

ATTACHMENTS:

- 1.) Letter of request from Claresholm Child Care Society

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 5, 2019



Claresholm Child Care Society

Box 271 ~ 221 - 45 Ave. W.

Claresholm, AB

TOL OTO

September 5, 2019

Dear Claresholm Town Council

The Claresholm Child Care Society is applying for the CFEP Small Stream Grant to help cover the costs of servicing, surveying, subdividing the lots, fencing, and a parking lot for the proposed new building.

The total budget is as follows: surveying (\$2900), subdivision (\$1225), servicing (water/sewer \$15,613.50, gas \$4915.75), fencing (\$10,821) and parking lot (\$12,264.00) for a total of \$47,739.25.

CFEP Grant funding to be requested	\$23,869.62
Requested Town Funds	\$23,869.63
Total	\$47,739.25

We are requesting a letter of support and a letter of commitment from the Claresholm Town Council to attach to our application form. The application deadline for this grant is September 15, 2019.

Thank you very much for your support and dedication to the project.

Sincerely,

A handwritten signature in black ink that reads "Michelle Dizon".

Chairperson
Claresholm Child Care Society



Claresholm

REQUEST FOR DECISION

Meeting: September 9, 2019
Agenda Item: 15

KINSMEN CLUB GRANT APPLICATION – PLAYGROUND

DESCRIPTION:

The Kinsmen Club of Claresholm have had a member representing the club on the Amundsen Park upgrade committee. The club has been involved in the park re-design and would like to apply for a CFEP (Community Facility Enhancement Program) grant for a new playground to be built at the existing south east playground location. This structure is part of the plan recommended by the Committee and is slated for upgrades in 2020. The Kinsmen sponsored the original playground within the park and desire to assist with the new facility. This playground will be upgraded to integrate play areas for all ages 2-5 & 5-12. Accessibility in regards to the materials used for the base is also being looked at.

WSP has estimated approx. \$120,000 for the playground structures. We have had additional quotes for base prep & work (rubber matting or fibre fill at approx. \$39,640). The Kinsmen project is in the amount of \$159,640 (matching funds/ in kind donation to be supplied by the Town of Claresholm). The deadline for the small stream CFEP application is September 15, 2019. The small stream grant program funds projects up to a maximum of \$125,000 (in this case: \$79,820.00 grant funding is being requested by the Kinsmen Club).



RECOMMENDED ACTION:

Council pass a motion to provide a letter of support and provide the matching funds for the Kinsmen Club of Claresholm's application to the Community Facility Enhancement Program for the purpose of constructing a new playground at Amundsen Park.

PROPOSED RESOLUTION:

Moved by Councillor _____ to write a letter of support for the Kinsmen Club of Claresholm's application to the Community Facility Enhancement Program for the purpose of constructing a new playground at Amundsen Park & provide the matching funds/in kind donation for the project in the amount of \$79,820.00.

ATTACHMENTS:

- 1.) Correspondence – Kinsmen Club of Claresholm.

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 4, 2019



To: Town of Claresholm Administration, Mayor and Council

Re: Amundsen Park

The Kinsmen club of Claresholm is writing to request support and commitment between the Town and our club in relation to the Amundsen Parks Upgrade projects.

The Kinsmen wish to collaborate with the Town to apply for CFEP small stream grant. Unfortunately at this point in time we cannot commit any funds, but we wish to be the society applying for the grant. In order to facilitate this collaboration the Kin clubs require a letter of support for the application, with the town agreeing to support the project which includes supporting the project through matching funds.

Thank you for considering this request, for building our community, by collaboratively working on projects together.

Sincerely

A handwritten signature in blue ink, appearing to read 'Brady Egger'.

Brady Egger

Vice President for the Kinsmen Club of Claresholm

CLARESHOLM LIONS CLUB GRANT APPLICATION – AMUNDSEN PARK

DESCRIPTION:

The Lions Club have had a member representing the club on the Amundsen Park upgrade committee. The club has been involved in the park re-design and would like to apply for a CFEP (Community Facility Enhancement Program) grant for a new structure to be built at the north east entrance to the park. This structure is part of the plan recommended by the Committee for the phase 1 upgrades and will be a valuable addition to the park. The idea behind the structure is a location for small events, photographs and a visible entrance to the park. The estimated cost for the structure, concrete entrance, electrical, and apron around the gazebo is approx. \$45,000. The Lions are interested in volunteering with the construction of the facility and wish to be involved in the project with in-kind labor.



RECOMMENDED ACTION:

Council pass a motion to write a letter of support for the Claresholm Lions Club application to the Community Facility Enhancement Program for the purpose of constructing a new gazebo & concrete apron at the entrance of Amundsen Park.

PROPOSED RESOLUTION:

Moved by Councillor _____ to write a letter of support towards the Claresholm Lions Club application to the Community Facility Enhancement Program for the purpose of constructing a new gazebo and entrance within Amundsen Park and provide the matching funds not to exceed \$22,500.00.

ATTACHMENTS:

- 1.) Correspondence - Claresholm Lions Club.

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 5, 2019



CLARESHOLM LIONS CLUB

P.O. BOX 222
CLARESHOLM, AB
CANADA
T0L 0T0

Town of Claresholm
Box 1000,
Claresholm, Alberta
T0L 0T0

04 September 2019

To: Mayor Doug MacPherson and members of the Claresholm Town Council

The Claresholm Lions Club has been a strong community minded service club in Claresholm for over 50 years. The Claresholm Lions Club has been involved with many small and large events as well as projects in the past that have helped shape and move this community forward.

We are now proposing to be part of the larger proposed Amundsen Park Re-Design Project, where our part will be to construct and provide a Gazebo style structure that will allow for our community citizens and visitors alike to use it as a place to gather. As well as provide a structure that can be used as a community event spot, from musical events to youth programs to maybe even a wedding event.

The Claresholm Lions Club are seeking the support of the Claresholm Town Council via letter in respect to a Community Facility Enhancement Program Grant application for the construction of the Gazebo within Amundsen Park and to provide matching funds not to exceed \$22,500.00.

Respectfully Submitted,

Jeffery KERR

Treasurer – Claresholm Lions Club



Claresholm

REQUEST FOR DECISION

Meeting: September 9, 2019
Agenda Item: 17

LETTER OF SUPPORT – WILLOW CREEK AG SOCIETY

DESCRIPTION:

The Willow Creek Agricultural Society is applying once again for the **Community Facility Enhancement Program Grant (CFEP)** and requires a letter of support from Council.

BACKGROUND:

The Willow Creek Agricultural Society operates the Claresholm Agriplex, which is a Town of Claresholm facility. The Agriplex is a very busy venue year-round, and the Society has secured the funding and built a second indoor riding arena. They are applying to the Community Facility Enhancement Program Grant to assist in the costs of completion of the interior of the new building. As this is a Town-owned facility, the Society requires a letter of support from the Town of Claresholm. The Agriplex is very active and brings a lot of people into our community.

The Society is applying for the grant under the Small Funding Stream category which has a deadline of September 15th and the maximum funding request is \$125,000.

COSTS/ SOURCE OF FUNDING:

None.

ATTACHMENTS:

- 1.) Email from David Hansma of the Willow Creek Ag Society.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 6, 2019

From: Claresholm Agriplex <clhmagriplex@telus.net>
Sent: August 30, 2019 9:51 AM
To: Marian Carlson <Marian@claresholm.ca>
Subject: letter of support for sept 15, 2019 Agriplex project

Hi Marion: The WCAS is applying for a CFEP Sept 15 deadline application and needs another letter of support from the Town of Claresholm. I have attached the letter that you gave to use previously. Thanks David Hansma



REQUEST FOR DECISION

Meeting: September 9, 2019
Agenda Item: 18

POLICY MANUAL REVIEW & UPDATES - FINANCE

DESCRIPTION / BACKGROUND:

This is a continuation of the full Town Policies review looking at Section 3 - Finance.

3.0.01 – Corporate Credit Card Policy (Previously GA 04-16)

A few minor changes other than new format, including layout and one minor procedure. Previously the policy was all in one section titled “Responsibilities and Procedures”. The policy has now been re-ordered and split into two sections “Policy” and “Guidelines”. There was no change in wording except in part 5 under guidelines where it was shortened to say that monthly billing statements will be reconciled by the finance department instead of saying that billing statements would be reviewed by the Director of Corporate Services and then forwarded to finance department for reconciliation. This was taken out as it was an extra review that isn’t required and slows down the payable process. Part 6 already states that the statements will be reviewed by two designated officers.

3.0.05 – Unbudgeted Expenditure Policy (Previously GA 06-01 - Requesting Funds Outside of Budget Approval)

This policy states that expenditures outside of budget need council approval. This is already dictated by the Municipal Government Act (MGA) and does not need to be reiterated by policy. Administration recommends a new policy to replace the existing policy.

The new policy allows for some management reallocation of budgets (e.g. increase in material costs offset by a decrease in contracted services) that don’t affect the bottom line of the budget as long as there is no change in service level to the community. It also allows for a 10% variance from budget by the CAO on any single line item to address contract awards or procurement in a timely manner with subsequent notice to Council.

3.0.10 – Grant Funding Policy (Previously GA 02-01 – Grant Applications Policy)

This is a replaced policy. The old policy, “Grant Applications Policy”, in essence stated that Council would be intimately involved in the application process, including reviewing and approving final grant applications.

The new policy is more in line with current practice and helps ensure grant deadlines are not missed. Most community grants and competitive grants require a motion of Council to approve or support the grant application, and this policy still covers that, however it is not necessary to have Council review and approve the final application prior to submission. This would unnecessarily delay the submission of grant applications, and is not required as those reviews are an Administrative function.

3.1.05 – Purchasing and Tendering Policy (Previously GA 02-15)

There is no change to this policy other than formatting, including moving definitions from the end of the policy to near the beginning of the policy.

3.1.06 – Continuing Service Contracts Duration Policy (Previously GA 10-10(b) – Tendering – Banking and Audit Services)

This is a replacement policy. The old policy, “Tendering – Banking and Audit Services” only covered the tendering of banking and audit services (as the name suggests) and specified 5 year contracts, with retendering every 5 years.

The intent behind this policy appears to have been to help ensure that the Town does not get too comfortable with a current firm and assume that the current audit firm or bank service is best (or cheapest) because it’s easier not to change. The Town needs to ensure that public funds are being spent responsibly by ensuring that we are getting the best service possible that meets the needs of the Town. This should however be applied to other services as well.

The new policy is broader. It includes any and all ongoing operational services and does not restrict this by identifying or defining them, but would include everything from banking, auditing, and assessor, to photocopier leases, postage meter lease, and pest control services. It also allows for more flexibility on contract terms at the discretion of Administration and/or Council.

3.2.01 – TCA Capitalization and Amortization (Previously GA 01-19)

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

3.2.05 – Investment Policy (Previously GA 05-92)

This is a replacement policy. The old policy was a very brief policy that stated excess monies were to be invested locally at chartered banks, should take into account current interest rates with a maximum investment period of one (1) year unless otherwise approved by Council, and investments must be guaranteed investments only.

In today’s economy with advanced telecommunication services most the local banks have limited local staff and investments services generally are not local, even with a local bank. With ATB which is one of the two largest banks in Town for local employment, for our Municipal Banking Services we do not deal locally. It is generally with Calgary or Lethbridge. As we can’t truly invest locally, it is more important as stewards of public funds to focus on fund security and investment returns than locality as it does not support local jobs.

This new policy focuses on the Town’s needs of Capital Preservation and Liquidity (accessibility of funds) as well as permissible investments (largely dictated by the Municipal Government Act (MGA) – though kept more restrictive than the MGA allows) and responsibility of Administration within the managing of such funds.

This policy was developed/modified from a draft/example policy provided at an GFOA sponsored investment workshop.

3.2.10 – Inventory Policy (Previously GA 03-18)

This is a very recent policy – there is no change to this policy other than formatting and the removal of part 6 which just stated that the policy applies to the fiscal year in which it is passed and all subsequent fiscal years. This isn’t really necessary to state.

RECOMMENDATION:

The Admin Services Committee recommends Council to adopt the amended policies by resolution:

- 3.0.01 – Corporate Credit Card Policy (Previously GA 04-16)
- 3.0.05 – Unbudgeted Expenditure Policy (Previously GA 06-01 - Requesting Funds Outside of Budget Approval)
- 3.0.10 – Grant Funding Policy (Previously GA 02-01 – Grant Applications Policy)
- 3.1.05 – Purchasing and Tendering Policy (Previously GA 02-15)
- 3.1.06 – Continuing Service Contracts Duration Policy (Previously GA 10-10(b) – Tendering – Banking and Audit Services)

- 3.2.01 – TCA Capitalization and Amortization (Previously GA 01-19)
- 3.2.05 – Investment Policy (Previously GA 05-92)
- 3.2.10 – Inventory Policy (Previously GA 03-18)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the updated Town Policies as follows, effective July 15, 2019:

- 3.0.01 – Corporate Credit Card Policy (v1.0)
- 3.0.05 – Unbudgeted Expenditure Policy (v1.0)
- 3.0.10 – Grant Funding Policy (v1.0)
- 3.1.05 – Purchasing and Tendering Policy (v1.0)
- 3.1.06 – Continuing Service Contracts Duration Policy (v1.0)
- 3.2.01 – TCA Capitalization and Amortization (v1.0)
- 3.2.05 – Investment Policy (v1.0)
- 3.2.10 – Inventory Policy (v1.0)


ATTACHMENTS:

- 1.) 3.0.01 – Corporate Credit Card Policy (v1.0) - Updated
- 2.) 3.0.05 – Unbudgeted Expenditures Policy (v1.0) - Updated
- 3.) 3.0.10 – Grant Funding Policy (v1.0) - Updated
- 4.) 3.1.05 – Purchasing and Tendering Policy (v1.0) - Updated
- 5.) 3.1.06 – Continuing Service Contracts Duration Policy (v1.0) - Updated
- 6.) 3.2.01 – TCA Capitalization and Amortization (v1.0) - Updated
- 7.) 3.2.05 – Investment Policy (v1.0) - Updated
- 8.) 3.2.10 – Inventory Policy (v1.0) - Updated

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 22, 2019

		Corporate Credit Card Policy		Policy #3.0.01
Department Owner:	Finance			
Policy Applies To:	Credit Card Card Holders			
Date Created:	April 2016	Date Approved By Council:		
Version #:	1.0	Resolution #:		
Last Review Date:	Aug 12, 2019	Policy(ies) Replaced/Rescinded:	GA 04-16	

Intent:

To establish authorities and accountabilities for issuing and use of corporate credit cards by designated staff. In addition, the policy will outline the responsibilities of those individuals who have authority to use Town of Claresholm corporate credit cards and specify rules and limitations for use while conducting affairs of the organization.

Policy:

The Council authorizes the Chief Administrative Officer (CAO) to obtain corporate credit cards on behalf of the Town of Claresholm. The CAO is authorized to approve the allocation of a credit card to individual staff as deemed necessary. Prior to being issued a credit card, all cardholders shall sign the attached Cardholder Agreement (Appendix "A").

A maximum limit of funds on the credit card will be \$10,000 for the card held in the CAO's name and \$5,000.00 per card for all other authorized cards.

Corporate credit cards are not intended for personal use. Usage shall be restricted for Town of Claresholm business purposes only. The cardholder shall be responsible for any personal expenses and shall report immediately to the CAO of any personal use. Continuous personal use of the card shall lead to forfeiture of the card and disciplinary action.

Guidelines:

1. Use of corporate credit cards is to be limited to expenditures when other payment methods are found to be untimely or inconvenient and include payments to companies who do not invoice or accept purchase orders and for confirming reservations for conferences and meetings.
2. The following purchases are not allowed on the Town of Claresholm credit cards:
 - Personal purchases
 - Cash advances or loans
 - Payroll advances
 - Purchases for outside organizations
 - Alcohol
 - Personal entertainment
 - Fuel for personal vehicles
 - Purchases from a business which the purchaser is the owner or operator, unless pre-approved by Council
 - Any item inconsistent with the mission and values of the organization.
3. Receipts for all credit card payments are to be submitted to the Finance department.

4. Purchases not accompanied by receipts will be the responsibility of the card holder.
5. The monthly billing statement will be reconciled by the Finance department and ensure receipts accompany each transaction.
6. All credit card charges will be reviewed and authorized by two Designated Officers, one of which shall not be the cardholder.
7. The Chief Administrative Officer's credit card charges will be reviewed and authorized by a member of Council.
8. All expenditures shall correspond to an approved budget item and shall be charged to the appropriate general ledger account.
9. Lost or stolen corporate credit cards shall be reported immediately to the Credit Card Company and to both the CAO and the Director of Corporate Services.

APPENDIX "A"

TOWN OF CLARESHOLM CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of a Town of Claresholm Corporate credit card.

I understand that improper use of this card may result in disciplinary action, as outlined in the policy, as well as personal liability for any improper purchase. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Town of Claresholm Corporate Credit Card Policy.


I acknowledge receipt of said policy and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the Town.

I will strive to obtain the best value for the Town when purchasing merchandise and/or services with this card.

As a holder of this Town card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the CAO or Director of Corporate Services, upon demand, during the period of my employment. I further agree to return the card upon termination of employment.

I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the Town will be entitled to reimbursement from me of such purchases. The Town shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

SIGNATURE: _____ **DATE:** _____

		Unbudgeted Expenditure Policy		Policy #3.0.05	
Department Owner:		Finance			
Policy Applies To:		Administration			
Date Created:		August 7, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		Aug 12, 2019	Policy(ies) Replaced/Rescinded:		GA 06-01

Intent:

To allow for some variance from budget within strict guidelines to provide guidelines and authorization from Council for Administration to implement budget changes in a responsible and timely manner.

Policy:

1. The Town of Claresholm prepares an Operating and Capital Budget Annually. Council in accordance with Section 242(1) and 245 of the Municipal Government Act formally adopt these budgets.
2. These budgets are estimated revenues and expenditures for the year and may not reflect actual revenues and expenditures.
3. Each Program/Department Manager is responsible for carrying out the mandate of the Department within its approved Operating and Capital Budgets. Managers have the flexibility to operate within their respective Department's budget with the understanding that individual line items may vary from budget. In these instances, an under expenditure of one line item will be offset by an over expenditure of another line item. No physical change of the budget should be made.
4. A Program/Department Manager may request a budget reallocation within their department, or interdepartmentally, for an anticipated over/under revenue or expenditure. These reallocations are limited to under \$25,000 per occurrence for operating expenditures where there is no service level change. They require review by the Director of Corporate Services and approval of the CAO.
5. Budget reallocations may include an increase to one expense budget line item being offset by a decrease to another expense budget line item. It could also be an increase to one expense budget line item that is being offset by an increase to a revenue budget line item (i.e. additional fundraising to offset the expenditure).
6. Budget reallocations for amounts greater than \$25,000, where there is a change in service level, or for Capital expenditures must go to Council for approval.
7. All Budget reallocations must be documented and approved using the attached form (Appendix "A") and will result in a physical change to the budget documented in the financial software.
8. Non-compensating over budget expenditures (i.e. where there is no offset from another

line item in the budget) may be authorized by the CAO to a maximum of 10% over the line item budget on a single transaction (operating or capital budget). This is for the purpose of expediting contract or purchase approvals for slight variances from budget. Any such approval will still use the attached form (Appendix A) and Council will be notified subsequent to approval by the next regular Council meeting.

9. All other non-compensating budget adjustments or over budget expenditures must go to Council for approval.
10. In all cases of emergency in which there is danger to life, or where property must be protected, the CAO may approve the expenditure immediately, then report to the appropriate approving authority as outlined above.

APPENDIX "A"

REQUESTING REALLOCATION OF BUDGET OR EXPENDITURES OUTSIDE OF BUDGET

Program/Department: _____

Account Number & Description: _____

Amount (Excluding GST): _____

Check One:

Budget Reallocation: _____

Out of Budget (Reserve Funded): _____

Offsetting Account Number & Description: _____

OR

Reserve Fund Account _____

Description of Project/Expense: _____


Program/Department Head Name: _____

SIGNATURE: _____ **DATE:** _____

Dir. of Corp. Serv. Review: _____ **DATE:** _____

CAO Review/Approval: _____ **DATE:** _____

Council Motion Number (if applicable) _____ **DATE:** _____

		Grant Funding Policy		Policy #3.0.10	
Department Owner:		Finance			
Policy Applies To:		Grant Applications			
Date Created:		July 19, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		Aug 12, 2019	Policy(ies) Replaced/Rescinded:		GA 02-01


Intent:

To establish a consistent policy and procedure relating the presentation and application of grants submitted on behalf of, or supported by, the Town.

Guidelines:

1. The use of non-competitive municipal grant funding (i.e. MSI Operational, MSI Capital, FGTF) shall be outlined in the approved operational or capital budgets. Administration shall submit project applications following budget approval as outlined in the budget.
2. The use of competitive municipal grant funding (i.e. AMWWP, ACP, ACRP, etc) is to be determined either by approved operational or capital budgets or by motion of council. A motion of council to support a grant application shall be taken as approval of council to use the grant funding as outlined in the motion of support.
3. The contribution of matching funds, or in-kind contributions (donated materials, equipment, or labour) to community grant funding (i.e. CFEP, CIP, or Corporate Community Grants, etc) or the completion of a community grant funded projects on Town land must be approved by Council either through approved operational or capital budgets and/or by separate motion of Council. A motion of Council to support a grant application shall be taken as approval of Council to contribute financial or in-kind support to the grant application or project as outlined in the motion of support.
4. Any request for support or contribution to a grant, made to Council, should be made as far in advance as possible. Information regarding the grant application or project should be included in the request to Council and should include at minimum:
 - project scope and details;
 - project costs;
 - project funding sources;
 - grant amount being applied for; and
 - municipal contribution (cash or in-kind) being requested.
5. When a request for support is made to Council with insufficient time to be presented at a regular Council Meeting prior to the grant deadline Administration may draft a letter of support on Council's behalf if:
 - the contributions (cash and/or in-kind) are already approved in budget or there is no contribution being requested of the Town; and
 - the project is reflected in Council's strategic planning documents or budgets.

6. Any letter of support provided by Administration under part 5 should be brought to Council attention through an information brief at the next regular Council Meeting, detailing the information required under part 4 along with a copy of the letter of support.
7. Administration will make every reasonable effort to identify and apply to grant sources to help fund municipal projects or programs. Administration will also support community groups in the application processes for grant funding where the project or program enhances Town facilities or benefit the residents of Town. All projects are to be reflected in Council's strategic planning documents or budgets.

		Purchasing and Tendering Policy		Policy #3.1.05	
Department Owner:		Finance			
Policy Applies To:		Finance			
Date Created:		February 2015	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		Aug 12, 2019	Policy(ies) Replaced/Rescinded:		GA 02-15

Intent:

The Town of Claresholm has adopted this policy to ensure that all necessary goods and services are acquired in a consistent manner that results in the best overall value to the Town of Claresholm. The Town of Claresholm intends to make purchases and contract agreements through an open, competitive and non-discriminatory selection process which will identify qualified suppliers through competitive bids and written quotations.

The Town of Claresholm will comply with purchasing practices legislated by the federal and provincial governments. Where appropriate the Town of Claresholm will give priority to Claresholm businesses for the supply of goods and services and construction contracts.

Definitions:

- **“Best Value”** is determined by the total cost of performing the intended function over the lifetime of that function – includes both quantitative and qualitative factors.
- **“Claresholm Business”** is any person, firm, partnership or corporation which supplies goods or services, or construction contract services that is located in the Town of Claresholm or in the Claresholm trading area (i.e. M.D. of Willow Creek), and has a current business license, unless otherwise exempt from the requirement to obtain a business license
- **“Invited Tender”** is a written solicitation to selected qualified suppliers.
- **“Local Suppliers”** or **“Local Businesses”** – See **“Claresholm Business”**
- **“New West Partnership Trade Agreement”** is a Provincial legislative agreement between the provinces of British Columbia, Alberta and Saskatchewan that governs large purchases and construction contracts for government organizations. This came into effect on September 11, 2009.
- **“Public Tender”** is an advertised solicitation to qualified suppliers. A public tender differs from invited tenders in that any supplier may respond.
- **“Purchasing Agent”** is any individual authorized to enter into contracts, agreements and purchase orders that bind the Town to the terms thereof for goods and services.

Guidelines:

1. Purchasing Guidelines

- a) Purchasing shall follow guidelines set out in the New West Partnership Trade Agreement for purchases of goods and services over \$75,000 and construction services over \$200,000.
- b) In evaluating all quotations and tender bids from suppliers and contractors, the Town of Claresholm shall consider the following purchasing criteria:
 - i. Quality
 - ii. Price
 - iii. Innovation
 - iv. Functionality
 - v. Assurance of supply and deliverability
 - vi. Anticipated customer service
 - vii. Compatibility with existing equipment
 - viii. Impact on local economy
 - ix. Other as deemed appropriate
- c) For goods and services and construction contracts that are not governed by provincial or federal legislation, the Town of Claresholm will apply the following guidelines:
 - i. Purchases or contracts over \$20,000 require a formal bid process. Where reasonable, local businesses should be contacted for bids. See appendix "A" for determining the best formal bid process to use. It will be at the discretion of the Chief Administrative Officer (CAO) to determine whether bid proposals will be by invited tender or public tender. A minimum of three proposals should be obtained whenever possible.
 - ii. Purchases or contracts \$5,000 - \$20,000 require three quotes when it is sensible and prudent to do so. Process costs and cost of time needs to be balanced against due diligence to obtain best value. Quotations may be in the form of written, fax, email, or price catalogues. For purchases in this category, a record of price quotes should be kept on file. When possible, local businesses should be contacted for price quotes.
 - iii. Purchases under \$5,000 do not require a quote or tender award process. Discretion should be used to obtain best value; this may include occasional price shopping for routine purchases. When possible, purchases should be made locally.
- d) Purchasing agents or department heads may at their discretion use a formal bid process for purchases under \$20,000 if the need arises. See appendix "A" to determine when such cases may be necessary.
- e) Where not governed by legislation, the Town will give preference to local suppliers after considering purchasing criteria in 1)b) and in consideration of overall best value to the Town of Claresholm.

2. Used Equipment

- a) Purchasing agents or department heads may at their discretion purchase used equipment. It is often a challenge to compare two or more pieces of used equipment and discretion is required by purchasing agents. In order to obtain best value and minimize risk to the Town, purchasing agents should follow the criteria set out in 1)b), in addition to the following guidelines when purchasing used equipment:
 - i. Prior to purchase, obtain comparable information on at least 2 similar pieces of equipment. The following should be documented and used in comparing alternatives:

- Price
 - Km's or hours on equipment
 - Rating of general condition
 - List of extras or accessories included
 - Estimated freight and shipping costs
 - Year
 - Purchase price of new piece of equipment
 - Mechanical inspection report if reasonably possible
 - Warranties available
- ii. Once comparable information has been established, a purchasing agent may purchase used equipment provided it is comparable to recent actual sales and represents best value for The Town.

3. Authority to Purchase

a) Use of Purchase Order

- i. Purchases up to \$20,000 require a signed purchase order prior to employees making a purchase of goods or services. Department heads and up to one alternate purchasing agent per department may authorize purchase orders in this range. In the event that department heads or alternate purchasing agents are not able to create a purchase order, they may call in to the office to request a purchase order. All employees purchasing goods or services must give the PO number to vendors at time of purchase.
- ii. Purchases over \$20,000 must be authorized by the Chief Administrative Officer (CAO) or designate. Department heads may place a requisition for the purchase of goods greater than \$20,000, which will be subsequently reviewed and approved or disapproved by the CAO or designate.
- iii. Purchase of goods greater than \$75,000 will follow guidelines set out in the New West Partnership Trade Agreement and will be reviewed for approval by the CAO or designate.
- iv. Construction contracts greater than \$200,000 will also follow guidelines set out in the New West Partnership Trade Agreement and will be reviewed for approval by Council.

b) Documentation and Authorization for Payment

- i. Employees purchasing goods or services are required to sign invoices at time of purchase. Employees should check to see that the PO is referenced on the invoice at time of signing.
- ii. Department heads are required to authorize payment and indicate the proper general ledger code and project allocation. If there are any unauthorized purchases, the department head will discuss discrepancies with purchasing employee and/or vendors to correct the issue.

c) All items purchased must qualify as an approved budgeted item. Items that have not been included in the budget, must receive approval from Council prior to purchase.

d) In an emergency situation, defined by the CAO, authority is granted to spend up to \$50,000 without the need for a formal bid process, on the sole authority of the CAO. During the emergency, spending in excess of \$50,000 is to be approved by a simple majority of Council.

e) Purchase orders will not be required for the following purchases:

- i. Membership renewals
- ii. Fuel purchases at card lock or fuel station

- iii. Registration renewals
- iv. Insurance
- v. Conference and staff training
- vi. Hotel bookings
- vii. Meals
- viii. General Operational Payments – i.e. utility & phone, freight, refund of credits, boulevard tree planting, sewer reduction, payroll disbursements, etc.
- ix. Professional services – i.e. legal, audit, engineering (these services should be accompanied by a contract or engagement letter).
- x. Expenses approved in program budgets - i.e. FCSS payments
- xi. Annual requisitions from approved requisitioning authorities
- xii. Contract payments
- xiii. Donations
- xiv. Minimal purchases of \$50.00 or less where the petty cash fund is used

4. Opportunity Notification

- a) Depending on the nature of goods or services required, the advertisement should be posted locally, regionally, or nationally in reliable advertising media. The CAO or designate will determine how tenders will be advertised. Tenders should be sealed and time stamped when received by the Town.
- b) For goods or services that are expected to be \$5,000 - \$20,000 department heads should obtain at least three quotes from suitable vendors. In cases where there are not sufficient suitable vendors, as many quotes as can be obtained will suffice. Department heads are to use judgement in determining the best possible vendors for soliciting quotes. Whenever possible, local vendors should be solicited for quotes.
- c) For contracts or bids obtained under legislation, see notification requirements in the New West Partnership Trade Agreement.

5. Consulting and Services Contracts

- a) Consulting and service contracts will be awarded on the basis of price, demonstrated competence and qualifications for the type of services to be rendered. Requirements in Purchasing Guidelines 1)c) are to be followed when accepting new consulting and services contracts.
- b) All significant recurring services or consulting contracts/arrangements will be subject to review at least once every five years or more often if deemed necessary by the department head. (Recurring service contracts/arrangements would constitute services provided on a regular basis regardless of a formal contract or agreement).

6. Exceptions to Quotation/Tendering Requirements

- a) The Town may, from time to time, identify a need to acquire goods or services for which the exact nature or specifications have not been determined. Examples include, but are not limited to, consulting services (e.g. architectural and engineering); professional services (e.g. auditors, investment counselors, lawyers, actuaries); banking services and regulated utilities. In such cases, the authorized agent may choose to request proposals from one or more parties and choose the best overall value to the Town.
- b) In the event that a particular good or service is available from only one or two suppliers, the requirements of this Purchasing and Tendering Policy are waived. The purchasing agent will keep on file documentation in support of waivers made

on this basis, and will also keep a complete record of the negotiations to secure the best value for the Town.

7. Evidence of Policy Compliance

- a) Staff purchasing goods and services over \$5,000 are required to maintain adequate record of quotation / tender submissions and document reasons for accepting successful submissions.

8. Resources

- a) New West Partnership Trade Agreement <http://www.newwestpartnershiptrade.ca/pdf/NewWestPartnershipTradeAgreement.pdf>


Appendix "A"

Formal Bid Processes

The following is a list of the possible bid processes that may apply for a given purchase of goods or general services.

Request for Information	Used for goods or services of any value where the Town has an idea and is looking for the best approach to execute it. The intent is to source technical or commercial data for possible inclusion in a follow up process; a contract is not intended at the end of this process
Request for Proposal	Used for goods or services of any dollar value where requirements and specifications are not clearly defined, the vendor is considered the expert, a high degree of flexibility is required and negotiations may be required. A contract is intended at the end of the process for which a formal legal agreement may be required.
Request for Quotation	Used when goods or services are of a low-dollar value, requirements and specifications are clearly defined, the Town is considered the expert and the award criteria is heavily weighted to price.
Request for Tender	Used where goods or services are of a high-dollar value, requirements and specifications are clearly defined, the Town is the expert, and award criteria is heavily weighted to price. A contract is intended at the end of the process for which little flexibility is required and a formal legal agreement may be required.
Request for Pre-qualification	Used to establish the technical abilities of a vendor and to ensure that the vendor will be capable of providing the required goods or services. Used to create bid lists when requirement is repetitive.
Expressions of Interest	Used to develop a list of potential bidders by gauging public interest in an expected future procurement.

The Chief Administrative Officer or designate will determine the best advertising medium for the above mentioned bid processes and will use their professional judgment to determine low-dollar versus high dollar values for request for quotation and request for tender processes. When possible a minimum of three suppliers should be contacted to obtain the best value. Requests may be advertised locally, regionally, or nationally as determined by the purchasing agent. Request may also take the form of an invited tender or public tender.


		Continuing Service Contracts Durations Policy		Policy #3.1.06	
Department Owner:		Finance			
Policy Applies To:		Finance			
Date Created:		July 22, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		Aug 12, 2019	Policy(ies) Replaced/Rescinded:		GA 10-10(b)

Intent:

To establish guidelines for the duration of continuing service contracts and the frequency of tender, which will provide for consistent direction to administration. The tendering of such services will follow Town policy.

Guidelines:

1. Tender proposals for services that directly or indirectly have to be approved by motion of Council (i.e. the Auditor for the Town must be recorded in the minutes of Council by resolution) will be reviewed by Council and accepted by resolution of Council.
2. Tender proposals for services that are purely administrative (i.e. photocopier lease) will be reviewed and accepted by the CAO.
3. Contracts with the successful firm will be for a period of 1 to 5 years at the discretion of the decision body as per part 2 and 3.
4. Extensions of service contracts such as option to renew, or continuation of services without contract, without tender is at the discretion of the decision body as per part 2 and 3.
5. Extensions of service contract beyond five (5) years or one option to renew, whichever is longer, without tender must be approved by Council.

		TCA Capitalization and Amortization Policy		Policy #3.2.01	
Department Owner:		Finance			
Policy Applies To:		Town of Claresholm Assets			
Date Created:		Jan 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		Aug 12, 2019	Policy(ies) Replaced/Rescinded:		GA 01-19

Intent:

To establish a policy for consistent asset capitalization, classification, and amortization.

Policy:

Purchases or receipt of tangible capital assets in excess of the limits stated herein that have a useful life of greater than one year will be capitalized and amortized as per this policy.

Definitions:

- **Buildings** – Permanent, temporary or portable building structures, such as offices, garages, warehouses, and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
- **Cultural and historical** – Works of art and historical treasures that have cultural, aesthetic or historical value that is worth preserving perpetually. These assets are not recognized as tangible capital assets in the financial statements, but the existence of such property should be disclosed.
- **Engineered Structures** – Permanent structural works such as roads, bridges, canals, dams, water and sewer, utility distribution and transmission systems including plants and substations.
- **Land** – includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc) and other program use but not land held for resale.
- **Land Improvements** – All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences.
- **Machinery and equipment** – Equipment that is heavy equipment for constructing infrastructure, smaller equipment in buildings and offices, furnishings, computer hardware and software. This class does not include stationary equipment used in the engineered structures class.
- **Major Classification** – A group of TCAs that are significantly different in design and use
- **Minor Classification** – A classification within a major class that has unique characteristics

- **Roadway system** – Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.
- **Stormwater System** – Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump and lift stations, outfalls and retention ponds.
- **Sub-classes** – A further classification that may be used due to unique tangible capital asset criteria, applications, methodologies and asset lives.
- **Tangible Capital Assets (TCA)** – Non-financial assets having a physical substance that have a useful economic life extending beyond one year, are to be used on a continuing basis, and are not for sale in the ordinary course of business. These assets are held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance or repair of other tangible capital assets.
- **Vehicles** – Rolling stock that is used primarily for transportation purposes.
- **Wastewater System** – Wastewater is defined as water after it has been used for household, business and other purposes which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source. Includes mains, services, pump and lift stations, plants and equipment and lagoons.
- **Water system** – A system for the provision of water for human consumption through pipes or other constructed convey. It is comprised of assets for the intake, distribution, storage and treatment of safe potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs and fire hydrants.

Guidelines:

- 1) Capitalization Thresholds:
 - a) Historical cost – Tangible capital assets will be recorded at their historical cost (which shall include all costs to get the asset in place and functional, ie freight).
 - b) Expenditures that meet both the criteria of a tangible capital asset and exceed the following capitalization thresholds are to be recorded as a tangible capital asset

Land	-
Land improvements	\$5,000
Buildings	\$25,000
Engineered structures	\$25,000
Machinery and equipment	\$5,000
Vehicles	\$5,000

2) Classifications:

- a) Tangible capital assets will be recorded into one of the following Major classifications:
- Land
 - Land improvements
 - Buildings
 - Engineered structures
 - Machinery & equipment
 - Vehicles
 - Cultural & historical
- b) Engineered structures will be further categorized into the following minor classifications:
- Roadway systems
 - Water systems
 - Wastewater systems
 - Stormwater systems

3) Amortization methods and useful life

- a) Tangible capital assets will be amortized by the following methods based on major classification:
- Land – not depreciable
 - Land improvements – straight line
 - Buildings – straight line
 - Engineered structures – declining balance
 - Machinery & equipment – declining balance
 - Vehicles – declining balance
 - Cultural & historical – not recognized as TCA
- b) Tangible capital assets will be amortized over their maximum useful lives as per Appendix "A". For assets that are amortized using the declining balance method they will be amortized at rates based on their maximum useful lives as per the following formula:
- $$(1/\text{useful life}) * 3$$
- For example – asset with maximum useful life of 50 years will have a declining balance amortization rate of 6% ($1/50 * 3$).
- c) Residual Values – Tangible Capital Assets that are amortized using the straight line method will be allocated residual values based on the best information at the time of purchase and will be amortized calculated based on the residual value being realized at the end of the maximum useful life.
- d) Half Year Rule – All Tangible Capital Assets will use the half year rule of only taking 50% of the amortization in the year of acquisition.

Schedule "A"
Recommended Maximum Useful Life

ASSET CLASSES					Maximum Useful Life
MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	

Land

Right of way
Undeveloped right of way
Parks
General

Cultural & Historical

Public art
Historical
Heritage site

Land Improvements

Parking lot				
	Gravel			15
	Asphalt			25
Playground structures				10
Landscaping				25
Fences				20
Sprinkler systems				25
Golf courses				20
Tennis courts				20
Fountains				20
Lakes/ponds				25
Retaining walls				20
Running tracks				15
Outdoor lighting				20
Airport runways				10
Soccer pitch - outdoor				20
Bike/jogging paths				
	Gravel			15
	Asphalt			20

MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	Maximum Useful Life
-------	-------	----------------	----------------	-------------	---------------------------

Buildings

Permanent structures					
Frame					50
Metal					50
Concrete					50
Portable structures					
Metal					25
Frame					25
Leasehold improvements					variable
Construction in progress					

Engineered Structures

Roadway system					
Bridges					variable
Overpass/interchange					60
Curb & gutter					30
Parkades					50
Roads & streets					
Lanes/alleys					
ACP - hot mix					20
Gravel					15
Non-conforming					20
Local/Collector/Arterial/Major Arterial					
Concrete					30
ACP - hot mix					20
ACP - cold mix					10
Chip seal					10
Oil					5
Gravel					15
Road signs					30
Lights (street, traffic, or decorative)					30
Guard rails					30
Ramps					20
Sidewalks & para ramps					20

MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	Maximum Useful Life
	Water system		Distribution system		
			Mains		75
			Services		75
			Pump, lift and transfer stations		35
			Plants & facilities		
			Structures		40
			Treatment equipment		
				Mechanical	40
				Electrical	40
				General	40
			Pumping equipment		40
			Hydrants / fire protection		40
			Reservoirs		40
	Wastewater system		Collection system		
			Mains		75
			Services		75
			Pump, lift and transfer stations		35
			Plants & facilities		
			Structures		40
			Treatment equipment		
				Mechanical	40
				Electrical	40
				General	40
			Pumping equipment		40
			Lagoons		40
	Storm system		Collection system		
			Mains		75
			Services		75
			Pump, lift and transfer stations		35
			Catch basins		75
			Outfalls		75
			Wetlands		75
			Retention ponds		75
			Treatment facility		40


MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	Maximum Useful Life
-------	-------	----------------	----------------	-------------	---------------------------

Machinery and Equipment

Heavy construction equipment					variable
Food services					10
Fire equipment					12
Police special equipment					10
Fitness & wellness					10
Control systems					5
		Communication links			20
		SCADA system			10
Fueling stations					15
Communications					
		Radios			10
		Telephone systems			10
Tool, shop & garage equipment					15
Scales					15
Bins					15
Meters					20
		Electrical			20
			Cumulative Interval		20
					20
Meters					
		Water			40
		Parking meters & splitters			20
Turf equipment					10
Ice resurfacers					10
Office furniture & equipment					
		Furniture			20
		Office equipment			5
			Audio/visual		10
			Photocopiers		5
Computer systems (hardware or software)					5

Vehicles

Light duty					10
Medium duty					10
Heavy duty					10
Transit buses					20
Fire trucks					25

		Investment Policy		Policy #3.2.05	
Department Owner:		Finance			
Policy Applies To:		Town of Claresholm Funds			
Date Created:		July 22, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		Aug 12, 2019	Policy(ies) Replaced/Rescinded:		GA 05-92

Intent:

To provide general investment principles, rules and delegated authority for managing and monitoring the investments of the Town of Claresholm. Adherence to the Investment Policy will ensure compliant and effective investment management and assist in achieving the strategic goals and growth objectives of the Town.

Policy:

It is the policy of the Town to invest reserve funds and surplus operational funds in a prudent manner that will provide optimum investment returns with the maximum security, while meeting any cash flow requirements of the Town. Our investments must conform to the policies and guidelines set forth below.

Guidelines:

1. Capital Preservation

- a. The Town recognizes its fiduciary responsibility for the stewardship of funds it has been entrusted. Therefore, the prime objective of this policy is to ensure that the principal amount of each investment is insulated from losses due to market conditions and issuer default. To accomplish this objective, we will maintain minimum quality standards for all individual investments held, and mandate sufficient diversification within the portfolio itself.

2. Liquidity

- a. The investment portfolio will be sufficiently liquid in order to enable the Town to meet any projected or sudden cash flow requirements which might reasonably be expected to occur
- b. For the purposes of this policy, the Town defines liquidity as the ability to convert an investment into cash with minimal risk associated with loss of principal or accrued interest, taking into consideration any costs associated with converting investments into cash.


3. Permissible Investments / Safety

- a. Investments will be limited to the following issuer guarantees:
 - The Federal Government of Canada (including crown corporations)
 - Any Provincial Government body or entities guaranteed by such province (i.e. Alberta Treasury Branch)
 - Any obligation fully guaranteed by one of the Schedule 1 Chartered Banks in Canada (TD, BMO, CIBC, RBC, ScotiaBank)

- b. The portfolio shall not hold shares of a corporation (equities) or corporate bonds (excluding Schedule 1 Chartered Banks in Canada)
- c. The portfolio shall not hold units of pooled funds, real estate, residential mortgages, asset-backed securities, or ownership interests in any unincorporated body.
- d. Investments in the portfolio will ensure preservation of capital and adhere to following credit quality restrictions:
 - Debt Rating Category will be "A" or higher, with at least 50% of the portfolio having a rating of "AA" or higher. If an investment in the portfolio drops below this rating it shall be removed from the portfolio as soon as practical.
 - All ratings refer to the ratings of the Dominion Bond Rating Service Ltd. (DBRS)
 - In the event that DBRS does not rate a security, rating from any of the other agencies allowed by the Municipal Government Act.
 - Securities with a maturity date of less than one year (i.e. money market) must have a minimum rating of R-1 (high) from the date of issue.

4. Prudence

- a. Investments are to be made with judgement and care, under prevailing circumstances, which persons of discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital and income to be derived
- b. Investment officers acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations are reported in a timely fashion and appropriate action is taken to control adverse developments.

	Inventory Policy		Policy #3.2.10
Department Owner:	Finance		
Policy Applies To:	Public Works & Water Treatment Plant		
Date Created:	March 2018	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	Aug 12, 2019	Policy(ies) Replaced/Rescinded:	GA 03-18

Intent:

To provide a consistent policy for administration to follow regarding inventory recognition for accounting purposes.

Guidelines:

1. Inventory counts by all departments are to be completed on December 31st, or as close to December 31st as possible.
2. Any items purchased by various departments to be held for future use will be valued using the average cost method.
3. Only items with an individual unit value of \$500 or greater, or are carried in bulk will be recognized for accounting purposes. Bulk will be defined as:
 - a) Materials measured by mass or volume (Kg, tonne, or L) with greater than 50 mass-units or volume-units on hand (e.g. gravel (tonne) or chemical (Kg or L))
 - b) Materials measured by length (foot or meter) with greater than 50 length-units on hand (e.g. pipe)
 - c) Materials with quantities on hand greater than 50 units.
4. Any items being held that are pieces of a complete item will be deemed to be of no value and will not be included in the inventory count.
5. Any items deemed to be obsolete will be removed from the inventory count at the time of counting.



REQUEST FOR DECISION

Meeting: September 9, 2019
Agenda Item: 19

Strategic Planning Date

DESCRIPTION/BACKGROUND:

Administration is requesting Council set a date for Strategic Planning. The latest Strategic Plan is 2017 – 2021 and requires updating. Administration is in the process of developing the 3 year Operational budget through 2022 as well as the 5 year Capital budget through 2024. Therefore, the Strategic Plan requires updating in order to ensure we are meeting Council’s strategic priorities.

DISCUSSION/OPTIONS:

Proposed dates are:
Friday evening and Saturday
October 18th & 19th or
October 25th & 26th

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to hold the Strategic Planning session on _____.

COSTS/ SOURCE OF FUNDING (if applicable):

The cost of the session is covered by grant funding already in place.

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 5, 2019



REQUEST FOR DECISION

Meeting: September 9, 2019
Agenda Item: 20

TRANSPORTATION SOCIETY

BACKGROUND:

On May 13, 2019 the Transportation Society presented to Council as a Delegation to discuss the financial concerns they were facing. On May 27, 2019 Council responded by referring the issue to the Joint Economic and Development Initiative (JEDI) committee. The JEDI committee hasn't had a meeting since that time and in the meantime the Transportation Society presented as a Delegation to the MD Council on August 21, 2019, where Doug MacPherson and Marian Carlson were invited by the MD to attend as well.

Subsequent to the Transportation Society presenting as a Delegation to the MD, Town Administration reviewed some of the financial records that the Transportation Society had available and also met with Sandy Hillis and Howard Paulsen from the Transportation Society on September 4, 2019 to get some further information and ask some questions regarding their financials and operations.

As has been expressed by the Transportation Society Delegations, both to the Town and to the MD, the Transportation Society is running at a deficit and cannot continue to operate without further assistance in at least the short term, and likely in the long-term without significant changes in the economy, users, etc.

In years past Alberta Health Services (AHS) would utilize the Transportation Society to transport long-term care patients to appointments in Lethbridge or Calgary or the like. That practice has essentially ended due to a change in AHS policy or practice, shifting to using the ambulances for this transportation. This has significantly hurt the Transportation Society, and is an issue that has been felt by most, if not all, Transportation Societies in the area. This isn't an issue unique to Claresholm.

At the beginning of the Transportation Society's 2017 fiscal year they had retained earnings of \$138,837 which means all the prior years cumulative up to the end of the 2016 fiscal year the Transportation Society has profits of \$138,837. We don't currently have access to reporting from 2016 and prior to see what years those profits were made, but we can see in 2017 they had a deficit of \$17,595 (that is with an influx of revenue in that year from Casino Fundraising of \$30,455) and in 2018 they had a deficit of \$38,934. Their 2019 fiscal year, which ended March 31, 2019, we don't currently have reports for as their yearend is still being completed by their accountant, but in just 2017 and 2018 their retained earnings (accumulated net income) dropped \$56,529, or 40%. Now these losses do include \$17,470 of amortization expenses which is a non-cash expense, and the Transportation Society is generally able to find funding for capital expenditures through grants etc., but this is still a \$39,059 cash loss in two years.

Currently the Transportation Society, in addition to fares, receives \$10,000 annually from the Town of Claresholm, \$10,000 from the MD of Willow Creek, \$1,500 from the Town of Stavely, and \$19,500 from the County of Vulcan. They also receive some subsidization on fares from the FCSS of the Town of Vulcan which is made possible from an Alberta Rural Development Network grant (transportation is not an eligible expense for FCSS funding). The Claresholm & District Transportation Society also assists residents of Fort Macleod and Granum with rides, however no direct funding is received from these municipalities.

DESCRIPTION:

The current financial information available is not completely up to date, and as previously noted March 31, 2019 yearend financial statements aren't completed yet either, so it is difficult to make any specific statements on current financial position. Sandy hopes to have the completed 2019 financials from their accountant within the week and she will be working hard over the next few weeks or months to get the current year financials up to date as well as working to better categorize and segregate the different areas of operation to be able to better show where unprofitable or problem areas are. Administration has also offered their assistance to Sandy if required to assist with bookkeeping or financial reporting questions or problems.

From our discussion with the Transportation Society on September 4th it sounds like the Transportation Society is essentially \$10,000 overdrawn right now in unpaid source deductions, accounts payable, or upcoming payroll. As summer is ending, the number of fares are increasing which is helpful, and they are expecting their Casino Fundraising funds to be received within the next couple months as well, of an estimated \$30,000. The \$10,000 loan from the MD that was noted in the Claresholm Local Press on August 28 will assist with getting through this interim period. In addition to this Howard expressed a hope to see the Town of Claresholm and the MD of Willow Creek to increase their annual funding level to the same level as the County of Vulcan. He believed with this assistance they would be able to continue operating.

DISCUSSION/OPTIONS:

The Claresholm & District Transportation Society was obviously profitable in the past, as can be noted from the \$138K of retained earnings at the beginning of 2017, but due to changes in AHS and in the economy, this is no longer the case as things currently stand. Affordable transportation for our at risk population is however a very real need. Administration recommends that Council consider the possible options below to help ensure the Claresholm & District Transportation Society can continue to operate.

1. Increase annual funding level to \$15,000 (and additional \$5,000), starting either in 2019 or in 2020. It's been at 10,000 since 2011.
2. As a condition of the annual operating grant require the Transportation Society to submit annual budgets along with annual (or even quarterly or semi-annual) budget to actual financial reporting for Administrations review and reporting back to Council on Administration analysis of their financial position and operations.
3. Assist the Transportation Society in lobbying for a change in AHS policy to have the Alberta Government be more fiscally responsible with its funding and the use of their ambulances by utilizing Transportation Societies for transport of low risk patients for routine appointments.
4. Request the Transportation Society to institute different fee structures for transportation for residents of communities for which no operational grants are received (i.e. Fort Macleod)
5. Request the Transportation Society to provide breakdown of revenues and costs (net proceeds/deficit) for each area of operations, separating Vulcan and area operations from Claresholm and area operations.

COSTS/ SOURCE OF FUNDING:

If increased operational funding were provided in 2019 the source of this funding would need to be identified. Administration would recommend this funding come from general operational reserves. If we are looking at 2020 funding this should be referred to the 2020 budget.

RECOMMENDED ACTION:

Council pass a resolutions for additional funding and/or give direction for Administration to implement other actions such as sending a letter to the Claresholm & District Transportation Society to communicate requests to them.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ to increase operational grant funding to the Claresholm & District Transportation Society in 2019 in the amount of \$5,000 with funding to come from General Operational Reserves and refer the 2020 funding to budget discussions, and request the Transportation Society provide to the Town an annual submission of completed budgets and (quarterly, semi-annual, annual) budget to actual reporting.

ATTACHMENTS:

1. Claresholm & District Transportation Society's 2018 Notice To Reader Financial Statements with 2017 comparatives.

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 6, 2019



Financial Statements

For the Year Ended
March 31, 2018

**Claresholm & District
Transportation Society**

P.O. Box 2076 • 119 49 Ave. W.,
Claresholm, AB T0L 0T0

WARREN F. BALL INC.
P.O. BOX 44
CLARESHOLM, ALBERTA
T0L0T0

NOTICE TO READER

We have compiled the balance sheet and the statement of income and retained earnings of
Claresholm & District Transportation Society for the year ended March 31, 2018.

The records have not been audited nor reviewed by an independent public accountant and
readers are cautioned that these statements may not be appropriate for their purposes.

WARREN F. BALL INC.



Warren Ball-President



Balance Sheet



BALANCE SHEET

AS AT MARCH 31, 2018


UNAUDITED-SEE NOTICE TO READER

	2018	2017
ASSETS		
CURRENT		
Chinook Credit Union	7,212	24,252
Accounts Receivable	19,476	20,073
GST Receivable	-	486
Prepaid Expenses (NOTE 3)	5,928	6,652
Term Deposit	8,255	16,414
	40,871	67,877
FIXED (NOTE 1)	76,971	100,736
TOTAL ASSETS	117,842	168,613
LIABILITIES		
CURRENT		
Accounts Payable	11,373	13,093
GST Payable	1,673	-
	13,046	13,093
LONG TERM DEBT		
Chinook Credit Union (NOTE 2)	21,862	34,278
	21,862	34,278
SOCIETY'S EQUITY		
RETAINED EARNINGS	82,934	121,242
TOTAL LIABILITIES AND EQUITY	117,842	168,613

APPROVED BY THE BOARD:

X 

DIRECTOR

X 

DIRECTOR

Statement of Income and Retained Earnings



**CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
STATEMENT OF INCOME AND RETAINED EARNINGS
FOR THE YEAR ENDED MARCH 31, 2018**

UNAUDITED-SEE NOTICE TO READER	2018	2017
REVENUE		
Fares	167,473	165,258
Fund Raising	-	30,455
Donations	17,830	15,040
Grants	4,336	3,500
Municipal Funding	35,452	36,815
Dividend/Interest	137	234
Other	345	458
	216,901	251,760
EXPENDITURES		
Accounting/Legal	580	520
Advertising/Promotions	1,566	1,494
Amortization	31,360	35,608
Bad Debts	1,242	1,465
Bank Charges/Interest	1,320	1,751
Donations	-	-
Office Supplies	3,049	4,559
Rent-Garage	1,200	1,440
Rent-Office	5,297	6,260
Telephone	3,350	3,515
Travel	3,537	3,201
Vehicle:		
Fuel	20,658	20,882
Insurance	12,686	12,909
Maintenance/Repairs	12,287	15,009
Registration	749	985
Wages	156,328	159,757
	255,209	269,355
NET INCOME (-LOSS)	- 38,308 -	17,595
RETAINED EARNINGS BEGINNING OF YEAR	121,242	138,837
RETAINED EARNINGS END OF YEAR	82,934	121,242

Notes to the Financial Statements



**CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2018
UNAUDITED-SEE NOTICE TO READER**

NOTE 1 FIXED

The fixed assets are comprised of the following:

	COST	AMORT.	NET
Vehicles	333,763	256,792	76,971

NOTE 2 CHINOOK CREDIT UNION

The loan in the amount of \$ 21,862.00 was incurred to assist with the purchase of 2 new vans. This is a fixed rate term loan with 19 payments of \$ 1,133.11 remaining. Payments consist of interest \$ 123.62 & principal \$ 1,009.49

NOTE 3 PREPAID

The prepaid amount of \$ 5,928.00 is the remaining balance of vehicle insurance paid in January, 2017.

NOTE 4

Attachment Statement of Income and Retained Earnings Vulcan Operations. Please note that these numbers are included in the financial statements of Claresholm & District Transportation Society.

Notes to the Financial Statements



NOTE 4

CLARESHOLM & DISTRICT TRANSPORTATION SOCIETY (VULCAN) STATEMENT OF INCOME AND RETAINED EARNINGS FOR THE YEAR ENDED MARCH 31, 2018

	2018	2017
REVENUE		
Fares	32,354	25,440
Donations	1,200	-
Municipal Funding	19,089	19,089
	52,643	44,529
EXPENDITURES		
Administration (Intercounty)	14,256	14,774
Amortization	7,194	10,276
Meals	1,421	607
Wages	22,473	17,522
SUB TOTAL	45,344	43,179
Vehicle:		
Fuel	4,881	4,756
Insurance	2,275	2,532
Maintenance/Repairs	2,002	2,008
SUB TOTAL	9,158	9,296
TOTAL EXPENDITURES	54,502	52,475
NET INCOME (-LOSS)	- 1,859 -	7,946
RETAINED EARNINGS BEGINNING OF YEAR	2,905	10,851
RETAINED EARNINGS END OF YEAR	1,046	2,905



INFORMATION BRIEF

Meeting: September 9, 2019
Agenda Item: 21

POLICE COSTING MODEL ENGAGEMENT

DESCRIPTION:

Recently, Alberta Justice and Solicitor General has released their plans to adjust the costing model as it applies to communities in Alberta. As part of the process, they are asking elected and administrative municipal leaders to take part in an engagement process in order to conduct a thorough and effective review of the current model.

Stakeholders have until October 15, 2019 to provide written feedback on the police costing model via an online survey.

ATTACHMENT:

- Backgrounder: Police Costing Model Engagement – Alberta Justice and Solicitor General

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 6, 2019

Police Costing Model Engagement

Backgrounder

Table of Contents

Table of Contents	1
Introduction	2
Guiding Questions for this review:	2
What is <i>not</i> being reviewed?.....	3
Ways to participate	3
Policing Models	5
Chart 1: Policing Models Flow Chart.....	5
History of Cost Model Engagements	7
Discussions and the Law Enforcement Framework.....	7
Police Funding and the 2018/2019 <i>Police Act</i> Review	7
Current Funding for Police Services	10
Municipal Policing Assistance Grant.....	10
Police Officer Grant.....	10
Distribution of fine revenues.....	10
The <i>Police Act</i>	11
Proposed Costing Model	12
Communities with Populations under 5,000.....	12
Cost Distribution	12
Cost Modifiers.....	12
Examples of the Cost Model	13
Jurisdictional Scan	15
Glossary	1

Introduction

The police costing model has a large impact on the lives of Albertans. In communities and municipalities that help pay for their police services, their tax-payers pay for cost increases. Changes in the costing model guides local budget deliberations and may affect police services.

Over the past decade, stakeholders told Alberta Justice and Solicitor General that the police costing model needs revision. The current approach is 15 years old. It has been adjusted since 2004, but there have been no large-scale changes. But policing has evolved. The costing model needs to address those changes and keep pace with current and future needs. To modernize the cost model, the ministry wants to hear from you as elected and administrative municipal leaders, and from the groups that represent you: the Alberta Urban Municipalities Association and Rural Municipalities Association.

This engagement process will gather your input on how a new police costing model would fit for communities across Alberta. We are counting on you, our partners. You are the experts on the needs of your local communities. With your help, this will be a thorough and effective review, so the new model helps your communities and police services thrive together.

This backgrounder provides context around the police costing model. Please get in touch with the engagement team (JSG.PSDEngagement@gov.ab.ca) if there are any errors, omissions, or aspects that are unclear.

Guiding Questions for this review:

- What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?
- What aspects of the proposed costing model do you feel would reflect the needs of your community?
- What will not work in the proposed costing model?
- What ability do communities and municipalities have to be agile in their budgets for policing costs?
- What kind of timeline would be ideal for implementation of a new model?
- What impact will a new costing model have on communities?
- What do you anticipate as challenges for implementing the model?
- What impact to addressing rural crime would you anticipate this costing model having?
 - What other impacts might a new cost model have?

The engagement will focus on broad questions about funding for police services to identify the most important factors for communities in a model.

What is *not* being reviewed?

This review will focus only on the development and implementation of a proposed new cost model. Other issues related to policing costs and the *Police Act* will not specifically be addressed. This includes:

- *Police Act* issues unrelated to policing costs;
- Municipal Policing Assistance Grants (MPAG);
- Police Officer Grants (POG);
- First Nations Policing; and
- Enhanced policing for Metis Settlements.

First Nations Policing and enhance policing for Metis Settlements will not be affected by a new costing model.

Ways to participate

The review team will host two kick-off meetings. The first one will focus on policing costs and will take place on September 5, 2019. AUMA and RMA will be invited to meet with the ministers of Justice and Solicitor General and Municipal Affairs to discuss the purpose of this engagement and the ways in which stakeholders can participate.

A webinar will share information on a police costing model with elected and administrative leaders from all municipalities on (date). Stakeholders will have until October 15, 2019 to provide written feedback on the police costing model via an online survey.

A second kick-off meeting will focus on costs incurred related to enforcing the legalization of cannabis. AUMA, RMA, and the Metis Settlements General Council will be invited to attend that meeting on September 24, 2019.

The first week of October, a second webinar will provide information on the input being gathered for this engagement to municipal and Metis Settlements leaders (elected and administrative). Municipal and Metis Settlement representatives will then have until November 1, 2019 to provide feedback via an online survey.

A separate backgrounder will be made available to those invited to participate in the cannabis enforcement portion of the engagement. This backgrounder **only** addresses information pertinent to the police costing model.

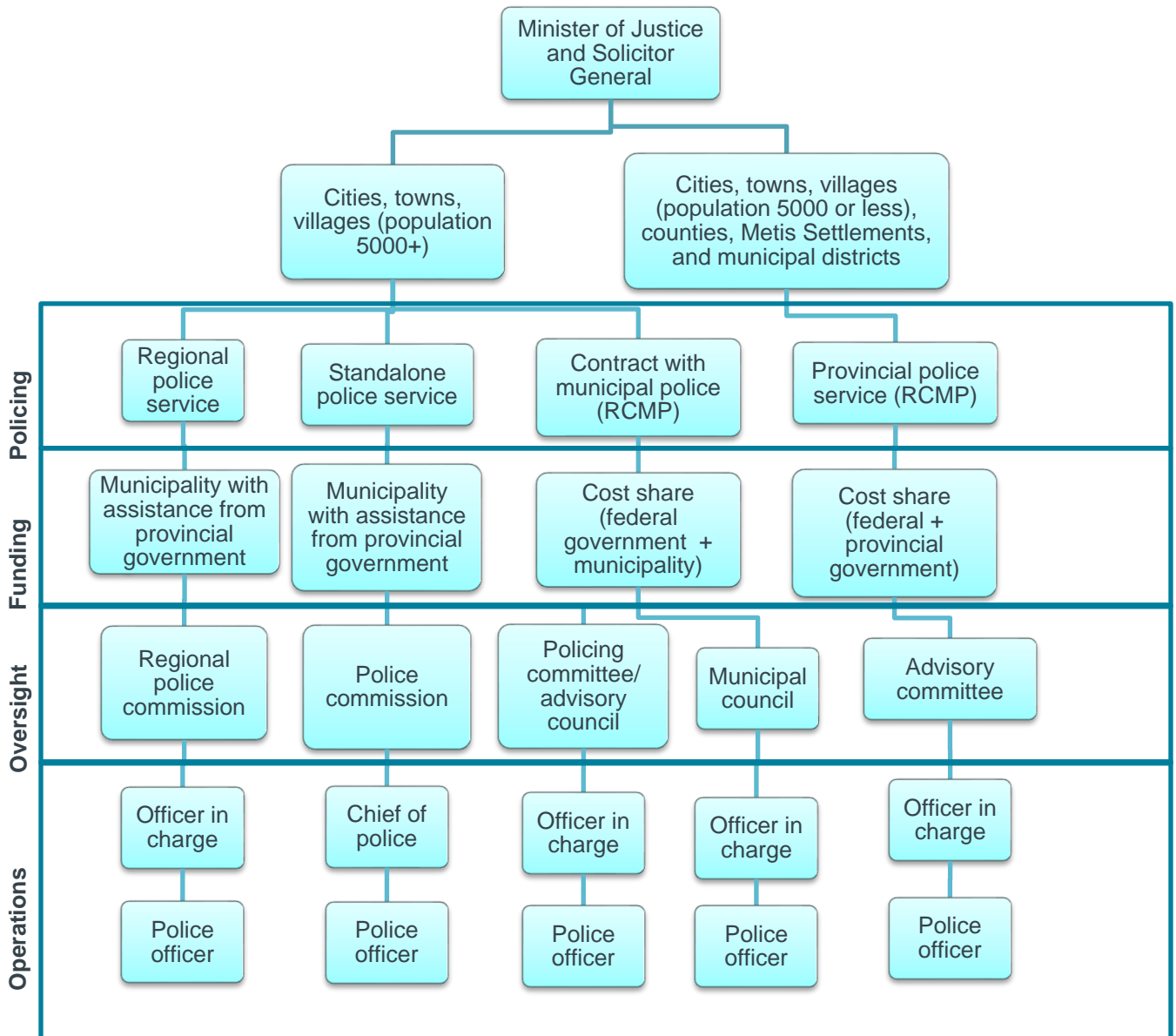
After all information is gathered, stakeholders will be invited to participate in a wrap-up session where the results will be shared. **The date of this wrap-up is still to be determined.**

The engagement team is happy to hear from you at any time. Contact us at **JSG.PSDEngagement@gov.ab.ca**.

Policing Models

This chart provides an overview of policing in Alberta as outlined in the current *Police Act*.

Chart 1: Policing Models Flow Chart



Provincial policing: As per the Alberta *Police Act*, under the Provincial Police Service Agreement (PPSA), the province provides policing at no direct cost to all rural municipalities (towns with a population of 5,000 or fewer, Metis Settlements and all municipal districts/counties regardless of population). Alberta contracts the RCMP as its provincial police service.

Municipal policing: Urban municipalities with a population greater than 5,000 are responsible for their own policing. They can opt for one of the following options:

- Establish a stand-alone municipal police service.
- Pay the federal government, the Alberta government or another municipality to deliver police services, often under a policing agreement. Most municipalities contract their police services directly from the RCMP through a Municipal Police Service Agreement.
- Two or more municipalities enter into a contract to establish a regional police service.

First Nations policing: First Nations are policed by the RCMP provincial police service (PPS) unless another arrangement is made under the *Police Act* of Alberta. The First Nations Policing Program (FNPP) provides First Nations with two other such arrangements in Alberta:

1. Tripartite agreement (e.g. stand-alone police service like Blood Tribe Police)
2. Community tripartite agreement that provides enhanced policing in addition to the core policing provided by the PPS.

Metis Settlements: Indigenous Relations funding provides an enhanced level of policing service to each of the eight Metis Settlements, with one RCMP officer dedicated to each location.

History of Cost Model Engagements

The following provides a brief overview of the previous discussions that have taken place with regards to the police costing model. It is important to address the historical process of reviewing the police costing structure, as it has contributed to the design of the proposed model.

Discussions and the Law Enforcement Framework

- **2009:** Several engagements were held with AUMA, RMA, and other stakeholders. These discussions were referred to as “Police Funding in Alberta – Continuing the Discussion.” In response, a Policing Task Force was created that consulted with AUMA members through a workshop and survey at the annual AUMA convention. A subsequent survey to all AUMA members asked about policing funding options and special circumstances that affect police resources.
- **2010:** Engagements with the RMA and AUMA on the Law Enforcement Framework raised issues on the flexibility and equity of the costing model. The framework was released the same year and incorporated prior input, but did not include a costing model.
- **2012:** The RMA report “Funding Options for Law Enforcement Services in Alberta”, was received. It proposed six potential options for funding. The ministry completed a review of the report and principles for consideration. RMA’s preferred vision was to maintain the status quo, but identified a Base plus Modifier model as their second choice.
- **2013 to 2017:** The ministry communicated with AUMA and RMA to explore community views on factors to include in a new police-costing model. The ministry put out a request for proposals to develop an analytical tool that would show the effects of the factors being considered, and how each factor impacts municipal policing costs. Due to budget constraints, the request for proposals was cancelled and no contract was awarded.
- **2018:** Police costing was the topic of a letter writing campaign from AUMA members.

Police Funding and the 2018/2019 *Police Act* Review

- The first phase of the *Police Act* review occurred between June 2018 and March 2019, to gather stakeholder perspectives on topics related to the *Police Act* and Police Service Regulation. Engagement occurred through roundtable discussions, a survey to police officers, a survey to administrative and elected officials from municipalities and Indigenous communities, in-person discussions with Indigenous communities, and written submissions. While the roundtable discussions focused on distinct topics, police funding was often mentioned. Stakeholders emphasized the necessity for a multi-factor police-funding model and policing grants that better reflect the needs of different-sized municipalities.

Written submissions also contained sections on police funding:

RCMP Submission

- RCMP K-Division highlighted the need for consistent commitments for funding and the benefits of multi-year funding agreements.

Rural Municipalities Association Submission

The RMA suggested that much more engagement was needed on funding police services. They wanted several factors to be considered in the development of a funding model:

- Ability to pay – focusing on equating fairness only with equal cost contributions is inappropriate as all municipalities have different needs, ability to pay, and service level expectations;
- Clarify costs of policing – recognize that saying some municipalities do not pay for policing is inaccurate. They contend that all pay, but in different ways.
- MPAG and POG should be considered in evaluating various costing models.
- Costs for policing should be linked to service levels; funding should be directed where it is needed; efficiency, effectiveness, and police-community collaboration should be encouraged; all police-related costs should be recognized; and funds should remain where they are collected.

Alberta Urban Municipalities Association Submission

The AUMA stated that the *Police Act* should specify a new, more equitable police costing model where all municipalities contribute directly to the costs of policing. The new model should consider both the demand for services in a municipality, as well as the municipality's ability to pay. Specifically, the AUMA believes that a costing model should be:

Equitable:

- All Albertans are entitled to receive police services.
- Police should treat all Albertans equitably.
- All Albertans should contribute to the costs of policing.
- Police governance and oversight should be equitable and universal.

Responsive:

- Police must be responsive to the needs of Albertans.
- Police must be responsive to changing legislative and social environments.

- Police should have the flexibility to adjust to regional differences.
- Policing must be appropriately resourced to fulfill its responsibilities.

AUMA's suggested principles for an equitable police costing model are:

- A fair, flexible, and equitable model should be developed that:
 - Ensures the level of provincial funding is sufficient to meet standard levels of service.
 - Requires services beyond the standard level to be funded by the jurisdiction wanting the additional services.
 - Recognizes the unique needs of each municipality.
 - Recognizes the ability of a municipality to pay for services.
- The model should encourage efficiencies by:
 - Using other mechanisms to address municipal capacity issues.
 - Encouraging regional policing models.
- The transition to a new model should:
 - Ensure an adequate impact assessment analysis is completed.
 - Ensure that effective education and engagement mechanisms are available to Alberta's municipalities.
 - Allow for an adequate notice period.
 - Revenues created from the new model should be reinvested in public safety.
 - Ensure any revenue collected from an "everyone pays" model is returned to the municipalities that generated the revenue for the protection of public safety.
 - Ensure fine revenues stay in the municipalities in which they are generated.
 - Paying directly for policing should enable municipalities to participate meaningfully in police oversight, e.g. setting local policing priorities.

Current Funding for Police Services

Municipal Policing Assistance Grant

The Municipal Policing Assistance Grant eases the financial burden on towns and cities responsible for their own policing. The funds are for:

- Police operating and administration costs, including manpower costs
- Kit and clothing, equipment, police vehicles, etc.
- Governance- and oversight-related initiatives by police commissions and policing committees. Funding is provided to municipalities based on the following payment formulas:

Population of municipality	Payment thresholds
5,001 to 16,666	\$200,000 base payment + \$8.00 per capita
16,667 to 50,000	\$100,000 base payment + \$14.00 per capita
Over 50,000	\$16.00 per capita

Police Officer Grant

The Police Officer Grant applies to municipalities that were responsible for their own policing before 2008. Municipalities had added 300 police officers. Each eligible municipality receives \$100,000 per position, per year.

Distribution of fine revenues

Traffic violations generate most provincial statute fine revenues. Fine revenues are returned to either the province or the municipality whose police service levied the fine.

Under the *Fuel Tax Act*, *Gaming and Liquor Act*, *Tobacco Tax Act* and *Weed Control Act*, revenue from a conviction for an offence that occurred in a city, town, village, municipal district or Metis Settlement or First Nation reserve goes to that community.

The *Police Act*

Funding provisions are mentioned in the following areas of the *Police Act*:

- Section 4(1) states that municipalities and communities with a population under 5,000 will receive general policing services provided by the provincial police services at no direct cost to the town, village, summer village, municipal district or Metis settlement.
- Section 4(5) states that municipalities and communities with a population over 5,000 will enter into an agreement or establish their own police services in their area.
- Section 5(4) states that when a town, village or summer village attains a population that is greater than 5000, that municipality shall assume responsibility for providing its policing services on April 1 in the 2nd year following the year of the population increase
- Section 6 states that the population for municipalities and communities will be determined in accordance with the *Municipal Government Act*.
- Section 29 (1) states that commissions with the chief of police are able to prepare an annual budget for police services.

Proposed Costing Model

The following provides a brief overview of the proposed model. This section can be used for reference when completing the survey.

Communities with Populations under 5,000

Currently 291 municipalities do not directly pay for policing through their municipal taxes. These communities account for one-fifth (20 per cent) of Alberta's population. Under the proposed costing model, these communities would begin paying a percentage of their frontline policing costs. Frontline policing refers to general duty, traffic, and general investigations, which are about 62 per cent of all policing positions. In 2018-2019, the cost of frontline policing was \$232.5 million.

Cost Distribution

The proposed costing model distributes costs based on two factors: equalized assessment and population. Equalized assessment would look at the annually calculated assessment value for the municipality to determine the relative resources to pay. The assessment value will be weighted at 70 per cent to determine part of the base cost distribution – the costs to a municipality prior to applying the subsidies.

Using the most recent municipal or federal census data, as reported to the Ministry of Municipal Affairs, population would account for 30 per cent of the base cost distribution.

Cost Modifiers

Shadow Population

These often are workers who generally live and pay property taxes outside of a community or municipality and are not included in local census data on which per capita funding is based. But when in the community they use the same municipal resources and infrastructure as primary residents. A shadow population cost modifier would enable a subsidy for frontline policing. To receive a maximum five per cent subsidy, a shadow population would need to be recognized and officially reported to Municipal Affairs.

Crime Severity Index

This measure analyzes changes in police-reported crime rates across the country, and is tracked and reported to Statistics Canada annually. The index allows the ability to track changes in the volume of police-reported crime each year, in the volume of particular offences, and their relative seriousness. More serious offences have a greater impact on the index, which allows comparisons across municipalities. The crime severity index rural municipal average would be calculated and used as a baseline measure. A community with a higher crime severity index than the baseline would be eligible for a subsidy of 0.05 per cent per index point.

Examples of the Cost Model

Police Costing Model (PCM) Options						
Weighting	30%	70%		0.05% per Municipal CSI point above average	5%	
Cost Recovery Options - Frontline Policing Costs	Population affected	Total Equalized Assessment	Total Share Policing Cost	CSI Subsidy given	Shadow Population Subsidy given	Revenue Generated
15%	765,780	\$293,162,459,917	\$34,900,000	\$1,015,167	\$203,263	\$33,681,570
30%	765,780	\$293,162,459,917	\$69,800,000	\$2,030,334	\$406,526	\$67,363,141
40%	765,780	\$293,162,459,917	\$93,000,000	\$2,705,172	\$541,646	\$89,753,182
50%	765,780	\$293,162,459,917	\$116,300,000	\$3,382,920	\$677,349	\$112,239,731
60%	765,780	\$293,162,459,917	\$139,500,000	\$4,057,758	\$812,469	\$134,629,772
70%	765,780	\$293,162,459,917	\$162,800,000	\$4,735,506	\$948,172	\$157,116,322

Source:

Alberta Municipal Affairs, Municipal Services Branch, 2018 Official Population List
 Alberta Municipal Affairs, Municipal Financial and Statistical Data, 2018 Equalized Assessment
 Statistics Canada, Canadian Centre for Justice Statistics, CSI Weighted 2015-17 file

If a 15 per cent cost recovery model is implemented:

- Municipality A would be responsible for \$4,049,067 of policing costs or 0.74 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$708,512) and shadow population (minus \$202,453). The total cost recovery would be \$3,138,101 as revenue to the province.
- Municipality B would be responsible for \$277,966 of policing costs or 1.54 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$277,966 as revenue to the province.

If the cost recovery was maximized to 70 per cent:

- Municipality A would be responsible for \$18,887,911 of policing costs or 3.45 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$3,305,036) and shadow population (minus \$944,396). The total cost recovery would be \$14,638,479 as revenue to the province.
- Municipality B would be responsible for \$1,296,642 of policing costs or 7.19 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$1,296,642 as revenue to the province.

Jurisdictional Scan

The comparisons below highlight the police costing models in use by provinces that recover the cost of police services. The most current cross-Canada review found that British Columbia (BC), Saskatchewan (SK), Ontario, Quebec, New Brunswick, and Nova Scotia all required every municipality to pay a portion of its policing costs. It is important to note:

- In BC, there is a police tax: municipalities over 5,000 people pay for most of their police costs directly through their municipal taxes. In municipalities under 5,000 people, and in rural areas, the BC government sets tax rates to recover a portion of police costs. These tax rates are based on provincially set tax ratios.
- In SK, the costs of policing are distributed in accordance with a formula prescribed in the regulations among all municipalities and “specified municipalities” (rural and those under 500 population) that receive policing services from the RCMP. This includes municipalities with populations less than 5,000.

British Columbia

Population cut off for provincial funding for police services	5,000
Provincial contribution share for municipalities below the above population threshold	70%
Provincial support for municipalities that do not receive dedicated funding for police services	Receives all revenues from traffic fines
Amount of traffic fine revenue that municipalities receive	See above

Saskatchewan

Population cut off for provincial funding for police services	5,000
Provincial contribution share for municipalities below the above population threshold	70% Cost recovery in Saskatchewan is based on population in the rural municipality. The amount invoiced to rural municipalities increases based on the percentage increase of overall policing costs each year.
Provincial support for municipalities that do not receive dedicated funding for police services	None
Amount of traffic fine revenue that municipalities receive	75% only for municipalities in Saskatchewan with stand-alone independent police services. This does not apply to most cities policed by PPSA.

Manitoba

Population cut off for provincial funding for police services	3 categories: 750 – 1,499; 1,499 – 5,000; and Over 5,000
Provincial contribution share for municipalities below the above population threshold	70% The Province of Manitoba provides per capita grants to municipalities. These grants are not dedicated to policing, but the same population threshold applies to those that receive large grants and pay for policing.
Provincial support for municipalities that do not receive dedicated funding for police services	Per capita grant (similar to the MPAG)
Amount of traffic fine revenue that municipalities receive	30% If the municipality (in Manitoba) pays for its own policing (stand-alone police service) it is allowed to keep a percentage of provincial fine revenue (estimated at 30%).

Ontario

Population cut off for provincial funding for police services	No population cut-off
Provincial contribution share for municipalities below the above population threshold	None. There is a sliding scale for rural and small communities: Low of 5% (\$150 < policing costs/household < \$750) to a High of 75% (policing costs/household > \$750).
Provincial support for municipalities that do not receive dedicated funding for police services	Receives all revenues from traffic fines.
Amount of traffic fine revenue that municipalities receive	See above.

Nova Scotia

Population cut off for provincial funding for police services	None
Provincial contribution share for municipalities below the above population threshold	65%
Provincial support for municipalities that do not receive dedicated funding for police services	None.
Amount of traffic fine revenue that municipalities receive	Traffic fine revenue goes to the jurisdiction paying for the officer (either a municipality or the province). The province retains victim surcharges and court costs.

Quebec

Population cut off for provincial funding for police services	50,000
	<p>Provincial legislation in Quebec defined the level of police services provided to municipalities according to population with benchmarks set at: less than 100,000 (level 1);</p> <p>100 000 to 199,999 (level 2);</p> <p>200,000 to 499,999 (level 3);</p> <p>500,000 to 999 999 (level 4);</p> <p>1 000 000 or more (level 5).</p>
Provincial contribution share for municipalities below the above population threshold	<p>47% + refund</p> <p>The province pays 47% of the amount of basic police service to communities who are policed by the provincial police service. If the contribution of a regional municipality exceeds 80% of its budget, the municipality can receive a refund for the amount over the 80% budget allocation.</p>
Provincial support for municipalities that do not receive dedicated funding for police services	None
Amount of traffic fine revenue that municipalities receive	Revenue goes to provincial revenue fund

Glossary

The **crime severity index** is a measure that is tracked and reported to Statistics Canada annually. It analyzes changes in police-reported crime rates across the country. The report allows changes to be tracked in the volume of police-reported crime each year, in the volume of particular offences, and in the relative seriousness of offences compared to other offences. More serious offences have a greater impact on the index, which allows comparisons of municipal crime levels.

Legislation is a law enacted by a governing body, including both proclaimed acts, amendments and regulations. It does not include agreements or memorandums of understanding. The *Police Act* has associated regulations, which include: the Police Service Regulation and the Exempted Areas Police Service Agreements Regulation.

A **modifier** is an element that can be taken into consideration to adjust the base price of a service. The amount of the modifier is based on the base price of the service.

The **Municipal Policing Assistance Grant** (MPAG) helps municipalities ensure adequate and effective policing and police oversight, implement provincial policing initiatives and enhance policing services. Municipalities with a population over 5,000 that provide their own municipal police services are eligible. The grant is issued each year and no application is required.

A **municipality** is a city, town, village, summer village, specialized municipality or municipal district and includes a Metis Settlement.

Police commissions provide oversight of policing to stand-alone police services, and govern municipal police services.

Police officers are responsible for enforcing federal, provincial, and municipal laws, protecting life and property, preventing crime, and keeping the peace. They have a broad range of duties and roles, of which law enforcement is a major part. Police officers investigate occurrences of crime, arrest offenders and bring them before the criminal justice system. They also provide a variety of community services including: crime prevention, educational programs, help locating missing persons, dealing with lost property, traffic control, victim assistance and collision investigation.

The **Police Officer Grant** provides annual funding to municipalities that added police officers between 2008 and 2011. It helps cover the cost of policing and promoting safe and secure communities. Each municipality receives \$100,000 per position, per year. Municipalities with a population over 5,000 that provide their own municipal police services are eligible.

A **shadow population** is made up of workers who live outside of a community or municipality. Because they are not included in the population count, they do not contribute to per capita funding calculations. Shadow populations may only be present seasonally (e.g., transient workers), when they use the resources and infrastructure of the community or municipality as if they were primary residents.



INFORMATION BRIEF

Meeting: September 9, 2019
Agenda Item: 22

Provincial Spending Report

DESCRIPTION:

On September 3, 2019, the Province released the report and recommendations from the Blue Ribbon Panel on Alberta's Finances. The full report can be found at:

<https://www.alberta.ca/assets/documents/mackinnon-panel-report.pdf>

The report includes recommendations on municipal funding that Council should be aware of. The following is an excerpt from the Executive Summary regarding municipalities.

“Recommendation 15: Examine its legislative framework for capital funding to municipalities with the goals of:

- aligning funding to provincial goals and priorities and fiscal capacity, while further considering funding formulas that require municipalities to share more in the costs of major projects;*
- adjusting its allocation formulas for grants to municipalities in line with the policy of bringing Alberta's provincial and municipal per capita capital stock in line with the comparator provinces;*
- establishing accountability mechanisms and performance measures to monitor the delivery of municipal programs and services and value for money spent, so citizens have the ability to constructively evaluate their local government and their use of tax dollars; and*
- making better use of federal infrastructure funding, through the Investing in Canada Infrastructure Program (ICIP), as a means of more effectively managing the costs of the Capital Plan .”*

The Panel has recommended a plan that will balance the budget by 2022/2023 and the recommendations include:

“Capital grants (largely grants to municipalities for local capital projects) will increase moderately from 2018/19 to 2021/22 . Capital grants in 2021/22 and 2022/23 are each \$500 million lower than in the current budget plan . This reduces borrowing, debt and government's deficit in 2021/22 and 2022/23 .”

The impact of these recommendations is currently unknown, but it is anticipated that the recommendations within the report will be utilized to determine the Provincial budget slated to be presented in October.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Marian Carlson CLGM - CAO

APPROVED BY: Marian Carlson CLGM – CAO

DATE: September 3, 2019



Claresholm

INFORMATION BRIEF

Meeting: September 9, 2019
Agenda Item: 23

AMUNDSEN PARK COMMITTEE UPDATE

DESCRIPTION / BACKGROUND:

The Adhoc Committee has been working with the landscape architect to finalize the concept plans for Amundsen Park (see attached). Please note, this is a concept plan and minor items (such as colors, plants, or construction materials) may change, however the plan indicates the components and layout for the re-design of the park. The opinion on probable costs will change as components are fundraised, donated, locally sourced, or grant applications submitted. The Town will continue to seek out funding sources and partner with community groups to phase the project.

Following the open house held June 6th, 2019, the Committee reviewed all the feedback gathered and discussed this with the landscape architect. There were 39 written comments (sheets at open house and emails following). Additional items such as accessibility, visual site lines, and keeping existing trees within the plan was discussed. Three options were shown to the public at the open house, and many people liked components of each option. That feedback was reviewed and utilized to create the plan with the circular pathway shape, and components from each plan for the structures and other areas. The stroll gardens could incorporate some type of art/sculpture gardens as well. There is a large green space for activities, as well as an “unprogrammed” area in the north west corner. This can be for future expansion for additional groups or planning as required when growth occurs. The bathroom upgrades have also been discussed and added to the phasing plan.

The groups have been in contact with their respective organizations to discuss the park components. The committee has also completed a phasing recommendation (draft recommendations below). This will be referred to budget discussions moving forward and could change with grant application approvals.

Phase 1

1. Utility relocation / building (bathroom/storage room) upgrades
2. Playground (partnership with Kinsmen)
3. Gazebo (partnership with Lions Club)
4. South side angle parking (still looking for grants)
5. Minor planting (\$2500 Fortis tree grant)
6. Additional items if budget allows (plantings)

Phase 2

1. North side angle parking (may need to be moved to phase 3 depending on cost)
2. Plaza area/covered stage & trellis (still looking for grant applications/partnership)
3. Any plantings that budget allows (will continue to apply to tree planting grant)

Phase 3

1. Stroll/sculpture garden
2. Water feature
3. Paths / fencing
4. Plantings

The group will continue to work with their respective community groups on grant applications and funding sources for the park. The committee wishes to thank the community for their input and look forward to working towards the updates to the park.

ATTACHMENTS:

- 1.) Concept plans

APPLICABLE LEGISLATION:

- 2.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

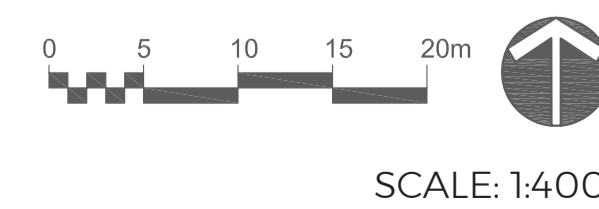
APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 4, 2019

AMUNDSEN PARK



Preferred Concept Plan



LEGEND

- A. Common Green/Great Lawn
- B. Expanded Play Area
- C. Lower Plaza with Boulder Fountain
- D. Elevated Upper Plaza
- E. Quiet Gardens with Stroll Paths
- F. Library Connection and Promenade Walk
- G. Open Air Stage Pavilion and Arbours
- H. Existing Pool Building (to be refurbished)
- I. Future Programmable Sport Area or Passive Green Space
- J. Downtown Connection and Promenade with Gazebo



Character Imagery

AMUNDSEN PARK



View from the North East enhanced connection point toward the gazebo, great lawn, stage and plaza areas.



View from the North East enhanced connection point through gazebo and toward the great lawn, stage and plaza areas.



View from the North West enhanced pedestrian connection toward the elevated upper plaza and stage, through the great lawn and play area.



View from the North toward the gazebo, playground, great lawn, stage and plaza areas.



View from the South East corner toward the playground, stage and great lawn.

AMUNDSEN PARK



View from library connection and promenade walk toward rock water feature.



View from South West Corner toward stage and quiet gardens with stroll paths.



View from South West toward rock water feature and quiet gardens with stroll paths.



View from the great lawn toward stage and rock water feature.



View from the elevated stage out toward playground and great lawn.



View from the elevated stage out towards arbours, playground and great lawn.



INFORMATION BRIEF

Meeting: September 9, 2019
Agenda Item: 24

ANNEXATION UPDATE

DESCRIPTION:

Custom Cannabis Inc. (located at: short legal 4;27;12;23;SE) has requested annexation into the Town of Claresholm as they are currently serviced by the Town of Claresholm. On July 15, 2019 the Town carried a motion to proceed with the intent for annexation. The MD of Willow Creek Council has reviewed the attached map and is in agreement with the boundary as proposed. The letter of intent (along with the map) that is required to be circulated to governing bodies and referral agencies has been sent out.

ANNEXATION NEXT STEPS:

1. The public consultation, and circulation to other bodies will continue over the coming months.
2. ORRSC will continue to work on a report, including the outcomes of public consultation.
3. ORRSC will finalize the application and submit the report/application on behalf of the Town of Claresholm.
4. The Municipal Government Board prepares a recommendation report which is provided to the Minister of Municipal Affairs for consideration. If the annexation is recommended for approval or approval in-part, the Municipal Government Board report will advise the Minister to proceed to the Alberta Cabinet with an Order-in-Council to gain approval from his/her Cabinet colleagues.
5. The Alberta Cabinet considers the Municipal Government Board's report. If the annexation is approved or approved in-part, the Lieutenant Governor of Alberta signs the Order-in-Council.

ATTACHMENTS:

- 1) Annexation Map

APPLICABLE LEGISLATION:




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

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 22, 2019

TOWN OF CLARESHOLM ANNEXATION 2019

-  Town Boundary
-  Proposed Annexation Area
-  Proposed Highway Right-of-way

PROPOSED ANNEXATION

Areas of Annexation:

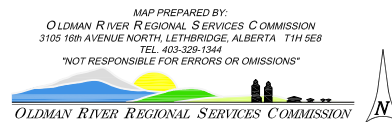
THAT PORTION OF SE 1/4 SEC 23, TWP 12, RGE 27, W 4 M WHICH LIES NORTHEAST OF ROAD PLAN 0313338

THAT PORTION OF ROAD PLAN 0313338 WITHIN SE 1/4 SEC 23 & SW 1/4 SEC 24, TWP 12, RGE 27, W 4 M

THAT PORTION OF PLAN 9410195 WITHIN SW 1/4 SEC 24, TWP 12, RGE 27, W 4 M

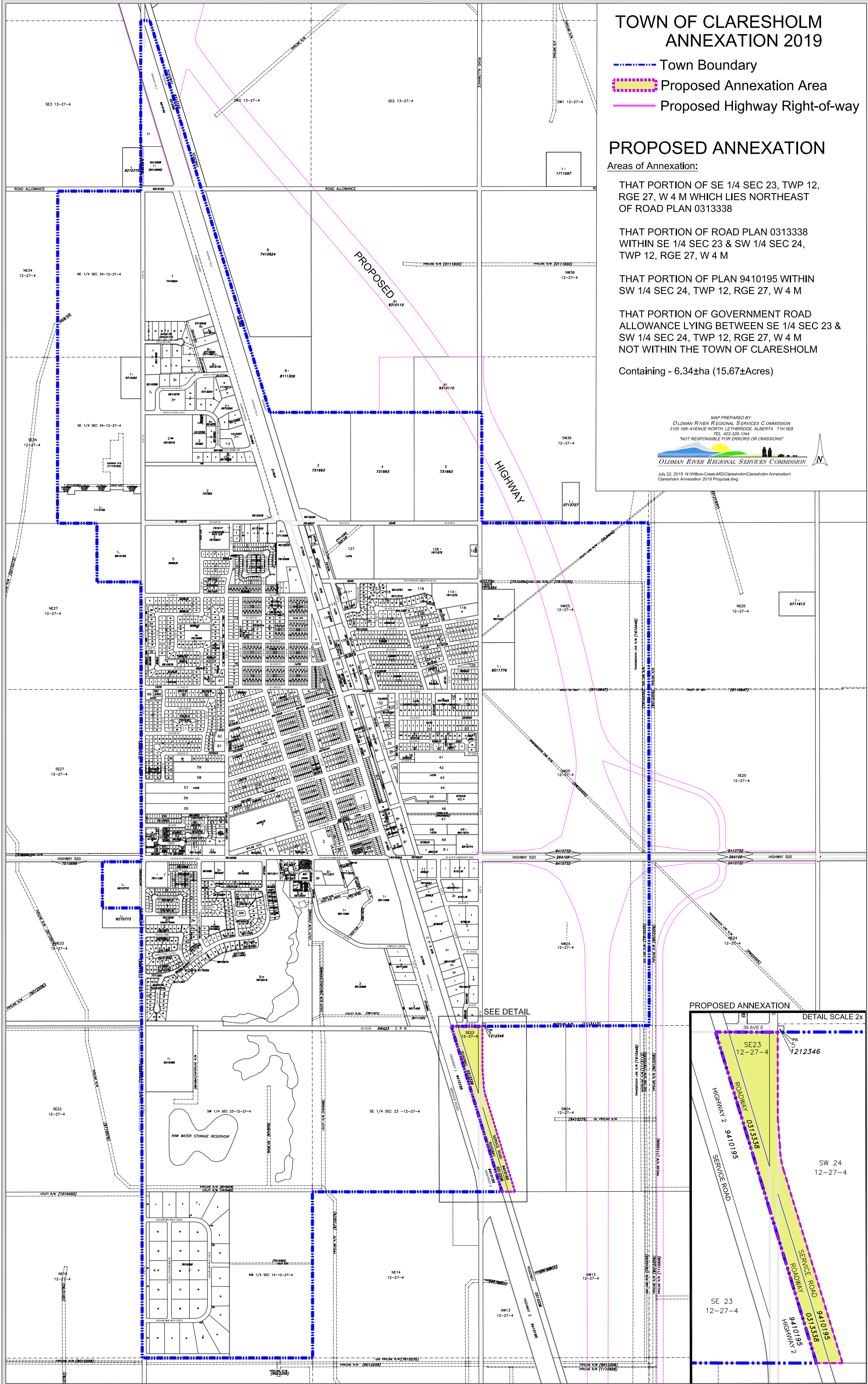
THAT PORTION OF GOVERNMENT ROAD ALLOWANCE LYING BETWEEN SE 1/4 SEC 23 & SW 1/4 SEC 24, TWP 12, RGE 27, W 4 M NOT WITHIN THE TOWN OF CLARESHOLM

Containing - 6.34±ha (15.67±Acres)

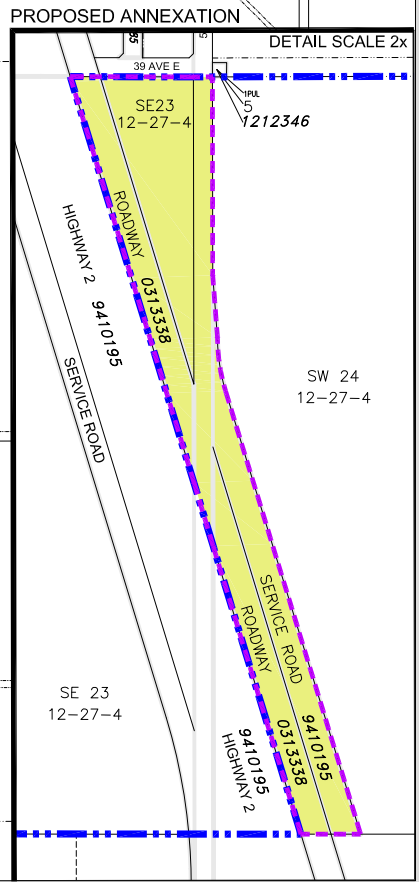


MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 168 AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

July 22, 2019 N:\Willow-Creek-ADDC\Clareholm\Clareholm Annexation\Clareholm Annexation 2019 Proposal.dwg



SEE DETAIL



Strategies

YEAR 2

Update on Progress

POLICY & PLANNING

3 Year Operations Plan and 5 Year Capital Plan

Complete first official 3 year operating and 5 year capital plan

Complete - Passed February 11, 2019

Update, modify and extend financial plans for 2020.

Work will start on this during budget process in the late summer/fall

Multi Use Community Facility

Award tenders and begin construction

Change of scope being investigated further.

Intermunicipal Development Plan (IDP)

Continue work with ORRSC to prepare draft plan to present to the public at an Open House

Open house held June 12, 2019. Discussions ongoing.

Hold Public Hearing and adopt Bylaw

Project ongoing. ORRSC continuing to facilitate.

Intermunicipal Collaboration Framework (ICF)

Continue discussions with review of services that could be better served intermunicipally along with review of financial consideration

Currently at the stage of drafting bylaw and schedules of services for the ICF for further review. Significant progress and clarity has been achieved thusfar and has been a very positive process.

Industrial Study on Annexed Lands

Develop land use policy and regulations pertaining to future industrial and commercial development

ASP for Starline Business Park adopted December 10, 2018. Project complete.

Develop a concept plan for the 120 acre parcel

ASP for Starline Business Park adopted December 10, 2018. Project complete.

Develop an Area Structure Plan (ASP) for Phase I

ASP adopted for all phases December 10, 2018. Project complete.

Stormwater Infrastructure

Strategies

YEAR 2		Update on Progress
	Complete Phase I	Current work to our Storm Water Infrastructure through the Golf Course is still underway with completion estimated being the end of May, provided that weather cooperates. Project finalized late May. Complete
	Tender Phase 2 if ACRP grant application is successful	Phase 2 ACRP Grant Application was reviewed by the Alberta Government. The project was deemed to be an approved project, however due to lack of funding, we were unsuccessful in receiving the grant at this time. The Town is currently engaging Associated Engineering to update the grant application to improve the application for submission in the fall of 2019.
	File grant applications for Phase 3	Not started. Still waiting to hear on Phase 2 application.
Development Processes		
	Provide online service to streamline permit process	Project complete.
	Review development process to identify potential efficiencies	2019 Amendments complete, with sign schedule amendment review in progress for later in 2019. Development Policy review complete.
ECONOMIC & COMMUNITY DEVELOPMENT		
Support the Economic Development Committee		
	Develop a 3 year Business Plan	3 Year Business Plan adopted by Council January 28, 2019 Complete
Develop a Strategy for Challenging Land Owners		

Strategies

YEAR 2

YEAR 2		Update on Progress
		With the help of local realtors, building and landowners, Brady has began drafting a living-working document that works to identify all building and land opportunities for rent, lease, or purchase, in and around Claresholm. This includes points of contact, history, pricing, and challenges existing. Systems are being created to assure that this document remains as up to date as possible, these include EDO notifications for any commercial change in utility billing or ownership, notifications for any new business licensing, and monthly contact calls with local realtors.
Develop Residential Land Resulting In Diverse Housing		
	Continue work with landowners to encourage development through potential partnerships	Brady continues to build relationships with landowners and gain a better understanding of price and availability.
Develop Light Industrial (Annexed Lands)		
	Develop land use strategy that takes into	Project complete.
	Undertake an Opportunities and Constraints analysis	Project complete.
	Develop logical phasing plan to phase development	ASP adopted for all phases December 10, 2018. Project complete.
	Develop a Financing and Cost Sharing	FIA and Cost Sharing Models complete.
	Undertake a market analysis	Market analysis is complete.
	Undertake recommended phasing plan to phase development	Phase 1 has been included in the draft 5 year capital plan. The Infrastructure Services Dept has been working with WSP to complete the development plan for servicing of the newly annexed industrial lands. Meeting with WSP was held April 8th & final plans for servicing have been developed. Phasing of costs to be presented in 2020 budget.
Implement Economic Development Business Plan		

Strategies

YEAR 2	Update on Progress	
		In progress
Continue with Revitalization of Downtown & Highway Corridor		
	Gateway signs, mural maintenance	LED additions to the Gateway signs have been installed. Still addressing some programming issues and working on covering the backs of the LED panels.
GOVERNANCE & INTERNAL OPERATIONS		
Ensure Ongoing Public Participation		
	Quarterly Open Houses	Open Houses held February 28 and June 6. Next open house scheduled for September 19, 2019
	Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)	Continue with open houses and surveys. Open House held June 6, 2019 to present draft plans for Amundsen Park redesign.
Administration and Council Policies		
	Complete review and update of policies	Ongoing - sixth set of updated policies are being presented to Council on Sept 9 after having been reviewed and recommend by the Admin Services Committee on Aug 12, and a seventh set will be reviewed by the Admin Services Committee on September 16th.
Address Legislative Changes in a Timely Fashion		
	Continue using tracking worksheet to identify changes required and progress	Monitoring of changes is ongoing.
	Continue to review and update Bylaws	Ongoing
	Ensure ongoing training for qualified operators/staff	Ongoing
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS		
Build Government Relations at All Levels		
	MLA, MP and surrounding municipal Councils at least bi-annual social	Meeting held with the MD of Willow Creek on December 19, 2018

Strategies

YEAR 2		Update on Progress
Strengthen Stakeholder Relationships		
	Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Continue to have non-profits and other organizations in Town present to Council.
Relationships with AHS and Other Service Providers		
	Continue to Enhance Relationships with AHS and Other Service Providers	
VIBRANT COMMUNITY, QUALITY OF LIFE		
Investigate Opportunities for Various Types of Housing		
	Work with landowners and developers to encourage housing development	Ongoing meetings with developers to discuss potential developments, and assist as required.
Traffic & Police Enforcement		
	Continue partnership for CPO services	Town now has a fully trained and appointed CPO 1 on staff that can address and enforce traffic concerns as well as Town Bylaw issues. CPO Aide Partnership has been created with the MD.
	Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	CPO to assist RCMP with traffic on the highway and in town. RCMP have increased traffic light patrol and highway #2 patrols. A joint radar blitz in conjunction with the RCMP and CPO is in the works as well as checkstops in our area. Sherriff unit was in town and the DOT's at the scale several times. Traffic calming radar signs are now out and in use. CPO Hours to be flexible to serve the town bylaw needs and also to change when out not on set schedule
Expansion of Pathways		
	Complete pathway on 8th Street West from 59 Ave West to Derochie Drive	Completed
	Complete pathway from Porcupine Hills Lodge to Patterson Park	Completed

Strategies

YEAR 2

YEAR 2		Update on Progress
	Complete pathways and access road system at Stormwater Management Facility	Completed
	Work with service clubs to continue pathway along 8th Street from Westlynn Drive to South access of Water Treatment Plant	Pathway Expansion was completed in August 2019. This portion now connects the Town to the storm pond pathway system as well as the new Kin Trail system as proposed in the Parks Master Plan.
Improvement of Parks		
	Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan	A review of the Parks Master Plan will be done in the fall before budget to update and include new additions to Amundsen Park as recommend by the Amundsen Park Committee.
Support the Arts Community		
	Redevelopment of Amundsen Park to include amphitheatre for outdoor performances	Final concept plan created. Community groups engaged in regards to the phase 1 round of grant applications.
Safety Programs and Sidewalk Safety		
	Risk Reduction and Sidewalk Infrastructure	We are continuing our Risk Reduction program in 2019 for liability reduction (trip hazard removal) and the continued improvements to our sidewalk infrastructure responsibly. Sidewalk tender has been posted with the deadline for submissions being June 3, 2019.



Claresholm

INFORMATION BRIEF

Meeting: September 9, 2019

Agenda Item: 26

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 13, 2019				
5	DELEGATION RESPONSE: Youth Justice Committee of Alberta Southwest - Moved by Councillor Schlossberger to support the Youth Justice Committee of Alberta Southwest's project of positive ticketing in Claresholm by using the community peace officer to hand out positive tickets and using the Town Office as a redemption point for tickets to gift certificates. CARRIED MOTION #19-062	Ryan	Peace Officer has the tickets & will be handing out as needed, started during Fair Days	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	On the Sept 9th Agenda for discussion	Complete
Regular Scheduled Meeting - July 15, 2019				
12	RFD: Water Servicing Agreement Amendment - Moved by Councillor Carlson to amend the Master Water Servicing Agreement to extend the Town of Claresholm's commercial water rate to the property located at short legal 4;27;12;23;SE for a period of two years in anticipation of a completed annexation. CARRIED MOTION #19-107	Blair/Marian	MD is working on amended agreement.	In Progress
Regular Scheduled Meeting - August 12, 2019				
1	BYLAW #1662 - Fire Services Bylaw - Moved by Councillor Schulze to give Bylaw #1662, the Fire Services Bylaw, 1st Reading. CARRIED	Karine	On the Sept 9th Agenda for 2nd & 3rd Readings	Complete
2	BYLAW #1663 - Fire Protection Bylaw - Moved by Councillor Cutler to give Bylaw #1663, the Fire Protection Bylaw, 1st Reading. CARRIED	Karine	On the Sept 9th Agenda for 2nd & 3rd Readings	Complete
3	BYLAW #1673 - Moved by Councillor Zimmer to give Bylaw #1673, the Water & Sewer Utility Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1673, the Water & Sewer Utility Bylaw Amendment, 3rd & Final Reading. CARRIED	Blair/Marianna	Bylaw printed & signed	Complete
4	NOTICE OF PETITION: Borrowing Bylaw - Moved by Councillor Carlson to hold a vote of the electors on the question of Bylaw #1674, a borrowing bylaw, on Monday, September 30, 2019 from 10:00 a.m. to 8:00 p.m. with the polling station being at the Claresholm Community Centre located at 5920 – 8th Street West. CARRIED MOTION #19-117	Karine	Community Centre booked, notices posted	Complete

4	NOTICE OF PETITION: Borrowing Bylaw - Moved by Councillor Schlossberger to hold the advance vote for the vote of the electors on Thursday, September 26, 2019 from 2:00 p.m. to 8:00 p.m. at the Claresholm Community Centre located at 5920 – 8th Street West. CARRIED MOTION #19-118	Karine	Community Centre booked, notice posted	Complete
4	NOTICE OF PETITION: Borrowing Bylaw - Moved by Councillor Cutler to hold an institutional vote for the vote of the electors on Monday, September 30, 2019 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor. CARRIED MOTION #19-119	Karine	Sites have been contacted, notices have been posted	Complete
4	NOTICE OF PETITION: Borrowing Bylaw - Moved by Councillor Zimmer to appoint Karine Keys as Chief Returning Officer and Marian Carlson and Blair Bullock as Substitute Chief Returning Officers for the vote of the electors. CARRIED MOTION #19-120	Karine	Appointment complete	Complete
4	NOTICE OF PETITION: Borrowing Bylaw - Moved by Councillor Carlson that the following question be on the ballot for the vote of the electors on Bylaw #1674, a borrowing bylaw: "Are you in favour of the Town of Claresholm Council passing Bylaw #1674 to authorize Council to incur indebtedness in the amount of \$2,800,000 for the purpose of constructing a Town-owned building to create facilities for administration, day care, playschool and other users and community space referred to as the Multi-use Community Buildings?" CARRIED MOTION #19-121	Karine	Ballots have been ordered	Complete
14	RFD: Shingle Sign Policy - Moved by Councillor Schlossberger to adopt Policy #5.6.09, the Shingle Sign Program Policy as presented effective August 12, 2019. CARRIED MOTION #19-122	Tara	Policy updated for manuals, sent to interested parties & sent to update the website with other development policies as per the MGA requirements.	Complete
14	RFD: Shingle Sign Policy - Moved by Councillor Moore to waive permit fees when participating in the Shingle Sign Program as per Policy #5.6.09, the Shingle Sign Program Policy. CARRIED MOTION #19-123	Tara	Noted on policy and sent to interested parties.	Complete
23a	IN CAMERA: LEGAL - Moved by Councillor Cutler to enter into an encroachment agreement with Richard & Bonnie Downey for the lane encroachment located at 255 – 52 Avenue East (Lot 14, Block 123, Plan 2496R). CARRIED MOTION #19-124	Tara	Agreement sent for signatures	Complete
23b	IN CAMERA: LEGAL - Moved by Councillor Moore to approve the out-of-budget expenditure for legal fees for the Claresholm Public Library to a maximum amount of \$15,000 to come from general reserves. CARRIED MOTION #19-125	Marian	Email sent to Library Board Chairman	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 6, 2019

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

July 19, 2019

Town of Claresholm – Council Chambers

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

Regrets: Doug MacPherson – Mayor

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

Public Present: Rob Vogt, CLP, Bonnie and Rick Downey, Chase Bennett, Brad Howell, Blaine Emelson

8:32 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt
the agenda by
Jeff Kerr**

**Seconded by
Councillor Carlson**

CARRIED

Adoption of Minutes

- June 7, 2019

**Motion to adopt the
Meeting Minutes
By Jeff Kerr**

**Seconded by
Doug Priestley**

CARRIED

Item 1: ACTION

DEVELOPMENT PERMIT

File: D2019.057
Applicant: Chase Bennett
Owners: Bridge Bud Supply Ltd.
Address: 4817 1 Street W., Claresholm
Legal: Lot ptn 8, Block 2, Plan 147N
Regarding: Vacant Hair Salon to Cannabis Retail Store

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

**Seconded by
Councillor Carlson**

CARRIED

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.
-



MUNICIPAL PLANNING COMMISSION MINUTES

July 19, 2019
Town of Claresholm – Council Chambers

2. The applicant shall adhere to the requirements of Schedule 14 in the Town of Claresholm Land Use Bylaw No. 1525 (see attached).
3. The applicant shall obtain all Provincial Approvals and provide a copy to the Town of Claresholm. (ie: Alberta Gaming & Liquor Commission license)
4. Approval of this application does not include any new signs. The owner/tenant is responsible to obtain any relevant permits in regards to signage and shall be in accordance with Alberta Gaming, Liquor and Cannabis Regulations and Schedule 2 of the Land Use Bylaw No. 1525.
5. The hours of operation for the business shall be limited to 10am to 11pm daily.
6. Any further change in use (additions or intensifications of use) will require a new permit application.
7. The new business will require a license from the Town of Claresholm; please contact the Administration Office for further information.
8. 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 renovation process.

Item 2: ACTION

File: D2019.059
Applicant: Bonnie and Richard Downey
Owners: Bonnie and Richard Downey
Address: 255 52 Avenue E., Claresholm
Legal: Lot 14, Block 1237, Plan 2496R
Regarding: Variance to fence for secondary front yard for 6-foot fence & garage

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

**Seconded by
Jeff Kerr**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

July 19, 2019

Town of Claresholm – Council Chambers

1. The applicant shall adhere to all provincial building codes and applications to be submitted to Superior Safety Codes Inc., as applicable.
2. 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.
3. The applicant is responsible to ensure that underground utilities are marked prior to commencing with development. [Alberta One-Call 1-800-242-3447]
4. Any changes or alterations to the approved fence plan will require a new application.

9:03 a.m.

**Motion to adjourn
by Councillor Carlson**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

August 23, 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

8:34 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Jeff Kerr
		Seconded by Mayor MacPherson
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Doug Priestley
<ul style="list-style-type: none">July 19, 2019	
	Seconded by Jeff Kerr
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve with amended conditions by Jeff Kerr
	File: D2019.068	
	Applicant: Legacy Dodge Claresholm	
	Owners: 1720762 Alberta Ltd.	
	Address: 5202 1 St. West, Claresholm	
	Legal: Lot 3, Block 10, Plan 0610896	
	Regarding: Discretionary Use – 2 permanent shipping containers	Seconded by Mayor MacPherson
		CARRIED

Suggested Condition(s):

1. The applicant must adhere to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 11 – Shipping Containers.
 2. The shipping container must be sandblasted and painted to match the color(s) of the principal building prior to arriving at the permanent site.
-



MUNICIPAL PLANNING COMMISSION MINUTES

August 23, 2019

Town of Claresholm – Council Chambers

3. This application is for the two shipping containers as per the application and site plan, any additional containers or changes to location will require a new permit application.
4. This application does not include any signage, painting (murals) or logos on the exterior of the containers, if any type of logos or signage is desired a sign permit application would be required.

Item 2: IN CAMERA

LAND – FOIP SECTION 16.1

**Motion to go in camera by
Mayor MacPherson**

**Seconded by
Doug Priestley**

CARRIED

**Motion to come out of in
camera by Mayor
MacPherson**

Seconded by Doug Priestley

CARRIED

**Moved by Jeff Kerr to
perform a formal review of
D2018.069**

**Seconded by Mayor
MacPherson**

CARRIED

9:05 a.m.

**Motion to adjourn
by Mayor MacPherson**

CARRIED

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Conference Room Town Office

June 18, 2019

Present: Barry Gibbs, Betty Hoare, Carl Hopf, Verne Lunan and Bill Kells.

Absent: Don Glimsdale, Bert Franssens and Gaven Moore

1. Call to order by Barry Gibbs at 3:00 PM.
2. Adoption of agenda as presented made by Carl Hopf. **CARRIED**
3. Approval of minutes from May 15, 2019 as presented made by Verne Lunan. **CARRIED** Correspondence – a letter of resignation from the museum board was received from Bert Franssens, effective immediately.
4. Chair Report
 - Barry Gibbs told the board that the Friends of the Museum had been advised of the four suggested themes for 2021 and 2021: Transportation, Ranching, Rodeo and Business's that have come and gone. He has asked if they have other suggestions and to list the top 3 choices. Feedback to be sent to Barry by August 16, 2019.
5. In Camera Session – Carl Hopf made motion to go in camera. **CARRIED**
Carl Hopf made motion to go back in session. **CARRIED**
6. Museum Marketing Plan – deferred to next meeting.
7. Planning Committee Report
 - Verne Lunan gave an overview of the success of the 50th Anniversary celebration. Community Centre has been booked for Culture Days on September 29, 2019 and entertainers are being confirmed. The Friends of the Museum submitted a grant application for \$1,000 and no word if it was approved.
 - Next planning meeting scheduled for 10:30 AM July 3, 2019 at the Claresholm Library where plans for a float in the parade will be discussed.
8. Executive Directors Report
 - Denise Pezderic was the official photographer at the 50th Anniversary Celebration and has gifted the museum some excellent photos.
 - Bill Kells held a conference call with David Klug (UFA contractor/consultant) and Christina Lynes, Project Manager (SAW Strategic Design Studio) to discuss overall concept for the UFHA Women in

Agriculture Exhibit. A meeting to be arranged to talk about the hardware and actual supporting structures for the exhibit. Bill met with Mark Cromwell from Color Club Creative Works who is sculpting the Louise McKinney bust for the UFHA exhibit. He later sent "in progress" photos showing measurements.

– The video featuring WWII veteran Ben Scaman is progressing and the actual interview with Ben is set for June 20, 2019.

– A real disconnect has been identified between the Station Building and the Exhibit Hall. We need to come up with creative ideas to get people into the Exhibit Hall as it holds excellent displays and artifacts.

– Visitors in the 2 weeks in May saw 269 guests as well as a group of girl guides. The first 2 weeks in June saw 298 visitors and 3 local school tours.

9. Motion for adjournment made by Verne Lunan at 5:08 PM.

Next meeting July 17, 2019 to be held in the Town Office building.



Board Chair

APPROVED



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 4 (2019)

EXECUTIVE COMMITTEE MEETING

Thursday, May 9, 2019 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Jim Bester - Vice-Chair
Don Anderberg
Doug MacPherson (absent)

Ian Sundquist
Jennifer Crowson
Margaret Plumtree

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - May 9, 2019
2. Approval of Minutes - April 11, 2019 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Vehicle Sale and Purchase
(b) Miistakis Institute Partnership Opportunity
(c) Executive Members' Report on the 2019 CPAA Conference
(d) Subdivision Activity 2019 (attachment)
5. Accounts
(a) Office Accounts - March 2019 (attachment)
(b) Financial Statements -
(i) January 1 - January 31, 2019 (attachment)
(ii) January 1 - February 28, 2019 (attachment)
(iii) January 1 - March 31, 2019 (attachment)
(c) Reserve Allocation
6. Director's Report
7. Executive Report
8. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:05 P.M.

1. APPROVAL OF AGENDA

Moved by: Don Anderberg

THAT the Executive Committee approve the agenda, as amended:

ADD: 5(c) Reserve Allocation

CARRIED

2. APPROVAL OF MINUTES

Moved by: Ian Sundquist

THAT the Executive Committee approve the minutes of April 11, 2019, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Vehicle Sale and Purchase

- The office 2015 Equinox, which had approximately 140,000 kms, was recently sold for \$13,000. Quotes have been obtained for a replacement vehicle as follows:

2019 Equinox LS AWD	\$28,835.00	McDonald Chev (Taber)
2019 Jeep Compass Sport 4x4	\$30,725.00	Bridge City Chrysler (Lethbridge)
2019 Escape SE 4WD	\$30,754.00	Dunlop Ford (Lethbridge)
2019 Equinox LS AWD	\$26,860.00	Murray Chev (Lethbridge)

Moved by: Margaret Plumtree

THAT the Executive Committee approve the purchase of the 2019 Equinox LS AWD from Murray Chev (Lethbridge) for \$26,860.00 + GST as quoted.

CARRIED

(b) Miistakis Institute Partnership Opportunity

- The Miistakis Institute is a non-profit foundation based in Calgary which performs research and studies on a variety of environmental issues. They have approached ORRSC with a partnership opportunity to receive \$10,000 in grant funds for participation in the “*Least Conflict Lands Decision Support Tool for Renewable Energy Development*” process with Vulcan County as a test case.
- The process includes development of models for identification of high valued lands for four themes: agriculture, ecological, cultural, and wind and solar energy development, as well as a composite model to identify the best lands for renewable energy development. ORRSC GIS staff will be involved in the development of GIS layers and digital platform.

Moved by: Jennifer Crowson

THAT the Director further investigate the Miistakis Institute partnership opportunity and present the information at a Board of Directors’ meeting.

CARRIED

(c) Executive Members' Report on the 2019 CPAA Conference

- Gordon Wolstenholme, Jim Bester, Ian Sundquist and Margaret Plumtree attended the Conference on behalf of ORRSC and each reported on their experience. Although the guest speaker was good and they enjoyed most of the presentations, consensus was that the quality of the Conference has gone down over the last few years.

(d) Subdivision Activity 2019

- As of April 30, 70 subdivision applications have been received this year, with revenue totalling \$115,182.50.

5. ACCOUNTS

(a) Office Accounts – March 2019

5150	Staff Mileage	B. Brunner	\$ 36.50
5150	Staff Mileage	M. Burla	445.00
5160	Staff Field Expense	M. Burla	40.65
5150	Staff Mileage	R. Dyck	95.40
4140	Approval Fees	324700 Alberta Ltd.	400.00
4140	Approval Fees	Salonka Grading	125.00
4140	Approval Fees	Armando Russian Repair	125.00
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Wild Rose Horticultural	315.00
5310	Telephone	Shaw Business	145.85
5310	Telephone	Shaw Business	145.85
5310	Telephone	Bell Mobility	336.47
5320	General Office Supplies	Paramount Printers	37.50
5330	Dues & Subscriptions	Lethbridge Herald	293.56
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5320	General Office Supplies	Desjardin Card Services	102.00
5380	Printing & Printing Supplies	Desjardin Card Services	35.97
5320	General Office Supplies	Desjardin Card Services	81.54
5390	Graphic & Drafting Supplies	Desjardin Card Services	529.99
5440	Land Titles Office	Minister of Finance	340.00
5450	Legal Fees	Stringam Denecky	100.00
5470	Computer Software	Whipcord	8,525.10
5500	Subdivision Notification	Lethbridge Herald	204.12
5520	Meetings	Costco	43.90
5570	Equipment Repairs & Maintenance	Digitex	680.00
5570	Equipment Repairs & Maintenance	Xerox	1,391.36
5580	Equipment & Furniture Rental	Pitney Bowes	297.12
1160	GST Receivable	GST Receivable	712.27
		TOTAL	<u>\$16,056.15</u>

Moved by: **Jim Bester**

THAT the Executive Committee approve the Office Accounts of March 2019 (\$16,056.15), as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - January 31, 2019**
- (ii) January 1 - February 28, 2019**
- (iii) January 1 - March 31, 2019**

Moved by: Don Anderberg

THAT the Executive Committee approve the unaudited Financial Statements for the following:

- January 1 - January 31, 2019
- January 1 - February 28, 2019
- January 1 - March 31, 2019

CARRIED

(c) Reserve Allocation

- Excess of revenue over expenses from the 2018 audited Financial Statements is \$185,032 and there was discussion how this surplus should be allocated.

Moved by: Don Anderberg

THAT the Executive Committee allocate \$25,000 to the Operating Reserve Fund and \$25,000 to the Capital Reserve Fund;

AND THAT the remaining \$135,032 of the 2018 excess revenue over expenses be split evenly between the Operating Reserve and Capital Reserve Funds.

CARRIED

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:55 p.m. until **Thursday, June 13, 2019 at 6:00 p.m.**

CARRIED

/bj

CHAIR: 

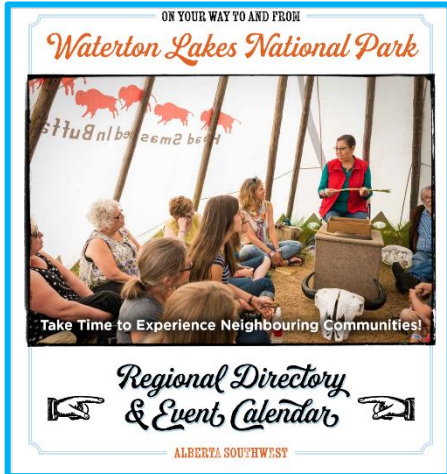
Alberta SouthWest Bulletin August 2019

Regional Economic Development Alliance (REDA) Update

The 2019 AlbertaSW Summer Events and Activities

The 3rd edition of the summer the “flyer” is printed and distributed.

The information is also on-line at www.myalbertasouthwest.com



U of A international students visit AlbertaSW

In July AlbertaSW assisted with arranging this learning event for 40 international students. They chose to visit our region to learn about wind, solar and hydro projects.

We received a nice thank you from **John Bell**, PhD, MBA, International Research Officer, Office of the Vice-President, U of A: *“Bev: Just wanted to say a huge thank you for your help as we planned our weekend to Pincher Creek and Waterton. The students had a fantastic time. Wayne Oliver (far left in photo) and Ole Byrgesen (works with Scott Gerber) respectively did an amazing job in showing the students the TransAlta wind farm and Oldman River Dam. They were really accommodating despite us having a bigger group than anticipated. The students learned a lot. The students also had a great time in Waterton kayaking and hiking and then at Head-Smashed-In-Buffalo-Jump on Sunday morning. Beautiful part of the province and I would definitely love to bring students back to the area again; maybe next summer. Thanks again.”*

Investor Delegation tours AlbertaSW

The Southern Alberta Investment and Trade Initiative (SAITI) partnership continues to build relationships with foreign investors. Visitors pictured with AlbertaSW Board:

Ms. Jenny Xu, CEO, Great Products & Service Inc. (GPS Inc.)
Ms. Constance Leung, Tourism Investment – Asia Pacific & Middle East, Economic Development Trade and Tourism;
Ms. Mei Zhou, Hainan Jiushang Import/Export Trade Company
Ms. Lori Farley, Sr. Consultant, GPS Inc., Calgary
Mr. Kello Lai, Director, Shenzhen Home Solution System Co. Ltd.
Mr. Ross Wharton, Workhorse Group Inc., Calgary



“Energizing Agricultural Transformation”

InnoVisions and Associates will be conducting this project in AlbertaSW, which will begin with compiling an inventory of agricultural production and services in the region. **** If you would like to know more about the project, or to be involved, please call Bev.** We invite producers, suppliers, consumers, community leaders who are connected to all aspects of the complex agricultural industry to share their ideas and knowledge!



Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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

bev@albertasouthwest.com

www.albertasouthwest.com

Alberta SouthWest Bulletin September 2019

Regional Economic Development Alliance (REDA) Update

“Energizing Agricultural Transformation” (EAT) Project Launched!



24 representatives from AlbertaSW communities, producers, municipal administration, government, agencies, financial and post-secondary institutions met as an inaugural “Resource Roundtable” to explore how we can work together to build upon regional assets and economic opportunities. With an eye on the future, AlbertaSW is assessing how to support existing agri-business while exploring innovative agricultural trends, new markets and trade opportunities. Natalie Gibson, President of InnoVisions & Associates, facilitated the initial discussion, gathering direction to guide for future research and structure for the project.

Broadband, Broadband, Broadband ...

Any discussion of any industry inevitably loops back to the issue of broadband connectivity. This is particularly relevant our rural communities and to innovation and productivity in our agricultural sector.

The Government of Canada has proposed a new Universal Broadband Fund (UBF) to help every Canadian access high-speed Internet service. This plan invests \$6 billion into rural broadband over the next 10 years.

<https://www.budget.gc.ca/2019/docs/nrc/infrastructure-infrastructures-internet-en.html>

- Search out “Canada’s Connectivity Strategy” or visit https://www.ic.gc.ca/eic/site/139.nsf/eng/h_00002.html
- Complete a quick Internet speed test at <https://www.ic.gc.ca/eic/site/139.nsf/eng/home>
- Participate in a brief survey: <https://advisorysurveys.kpmg.ca/se/7FDA9ED3145D7996>

It is so important to have quality broadband and input from our region may help draw attention to our issues. Take a moment to look at the information, participate in the survey and pass this information along to others!



Economic Resiliency and Disaster Recovery for Municipal Leaders

Wednesday October 2, 2019 9:00am to 4:00pm, MD of Pincher Creek Administration Building

By popular demand, AlbertaSW will offer a second session of this Economic Developers Alberta (EDA) course that was first offered in April, adding a new, economic perspective to preparing for business recovery.

Registration is FREE OF CHARGE for AlbertaSW communities. **RSVP** to bev@albertasouthwest.com

Who should attend?

The day is relevant to Economic Developers, Elected Officials, CAOs, Emergency Managers, Chambers, EDCs, and other community stakeholders who have a role in preparing for, and managing, business and economic recovery.

Topics include:

- An introduction to community economic resilience
- Phases of a disaster in the context of economic recovery and development
- Government roles and responsibilities after a disaster
- Business assistance before and after a crisis
- Crisis communications
- Community recovery opportunities

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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

bev@albertasouthwest.com

www.albertasouthwest.com



Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday May 1, 2019 –Cobblestone Manor, Cardston



Board Representatives

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

Resource Staff

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

Cardston Council Guests

Mayor Maggie Kronen
Councillor Gerry Selk
Councillor Richard Bengry

1. Call to Order and welcome- Chair called the meeting to order.
2. Approval of Agenda Moved by Scott Korbett THAT the agenda be approved as presented.
Carried. [2019-05-626]
3. Approval of Minutes Moved by Dennis Barnes THAT the minutes of April 10, 2019 be approved with attendance corrected.
Carried. [2019-05-627]
4. Approval of Cheque Register Moved by Warren Mickels THAT cheques #2616 to #2636 be approved as presented.
Carried. [2019-05-628]
5. Draft Operations Plan 2019-20 Moved by Jim Bester THAT the Operations Plan Priorities and Budget go forward to the AGM for formal approval.
Carried. [2019-05-629]
6. RFP for website management Bev will pursue requesting services for web/data management and communications services for the region.
7. Proposal for Ag Inventory Project Discussion and consensus that the proposal from InnoVisions and Associates offered a good approach to begin this project for the region. Bev will follow up with Natalie Gibson.
Chair suggested the Project Advisory Committee would require some Board volunteers. Bev will follow up with that.
8. Renewables Update Randolph Siebold will represent SAAEP at the trade show during the upcoming Solar Canada international event in Calgary.
Peaks to Prairies Project is in active engagement with host communities to identify optimal sites for installations.
9. Annual General Meeting Board reviewed plans and logistics for the event to be held at the Bomber Command Museum of Canada in Nanton.

10. Executive Director Report Accepted as information.
11. Round table updates
12. Board Meetings:
- June 5, 2019 – AGM Bomber Command Museum - Nanton
 - July 3, 2019 – no meeting (summer break)
 - August 7, 2019 – MD Ranchland
13. Adjournment Moved by John Van Driesten THAT the meeting be adjourned.
Carried. [2019-05-630]

Approved August 8, 2019

Chair

Secretary/Treasurer



Alberta SouthWest Regional Alliance Minutes of the Board of Directors Meeting

Wednesday August 7, 2019 –MD Ranchland Administrative Office

Board Representatives

Barney Reeves, Waterton
Brent Feyter, Fort Macleod
Scott Korbett, Pincher Creek
Jim Bester, Cardston County
Brad Schlossberger, Claresholm
John Van Driesten, MD Willow Creek
Bev Everts, MD Pincher Creek
Dennis Barnes, Cardston

Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW
Kathy Wiebe, Interim CAO
Zachary Moore, Nature Conservancy
Ms. Mei Zhou, CEO, Hainan Juishang Import and Export
Mr. Kello Lai, Operation Director, Home Solution System Co. Ltd.
Constance Leung, AEDTT
Jenny Xu, GPS Inc., Calgary
Lori Farley, GPS Inc., Calgary
Ross Wharton, Workhorse Group Inc., Calgary

1. Call to Order and welcome- Chair called the meeting to order.
2. Approval of Agenda Moved by Dennis Barnes THAT the agenda be approved as presented.
Carried. [2019-08-642]
3. Approval of Minutes Moved by Brent Feyter THAT the minutes of May 1, 2019 be approved as corrected.
Carried. [2019-08-643]
4. Approval of Cheque Register Moved by Brad Schlossberger THAT cheques #2637 to #2673 be approved as presented.
Carried. [2019-08-644]
5. Minutes of Executive Meeting Reviewed and accepted as information.
6. Training requests/regional networking Bev will contact CAOs and determine interest in meeting as a regional group. Possible topic of interest to all might be "Creating a Region of Excellent Customer Service"
Bev will follow up on requests to schedule
- Media training for municipalities
- Economic Resiliency Training (repeat of April session)
7. Energizing Agricultural Transformation Contract has been signed with InnoVisions and Associates to do this project. Phase 1 is to develop an inventory of production, products and services related to our agriculture industry.
Board has committed to provide suggested contacts who are "in the know" in agriculture who can be invited to provide input.
Bev and InnoVisions will gather Board suggestions, compile the resource list, arrange the orientation day agenda and extend invitations.

- | | |
|--|---|
| 8. Green Destinations Application 2019 | <p>Consensus that the 2019 Top 100 Sustainable Global Destinations application be submitted with the name “Alberta SouthWest Crown of the Continent”.</p> <p>Bev will contact those who previously provided letters of support and request an updated letter for 2019.</p> <p>Board will suggest any other individuals or organizations who may want to support this application.</p> |
| 9. Water Security | Defer to next meeting pending information from SouthGrow. |
| 10. Executive Director Report | Accepted as information. |
| 11. Round table updates | The Board and members of the delegation of investors from China, AEDTT staff and consultants all introduced themselves, answered questions and shared information on their programs and services. |
| 12. Board Meetings: | <ul style="list-style-type: none"> ➤ September 4, 2019 – MD Willow Creek ➤ October 2, 2019 – MD Pincher Creek ➤ November 6, 2019 – to be determined ➤ December 4, 2019 –Pincher Creek Provincial Building- <p style="padding-left: 40px;">NOTE: this is the annual Organizational Meeting,</p> |
| 13. Adjournment | <p>Moved by John Van Driesten THAT the meeting be adjourned.</p> <p>Carried. [2019-08-645]</p> |

Approved September 4, 2019

Chair

Secretary/Treasurer

From: Oldman Watershed Council <info@oldmanwatershed.ca>

Date: August 29, 2019 at 2:33:59 PM MDT

To: clares@telusplanet.net

Subject: Oldman Watershed Council Annual Report

Town of Claresholm,

On behalf of the Oldman Watershed Council our Board of Directors, I am pleased to present you with a copy of our [2018-2019 Annual Report](#). In the document, you will find many of the successes, initiatives, actions, and stories of the OWC.

2018-19 was an exciting year filled with new partnerships and projects, the intake of new team members, boots-on-the-ground restoration and clean-up work, and a series of educational events and seminars. A few highlights include a highly-successful restoration event at Pasque Creek, specialized events like our Citizen Science workshop, and partnering with Phillips to create the Oldman Watershed Council *Hazy Kölsch Benefit Brew*. We continued to work with our diverse group of partners throughout Southern Alberta to help conserve, restore, and protect the land, water, and wildlife that make up our watershed. Furthermore, we have updated our by-laws to allow for more efficient organizational operation and open the doors to new membership program that will allow citizens to take their relationship with the watershed to the next level.

In 2019-2020, we look forward to continuing to act as a forum for all voices within the watershed, including citizens, industry, government, First Nations, recreationists, and the business community. Maintaining and conserving a strong, resilient watershed is essential to the success of our Southern Albertan community and all those that live, work, and play in it. Thank you for your ongoing support of the OWC—we are excited for what we can achieve together!

Sincerely,

The OWC team



Oldman Watershed Council

403-330-1346

info@oldmanwatershed.ca

319, 6th St S.

Lethbridge, AB T1J 2C7

oldmanwatershed.ca

NOTICE OF DECISION

RECEIVED

AUG 27 2019

Form C

Application No. 064-19

NAME OF APPLICANT Glacier Kootenay Craft Ltd.

ADDRESS: 204, 3505 – 52nd St. Calgary, AB T2B 3R3

In the matter of Lot 1-5, Block 2, Plan 8810634 (CIA)

The development as specified in Application No. 064-19 for the following use:

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

has been **APPROVED**, subject to the following conditions:

1. If there are any minor changes to the approved development, the applicant/developer shall obtain written approval from the municipal district;
2. If any expansion/additions to the approved development are considered major, a new development permit shall be obtained from the municipal district;
3. The owner or applicant shall comply with the municipal Land Use Bylaw No. 1826, Schedule 14 Cannabis Regulations;
4. The owner or applicant shall provide, as a condition of development permit, a copy of the current licence for all activities associated with cannabis production as issued by Health Canada;
5. The owner or applicant shall obtain any other required approval, permit, authorization, consent or licence to ensure compliance with applicable federal, provincial or other municipal legislation and copies filed with the municipal district office;
6. The development must be done in a manner where all of the processes and functions are fully enclosed within a stand-alone building including all loading stalls and docks, and garbage containers and waste material;
7. The development shall not operate in conjunction with another approved use;
8. The development shall not include an outdoor area for storage of goods, materials or supplies;

9. The development must include equipment designed and intended to remove odours from the air where it is discharged from the building as part of a ventilation system;
10. The Municipal Planning Commission may require, as a condition of a development permit a public utility waste management plan, completed by a qualified professional, that includes detail on:
 - a) The incineration of waste products and airborne emissions, including smell;
 - b) The quantity and characteristics of liquid and waste material discharged by the facility; and
 - c) The method and location of collection and disposal of liquid and waste material;
11. The minimum number of motor vehicle parking stalls shall be based on the parking requirements found in Schedule 8 Parking/Loading, of Land Use Bylaw 1826;
12. Prior to construction or commencement of the development, the owner/applicant shall obtain all necessary permits under the Alberta Safety Codes Act, (including building, electrical, gas, plumbing and private sewage disposal system) as required. Permits must be obtained from the accredited agency Superior Safety Codes Inc.;
13. Shall comply with all legislative requirements of The Safety Codes Act as it applies to building, electrical, gas, plumbing and private sewage permits issued by an accredited agency on behalf of the municipality;
14. The owner or applicant shall comply with the municipal Land Use Bylaw No. 1826, Schedule 4 Standards of Development, section 27 Dark Sky Standards;
15. Prior to becoming operational a Municipal Business Licence shall be obtained and maintained pursuant to Bylaw No. 1603;
16. Prior to becoming operational a Fire Safety Plan outlining fire prevention, mitigation and suppression procedures shall be submitted and approved by the Fire Safety Codes Officer of the Municipal District;
17. Prior to becoming operational a Fire Inspection shall be conducted and all recommendations shall be adhered to;

18. All recommendations from Alberta Health Services letter dated August 13, 2019, shall be adhered to;
19. Operating hours shall be from 7:00 a.m. to 7:00 p.m. seven days a week;
20. The property shall be maintained in a neat and orderly manner and kept clear of all refuse at all times;
21. All refuse shall be stored in suitable garbage containers. Refuse holding areas, including containers, shall be screened from public view;
23. **No** trees surrounding the premises shall be cut down or trimmed at any time, without consulting the Municipal District to obtain authorization;
24. There shall be no development within the minimum setback requirements of 6.10m (20 ft.) from the front and rear yard property boundary lines and 3.05m (10 ft.) from the side yard property boundary lines, and '0' setback requirement for fences on all property boundary lines, unless a development permit is obtained that specifically varies the required setback to allow the specified development; and
25. A development agreement shall be entered into between the developer and the Municipal District of Willow Creek, in the event the provision of additional fire suppression is required, using a high pressure fire suppression service, hydrants, or any other approved method, then all costs, engineering and upgrades shall be borne by the developer, and shall be registered on title.

DATE OF DECISION August 21, 2019

DEVELOPMENT PERMIT issued on the 24th **day of** August **2019.**

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

DATE: August 24, 2019

SIGNED:



Cindy Chisholm
Development Officer
The Municipal District of Willow Creek

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

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

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

Copies to:

Applicant(s)/Registered Owner(s)
Landowners 1-mile radius
Alberta Transportation
Alberta Health Services
Health Canada