



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 27, 2020
AGENDA**

Time: 7:00 P.M.

Place: Electronic Only due to COVID-19 Pandemic

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNLIKA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA
MINUTES: REGULAR MEETING – APRIL 14, 2020
DELEGATION: DISC GOLF TONES COURSE PROPOSAL – Craig Burrows-Johnson
ACTION ITEMS:

1. BYLAW #1678 – Cemetery Bylaw Amendment
RE: 1st Reading
2. BYLAW #1693 – Non-Residential Tax Incentive Bylaw
RE: 2nd & 3rd Readings
3. BYLAW #1700 – COVID-19 Relief Bylaw
RE: 1st Reading
4. BYLAW #1701 – Electronic Transmission of Documents Bylaw
RE: 1st Reading
5. BYLAW #1703 – Recycling Materials Management Bylaw Amendment
RE: 1st Reading
6. BYLAW #1704 – Regional Assessment Review Board Bylaw
RE: 1st Reading
7. CORRES: Federation of Canadian Municipalities (FCM)
RE: Protecting Vital Municipal Services
8. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Input on Shovel-Ready Projects
9. CORRES: APWA Alberta Chapter
RE: National Public Works Week – May 17-23, 2020
10. REQUEST FOR DECISION: 2020 Open Houses
11. REQUEST FOR DECISION: Miscellaneous Fees & Facility Rent Policy
12. REQUEST FOR DECISION: CPO Known Risk Policies
13. REQUEST FOR DIRECTION: Cancellation of Future Events
14. FINANCIAL REPORT: Statement of Operations – February 29, 2020
15. INFORMATION BRIEF: Alberta Economic Stimulus Projects
16. INFORMATION BRIEF: CAO Report
17. INFORMATION BRIEF: Council Resolution Status
18. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. Oldman River Regional Services Commission Executive Meeting Minutes – February 13, 2020
2. Claresholm Child Care Society Board Meeting Minutes – March 10, 2020
3. Claresholm Food Bank Board Meeting Minutes – February 27, 2020
4. Alberta Seniors and Housing Newsletter – April 18, 2020
5. Town of Nanton – ICF Committee Representatives
6. MD of Willow Creek – ICF Committee Representatives
7. Town of Fort Macleod – ICF Committee Representatives

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 14, 2020

Place: Electronic Only due to COVID-19 Pandemic

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAatNL1KA/live>

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

ABSENT: None

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

MEDIA PRESENT: None

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 7:01 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

CALL TO ORDER: The meeting was called to order at 7:01 p.m. by Mayor MacPherson.

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

CARRIED

MINUTES: REGULAR MEETING – MARCH 23, 2020

Moved by Councillor Zimmer that the Regular Meeting Minutes of March 23, 2020 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1699 – Community Peace Officer Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1699, the Community Peace Officer Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1699, the Community Peace Officer Bylaw, 3rd & Final Reading.

CARRIED

2. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs
RE: ACP Intermunicipal Collaboration Grant

Received for information.

3. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs
RE: 2020 Education Property Tax Requisitions and Education Property Tax Deferrals

Received for information.

4. CORRES: Alberta Rural Development Network
RE: Reaching Home Emergency COVID-19 Funding Update

Received for information.

5. REQUEST FOR DECISION: Quality Management Plan (QMP) Update

MOTION #20-059

Moved by Councillor Zimmer that the Town of Claresholm agrees with and will adhere to the requirements outlined in the updated Quality Management Plan that pertains to the Safety Codes Disciplines of Building, Electrical, Plumbing, Gas and Fire.

CARRIED

6. REQUEST FOR DECISION: Southern Alberta Summer Games

MOTION #20-060

Moved by Councillor Cutler to write a letter to the Southern Alberta Recreation Association stating that the Town of Claresholm would like to postpone hosting the Southern Alberta Summer Games in Claresholm until 2022 rather than the 2021 Games as was previously agreed upon to allow the Town of Raymond to host the Games in 2021.

CARRIED

7. REQUEST FOR DECISION: Financial Plans

MOTION #20-061

Moved by Councillor Schulze to adopt the 2020 Three (3) Year Financial Plan as presented.

CARRIED

MOTION #20-062

Moved by Councillor Schlossberger to adopt the 2020 Five (5) Year Capital Plan as presented.

CARRIED

8. REQUEST FOR DECISION: Budget Update

MOTION #20-063 Moved by Councillor Schlossberger to approve the Final 2020 Operating and Capital Budget as presented.

CARRIED

9. REQUEST FOR DIRECTION: Property Tax Payment Deadline Extension

MOTION #20-064 Moved by Councillor Carlson to direct administration to draft a bylaw to defer the property tax penalty date to December 31st, 2020 to be presented for first reading on April 27, 2020.

CARRIED

10. INFORMATION BRIEF: The Bridges at Claresholm Golf Club

Received for information.

11. INFORMATION BRIEF: Infrastructure Master Plan CARES Grant

Received for information.

12. INFORMATION BRIEF: Annexation Update

Received for information.

13. INFORMATION BRIEF: Airport Land Sale Update

Received for information.

14. INFORMATION BRIEF: Municipal Government Act Changes – COVID-19

Received for information.

15. INFORMATION BRIEF: Strategic Plan Update

Received for information

16. INFORMATION BRIEF: Council Resolution Status

Received for information.

17. ADOPTION OF INFORMATION ITEMS

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

CARRIED

18. IN CAMERA:

a. LAND – FOIP Section 16

b. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Cutler to go In Camera at 7:48 p.m. for the following items:

a. LAND – FOIP Section 16

b. Intergovernmental Relations – FOIP Section 21

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:48 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:07 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:07 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:08 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:08 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS

DISC GOLF TONES COURSE PROPOSAL 2020-2021

**CENTENNIAL PARK
Claresholm, Alberta**

APRIL 23

**Authored by:
Craig Burrows-Johnson & Edmond Duguay**



Background

Edmond Duguay has resided in the community of Claresholm Alberta for a number of years. He has a passion for the game of Disc Golf. In 2019, with his collaborator, Craig Burrows-Johnson, they designed and built a disc golf course in Midland Provincial Park, adjacent to the Royal Tyrell Museum in Drumheller, Alberta.

Edmond has worked with Willow Creek Composite High School to offer tips, advice and techniques to students and realized there is interest and support in Claresholm for a local course, in an existing park.

History of Disc Sports

In 1957 The Frisbee swooped onto the North American toy market in 1957 as a simple toy for throwing and –catching, in the early 1960s the Frisbee became a common sight on beaches and parks around the world, and not long after new games developed, adapting the rules of traditional games played with balls, such as Football, Tennis, Soccer, Cricket, and Golf.

Ultimate Frisbee, Frisbee Cricket, Double Disc Court and Disc Golf were created, equipment was standardized, and the Frisbee became more than a just a toy. It became a piece of sports equipment!

In 1976, Californian Ed Headrick (then Vice-President of Wham-O Toys), formalized the sport of Disc Golf by developing a disc catching basket, adapted traditional Golf Rules and installed the world's first Disc Golf course in Oakgrove, California.

44 years later large numbers of disc golf courses around the world have been constructed in existing public parks, although interesting and challenging courses have been built in deserts, badlands, around wetlands, and along mountainsides (including ski hills), proving there is no such thing as a typical Disc Golf landscape.

The Professional Disc Golf Association (PDGA) the governing body for this sport was founded over 40 years ago, and disc golf has grown exponentially since then. Players and PDGA sanctioned tournaments can now be found in over 70 countries around the world playing on one of over 8000+ PDGA sanctioned Disc Golf courses. See www.pdga.com for more info.

The sport is easy to learn, low maintenance, and affordable recreational fun for all ages.

Purpose of Proposal

To donate and build a basic 9 Tone Disc Golf to the Town of Claresholm at Claresholm Centennial park

Previous Projects

1. Craig Burrows-Johnson, Course Designer and PDGA Tour Official, has built more than 2 dozen disc golf courses in Alberta since 1995.
2. Edmond Duguay helped design and build a Championship disc golf course at Midland Provincial Park and has demonstrated disc golf to students at LaVerendre School in Lethbridge.
3. Edmond Duguay also designed a 2 pattern disc golf course on the fields of WCCHS. In addition he:
 - a. Participated in teaching technique to students
 - b. Worked with Middle School students, and has asked teachers to add Disc Golf to the schooling program.
 - c. Built and donated 4 homemade baskets and flying discs to the Claresholm Mental Health and Addiction Centre

Goals & Highlights

1. Disc golf is inexpensive, passive sport which co-exists easily with other park uses.
2. Addition of the new sport into the general recreational programs offered by the Town of Claresholm.
3. Provides a source of recreation and a creative play area outdoors. The target group are residents of the Town

ists who may visit the park, spray park or other amenities in the

- Provide a positive, fresh, activity that fosters respect for the land and friendship through passive recreational use.
5. Provide a facility that will allow juniors, novices and seniors to compete in a friendly, healthy manner within the larger disc playing community.
 6. Improve park safety by ensuring a steady, unstructured, recreational use.
 7. Reduce maintenance costs through the participation of future volunteer disc players who could be organized on the Adopt-A-Park model to pick up litter and report any vandalism or illegal activities.
 8. Disc sports are unique in that they provide an environmentally friendly, sophisticated recreational activity that is compatible with other passive park uses using the existing terrain.
 9. Disc Golf is a very safe sport that is compatible with all other traditional park uses. Guidelines for course design have been established by the PDGA with the result that disc golfers around the world share public land with other park users in a friendly, multi-use park atmosphere.
 10. Vandalism concerns: thousands of disc golf courses exist across North America, Asia and Europe in public parks, where parks officials consistently note and document the beneficial and long lasting social impacts in public parks due to the presence of a disc golf course.
 11. The construction of a disc golf course at Centennial Park would have broad appeal. This new activity will quickly add hundreds of potential recreational uses in Claresholm, at minimal cost. It will also enhance park safety and cleanliness through the constant, concerned use of the course by disc golf players.
 12. Capital costs are extremely low up; a professional quality course with 18 PDGA approved baskets and signs can be built for less than \$25000.
 13. Once installed, a disc golf course requires very little maintenance of any type.

“Simply put, the future direction of new and emerging non-traditional sports is well represented by Disc Golf”

Project Details

The Disc Golf Course development process is straightforward, consisting of community consultation, site approval, course design, equipment purchase and installation.

Benefits and Feasibility of Project

Economic Benefits

The construction of a Recreational quality disc golf course at Centennial Park will result in an increase in unstructured use by “sport tourists”. These persons will be able to find directions to and information on the course posted to the PDGA website. Many of these players will come from existing disc golf communities in Alberta, especially those players from Calgary and Lethbridge, in addition to those in the NW USA, Saskatchewan and South Eastern BC. These players will all be eager to play this course and explore the Foothills of the MD of Willow Creek.

Installation

The process of installing a disc golf course is quick, involving the most minimal disturbance. Due to the sensitive nature of the park and landscape, this will mostly be hand work to dig holes, and install posts c/w gravel backfill for the 9 target Tones. The tones will be fixed to fence posts using lag bolts and will be left in place all year round. If the weather is mild, disc golf play will occur in all 4 seasons.

Operation

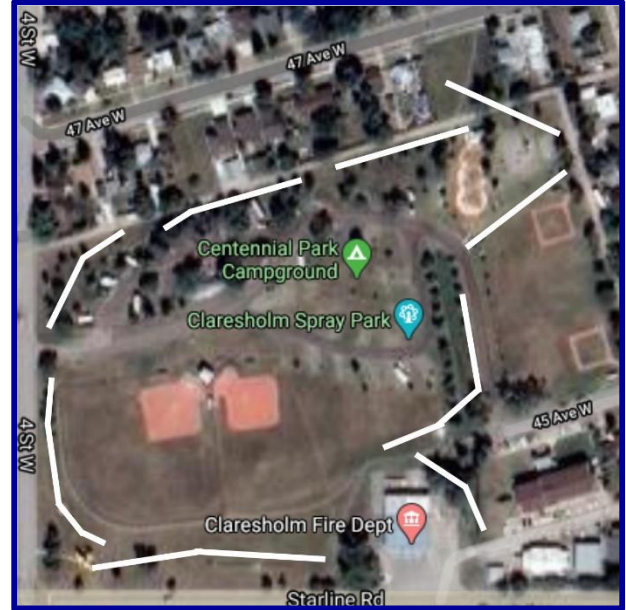
Equipment maintenance is very minimal and the targets rarely need any repair as they are vandal resistant. Scorecards, flying discs, bags, etc. can be found easily online, or provided through other organizations or businesses in

Course Design

Preliminary Design is in white

Design Considerations

- Safety
- Environmental impact
- Parking, toilets/facilities
- Playability: variety of shots required (par), use of available hazards, course flow, and positioning of tees to accommodate varying skill levels (children/seniors, average and advanced levels).
- Drawings for the course map and signs will be completed by Edmond Duguay and Craig Burrows-Johnson.



Phase 1: Equipment & Set up

- Proposed 9 Tone Recreational Disc Golf Course, in 2 phases.
- Phase 1 includes the following:
- Installation of 9 Targets (Aluminum Tones)
- Installation of Rules sign that includes: course map, distances, preferred flight path, and rules mounted securely.
- Installation of 9 tee box signs showing a number, a map of the fairway, distance and Par #.
- All course equipment is fabricated locally and inexpensively.

Phase 2: Application for Grant funding

- Upgrade from Tones to Baskets
- Improved course sign
- Upgraded tee signs
- Garbage Cans



“What other public recreational activity costs so little, yet offers so many potential benefits to the host park, providing healthy, low impact cardiovascular exercise to so many different users?”

ACTION ITEMS



REQUEST FOR DECISION

Meeting: April 27, 2020
Agenda Item: 1

BYLAW No.1678 – CEMETERY AMENDMENT BYLAW

DESCRIPTION:

At the November 25th, 2019 Council meeting the attached Bylaw #1678, Cemetery Amendment Bylaw, was presented to council for first reading. Council at that time declined to give first reading to the Bylaw due to concerns with the new Columbarium that was purchased and more specifically with the Bronze Plaque program that accompanies it. Council wanted to await first reading until after an agreement or commitment was in place from the Zentner Funeral Home for purchasing and installing another columbarium that had the option for engravings. At the March 23, 2020 Council meeting Council approved a proposed location for the Columbarium to be installed by Zentner Funeral Home and a letter of understanding has been signed and executed.

Since this agreement is now in place to provide these additional options to those looking for a niche the amendment for the Cemetery Bylaw is being presented to Council again for 1st reading.

Amendments to the Bylaw include a requirement for bronze plaques purchased through the Town from Nelson Granite (could be facilitated through Willow Creek Funeral Homes), prohibiting inscriptions in the stone as well as schedule "A" setting prices for the plaques. As these would be for the Town owned Columbarium only, the bylaw does not need to include anything regarding engravings on the other columbarium niches.

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

RECOMMENDED ACTION:

Administration recommends that the Bylaw originally presented on September 23, 2019 be presented again for first reading with no change, as it would only apply to the Town owned Columbarium.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1678, Cemetery Amendment Bylaw, 1st Reading.

ATTACHMENTS:

1. Bylaw No. 1678 Cemetery Amendment Bylaw

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 22, 2020



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

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

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

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

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

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

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

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

3. Bylaw #1650 is hereby amended.

Read a first time in Council this day of 2020 A.D.

Read a second time in Council this day of 2020 A.D.

Read a third time in Council and finally passed in Council this day of 2020 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO

BYLAW# 1678

SCHEDULE "A"

Burial Rights:	
Burial plot & permit fee	500.00 + GST
Cremation plot & permit fee (one open & close)	200.00 + GST
Columbarium:	
Columbarium Niche	950.00 + GST
Bronze Plaque with year of birth & death	450.00 + GST
Bronze Plaque with full date of birth and death	500.00 + GST
To add year of death to plaque	50.00 + GST
To add date of death to plaque	75.00 + GST
Services:	
Open & close for interment – April 1 to October 31	300.00 + GST
Open & Close for Interment – November 1 to March 31	450.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Apr 1 to Oct 31	125.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Nov 1 to Mar 31	275.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Apr 1 to Oct 31	200.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Nov 1 to Mar 31	350.00 + GST
Open & close for Columbarium Niche	60.00 + GST
Late funeral surcharge (after 3:00 p.m. arrival)	150.00 + GST
Weekend/holiday surcharge	200.00 + GST
Disinterment with permanent concrete vault	Double the Open & Close fees
Disinterment without permanent outer box surcharge	Quadruple the Open & Close fees
Perpetual Care per burial site	300.00 + GST
<ul style="list-style-type: none"> Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized. 	
Administration fee on cancellation	50.00



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1693**

A BYLAW OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE PROPERTY TAX INCENTIVES FOR NON-RESIDENTIAL PROPERTIES WITHIN THE TOWN OF CLARESHOLM.

WHEREAS, on June 4, 2019, the Alberta Legislature introduced Bill 7 which would allow municipalities to provide property tax incentives for non-residential properties in the form of property tax exemptions or property tax deferrals and Bill 7 received Royal Assent on June 28, 2019;

AND WHEREAS, s. 364.2(2) of the *Municipal Government Act* RSA 2000, c.M-26, as amended, provides a Council may, by bylaw, for the purpose of encouraging the development or revitalization of properties in the non-residential assessment class for the general benefit of the municipality, provide full or partial exemptions from taxation or deferrals of the collection of tax;

AND WHEREAS, s. 364.2(3) of the *Municipal Government Act* RSA 2000, c.M-26, as amended, requires a bylaw under s. 364.2(2) of the *Municipal Government Act* RSA 2000, c.M-26, as amended, to set criteria for property to qualify for an exemption or deferral and establish a process for the submission and consideration of an application for an exemption or deferral;

AND WHEREAS, the Council of the Town of Claresholm deems it appropriate to provide for property tax incentives for non-residential properties in the form of property tax exemptions to encourage development and redevelopment within the boundaries of the Town of Claresholm;

NOW THEREFORE, the Council of the Town of Claresholm, duly assembled, hereby enacts as follows:

1. Application

- 1.1. This Bylaw may be referred to as the “Non-Residential Tax Incentive Bylaw”.
- 1.2. This Bylaw applies to the Development and Redevelopment of properties within the boundaries of the Town of Claresholm.

2. Definitions

- 2.1. “Act” means the *Municipal Government Act* RSA 2000, c.M-26.1, as amended.
- 2.2. “Application” means an application for a Tax Incentive pursuant to this Bylaw in the form attached hereto as Schedule “A”.
- 2.3. “Building” means a building, structure or other thing erected or placed in, on, over or under land.
- 2.4. “CAO” means the Chief Administrative Officer of the Town of Claresholm.
- 2.5. “Completed” means the date of final inspection of the building permit for the Development or Redevelopment or the date of the annexation of lands to the Town on which is located a building or buildings pursuant to the provisions of the Act.
- 2.6. “Council” means the Municipal Council of the Town of Claresholm.
- 2.7. “Development” means the construction of a new building or buildings.
- 2.8. “Redevelopment” means improvements to or the alteration of an existing building or buildings or the addition of lands to the Town through annexation on which is located a building or buildings.

2.9. “Tax Incentive” means the cancellation of a portion of the municipal portion of taxes for a property pursuant to this Bylaw.

3. Criteria

3.1. In order to qualify for a Tax Incentive under this Bylaw:

3.1.1. The property must be located within the boundaries of the Town of Claresholm when the Application is made;

3.1.2. Development or Redevelopment occurs on the property after the coming into effect of this Bylaw;

3.1.3. Development or Redevelopment is in compliance with the requirements of the Town’s Land Use Bylaw and any other applicable municipal bylaw or regulation, as amended from time to time, and

3.1.4. All outstanding property taxes (including amounts added to the tax roll pursuant to the *Municipal Government Act*) on the property have been paid in full and are not in arrears.

3.2. Eligibility for a Tax Incentive pursuant to this Bylaw shall be based on the increased assessment, determined as follows:

3.2.1. In the case of Development, based on the total assessed value of the new building(s), and;

3.2.2. In the case of Redevelopment, based on the total increase in the assessed value of the building(s) as a result of the Redevelopment; provided, however, that redevelopment shall not be eligible for consideration under this Bylaw unless the total increase in assessed value of the building(s) as a result of the Redevelopment is 25% or more,

(the “Municipal Benefit”).

3.3. The owner of a property within the Town on which Development or Redevelopment has occurred, shall be responsible for any costs associated with evidencing the Municipal Benefit, including, but not limited to, any fee or charge to reconcile the change in assessment.

3.4. A Tax Incentive granted pursuant to this Bylaw shall apply to the municipal portion of property taxes only, and does not include school or other requisitions.

3.5. A Tax Incentive granted pursuant to this Bylaw shall be for a THREE (3) YEAR period (the “Tax Incentive Period”), with a declining exemption, calculated as follows:

3.5.1. 75% exemption from taxation on the **Municipal Benefit** in the year following the year in which the Development or Redevelopment is completed (“Year One”);

3.5.2. 50% exemption from taxation on the **Municipal Benefit** in the year subsequent to Year One (“Year Two”);

3.5.3. 25% exemption from taxation on the **Municipal Benefit** in the year subsequent to Year Two (“Year Three”); and

3.5.4. 0% exemption from taxation in the year subsequent to Year Three.

3.6. A Tax Incentive granted pursuant to this Bylaw shall be calculated in accordance with Section 3.5 herein over the Tax Incentive Period based on the Municipal Benefit as determined in Year One.

4. Procedures

- 4.1. The owner of a property within the Town on which Development or Redevelopment has occurred may apply to the CAO for a Tax Incentive in accordance with the procedure established in this Bylaw.
- 4.2. An Application pursuant to this Bylaw must be made within ONE (1) year of the date of the assessment notice issued with respect to the property which reflects the Municipal Benefit as the result of the Development or Redevelopment.
- 4.3. An Application must be submitted in writing to the CAO in a form and with supporting documentation satisfactory to the CAO, and must be accompanied by a valid Development Permit issued by the Town (or another municipality) for the Development or Redevelopment, proof of payment of all outstanding taxes for the property that is the subject of the Application and all applicable fees and deposits.
- 4.4. The CAO shall refer all complete Applications to Council for a decision in accordance with s. 364.2(4) of the MGA.
- 4.5. All Applications are subject to approval by Council in its sole and unfettered discretion, which approval, if provided, shall be in the form of a Council resolution that specifies the taxation years to which the Tax Incentive applies and any condition the breach of which will result in cancellation of the Tax Incentive.
- 4.6. If at any time after a Tax Incentive is granted under this Bylaw the Town determines that the property did not qualify or has ceased to qualify for a Tax Incentive under this Bylaw, Council may, in its sole discretion, cancel the Tax Incentive for the taxation year or years in which the property did not qualify. Notwithstanding the foregoing, if the Town determines that the property has ceased to qualify under this Bylaw because property taxes are unpaid, the Tax Incentive is cancelled automatically.
- 4.7. An increase or decrease in the **assessment of a property** over the Tax Incentive Period shall not impact the Tax Incentive pursuant to this Bylaw. Notwithstanding the foregoing, if the Town determines the assessment of a property assessed based on the income approach has decreased in Year Two and/or Year Three by more than 10% below the **Year One assessed value of the property**, Council may, in its sole discretion, cancel or reduce the Tax Incentive for Year Two and/or Year Three of the Tax Incentive Period. In determining whether or not to cancel or reduce the Tax Incentive for Year Two and/or Year Three of the Tax Incentive Period, Council may take into consideration factors including, but not limited, to a change in business operations or employment.
- 4.8. If a Tax Incentive is granted under this Bylaw, the owner of the property shall advise subsequent owners of the Tax Incentive and subsequent owners shall be subject to this Bylaw with respect to the continuation of the Tax Incentive.
- 4.9. Where Council refuses to grant or cancels a Tax Incentive, the applicant will receive a notice in writing with reasons.

This bylaw shall come into effect on the date of third and final reading.

Read a first time in Council this **23rd** day of **March**, 2020.

Read a second time in Council this ___th day of _____, 2020.

Read a third and final time in Council this ___th day of _____, 2020.

Mayor Doug MacPherson

Marian Carlson, Chief Administrative Officer

SCHEDULE "A"

TAX INCENTIVE FOR NON-RESIDENTIAL PROPERTIES - APPLICATION FORM

Applicant		
	Name	
	Mailing Address	
	Contact Number(s)	
	Email	
Property:		
	Roll Number	
	Civic Address	
	Legal Description	
	Registered Owner(s)	
<p>Note – Proof of registered owners must be verified by supplying a current copy of title. If this is not provided the Town will pull a copy of the title and any fees related to this will be payable by the applicant.</p>		
The initial tax year exemption is being applied for:		
Assessment		
	Current Assessment Year	
	Current Assessment Value (Total)	
	Current Improved Assessment Value (Bldgs)	
	Reference Assessment Year	
	Reference year is the comparison year to show the assessed value of growth based on the development/redevelopment. This may be the previous year or earlier, based on length of development.	
	Previous Assessment Value (Total)	
	Previous Improved Assessment Value (Bldgs)	
	Improved Assessment Increase (from Prev. to Cur.)	
<p>Note – the Town will confirm Assessment values and percentage increases and may require confirmation from the Assessor the value increase based solely on development/redevelopment. Any fees to the Assessor for this assessment/adjustment is the responsibility of the applicant to pay.</p>		
Eligibility		
	Current zoning of property	
	Permit number(s) related to development/redevelopment	
	Are all permits closed? (attach proof)	
	Are Property Taxes fully paid? (attach proof)	
<p>Note – Proof of satisfactory completion of development/redevelopment must be provided (i.e. license to operate)</p>		
<p>Optional – Attach letter about property/business with reasoning as to why this property should be granted a tax incentive by the Town of Claresholm (i.e. number of new jobs being created, spin off economic development or growth the development will bring to Town, etc.)</p>		
<p>Application Fee - \$100 Refundable Deposit - \$500 (to cover 3rd party costs if applicable, such as land title fees)</p>		



REQUEST FOR DECISION

Meeting: April 27, 2020
Agenda Item: 3

BYLAW #1700 – COVID-19 RELIEF BYLAW

DESCRIPTION/BACKGROUND:

At the April 14th, 2020 Council Meeting Council gave direction to Administration to draft a bylaw to be presented at this meeting to adjust the tax penalty date to December 31 for 2020 to provide some relief to the residents and businesses of Claresholm during this time of the COVID-19 pandemic. As the penalty date is set by bylaw, any change to that date needs to be done in the same manner it was originally set; by bylaw.

At the March 23rd, 2020 Council Meeting Council also passed a resolution to suspend penalties on utilities until September 30, 2020 also in response to the financial difficulties presented by COVID-19. As the dates for utility penalties are also set by bylaw, a simple resolution of Council isn't sufficient to properly suspend penalties on utilities. This should also be done by bylaw.

The attached bylaw addresses both of these items in a single bylaw. The bylaw is drafted with a sunset clause, meaning the bylaw has an end date, at which time the bylaw will no longer be in effect and the original bylaws will come back into effect.

DISCUSSION/OPTIONS:

Administration has prepared Bylaw #1700 – COVID-19 Relief Bylaw to provide financial relief to the residents and businesses in Claresholm as per direction from Council.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw # 1700 – COVID-19 Relief Bylaw first (1st) Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1700 – COVID-19 Relief Bylaw

APPLICABLE LEGISLATION:

- 1.) MGA, RSA 2000, Chapter M-26

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 23, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1700**

A Bylaw of the Town of Claresholm to provide economic relief to businesses and individuals within the Town of Claresholm by amending Bylaw 1653, the Tax Penalty Bylaw, and Bylaw 1519, the Utilities Penalties 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 Tax Penalty Bylaw, Bylaw #1653 and the Utilities Penalty Bylaw, Bylaw #1519; and

WHEREAS Council deems it necessary to amend the existing Bylaws #1653 and #1519;

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. This Bylaw may be cited as the “**COVID-19 Relief Bylaw**”
2. The Town of Claresholm Tax Penalty Bylaw #1653 shall be amended as follows:

ADD: Sections 3.2.1

- 3.2.1 Despite section 3.2, for 2020 only, payments for current taxes must be received by December 30st to avoid tax penalties being imposed the next day.

3. The Town of Claresholm Utilities Penalty Bylaw #1519 shall be amended as follows:

ADD: Sections 3.2.1

- 3.2. Despite section 3.2, for 2020 only, penalties that would otherwise have been applied between March 23rd and September 30th, 2020 will be suspended. For all billings that remain unpaid as at September 30th, 2020 all suspended penalties will be applied at the rate of five percent (5%).

4. This bylaw comes into full force and effect on March 15, 2020 upon third and final reading.
5. Bylaw #1653 and Bylaw #1519 are hereby amended.

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

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

Read a third time in Council and finally passed in Council this day of 2020 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO



REQUEST FOR DECISION

Meeting: April 27, 2020

Agenda Item: 4

BYLAW #1701 – ELECTRONIC TRANSMISSION OF DOCUMENTS BYLAW

DESCRIPTION/BACKGROUND:

During tax training, presented by Municipal Affairs, it was noted that Bill 25 - Red Tape Reduction Implementation Act, assented to in December 2019, added Section 608.1 to the MGA which requires a bylaw to be passed in order to send tax and assessment notices via electronic means. Therefore, despite no bylaw being required to do so last year, one is now required this year.

Section 608.1 indicates:

- The bylaw is to establish the process for sending these notices
- Council must be satisfied that the proposed bylaw includes appropriate measures to ensure the security and confidentiality of the notices or other documents and information being sent.
- Before making such a bylaw, Council must give notice of the proposed bylaw in the usual manner the council considers is likely to bring the proposed bylaw to the attention of substantially all persons that would be affected by it
- In order to send notices electronically the individual receiving them must have opted to do so under the bylaw

In addition to this change it was also noted as part of the Municipal Accountability Program (MAP) review conducted in December 2019, that our Tax Notices include a “requisition for paper fee.” It was noted that this fee must be part of the municipal levy and not separately listed as there is no legislative authority for a “paper fee” to be requisitioned separately.

DISCUSSION/OPTIONS:

Administration has prepared Bylaw #1701 – Electronic Transmission of Documents Bylaw to conform to the requirements of Section 608.1 of the MGA.

It is Administrations view that the bylaw includes appropriate measures to ensure the security and confidentiality of the documents being sent by requiring the assessed person to provide their personal email address in writing (on the form in Schedule “A”) and to sign the said form rather than taking email addresses verbally or not confirming the actual assessed person is the one requesting to be enrolled. Email is essentially as secure as other forms of electronic transmission such as separate Town portal, as most portals are a simple reset via email, therefore if an email account is compromised so are any portals they are signed up for. The most significant risk is around individual’s actions and security consciousness. If they share their email, provide the wrong email, don’t update their email, or use the same password for their email that they use for other accounts, there is little the Town can do to counteract this, and these same risks exist with any other electronic means.

With regards to the “paper fee” on paper mailed notices, Administration can’t see any simple way of addressing this issue that will both conform to the recommendations from the MAP review as well as continue to allow us to charge this fee in a transparent manner. A charge to everyone’s tax account, separate from the tax notice, doesn’t work as there is no simple way to show that charge to the property owner. Tax notices do not show transactions on the tax account and it would show up as a past due amount. As such, Administration suggests, as is noted in the attached bylaw, that a one-time credit be given instead for those who sign up from this point forward. And to address concerns of individuals signing up just to get the credit and then turning around and unregistering, an admin fee would be charged for anyone unregistering, in essence reversing the credit they received when they signed up. In both cases these would be applied to

their account at the time of registering or unregistering, along with the credit and fee being clearly laid out on the relevant forms (Schedule "A" and Schedule "B") for transparency.

With this adjustment Policy 5.9.05 – "Miscellaneous Fees & Facility Rent" needs to be amended to remove the paper statement fee for tax notices. This policy was also updated to remove Food Bank Rent from the policy as there is a new contract signed in 2020 that states the rental amount and therefore the policy no longer applies to the Food Bank.

RECOMMENDED ACTION:

Bylaw #1701, Electronic Transmission of Documents Bylaw, was presented to the Administration Services Committee on April 21, 2020. The committee recommend the Bylaw be presented to Council for first reading.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw #1701 – Electronic Transmission of Documents Bylaw, first (1st) Reading.

Moved by Councillor _____ to adopt Policy 5.9.05 "Miscellaneous Fees & Facility Rent" (v1.0) as presented.

ATTACHMENTS:

- 1.) Draft Bylaw #1701 – Electronic Transmission of Documents Bylaw
- 2.) Draft Policy 5.9.05 – "Miscellaneous Fees & Facility Rent" (v1.0)

APPLICABLE LEGISLATION:

- 1.) MGA, RSA 2000, Chapter M-26

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 23, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1701**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to establish a process to send assessment, taxation and assessment review board notices and other documents by electronic means.

WHEREAS Section 608.1 of the *Municipal Government Act* R.S.A. 2000 Chapter M-26, states that Council may bylaw establish a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10 or 11 of the Act or the regulation under Part 9, 10, or 11 by electronic means;

AND WHEREAS before making a bylaw under section 608.1, Council must:

- a) be satisfied that the proposed bylaw includes appropriate measures to ensure the security and confidentiality of the documents and information being sent; and
- b) give notice of the proposed bylaw in a manner council considers is likely to bring the proposed bylaw to the attention of substantially all persons that would be affected by it;

AND WHEREAS a bylaw under section 608.1 must provide a method by which persons may opt to receive the notice, document or information by electronic means;

AND WHEREAS this Bylaw has been advertised in accordance with section 606:

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 "Electronic Transmission of Documents Bylaw."

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw:
 - a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26;
 - b) "Administration" means the receptionist or a clerk at the Town of Claresholm's administration office.
 - c) "assessed person" means an assessed person as defined in section 284(1)(a) of the Act or a person acting on behalf of an assessed person;
 - d) "Town" means the municipal corporation of the Town of Claresholm;
 - e) "electronic means" means electronic mail (email);

SECTION 3 SCOPE

- 3.1 The Town may send the following property assessment notices pursuant to Part 9 of the Act to an assessed person by electronic means:
 - a) assessment notices pursuant to section 308(1) of the Act;
 - b) supplementary assessment notices pursuant to section 316(1) of the Act; and
 - c) amended assessment notices and amended supplementary assessment notices pursuant to section 312 of the Act.

SECTION 4 CONSENT

- 4.1 A notice set out in section 2.1 may be sent by electronic means if the assessed person:
 - a) has provided a personal email address for the notices to be sent to;
 - b) has opted to receive notices by electronic means by completing the prescribed form (Schedule "A"); and
 - c) the prescribed form (Schedule "A") has been signed by the assessed person.

- 4.2 A person who has opted to receive notices by electronic means may revoke consent at any time by contacting administration and providing documentation of such revocation. This documentation may include:
- a) signed and dated revocation request form (Schedule “B”)
 - b) letter signed by the assessed person, whether received by electronic means or otherwise, detailing the request to revoke consent;
 - c) electronic mail (email) received by administration from the personal email on the consent form detailing revocation of consent.

SECTION 5 PRESUMPTION OF RECEIPT

- 5.1 In the absence of evidence to the contrary, an assessed person is presumed to have received the notice, or other documents, at the time the email is sent.

SECTION 6 CREDITS AND FEES

- 6.1 A person who opts to receive notices by electronic means will receive an administrative credit as per Schedule “C” for each assessable property consented to.
- 6.2 A person who revokes consent will be charged an administrative fee as per Schedule “C” for each assessable property for which consent was revoked.

SECTION 7 PASSAGE OF BYLAW

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

READ a first time in Council this day of 2020 A.D.

READ a second time in Council this day of 2020 A.D.

READ a third time in Council and finally passed this day of 2020 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO



GO PAPERLESS

The Town offers electronic delivery of tax notices.
To sign up and receive a credit on your account complete the form below.

TOWN OF CLARESHOLM E-NOTICE SERVICE AGREEMENT

Name

Date

E-Mail Address

Phone Number

Property Tax Roll Number(s) – (List rolls you would like to receive e-statements for)

Property or Service Address(es)

By Signing below I signify that I, the subscriber, have read and agree to the terms as follows:

- The e-statements for notices for property taxes will be provided to the subscriber via email, as a PDF attachment, to the email address listed above.
- It is the subscribers’ responsibility to provide the correct email address to the Town and to inform the Town, in writing, of any changes to that address. **Non-receipt is not justification for late payment (and penalties will not be waived as a result).**
- When you agree to the terms and conditions of this service you will no longer receive a paper copy.

Signature

Date

The personal information on this form is being collected to provide paperless statements for property tax accounts and is authorized under section 33(b) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact the CAO, Marian Carlson, at 403.625.3381

Additional Information

For pre-authorized debit payments for Taxes, you must sign up for the Tax Instalment Payment Plan (T.I.P.P.) program. The application along with your bank information must be submitted to the Town Office prior to December 20th of the current year, in order to sign up for the following year. Your tax account must be at a zero balance in order to sign up.



**Bylaw #1701 – Schedule “B”
Town of Claresholm
REVOKE E-NOTICE CONSENT**

Name

Date

E-Mail Address

Phone Number

Property Tax Roll Number(s) – (List rolls you would like to STOP receiving e-statements for)

Property or Service Address(es)

By Signing below I signify that I, the subscriber, am unsubscribing from receiving e-statements for notices of property taxes. I understand that:

- I will no longer receive notices via email
- An administrative fee will be applied to each property listed above
- I will receive notices via mail to the address registered on title
- It is the assessed person’s responsibility to ensure the title is updated with the proper mailing address

Signature

Date

The personal information on this form is being collected to unsubscribe from paperless statements for property tax accounts and is authorized under section 33(b) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact the CAO, Marian Carlson, at 403.625.3381

**Bylaw #1701 – Schedule “C”
Town of Claresholm
CREDITS & FEES**

Administrative Credit for signing up for e-notices	\$5 per assessed property
Administrative Fee for revoking consent for e-notices	\$5 per assessed property

DRAFT



REQUEST FOR DECISION

Meeting: April 27, 2020
Agenda Item: 5

BYLAW No.1703 – Recyclable Materials Management Amendment Bylaw

DESCRIPTION:

At the September 23 Council meeting Bylaw #1676, Recyclable Materials Management Bylaw, was presented to Council. Third reading was passed on October 15, 2019.

Since the bylaw was passed and the new program has come into effect there has been a couple issues that have been noted that aren't properly addressed within the current bylaw. In the current bylaw there is no time restraint on when a bin must be brought back onto the corresponding property, only for when the bin can be put out (no earlier than 7PM the night before, and must be out by 7AM on pickup day). There has been resulting issues of bins being left on the street for days after pickup.

Also it has be noted within the current bylaw that nowhere is it stated directly that the occupant, business, or property owner is responsible for the cleanup of the contents of the bin if it is knocked, tipped or blown over. Without this stated it is hard to hold the party accountable for cleanup of materials.

RECOMMENDED ACTION:

Bylaw #1703, Recyclable Materials Management Amendment Bylaw, was presented to the Administration Services Committee on April 21, 2020. The committee recommend the Bylaw be presented to Council for first reading.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1703, Recyclable Materials Management Amendment Bylaw, first reading.

ATTACHMENTS:

1. Bylaw #1703, Recyclable Materials Management Amendment Bylaw

PREPARED BY: Ryan Rasmussen

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 23, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1703**

A Bylaw of the Town of Claresholm to amend Bylaw 1676, the Recyclable Materials Management 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 Recyclable Materials Management, Bylaw #1676; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1676;

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 Recyclable Materials Management Bylaw #1676 shall be amended as follows:

ADD: Sub-sections 3.6 (c) and 3.7 (e)

3.6 Collection Schedules

- c) That Recyclable Materials Receptacles shall be brought back onto corresponding property no more than 24 hours from collection of recycled materials.

3.7 Other Provisions

- e) The customer is responsible for cleanup of recyclable materials if their receptacle is knocked, tipped or blown over.

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

Read a first time in Council this day of 2020 A.D.

Read a second time in Council this day of 2020 A.D.

Read a third time in Council and finally passed in Council this day of 2020 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO



REQUEST FOR DECISION

Meeting: April 27, 2020
Agenda Item: 6

REGIONAL ASSESSMENT REVIEW BOARD

DESCRIPTION/BACKGROUND:

The Town of Claresholm has been participating in a Regional Assessment Review Board with Oldman River Regional Services Commission (ORRSC) member municipalities since 2015.

As part of the Municipal Accountability Program (MAP) review conducted in December 2019, it was noted that Bylaw #1603 – Regional Assessment Review Board, required amendment to comply with the *Municipal Government Act*.

The following provisions of the Bylaw required amendment:

- Remove the provision from the bylaw which states that the clerk will be appointed by the ORRSC Director, because Section 456(2) of the MGA states that the Councils must jointly appoint the clerk
- Remove the provision from the bylaw which states that the chair is appointed by the clerk, as Section 455(2) states that the Councils must jointly designate one of the board members as chair
- Remove the provision from the bylaw which states that the clerk selects members to sit on the panel, as the MGA stipulates that the chair is responsible for assembling a panel of members to hear a complaint.

Administration contacted ORRSC to provide a corrected Bylaw and agreement as the changes affect all member municipalities, not just the Town of Claresholm. Attached is the corrected agreement and Bylaw.

Once the Bylaw receives 3rd and Final Reading, a motion will be required to enter into the Agreement for Regional Assessment Review Services as well as a motion to appoint the Clerk and the Chairman. At this time, ORRSC has not confirmed who the Chair will be.

PROPOSED RESOLUTIONS:

Administration recommends Council make the following motion:

Moved by Councillor _____ to give Bylaw # 1704 - Regional Assessment Review Board Bylaw, first (1st) Reading.

ATTACHMENTS:

- 1.) Bylaw #1704 - Regional Assessment Review Board
- 2.) Agreement for Regional Assessment Review Services

APPLICABLE LEGISLATION:

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

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 20, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1704**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to establish a Regional Assessment Review Board.

Section 454 of the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto, provides that a Council must by bylaw establish a local assessment review board (LARB) and a composite assessment review board (CARB); and

WHEREAS, Section 455(1) of the *Municipal Government Act*, permits two or more Councils to jointly establish a local assessment review board or a composite assessment review board, or both to have jurisdiction in their respective municipalities; and

WHEREAS, the Council of the Town of Claresholm wishes to join other area municipalities to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by the respective taxpayers of a Regional Member Municipality; and

NOW THEREFORE, the Council of the Town of Claresholm, duly assembled, enacts as follows:

I. Title

- 1) The title of this Bylaw shall be the "**Regional Assessment Review Board Bylaw**".

II. Definitions

- 1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.
- 2) In this bylaw the following terms shall have the meanings shown:
 - a) "Board" means the Regional Assessment Review Board;
 - b) "CARB" means the Composite Assessment Review Board established in accordance with the '*Matters Relating to Assessment Complaints*' regulation;
 - c) "Citizen-at-large" means a person who does not represent a specific organization.
 - d) "Chair" means one of the board members jointly designated as chair by the councils as required under Section 455(2) of the Municipal Government Act.
 - e) "Designated Officer" means the person appointed by councils to carry out the duties and functions of the clerk of the assessment review board as required under section 456 of the Municipal Government Act;
 - f) "LARB" means the Local Assessment Review Board established in accordance with the '*Matters Relating to Assessment Complaints*' regulation;
 - g) "Member" means a member of the Regional Assessment Review Board;
 - h) "MGA" means the Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act;
 - i) "Regional Member Municipality" means those municipalities who enter into an agreement with the Oldman River Regional Services Commission to jointly establish a Regional Assessment Review Board and who enacts a bylaw substantially in the form of this bylaw.

III. Appointment of Board Members

- 1) Each Regional Member Municipality may appoint one Citizen-at-large to the Board and may appoint one council member as an alternate to the Board.
- 2) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.

IV. Terms of Appointment

- 1) Unless otherwise stated, all Members are appointed for three-year terms, except in the initial year where up to three are appointed for three-year terms and up to four are appointed for two-year terms.
- 2) If a vacancy on the Board occurs the Member Municipality who made the appointment may appoint a new person to fill the vacancy for the remainder of the term.
- 3) A Member may be re-appointed to the Board at the expiration of his/her term.
- 4) A Member may resign from the Board at any time on written notice to the Designated Officer and to the Member Municipality to that effect.
- 5) The Member Municipality may remove their designated Member at any time.

V. Panels of the Board

- 1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels are to consist of:
 - three persons selected by the Chair when the Board is acting as a Composite Assessment Review Board or a Local Assessment Review Board; or
 - a single member selected by the Chair when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- 2) The Chair may select any member to sit on a panel and shall designate the Chairperson for each panel, provided however that:
 - the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
 - the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board;
 - where possible, the Chair shall include on a three-person panel a member who is from the municipality under whose jurisdiction the complaint arises.

VI. Chairperson

The Chairperson of a panel:

- will preside over and be responsible for the conduct of meetings;
- may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
- will vote on matters submitted to the panel unless otherwise disqualified.

VII. Jurisdiction of the Board

The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

VIII. Chair

- 1) The Chair of the Regional Assessment Review Board shall be one of the Board members as jointly designated by councils of the Member Municipalities as required under Section 455(2) of the *Municipal Government Act*.
- 2) The Chair will be designated yearly by a resolution of member councils.

IX. Designated Officer(s) of the Board

- 1) The Designated Officer(s) of the Board shall be the Director (or his designate) of the Oldman River Regional Services Commission as appointed by the council of the Town of Claresholm.
- 2) The Designated Officer shall:
 - Shall act as clerk;
 - shall assist the Board in fulfilling its mandate; and

- prescribe the remuneration and expenses payable to each member of the Assessment Review Board.

X. Meetings

- 1) Meetings will be held at such time and place as determined by the Board.
- 2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

XI. Quorum and Voting

- 1) The quorum for panels of the Board shall be as established by the MGA, namely:
 - two members of a panel acting as a local assessment review board; and
 - one member and the provincial member of a panel acting as a composite assessment review board.
- 2) All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 3) The majority vote of those Members present and voting constitutes the decision of the Board.
- 4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

XII. Conflict of Interest

- 1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - declares that he or she has a conflict of interest; and
 - describes in general terms the nature of the conflict of interest.
- 2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

XIII. Pecuniary Interest

- 1) The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- 2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

XIV. Commencement of Appeals

- 1) A taxpayer may commence an assessment complaint by:
 - mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the 'Matters Relating to Assessment Complaints' regulation and within the time specified in the MGA; and
 - paying the applicable fee.

XV. Rules of Order

- 1) The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

XVI. Adjournments

- 1) The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - allowing the Board to obtain a legal opinion or other professional guidance; or
 - to allow a viewing by the Board of the site in respect of which the appeal is being made.
- 2) Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by e-mail) without the need to convene a formal meeting. In such a case, the Board is deemed to have convened and the hearing is deemed to have commenced as of the date of such consultation.

XVII. Notice of Decisions & Record of Hearing

- 1) After the hearing of a complaint, the Designated Officer shall:
 - under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
 - arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the MGA.
- 2) The Designated Officer will maintain a record of the hearing.

XVIII. Delegation of Authority

- 1) In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
 - its authority under the MGA to prescribe an appeal fee schedule and the remuneration and expenses payable to each member of the Regional Assessment Review Board and to the Designated Officer who will follow the Oldman River Regional Services Commission policy.

XIX. Reimbursement of Costs

- 1) The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.
- 2) Each participating Regional Member Municipality is responsible for establish filing fees and administering policies in respect of refunding filing fees in accordance with the Municipal Government Act and the Matters Relating to Assessment Complaints Regulation.

XX. Passage

- 1) This bylaw comes into full force and effect upon third and final reading.
- 2) Bylaw #1603 is hereby repealed.

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

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

Read a third time in Council and finally passed in Council this day of 2020 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO

Schedule “A” Member Municipalities

As of July 31, 2011:	Arrowwood – Village
	Barnwell – Village
	Barons – Village
	Cardston – County
	Cardston – Town
	Coaldale – Town
	Lethbridge – County
	Milo – Village
	Nanton –Town
	Nobleford – Village
	Picture Butte – Town
	Pincher Creek - Town
	Stavelly – Town
	Vauxhall – Town
	Vulcan – County
	Vulcan – Town
	Warner – County
	Willow Creek – Municipal District
Joined November 22, 2011:	Milk River – Town
Joined May 15, 2012:	Carmangay – Village
Joined May 24, 2012:	Lomond – Village
Joined February 5, 2013:	Coalhurst – Town
Joined September 3, 2013:	Champion – Village
Joined September 4, 2014:	Fort Macleod - Town
Joined April 8, 2017:	Claresholm – Town
Joined January 1, 2017:	Hill Spring – Village
Joined January 1, 2017:	Glenwood – Village
Joined April 12, 2017:	Pincher Creek – Municipal District
Joined June 27, 2017:	Magrath – Town
Joined August 14, 2018:	Crowsnest Pass – Municipality
Joined March 12, 2019:	Coutts – Village
Joined May 1, 2019:	Stirling – Village
	Raymond – Town

Schedule “B”

Responsibilities

AC = Assistant Clerk from member municipality

A = Assessor from member Municipality

C = Clerk for Regional Board (ORRSC or as designated by Director)

	Receipt of Appeal
AC	<ul style="list-style-type: none"> Collect fee
AC	<ul style="list-style-type: none"> Review appeal for validity/compliance with legislation
AC	<ul style="list-style-type: none"> Open file and send to Assessor & Clerk

	Initial Stages
A/AC	<ul style="list-style-type: none"> Preliminary discussions and disclosure of information occurs between Complainant and Assessor
A/AC	<ul style="list-style-type: none"> Assessor advises Assistant Clerk if matter is resolved or proceeding to appeal
AC	<ul style="list-style-type: none"> If resolved, Assistant Clerk advises Clerk and administers withdraw in accordance with local practice (refund fee MGA Sec, 481(2))
AC	<ul style="list-style-type: none"> If proceeding, Assistant Clerk advises Clerk and forwards copy of all appeal documents
AC	<ul style="list-style-type: none"> Assistant Clerk advises Regional Clerk of hearing location preference

	Confirmation of Receipt of Appeal
C	<ul style="list-style-type: none"> Review appeal for appeal type/validity/compliance with legislation
C	<ul style="list-style-type: none"> Determine if issue exists for merit hearing

	Assignment of Resources
C	<ul style="list-style-type: none"> Open file/identify all parties involved
C	<ul style="list-style-type: none"> Assign administrative support and Board members
C	<ul style="list-style-type: none"> Establish hearing date, schedule facility, Board members

	Send Notice of Hearing to Complainant
C	<ul style="list-style-type: none"> Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> Copies if necessary to property owner, agent, lessee, etc...

	Disclosure
AC/A	<ul style="list-style-type: none"> Complainant provides first disclosure to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk
A	<ul style="list-style-type: none"> Assessor submits response to Assistant Clerk and Complainant
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps Assessor's submission and forwards a copy to Clerk
AC	<ul style="list-style-type: none"> Complainant provides rebuttal to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk

	Agenda
C	<ul style="list-style-type: none"> Clerk verifies all disclosures
C	<ul style="list-style-type: none"> Clerk verifies attendance of all parties
C	<ul style="list-style-type: none"> Clerk produces agenda packages and provides copies at the hearing for members and public
C	<ul style="list-style-type: none"> Clerk liaises with Board and provides all material necessary – including legislation
C	<ul style="list-style-type: none"> Clerk prepares templates for minutes and decisions of Board

	Appeal Hearing
C	<ul style="list-style-type: none"> Clerk attends hearing and produces minutes that identify all issues presented to Board
C	<ul style="list-style-type: none"> Clerk attends deliberations and produces a decision from the Board that identifies all issues, arguments, reasons for the decision (including both conforming and dissenting reasons)

	Send Notice to Complainant
C	<ul style="list-style-type: none"> Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> Copies if necessary to property owner, agent, lessee, etc...

	Reporting
C	<ul style="list-style-type: none"> Clerk provides Assistant Clerk with a reporting package of the appeal which includes:
C	<ul style="list-style-type: none"> – Invoice for services in accordance with agreement
C	<ul style="list-style-type: none"> – Copy of hearing minutes
C	<ul style="list-style-type: none"> – Statistics (where necessary)
C	<ul style="list-style-type: none"> – Feedback form to establish best practices and service standards for quality control
C	<ul style="list-style-type: none"> – Clerk compiles and retains a record of the hearing in accordance with legislation and regulations

Schedule “C” Fees

Regional Assessment Board Annual Dues

Entry Fee = \$500. Thereafter, each municipal member shall be invoiced a \$225 administrative fee annually, payable to Oldman River Regional Services Commission.

Remuneration

Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:

MERIT Half day – Four (4) hour block \$100.00

MERIT Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

LARB Half day – Four (4) hour block \$100.00

LARB Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

CARB Half day – Four (4) hour block \$200.00

CARB Full day – Four plus (4+) hour block, excluding lunch hour \$400.00

Board Members and the Designated Officer shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members and the Designated Officer shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Designated Officer.

Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Board Members and the Designated Officer shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

Category of Complaint Fee

Filing fees are determined and collected by individual Municipalities through either a Fees Bylaw or Fee Policy.

In response to recent provincial legislation, the affected Municipality will refund assessment complaint fees when the board or (on appeal) the Court of Queen's Bench decides in favour of the complainant. The fee will also be refunded if a complaint is withdrawn because agreement was reached with an assessor to correct the matter under complaint.

The following fees are suggested, but are NOT mandatory:

Residential 3 or fewer dwellings and farm land – \$50.00

Residential 4 or more dwellings – \$650.00

Non-residential – \$650.00

Business Tax – \$50.00

Tax Notices (other than business tax) – \$30.00

Linear property-power generation – \$650.00 per facility

Linear Property – other \$650.00 per LPAUID

Equalized assessment – \$650.00

AGREEMENT FOR REGIONAL ASSESSMENT REVIEW SERVICES

Between

Oldman River Regional Services Commission
("Coordinator")

- and -

("Member Municipality")

Dated this _____ day of _____, _____

BACKGROUND

- A. Oldman River Regional Services Commission is the Coordinator for property assessment complaints for the residents of the Member Municipalities identified in Schedule "A";
- B. The Member Municipalities wish to partner together to create one Regional Assessment Review Board.
- C. The Member Municipality is willing to join the Oldman River Regional Services Commission Region's Regional Assessment Review Services membership.

The Parties agree as follows:

1. AGREEMENT

The following schedules form part of this agreement:

- Schedule "A" - List of Member Municipalities
- Schedule "B" - Bylaw
- Schedule "C" – Responsibilities
- Schedule "D" - Fees

2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

- a. **"Assessor"** is the person appointed by the Member Municipality to assess residents' property.
- b. **"Assistant Clerk"** is a staff person employed by a Member Municipality to provide service to the Complainant;
- c. **"CARB"** is Composite Assessment Review Board as defined by the Matters Relating to Assessment Complaints Regulation;

- d. **“Clerk”** is the Director of Oldman River Regional Services Commission appointed by the Regional Member Municipality to act as the Designated Officer to the Regional Assessment Review Board;
- e. **“Complainant”** is an assessed person or taxpayer of the Member Municipality who files a compliant regarding that person’s tax or assessment notice;
- f. **“Coordinator”** is Oldman River Regional Services Commission;
- g. **“LARB”** is Local Assessment Review Board as defined by the Municipal Government Act;
- h. **“Member Municipality”** is a municipality listed in Schedule “A”;
- i. **“Regional Assessment Review Board”** means the Board appointed to hear appeals on tax and assessment notices established in accordance with section 454 of the Municipal Government Act.

3. MEMBER MUNICIPALITY RESPONSIBILITIES

- 3.1 The Member Municipality shall be entitled to participate in the Regional Assessment Review Board once it passes a Bylaw in the form attached as Schedule “B”.
- 3.2
 - i) The Member Municipality may select and appoint one Citizen-at-large to be a Board Member and one Council member to be available to sit on a panel for the Regional Assessment Review Board.
 - ii) If a vacancy on the Board occurs at any time, the Member Municipality who appointed the individual may appoint a new individual to fill the vacancy for the remainder of that term.
 - iii) Any costs incurred to advertise and select a Board Member are the responsibility of the Member Municipality.
- 3.3 Each Member Municipality will pay an equal portion of costs to train Board members, procure insurance and provide any other general costs to establish and maintain the Regional Assessment Review Board. This will include legal services if they are required for general purposes to facilitate the administration of the Board (i.e., procedural questions).
- 3.4 The Member Municipality requiring a Hearing will pay all costs related to the hearing, i.e., Board Member honorarium, mileage. If there are multiple hearings held involving more than one Member Municipality each municipality will pay their portion of costs based on number of hearings. If legal services are required for issues that relate only to a specific complaint, the cost of the service will be payable by the Member Municipality which has jurisdiction over the appeal.
- 3.5 The Coordinator will be responsible to pay all costs related to the Regional Assessment Review Board and invoice each Member Municipality as per clauses 3.3/3.4. The Coordinator will charge administration or staff fees for the services provided to operate the Board as prescribed in Schedule “D” - Fees.
- 3.6 Oldman River Regional Services Commission will invoice Member Municipalities based on actual costs to operate the Board. All invoices are payable within 30 days upon receipt of invoice.

4. COORDINATOR RESPONSIBILITIES

- 4.1 The Coordinator will coordinate services for the Member Municipality as identified in Schedule “C” and may assign any responsibilities to the Clerk as deemed necessary.

- 4.2 The Coordinator will, at the request of the Member Municipality, assist during negotiations between the Assessor and the Complainant.
- 4.3 The Coordinator is responsible for ensuring the Regional Assessment Review Board members receive training in accordance with the MGA and regulations.
- 4.4 The Coordinator is responsible to assign a panel of Committee Members (in consultation with the affected Municipality) to the CARB, LARB or one member Board for administrative items as described in the MGA.
- 4.5 The Coordinator will follow Oldman River Regional Services Commission's current remuneration policy for Board Members and Oldman River Regional Services Commission assessment appeal fee schedule "D".
- 4.6 The Coordinator will keep a record of the complaint in accordance with the MGA and regulations.
- 4.7 The Coordinator will retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for ten (10) years upon receipt of such paper records. However, agendas and minutes are permanent records.
- 4.8 The Coordinator will maintain liability insurance for the Board, obtain legal services when required and ensure the affected Member Municipality is informed.

5. ASSISTANT CLERK RESPONSIBILITIES

The Assistant Clerk will, when required, administer withdrawn appeals in accordance with the Member Municipality's practice.

- 5.1 The Assistant Clerk will, upon receiving an appeal, review the documents for validity and compliance with the MGA and regulations.
- 5.2 The Assistant Clerk will forward a copy of all the appeal documents to the Regional Clerk, and advise regarding hearing location preferences.
- 5.3 Any other responsibilities as identified in Schedule "C".

6. TERM

- 6.1 The term of this Agreement shall be deemed as indefinite, provided, however, this Contract may be terminated as follows:
 - (a) By mutual consent, in which case, this Agreement will be terminated effective the date of the mutual consent and the Commission will be entitled to payment of fees, on a pro rata basis, to the effective date of termination;
 - (b) For cause, by delivery of a written notice of termination specifying the cause in which case the termination shall be immediate; "cause" being defined as any persistent or material breach by either party in its performance or observance of the terms of this Agreement;

- (c) Without cause or mutual consent, by delivery of a THREE (3) month notice of termination by either party, in which case the Commission will be entitled to payment of fees and expenses, on a pro rata basis, to the effective date of the termination.

7. PRIVACY

- 7.1 The Coordinator is subject to the Freedom of Information and Protection of Privacy Act (FOIP) and will protect the confidential information provided from unauthorized access or disclosure.
- 7.2 The Member Municipalities shall ensure that any information of a confidential nature which it provides to the Coordinator is clearly marked as such.

8. INFORMATION SHARING

- 8.1 Member municipalities will make every reasonable effort to ensure information will be or is intended to be used to make a decision in an assessment review is both complete and accurate.
- 8.2 In order to process reviews for a property tax or assessment notice, the Coordinator is authorized to collect the following types of personal information:
 - 8.2.1 Roll#
 - 8.2.2 Legal Address
 - 8.2.3 Civic Address
 - 8.2.4 Registered Owner Name(s)
 - 8.2.5 Registered Owner(s) mailing address and phone number
 - 8.2.6 Assessed Value and Assessment Class of the property under review
 - 8.2.7 Name, address and phone number of Registered Agent for the Owner
- 8.3 Personal information will be collected from the Member Municipality or ratepayer as per the FOIP Act.

9. DISPUTE RESOLUTION

- 9.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:
 - 9.1.1 Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
 - 9.1.2 Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen’s Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

10. INDEMNIFICATION

- 10.1 The Member Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Oldman River Regional Services Commission, its Board, Executive, Director and Employees against all damages, liabilities or costs arising out of the property assessment or disputes related to the property assessment.
- 10.2 The Member Municipality is solely responsible for the property assessments and compliance with the outcome of the disputed property assessments.
- 10.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

11. INSURANCE

- 11.1 The Coordinator through the Jubilee Insurance Program will arrange for comprehensive general liability insurance and directors and officers liability insurance to cover the Board and the members.

12. NOTICES

- 12.1 Any notices or other correspondence required to be given to any party to this agreement shall be deemed to be adequately given if delivered to the Member Municipality address as provided in Schedule "A".

13. FORCE MAJEURE

- 13.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

14. SINGULAR AND MASCULINE

- 14.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

15. GOVERNING LAW

- 15.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

16. INTERPRETATION

- 16.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

17. SUCCESSORS

17.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

18. ENTIRE AGREEMENT

18.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

19. COUNTERPART

19.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers. In the absence of a corporate seal, the “Affidavit Verifying Corporate Signing Authority” and the “Affidavit of Execution” attached shall be completed in full.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

PER: _____

PER: _____

“MUNICIPALITY”

PER: _____

PER: _____

Schedule “A” Member Municipalities

As of July 31, 2011:	Arrowwood – Village Barnwell – Village Barons – Village Cardston – County Cardston – Town Coaldale – Town Lethbridge – County Milo – Village Nanton –Town Nobleford – Village Picture Butte – Town Pincher Creek - Town Stavelly – Town Vauxhall – Town Vulcan – County Vulcan – Town Warner – County Willow Creek – Municipal District
Joined November 22, 2011:	Milk River – Town
Joined May 15, 2012:	Carmangay – Village
Joined May 24, 2012:	Lomond – Village
Joined February 5, 2013:	Coalhurst – Town
Joined September 3, 2013:	Champion – Village
Joined September 4, 2014:	Fort Macleod - Town
Joined April 8, 2017:	Claresholm – Town
Joined January 1, 2017:	Hill Spring – Village
Joined January 1, 2017:	Glenwood – Village
Joined April 12, 2017:	Pincher Creek – Municipal District
Joined June 27, 2017:	Magrath – Town
Joined August 14, 2018:	Crowsnest Pass – Municipality
Joined March 12, 2019:	Coutts – Village
Joined May 1, 2019:	Stirling – Village Raymond – Town

Schedule "B"

"MUNICIPALITY"

BYLAW NUMBER _____

A bylaw of the "Municipality" in the Province of Alberta to establish a Regional Assessment Review Board.

WHEREAS, Section 454 of the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, provides that a Council must by bylaw establish a local assessment review board (LARB) and a composite assessment review board (CARB); and

WHEREAS, Section 455(1) of the *Municipal Government Act*, permits two or more Councils to jointly establish a local assessment review board or a composite assessment review board, or both to have jurisdiction in their respective municipalities; and

WHEREAS, the Council of the "Municipality" wishes to join other area municipalities to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by the respective taxpayers of a Regional Member Municipality; and

NOW THEREFORE, the Council of the "Municipality", duly assembled, enacts as follows:

I. Title

The title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".

II. Definitions

- 1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.
- 2) In this bylaw the following terms shall have the meanings shown:
 - a) "Board" means the Regional Assessment Review Board;
 - b) "CARB" means the Composite Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
 - c) "Citizen-at-large" means a person who does not represent a specific organization.
 - d) "Chair" means one of the board members jointly designated as chair by the councils as required under Section 455(2) of the *Municipal Government Act*.
 - e) "Designated Officer" means the person appointed by councils to carry out the duties and functions of the clerk of the assessment review board as required under section 456 of the *Municipal Government Act*;

- f) “LARB” means the Local Assessment Review Board established in accordance with the *‘Matters Relating to Assessment Complaints’* regulation;
- g) “Member” means a member of the Regional Assessment Review Board;
- h) “MGA” means the Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act;
- i) “Regional Member Municipality” means those municipalities who enter into an agreement with the Oldman River Regional Services Commission to jointly establish a Regional Assessment Review Board and who enacts a bylaw substantially in the form of this bylaw.

III. Appointment of Board Members

- 1) Each Regional Member Municipality may appoint one Citizen-at-large to the Board and may appoint one council member as an alternate to the Board.
- 3) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.

IV. Terms of Appointment

- 1) Unless otherwise stated, all Members are appointed for three-year terms, except in the initial year where up to three are appointed for three-year terms and up to four are appointed for two-year terms.
- 2) If a vacancy on the Board occurs the Member Municipality who made the appointment may appoint a new person to fill the vacancy for the remainder of the term.
- 3) A Member may be re-appointed to the Board at the expiration of his/her term.
- 4) A Member may resign from the Board at any time on written notice to the Designated Officer and to the Member Municipality to that effect.
- 5) The Member Municipality may remove their designated Member at any time.

V. Panels of the Board

- 1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels are to consist of:
 - three persons selected by the Chair when the Board is acting as a Composite Assessment Review Board or a Local Assessment Review Board; or
 - a single member selected by the Chair when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- 2) The Chair may select any member to sit on a panel and shall designate the Chairperson for each panel, provided however that:
 - the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and

- the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board;
- where possible, the Chair shall include on a three-person panel a member who is from the municipality under whose jurisdiction the complaint arises.

VI. Chairperson

The Chairperson of a panel:

- will preside over and be responsible for the conduct of meetings;
- may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
- will vote on matters submitted to the panel unless otherwise disqualified.

VII. Jurisdiction of the Board

The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

VIII. Chair

- 1) The Chair of the Regional Assessment Review Board shall be one of the Board members as jointly designated by councils of the Member Municipalities as required under Section 455(2) of the Municipal Government Act.
- 2) The Chair will be designated yearly by a resolution of member councils.

IX. Designated Officer(s) of the Board

- 1) The Designated Officer(s) of the Board shall be the Director (or his designate) of the Oldman River Regional Services Commission as appointed by the council of “Municipality”.
- 2) The Designated Officer shall:
 - Shall act as clerk;
 - shall assist the Board in fulfilling its mandate; and
 - prescribe the remuneration and expenses payable to each member of the Assessment Review Board.

X. Meetings

- 1) Meetings will be held at such time and place as determined by the Board.
- 2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

XI. Quorum and Voting

- 1) The quorum for panels of the Board shall be as established by the MGA, namely:
 - two members of a panel acting as a local assessment review board; and
 - one member and the provincial member of a panel acting as a composite assessment review board.
- 2) All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 3) The majority vote of those Members present and voting constitutes the decision of the Board.
- 4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

XII. Conflict of Interest

- 1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - declares that he or she has a conflict of interest; and
 - describes in general terms the nature of the conflict of interest.
- 2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

XIII. Pecuniary Interest

- 1) The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- 2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

XIV. Commencement of Appeals

- 1) A taxpayer may commence an assessment complaint by:
 - mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the ‘Matters Relating to Assessment Complaints’ regulation and within the time specified in the MGA; and
 - paying the applicable fee.

XV. Rules of Order

- 1) The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

XVI. Adjournments

- 1) The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - allowing the Board to obtain a legal opinion or other professional guidance; or
 - to allow a viewing by the Board of the site in respect of which the appeal is being made.
- 2) Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by e-mail) without the need to convene a formal meeting. In such a case, the Board is deemed to have convened and the hearing is deemed to have commenced as of the date of such consultation.

XVII. Notice of Decisions & Record of Hearing

- 1) After the hearing of a complaint, the Designated Officer shall:
 - under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
 - arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the MGA.
- 2) The Designated Officer will maintain a record of the hearing.

XVIII. Delegation of Authority

- 1) In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
 - its authority under the MGA to prescribe an appeal fee schedule and the remuneration and expenses payable to each member of the Regional Assessment Review Board and to the Designated Officer who will follow the Oldman River Regional Services Commission policy.

XIX. Reimbursement of Costs

- 1) The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.
- 2) Each participating Regional Member Municipality is responsible for establish filing fees and administering policies in respect of refunding filing fees in accordance with the Municipal Government Act and the Matters Relating to Assessment Complaints Regulation.

Read a First Time in Council this ____ day of _____, _____.

Read a Second Time in Council this ____ day of _____, _____.

Read a Third and Final Time in Council this ____ day of _____, _____.

Mayor / Reeve

Municipal Clerk/CAO

Schedule “C” Responsibilities

AC = Assistant Clerk from member municipality

A = Assessor from member Municipality

C = Clerk for Regional Board (ORRSC or as designated by Director)

	Receipt of Appeal
AC	<ul style="list-style-type: none"> Collect fee
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A/AC	<ul style="list-style-type: none"> Preliminary discussions and disclosure of information occurs between Complainant and Assessor
A/AC	<ul style="list-style-type: none"> Assessor advises Assistant Clerk if matter is resolved or proceeding to appeal
AC	<ul style="list-style-type: none"> If resolved, Assistant Clerk advises Clerk and administers withdraw in accordance with local practice (refund fee MGA Sec, 481(2))
AC	<ul style="list-style-type: none"> If proceeding, Assistant Clerk advises Clerk and forwards copy of all appeal documents
AC	<ul style="list-style-type: none"> Assistant Clerk advises Regional Clerk of hearing location preference

	Confirmation of Receipt of Appeal
C	<ul style="list-style-type: none"> Review appeal for appeal type/validity/compliance with legislation
C	<ul style="list-style-type: none"> Determine if issue exists for merit hearing

	Assignment of Resources
C	<ul style="list-style-type: none"> Open file/identify all parties involved
C	<ul style="list-style-type: none"> Assign administrative support and Board members
C	<ul style="list-style-type: none"> Establish hearing date, schedule facility, Board members

	Send Notice of Hearing to Complainant
C	<ul style="list-style-type: none"> Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> Copies if necessary to property owner, agent, lessee, etc...

	Disclosure
AC/A	<ul style="list-style-type: none"> Complainant provides first disclosure to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk
A	<ul style="list-style-type: none"> Assessor submits response to Assistant Clerk and Complainant
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps Assessor's submission and forwards a copy to Clerk
AC	<ul style="list-style-type: none"> Complainant provides rebuttal to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk

	Agenda
C	<ul style="list-style-type: none"> Clerk verifies all disclosures
C	<ul style="list-style-type: none"> Clerk verifies attendance of all parties
C	<ul style="list-style-type: none"> Clerk produces agenda packages and provides copies at the hearing for members and public
C	<ul style="list-style-type: none"> Clerk liaises with Board and provides all material necessary – including legislation
C	<ul style="list-style-type: none"> Clerk prepares templates for minutes and decisions of Board

	Appeal Hearing
C	<ul style="list-style-type: none"> Clerk attends hearing and produces minutes that identify all issues presented to Board
C	<ul style="list-style-type: none"> Clerk attends deliberations and produces a decision from the Board that identifies all issues, arguments, reasons for the decision (including both conforming and dissenting reasons)

	Send Notice to Complainant
C	<ul style="list-style-type: none"> Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> Copies if necessary to property owner, agent, lessee, etc...

	Reporting
C	<ul style="list-style-type: none"> Clerk provides Assistant Clerk with a reporting package of the appeal which includes:
C	<ul style="list-style-type: none"> – Invoice for services in accordance with agreement
C	<ul style="list-style-type: none"> – Copy of hearing minutes
C	<ul style="list-style-type: none"> – Statistics (where necessary)
C	<ul style="list-style-type: none"> – Feedback form to establish best practices and service standards for quality control
C	<ul style="list-style-type: none"> – Clerk compiles and retains a record of the hearing in accordance with legislation and regulations

Schedule “D” Fees

Regional Assessment Board Annual Dues

Entry Fee = \$500. Thereafter, each municipal member shall be invoiced a \$225 administrative fee annually, payable to Oldman River Regional Services Commission.

Remuneration

Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:

MERIT Half day – Four (4) hour block \$100.00

MERIT Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

LARB Half day – Four (4) hour block \$100.00

LARB Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

CARB Half day – Four (4) hour block \$200.00

CARB Full day – Four plus (4+) hour block, excluding lunch hour \$400.00

Board Members and the Designated Officer shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members and the Designated Officer shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Designated Officer.

Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Board Members and the Designated Officer shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

Category of Complaint Fee

Filing fees are determined and collected by individual Municipalities through either a Fees Bylaw or Fee Policy.

In response to recent provincial legislation, the affected Municipality will refund assessment complaint fees when the board or (on appeal) the Court of Queen's Bench decides in favour of the complainant. The fee will also be refunded if a complaint is withdrawn because agreement was reached with an assessor to correct the matter under complaint.

The following fees are suggested, but are NOT mandatory:

Residential 3 or fewer dwellings and farm land – \$50.00

Residential 4 or more dwellings – \$650.00

Non-residential – \$650.00

Business Tax – \$50.00

Tax Notices (other than business tax) – \$30.00

Linear property-power generation – \$650.00 per facility

Linear Property – other \$650.00 per LPAUID

Equalized assessment – \$650.00



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Protecting vital municipal services

Urgent federal recommendations to
address the financial crisis in our cities
and communities due to COVID-19

April 23, 2020

Contents

This is a crisis
1

Local leaders
on the
front lines
2

Anatomy of our
financial crisis
4

Fiscal impacts
of COVID-19
6

Summary of
recommendations
8

Proposed
funding model
10

Eyes on
the future
12



This is a crisis

A message from FCM's president

In a matter of weeks, the COVID-19 pandemic has turned life upside down. We now face a public health and economic challenge unlike anything we've seen in our lifetime. As municipalities across the country work to support frontline action and ready essential response services, the financial impact to our operations has created a crisis—and threatens to put the Canadians we serve at further risk.

Across Canada, cities and communities are seeing their finances drift toward collapse. This crisis exposes the cracks in an outdated model that is fundamentally misaligned with the modern reality of the role of local governments. Revenues are plummeting. Unanticipated costs are rising. With few fiscal tools available—and no legal ability to run operating deficits—local leaders face stark choices. Protecting essential services now requires support from other orders of government.

Today, FCM is making that urgent request on behalf of cities and communities across the country. We are calling for emergency operating funding for municipalities—to keep essential services running and Canadians safe and protected.

Canadians are depending on the vital services their local leaders provide, from ensuring tap water is clean to sending paramedics to help the sick to safely sheltering our most vulnerable residents. Cutting back services in the middle of a pandemic would put Canadians at further risk. Instead, municipal leaders must continue to help lead the way, supporting people and businesses through this public health and economic storm. To ensure this work continues with the urgency required—on the ground, where Canadians live—direct emergency federal funding is the only option.

Our federal-municipal partnership has delivered remarkable results. Deepening that partnership now will protect Canadians through this pandemic. And when the time comes, local leaders will be ready to help lead Canada's recovery, so this country can prosper and thrive once again.

A handwritten signature in black ink that reads "Bill Karsten". The signature is fluid and cursive, with a long horizontal stroke at the end.

Bill Karsten
FCM President

Local leaders on the front lines

Our cities and communities are the front lines of the COVID-19 pandemic. These are the places where Canadians go to work, buy homes, start families, launch businesses, and build the future of this country. As the governments closest to daily life, municipal leaders are mobilizing urgently to keep Canadians safe, and to help people and businesses weather the economic storm.

Municipalities of all sizes are taking extraordinary measures to support Canadians—including our most vulnerable—through this unprecedented public health and economic challenge. They're turning arenas into shelters for the homeless. They're setting up portable hygiene stations. They're deferring property taxes and utility bills for struggling families.

Municipalities are also working day and night to keep essential services running. Bus drivers, paramedics, firefighters, social workers and countless other frontline staff are putting themselves at risk every day to keep Canadians safe and to provide the services people rely on.

In the face of this challenge, essential workers and local leaders are stepping up together as champions for their communities, and this country.

As the national voice for local governments, FCM is fully engaged in this nationwide crisis. We're bringing together communities across the country to help protect people and businesses. Through regular touchpoints with our members—from FCM's Big City Mayors' Caucus and Rural Forum to our provincial-territorial municipal association partners and others—we're convening local expertise, sharing resources and coordinating frontline response efforts.

We're also working directly with federal departments, agencies and decision-makers to help inform Canada's pandemic response. That includes regular scheduled calls with the deputy prime minister and key ministers. This unprecedented engagement is bringing local realities to new federal initiatives—from the Canada Emergency Response Benefit to the Canada Emergency Wage Subsidy—to ensure they meet the needs of Canadians on the ground.

Municipalities in action

The **City of Edmonton, AB** has waived transit fares on all routes and has deployed larger buses to encourage physical distancing, while ensuring essential workers have a safe and reliable way to get to work.

The public library in the **Town of Halton Hills, ON** is using 3D printers to make face shield parts for frontline health care workers. It's also left its Wi-Fi on—despite being closed—so residents without Internet access can apply for provincial and federal resources.

The municipality of **Canton De Gore, QC** has set up a home delivery service for seniors and vulnerable residents—staffed by volunteers—to bring groceries and prescriptions to people confined to their homes.

For more examples of municipal action during the pandemic, go to fcm.ca/COVID19.

Vital municipal services at a glance

COVID-19 is shining a spotlight on the vital role municipalities play in daily life. Now more than ever, Canadians are depending on their local leaders to keep essential services running—to keep people safe and secure through this pandemic. That includes:

- ▶ Local police, ambulance and fire services
- ▶ Maintenance of roads, bridges and other essential infrastructure
- ▶ Safe public transit for essential workers
- ▶ Clean water and wastewater services
- ▶ Garbage collection and recycling
- ▶ Local social services and housing for vulnerable residents
- ▶ Local public health agencies
- ▶ Sustainability and environmental initiatives



Paramedics are on the frontlines providing life-saving services including emergency and non-emergency pre-hospital care to residents. *Photo: City of Toronto*

When the time comes, municipalities will also be ready to lead Canada's recovery, along with our federal partners. Local leaders are already delivering frontline results for Canadians. And they are exceptionally well-placed to deliver stimulus funding quickly—to create jobs and get the economy going. Deepening the federal-municipal partnership even further will help Canada thrive and prosper once again.

Anatomy of our financial crisis

At the best of times, Canada's municipal governments manage a razor-thin fiscal balance to deliver for residents. On the revenue side, they have scant ground to till beyond property taxes and user fees. On the expense side, operating and capital, they must be tremendously cost-efficient with every dollar available. With no legal standing to carry operating deficits, they diligently maintain reserves to carry our communities through cyclical shifts and disruptions.

But these are *historically challenging times*. Municipalities are incurring deep losses due to COVID-19—a combination of foregone revenues (from property taxes and user/utility fees) and unanticipated costs (including public safety measures and support for vulnerable populations). This is not limited to a cash flow challenge; this is a crisis of non-recoverable losses. To continue delivering essential services, many are drawing down limited reserves that were not designed for a crisis of this scale or duration.

Today's crisis exposes cracks in the fundamentally outdated fiscal framework in which municipalities are still forced to operate. And as we now approach a tipping point, our next steps will reverberate

through the lives of Canadians. Insolvency is not an option. Bridge loans cannot address this crisis of permanent losses. Cutting essential services is not an acceptable option, not when Canadians need us most. This is why we are turning to our federal partners for emergency operating funding—to sustain municipal operations and essential services through these extraordinary times.



Municipal waste collection operators are keeping municipalities clean and green, while delivering essential services so residents can stay at home.

Photo: City of Toronto

This action will protect essential services Canadians rely on. No one should have to worry if their tap water is clean, whether their garbage will stay on the curb, or when a fire truck or ambulance will arrive.



To keep drivers and riders safe, the City of Selkirk, MB, installed Plexiglas shields and closed off alternating rows inside the buses to encourage physical distancing. *Photo: City of Selkirk*



The City of Windsor's WFCU Centre, home of the Windsor Spitfires Junior-A hockey club, has been transformed into a make-shift foodbank to help those in need during the pandemic. *Photo: City of Windsor*

This action will protect the most vulnerable among us. We must continue deploying extraordinary measures to protect people who face enormous challenges staying safe—in our shelters, on our streets.

This action will support Canada's economic recovery. Municipalities will need to hit the ground running to turn stimulus funds into outcomes—and not be cancelling even *existing* capital projects.

Like never before, our municipal-federal partnership has been building better lives for Canadians. Our partnership is grounded in our respective strengths—local leaders are delivery experts closest to people's real needs, the federal government has the fiscal heft to drive nationwide progress. Today, right now, this partnership is the key to carrying Canadians through this pandemic into better days ahead.

Protecting property taxpayers

Covering municipal losses through a one-time property tax levy is not a viable alternative to federal emergency funding given the significant impact it would have on households trying to weather the economic downturn. Bridging municipalities' 2020 fiscal shortfalls without cutting services—assuming six months of physical distancing—would require dramatic residential property tax levies:

Toronto	56%
Calgary	23%
Vancouver	22%
Montreal	18%
Mississauga	17%

Fiscal impacts of COVID-19

The fiscal impacts of COVID-19 have been swift and dramatic. Non-recoverable municipal losses driven by falling revenues and rising costs have led to an unprecedented financial crisis. To absorb this staggering hit in the near term, we are calling for a federal operating infusion of \$10–15 billion over the next six months. This crisis may compound as physical distancing measures continue, and depending on the timing and pace of future economic recovery.

FCM continues to develop insight on the scale of losses that municipalities may face on the road ahead. The extent and nature of losses vary widely by community, depending on multiple factors:

- ▶ Municipalities with **public transit systems** face significant revenue losses at the fare box—estimated at \$400 million per month nationwide. This accounts for 30–50 percent of monthly net losses for these municipalities. In Metro Vancouver, Translink is losing \$75 million monthly. The Toronto Transit Commission reports a \$23.5 million weekly burn rate—with an 85 percent revenue drop in April alone. Critically, transit is an essential
- ▶ service for frontline workers in this pandemic, but with limited ability to reduce operating expenditures, many transit systems are already scaling back service to ensure solvency.
- ▶ Municipalities are deferring **property taxes, utility and other fees** to support struggling residents in the near-term—another major revenue hit. Even after these deferral programs end, there remains a significant risk of property tax delinquency. With even a 10 percent increase in property tax and utility bill delinquencies, the cities of Vancouver and Toronto estimate revenue losses in 2020 of \$130 million and \$684 million, respectively.
- ▶ Municipalities reliant on **hard-hit industries** face compounding pressures. In tourism-driven Banff, Alberta, 85 percent of workers have been laid off. Tourism Calgary has temporarily laid off more than half of its staff, and the city could lose the \$540 million economic impact of the Calgary Stampede. Agriculture: meat plants in High River, Alberta, and in Montreal have closed temporarily, impacting a third of Canada's beef processing capacity and most pork exports. Natural resources: Western Canadian Select is trading at negative prices, and sawmill closures have put thousands out of work, jeopardizing pulp mill jobs in northern and remote communities.



Like many municipalities, the City of Yorkton has converted one of their public rinks into a temporary site run by public health to help alleviate the impact on local hospitals and emergency rooms. *Photo: City of Yorkton*

- ▶ The loss of **user fees from parking and community, culture, and recreation facilities** is another source of foregone revenue. Many municipalities have already temporarily laid off staff at these facilities to reduce costs. The City of Mississauga estimates lost revenue from recreation facilities to reach \$23.3 million by the end of June. The City of Toronto is losing almost \$17 million monthly from foregone parking fees alone. Smaller communities, at relative scale, stand to take a significant hit as well. Prince George, B.C., estimates a monthly loss of \$912,000.
- ▶ Without emergency operating funding, municipalities will need to reduce planned **capital expenditures** in 2020 to make up for lost revenues. This will further slow economic activity across the country and increase future repair costs. And this scaling-back is enormously counter-productive to the coming need to drive Canada's economic recovery through new capital investment in municipal assets, including core infrastructure and housing.



The Gatineau Police Department controls movement at the entrance to the territory. *Photo: City of Gatineau*

- ▶ **Rural and small communities** face their own unique economic challenges. The agriculture sector has been hit hard. Some municipalities have begun laying off staff—despite having so few to begin with. With limited access to broadband Internet, many rural Canadians are unable to work from home. New Brunswick's Francophone municipalities are facing a total monthly loss of \$10.5 million. Even before the pandemic hit, eight percent of Atlantic Canada's workforce was already depending on Employment Insurance benefits.

Summary of recommendations

With plummeting revenues, rising expenses and a legal proscription against running operating deficits, municipalities are at imminent risk of having to cut essential services to Canadians to remain solvent. The acceptable alternative is emergency operating funding for municipalities, provided by our stable, trusted, national partner: the Government of Canada.

This section summarizes FCM's urgent recommendation. This is based on the best available data on the projected financial impact of COVID-19—amounting to a near-term gap of \$10–15 billion for municipalities nationwide. It assumes that physical distancing directives substantially persist for six months, with direct municipal revenue impacts continuing through the end of 2020 and possibly into 2021 depending on the pace of economic recovery.

The core of our recommendation is an allocation-based formula to deliver a base level of support to all local governments. This is supplemented by targeted measures to meet distinct needs of municipalities as they continue to keep Canadians fully served and protected.

Immediate action

1. **Deliver at least \$10 billion in targeted emergency operating funding to all local governments as direct allocations—with a new hybrid formula modelled on both the proven federal Gas Tax Fund (GTF) and a ridership-based allocation for municipalities that operate transit systems.**
 - ▶ Specifically, allocate at least \$7.6 billion of the fund using a GTF-style allocation formula for all local governments, and \$2.4 billion based 100% on transit ridership.
 - ▶ For municipalities that operate transit systems, provide a single blended transfer.
 - ▶ Immediately provide advance payments to municipalities facing urgent liquidity issues.
 - ▶ Leverage the administrative infrastructure of the federal Gas Tax Fund, where possible, to expedite the rollout of dedicated emergency operating grants.



Municipal road maintenance staff are working around the clock to keep roads safe and accessible for those delivering essential services. *Photo: City of Toronto*

2. Deliver additional emergency operating funding to individual local governments facing unique financial pressures related to COVID-19 that are not fully met by the hybrid formula above. Our largest urban centres face distinct challenges supporting self-isolation, sanitation and good health among populations struggling with homelessness and mental health challenges. Smaller communities face unique challenges, starting with access to health care services that can support isolation requirements and urgent care. These and other unique cost drivers will continue to require targeted supports for the full duration of this crisis.



Selkirk, MB Mayor Larry Johansson stopped at a resident's window to admire children's drawings showing their appreciation for essential workers. *Photo: City of Selkirk*

Medium-term action

- 3. Commit to revisit the need for additional operating funding within four months.**
 - ▶ Monitor trends in property tax delinquencies and consider additional supports for individuals and businesses that may not be able to pay property taxes after the expiry of short-term municipal deferral programs.
 - ▶ Depending on the duration and severity of the COVID-19 crisis, prepare for possible additional operating funding assistance in both 2020 and 2021.
- 4. Provide local governments with the ability to transfer unused allocations** to the federal Gas Tax Fund program for capital expenditures as part of Canada's COVID-19 economic recovery plan.

Proposed funding model

This section presents additional guidance for the emergency operating funding outlined in recommendation #1. Our proposed model features two components: a base allocation for all municipalities, and a supplementary allocation for municipalities that own and operate transit systems. To function—efficiently and nationwide—its design must be straightforward, direct and flexible.

Base allocation *(for all municipalities)*

- ▶ At least \$7.6 billion based on the federal Gas Tax Fund formula.
- ▶ Assumes average of \$35 per capita per month, and six months of physical distancing (starting March 2020).

Supplementary allocation *(for municipalities that own and operate transit systems)*

- ▶ \$2.4 billion based entirely on 2019 transit ridership (population not included in formula).
- ▶ Based on Canadian Urban Transit Association needs assessment (\$400 million/month for six months) and validated through individual city estimates.

Design considerations

- ▶ Municipalities should receive a single transfer that combines the base and supplementary allocation (except in the case of provincially-owned transit systems, such as BC Transit and Metrolinx).
- ▶ This single transfer should provide maximum flexibility to local governments to apply funds towards all operating impacts (foregone revenue and/or unanticipated costs) related to the COVID-19 pandemic.

- ▶ No provincial or municipal matching funds should be required.
- ▶ Requiring provincial matching could cause delays given the varied fiscal capacities of provincial/territorial governments. However, provinces and territories continue to have an important role to play in providing targeted supports for local governments including, but not limited to:
 - ▷ direct support for COVID-19 emergency response and support for vulnerable populations;
 - ▷ expansion or backstop of property tax deferral programs (especially long-term deferment programs that will delay taxes beyond a single fiscal year);
 - ▷ block operating grants for local governments.
- ▶ Given significant downside risks—including the likelihood of future pandemic waves that require physical distancing, and the potential for property tax delinquencies—it is likely that the full allocation under an emergency operating grant will be fully utilized by local governments.



The Vulnerable Person's Registry is a critical program where the elderly and people with special needs are contacted daily, making sure that they are safe and their needs are being met. *Photo: Regional Municipality of Wood Buffalo*

- ▶ Any limited unused funding could be reserved for additional COVID-19-related operating shortfalls in 2020 or 2021, or transferred to the federal Gas Tax Fund to be used for incremental capital expenditures as part of Canada's COVID-19 recovery plan.

Potential impact *(all numbers rounded and approximate):*

Municipality	Preliminary net losses*	Base allocation (GTF formula)	Supplementary allocation (transit)	Total allocation
City of Toronto	\$1.690B	\$575M	\$575M	\$1.150B
Metro Vancouver**	\$900M	\$510M	\$290M	\$795M
City of Calgary	\$400M	\$255M	\$115M	\$370M

* preliminary estimates assuming full year impact of six months of physical distancing

** extrapolation of data provided by City of Vancouver (local government not including transit) and TransLink (transit)

Eyes on the future

Right now our focus is on tackling the public health and economic crisis in our cities and communities—and ensuring local leaders can continue to deliver the essential services Canadians rely on. But we're also keeping an eye on the future—for when Canada is ready to move from response to recovery.

Across the country, municipalities have already begun taking steps to help drive the massive nation-building effort that will be required when the pandemic ends—from getting local businesses back on their feet to implementing job-creating stimulus projects. FCM is supporting this work by collecting and analyzing on-the-ground data that will inform recommendations for Canada's recovery. From housing, to infrastructure, to green, sustainable and resilient projects, cities and communities have a long track-record of delivering results efficiently and effectively. Municipalities will be essential partners in rebuilding the economy we want for the future.

But as with any crisis, it will be just as important to learn lessons from this pandemic. We will honour and celebrate how Canadians and their governments came together in common cause. We will also need to take a critical look at the foundational cracks that have been more harshly exposed in how we approach the role of local governments. In clear view are the outdated tools and authorities granted to municipal leaders, and how they simply do not match the modern role cities and communities play in supporting Canadians and driving our economy. When the time is right, FCM and local leaders will be ready to have that conversation.

In the immediate, we will continue working flat-out, as partners on the front lines, to keep Canadians as safe as possible, and ready our economy for the comeback we're confident we can collectively drive. We're all in this together.



FCM

FCM.ca



April 20, 2020

The Honourable Kaycee Madu
Minister of Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6

Dear Minister Madu:

On behalf of the Alberta Urban Municipalities Association (AUMA) and our members, we are pleased that your government is seeking input from municipalities on shovel-ready projects that can be funded as part of a provincial economic stimulus package. This news is welcomed by AUMA and municipal leaders as it will create thousands of jobs for Albertans who are currently struggling due to the current economic crisis caused by depressed oil prices and the COVID-19 pandemic.

As we understand that your ministry is currently exploring options for how economic stimulus funding can be rolled out for municipal infrastructure projects, AUMA recommends two key levers for this stimulus funding.

1. That this new economic stimulus funding for municipal infrastructure be implemented using the fundamental mechanisms of the Municipal Sustainability Initiative (MSI) program. While the new program must be separate from MSI, the allocation formula and guidelines of MSI would serve as a foundation for the delivery of new economic stimulus funding and would result in the following benefits.
 - **Minimize red tape** – The MSI formula is an established and successful mechanism to flow funding with minimal administrative burden for the province or municipalities. The simple allocation of funding would eliminate the costs and time for the province to create a new system for collection and review of applications and would also eliminate the time for municipalities to submit applications that have no guarantee of success.
 - **Diversity in job creation** – MSI allows municipalities to invest in a broad range of infrastructure projects based on community need. By using a similar set of guidelines, the economic stimulus funding would create jobs across numerous trades and industries without overloading one particular sector.
 - **Spread jobs across the province** – By distributing funding to all municipalities, jobs will be created in every community across Alberta. This includes construction contractors as well as indirect investments in local retail and service businesses such as suppliers, restaurants and accommodation providers.
2. This new and additional infrastructure stimulus funding will need to be a multi-year investment in Alberta's economy. It is recommended that the Provincial government front-load the funding in the 2020-21 budget year, and then cash-flow the funds to municipalities for projects over the next 1 to 3 years. This will allow for municipal projects that require a few more months of design before they can be considered as shovel-ready to be funded and proceed. Also, by committing to and

300 - 8616 51 Avenue, Edmonton, AB T6E 6E6 Toll Free: 310-AUMA (2862) Phone: 780-433-4431 Fax: 780-433-4454 auma.ca

accounting for historically significant stimulus infrastructure costs in 2020-21, this gets the expenditure booked in an already horrific financial year for the province and allows for the funds to be cash-flowed out in future years, when the province can focus on budget balancing.

Collectively, our goals are the same. A focus on job creation and ensuring Albertans receive value for their money. The use of MSI as the foundation for economic stimulus funding will minimize red tape and ensure that communities, businesses, and workers from all parts of the province can benefit.

Thank you for your consideration of our proposal and if you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

Sincerely,



Barry Morishita
AUMA President

cc: The Honourable Jason Kenney, Premier of Alberta
The Honourable Travis Toews, President of Treasury Board and Minister of Finance
Al Kemmere, President, Rural Municipalities of Alberta
Ken Gibson, Executive Director, Alberta Construction Association
Ron Glen, Chief Executive Officer, Alberta Roadbuilders and Heavy Construction Association



RECEIVED
APR 03 2020

March 9, 2020

**Attention: Honourable Mayors,
Members of Council and Chief Administrative Officers**

Re: National Public Works Week, May 17-23, 2020 – “The Rhythm of Public Works”

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 17-23, 2020 as National Public Works Week in your community. This year's theme is “The Rhythm of Public Works”.

National Public Works Week is observed each year during the third full week of May and this is the 60th year. This year's exciting poster challenges our members and their citizens to think about their communities as a symphony of essential services, working in concert create a great place to live. Every community has a rhythm, a heartbeat that reflects its essence and tempo of life. Public Works' keeps a community's rhythm moving by providing an orchestra of infrastructure services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides the harmony needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

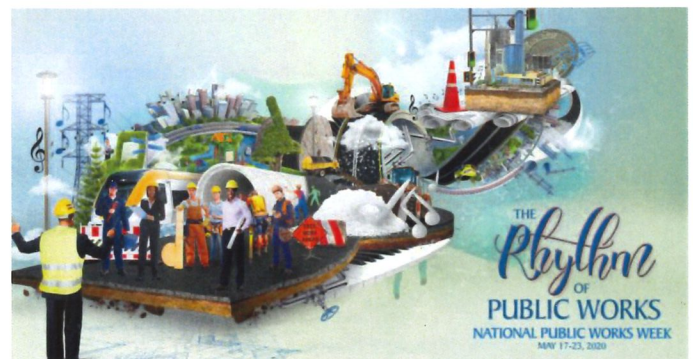
For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to office@publicworks.ca or by mail to:
APWA Alberta Chapter
PO BOX 44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in black ink, appearing to read 'Garry Webster', is written over a white background.

Garry Webster, APWA President



APWA Alberta Chapter 44095 Garside Postal Outlet Edmonton AB T5V 1N6
www.publicworks.ca





May 17 – 23, 2020

“The Rhythm of Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Canada -or- Province/Territory]** to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

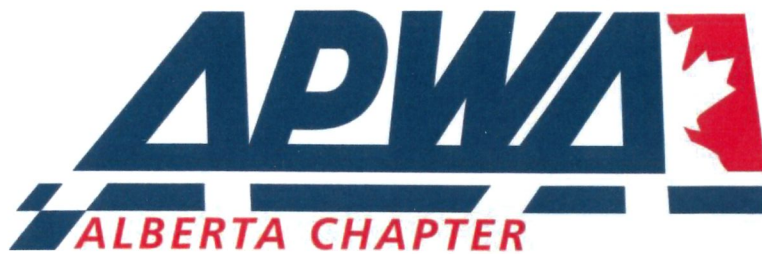
RESOLVED, I, **[Insert Full Name of Premier]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 17 – 23, 2020 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the **[Province/Territory]** of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this _____ day of _____ 2020.

[Insert Full Name of Premier]

[SEAL]



Celebrate Public Works Week May 17 – 23, 2020 The Rhythm of Public Works

Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation www.publicworks.ca

What You Can Do

Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project, or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.

Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

Thought starters:

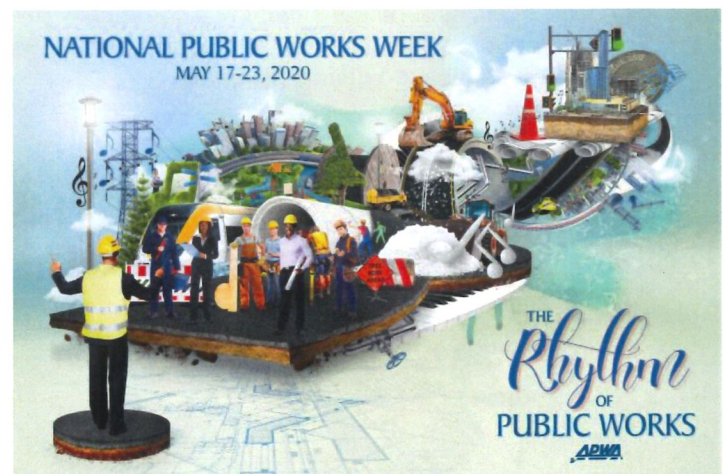
- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.



Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

Thought starters:

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

Thought starters:

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

Sporting Event

Healthy people are happy people. Promote healthful living by sponsoring a sporting event.

Thought starters:

- Plan the route of a race to end at a facility or project you believe deserves attention.
- Sponsor a golf tournament and arrange for the proceeds to be dedicated to a public works project, such as the purchase of playground equipment in a community park.
- Sponsor a public works night at an organized or professional sporting event. Arrange for a message about public works to be announced during the game.

For further information see our website: www.publicworks.ca

Or contact Jeannette Austin

Executive Director

admin@publicworks.ca



Claresholm

REQUEST FOR DECISION

Meeting: April 27, 2020
Agenda Item: 10

TOWN COUNCIL OPEN HOUSES

DESCRIPTION:

Council held four Open Houses in 2019.

1st Open House – Thursday, February 28, 2019 at the Bridges at Claresholm Golf Club.
Discussions focused on the 2019 Budget and the proposed new Water & Sewer Utility Bylaw and the proposed new rate structure.

2nd Open House – Thursday, June 6, 2019 at the Royal Canadian Legion Branch 41.
Discussions focused on the redesign of Amundsen Park.

3rd Open House – Monday, September 9, 2019 at the Claresholm Senior's Drop-in Centre.
Discussions focused on the new recycling program and the Multi-use Community Buildings project.

4th Open House – Saturday, November 9, 2019 at the Claresholm Community Centre.
The focus was the Rural and Northern Immigration Pilot Program.

Council has held one Open Houses in 2020:

1st Open House – Thursday, February 27, 2020 at the Bridges at Claresholm Golf Club.
Discussions focused on the 2020 Budget and the Multi-use Community Buildings.

Council passed a motion to hold the 2nd Open House of 2020 on Thursday, May 7, 2020 at the Claresholm Seniors Drop-in Centre.

Discussions would have focused on Emergency Preparedness, Fire Services and the Intermunicipal Collaboration Framework (ICF), as Emergency Preparedness Week is May 3-9, 2020.

At this time, Council needs to cancel this Open House. Administration will start making plans for future Open Houses.

PROPOSED MOTIONS:

Moved by Councillor _____ to cancel the second Council Open House of 2020 that was to be held on Thursday, May 7, 2020 at 7:00 p.m. at the Claresholm Seniors Drop-in Centre.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 20, 2020

		Miscellaneous Fees & Facility Rent Policy		Policy #5.9.05	
Department Owner:		Corporate Services			
Policy Applies To:		Public			
Date Created:		April 2018	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		April 21, 2020	Policy(ies) Replaced/Rescinded:		GA 04-18

Intent:

To establish a policy stating miscellaneous fees and facility rent that are not clearly defined in the Town of Claresholm bylaws, agreements, or other policies.

Policy:

Miscellaneous fees and facility rent shall be charged based on the attached schedule.

Note:

The schedule of fees is to be reviewed annually and may be changed or updated by Council resolution.

SCHEDULE OF FEES & RENT

MISCELLANEOUS FEES	
Dog License (Spay/Neuter)	\$15 / year
Dog License (Intact)	\$40 / year
Paper Statement Admin Fee (Utility Statements)	\$1.50 / statement
Tax Recovery Land Titles Changes Admin Fee	\$50
Assessment Appeal Fees	
Residential 3 or fewer dwellings or Farm Land	\$50
Residential 4 or more dwellings or Non-Residential with assessed value less than \$300,000	\$150
Residential 4 or more dwellings or Non-Residential with assessed value of \$300,000 or more	\$300
FACILITY RENT	
Airport Terminal Building Only	\$125 / Day
Airport Runway Rental	\$500 / Day
Daycare Rent	\$100 / Month
Playschool Rent	\$150 / School Year



REQUEST FOR DECISION

Meeting: April 27, 2020

Agenda Item: 12

KNOWN RISK POLICIES

DESCRIPTION:

During the 2019 CPO review that was completed by the Solicitor General's office they also did a review of our policies. With some recent events involving the death of a Peace Officer there was a new requirement for a Known Risk policy to identify and communicate known risks. We have drafted policy 5.3.35 – CPO Safety Policy that we believed covered off the requirements of this policy, and initial cursory review by the Sol Gen advisor they indicated it should work as well. On further review from the Sol Gen's office however it was determined that Policy 5.3.35 was inadequate.

To address this Policy 5.3.36 – Dangerous Persons & Property Policy was drafted, using a sample policy the Sol Gen Advisor provided. This is a much more in-depth policy than we previously had in place with 5.3.35 which will require some additional administrative effort, however it will do a much better job of ensuring the safety of our Officer and other Municipal Staff. Our CPO has reviewed the Policy and is in support of it and has figured out how to be able to flag individuals or properties within our Report Exec software. It can also be done in a different manner in Laserfiche, so we still have to determine administratively which method makes the most sense and is the simplest to implement and be accessed and useful to the CPO and all staff where appropriate with maintaining privacy of the information.

With the addition of Policy 5.3.36 we are also amending 5.3.35 to remove some of the details we had in place before and instead reference Policy 5.3.36 within Policy 5.3.35.

RECOMMENDED ACTION:

Policy 5.3.36 – Dangerous Persons and Property (v1.0) and amended Policy 5.3.35 CPO Safety Policy (v1.1) were presented to the Administration Services Committee on April 21, 2020. The committee recommend the policies to Council for adoption.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policies 5.3.35 CPO Safety Policy (v1.1) and Policy 5.3.36 – Dangerous Persons and Property Policy (v1.0).


ATTACHMENTS:

1. Policy 5.3.35 – CPO Safety Policy (v1.1)
2. Policy 5.3.36 – Dangerous Persons and Property Policy (v1.0)

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 23, 2020

		CPO Safety Policy		Policy #5.3.35	
Department Owner:		Regulatory & Protective Services			
Policy Applies To:		Community Peace Officers			
Date Created:		July 5, 2019	Date Approved By Council:		
Version #:		1.1	Resolution #:		
Last Review Date:		April 21, 2020	Policy(ies) Replaced/Rescinded:		5.3.35 v1.0

Intent:

1. To ensure the safety of our community Peace Officers through Communication System and Protocols
2. To comply with policy requirements for Authorized Employers of Peace Officers.

Definitions:

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

Guidelines:

1. The Town contracts dispatch and Peace Officer monitoring through FRESC. Any CPO employed by the Town is required to use this service and follow the protocols as outline by FRESC for Peace Officer monitoring (see Appendix A).
2. To reduce the risks inherent in entering properties or sites any CPO must contact the RCMP prior to approaching a door or entering private property to ensure there are no known risks or issues at that property or be aware of what risks or issues may be encountered.
3. The CPO shall keep a record of any properties or individuals where there are known risks, whether determined from own experience or from the RCMP as per Policy 5.3.36 “Dangerous Persons and Properties Policy”.
4. If there is a known risk at a property or site the CPO shall take appropriate actions to mitigate those risks as per Policy 5.3.36 “Dangerous Persons and Properties Policy”.

APPENDIX A
FRESC – Peace Officer Monitoring Protocol



Dangerous Persons & Property Policy

Policy #5.3.36

Department Owner:	Regulatory & Protective Services		
Policy Applies To:	Community Peace Officers		
Date Created:	April 11, 2020	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:		Policy(ies) Replaced/Rescinded:	N/A

Intent:

Town of Claresholm Peace Officers (CPOs) perform work functions that carry a wide variety of specific and non-specific risks to their personal safety each day. The Town of Claresholm is committed to working collaboratively with internal and external partners to ensure that timely and up to date information to CPO's who are required to check properties where cautionary flags exist, that relate to a known risk or threat to the officer, at that location.

Dangerous Persons, Animals and Associated Property:

Persons, animals and associated properties, may have a cautionary flag applied when:

- A person or animal expresses, displays or otherwise engages in violent, aggressive, threatening or intimidating behaviour towards:
 - A Town of Claresholm CPO or other Town of Claresholm employee, council/board member or contractor;
 - A member of another law enforcement agency, emergency medical services agency, fire department or emergency management agency;
 - Any other person, as identified by another law enforcement agency, emergency medical services agency, fire department or emergency management agency;
- This includes verbal, physical, non-verbal threats or other means of communication, including but not limited to: email, voicemail, text, fax, letter or social media post.

Procedures:

1. Should any Town of Claresholm CPO or other Town of Claresholm employee, council/board member or contractor become aware of a person or animal that meets the criteria noted above for a dangerous person, animal associated property, they shall:
 - a. Complete a Dangerous Person, Animal and Associated Property Report (Appendix A); and
 - b. Forward the completed report to the Town Peace Officer, CAO, and Director of Corporate Services for review as soon as practicable.
2. Should a member of another law enforcement agency, emergency medical services agency, fire department or emergency management agency provide information relating to a possible dangerous person, animal and associated property within the Town of Claresholm, the Peace Officer shall receive this information in place of a completed report and proceed with an incident report.

3. Upon receipt of a completed Dangerous Person, Animal and Associated Property Report (Appendix A), the Peace Officer shall open an Incident Report, review and evaluate the submission, as soon as practicable, to determine if the concern brought forward requires a cautionary flag to be applied to the person, animal and associated property.
4. Following the review and evaluation of a submission, the Peace Officer shall determine that:
 - a. a cautionary flag is not warranted; or
 - b. a cautionary flag is required.
5. If a cautionary flag is not warranted, the Peace Officer shall complete a Flagging Decision Report (Appendix B) and shall, as soon as practicable:
 - a. Attach a copy to the incident report by scanning and uploading the file to Digital Media, and then conclude the file;
 - b. Provide a copy of this report to the person who submitted the Dangerous Person, Animal and Associated Property Report
 - c. For submissions received from a Town of Claresholm employee, provide a copy of this report to the supervisor of the employee
6. If a cautionary flag is required, the Peace Officer shall complete a Flagging Decision Report (Appendix B) and shall, as soon as is practicable:
 - a. Determine the category of flag that is required;
 - b. Add the appropriate category flag to the Person, Animal and Associated Property within the file;
 - c. Attach a copy of this report to the incident report by scanning and uploading the file to Digital Media;
 - d. Provide a copy of this report to the person who submitted the Dangerous Person, Animal and Associated Property Report;
 - e. For submissions received from a Town of Claresholm employee, provide a copy of this report to the supervisor of the employee;
 - f. If the Peace Officer is unable to add the new cautionary flag immediately to the file due to technical difficulties or other issues, they shall send an email to the person who submitted the Dangerous Person, Animal and Associated Property Report and that person's direct supervisor advising of the location and category of the new cautionary flag as soon as possible and have the new cautionary flag added to the file as soon as possible.
7. Cautionary flag categories are:
 - a. Category 1(Green):
 - i. Low Level Hazard: - Aggressive/Threatening/Vicious Dog, uncooperative but not threatening/violent person
 - ii. Caution to be used on property, no special requirements or additional staff needed.
 - b. Category 2 (Yellow):
 - i. Medium Level Hazard: - Aggressive/Belligerent person
 - ii. Minimum of two Town of Claresholm staff or one staff and one CPO.
 - iii. CPO's may attend with one other staff or an RCMP member.

- c. Category 3 (Red):
 - i. High Level Hazard: - Known threat/Known violent person
 - ii. No staff attendance to property unless escorted by a minimum of 1 RCMP member. (CPO's will also attend if available)
 - iii. CPO's will attend with a minimum of 1 RCMP member only.
- 8. Before any CPO attends a property within the Town of Claresholm, they shall perform a name and/or address search for any caution flags.
- 9. Should a cautionary flag be posted for a property that a staff member is required to attend, the staff member shall contact the Peace Officer and have them conduct a name and/or address search for any caution flags.
- 10. Town of Claresholm Fire Departments, Community Peace Officers and Emergency Management personnel are exempt from this requirement if they are attending a location in an emergency response capacity. The CPO's should check files as soon as practicable for any cautionary flags and shall advise other available CPO's or RCMP if required to attend.
- 11. If a staff member or CPO attends a property that has a cautionary flag attached to it, they shall complete an Attendance at Flagged Property Report (Appendix C) and submit the completed form to the Town Peace Officer. The information compiled in these reports shall be used to assist with the ongoing and/or annual review of all cautionary flags which determines if the flag shall remain on the property, shall be re-categorized or be removed.
- 12. All cautionary flags shall be reviewed, at a minimum, on an annual basis to determine if the flag should remain, be re-categorized or be removed. This review shall be conducted by the Town Peace Officer and Chief Administrative Officer.
- 13. Reviews, updates, amendments or removals of cautionary flags may be done at any time during the year, should the need arise.
- 14. All information collected, reviewed or uploaded is collected and maintained to enhance the safety of the Town of Claresholm's staff and other local or regional first responders who may attend locations where a known hazard or threat exists.
- 15. Unauthorized sharing or distribution of any information relating to cautionary flags, including but not limited to locations, names or other personal or identifying information is strictly prohibited pursuant to the Town of Claresholm's terms of employment and FOIPP Act.

Appendix A
Dangerous Person, Animal and Associated Property Report

Employee Information

Name: _____ Department: _____

Phone#: _____ Supervisor: _____

Incident Details

Date: _____ Time: _____

Description of Incident:

Dangerous Person / Animal Information Landowner Tenant Unknown

Surname: _____ Given Names: _____

Surname: _____ Given Names: _____

Animal Name: _____ Breed: _____ Colour: _____ Sex: _____

Address / Location Information

911 / Street Address: _____

Legal: _____

Date Report Submitted to Protective Services Peace Officer Department: _____

Submit completed reports to Town Peace Officer as soon as possible

<p>ALL INFORMATION CONTAINED IN THIS REPORT IS CONFIDENTIAL AND FOR THE SOLE PURPOSE OF ADMINISTERING THE FLAGGING – DANGEROUS PERSON, ANIMAL AND ASSOCIATED PROPERTIES POLICY UNAUTHORIZED USE, SHARING OR DISTRIBUTION OF INFORMATION IS STRICTLY PROHIBITED</p>
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Appendix B
Flagging Decision Report

Incident Details

Date: _____ Time: _____

Synopsis:

Dangerous Person(s): _____

Dangerous Animal(s): _____

Location / Address: _____

Reported By: _____ Department: _____

Supervisor: _____ Outside Agency: _____

Submission Review – Decision

Cautionary Flag Required

Cautionary Flag Not Warranted

Cautionary Flag – Category

CATEGORY 1

CATEGORY 2

CATEGORY 3

Added to Report Exec YES NO

Added By: _____ Reviewer: _____

Date Reviewed: _____ Associated File #: _____

Next Review Date: _____

ALL INFORMATION CONTAINED IN THIS REPORT IS CONFIDENTIAL AND FOR THE SOLE PURPOSE OF
ADMINISTERING THE FLAGGING – DANGEROUS PERSON, ANIMAL AND ASSOCIATED PROPERTIES POLICY
UNAUTHORIZED USE, SHARING OR DISTRIBUTION OF INFORMATION IS STRICTLY PROHIBITED

Appendix C
Attendance at Flagged Property Report

Date Property Attended: _____ Time: _____

Location: _____

Staff Member(s)/ CPO's/ RCMP in Attendance: _____

Reason for Attendance at this Property: _____

Person(s) Located at the Property at time of Visit/Inspection: _____

Any negative interactions / threatening / intimidating behaviours? YES NO

If YES, Please provide details _____

Date Report Submitted to Protective Services Peace Officer Department:

Reviewed by: _____ Date Completed: _____

Associated File #: _____

Flag Status: Remove: Re-Categorize Remain:

ALL INFORMATION CONTAINED IN THIS REPORT IS CONFIDENTIAL AND FOR THE SOLE PURPOSE OF ADMINISTERING THE FLAGGING – DANGEROUS PERSON, ANIMAL AND ASSOCIATED PROPERTIES POLICY UNAUTHORIZED USE, SHARING OR DISTRIBUTION OF INFORMATION IS STRICTLY PROHIBITED



REQUEST FOR DIRECTION

Meeting: April 27, 2020

Agenda Item: 13

CANCELLATION OF EVENTS

BACKGROUND / DESCRIPTION:

Due to the COVID-19 pandemic, many significant events in the province, country and world have been postponed or cancelled. Administration is requesting Council's direction regarding events upcoming in Claresholm.

Already cancelled or postponed:

- Volunteer Appreciation
- Pitch-in Canada Community Wide Clean-up
- Town Council Open House Thursday, May 7

Many months of planning goes into Canada Day and Fair Days. Entertainment had been scheduled for Canada Day but has subsequently cancelled. Our Events Coordinator Lauren Billey has a few ideas and options for offering Canada Day celebrations virtually online rather than in person.

The Town of Claresholm must continue to follow all public health guidelines from Alberta's Chief Medical Officer of Health. In her April 23rd remarks, the CMOH clarified that:

mass gathering restrictions apply to all summer events or festivals. Gatherings of more than 15 people are prohibited, and gatherings of fewer than 15 must maintain a distance of 2 metres from one another. Festivals and large gatherings can be super-spreader events, where one sick person exposes others to COVID-19 across households, communities and even large geographical distances.

Administration will continue to provide updated information on public health protocols to ensure that Claresholm is in compliance.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 22, 2020



**Town of Claresholm
Income Statement by Object
February 29, 2020**

Revenue	FEBRUARY	2020 YTD	2020 BUDGET
Net municipal taxes	26,898.09	26,898.10	(3,336,644.00) 1
Special assessments	-	-	(12,935.00)
User fees and sales of goods	(433,790.03)	(454,048.23)	(3,006,760.00)
Government transfers for operating	(1,525.50)	(118,908.92)	(379,131.00)
Investment income	(596.88)	(8,764.51)	(60,000.00)
Penalties and costs of taxes	(3,527.82)	(25,828.33)	(104,100.00)
Licenses and permits	(7,920.00)	(32,668.85)	(97,000.00)
Other local government transfers	24,178.64	8,047.17	(188,116.00) 2
Proceeds from disposal of capital assets	77,857.15	77,857.15	(75,000.00) 3
Franchise and concession contracts	(24,800.98)	(44,778.83)	(212,491.00)
Rental	(31,862.34)	(34,804.70)	(123,257.00)
Other	(8,403.37)	(12,852.56)	(32,500.00)
Government transfers for capital	(123,112.60)	(354,591.66)	(2,445,543.00)
	<u>(506,605.64)</u>	<u>(974,444.17)</u>	<u>(10,073,477.00)</u>
Expenses			
Salaries, wages and benefits	125,529.90	428,721.91	2,896,836.00
Contracted and general services	303,509.59	387,624.54	1,636,489.00
Materials, goods, supplies, and utilities	104,678.45	119,843.23	1,281,940.00
Bank charges and short-term interest	154.37	461.62	-
Interest on long-term debt	-	-	214,059.00
Other expenditures	1,266.89	2,610.89	27,690.00
Transfers to organizations and others	11,471.01	103,358.44	382,732.00
Amortization	-	-	1,699,578.00
	<u>546,610.21</u>	<u>1,042,620.63</u>	<u>8,139,324.00</u>
Internal Transfers			
Internal transfers	(12,303.99)	(12,303.99)	- 4
Net Income	<u>27,700.58</u>	<u>55,872.47</u>	<u>(1,934,153.00)</u>
Other			
Transfers to/from reserves	-	-	523,045.00
Capital expenditures	(23,400.18)	(22,455.18)	5,527,542.00 5
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	-	-	383,144.00
Amortization addback	-	-	(1,699,578.00)
	<u>4,300.40</u>	<u>33,417.29</u>	<u>-</u>

Notes

- 1** Negative tax revenue is related to education tax requisition amounts prior to collecting any tax.
- 2** Negative transfers is due to reversing 2019 yearend accruals.
- 3** Negative gain on disposal of capital assets is related to costs for disposal/demolition of the old school building incurred in 2020.
- 4** Internal transfers are just transferred between different departments. Due to timing of recording entries this will be in a positive or negative position during different times of year. Total for the year will balance out to NIL.
- 5** Negative capital expenditures is due to holdback amounts that haven't been paid out yet, but were expensed in the 2019 yearend. Once the holdback is released it will negate any negative amounts currently in the accounts.

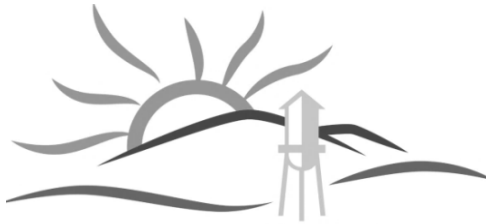


Town of Claresholm
Income Statement by Function
February 29, 2020

Revenue	FEBRUARY	2020 YTD	2020 BUDGET
Tax and requisition revenue	(61.59)	(49,190.57)	(3,668,935.00)
General administration revenue	62,524.51	46,955.65	(522,571.00) ¹
Police	(1,603.12)	(3,248.57)	(33,000.00)
Fire	3,729.02	(3,564.45)	(17,040.00)
Bylaw enforcement	(802.88)	(6,359.43)	(38,000.00)
Roads, streets, walks, lighting	-	-	(75,000.00)
Airport	(5,535.20)	(5,535.20)	(2,500.00)
Storm sewers and drainage	-	-	(1,306,751.00)
Water supply and distribution	(228,654.13)	(229,173.26)	(1,996,900.00)
Wastewater treatment and disposal	(74,219.84)	(78,089.69)	(406,162.00)
Garbage Collection	(71,550.59)	(71,198.23)	(426,000.00)
Recycling	(44,172.44)	(44,186.32)	(243,000.00)
FCSS	16,885.17	(29,606.25)	(267,641.00)
Cemetery	(1,200.00)	(1,200.00)	(18,500.00)
Economic development	(3,200.00)	(90,500.00)	(131,200.00)
Land use planning, zoning and development	(2,035.00)	(8,063.85)	(66,600.00)
Parks and recreation	(155,184.05)	(399,958.50)	(844,177.00)
Culture - libraries and museum	(1,525.50)	(1,525.50)	(9,500.00)
	<u>(506,605.64)</u>	<u>(974,444.17)</u>	<u>(10,073,477.00)</u>
Expenses			
Legislative	6,852.70	6,852.70	109,000.00
Administration	226,797.48	342,888.83	1,276,922.00
Police	-	-	73,730.00
Fire	24,330.78	28,112.38	206,430.00
Bylaw enforcement	13,882.77	23,681.43	124,445.00
Common and equipment pool	51,079.78	83,730.30	537,081.00
Roads, streets, walks and lighting	22,844.94	48,406.35	836,521.00
Airport	2,733.81	2,971.87	15,840.00
Storm sewers and drainage	277.99	1,388.97	284,317.00
Water supply and distribution	31,906.46	71,895.72	1,273,556.00
Wastewater treatment and disposal	3,536.05	12,592.78	513,005.00
Garbage Collection	22,370.86	43,393.96	391,982.00
Recycling	50,182.79	50,881.46	244,499.00
FCSS	12,008.73	27,824.42	289,749.00
Daycare	3,183.50	6,367.00	38,202.00
Cemetery	806.26	1,850.78	18,973.00
Physician recruitment	-	-	3,000.00
Economic development	13,367.26	33,625.12	309,689.00
Agriculture - weed and pest control	298.00	298.00	44,750.00
Land use planning, zoning and development	5,758.46	49,375.47	200,212.00
Parks and recreation	38,086.60	124,523.76	982,988.00
Culture - libraries and museum	16,304.99	81,959.33	364,433.00
	<u>546,610.21</u>	<u>1,042,620.63</u>	<u>8,139,324.00</u>
Net Income	<u>27,700.58</u>	<u>55,872.47</u>	<u>(1,934,153.00)</u>

Notes:

¹ Negative general administration revenue is due to reversal of 2019 yearend accruals as well as additional costs associated with the demolition of the old school building that were incurred in 2020 that are recorded as a negative "gain on disposal of capital assets"



Claresholm

INFORMATION BRIEF

Meeting: April 27, 2020
Agenda Item: 15

ALBERTA ECONOMIC STIMULUS PROJECTS

Administration became aware on April 9, 2020 that the Alberta Government was looking for, and considering, shovel ready projects that they could help fund to stimulate the Alberta economy following the lifting of COVID-19 Health Orders.

The Town of Claresholm submitted the attached listing of shovel ready projects that the Town of Claresholm has that we could move on in very short order if funding was provided.

AUMA is advocating that economic stimulus funding for capital projects be distributed to all communities using the formula mechanism of the Municipal Sustainability Initiative (MSI) so that jobs are created across all parts of Alberta.

ATTACHMENTS:

- 1.) Email to Municipal Affairs with Attachment.

APPLICABLE LEGISLATION:

- 1.) N/A

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 23, 2020

Blair Bullock

From: Blair Bullock
Sent: April 15, 2020 1:56 PM
To: 'minister.municipalaffairs@gov.ab.ca'
Cc: 'ma.geptbranch@gov.ab.ca'; 'Livingstone.Macleod@assembly.ab.ca'; Marian Carlson
Subject: Shovel Ready Projects - Claresholm
Attachments: Claresholm Shovel Ready Projects.pdf

The Town of Claresholm has a number of projects that are shovel ready with detailed or preliminary engineering completed. They are listed roughly in order of priority and shovel-readiness. We believe these to be great projects to help stimulate the economy following COVID-19 through providing jobs, as well as continuing stimulating growth long after the projects are completed. This is especially the case for the Starline Business Park projects due to the additional serviced industrial lands it will provide for business to start or expand, as well as Alberta Road Upgrade which is currently a bottleneck of business in that area, preventing growth. The Storm Water Management Plan Phase 2 project is important to help protect our citizens, businesses, and the environment from another future flood event such as Claresholm saw in 2014.

Please let me know if you require any additional information on any of the projects, such as detailed or preliminary engineering.

Sincerely,



Blair Bullock, CPA, CA

Director of Corporate Services

Phone: 403.625.3381 | Fax: 403.625.3869

PO Box 1000, 221 - 45th Avenue W, Claresholm, AB T0L 0T0

www.claresholm.ca

We are excited to share our new municipal website with you at www.claresholm.ca. As part of the launch, my email address has recently changed and can be found in the sender information of this e-mail.

Town of Claresholm - Shovel Ready Projects

Project Title	Description	Estimated Cost
Starline Business Park Offsite Infrastructure - Phase 1 Stage 1	Included in our 2021 Capital Plan. This is to provide servicing to newly annexed farm land that is included in our Area Structure Plan for Industrial/Highway Commercial lands. Phase 1 would be to provide servicing for the southern first approximate 35 acres of developable land in this newly annexed area. This includes Water, Sanitary, and Storm underground infrastructure under 5th St E, plus ditch, curb, gutter, and paving of 5th St. E. Detailed engineering is already completed.	1,500,000
Storm Water Management Plan - Phase 2	Included in our preliminary 2020 capital budget. This is Phase 2 of a 2015 Stormwater Management Master Plan. Phase 2 originally included three components, one that has already been completed. The two components of Phase 2 that still need to be completed are the Frog Creek Drain improvements in Centennial Park - approximately 160m of channel improvements, safety fencing, and signage - and Frog Creek main outfall crossing 43rd Ave W (highway 520) improvements - approximately 320M of 1500mm concrete storm pipe, inlet and outlet structures, 7 vault manholes, 2 street crossings, and land acquisition for the storm pipe. Detailed engineering has been completed.	1,499,000
Alberta Road Upgrade	This project has been fully engineered, but has been put on hold due to lack of funding. This is to widen, fix drainage, and pave Alberta Road which is an industrial/highway commercial frontage road just off Hwy#2.	2,674,000
Lagoon Holding Cell Upgrade	Included in the Town's 2022 capital plan. This project is to replace the inter-cell transfer manhole, structures and piping between the facultative and storage cells as they have passed their useful service life.	986,000
Sanitary Sewer Lining - Hwy 2	Included in the Town's 2022 capital plan. This project is to install an interior liner to the existing sewer main under Hwy #2 from 50th Ave to 53rd Ave. A liner would be installed instead of replacing the whole line to minimize impact to Hwy #2 and therefore minimize traffic interruptions. This is assuming the existing line is still in good enough condition at time of work for a liner to be installed.	150,000
Sanitary Sewer Lining - 43rd Ave (Hwy 520)	Included in the Town's 2025 capital plan. This project is to install an interior liner to the existing sewer main under 43rd Ave W (Hwy 520) - approx 550 m. A liner would be installed instead of replacing the whole line to minimize impact to Hwy #520	1,100,000
Starline Business Park Offsite Infrastructure - Phase 1 Stage 2	This is to complete Phase 1 of the Starline Business Park Offsite Infrastructure - providing servicing to newly annexed farm land that is included in our Area Structure Plan for Industrial/Highway Commercial lands. Phase 1 stage 2 would be to provide servicing for the remaining southern 44.6 acres of developable land in Phase 1 of this newly annexed area. This includes Water, Sanitary, and Storm underground infrastructure under 5th St E, plus ditch, curb, gutter, and paving of 5th St. E. This also includes a 700m of new sanitary sewer line from the NE end of Town to travel straight west and tie in to a larger capacity sanitary sewer main to address insufficient capacity in existing lines in the NE part of Town. Preliminary engineering has been completed.	2,399,000
Multi-use Community Buildings Project	This project is to build two new buildings, one for Daycare and Playschool operations, and one for Administration/Community operations (includes Town Administration, FCSS, Council Chambers, and Community Space for Lethbridge Community College, Youth Groups, etc). This is to replace the current building the houses most of these operations, which is an old hospital built in the late 30s/early 40s and has outlived its useful life. Contract has already been awarded. Is in our 2020 capital budget.	3,800,000



CAO REPORT

April 27, 2020

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

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

EMERGENCY MANAGEMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAXATION

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM
CAO

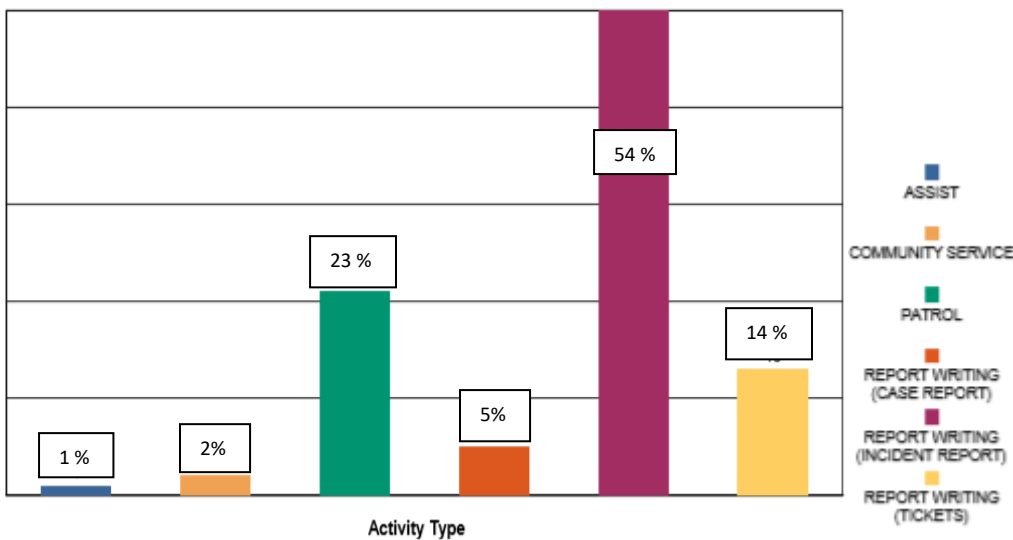


INFORMATION BRIEF

Meeting: April 27/2020
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT March

Community Engagement in March 2020



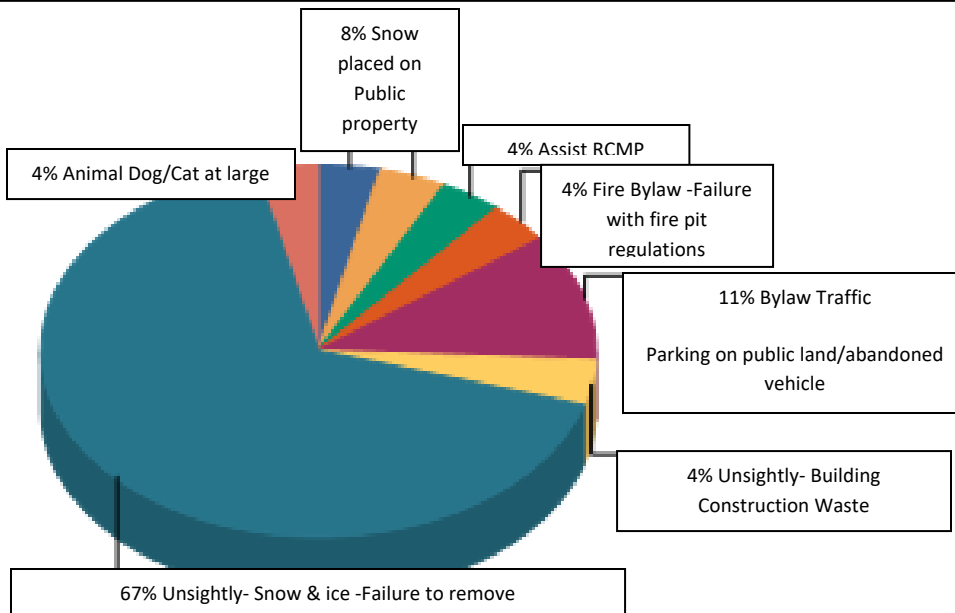
March newspaper Highlights:

- Used Bylaw highlights to put more information out on COVID-19.

March Enforcement Highlights:

- Worked with Andrea Young MD Peace officer to provide a demonstration for the Minister of Transportation on how the grant funding is important to build educational tool like the Roll Over Simulator.
- TSA tickets issued = \$941.00
- Moved Speed information signs to North end Hwy #2 south bound traffic, and near Dodge dealership Hwy #2 North bound traffic.
- March 4th was last Risk Reduction Workshop for this year. Went over very well again.
- Served many notices for Snow/Ice removal.
- Concerns later in the month on returning travelers stopping in Claresholm, and not isolating like the Provincial Government was saying too.
- Cars and trucks parked over 72hrs being a issue, notices being handed out.
- Towed two vehicles for exceeding the 72hr limit on a public roadway.
- Responded with Fire Dept on no calls this month
- Assist RCMP on one call

Bylaw Infractions/Complaints/Actions in March



DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 3/23/2020 - 4/24/2020

Financial

- Audited Financials were accepted by Council and have been uploaded to the Town's website for public viewing.
- Meetings were held with the Facility and Infrastructure Planning Committee as well as the Audit and Finance Committee, and with their support we were able to update and finalize the 2020 Budget. That Budget was passed at the April 14th Council Meeting. Since that date Muniware has been updated with that adopted budget figures and updated financial reports have been distributed to all department heads to update them on their finalized budget figures.
- In connection with the finalized 2020 budget we have also drafted our 2020 Property Tax Rate Bylaw. We are just awaiting rates from the MD to be able to finalize that draft Bylaw prior to presenting it to Council for 1st Reading. We plan to present that Bylaw to Council on the May 11 Council Agenda for all three readings.
- With the Facility and Infrastructure Planning Committee as well as the Audit and Finance Committee we were also able to update and finalize our 3 year financial plan and our 5 year capital plans. Those were also adopted by Council on April 14th.
- Submitted our updated loan application to Alberta Capital Finance Authority for our \$2.8M loan issue for the Multi-use Buildings Project. This application had to be updated to provide our 2019 audited financials and FIR as well to update ratio calculations with numbers from those reports. We are scheduled for a June 15th issue of that debt.

General

- Granum – with the current health orders and social distancing due to COVID-19 the MD has closed their office to anyone who does not work in the building. As such I am unable to gain access to the building to complete the stub yearend for Granum. As such the MD is going to complete that work now so I am officially done with assisting Granum.
- Admin Services committee meeting was held April 21st and 2 policies and 2 Bylaws were reviewed. Both Bylaws and all policies have been recommended to Council and will be presented to Council on April 27th.
- Office Split-shifting is going well and though it may have slowed the response or completion time of some things, such as response time to resident's calls depending if that individual is currently "on shift" work has still been continuing without issue.

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

DEVELOPMENT OFFICER REPORT



For: 3/19/2020 - 4/23/2020

Development Permits

5 permit applications received.
4 development permits closed.

Compliance Requests

6 compliance requests received.

Miscellaneous

- ❖ New QMP (Quality Management Plan) submitted to Safety Codes Council for their review.
- ❖ March 27, 2020 – MPC meeting.
- ❖ Local Press Ads: MPC approved developments ad, contractors working in Town.
- ❖ Weekly Emergency Management zoom meetings (staff updates)
- ❖ **Timelines for permit reviews, appeals, etc. have been changed back to original MGA timelines (original planning/development MGA required deadlines). Permits will now be issued.**
- ❖ March 25, 2020 - Tamarack Institute webinar: "Beyond the Project: Fostering Ongoing Engagement with Your Community" Discussion regarding how planners can include the community within project-based work. This works when a community focusses on shared outcomes instead of forced or pre-planned outcomes to municipal or community projects. Being proactive with engagement instead of reactive require on-going effort and engagement. Partnerships are created through listening to a community. Choosing community reps to share information and gather feedback can help the process (like a community advisor). Additionally, being honest and explaining a projects complexity can help manage expectations. Barriers to engagement such as time, budget, practicality and municipal desire, was also discussed. Setting engagement as a priority and creating the capacity within an organization will be critical to understand how a community wants to be engaged.
<http://vitalysthealth.org/out-now-pre-community-engagement-setting-the-stage/>
<https://www.tamarackcommunity.ca/library/paper-creating-culture-community-engagement>
- ❖ March 31, 2020 – Framework for Growth project; Zoom meeting with Associated Engineering to go over the Infrastructure Master Plan project. Notification to be sent into the Local Press and over social media in regards to the crews surveying and working in Town. Plans for community building being scanned to send to inspection company.
- ❖ Intermunicipal Development Plan – meetings scheduled to continue discussions.

On-going projects

- ❖ Multi-use Community Building Project – drawings completed, development permits issued, initial site work has commenced. Subdivision has been completed.



Submitted by
Tara vanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

April 22, 2020



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

Since the submission of the March 19, 2020 report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee. This report provides a summary of the committee operations as well as highlights for significant projects, when appropriate.

Economic Development Officer

I was directed to work from home as of March 7th and continued to do so until April 15th. As of April 16th I am now working mornings from home and afternoons in the Town Office.

The summer-student position for Economic Development Assistant has been filled, and I am pleased to report that the student from 2019 will be returning again for 2020. The Economic Development Assistant officially begins May 4, 2020 and will conclude at the end of August 2020.

Economic Development Committee (EDC):

The Economic Development Committee met on Monday April 20, 2020 using Zoom online meeting platform. There were 8/10 members present and the meeting ran from 7:00 pm – 9:20 pm.

The EDC approved a \$200 contribution to purchase gift cards from affected businesses, to be given away during the Community Virtual Dance Party on Friday April 24th.

Chamber of Commerce

The EDO and President of the Chamber of Commerce participated in the first Foothills Economic Recovery Task Force April 2, 2020 and we have identified ourselves as the lead contacts in the community relating to business recovery.

With my assistance the Chamber of Commerce will be holding a strategic planning meeting on May 13th with the newly appointed directors. This will be in preparation for the Regular Chamber meeting to be held May 20th, at which time the EDO will provide an update and consider what steps can be taken to assist the business community in the short and long term.

Economic Impact of COVID-19

I maintain communication and lead contact with the Foothills Economic Recovery Task Force, the Lethbridge Regional Economic Recovery Task Force, the Claresholm & District Chamber of Commerce, and the Economic Development Committee.

Information and resources from the Federal Government, Province, Municipality, and the Regional Task Force groups is being shared throughout these existing networks.

Labour Market Partnership

In light of the COVID-19 the EDO is in discussions with the LMP Program Advisors to request an extension to the project and make amendments to the plan to respond to the current pandemic. The Labour Market Partnership will be used to connect with every local business owner and collect data that can help guide the appropriate response, and anticipate future challenges.

Rural and Northern Immigration Pilot

While applicants from out of the country are not currently allowed to enter Canada, the processing time for can take 6-months or longer, therefore it is advised that the EDC continue to review applications. In some cases, non-permanent residents already living in Canada have been able to relocate to Claresholm, find jobs, and receive offers of employment from qualified local employers. The EDO anticipates this trend to continue once isolation measures are lifted by the province.

On April 20, 2020 the Economic Development Committee made the first recommendation for permanent residency in the Claresholm Rural and Northern Immigration Pilot. As of today the EDO has received eight (8) offers of employment through the program. The EDC will continue to review applications on a monthly basis.

Community Advertising Program

Interest in advertising on the highway-2 billboards continues. The EDO was able to negotiate a further reduced rate for the south-side of the billboards which face north-bound traffic. During April there will be (2) new billboard advertisements installed which renews an existing lease for an additional 2-years. The EDO is in conversation with (3) other businesses wanting to advertise through the program.

Welcome Sign LED's

New software has been installed which makes sign operations much more user friendly, reducing the time it takes to create and load messages. An electrician was hired to install an additional 15Amp breaker at the south-sign to prevent overloading the circuit. The change seems to be working very well. Next steps are to attempt remote access with the South sign, the EDO is working with the in-house IT professionals to test this remote function before applying it to the north sign as well.

Starline-Business Park

Nothing at this time.

Submitted,

Brady Schnell, Economic Development Officer



Claresholm

Director of Emergency Management COVID-19 Response Update

BACKGROUND:

- December 31, 2019, a pneumonia outbreak was identified in Wuhan, China.
- January 30, 2020 the Provincial Operations Centre (POC) elevated to **Operational Level 2** in support of the lead ministry of Alberta Health, for the Novel Coronavirus (COVID-19) event.
- March 11, the World Health Organization (WHO) declared a pandemic globally.
- March 14, due to the widespread nature of these cascading effects impacting the public, multiple municipalities, and the economy across Alberta; the POC made the decision to elevate to **Operational Level 3**.
- March 15, all provincial schools were closed to students to reduce the possibility of spread.
- March 19, a State of Public Health Emergency was declared in Alberta and the POC was elevated to **Operational Level 4** (the highest level).

ACTIONS TAKEN

- Our initial response to the first POC call started on **March 10th**.
- Our entire response to the pandemic has followed the lead of the Alberta Government, Alberta Health Services and Alberta Emergency Management Agency (AEMA) recommendations.
- This response elevated over the course of March with us implementing our business continuity plan and declaring, as an Incident Command Post on **March 31st**.
- We have been filing the proper Incident Command System (ICS) documents with AEMA for accountability a liability protection.
- We have been providing staff and Council with daily updates and moving information forward to the Claresholm and area public through various multi-media and contemporary means.
- April has been a holding pattern with the following being the key concerns/actionable items:
 - a) Golf Course closure to golfers and the public (public walking on with and/or without dogs).
 - b) Physical distancing in our grocery store.
 - c) Safety measures for the garbage picking crew.
 - d) Additional staff distancing measures implanted that focused on working groups and procedures for business continuity and essential services supply.

CONCLUSION

As a team we have met any and all challenges. I'm very proud of our staff, Council and community for an excellent job, sharing information, building additional plans, taking necessary precautionary measures and responding to this event with grace, logic and understanding.

This event is still evolving and changing daily, the critical message is that it can be stopped, with the practise of good hygiene and social distancing. With the nice weather before us this will be hard but it is necessary and it is our new reality.

FCSS Report for March/April

- We are working one at a time in the office. Barb and Erin are taking turns and Holly is working outreach with hampers.
- Attending the management meetings twice per week and find them helpful for staying in the loop.
- Holly has prepared 35 hampers so far. We have received many donations from the community to help with aid. Discussed with Wendy Norby about combining our efforts and she did not want to discuss that with me. We will continue to fill any hampers that we have people ask for as the community has trusted us with some funding to do so.
- Received \$7700.00 from West Meadow Elementary for our Emergency Food Hamper program for families with school kids.
- Will be receiving donation from Stavely Elementary School for food security as well.
- The Province has relaxed the regulation for FCSS dollars and are presently allowing us to use for food security.
- Have reviewed 8 funding requests for FCSS extra funding and sent in along with my recommendation.
My City Care application was successful for \$31,500.00 to supply 300- 14 day hampers to community and gas cards to the volunteer drivers. Roger Reid delivered the good news to Chelsae Petrovic from My City Care
- Working on volunteer tax program still. Seems to be working just fine. 255 have been e-filed at present. Only had a couple of worried people about leaving info in Town mailbox.

- We are still organizing volunteers to shop for groceries and have drivers deliver to doorsteps. Had a bit of an issue with IGA not liking our process so with Blair's help we reconfigured how it was done. The office will have the client credit card number and IGA will phone the office for the number. Marian suggested starting a log for when the credit card numbers are shredded so we will do that as well. Shopping is done on Tuesday and Friday early mornings.
- Working on setting up paperwork for the new grant from Children's Services that we successfully were awarded starting April 1st. This is money that will go to having Holly work full time and do family outreach. Included is the letter from the Hub in High River (together we make up the Greater Foothills Family Resource Network) that we are part of.
- Hosted an Interagency meeting via Zoom. Everyone seemed comfortable with the venue and was excited to share what they have been doing.
- We continue to post many helpful links to dealing with this virus on our Facebook page. Lots of great links coming from AHS for us to share.
- We are celebrating our volunteers by putting a display in our window and posting daily on our Facebook page.
- Finished with the accounting firm; answering all the questions and sending necessary paperwork.
- Started organizing the Outcome Measures of 2019 to report to the Province
- Will submit the Annual Financial report to the Province as soon as the Review Engagement Report is ready.

GREATER FOOTHILLS FAMILY RESOURCE NETWORK

April 16, 2020

Hello Community Partners,

Following last week's announcement by the Minister of Children's Services, we are excited to introduce you to the **Greater Foothills Family Resource Network**, proudly serving families in *High River, Foothills County, Black Diamond, Turner Valley, Longview, Nanton, Claresholm, Vulcan and Vulcan County*.

Family Resource Networks will provide prevention and early intervention programs, supports and services for children and youth 0-18 and their families.

The Greater Foothills Family Resource Network HUB will be based in High River and will provide information and referrals on programs and services available in our Network area, ensuring families are connected to the programs and services that they need. Together with our formal partners, we look forward to working with you to support the needs of children, youth and families in our communities.

While we recognize and rely on all of our community partners to support us in this important work, we would like to acknowledge our formal partners who officially comprise our Greater Foothills Family Resource Network.

The Greater Foothills Family Centre

(formerly the High River & District Parent Link Centre)

The Greater Foothills Family Centre will provide

- *Programs, supports and services for families with children 0-12
- *Parent Education including Triple P for families with children 0-18
- *Developmental Screening- Ages & Stages Questionnaire
- *Middle Years Programming (7-12 year olds)
- *Outreach Programs in a community near you



Boys & Girls Club of the Foothills

The Boys & Girls Club of the Foothills will operate a Youth Resource Centre based in High River and provide outreach programming throughout our service area through a variety of Universal and Targeted programs and supports.



Claresholm and District Family and Community Support Services

Claresholm and District FCSS will support the Greater Foothills Family Resource Network in providing information, supports and services and referrals. They will also support youth through their *Youth of Tomorrow* program



Foothills Community Counselling

Foothills Community Counselling will provide limited specialized counselling services for children, youth and families referred through the Greater Foothills Family Resource Network. Individual and group counselling sessions available.



Rainbow Literacy and Learning Society

Rainbow Literacy and Learning Society will provide Caregiver Capacity and Parent Education Programs for families such as Alphabet Soup, Animal Tales, Time for Rhymes, Books for Babies, Building Blocks in Home Visitation Services, Mentorship Program, Literacy and Parenting Skills, Pillowslip Stories and the Unity of Belonging Program



Wild Rose Community Connections

Wild Rose Community Connections will be providing Home Visitation support services for families with children birth to 6 years through their *First Years for Families* program



The Greater Foothills Family Resource Network partners are working hard to support families during the COVID-19 Pandemic, providing supports over the phone, through email and online. We encourage you to reach out if you have any questions or want to learn more about the programs and services offered.

Sincerely,

Michelle Kessel

Greater Foothills Family Resource Network Coordinator
mkessel@highriver.ca



Claresholm Fire Report March 19th, 2020 – April 22nd, 2020

1. Claresholm Fire has seen a lot of changes to our operating procedures over the last four weeks:
 - a. Regular bi-weekly trainings and membership meetings have been suspended due to COVID-19. Training is now taking place via on-line courses.
 - b. The Claresholm Fire Hall was closed to the public at the end of March
 - c. Rigorous cleaning and sanitizing protocols have been implemented for apparatus, gear, and equipment post event.
 - d. A sick call list has been implemented and members are self-reporting illness and quarantining for appropriate time periods should they or a family member fall ill.
2. The Medical First Response (MFR) program has seen many changes as well. When COVID initially began to be an issue, the leadership team at the department changed our response protocols to better protect and isolate our members to potential exposure. The following week, Alberta Health & Wellness and AHS changed the scope of responses for MFR agencies, we are now only (automatically) responding to Life Critical Events, or at the request of the on-site EMS crew (should they require additional assistance). Crews are also utilizing enhanced Personal Protective Equipment (PPE) when responding to both medical calls and some rescue responses where patient condition is unknown or the patient is unable to speak/communicate their condition.

3. Earlier this week AHS dispatch launched Protocol-36 in response to anticipated increase in call volumes due to spread of COVID-19. A brief outline of Protocol-36:

As the outbreak continues to spread it may create increasing challenges for the health system to manage. Implementation of Protocol 36 at Level 0 (Surveillance) is the next step to prepare for these circumstances. The EMS Provincial Coordination Centre has requested that Protocol 36 be implemented and AHS EMS Dispatch is prepared to implement this on Monday, April 20, 2020 at 1400h. 'Protocol 36: Pandemic/Epidemic/Outbreak' was developed by the International Academies of Emergency Dispatch and is used for surveillance and triage of patients most likely to be unwell during a pandemic.

As you see, Protocol-36 is being implemented at Level 0 (surveillance), but can be increased as needed – these increases can include the ability of the dispatch centre to triage and refer 911 callers. At present, the MFR program is not included in Protocol-36 nor are we dispatched on Card 36 events, this is simply included for information sake.

4. Both the 10-01 Level II and 1051 program have been suspended indefinitely now due to COVID-19.
5. Chief White has been successful in obtaining his Safety Codes Level A certification as well as Designation of Powers with/for the Town of Claresholm. Additionally, he has registered for, and begun his training on this Safety Codes Level B-1.
6. Claresholm Fire has begun doing mini-parade / drive-bys for children and seniors on their birthdays. Parents or care-givers can contact the Chief to make arrangements, and as long as there are members available, we take some of the Fire Trucks and drive by their house with our lights and sirens on. The response to these mini-parades has been fantastic and the kids (and kids at heart) love having a little something on their birthdays, to date we have done more than 20 of these drive-bys.
7. Claresholm Fire also participated one evening in a drive by at our local hospital and extended care facility for the Sirens at 7pm to

show our appreciation to our health care workers who are on the front lines of the COVID Pandemic.

8. There are currently no open safety codes files.
9. With the snow cover leaving the grass lands and temperatures warming, we are now, for real, in fire/flood season. The department is prepared for this, and with no members currently away on sick call, we will have lots of resources should the need arise. Despite the fact we had a winter that never seemed to end, the fire danger is already quite high in the southern portions of the province, and within the MD of Willow Creek we are rating anywhere from Moderate → Very High. Attached is a graph which shows the Fine Fuel Moisture Content for Alberta as of April 20th, 2020. Fine Fuel Moisture Code (FFMC) is a numeric rating of the moisture content of litter and other cured fine fuels. This code is an indicator of the relative ease of ignition and the flammability of fine fuel. The darker the red the easier the fire will ignite.
10. Call volume has increased slightly this reporting period, and over the Easter weekend we did have an increase in High Accuity events, that resulted in the activation of our in-house CISM team. Please see attached call report graph.

Respectfully submitted,

Craig White, BA/ACP

Fire Chief

Fine Fuel Moisture Content (FFMC)

April 20, 2020

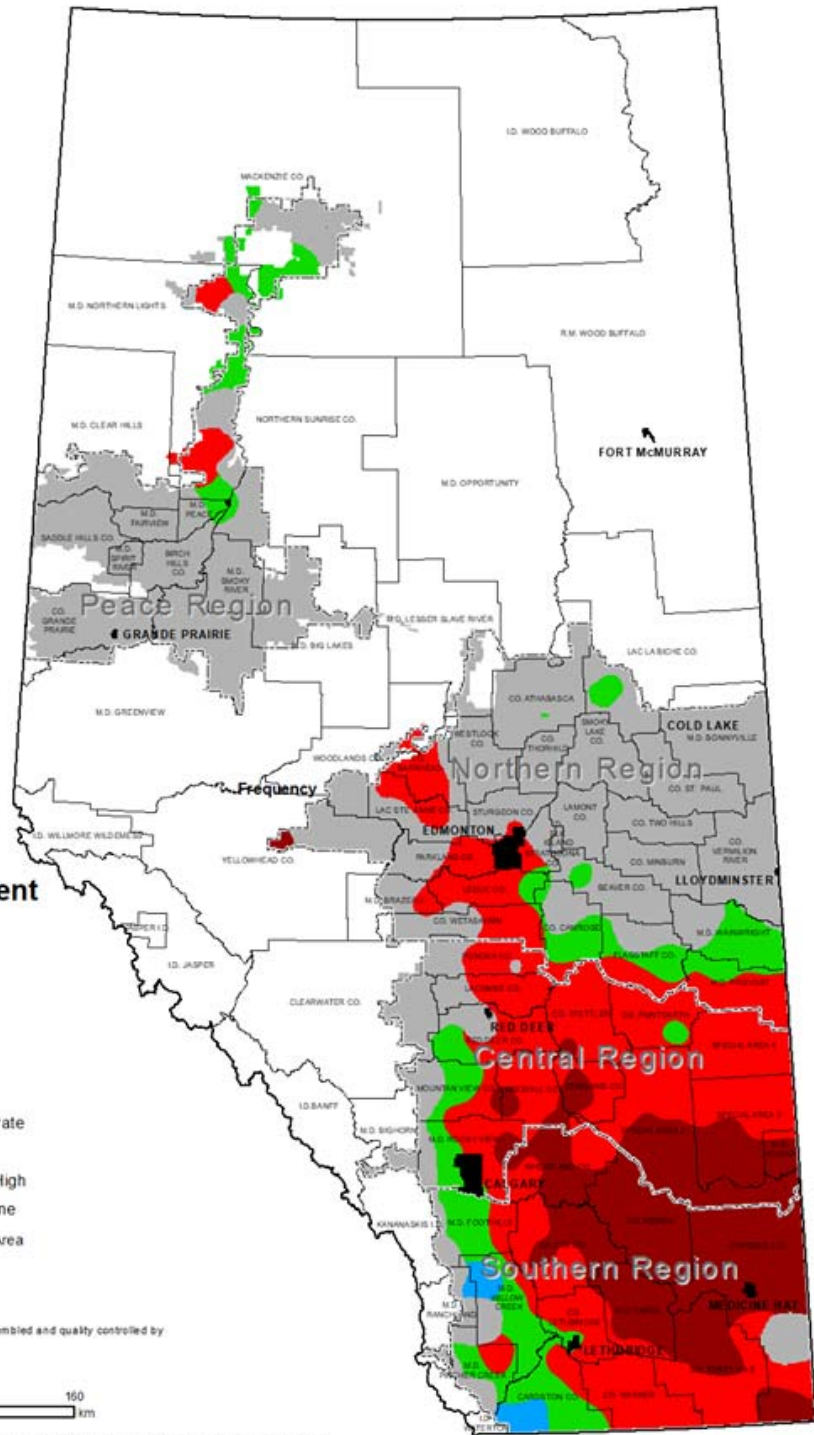
FFMC Range

Grey	Snow cover	N/A
Blue	< 76	Low
Light Blue	77 - 84	Moderate
Green	85 - 88	High
Red	89 - 91	Very High
Dark Red	> 92	Extreme
White		Outside of Reporting Area

Near-real-time weather data was assembled and quality controlled by Alberta Agriculture and Forestry.

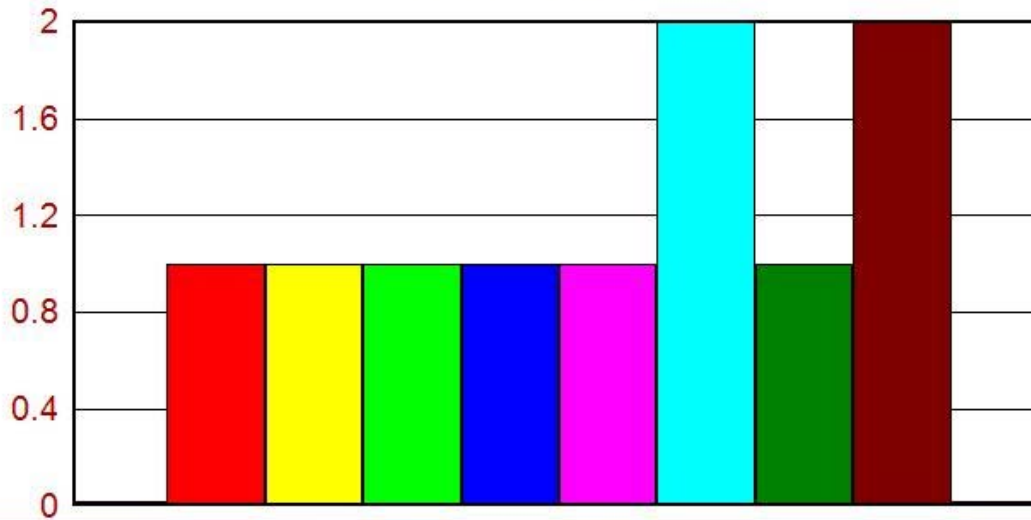


Compiled by Alberta Agriculture and Rural Development, Environmental Stewardship Division, Technology and Innovation Branch
Created on April 21, 2020



Claresholm Fire Responses

Mar 19 20 to Apr 22 20



EMS - Cardiac or Respiratory Arrest/Death - 1	EMS - Chest Pain (Non Traumatic) - 1
EMS - Headache - 1	EMS - Heart Problems/A.I.C.D - 1
EMS - Hemorrhage/Lacerations - 1	Fire - Alarms - 2
Fire - Motor Vehicle Collision - 1	Fire - Mutual Aid/Assist Outside Agency (EMS - Lift Assi)

APRIL 2020 H/R TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

We continue to work split and separate shifts in the Town Office. All of our aquatic staff, except the 1 fulltime employee, were issued a Record of Employment and some would be eligible for the government programs offered. We are not hiring any museum or public works seasonal staff until we know if we can do this safely or not.

Assessment and Taxation

Combined tax and assessment notices are scheduled to be mailed approximately May 13th or 14th. As soon as the Municipal Tax Rate is set, and all three readings of the bylaw are complete, the notices will be processed.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at April 21st, 2020.

Taxes outstanding are **\$101,840.96** summarized as follows:

\$ 58,810.63	Arrears including penalties
\$ 13,862.31	Properties on 2019 Tax Arrears List. Subject to auction in 2020.
\$ 2,031.81	Property under tax agreement
\$ 27,136.21	Properties on 2020 Tax Arrears List. Subject to auction in 2021.

There were 15 properties on the list last year. Ten properties have been paid in full or are within current outstanding amounts.

The 2020 Tax Arrears List has been registered at the Alberta Registries Office. These properties are subject to auction in 2021 if not paid by March 31st, 2021. There were 9 properties registered of which 2 have been paid in full now.

The auction date for the properties that are outstanding on the Tax Arrears List of 2019, has been proposed for September 22nd, 2020. All of the pertinent information and processes will be carried out within the MGA regulations.

The first of the processes is the Councils setting of the reserve bids and verifying the actual auction date. That should take place at the June 22nd, 2020 council meeting in order for administration to meet all of the required advertising dates. There are currently 5 properties that would potentially be auctioned. I expect that number to be less, or zero, after discussions with the property owners, when it is closer to the date of auction.

We are currently adjusting processes as we receive new, and updated information, from the province. We have not had too many questions regarding taxes as of yet but that could potentially change when we send the notices out.

Infrastructure Services



APRIL 2020

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Runways are operational with all lighting working. No issues to report on active runway or taxi strip at this time.

Arena

The Arena doors were closed March 13th, all programs were cancelled. Arena customers with bookings up to the end of June have been contacted and advised to cancel their scheduled events. Dates to possibly be extended.

Town Buildings

The regular monthly inspection of Town owned buildings continues with repairs completed by priority. Some building assessments have been completed as part of the new Infrastructure Master Plan.

Cemetery

As always, the winter has taken its toll on the cemetery. There is a stone that has fallen over, and work will begin out there to straighten as many as possible as soon as the frost is gone.

Equipment

Maintenance and repairs continue. All equipment is operational at this time and no problems to report. Still waiting to replace the bobcat with our dealer.

Garbage

Our collection program is working well. No complaints to report. Crew is starting at 6:00 am and working through until complete, with no physical contact with the PW crew. Washing and wiping and sanitizing the truck after every shift.

Sidewalks

Complaints about heaving of the sidewalks with the frost so deep have been received. A new complete evaluation of the entire sidewalk system will be done this spring as part of the Infrastructure Master Plan by our engineer. Once received the Town will tender the replacement of sidewalks for 2020 based on their (AE) list.

Streets

Public works has been working on potholes and sweeping.

Sanitary Sewers

Monthly flushing of the sewer system in the Town's problem areas continues.

Water Distribution

Public works has started flushing the water mains to improve water quality, this will be ongoing for a couple of weeks.

Storm Water Drainage

No problems at this time to report.

Parks

Tree maintenance has been completed on Town owned boulevard trees, to remove broken or dead limbs, for now. More may be done this fall if budget allows. Elm maintenance was completed by end of March.

Recycling

Still schedule confusion, people still setting bins out on the wrong week. Working to inform everyone of days and time for collection.

Staff

I think with the situation, we are all doing well. No complaints to me, from staff.

CLARESHOLM RECREATION

March-April 2020



Authored by: Denise Spencer



CLARESHOLM RECREATION

ARENA

- Arena Fee & Advertising comparisons have been submitted
- Arena Advertising fee schedule for 2020-21 is in draft form;
 - Concerns regarding the economic impact from Covid-19 have been taken into consideration.
 - Working to provide current advertisers the opportunity to continue advertising for when the Arena is open again
- Uncertainty regarding opening dates, due to the possibility of a second wave
- Factors to consider when reopening; how will this impact the coming season
 - Numbers of people allowed to gather as per the Alberta Health Act
 - How can we manage this?
 - Disinfecting procedures
 - Revenue; Out of Town Tournaments have been increased in the last 3 years, what will the impact be?

CAC

- Community Fee comparisons have been submitted
- The pool has been drained, and AHS maintenance is currently doing shutdown maintenance
 - Entry to the facility is now through the main doors of the Claresholm Center for Mental Health and Addictions where you are screened
- Alberta Summer Swim Association has cancelled the Summer Club for 2020
 - The Kraken Swim Club of Claresholm rents our facility for 4 months of the year
 - Pool rental revenue will be greatly impacted
- Updated Pool schedule and programming has been drafted for when the facility is open (optimistic date July 15, 2020, or end of July) the following has been taken into consideration
 - 45 minute time blocks instead of hour blocks, to allow for disinfecting between groups
 - Allowable numbers for gatherings under the Alberta Health Act (eg. 15 including guards)
 - Plan in place for swimmers to reserve times to swim to ensure physical distancing requirements are followed
 - This will be done using timeslots plotted
 - Viewing area closed
 - Signage stating not to come into the facility until your scheduled time
 - Patrons to have swimwear on if at all possible
 - Rinse after swim versus shower, patrons to be directed to shower at home
 - Rentals: numbers according to Alberta Health Act Guidelines
 - Parent and Child lessons planned for levels, this will ensure lessons can go forward, with parents assisting in the water, 2 lessons with 3 children & 2 adults
 - Staggered times of entry for lessons, to ensure physical distancing within change rooms
 - Staggered times allow for disinfecting of change rooms between programs
 - Aquafit, plan for use of men and women change rooms during this time to ensure no overcrowding in one change room, (Aquafit classes are predominately attended by females)
 - JLC programming will be scheduled for the 4-4:45pm block instead of Kraken Swim Club Rental
 - Aquafit Bootcamp to be ran as scheduled through the year (typically do not run May-August)
 - Increased public swims due to allowable numbers in the facility

CLARESHOLM AQUATIC CENTRE
Revised-SUMMER 2020

	Monday	Tuesday	Wednes-	Thurs-	Friday	Saturday	Sunday
6-6:45	Fitness	Fitness	Fitness	Fitness	Fitness		
7-7:45	Fitness	Fitness	Fitness	Fitness	Fitness		
8-8:45	Aquafit	Lesson	Aquafit	Lesson	Aquafit		
9-9:45	Lesson	Lesson	Lesson	Lesson	Lesson	Lessons	
10-10:45	Lesson	Lesson	Lesson	Lesson	Fitness	Lesson	Rental
11-11:45	Fitness & PT	Fitness & PT	Fitness & PT	Fitness & PT	Fitness & PT	Lesson	Rental
12-12:45	Fitness & PT	Fitness & PT	Fitness & PT	Fitness & PT	Fitness & PT	Fitness	Fitness
1-1:45	Aquafit	CCC	Aquafit	CCC	Aquafit	Fitness	Fitness
2-2:45	Public	Public	Public	Public	Public	Public	Public
3-3:45	Public	Public	Public	Public	Public	Public	Public
4-4:45	JLC	JLC	JLC	JLC	Public	Public	Public
5-5:45	Private	Bootcamp	Private	Bootcamp	Public	Public	Public
6-6:45	CCC	Public	CCC	Public			
7-7:45	Public	Public	Public	Public			
8-8:45	Fitness	Fitness	Fitness	Fitness			

Possible Incentives because of reduced swim hours

- Possible Toonie pricing as swims are now 45 minutes
- 3 month pass special** Add one more month to the 3 month pass due to hour swims
- 10 Punch Pass: receive 2 swims if pass purchased after a certain date **
- Pro-Rated JLC fees as the program will run for 45 minutes not an hour
- Pricing for lessons for Preschool 1 to Swimmer 2 is being looked at as parents will be in the water with their children for safety

- Refunds for programs have been issued for those that have requested them
 - Tracking spreadsheet for credits/refunds have been made for when the facility is reopened
- Staffing may be an issue after reopening; staff going to secondary school or moving on to other opportunities
 - Standard First Aid with CPR, National Lifeguard Course, Lifesaving Swim Instructor Course to be ran for 3 weeks with water training times built into the schedule
 - Working on proposal to ensure financial distress of taking the Lifeguard Courses required (\$725 for the 3 courses) does not impact those who want to work at the Claresholm Aquatic Centre
- *Denelle has taken part in 3 Webinars in the last 6 Weeks.*
 - *March 19 - Lifesaving Society Update – New programing to be introduced in the summer(Bronze Cross to become an assistant Lifeguard Course), Lifesaving sport updates (our team was to attend AB/NWT Championships in Lethbridge, April 4-5). In-service planning ideas, New Alberta Public Pool Safety Standards is now available on website.*
 - *April 13 - Fun & Motivating Your Aquatic Team (Lifeguard Authority – Toronto) – Motivational tools and ideas to get your team inspired to go the extra step.*
 - *April 17 – A COVID Conversation – Dr. Justin Sempsrott, ER Doctor and Founder of Lifeguards without Borders. His take and the effects of COVID on the Lifeguarding industry and how first aid may be affected as a result*

The Range Gravel Experience

- Garth Stott update from April 16, 2020; he is optimistic that that the event will run on July 25, and if the restrictions on gatherings have not been lifted he will either reschedule the event or cancel. Currently holding steady.

Frisbee Golf

Edmond Duguay and Craig Burrows-Johnson submitted a proposal for 9 Tone Disc Golf proposal for Centennial Park

ARPA Alberta Recreation and Parks Association- Virtual Walk & Talk

Zoom Meeting April 17, 2020: discussion regarding challenges that other communities are facing, and what solutions they have placed

- Creative way of running events, eg. a big road race - register, run on your own, post the results on social media
- Pincher Creek has a schedule of online events posted to social media
- Banff has a lending library, cooking classes as well as online courses

Communities everywhere are dealing with the same challenges, which include how to promote activities, offer learning opportunities, feelings of helplessness, while still maintaining physical distancing.

ARPA has provided an online programming resource guide which could be shared.

Community Connectivity

Faced with a challenge that we haven't seen before during our lifetime, it raises the questions on how to create a sense of community through this. The toll on mental health, financial turmoil, and possible food sustainability are a few things that come to mind. The unknowns and uncertainty can be overwhelming for many, including myself.

What can be shared on social media through the Town? How can we do better? What can we do that's different?

Look to FCSS, they are doing an admirable job sharing information regarding mental health issues.

Local Businesses are sharing online exercise courses, eg. Studio Om Lila, Studio Resolution, Claresholm Gymnastics, Active Balance yoga (to name a few

Connect Claresholm an initiative within the community that aims to get people having socially distance fun

Claresholm Foodies: Is sharing recipes community members have tried

Claresholm Good Food Box is still running once a month

Food sustainability could be an issue in the coming months, what can we do to promote gardening in our community?

This could be important depending on how long this goes on for.

Community Wellness Challenge

This could be updated for more wellness, and be promoted through the Town to help keep spirits up, and create a sense of connectivity among community members. Is it something that people would be interested in, and how do we know if it would be to the benefit of our community as we have not been affected by the crisis, but we know its spreading.

Lots of questions, working towards answers.

Denise Spencer



Claresholm

Utility Services Report

April 2020

3700 8th Street West

Work# 1-403-625-3381

brad.burns@claresholm.ca

Box 1000 T0L-0T0

Cell # 1-403-625-1687

www.claresholm.ca

Claresholm, Alberta

Fax # 1-403-625-3869

Utility Services Manager, Brad Burns

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Carbon Dioxide (Co2) alarm housing installed and ready for startup.
- Gates installed in fence beside automatic gates.
- MPE technician updated Integrity Tests time out during plant shutdown to prevent particle count red flags.
- Wastewater holding tank emptied and inspected.
- EFM both racks.
- Drain and clean CIP tanks.
- Neutralization tank RJP8502 reject water pump back check valve replaced.
- Install new soap dispensers in lab and washroom.
- **Contacted contractors and suppliers to discuss Covid-19 possible impact on service.**

Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- **Required chlorine and bacteriological testing will be taken at specified sites due to the Covid-19 and temporary closing of prior sample locations.**
- **Ongoing wellness checks from Alberta Environment and Parks about Covid-19.**

Training and Continuing Education Credits

- **Staff training suspended during Covid-19**

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.
- Zoom Covid-19 meetings weekly.
- AEMA Covid-19 DDEM updates (Telephone Town Hall) bi-weekly.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher inspected all buildings.
- Fitness for work screening questionnaire mandatory (contact by phone prior) for contactors.
- Ongoing discussions with Utility Services staff to discuss Covid-19 possible impact and wellness checks.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Continued contact with chemical suppliers to discuss Covid-19 possible impact on chemical supply and delivery.

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line and replace pump tube as required.
- Replace chlorine pump tube and cleaned chlorine injection quill.
- Required chlorine and bacteriological testing will be taken onsite due to the Covid-19 and temporary closing of the M.D Administration office and maintenance shop.

Airport

- Airport water reservoir emptied (M.D) for engineer inspection.

Hamlet of Granum

- Check meter vault and check electrical and telemetry equipment.
- Check supply line as required.
- Onsite meeting to inspect water and wastewater facilities and discuss possible Covid-19 impact on operations with M.D superintendent.

West Water CO-OP

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

Water Distribution

Universal Metering

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

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.

Meter Vaults

- Check acreage meter vault bi-weekly.

Distribution Lines

- One Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken once per week.
- Public works flushing hydrants and dead-end water lines.

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

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

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Gate installed in fence beside automatic gates.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir 57.4% level 1,048.46 geodetic meters.
- Chain Lakes Reservoir 100% 1297.18 geodetic meters.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir 6737 mm.
- Check blowers to lake daily.

Golf Course

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



Claresholm

INFORMATION BRIEF

Meeting: April 27, 2020

Agenda Item: 17

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - January 27, 2020				
2	Delegation Response: Claresholm Skatepark Association - Moved by Councillor Moore to rescind Motion #19-038. CARRIED MOTION #20-016 Moved by Councillor Schulze to support locating the new skatepark on the site of the new Multi-use Community Building at 5318 – 2nd Street West. CARRIED MOTION #20-017	Mike/Denise	Conversations ongoing	In progress
Regular Scheduled Meeting - March 9, 2020				
7	CORRES: Alberta Municipal Affairs - Moved by Councillor Carlson to accept the Municipal Accountability Program (MAP) Review as presented. CARRIED MOTION #20-039	Marian	Working on rectifying non-compliant issues Awaiting update from ORRSC on regional bylaws. Last bylaw being presented to Council April 27, 2020.	Complete
Regular Scheduled Meeting - April 14, 2020				
1	BYLAW #1699 - Moved by Councillor Cutler to give Bylaw #1699, the Community Peace Officer Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1699, the Community Peace Officer Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
5	RFD: QMP Update - Moved by Councillor Zimmer that the Town of Claresholm agrees with and will adhere to the requirements outlined in the updated Quality Management Plan that pertains to the Safety Codes Disciplines of Building, Electrical, Plumbing, Gas and Fire. CARRIED MOTION #20-059	Tara	QMP sent to Safety Codes Council for review and approval.	Complete
6	RFD: Southern Alberta Summer Games - Moved by Councillor Cutler to write a letter to the Southern Alberta Recreation Association stating that the Town of Claresholm would like to postpone hosting the Southern Alberta Summer Games in Claresholm until 2022 rather than the 2021 Games as was previously agreed upon to allow the Town of Raymond to host the Games in 2021. CARRIED MOTION #20-060	Karine	Letter sent by email to SARA & hard copy sent to Raymond's Mayor	Complete
7	RFD: Financial Plans - Moved by Councillor Schulze to adopt the 2020 Three (3) Year Financial Plan as presented. CARRIED MOTION #20-061	Blair	Signed and posted on Website	Complete
7	RFD: Financial Plans - Moved by Councillor Schlossberger to adopt the 2020 Five (5) Year Capital Plan as presented. CARRIED MOTION #20-062	Blair	Signed and posted on Website	Complete

8	RFD: Budget Update - Moved by Councillor Schlossberger to approve the Final 2020 Operating and Capital Budget as presented. CARRIED MOTION #20-063	Blair	Signed and posted on Website. Updated budgets/financials sent to all departments	Complete
9	RFD: Property Tax Payment Deadline - Moved by Councillor Carlson to direct administration to draft a bylaw to defer the property tax penalty date to December 31st, 2020 to be presented for first reading on April 27, 2020. CARRIED MOTION #20-064	Blair/Lisa	Drafted	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 23, 2020

INFORMATION ITEMS



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2020)

EXECUTIVE COMMITTEE MEETING

Thursday, February 13, 2020 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Ian Sundquist
Jennifer Crowson
Margaret Plumtree

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – February 13, 2020.....
2. **Approval of Minutes** – January 9, 2020 (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Annual Report – Chair’s Message (handout)
 - (b) Subdivision and Development Appeal Board Training.....
 - (c) Assessment Review Board Training
 - (d) GIS Update.....
 - (e) Membership Update
 - (f) Subdivision Statistics (attachment)
 - (g) Fee For Service Update (attachment)
5. **Accounts**
 - (a) Office Accounts – January 2020
6. **Director’s Report**
7. **Executive Report**.....
8. **Adjournment**

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:03 P.M.

1. APPROVAL OF AGENDA

Moved by: Doug MacPherson

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Jennifer Crowson

THAT the Executive Committee approve the minutes of January 9, 2020, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Annual Report – Chair’s Message

- The previous title of the Annual Report ‘CHAIR’S MESSAGE’ has been changed to ‘MESSAGE FROM THE CHAIR AND DIRECTOR’. The message that will appear in the 2019 Annual Report was handed out and reviewed.

(b) Subdivision and Development Appeal Board Training

- During 2019, a total of 16 appeals were heard by the new Chinook Intermunicipal Subdivision and Development Appeal Board. ORRSC will host a training session for Board members on Friday, February 28, 2020 in our office.

(c) Assessment Review Board Training

- The ORRSC Regional Assessment Review Board is down to a very small pool of trained members to draw from. A 3-day new member training session will be held on April 21-23, 2020 and notices for this course will go out shortly. A few discrepancies in our bylaws were pointed out during the audits of some of our smaller communities, therefore, some minor changes may need to be made before the 2020 session begins.

(d) GIS Update

- A grant application in the amount of \$96,000 has been submitted to offset the cost of the GIS Enhancement Project (software provided by ESRI). The Town of Coaldale is the sponsoring municipality for the grant on behalf of 43 municipalities included in the project.

The Town of Pincher Creek is the pilot site and testing is nearing completion by the end of February 2020.

(e) Membership Update

- The Town of Granum dissolution became effective on February 1, 2020 and the municipality has been absorbed in to the M.D. of Willow Creek.
- A letter dated February 4, 2020 to the Town of Coaldale requesting an audience with their council to discuss the value and benefit of remaining a member of ORRSC has received no response to date.
- Director Lenze Kuiper delivered a letter to the County of Newell requesting a meeting with council on February 6, 2020 to discuss their notice to terminate membership. A letter of response dated February 10, 2020 stated their normal procedure with any contracted consultants and service providers is to work out details of contracted services with staff and administration rather than council.

Moved by: Doug MacPherson

THAT the Executive Committee accept the termination of the Planning Services Agreement with the County of Newell and work to make the transition by September 1, 2020. **CARRIED**

(f) Subdivision Statistics

- 27 subdivision applications were received in January 2020 with revenue totalling \$37,840.

(g) Fee For Service Update

- Staff are working hard to complete most of the Intermunicipal Development Plans by April 1, 2020.

5. ACCOUNTS

(a) Office Accounts – January 2020

5150	Staff Mileage	Lenze Kuiper	\$ 312.00
5150	Staff Mileage	Lenze Kuiper	83.00
5280	Janitorial Services	Madison Ave Business Services	425.00
5310	Telephone	Bell Mobility	590.84
5310	Telephone	Shaw Business	189.95
5330	Dues & Subscriptions	CPAA	250.00
5330	Dues & Subscriptions	ADOA	125.00
5330	Dues & Subscriptions	Municipal World	164.60
5380	Printing & Printing Supplies	Pitney Bowes	19.98
5570	Equipment Repairs & Maintenance	Pitney Bowes	231.98
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	126.00
5470	Computer Software	Whipcord	1,262.80
5470	Computer Software	ESRI	9,450.00

5570	Equipment Repairs & Maintenance	Xerox	1,040.71
5570	Equipment Repairs & Maintenance	Digitex	720.00
1160	GST Receivable	GST Receivable	683.83
		TOTAL	<u>\$15,698.69</u>

Moved by: Margaret Plumtree

THAT the Executive Committee approve the Office Accounts of January 2020 (\$15,698.69), as presented. **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

- No Executive Committee meeting will be held in March.

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:25 p.m. until **Thursday, April 9, 2020 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 

Claresholm Child Care Society Meeting

March 10, 2020 6:30pm
Town Office, Claresholm, AB
Approved Minutes

Executive and Board Members:

✓	Mireille Rigaux		Michael McMahon
✓	Jordan Smiley	✓	Bryanna Loefflor
✓	Travis Visser	✓	Dean Alsgard
✓	Christy Bazell	✓	Amber Peatman
✓	Chelsae Petrovic		
✓	Lise Schulze		
✓	Danita Melnenly		

Day Care and Kid Zone Representatives:

✓	Kim Gugala	✓	Kate Mackrel
	Della Christman		

Guests: None

1.0 Called to Order: 6:37 pm

2.0 Adoption of agenda: Lise and Danita

3.0 Approval of Minutes from previous meeting: Jordan and Travis

4.0 Reports:

4.1 Financial Report: Travis

- Loss of \$4000 so far this year, we will need to keep an eye on this
- Casino money should help, possible June payout

4.2 Fundraising Report: Chelsea

- Mable's labels is on going
- Raffle letter is ready to send out, requesting donations for Mother and Father's Day raffles
- Care centre will print off tickets as a donation
- April 18 all info needs to be to Jordan for printing
- all tickets will be given out at once, but 2 separate draws
- Every parent will be sent a letter requesting donations
- Need a system so we do not have over lap at local businesses
- More details will come out after the fundraising committee meets

- Coop grant has been completed
- Community foundations grant is due in May
- Casino information has been sent out to all parents, response is needed by Monday March 16, 2020. With casino dates March 29/30, 2020

4.3 Executive Director Reports:

4.3.1 Daycare Manager Report: Read by Kate

4.3.2 Kids Zone Manager Report: Read by Kim

5.0 New Business

5.1 Coronavirus - COVID 19

- follow all government and health advice and procedures
- Follow the news

5.2 CFEP small stream grant update

- We did not receive any funds but will apply again

5.3 Government Funding changes - childcare accreditation

- Current structure expires in October
- all staff will have to reapply
- Kim will no longer get top up for portions of her position ie: administration
- Move to In Camera

5.4 Jody Carrington

- psychologist doing a presentation in Stavely in Sept
- possible Christmas gift for staff
- Tabled for next meeting, Jordan will look into the details

5.5 Fundraising committee

- add Kate and Christy

6.0 Correspondence:

- FCSS initiation to the National Volunteer Celebration, RSVP by April 10, 2020; event is Monday April 27, 20 (Voted yes for a table)

7.0 IN Camera

8.0 Next Meeting

- AGM at Town Council office April 15, 2020

9.0 Adjournment 8:16

CLARESHOLM FOOD BANK

Meeting – Feb 27, 2020

Present: Wendy, Melissa, Shirley, Gaven, Brydon, Kathy, Linda

Regrets:

Absent:

Meeting called to order: 4:30 p.m.

Additions to Agenda – Accepted Linda 2nd Gaven - carried

Minutes of Previous Meeting – Linda moves accepted as read Melissa 2nd – carried

Treasurer's Report - Approved as Presented

OLD BUSINESS:

1. Policies - tabled
2. Bi-Laws – Linda will check to see if they are registered and if not will get a hold of the lawyer
3. New Board Member: Bernie Feodoroff. **Motion to accept Bernie as a Board Member Brydon, Melissa – carried**
4. Link2Feed – will need Wi/Fi. Linda has taken training to be set up in new building. Has a Hunger Count will start next year on computer. Will do manually for Canada Food Banks this year. Links2Feed will cost the Food bank \$35.00/month.
5. Food Banks Alberta renewal – Wendy will call and clarify.

EXPENSE FORMS – None (NOT BEING USED AS THEY SHOULD)

Fund Raising Committee – Raffle: Linda is getting tickets printed at Local Press

1st prize - \$150.00

2nd prize - \$100.00

3rd prize - \$50.00

If all tickets are sold we should net \$800.00.

Open House and BBQ to be held after we move into new Building maybe with a Free Will offering

Grants: Wendy has applied for Communities Priorities Grant – she has been told to go ahead with formal application.

BUILDING COMMITTEE: Paid first installment \$9,375.45 (framing, painting, stairs, railing) Roger Smedstad (403 625-2147) will be contacted to see if he will make us a sign for above the door.

FOOD BANK UPDATE: everything is going well – February 19 gave out 24 hampers February 26 only 5

CORRESPONDENCE: none

NEW BUSINESS:

1. Website - cancelled
2. Truckloads – hopefully none should be ordered before moving into new building

NEXT MEETING – March 26 @ Claresholm Public Library

Meeting Adjourned – 5:30 p.m.

From: Alberta Seniors & Housing <seniorsinformation@gov.ab.ca>
Sent: Saturday, April 18, 2020 8:39 AM
To: Karine Keys
Subject: Newsletter - Alberta Seniors and Housing

Trouble viewing this email? [Read it online](#)

Age-Friendly Alberta Newsletter

Alberta



Message from
Honourable Josephine Pon
Minister of Seniors and Housing
April 18, 2020

Special Minister's Statement on COVID-19

We face a great challenge with the COVID-19 pandemic, and I want to express my gratitude to all Albertans who continue to practise physical distancing and do their part to flatten the curve.

The Government of Alberta is here to support you and do everything it can to prevent the spread of COVID-19 and protect vulnerable Albertans.

This week I am pleased to update you on our support for caregivers and other important matters.

Increased supports for Alberta caregivers

Our government has announced it is providing \$3 million to Caregivers Alberta to expand supports for caregivers during the COVID-19 pandemic and into the future.

Funding to the non-profit organization will help expand support programs and resources for the almost one million Albertans who are caregivers for family and friends.

As my colleague, Minister Shandro, said, "Caregivers are essential to the well-being and quality of life of over one million Albertans. This is particularly true as we deal with the COVID-19 pandemic."

Effective caregiver supports will allow Albertans to age well in their homes and

communities. This funding will make a big difference in the lives of many Albertans and I look forward to seeing the positive impact these additional supports will have on the lives of caregivers and those of their loved ones.

Caregivers Alberta is the only community organization in Alberta dedicated to the diverse needs of all Alberta caregivers. Supports include:

- Compiling an inventory of caregiver supports across the province.
- Expanding the hours of the Caregiver Advisor phone line.
- Establishing a referral system to link caregivers and Caregivers Alberta through health-care providers.
- Updating and expanding support programs.
- Providing employers with resources to support caregivers in the workplace.
- Developing a coaching program for caregivers.
- Developing a public awareness campaign to highlight the importance of caregivers and their work.

We are grateful for the support of leaders like Sandra Sereda, executive director, Caregivers Alberta, who said, “Without family and friend caregivers, our health-care system would simply collapse – especially during the COVID-19 pandemic. This funding will help support the almost one million caregivers across the province with caregiver-focused programs and services.”

Psychosocial, along with other peer and community supports, are available through the toll-free caregiver advisor line at 1-877-453-5088 and online at caregiversalberta.ca for all caregivers, including those caring for someone with COVID-19 or in self-isolation. Medical concerns or questions about COVID-19 or how best to care for someone with COVID-19, should be directed to Alberta Health Services’ Health Link at 811. For up-to-date information on COVID-19 and tips on how to reduce your risk, visit [Help prevent the spread](#).

Increasing mental health supports

More funding will improve access to mental health and addiction recovery services, supports and resources for all Albertans.

Our government is spending more than \$53 million to implement more online, phone and in-person mental health and addiction recovery support to make it easier for Albertans to access services from anywhere in Alberta during and after the COVID-19 pandemic.

Mental health and addiction COVID-19 community funding grant

Organizations can apply for funding for projects that enhance community mental health and addiction recovery. Government will provide one-time grant funding of up to a total of \$25 million for eligible projects and services.

The first call for proposals will provide up to \$5 million to fund community initiatives that aim to improve mental health and addiction recovery by providing information about, and navigation to community services and supports.

Information for non-health care volunteers

Volunteers play many important roles in communities across our province. Volunteers and volunteer organizations must follow all necessary precautions to prevent the spread of COVID-19 to protect themselves and those they help, including the following:

- Volunteer organizations must take actions to prevent the transmission of infection among employees, volunteers and the people they are helping.
- Proper hygiene and cleaning practices must be followed within the volunteer organization.

- Any employee or volunteer with symptoms, including cough, fever, shortness of breath, runny nose, or sore throat, is required by law to isolate and may not participate in volunteer or workplace activities.

Volunteer organizations must undertake actions to prevent the transmission of infection among employees, volunteers and the people they are helping, and are permitted to have more than 15 volunteers and/or employees in one location. Further, where unavoidable, volunteers and employees may work together at distances of less than two metres.

Personal protective equipment for non-AHS facilities

We are working hard to provide personal protective equipment (PPE) to groups and organizations in need as quickly as possible. Many organizations have already received supply shipments over the past weeks.

If they have not already done so, non-Alberta Health Services (AHS) facilities, such as pharmacies, disability service providers, social service and civil society groups, and independent medical clinics, should submit requests for PPE by emailing pessecc-logistics@gov.ab.ca or <https://www.alberta.ca/ppe-request>

We will quickly process requests through the Provincial Operations Centre based on specific need. We continue to procure PPE through both traditional methods and the [Alberta Bits and Pieces Program](#).

We are helping to obtain equipment and manufacturing opportunities close to home at a time when Albertans need it most.

Mental health supports

Albertans can call the Mental Health Help Line at 1-877-303-2642 or the Addiction Help Line at 1-866-332-2322, 24 hours a day, seven days a week, for confidential support, information and referrals.

It is important to remember during this time of uncertainty to stay connected with your loved ones. Please phone your family, friends and neighbours who are isolating.

Up-to-date information

As the situation continues to evolve rapidly, I encourage you to visit alberta.ca/COVID19 for the most up-to-date information on COVID-19 and details on the measures in place to help prevent the spread and support Albertans.

Thank you.

Josephine Pon
Minister of Seniors and Housing

April 18, 2020



Town of Nanton

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

RECEIVED

APR 20 2020

April 17, 2020

Town of Claresholm
P.O. Box 1000
Claresholm, Alberta
T0L 0T0

Dear Mayor and Council Members:

At its Regular Meeting of Council held April 6, 2020, appointments were approved to the Intermunicipal Collaboration Framework Committee as follows:

RESOLUTION # 79 - 20/04/06 – West

Moved to appoint Councillor Victor Czop and Councillor Beryl West as Town of Nanton Council representatives to the Intermunicipal Collaboration Framework Committee and further moved that Mayor Jennifer Handley be named as the alternate Council representative to the ICF Committee. CARRIED

These representatives may be contacted through the Town Office at 1907 – 21 Avenue, P.O. Box 609, Nanton, Alberta T0L 1R0 or via their email addresses as:

Councillor Victor Czop	vczop@nanton.ca
Councillor Beryl West	bwest@nanton.ca
Mayor Jennifer Handley	jhandley@nanton.ca

Thank you.

Sincerely yours,
Town of Nanton

Neil Smith, MCIP, RPP
Chief Administrative Officer

:ll



Municipal District of Willow Creek No. 26

Office of the Administrator

www.mdwillowcreek.com

273129 Secondary Hwy 520
Claresholm Industrial Airport
Box 550, Claresholm Alberta T0L 0T0

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

RECEIVED

APR 17 2020

April 15, 2020

Town of Claresholm
Box 1000
Claresholm, AB
T0L 0T0

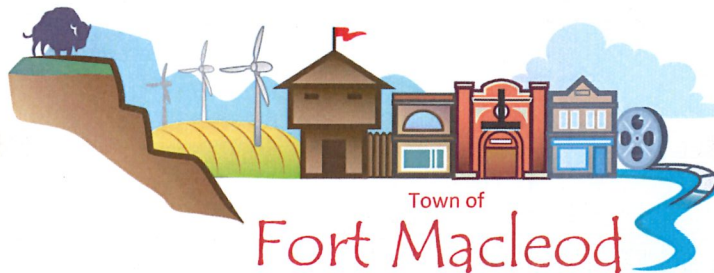
RE: Municipal District of Willow Creek No. 26 Appointments to the Intermunicipal Collaboration Framework Committee

Dear Mayor and Council,

On April 8, 2020 the Council of the Municipal District of Willow Creek resolved that Reeve Maryanne Sandberg and Deputy Reeve Glen Alm have been appointed as the Municipal District of Willow Creek representatives to the Intermunicipal Collaborative Framework Committee with Councillor Evan Berger appointed as an alternate member.

Sincerely,

Derrick Krizsan C.L.G.M.
Chief Administrative Officer
Municipal District of Willow Creek



RECEIVED

APR 22 2020

April 20, 2020

Town of Claresholm
Box 1000
Claresholm, AB
T0L 0T0

**RE: TOWN OF FORT MACLEOD APPOINTMENTS TO THE INTERMUNICIPAL
COLLABORATION FRAMEWORK COMMITTEE**

Dear Mayor & Councillors

On April 13, 2020 Council of The Town of Fort Macleod resolved that Mayor Feyter and Councillor Werner Dressler have been appointed as the Town of Fort Macleod representatives to the Intermunicipal Collaboration Framework Committee with Councillor Gord Wolstenholme appointed as an alternate member.

Sincerely,

Sue Keenan
Chief Administrative Officer
Town of Fort Macleod

mdc/sk