



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

Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – JANUARY 13, 2020

**DELEGATIONS: SGT. GREG STANNARD, Claresholm Detachment, RCMP
RE: Update**

ACTION ITEMS:

1. **DELEGATION RESPONSE: Dr. Jeff Jones & Dr. Roisin Dempsey**
RE: Physician Income Cuts
2. **DELEGATION RESPONSE: Claresholm Skatepark Association**
RE: Plans & Vision for a New Skatepark
3. **NEWS RELEASE: Alberta Government**
RE: Budget 2020 Consultations Begin
4. **CORRES: Alberta Health Services**
RE: Phase 2 Cannabis Legalization
5. **CORRES: Oldman River Regional Services Commission (ORRSC)**
RE: GIS Grant Application
6. **CORRES: Oldman River Regional Services Commission (ORRSC)**
RE: Notice of Application for Subdivision of Land
7. **REQUEST FOR DECISION: Emergency Management Preparedness Program Grant**
8. **REQUEST FOR DECISION: Draft 2020-2022 Strategic Plan**
9. **REQUEST FOR DECISION: Claresholm Fire Chief Appointment**
10. **REQUEST FOR DECISION: 2020 Open Houses**
11. **REQUEST FOR DECISION: Committee Structure Change**
12. **INFORMATION BRIEF: CAO Report**
13. **INFORMATION BRIEF: Council Resolution Status**
14. **ADOPTION OF INFORMATION ITEMS**
15. **IN CAMERA:**
 - a. **Advice from Officials – FOIP Section 24**
 - b. **Confidential Evaluations – FOIP Section 19**

INFORMATION ITEMS:

1. ACFA Dissolution – Frequently Asked Questions – January 10, 2020
2. Claresholm & District Museum Board Meeting Minutes – September 4, 2019
3. Exotic Pet Trade & Over Population Problem of Domestic Pets
4. The River Current – Winter 2020
5. Oldman River Regional Services Commission Executive Meeting Minutes – November 21, 2019
6. Now Accepting Applications – Community Foundation of Lethbridge & Southwestern Alberta
7. Claresholm & District Transportation Society Meeting Minutes – November 21, 2019
8. Claresholm Animal Rescue Society Board Meeting Minutes – November 21, 2019
9. Claresholm Economic Development Committee Meeting Minutes – November 19, 2019

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 13, 2020

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

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

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – DECEMBER 9, 2019**

It was noted that the Regular Meeting Minutes of December 9, 2019 had Councillor Zimmer in attendance however Councillor Zimmer was absent.

Moved by Councillor Schlossberger that the Regular Meeting Minutes of December 9, 2019 be accepted as amended.

CARRIED

DELEGATIONS:

1. DR. JEFF JONES & DR. ROISIN DEMPSEY
RE: Physician Income Cuts

Dr. Jones and Dr. Dempsey were present to speak to Council regarding the recent cuts by the provincial government towards compensation for doctors and how it is affecting our community's ability to recruit and retain physicians. The changes will ultimately affect patient care in regards to the time spent with patients. They wanted to make sure that Council is aware of the potential impacts to our community.

2. CLARESHOLM SKATEPARK ASSOCIATION
RE: Plans & Vision for a New Skatepark

Present on behalf of the Claresholm Skatepark Association was Lisa Darch. The club is disappointed that no progress has been made on site selection for the new skatepark. They would like Council's support in order to move forward at Moffat Park.

MOTION #20-001 Moved by Councillor Schlossberger to write a letter to the Minister of Health in support of the local physicians and the changes being proposed from the province as having a negative impact on rural health care.

CARRIED

Administration was directed to organize a meeting with the Mayors and Reeves in the region and to invite MLA Roger Reid and Dr. Jones and Dr. Dempsey, to discuss the impact of the changes proposed by the province regarding compensation to physicians.

ACTION ITEMS:

1. BYLAW #1689 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Schulze to give Bylaw #1689, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

2. BYLAW #1691 – BMO Operational Borrowing Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1691, the BMO Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1691, the BMO Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

**3. BYLAW #1692 – AMSC Operational Borrowing Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Carlson to give Bylaw #1692, the AMSC Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1692, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

**4. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI) Funding**

Received for information.

**5. CORRES: Hon. Kaycee Madu, Minister of Municipal Affairs
RE: Assessment Model Review**

Received for information.

**6. CORRES: Ministry of Justice & Solicitor General
RE: Billing for Policing to Start January 2021**

Received for information.

**7. CORRES: Alberta Health Services (AHS)
RE: Notification of AHS Emergency Medical Services Helicopter Ambulance Review**

Received for information.

**8. CORRES: Alberta Seniors and Housing
RE: Seniors' Week 2020 Expression of Interest**

Received for information.

**9. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: AUMA President's Summit on Municipal Finances Jan 22&23**

Received for information.

**10. CORRES: Reynolds Mirth Richards & Farmer LLP (RMRF)
RE: 35th Annual Central Municipal Law Seminar**

Received for information.

**11. CORRES: Community Foundation of Lethbridge & Southwestern Alberta
RE: Fall-Winter Newsletter**

Received for information.

**12. CORRES: Claresholm & District Chamber of Commerce
RE: 2020 Claresholm Trade Expo & Consumer Fair**

MOTION #20-002 Moved by Councillor Cutler to support the Claresholm Chamber of Commerce Trade Expo and Consumer Fair on January 31st and February 1st, 2020 with the purchase of a full booth in the amount of \$191.25.

CARRIED

**13. CORRES: Claresholm Skatepark Association
RE: Request for Donation**

MOTION #20-003 Moved by Councillor Schulze to donate the cost of a table at the Claresholm Trade Fair for the amount of \$100 to the Claresholm Skatepark Association.

CARRIED

14. REQUEST FOR DECISION: Claresholm Curling Club CIP Grant Application

MOTION #20-004 Moved by Councillor Zimmer to write a letter of support for the Claresholm Curling Club's application to the Community Initiatives Program (CIP) Grant for the purpose of replacing the inserts in the curling rocks at an estimated total cost of \$20,000.

CARRIED

15. REQUEST FOR DECISION: Library Bylaws

MOTION #20-005 Moved by Councillor Schlossberger to accept the Bylaws of the Town of Claresholm Municipal Library edited and adopted by the Claresholm Municipal Library Board on September 16, 2019.

CARRIED

16. REQUEST FOR DECISION: Library Review of Financials

MOTION #20-006 Moved by Councillor Schulze to accept the Municipal Affairs Library Statement of Receipts and Disbursements financial report as a satisfactory form of financial report to be provided to Council until otherwise directed by Council.

CARRIED

MOTION #20-007 Moved by Councillor Cutler to accept the five (5) or more years experience in financial management or financial reporting to be satisfactory qualifications for the reviewer of the library's financials until otherwise directed by Council.

CARRIED

17. REQUEST FOR DECISION: Claesholm Food Bank Lease Agreement

MOTION #20-008 Moved by Councillor Cutler to rescind motion #19-188.

CARRIED

MOTION #20-009 Moved by Councillor Zimmer to enter into a lease agreement with the Claesholm Food Bank for the location at 4122 – 3rd Street East for the terms and conditions as proposed (January 1, 2020 to December 31, 2024, with a 5-year option to renew) for a flat fee of \$550.00 with the fee to be reviewed annually.

CARRIED

MOTION #20-010 Moved by Councillor Moore to write a letter of support for the Claesholm Food Bank's application to the Community Facility Enhancement Program for the purpose of the renovations at the Food Bank location of 4122 – 3rd Street East.

CARRIED

18. REQUEST FOR DECISION: Claesholm Golf Club Lease Agreement

MOTION #20-011 Moved by Councillor Carlson to enter into a lease agreement with the Claesholm Golf Club for the terms and conditions as proposed (January 1, 2020 to December 31, 2024, with a 5-year option to renew).

CARRIED

19. REQUEST FOR DECISION: Multi-use Buildings Project Proposals

MOTION #20-012 Moved by Councillor Schlossberger to award the contract for the Multi-use Community Buildings Project to Tricon Developments Inc. in the amount of \$3,038,333.00 plus GST.

CARRIED

20. REQUEST FOR DIRECTION: Pump House & Land Transfer

MOTION #20-013 Moved by Councillor Zimmer to transfer Lot 4, Block 1, Plan 2840JK, and all buildings and other improvements affixed to the lands, to the MD of Willow Creek No. 26 for \$1.00 (one dollar).

CARRIED

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

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

CARRIED

22. INFORMATION BRIEF: ORRSC Increase in Subdivision Fees

Received for information.

23. INFORMATION BRIEF: Revised Lead MAC for Drinking Water Systems

Received for information.

24. INFORMATION BRIEF: Claesholm Library CFEP Grant Application

Received for information.

25. INFORMATION BRIEF: Council Resolution Status

Received for information.

26. ADOPTION OF INFORMATION ITEMS

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

CARRIED

27. IN CAMERA:

- a. LAND – FOIP Section 16.1
- b. LAND – FOIP Section 16.1
- c. LAND – FOIP Section 16.1
- d. LAND – FOIP Section 16.1

Moved by Councillor Cutler to go In Camera at 8:22 p.m. for the following items:

- a. LAND – FOIP Section 16.1
- b. LAND – FOIP Section 16.1
- c. LAND – FOIP Section 16.1
- d. LAND – FOIP Section 16.1

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:22 p.m.

Moved by Councillor Schulze to come out of In Camera at 8:51 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:51 p.m.

CARRIED

b. LAND – FOIP Section 16.1

MOTION #20-014 Moved by Councillor Cutler to transfer the south portion of Lot 8, Block 75, Plan 147N to the owners of the N portion of Lot 8, Block 75, Plan 147N.

CARRIED

c. LAND – FOIP Section 16.1

MOTION #20-015 Moved by Councillor Carlson to enter into the new Option to Purchase Agreement with Faith Community Baptist Church for the property located at 221 – 45 Avenue West as presented.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:53 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:53 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS

**Claresholm Provincial Detachment
Crime Statistics (Actual)
January to December: 2014 - 2019**

All categories contain "Attempted" and/or "Completed"

January-07-20

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	1	0	0	0	N/A	N/A	0.0
Robbery		0	1	3	1	1	2	N/A	100%	0.2
Sexual Assaults		6	7	0	9	4	10	67%	150%	0.6
Other Sexual Offences		5	1	3	11	3	4	-20%	33%	0.3
Assault		43	63	46	54	60	42	-2%	-30%	-0.2
Kidnapping/Hostage/Abduction		1	0	2	4	4	4	300%	0%	0.8
Extortion		2	0	3	1	1	0	-100%	-100%	-0.3
Criminal Harassment		13	14	16	29	18	16	23%	-11%	1.1
Uttering Threats		20	33	20	25	33	16	-20%	-52%	-0.4
TOTAL PERSONS		90	119	94	134	124	94	4%	-24%	2.1
Break & Enter		21	30	34	34	34	44	110%	29%	3.6
Theft of Motor Vehicle		11	24	21	18	20	17	55%	-15%	0.4
Theft Over \$5,000		8	7	7	5	5	5	-38%	0%	-0.7
Theft Under \$5,000		112	118	139	101	104	80	-29%	-23%	-6.9
Possn Stn Goods		9	10	17	20	15	14	56%	-7%	1.2
Fraud		30	43	124	50	34	40	33%	18%	-1.5
Arson		0	0	2	1	1	0	N/A	-100%	0.1
Mischief To Property		57	73	77	71	60	69	21%	15%	0.4
TOTAL PROPERTY		248	305	421	300	273	269	8%	-1%	-3.2
Offensive Weapons		4	6	9	8	15	9	125%	-40%	1.5
Disturbing the peace		33	31	15	21	23	13	-61%	-43%	-3.4
Fail to Comply & Breaches		36	39	47	53	60	40	11%	-33%	2.5
OTHER CRIMINAL CODE		21	14	23	17	27	25	19%	-7%	1.5
TOTAL OTHER CRIMINAL CODE		94	90	94	99	125	87	-7%	-30%	2.1
TOTAL CRIMINAL CODE		432	514	609	533	522	450	4%	-14%	1.1

**Claresholm Provincial Detachment
Crime Statistics (Actual)
January to December: 2014 - 2019**

All categories contain "Attempted" and/or "Completed"

January-07-20

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Drug Enforcement - Production		0	1	1	0	0	1	N/A	N/A	0.0
Drug Enforcement - Possession		17	5	20	21	18	11	-35%	-39%	0.3
Drug Enforcement - Trafficking		5	0	5	5	6	8	60%	33%	0.9
Drug Enforcement - Other		1	0	0	1	0	0	-100%	N/A	-0.1
Total Drugs		23	6	26	27	24	20	-13%	-17%	1.1
Cannabis Enforcement		0	0	0	0	0	0	N/A	N/A	0.0
Federal - General		10	11	8	4	3	2	-80%	-33%	-1.9
TOTAL FEDERAL		33	17	34	31	27	22	-33%	-19%	-0.8
Liquor Act		23	16	11	4	7	8	-65%	14%	-3.1
Cannabis Act		0	0	0	0	0	2	N/A	N/A	0.3
Mental Health Act		74	78	66	48	59	44	-41%	-25%	-6.4
Other Provincial Stats		74	67	87	92	103	67	-9%	-35%	2.2
Total Provincial Stats		171	161	164	144	169	121	-29%	-28%	-7.0
Municipal By-laws Traffic		2	3	0	1	4	2	0%	-50%	0.1
Municipal By-laws		38	25	30	26	32	17	-55%	-47%	-2.5
Total Municipal		40	28	30	27	36	19	-53%	-47%	-2.4
Fatals		0	0	0	0	2	0	N/A	-100%	0.2
Injury MVC		5	15	8	10	10	17	240%	70%	1.3
Property Damage MVC (Reportable)		142	133	126	143	140	120	-15%	-14%	-2.1
Property Damage MVC (Non Reportable)		16	15	16	22	28	33	106%	18%	3.7
TOTAL MVC		163	163	150	175	180	170	4%	-6%	3.2
Provincial Traffic		369	360	416	424	693	1,279	247%	85%	158.8
Other Traffic		11	10	13	5	11	14	27%	27%	0.3
Criminal Code Traffic		78	61	40	34	50	39	-50%	-22%	-6.7
Common Police Activities										
False Alarms		111	105	102	76	68	39	-65%	-43%	-14.2
False/Abandoned 911 Call and 911 Act		114	54	16	16	12	7	-94%	-42%	-18.9
Suspicious Person/Vehicle/Property		79	83	109	96	133	112	42%	-16%	8.6
Persons Reported Missing		14	8	17	29	22	22	57%	0%	2.7
Spousal Abuse - Survey Code (Reported)		17	31	42	23	41	31	82%	-24%	2.3

**Claresholm Provincial Detachment
Crime Statistics (Actual)
December: 2014 - 2019**

All categories contain "Attempted" and/or "Completed"

January-07-20

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	1	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	1	0	1	0	0	N/A	N/A	-0.1
Other Sexual Offences		0	0	0	3	0	0	N/A	N/A	0.1
Assault		5	6	1	5	3	0	-100%	-100%	-0.9
Kidnapping/Hostage/Abduction		1	0	0	4	0	0	-100%	N/A	0.0
Extortion		0	0	0	1	0	0	N/A	N/A	0.0
Criminal Harassment		1	1	0	2	1	3	200%	200%	0.3
Uttering Threats		0	2	1	1	4	0	N/A	-100%	0.2
TOTAL PERSONS		7	10	3	17	8	3	-57%	-63%	-0.3
Break & Enter		0	3	6	1	3	0	N/A	-100%	-0.1
Theft of Motor Vehicle		3	2	1	1	1	0	-100%	-100%	-0.5
Theft Over \$5,000		0	0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		5	9	7	10	6	3	-40%	-50%	-0.5
Possn Stn Goods		0	0	0	0	3	2	N/A	-33%	0.5
Fraud		4	11	3	2	3	4	0%	33%	-0.7
Arson		0	0	0	0	0	0	N/A	N/A	0.0
Mischief To Property		3	6	5	5	0	4	33%	N/A	-0.4
TOTAL PROPERTY		15	31	22	19	16	13	-13%	-19%	-1.7
Offensive Weapons		0	0	1	0	1	1	N/A	0%	0.2
Disturbing the peace		2	1	1	3	0	1	-50%	N/A	-0.2
Fail to Comply & Breaches		2	2	3	5	0	3	50%	N/A	0.0
OTHER CRIMINAL CODE		4	1	0	1	0	2	-50%	N/A	-0.3
TOTAL OTHER CRIMINAL CODE		8	4	5	9	1	7	-13%	600%	-0.3
TOTAL CRIMINAL CODE		30	45	30	45	25	23	-23%	-8%	-2.3

**Claresholm Provincial Detachment
Crime Statistics (Actual)
December: 2014 - 2019**

All categories contain "Attempted" and/or "Completed"

January-07-20

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	1	3	2	N/A	-33%	0.6
Drug Enforcement - Trafficking		0	0	0	0	1	4	N/A	300%	0.7
Drug Enforcement - Other		0	0	0	1	0	0	N/A	N/A	0.0
Total Drugs		0	0	0	2	4	6	N/A	50%	1.3
Cannabis Enforcement		0	0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	1	0	0	N/A	N/A	0.0
TOTAL FEDERAL		0	0	0	3	4	6	N/A	50%	1.3
Liquor Act		2	1	3	0	1	1	-50%	0%	-0.2
Cannabis Act		0	0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		8	7	9	4	5	3	-63%	-40%	-1.0
Other Provincial Stats		3	7	6	9	9	5	67%	-44%	0.5
Total Provincial Stats		13	15	18	13	15	9	-31%	-40%	-0.7
Municipal By-laws Traffic		0	0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		0	3	3	1	1	1	N/A	0%	-0.1
Total Municipal		0	3	3	1	2	1	N/A	-50%	0.0
Fatals		0	0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	2	1	2	1	0	N/A	-100%	-0.1
Property Damage MVC (Reportable)		19	14	20	12	15	11	-42%	-27%	-1.3
Property Damage MVC (Non Reportable)		2	1	4	3	6	5	150%	-17%	0.8
TOTAL MVC		21	17	25	17	22	16	-24%	-27%	-0.5
Provincial Traffic		40	29	29	31	57	78	95%	37%	7.9
Other Traffic		1	0	0	2	0	0	-100%	N/A	-0.1
Criminal Code Traffic		7	4	0	2	4	1	-86%	-75%	-0.8
Common Police Activities										
False Alarms		7	6	8	1	1	3	-57%	200%	-1.2
False/Abandoned 911 Call and 911 Act		4	1	1	1	0	0	-100%	N/A	-0.7
Suspicious Person/Vehicle/Property		4	10	6	11	14	6	50%	-57%	0.8
Persons Reported Missing		0	1	2	1	0	1	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		1	4	2	2	2	4	300%	100%	0.3

**Claresholm Provincial Detachment
Crime Statistics (Actual)
January to December: 2014 - 2019**

All categories contain "Attempted" and/or "Completed"

January-07-20

Category	Trend	2014	2015	2016	2017	2018	2019	FLAG
Theft Motor Vehicle (Total)		11	24	21	18	20	17	Within Norm
Auto		3	4	3	1	1	1	Within Norm
Truck/SUV/Van		1	13	9	14	10	11	Within Norm
Motorcycle		0	0	1	0	0	0	Within Norm
Other		7	6	8	2	8	3	Within Norm
Take Auto without Consent		0	1	0	1	1	2	Issue
Break and Enter (Total)*		21	30	34	34	34	44	Issue
Business		13	6	12	12	14	17	Issue
Residence		7	22	8	14	13	18	Within Norm
Cottage or Seasonal Residence		0	0	1	0	0	0	Within Norm
Other		0	2	8	7	3	7	Within Norm
Theft Over & Under \$5,000 (Total)		120	125	146	106	109	85	Within Norm
Theft from a motor vehicle		19	25	36	20	23	17	Within Norm
Shoplifting		8	7	10	2	10	5	Within Norm
Mail Theft		0	0	0	0	0	0	Within Norm
Theft of bicycle		7	5	5	5	9	5	Within Norm
Other Theft		86	87	95	79	65	58	Within Norm

Mischief To Property		57	73	77	71	60	69	Within Norm
Suspicious Person/ Vehicle/ Property		79	83	109	96	133	112	Within Norm
Fail to Comply/Breach		36	39	47	53	60	40	Within Norm
Wellbeing Check		0	0	37	26	30	36	Within Norm
Mental Health Act		74	78	66	48	59	44	Within Norm
False Alarms		111	105	102	76	68	39	Within Norm

Traffic	Trend	2014	2015	2016	2017	2018	2019	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		11	10	11	5	11	14	Issue
Occupant Restraint/Seatbelt Violations*		2	5	4	2	8	16	Issue
Speeding Violations*		74	50	47	37	304	685	Issue
Intersection Related Violations*		26	21	22	14	25	17	Within Norm
Other Non-Moving Violation*		75	79	71	93	112	284	Issue
Other CC Traffic**		27	17	8	6	13	10	Within Norm

Actual" *Reported"

Categories flagged with "Issue" only indicate that the current number of offences are higher the statistical norm based on previous years.

Claresholm Provincial Detachment - Break and Enters (includes unlawfully in a dwelling place)

All categories contain "Attempted" and/or "Completed"

January-07-20

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	2	3	2	1	1	1	4	2	7	3	5	3
Running Total	2	5	7	8	9	10	14	16	23	26	31	34
Quarter	7			3			13			11		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	4	4	3	5	3	4	7	5	5	3	1	0
Running Total	4	8	11	16	19	23	30	35	40	43	44	44
Quarter	11			12			17			4		
Year over Year % Change	100%	60%	57%	100%	111%	130%	114%	119%	74%	65%	42%	29%

Claresholm Provincial Detachment - Theft of Motor Vehicles (includes taking without consent)

All categories contain "Attempted" and/or "Completed"

January-07-20

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	0	1	2	1	1	1	3	1	5	2	2	1
Running Total	0	1	3	4	5	6	9	10	15	17	19	20
Quarter	3			3			9			5		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	0	0	1	2	2	2	1	5	2	1	1	0
Running Total	0	0	1	3	5	7	8	13	15	16	17	17
Quarter	1			6			8			2		
Year over Year % Change		-100%	-67%	-25%	0%	17%	-11%	30%	0%	-6%	-11%	-15%

Claresholm Provincial Detachment - Theft Under \$5,000

All categories contain "Attempted" and/or "Completed"

January-07-20

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	6	4	5	9	11	8	3	12	14	14	12	6
Running Total	6	10	15	24	35	43	46	58	72	86	98	104
Quarter	15			28			29			32		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	8	6	4	6	8	8	9	8	10	3	7	3
Running Total	8	14	18	24	32	40	49	57	67	70	77	80
Quarter	18			22			27			13		
Year over Year % Change	33%	40%	20%	0%	-9%	-7%	7%	-2%	-7%	-19%	-21%	-23%

Claresholm Provincial Detachment - Theft from Motor Vehicles

All categories contain "Attempted" and/or "Completed"

January-07-20

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	1	2	1	0	1	4	1	3	5	2	2	1
Running Total	1	3	4	4	5	9	10	13	18	20	22	23
Quarter	4			5			9			5		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	0	1	1	1	3	2	3	3	2	0	1	0
Running Total	0	1	2	3	6	8	11	14	16	16	17	17
Quarter	2			6			8			1		
Year over Year % Change	-100%	-67%	-50%	-25%	20%	-11%	10%	8%	-11%	-20%	-23%	-26%



Claresholm Provincial Crime Gauge

2019 vs. 2018
January to December

Criminal Code Offences



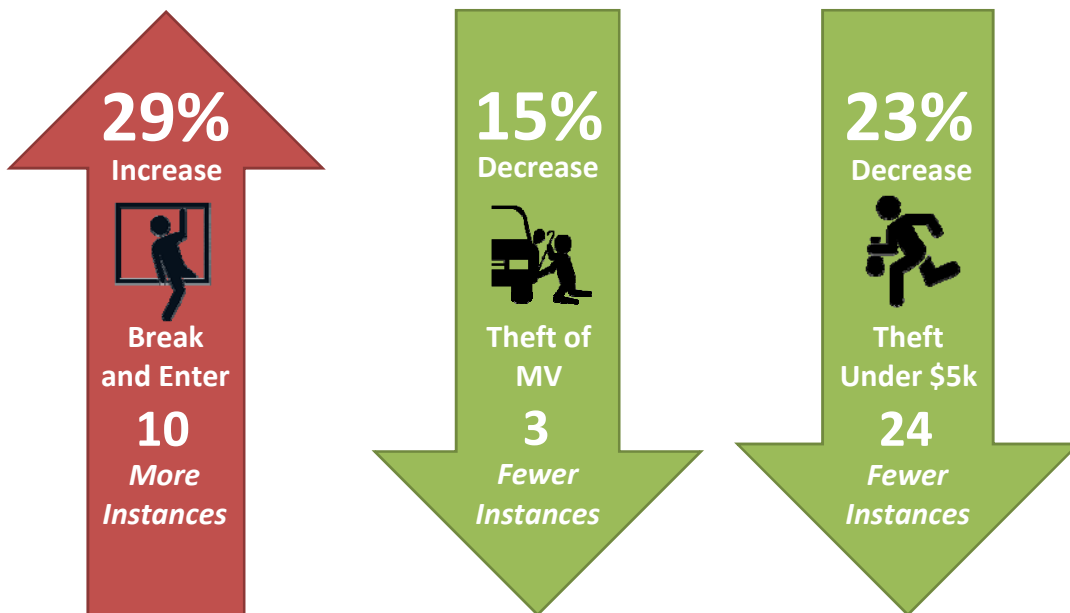
**Total
Criminal Code
Offences:**

14%

Decrease

When compared to
January to December, 2018

Select Property Crime





SAD Provincial Crime Gauge

2019 vs. 2018
January to December

Criminal Code Offences



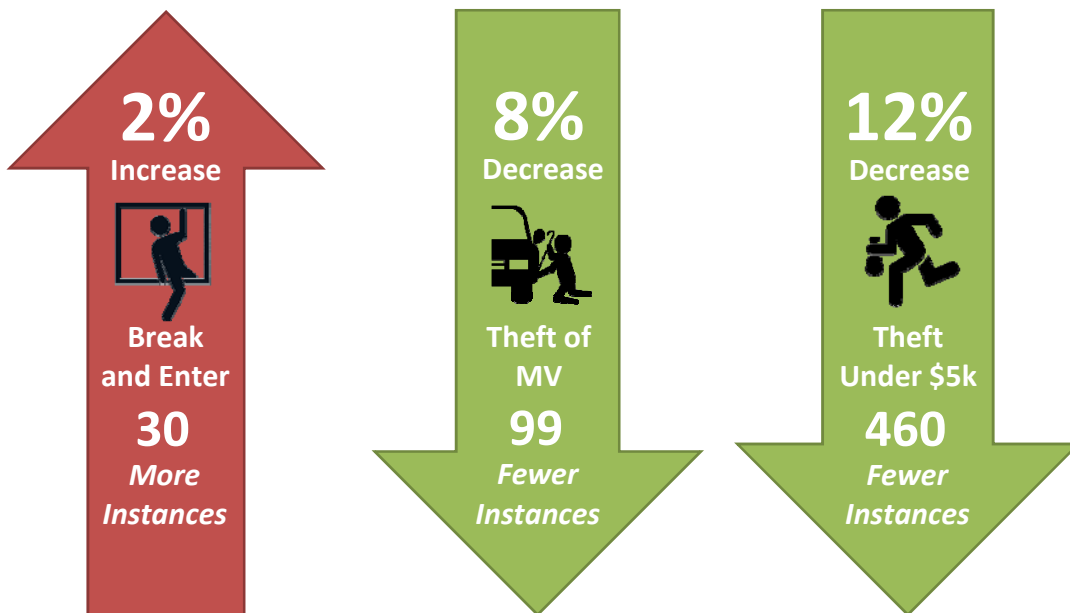
**Total
Criminal Code
Offences:**

6%

Decrease

When compared to
January to December, 2018

Select Property Crime



ACTION ITEMS



INFORMATION BRIEF

Meeting: January 27, 2020

Agenda Item: 2

DELEGATION RESPONSE: CLARESHOLM SKATEPARK ASSOCIATION

DESCRIPTION:

Lisa Darch was present at the January 13, 2020 Council meeting as a Delegation on behalf of the Claresholm Skatepark Association.

The club is disappointed that no progress has been made on site selection for the new skatepark. They would like Council's support in order to move forward at Moffat Park.

At the March 25, 2019 regular Council meeting, Council passed the following motion:

Moved by Councillor Moore to support the location of Moffat Park for the new Claresholm Skatepark from the options presented by the Claresholm Skatepark Association. MOTION #19-038

On May 13, 2019, Minor Ball attended the meeting to ask Council to reconsider the decision as Minor Ball had plans for upgrading of Moffat Park. Administration was then directed to form an Adhoc Committee to discuss the overall needs of the respective organizations. Since that time, discussions have been ongoing between the Town, the Skatepark Association and Claresholm Minor Baseball.

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 22, 2020

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

Sent: January 14, 2020 1:13 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: News Release: Budget 2020 consultations begin

Budget 2020 consultations begin

January 14, 2020 [Media inquiries](#)

Albertans are invited to share their opinions and suggestions for the upcoming budget.

Members of the public will have opportunities to make their voices heard and provide input informing Budget 2020.

An [online survey](#) with questions on Albertans' spending and saving priorities, as well as ideas for job creation and growing Alberta's economy, is open until Feb. 7.

Government will host two telephone town hall meetings on Jan. 27 and Jan. 28. These town halls give Albertans an opportunity to speak directly to the finance minister and provide feedback to be used in the development of Budget 2020. More information on the telephone town halls and how to participate can be found at alberta.ca/budgetconsultation.

"Leading up to Budget 2019, we heard from more than 4,000 people online and almost 35,000 people during our telephone town halls. Albertans demonstrated that they have incredible insight into the choices we must make together to create jobs, get out of debt and grow our economy. As we continue on this path, I want to hear your thoughts. We made a good start in Budget 2019 and we need to keep that momentum going."

Travis Toews, President of Treasury Board and Minister of Finance

The public input will help inform Budget 2020, scheduled to be released this spring.

Related information

- [Budget consultation](#)

Media inquiries [Jerrica Goodwin](#)

From: Kathy Bartlett A. <Kathy.Bartlett@albertahealthservices.ca>

Sent: January 17, 2020 2:17 PM

Subject: Information: Phase 2 Cannabis Legalization - Edibles, Extracts and Topicals

This email is being sent on behalf of Dr. David Strong, Medical Officer of Health, Calgary Zone.

Please find attached, correspondence and attachments regarding Phase 2 Cannabis Legalization – Edibles, Extracts and Topicals.

Please feel free to circulate to members of your administration.

Thank you

Kathy Bartlett

Executive Assistant to Dr. David Strong, Dr. Jason Cabaj and Dr. Laura McLeod

Office of the Medical Officer of Health - Calgary Zone

Alberta Health Services

10301 Southport Lane SW

Calgary AB T2W 1S7

tel: (403) 943-0206 fax: (403) 943-0200

Alberta Health Services

www.albertahealthservices.ca

January 10, 2020

Dear Municipal Elected Officials and Leaders

Re: Legalization of Edibles, Extracts and Topicals (EET) - Information for Municipalities

I am pleased to provide you with the attached resource titled: *Phase Two of Cannabis Legalization - Edibles, Extracts and Topicals, Public Health Information for Municipalities*. Phase 2 of the federal government plan to legalize and regulate Edibles, Extracts and Topical (EET) forms of cannabis began on October 17, 2019, when the Cannabis Act was amended. Legal EET products are expected to be available in regulated cannabis retail stores by mid-January 2020. The legalization of EETs, three new and/or expanded classes of cannabis products, will have an impact on your existing local bylaws regarding consumption of cannabis in public places.

Alberta Health Services (AHS) advises that a precautionary approach be taken to minimize substance use harms and unintended consequences. This approach recognizes that it is easier to relax or remove restrictions at a later date than to tighten them after decisions have been announced, bylaws have been enacted, and investments have been made. This precautionary approach is consistent with the recommendations of the Federal Task Force on the Legalization and Regulation of Cannabis (Government of Canada, 2016). It applies the wisdom and lessons learned from alcohol and tobacco policy, which is to begin with more restrictive regulations and ease restrictions only as evidence becomes available.

AHS has developed the attached resource for municipalities to provide relevant information to assist in developing or revising local bylaws. This document outlines how EET may impact local regulations and how you can use this opportunity to strengthen or create new bylaws, based on a public health approach. It addresses consumption in public places, medical exemptions, multi-unit housing and festivals.

The location, method and accumulated volume of cannabis consumption can create a number of concerns, including increased youth access and increased normalization among youth due to increased visibility and exposure. Public consumption bylaws have the potential to protect the community and its citizens. Effective regulation, as identified in the intent behind federal legalization, supports federal and provincial goals to keep cannabis out of the hands of youth and to protect public health and safety.

AHS recognizes municipalities as important partners in public health. If you would like more information or support as you and your Council consider the impact of EET on your local bylaws, please feel free to contact me directly.

Sincerely,



David Strong, MD, MHSc, FRCPC
Lead Medical Officer of Health, Calgary Zone
Alberta Health Services

Attached: Phase Two of Cannabis Legalization - Edibles, Extracts and Topicals, Public Health Information for Municipalities

Phase 2 of Cannabis Legalization – Edibles, Extracts and Topicals

PUBLIC HEALTH INFORMATION FOR MUNICIPALITIES

Alberta Health Services (AHS) recognizes that municipalities have options for their cannabis-related bylaws now that Edibles, Extracts and Topicals are included in the federal Cannabis Act. To assist in making these complex decisions, AHS encourages municipalities to consider social and health harms. Overall, because we know so little about the impacts of cannabis on the health of communities and Albertans, we support a more restrictive environment until a larger body of research can tell us more. **In this document you will find information about the public health approach to public consumption that addresses multi-unit housing, vaping, medical exemptions, and festivals.**

PUBLIC CONSUMPTION

Restricting consumption of cannabis in public places sets up a regulatory environment that can help achieve the federal and provincial objectives of legalization, which include: protecting public health, restricting youth access, and protecting safety on roads, and in workplaces and public spaces.

ALBERTA HEALTH SERVICES ADVISES MUNICIPALITIES TO RESTRICT CONSUMPTION IN PUBLIC PLACES (INDOORS AND OUTDOORS) COMPLETELY

What does a complete restriction mean?

- It means cannabis consumption is prohibited in public places, limiting use to private residences only, for:
 - Combustibles (smoking/vaping/dabbing)
 - Edibles (beverages/food)
 - Extracts (sprays/capsules/ high potency concentrates)
- It means the protective measures that society has worked diligently for years to put in place for alcohol and tobacco will be the minimum for cannabis. This approach recognizes the decades of lessons learned from other intoxicating substances.

AHS recognizes there are special considerations related to multi-unit housing, medical users and festivals. We have provided additional information about these issues on the following page.

**SUBSTANCE USE COSTS
ALBERTANS \$5.5 BILLION PER
YEAR OR \$1,332 PER PERSON
PER YEAR REGARDLESS OF AGE.¹**

Best practices in substance use help to reduce these costs and harms.

Why restrict public consumption?

- Restricting public consumption helps to limit public intoxication and reduce health and social harms in the community. This is best achieved through policy.
 - The Netherlands found less restrictive regulations caused health and social issues and are now implementing more restrictive regulations, including closing “coffee shops”.²
- Occupational Health & Safety regulates both alcohol and cannabis (intoxicating substances) in the workplace to prevent workplace harms.^{3,4} In addition, public policies regulate alcohol consumption in public places to prevent harms. Restricting cannabis consumption in public places aligns with alcohol restrictions and mirrors the Occupational Health and Safety approach.
- It aligns with alcohol regulations. This means open bottles/cans of either cannabis or alcoholic beverages would not be allowed in public spaces.⁵ This helps to prevent an increase of cannabis and alcohol-related harms and associated costs.
 - While there may be practical challenges to regulation enforcement (e.g., proof edibles contain cannabis), having regulations in place supports public health and safety.
- It prevents harm from second-hand cannabis smoke/vapour.^{6, 7, 8, 9, 10, 11}
- Children tend to copy what they observe and are influenced by the normality of any type of smoking behavior around them. Thus public consumption risks increasing cannabis use and associated harms.¹¹
- All jurisdictions that have legalized cannabis advise starting with stricter regulations.¹²
- In all U.S. legalized states, decision makers banned public consumption at onset.

SPECIFIC CONSIDERATIONS IMPACTING PUBLIC CONSUMPTION DECISIONS

MULTI-UNIT HOUSING RESIDENTS

If cannabis consumption is only allowed in private units/residences, some of which have no-smoking/vaping rules, does this disadvantage multi-unit housing residents' ability to consume cannabis?

- All residents have the option of consuming other forms of cannabis in their private units, such as: edibles, drinks, capsules, sprays, or tinctures.
- As with tobacco, multi-unit housing complexes are advised to have smoke-free and vape-free indoor spaces and provide outdoor designated areas on common property for smoked or vaped products, five or more meters away from doors, windows and fresh-air intakes. If the complex is not smoke free, residents can request designated outdoor smoking and vaping areas to ensure the health and safety of all residents.

What if residents want the fast-acting effects that smoking/vaping cannabis provides?

- There are alternative products that have similar effects without the harmful effects of second-hand smoke or vapour.
- Residents can use outdoor designated consumption areas as recommended above.

VAPING

Is vaping a safer form of consumption?

- Vaping is not without risks and the health impacts are not fully understood. Vaping may also result in more frequent use and use of higher THC products.¹³
- Harms related to vaping may include severe lung disease, however at the time of this writing not enough is known about these emerging cases to understand the cause or full extent of the risks and harm.
- There is no evidence that second-hand exposure to vapour is safe, thus a precautionary approach is advised.

MEDICAL EXEMPTIONS ARE REQUIRED

- There are many different forms of cannabis products that medical users can choose from, particularly that do not involve smoking or vaping of the product.
- The Canadian Medical Association does not support combustible products as initial prescribed product for medical purposes, as alternative forms are available that minimize health risks to the patient and second hand exposure risks to those around them.¹⁵

FESTIVALS

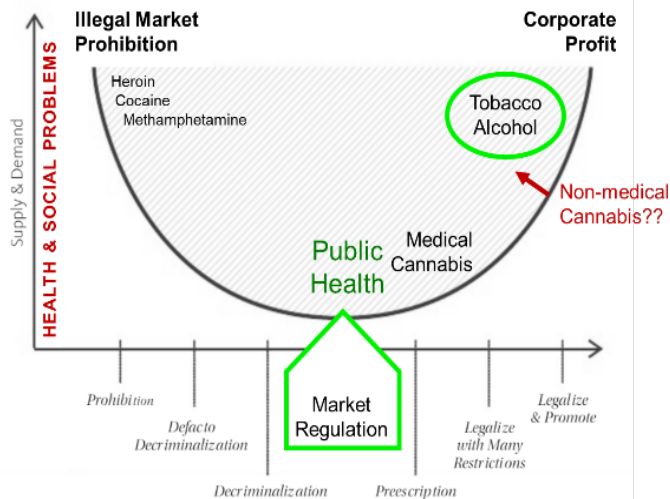
Should festivals allow public consumption in the form of "cannabis gardens" (similar to beer gardens)?

- The most protective option and best way to reduce short and long-term health and social harms is to not allow cannabis gardens, because:
 - It normalizes consumption. Normalization means that a behavior or activity becomes a 'normal part' of leisure and lifestyle and is no longer considered potentially harmful. The more often use is normalized and permitted, particularly in public spaces, the greater the risk of health and social harms to communities.
 - Children tend to copy what they observe and normalizing smoking behaviour is of particular concern. As seen with alcohol and tobacco, normalization leads to increases in rates of use, including associated harms.
 - Of potential noise and nuisance complaints. For example, the City of Hague, Netherlands now restricts public consumption because of the many complaints from residents and visitors regarding smell and noise.² The Calgary Stampede has designated their event as family friendly, by banning on-site consumption.¹⁶ The Vancouver Park Board has banned 4/20 events because of the negative impact on residents, parks and facilities.¹⁷
- There may be liability for festival organizers due to risk of harm related to intoxication.

Since people will smoke/vape in the general festival space anyway, wouldn't having a designated space for smoking/vaping be a better option?

- The most protective option for the public is to prohibit public consumption.
- AHS, in collaboration with municipalities, will review and monitor harms over time. Recommendations and practices could shift as we learn more.

WHAT IS A PUBLIC HEALTH APPROACH TO CANNABIS LEGALIZATION?



A public health approach strives to maximize benefits and minimize harms of substances, promote the health of all individuals of a population, decrease negative impacts on vulnerable populations, and ensure harms from interventions and legislation are not disproportionate to harms from the substances themselves.⁷ Key considerations when developing bylaws and the practices that support them include:

- Taking a precautionary approach with stricter regulations to reduce health and social problems over time.
- Begin with a more restrictive framework and ease restrictions as evidence becomes available.
- Regulations allow for enforcement when needed and are not intended to shift burden of legalization to marginalized groups. Controls and education can be put in place to ensure an equitable approach to enforcement.

FOR MORE INFORMATION PLEASE CONTACT YOUR LOCAL MEDICAL OFFICER OF HEALTH AT 403-943-0206.

REFERENCES

- 1 Canadian Substance Use Costs and Harms Scientific Working Group. (2018). *Canadian substance use costs and harms in the provinces and territories (2007-2014)*. Prepared by the Canadian Institute for Substance Use Research and the Canadian Centre on Substance Use and Addiction. Ottawa, Ont.: Canadian Centre on Substance Use and Addiction.
- 2 The Hague, Ban on Smoking Cannabis, available online <https://www.denhaag.nl/en/general/ban-on-smoking-cannabis.htm>
- 3 Government of Alberta. (2019). Impairment in the workplace. Information for employers and workers on how to recognize and respond to impairment in the workplace. Available online: <https://www.alberta.ca/impairment-workplace.aspx>.
- 4 Occupational and Environmental Medical Association of Canada. (2018), Position Statement on the Implications of Cannabis Use for Safety-Sensitive Work. Available from: <https://oemac.org/wp-content/uploads/2018/09/Position-Statement-on-the-Implications-of-cannabis-use.pdf>
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- 6 Chief Medical Officers of Health of Canada & Urban Public Health Network. (2016). *Public health perspectives on cannabis policy and regulation*. Available from <http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>
- 7 Cone E., Bigelow G., and Herrmann E., et al. (2011) Non Smoker exposure to Secondhand cannabis Smoke. III Oral Fluid and Blood Drug Concentrations and Corresponding Subjective Effects. *Journal of Analytical Toxicology*, 39(7), 497-509
- 8 Marrtens R., White P., Willams A., and Yauk C. (2013) A global toxicogenomic analysis investigating the mechanistic differences between tobacco and marijuana smoke condensates in vitro. *Toxicology*, 308, 60-73
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- 11 D'Amico, E. J., Miles, J. N., & Tucker, J. S. (2015). Gateway to curiosity: Medical marijuana ads and intention and use during middle school. *Psychology of Addictive Behaviors*, 29(3), 613.
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- 13 Budney, A.J., Sargent, J.D., Dee, D.C. (2015). Confirmation of the Trials and Tribulations of Vaping. *Addiction*, 110, 1705-1711
- 14 Centers for Disease Control and Prevention (2019). Outbreak of Severe Pulmonary Disease Associated with Using E-cigarette Products. August 30, 2019. Available online: https://www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease.html
- 15 Allan, G.M., Ramji, J., Perry, D., et al. (2018). Simplified guidelines for prescribing medical cannabinoids in primary care. *Canadian Family Physician*. 64 (2) 111-120
- 16 Nickel, R., Williams, N., (2019). Cannabis banned at first Calgary Stampede since legalization. *Global News*, July 5, 2019. Available online: <https://globalnews.ca/news/5466568/calgary-stampede-cannabis-ban/>
- 17 Vancouver Parks Board, April 17, 2018 Available online: <http://vancouver.ca/news-calendar/park-board-message-on-420-marijuana-event-at-sunset-beach-park.aspx>



INFORMATION BRIEF

Meeting: January 27, 2020
Agenda Item: 4

AHS Brief on Phase 2 of Cannabis Legalization – Edibles, Extracts and Topicals

DESCRIPTION:

Restricting consumption of cannabis in public places sets up a regulatory environment that can help achieve the federal and provincial objectives of legalization, which include: protecting public health, restricting youth access, and protecting safety on roads, and in workplaces and public spaces.

BACKGROUND:

Alberta Health Services (AHS) recognizes that municipalities have options for their cannabis-related bylaws now that Edibles, Extracts and Topicals are included in the federal Cannabis Act. To assist in making these complex decisions, AHS encourages municipalities to consider social and health harms. Overall, because we know so little about the impacts of cannabis on the health of communities and Albertans, AHS supports a more restrictive environment until a larger body of research can tell us more.

DISCUSSION/OPTIONS:

The Town of Claresholm's current bylaw #1654 to regulate the consumption of cannabis, was put into effect October 22, 2018. Even with this new phase of cannabis consumption introduced, our current bylaw has no need for any changes. Bylaw #1654 still covers all aspects of this new phase of legal cannabis use.

ATTACHMENTS:

- 1.) AHS Letter dated January 10, 2020 – Legalization of Edibles, Extracts & Topicals (EET) – Information for Municipalities

APPLICABLE LEGISLATION:

- 1.) Bylaw #1654 – Cannabis Consumption Bylaw

PREPARED BY: Ryan Rasmussen – Community Peace Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 22, 2020

From: Jaime Thomas <jaimethomas@orrsc.com>

Sent: January 14, 2020 3:50 PM

Cc: Lenze Kuiper <lenzekuiper@orrsc.com>; Mladen Kristic <mkristic@orrsc.com>

Subject: GIS Grant Application

Happy New Year Everyone,

We are close to submitting our application for the Intermunicipal Collaboration portion of the Alberta Community Partnership grant in order to cover the costs of the GIS upgrade. The Town of Coaldale will be our sponsoring municipality for the grant this year and I wanted to supply everyone with the "Description of the Project" as is required on the application. We will be asking for \$97,000 to cover the cost of the enhancement for 45 members inside the GIS project. The submittal deadline for the application is January 20th, so if I could get everyone to please take a quick look at the attached pdf that outlines the project description, I would greatly appreciate it. I would like to submit the application later this week, and would appreciate any feedback that anyone may have.

On another note, part of the requirements for the grant is to have a signed council resolution from each municipality in support of the project as Municipal Affairs wants to see buy in from everyone instead of just taking my word for it. If you could please forward this council resolution through the proper channels and onto council, that would be fantastic. I am attaching a blank council resolution which I please asked be signed and returned to me no later than **February 28, 2020**.

If anyone has any questions or concerns, please feel free to contact me.

Thanks,

Jaime Thomas, GISP
GIS Analyst
Oldman River Regional Services Commission
403-388-3565 (Direct) 403-329-1344 (Office)

2. Project Description

The Oldman River Region GIS partnership is seeking grant funding to enhance their GIS infrastructure to meet the needs of evolving requirements for its 45 member municipalities. The partnership's current version of GIS software is approaching the end of its lifecycle, and in that time not only has the landscape of GIS sophistication changed, but the amount of different types of GIS users within a municipality has increased exponentially. GIS information is now a key component that ties in multiple facets within a municipality from planning, finance, public works, and policing while at the same time, provides front line access to municipal rate payers. The partnership aims to utilize a software package provided by ESRI, the worldwide leader in geospatial software, to build a new, highly functional and expandable GIS solution that will provide all users with the necessary tools to make informed decisions.

The membership will rely on a long-standing and successful relationship with the Oldman River Regional Services Commission (ORRSC) who has acted as their GIS contractor for the past 17 years to offer guidance throughout the enhancement process. Along with ORRSC's guidance, the members will play the most important role in the enhancement project as they, in the end, are the users of the GIS system and will be providing constant input to help mold and shape the final project. The consultation will include frequent "inside looks" at the performance and layout of each member site individually as it is being built.

The enhancement project will first produce a new GIS viewer for all users using Geocortex software. Geocortex is a Canadian GIS solution offered as part of a suite from ESRI Canada and is an award winning GIS viewer that is used across many municipalities in Canada and the United States. The Geocortex software is scalable and can be continually expanded with additional tools, reporting functions, and workflows to meet the needs of large municipalities while on the other hand, can be easily simplified for use in a small municipality. The use of Geocortex allows for never before seen customization using workflows to create custom operations within the GIS itself.

Secondly, the project will allow the use of feature rich web mapping applications which have become very prevalent in the world of GIS in the past five years. Member municipalities will be able to have ad-hoc web mapping applications created in very little time that are able to serve a very specific purpose. These applications can be department specific and can be created for use over various periods of time from an app showing a parade route that will only be used for a few weeks, to a permanent application that takes users on a walking tour of the municipality which highlights historic buildings. The latter map, known as a "tour" map was voted as one of the top new features of the ESRI web map applications and is now being used by municipalities to aid tourism and economic development.

This enhancement project with the assistance of renowned software solutions provided by ESRI will greatly increase each of the 45 members' efficiency, accountability and service delivery to their rate payers.

NOTICE OF APPLICATION FOR SUBDIVISION OF LAND

DATE: January 21, 2020

Date of Receipt: January 14, 2020

Date of Completeness: January 15, 2020

TO: Landowner: Town of Claresholm c/o Frank Klassen, Structural Precast

Agent or Surveyor: Michael A. Thompson, A.L.S.

Referral Agencies: M.D. of Willow Creek No. 26, Ian Sundquist, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - Calgary, AB Environment & Parks - K. Murphy, AB Transportation, AER, NAV Canada, Transport Canada

Adjacent Landowners: Town of Claresholm, JR Industries Ltd c/o Ulla Meredith, Hydra Pharmaceuticals Inc., Lazy T Farms Ltd., Duane & Terryl Woodward, Environmental Rescue Equipment C/O Agriculture Financial Services

Planning Advisor: Mike Burla 

The Oldman River Regional Services Commission (ORRSC) is in receipt of the following subdivision application which is being processed on behalf of the M.D. of Willow Creek No. 26. This letter serves as the formal notice that the submitted application has been determined to be complete for the purpose of processing.

In accordance with the Subdivision and Development Regulation, if you wish to make comments respecting the proposed subdivision, please submit them via email or mail no later than **February 10, 2020**. (Please quote our File No. 2020-0-011 in any correspondence with this office).

File No.: 2020-0-011

Legal Description: Lots 1-4, Block 10, Plan 7910032 and Lot 1, Block 11, Plan 7910032 within SW1/4 21-12-27-W4M

Municipality: M.D. of Willow Creek No. 26

Land Designation: Claresholm Industrial Area - CIA
(Zoning)

Existing Use: Industrial

Proposed Use: Industrial

of Lots Created: 8

Certificate of Titles: 791 002 677 AA, 791 002 677 AB, 791 002 677 X, 791 002 677 Y, 791 002 677 Z

Meeting Date: **March 11, 2020** *Note that meeting dates are subject to change. It is advisable to contact the M.D. of Willow Creek No. 26 three (3) days prior to the meeting for times and to confirm that this application is on the agenda.*

If you wish to make a presentation at the subdivision authority meeting, please notify the M.D. of Willow Creek No. 26 Municipal Administrator at your earliest convenience.

Planner's Preliminary Comments:

This proposal would subdivide 5 existing parcels to create 8 new lots ranging in size from 1.0 to 3.48 acres for industrial use. The Town of Claresholm has sold these parcels to a private individual who wishes to re-configure the lots into more saleable titles.

These lots were originally subdivided in 1979 into their present configuration. Municipal reserve was provided as a combination of money and land and is therefore, not required in this instance. As the parcel sizes meet or exceed the 1.0 acre minimum parcel size, a recommendation for approval is warranted subject to standard planning conditions.

The Subdivision Authority is requested to consider the following when rendering decision on this application:

1. Payment of any outstanding property taxes to the M.D. of Willow Creek No. 26.
2. Provision of a development agreement with the M.D. of Willow Creek No. 26.
3. Pertinent comments and information provided by adjacent landowners and by referral agencies.

RESERVE:

Municipal Reserve is not applicable as it was previously satisfied in 1979 (1977-0-102).

Submissions received become part of the subdivision file which is available to the applicant and will be considered by the subdivision authority at a public meeting.



FOR OFFICE USE ONLY	
Zoning (as classified under the Land Use Bylaw):	
Fee Submitted: \$3020.00	File No: 2020-0-011
APPLICATION SUBMISSION	
Date of Receipt: January 14, 2020	Received By: <i>[Signature]</i>
Date Deemed Complete: January 15, 2020	Accepted By: <i>[Signature]</i>

APPLICATION FOR SUBDIVISION RURAL MUNICIPALITY

1. CONTACT INFORMATION

Name of Registered Owner of Land to be Subdivided: Frank Klaassen

Mailing Address: 300-160 Quarry Park Blvd SE City/Town: Calgary

Postal Code: T2C 3G3 Telephone: 403-891-9095 Cell: _____

Email: frank@structuralprecast.com Preferred Method of Correspondence: Email Mail

Name of Agent (Person Authorized to act on behalf of Registered Owner): Michael Thompson

Mailing Address: 200-410 Stafford Drive S Lethbridge City/Town: Lethbridge

Postal Code: T1J 2L2 Telephone: 403-381-1320 Cell: _____

Email: info@htlandsurveys.ca Preferred Method of Correspondence: Email Mail

Name of Surveyor: Halma Thompson Land Surveys Ltd.

Mailing Address: 200-410 Stafford Drive S Lethbridge City/Town: Lethbridge

Postal Code: T1J 2L2 Telephone: 403-381-1320 Cell: _____

Email: _____ Preferred Method of Correspondence: Email Mail

2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

- All/part of the SW ¼ Section 21 Township 12 Range 27 West of 4 Meridian (e.g. SE¼ 36-1-36-W4M)
- Being all/part of: Lot/Unit 1-4; 1 Block 10; 11 Plan 7910032
- Total area of existing parcel of land (to be subdivided) is: 6.124 hectares 15.14 acres
- Total number of lots to be created: 8 Size of Lot(s): 6.124
- Rural Address (if applicable): _____
- Certificate of Title No.(s): 791002677AA, 791002677AB, 791002677X, 791002677Y, 791002677Z

3. LOCATION OF LAND TO BE SUBDIVIDED

- The land is located in the municipality of Municipal Distrit of Willow Creek
- Is the land situated immediately adjacent to the municipal boundary? Yes No
If "yes", the adjoining municipality is _____
- Is the land situated within 1.6 kilometres (1 mile) of the right-of-way of a highway? Yes No
If "yes" the highway is No. 520
- Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a canal or drainage ditch? Yes No
If "yes", state its name _____
- Is the proposed parcel within 1.5 kilometres (0.93 miles) of a sour gas facility? Unknown Yes No

4. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

- a. Existing use of the land farmland
- b. Proposed use of the land industrial/airport lots

5. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) flat
- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.) farmland
- c. Describe the kind of soil on the land (sandy, loam, clay, etc.) clay
- d. Is this a vacant parcel (void of any buildings or structures)? Yes No
If "no", describe all buildings and any structures on the land. Indicate whether any are to be demolished or moved.
- e. Is there a Confined Feeding Operation on the land or within 1.6 kilometres (1 mile) of the land being subdivided? Yes No
- f. Are there any active oil or gas wells or pipelines on the land? Yes No
- g. Are there any abandoned oil or gas wells or pipelines on the land? Yes No

6. WATER SERVICES

- a. Describe existing source of potable water none
- b. Describe proposed source of potable water municipal

7. SEWER SERVICES

- a. Describe existing sewage disposal: Type none Year Installed _____
- b. Describe proposed sewage disposal: Type municipal

8. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF

I Michael Thompson hereby certify that

- I am the registered owner
- I am authorized to act on behalf of the register owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval.

Signed: Thompson, Michael Digitally signed by Thompson, Michael
Date: 2020.01.14 09:59:14 -07'00' Date: _____

9. RIGHT OF ENTRY

I, Michael Thompson, as authorized agent do / do not (please check one) authorize representatives of the Oldman River Regional Service Commission or the municipality to enter my land for the purpose of conducting a site inspection and evaluation in connection with my application for subdivision. This right is granted pursuant to Section 653(2) of the Municipal Government Act

Thompson, Michael Digitally signed by Thompson, Michael
Date: 2020.01.14 09:59:25 -07'00'

Signature of Registered Owner(s)

Personal information collected on this form is collected in accordance with Section 653 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the information being collected, contact the Oldman River Regional Services Commission FOIP Coordinator at 403-329-1344.



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0017 304 767 7910032;10;4 791 002 677 AA.

LEGAL DESCRIPTION
PLAN 7910032
BLOCK 10
LOT 4
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
791 002 677	08/01/1979		\$75	

OWNERS

THE TOWN OF CLARESHOLM.
OF CLARESHOLM
ALBERTA T0L 0T0

ENCUMBRANCES, LIENS & INTERESTS

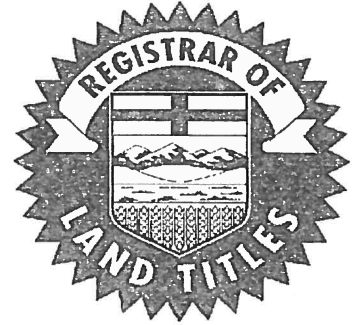
REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
5181JM	04/01/1966	CAVEAT RE : EASEMENT CAVEATOR - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. (DATA UPDATED BY: 931065858)

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 13 DAY OF
JANUARY, 2020 AT 04:11 P.M.

ORDER NUMBER: 38635594

CUSTOMER FILE NUMBER: H41919



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S
 LINC SHORT LEGAL TITLE NUMBER
 0015 224 132 7910032;10;1 791 002 677 X .

LEGAL DESCRIPTION
 PLAN 7910032
 BLOCK 10
 LOT 1
 EXCEPTING THEREOUT ALL MINES AND MINERALS
 AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE
 ATS REFERENCE: 4;27;12;16;NW
 ATS REFERENCE: 4;27;12;21;S

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
791 002 677	08/01/1979		\$75	

OWNERS
 THE TOWN OF CLARESHOLM.
 OF CLARESHOLM
 ALBERTA T0L 0T0

ENCUMBRANCES, LIENS & INTERESTS

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5181JM .	04/01/1966	CAVEAT RE : EASEMENT CAVEATOR - CANADIAN WESTERN NATURAL GAS COMPANY LIMITED. (DATA UPDATED BY: 931065858)

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OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0015 226 145 7910032;10;3 791 002 677 Z .

LEGAL DESCRIPTION
PLAN 7910032
BLOCK 10
LOT 3
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;27;12;16;NW
ATS REFERENCE: 4;27;12;21;S

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
791 002 677	08/01/1979		\$75	

OWNERS

THE TOWN OF CLARESHOLM.
OF CLARESHOLM
ALBERTA T0L 0T0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS

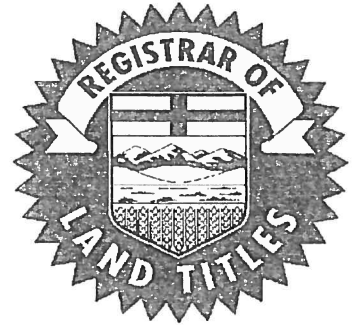
NO REGISTRATIONS

TOTAL INSTRUMENTS: 000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
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TITLE REPRESENTED HEREIN THIS 13 DAY OF
JANUARY, 2020 AT 04:11 P.M.

ORDER NUMBER: 38635594

CUSTOMER FILE NUMBER: H41919



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OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0015 224 140 7910032;10;2 791 002 677 Y .

LEGAL DESCRIPTION
PLAN 7910032
BLOCK 10
LOT 2
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;27;12;16;NW
ATS REFERENCE: 4;27;12;21;S

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REGISTERED OWNER(S)
REGISTRATION DATE (DMY) DOCUMENT TYPE VALUE CONSIDERATION

791 002 677 08/01/1979 \$75

OWNERS

THE TOWN OF CLARESHOLM.
OF CLARESHOLM
ALBERTA T0L 0T0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

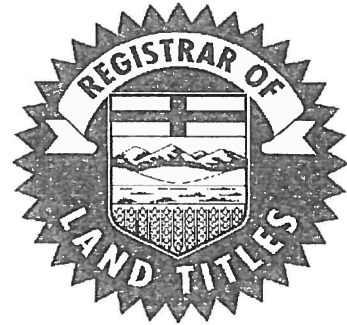
5181JM 04/01/1966 CAVEAT
RE : EASEMENT
CAVEATOR - CANADIAN WESTERN NATURAL GAS COMPANY
LIMITED.
(DATA UPDATED BY: 931065858)

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
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LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0015 228 307 7910032;11;1 791 002 677 AB.

LEGAL DESCRIPTION
PLAN 7910032
BLOCK 11
LOT 1
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;27;12;16;NW
ATS REFERENCE: 4;27;12;21;S

MUNICIPALITY: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
791 002 677	08/01/1979		\$75	

OWNERS

THE TOWN OF CLARESHOLM.
OF CLARESHOLM
ALBERTA T0L 0T0

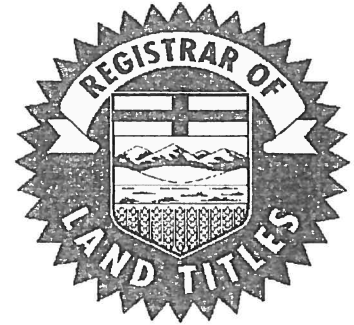
ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
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TOTAL INSTRUMENTS: 001

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JANUARY, 2020 AT 04:11 P.M.

ORDER NUMBER: 38635594

CUSTOMER FILE NUMBER: H41919

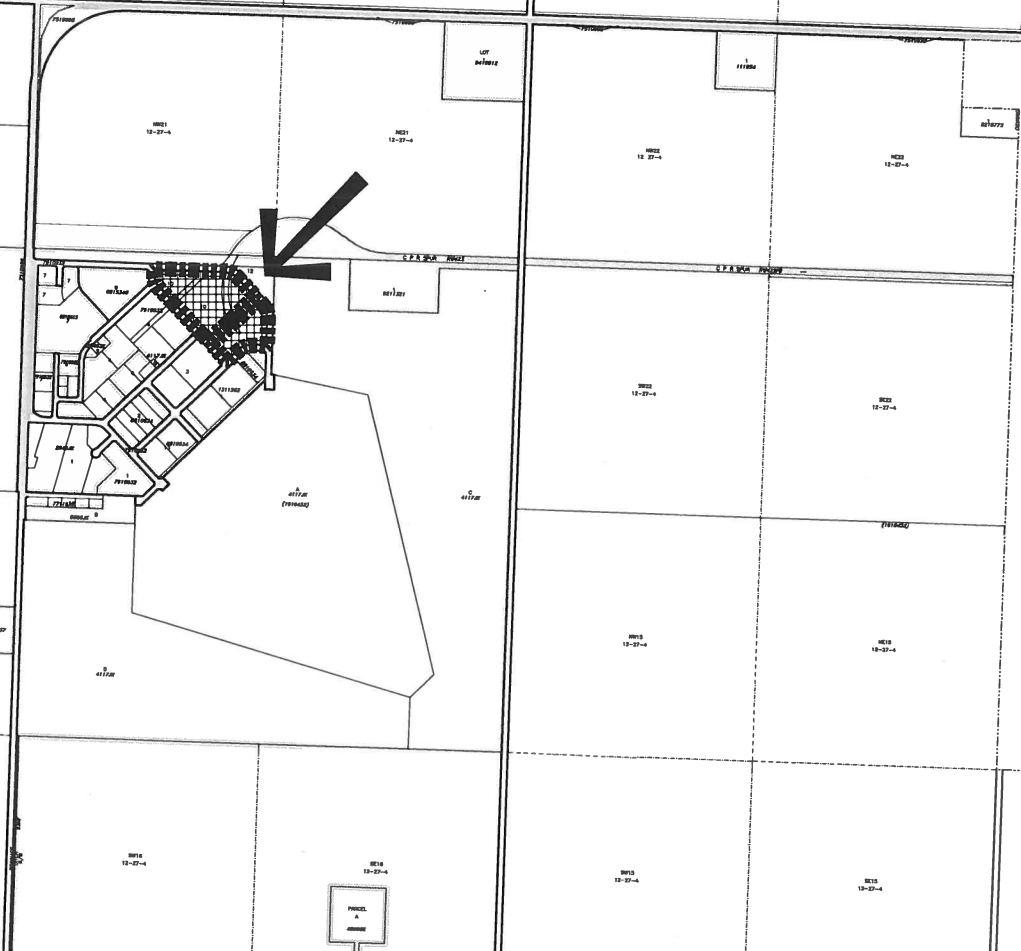


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OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

TOWN OF
CLARESHOLM



SUBDIVISION LOCATION SKETCH
LOT 1, BLOCK 11, & LOT 1,2,3 & 4 BLOCK 10 OF PLAN 7910032
WITHIN SW 1/4 SEC 21, TWP 12, RGE 27, W 4 M
MUNICIPALITY: M.D. OF WILLOW CREEK NO. 26
DATE: JANUARY 15, 2020
FILE No: 2020-0-011

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 198 AVENUE NORTH LETHBRIDGE, AB T1Y 5E9
NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



NW21 12-27-4

RW423 C P R SPUR
SEWER LINE R/W

(1310633)

LANCASTER DR

12

10¹

ROYCE DR

LANCASTER DR

7910032

10²

4

3

LINCOLN DR

UTILITY R/W
(7910033)

111

(7910033)
UTILITY R/W

C
4117JK

4117JK

ROYCE DR

CESSNA DR

8

TIGERMOTH CRES

(7910033)
UTILITY R/W

8810634

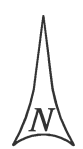
1311562

TIGERMOTH CRES

SUBDIVISION SKETCH - EXISTING
LOT 1, BLOCK 11, & LOT 1,2,3 & 4 BLOCK 10 OF PLAN 7910032
WITHIN SW 1/4 SEC 21, TWP 12, RGE 27, W 4 M
M.D. MUNICIPALITY: OF WILLOW CREEK NO. 26
DATE: JANUARY 15, 2020
FILE No: 2020-0-011



0 Metres 50 100 150 200
January 16, 2020 N:\Subdivision\2020\2020-0-011.dwg



NW21 12-27-4

RW423 C P R SPUR
SEWER LINE R/W

(1310633)

LANCASTER DR

12

PROPOSED
LOT 5
BLOCK 10
0.96±ha.
(2.38±ac.)

PROPOSED
LOT 6
BLOCK 10
1.41±ha.
(3.48±ac.)

PROPOSED
LOT 7
BLOCK 10
0.86±ha.
(2.13±ac.)

PROPOSED
LOT 8
BLOCK 10
1.15±ha.
(2.84±ac.)

PROPOSED
LOT 11
BLOCK 11
0.52±ha.
(1.29±ac.)

7910032

ROYCE DR

LANCASTER DR

(7910033)

UTILITY R/W

4117JK

C
4117JK

TIGERMOTH CRES

ROYCE DR

1311562

CESSNA DR

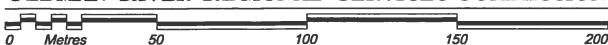
8810634

SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Halma Thompson Land Surveys Ltd. file no. H41919T
LOT 1, BLOCK 11, & LOT 1,2,3 & 4 BLOCK 10 OF PLAN 7910032
WITHIN SW 1/4 SEC 21, TWP 12, RGE 27, W 4 M
M.D. MUNICIPALITY: OF WILLOW CREEK NO. 26
DATE: JANUARY 15, 2020
FILE No: 2020-0-011



OLDMAN RIVER REGIONAL SERVICES COMMISSION



January 16, 2020 N:\Subdivision\2020\2020-0-011.dwg





SUBDIVISION SKETCH - PROPOSED

See tentative plan of subdivision by Halma Thompson Land Surveys Ltd. file no. H41919T
 LOT 1, BLOCK 11, & LOT 1,2,3 & 4 BLOCK 10 OF PLAN 7910032
 WITHIN SW 1/4 SEC 21, TWP 12, RGE 27, W 4 M
 M.D. MUNICIPALITY: OF WILLOW CREEK NO. 26
 DATE: JANUARY 15, 2020
 FILE No: 2020-0-011

SUBDIVISION AUTHORITY
 OLDMAN RIVER REGIONAL
 SERVICES COMMISSION

CLIENT:
 FRANK KLASSEN
 SUITE 300
 160 QUARRY PARK BLVD SE
 CALGARY, AB
 T2C 3G3

DESCRIPTION OF PROPERTY:
 ATS DESCRIPTION: SW 1/4 SEC 21, TWP 12, RGE 27, W 4th MER
 C of T 791 002 677 AA, 791 002 677 AB, 791 002 677 X,
 791 002 677 Y, 791 002 677 Z

REGISTERED OWNERS: TOWN OF CLARESHOLM

ABBREVIATIONS:

CA	Central Angle of Curve	MA	Mark
D	Diameter	MB	2 metre standard Alberta Survey Marker Post
A	Arc	MR	Municipal Reserve
ACM	Alberta Survey Control Marker	N.E.S.W.	North, East, South, West
A/R	Access Road	NAD	North American Datum
C of T	Certificate of Title	PI	4 Pits
ckm	Check Measured	PIH	4 Road Pits
cs	Countersunk	PI	Pit
CSRS	Canadian Spatial Reference System	PJL	Pipeline
FOP	Fence Corner Post	R	Radius
Fd	Found	RI	Road Bearing
ha	Hectares	R/W	Right of Way
I	Statutory Iron Post	Re-st	Re-established
km	Kilometre	Rest	Restored
LSD	Legal Subdivision	RGE	Range
m	Metre	SEC	Section
M	Mounted	TWP	Township
MER	Meridian	URW	Utility Right-of-Way
		UTM	Universal Transverse Mercator



FILE:

CLIENT:

DESCRIPTION OF PROPERTY:

ABBREVIATIONS:

LEGEND:

- Alberta Survey Control Marker
- Statutory iron post found
- Statutory iron post placed, marked P254
- ☒ Utility box
- ☒ Fire Hydrant
- ☒ Water Valve
- ☒ Power Pole
- ☒ Guy Wire

RP Georeferenced Point

- Distances are ground and are in metres and decimals thereof, and are between survey monuments unless otherwise shown.
- Bearings are grid (UTM NAD83), derived from GNSS observations, and are referred to the meridian through 11th West Longitude.
- Lots dealt with by this plan are bounded thus \square and contain 6.124 ha.

NOTES:

- The georeferenced point is a found statutory iron post, UTM NAD83 (ORIGINAL) Coordinate: 5043,06665 N, 381263.38 E.
- A combined factor of 0.999981 was used to scale ground distances to the projected plane.
- Field survey was completed between the dates of December 11, 2019 and December 12, 2019.

THE EXISTENCE OR LOCATION OF ALL UTILITIES AS SHOWN ON OR OMITTED FROM THIS PLAN MAY BE BASED ON INFORMATION RECEIVED FROM THE RESPECTIVE AUTHORITIES AND ARE NOT GUARANTEED BY THE LAND SURVEYOR. NO RESPONSIBILITY IS IMPLIED OR ASSUMED BY THE LAND SURVEYOR AS TO THE LOCATION OR ANY OMISSIONS. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EXISTENCE AND LOCATION OF ALL SUCH UTILITIES AND MUST CONTACT THE VARIOUS UTILITY COMPANIES FOR ON SITE INFORMATION PRIOR TO COMMENCEMENT OF ANY OPERATIONS.

0	2020-01-13	ORIGINAL SUBMISSION	D.L.	M.T.
ISSUE	DATE	REVISION	CAD	CHK

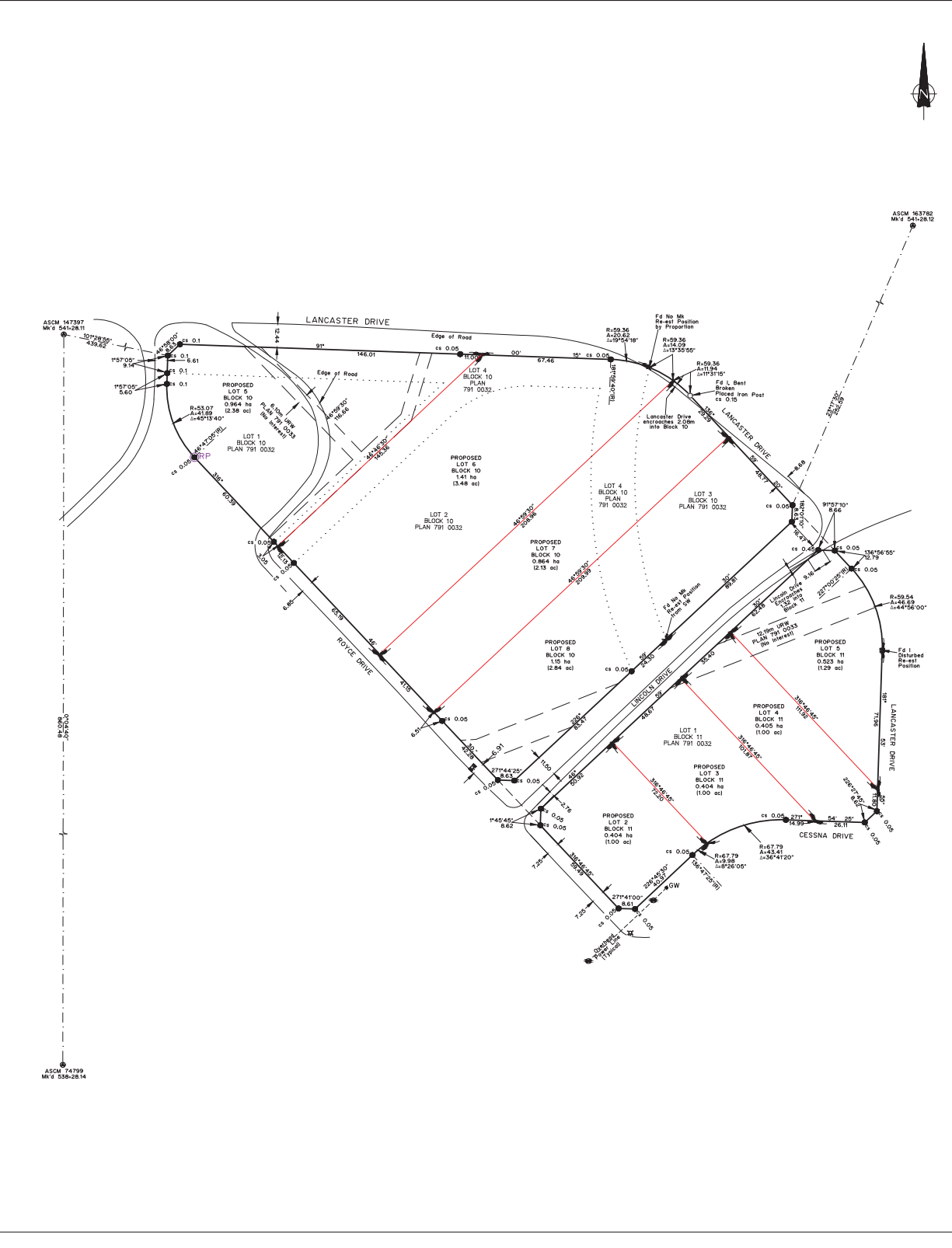
FRANK KLASSEN

TENTATIVE PLAN
 SHOWING PROPOSED SUBDIVISION OF
 LOTS 1 THROUGH 4 INCLUSIVE,
 BLOCK 10, PLAN 791 0032
 AND
 LOT 1, BLOCK 11, PLAN 791 0032
 (SW 1/4 SEC 21-12-27-4)

MUNICIPAL DISTRICT OF WILLOW CREEK No. 26 ALBERTA
 SUBJECT TO APPROVAL OF THE LOCAL APPROVING AUTHORITY

SCALE 1:1000

	200-410 Stafford Drive S Lethbridge AB, T1J 2G2 Phone (403) 381-1320 Fax (403) 381-1366	JOB H41919 DRAWING H41919T
--	--	-------------------------------



Alberta Community Partnership – IC Council Resolution

- 1) Be it resolved that we authorize the _____
(Name of Municipality)
- to participate in an application for the **2020 Oldman River Region GIS Enhancement Project** submitted by the **Town of Coaldale** under the ***Intermunicipal Collaboration*** component ***Alberta Community Partnership Grant***, further
- 2) That the _____ , a participant, agrees to
(Name of Municipality)
- abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

Chief Elected Official or
Duly Authorized Signing Officer

Date



REQUEST FOR DECISION

Meeting: January 27, 2020
Agenda Item: 7

Emergency Management Preparedness Program (EMPP) - Grant

BACKGROUND / DESCRIPTION:

The Alberta Emergency Management Agency has announced that the 2019/20 Emergency Management Preparedness Program (EMPP) has been approved. The goal of the program is to assist Municipalities, Métis settlements or Inter-municipal partnerships to enhance the emergency management capacity of communities. The result is an increased number of trained emergency management practitioners with stronger local capabilities.

There will be a total of \$150,000 in grant funding available to support the delivery of large-scale regional projects to a maximum of \$25,000 each. The expectation is that 6 to 10 large-scale projects will be approved.

The Municipal District of Willow Creek #26 (M.D.) is taking the lead on the project that will consist of regional exercises, led by the M.D. with an expected six partnering communities. The project starts with drills, training opportunities and table top exercises which all lead to a fully functional exercise in September of 2021. The functional exercise will incorporate Municipal/Regional Emergency Social Services activities, industry partners, local/regional staff from the Government of Alberta, beyond AEMA such as Alberta Wildfire, Alberta Transportation, Alberta Environmental Support and the Alberta Emergency Response Team (ASERT).

The project will begin in April of 2020 and conclude in November of 2021. The six communities that will be asked to partner on this project are the M.D. of Willow Creek #26, Nanton, Stavely, Claresholm, Fort Macleod and the M.D. of Ranchlands #66. Each community becoming a part of the project will be required to commit two thousand dollars (\$2000.00) towards a collaborative budget (managed by the M.D.) and dedicate staff time for drills, training, table top disasters and the main two (2) day fully functional exercise.

The project will truly create collaboration and testing of our local and regional emergency plans.

PROPOSED RESOLUTIONS:

Administration requires a motion from Council to support the grant application and project, as well as the financial commitment of \$2,000.00 for this two-year project.

RECOMMENDED ACTION:

Moved by Councillor _____ to write a letter of support for the grant application and project and to financially support the project in the amount of \$2,000.00 (two thousand dollars).

ATTACHMENTS:

1.) N/A

APPLICABLE LEGISLATION:

1.) N/A

PREPARED BY: Jason Hemmaway, Director of Emergency Management

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: January 22, 2020



Claresholm

REQUEST FOR DECISION

Meeting: January 27, 2020
Agenda Item: 8

DRAFT STRATEGIC PLAN 2020-2022

DESCRIPTION:

Administration requires a motion of Council in order to approve the Draft Strategic Plan for 2020-2022 as presented.

BACKGROUND:

After meeting with full Council and the Chief Administrative Officer on October 18, 2019, a Draft Strategic Plan has been created with the assistance of a consultant. If Council is comfortable with the Draft Plan, then a motion would need to be made in order to adopt this Plan going forward.

RECOMMENDED ACTION:

Council pass a motion to approve the Draft Strategic Plan as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the Town of Claresholm Strategic Plan 2020-2022 as presented.

Attachments:

Town of Claresholm Draft Strategic Plan 2020-2022.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 23, 2020

Town of Claresholm

Strategic Plan

2020-2022





Town of Claresholm Strategic Plan



Centennial Park

Vision

A thriving community offering quality family living that encourages economic prosperity through innovative and progressive thinking.





Bridges at Claresholm Golf Course

Core Values

The Town of Claresholm's core values:

- Community Pride
- Healthy, Active Living
- Diversity
- Stability
- Security

Claresholm Spray Park



Twenty Years In The Future

Through a discussion at the Planning Session, the Town of Claresholm identified what it wants to be known for in twenty years:

- Rooted and collaborative relationships with the farming and ranching community.
- A place to stop and visit – a beautiful destination
- A great place to live – a safe, secure place to live
- Agriculture service center
- Affordable family housing
- Friendly town – welcoming
- Health care facilities
- Major service center between Calgary and Lethbridge
- Transportation hub/gateway to southern Alberta
- Gateway to recreation and tourism in the Porcupine Hills
- Organic and farm to table food
- A vibrant business and industrial community
- Accessible post-secondary education

The same planning session identified that the Town of Claresholm will have the following in twenty years:

- Multi-use community facility
- Fiber optic networking
- Vibrant downtown
- Boutique spa
- Walking paths, hiking, biking trails
- A high-way by-pass
- A population of over 5,000
- Theatre/arts and culture center
- Truck stops with services
- Agriculture support services, education, distribution
- Drive in theatre/community theatre
- A vibrant arts community





Strategic Assessment

The strategic assessment reviewed with the members of Council.

The Town of Claresholm has many **ASSETS**:

- **Major Medical/Seniors facilities:**
 - Claresholm Health Unit
 - Mental Health Clinic
 - General Hospital
 - Clinic
 - Claresholm Centre for Mental Health and Addictions
 - Willow Creek Continuing Care Centre
 - David Landers Centre (AADAC)
 - Porcupine Hills Lodge
 - Cottonwood Village
 - Auxiliary Hospital for Seniors
 - Parkside Manor
 - Heritage House
- **Recreation Facilities**
 - Bridges of Claresholm 18-hole championship golf course
 - Indoor swimming pool (with a unique partnership with Alberta Health Services)
 - Claresholm Community Centre
 - Agriplex
 - Four-sheet curling rink
 - Ice Arena
 - Skateboard Park
 - Campground
 - Four-diamond ball complex
 - Playgrounds
 - Seniors' Drop-In Centre
 - Drifting Track
 - Outdoor Fitness Park
 - Indoor Gun Range
 - Spray Park
- **Education Facilities**
 - West Meadow Elementary School
 - Willow Creek Composite High School
 - Chinook Educational Consortium
 - Willow Creek Community Adult Learning Society
- **Historical/Cultural Facilities**
 - Churches
 - Public Library





- Claresholm Museum/Tourist Information Centre
- Claresholm Industrial Airport – Harvard Memorial
- **Service Clubs**
Service clubs listing can be found at:
<http://www.claresholm.ca/residents/community-services/community-organizations-clubs#sub>
- **Business**
 - Claresholm District Chamber of Commerce
 - Diverse retail and service community
 - Varied industrial business community
- **Safety & Security**
 - Fire Protection – Volunteer Fire Department
 - Royal Canadian Mounted Police
 - Ambulance Services (Fire/EMS/Rescue Service)
 - 911 Service
- **Town Services**
 - Recycling
 - Garbage
 - Sewer
 - Regional Water Treatment Plant
 - Animal shelter
 - Maintenance (road, snow, landscaping)



Claresholm
Public Library





Key Accomplishments

At current Council's beginning of term, members noted many items that required action. At the planning session in October 2019, many action items were identified as either being complete or substantially complete:

- Complete planning (Operations, Capital, Intermunicipal Development, Intermunicipal Collaboration, and Industrial Plans) – Plans are 75% complete
- Plan for the bypass - Completed
- Enhance Community Centre – Ongoing and will continue
- Pursue completion of the Multi-Use Facility – Underway and to be completed June 30, 2021
- Complete the stormwater infrastructure – Phase I is 99% completed and grants continue to be applied for in order to continue this initiative.
- Continue to focus on development processes – Good progress, and will be an ongoing focus.
- Support the Economic Development Committee – Good progress, and will be ongoing focus.
- Develop a strategy to deal with landowners that may be a challenge to development and business attraction/retention – Continues to be a focal point.
- Revitalize downtown and highway corridor – Good progress and will continue.
- Investigate opportunities for various types of housing and develop residential land resulting in diverse housing – Continuing priority.
- Develop light industrial (Annex) – Area structure plan has been completed; need to work with landowners to enable development.
- Explore opportunities for regional collaboration – Regional collaboration where possible is occurring (e.g. SouthGrow Regional Initiative, Intermunicipal Collaboration Framework; Fire Services; through Economic Development Committee).
- Ensure ongoing public participation – Public participation and engagement has increased with Open Houses, education pieces, meetings as appropriate.
- Continue to review and update Administration and Council Policies – Much progress has been made in this area and work will continue to ensure relevance of policies.
- Address legislative changes in a timely fashion – Ongoing.
- Build relationships with all levels of government and look for opportunities to collaborate – Good relationships have been developed with the MD and provincial government. This will continue.
- Strengthen relationships with stakeholder organizations such as the Chamber of Commerce – Relationships have been strengthened and will continue to be built and maintained, including with service clubs.
- Continue to enhance relationships with AHS and other service providers – This will continue to be something that effort is devoted to.
- Enforce traffic bylaws and improve traffic enforcement – Town has hired a full-time Community Peace Officer 1.
- Continue to improve parks – The downtown park has been developed; approximately 5 km of pathways and wetlands have been developed. Planning underway for Amundsen Park redesign.
- Support the arts community – Progress has been made in this area and will be an ongoing area of effort.
- Internal operations – Operations have been strengthened considerably and provides the Town with a good foundation.





- Good governance – Stakeholder consultations have taken place as appropriate, meeting protocols and procedures have been developed, Council Code of Conduct has been developed and implemented and public engagement and media protocols have been put in place. These measures as well as Council's ability to work as a team, focused on agreed upon priorities, has resulted in strong governance.

Key Task Items

Following a review of the accomplishments, Council discussed items that require attention over the next three years:

- Continue planning as required. (Operations, Capital, Intermunicipal Development, Intermunicipal Collaboration, and Industrial Plans)
- Continue to enhance Community Centre
- Ensure completion of the Multi-Use Facility on time
- Continue to improve the stormwater infrastructure
- Continue to focus on development processes
- Continue to support the Economic Development Committee
- Continue to work with landowners that may be a challenge to development and business attraction/retention.
- Continue to revitalize downtown and highway corridor
- Develop residential land resulting in diverse housing
- Investigate opportunities for various types of housing, including working with existing land developers.
- Develop Light Industrial, including Starline Industrial Park
- Continue to explore opportunities for regional collaboration
- Continue ongoing public participation
- Continue to review and update Administration and Council Policies
- Address legislative changes in a timely fashion
- Build relationships with all levels of government and look for opportunities to collaborate
- Continue to strengthen relationships with stakeholder organizations, including service clubs, Chamber of Commerce, etc.
- Continue to enhance relationships with AHS and other service providers
- Enforce traffic bylaws and improve traffic enforcement
- Continue to improve parks
- Support the arts community

During the planning session, Council discussed the growth taking place in the Town as a result of:

- The Rural and Northern Immigration Pilot– Out of 11 rural centers across Canada, the Town of Claresholm is the only center in Alberta chosen for the pilot. About 58 existing jobs have been identified that need to be filled through this program, resulting in new families wishing to locate in Claresholm.
- New Manufacturing Opportunities – In addition to the expansion of the existing Cannabis operation, two to three additional operations may locate in the Town. Further, a fertilizer plant will locate at the airport. These opportunities are estimated to result in about 100 jobs.

The growth will result in a shortage of housing in town and Council has deemed it a priority to devote effort and resources to rectify this problem.





Goals

The following are the Town of Claresholm's goals for the next three and a half years:



Council, in developing these goals, will facilitate and provide leadership for change to achieve the vision for the Town of Claresholm.





Summary of Focused Priorities

Council members discussed all of the tasks above and developed a list of focused priorities over the next three years that will be critical success factors for the Town. These are listed below in no particular order:

- Starline Business Park development
- Housing Development
- Relationships with neighboring communities
- Continue to support the Economic Development Committee
- Maintain the Town infrastructure
- Continue education and engagement of community
- Completion of the multi-use building
- Continue to vitalize the Town through parks, pathways, events and activities

DRAFT





Strategies

1. **Policy and Planning for Responsible, Sustainable Growth**

- a. Revise Three-Year Operations Plan and Five-Year Capital Plan
- b. Enhance Community Center
- c. Complete the Multi-Use Facility
 - i. Tender project 2020
 - ii. Begin construction 2020
 - iii. Complete construction 2021
- d. Complete the Intermunicipal Development Plan (IDP)
 - i. April 1, 2020 deadline
- e. Complete the Intermunicipal Collaboration Framework (ICF)
 - i. April 1, 2020 deadline
- f. Continue with Improvements to the Stormwater Infrastructure
 - i. Apply for grant funding for Phase 2 and beyond
- g. Continue to Focus on Development Processes
 - i. Continue with Landuse Bylaw updates as necessary
 - ii. Update Signage Schedule of Landuse Bylaw
 - iii. Develop Off-site Levy Bylaw
 - iv. Continue review of processes
 - v. Complete Infrastructure Master Plan
 - vi. GIS updates
- i. Investigate/Review Bylaws/Planning Documents to Encourage Residential Development
 - i. Review Land Use Bylaw and Planning documents
 - ii. Investigate incentive opportunities
 - iii. Complete a Housing Needs Assessment

2. **Economic and Community Development to Revitalize Claresholm**

- a. Support the Economic Development Committee
 - i. Update 3 year Economic Development Business Plan
- b. Strategy for Challenging Land Owners
- c. Revitalize Downtown and Highway Corridor





- i. Develop/Review policies pertaining to unsightly premises and vacant lands and buildings in retail, commercial and industrial areas.
 - ii. Address revitalization in 3 year Economic Development Business Plan
 - iii. Finish/paint entrance signs
- d. Develop Residential Land Resulting in Diverse Housing
- i. Continue to work with landowners to identify opportunities
- e. Develop Light Industrial Starline Business Park
- i. Work with landowners to develop land
- 3. Sound, Responsible Governance and Strengthen Internal Operations**
- a. Ensure Ongoing Public Participation
 - i. Continue with quarterly Open Houses
 - b. Continue to Review and Update Administration and Council Policies
 - c. Address Legislative Changes in a Timely Fashion
 - d. Succession Planning for the CAO
- 4. Improve and Expand Partnerships, Collaborations, Relationships**
- a. Build Relationships with all Levels of Government, including Municipal Partners in the Region, and Look for Opportunities to Collaborate
 - b. Continue to Strengthen Relationships with Stakeholder Organizations, Including the Chamber of Commerce and Service Clubs Among Other Organizations
 - c. Continue to Enhance Relationships with AHS and Other Service Providers
 - d. Develop Relationships with Land Developers In Order to Progress on Residential Development
- 5. Livable Community for a Vibrant, Healthy Quality of Life**
- a. Investigate Opportunities for Various Types of Housing
 - b. Continue Enforcement of Traffic and Policing through Peace Officer Program
 - c. Improvement of Parks
 - i. Amundsen Park 2020/2021/2022
 - ii. Tennis Courts 2020
 - iii. Work with Dog Park Committee to create design and identify funding options
 - iv. Extend pathway system 2021
 - d. Support the Arts Community





e. Develop and Implement Strategy for Residential Development

f. Continue to Encourage Events and Activities That Vitalize the Community



Ringrose Park



Canada Day Celebrations Amundsen Park





REQUEST FOR DECISION

Meeting: January 27, 2020
Agenda Item: 9

Fire Chief Appointment

BACKGROUND / DESCRIPTION:

Council made a motion (#19-199) at the December 9th, 2019 council meeting to appoint Craig White to interim Fire Chief, on a part time basis, after the resignation of Sean Kelly.

After establishing the hiring committee, as per Section 7.1 of Bylaw# 1662, the Fire Services Bylaw, the hiring processes was carried out. The committee consisted of Marian Carlson, C.A.O., Capt Neil Schuler, Fire Department representative, and Lisa Chilton, Human Resources. There were twenty-six candidates who applied and six interviews carried out.

At the conclusion of the hiring process, it was deemed that Craig White, would be offered the full-time position as Fire Chief for the Town of Claresholm. Craig has accepted the position with a start date of February 10th, 2020.

As per section 7.2 of bylaw #1662, Town Council is required to appoint the Fire Chief.

RECOMMENDATION

It is administrations recommendation that, after following the proper hiring process, Council, by resolution, appoint Craig White as the Full-time Fire Chief for the Town of Claresholm.

ACTION:

Moved by Councillor _____ to appoint Craig White to be the Full-Time Fire Chief effective on February 10th, 2020

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: January 22, 2020



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

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

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

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

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

SECTION 1 NAME OF BYLAW

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

SECTION 2 DEFINITIONS

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

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

SECTION 3 ESTABLISHMENT OF DEPARTMENT

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

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

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

SECTION 4 JURISDICTION

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

SECTION 5 HEALTH AND SAFETY

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

SECTION 6 FIRE CHIEF

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

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

SECTION 7 FILLING A VACANCY FOR FIRE CHIEF

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

SECTION 8 MEMBERSHIP

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

SECTION 9 FILLING A VACANCY FOR VOLUNTEER FIREFIGHTER

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

SECTION 10 INCIDENT COMMANDER

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

SECTION 11 EMERGENCY MANAGEMENT

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

SECTION 12 POWERS OF MEMBERS

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

SECTION 13 POWERS OF MEMBERS IN CHARGE AT INCIDENTS

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

SECTION 14 PROPERTY IDENTIFICATION

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

SECTION 15 LIABILITY

- 15.1 The CAO, Designated Officers, Enforcement Officers and Members are not liable for loss or damage caused by anything said or done or omitted to be done in the performance or intended performance of their functions, duties or powers unless the circumstances constitute dishonesty, gross negligence or willful misconduct.

- 15.2 Any suit brought against a Member, because of an act or omission performed by the Member in the enforcement of any provision of this Bylaw, shall be defended by the Town until final determination of the proceedings. Any Member will be reimbursed or indemnified against any loss or expense which the Member may incur as a result of any inquiry relating to, or any action brought or judgment obtained arising out of the Member's duties. The Town shall not be required to pay any fines or penalties levied or imposed against any Member by reason of any conviction or charge for any violation of any statute or Bylaw.

SECTION 16 SEVERABILITY

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

SECTION 17 REPEALED

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

SECTION 18 PASSAGE OF BYLAW

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

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

READ a second time in Council this **9th** day of **September** 2019 A.D.

READ a third time in Council and finally passed this **9th** day of **September** 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO



Claresholm

REQUEST FOR DECISION

Meeting: January 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.

Suggestions for Open Houses in 2020:

1st Open House – Thursday, February 27, 2020 at the Bridges at Claresholm Golf Club. This location is available on that date. Discussions could focus on the 2020 Budget and the Multi-use Community Buildings.

2nd Open House – Thursday, May 7, 2020 at the Claresholm Seniors Drop-in Centre. This location is available on that date. Emergency Preparedness Week is May 3-9, 2020. Discussions could focus on Emergency Preparedness, Fire Services and the Intermunicipal Collaboration Framework (ICF).

PROPOSED MOTIONS:

Moved by Councillor _____ to have the first Council Open House of 2020 on Thursday, February 27, 2020 at 7:00 p.m. at the Bridges at Claresholm Golf Club with discussions to focus on the 2020 Budget and the Multi-use Community Buildings.

Moved by Councillor _____ to have the second Council Open House of 2020 on Thursday, May 7, 2020 at 7:00 p.m. at the Claresholm Seniors Drop-in Centre with discussions to focus on emergency preparedness, fire services and the Intermunicipal Collaboration Framework (ICF).

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: January 22, 2020



REQUEST FOR DECISION

Meeting: January 27, 2020
Agenda Item: 11

COMMITTEE STRUCTURE CHANGE

DESCRIPTION:

The last Organizational Meeting of Council was held on Monday, October 28, 2019. There is one proposed change to the Committee Structure at this time.

BACKGROUND:

External Boards & Committees

Chamber of Commerce – Councillor Brad Schlossberger is the current representative from Town Council on the Chamber of Commerce. Councillor Schlossberger has requested that he be removed from this committee. Councillor Mike Cutler has agreed to take his place.

PROPOSED RESOLUTION:

Moved by Councillor _____ to remove Councillor Brad Schlossberger and appoint Councillor Mike Cutler as the Town's representative on the Claresholm & District Chamber of Commerce.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: January 23, 2020



CAO REPORT

January 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](#)

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

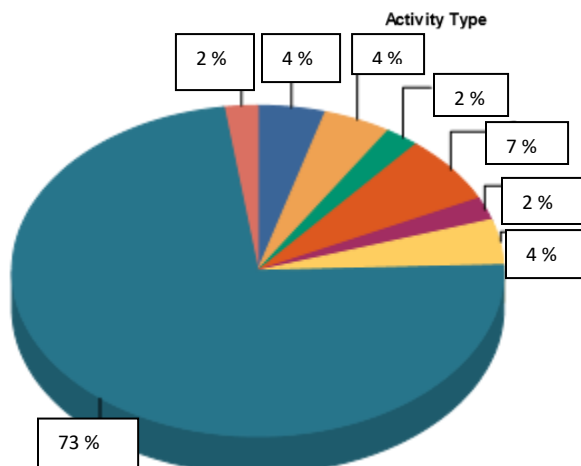
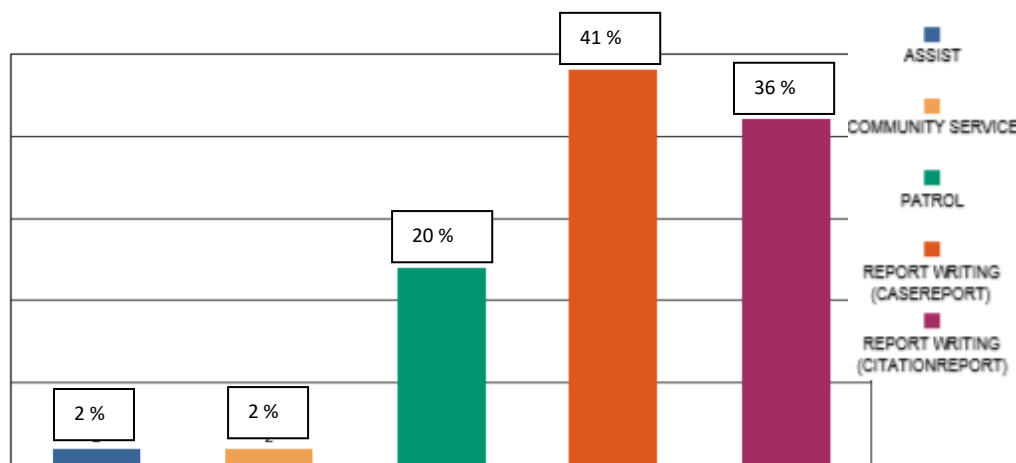


INFORMATION BRIEF

Meeting: January 27, 2020
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT December 2019 and 2019 Year Review

Community Engagement in December



Bylaw Infractions/Complaints/ Actions in December

- BYLAW : ANIMAL : CAT : CAT AT LARGE
- BYLAW : ANIMAL : DOG : BARKING DOG
- BYLAW : ANIMAL : DOG : DOG RUNNING AT LARGE
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : ABANDONED VEHICLE
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : IMPROPER PARKING OF VEHICLE OVER 9500KG
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : UNATTACHED TRAILER
- BYLAW : UNSIGHTLY + SNOW & ICE : SNOW AND ICE ON SIDEWALKS : FAIL TO REMOVE SNOW AND ICE WITHIN 24 HOURS
- BYLAW : WASTE : PROHIBITED ITEMS

December Newspaper Focus:

1. Information on 72hr parking on public roadways.
2. Dog and Business License renewal.

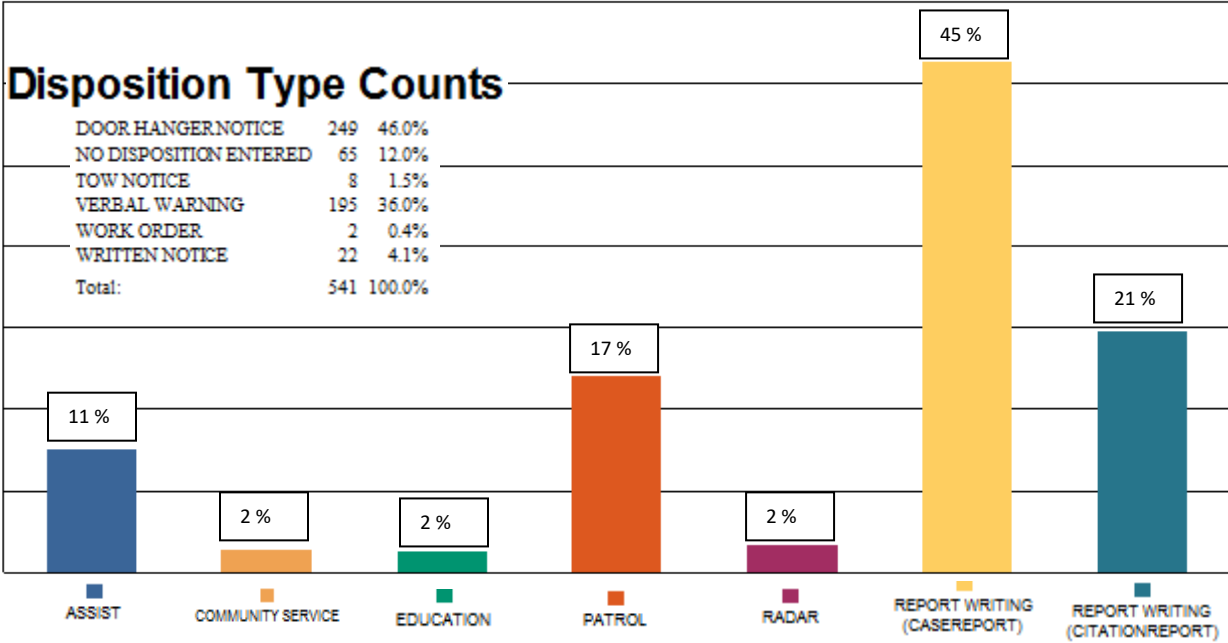
December Enforcement

Highlights:

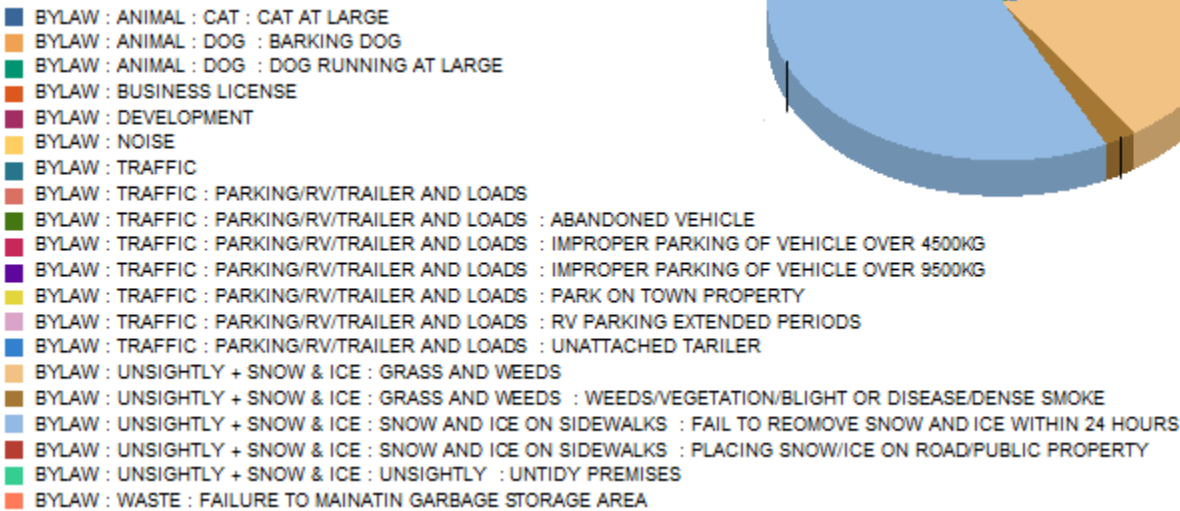
1. Candy Cane Check stops of Christmas cheer with members of SARSS and RCMP to promote community safety, specifically such things as wearing their seat belts, to not drink and drive and to please use caution when driving on the winter roads.
2. Assist RCMP with an Alberta Check stop
3. Tickets issued valued at \$943 in fines.
4. Bylaw Enforcement primarily consisted of animal complaints, notices for vehicles parked for extended periods and snow and ice notices.
5. Down Town Core patrol for the two hour angle parking limit.
6. Draft budget for 2019 finalized.

2019 Year in Review

Community Engagement in 2019



Incident breakdown for 2019



2019 Year in Review Summary

2019 saw changes to the Peace Officer/Bylaw program. With changes coming down from the Provincial government as a result of investigations and the report to the Minister of Justice and Solicitor General into the death of Rod Lazenby, there was a move from having level two Peace Officers in communities to having fully trained level one Officers in place. With that Jason Hemmaway transitioned over the water treatment plant in April as well as taking on the role of Safety Officer and DEM for the Town of Claresholm. Ryan Rasmussen was hired to fill the position for the level one Peace Officer and was sent for training at the Solicitor General Academy in Edmonton. In March the transition began, with help from Jason and all the office staff most everything moved over smoothly. Our local RCMP were very supportive and helped in any way they could for the new role of a level one Peace Officer.

Five hundred and forty one (541) file were created this year. Fifty six (56) files required work orders to permit the towns hired contractor to remedy the contravention. Thirty nine (39) Provincial tickets were handed out with a gross fine amount of \$7,735.00

2019 Highlights:

Youth educational involvement:

- In WMES, 2019 had the children go the “bike rodeo” to learn and refresh safe practices while on their bikes in the community. This event is put on with help from SARSS (Southern Alberta Road Safety Society) and the RCMP. Also the back to school safety campaign had the local CPO and RCMP go into the school and hand out educational activity books for the kids on bus and pedestrian safety. For Halloween all students at WCES received a reflective “trick-or-treat” bag and reusable glow sticks for added safety while out when it is dark.
- In WCCHS, with the mandatory program for grade 9 students the “Risk Reduction Workshop” was delivered. This program also received special recognition from the Alberta Government this year. This included help from Alberta Health Services staff, Livingstone Range School Division, Claresholm fire Department, Municipal District of Willow Creek Emergency Services and Willow Creek Funeral Home. This program is to help educate kids on risks, and topics of drunk and distracted driving, wearing a seatbelt, look around and to be safe.
- WCCHS, Work with the grade 12 students started in November that focused on risks but dug deeper into building and developing coping and other life skills that will assist them beyond grade 12.

Unightly and Traffic bylaws seem to be the greatest time consuming task. The actions for grass/weeds to snow/ice removal require a regular presence in the community. The continual building of relationships and educating residents about our bylaws and working with them to comply and to remedy the infractions rather than go straight to enforcement has been positive.

Animal control has been constant. Trying to educate residents on how they can help with lowering stray cat population by removing food sources and this will also help to reduce the issue with skunks in town. Also, to have cat/dog owners held accountable for having their animal running at large.

Traffic will always be an issue to some degree. Now with upgrades to the current patrol vehicle (Radar, Watch guard) and having a level one CPO, the ability to write moving traffic safety act tickets is now available. With some revenue generated from this, Bylaw enforcement is still the number one priority for Claresholm Municipal Enforcement.

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 12/9/2019 - 1/25/2020

Financial

- As we are now into 2020, preparation for the 2019 Audit is well underway.
 - LAPP (Pension) reporting was completed in record time with our 2019 yearend closed
 - T4s have been issued
 - Inventories have all been completed and reconciled (thanks to Public Works and Water Plant staff for those)
 - 90% of yearend adjusting journal entries are complete
 - Yearend grant reporting is all drafted
- Auditors will be onsite on February 13 & 14th (They wanted to spend Valentine's Day with us again this year...they just love us so much).
- We are in the process of switching employee benefit providers, with a transition date of Feb 1, 2020. Thanks to Lisa for all her help with this transition and for all the staff on doing their part for onboarding.
- Working with a company called Rise to move our time sheets and accruals (i.e. sick time, vacation, etc) to an online system to simplify the administration and approvals of time sheets, time off requests, and tracking of accruals. Live date for this was postponed due to switching benefits providers and other issues.
- Muniware has been updated for new 2020 utility rates for water and sewer rates. Thanks to Marianna for all her hard work with this.
- The Town office now has a new debit machine as we continue to work with BMO on our transition in banking and work towards more paperless processes. These new machines should be rolled out to the Pool, Museum, and Campground within the next month.

General

- Continuing to assist Granum with the financial management as a dissolution date still has not been announced.
- Preparing for Granum's 2019 year end audit as well.
- Policy review and updates have been put on hold as time related to the year end and audit have taken precedence.

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

PLANNER/DEVELOPMENT OFFICER REPORT



For: 12/9/2019 - 1/7/2020

Development Permits

- ❖ 2 permit applications received.
- ❖ 7 development permits closed.

Compliance Requests

- ❖ 3 compliance requests received.

Miscellaneous

- ❖ December 13, 2019 – MPC meeting. Subdivision for property adjacent to Cottonwood approved. The process of the land sale and subdivision continues.
- ❖ Assisted Benchmark with file reviews for developments / updated assessments.
- ❖ Local Press Ads: MPC approved developments ads, Public hearings, business license renewal notices, development permit requirements.
- ❖ December 16, 2019 – First Aid recert course completed.
- ❖ Various lease agreements drafted and executed as required, various grant applications assisted with and submitted. December/January have been very busy months with projects, year-end, etc. Additionally, renewal letters have been sent for business and animal licenses.
- ❖ Completed Local Government course through the U of A in regards to Applied Land Use Planning. This course compared and contrasted the features of the local government systems across Canada, examined internal governing structures along with some of the key responsibilities of local government, and assessed future challenges and prospects. This completes all the required courses for the program, and I have now applied for graduation.

On-going projects

- ❖ Planning for Growth Project – off-site levy bylaw research completed and draft bylaw created for review with landowners, etc. Opinion of probable costs and phase maps were updated with WSP.
- ❖ Amundsen Park – WSP contracted for further work including detailed design plans, site grading, site layout, planting plan and typical details sheet. This work is anticipated to be complete prior to any spring/summer construction projects taking place.
- ❖ Framework for Growth project (Infrastructure Master Plan & Water Study) RFP prepared and posted to Alberta Purchasing Connection. This will close January 30, 2020.
- ❖ Multi-use Community Building Project RFP closed December 17, 2019. 14 submissions in total. Project is ongoing with construction expected to commence spring 2020. We have received notification from the school division that the subdivision can proceed and the Minister has approved the transfer of the existing portable to the Town as well. The subdivision application has been submitted by the surveyor.
- ❖ Annexation consents revised and re-submitted to the MGB. Draft Order in Council reviewed and acknowledgment sent to the MGB. The timeline for completion is April 2020.

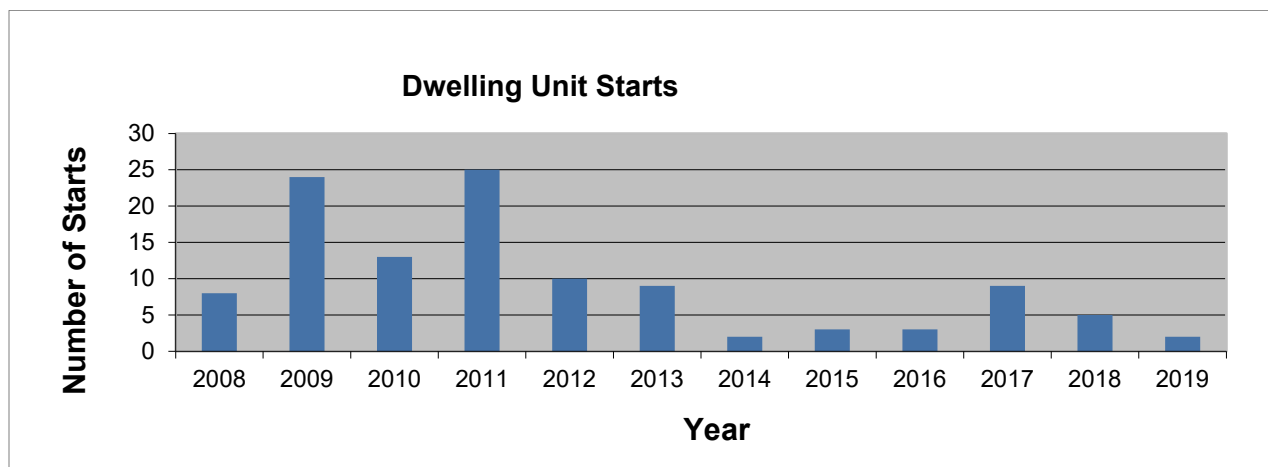
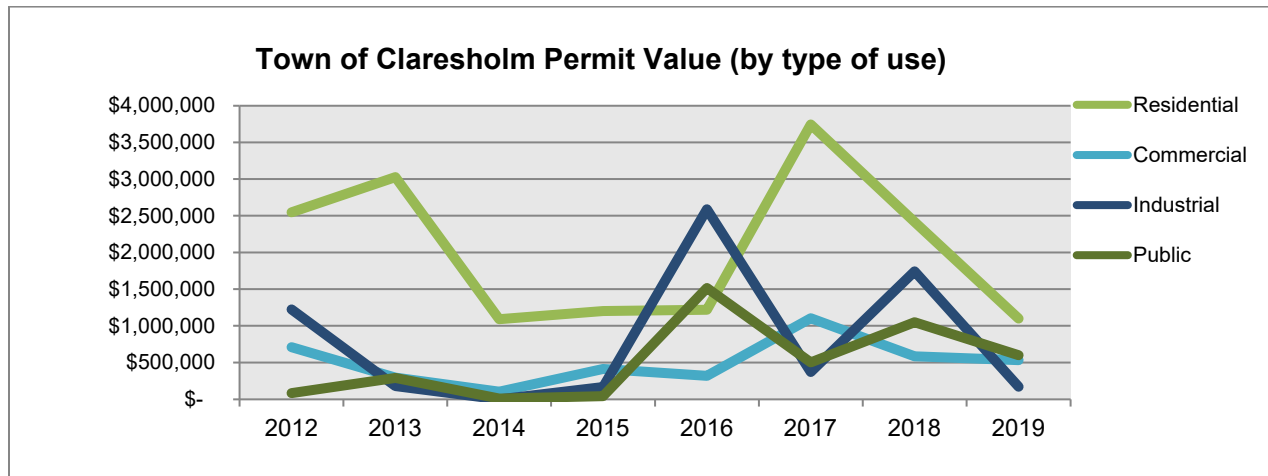
*Submitted by
Tara vanDellen
Planner/Development Officer*

2019 YEAR END DEVELOPMENT STATISTICS

Dec-18	
Home Occupation Starts	20
Change in Use applications	18
MPC applications reviewed	29
Development Officer reviewed	88
Council reviewed (LUBA)	2
Total 2018 Development Files	120

Dec-19	
Home Occupation Starts	21
Change in Use applications	8
MPC applications reviewed	26
Development Officer reviewed	76
Council reviewed (LUBA)	2
Total 2019 Development Files	104

Year	2013	2014	2015	2016	2017	2018	2019
Residential	\$ 3,024,982	\$ 1,092,092	\$ 1,201,800	\$ 1,219,038	\$ 3,744,868	\$ 2,414,987	\$ 1,100,156
Commercial	\$ 294,805	\$ 104,000	\$ 412,600	\$ 319,449	\$ 1,104,300	\$ 584,500	\$ 532,200
Industrial	\$ 180,000	\$ 500	\$ 166,000	\$ 2,589,500	\$ 372,000	\$ 1,742,200	\$ 170,000
Public	\$ 291,000	\$ 10,840	\$ 41,825	\$ 1,515,600	\$ 501,200	\$ 1,048,800	\$ 600,000
Total	\$ 3,790,787	\$ 1,207,432	\$ 1,822,225	\$ 5,643,587	\$ 5,722,368	\$ 5,790,487	\$ 2,402,356



Economic Development Officer's Report

Town of Claresholm

January 23, 2020



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

Since the submission of the December 3rd, 2019 report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee. This report provides a summary of the committee operations as well as highlights for significant projects, when appropriate.

2019 Annual Report

Economic Development Officer

Over the course of the year there was steady activity for the Economic Development Department; which included the Economic Development Committee, a summer-student assistant, a community support worker student-placement, and myself.

At the beginning of 2019 the Planning for Growth Project concluded and gave rise to the Starline Business Park. Town Council's decision to hold dual membership in both Alberta Southwest and SouthGrow expanded Claresholm's economic development network to 41-communities; this meant new partnerships, fresh ideas, and bigger opportunities. Signage has been a large focus with the recent success of the Community Advertising Program, the installation of welcome sign LED's, and plans for a Wayfinding Signage Project. In March 2019 an application was submitted to the Rural & Northern Immigration Pilot, and the important subject of labour came into focus. That same month, the Economic Development Office was relocated into the Town Office for the first time.

Economic Development Committee (EDC):

The committee maintained full membership throughout 2019, and spirits were high at the January 2020 regular meeting.

In 2019, the EDC held 10-regular meetings and came together on more than 10-other occasions to support events, attend training, and make decisions regarding the Rural & Northern Immigration Pilot. I estimate that the volunteer members of the EDC devoted an additional 35-hours over-and-above the requirements of regular meetings in 2019. With the formation of 2-new subcommittees and the additional work to review RNIP applications, I estimate that each EDC member will contribute up to 80-hours of volunteer work for the Town in 2020.

Starline-Business Park

Meetings were coordinated between Town Council, Administration, and the land-owners of the area identified as Starline Business Park. Not a lot of interest was gained from major land developers in Calgary, however some contact in the Lethbridge area show promise. It is expected that the Town will enter into negotiations with the land owners in the spring of 2020.

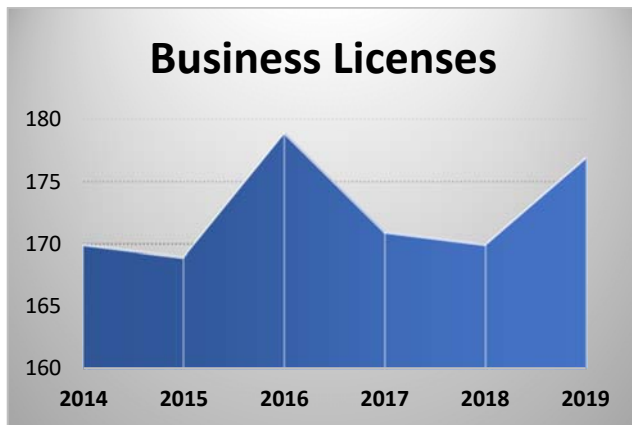
Capital and Infrastructure planning has been approved by Council to phase-in the required road, water, sewer, and storm upgrades to service the new industrial and commercial park.

Claresholm Business Conference

The 2019 conference was first postponed to January 2020 and eventually cancelled all together. Before hosting a future conference, the Claresholm & District Chamber of Commerce and the EDC will investigate the highest and best use of our efforts in terms of business retention and expansion, training, and employment.

Business Licensing and Home-Occupations

A second home occupation luncheon was held in March 2019, which was sponsored in-part by the Claresholm Local Press and included special offers for home based businesses.



Claresholm Signage and the Community Advertising Program

Throughout 2019 there were challenges with the LED welcome signs which took up more time than expected. The most recent service visit was in December 2019 and things have been operating much better since that time. Public works will be installing covers for the back, and an additional faceplate in the spring 2020 to give it a finished appearance.





The Community Advertising Program continues it's a success with 12-local businesses participating and 7-highway billboards branded, "Claresholm, where business takes root." The 133 square-foot ad boards are being phased-out and replaced with 200 square-foot boards. This means rather than 3-businesses per billboard there will be just two. With the exception of the EDO's time this project is designed to be full cost-recovery for the Town. The CAP currently collects \$2,700/month, and holds \$7,300 in deposits.

The Wayfinding Signage Project got off the ground in August 2019 with the hard work of the Economic Development Assistant. A Wayfinding RFP was distributed, and 3-proposals were reviewed for the first time in November 2019. Due to budget limitations the project will be phased-out longer than originally anticipated. The Economic Development Committee is still deliberating the best contractor and looking at local options as much as possible.

Labour Market Partnership

Alberta south-west regional Manager for the Ministry of Economic Development Trade & Tourism brought to my attention the introduction of a new grant program from the Ministry of Labour & Immigration. The Labour Market Partnership is an opportunity for funding to support labour force research, analysis, and interventions. Following 3-presentations I was able to negotiate a partnership between South-west Community Futures, the Claresholm & District Chamber of Commerce and the Economic Development Committee to make an investment and pursue an application to the LMP program.

At the end of December 2019 the Town of Claresholm was notified of its successful application, and receipt of \$83,000 in funding from the Ministry of Labour & immigration. This represents 75% matching dollars for an 18-month project. The Claresholm LMP will be led by a steering committee with representatives from all contributing partners, and managed by an outside contractor, to be selected by the steering committee.

Summary

Investment interest in Claresholm continues to climb over the past 12-18 months and this is reflected in the number of phone calls, emails, and in-person visits the office is receiving. Downtown retail continues to be one of the greatest challenges in the community. Meanwhile recent cooperation with the MD of Willow Creek on developments at the Claresholm Industrial Airport shows great promise.

Submitted,

Brady Schnell, Economic Development Officer

FCSS Report to Council for December and January

- We made it through our busy month of December. Again we acted as the main hub for Christmas giving handing out applications for Christmas food hampers and Shop of Wonder for kids' toys. Roxanne from Local Press organized food for 129 hampers with each hamper getting a \$25 IGA gift card. The day of hamper pick up citizens were able to select for free from an assortment of gently used warm coats and hats, mitts and scarves for themselves and their children. This was well utilized. Thank you to members of council and MD that volunteered their time to deliver hampers. You were a great help to us getting them out to the families.
- Shop of Wonders was operated by Chelsae Petrovic through My City Care. She organized all the toys that were donated and was able to have the families of 160 children visit the store and pick out presents and stocking stuffers for Christmas Day. Picture of inside the Shop of Wonders store.



- Getting things organized for volunteer tax program. Finished off the tax spreadsheet of information and sent to Outcome Measures trainer for her to compile with other FCSS reports. Our office prepared 419 returns (189 being senior residents) using 6 volunteers and approximately 102 volunteer hours with approximately \$135,000 coming back in tax refunds.
- With Lisa's help we hired a new part-time Outreach Coordinator. Holly Gillespie started on Dec. 30th and works 5 hours a day. She has been working on the Family Day Skate event, organizing the face painter and writing donation requests for food and beverages. It will be held at the arena on Feb. 17th from 11 to 2 and all are welcome to attend. She has also been working on finding people to offer sessions and vendors for the 2020 Women's Conference. The date for the conference is Saturday April 4 and will be held at WCCHS again. The cost for a ticket is \$50 and will include a lunch prepared by Shadow from Prairie Stone Catering. Holly also has arranged space for the next two Interagency meetings. I feel she is doing an amazing job so far and is fitting nicely into her role.

- Elder Abuse Coalition has received money to operate for the next three years. There is also money for the coordinator to start a coalition in Vulcan. Things are going well with awareness events being planned. There will be a lunch and learn on Domestic Violence at Claresholm Drop-In on January 27 at noon. All are welcome to this free event.
- The Early Childhood Coalitions have been funded by a grant from Children's Services and sent out through FCSSAA, but this funding has been cut as of the end of March. At the last PHECC meeting we discussed how we could move the coalition forward without the funding and without a coordinator in the position. We have agreed to try to continue meeting and discussing the events and programs that pertain to children.
- Facilitated the first Caregivers Support group on Jan. 7. There were 9 participants with two more interested in attending. Lynn Heward from Claresholm Mental Health Clinic will be there to answer any medical questions that the group may have. The group will meet every two weeks and it will be open for anyone that would like to attend.
- Delivered the Secret Santa gifts for seniors to Parkside, The Lodge and Care Centre outreach. Some seniors have commented how grateful they were to receive the gifts.
- Majority of my work has been centered on the Expression of Interest for the Children's Services funding. If successful with receiving the dollars we will be able to increase Holly's hours to full time employment. The EOI was extremely involved and required some research and statistics about Claresholm to be included. It also required us to touch base with our partnerships (in and out of town) and confirm plans to continue to work on children's' programming together. Lots of meetings and discussions were held with Parent Link, Wild Rose Community Connections, Quality of Life in Nanton and High River FCSS to discuss the grant, other agencies plans on applying and how it will fit together. I also attended a meeting in Calgary that examined the EOI and helped us to compose one to fit our agency. Children's Services would like to have the new funding in place so as not to disrupt the funding we are already receiving which will end March 31st. Evaluations will take place between Jan. 27 and Feb. 14th. We should hear something then.
- Had a phone interview with the Rural Mental Health Project. The project is designed to train an Animator that can work with people in the community to form a coalition and talk about matters of mental health. Training consists of online modules as well as 4 full days of face to face training. Once the animator is trained they will get a group of interested members from agencies and community to work together to better the mental health of our community. I will learn more as the project commences.
- Will be participating in the stakeholder group for the Safe at Home project facilitated by Rowan House. First meeting is this week.
- All the staff enjoyed the dinner at Casa Roma and attending Beauty and the Beast!



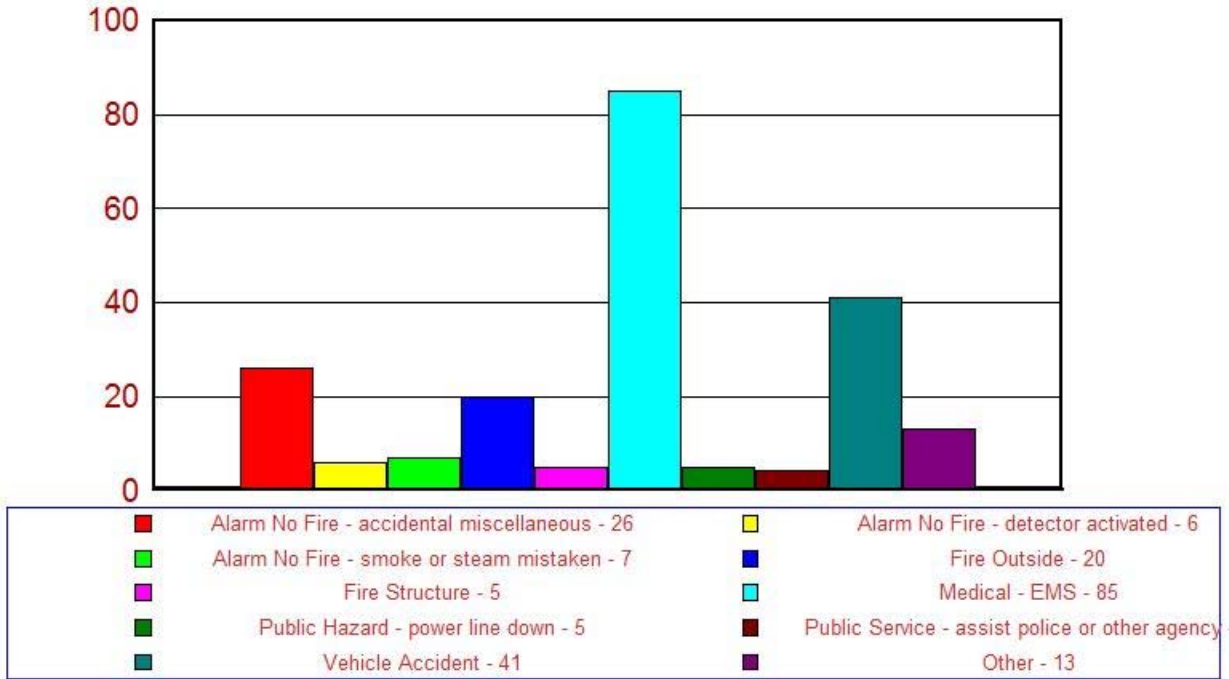
Claresholm Fire report

Miscellaneous:

1. Claresholm Fire currently has 0 open safety code files
2. Claresholm Fire hosted the Family Christmas Party Dec 18/19, was well attended, Mayor & CAO from TofC as well as CAO from MDWC were in attendance as well and presented gifts & holiday greetings from respective councils.
3. Claresholm Fire & Putters restaurant hosted the New Year's Eve gala on Dec 31, 2019
4. Chief Sean Kelly is now at the MD of Willow Creek, Deputy Chief Craig White is Interim Chief until the hiring process has been completed.
5. Hiring for Chief position has been completed, Craig White has been offered and accepted position of Chief; his start date will be early February 2020
6. Claresholm Fire currently has two vacancies, these should be filled by the second meeting of January.
7. Year ending 2018-19 CFD responded to 213 calls for service, attached is a bar graph break down of the call types.
8. Calls for the last month being reported (December 4th 2019 to January 20th 2020) are also attached in bar graph format.

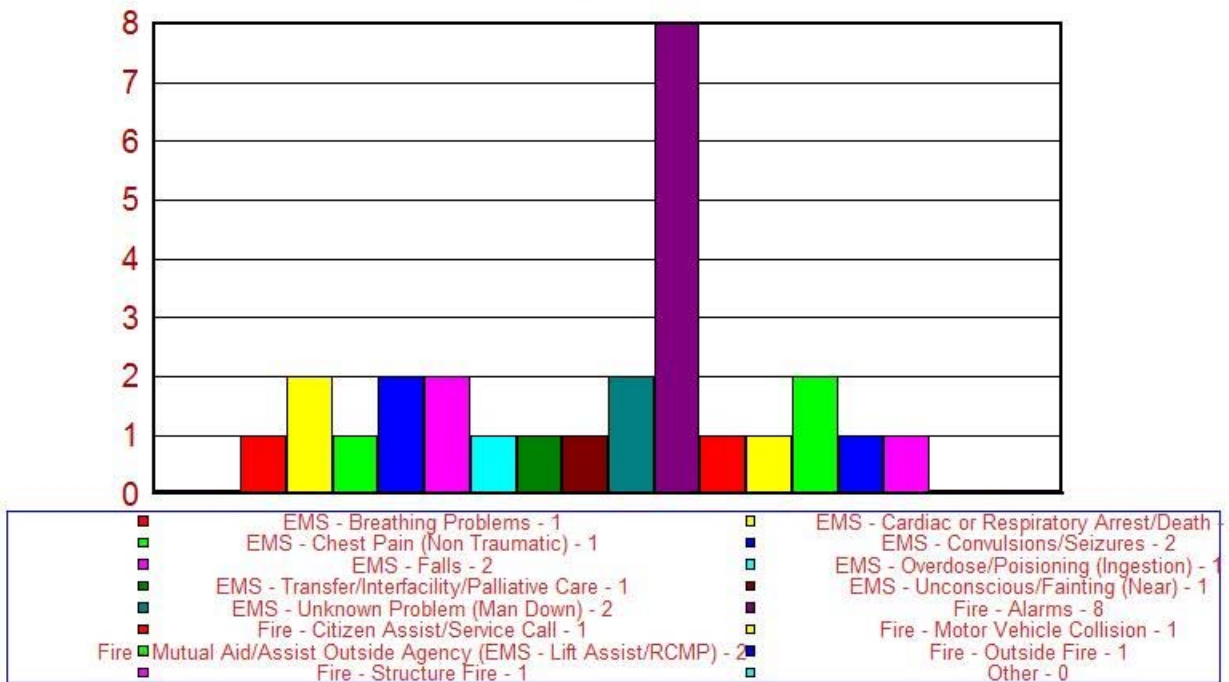
Totals by Type

From Nov 1 18 to Oct 31 19



Totals by Called In Type

From Dec 5 19 to Jan 20 20



JANUARY 2020 H/R TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

In December, the position of Outreach Coordinator that was left vacant, was filled by Holly Gillespie. Holly comes to us with great experience and enthusiasm. If you get a chance, go and introduce yourselves to Holly at the FCSS Office.

The hiring committee for the Fulltime Fire Chief has completed their interview process and the successful candidate, Craig White, was announced to the Fire Department on Wednesday, January 22nd. A big thank you to Neil Schuler who helped steer us through the interview process. His knowledge was invaluable.

We will be bidding a fond farewell to Darlene Newson, our Town Office Administrative Assistant, who is retiring at the end of February. She will certainly be missed.

The posting for the Part-time Administrative Assistant is currently posted.

The year-end processes of preparing for the auditors is in full swing. As part of that process, the T4's have been processed and distributed.

Assessment and Taxation

There was one Composite Assessment Review Board Hearing in November. Logan Wehlage, of Benchmark Assessments, came to defend the assessment and the assessment was confirmed.

The two other assessment appeals were withdrawn before the hearing.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at January 22nd, 2020.

Taxes outstanding are **\$162,621.03** summarized as follows:

\$ 101,724.26	Arrears including penalties
\$ 57,600.64	Properties on 2019 Tax Arrears List. Subject to auction in 2020.
\$ 3,296.13	Property under tax agreement

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

The Grants in Place of Taxes program has been reduced to 75 per cent for 2019. For 2020/21 it is anticipated most applications will be paid at approximately 50 per cent of the requested amount.

For the Town of Claresholm, in 2019, this meant a loss of revenue of \$5,303.85 on two provincial-owned properties.

Infrastructure Services



January 2020

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

2019 review

The Town's Infrastructure services department was busy in 2019, responding to 137 customer requests for various services, (tree trimming, sidewalk issues, sewer issues, weed control, etc.) plus 49 customer requested water service turn on/off's, as well as 256 Alberta 1-Call requests for Town infrastructure to be located. Water/sewer service installations as well as repairs to existing connections. The sanitation department collected 840 Tonne of garbage in 2019, that was hauled to the landfill. This is down 1% from the previous year. The Recycling program diverted approximately 252 Tonne to the Calgary recycling center in 2019, and undertook the implementation of a new Blue bin program in Town.

Airport

Runways are operational with all lighting working. No issues to report on active runway or taxi strip at this time. When either 10cm depth or drifting is present, plowing is done. Runways are inspected after every snowfall.

Arena

The Arena schedule is full and all rental slots are booked. Everything is working well with the ice plant. The New Year's Eve public skate was well attended with approximately 150 people present. One furnace was down in the mezzanine and this has now been repaired.

Town Buildings

The regular monthly inspection of Town owned buildings continues. Ice dams and roof leaks are of particular concern. Washing the walls inside the shop is almost complete.

Cemetery

A headstone has been damaged and it's been requested that the Town look into the cause of the scratch and options for repair.

Equipment

Maintenance and repairs continue, all equipment is operational at this time.

Garbage

Our collection program is working well. No complaints to report.

Sidewalks

Complaints about the slope of some sidewalks has been reported, and we are looking into what can be done.

Streets

No reported problems at this time. Frost depths were 3'6" on Jan.20, 2020 in the Town streets.

Sanitary Sewers

One house had a sewer blockage so severe that the street was dug up to restore the normal operation of the sewer service. This work will be the home owners responsibility to pay for. Monthly flushing of the sewer system in the Town's problem areas continues.

Water Distribution

One water main break in the last week, caused by ground movement/temperature change however it has been repaired.

There was a traffic accident that damaged one fire hydrant. Repairs have been completed. Two additional hydrants are out of service and both require excavation, to be repaired when better conditions are available. (1 is in CU planter downtown.)

Storm Water Drainage

Cleaning of ice covered catch basins as needed, no problems or frozen storm sewer lines at this time to report.

Parks

Tree maintenance resumed on Jan. 21, to Town owned boulevard trees, to remove broken or dead limbs. Elm maintenance to be completed by end of March.

Recycling

Still schedule confusion. Working to inform everyone of days and time for collection.

Staff

No issues to report on at this time.

CLARESHOLM RECREATION

2019 Year in Review



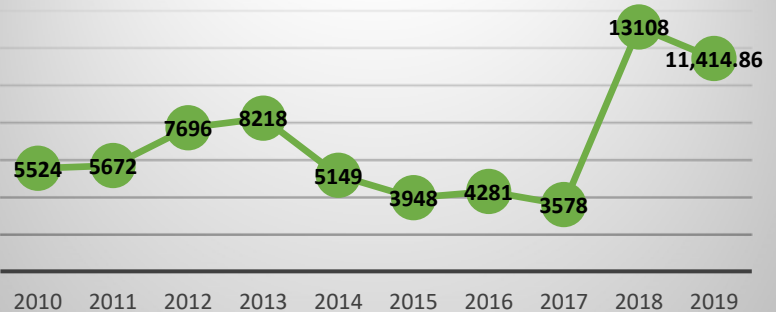
Authored by: Denise Spencer

CLARESHOLM RECREATION

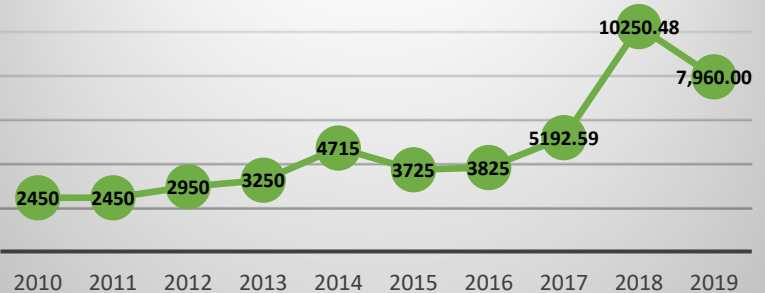
ARENA HIGHLIGHTS

- Fort Macleod was awarded the Midget Provincials March 22-24, 2019 and Claresholm hosted 3 provincial games
- Claresholm has been awarded Atom Provincials for March 19-22, 2020
- The flooring and new roof over the mezzanine is the next phase of the Arena Renovation project. A CFEP grant was submitted in December by the Development Office
- Arena Advertising lost a couple rink board advertisers this season, and gained 2 more who had previously been on the north wall. Letters were sent out the end of May for advertising renewals and thank you. This is a high priority for 2020
- Lomond Lakers Junior Hockey team is practicing and playing games for the 2019-20 season at the Claresholm Arena. This has increase our Adult rentals significantly.
- Fort Macleod Midgets is splitting time with Claresholm ice for 2019-20. Claresholm Arena is hosting their Midget tournament January 17-19, 2020
- 9 tournaments have been booked for 2019-20 season, 5 are out of town.
- Google Calendar has streamlined and simplified the rental process for 2019-20 season. Minor Hockey, Arena Staff, accounts payable, and the Rec Manager have access to make changes to the calendar. This calendar was uploaded to the Town website, which makes it easier for visitors to know what is happening at the rink.
- Willow Creek Gymnastics hosted their first showcase at the Claresholm Arena June 1, 2019. They have booked the Arena for 2020 for the same weekend.
- Ball Hockey rented the arena from July 3-September 4, 2019. We worked with the group to acquire insurance, which helped simplify the process. They went from averaging 10 players, to having more than 25 come out. It was a good season, finishing off with a tournament.
- Claresholm Lacrosse teamed up with Nanton Lacrosse to bring up their numbers for the older groups. They have had some challenges with numbers the last couple years, the lack of available space in Claresholm during the 2018 season when arena renovations were happening.
- Fee increases are scheduled for 2020
- The Claresholm Thunders unveiled a new logo, which was painted on the walls at the rink in November 2019. Minor Hockey also invested in new signage for the change rooms at the facility.

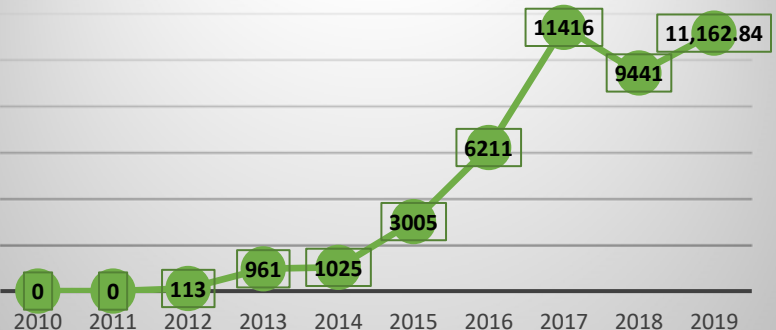
ADULT & ZONE "AA"



ARENA ADVERTISING



OUT OF TOWN ICE RENTAL

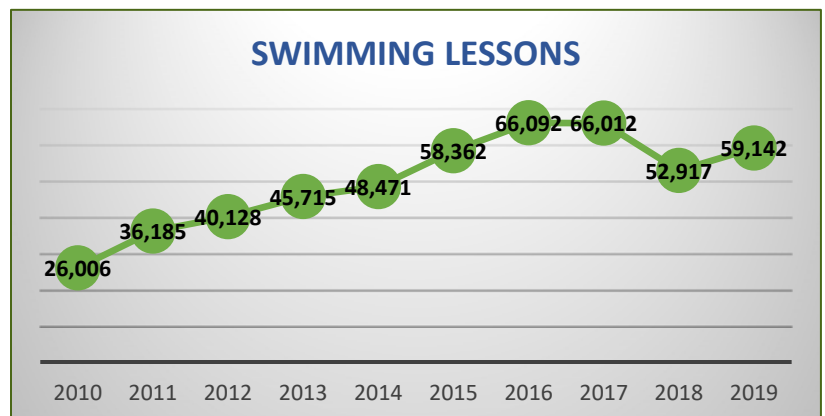
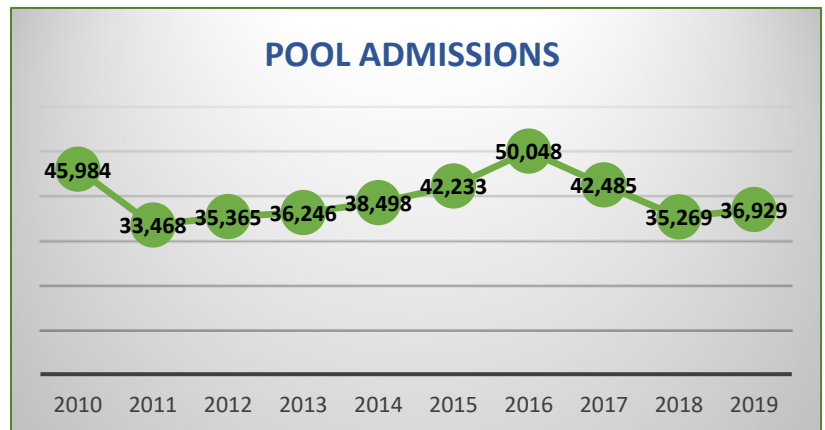


- Groups and individuals who reach out for tournament bookings are updated on a waiting list, and emails are sent out in August after Minor Hockey has chosen their initial schedule.
- Recreation Fees Policy was updated April 2019, with the largest change affecting deposits for arena bookings, and making deposits non-refundable if booking cancelled within 2 weeks prior to scheduled rental times. This policy upgrade was a result of many cancellations in the 2018-19 season.
- Pre-payment of rentals: many groups have chosen to pre pay for their bookings in the 2019-20 season.
- The Arena staff have requested signage stating that helmets are mandatory for those 18 & under for public skate, and for anyone playing shinny starting Fall 2020.

The 2019-20 season has been the easiest to manage regarding scheduling. Using the Google Calendar, and working alongside Minor Hockey with their schedule made the process go smoothly. Having this calendar posted on the Claresholm website will make it easier for community members and renters to determine the times that are available.

CAC HIGHLIGHTS

- CAC is continuing to expand our training efforts to keep our courses current, and continue to provide a high standard. Training programs in 2019 included CALA (Aquafit training) Updates in First Aid, and Lifesaving Sport Coach. Updates to Lifesaving Society are
- The Junior Lifeguard Club attended 2 competitions, March 2 & 3 in Lethbridge, and March 16 & 17 in Calgary. All 13 youth registered in Claresholm JLC Vikings attended the meet
- The Junior Lifeguard Club had our 3rd annual Swim A Thon fundraiser on January 31st. Funds raised from this go into a separate account that is used to pay or subsidize competitions, and maintain our facility's goal of keeping the program an affordable opportunity for youth.
- WCCHS and Claresholm Aquatic Centre partnered together for a Triathlon April 9, 2019
 - 16 participants
 - Swim, bike, (to Golf Course) run around the Claresholm Centre for Mental Health and Addictions



- For the second year The Kraken Swim Club expanded its swim times due to their increased numbers. The days affected are Tuesday and Thursday, our public swims were 1 ½ hour long not 2 hours those days. This has caused some declines in evening swims through the summer, for 2020 CAC may be focused more on having a public swim continuously from 2-4pm, and run the Toonie swim in the evening.
- Kraken Swim Club held their annual Swim meet on June 8 & 9. There were 750 people in total at the event.
- The Claresholm Aquatic Centre won the prestigious award 125th Anniversary Service Certificate, for continuing to meet and provide quality lessons and programming at our facility.
- In September we were informed by the Lifesaving Society that they recommend a Comprehensive Aquatics Safety Audit and Lifeguard Positioning Analysis be completed once every 5 years and anytime major structural changes occur to an aquatic area. This helps to confirm the safety systems that are in place are current and up to date with the current regulations and standards. It also provides periodic validation that your systems are effective and identifies where they can be improved. Our last Comprehensive Aquatic Safety Audit and Lifeguard Positioning Analysis were performed: July 2009. This Audit is quite pricey, although necessary.
- The CAC team provided an action packed week for Drowning Prevention Week July 15-19, 2019, this was the 4th year we've participated in this event.
- Dale Ohler & Dave Dawber picked up one of our water wheel chairs for annual maintenance. They have been doing this in partnership with The Claresholm Lions Club for the past 8 years.

- This is the 4th year CAC has participated in the Gold Card program put on by the Claresholm Skating Club
- Lifesaving Society has expanded their Swim to Survive program with Swim to Survive Plus+ which builds on the skills taught in Swim to Survive, and is geared toward presenting real-life situations for children in Grade 7. The + (plus) means participants learn: how to roll, tread and swim with clothes on, how to help a friend in deep water without putting themselves in danger (talk, reach, throw), basic physical fitness concepts through interval training and a fitness swim. CAC will begin implementing this expanded program for 2020.
- Pool Shut down 2019: Conduit for speakers was installed, hot tub and door buttons were moved for easy access for the guards on deck.
- Brady Schnell reached out to FCSS, and CAC/Claresholm Rec to partner for a Town Swag order at a reduced cost. We're looking forward to seeing the quality of the items ordered. CAC does up baskets for donations to various groups for their fundraising efforts.

FROG CREEK STORM WATER POND

- STORM WATER POND-Frog Creek Signage & wayfaring on the roads was installed in July of this year, after months of working with the sign company to develop the project.
- Emphasis was placed on making the signage informative, educational, tying together Claresholms history, Frog Creek history, the importance of wetlands, and the reason why the Storm Ponds were created.

BEM

- Attended Basic Emergency Management Training Monday October 7, Incident Command Training is October 29 as part of the Towns commitment to Emergency Management

COMMUNITY HIGHLIGHTS

- **Willow Creek Soccer;** In November of 2018 Willow Creek Soccer let the community of Claresholm know that we were not going to have soccer for 2019 unless parents and community members stepped up. The soccer association has lost numerous board members due to moves, and changes in their family situations. They again put a call out to help in January of this year.
 - Parent & Tot, Willow Creek Soccer, and Foothills Soccer League will be running in Claresholm this year. Registrations March 20, 27 & 28
- My role was meeting minutes, ensuring the registration forms and posters were distributed as well as contacting schools to have them announced and sent in the schools weekly email.
- **Amundsen Park;** Worked with the talented Tara VanDellen and a Parks Ad Hoc committee comprised of members of community groups wherein each community groups contribute something to the park to assist in developing a plan to revamp the park into a space with increased usability for community members, and enhanced visibility for tourism. The committee consists of different community groups, and the goal is for these groups to find something in the park to contribute to. Making it a true community park, that is space that will be usable in many ways. The green space has been identified as highly important, as well as providing spaces for different demographics.
- **Badminton:** A community member approached me in March, requesting assistance in getting his Claresholm Community Badminton drop in program off the ground
 - Created posters, and helped promote on social media
- **Pickleball;** this is still hosted by volunteers, and sponsored by the town. It runs 1 day per week at West Meadow School, or the WCCHS Tennis Courts. \$2 drop in helps with equipment replacement. This group has requested assistance with the purchase of windscreens for the Tennis Courts.
- **Winterfest;** February 9, 2019. Commitments included posters. The Sno Pitch tournament did not run due to the bitter cold. I assisted with a table, draws, and clean up.
- **Millennium Ball Park;** On June 17th we held a meeting at the Claresholm Arena with the Ball Diamond user groups. The goal was to compile information regarding usage, future usage, and what improvements need to be made to the facilities. Questions have arose regarding the future of Moffat Park. This group will help in determining what the Towns focus needs to be regarding the future of all the diamonds. The group met again in November. No groups brought forward usage.
- **Pathways;** An additional 700 meters of pathways were built this year, connecting Frog Creek Storm Water system and the Kin Trail to the rest of 8th Street West
- **Lacrosse;** 25 athletes participated in 2019, which is down from 35 in 2018 & 45 2017. There have been communication issues with the board that we hope to overcome. The board was not optimistic about the continuation of Lacrosse in our community.

- **Mexican Fiesta;** The Claresholm Skate Park Association will be in charge of this event for 2020, although the name may be changed to reflect the Summer Solstice.
- **Pumpkin Festival;** 3rd annual carnival, painted a “spinning wheel” game
- **Claresholm Art Society** and Stavely **SUCH Drama** groups Painted set pieces for productions
- **Claresholm Volleyball league;** approached in September 2019, and put in a team of “Unknowns”. The season runs from October to the end of March.
- **Claresholm Minor Hockey;** painted the new Logo on Arena Lobby wall

S.A.R.A. & S.A.S.G.

Southern Alberta Recreation Association & Southern Alberta Summer Games

- Officially received the bid for the 2021 Southern Alberta Summer Games; On June 18, 2019 the Town of Claresholm hosted a tour for SARA Board, Claresholm Summer Games Society, and town staff. This tour was an evaluation of Claresholm’s Recreation Facilities for the 2021 Southern Alberta Summer Games, and by all accounts we made a favourable impression. They were quite pleased with the Storm Water Ponds, pathways, Gun Range, Trapshooting Range, and the Claresholm Arena.
- Southern Alberta Summer Games July 3-6; Registrations started May 8, deadline was June 4. Fee was \$32
- 249 Athletes and Coaches, 231 participants
- SARA Board; Retreat October 2 & 3 for strategic planning and rebranding of the Southern Alberta Recreation Association

In 2020 I will be stepping back as director for the Southern Alberta Summer Games, to mentor a new director. This will result in having more time to contribute to the Town of Claresholm, and the community in different ways. The following are some areas that I’ll be working on this coming year.

1. The Claresholm 6 week Community Fitness Challenge is one community endeavor that you will see in the next couple months. Registration will start March 25 at the registration fair hosted by West Meadow School. In 2014 there were 41 teams of 4 (164 participants) and we’d like to do our best to surpass this number. Keep an eye out for more information, as the more participants in this community building challenge the better!
2. Arena Advertising; in May and June of 2019 I did not have the time to commit to finding new advertisers. In 2018 I visited numerous businesses in our community, generating advertising at the Arena. In 2020 I’d like to take revamped Arena advertising packages out to local businesses. There are opportunities for in ice advertising that need to be promoted, and it would be to our benefit to run a “limited time only” special for first time advertisers. Currently we do not have a sponsor for our Public Skate times and I’d like to rectify that at the same time.
3. Loaner Station at the Arena; skates, helmets, and some equipment that will be available for public skate times. Goal is to have it ready to go Fall 2020.
4. Arena Monitor; this has been great for showcasing community sports, and the Arena Personnel use it for dressing room assignments. There is much more that can be done with this tool, including advertising, and slide shows.
5. Pursuing more grant opportunities; I applied for 2 in 2019 that were unsuccessful. The goal is to write successful grants for the town, which will benefit our community as a whole.
6. Fee Schedules; The Aquatic Centre and the Arena are both due for review. Recommendations are based on comparisons between other community’s fees.
7. Review of the Recreation Master Plan; this plan has seen numerous changes since it was completed in 2017. With the incorporation of the Skate Park Association, and the potential of a new “Parks Society”, the plan needs an update to ensure that the community’s needs are being met.
8. Marketing and promotion of The Claresholm Aquatic Centre’s programs. CAC is generating 3 Program Guides per year, although we have not been creating posters for individual programs. With two new recreation centers in town (WoodShed Martial Arts & Willow Creek Gymnastics) we really have to do what we can to stay competitive, which means advertising in the community.
9. Working with the Gravel Cycling event to help generate volunteers and coordinating of a place to run the event which will be held July 25, 2020. The organizer anticipates that this event could have approximately 300 participants

Denise Spencer, January 2020



Claresholm

Utility Services Report

January 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.
- Inspect Water Plant Roof for Ice buildup on Venting Systems.
- Work on Building management System (B.M.S) Radiant Heater Solenoids.
- Yard Maintenance at all Utility Services locations.
- CIP (clean in place) PALL membrane clean both Pall Racks.
- Replace Rack #1 Elbow on Venting System.
- Disable and Maintain Blower to Lake Due to Frozen Line.
- Dissolved Air Flotation DAF Tank #1 and #2 Cleaning, Check Saturation Tanks, Mechanical Scrapper, Flocculators, Vales, Drains Etc.

Saturation Tanks Use Air and Water under Pressure to Create Microbubbles that Suspend Particle's on top of the DAF Tanks



The Flock Blanket on top of the DAF of Dirt, Chemicals and Microorganisms are scraped off into the Neutralization Tank.



Clean Water Enters through the Small Holes in the False Floor at the Bottom of the DAF Flowing into the Common effluent Tank to the Membrane Filters



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.
- AEP innovation meeting on lead management plans (MAC) for drinking water systems implementing new lower MAC's.
- Yearly (2018) Inspection of Waterworks System Approved.
- Schedule 4 Water Testing Sent to Element Labs with HAA 5, THM's and Microsystin.

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.
- Group Source Health Care Update.

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.
- CINTA Onsite to Check First aid Supplies.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.

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.

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.

Airport

- Airport Pump Station building checks weekly.
- Install water meter to record flow at the far end of the distribution system that helps maintain a free chlorine residual as required per AEP.

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.
- Training for portable I-Tron mobile reader.

Government Compliance

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

Town of Granum and Supply Line

- Check supply line monthly.

Meter Vaults

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

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

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

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir 52% level 1047.88 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 70% 6272 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: January 27, 2020

Agenda Item: 13

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 12, 2019				
2	CORRES: Hon. Nate Glubish, Minister of Service Alberta - Council directed Administration to contact Shaw Communications to find out where they are in regards to high speed internet for businesses in Claresholm and to report back to Council at the next meeting.	Brady/Tara	Currently being investigated. Update draft to be on future Council Agenda	In progress
Regular Scheduled Meeting - November 25, 2019				
1	BYLAW #1678 - Moved by Councillor Schlossberger to get a commitment from Willow Creek Funeral Services to purchase and install an additional columbarium at the cemetery for engraving. CARRIED MOTION #19-181	Mike/Blair	Mike working with Chad to identify location in Cemetery	In progress
4	CORRES: Claresholm Golf Club RE: Bridge by Holes 6 & 7 - Referred to Administration to determine cost of repairing the bridge.	Mike	Being investigated	In progress
Regular Scheduled Meeting - December 9, 2019				
16	RFD: Summer Games Administration - Moved by Councillor Carlson to approve the Service Agreement for the Southern Alberta Summer Games Administrator position with the municipalities in the MD of Willow Creek for 2019 as presented. CARRIED MOTION #19-192	Blair	Contract is being passed around to participant communities for signing	In progress
27a	LAND - Moved by Councillor Moore to enter into a sale agreement with Southline Real Estate Ltd for the property described as Lot 1, Block 11, Plan 7910032 (4.29 acres) in the amount of \$77,220 plus GST subject to conditions of development. CARRIED MOTION #19-202	Tara	Notified the purchaser. Agreement signed by purchaser.	In progress
27a	LAND - Moved by Councillor Cutler to enter into a sale agreement with Structural Precast for the property described as: Lot 1, Block 10, Plan 7910032 Lot 2, Block 10, Plan 7910032 Lot 3, Block 10, Plan 7910032 Lot 4, Block 10, Plan 7910032 (10.85 acres) in the amount of \$195,300 plus GST subject to conditions of development. CARRIED MOTION #19-203	Tara	Notified the purchaser. Agreement signed by purchaser.	In progress

Regular Scheduled Meeting - January 13, 2020				
DEL1	Dr. Jeff Jones & Dr. Roisin Dempsey RE: Physician Income Cuts - Moved by Councillor Schlossberger to write a letter to the Minister of Health in support of the local physicians and the changes being proposed from the province as having a negative impact on rural health care. CARRIED MOTION #20-001	Karine	Letter sent	Complete
DEL1	Administration was directed to organize a meeting with the Mayors and Reeves in the region and to invite MLA Roger Reid and Dr. Jones and Dr. Dempsey, to discuss the impact of the changes proposed by the province regarding compensation to physicians.	Marian	Invitations sent for meeting to be held January 23rd	Complete
1	BYLAW #1689 - Moved by Councillor Schulze to give Bylaw #1689, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	To be on future Agenda for 2nd & 3rd Readings	Complete
2	BYLAW #1691 - Moved by Councillor Schlossberger to give Bylaw #1691, the BMO Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1691, the BMO Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
3	BYLAW #1692 - Moved by Councillor Carlson to give Bylaw #1692, the AMSC Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1692, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
12	CORRES: Chamber of Commerce - Moved by Councillor Cutler to support the Claresholm Chamber of Commerce Trade Expo and Consumer Fair on January 31st and February 1st, 2020 with the purchase of a full booth in the amount of \$191.25. CARRIED MOTION #20-002	Karine	Registration & payment sent	Complete
13	CORRES: Claresholm Skatepark Association - Moved by Councillor Schulze to donate the cost of a table at the Claresholm Trade Fair for the amount of \$100 to the Claresholm Skatepark Association. CARRIED MOTION #20-003	Karine	Payment sent	Complete
14	RFD: Curling Club CIP Grant Application - Moved by Councillor Zimmer to write a letter of support for the Claresholm Curling Club's application to the Community Initiatives Program (CIP) Grant for the purpose of replacing the inserts in the curling rocks at an estimated total cost of \$20,000. CARRIED MOTION #20-004	Karine	Letter sent	Complete
15	RFD: Library Bylaws - Moved by Councillor Schlossberger to accept the Bylaws of the Town of Claresholm Municipal Library edited and adopted by the Claresholm Municipal Library Board on September 16, 2019. CARRIED MOTION #20-005	Blair	Letter sent	Complete
16	RFD: Library Review of Financials - Moved by Councillor Schulze to accept the Municipal Affairs Library Statement of Receipts and Disbursements financial report as a satisfactory form of financial report to be provided to Council until otherwise directed by Council. CARRIED MOTION #20-006	Blair	Library informed that report is acceptable	Complete
16	RFD: Library Review of Financials - Moved by Councillor Cutler to accept the five (5) or more years experience in financial management or financial reporting to be satisfactory qualifications for the reviewer of the library's financials until otherwise directed by Council. CARRIED MOTION #20-007	Blair	Letter sent	Complete
17	RFD: Claresholm Food Bank Lease Agreement - Moved by Councillor Cutler to rescind motion #19-188. CARRIED MOTION #20-008	Marian	Motion rescinded	Complete

17	RFD: Claresholm Food Bank Lease Agreement - Moved by Councillor Zimmer to enter into a lease agreement with the Claresholm Food Bank for the location at 4122 – 3rd Street East for the terms and conditions as proposed (January 1, 2020 to December 31, 2024, with a 5-year option to renew) for a flat fee of \$550.00 with the fee to be reviewed annually. CARRIED MOTION #20-009	Darlene	Lease signed	Complete
17	RFD: Claresholm Food Bank Lease Agreement - Moved by Councillor Moore to write a letter of support for the Claresholm Food Bank's application to the Community Facility Enhancement Program for the purpose of the renovations at the Food Bank location of 4122 – 3rd Street East. CARRIED MOTION #20-010	Darlene	Letter sent	Complete
18	RFD: Claresholm Golf Club Lease Agreement - Moved by Councillor Carlson to enter into a lease agreement with the Claresholm Golf Club for the terms and conditions as proposed (January 1, 2020 to December 31, 2024, with a 5-year option to renew). CARRIED MOTION #20-011	Mike/Darlene	Forwarded to Lyle	In progress
19	RFD: Multi-use Buildings Project Proposals - Moved by Councillor Schlossberger to award the contract for the Multi-use Community Buildings Project to Tricon Developments Inc. in the amount of \$3,038,333.00 plus GST. CARRIED MOTION #20-012	Blair	Proponent has been notified. Contract is being drafted	In progress
20	RFD: Pump House & Land Transfer - Moved by Councillor Zimmer to transfer Lot 4, Block 1, Plan 2840JK, and all buildings and other improvements affixed to the lands, to the MD of Willow Creek No. 26 for \$1.00 (one dollar). CARRIED MOTION #20-013	Marian/Tara	Transfer documents signed, Tara to register at Land Titles	In progress
27b	IN CAMERA: LAND - Moved by Councillor Cutler to transfer the south portion of Lot 8, Block 75, Plan 147N to the owners of the N portion of Lot 8, Block 75, Plan 147N. CARRIED MOTION #20-014	Tara	Signed and sealed, Tara to register at Land Titles	In progress
27c	IN CAMERA: LAND - Moved by Councillor Carlson to enter into the new Option to Purchase Agreement with Faith Community Baptist Church for the property located at 221 – 45 Avenue West as presented. CARRIED MOTION #20-015	Tara	Sent to Lawyer	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 24, 2020

INFORMATION ITEMS

From: ACFA Webmail <webacfa@cfacapital.ca>

Sent: January 10, 2020 2:56 PM

Subject: ACFA Dissolution - Update to Frequently Asked Questions

Good afternoon,

Regarding the dissolution of Alberta Capital Finance Authority, please see attached for an update to our Frequently Asked Questions document that is posted on the website. Please do not hesitate to contact us if you have any questions.

Link:

<https://acfa.gov.ab.ca/about-us/FAQs-Budget-2019-impact-on-ACFA.pdf>

Sherri Bullock, Senior Loans Officer

Alberta Capital Finance Authority

2090 Sun Life Place, 10123 99th Street NW, Edmonton, AB, T5J 3H1

Direct (780) 415-9232 **Fax** (780) 422-2175 **Website** www.acfa.gov.ab.ca

Frequently Asked Questions

Budget 2019 impact on ACFA



Published November 25, 2019 (updated January 10, 2020)

Once ACFA is dissolved, will local authorities continue to have access to the provided low cost and flexible borrowing rates?

- Yes. Government will continue its policy of providing low-cost loans to various local authorities that currently borrow from ACFA, such as municipalities, and post-secondary institutions.
- There will be no change to lending options for authorities that previously borrowed from ACFA, other than the loans will be from government instead of ACFA.

What was the rationale for dissolving ACFA and moving its operations to a provincial department?

- This initiative is one component of the effort to shrink government's footprint, streamline processes to reduce costs and better calibrate the risks associated with the province's debt.
- The dissolution of ACFA will improve government's cash management by eliminating the need for ACFA to hold cash. This will reduce government's borrowing requirements and, ultimately, the total amount of debt issued by the province.

How and when will ACFA be dissolved?

- This will be accomplished through a phased-in approach.

Transition phase:

- ACFA will continue to exist.
- ACFA's existing board will be replaced with a single director.
- All ACFA shares will be cancelled in exchange for the issued value of \$10.

Dissolution phase:

- By mid-2020 the responsibilities of ACFA will be transferred to the department of Treasury Board and Finance and ACFA will be dissolved.

What will happen to active ACFA loans?

- There will be no change to active loans during both the transition and after dissolution of ACFA.

Will the borrowing process change?

- There will be no changes in the borrowing process during the transition phase.
- Treasury Board and Finance will be reviewing borrowing processes to find potential efficiencies.

Will there be reduced prepayment penalties now that ACFA is being dissolved?

- The existing [Stop-Loss Settlement Policy](#) will continue to apply to all loans.

When can local authorities expect payment for their share(s)?

- Payments of \$10 a share will occur before the dissolution of ACFA.

Will there be dividend cheques going out to shareholders?

- No dividend cheques will be issued.

What is the current application process for local authorities borrowing from ACFA?

- There is no change to the current application process. Continue to use the existing [loan applications](#) that are available on the [ACFA website](#) and follow

the current [Borrowing Process](#) for your specific local authority.

Will the current borrowing bylaws still be accepted after ACFA is dissolved?

- Yes, your borrowing bylaw will continue to be accepted for borrowing provided that the borrowing bylaw continues to be valid and authorized borrowing limits have not been exceeded.

For new bylaws that are in process, should we amend the bylaw template document to amend or remove the wording regarding Alberta Capital Finance Authority?

- No, in the interim ACFA continues to be a provincial corporation, and as such references to Alberta Capital Finance Authority in the bylaw template document should not be changed.
- The Ministry of Treasury Board and Finance will communicate any changes to forms and templates to the local authorities via email. A new dedicated page within the Government of Alberta's website is being developed. This page will contain information related to borrowing similar to what is now available on the ACFA website.

What changes are to be expected upon the dissolution of ACFA?

There is no intention by government to change the substance of the program of lending to local authorities. Things that will stay the same include:

- the method of calculating interest rates for new loans;
- providing loans on a quarterly basis;
- loan structures available;
- lending policies and processes, including application processes;
- security requirements for loans;

- the ability to prepay loans; and
- information regarding borrowing and indicative interest rates will be available on the new dedicated page within the Government of Alberta's website.

Once ACFA is dissolved, when will the updated forms become available and how will local authorities be notified?

- When ACFA is dissolved, updated application forms and templates will be available. The Ministry of Treasury Board and Finance will communicate any changes to forms, templates and website to the local authorities via email.

Who can I contact for more information?

- For further information, you can contact the [Alberta Capital Finance Authority](#) or [Alberta Treasury Board and Finance](#).

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Claresholm Museum, The Station

September 4, 2019

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

1. Call to order by Barry Gibbs at 3:00 PM.
2. Adoption of agenda as presented made by Carl Hopf. **CARRIED**
3. Approval of minutes from July 17, 2019 as presented made by Verne Lunan. **CARRIED** No correspondence.
4. Financial Report – Discussed the financials dated August 12, 2019 and there were no concerns as a board. Motion to accept the financials as presented made by Don Glimsdale. **CARRIED**
5. Chair report previously circulated was discussed by Barry Gibbs. The general feel is that the board is currently running very smoothly with the work done by all members of the board and the new executive director, Bill Kells. Everyone agreed that the Friends of the Museum is becoming a huge asset to the museum.
6. Museum Themes – A list of themes was previously created with the input from the Friends of the Museum. The themes for the years 2020 thru 2025 were tentatively set as:
 - 2020 – Claresholm the War years and extension 2019 Women in Agriculture
 - 2021 – Transportation
 - 2022 – Ranching and Rodeo
 - 2023 – Business's that have come and gone
 - 2024 – Agriculture
 - 2025 – Country schools
7. Board road trip – the possibility of a locations for a road trip were discussed. The board felt that a trip to see the different ways local museums are successful would be beneficial. Bill Kells will checkout dates for trips to the Galt Museum in Lethbridge and the Museum of the Highwood in High River.
8. Planning Committee Report – Verne Lunan reported on the success of the museum float in Claresholm's Fair Days for 2019. The Ben Scaman video is complete, and the fundraising goal is almost met with only \$400 out of the \$2000 left to go. Culture Days fundraising is going well with less than \$400 to go. All

fund raising is attributed to the very generous nature of the Claresholm community, businesses, groups and personal. It has been a busier than usual time for fundraising this year and the museum is thankful for the support.

9. Executive Directors Report

-Two summer staff will finish their employment by end of August and one staff member has been retained for the month on September. Carol Brooks has been employed for the remainder of the season.

-Tea on the Lawn was held inside the building and was viewed as a positive change. Support for the museum was shown in donation of cookies, serving tea and entertainment provided. This event has become a tradition for many who come to town for fair days.

- Ben Scamen Video and Display is in the final stages and a binder of flight training and operating procedures will be available to the public as a hands-on part of the exhibit.

- UFHS (Louise McKinney) Display, the support structure is in the final phase and a plexiglass case for the bust will be ordered. The loan to the museum from the Claresholm Public Library of panels from a Famous Five Persons exhibit will complete the new exhibit. The friends of the museum and the Louise McKinney (Claresholm) library have partnered to bring the Valiant Five, a drama performance to be held in the evening of October 5, 2019.

- Museum/Tourist Information Center misc. Tour bus visitation is down across the region, this is unfortunately reflected in visitor numbers, donations and gift shop sales. Visitors for the month of August were 879 and donations amounted to \$490.70. Comments in the guest books are extremely positive and complimentary for the friendly staff and great service as well as the quality and content of the displays.

10. Motion for adjournment made by Verne Lunan at 4:55 PM.

Next meeting October 16, 2019. **LATER AMENDED TO NOVEMBER 20, 2019**



Board Chair

Karine Keys

From: Nad C <nctfc2016@gmail.com>
Sent: Thursday, January 16, 2020 5:58 AM
To: Nad C.
Subject: Exotic Pet Trade and Over Population Problem of Domestic Pets

Good Morning

About 1 year ago I wrote to Alberta City and Town councils and all the Alberta MLAs requesting that we change bylaws and legislations in Alberta to stop the exotic pet trade and curb the domestic pet trade. If you or your office did not receive a copy of this letter I can resend the original.

On Dec 2, 2019 a petition was read to the Legislative Assembly of Alberta. I have attached the link and the petition reading starts at time 2:51:36pm

<http://assemblyonline.assembly.ab.ca/Harmony/en/PowerBrowser/PowerBrowserV2/20191214/-1/12053>

Now that it is on record I'm hoping that collectively we can start to protect the forgotten victims of profit.

I'm asking you to please consider changing your bylaws and connecting with the Alberta Provincial Government to change the Province of Alberta Wildlife Act so that only domesticated species can be kept as pets.

Basically there are 3 things that need to change to stop the pet mills, over population problem of pets and the moral issue of keeping endangered, non-native species as household pets.

- 1) Province wide legislation that states NO pet store, animal/reptile/amphibian or bird trade show shall sell breeder bred species. All species must be rescued "animals" from reputable shelters and rescues. These "animals" must have proper documentation that they are truly from a registered, reputable rescue.
- 2) Change the Province of Alberta's Wildlife Act to be an APPROVED PET LIST. Therefore listing only domesticated, native species that can be pets. For example, dogs, cats, hamsters, guinea pigs - these animals have been bred for thousands of years to be companion animals for humans. Any non-native, non-domesticated, endangered species should not be a pet. Just because something is bred in captivity and can be tamed, does not make it domesticated.
- 3) Province wide, limit the number of pets a household can own. Example 3 dogs, 5 cats, 2 hamsters, 2 rabbits. Also making sure all animals are licensed and with regards to mammals, that they are spayed or neutered.

Just to recap from my letter last year, all but 4 parrot species are listed on Appendices I & II of CITES which means they cannot be traded internationally or within a country (Appendices I) or without a special permit (Appendices II).

Canadian Provinces are governed by WAPPRIITA (Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act - May 14, 1996). This act clearly states it is illegal to possess foreign species whose capture, possession and export are prohibited or regulated by laws in their country of origin. Just because it is captive bred (1 or 2 generations in Canada) does not make it legal or ethically correct.

Millions of species of mammals, birds, reptiles and amphibians are going extinct because of human interference, the pet trade being a huge contributor.

Please consider making your voice heard for those that can't speak for themselves. They need our help.

Thank you for taking the time to make a difference.

"I can't save the world, but if I save only 1 animal/bird/reptile/amphibian/fish, I have saved THEIR world."

Nadine Cardon
nctfc2016@gmail.com



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In a world full of people who could care less, be someone who cares more.



The River Current



Winter 2020

Where Waters Meet Conference

Partners FOR the



Saskatchewan
River Basin

Our Mission: Promoting watershed sustainability through awareness, linkages and stewardship.

The PFSRB annual conference was held September 30 to October 2, 2019 in Gimli Manitoba. This was a wonderful location for the conference, situated right on Lake Winnipeg. The conference included a wonderful group of speakers from across the Prairie Provinces, Ontario and Minnesota. As an attendee of the event, you can access the majority of their presentations on our website, saskriverbasin.ca. We were extremely fortunate to have had three well-known keynote speakers attend the conference, Aimee Craft, Dr. Trish Stadnyk and Dr. Harvey Thorleifson.

Aimée Craft is an associate professor at the Faculty of Common Law at the University of Ottawa. Her expertise is in Anishinaabe and Canadian Aboriginal law and she is a leading researcher on Indigenous laws, treaties, and water. Prof. Craft co-leads a major research grant on Decolonizing Water Governance. Prof. Craft is the former Director of Research at the National Inquiry into Missing and Murdered Indigenous Women and Girls and the founding Director of Research at the National Centre for Truth and Reconciliation. In 2016 she was voted one of the top 25 most influential lawyers in Canada.

Dr. Trish Stadnyk is an associate professor with the Department of Geography at the University of Calgary. Her research looks at continental scale water supply under climate change through three main foci:

- 1) Development of new data networks to support hydrologic modelling,
- 2) Development of tracer-aided hydrologic modelling tools, and
- 3) Quantifying risk-based uncertainty for operational prediction of climate change impacts.



Aimée Craft presenting

Dr. Harvey Thorleifson is the Director of the Minnesota Geological Survey, and the state geologist of Minnesota and professor of Earth Sciences at the University of Minnesota. His presentation is titled "The Lake Winnipeg Basin – its natural history, and how it all works". He was a Research Scientist with the Geological Survey of Canada from 1986 until 2003, prior to being recruited by the Minnesota Geological Survey.

Walking tours of the harbour and downtown Gimli were a highlight for participants as an excellent way to learn about the history of Gimli and get some exercise at the start of the day! Thank you to the dedicated group of walkers who joined the walk at 7:30am each day. Tours of Lake Winnipeg on the M.V. Namao, the Lake Winnipeg Research Consortium research vessel were cancelled due to weather, so hopefully, we will be able to arrange another tour sometime in the future.

The PFSRB 2020 annual conference is scheduled to be held in Saskatoon in late fall. Stay tuned for more information about the conference and early bird pricing as it becomes available. We hope to see you there!



Photo of Lake Winnipeg from @ExploreGimli Instagram

Don't Scoff at Spring Runoff!

The Saskatchewan Water Security Agency (WSA) said the possibility of a higher spring runoff in southern parts of the province does not necessarily mean flooding is possible. Officials said while conditions were wetter than normal at freeze-up, "this initial assessment does not mean there will be flooding in southern Saskatchewan next year." They said the run-off outlook is dependent on actual conditions and snow accumulation over the winter.

In its fall freeze-up report, WSA said above-average precipitation during the fall has created favourable conditions of a higher than normal spring run-off. The Souris River Basin, including the Antler River and Gainsborough Creek basins, "were particularly wet at freeze-up," the WSA said. Officials said the freeze-up report is an essential tool to assist with its planning and to help communities to plan for next spring.

Current long-range forecasts indicate near-normal perception and above normal temperatures for the first three months of winter. Northern regions are entering winter with normal conditions due to below normal fall precipitation and a wet summer, the WSA said.

There are some areas with drier than normal conditions, including a small area around Kindersley, the area between Saskatoon and Prince Albert, and a small area northeast of Yorkton extending to the Manitoba border.

The WSA will issue its first spring runoff outlook in early February.



By David Giles - Global News

Updated Flood Mapping Coming to 20 'high-risk' Saskatchewan Communities

The Saskatchewan and federal governments are jointly putting forward \$1-million to better map flood plains for 20 "high risk" communities.

Saskatchewan's Water Security Agency (WSA) will conduct the mapping through the National Disaster Mitigation Program, with the two branches of government splitting the cost 50-50. Individual communities won't have to pay for the mapping.

"This partnership is a positive step toward helping communities become more resilient in the face of climate change — a priority in Saskatchewan's Prairie Resilience climate change strategy," Saskatchewan Environment Minister Dustin Duncan said.

"Flood mapping is vital for communities to manage potential flood hazards, and to implement effective mitigation measures."

The following communities have been identified as high risk for flooding by the WSA: The cities of Melfort, Moose Jaw, Regina, Saskatoon, Weyburn and Yorkton. The towns of Arborfield, Cudworth, Eastend, Foam Lake, La Ronge, Lashburn, Maple Creek, Tisdale, Wadena, Watson and Wolseley.

"The Town of Wolseley is pleased to have worked with the Water Security Agency and Public Safety Canada to obtain flood maps and hydraulic models for our town, and others in the province that face future risk of damages from flooding," Wolseley Mayor Gary Hill said. "We experienced significant flooding in 2011 and 2014 and know these tools will assist us with planning future development and an emergency response strategy."



By David Baxter - Global News

Growing the Next Generation - Caring for our Watersheds Program



Nutrien Inc. understands that taking care of the world requires more than simply talking about it. It calls for stewardship and a lighter footprint.

Interested in bringing environmental programming to your grade 7 to 12 classroom?

Caring for our Watersheds is an international program, with branches in Alberta, Manitoba, Ontario and Saskatchewan, as well as the United States, and Argentina. It is dedicated to encouraging students to care about the health of their local watershed and brainstorm ideas on what they can do to ensure that health. Open to all grade 7 to 12 students who live in areas where Nutrien has operations, individuals or groups of up to 4 students are asked to research their local watershed, identify an environmental issue, and offer a realistic solution to the question of "solution to the question of,

"What can we do to improve our watershed?"

Contest deadlines are listed below:

- Central Alberta: Contest entry deadline is April 10, 2020;
Final competition is April 25, 2020
- Southern Alberta: Contest entry deadline is March 15, 2020;
Final competition is April 25, 2020
- Manitoba: Contest entry deadline is March 8, 2020;
Final competition is April 25, 2020
- Saskatchewan: Contest entry deadline is March 13, 2020;
Final competition is May 2, 2020



*Caring for our Watersheds
In-class Demo*

For more information please go to the website:
www.caringforourwatersheds.com.

Caring for our Watersheds Program - Plans in Action!

One of the biggest threats to watersheds is a lack of biodiversity. Through the Caring for our Watersheds Program, a team from Saskatoon identified this threat and made a plan to help!

Congratulations to team 'Plan Bee' from Greystone Heights School in Saskatoon, Saskatchewan for implementing their Caring for our Watersheds plan with the help of Kenton Lysak from Meewasin. These students helped support biodiversity by planting native species in the Northeast Swale in Saskatoon in order to attract more pollinators!

Understanding the negative effects of plastic in our watersheds, a team of two from École Leila North Community School in Winnipeg, Manitoba, wanted to reduce the amount of disposable plastics ending up in our watersheds. Through the Caring for our Watersheds Program, the team came up with a plan to distribute reusable sandwich containers to students at their school.

Congratulations to the team for implementing their Caring for our Watersheds plan with the help of their school's canteen!

We are so proud to see these projects that help local watersheds!





In Alberta, 80% of the surface water supply is located in the northern portion of the province while 80% of Alberta's water demand comes from the southern half of the province. Alberta is also estimated to have more groundwater than surface water. There is approximately 40,000 cubic kilometers (km³) of groundwater in Alberta – enough to cover the entire province in about 60 meters of water!

Moopher's Amazing Facts

Event Listings

Mwwa Annual Conference and Tradeshow
Annual Conference and Tradeshow
February 23 – 26, 2020 Keystone Centre,
<https://www.mwwa.net/>

Brandon, Manitoba

International Conference on Water Management Modeling
February 26 – 27, 2020
Courtyard by Marriott Toronto Brampton
<https://www.icwmm.org/>

Brampton, Ontario

Alberta Water & Wastewater Operators Association Operators Seminar
March 9 – 13, 2020
Banff Park Lodge Resort Hotel & Conference Centre
<https://awwoa.ca/events/seminar-overview>

Banff, Alberta

SustainTech 2020
March 19, 2020
Delta Hotels by Marriott Saskatoon Downtown
<https://www.seima.sk.ca/News-&Events>

Saskatoon, Saskatchewan

CWRA 2020 National Conference
June 1 – 04, 2020
Clarion Lakeside Inn and Conference Centre
<https://conference.cwra.org/>

Kenora, Ontario

If you have an event you would like to include under our listings, please email us at partners@saskriverbasin.ca.

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The River Current is published three times a year by Partners FOR the Saskatchewan River Basin. Articles and news items will be considered for publication. For further information about Partners FOR the Saskatchewan River Basin Project, or to submit items, please contact us.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 8 (2019)

EXECUTIVE COMMITTEE MEETING

Thursday, November 21, 2019 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Ian Sundquist (absent)
Jennifer Crowson
Margaret Plumtree

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - November 21, 2019
2. Approval of Minutes - October 10, 2019
3. Business Arising from the Minutes
4. New Business
(a) Draft 2020 Budget
(b) Subdivision Fee Review
(c) Vehicle
(d) Subdivision Activity 2019
(e) Fee For Service Update
5. Accounts
(a) Office Accounts -
(i) September 2019
(ii) October 2019
(b) Financial Statements -
(i) January 1 - September 30, 2019
(ii) January 1 - October 31, 2019
6. Director's Report
7. Executive Report
8. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 5:55 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: Jim Bester

THAT the Executive Committee approve the minutes of October 10, 2019, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Draft 2020 Budget

- The Director prepared a revised budget which incorporated changes discussed at the last meeting as follows:

REVENUE:

- For Service (Member) - \$400,000
- Subdivision Approval Fees - \$270,000
- Carry over from 2019 - \$53,000

EXPENDITURES:

- Permanent Employees - \$1,748,848.00
- Total Staff Benefits - \$355,901.00

- Committee consensus was to not carry over revenue from 2019; therefore, other options to balance the budget were discussed. Two budgets will be presented to the Board for consideration—one with a staff salary increase of 1.5% and one with a 2% increase.

Moved by: Jim Bester

THAT the Director incorporate changes to the 2019 Budget as discussed and prepare two options—one with a staff salary increase of 1.5% and one with a 2% increase—for consideration by the Board at the December 5, 2019 meeting.

CARRIED

(b) Subdivision Fee Review

- ORRSC currently charges the following subdivision fees:

Application Fee – \$700
Per Lot Fee – \$325
Per Lot Endorsement – \$200
1st Extension – \$325
2nd Extension – \$425
3rd Extension – \$525

- A comparison with nine other Alberta municipalities was conducted, and ORRSC's fees were found to be neither the highest or lowest of the group. The Committee agreed that small increases to keep up with the cost of living is preferred to avoid large increases in the future. The Director will calculate a minimal increase which will be incorporated into the 2019 Budget and presented to the Board for consideration at the December 5, 2019 Board of Directors' meeting.

(c) Vehicle

- An office vehicle was involved in a collision with a deer causing approximately \$11,000 in damage to the vehicle and the driver sustained a fractured wrist. We have use of a rental for the next few weeks while this vehicle is being repaired.

(d) Subdivision Activity

- Total subdivision revenue for the first 10 months of 2019 is \$245,617.50 and we are hoping to reach \$270,00 by the end of the year.

(e) Fee For Service Update

- The updated Fee For Service - Current Projects was reviewed. A tally of total MDPs, IDPs, etc. completed and in progress will be presented at the Board of Directors' meeting on December 5.

5. ACCOUNTS

(a) Office Accounts –

(i) September 2019

5150	Staff Mileage	M. Burla	\$	253.50
5280	Janitorial Services	Madison Ave Business Services		475.00
5285	Building Maintenance	Cam Air Refrigeration		499.00
5310	Telephone	Bell Mobility		611.44
5320	General Office Supplies	Desjardin Card Services		270.43
5380	Printing & Printing Supplies	Desjardin Card Services		277.16
5320	General Office Supplies	Desjardin Card Services		23.98
5500	Subdivision Notification	Desjardin Card Services		60.08
5330	Dues & Subscriptions	The Macleod Gazette		52.50
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding		23.00
5440	Land Titles Office	Minister of Finance		162.00
5500	Subdivision Notification	Lethbridge Herald		204.12
5570	Equipment Repairs & Maintenance	ALTIS MSP		209.00
5570	Equipment Repairs & Maintenance	Digitex		680.00
5570	Equipment Repairs & Maintenance	Whipcord		1,262.80
5570	Equipment Repairs & Maintenance	Xerox		738.73
5570	Equipment Repairs & Maintenance	Digitex		90.00
5580	Equipment & Furniture Rental	Pitney Bowes		297.12

5590	Equipment & Furniture Purchases	Cam Air Refrigeration	4,365.00
1160	GST Receivable	GST Receivable	505.96
		TOTAL	<u>\$11,060.82</u>

Moved by: Doug MacPherson

THAT the Executive Committee approve the Office Accounts of September 2019 (\$11,060.82), as presented. **CARRIED**

(ii) October 2019

5280	Janitorial Services	Madison Ave Business Services	\$ 425.00
5285	Building Maintenance	Wild Rose Horticultural	600.00
5285	Building Maintenance	Weings Sprinkler	100.00
5285	Building Maintenance	Yueu Majok	200.00
5310	Telephone	Bell Mobility	675.64
5310	Telephone	Bell Mobility	595.48
5310	Telephone	Shaw Business	180.91
5320	General Office Supplies	Desjardin Card Services	162.97
5380	Printing & Printing Supplies	Desjardin Card Services	307.99
5330	Dues & Subscriptions	Bassano Publishers	25.50
5330	Dues & Subscriptions	Sunny South News	26.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	169.00
5470	Computer Software	ESRI Canada	6,637.50
5570	Equipment Repairs & Maintenance	Xerox	757.84
5570	Equipment Repairs & Maintenance	Digitex	700.00
1160	GST Receivable	GST Receivable	560.83
		TOTAL	<u>\$12,147.66</u>

Moved by: Margaret Plumtree

THAT the Executive Committee approve the Office Accounts of October 2019 (\$12,147.66), as presented. **CARRIED**

(b) Financial Statements –

(i) January 1 - September 30, 2019

(ii) January 1 - October 31, 2019

Moved by: Jennifer Crowson

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

January 1 - September 30, 2019

January 1 - October 31, 2019

CARRIED

6. DIRECTOR'S REPORT

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

7. **EXECUTIVE REPORT**

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

8. **ADJOURNMENT**

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:40 p.m. until **Thursday, December 12, 2019 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 

From: Community Foundation of Lethbridge and Southwestern Alberta <communications@cflsa.ca>

Sent: January 15, 2020 9:07 AM

To: Marian Carlson <Marian@claresholm.ca>

Subject: Applications now accepted for spring 2020 grant cycle

Now Accepting Spring 2020 Grant Applications

Community Priorities Fund (due March 16)
Henry S. Varley Fund for Rural Life (due March 16)
Youth in Action Grants Program (due February 28)

Visit cflsa.ca/granting for more information.



Announcing the Spring 2020 Call for Applications!

Start your project proposal at www.cflsa.ca/granting.

The Community Foundation of Lethbridge and Southwestern Alberta is now accepting grant applications for the spring 2020 granting cycle. Charitable organizations and other qualified donees can apply for funding for projects and initiatives that will improve quality of life for residents of Southwestern Alberta.



**Community
Priorities Fund**

*Applications due Monday,
March 16 at 4:00 p.m.*

Addressing today's areas of pressing need by supporting projects from charitable organizations working in Southwestern Alberta.

**Henry S. Varley
Fund for Rural Life**

*Applications due Monday,
March 16 at 4:00 p.m.*

Supporting projects and initiatives that help to sustain a high quality of life throughout rural Southwestern Alberta.

**Youth in Action
Grants Program**

*Applications due Friday,
February 28 at 4:00 p.m.*

Encouraging youth philanthropy through collaboration on a project that will give back to their community.

Grants Information Session: February 12

Join us on **Wednesday, February 12 at 10:30 a.m.** at the Community Foundation office for an information session covering all three granting programs. This session is offered at no charge. Space is limited—please RSVP to grants@cflsa.ca.



Don't forget! Applications to the Community Foundation's new Investment Readiness Program are accepted until February 10 at 6:00 p.m. MST. Eligible organizations can apply for non-repayable capital to help them become investment ready. [Click here for](#)

[more details.](#)

ABOUT THE COMMUNITY FOUNDATION

It's right there in our name: community. For over 50 years, building a stronger and more vibrant Southwestern Alberta has been the motivation behind our work. Every year, we connect generous donors with causes that are close to their hearts, which helps us award over \$800,000 in grants annually to qualified groups throughout our region. Learn more about us at www.cflsa.ca.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, November 21, 2019

*Accepted
Jan 16, 2020*

- ATTENDEES:**
- Howard Paulson – Lay Representative
 - Brydon Saunders- Lay Representative
 - Lise Schultz – Town of Claresholm
 - Jason Schneider – Vulcan County
 - Cindee Schlossberger – Lay Representative
 - Brian Comstock – Lay Representative
 - Shirley Isaacson – Office Staff
 - Sandra Hillis – Office Staff

- REGRETS:**
- Ian Sundquist – MD of Willow Creek
 - Gabrielle Kirk – Calgary Primary Rural Care Network

Howard Paulson-Chair called the meeting to order at 10:45 a.m.

1.0 APPROVAL OF AGENDA

Addition to agenda – Christmas Bonus. Moved by Lise Schultz to accept the agenda as amended. Carried.

2.0 APPROVAL OF MINUTES

Moved by Jason Schneider that the minutes of the October 17, 2019 meeting be accepted as presented. Carried.

3.0 BUSINESS ARISING FROM MINUTES

3.1 CIP grant is being reviewed by the Government-called the office for clarification on some items.

4.0 CORRESPONDENCE:

- 4.1 Received notification that we got \$31,919.27 from the Casino. We will replace the funds of \$5000.00 that we received from the Claresholm Lions Club that we used previously to cover some bills.
- 4.2 Received donations from: Ladies Auxiliary of the Willow Creek Continuing Care Centre - \$2000.

5.0 REPORTS:

- 5.1 Financial – Sandy is working on collecting the accounts receivable-AISH owed us \$11,000.00 and we have collected \$4000.00 of this amount. Must do an update to Windows 10 sometime soon. Ridership has gone up with three trips per week to Vulcan. We are paying UFA below the posted price for our gas being used. Sandy moved acceptance of her report.
- 5.2 Chairman's Report – Howard informed the group that Irene from Vulcan has gave her notice of resignation. Howard is approaching businesses for funds –

The Co-operators has donated \$1500.00 to the Transportation Society. Pictures will be taken.

6.0 OLD BUSINESS:

- 6.1 The 2004 Dodge Van has 317,597 kms – runs great – will ask Starling Auction if they will sell it for us. Suggest to Starling Auctions that will give them a tax receipt if they donate the fee for selling the van.
- 6.2 Butch Boucher told us that he got information that the court case has been dismissed.

7.0 NEW BUSINESS:

- 7.1. Sandy will get prices on winter tires for the vans and change to summer tires in the spring.
- 7.2 Brydon Saunders moved that Blair Bullock be appointed to do the next year end audit for \$500.00. Carried.
- 7.3 The office will be closed from December 23, 2019 until January 2, 2020. The phones will be checked for messages during that time. Payroll cutoff will be December 19, 2019.
- 7.4 Brydon Saunders moved that the drivers be given a \$25.00 gift card from Tim Horton's and the office staff be given a \$50.00 gift card from Tim Horton's. Carried.

8.0 IN CAMERA:

9.0 NEXT MEETING DATE: Thursday January 16, 2020.

The meeting was adjourned by Sandy Hillis at 11:30 a.m.

SIGNED:

SIGNED:



Claresholm Animal Rescue Society

Board Meeting

MINUTES

Thursday, November 21, 2019

Claresholm Public Library

Accepted
Jan 16, 2020

Board Members:

Lorraine Norgard ✓

Judy Lelek ✓

Doreen VanLangen ✓

Sylvia Giroux ✓

Leslie Baker-A

Lise Schulze ✓

Denise Peters ✓

Dave Hatch ✓

Karen Thompson ✓

Crystal Kennard ✓

Maurice Beebe ✓

Diane ✓

1. Call Meeting to Order

The meeting was called to order at 6:55 p.m.

2. Approval/Adoption of Agenda

The agenda was accepted as amended on a motion made by Lise Schulze, seconded by Dave Hatch, carried:

9.7 Recycle Bin – Lorraine

9.8 Winter Clean Up - Diane

3. Approval of Minutes

The minutes of September 19, 2019 were adopted as circulated on a motion made by Doreen VanLangen, seconded by Lise Schulze, carried.

4. Treasurer's Report

Doreen presented her report. Our expenses continue to exceed our income substantially.

5. Adoption/Surrender & Volunteer Report

Sylvia presented her reports.

6. Scheduling Report

6.1 When can't stay for full shifts

Staff/volunteers that cannot work full shifts (10-3) and close (6:30-9:00) need to let Judy know so she can book extras to come in as it is not fair to expect the other person to stay longer to do your work.

7. Fundraising Reports

7.1 Sales by Sparta & Diane

Diane reported on her sales for the last month.

7.2 Kinettes Craft Fair November 16, 2019

Income was good. Our location was not helpful as many didn't even see us out in the lobby. Next year we need to make sure we are in the main hall or the small hall for better exposure/sales.

7.3 Claresholm Trade Fair – Jan 31/Feb 1, 2020

We could have a table at the Claresholm Trade Fair Jan 31 & Feb 1, and we have sponsors to pay for the table. Contact Lorraine as she needs to know if we have people available to sit at the table those two days before she confirms a table.

8. Old Business

8.1 Casino

Upcoming Casino December 30 & 31 in Lethbridge. They have changed our numbers for each shift, each day, so Doreen will be looking at some rescheduling.

8.2 "Why Force Free" Dog Course

Lorraine, Sylvia & Maurice will attend the course outside of Lethbridge November 24th.

9. New Business

9.1 Pet First Aid Course

We could take a first aid course for animals in the spring. Lorraine will leave a sign-up sheet at the shelter to see if we have enough interest.

9.2 Kids Zone

The group "Kids Zone" will be coming to the shelter Nov 22 and contact Judy if you can help.

9.3 What's Point of Dog Assessments?

Lorraine asked if it is worth having the dog assessments done at \$175 each, as too many at shelter choose to ignore the instructions and do their own thing with the dogs. The reason for the assessments was to have consistency for the dogs to help them improve. Agreed to leave the assessments on their kennels and staff/volunteers to follow the guidelines as set.

9.4 iAdopt "Home for the Holidays"

Presented information as received; will leave at shelter for info.

9.5 "Pawsitively Powered!"

Information shared; no one at meeting tonight was interested. Will leave at shelter for info.

9.6 Verkon vs. bleach in scoop pail

Agreed that there be 2 scoops used in each water & bleach pail for cleaning litter. Alternate scoops which gives the scoop enough time to sit in bleach to sanitize, to make. Do not use same scoop in each litter box, to eliminate chance of cross contamination. Verkon will not be necessary for regular cleaning, only upon outbreaks as it is very costly.

9.7 Recycle Bin

Town is going to new system for recycling. We will try the yellow bin on the corner; if that doesn't work out, let Lorraine know to ask Town for our own blue box in the building.

9.8 Winter Clean Up of Shelter

Diane would like to see a thorough clean-up of the shelter. Most thought it better to wait until warmer spring weather and clean-up here and there as possible, until then.

10. Next Meeting:

Thursday – January 16, 2020 at 6:45 pm *Claresholm Public Library.*

11. In Camera

Judy Lelek made a motion to go in camera, seconded by Lise Schulze. Carried. Dave Hatch moved we come out of camera, seconded by Karen Thompson. Carried.

12. Adjournment

Dave Hatch moved the meeting be adjourned at 9:10 p.m.

Town of Claresholm

Economic Development Committee

Meeting Minutes for November 19, 2019

7:00 pm Town of Claresholm Council Chambers



Present: Councilor, Brad Schlossberger
Councilor, Keith Carlson
MD Councilor, Glen Alm
Doug Leeds
Jeff Nielsen
Lauren Billey
Alec Harrison
Santanna Thom – phoned in

Regrets:
Chairperson, Darla Slovak
Vice Chairperson, Paul Zemlak

Guest: None

Staff: Brady Schnell, EDO

1. Call to Order 7:15 pm; Meeting was called to order by EDO Brady Schnell

2. Adoption of Agenda

Motion to adopt the agenda by Councilor Schlossberger
Seconded by Lauren Billey

CARRIED

3. Adoption of Minutes

Motion to adopt the minutes of September 16, 2019 by MD Councilor Glen Alm.
Seconded by Alec Harrison

CARRIED

Motion to adopt the minutes of October 21, 2019 by Lauren Billey
Seconded by Doug Leeds

CARRIED

4. Delegation – Cancelled

5. Updates

5.1 M. D. of Willow Creek – Glen Alm

- Granum is now a Hamlet of the MD of Willow Creek.

5.2 Chamber of Commerce - Lauren Billey

- The EDO presented to the Claresholm & District Chamber of Commerce twice and as a result, we have entered into a new partnership with Southwest Community Futures and the Claresholm Economic Development Committee for a joint application to the LMP grant.

5.3 Town of Claresholm - Councilor Schlossberger/Councilor Carlson



- The recent Town Council House on Rural Immigration was a huge success with 130 people in attendance. Councilor Schlossberger noted that two locals in attendance commented that every question that they had was answered that evening.

5.4 Economic Development Officer

- The EDO provided a verbal report on items not included in the meeting agenda.

6. Continuing Business

6.1 EDC Budget

- The EDC considered reviewed the Strategic Plan Progress Chart and 2019 budget actuals.

6.2 Rural & Northern Immigration Pilot

- 130 people were in attendance for the November 9, 2019 Town Council House on Rural Immigration. At least half of the attendees were from outside of Claresholm, wanting information on how to participate in the program. Member of Parliament John Barlow and Member of Legislative Assembly Roger Reid were both in attendance. The EDC's very own Doug Leeds made an excellent presentation, and the evening concluded with the EDO fielding more than 1-hour of questions. Overall it was a very successful event.
- Community Criteria Planning will be Friday Nov. 21, 2019 at 5:30 pm at the Town Office.
- The IRCC timeline allows for the Claresholm RNIP to begin January 1, 2020, however it is was agreed to postpone until February 2020.

6.3 Alberta Labour Market Partnership Grant (LMP)

- Southwest Community Futures, the Claresholm & District Chamber of Commerce, and Claresholm Economic Development have entered into a new partnership to apply for the LMP Grant offered by the Ministry of Labour and Immigration.
- If successful, the grant will be used for a series of projects over an 18-month period. The goals of the project are:

Priority 1: Support Industry and sector growth, Employer, and Community needs

- Encourage increased participation in the workforce and attraction to in-demand occupations in a variety of economic sectors.

Priority 2: Foster a dynamic labour market in Claresholm through workforce engagement and development

- Increase workforce participation of newcomers, youth, Indigenous peoples, women, mature workers, workers with low literacy and people living with a disability.

Priority 3: Identify emerging occupations;

- Workforce trends and training gaps through information and research.



6.5 Claresholm Business Conference

- After further consideration during the LMP working groups, the Conference planning group has decided to postpone the conference until January 2021. This time will allow for information and research to identify the best function for the conference, and if successful, the LMP grant will help fund the conference itself.

7. New Business

7.1 Wayfinding Signage Project

- The 2020 Wayfinding budget is less than anticipated, and therefore needs to be phased-out.
- The EDC reviewed the three responses for a second time and determined that with some minor adjustments, any of the applications may still be suitable for the project.
- The EDO to bring back changes to a future meeting for final decision.

7.2 Settlement Integration and Languages Project, Ministry of AB Labour and Immigration

- Calgary Catholic Immigration Society has submitted an application to the SILP grant on behalf of the partnership with the Claresholm Economic Development Committee.
- If successful this grant will provide funding for RNIP, and support the expansion of settlement services offered in Claresholm.

7.3 Alberta Rural Development Network

- The EDO has been investigating the requirements and costs associated with housing and/or social needs assessments with ARDN.
- The EDC agrees that the cost of the housing or social needs assessments are too high.

7.4 CARES Grant Application

- It was agreed that taking on another project at this time would be beyond the capacity of the Economic Development Officer.
- The Development Department has a project that may be suitable for the CARES grant, the EDO will offer assistance if needed.

7.5 DRAFT 2020 EDC Operating Budget

- The EDC reviewed and unanimously recommended the 2020 EDC DRAFT Operating Budget, this will go to Town Council for approval.

Motion to adopt the information items by Santanna Thom

Seconded by Lauren Billey

CARRIED

7.6 Appointment of EDC Chairperson and Vice Chairperson

- Motion to re-appoint Darla Slovak as chairperson of the Economic Development Committee for a second term, December 2019 – November 2020, by Councilor Kieth Carlson.

Seconded by Alec Harrison

CARRIED

Town of Claresholm

Economic Development Committee

Meeting Minutes for November 19, 2019

7:00 pm Town of Claresholm Council Chambers



- The Economic Development Committee agreed that allowing a Claresholm Town Councilor to act as Vice chairperson to the Economic Development Committee would be a good idea.
It was further agreed that allowing an alternate for the Chamber of Commerce position on the EDC would be a good idea.
EDO Brady Schnell will draft an amendment to the EDC bylaw to be considered at a future meeting. Any bylaw revisions will require Town Council approval.

8. Next meeting: January 20, 2020

9. Adjournment - Motion to adjourn by Doug Leeds at 9:35 p.m.

CARRIED